



Minutes of Regular Public Council Meeting August 25, 2026, at 7:00PM

A Public Meeting of Council was held at the Town Office on August 25, 2026, with the following in attendance.

Councilor's Present:

Mayor Andrew Shea	Deputy Mayor Damian Roebbotham
Councilor Ryan Holmes (Zoom)	Councilor Holly Payne (Zoom)
Councilor Carol Warren	

Staff:

Pauline Payne, CAO
Germaine Morgan, Enforcement/Permitting Officer

Absent:

Councilor Lary Roebbotham
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 7:02PM.

2026-228

Holmes/Payne

Resolved that in the absence of the Deputy Town Clerk, Germaine Morgan be appointed Acting Clerk for the meeting.

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

2. Agenda:

2026-229

Warren/D. Roebbotham

Resolved that the agenda be adopted as presented.

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

3. Minutes:

2026-230

D. Roebbotham/Holmes

Resolved that the minutes of the Regular Public Meeting held on July 28, 2026 be adopted as presented.

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

2026-231

Warren/D. Roebbotham

Resolved that the minutes of the Special Public Meeting held on August 5, 2026 be adopted as presented.

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

4. Business Arising

- ❖ No business arising from minutes of Regular Public Meeting held on July 28, 2026 or Special Public Meeting held on August 5, 2026..

5. Department Reports

5.1 Economic Development presented by Deputy Mayor Roebbotham

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

A. Staff Training

- Co-op Zone Co-operative Developer Training
- EDANL AI Micro Credential for Economic Developers
- Climate Adaptation and Resilience Training (CART) Program

B. HAF Funding

- After the changes were accepted to the Housing Density Incentive (HDI) program, we made internal changes to permitting to comply with CMHC requirements, and those changes have been approved.
- We have had two applications come in under the HDI for two properties in Joe Batt's Arm. These applications will be brought forward to Council for review.

C. Green Municipal Fund (GMF) – Rapid Adaptation

- Applied for \$75,000.00 under the GMF Rapid Adaptation funding for training and equipment for Fire Services and that funding will be going before Peer Review at the end of this month. We will require a Sources of Funding letter to submit along with the application for the review stating that council will pay the 15% of project costs not covered by the grant.

2026-232

D. Roebbotham/Payne

Resolved that Council approve committing to pay the 15% of project costs under the Green Municipal Fund Rapid Adaptation Funding not covered by the grant, \$12,910.00 total, which will be split between cash at \$9,310.00, and in-kind at \$3,600.00.

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

D. Net-Zero Communities Accelerator

- One of the milestones for the Net-Zero Communities Accelerator project is joining the Federation of Canadian Municipalities (FCM) and ICLEI – Local Governments for Sustainability (ICLEI Canada) led Partners for Climate Protection (PCP) program.

2026-233

D. Roebbotham/Warren

Resolved that Council approve signing the resolution to join the Partners for Climate Protection program.

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

5.2 Recreation & Tourism – No meeting.

5.3 Planning & Public Works/Municipal Enforcement presented by Councilor Holmes

A meeting of the Planning and Public Works/Municipal Enforcement Committee was held in the Council Chambers on August 12, 2026 at 7:00 PM with the following present: Deputy Mayor Damian Roebbotham, Councilor Ryan Holmes, Superintendent/Foreman of Public Works Sheldon Hoffe, Enforcement Officer Germaine Morgan and CAO Pauline Payne.

The following items were discussed:

A. Planning & Public Works

I. Correspondence Par ID #060302, Fogo

- a) The owner has requested Council investigate issues with the sewer installation at their property. Staff have investigated the history on the property and found that the water and sewer was installed to the property line in 1992 as this was a piece of vacant land at that time. A permit to construct on this property was issued on May 27, 1994, and connections to the water and sewer would have been made by the resident.

2026-234

Holmes/D. Roebbotham

Resolved that Staff write a letter to the property owner of Par ID #060302 outlining the history and that the town will not be responsible for sewer issues due to incorrect installation inside the curb stop.

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

II. Complaint Par ID# 094158, Joe Batt's Arm

- a) The owner has submitted a complaint form for damages done to a stone wall located on his property. This wall is located 6.8m from the road centre line and within the Town's 10 metre road easement.

2026-235

Holmes/Warren

Resolved that Council deny the request to repair damages to the stone wall located at Par ID #094158, Joe Batts Arm as it is within the 10-metre snow clearing easement.

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

B. Enforcement/Permitting

I. Permits

- a) At a Regular Public Council Meeting held on July 30th, 2024, a motion was made by Council regarding Water Resource Management enforcement, stating that the Town would not enforce their rules and regulations, but would issue the permit requested with a statement informing the resident that an approval from Water Resource Management is required. By doing this the onus would be on the resident to acquire all approvals related to their intended project.
- b) To date we are still having issues helping residents to obtain the permits from the Town which are of the same nature from Utility Companies who expect the Town to enforce their regulations.
- c) Staff are requesting that Council approve to follow the same guidelines set for Water Resource Management as the Utility Companies.

2026-236

Holmes/D. Roebbotham

Resolved that Council approve for staff to make the necessary changes to the permit and permit application with the following statement:

“This permit is issued pursuant to the Town of Fogo Island Development Regulations with the exception that the applicant shall be responsible for obtaining all other required permits and approvals from all other authorities having jurisdiction, including but not limited to the Water Resource Management Division of the Government of Newfoundland and Labrador and all other utilities, and the Town of Fogo Island makes no representation in that regard.”

Further resolved that staff approve any permit for the residents if the development meets the Town Building Regulations and is capable of being approved in the absence of all other authorities listed.

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

5.4 Public Safety and Fire Services – No meeting.

5.5 Finance and Administration – No meeting.

6. Finance and Administration

6.1 Approval of Invoices

1. R & K Construction

2026-237

Warren/D. Roebotham

Resolved that Council approve payment of Invoice #5795 in the amount of \$5,200.00 plus HST for equipment and labour to repair a residential water leak..

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

2. Provincial Fence Products Ltd

2026-238

Warren/D. Roebotham

Resolved that Council approve payment of Invoice #25796 in the amount of \$79,650.00 plus HST to supply and install fencing at Etheridges Point Ballfield.

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

3. Stewart McKelvey

2026-239

Warren/D. Roebotham

Resolved that Council approve payment of Invoice #91311656 in the amount of \$14,213.53 plus HST for professional legal services.

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

6.2 Approval of Aged Accounts

2026-240

Warren/D. Roebotham

Resolved that Council approve the Aged Accounts for payment listed in the Aged Payable Report as of August 21, 2026, totaling \$265,207.62.

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

7. Correspondence

7.1 Letter – Shorefast

- Letter was received from Shorefast commending Mayor Shea on his recent comments to the media around the ferry disruptions. Shorefast has expressed their interest in working together to improve our islands transportation access.

8. New Business

- No new business for discussion.

9. Closed Session

2026-241

Warren/D. Roebotham

Resolved that Council enter into a closed session at 7:42pm.

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

- ❖ Germaine Morgan, Acting Clerk departed the closed session at 7:44pm for discussion on Union Update and Human Resources.

2026-242

D. Roebbotham/Warren

Resolved that Council appoint Pauline Payne as Acting Clerk.

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

- ❖ Germaine Morgan, Acting Clerk returned to the closed session at 7:54pm

2026-243

Warren/Holmes

Resolved that Germaine Morgan be reinstated as Acting Clerk.

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

The following items were discussed:

- ✓ Snow Plowing Limited Call for Bids
- ✓ Town Office
- ✓ Review for Fire Services

2026-244

Holmes/Payne

Resolved that Council return to the Public Meeting at 8:18pm .

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

2026-245

Warren/D. Roebbotham

Resolved that Council approve for the CAO to post the Public Works Staff positions with the rates from the new compensation packages..

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

10. Date of Next Regular Meeting:

- Public Council Meeting – September 29, 2026 @ 7:00pm.

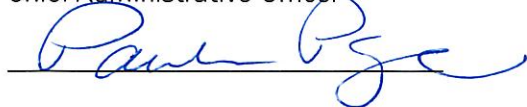
11. Adjournment:

2026-246

D. Roebbotham/Warren

Resolved the public council meeting of August 25, 2026, be adjourned at 8:19pm.

Pauline Payne
Chief Administrative Officer



Andrew Shea
Mayor

