

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall & via Zoom,

July 22, 2024, at 7:00 PM

Members Present

Mayor Don Coombs
Deputy Mayor Keith Skinner
Councillors Lee Rogers
Terry Barnes
Gordon Stone

Members Absent

Brendan Chafe

Staff Present

Town Clerk/Manager Amy Dwyer
Admin. Assistant Sherrie Best
Economic Development Officer Matthew McCarthy

Mayor Coombs called the meeting to order at 7:02 pm.

Minutes:

Mayor Coombs called for a motion to adopt the regular council meeting minutes of June 17, 2024.

Regular Meeting

June 17, 2024

Motioned to adopt the regular council meeting minutes of June 17, 2024, as presented.

MOTION #24 -182

CLR. STONE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Regrets

Mayor Coombs announced regrets from Councillor Chafe as he is busy with Regetta Day preparations.

BUSINESS ARISING FROM MINUTES

Bill 54

Mayor Coombs advised that the Town Manager has written a letter to the Minister of Municipal and Provincial Affairs regarding Bill 54 and first lien, and to date, the Town has not received any response from the department. Mayor Coombs added that if there is no response back from the Minister by the next scheduled meeting of council, an in-person meeting will be requested with the Minister.

2011 Suburban Truck & Sea Can

Mayor Coombs advised that the Town had received ministerial approval from the Department of Municipal and Provincial Affairs to sell the 2011 Suburban Truck and the Sea Can.

NEW BUSINESS

CORRESPONDENCE

Terry Fox Run

Mayor Coombs tabled a donation request letter for the Annual Terry Fox Run being held September 15, 2024. Referred to Finance.

Municipalities NL

Mayor Coombs tabled the following correspondence from Municipalities NL.

- A. Info Note dated June 25 regarding several topics.
- B. Info Note dated July 2 regarding several topics.
- C. Memo dated June 18 advising of the Mandatory Orientation Training Schedule for August 2024.
- D. Info Note dated July 16 regarding several topics.

Councillor Stone noted that one MNL memo stated that the Local Leadership for Climate Adaption announced that funding is now available to local governments to aid in adapting and building long-term resiliency to the impacts of climate change and the deadline to apply is August 14, 2024. He requested that the Town Manager and EDO investigate this topic.

PMA

Mayor Coombs tabled the following correspondence from the Professional Municipal Administrators.

- A. Professional Municipal Administrators Member Bulletin dated June 28, 2024 regarding several topics.
- B. Professional Municipal Administrators Member Bulletin dated July 12, 2024 regarding several topics.

CORRESPONDENCE cont'd

CSCNL	Mayor Coombs tabled correspondence from the Community Sector Council of NL Newsletter dated July 3, 2024 regarding several topics.
John Jerome O'Keefe	Mayor Coombs tabled correspondence from Mr. John Jerome O'Keefe claiming the Town is trespassing on O'Keefe Property with regards to the Pirates Path. Mayor Coombs noted that this matter is related to the next piece of correspondence and requested that the Town Manager set up a meeting with Mr. O'Keefe and Council to discuss this ongoing matter.
Bill Marshall	Mayor Coombs tabled a letter of complaint from Mr. Bill Marshall stating Mr. John O'Keefe is harassing people at the entrance to Pirate's Path.
Dept. of Environment & Climate Change	Mayor Coombs tabled correspondence from the Department of Environment and Climate Change regarding the Bannerman Brook bridge replacement. Referred to Capital/Public Works.
Shannon Walsh	Mayor Coombs tabled a letter from Mr. Shannon Walsh regarding the flooding issue at 500 Water Street. Referred to Public Works.
Belles with Balls NL	Mayor Coombs tabled correspondence regarding the Belles for Balls Ride for Her 2024, a fundraiser for the research and education of ovarian cancer in Newfoundland and Labrador, being held on August 4, 2024, and an invitation to the Annual Lady Ball being held in St. John's on September 19, 2024. Referred to Finance.
Elizabeth Baker, President Hr. Grace Regatta Com.	Mayor Coombs tabled correspondence from Elizabeth Baker, President of the Regatta Committee, regarding the printing of the Regatta Day booklet.
Englobe	Mayor Coombs tabled correspondence from Englobe regarding the tender results and recommendation for the LeMarchant St. Water and Sewer upgrading, Project #17-GI-24-00068. Referred to Capital/Public Works.
Walking Sticks	Mayor Coombs tabled correspondence regarding the Expression of Interest on the bids for the Earhart 50+ Club walking sticks. Referred to Finance.

Councillor Stone left the chambers at 7:09 pm.

Deputy Mayor Skinner announced that three bids were received related to the New Horizon 2024 Expression of Interest to provide walking sticks for the Earhart 50+ Club.

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| 1. Gord Stone | \$ 499.00 |
| 2. Brandon Slade | \$ 1,840.00 |
| 3. O'Grady's Horticulture | \$ 2,000.00 |

Motioned to accept the lowest bid from Gordon Stone in the amount of \$ 499.00.

MOTION #24 -183

DM SKINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Councillor Stone returned to the chambers at 7:11 pm.

Jennifer Sullivan	Mayor Coombs tabled a letter from Ms. Jennifer Sullivan regarding the condition of the tennis courts. Referred to Park & Recreation. Mayor Coombs advised that patch up repairs have been done to the tennis courts, but it is only a temporary solution and added that the EDO will apply for future funding to repair the facility.
Harbour Grace War Memorial Library Board	Mayor Coombs tabled a donation request from Mr. Alan Cass, Board Chair of the Harbour Grace War Memorial Library Board. Referred to Finance.
Building Applications	Mayor Coombs tabled the following building applications. A. Revised Building Application submitted by Kevin and Paula Walsh for a 9' x 14' extension to existing garage at 14 McNeil Place. Referred to Housing/Zoning. B. Building Application submitted by Leslie Hollett for a 10' x 12' shed at 9 Pondsides Road, Bristol's Hope. Referred to Housing/Zoning. C. Building Application submitted by Jack Rose for a 16 x 24 Hobby greenhouse at 15 Bannerman Street. Referred to Housing/Zoning. D. Building Application submitted by Gerald Doyle for a 32' x 32' garage at 96 Main Rd. Bristol's Hope. Referred to Housing/Zoning.

CORRESPONDENCE cont'd

	E. Building Application submitted by Paul Ash for a 46 x 32 House and 20 x 24 Garage at 411 – 413 Water St. Referred to Housing/Zoning.
	F. Building Application submitted by Paul and Natasha Garland for a 10 House Unit Development at Garland Street. Referred to Housing/Zoning.
	G. Building Application submitted by Terri Lynn Meadus for a 32 x 40 commercial building for a Dog Daycare/Grooming business at 9 – 35 Cottage Lane. Referred to Housing/Zoning.
MPA	Mayor Coombs tabled correspondence from Municipal and Provincial Affairs regarding the request for the deferral of the by-election. Mayor Coombs explained that Council requested a deferral of the by-election for one year from the set date of August 27, 2024 to correspond with the next municipal elections that will be held in the fall of 2025, however, the department gave only two weeks deferral and Council decided to go ahead with the August 27, 2024 date for the by-election.
MPA	Mayor Coombs tabled an approval letter from the Municipal and Provincial Affairs regarding the sale of the 2011 truck and the shipping container.
Recreation NL	Mayor Coombs tabled Correspondence regarding the Recreation NL's Arena Operators Course. Mayor Coombs reminded that at the last regular meeting of council, it was decided to have a local person who is fully certified in arena ice making to train the arena staff.
Claudia Franey Co-Chair, Food Services	Mayor Coombs tabled correspondence from Claudia Franey, Co-Chair, Food for the NL Summer Games seeking volunteers to help with the food services for the week of August 10 – 17. Mayor Coombs advised that he had reached out to the Soccer Association to help in this matter.
NL Health Services	Mayor Coombs tabled correspondence advising of a public meeting on July 29, 2024 at the Otterbury School House to discuss low-barrier transportation in Conception Bay North.
Blair Murphy	Mayor Coombs tabled a letter of complaint against a resident at 69 Lady Lake Road regarding the noise of their rooster. Referred Housing/Zoning and deferred to next council meeting.
Luke Reynolds and Eating Disorder Foundation	Mayor Coombs tabled a letter from Luke Reynolds regarding the intersection of Doyles Lane Danny Cleary Drive. Referred to Public Works and deferred until the next council meeting.
	Mayor Coombs tabled correspondence from the Eating Disorder Foundation of NL regarding Eating Disorder Awareness Week from February 1 st to 7 th , 2025. Referred to Finance to include in the 2025 Budget.
Eastern Regional Lands	Mayor Coombs tabled correspondence from the Eastern Regional Lands Office regarding Crown Lands acknowledgement letter for Matthew Drover, E-162891. Referred to Housing/Zoning.
MAA	Mayor Coombs tabled a Memo from the Municipal Assessment Agency regarding an update on the latest Board of Directors meeting. Mayor Coombs clarified that the Town sets the tax structure, and the Municipal Assessment Agency set the assessments.
Haley Tucker, FFAW	Mayor Coombs tabled correspondence from Haley Tucker, FFAW, calling for the reinstatement of the Northern Cod Stewardship Fishery.
Barry Dooley, Mayor, Victoria	Mayor Coombs tabled correspondence from the Town Council of Victoria regarding an expression of interest in sharing Municipal Services. Motioned to write to the Mayor of Victoria, Mr. Barry Dooley, advising him that the Town Council of Harbour Grace is interested in having a meeting to discuss the possibility of sharing Municipal Services.

MOTION #24 -184**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY****COMMITTEE REPORTS****CAPITAL & PUBLIC WORKS COMMITTEE**

Bannerman Brook Bridge	Deputy Mayor Skinner advised that that the committee received correspondence from the Department of Environment and Climate Change stating the replacement of an existing deteriorated concrete bridge with a new steel frame, timber deck bridge across Bannerman Brook and this work is scheduled to start within a month.
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CAPITAL & PUBLIC WORKS COMMITTEE cont'd

500 Water Street Deputy Mayor Skinner gave a summary of the letter received from Shannon Walsh and Walter Walsh which stated that the subject property had not gotten water flowing onto his property since living there for 18 years until the completion of Harvey Street, Phase 5. The committee, Public Works Supervisor, and the Town's engineering firm met with Mr. Walsh and his family, visited the property, and it was the agreement of the Committee that the Harvey Street, Phase 5 project did not cause the water problem with this property. Mayor Coombs questioned if Public Works was continuing with the recommendation that were discussed several weeks ago and Deputy Mayor said no.

Motioned to write a letter to Mr. Walter Walsh conveying that the Town of Harbour Grace is not responsible for the water issue occurring on his property.

MOTION #24 -185

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

Leak Detection Deputy Mayor Skinner advised that a company, RPM, from St. John's tested two areas of the Town's water line system, the intersection at Harvey Street and Downey Street and a section of Bannerman Lake Road, to determine if there were any leaks. No leaks were found in both areas. He added that this company has offered to do a complete survey, free of charge, for the Town of Harbour Grace as a pilot project as they want to train others in leak detection. He added that this company found the serious leaks in the neighbouring municipality of Victoria.

Motioned to write a letter to RPM accepting their offer of a complete survey, free of charge, pilot project in water line leak detection for the Town of Harbour Grace.

MOTION #24 -186

DM SKINNER/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

LeMarchant Street
W/S Upgrading

Deputy Mayor Skinner advised that on June 20, 2024 tenders for the LeMarchant Street Water and Sewer Upgrading, Project #17-GI-24-00068 were opened and a total of three submissions were received, with the results as follows (including 15% HST:

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| 1. Cougar Engineering & Consulting Ltd. | \$ 977,500.00 |
| 2. Black Diamond Construction Ltd. | \$ 996,199.94 |
| 3. Coady Construction & Excavating Ltd. | \$1,013,335.15 |

Motioned to award the LeMarchant Street Water and Sewer Upgrading, Project #17-GI-24-00068, to the lowest bidder, Cougar Engineering & Construction Ltd., in the amount of \$977,500.00 including HST.

MOTION #24 -187

DM SKINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Councillor Stone reminded that if there was money left over from the estimate of the cost of the project, that the Town would use it towards the water and sewer upgrade for Munn Place. The Deputy Mayor confirmed that this would happen providing there are no unforeseen issues with the LeMarchant Street Project.

Motioned that if money is left over from the LeMarchant Street Water and Sewer Upgrade, Project #17-GI-24-00068, that the Town write to Minister Hagey, Municipal and Provincial Affairs, and to Minister Hutton, Department of Transportation and Infrastructure, asking to include Munn Place in the water and sewer upgrade as well.

MOTION #24 -188

CLR. BARNES/DM SKINNER

MOTION CARRIED UNANIMOUSLY

Motioned to adopt the Town of Harbour Grace Road Reservation Regulations for the year 2024 as presented by Mr. Reginald Garland, the Town's Municipal Planner.

MOTION #24 -189

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

Deputy Mayor Skinner advised that the Committee is meeting within the next few weeks to get the Town's infrastructure priorities in place for the next five years. He announced that the new pickup truck for the public works department is due to arrive soon

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

which will alleviate maintenance costs within the fleet and the GPS's will be installed on the town owned vehicles this week. Deputy Mayor Skinner concluded his report by congratulating the Harbour Grace Volunteer Fire Brigade on the delivery of the new high tech rescue pickup truck that is equipped with high angle rescue and cold-water equipment. He noted that this vehicle was purchased through a provincial government grant along with the Fire Brigade's contribution of \$44,000.00 and this vehicle was no cost to the Town of Harbour Grace.

FINANCE COMMITTEE

Motioned that Council donate \$200.00 to the Terry Fox Run 2024 to cover the cost of the eight Terry Fox 2024 fund raising t-shirts.

MOTION #24 – 190

**CLR. STONE/DM SKINNER
MOTION CARRIED UNANIMOUSLY**

Motioned that Council reject the Belles with Balls Ride 2024 donation request as per the Town Donation Policy that states the Town donates annually to local requests only.

MOTION #24 – 191

**CLR. STONE/CLR. ROGERS
MOTION CARRIED UNANIMOUSLY**

Motioned that Council donate \$200.00 to the Harbour Grace Library Board as per their request letter and the Town's Donation Policy.

MOTION #24 – 192

**CLR. STONE/CLR. BARNES
MOTION CARRIED UNANIMOUSLY**

Mayor Coombs noted that donating to the Harbour Grace Library should be annually and the Town is lucky to have a library whereas other libraries across the province were closed. Councillor Stone added that the Finance Committee will put forward including the Library Board as one of the community volunteer groups that may need help financially from Council and add this donation into the 2025 Budget.

Councillor Stone informed that the committee is scheduling meetings with residents who are experiencing financial difficulties to discuss payment options for their property tax accounts and the committee has settled the insurance coverage matter regarding the Regatta.

EXECUTIVE COMMITTEE OF COUNCIL

No Report

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the engineering ramp drawings for the Otterbury School House have been awarded to Paul Chafe and the drawings will be completed by early August, 2024, the new interpretive signs are now erected at the Pirates Path, a Coast Reach System to monitor coastal erosion will be installed within the next week, a JCP application has been submitted for the interior renovations for the HGVFB Social Building, the woodchipper has arrived which will be used by the Public Works Department and Parks and Recreation Department, the summer edition of the Heart of the Harbour is now available at various locations throughout the Town, and the Annual Pride Celebrations is now taking place on Friday, July 26, 2024, and rain date will be Tuesday, July 30, 2024.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

14 McNeil Place

Motioned for Council to approve the revised building application submitted by Kevin and Paula Walsh for a 9' x 14' extension to an existing garage at 14 McNeil Place based on the movement of the structure 8 feet from the right and 1 foot from the left to accommodate access to the existing water easement.

MOTION #24 – 193

**CLR. ROGERS/DM SKINNER
MOTION CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

Bristol's Hope	Motioned for Council to approve the building application submitted by Leslie Hollett for a 10' x 12' shed at 9 Pondsides Road, Bristol's Hope as per: 1) The stipulation that the shed must be moved 5 feet further from the existing garage and 10 feet from the house. 2) All Town Development Standards. 3) All Government permits and/or regulations. MOTION #24 – 194 CLR. ROGERS/DM SKINNER MOTION CARRIED UNANIMOUSLY
15 Bannerman Street	Motioned for Council to approve the building application submitted by Jack Rose for a 16 x 24 hobby greenhouse at 15 Bannerman Street as per all Town Development Standards. MOTION #24 – 195 CLR. ROGERS/CLR. BARNES MOTION CARRIED UNANIMOUSLY
96 Main Road	Motioned for Council to approve the building application, submitted by Gerald Doyle for a 32' x 32' garage at 96 Main Rd. Bristol's Hope as per: 1) All Town Development Standards. 2) All Government permits and/or regulations. MOTION #24 – 196 CLR. ROGERS/CLR. STONE MOTION CARRIED UNANIMOUSLY
411 – 413 Water Street	Motioned for Council to approve the building application, submitted by Paul Ash for a 46 x 32 House and 20 x 24 Garage at 411 - 413 Water Street by invoking Regulation 11 of the Town of Harbour Grace Development Regulations and subject to the following: 1) House is to be built to suit the grade of sewer. 2) All Town Development Standards. 3) All Government permits and/or regulations. 4) Connection to the Town's water and sewer supply is at the owner's expense. MOTION #24 – 197 CLR. ROGERS/DM SKINNER MOTION CARRIED UNANIMOUSLY
Garland Street	Motioned for Council to defer the building application submitted by Paul and Natasha Garland for a 10 Unit Housing Development on Garland Street as more information is required. However, a letter can be given to the owner stating that this land is in a Residential Zone area of the Town's Municipal Plan. Motioned to write to the owners of the development for a 10 Housing Unit Development at Garland Street to advise that more information is needed, however, the development does meet the zoning as required. MOTION #24 – 198 CLR. ROGERS/CLR. BARNES MOTION CARRIED UNANIMOUSLY
9 – 35 Cottage Lane	Motioned to defer the building application submitted by Terri Lynn Meadus for a 32' x 40' commercial building to accommodate a dog daycare, boarding, and grooming business as more information is needed and a site visit is required. MOTION #24 – 199 CLR. ROGERS/CLR. BARNES MOTION CARRIED UNANIMOUSLY
TOURISM & HERITAGE	No Report
PARKS & RECREATION	Councillor Barnes reported that funding for the upgrading to the Tennis Court is being researched and he gave an update on the softball field advising that the bog found in the middle of the field was caused by 2 blockages in the drainage system of the two fields. The blockages have been cleared and work is now progressing with the field. Mayor Coombs noted that the repairs to the softball field will not be as costly as first anticipated and it should be ready for use this summer. Councillor Rogers advised that he had missed a piece of correspondence in the Housing and Zoning report from the Eastern Regional Land Office regarding the Crown Lands acknowledgement letter for Matthew Drover, E-162891. He noted that this item would have to be deferred until a letter is received stating that the applicant has been successful in obtaining this parcel of land from Crown Lands.

DCHGCC LIAISON	Councillor Barnes advised that the ice is being put on the DCHGCC and Delaney's Hockey Camp starts on Monday, July 29 - August 3, 2024, followed by two weeks of the Bo Bennet Hockey School, and the figure skating club has ice time booked throughout the month of August. The walking track has adjusted hours for July month to coincide with the scheduling of arena staff and a new walking track schedule will be posted for August. He announced that Vinland Motorsports have booked three dates during August for the use of the arena parking lot, the ball hockey and the CBN Lacrosse are now concluded, and that the Street Jam was cancelled due to low registration.	
FIRE DEPT. LIASION	Councillor Rogers relayed a message from the HGVFB Fire Chief, Dave Earle, stating thanks to everybody who participated and supported the Sixth Annual Muscular Dystrophy Truck Pull and congratulated Fusion Fitness on being the winner. He continued with giving special thanks to Diane Lee and Jane Lynch for the support and behind the scenes work in preparing the activities for the Pirates to Pilots Festival and added for residents to use extreme caution when having backyard fires in firepits. Councillor Rogers reported that the Brigade has received four medical calls and one cold-water rescue that was called off before they reached the destination.	
CIVIC EVENTS LIASON	Councillor Barnes reported that the Kite Festival, July 21, 2024, was a tremendous success and was sponsored by TaDa! Events, which featured the FROZEN musical by Best Kind productions and thanked all involved. The fireworks that that were scheduled for Canada Day will now be held on Friday, July 26 th , to close out the weeklong festivities of the Pirates to Pilates Festival.	
EARHART 50+ CLUB	Councillor Stone read the schedule of events for the Pirates to Pilots Festival and Regatta Day. Councillor Stone mentioned that he forgot to give the DCHGCC financial report and advised that the bank account has a balance of \$1,200.00 after doing minor renovations and paying the HST which is a plus as these expenses did not have to be paid by the Town's general account.	
COMMUNITY EVENTS LIAISON	No Report	
JOINT COUNCIL LIASON	No Report	
BRISTOL'S HOPE LIAISON	No Report	
FALL FAIR LIAISON	No Report	
TOWN MANAGER REPORT	Tabled	
	Motioned for Council to adopt the Town Clerk's Financial Report as presented. MOTION #24 - 200 DM SKINNER/CLR. STONE MOTION CARRIED UNANIMOUSLY	
EDO REPORT	Tabled	
	Motioned for Council to adopt the EDO report as presented. MOTION #24 - 201 CLR. BARNES/CLR. ROGERS MOTION CARRIED UNANIMOUSLY	
PUBLIC WORKS REPORT	Tabled	
	Motioned for Council to adopt the Public Works Superintendent's Report as presented. MOTION #24 - 202 DM SKINNER/CLR. STONE MOTION CARRIED UNANIMOUSLY	
DCHGCC REPORT	Tabled	
	Motioned for Council to adopt the DCHGCC report as presented. MOTION #24 - 203 CLR. BARNES/CLR. ROGERS MOTION CARRIED UNANIMOUSLY	
COUNCILLORS SUGGESTIONS/CONCERNS	Councillor Rogers announced that the Dirty Crew Motorcycle Club and Easton's 1602 Pub will be hosting Willow's Ride, August 2-4, 2024, and this year's funds will be donated to the Splash Centre to develop, implement, and maintain an inclusion program for Neurodivergent children and their families and added that the 162 nd running of the Harbour Grace Regatta takes place on July 27, 2024. Councillor Rodgers advised that there have been problems with Mercer's Well and wanted to let residents know that the Public Works	

COUNCILLORS SUGGESTIONS/CONCERNS cont'd

Department is working diligently to solve the problem and is asking residents that are serviced by Mercer's Well to conserve water as much as possible.

Mayor Coombs advised that the Earhart 99 Club announced at their national convention in Vancouver, BC, that their 2032 International Conference will be hosted by St. John's and Harbour Grace and NTV News has a new program called Statues of Newfoundland and Labrador and will be conducting an interview on Wednesday, July 24 at 2:00 pm at the Earhart Statue in the Spirit of Harbour Grace Park. Mayor Coombs proudly added that Sunday, July 28, at 1:00 pm, he will be kicking off the NL Summer Games 2024 torch relay parade in Harbour Grace, where he will pass on the torch to Earnest the Furnace, the NL Summer Games Mascot, and then the torch will be passed to the granddaughter of one of Harbour Grace's greatest athletes, Mac Martin. Mayor Coombs thanked all the committees and volunteers for the fabulous work that was done throughout the planning and the conducting of the weeklong events of the Pirates to Pilots Festival and Regatta Day Celebrations.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, August 19, 2024.

ADJOURNMENT

Motioned for Council to adjourn the regular meeting of Council at 8:15 pm.

MOTION #24 - 204

CLR. BARNES/ CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager