

A Public Meeting of Council was held at the Town Office on July 6th, 2026, with the following in attendance.

Councilor's Present:

Mayor Andrew Shea
Councilor Ryan Holmes
Councilor Carol Warren

Deputy Mayor Damian Roebbotham
Councilor Lary Roebbotham

Staff:

Pauline Payne, CAO
Germaine Morgan, Enforcement/Permitting Officer

Absent:

Councilor Holly Payne
Daphne Coles, Deputy Town Clerk

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 7:01PM.
- Due to the absence of the Deputy Town Clerk, Germaine Morgan was appointed Clerk for the meeting.

2. Agenda:

2026-161

Holmes/L. Roebbotham

Resolved that the agenda be adopted as presented.

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

3. Minutes:

2026-162

D. Roebbotham/Holmes

Resolved that the minutes of the Regular Public Meeting held on May 26, 2026 be adopted as presented.

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

4. Business Arising

- ❖ No business arising from minutes of Regular Public Meeting held on May 26, 2026.

5. Department Reports

5.1 Economic Development presented by Deputy Mayor Roebbotham

A meeting of the Economic Development and Special Projects (EDSP) Committee was held at the Town Office on June 17, 2026, at 7:00PM. In attendance were Chairperson Deputy Mayor Damian Roebbotham, Councilor Carol Warren, and Economic Development and Special Projects Coordinator Victoria Bailey. Absent from the meeting were Councilor David McKenna and CAO, Pauline Payne.

The following items were discussed:

A. Modular Biorefineries - Potential Research Partnership

- I. Committee discussed two research projects headed by Dr. Paul Foley that he is interested in partnering with the Town of Fogo Island.

2026-163

D. Roebbotham/Warren

Resolved that Council approve moving ahead with the partnership with Dr. Paul Foley on the two biorefinery research projects

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

B. Marine Institute

➤ Councilor Warren departed the meeting at 7:08 pm

- I. A proposed pilot project headed by the Marine Institute, in partnership with the Fogo Island Co-operative Society and other stakeholders, to address the invasive green crab issue while exploring opportunities for composting and organic waste reduction. The Town's role would be to provide in-kind support through the use of municipal equipment (specifically the woodchipper) and operational staff.

2026-164

D. Roebbotham/Holmes

Resolved that Council approve moving ahead with the partnership with the Marine Institute on the Green Crab project.

Resolution Carried. In favour – 4. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, and Councilor Roebbotham. Against - 0.

➤ Councilor Warren returned to the meeting at 7:10 pm

5.2 Recreation & Tourism presented by Councilor Holmes

- Recreation and Tourism Committee didn't hold a meeting in June. A report was submitted to the Committee by Programs Coordinator, Elizabeth Blundon with an update on work and activities. The report was presented to Council at the public meeting.

5.3 Planning & Public Works/Municipal Enforcement presented by Deputy Mayor Roebbotham

A meeting of the Planning and Public Works Committee was held in the Town Office on June 24, 2026, at 7:00 PM with the following present: Committee Chairperson, Councillor David McKenna, Deputy Mayor Damian Roebbotham, Superintendent/Foreman of Public Works Sheldon Hoffe, and CAO Pauline Payne. Councillor Ryan Holmes joined the meeting at 7:08 pm.

The following items were discussed:

1. Planning & Public Works

A. JBA Pump House Leak

2026-165

D. Roebbotham/Warren

Resolved that Council approve hiring Rogers Electric Motor Service (1998) LTD to upgrade both suction and discharge piping at Joe Batt's Arm Pump House at a cost of \$28,219 plus HST.

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

2026-166

D. Roebbotham/Warren

Resolved that the Town of Fogo Island apply for funding under the Canada Community Building Fund (formerly the Federal Gas Tax Fund to upgrade both suction and discharge piping at the Joe Batt's

Arm Pump House at a cost of \$28,219 plus HST as quoted by Rogers Electric Motor Service (1998) LTD.

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

B. 2009 Komatsu Loader Tender

- I. Tender closed on June 15, 2026, 6 bids were received.

2026-167

D. Roebotham/Holmes

Resolved that Council award the tender for sale of the 2009 Komatsu Loader to KMR Transport LTD for \$21,100 plus HST

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

C. Complaint

- I. The owner of vacant land located Par ID #193008 has submitted a complaint form requesting the Town repair damages to his property caused from storing snow on his property this previous winter season.

2026-168

D. Roebotham/Holmes

Resolved that Public Works Staff clean up the property listed as Par ID #193008 since the vacant land was used as a place to store snow during this past winter.

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

2. Municipal Enforcement/Permitting

A. New Business

I. Parcel ID #185039

- a) A complaint has been received that the area has a lot of rusty vehicles and looks like a dump site.

2026-169

D. Roebotham/Warren

Resolved that Staff visit the area to confirm there are no areas of concern. The condition of the property is what would be expected with a business of that nature. If there are no other areas of concern it is requested that staff send a letter to the complainant stating that no action will be taken.

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

II. Parcel ID #093856

- a) A complaint has been received stating a resident has garbage on the road obstructing traffic.
b) Discussion was deferred to Closed Session.

III. Parcel ID #210698

- a) A complaint has been received stating that a resident is operating an unlicensed scrap yard.

2026-170

D. Roebotham/Holmes

Resolved that Staff forward a letter to the homeowner regarding the oil spill issue and inform the resident that all material items must remain inside property boundaries.

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

B. Streetlights

I. Stag Harbour

- a) At a previous meeting of council, a letter was reviewed from a resident requesting that the streetlights be upgraded within the community of Stag Harbour, walking in certain areas is quite dark.

2026-171

D. Roebbotham/L. Roebbotham

Resolved that 2 new streetlights be installed and 2 streetlights be moved to other poles as recommended by Staff to provide better lighting within the community of Stag Harbour.

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

II. Island Harbour

- a) A resident called our office to suggest we look at the streetlights in Island Harbour, they have concerns about certain areas being dark while walking. There are no houses located in areas of concern.
- b) The committee recommended that no new streetlights be added as the areas that would need lighting are not near any residential homes. Council disagreed with this recommendation.

2026-172

Warren/L. Roebbotham

Resolved that a decision on Street Lights for Island Harbour be deferred and Staff will provide information at the next scheduled meeting on how many new street lights are required and the locations.

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

C. Permits

I. Parcel ID # 093988

- a) A resident is asking for a permit to build a shed at the front left side of the property. Approval must be given by council as discretionary use to allow accessory buildings to be built in this area.

2026-173

D. Roebbotham/Holmes

Resolved that Council approve the permit to allow an accessory building to be placed at the front left side of the property with Parcel ID # 093988 as a discretionary use under the Town Development Regulations.

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

❖ Delegation

- Corporal Peter Boland, Fogo Island Detachment entered the meeting at 7:27pm. He provided Council with an update on statistics from 2024 to present.
 - ✓ Average calls per year is between 200 – 250. Types of calls include traffic, mischief, domestic, and crimes against property.
 - ✓ One person was charged with impaired driving in 2024, 2025 and 2026
 - ✓ Corporal Boland is encouraging people to call and report any crime activity to the police department or call Crime Stoppers to remain anonymous. Staff will post the contact details for Crime Stoppers on town social media.

5.4 Public Safety and Fire Services presented by Councilor Roebbotham

- A meeting of the Fire Services Committee was held at 7:00 pm on June 16th, 2026 at the Town Office. In attendance: Station Chiefs Paul Torraville, and Bobby Parsons, CAO Pauline Payne, Germaine Morgan, Councillor Lary Roebbotham and Councillor Carol Warren. Absent from the meeting were Station Chief Dion Harnett and Committee Chair Councillor Holly Payne

Items for discussion:

- A. Fogo Island Inn Emergency Plan
- B. Code of Conduct
- C. Review vehicles and replacement planning
- D. Community Wildfire Resilience – Application for funding.
- E. By-Laws/Constitution review and amendments,
- F. Single Fire Station evaluation – CAO updated that a NL Consultant is not available in the province. The Committee has asked the CAO to go further afield to NS, and NB.
- G. Costs for the current 3 Stations operations – The Committee has asked for the 2025 costs for operations for the 3 stations to review at the next meeting.
- H. Fire Services members attendance – Deferred to Closed Session

5.5 Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on June 29, 2026, at 7:00PM. In attendance were Chairperson Councilor Lary Roebbotham, Councilor Carol Warren, CAO Pauline Payne, and Deputy Town Clerk Daphne Coles. Absent from the meeting was Councilor David McKenna,

The following items are for Council discussion:

A. For Council Approval

I. Adoption of Cheque Register

2026-174

L. Roebbotham/Warren

Resolved that Council adopt the cheque register from Scotiabank and Atlantic Edge Credit Union from May 1 – 31, 2026 for a total amount of \$282,824.91.

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

II. Adoption of Finance Reports

2026-175

L. Roebbotham/Warren

Resolved that Council adopt the Financial Reports for May 2026 as presented.

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

III. Aged Receivables Report

➤ Committee reviewed the aged receivables report, and all is in order. Collections are ongoing.

IV. Approval of Aged Accounts

2026-176

L. Roebbotham/Warren

Resolved that Council approve the Aged Accounts for payment listed in the Aged Payable Report as of June 24, 2026, totaling \$113,890.99.

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

V. Approval of Invoices

a) Emco

2026-177

L. Roebbotham/Warren

Resolved that Council approve payment of Invoice #126263001109 in the amount of \$5022.68 plus HST.

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

VI. 2025 Financial Audit

2026-178

L. Roebbotham/D. Roebbotham

Resolved that Council approve for the Mayor and CAO to sign the Engagement Letter to engage Jordan Penney, CPA Professional Corporation to perform the 2025 Financial Audit for the Town of Fogo Island. A continuation of professional services offered by Richard Power, Chartered Professional Accountant.

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

VII. Letter – Request for Lower Mil Rates

- a) Resident sent a letter expressing concern about the same mil rate being implemented for properties in communities that are not on town water and sewer services.

2026-179

L. Roebbotham/Warren

Resolved that the Deputy Town Clerk write a letter to the resident explaining how the taxation process is implemented for both property taxes and water and sewer taxes.

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

VIII. Cyber Liability Insurance

2026-180

L. Roebbotham/Warren

Resolved that Council approve Cyber Liability Insurance with an annual premium of \$2315.00. This will include Cyber & Privacy limit coverage up to \$1,000,000.00 and Cyber Crime limit coverage up to \$250,000.00.

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

IX. Request for Donation

- a) 2026 Graduation Class is requesting a discount on the rental fee for the tables and chairs used for the Graduation.

2026-181

L. Roebbotham/Warren

Resolved to reverse the invoice for rental of tables and chairs for the 2026 Graduation Class and approve the tables and chairs as a donation. Further resolved that if the future Graduation Class uses Town Property no charges will be issued, and if they go with another venue location on the island no charges will be issued for the tables and chairs unless damages to such items are incurred.

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

X. Open Call for Bids

2026-182

L. Roebbotham/Warren

Resolved that Council approve to award the Open Call for Bids 2026-002 Etheridge's Point Ballfield, Joe Batt's Arm to remove and dispose of existing fence and supply and install a new metal fence to Provincial Fence Products Limited in the amount of \$79,650.00 plus HST. JBA Recreation Committee has committed to a \$10,000.00 donation.

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

XI. Records & Retention Policy

2026-183

L. Roebbotham/D. Roebbotham

Resolved that Council approve the amended Records & Retention Policy as presented.

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

B. Items Brought Forward from Special Closed Meeting of June 25th, 2026

2026-184

L. Roebbotham/Holmes

Resolved that CAO Pauline Payne be appointed Clerk for the meeting.

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

2026-185

L. Roebbotham/Holmes

Resolved that Council approve commitments to HR changes which will remain confidential until legally able to disclose to applicable Staff.

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

6. Correspondence

6.1 Department of Transportation & Infrastructure

- Department of Transportation & Infrastructure are advising municipalities that the anticipated dates to apply for Municipal Capital Works program, Canada Housing Infrastructure fund and any other programs will open on the first Tuesday in September for six weeks.

6.2 MNL – Marine Atlantic

- Municipalities Newfoundland & Labrador are asking municipalities to draft a letter stating the impact a reduction in service would have on your town.

6.3 MNL – James Hiscock Scholarship

- Municipalities Newfoundland & Labrador are now accepting applications for the James Hiscock Scholarship valued at \$500.00. Applicants must be the child or ward of any municipal council member or municipal employee upon high school graduation 2026

6.1 Resignation Letter

- Councilor David McKenna submitted his Letter of Resignation effective Tuesday, June 30th, 2026.

7. New Business

7.1 Fogo Island Ferry User Committee – Council Delegate

2026-186

Holmes/Warren

Resolved to defer decision until the next scheduled public meeting.

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

- Mayor Shea departed the meeting at 8:33pm. Deputy Mayor Roebbotham took the seat of Chairperson for the remainder of the meeting.

7.2 Public Session

- Deputy Mayor Roebbotham passed the Gavel to Councilor Holmes and brought forward a suggestion for council to hold public Q & A Sessions. This would enable the public to voice their concerns.

2026-187

D. Roebbotham/Warren

Resolved that Staff organize a Town Hall Q & A Public Meeting in the near future and all members of Council are to attend, including the Mayor.

Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Holmes, Councilor Roebbotham and Councilor Warren. Against - 0.

- Deputy Mayor Roebbotham returned to position of Chair.

8. Closed Session

2026-188

Warren/L. Roebbotham

Resolved that Council enter into a closed session at 8:46pm.

Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Holmes, Councilor Roebbotham and Councilor Warren. Against - 0.

- ❖ The following items were discussed:
 - Fire Services Member Attendance
 - Property Issue

2026-189

L. Roebbotham/Holmes

Resolved that Council return to the Public Meeting at 9:21pm .

Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Holmes, Councilor Roebbotham and Councilor Warren. Against - 0.

2026-190

Warren/Holmes

Resolved that the CAO forward a letter on behalf of Council to Station 2 members who are not attending meetings or training with 60 days notice to resume attendance with their respective department.

Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Holmes, Councilor Roebbotham and Councilor Warren. Against - 0.

9. Date of Next Regular Meeting:

- Public Council Meeting – July 28, 2026 @ 7:00pm.

10. Adjournment:

2026-191

Holmes/Warren

Resolved the public council meeting of June 30, 2026, be adjourned at 9:23pm.

Pauline Payne
Chief Administrative Officer

Andrew Shea
Mayor

