

A Public Meeting of Council was held at the Town Office on March 31, 2026, with the following in attendance.

Councilor's Present:

Mayor Andrew Shea
Councilor Ryan Holmes
Councilor Carol Warren

Deputy Mayor Damian Roebtham
Councilor Lary Roebtham

Staff:

Pauline Payne, CAO
Daphne Coles, Deputy Town Clerk

Absent:

Councilor David McKenna
Councilor Holly Payne

1. Call to Order:

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform and reviewed the meeting agenda.
- Meeting was called to order at 7:03PM.

2. Agenda:

2026-079

Holmes/D. Roebtham

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea Deputy Mayor Roebtham, Councilor Holmes, Councilor Roebtham and Councilor Warren. Against - 0.

3. Minutes:

2026-080

Warren/L. Roebtham

Resolved that the minutes of the Regular Public Meeting held on February 24, 2026 be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea Deputy Mayor Roebtham, Councilor Holmes, Councilor Roebtham and Councilor Warren. Against - 0.

2026-081

D. Roebtham/Holmes

Resolved that the minutes of the Special Public Meeting held on March 10, 2026 be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea Deputy Mayor Roebtham, Councilor Holmes, Councilor Roebtham and Councilor Warren. Against - 0.

4. Business Arising

4.1 CNWM – Central Regional Service Board Representative

- Mayor Shea agreed to represent the Town on the Central Regional Service Board with Central Newfoundland Waste Management.

4.2 Standing Committee Structure Review

- Councilor Warren has some concerns about the current committee structure and the member selection process. It is not clearly outlined in the Town and Local Service District Act, Rules of Procedure for Council Meeting or the Councilor Handbook.
- Standing Committee Structure and Terms of Reference state the Chair of each Committee is appointed by the Mayor following consultation with individual Council members at the beginning of each term of office and after two (2) years of each term of Council.
- Councilor Warren feels that the member selection should be done by a vote of Council for each designated committee in a closed session, instead of by the Mayor. With Councilors discussing what Committee they would want to sit on, they would be more suited for the committee's they represent.
- CAO informed Council that if the member selection process is to change, the Terms of Reference must be changed and approved by Council first.
- CAO will review the Towns and Local Service District Act to determine if the committee selection process falls within the requirements for a closed session which will take place at the Special Meeting scheduled for April 14th.

5. Department Reports

5.1 Planning & Public Works/Enforcement & Permitting presented by Deputy Mayor Roebotham

A meeting of the Planning and Public Works/Enforcement & Permitting Committee was held at the Town Office on March 10th, 2026 at 7:00 PM with the following present: Chairperson, Councillor David McKenna, Deputy Mayor Damian Roebotham, Councillor Ryan Holmes, CAO Pauline Payne, Superintendent/Foreman of Public Works Sheldon Hoffe, and Enforcement Officer Germaine Morgan

A. Public Works

I. Accessory Building Size Limit

- a) According to the Towns development regulations the current maximum size of all accessory buildings combined on a residential property can't exceed 30 m².

2026-082

D. Roebotham/Holmes

Resolved that Council approve amending the development plan to remove the maximum accessory building size.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

II. 2008 Komatsu Loader

- a) In December 2025 there were mechanical issues with the 2008 Komatsu Loader. Mechanics have assessed the loader and the motor has severe damage to major components. Island Mechanical and Repair have estimated repair costs to be between \$55000.00 and \$75000.00.
- b) In discussion of the motion, and to determine if a minimum bid will be placed on the Call for Bids, Council instructed the CAO to discuss the Book Value of the Loader with the Superintendent of Public Works and forward the value to Council by email.

2026-083

D. Roebotham/Warren

Resolved that Council approve issuing an Open Call for Bids to sell the 2008 Komatsu Loader.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

III. Vacant Positions

- a) There are currently 3 vacant Heavy Equipment Operator/Maintenance Worker positions (2 full-time, 1 Seasonal) in the Public Works Department. With these positions vacant it is quite difficult to maintain the level of service the public demands.

2026-084

D. Roebotham/L. Roebotham

Resolved that the Finance and Administration Committee review the Public Works positions.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

IV. Seldom Pump House Replacement

- a) Cost estimates for the Seldom Pump House replacement or renovation exceeds the amount of funding approved for this project.

2026-085

D. Roebotham/Holmes

Resolved that Council approve to cancel Municipal Capital Works Project 17-MCW-25-00000, Seldom Pump House Upgrade and reapply for a new project in the amount of \$4,622,080.00 for the cost of a new pumphouse.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

V. Transitional Authorization Wastewater Regulations

- a) The Town of Fogo Island is not currently compliant with the new wastewater regulations introduced in 2012. Staff have been working on a transitional authorization to allow us to have until 2040 to be compliant with these regulations. This transitional authorization will also reduce sampling and reporting requirements.

2026-086

D. Roebotham/Holmes

Resolved that Council approve moving forward with the Plan of Modification and Consolidation for Wastewater Effluent - Transitional Authorization compliance requirements for the Town of Fogo Island.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

B. Enforcement/Permitting

I. New Business

- a) Complaint regarding burning garbage/garbage left on the beach in Blackhead Cove.
- b) A Committee member will reach out to a volunteer group to assist with cleanup and Public Works Staff will provide the equipment needed.

II. Updates

a) Account # PENNK001

- i) More information was requested from a previous meeting of Council pertaining to the procedure of a Property Tax Sale and the cost of hiring a contracting service to deliver letters to the residents.
- ii) Sparkes Document Service in Gander quoted a price of \$525.00 to deliver on Fogo Island in an attempt to serve a letter. Please see attached for the process of a Property Tax Sale.

2026-087

Warren/L. Roebotham

Resolved that Council approve deferring the Committee's request to send a registered letter to the homeowner stating that the Town will be proceeding with a Property Tax sale for Tax Arrears owed on the property until Council can review an appropriate process for determining how to proceed with Property Tax Sales for an occupied property.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

b) Interest Relief Policy Amendment

- i) An interest relief policy was approved at a council meeting on May 28th, 2025.

2026-088

D. Roebotham/Holmes

Resolved that Council approve removing the annual filing date of March 31st as previously stated in our Interest Relief Policy, residents may not have the required information that is needed by the requested deadline. Further resolve to amend the policy to advise residents that any interest accrued prior to filing the application will remain the responsibility of the resident.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

c) Tax Arrears

- i) The following accounts with tax arrears, are not connected to Town water and sewer, therefore a water shut off to the property is not an option. Two of the properties are occupied by the owner, and the other two are occupied by the siblings of the owner.

2026-089

Warren/D. Roebotham

Resolved that Council defer sending a registered letter to the following homeowners stating that the Town will be proceeding with a Property Tax sale for Tax Arrears owed on the property until Council can review an appropriate process for determining how to proceed with Property Tax Sales for an occupied property:

- COLLR002
- PENND003
- SHEPB006
- WATEF006

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

- ii) A Letter was sent to the following residents regarding tax arrears stating that the Town will proceed with court action if payment arrangements are not made. A response email was sent and staff suggested that they would benefit by having a conversation to work out any details surrounding the taxes owed but the residents did not make further contact.

2026-090

D. Roebotham/Warren

Resolved that Council approve proceeding with Court Action for the following accounts;

- COLLB003
- BLUEJ001
- COLLG010

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

5.2 Finance and Administration presented by Councilor Roebotham

A meeting of the Finance and Administration Committee was held at the Town Office on March 26th, 2026, at 7:02PM. In attendance were Chairperson Councilor Lary Roebotham, Councilor David McKenna, Councilor Carol Warren, CAO Pauline Payne and Deputy Town Clerk Daphne Coles.

A. For Council Approval

I. Approval to Pay Invoices

a) Landmark

2026-091

L. Roebotham/Warren

Resolved that Council approve payment of Invoice #I010151 to Landmark in the amount of \$7,500.00 plus HST for LIDAR Survey.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

b) Madsen Construction Equipment

2026-092

L. Roebotham/D. Roebotham

Resolved that Council approve payment of Invoice #CAS-5018373 to Madsen Construction Equipment in the amount of \$6,818.22 plus HST for snowplow cutting edges.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

II. Request for Review on Business Tax Interest-Free Quarterly Payments

- a) Business Owner sent information to the Economic Development Officer for review on how the City of Corner Brook allows their businesses to pay their taxes in interest-free quarterly payments to see if the town could offer the same payment plan to businesses on Fogo Island.

2026-093

L. Roebotham/D. Roebotham

Resolved that the CAO do further investigation into how implementing a provision for businesses to pay their business taxes in interest-free quarterly payments would affect the town cash flow.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

III. Request for Interest Relief

2026-094

L. Roebotham/D. Roebotham

Resolved that Council approve write-off of the interest applied before the adjustment was made for 6 months water tax exemption in the amount of \$31.04 dated October 31, 2024 and any interest charges accrued after that date shall remain as applied for Account #ROBEA001.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

IV. Draft By-Law – Budget Allocation Capital Reserve Fund

2026-095

L. Roebotham/Warren

Resolved that Council approve the Budget Allocation Capital Reserve Fund By-Law as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

V. Rules of Procedure for Council Meetings

2026-096

L. Roebotham/Holmes

Resolved that Council approve the Rules of Procedure for Council Meetings with the addition of Emergency Meetings as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

VI. Department of Municipal & Community Affairs – Financial & Human Resource Oversight – Role of Council

- a) Letter received from the Minister of Municipal & Community Affairs regarding the responsibilities as a Council with regard to town finances and managing town staff.

B. Closed Session

- Committee entered into a closed session at 7.23pm for the remainder of the meeting and members of the public left the meeting gallery.
- Items for discussion included Legal and Staff matters.
- Deputy Town Clerk, Daphne Coles left the meeting at 7:52pm.
- Returned back to public meeting at 8:44pm and meeting adjourned .

C. New Business for Council Approval

I. Building Review for Town office

2026-097

L. Roebotham/Warren

Resolved that Council will give the building owner confirmation of the Town's intent to explore the option of looking at their building for the Town Office.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

6. Correspondence

6.1 2026 MNL Symposium

- Taking place in Gander, May 7 - 9, 2026
- If any Councilors are interested in attending, contact CAO, Pauline Payne

6.2 Dept of Municipal & Community Affairs

- Reminder letter of the deadline to complete mandatory orientation training.

6.3 Dept of Municipal & Community Affairs

- Reminder letter of Code of Conduct Requirements for municipalities.

7. New Business

- No new business for discussion.

8. Closed Session

2026-098

Warren/L. Roebotham

Resolved that Council enter into a closed session at 8:18pm for discussion on Staff Matters. All attendees on ZOOM Platform were muted and camera's were turned off.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

- Deputy Town Clerk left the meeting at 8:24pm and returned at 9:13pm. CAO Pauline Payne took over the position of Clerk for recording purposes if needed.

2026-099

D. Roebotham/Holmes

Resolved that Council return to the Public Meeting at 9:13pm .

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor Roebotham and Councilor Warren. Against - 0.

9. Date of Next Regular Meeting:

- Special Public Council Meeting – April 14th, 2026 @ 7:00pm.
- Public Council Meeting – April 28th, 2026 @ 7:00pm.

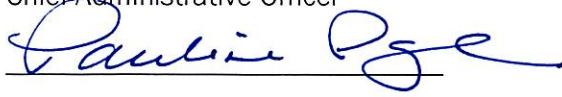
10. Adjournment:

2025-100

Holmes/Warren

Resolved the public council meeting of March 31, 2026, be adjourned at 9:17pm.

Pauline Payne
Chief Administrative Officer



Andrew Shea
Mayor