



Minutes of Regular Public Council Meeting December 18, 2025, at 7:00PM

A Public Meeting of Council was held at the Town Office on December 18, 2025, with the following in attendance.

Councilor's Present:

Mayor Andrew Shea
Councilor Ryan Holmes
Councilor Lary Roebbotham

Deputy Mayor Damian Roebbotham
Councilor David McKenna
Councilor Carol Warren

Staff:

Pauline Payne, CAO
Germaine Morgan, Enforcement/Permitting Officer

Absent:

Daphne Coles, Deputy Town Clerk
Councilor Holly Payne

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. Appointment of Clerk

2025-227

L. Roebbotham/McKenna

Resolved that Germaine Morgan be appointed as Acting Clerk due to the absence of the Deputy Town Clerk.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

3. Agenda:

2025-228

McKenna/L. Roebbotham

Resolved that the agenda be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

4. Delegation

- Delegation did not attend the meeting.

5. Minutes:

2025-229

McKenna/D. Roebbotham

Resolved that the minutes of the Regular Public Meeting held on November 25, 2025, be adopted as presented.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

2025-230

D. Roebbotham/McKenna

Resolved that the minutes of the Special Public Meeting held on December 10, 2025, be adopted as presented.

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebottom, Councilor Holmes, Councilor McKenna, Councilor Roebottom and Councilor Warren. Against - 0.

6. Business Arising

6.1. Anglican Parish of Fogo Island West

- At a previous meeting held on November 25th, Reverend Neil Buffett and Cindy Wells attended the meeting on behalf of the Anglican Parish of Fogo Island West regarding repairs to the road leading up to the Old Cemetery on Breakheart Hill in relation to an agreement that was made between the former Town of Fogo and the Anglican Parish in 1989 in exchange for the expropriation of land located on Country Road known as the "Picnic Field".
- Council discussed the agreement letter and agreed that the agreement of 1989 clearly implies a one time road repair.

2025-231

Warren/D. Roebottom

Resolved that the Motion passed by Council at the public meeting of April 29, 2025 (Motion #2025-059) will remain in effect and to deny the second request for upgrading of the road leading up to the old anglican cemetery on Breakheart Hill, Fogo.

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebottom, Councilor Holmes, Councilor McKenna, Councilor Roebottom and Councilor Warren. Against - 0.

6.2.79 Main Street, Fogo

- At a previous meetings 3 motions were passed by Council. Two motions regarding a potential sale of the property; Motion #2025-180 to approve interest relief on the account, which was denied by the Purchaser and Motion #2025-219 denying a request for additional tax relief from the intended Purchaser. A third motion, #2025-218, was made denying a request for Tax Relief from the owner of the property.
- Staff are asking Council for direction on how to proceed with the property.

2025-232

McKenna/D. Roebottom

Resolved that Staff contact the Potential Buyer with approval of the Tax Relief request for \$6500 from the email dated November 6, 2025 and write-off of any interest that has accumulated on the account since the council meeting of October 21, 2025. Further resolved that a 3 month cleanup period be implemented pending weather conditions should the potential buyer accept this offer for 79 Main Street, Fogo.

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebottom, Councilor Holmes, Councilor McKenna, Councilor Roebottom and Councilor Warren. Against - 0.

7. Department Reports

7.1. Economic Development & Special Projects – No Report

7.2. Recreation & Tourism – No Report

7.3. Planning & Public Works/Enforcement & Permitting presented by Deputy Mayor Roebottom

A Public Works/Enforcement Department meeting was held on December 11, 2025, at 2:00 PM with CAO Pauline Payne, Superintendent of Public Works Sheldon Hoffe, Enforcement Officer Germaine Morgan and Deputy Town Clerk Daphne Coles in attendance.

The following items were discussed:

A. Public Works:

I. Mechanic Position

- a) The Public Works Department has been without a Mechanic since December 2021. With equipment break downs and delays in getting equipment repaired since this time the department feels a Mechanic/Operator need be hired.

2025-233

D. Roebbotham/Warren

Resolved that salary for a Mechanic/Operator be added to the 2026 budget.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

2025-234

D. Roebbotham/Holmes

Resolved that Staff propose to the Department of Transportation and Infrastructure the possibility of sharing a Mechanic and the use of their Salt/Sand Shed to eliminate the duplication of services.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

II. Seldom Sewer Blockage

- a) In October an outfall in the community of Seldom became blocked causing a sewer backup. Divers had to be brought in and during the diver's inspection it was found that the outfall pipe has settled approximately 4 feet into the muddy bottom creating a sag in the pipe which added to the blockage. Estimated cost to repair the pipe is \$35000.00 and will need to be repaired early in the spring to eliminate any further blockages.

2025-235

D. Roebbotham/McKenna

Resolved to add the repairs the Seldom Outfall to the 2026 Budget in the estimated costs of \$35,000.00.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

III. Contracting of Snowclearing

- a) The Public Works Department is short staffed for this snow clearing season. Positions have been posted with no applicants. The Department is recommending contracting out portions of the Towns snow clearing responsibilities as current staffing numbers can not provide sufficient snow removal of all areas.

2025-236

D. Roebbotham/L. Roebbotham

Resolved to contract out snow clearing services in the community of Fogo for the winter season of 2025/2026.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

IV. Storage

- a) With the demolition of the Fogo Garage and plans for a new garage on hold the Public Works Department is in desperate need of storage space. Valuable equipment and supplies are being left outside vulnerable to damage and theft. Staff have priced sea cans that would cost \$15-\$20000 and are not the best solution.
- Deputy Mayor Roebbotham proposed a motion to accept the pricing for an addition to Joe Batt's Arm Garage by purchasing SeaCans at the estimated cost of \$15-20,000.00 and that it be added to the 2026 Budget.
 - No member of Council seconded the motion, so no further discussion took place.

B. Enforcement/Permitting

I. New Business

- a) A letter was received requesting that the streetlights be upgraded within the community of Stag Harbour, walking in certain areas is quite dark. Staff visited Stag Harbour and viewed all streetlights and a couple areas need additional lighting or require changes to be made, some lights are blocked with trees and others are on light poles not benefitting anyone. Staff will develop a map of the community with the light poles in Stag Harbour to present to council at a later date.

II. Permits

- a) Joe Batt's Arm Recreation Committee have applied for a permit to build a 12' x 12' sun shelter at Luke's Landing, their intention is to build a removable structure. Approval in Principle was specific and stated that the area can only be used for the following scope of work:
- Construct Senior's Shelter (20' x 12')
 - Construction of Landing Dock and Floating Wharf
 - Erect 3 Poles and Solar Lighting
 - Landscaping

2025-237

D. Roebotham/McKenna

Resolved to approve the permit from JBA Recreation Committee to build a 12' x 12' Sun Shelter at Luke Landing and it must be removeable.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Roebotham and Councilor Warren. Against - 0.

III. Tax Arrears

- a) Account Number PENNK001 has been sent to Small Claims Court years prior with no success. Another option would be to take the property for a property tax sale.

2025-238

Warren/Holmes

Resolved that Staff gather more information by seeking legal advice for collection services for Account #PENNKO01 before Council can provide further direction on how to proceed with tax collection.

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Roebotham and Councilor Warren. Against - 0.

- b) Letters were sent to residents with tax arrears since 2023 requesting that they contact the Town Office to make payment arrangements or the Town will proceed with court action:

2025-239

D. Roebotham/Warren

Resolved to approve proceeding with Small Claims Court for tax collection on the following accounts:

1. MAXWE001
2. FOGOI053
3. SNOWA001
4. WATEC003
5. NICHL006
6. NIPPT001

Resolution Carried. In favour – 6. Mayor Shea, Deputy Mayor Roebotham, Councilor Holmes, Councilor McKenna, Councilor Roebotham and Councilor Warren. Against - 0.

7.4. Fire Services presented by Councilor McKenna – No Report

7.5. Finance and Administration presented by Councilor Lary Roebotham

Finance and Administration Department did not hold a meeting, the following item was presented to Council for discussion:

C. Approval of Invoices

2025-240

L. Roebbotham/McKenna

Resolved that Council approve payment of the following invoices to CBCL:

- a) Invoice #0504616 - \$34,476.00 plus HST
- b) Invoice #0504615 - \$34,476.00 plus HST
- c) Invoice #0504282 - 13,452.00 plus HST

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

8. Correspondence

8.1 Atlantic Edge Credit Union

2025-241

D. Roebbotham/McKenna

Resolved that Council enter into a closed session at 8:09pm.

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

- Council discussed a letter received from the Atlantic Edge Credit Union regarding the Tax and Rental Agreement for the use of the bank building and how it would affect the 2026 Municipal Budget.
- Councilor McKenna left the meeting at 8:27pm.

2025-242

Holmes/Warren

Resolved that Council return to the public council meeting at 8:42pm.

Resolution Carried. In favour - 6. Mayor Shea, Deputy Mayor Roebbotham, Councilor Holmes, Councilor McKenna, Councilor Roebbotham and Councilor Warren. Against - 0.

2025-243

L. Roebbotham/Warren

Resolved to extend the Tax and Rental Agreement with the Atlantic Edge Credit Union for 1 additional year where no rental fee or business tax will be imposed by the Town during 2026 and the agreement will be reevaluated again in 12 months.

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

8.2 Canadian Broadcasting Corporation

- Town has received an Licensed Agreement from the Canadian Broadcasting Corporation for the operation of the Tower Light in Tilting.
- Staff forwarded the Licensed Agreement to Lawyer for review.
- Council has concerns regarding any future upgrades would be the Town's responsibility
- Council deferred making a decision on signing the agreement until a later date.

8.3 Pinchin Report

- Pinchin was engaged by the Town to do an investigation of potential mould growth at the Town Office after mould was discovered in the inside staff washroom.
- Water damage and/or mould growth were identified in eight out of the thirteen locations.

2025-244

Warren/D. Roebbotham

Resolved to send the Pinchin Report for mould growth at the Town Office to Belfor for an assessment and associated costs involved for repairs.

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

8.4 Community Warming Centres

- Received a letter from a resident inquiring about whether the town has an emergency plan for prolonged outages, specifically the availability of warming centres. Fogo Island experienced a 28-hour power outage in early December.
- Council requested that Staff reach out to Fire Services for assistance if needed and to reach out to NL School District to see if there is an area at the School that would be suitable for a Warming Centre if generators can be provided by the Town.

8.5 Family Skating

- Received a letter from a Parent expressing great concern regarding the cancellation of Family Skating on Sunday afternoons due to the Stadium being closed on Sunday's with a shortage of Staff..
- Staff have revised the schedule to offer a Family Skate every 2 weeks and an adjustment will be made to the Stadium Worker's schedule to accommodate the event.

9. New Business

- Council held a brief discussion on the process now for Council Meetings and possibly reverting back to Committee Meeting. Council will discuss again in early January.

10. Date of Next Regular Meeting:

- Public Council Meeting – January 13, 2026 at 7:00pm.

11. Adjournment:

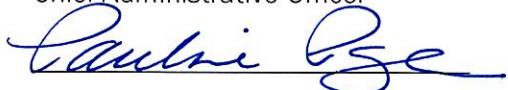
2025-245

L. Roebotham/D. Roebotham

Resolved the public council meeting of December 18, 2025, be adjourned at 9:17PM.

Pauline Payne

Chief Administrative Officer



Andrew Shea

Mayor

