

**MINUTES  
PUBLIC COUNCIL MEETING  
September 28<sup>th</sup>, 2023**

A public council meeting held at the Town of Stephenville Town office on Thursday September 28<sup>th</sup>, 2023. The meeting was also streamed.

Present:	Tom Rose	Mayor, Chair
	Susan Fowlow	Deputy Mayor (Virtual)
	Laura Aylward	Councillor
	Tracy Boland	Councillor
	Tristan Hulan	Councillor
	Lenny Tiller	Councillor
	Myra White	Councillor

Staff: Colin Maddock, CAO  
Jennifer Brake, Town Clerk

**CALL TO ORDER**

Mayor Rose called the meeting to order at 7:04 PM

**APPROVAL OF AGENDA**

**23-266** Boland/Tiller  
Be it resolved that the agenda be approved as presented.  
In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White  
Opposed: 0 Motion Carried

**LAND ACKNOWLEDGEMENT**

We respectfully acknowledge the Town of Stephenville as the ancestral homeland of different populations of Indigenous people. We also acknowledge with respect, the rich histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of the Province of Newfoundland and Labrador.

**Moment of Silence – Condolences**

A moment of silence was observed, and the Mayor expressed condolences to employee Chris Butt's family and extended family.

**APPROVAL OF MINUTES**

**23-267** Aylward/Boland  
Be it resolved that the minutes of August 31<sup>st</sup>, 2023, public council meeting be approved as presented.  
In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White  
Opposed: 0 Motion Carried

## MATTERS ARISING FROM MINUTES

None

## PROCLAMATIONS AND DELEGATIONS

The Mayor Declared September 18 – 24<sup>th</sup>, 2023 as Bay St. George Pride Week.

## COMMITTEE REPORTS

### FINANCE COMMITTEE

Councillor Tiller presented the recommendations from the finance committee meeting held on September 25<sup>th</sup>, 2023.

#### Property Tax

**23-268**

Tiller/Boland

Be it resolved approval be given for Property Tax write-offs in the amount of \$174.55.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

#### Remission of Tax

**23-269**

Tiller/Hulan

Be it resolved approval be given to write off Remission of Tax in the amount of \$82.51.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

#### Accounts Payable Listing August 2023

**23-270**

Tiller/Fowlow

Be it resolved approval to pay accounts payable for August 2023 in the amount of \$ 336,526.92.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

#### Expense Cheque Listing August 2023

**23-271**

Tiller/Aylward

Be it resolved approval to pay Expense Cheques for August 2023 in the amount of \$355,692.84.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Request for Sponsorship, Long Range Small Business Week**

**23-272** Tiller/Boland

Be it resolved approval to Sponsor Lifetime Achievement Award for Long Range Small Business Week 2023 in the amount of \$600.00.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Request for Donation, Sir Thomas Roddick Hospital Radiothon**

**23-273** Tiller/Fowlow

Be it resolved approval to give a donation in the amount of \$500 to the Sir Thomas Roddick Hospital Radiothon.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Request for Funds, Western Health Retention Program - Royal Canadian Legion**

**23-274** Tiller/Boland

Be it resolved approval to provide funding in the amount of \$ 15,164.35 to the Royal Canadian Legion for the Western Health Retention Program.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Western Health Retention Program**

**23-275** Tiller/Aylward

Be it resolved approval to cancel Western Health Retention Strategy (Motion No. 21-35) and all applicable amendments thereafter, effective October 1, 2023.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Recruitment – Chief Administrative Officer**

**23-276** Tiller/Fowlow

Be it resolved approval to recruit for the position of Chief Administrative Officer for the Town of Stephenville.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Recruitment - Superintendent Engineering & Asset Management**

**23-277** Tiller/Hulan

Be it resolved approval to recruit for the position of Superintendent Engineering & Asset Management.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Request Approval to Negotiate – Request for Proposal 2023 – 003 263 Carolina Avenue**

**23-278** Tiller/Fowlow

Be it resolved approval to negotiate proposal as submitted by Nixon Metals for RFP 2023-003 Sale of Land and Building located at 263 Carolina Avenue.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Canada Community Building Fund Application – Sludge Bed Extension, Wastewater Treatment Facility**

**23-279** Tiller/Boland

Be it resolved approval to submit a Capital Investment Plan Application to the Canada Community Building Fund Secretariat, Department of Municipal and Provincial Affairs in the amount of \$59,250 plus HST to reconstruct sludge bed extension for wastewater treatment facility, which will extend perforated drainage pipe at end of sludge bed system into a rock pit for absorption.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Canada Community Building Fund Application - Paving**

**23-280** Tiller/Alyward

Be it resolved approval to submit Capital Investment Plan Application to the Canada Community Building Fund Secretariat, Department of Municipal and Provincial Affairs in the amount of \$ 189,420 plus HST to pave Queen Street to Whites Avenue.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Approval to Submit Application, Municipal Capital Works and Investing in Canada Infrastructure Program**

**23-281** Tiller/Hulan

Be it resolved approval that the Town of Stephenville apply for cost-shared funding through the Municipal Capital Works Call for Applications with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure, in the amount of \$ 1,970,296.23 for the purpose of expanding and improving water supply. The Town of Stephenville agrees to provide its share of the cost-shared funding \$357,346.63 for the project should it be selected for funding and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Stephenville.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Fall Clean-Up Period**

**23-282** Tiller/Boland

Be it resolved approval that the Town of Stephenville commence Fall Bulk Clean-Up from October 3 to October 13, 2023, and bulk drop-off will be available to residents at the Town of Stephenville Public Works Depot from October 16- October 27. ID will be required.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Community Grant Program – Fall Proposals**

**23-283** Tiller/Aylward

Be it resolved approval to accept applications for Fall Community Grant Program.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Permission to Tender – Fire Department Work Truck (F2)**

**23-284** Tiller/Fowlow

Be it resolved approval to tender a new SUV to replace the fire departments 2011 Chev Silverado Truck as per public Procurement Act.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Permission to Tender, Supply and Delivery of Class A**

**23-285** Tiller/Aylward

Be it resolved approval to tender for the supply and delivery of 500 tonnes of Class A as per public procurement act.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Permission to Tender, Supply and Delivery of Winter Sand**

**23-286** Tiller/White

Be it resolved approval to tender for the supply and delivery of 300 tonnes winter sand as per the public procurement act.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Request to Purchase – Magnum Pro Generator**

**23-287** Tiller/Fowlow

Be it resolved approval to purchase Magnum Pro Generator including one year warranty in the amount of \$25,194 plus HST.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

### **Request for Grant – Bay St. George Kinsmen**

**23-288**

Tiller/Boland

Be it resolved approval to provide a grant to the Bay St. George Kinsmen in the amount of \$4,140.00.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

### **PERMITS AND MUNICIPAL PLAN**

Councillor Hulan presented the recommendations from the Planning and Traffic committee meeting held on September 25<sup>th</sup>, 2023.

### **3 Michigan Drive- ELC Contracting Ltd.**

**23-289**

Hulan/Tiller

Be it resolved to approve a permit to connect catch basins on the property located at 3 Michigan Drive.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

### **13 Tennessee Drive- Stephenville Dymond International Airport**

**23-290**

Hulan/Aylward

Be it resolved to approve a permit to replace existing signage on building & erect pylon sign with new ownership on the property located at 13 Tennessee Drive.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

### **37 Main Street- Pizza Delight**

**23-291**

Hulan/White

Be it resolved to approve a permit to paint the exterior of the building and change signage on building located at 37 Main Street.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

### **241-245 Carolina Avenue- Salt Life Marine and Industrial Supplies**

**23-292**

Hulan/Boland

Be it resolved to approve a permit to relocate existing business from 136-138 Main Street to 241-245 Carolina Avenue, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**10-14 Main Street- Dreamcatcher Lodge**

**23-293**

Hulan/Aylward

Be it resolved to approve a permit to remove the deck at front of business and repair potholes on the property located at 10-14 Main Street.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**149-159 Main Street- JAP Holdings Inc.**

**23-294**

Hulan/White

Be it resolved to approve a permit to consolidate 2 parcels of land, 149-151 Main Street & 153-159 Main Street, into one parcel of land to be named 149-159 Main Street.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**24 Pioneer Drive**

**23-295**

Hulan/Boland

Be it resolved to approve a permit to construct a 6.096m x 9.144m garage on the property located at 24 Pioneer Drive.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**99 Carolina Avenue-Appalachia Distributing Ltd.**

**23-296**

Hulan/Tiller

Be it resolved to approve a permit to repair asphalt, repair partial area of roof and minor landscaping to remove stairs leading onto Massachusetts Drive on the property located at 99 Carolina Avenue.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**66 New Mexico Drive-Barachois Breeze**

**23-297**

Hulan/Fowlow

Be it resolved to approve a permit to operate a home-based soap making business on the property located at 66 New Mexico Drive, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**98 Colonial Avenue- Tiny Treasures Day Home**

**23-298**

Hulan/White

Be it resolved to approve a permit to operate a day care out of the residence located at 98 Colonial Avenue, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**233 Carolina Avenue- Precision Enterprises**

**23-299**

Hulan/Boland

Be it resolved to approve a permit to do interior and exterior renovation to the existing building located at 233 Carolina Avenue, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**1 Main Street – Golden Gifts Plus**

**23-300**

Hulan/White

Be it resolved to approve a permit to relocate existing retail business from 75 West Street to front of the building located on 1 Main Street, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**52 Main Street- Over the Top**

**23-301**

Hulan/Tiller

Be it resolved to approve a permit to operate a bar and grill from the property located at 52 Main Street and replace business signage on exterior of building, subject to compliance of Service NL approval.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**Christmas Adventure Event- Main Street**

**23-302**

Hulan/White

Be it resolved to approve Town of Stephenville, Main Street Christmas Adventure Event on December 21, 2023. Main Street will be closed to vehicular traffic from Kin Square to Grove Street.

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried

**BY-LAWS AND REGULATIONS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Mayor Rose**

Mayor Rose spoke about the administrative time and financial resources that have been required to complete the Code of Conducts, noting the costs may exceed \$100,000. He stated its freedom of expression, its freedom of speech but the code of conduct has made it easy to complain and it's a financial and administrative strain on the town.



He recommended to contact the Minister for Government Services to suggest they accommodate an office in Stephenville to address applications and permits.

He stated he will be attending MNL Conference in St. Johns in October.

### **Councillor Tiller**

He provided a synopsis of the MNL Regional Meeting he attended on September 8<sup>th</sup> and 9<sup>th</sup> , stating housing and waste management were main topics discussed. He noted Stephenville was given honorable mention for its wastewater treatment facility, tiny home development, and having a renters accommodation listing. It was noted that a renters list was formed by the town; however, it has not been updated in many years.

Mayor Rose in response stated the private sector needs to be supported by all levels of government to ensure there is affordable housing.

### **Councillor Boland**

She advised the Truth and Reconciliation Ceremony will take place at Blanche Brook Park tomorrow.

### **NOTICE OF MOTION**

None

### **ADJOURNMENT**

#### **23-303**

Tiller/Boland

Resolved that since there is no further business the meeting adjourned at 8:05pm

In Favor: 7 Alyward, Boland, Fowlow, Hulan, Rose, Tiller, White

Opposed: 0 Motion Carried