

TOWN OF HARBOUR GRACE

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

November 18, 2024, at 7:00 PM

Members Present

Mayor
Deputy Mayor
Councillors
Don Coombs
Keith Skinner
Brendan Chafe
Gordon Stone
Lee Rogers
Peter Yetman

Members Absent

Terry Barnes

Staff Present

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

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

Mayor Coombs announced regrets from Councillor Barnes who was not able to attend due to a death in his family. Mayor Coombs sent condolences to his family on behalf of Council

Minutes:

Mayor Coombs called for a motion to adopt the regular council meeting minutes of September 16, 2024.

Regular Meeting September 16, 2024

Motioned to adopt the regular council meeting minutes of September 16, 2024, as presented.

MOTION #24 - 307

DM SKINNER/CLR.CHAPE

MOTION CARRIED UNANIMOUSLY

Minutes

Mayor Coombs called for a motion to adopt the special council meeting minutes of September 27, 2024, as presented.

Special Meeting September 27, 2024

Motioned to adopt the special council meeting minutes of September 27, 2024, as presented.

MOTION #24 - 308

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

Bill 54

Mayor Coombs advised that Bill 54 was discussed thoroughly in the last Council meeting of October 21, 2024, however Deputy Mayor Skinner has information to present in his report that was discussed with Minister Haggie at the MNL Conference. Referred to Public Works.

MEO

Mayor Coombs advised that the update has been referred to Housing/Zoning.

326 Harvey Street

Mayor Coombs advised that the update has been referred to Public Works.

ERSB

Mayor Coombs advised that a meeting is to be held within the next ten days with Mr. Tessier.

Immaculate Conception Parish

Mayor Coombs advised that an announcement will be made by Friday of this week concerning the St. Francis Field.

Beach Hill

Mayor Coombs advised a meeting is scheduled during the first week of December with Mr. Sullivan of HGOI to discuss gates at Beach Hill.

JCCBN

Mayor Coombs advised that a meeting will be held in the Town Chambers regarding the revitalization of the Joint Council.

1 Harvey Street

Mayor Coombs advised an update on 1 Harvey Street is referred to Housing/Zoning.

HGBCIB

Mayor Coombs advised that a decision on the land around the Spirit of Harbour Grace will be made once the survey and search for land titles of that land is completed.

NEW BUSINESS

DCHGCC Mayor Coombs announced that a motion will be put forward for the hiring of a facility manager for the Danny Cleary Harbour Grace Community Centre and a motion for the hiring of an Outside Worker with Public Works. Referred to Public Works Committee.

CORRESPONDENCE

Syntax Mayor Coombs tabled correspondence from Jennifer Stewart, the founder, and CEO of Syntax Strategic, advising of services that they offer in town branding.

Dept. of Transportation & Infrastructure Mayor Coombs tabled a circular from the Department of Transportation and Infrastructure advising that November 28, 2024, is the deadline for applications for Federal Rural Transit Solutions Fund.

John & Nicola Rose Mayor Coombs tabled a letter from John and Nicola Rose regarding Town ownership of Shutes Lane on Southside of Harbour Grace and their request to purchase it. Mayor Coombs advised that the Town is not permitted to sell a road/laneway as there are properties behind that road and they need access to their properties.

Councillor Chafe left the chambers at 7:08 pm as he conflicts with the following motion.

Motioned to write Mr. John Rose and Ms. Nicola Rose advising them that Shutes Lane is not for sale as people need to have access to their property located further in that lane.

MOTION #24 – 309

CLR. STONE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Councillor Chafe returned to the chambers at 7:09 pm.

Splash Centre Mayor Coombs tabled a letter from the Splash Centre Board of Directors regarding concern over the rise in criminal activity on the area.

Kids Help Phone Mayor Coombs tabled a letter from Katherine Hay, the President, and CEO of Kids Help Phone, thanking the Town of Harbour Grace for its recent donation and support towards mental health for youth across Canada.

DCHGCC Liaison Committee Mayor Coombs tabled a letter from the DGHGCC Liaison Committee regarding the incident at the DCHGCC on Saturday October 26, 2024. Mayor Coombs thanked the Committee for taking quick action regarding that incident.

Business Application Mayor Coombs tabled the following Business Applications. Referred to Housing/Zoning.

- A). Business Application for a barber shop at 361 – 365 Southside Road. (Chalet at the Marina).
- B). Business Application for a Taxi service at 14 Devonshire Road.
- C). Business Application for a hair salon at 114 Kildare Road.

Building Application Mayor Coombs tabled the following Building Applications. Referred to Housing/Zoning.

- A). Building application for a House & Garage at Hard Path.
- B). Building application for a 44' x 22' house at 351 Water Street.
- C). Building application for a 49'x 39' (15m x 12m) House at Doyle's Lane. Deferred from previous council meeting of Oct. 21, 2024.

Southside W/S Mayor Coombs tabled correspondence from the Town Manager advising that a motion is needed for re-submission of the Southside Water & Sewer project to the provincial government. Referred to Public Works.

Dept. of Environment & Climate Change Mayor Coombs tabled correspondence from the Department of Environment & Climate Change advising of a 4-day Water Treatment Level 3 and 4 exam preparation course taking place in St. John's on November 25 – 28, 2024.

ERSB Mayor Coombs tabled correspondence from the Eastern Regional Service Board advising that the Multi-Materials Stewardship Board is now accepting applications for the 2024-25 Community Waste Diversion Fund. Referred to Town Staff.

Dept. of Transportation & Infrastructure Mayor Coombs tabled correspondence from the Department of Transportation and Infrastructure advising that the call for applications for Municipal Capital Works 2025-2026 is now open from October 30 - November 29, 2024.

HGVFB	Mayor Coombs tabled correspondence from the Harbour Grace Volunteer Fire Brigade advising that the HGVFB's Annual Santa Claus Parade will take place on Saturday, December 7, at 10:00 am, and the Annual Tree Lighting will take place on Sunday, December 8.
Ashley Janes	Mayor Coombs tabled a letter from Ashley Janes regarding a proposal for a festive light park in the boardwalk area next to the Kearney Tourist Chalet and the Spirit of Harbour Grace Park. Referred to Finance.
Laurence Pike	Mayor Coombs tabled a letter from Laurence Pike, on behalf of residents bordering Downing's Brook, requesting for the brook to be cleaned out. Referred to Public Works.
Make-A-Wish, Canada NL Chapter	Mayor Coombs tabled a donation letter from the RCMP requesting a donation for the 39 th Annual Wish Trees Event beginning December 1 st , 2024. Referred to Finance.
PAR ID 083621	Mayor Coombs tabled a letter requesting interest relieve on current account. Referred to Finance.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled a memo from the Department of Transportation and Infrastructure advising local governments of a funding opportunity from the Department of Housing, Infrastructure and Communities Canada. The intake deadline is 3:00 pm EDT, March 31, 2025.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled a memo from the Department of Transportation and Infrastructure reminding municipalities of the Seasonal Asphalt requirements.
ACWWA	Mayor Coombs tabled correspondence from Atlantic Canada Water & Wastewater Association advising of online courses offered during the months of November and December.

COMMITTEE REPORTS

CAPITAL & PUBLIC WORKS COMMITTEE

Bill 54	Deputy Mayor Skinner reported that the Town Manager and himself spoke to the Minister of Municipal Affairs, Mr. Haggie, at the MNL Conference and was advised that there was nothing the department can do for any town regarding putting a lien on a dilapidated property in which a town wants to demolish. Mayor Coombs clarified that Bill 54 was passed but not under the conditions that was believed to encompass.
DCHGCC Manager	Motioned for Council to hire Mrs. Michelle Pike as the DCHGCC Facility Manager for a probationary period of 12 months. MOTION #24 - 310 DM SKINNER/CLR. ROGERS MOTION CARRIED
Outside Worker	Motioned for Council to hire Mr. Gerard Hurdle for the position of seasonal outside worker with the Public Works Department. MOTION #24 - 311 DM SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
Southside W/S	Motioned for Council to reapply for the Southside Water/Sewer Project, Phase 1, in the next construction season 2025 as the Town was rejected in 2024. MOTION #24 - 312 DM SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
Downing's Brook	Deputy Mayor Skinner advised he will have the Public Works Superintendent put it on schedule to have the issue seen to.
Bannerman Bridge	Motioned to write to Minister Fred Hutton, Minister of Transportation, and Infrastructure, to advise the Town of Harbour Grace on the status of Bannerman Bridge as it was supposed to be repaired in the 2024 construction season. MOTION #24 - 313 DM SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
Long's Hill	Motioned for Council to accept the estimate of \$45,655.00 to resurface Long's Hill through the money left from the 2024 Gas Tax and approval from government to cover remaining balance from 2025 Gas Tax. Concord Paving, Farrell's Paving and Parsons Paving were contacted; Concord paving was the only company to submit a bid. MOTION #24 - 314 DM SKINNER/CLR. YETMAN MOTION CARRIED UNANIMOUSLY

CAPITAL & PUBLIC WORKS COMMITTEE

Councillor Stone explained that Long's Hill has been affected by several leaks that had to be repaired causing the road to be significantly damaged. To ensure that further damage is not done from washouts and freezing temperatures with winter fast approaching, the Town needed to be proactive and decided to pave that portion of Long's Hill. Mayor Coombs continued by explaining how the Gas Tax is used.

FINANCE COMMITTEE

PAR ID 083294

Councillor Stone explained that the auditor listed companies with outstanding taxes owing to them were beyond collection due to claiming bankruptcy and advised the Town to write off their taxes.

Motioned for Council to write off taxes owed by PAR ID 083294 since the company declared bankruptcy in 2024 and no longer exists.

MOTION #24 – 315**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Motioned to rescind Motion #23 – 259.

MOTION #24 – 316**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Motioned that the Town of Harbour Grace borrow from the Canadian Imperial Bank of Commerce an amount not exceeding \$99,734.00, repayable by Council and amortized over a fixed term of 10-year period (120 months). The said loan is to be used to finance the LeMarchant Street Water and Sewer Upgrading Project no. 17-GI-24-00068.

MOTION #24 – 317**CLR. STONE/CLR.CHAFE****MOTION CARRIED UNANIMOUSLY**

Beautification Com.

Motioned that Council provide the new Beautification Committee with \$2000.00 for the purpose of decorating the Town for Christmas as per their letter of proposal, October 29, 2024.

MOTION #24 – 318**CLR. STONE/CLR. ROGERS****MOTION CARRIED UNANIMOUSLY**

Make-a-Wish Canada

Motioned that Council deny the request for a donation from Make-a-Wish Canada as per the Town's donation policy to donate locally whenever possible.

MOTION #24 – 319**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

PAR ID 083621

Motioned that the letter from PAR ID 083621, dated November 11, 2024, be given over to the Town Staff person responsible for Tax Collection for consideration and arrangement if supported by town Policy.

MOTION #24 – 320**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Motioned that the Town pay 50% of the outstanding severance owed to our inside staff, in December 2024 by redirecting the funds available in the 10% project category of the 2024 budget.

MOTION #24 – 321**CLR. STONE/CLR. DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Councillor Stone advised that Budget 2025 is progressing well and there is one meeting left before the budget is to be adopted.

Councillor Stone continued with his report with an update on the DCHGCC Income/Expense Comparison report up to November 6, 2024, which gave a net income of \$-23,948.02 and the deficit year to date is \$-83,719.00 which can be attributed to the facility paying for its own bills and repairs without the help from the Town. Councillor Stone added that the Committee is recognizing the financial needs of the facility and adjusting accordingly with the 2025 Budget.

EXECUTIVE COMMITTEE OF COUNCIL

Mayor Coombs thanked the Executive Committee for their recommendations on the recent two hires, one for the stadium manager and one for the outside worker.

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE cont'd

Councillor Rogers advised that tenders have been advertised for the accessibility ramp and the deck at the Otterbury Schoolhouse which will close November 29, 2024, the Business of the Week Newsletter highlighted R. Tetford & Son and Restwell Mattress, the electrical upgrades to Kearney Tourist Chalet is due to be completed within the next few weeks, tender was issued today for a project manager for the Heritage Walk project which will close on December 2, 2024, the Strategic Plan survey opened on October 29th and closed on November 12, 2024, the JCP Project at the Fireman's Social Building is progressing well with great work being done on the inside of the building, and the EDO is in consultations with the Town of Carbonear with reference to a regional project.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

MEO Councillor Chafe advised that the Town Manager has been speaking with the Town of Bay Roberts regarding the shared MEO and it is hoped that by the end of November a municipal enforcement officer will be in place.

326 Harvey Street Councillor Chafe advised that the trailers have been moved from the roadside and the construction has stopped due to the general repairs permit being expired. The resident is to get a new permit and continue to clean up the property.

ERSB Councillor Chafe advised that a response was received from the Eastern Regional Service Board and a meeting is rescheduled for later this month to discuss previous commitments that were agreed to in keeping the area outside the facility clean from garbage and hopes to have an update available for the next council meeting.

1 Harvey Street Councillor Chafe reported that the owner of the property at 1 Harvey Street has advised Council that the building is in the process of demolition.

Business Applications

361-365 Southside Rd. Motioned to defer the business application submitted by Rob Dove for a barber shop at 361-365 Southside Road until the applicant's two-week discretionary notice period, at the owner's expense, has been met.

MOTION #24 – 322**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

14 Devonshire Rd. Motioned to defer the business application submitted by Dorothy Sheppard for a taxi service at 14 Devonshire until the applicant's two-week discretionary notice period, at the owner's expense, has been met.

MOTION #24 – 323**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

114 Kildare Rd. Motioned to defer the business application submitted by Stephanie Nevers for a Hair Salon at 114 Kildare Road until the applicant's two-week discretionary notice period, at the owner's expense, has been met.

MOTION #24 – 324**CLR. CHAFE/CLR. STONE****MOTION CARRIED UNANIMOUSLY**Building Applications

Hard Path Motioned to defer the building application, submitted by Corinna and Steve Sullivan, for a house and garage at Hard Path, Riverhead, due to the application being incomplete.

MOTION #24 – 325**CLR. CHAFE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Councillor Chafe explained the reason for deferral was that the applicant does not need the town's approval for the clearing of land, however, when he is ready to build to resubmit a building application again with the building plans of his house and garage included.

351 Water Street Motioned to approve the building application, submitted by Tony McCarthy, for a 44' x 22' house at 351 Water Street as per the following.

1. As per all Town Development Standards.
2. All necessary government permits and/or regulations.
3. Connection to Town Services is at the owner's expense.

MOTION #24 – 326**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

Doyle's Lane

Motioned to defer the building application, submitted by Andrew Davis and Morgan Fahey, for a 49' x 39' (15m x 12m) house at Doyle's Lane due to access inconsistencies and for the Town Clerk to set up a meeting with the applicant at the applicant's availability.

MOTION #24 – 327**CLR. CHAFE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Motioned for the Town Clerk to contact the Department of Highways to ask if there are any existing easements in that area as it is close to the highway.

MOTION #24 – 328**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

Councillor Chafe asked if the Town could inquire to the appropriate department in government regarding infrastructure and if a private company can enter into an agreement with a municipality on a 90/10 or 80/20 split where the private side would look after the 10 or 20 % split.

TOURISM & HERITAGE

No Report.

PARKS & RECREATION

No Report.

DCHGCC LIAISON

Councillor Rogers advised that a letter was sent to Council from the DCHGCC Liaison Committee regarding the incident that occurred at the arena on October 26, 2024. He stated that incidents such as this will not be tolerated at any time and will result in being barred from the facility indefinitely.

FIRE DEPT. LIAISON

Councillor Chafe advised that weekly training is ongoing, tickets for the duck race that will take place on December the 8 are now available for sale from any Brigade member, the Santa Claus Parade will take place on December 7 at 10:00 am, and the Christmas Tree Lighting will take place on December 8. Councillor Chafe reported that an election of officers recently took place and congratulated the following: Chris Noseworthy, Assistant Fire Chief, crew chiefs are Bobby Telford, Bobby Lynch, and Zack Lockyer, secretary is Tommy Healey, and the treasurer is Dave Squires.

CIVIC EVENTS LIAISON

Councillor Rogers reported that the Ukrainian Cultural event that was hosted by the Civic Events Committee on November 3 was a huge success and extended sincere thanks to all performers, volunteers, attendees and especially to Nadia Butt-Velychko for sharing her culture with the community. Councillor Rogers added that there was a great turnout for Guy Fox Night, and upcoming events for the community are the Annual Tree Lighting on December 8th at the S.W. Moores Memorial Park, the annual Christmas dinner is on December 15th, tickets will be available on December 5th at 5:00 pm to 7:00 pm at the Town Council office, and the New Year's Day Fireworks and Sparkle Parade are scheduled for January 1st, weather permitting. Councillor Rogers added that details will be announced soon regarding a nighttime Christmas light parade.

EARHART 50+ CLUB

Councillor Stone advised on Thursday, November 21st, seniors advocate Susan Walsh will be at the Otterbury Schoolhouse at 10:00 am to discuss issues important to seniors, open house continues Tuesdays and Thursdays from 2:00 pm to 4:00 pm and the first cribbage tournament will take place on Thursday November 28th.

COMMUNITY EVENTS LIAISON

Deputy Mayor Skinner congratulated Stephanie Cane, originally from River Head, Harbour Grace, who recently won the world record in the open deadlift category at the Commonwealth Championship in Sun City, South Africa. Deputy Mayor Skinner also extending congratulations to all St. Francis students who participated in the Harvest Run in Carbonear with special congratulations to Julia Sullivan, grade 5, for receiving a bronze metal, Brandon Glavine, grade 7, a silver metal, and Patrick Sullivan, grade 8, a silver metal. Congratulations to Dillan Whalen who was recently named defenseman of the month for the CBN North Frost Junior Stars, Matthew Sheppard, a teacher at Carbonear Collegiate and a coach of the senior boy's volleyball team, was recently profiled by MUN's Faculty of Education, and the Avalon Minor Football recently wrapped up its 2024 tackle season with a game and awards ceremony in Carbonear in which Braydon Sullivan of Riverhead received the defensive player of the year award.

JOINT COUNCIL LIASON No Report

BRISTOL'S HOPE LIAISON No Report

TOWN MANAGER REPORT Tabled

Motioned for Council to adopt the Town Clerk's Financial Report as presented.

MOTION #24 - 329

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

EDO REPORT Tabled

Motioned for Council to adopt the EDO report as presented.

MOTION #24 - 330

CLR. ROGERS/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

PUBLIC WORKS REPORT Tabled

Motioned for Council to adopt the Public Works Superintendent's Report as presented.

MOTION #24 - 331

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #24 - 332

CLR. ROGERS/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

COUNCILLORS SUGGESTIONS/CONCERNS

Councillor Rogers thanked the Town Clerk/Manager Amy Dwyer for her hard work and guidance during the time of acting manager for the DCHGCC and congratulated Michell Pike as the new manager for the facility. He encouraged all to get out to watch the girl's hockey this coming Friday night.

Councillor Chafe added praise for the girl's hockey league and congratulated Michelle Pike on her position as stadium manager.

Councillor Yetman remarked on how busy it is being on Town Council, the running of the Town of Harbour Grace, and is looking forward to future endeavors with the Town.

Councillor Stone reiterated previous comments regarding the Town Managers' hard work and dedication to running the DCHGCC during a challenging period. He added that her experience, leadership, and mentoring contributed to the DCHGCC Committee, and the new facility manager, whom he expressed congratulations to as well.

DM Skinner reminded residents that if they have concerns about anything to call the office, leave your name and contact information and your message will be addressed by the appropriate department and that an after-hours number will be added to the Town's website for emergency purposes. DM Skinner announced that the water and sewer is now installed, tested, and put on stream on LeMarchant Street and Cougar is in the process of preparing for the installation of the curb and cutter.

Mayor Coombs congratulated Compassion Home Care on 34 years of service and operating their region office out of Harbour Grace. Mayor Coombs reminded that the local food bank, St. Vincent de Paul is asking residents for support and donations as numbers for usage are continuously increasing.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, December 9, 2024.

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:13 pm.

MOTION #24 - 333

CLR. YETMAN/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager