



Minutes of Regular Public Council Meeting July 28th, 2026, at 7:00PM

A Public Meeting of Council was held at the Town Office on July 28th, 2026, with the following in attendance.

Councilor's Present:

Deputy Mayor Damian Roebbotham

Councilor Holly Payne

Councilor Ryan Holmes

Councilor Lary Roebbotham

Staff:

Pauline Payne, CAO

Daphne Coles, Deputy Town Clerk

Absent:

Mayor Andrew Shea

Councilor Carol Warren

1. Call to Order:

- In the absence of the Mayor, Deputy Mayor Roebbotham chaired the meeting, welcomed everyone viewing the meeting on the ZOOM Platform and reviewed the meeting agenda. Meeting was called to order at 7:02PM.

2. Agenda:

2026-192

Holmes/Payne

Resolved that the agenda be adopted as presented.

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

3. Minutes:

2026-193

L. Roebbotham/Holmes

Resolved that the minutes of the Regular Public Meeting held on July 6, 2026 be adopted as presented.

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

4. Business Arising

- ❖ No business arising from minutes of Regular Public Meeting held on July 6, 2026.

5. Department Reports

5.1 Economic Development presented by Deputy Mayor Roebbotham

Economic Development Committee did not hold a committee meeting for July. Economic Development and Special Projects Coordinator, Victoria Bailey submitted a report to Council with updates on the following projects:

- A. Staff Training
- B. Housing Accelerator Funding
- C. Green Municipal Funding – Old RCMP Building and Rapid Adaptation Funding
- D. Net-Zero Communities Accelerator
- E. Modular Biorefineries Research Partnership
- F. Green Crab Research Partnership

5.2 Recreation & Tourism presented by Councilor Holmes

Recreation and Tourism Committee didn't hold a meeting in July. A report for Council was submitted to the Committee by Programs Coordinator, Elizabeth Blundon with an update on the following:

- A. Recreation activities in July
- B. Museum openings and Student Workers
- C. Upcoming August events

5.3 Planning & Public Works/Municipal Enforcement – No meeting.

5.4 Public Safety and Fire Services – No meeting.

5.5 Finance and Administration presented by Councilor Roebbotham

A meeting of the Finance and Administration Committee was held at the Town Office on July 23, 2026, at 7:00PM. In attendance were Chairperson Councilor Lary Roebbotham, Councilor Carol Warren, CAO Pauline Payne, and Deputy Town Clerk Daphne Coles.

The following items are for Council discussion:

A. Public Works

- Superintendent Public Works Sheldon Hoffe attended the meeting

I. Municipal Capital Works Applications

2026-194

L. Roebbotham/Payne

Resolved that Council approve for Staff to obtain updated cost estimates and apply for Municipal Capital Works funding for the following projects with priority listing as follows:

- 1) Gabian Wall Replacement, Main Street Fogo (2024 Estimated Cost \$440,000.00)
- 2) Country Road, Fogo – Pavement and Culvert Replacement (2024 Estimated Cost \$2.38 million)
- 3) Lift Station Upgrade – 116 Main Street Fogo (Estimated Cost \$400,000.00)
- 4) Lift Station Upgrade – 46 Southside Road, Joe Batt's Arm (Estimated Cost \$400,000.00)

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

II. Draft Limited Call for Bids – Snow Clearing

2026-195

L. Roebbotham/Holmes

Resolved that Council approve the Limited Call for Bids for Snow Clearing Services from December 15, 2026, to April 15, 2027 with possibility of extension for two primary locations:

- 1) Fogo – All Town Owned roads and Parking Lot of Fogo Island Fire Services Station 3
- 2) All Town Owned roads in the communities of Seldom, Little Seldom, and 1 road in Stag Harbour, Fire Station 1 Parking Lot.

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

- Superintendent Public Works Sheldon Hoffe departed the meeting at 7:35pm.

B. Finance and Administration

I. Adoption of Cheque Register

2026-196

L. Roebbotham/Payne

Resolved that Council adopt the cheque register from Scotiabank and Atlantic Edge Credit Union from June 1 – 30, 2026 for a total amount of \$230498.44.

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

II. Adoption of Finance Reports

a) Committee reviewed the finance reports for June 2026

2026-197

L. Roebbotham/Payne

Resolved that Council accept the Financial Reports for June 2026 as presented.

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

III. Approval of Aged Accounts

2026-198

L. Roebbotham/Payne

Resolved that Council approve the Aged Accounts for payment listed in the Aged Payable Report as of July 21, 2026, totaling \$198,661.99.

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

IV. Approval of Invoices

a) Government of NL

2026-199

L. Roebbotham/Holmes

Resolved that Council approve payment of Invoice #587967 in the amount of \$13,780.00 plus HST for Ice Control Materials for March 2026.

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

b) Central Diving Ltd

2026-200

L. Roebbotham/Payne

Resolved that Council approve payment of Invoice #19392 in the amount of \$25,200.00 plus HST for repairs to sewer outfall in Seldom.

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

c) Rebuilt Pumps & Motors Limited

2026-201

L. Roebbotham/Holmes

Resolved that Council approve payment of Invoice #34439 in the amount of \$14,146.21 plus HST for repairs to lift station pumps.

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

d) Armtec

2026-202

L. Roebbotham/Holmes

Resolved that Council approve payment of Invoice #6-389044 in the amount of \$14,710.89 plus HST for Culvert Supplies.

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

V. Bi-Election

a) Date of Bi-Election

2026-203

L. Roebbotham/Holmes

Resolved that the Town of Fogo Island hold a Bi-Election on September 16th, 2026.

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

b) Nomination Day

2026-204

L. Roebbotham/Payne

Resolved that the Town of Fogo Island hold one Nomination Day on August 17th, 2026, for nomination of candidates for the Bi-Election on September 16th, 2026.

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

c) Advance Poll

2026-205

L. Roebbotham/Holmes

Resolved that the Town of Fogo Island hold an Advance Poll on September 9th, 2026, for the Bi-Election on September 16th, 2026.

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

d) Returning Officer

2026-206

L. Roebbotham/Holmes

Resolved that Daphne Coles, Deputy Town Clerk, be appointed Returning Officer for the Bi-Election on September 16th, 2026.

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

e) Alternate Returning Officer

2026-207

L. Roebbotham/Holmes

Resolved that Tracy Torraville, Accounting Clerk, be appointed Alternate Returning Officer for the Bi-Election on September 16th, 2026.

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

f) Poll Clerk

2026-208

L. Roebbotham/Payne

Resolved that Pauline Payne, CAO, be appointed Poll Clerk for the Bi-Election on September 16th, 2026

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

VI. Municipal Accommodation Tax By-Law

2026-209

L. Roebbotham/Holmes

Resolved that Council adopt the Municipal Accommodation Tax Bi-Law for the establishment of accommodation taxes to be imposed on the purchase of accommodations of short duration at a rate of 4% within the Town of Fogo Island municipal boundaries and will come into effect on January 1st, 2027. Resolution Carried. In favour – 4. Deputy Mayor Roebbotham, Councilor Holmes, Councilor Payne and Councilor Roebbotham. Against - 0.

VII. Travel Expense Policy

2026-210

L. Roebbotham/Holmes

Resolved that Council approve the amended Travel Expense Policy with the following changes:

SCHEDULE 'B'

Mileage Rates

Employees will be reimbursed in any given year based on the Provincial Mileage rate in effect at January 1 of that year. Employees who are required to use their Private Vehicle as a condition of employment will be reimbursed at 51.45 cents per km, up to 9000 km in the calendar year, and 37.55 cents per km in excess of 9000 km. All other employees who use their private vehicles on employer business will be reimbursed at 37.55 cents per km.

Replace with:

“Employees will be reimbursed in any given year based on the Provincial Mileage rate in effect as issued by the Provincial Government for the given month the travel occurs. Employees who are required to use their Private Vehicle as a condition of employment will be reimbursed at the Provincial Mileage rate per km, up to and exceeding 16,000 km in the calendar year”.

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

6. Planning & Public Works/Enforcement

6.1 Contravention of Town Policy & Stop Work Order

- Councilor Holmes declared conflict of interest and left the council table at 7:39pm
- Property owner was contacted by telephone call stating that development was being done without a permit from the town and asked to stop work until the appropriate permit was issued.
- Property owner failed to comply with request, so an emergency Stop Work Order was issued by Staff on July 8th, 2026.

2026-211

L. Roebbotham/Payne

Resolved that Council approve the emergency Stop Work Order issued to Par ID #155924 for the development of a pool deck without an approved development permit from the Town of Fogo Island as per Section 7 of the Town of Fogo Island Development Regulations 2015-2025. Resolution Carried. In favour – 3. Deputy Mayor Roebbotham, Councilor Payne and Councilor Roebbotham. Against - 0.

- Councilor Holmes returned to the council table at 7:40pm.

6.2 Review of Stop Work Order Procedures

- Council review the process by Staff for issuing Stop Work Orders and the regulations under Section 285 of the Towns and Local Service District Act. Questions were raised on Section 285(3) which states:

(3) An order made under this section continues in force until revoked by the town council which made the order.

- Council requested that Staff gather more information on the meaning of Section 285(3) and provide an update on previous Stop Work Orders that have been issued and the follow-up procedures.
- Council requested that a Special Meeting of Council be held on on August 5, 2026 at 7:00pm for further discussion on Stop Work Order procedures.

7. Correspondence

7.1 Letter – Request for Slipway

- Resident of Shoal Bay sent in a letter requesting that the Town consider constructing a new slipway in Shoal Bay as the previous slipway at the old dockyard is no longer usable.

2026-212

L. Roebbotham/Payne

Resolved that Staff respond by letter to the resident stating that Council will take the request for a slipway in Shoal Bay into consideration for any future development/spending within the recreational field that would be applicable to projects of this nature..

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

7.2 Letter – FICA Playground Maintenance Request

- Received a letter from the Administrator of the YMCA Pre-K at the Fogo Island Central Academy requesting maintenance of the school playground.
- The agreement between the Town and the NL School District does not stipulate any requirements for maintenance on the playground.

2026-213

L. Roebbotham/Payne

Resolved that Staff write a letter to the NL School District asking if they could provide maintenance to the school playground during the summer season for the Pre-K children can have a safe place to go outside and play.

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

7.3 2026 MNL Conference

- 2026 MNL Conference is taking place in St. John's from November 5-7th, 2026.
- Two delegates can attend.
- If any Councilor would like to attend, they can contact Staff.

7.4 Letter to Minister of Education & Early Childhood Development

2026-214

L. Roebbotham/Payne

Resolved that the Town of Fogo Island provide support to the Fogo Island Early Learning Leadership Group with their letter to Minister of Education and Early Childhood Development to establish Newfoundland and Labrador's first rural licensed nature-and land-based early learning pilot program.

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

7.5 Invoice for Payment Approval

2026-215

L. Roebbotham/Payne

Resolved that Council approve payment of Invoice #2026-017 to Fundamental Inc in the amount of \$25,050.17 plus HST

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

8. New Business

- Councilor Roebbotham inquired about the maintenance of Stag Harbour Playground. It is grown in with alders and needs to be cleared up.
- Councilor Payne also inquired about the basketball court in Fogo by the Bleak House, the grass around it is long and needs to be cut.
 - ❖ CAO will check to see who is responsible for maintenance of both areas.
- CAO brought forward a request from a Visitor wanting to use the image of the fish from the logo from the F.U. Trading Company in Seldom for a rug hooking design for her own personal use.

2026-216

Payne/L. Roebbotham

Resolved that Council give permission for a Visitor to use the image of the fish from the logo from the F.U. Trading Company in Seldom for a rug hooking design for her own personal use.

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

9. Closed Session

2026-217

L. Roebbotham/Payne

Resolved that Council enter into a closed session at 8:14pm.

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

The following items were discussed:

- Human Resources
- Property Tax Sale Auction #2

2026-218

Holmes/Payne

Resolved that Council return to the Public Meeting at 8:50pm .

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

2026-219

L. Roebbotham/Payne

Resolved that Council approve a 1 year Leave of Absence for the Director of Recreation & Tourism from May 14, 2026 to May 13, 2027.

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

2026-220

L. Roebbotham/Holmes

Resolved that the CAO direct the duties of the Director of Recreation & Tourism throughout the current Staff and the Tourism Program Coordinator will engage the responsibilities as Acting Director of Recreation & Tourism.

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

10. Date of Next Regular Meeting:

- Public Council Meeting – August 25, 2026 @ 7:00pm.

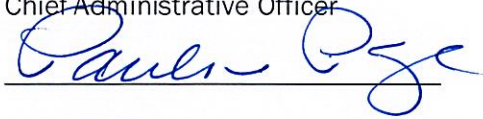
11. Adjournment:

2026-221

Holmes/Payne

Resolved the public council meeting of July 28, 2026, be adjourned at 8:50pm.

Pauline Payne
Chief Administrative Officer



Damian Roebbotham
Deputy Mayor

