



Minutes of Regular Public Council Meeting October 21, 2025, at 7:00PM

A Public Meeting of Council was held at the Town Office on October 21, 2025, with the following in attendance.

Councilor's Present:

Mayor Andrew Shea
Councilor David McKenna
Councilor Lary Roebbotham

Deputy Mayor Damian Roebbotham
Councilor Holly Payne

Staff:

Daphne Coles, Deputy Town Clerk
Pauline Payne, CAO

1. Call to Order:

- Mayor Shea welcomed everyone viewing the meeting on the ZOOM Platform, the public meeting was called to order at 7:05PM.
- Mayor Shea reviewed the meeting agenda for the public joining in on ZOOM.

2. Agenda:

2025-168

McKenna/L. Roebbotham

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

3. Minutes:

- Deputy Mayor Roebbotham advised that there was a spelling error in the minutes of September 23, 2025, in former Deputy Mayor Crawford's surname on Page 4, Section 9.
- Clerk noted the error, and correction will be made.

2025-169

D. Roebbotham/McKenna

Resolved that the minutes of the Regular Public Meeting held on September 23, 2025, be adopted with the noted error and Clerk will make corrections before minutes are signed and posted to town website.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

- Deputy Mayor Roebbotham advised that there was an error in the minutes of October 7, 2025, in Section C, II, b), Councilor Andrew Shea should be Mayor Andrew Shea.
- Clerk noted the error, and correction will be made.

2025-170

D. Roebbotham/McKenna

Resolved that the minutes of the Special Public Meeting held on October 7, 2025, be adopted with the noted error and Clerk will make corrections before minutes are signed and posted to town website.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

4. Business Arising

- Mayor Shea gave an update on the progress on the ice service at the Iceberg Arena. There has been some issues with startup, parts have been received, and they are working on the repairs. When repairs are complete, they will begin preparing the ice surface.

5. Disclosure Statements

- Disclosure Statements were tabled and reviewed for all members of Council.

6. Department Reports

- Due to change over of Council, no department reports for review.

7. Administration

7.1 Signing Authority

2025-171

McKenna/Payne

Resolved that Deputy Mayor Alexander Crawford be removed for signing authority for the Town of Fogo Island and Deputy Mayor Damian Roebbotham be added for signing authority with Scotiabank, Atlantic Edge Credit Union and other official documents or binding contracts.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

7.2 Bi-Election

a) Date for Bi-Election

2025-172

L. Roebbotham/Payne

Resolved that the Town of Fogo Island hold a Bi-Election on December 4, 2025, to fill the remaining two councilor seats.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

b) Nomination Day

2025-173

L. Roebbotham/McKenna

Resolved that the Town of Fogo Island hold one Nomination Day for the 2025 Municipal Bi-Election. Date of Nomination Day is Tuesday, November 4th, 2025, held at the Town Office meeting chambers between 8:00AM and 8:00PM.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

c) Advance Poll

2025-174

McKenna/D. Roebbotham

Resolved that the Town of Fogo Island hold an Advance Poll for the 2025 Municipal Bi-Election on Wednesday, November 26th, 2025, at the Town Office meeting chambers between 8:00AM and 8:00PM.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

d) Appointment of Returning Officer

2025-174

D. Roebbotham/L. Roebbotham

Resolved that Daphne Coles, Deputy Town Clerk be appointed as the Returning Officer for the 2025 Municipal Bi-Election taking place on December 4th, 2025.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

e) Appointment of Alternate Returning Officer

2025-175

McKenna/Payne

Resolved that Tracy Torraville, Accounting Clerk, be appointed as the Alternate Returning Officer for the 2025 Municipal Bi-Election taking place on December 4th, 2025.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

f) Appointment of Poll Clerk

2025-176

D. Roebbotham/McKenna

Resolved that Pauline Payne be appointed as the Poll Clerk for the 2025 Municipal Bi-Election taking place on December 4th, 2025.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

7.3 New Water & Sewer Hookup

- Property owners of 46 and 47 Hewitt's Point Road are requesting approval to install a personal lift station at 47 Hewitt's Point Road to connect to the existing town sewer at the manhole located on the Main Road just below the Orange Lodge. Neither site is acceptable for a personal septic system
- This service line will be within the Town's road easement and there is an existing Town water connection on the property.
- The property owner will be responsible for all costs associated with installation and maintenance of the system.

2025-177

L. Roebbotham/Payne

Resolved to approve the installation of a personal lift station for connection to town sewer services at 46 and 47 Hewitt's Point Road, Barr'd Islands at which the sewer line will be embedded underground running along the Town road easement for Hewitt's Point Road and connecting to the end of Town sewer services at the manhole located just below the Orange Lodge on Main Road. All costs associated with the installation of the water and sewer connections to the Town's services will be at the Owners' expense and all other permits or government approvals must be in place before installation can occur. Further resolved to have the Town Engineer review the drawings before installation and a Contract be signed between the property owner and the Town relieving the Town of any liability for maintenance of the lift station and sewer lines.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

7.4 Request for Interest Relief

2025-178

McKenna/L. Roebbotham

Resolved that Council enter into a closed session at 7:23pm.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

- Council discussed the taxes and interest owing to the property in question.

2025-179

McKenna/L. Roebbotham

Resolved that Council enter back into the public meeting at 7:43pm

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

2025-180

D. Roebbotham/McKenna

Resolved to approve the request for interest relief in the amount of \$4765.35 at 79 Main Street, Fogo upon sale of property to the potential buyer. Further resolved that the property must be cleaned up within 3 months from the date of the sale and buyer can apply to Council for an extension if weather conditions disrupt cleanup.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

8. Correspondence

8.1 2025 MNL Conference

- Mayor Shea and Deputy Mayor Roebbotham are registered to attend the MNL Conference in Corner Brook from November 20 – 22.

2025-181

McKenna/Payne

Resolved that Mayor Andrew Shea and Deputy Mayor Damian Roebbotham be appointed as voting delegates on behalf of the Town of Fogo Island during the MNL Conference in Corner Brook from November 20-22, 2025.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

8.2 Central Newfoundland Waste Management - 2026 Budget Increase

- Notification of an adjustment to CRSB's waste management service fees, effective January 1, 2026.
- Curbside Collection Fees increase from \$100.00 to \$105.00 per household per year.

8.3 Central Newfoundland Waste Management – Nomination for Central Regional Service Board

2025-182

McKenna/L. Roebbotham

Resolved to assign Mayor Andrew Shea to serve on the Central Regional Service Board in the interim until a full council of 7 members is in place.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

8.4 Gander Area Community Business Development Corporation

- Currently looking for community and business-minded people to serve on the Board of Directors.
- Letter will be posted to town social media.

8.5 Approval of Business Development – 12 Herring Cove Road, Shoal Bay

- Town has received a business development application for a retail bakery/commercial kitchen at 21 Herring Cove Road, Shoal Bay
- Public notice was given to residents, and 7 responses were received, all in support of the business venture.

2025-183

McKenna/D. Roebbotham

Resolved to approve the business development for a retail bakery/commercial kitchen at 21 Herring Cove Road, Shoal Bay as a discretionary use under Section 10 within the Town Development Regulations.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

9. New Business

- Reminder to Council of the Small Business meeting with the Atlantic Edge Credit Union.
- Congratulations to returning MHA James McKenna on his re-election to Provincial Government.

2025-184

McKenna/L. Roebbotham

Resolved that Staff arrange an in-person meeting with MHA James McKenna and the new Premier Tony Wakeham for discussion on Town ideas and a focus for Fogo Island.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

- Congratulations to the Fogo Island Inn for obtaining the Michelin Key Award for the 2nd year in a row.
- Thank you to Mr. John Greene for his dedication, commitment and time spent on the Fogo Island Transportation Committee. Mr. Greene has recently retired from the committee. Councilor McKenna will remain on the Fogo Island Transportation Committee as Council Representative for the interim, until after the bi-election. At which point, it will be reviewed again.
- Congratulations to the Senior Girls Outdoor Soccer Team for bringing home the Championship in the 2A Provincial Soccer Tournament.
- Council Representative for Fogo Island Recreation Committee
 - ❖ Former Councilor Representatives were Deputy Mayor Damian Roebbotham and Councilor Adam Young. Deputy Mayor Roebbotham requested to stay with the Committee and Councilor McKenna put forward his name as a representative.

2025-185

D. Roebbotham/Payne

Resolved that Deputy Mayor Damian Roebbotham and Councilor David McKenna sit on the Steering Committee for the Fogo Island Recreation on behalf of Council.

Resolution Carried. In favour – 5. Mayor Andrew Shea, Deputy Mayor Damian Roebbotham, Councilor David McKenna, Councilor Holly Payne, and Councilor Lary Roebbotham. Against - 0.

10. Date of Next Regular Meeting:

- Public Council Meeting - October 28th, 2025, at 7:00pm for preliminary budget discussion.
- Public Council Meeting scheduled for November 11th, 2025, will be rescheduled for November 12th, 2025, at 7:00pm due to Remembrance Day Holiday.

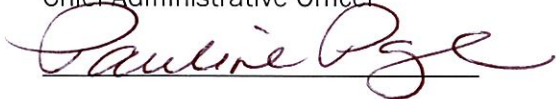
11. Adjournment:

2025-186

D. Roebbotham/McKenna

Resolved the public council meeting of October 21, 2025, be adjourned at 8:15PM.

Pauline Payne
Chief Administrative Officer



Andrew Shea
Mayor

