

A Public Meeting of Council was held at the Town Office on April 29<sup>th</sup>, 2025, with the following in attendance.

**Councillors Present:**

Mayor Andrew Shea  
Councillor Damian Roebbotham  
Councillor Adam Young

Deputy Mayor Alexander Crawford  
Councillor Lary Roebbotham

**Staff:**

Daphne Coles, Deputy Town Clerk  
Pauline Payne, CAO

**Absent:**

Councillor Mark Budden  
Councillor David Mckenna

**1. Call to Order:**

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:04PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on the ZOOM platform.

**2. Agenda:**

**2025-051**

**Crawford/L. Roebbotham**

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councillor Damian Roebbotham, Councillor Lary Roebbotham, and Councillor Young. Against - 0.

**3. Minutes:**

**2025-052**

**D. Roebbotham/Crawford**

Resolved that the minutes of the Regular Public Meeting held on March 25<sup>th</sup>, 2025, be adopted as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councillor Damian Roebbotham, Councillor Lary Roebbotham, and Councillor Young. Against - 0.

**4. Business Arising**

- No business arising from previous meetings.

**5. Department Reports**

**5.1. Economic Development & Special Projects presented by Councillor Young**

A meeting of the Economic Development & Special Projects Committee was held in the Council Chambers on April 16, 2025, at 6:00PM with the following present: Councillor Adam Young, Councillor Lary Roebbotham, CAO Pauline Payne, and EDO Cheryl Gardner.

The following items were discussed:

**A. FCM's Green Municipal Fund – Application**

- I. This application is for the study phase of the proposed conversion of the old RCMP building in Fogo. This phase will involve the development of completed architectural drawings, energy modeling, and all necessary contracting plans and cost estimates. The goal is to transform the existing building into a net-zero ready affordable housing property

- II. The total funding for this phase is \$122,820, with contributions from the following sources:
  - a. FCM's Green Municipal Fund: \$98,256
  - b. Housing Accelerator Fund (HAF): \$24,564

**2025-053**

**Young/D. Roebbotham**

Resolved to approve the application to the FCM for \$98,256 of non-repayable funding to complete the study phase of a net-zero ready affordable housing project at the old RCMP building located at 54 Main Street, Fogo.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**B. Housing Accelerator Fund Initiative Development**

- I. The development of the last two HAF initiatives- the infrastructure alignment and the public-private partnership framework- have been completed.
  - a. Public-Private Partnership framework review
  - b. Infrastructure Alignment Cost-Share Initiative review

**2025-054**

**Young/Crawford**

Resolved to approve the public-private partnership framework, with the details of these partnerships being negotiated on a case-by-case basis.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**2025-055**

**Young/D. Roebbotham**

Resolved to approve the infrastructure alignment cost-share model, with the finer details of the program to be established once infrastructure funding is secured.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**C. Canadian Housing Infrastructure Fund**

- I. We have earmarked the CHIF Provincial & Territorial Stream as an opportunity to service the identified surplus land in Seldom with water and sewer.
- II. This fund is non-repayable, covering 83% of total project costs
- III. Should we be successful in accessing this grant, the infrastructure alignment cost-share initiative will be developed around the 17% funding gap with a contribution from the Housing Accelerator Fund.

**D. Labour Market & Industry Analysis**

- I. The primary goal of this project is to gain a comprehensive understanding of Fogo Island's industry landscape and to identify opportunities to support labour market development and the growth of both current and emerging industries.
- II. This project is a partnership between the Town of Fogo Island, Mitacs and the Labour Market Partnership Fund through the Department of Immigration, Population Growth and Skills.
- III. The Labour Market data report is already completed and will be made publicly accessible on our Town website as its own document.
- IV. The broader purpose of this initiative is to determine how Fogo Island can best position itself as a desirable place to work and live. This project will provide critical insights into:
  - a) What aspects of our community we should promote,
  - b) Who our target audiences should be in labour attraction efforts, and
  - c) What opportunities does Fogo Island has for new business.

**5.2. Recreation & Tourism presented by Deputy Mayor Crawford**

Recreation & Tourism Committee did not hold a committee meeting during the month of April.



Update is provided below:

#### A. Recreation

- I. The current ice season has come to an end with the last day scheduled being Saturday April 19<sup>th</sup>, 2025.
- II. Planning is in progress for spring activities as we plan for the High School Graduation scheduled for May 30, 2025.
- III. We have confirmation from the Town of Bishop's Falls that they are extending our agreement allowing us to use their curling rocks for another year.
- IV. National Volunteer Week was April 27-May 3. The Town recognized all volunteers this year by providing breakfast and brunch for all ages at the common room on April 28<sup>th</sup>.
- V. The Historical Recreation and Action Committee in Seldom sent in a letter requesting council's support to apply for an Active NL Grant.

2025-056

**Crawford/L. Roebbotham**

Resolved that the Town of Fogo Island write a letter of support to the Historical Recreation and Action Committee in Seldom supporting their Active NL application for funding to construct raised garden beds in the community garden (Boone's Garden), located in Little Seldom.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

- VI. The Town congratulates the Girls Ball Hockey team for winning gold at the Regionals. We also extend congratulations to all minor hockey divisions at their provincial tournaments that were scheduled over the Easter break. We also recognize the girls, hockey team who are travelling to the Beaumont Hamel Tournament in St. John's later in April.
- VII. Congratulations to Paiton Godwin who was nominated by our school for the Adventure in Citizen Program organized by the Gander Rotary club. She ranked in the top three in this competition.

#### B. Tourism

- I. Working on the new brochure for 2025. Schedule of events and activities. Reserve July 5<sup>th</sup> on your calendar. 'Well known band "Irish Descendants" will take to the stage at the Iceberg Arena, as they celebrate 35 years performing.

#### 5.3. Planning & Public Works/Enforcement & Permitting presented by Councilor Damian Roebbotham

Planning and Public Works Department did not hold a committee meeting during the month of April.

The following items are for Council's discussion:

#### A. Lift Station Pump Fogo

- I. Two price quotes were obtained and the lowest was from Xylem for \$11,142.55 plus HST.

2025-057

**D. Roebbotham/Crawford**

Resolved to purchase new pump for the lift station located near 59 Main Street, Fogo from Xylem for the quoted cost of \$11,142.55 plus HST.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

#### B. 2025 Spring Clean-Up

- I. Spring Clean-Up will be from May 27<sup>th</sup> to June 13<sup>th</sup>. Residents will also be able to drop off waste at the CNWM site free of charge during this period.

#### C. Damage To Property From Snowclearing

- I. Resident at 50 Brown's Point Road Joe Batt's Arm has requested the Town repair damage to their fence caused by equipment while snow clearing. The fence is located 2.5 metres from the centre of the road and 0.4 metres from the edge of the pavement.

2025-058

**D. Roebbotham/Crawford**

Resolved that Council deny the request for repairs to deck due to snow clearing as the deck is inside the 10 metre easement and the town is not responsible for any damages done inside this easement.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**D. Request For Road Upgrade**

- I. The Anglican Parish has requested that the Town upgrade the road to the cemeteries located on Break Heart Hill in Fogo. They have submitted a letter from a former councilor stating that the Fogo Town Council agreed to maintain this road in exchange for a parcel of land located at the “picnic field” in Fogo. Upgrades currently needed to this road are estimated to cost \$4000.00.

2025-059

**D. Roebbotham/YOung**

Resolved to deny the request to upgrade the road leading up to the Anglican Cemeteries on Break Heart Hill in Fogo unless further documentation can be provided supporting continuing maintenance of the road.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**5.4. Fire Services presented by Councilor Damian Roebbotham**

A meeting of the Fire Services Committee was held on April 2<sup>nd</sup>, at 7:08 pm at the Town Office. In attendance: Councillor Mark Budden, Councillor Damian Roebbotham as alternate, Station Chiefs Paul Torraville, and Bobby Parsons, along with CAO Pauline Payne and Enforcement Permitting Officer, Germaine Morgan. Absent from the meeting was Station 1 Chief Dion Harnett.

The following items were discussed:

**A. Tower Light**

- I. 1<sup>st</sup> quote for hooking up electrical, 2<sup>nd</sup> quote requested.

**B. New Washer and Dryer**

- I. CAO was asked to get more information and pricing for a washer & dryer that meets regulations for fire gear. All in agreement this equipment is not only required but essential for the health and safety of firefighters. Staff call Gander Fire Station and get more information on the process and equipment they are using.

**C. Other**

- I. Inspections were completed on all Fire Trucks, 1 passed inspection – Quotes for Repairs total \$9,590.86 in total. Mr. Coffey is still awaiting parts and will schedule the repairs as soon as they arrive.
- II. New garage door required for Station 3 – Approved by Council and ordered through Castle Building Supplies.
- III. Repair and boost ceiling support at Station 3, awaiting the jack posts to arrive; installation will take place as soon as they arrive.
- IV. Station 3 is requesting a letter of Thank You to Mr. Sterling Tarrant for his long service to Fire Services as he is now retiring.

2025-060

**D. Roebbotham/L. Roebbotham**

Resolved that the CAO send a Letter of Appreciation thanking Mr. Sterling Tarrant for his many years of service to Station 3 of the Fogo Island Fire Services.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**5.5. Finance and Administration presented by Councilor Lary Roebbotham**



A meeting of the Finance and Administration Committee was held at the Town Office on April 28<sup>th</sup>, 2025, at 6:15PM. In attendance were Chairperson Councilor Lary Roebbotham, Councilor Adam Young, CAO Pauline Payne and Deputy Town Clerk Daphne Coles.

The following items were discussed:

**A. For Council Approval**

**I. Adoption of Cheque Register**

- a) Committee reviewed the cheques that were issued during February 2025

**2025-061**

**L. Roebbotham/Crawford**

Resolved to adopt the cheque register from February 1<sup>st</sup> – 28<sup>th</sup>, 2025 in the amount of \$230,691.53. Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

- b) Committee reviewed the cheques that were issued during March 2025

**2025-062**

**L. Roebbotham/D. Roebbotham**

Resolved to adopt the cheque register from March 1<sup>st</sup> – 31<sup>st</sup>, 2025 in the amount of \$169,896.30. Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**II. Adoption of Finance Reports**

- a) Committee reviewed the following reports for February and March 2025
- i) Breakdown of Receipts
  - ii) Quick Statistics Summary
  - iii) Detailed Income Statement

**2025-063**

**L. Roebbotham/Young**

Resolved to adopt the Financial Reports for February and March 2025 as presented. Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**III. Request for Business Tax Review**

- a) Council received a letter from the property owner with concerns regarding the taxation structure on their property and is requesting a review of the accommodation tax structure or business tax for small scale short-term rentals and consider aligning with other municipalities.

**2025-064**

**L. Roebbotham/Crawford**

Resolved to deny the request to eliminate double taxation for residential properties being used for accommodations as the 2025 Municipal Budget was approved by the Department of Municipal and Provincial Affairs. Under the Towns and Local Service Districts Act Section 245(1) a town budget shall be implemented by March 31 of the current fiscal year. Committee further recommends that the CAO do further research with other municipalities on the Business Taxes being charged for small-scale rentals for Council review for the 2026 Municipal Budget.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**IV. MCW Projects - 17-MCW-14-00009 - Town Office, Community Centre and Fire Hall Complex  
17-MCW-20-00007 - Town Office**

**2025-065**

**L. Roebbotham/D. Roebbotham**

Resolved to cancel the Town Office, Community Centre and Fire Hall Complex Project #17-MCW-17-00009 for \$197,670.84 intended for Design Related Costs and should Council wish they will apply again once a path forward is developed.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**2025-066**

**L. Roebbotham/Young**

Resolved to cancel the Town Office Project #17-MCW-20-00007 for \$1,801,746.67 intended for Construction, Escalation, and Contingency for construction and should Council wish they will apply again once a path forward is developed.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**V. Rules of Procedure for Council Meetings**

- a) Under Section 7(1)a) of the Towns and Local Service District Act the town council must adopt a bi-law outlining the Rules of Procedure for Council Meetings.
- b) CAO revised the current Rules of Procedure for Council Meetings Policy.

**2025-067**

**L. Roebbotham/Young**

Resolved to adopt the Rules of Procedure for Council Meetings Bi-Law as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**2025-068**

**L. Roebbotham/Crawford**

Resolved that the Town of Fogo Island hold a public council meeting on the second and last Tuesday of every month in 2025, at the Town Office, located at 2 Centre Island Road South, Fogo Island Central, beginning at 7:00 pm. Monthly meeting date is subject to change pending special circumstances.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**2025-069**

**L. Roebbotham/Young**

Resolved that Council eliminate the following Committees:

- 1. Economic Development and Special Event
- 2. Finance & Administration Committee
- 3. Planning & Public Works/Municipal Enforcement Committee
- 4. Public Safety & Fire Services Committee
- 5. Recreation & Tourism Committee

Department meetings will take place once a month with the Department Head, Deputy Town Clerk and the CAO and reports will be presented monthly at a public meeting of council.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against – 1 Mayor Shea.

**VI. Garbage Collection Bi-Law**

**2025-070**

**L. Roebbotham/D. Roebbotham**

Resolved to approve the Garbage Collection Bi-Law as presented.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

**VII. Approval of Invoice**



2025-071

L. Roebbotham/Young

Resolved to approve payment of Invoice #584698 for the amount of \$9216.00 and Invoice #584639 for the amount of \$12,096.00 plus HST to Government of NL for 2025 Ice Control Materials.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

## 6. Correspondence

### 6.1 Domestic Sawmill Permit Application

- Resident submitted a permit application for a domestic sawmill on their property.
- Under the Town Development Regulations this is zoned as Discretionary Use, public notice was issued for 14 days and 4 responses were received. All responses expressed concerns noise, sawdust, dust and pollutants.
- Sawmill has existed on the property since 2020 and have been licensed by the Department of Forestry since that time with renewals in 2021, 2023 and is now up for renewal in 2025. Town was not contacted for approval until this year, and it was overlooked by the department for prior approval and renewals. No complaints have ever been received from any residents since 2020 when the sawmill was initially placed on the property.

2025-072

D. Roebbotham/Young

Resolved to approve permit for a domestic sawmill located at 76 Main Street, Tilting as a Discretionary Use under the Town Development Regulations.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

### 6.2 Proclamation – Municipal Awareness Week

2025-073

Crawford/D. Roebbotham

Resolved that May 4<sup>th</sup> – 10<sup>th</sup>, 2025, be declared as Municipal Awareness Week in municipalities of Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all those efforts that support it.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

### 6.3 Letter - Air Access Support Letter & Signatures

- Gander Airport recently circulated the attached letter to businesses, organizations, and municipalities in the northeast coast region, expressing their grave concerns about the current state of air access to our region and its critical impact on our economic development.
- The attached letter was signed by 42 businesses, municipalities, and organizations from the area and was sent to the Premier.

2025-074

Crawford/L. Roebbotham

Resolved that the CAO write a Letter of Support to the Premier supporting Gander Airport's concerns for better air access for our region and the effects it is having on our economy.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebbotham, Councilor Lary Roebbotham, and Councilor Young. Against - 0.

## 7. New Business

### 7.1 Domestic Sawmill Policy

- Councilor Damian Roebbotham raised the item of Domestic Sawmills and the possible need for a Sawmill UsePolicy as over the past years some residents have gotten their own sawmill for personal use.

2025-075

D. Roebotham/L. Roebotham

Resolved that the CAO do further research in the development of a Domestic Sawmill Use Policy in relation to small rural municipalities.

Resolution Carried. In favour – 5. Mayor Shea, Deputy Mayor Crawford, Councilor Damian Roebotham, Councilor Lary Roebotham, and Councilor Young. Against - 0.

#### 7.2 Update on Bank

- Mayor Shea informed residents that the new bank, Atlantic Edge Credit Union is doing well and they are getting really busy. Anyone that has not already joined the credit union and are planning on joining you can call for an appointment or just drop by the bank.
- Mayor Shea is speaking on a panel discussion at the MNL Symposium on the closure of Scotiabank's around the province and the effects it is having on many residents.

#### 8. **Date of Next Regular Meeting:**

- Public Council Meeting – May 13<sup>th</sup>, 2025 @ 7:00pm.

#### 9. **Adjournment:**

2025-076

D. Roebotham/Crawford

Resolved the public council meeting of April 29, 2025, be adjourned at 8:40PM.

Pauline Payne  
Chief Administrative Officer



Andrew Shea  
Mayor

