

A Public Meeting of Council was held at the Town Office on July 29th, 2025, with the following in attendance.

Councillors Present:

Mayor Andrew Shea
Councillor Mark Budden

Councillor Damian Roebbotham

Deputy Mayor Alexander Crawford
Councillor David McKenna (Via ZOOM)

Councillor Adam Young

Staff:

Daphne Coles, Deputy Town Clerk
Pauline Payne, CAO

Absent:

Councillor Lary Roebbotham

1. Call to Order:

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:00PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on ZOOM.

2. Agenda:

2025-123

Crawford/D. Roebbotham

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Mark Budden, Councillor McKenna, Councillor Damian Roebbotham, and Councillor Adam Young. Against - 0.

3. Minutes:

2025-124

Budden/Young

Resolved that the minutes of the Regular Public Meeting held on July 8th, 2025, be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councillor Mark Budden, Councillor McKenna, Councillor Damian Roebbotham, and Councillor Adam Young. Against - 0.

4. Business Arising

- No Business Arising.

5. Department Reports

5.1. Economic Development & Special Projects – No Report

5.2. Recreation & Tourism presented by Deputy Mayor Crawford

A Departmental meeting for Recreation and Tourism took place on Tuesday, July 22nd at 2:00 pm in the council chambers. In attendance were CAO – Manager, Pauline Payne, Director Colette Wells – Coish, Program Coordinator, Elizabeth Blundon.

The following items were discussed:

A. Recreation

- I. Annual Pre- Canada Day Bingo held on June 25 at the stadium was a great evening with over eighty individuals in attendance.

- II. Our concert on July 5th started great with the ‘Rugged Shores”, the Irish Descendants were only on the stage for a brief time when we experienced a severe thunderstorm and power failure. We are now in the process of developing a policy for events and activities.
- III. The annual Seniors Garden Party in conjunction with NL Health Services was a huge success with over seventy people in attendance. They enjoyed entertainment by Major Lorne and wife Ella Hiscock, with refreshments and door prizes.

B. Tourism

I. Local business has developed a new trail guide brochure for Fogo Island.

- a) Owner is asking if the Town would support the trail guide brochure by placing the brochure at the Visitor Center, reference it on our App and on the Town Website.

2025-125

D. Roebotham/Young

Resolved to display a copy of the trail guide brochure at the Visitor Information Centre and if anyone is interested in purchasing a brochure they will be referred to the owner. An ad for the brochure will also be placed on the Fogo Island App and town social media. No sales transactions will take place by town staff.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebotham, and Councilor Adam Young. Against - 0.

II. Signage

- a) There has been discussion on how we can approach tourists who are camping in areas overnight to reduce noise levels and respect our sites that are located within the community boundaries.

2025-126

Crawford/D. Roebotham

Resolved to purchase signage for town properties as tourists are using many open areas on the island for overnight camping. Signage will have the town logo with the following message:

**WHILE VISITING PLEASE
RESPECT THIS PROPERTY. BE MINDFUL
OF NOISE LEVELS AND BE CONSIDERATE
OF OTHERS. WE HOPE YOU HAVE ENJOYED
YOUR VISIT.**

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebotham, and Councilor Adam Young. Against - 0.

5.3. Planning & Public Works/Enforcement & Permitting presented by Councilor Budden

Public Works did not hold a department meeting in July.

The following item is for Council discussion:

A. Seldom Pump House Replacement

- I. Government has declined our request to change the scope of work for the Seldom pump house project.
- II. Council discussed the 2 options presented by Staff and the importance of proceeding with this project for the residents of Seldom especially with the low water pressure experienced when the shrimp plant is in operation during the summer season.

2025-127

Budden/D. Roebotham

Resolved to defer decision on the funding for the MCW Project, Seldom Pumphouse Upgrade - 17-MCW-25-00000 until the next Council meeting and Staff will arrange a meeting with Minister Loveless,

Department of Transportation and Infrastructure to discuss the importance of the project and scope of work required.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

5.4. Fire Services presented by Councilor D. Roebbotham

A meeting of the Fire Services Department was held on July 16, 2025 at 7:00pm at the Town Office. In attendance: Station Chiefs Paul Torraville, Dion Harnett and Bobby Parsons, along with CAO Pauline Payne and Enforcement Permitting Officer, Germaine Morgan.

The following items were discussed:

A. Fire Calls Update

- I. 1 MVA - False Alarm
- II. 2 Emergency Medical Assists
- III. 1 Structure Fire

B. Training Update

- I. Training is based on the availability of volunteers, due to work and summer schedules.

C. Items for discussion:

- I. Review of Emergency Plan scheduled for Aug. 13th at 6pm.
- II. Clean-up of Seldom Bon-fire site is required and will be completed in the next couple weeks.
- III. New signage is required for Emergency Traffic Control, these have been ordered and shipping is 4 to 5 weeks.
- IV. Major issue with parking next to Station 2 in Joe Batt's Arm; when fire personnel arrive in an emergency there is nowhere to park their vehicles.

2025-128

Crawford/Budden

Resolved to order "No Parking" "Fire Services Personnel ONLY" signs to be erected at Joe Batt's Arm Hall parking lot on the side towards the Shorefast Church.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

- V. Questions were raised regarding 911 calls for medical assistance in the woods.
 - a) Who decides when Air Transport should be requested? EMT's or Fire Services?
 - b) Should our Fire Services volunteers be transporting injured people on their personal ATV's?
We don't have ATV's that are part of our Fire Services equipment.
CAO will reach out to Chris Foster at Fire Services with the Dept. of Justice and Public Safety.

5.5. Finance and Administration presented by Councilor Young

A meeting of the Finance and Administration Department was held at the Town Office on July 24th, 2025, at 10:30 AM. In attendance were CAO Pauline Payne, Deputy Town Clerk Daphne Coles and Accounting Clerk Tracy Torraville.

The following items were discussed:

A. For Council Approval

I. Adoption of Cheque Register

- a) Department reviewed the cheques that were issued during June 2025

2025-129

Young/Crawford

Resolved to adopt the cheque register from June 1st to 30th, 2025 in the amount of \$192,164.76.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

II. Adoption of Finance Reports

- a) Department reviewed the following reports for June 2025
 - i) Breakdown of Receipts
 - ii) Detailed Income Statement
 - iii) Bank Reconciliation

2025-130

Young/D. Roebbotham

Resolved to adopt the Financial Reports for June 2025 as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

III. Request for Property Tax Review

- a) Property owner is disputing the outstanding balance on taxes owing. The owner only has one property, and it is vacant land.
- b) In 2025 municipal budget, residents with only one property that is vacant, tax rates were reduced to \$190.00. Prior to 2025, if a resident only had one parcel of land whether it was occupied or not the base tax rate of \$340.00 was charged.
- c) Owner now feels that the base tax rate was charged in error for the past 4 years.

2025-131

Young/D. Roebbotham

Resolved to deny request for property tax adjustment for 20 Kelly's Island Road, Tilting to vacant land tax rate for the years 2021 to 2024. Further resolves that Staff respond to property owner explaining the changes in property tax rates for vacant land and include the property invoices and tax rates approved with the municipal budget for the previous 4 years and 2025.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

IV. Request to relinquish properties

- a) Resident has been paying taxes on 3 garden properties located in Oliver's Cove, Tilting that were passed down through the family.
- b) In January 2024, the resident requested to have the gardens removed from his name, he has never used the gardens and has no interest in the properties. One garden is only accessible by ATV and not even sure of the exact size of either garden.
- c) Staff have consulted with Municipal Assessment Agency to determine the process of removing unwanted land from the municipal roll.

2025-132

Young/Budden

Resolved to approve to relinquish ownership of 3 garden properties located at 8, 14B, and 18A Oliver's Cove Road, Tilting and that the properties be referred to back to Crown Lands as recommended by Municipal Assessment Agency. Further resolved that taxes and interest be written off as of January 5, 2024.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

V. 2025 Municipal Elections

- a) **Appointment of Returning Officer**

2025-133

Young/Crawford

Resolved that Daphne Coles, Deputy Town Clerk be appointed as the Returning Officer for the 2025 Municipal Elections taking place on October 2, 2025.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

b) Appointment of Alternate Returning Officer

2025-134

Young/D. Roebbotham

Resolved that Tracy Torraville, Accounting Clerk be appointed as the Alternate Returning Officer for the 2025 Municipal Elections taking place on October 2, 2025.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

c) Appointment of Poll Clerk

2025-135

Young/Budden

Resolved that Pauline Payne, CAO be appointed as the Poll Clerk for the 2025 Municipal Elections taking place on October 2, 2025.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

d) Nomination Day

2025-136

Young/Crawford

Resolved that the Town of Fogo Island hold one Nomination Day for the 2025 Municipal Elections taking place on October 2, 2025. Date of Nomination Day is Thursday, September 4th, 2025, held at the Town Office meeting chambers between the hours of 8:00AM and 8:00PM.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

e) Advance Poll –Date for Advance Poll

2025-137

Young/D. Roebbotham

Resolved that the Town of Fogo Island hold an Advance Poll for the 2025 Municipal Elections on Thursday, September 25th, 2025, at the Town Office meeting chambers between the hours of 8:00AM and 8:00PM.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

VI. 2024 Municipal Audit

- a) 2024 Municipal Audit is underway by Auditor Richard Power, Chartered Professional Accountant.
- b) The audit is being prepared remotely this year, working with the CAO and the Accounting Clerk. By doing the Audit remotely there is a cost savings to the town of \$5000.00.

6. Correspondence

6.1 Letter – Request for Approval for Cannabis License

2025-138

D. Roebbotham/Crawford

Resolved that the Town of Fogo Island approve a Cannabis License for Tina's Convenience located at 100 Main Road, Joe Batt's Arm.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

7. New Business

- Mayor Shea provided an update on the meetings that have been taking place with the Shorefast Foundation, Fogo Island Co-operative Society and the Fogo Island Chapter of the Chamber of Commerce.
- Two meetings have been held to date with discussions focused on the economy of Fogo Island, permanent employment that will enable the young people to stay on Fogo Island and encourage people to move to the island. This, in turn, will increase population.

8. Date of Next Regular Meeting:

2025-139

Crawford/D. Roebbotham

Resolved that the Public Council Meeting scheduled for August 12, 2025, be cancelled and the next Public Council Meeting will be held on August 26, 2025, at 7:00PM at the Town Office Meeting Chambers.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Alexander Crawford, Councilor Mark Budden, Councilor McKenna, Councilor Damian Roebbotham, and Councilor Adam Young. Against - 0.

9. Adjournment:

2025-140

D. Roebbotham/Crawford

Resolved the public council meeting of July 29th, 2025, be adjourned at 7:55PM.

Pauline Payne
Chief Administrative Officer

Andrew Shea
Mayor
