

TOWN OF HARBOUR GRACE

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

December 9, 2024, at 7:00 PM

Members Present

Mayor
Deputy Mayor
Councillors
Don Coombs
Keith Skinner
Brendan Chafe
Gordon Stone
Peter Yetman
Terry Barnes

Via Zoom

Lee Rogers

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 advised that this council meeting would be in two sections, the regular meeting of Council will be first, adjourn for a two minute period, then the presentation and adoption of the 2025 Budget and Tax Structure for the Town of Harbour Grace.

Minutes:

Mayor Coombs called for a motion to adopt the regular council meeting minutes of November 18, 2024.

Regular Meeting November 18, 2024

Motioned to adopt the regular council meeting minutes of November 18, 2024, as presented.

MOTION #24 - 338

CLR. YETMAN/CLR.CHAPE

MOTION CARRIED UNANIMOUSLY

Minutes

Mayor Coombs called for a motion to adopt the special council meeting minutes of November 21, 2024, as presented.

Special Meeting November 21, 2024

Motioned to adopt the special council meeting minutes of November 21, 2024, as presented.

MOTION #24 - 339

CLR. STONE/ DM SKINNER

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

MEO

Mayor Coombs advised that the MEO position is now advertised and the deadline to apply is January 30, 2024.

ERSB

Mayor Coombs referred the update to Housing/Zoning.

JCCBN

Mayor Coombs referred the update to the Joint Council Liaison

Spirit of Harbour Grace

Mayor Coombs advised that the Town is waiting on title searches on the land surrounding the Spirit of Harbour Grace before potential development can take place by the Harbour Grace Business Culture and Innovation Inc.

Southside Water/Sewer

Mayor Coombs referred the update to Public Works.

Budget 2025

Mayor Coombs referred the update to Finance.

Accessibility Ramp

Mayor Coombs referred the update to Business/Economic Development.

Private Public Partnership.

Mayor Coombs advised that an answer on private public partnership should be given at the next council meeting.

NEW BUSINESS

TNS Building

Mayor Coombs announced that council has been in contact with a company consultant and the company is waiting on work visas and training. Mayor Coombs requested information from the consultant to pass on to MP Ken McDonald to help facilitate these issues.

CORRESPONDENCE

ATIPP	Mayor Coombs tabled correspondence from the ATIPP office regarding a virtual training session for councillors on December 11, 2024.
400 – 402 Southside Rd.	Mayor Coombs tabled a letter from Mr. John Rose regarding maintenance of Shutes Lane. Referred to Public Works.
Matthew Murphy	Mayor Coombs tabled a letter from Matthew Murphy reporting of illegal dumping activity at the Turn hole entrance. Referred to Public Works.
PMA	Mayor Coombs tabled correspondence from Professional Municipal Administrators regarding the launch of a virtual resource library for members.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled correspondence from the Department of Transportation & Infrastructure regarding proposed changes to MI Master Specification.
RPM Geospatial	Mayor Coombs tabled correspondence from Mr. Brian Lundrigan, RPM Geospatial, regarding a quote for Water Leak Detection Services.
Harbour Grace Heritage District Dev. Project	Mayor Coombs tabled the tender received from Mills & Wright for the Heritage District Development Project Phase 1. Referred to Finance/Public Works.
Dept. of Municipal & Provincial Affairs	Mayor Coombs tabled correspondence from the Department of Municipal & Provincial Affairs regarding the Capital Investment Plan Approval for road rehabilitation and paving of Long's Hill. Project #107-2024-8379. Referred to Public Works.
Dept. of Municipal & Provincial Affairs	Mayor Coombs tabled correspondence from the Department of Municipal & Provincial Affairs announcing the approval to borrow from the Canadian Imperial Bank of Commerce to finance Project No. 17-GI-24-00068, LeMarchant Street Water & Sewer Upgrading. Referred to Finance.
Kiwanis Club	Mayor Coombs tabled a donation request letter from the Kiwanis Club of Carbonear for the Regional Music Festival. Referred to Finance.
Business Applications	Mayor Coombs tabled Discretionary Use updates as of December 5, 2024, for the following business applications. None was received for or against. Referred to Housing/Zoning. A) Hair Salon at 114 Kildare Road. B) Barber Shop at 361-365 Southside Road. C) Taxi Service at 14 Devonshire Road.
Dept. of Tourism, Arts And Recreation	Mayor Coombs tabled correspondence from the Dept. of Tourism, Arts, and Recreation advising of the approval of a grant submitted to the Active NL Fund. Referred to Parks and Recreation.
RCMP Wish Tree	Mayor Coombs tabled a donation request from the Trinity Conception District RCMP and correspondence advising of the Wish Tree Lighting Ceremony on Wednesday December 11 at 7:00 pm. Referred to Finance.
Ivan Hagwood	Mayor Coombs tabled a letter regarding the follow up to a previous request for a meeting to discuss play off plans that could involve Cee Bees and Caribous. Mayor Coombs advised the DCHGCC Liaison to contact the vice president of the league to set up a meeting in the New Year.
PAR ID 084764	Mayor Coombs tabled a letter from a senior citizen requesting interest relief. Referred to Finance.
Stantec	Mayor Coombs tabled correspondence regarding Conception Bay flood risk mapping study. Referred to Public Works.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled correspondence from the Dept. of Transportation and Infrastructure regarding funding updates for communities.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Southside W/S	Deputy Mayor Skinner reported that the application for Phase 1 of the Southside W/S has been resubmitted and is worth approximately \$4,000,000.00.
Illegal Dumping	Deputy Mayor Skinner advised that the garbage that was dumped at the entrance to the Turn hole swimming area has been cleaned up by the Public Works outside workers and asked residents of the town to report any illegal dumping of garbage to the Town Office.

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

Councillor Chafe left the chambers at 7:11 pm.

400-402 Southside Rd. Deputy Mayor Skinner reported that Public Works Committee has investigated the area of concern regarding Shute's Lane brought forward by John and Nicola Rose and does not see a problem with his request. However, the Committee is requesting a meeting with Mr. Rose to further discuss the matter as there are some questions that need clarification. Deputy Mayor Skinner advised that the Committee give the owners of 400-402 Southside Road, John and Nicola Rose permission to upgrade a portion of Shute's Lane by installing appropriate drainage down the southeast side of Shute's Lane to control water flow direction in that lane and added that the cost is the owner's responsibility with no cost to the Town. Mayor Coombs emphasized that there must be access to the other properties further in the lane.

Councillor Chafe returned to the chambers at 7:13 pm.

Dept. of Municipal &
Provincial Affairs

Deputy Mayor Skinner advised that the Capital Investment Plan Approval for road rehabilitation and paving of Long's Hill, Project # 107-2024-8379 has begun with the worst part of the street paved and the contractor hopes to finish the street before the construction season ends.

Stantec

Deputy Mayor Skinner reported that a productive Zoom meeting was held on December 6, with Stantec to discuss the ongoing flood plain mapping for the Town of Harbour Grace and there will be a meeting soon with Stantec to further elaborate on climate change issues and concerns previously submitted to Council from concerned residents. Mayor Coombs advised that the Town of Harbour Grace is one of six communities in the province that have been chosen for this study.

Tenders

Deputy Mayor Skinner advised that there were two tenders advertised for Public Works equipment, a 2004 Ford F-550 with hydraulic dump and plow and 2010 Ford F-250 4 x 4 pickup. Three bids were received in total.

2004 Ford F-550 with hydraulic dump and plow, two bids.

Mr. Jeremy Tuck \$2,500.00

Mr. Nelson French \$3,700.00

Motioned to award the tender for 2004 Ford F-550 with hydraulic dump and plow to Mr Nelson French, French's Enterprises Inc., in the amount of \$3,700.00.

MOTION #24 - 340

DM SKINNER/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

2010 Ford F-250 4 x 4 pickup, one bid.

Mr. Nelson French \$550.00

Motion to award the tender for 2010 Ford F-250 4 x 4 pickup to Mr. Nelson French, French's Enterprises Inc., in the amount of \$550.00.

MOTION #24 - 341

DM SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

PAR ID 083605

Motioned for Council to approve the adjustment of \$780.00 to Par ID 083605 as per the Town's Tax Payment Incentive Policy.

MOTION #24 - 342

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

PAR ID 083656

Motioned for Council to approve the adjustment of \$1,020.00 to Par ID 083656 as per the Town's Tax Payment Incentive Policy.

MOTION #24 - 343

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

PAR ID 085133

Motioned for Council to approve the adjustment of \$994.75 to Par ID 085133 as per the Town's Tax Payment Incentive Policy.

MOTION #24 - 344

CLR. STONE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE cont'd

- PAR ID 085283 Motioned that Council approves the adjustment to the property Par ID 085283 in the amount of \$1,226.05 as per the Real Property Tax Exemption for Agricultural Land under subsection 118(j) of the Municipalities Act, 1999, authorized by Municipal and Provincial Affairs.
MOTION #24 – 345 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- PAR ID 083752 Motioned that Council approves the adjustment to the property Par ID 083752 in the amount of \$158.68 as per the Real Property Tax Exemption for Agricultural Land under subsection 118(j) of the Municipalities Act, 1999, authorized by Municipal and Provincial Affairs.
MOTION #24 – 346 **CLR. STONE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- PAR ID 084161 Motioned that Council approves the adjustment to the property Par ID 084161 in the amount of \$467.90 as per the Real Property Tax Exemption for Agricultural Land under subsection 118(j) of the Municipalities Act, 1999, authorized by Municipal and Provincial Affairs.
MOTION #24 – 347 **CLR. STONE/CLR YETMAN**
MOTION CARRIED UNANIMOUSLY
- PAR ID 084262 Motioned that Council approves the adjustment to the property Par ID 084262 in the amount of \$420.00 as per the Real Property Tax Exemption for Agricultural Land under subsection 118(j) of the Municipalities Act, 1999, authorized by Municipal and Provincial Affairs.
MOTION #24 – 348 **CLR. STONE/DM SKINNER**
MOTION CARRIED UNANIMOUSLY
- PAR ID 084871 Motioned that Council approves the adjustment to the property Par ID 084871 in the amount of \$139.18 as per the Real Property Tax Exemption for Agricultural Land under subsection 118(j) of the Municipalities Act, 1999, authorized by Municipal and Provincial Affairs.
MOTION #24 – 349 **CLR. STONE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Hr. Grace Heritage District
Development Project Motioned to accept the only tender for the Harbour Grace Heritage District Development Project (Phase 1) for the Town of Harbour Grace from Mills & Write Landscape Architecture Inc. in the amount of fifty thousand, five hundred thirty-three dollars and thirty cents (\$50, 533.30).
MOTION #24 – 350 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- Kiwanis Club Motioned to donate \$50.00 to the Kiwanis Club of Carbonear Regional Music Festival as per their donation request letter dated November 25, 2024, as per the Town's donation policy.
MOTION #24 – 351 **CLR. STONE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- RCMP Wish Tree Motioned to donate \$50.00 to the RCMP Wish Tree as per their donation request letter dated December 1, 2024, as per the Town's donation policy.
MOTION #24 – 352 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY

EXECUTIVE COMMITTEE OF COUNCIL

No Report

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the Committee has readvertised for the accessibility ramp and deck at the Otterbury Schoolhouse which will close December 13, 2024, the committee has received \$5,375.00 from Active NL for outdoor basketball nets and activity games, the November 28 issue of the Business Newsletter featured Compassion Home Care Inc. and their 30 years of care in the province, and the Beautification Committee will have the boardwalk and the Spirit of Harbour Grace park lit up for Christmas by the end of this week.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

ERSB	Councillor Chafe advised that a productive meeting was held with the ERSB recently and many of the concerns over the past two years have been addressed, such as caging light weight materials so it do not blow into the surrounding wooded area, installing security cameras in the new year, and introducing a key card system that will allow 16 loads per key card to any ERSB facility and will come into effect on April 1, 2025. Councillor Chafe suggested that all information regarding the key card system should be placed on the Town's website.
<u>Business Applications</u>	Councillor Chafe advised that there were no negative responses received from the Discretionary Notices that were published in the Shoreline Newspaper two weeks ago.
114 Kildare Rd.	Motioned to approve the business application submitted by Stephanie Nevers for a Hair Salon at 114 Kildare Road following all Town development standards and government guidelines. MOTION #24 – 353 CLR. CHAFE/CLR. STONE MOTION CARRIED UNANIMOUSLY
361-365 Southside Rd.	Motioned to approve the business application submitted by Rob Dove for a barber shop at 361-365 Southside Road following all Town development standards and government guidelines. MOTION #24 – 354 CLR. CHAFE/CLR. YETMAN MOTION CARRIED UNANIMOUSLY
14 Devonshire Rd.	Motioned to approve the business application submitted by Dorothy Sheppard for a taxi service at 14 Devonshire Road following all Town development standards and government guidelines MOTION #24 – 355 CLR. CHAFE/CLR. YETMAN MOTION CARRIED UNANIMOUSLY
Right of Ways	Councillor Chafe advised that there have been concerns about right of ways, which should be open access for public use, are being blocked and used as driveways. Motioned for the Town Manager to inform the purpose of a right of way to any individuals who are blocking right of ways and if they continue to do so, that the vehicle will be towed at the owner's expense. MOTION #24 – 356 CLR.CHAFE/DM SKINNER MOTION CARRIED UNANIMOUSLY A discussion was held explaining the use of right of ways and it was agreed that the rules and regulations pertaining to right of ways and snow clearing of the Town's roads should be placed on the Town's website. Motioned to post on the Town's website the snow clearing policies and plowing route for the Town of Harbour Grace. MOTION #24 – 357 CLR. CHAFE/DM SKINNER MOTION CARRIED UNANIMOUSLY
TOURISM & HERITAGE	No Report.
PARKS & RECREATION	No Report.
DCHGCC LIAISON	No Report
FIRE DEPT. LIAISON	Councillor Chafe advised that the brigade is highly active with calls and weekly training is ongoing. The Duck Race and Santa Claus parade were a huge success on December 7 and 8 and relayed to all residents from the HGVFB Chief, Dave Earle, a Merry Christmas and Safe and Happy New Year. Deputy Mayor continued by wishing congratulations to Assistant Chief, Paul Ash, on his 45 + years with the HGVFB and his upcoming retirement on December 31, 2024, and added that Paul Ash has been a valuable member to the HGVFB with his experiences from the St. John's Regional Fire Department.
CIVIC EVENTS LIAISON	Councillor Barnes thanked the Civic Events Committee for all their hard work and dedication to doing all they do for the Town of Harbour Grace. He reported that the Annual Tree Lighting was a huge success and thanked the following, Miss Oliver and the St. Francis School Songsters for the wonderful performance, Paul Martin, Martin's Music, for supplying the upbeat Christmas music, the Harbour Grace Fire Brigade for their assistance, the Town employees, and Gord and Beverly French, Easton's PUB, for supply treats for the children. Councillor Barnes announced upcoming events for the Christmas season, which are the

CIVIC EVENTS LIAISON cont'd

Community Christmas Dinner on December 15 and sent sincere thanks to Cyril Babb Limited for the generous donation for this event, and the New Year's Day Sparkle Parade starting at 6:30 pm on the boardwalk next to the Kearney Tourist Chalet which will be followed by fireworks. Councillor Barnes welcomed Kimberly Kavanaugh the Civic Events Committee and wished everyone a Merry Christmas and a Happy New Year.

EARHART 50+ CLUB

Councillor Stone advised that Tuesday, December 10, is the last open house at the Otterbury Schoolhouse until after the Christmas break, and Wednesday, December 11, there will be a seniors Christmas celebration from 2 – 4:00 PM at the DCHGCC. Councillor Stone asked if anyone has suggestions for activities to do on Tuesdays and Thursdays during open house to pass along to the Club.

COMMUNITY EVENTS LIAISON

Deputy Mayor Skinner advised that on Sunday December 22, at 7:30 to 8:30 pm, there will be a free Christmas skate at the DCHGCC and a Tibb's Eve party at the Old Courthouse, Monday December 23 beginning at 8:30 pm.

JOINT COUNCIL LIASON

Councillor Barnes advised that he has been in contact with several communities in the area and hopes to revitalize the Joint Council in the New Year.

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 - 358

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

EDO REPORT

Tabled

Motioned for Council to adopt the EDO report as presented.

MOTION #24 - 359

CLR. CHAFE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

PUBLIC WORKS REPORT

Tabled

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

MOTION #24 - 360

DM SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT

Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #24 - 361

CLR. BARNES/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

COUNCILLORS SUGGESTIONS/CONCERNS

Councillor Chafe asked people to be careful and drive slowly during the hustle and bustle of the Christmas season and to please not drink and drive.

Councillor Barnes advised that he and his wife will be working with the Civic Events to coordinate picture taking with Santa and Mrs. Claus during a night next week, weather permitting, at the SW Moores Memorial Park. On behalf of his family, Councillor Barnes wished residents a Merry Christmas and a Safe and Happy New Year.

Councillor Rogers thanked everyone who participated in the Santa Claus Parade and wished residents a Merry Christmas and a prosperous New Year.

Councillor Yetman wished residents a Merry Christmas and please drive safely.

Councillor Stone advised that the provincial government auditors visited the town office recently and had concerns as to why the town has not taken action to collect outstanding taxes from residents and businesses that are in arrears. As a result, a motion from council was made that the town clerk/manager should contact these residents and businesses to either pay in full or set up payment arrangements by November 15, 2024, or contend with having their water shut off. Councillor Stone added that three weeks have passed since the deadline and it is now time for Council to take action and invoke the payment arrangements or water shut offs by Thursday, December 12. Mayor Coombs suggested that the Town

COUNCILLORS SUGGESTIONS/CONCERNS cont'd

should consult with Municipal and Provincial Affairs before proceeding. A lengthy discussion was held by Council regarding this matter and it was agreed that the Town Manager to confirm the liability issue with Municipal and Provincial Affairs and bring back a report to Council by the next Council Meeting on January 13, 2025, advising what Council can or cannot do regarding water shut off to delinquent tax payers.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, January 13, 2025.

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:23 pm.

MOTION #24 - 362

CLR. BARNES/CLR. STONE

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager