

PUBLIC MEETING OF COUNCIL
July 10, 2025

Present: Tom Rose Mayor, Chairperson (12:16pm)
Susan Fowlow Deputy Mayor
Laura Aylward Councillor
Maurice Hynes Councillor
Darren Roberts Councillor
Myra White Councillor

Absent: Tom O'Brien Councillor

Staff: Bill Ramsay, Chief Administrative Officer
Candace Simon, Deputy Chief Administrative Officer
Jennifer Brake, Town Clerk
Matt Simms, Planning and Development Manager
Marilee Joy-Castillo, Communication Manager

CALL TO ORDER

Deputy Mayor Fowlow called the meeting to order at 12:15pm and acknowledged Mayor Rose was in attendance but addressing a phone call.

Land Acknowledgment

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

25-250 Moved by Councillor Roberts, Seconded by Councillor Hynes

Be it Resolved to approve the Agenda for July 10, 2025 as presented.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White

Opposed: 0 Carried

Mayor Rose joined the meeting at this time

APPROVAL OF MINUTES

25-251 Moved by Councillor Roberts, Seconded by Councillor Hynes

Be it Resolved that the minutes for June 19, 2025 Public meeting of council be approved.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White

Opposed: 0 Carried

MATTERS ARISING FROM MINUTES

No Matters Arising

PROCLAMATIONS AND DELEGATIONS

None

FINANCE COMMITTEE REPORTS

Accounts Payable

25-252 Moved by Councillor White, Seconded by Councillor Roberts

Be it Resolved to approve accounts payable for July 10, 2025 in the amount of \$776,164.41

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Expense Cheques June 2025

25-253 Moved by Councillor White, Seconded by Councillor

Be it Resolved that the Town of Stephenville approve expense cheques for the month of June 2025 totaling \$ 284,463.44

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Business Tax

25-254 Moved by Councillor White, Seconded by Councillor Aylward

Be it Resolved to approve Business Tax Write-offs in the amount \$1,893.73

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Remission of Tax

25-255 Moved by Councillor White, Seconded by Councillor Roberts

Be it Resolved to approve Remission of Tax in the amount of \$1079.47

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Property Tax Adjustment

25-256 Moved by Councillor White, Seconded by Deputy Mayor Fowlow

Be it resolved to approve to approve property tax adjustments in the amount of \$1400.00

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Community Grant Program

The following grants are approved:

Bay St. George Disc Golf Association

25-257 Moved by Councillor White, Seconded by Councillor Roberts

Be it resolved that the Town Council approve community grant to Bay St. George Disc Golf Association in the amount of \$3112.14 for course navigation improvements.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Bay St. George Soccer Club

25-258 Moved by Councillor White, Seconded by Councillor Aylward

Be it resolved that the Town Council approve community grant to Bay St. George Soccer Club in the amount of \$312.32 to purchase materials to build benches.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Bay St. George Baseball

25-259 Moved by Councillor White, Seconded by Councillor Hynes

Be it resolved that the Town Council approve community grant to Bay St. George Baseball in the amount of \$9,503.73 to purchase materials to build 10 X 12 shed, and portable pitching mound for the Philip Parsons Memorial Field. Both items will remain at the field and property of the Town of Stephenville for future users.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

CCCF – YMCA Switchover Project Approval**25-260** Moved by Councillor White, Seconded by Deputy Mayor Fowlow

Be it resolved that the Town Council of Stephenville sign contribution agreement for the Climate Change Challenge Fund (CCCF) for Fuel Switching Project YMCA Facility. The Town of Stephenville agrees to provide contribution in the amount of \$ 1,030,352.57 net HST Rebate, and the provincial contribution totaling \$660,644.91.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
 Opposed: 0 Carried

PLANNING AND DEVELOPMENT COMMITTEE REPORT**Discretionary Approval – 45-49 Queen Street****25-261** Moved by Councillor Aylward, Seconded by Deputy Mayor Fowlow

Be it Resolved to approve permit to renovate existing dwelling into six (6) affordable housing units located at 45-49 Queen Street in accordance with Development Regulation Article 11 – Discretionary Powers of the Town.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
 Opposed: 0 Carried

Municipal Election 2025

The Town of Stephenville will hold municipal election on Thursday October 2, 2025 8:00 am to 8:00pm at the St. Stephen Centre, 82 West Street.

Returning Officer**25-262** Moved by Councillor Aylward, Seconded by Councillor White

Be it Resolved that the Town of Stephenville as per Section 13 of the Municipal Elections Act appoint the Town Clerk Jennifer Brake as the Returning Officer for the October 2, 2025 Municipal Election.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
 Opposed: 0 Carried

Alternate Returning Officer**25-263** Moved by Councillor White, Seconded by Councillor Hynes

Be it Resolved that the Town of Stephenville as per Section 13 of the Municipal Elections Act appoint Chief Administrator Officer, Bill Ramsay as Alternate Returning Officer in the event the Town Clerk is unable to perform her duties on October 2, 2025 Municipal Election.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
 Opposed: 0 Carried

Nomination Day

25-264 Moved by Councillor Aylward, Seconded by Councillor Roberts

Be it Resolved that the Town of Stephenville as per Section 14 of the Municipal Elections Act, designate Thursday September 4, 2025, from 8:00 am to 8:00pm as Nomination Day for the October 2, 2025 Municipal Election at the Town Hall.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Advance Polls

25-265 Moved by Councillor Aylward, Seconded by Councillor Roberts

Be it Resolved that the Town of Stephenville as per Section 26 of the Municipal Elections Act, designate Thursday September 18, 2025, from 8:00 am to 8:00 pm for Advance Poll Day for the October 2, 2025 Municipal Election at the St. Stephen Centre, 82 West Street.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Increase Speed Limit

25-266 Moved by Councillor Aylward, Seconded by Deputy Mayor Fowlow

Be it resolved that the Town of Stephenville Council Pursuant to Section 189(1)(a) of the Highway Traffic Act Chapter H-3, increase the speed limit to 60 km/h at the intersection of Utah Drive and Carolina Avenue to Route 490.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Stephenville’s Motorized Snow and Vehicles and All- Terrain Vehicle Regulations - Amendment to Schedule A

25-267 Moved by Councillor Aylward, Seconded by Deputy Mayor Fowlow

Be it resolved to amend Schedule A of the Town of Stephenville’s Motorized Snow and Vehicles and All-Terrain Vehicle Regulations.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Question was called: Schedule A revision is to add two additional routes to have travel access to Razoolies Inn and the Orange Store gas station. The approval of the ATV routes is intended to allow ATVs to come into Stephenville to access hotels and gas stations and not blanket permission for anyone on a motorized vehicle to drive anywhere in town. The routes are approved from May 1 to November 15 from 7:00am to 10:00pm to align with the tourism season. The town is actively working with the RCMP and Municipal Enforcement Officer to enforce these regulations for the safety and benefit of the community; and fines have been issued.

BY-LAWS, REGULATIONS, POLICYS

Rules of Procedure By-Law

25-268 Moved by Councillor Aylward, Seconded by Councillor Hynes

Be it Resolved that the Town of Stephenville Council approve mandatory By-law [Rules of Procedure By-Law for Town Council Meeting](#) as per Towns and Local Service District, Article 7.1 (a).

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

UNFINISHED BUSINESS

None

NEW BUSINESS

Chief Administrator Officer requested approval to proceed with Tendering process for

1. Waste Collection
2. Janitorial Services
3. NL Health Service Support Initiative
4. Lease or Sale Industrial Building
5. Internet and Telephone Services

25-269 Moved by Councillor Roberts, Seconded by Councillor Hynes

Mayor Rose, moved to give direction to management to proceed with Request for Proposals or Expression of Interest in compliance with Procurement Act on the five items as cited.

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Deputy Mayor Fowlow

She encouraged citizens to use the "Report a Problem" that is available on the towns Website for municipal concerns and the appropriate personnel will provide feedback.

She commended the organizers of the Harmon Hustle Race that was held in June, noting the race is well-organized with steady growth in numbers and the race had additional categories for younger racers. She challenged the new council to participate in the event next year.

Councillor Laura Aylward

She asked management to request a meeting with Western Health for updates on recruitment, vacant positions, opening of the new medical clinic, and recruitment incentives are being offered. She expressed her gratitude and appreciation to all the staff at the Sir Thomas Roddick Hospital for their work.

She encouraged young people to consider running for council as a way to contribute to the growth and improvement of the community.

She congratulated the Stephenville Theatre Festival on another season with the opening Elvis Show on July 18th.

She acknowledged Mr. Billy Hynes for his display at the Stephenville Dome, recognizing his contribution for Recognition for Sports.

Mayor Rose

He expressed he received positive feedback from businesses on Main Street and residents on Rose Avenue reconstruction project as both Marine Contracting and Public Works staff have been accommodating to address their concerns.

He stated Main Street will receive a second layer of Asphalt this year.

He emphasized Little Port Harmon requires line painting, Bruce Blvd and Fowlow Drive requires bike lanes as discussed, and road maintenance is required on Minnesota Drive located by new clinic.

He raised the question of whether the council has the authority to implement a policy that requires all serving municipal council members complete a code of conduct and vulnerable sector check as a prerequisite. He believes this should be standard practice within the municipal and provincial elections. The CAO clarified that the eligibility requirements for a resident to run for council are mandated in the Act and there is no authority to implement other conditions.

He praised the Theatre Festival 47th Season, as the town's long-standing professional theatre company. He praised the consistent quality of the performers, noting that the festival is often regarded as a stepping stone to Broadway. He encouraged citizens to attend the shows.

NOTICE OF MOTION

None

ADJOURNMENT

25-269 Moved by Councillor Aylward, Seconded by Councillor White

Resolved that since there is no further business the meeting adjourned at 1:09 pm

In Favor: 6 Aylward, Fowlow, Hynes, Roberts, Rose, White
Opposed: 0 Carried

Mayor

Town Clerk