

**PUBLIC COUNCIL MEETING
MARCH 28TH, 2024**

A public council meeting was held at the Town of Stephenville Town office on Thursday March 28th, 2024. The meeting was also streamed.

Present	Tom Rose	Mayor, Chairperson
	Susan Fowlow	Deputy Mayor
	Myra White	Councillor
	Laura Aylward	Councillor
	Darren Roberts	Councillor
	Tom O'Brien	Councillor
	Maurice Hynes	Councillor

Staff:

Bill Ramsay, CAO
Candace Simon, Deputy CAO
Marilee Joy-Castillo, Communications Coordinator

CALL TO ORDER

Mayor Rose called the meeting to order at 12:06 p.m.

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.

APPROVAL OF AGENDA

24-90 Roberts/Aylward
Be it resolved that the agenda be approved as presented.
In Favor: 7 Roberts, Aylward, Fowlow, Rose, White, Hynes, O'Brien
Opposed: 0 Carried

APPROVAL OF MINUTES

24-91 Rose/Aylward
Be it resolved that the minutes of March 14th, 2024, public council meeting be approved as presented.
In Favor: 7 Rose, Aylward, Fowlow, White, Hynes, O'Brien, Roberts
Opposed: 0 Carried

MATTERS ARISING FROM MINUTES

Councillor Roberts inquired as to the process of writing off taxes. Mayor Rose explained the steps and process that is followed from start to finish. A process which Councillor Roberts acknowledged putting into place during a previous term on council.

PROCLAMATIONS AND DELEGATIONS

None

COMMITTEE REPORTS

FINANCE COMMITTEE

Councillor White presented the recommendations from the finance committee meeting held on March 25th, 2024.

Property Tax

24-92 White/Aylward

Be it resolved to write-off property tax in the amount of \$12,566.44 as recommended by the tax collector.

In Favor:	7	White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed:	0	Carried

Water and Sewer Tax

24-93 White/Roberts

Be it resolved that water and sewer tax adjustments of \$384.00 be approved as recommended by the tax collector.

In Favor:	7	White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed:	0	Carried

Remission of Tax

24-94 White/Fowlow

Be it resolved that the remission of tax in the amount of \$815.12 be approved as recommended by the tax collector.

In Favor:	7	White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed:	0	Carried

Business Tax

24-95 White/Hynes

Be it resolved that business tax adjustments of \$3,223.53 be approved as recommended by the tax collector.

In Favor:	7	White, Hynes, Fowlow, Roberts, Rose, Aylward, O'Brien
Opposed:	0	Carried

Miscellaneous Amounts

24-96 White/Roberts

Be it resolved that miscellaneous accounts write-off of \$1,500.00 be approved as recommended by the tax collector.

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In Favor: 7 White, Roberts, Fowlow, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

Port Harmon Authority Ltd. and 69385 Newfoundland and Labrador Inc. Taxes Motion 24-29

24-97 White/Aylward

I refer to 24-29. The motion agrees to write off the balance of the property, business and water & sewer taxes to December 31, 2023 and related interest should be \$350,000.00 to be paid by March 31, 2024. The \$350,000.00 payment has been made in full. It is recommended that Council write off \$413,197.91 as follows: Port Harmon Authority Ltd. Accounts Receivable #110538, \$303,462.21 and 69385 Newfoundland and Labrador Inc. Accounts Receivable # 1100524 - \$109,735.70 clearing taxes and interest to December 31, 2023.

In Favor: 7 White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

Policy for Non-Profit Organizations

24-98 White/Roberts

Be it resolved that the Town of Stephenville will formalize our policy on non-profit organizations through written policy based on past practice to be reviewed/revised and approved by council.

In Favor: 7 White, Roberts, Fowlow, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

World Energy Tax Agreement Request

24-99 White/O'Brien

Be it resolved to continue to liaise with World Energy GH2 working towards a final agreement on matters related to tax obligations for Port Harmon Authority Ltd.

In Favor: 7 White, O'Brien, Fowlow, Roberts, Rose, Hynes, Aylward
Opposed: 0 Carried

Accounts Payable

24-100 White/Hynes

Be it resolved to pay Accounts Payable for month of March 2024 in the amount of \$305,974.93 less the cost of the Yukon SUV acquired for the Fire Department in the amount of \$100,456.55 pending the financing request to Municipal and Provincial Affairs for a total accounts payable of \$205,518.38.

In Favor: 7 White, Hynes, Fowlow, Roberts, Rose, Aylward, O'Brien
Opposed: 0 Carried

Municipal Funding Request

24-101 White/Hynes

Be it resolved to proceed with a Municipal financing request – approval to borrow through a motion of Council for the purchase of the Yukon SUV in the amount of \$100,456.55

In Favor: 7 White, Hynes, Roberts, Rose, Aylward, O'Brien
Opposed: 0 Carried

Award of Tender – Vacuum Sweeper Truck

24-102 White/O'Brien

Be it resolved to proceed with a municipal financing request – approval to borrow through a motion of council in the amount of \$455,700.00 + hst. Borrowing is to be in two parts: Principal amount over a 5-year term with HST borrowed separately over a 12-month term, and to explore longer-term financing options based on the purchase of new equipment. The purchase of the truck is to be made from Saunders Equipment in Fredericton, New Brunswick.

In Favor: 7 White, O'Brien, Roberts, Rose, Hynes, Aylward, Fowlow
Opposed: 0 Carried

Funding Approval – Renovations to the YMCA

24-103 White/Fowlow

Be it resolved to approve Commencement of project implementation on a grant approved on behalf of the Town to complete upgrades to enhance the YMCA for sustainability. Multi-level Government approval requires council to provide its commitment which will be request from municipal affairs under the approval to borrow. Be it resolved to proceed with a municipal financing request – approval to borrow through a motion of council for the amount of \$575,549.00, which is 20% of the total estimated project cost.

In Favor: 7 White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

Request for Advertising – Explore Travel Guide, Downhome Marketing

24-104 White/Aylward

Be it resolved to purchase an ad in the Downhomer for the 2024 tourism season for the amount of \$1250.00 + HST

In Favor: 7 White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

Permission to Purchase – Marcus Gosse, The Original Works of Art.

24-105 White/Roberts

Be it resolved to approve the purchase of a conceptual design of works of art to be incorporated into one of the pillars of the marketing concept for the Town of the Stephenville. This transaction is a sole source purchase per section 7.2 of the Newfoundland and Labrador Public Procurement policy. The total cost is in the amount of \$6518.25.

In Favor: 7 White, Fowlow, Roberts, Rose, Hynes, Aylward, O'Brien
Opposed: 0 Carried

PERMITS AND MUNICIPAL PLAN

The Planning and Traffic committee met on March 25th, 2024, and the following items were recommended for council approval.

Dakota Drive – Stephenville Dymond International Airport

24-106 Aylward/White

Be it resolved to approve a permit to cut across Dakota Drive to run conduit for Airport lighting.

In Favor: 7 Aylward, White, Fowlow, Roberts, Rose, Hynes, O'Brien
Opposed: 0 Carried

1 White's Lane, Cold Brook – Candace Campbell Daycare

24-107 Aylward/Hynes

Be it resolved to approve a permit to provide an occupancy permit for an in home daycare – lower level of home (1200 square feet) Pending approval from Service NL

In Favor: 7 Aylward, Hynes, White, Fowlow, Roberts, Rose, O'Brien
Opposed: 0 Carried

47 Oregon Drive – Indian Head Solutions Ltd.

24-108 Aylward/O'Brien

Be it resolved to approve request for an occupancy permit for Commercial office space for leasing. Pending approval from Service NL

In Favor: 7 Aylward, O'Brien, White, Fowlow, Roberts, Rose, Hynes,
Opposed: 0 Carried

128 Carolina Avenue – Indian Head Solutions Ltd.

24-109 Aylward/Hynes

Be it resolved to approve a request for an occupancy permit for Commercial office space for leasing. Pending approval from Service NL.

In Favor: 7 Aylward, Hynes, White, Fowlow, Roberts, Rose, O'Brien
Opposed: 0 Carried

5 Brook Street

24-110 Aylward/Fowlow

Be it resolved to approve a request for a permit to build a garage.

Note: This request was initially denied but upon closer investigation, and in compliance with past practices, the permit does meet regulatory requirements and is therefore recommended for approval with conditions under the Municipal regulations to be satisfied by the applicant.

In Favor: 7 Aylward, Fowlow, Roberts, White, Rose, Hynes, O'Brien
Opposed: 0 Carried

133 Carolina Avenue – Indian Head Solutions Ltd.

24-111 Aylward/O'Brien

- i) Be it resolved to approve a request for a permit to occupy the property at 133 Carolina Avenue as a multi-user flexible workspace.

- ii) Be it resolved to approve a request for a permit to occupy the adjacent property located at 133 Carolina Avenue for the purpose of operating a restaurant.

In Favor: 7 Aylward, O'Brien, White, Fowlow, Roberts, Rose, Hynes
Opposed: 0 Carried

68-70 Main Street

24-112 Aylward/O'Brien

Be it resolved to approve a request for a permit to occupy located at 68-70 Main Street for Keyin College

In Favor: 7 Aylward, O'Brien, White, Fowlow, Roberts, Rose, Hynes
Opposed: 0 Carried

107 Main Street – Arlins

24-113 Aylward/Fowlow

Be it resolved to approve a request to erect a sign on Carolina Avenue in conjunction with the typical marketing of similar businesses.

Minnesota Drive Bridge Replacement

24-114 Aylward/Fowlow

Be it resolved to complete the required Municipal infrastructure application for federal/provincial support for a bridge replacement on Minnesota Drive with a roundabout and to provide a minute of council in support of the application process for a federal/provincial/municipal contribution agreement which the Town will provide its share through the municipal borrowing process.

In Favor: 7 Aylward, Fowlow, Roberts, Rose, Hynes, White, O'Brien
Opposed: 0 Carried

24-115 Aylward/Fowlow

Be it Resolved to proceed with a municipal financing request – approval to borrow through a motion of council for \$443,859.00 which is 27% of the total cost of the estimated \$1,658,940.00 to install a roundabout.

In Favor: 7 Aylward, Fowlow, Roberts, Rose, Hynes, White, O'Brien
Opposed: 0 Carried

Adoption of the Town of Stephenville Municipal Growth Plan

24-116 Aylward/Hynes

Be it resolved to adopt the Town of Stephenville Municipal Growth Plan as presented by Uplands Consulting Services.

Discuss around consulting services for the Development Plan and the Municipal Plan

24-117 Aylward/White

Be it resolved to approve the issuance of an RFP for an update to the Town of Stephenville's Development Regulations and Land Use Zoning Maps and Municipal Plan and Future Land Use Zoning Maps which is required every 10 years.

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In Favor: 7 Aylward, White, Fowlow, Roberts, Rose, Hynes, O'Brien
Opposed: 0 Carried

Approval of the Storm Drainage for Transition House

24-118 Aylward/White

Be it resolved to have Town of Stephenville staff complete the tender process for the storm drainage for the Transition House. This item is an urgent matter as the project is stalled until this piece of work is completed.

In Favor: 7 Aylward, White, Fowlow, Roberts, Rose, Hynes, O'Brien
Opposed: 0 Carried

BY-LAWS AND REGULATIONS

None

UNFINISHED BUSINESS

Councillor O'Brien gave an update on the local newspaper the Newfoundland Wire. It does get delivered to each house in Stephenville with the regular flyer delivery and in Area 13 it is placed in a green box next to the mailboxes. Councillor Aylward said she did see the paper the previous week and there was a story on a former Stephenville resident who was involved with Senior hockey in Grand Falls-Windsor and had recently passed. Councillor Hynes spoke on the community café and Guardian Angels group. Councillor O'Brien stated that he wanted to note that the 14 page document that was referenced at the previous public meeting was not frivolous and was not completed on work time. Mayor Rose reminded Councillors that any HR issues are not to be discussed at a public meeting.

NEW BUSINESS

MOU – College of the North Atlantic

24-119 Roberts/Hynes

Be it resolved that the Town of Stephenville proceed with the official signing of the MOU which is part of the Towns Mandate.

In Favor: 7 Roberts, Hynes, Aylward, White, Fowlow, Rose, O'Brien
Opposed: 0 Carried

The purchase of the rescue boat for the Stephenville Fire Department has been deferred. Councillors feel there should be more information regarding the need for the boat as the Stephenville Search and Rescue also have this equipment available for use in the case of a water emergency.

The letter from the CEO of Bens Pharmacy was deferred to the next finance meeting for discussion.

MAA board update on the new board of directors as well as the minutes from the last meeting.

CAO Bill Ramsay said a late agenda addition was requested from Arlins to close down the road known as Churchill Street in between Arlins and Harterys family restaurant on

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Monday, April 8, 2024 between 4 and 8 pm to coincide with their Eclipse fundraiser for the Stephenville Search and Rescue.

Deputy Mayor Susan Fowlow asked that Council revisit the policy on making the Town of Stephenville a green community. We should email all documents and agendas for meetings instead of printing documentation to do our part.

Councillor O'Brien inquired about the MOU between the Dymond airport and council regarding fire protection. Deputy CAO Candace Simon stated that the airport manager Lew Short is away until April 8th, 2024.

Councillors O'Brien mentioned that himself and fellow Councillors Hynes, Fowlow and White attended the Accessibility and Inclusion Public Forum the night previous to the Council meeting and commended the staff on the work that was being done.

Councillor Aylward would like to have the dog regulations sent out to Councillors. There is a problem in the town with dogs running loose and the Municipal officer has to deal with that issue quite frequently.

NOTICE OF MOTION

Councillor O'Brien presented Council with three motions that he would like to present at the next Public Council Meeting.

ADJOURNMENT

24-120

Roberts/Hynes

Resolved that since there is no further business the meeting adjourned at 1:43 p.m.

In Favor: 7 Aylward, Hynes, Fowlow, White, Roberts, Rose, O'Brien

Opposed: 0 Carried