

TOWN OF HARBOUR GRACE

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

January 13, 2025, at 7:00 PM

Members Present	Mayor Deputy Mayor Councillors	Don Coombs Keith Skinner Terry Barnes Brendan Chafe Gordon Stone Peter Yetman
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 7:06 pm. Mayor Coombs welcomed everyone back after the holiday season.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of December 9, 2024.	
Regular Meeting December 9, 2024	Motioned to adopt the regular council meeting minutes of December 9, 2024, as presented. MOTION #25 - 001 CLR. BARNES/CLR.YETMAN MOTION CARRIED UNANIMOUSLY	
Minutes	Mayor Coombs called for a motion to adopt the special council meeting minutes of December 9, 2024, as presented.	
Special Meeting December 9, 2024	Motioned to adopt the special council meeting minutes of December 9, 2024, as presented. MOTION #25 - 002 CLR. STONE/DM SKINNER MOTION CARRIED UNANIMOUSLY	
BUSINESS ARISING FROM MINUTES		
MEO	Mayor Coombs referred the update on the hiring of the Municipal Enforcement Officer to Housing/Zoning.	
Old TNS Building	Mayor Coombs advised that the new owners visited the Town Office today, January 13, 2025, and will follow up late this week or early next week.	
Clareville Caribous	Mayor Coombs advised that a letter was recently received regarding the suspension of the Caribous player, Justin Pender, and referred the update to the Stadium Liaison Committee.	
Bannerman Bridge	Mayor Coombs referred the update to Public Works.	
Water Shut Offs	Mayor Coombs advised that the Town Manager has contacted Municipal and Provincial Affairs on this matter, and the Town is permitted to turn off water at any time to residents and businesses that are in arrears. A further update has been referred to Finance.	
NEW BUSINESS		
MPA	Mayor Coombs tabled a circular from the Municipal and Provincial Affairs regarding the Towns and Local Service Districts Act that came into effect on January 1, 2025.	
CORRESPONDENCE		
MNL	Mayor Coombs tabled correspondence from the Municipalities Newfoundland and Labrador advising that the Active Transportation Fund is now open and accepting applications.	
Belles with Balls	Mayor Coombs tabled a thank you letter from the organization, Belles with Balls, for support for 2024.	
MPA	Mayor Coombs tabled Correspondence from Municipal and Provincial Affairs advising of the virtual mandatory orientation training that is available for Winter 2025. Referred to Town Manager and EDO.	

CORRESPONDENCE cont'd

Dept. of Transportation & Infrastructure	Mayor Coombs tabled correspondence from the Department of Transportation & Infrastructure advising of the launch of the Rural Transit Solutions Funds Capital Projects Stream. Referred to the Town Manager and the Economic Development Officer.
HGOI/Beach Hill Gate	Mayor Coombs tabled correspondence from Harbour Grace Ocean Industries regarding the proposal for the security gate at Beach Hill and letters of support from the Department of Fisheries and Oceans and NL Power. Referred to Public Works.
MAA	Mayor Coombs tabled correspondence from the Municipal Assessment Agency notifying that the December supplementary assessment notices will now be mailed on January 6, 2025, and that the appeal deadline is March 6, 2025.
Municipal Plan & Dev. Regulations	Mayor Coombs tabled the Harbour Grace Municipal Plan 2024-2034 and the Development Regulations 2024-2034 as released by the Department of Municipal and Provincial Affairs in correspondence dated December 2, 2024. Referred to Business and Economic Development and advised that a motion was needed for adoption of both.
Vacant Lant	Mayor Coombs tabled a letter from a resident expressing interest in a parcel of vacant land located between the A.L. Collis building and Lilly's Lane. Referred to Housing and Zoning.
Shute's Lane	Mayor Coombs tabled a follow up letter from Mr. John Rose outlining his request to improve Shute's Lane. Referred to Public Works.
Business Applications	Mayor Coombs tabled the following Business Applications. Referred to Housing/Zoning. - Business application submitted by Darrell Noel for a homebased online sales business at 17 Glover Road. - Business application submitted by Jackie Puddister for an Airbnb at 10 Alberta Drive. - Business application submitted by Christopher Wakeham, HGOI, for a fabrication facility at 4 Beach Hill.
Building Application	Mayor Coombs tabled a building application submitted by Chris Foley for a 30' X 20' garage located at 178 Harvey Street. Referred to Housing/Zoning.
Jack Casey President, AESHL	Mayor Coombs tabled a letter from Jack Casey, President of the Avalon East Senior Hockey League regarding the suspension of the Clarendville Caribous player, Justin Pender. Referred to the Stadium Liaison Committee.
Justice and Public Safety Fire Services Division	Mayor Coombs tabled correspondence from L. Robert Fowler, Fire Commissioner/Director of Fire Services advising that January is Firefighter Cancer Awareness Month. Motioned to declare January to be Firefighter Cancer Awareness Month in the Town of Harbour Grace.
	MOTION #25 – 003
	CLR. CHAFE/CLR. ROGERS
	MOTION CARRIED UNANIMOUSLY
Single Parents Assoc. NL	Mayor Coombs tabled Mayor Coombs tabled correspondence from the Single Parents Association of NL advising of a 9-week virtual program that is now available for single parents who are receiving income support and advised for this information to be put on the town's webpage.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Bannerman Bridge	Deputy Mayor Skinner reported that a letter was received from Assistant Deputy Minister, Roads, Dan Michielsen, advising of the status of Bannerman Bridge and that both the Department of Transportation and Infrastructure and the Department of Fisheries, Forestry and Agriculture have discussed the matter and are proposing the following to Council: - The Department of Transportation and Infrastructure would pay for and manage the demolition and removal of the current bridge. - The Department of Fisheries, Forestry, and Agriculture will pay for and manage the replacement of the bridge with a new structure.
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CAPITAL & PUBLIC WORKS COMMITTEE cont'd

- The Town of Harbour Grace would agree to take over ownership and operational responsibilities for this bridge moving forward.

Deputy Mayor Skinner advised that the Committee is waiting for the specs and designs to be forwarded to the Town so its engineers can study them to ensure all codes are in place.

Motioned to write to Mr. Michielsen advising that Council is in favor of taking ownership and operational responsibilities of Bannerman Bridge but not the road and accepting the proposal put forward by the Department of Transportation and Infrastructure stating that they would pay for and manage the demolition and removal of the current bridge, and the Department of Fisheries, Forestry, and Agriculture would pay for and manage the replacement of the bridge with a new structure.

MOTION #25 – 004**DM SKINNER/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

Mayor Coombs thanked Paul Ash for the hard work he put into making this project happen.

HGOI Security Gate

Deputy Mayor Skinner advised that the Public Works Committee, the Public Works Superintendent, and the Town Manager met with Mr. Chris Wakeham and Mr. Wayne Reid from HGOI regarding the installation of security gates on Beach Hill to control traffic flow through their property. He added that the meeting was informative and is waiting to hear from all parties involved to continue with this request before putting an agreement in place that would protect all parties. Deputy Mayor Skinner noted the following issues that would be put in place.

1. The Town will plow the road to the security gate. After the gates, plowing will be the responsibility of the shipyard as they must keep it open for fire regulations and their own traffic.
2. The security gate would be staffed 24 hours a day, 7 days a week.
3. There will be a need for an access key system or access device password system for all parties and for the Fire Department. Access will be granted to Beacon/Mr. Kevin English, at any time to access his property on Beach Hill, and anyone that will need to conduct business in this area, such as the Town of Harbour Grace, NL Power, DFO, and the Department of Transportation and Infrastructure.

Deputy Mayor Skinner informed that letters of support were received from NL Power, the Department of Fisheries and Oceans, and the Canadian Coast Guard, and a motion cannot be put to the floor tonight until all parties are informed. Mayor Coombs clarified the snow clearing issue for emergency purposes and the gate will not interfere with Holbrook Street or other roads. Councillor Chafe noted that the gates that are being installed will be engineered security gates. Councillor Barnes questioned why a motion cannot be put to the floor at this time and Deputy Mayor reiterated that all property owners in this area still need to be informed before a motion can be put to the floor and a brief discussion was held to add further explanation.

Councillor Chafe left the chambers at 7:28 pm.

400-402 Southside Rd.

Deputy Mayor Skinner advised that a Zoom meeting was held with the property owner of 400-402 Southside Road on December 13, 2024, where it was discussed that the owner is willing to carry out improvements to a portion of Shute's Lane at his expense to develop his property and agree to maintain those improvements for as long as he is in ownership of that property.

Motioned, with the approval of the Department of Transportation and Infrastructure, that the Town Council of Harbour Grace give Mr. John Rose permission to develop his property at 400-402 Southside Road with the following stipulations agreed to between Mr. Rose and the Town.

1. Clear approximately 250 feet (76 metres) of overburden and brush from a portion of Shute's Lane abutting their property line.
2. Install a 24" (61 centimetres) drainage pipe down the extreme southeast edge of Shute's Lane to direct water flow down Shute's Lane and away from 400-402 Southside Road.

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

3. Cover the drainage pipe and restore landscaping.
4. If required, use a portion of Shute's Lane to access 400-402 Southside Road, and will pave Shute's Lane up to where the lane meets the driveway to his property.
5. All costs associated with these improvements to Shute's Lane will be covered by the property owner, Mr. John Rose.

MOTION #25 – 005**DM SKINNER/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

A discussion was held to ensure that the Department of Transportation and Infrastructure was aware of the size of pipe that will be used for the drainage and that all arrangements will be listed and signed off on Mr. Rose's permit.

Councillor Chafe returned to the chambers at 7:33 pm.

FINANCE COMMITTEE

DGHGCC

Mold Remediation

Councillor Stone informed that three bids were received for the mold remediation at the Danny Cleary Harbour Grace Community Centre.

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| 1. Capital Environmental | \$ 28,874.00 plus HST |
| 2. Cultural Contracting | \$ 44,900.00 plus HST |
| 3. Proclean Avalon | \$ 75,628.92 HST Included |

Motioned for Council to approve the bid from Capital Environmental in the amount of \$28,874.00 plus HST.

MOTION #25 - 006**CLR. STONE/CLR. CHAFE****MOTION CARRIED UNANIMOUSLY**

Councillor Barnes left the chambers at 7:35 pm.

Royal Canadian Legion

Motioned for the Royal Canadian Legion, Branch 15, of the Town of Harbour Grace, be granted tax relief as per the Town's Policy regarding not-for profit organizations.

MOTION #25 - 007**CLR. STONE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

Councillor Barnes returned to the chambers at 7:36 pm.

Strategic Plan Fund

Motioned for Council to approve, as per the 2025 Budget presentation, \$50,000.00 to be taken from the latest Town of Harbour Grace HST submission refund and that the funds be deposited into the Strategic Planning Fund as a Term GIC and that 20% of all future HST refunds be added to that Strategic Plan Fund GIC on an ongoing basis.

MOTION #25 - 008**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Councillor Barnes clarified to the public that this money is taken from the December 31, 2024, HST refund and not the 2025 Budget. A brief discussion was held to explain the process of HST submission to government and Mayor Coombs added that the HST refunds are done twice a year, January 1 – June 30 and July 1 – December 31, and going forward into the upcoming years, 20% of the HST refunds will be put in a fund for Council and future councils to avail to if needed.

PAR ID 083748

Mayor Coombs advised that late correspondence from PAR ID #083748 came in late today and requested that the Finance Committee to review it and bring a recommendation back to Council.

EXECUTIVE COMMITTEE OF COUNCIL

Mayor Coombs advised that the council committees will be reevaluated and if any council member is interested in reappointing to another committee to please advise him, and a strategic plan will be done for the businesses and bring them up to date.

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the tender for the accessibility ramp and deck at the Otterbury Schoolhouse closed December 13, 2024, and no bids were received for that project. He noted that the committee will be meeting with the EDO soon to discuss a solution to getting the ramp installed. Councillor Rogers informed that the order is

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE cont'd

placed for the basketball nets and will be installed on the parking lot at the St. Francis soccer field this coming spring, the electrical wiring was updated at the Chalet, the EDO had preliminary meetings with Tom Wright and Susan Stephen regarding the start of the Heritage District Development Project, a meeting is scheduled with the Conception Bay Museum Executive to review details proposed for the park next to the museum, the JCP grant for the Fireman's social building is finished, the EDO has the 2025 student summer programs submitted to the provincial and federal governments, the committee is ready to review the results of the Strategic Plan survey and to meet with businesses for their input. Mayor Coombs added that Mr. David Moores met with the EDO to discuss ideas that he had concerning the area around the Spirit of Harbour Grace Park and that the committee will meet with him again.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

MEO

Councillor Chafe advised that the Town Manager, Mrs. Amy Dwyer, met with the Town of Bay Roberts CAO, Mr. Dave Tibbo, and that March 1, 2025 is the tentative start date for the Municipal Enforcement Officer.

Municipal Plan & Development

Regulations 2024-2034

Councillor Chafe advised that a motion was needed to adopt both the Town of Harbour Grace's 10-year Municipal Plan 2024-2034, and the Development Regulations 2024-2034 as was released by the Department of Municipal and Provincial Affairs in a letter dated December 2, 2024.

Motioned to adopt the Town of Harbour Grace 10-year Municipal Plan 2024-2034

MOTION #25 – 009**CLR. CHAFE/CLR. BARNES****MOTION CARRIED UNANIMOUSLY**

Motioned to adopt the Town of Harbour Grace 10-year Development Regulations 2024-2034.

MOTION #25 – 010**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

Vacant Land

Councillor Chafe advised that an expression of interest was received from a resident regarding a parcel of land between the A.L. Collis building and Lilly's Lane.

Motioned that the Town Manager write to Municipal and Provincial Affairs to ask if the Town could enter into a lease agreement on the vacant land between A.L. Collis building and Lilly's Lane.

Councillor Chafe rescinded the motion due to Councillor Barnes announcing that he conflicted with the motion.

Councillor Barnes left the meeting at 7:51 pm.

Motioned that the Town Manager write to Municipal and Provincial Affairs to ask if the Town could enter into a lease agreement on the vacant land between A.L. Collis building and Lilly's Lane.

MOTION #25 – 011**CLR. CHAFE/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

Councillor Barnes returned to the meeting at 7:52 pm.

Business Applications

17 Glover Road

Motioned to approve the business application for a homebase online sales business at 17 Glover Road submitted by Darrell Noel following all Town Development Standards. This business is in a Town Zone area and is a permitted use in this area.

MOTION #25 - 012**CLR. YETMAN/CLR. CHAFE****MOTION CARRIED UNANIMOUSLY**

10 Alberta Drive

Motioned to defer the business application for an Airbnb at 10 Alberta Drive, submitted by Jackie Puddister, as the business is in a Residential Zone area and to advise Mrs. Puddister that a "Discretionary Use" ad is to be placed in a local paper for two weeks at the owner's expense.

MOTION #25 - 013**CLR. YETMAN/CLR. CHAFE****MOTION CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

4 Beach Hill Motioned to approve the business application for a marine fabrication facility at 4 Beach Hill, submitted by Christopher Wakeham. This business is in an Industrial Zone area and is a permitted use in this area. The following stipulations must be adhered to.

1. All Town Development Standards.
2. All necessary government permits and/or regulations.
3. An occupancy permit must be picked up at the Town office at the cost of \$50.00.

MOTION #25 - 014**CLR. CHAFE/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

Building Application
178 Harvey Street

Motioned to approve the building application at 178 Harvey Street submitted by Chris Foley for a 30' X 20' garage as per all Town Development Standards. This garage is in a residential area and is a permitted use.

MOTION #25 - 015**CLR. CHAFE/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY****TOURISM & HERITAGE**

No Report.

PARKS & RECREATION

No Report.

DCHGCC LIAISON

Councillor Barnes advised one of the hockey nets from the facility was damaged from being struck by the Zamboni and was taken to HGOI where it was welded in three places. He informed that these repairs resulted in no charge from HGOI as they are a corporate sponsor.

Motioned to write a letter to HGOI thanking them for their support to the DCHGCC.

MOTION #25 - 016**CLR. BARNES/CLR. YETMAN****MOTION CARRIED UNANIMOUSLY**

Councillor Barnes advised that the DCHGCC Manager has requested for an increase to the float of 750.00.

Motioned to increase the float at the DCHGCC from \$1,700.00 to \$2500.00 which is an increase of \$800.00.

MOTION #25 - 017**CLR. BARNES/CLR. CHAFE****MOTION CARRIED UNANIMOUSLY**

Justin Pender

Councillor Rogers read a letter from Mr. Justin Pender, Clarenville Caribous, stating his apologies for his actions during the incident that occurred on October 26, 2024, at the DCHGCC and ensured that it would not happen again. Councillor Rogers advised that a meeting was held early in December with the General Manager of the Clarenville Caribous, Mr. Hapgood, and Mr. Pender. As a result, the committee is recommending that the suspension of Mr. Pender at the DCHGCC is lifted.

Motioned to advise Mr. Hapgood and Mr. Pender that the indefinite suspension of Justin Pender of the Clarenville Caribous from the DCHGCC is lifted

MOTION #25 - 018**CLR. ROGERS/CLR. BARNES****MOTION CARRIED****In Favour****Clr. Rogers****Clr. Barnes****Clr. Chafe****Clr. Yetman****Opposed****Mayor Coombs****DM Skinner****Clr. Stone**

A lengthy discussion was held with each council member voicing their opinion on the subject.

FIRE DEPT. LIAISON

Councillor Chafe advised that the Brigade was busy with the Christmas season and reiterated that January was Firefighter Cancer Awareness Month.

CIVIC EVENTS LIAISON

Councillor Barnes reported that the Civic Events Committee had a busy and exciting 2024 in which the committee participated and organized over 30 events in the Town of Harbour Grace and thanked all the volunteer groups, volunteers, community groups, businesses, Town Council, staff and the community for its continued interest and engagement. He reported that Christmas by the Kyle was well liked as part of the Christmas celebrations in the Town, and the Sparkle Parade was a huge success followed by an incredible display of fireworks and thanked the HGVFB for their assistance. Councillor Barnes advised that there will be lots of activities planned for this year's Winter Carnival in collaboration with the Splash Center and announcements and details will be posted on the Town's social media pages and web page.

Motioned that the Town of Harbour Grace writes a letter to the Civic Events Committee thanking them for their continuous support in the Town of Harbour Grace.

MOTION #25 - 019

CLR. BARNES/DM SKINNER

MOTION CARRIED UNANIMOUSLY

Motioned that the Town of Harbour Grace writes a letter to the Beautification Committee thanking them for their hard work and creating the beautiful display of lights next to the Spirit of Harbour Grace Park and boardwalk.

MOTION #25 - 020

CLR. BARNES/CLR. STONE

MOTION CARRIED UNANIMOUSLY

EARHART 50+ CLUB

Councillor Stone reminded that the Otterbury Schoolhouse is open from 2:00 pm to 4:00 pm Tuesdays, line dancing resumes at the DCHGCC beginning Thursday, January 29, 2025, and the Happy Feet walks are now postponed until this coming spring.

COMMUNITY EVENTS LIAISON

No Report

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 #25 - 021

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

EDO REPORT

Tabled

Motioned for Council to adopt the EDO report as presented.

MOTION #25 - 022

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 #25 - 023

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT

Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #25 - 024

CLR. CHAFE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

COUNCILLORS SUGGESTIONS/CONCERNS

The Mayor and Councillors expressed their thanks to all the committees and volunteers for their hard work in 2024 and wished the residents of Harbour Grace good health and success in 2025.

Councillor Barnes remarked that he and his wife, dressed as Mr. and Mrs. Claus, visited many congregations, organizations, and children in the area from Bay Roberts to Victoria throughout the month of December. He added that they do this yearly and will continue to do so as it brings them both so much joy to contribute to the community in this way.

Councillor Yetman remarked that he voted in favor of lifting Justin Pender's suspension because he felt the councillors should focus their energy elsewhere as there are more important issues to be dealt with in the Town.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, February 3, 2025.

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:24 pm.

MOTION #25 025

CLR. BARNES/CLR. STONE

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager