

TOWN OF HARBOUR GRACE

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

February 3, 2025, at 7:00 PM

<i>Members Present</i>	Mayor	Don Coombs
	Deputy Mayor	Keith Skinner
	Councillors	Terry Barnes Brendan Chafe Lee Rogers Gordon Stone Peter Yetman
<i>Staff Present</i>	Town Clerk/Manager	Amy Dwyer
	Economic Development Officer	Matthew McCarthy
	Admin. Assistant	Sherrie Best
	Mayor Coombs called the meeting to order at 7:04 pm.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of January 13, 2025.	

Regular Meeting January 13, 2025	Motioned to adopt the regular council meeting minutes of January 13, 2025, as presented. MOTION #25 - 026 DM SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
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BUSINESS ARISING FROM MINUTES

Shree Hari Nanotech	Mayor Coombs advised that he has been in contact with the stakeholders of the company and hopes to set up a meeting with the stakeholders this week to discuss the possibility of having a celebratory opening of the business where citizens of the town and dignitaries could attend. Mayor Coombs added that this could be one of the biggest privately owned businesses in Newfoundland and Labrador.
Security Gate	Mayor Coombs advised that the update of the security gate being installed at Beach Hill Road is referred to correspondence 4.12 and Public Works.
Lease Property	Mayor Coombs referred the update on leasing town property to Housing and Zoning.
Gerald Lewis	Mayor Coombs advised that a motion is required to appoint Gerald Lewis, L.W. Consulting to be the commissioner for residential and commercial appeals for the Town of Harbour Grace, 2025. Referred to Housing/Zoning.
Dan Noseworthy	Mayor Coombs advised that a motion is required to appoint Dan Noseworthy, L.W. Consulting to be commissioner for the Public Hearing for the Municipal Plan and Development Regulations, 2024 – 2034. Referred to Housing/Zoning.
Municipal Plan & Development Reg. 2024-2034	Mayor Coombs reminded that a Public Hearing for the Municipal Plan & Development Regulations 2024 – 2034 will be held at 7:00 pm on February 20, 2025 at the Town Hall.

NEW BUSINESS

CORRESPONDENCE

MPA	Mayor Coombs tabled correspondence from Municipal Provincial Affairs regarding the leasing of town owned Land. Referred to Housing/Zoning.
<u>Business Application</u> 24 Pikes Road	Mayor Coombs tabled the following business applications. Business application for a small residential/commercial electrical company at 24 Pike's Road, Harbour Grace. Referred to Housing/Zoning.
10 Alberta Drive	An update on the two week "Discretionary Use" notice for the business application for an Airbnb at 10 Alberta Drive. Referred to Housing/Zoning.
<u>Building Application</u> 400-402 Southside Rd	Mayor Coombs tabled the following building application. Building application to build a 19.51 m x 12.19m (64 ft x 40 ft) house at 400-402 Southside Road. Referred to Housing/ Zoning
Kari Taylor	Mayor Coombs tabled a letter from Kari Taylor regarding the proposal of renting space at the DGHGCC for a pro shop. Referred to Finance.

CORRESPONDENCE cont'd

Heritage NL	Mayor Coombs tabled correspondence from Heritage NL advising of Heritage Week 2025 Municipal Challenge and the Proclamation for Heritage Day/Week 2025. Motioned to proclaim Monday, February 17, 2025 as Heritage Day and February 17-23, 2025, as Heritage Week in the Town of Harbour Grace. MOTION #25 - 027 CLR. BARNES/DM SKINNER MOTION CARRIED UNANIMOUSLY
PAR ID #083701	Mayor Coombs tabled a letter from Par ID #083701 advising that his business was closed during 2022 - 2023 and reopened for operation in 2024. Referred to Finance.
119 Kildare Rd.	Mayor Coombs tabled a letter from a resident of Kildare Road regarding the condition of the road and requesting for Kildare Road to be paved in 2025. Referred to Public Works.
Royal Canadian Legion, Brigus	Mayor Coombs tabled correspondence from Bonnie Small from Royal Canadian Legion, Brigus, advising that they offer no-cost youth programs. Referred to Parks/Recreation.
MHA, Steve Crocker	Mayor Coombs tabled correspondence from the Honourable Steve Crocker, Minister of Tourism, Culture, Arts and Recreation announcing year of Sport Funding Programs. Referred to the EDO.
MHA, Bernard Davis	Mayor Coombs tabled correspondence from the Honourable Benard Davis, Minister of Justice and Public Safety, advising municipalities and local service districts that applications are open for Fire Protection Vehicles and Equipment Funding Programs. Referred to the Town Manager.
HGBCIB	Mayor Coombs tabled correspondence from the Harbour Grace Board of Culture Innovation and Business Inc. requesting a meeting with the Business and Economic Development Committee to discuss the repurposing of the A.L. Collis Building. Referred to the Business/Economic Development Committee.
PMA	Mayor Coombs tabled correspondence from the Professional Municipal Administrators advising of the PMA's 2025 Convention and Trade Show on April 8 th – 10 th at the Holiday Inn, St. John's. Referred to the Town Manager.
Security Gate	Mayor Coombs tabled a letter sent to Mr. Kevin English by the Town Manager on behalf of the Public Works Committee regarding the proposal of a security gate at Beach Hill. Referred to Public Works.
Scouts/Guides Week	Mayor Coombs tabled correspondence requesting to proclaim February 16- 22, 2025 as Scouts and Guides Week in the Town of Harbour Grace and a donation of an hour ice time. Motioned to proclaim February 16-22, 2025 as Scouts and Guides Week in the Town of Harbour Grace. MOTION #25 - 028 CLR. ROGERS/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
Dept. of Transportation & Infrastructure	Mayor Coombs tabled correspondence from the Department of Transportation & Infrastructure advising of the intake for Federal Funding Program under the Active Transportation Fund. Referred to the EDO and Public Works.
Nadiya Butt-Velychko Service Canada	Mayor Coombs tabled correspondence for Nadiya Butt Velychko, Service Canada, advising of the Community Support Clinic to be held in March for homeless and low-income individuals in the Bay Roberts, Harbour Grace, and Carbonear area.
John J. O'Keefe	Mayor Coombs tabled correspondence from John J. O'Keefe regarding the Harbour Grace Municipal & Development Plan Regulations 2024-2034 and the trespassing on O'Keefe private property. Mayor Coombs reminded that meetings were held on March 14, 2023, and December 5, 2023, and advised that the individual can write a letter for consideration to the Commissioner of Public Hearings.
PAR ID #084096	Mayor Coombs tabled a letter received from the resident at Par ID #084096 regarding the charge for water and sewage tax. Referred to Finance.
Mayor Barry Dooley Town of Victoria	Mayor Coombs tabled correspondence from the Mayor of the Town of Victoria regarding an expression of interest on the sharing of some services. Referred to Finance.

CORRESPONDENCE cont'd

MPA	Mayor Coombs tabled correspondence from the Municipal and Provincial Affairs advising that the Community Sport Fund is now available to municipalities and local service districts. Referred to EDO and Park/Recreation.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled a circular from the Department of Transportation & Infrastructure regarding the submission of correct financial evaluations by municipalities, local districts, and Inuit community government. Referred to Town Manager.
Donation Request	Mayor Coombs tabled a donation request letter from Avalon Sky High Performance Training Program in aid of sending the team to the Volleyball Canada Nationals in Edmonton, Alberta. Referred to Finance.
Dept of Environment & Climate Change	Mayor Coombs tabled correspondence from the Department of Environment & Climate Change advising of the 2025 Water and Wastewater Workshop being held on March 24 – 27, 2025.
PAR ID #083748	Mayor Coombs tabled correspondence from Par ID #083748. Referred to Finance.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Kildare Road	Deputy Mayor Skinner thanked the resident of 119 Kildare Road for the letter of concern regarding the condition of Kildare Road. He advised that the Town is aware of the road's condition, and the Public Works Superintendent and Committee will further investigate this issue this coming spring to utilize the best approach in repairing and paving that area of the road. Motioned to ask the Town Manager to write a letter to the residents of 119 Kildare Road advising that the Town is aware of the condition of Kildare Road and will further investigate the issue this coming spring, 2025. MOTION #25 – 029 DM SKINNER/CLR. BARNES MOTION CARRIED UNANIMOUSLY
HGOI Security Gate	Deputy Mayor Skinner advised that the Town Manager sent correspondence via email to all the property owners on Beach Hill and only one reply from one owner was received stating that he will not sign anything giving permission to have the gate installed. Deputy Mayor Skinner stated that it would not be wise to go ahead with the installation of the gate as it may result in a legal battle with the property owner, therefore the committee has decided not to approve the permit for the security gate at Beach Hill. Motioned to advise the property owners on Beach Hill that the Town of Harbour Grace cannot approve the installation of a security gate at Beach Hill at this time due to all property owners not being in support of the installation. MOTION #25 – 030 DM SKINNER/CLR. STONE Mayor Coombs asked if all involved could be brought together for further discussion on the matter. Deputy Mayor Skinner said he did not think it was possible. Council continued with a lengthy discussion with each member voicing their opinions and possible solutions regarding the matter. In short, Council members are in support of installing a security gate at Beach Hill for safety reasons but are not supportive of doing it currently because one property owner is against the proposal and threatening legal action thus putting the Town through a costly legal battle. Deputy Mayor Skinner rescinded Motion #25 - 030 and requested a motion for Council to meet again with the parties involved in hopes of resolving the security gate issue. Motioned that Council write to Mr. Sullivan and Mr. English, property owners located at Beach Hill, requesting a meeting for further discussion to resolve the matter of installing a security gate at Beach Hill. MOTION #25 – 031 DM SKINNER/CLR. STONE MOTION CARRIED

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

In Favour **Mayor Coombs**
DM Skinner
Clr. Stone
Clr. Rogers
Clr. Chafe
Clr. Yetman

Opposed **Clr. Barnes**

Motioned to direct the Town Manager to contact the appropriate department in provincial government that is responsible for industrial safety issues in dockyards such as the direct safety concern that have been brought to the attention of the Town Council of Harbour Grace.

MOTION #25 – 032

DM SKINNER/CLR. YETMAN
MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

Kari Taylor

Motioned that Council accept Kari Taylor's letter of January 23, 2025, to set up a business at DCHGCC, "Pro Shop", subject to the condition that no product may be sold that would compete with the products sold in the Canteen.

MOTION #25 - 033

CLR. STONE/CLR. CHAFE
MOTION CARRIED UNANIMOUSLY

PAR ID #083967

Motioned that Council accept Par ID #083967's letter of January 22, 2025, to operate a small engine repair business, conditional to the payment of his 2024 business tax and his acquiring an occupancy permit to operate a business in the Town of Harbour Grace.

MOTION #25 - 034

CLR. STONE/DM. SKINNER
MOTION CARRIED UNANIMOUSLY

PAR ID 084096

Motioned for Council to deny Par ID's 084096's request for water and sewer tax exemption as per the Town's Tax Policy and the Municipal Act.

MOTION #25 - 035

CLR. STONE/CLR. ROGERS
MOTION CARRIED UNANIMOUSLY

Mayor Coombs clarified, as per the Municipal Act, if water and sewer runs by a property, the property owner must pay the water and sewer tax.

Town of Victoria

Motioned that Council direct the Town Manager to contact the Town of Victoria as requested in their letter of January 28, 2025, regarding discussions on possible shared services.

MOTION #25 - 036

CLR. STONE/DM. SKINNER
MOTION CARRIED UNANIMOUSLY

Donation Request

Motioned that Council deny the donation request from Avalon Sky High Performance Training Program as per the Town's donation policy.

MOTION #25 - 037

CLR. STONE/DM. SKINNER
MOTION CARRIED UNANIMOUSLY

PAR ID 083748

Motioned that Council accept Par ID #083748's letter of January 13, 2025, regarding business tax exemptions.

MOTION #25 - 038

CLR. STONE/CLR. CHAFE
MOTION CARRIED UNANIMOUSLY

Land Title

Motioned that Council accept the recommendation from Lawyer Doug Moores regarding clear title to the land around Spirit of Harbour Grace Park and that the Town begin the process immediately.

MOTION #25 - 039

CLR. STONE/CLR. ROGERS
MOTION CARRIED UNANIMOUSLY

Councillor Stone tabled the annual financial statement from the 50+ Club.

Councillor Stone advised council the Town Manager will be shutting off water beginning April 1, 2025, for any business or property owners with outstanding taxes and begin shutting off water for outstanding 2025 taxes as of July 1, 2025, as per Town Policy.

EXECUTIVE COMMITTEE OF COUNCIL

Mayor Coombs advised that council committee member placements will be reassessed and completed by February 4, 2025.

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the “Heart of the Harbour” Newsletter will be published by mid-February and residents can submit photos and volunteer groups can advise of upcoming events to the Town’s email address.

Heritage District
Development Project

Councillor Rogers advised that the EDO met with Dianne Lee and Brenda Stevenson of the Conception Bay Museum and reviewed the museums detailed plan for inclusion with the Heritage District Development Project. He added that a meeting was held with Tom Wright and Susan Steven on January 17, 2025, and the prime consulting agreement has been established and is ready to sign with hopes of getting the project to tender by mid-February.

Councillor Rogers reported meetings were held with the Regetta Committee to discuss a proposal for two accessible washrooms at Lady Lake, and the Harbour Grace Board of Culture, Innovation, and Business regarding the revitalization of the A.L. Collis building.

A.L. Collis Building

Motioned to apply to Heritage NL for provincial approval to register the A.L. Collis building as a registered heritage structure.

MOTION #25 - 040

CLR. ROGERS/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Motioned to enter a partnership with the Harbour Grace Board of Culture, Innovation, and Business to promote a revitalization project for the A.L. Collis Building.

MOTION #25 - 041

CLR. ROGERS/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

Leasing of Land

Councillor Chafe advised that he was deferring 2.3, regarding the leasing of the parcel of land next to the A.L. Collis building, until more information can be found on the subject.

Gerald Lewis

Motioned to appoint Gerald Lewis, L.W. Consulting, to be the commissioner for residential and commercial appeals for the Town of Harbour Grace, 2025.

MOTION #25 – 042

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Dan Noseworthy

Motioned to appoint Dan Noseworthy, L.W. Consulting, to be commissioner for the Public Hearing for the Municipal Plan and Development Regulations, 2024 – 2034.

MOTION #25 – 043

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Vacant Land

Councillor Chafe advised that correspondence was received from Municipal Affairs regarding the leasing of town owned land that states the land must be leased at fair market value.

24 Pikes Road

Motioned to defer the business application, submitted by Steve Earle and Tyler Morrissey, for a small residential/commercial electrical company at 24 Pike’s Road as the business is in a Residential Zone area and to advise the applicant that a “Discretionary Use” ad is to be placed in a local paper for two weeks at the owner’s expense.

MOTION #25 - 044

CLR. CHAFE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

10 Alberta Drive

Councillor Chafe advised that the two-week Discretionary Use Notice has ended for the Airbnb at 10 Alberta Drive. and there was no correspondence received in favour or against the operation of an Airbnb in that area.

Motioned to approve the business application, submitted by Jackie Puddister, for an Airbnb, Jackie’s Place, at 10 Alberta Drive, , as per the following:

- 1) All town development standards .
- 2) All necessary government permits and/or regulations.

MOTION #25 - 045

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

Councillor Chare advised that he conflicted with the next motion and left the chambers at 7:51 pm.

- 400 – 402 Southside Rd Motioned to approve the building application submitted by Nicola Rose for a 19.51 m X 12.19 m (64 ft X 40 ft) house at 400 – 402 Southside Road as per the following
- 1) All town development standards.
 - 2) All necessary government permits and/or regulations.
 - 3) Connection to town services at the owner's expense.
 - 4) No construction is to begin until the Town Manager visits the site to conduct an inspection of the building pegs layout.
 - 5) This building permit does not include the proposed work on Shute's Lane. This work will require a legal agreement to be signed by the owner and the Town of Harbour Grace.

MOTION #25 - 046

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

Councillor Chare returned to the chambers at 7:53 pm.

TOURISM/HERITAGE COMMITTEE No Report

PARKS & RECREATION

Councillor Barnes informed that the EDO is working on numerous grants for the Town's Parks and Recreation Department which includes the Aero Tennis Court and playgrounds. He advised that new playground equipment is in storage and is to be designated for the playground next to St. Francis School and the Splash Centre and equipment not used will be distributed to the other playgrounds in the town.

Mayor Coombs requested for a meeting with the Parks and Recreation Committee to discuss an opportunity for a facility in the Town.

DCHGCC LIAISON

Councillor Barnes reported that a large crowd was in attendance for the Cee Bees last regular game, Saturday, February 1, 2025. All children that wore the Cee Bees jerseys to the game were given free admittance and the opposing team's children were charged a minimal fee.

DCHGCC COMMITTEE

Councillor Barnes advised of a conversation that he had with Premier Furey at the DCHGCC regarding the many letters sent to his office and several MHAs requested funding for the arena due to its aging infrastructure that resulted in a phone call from the Premier's office to advise that a meeting will be scheduled with stadium committee soon.

FIRE DEPT. LIAISON

Councillor Chafe advised that HGVFB Chief is waiting on quotes from various suppliers before applying for the Fire Protection Vehicles and Equipment Funding Programs offered by the Justice and Public Safety Department. Councillor Chafe reported that regional training will be taking place during the next two months with neighbouring fire departments, 12 members have been recertified in first aid, two new members have joined the brigade on a six-month probationary period, and applications can be picked up at the Town Office for those who would like to join the HGVFB.

CIVIC EVENTS LIAISON

Councillor Barnes reported that the Harbour Grace Winter Festival will start on February 23-March 1, 2025, and along with local businesses and community groups, will offer a wide variety of events and activities. A full list of events and details will be shared on the Town's website, social media pages, and community newsletter.

EARHART 50+ CLUB

Councillor Stone presented a copy of the 2024 budget from the 50+ Club to the Town Manager and informed that the Club had its election of officers.

Councillor Stone requested to finish his motion from finance.

EARHART 50+ CLUB cont'd

Motioned that Par ID 084764 request for interest relief in the letter of December 5, 2024, be denied as per the Town's tax policy.

MOTION #25 - 047

CLR.STONE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Councillor Stone explained that there is a procedure for residents to follow when requesting interest relief on property tax and it is meant to be consistent for all citizens, but first a meeting must be set up with the appropriate department head to discuss the options.

Councillor Stone presented the 2024 DCHGCC Income Expense Summary and reported that the subsidy amount that the Town provided to the DCHGCC was \$101,506.17 which was due to costly repairs such as the replacement of the doors at the front of the facility. He continued with expense/income from December 1, 2024, to January 23, 2025, which showed a positive \$4,491.74.

COMMUNITY EVENTS LIAISON No Report

JOINT COUNCIL LIASON

Councillor Barnes reported a meeting was held on January 27, 2025, in the Harbour Grace Council chambers to revitalize the Joint Council Committee with members in attendance from Carbonear, Spaniards Bay, Bay Roberts, Cupids and North River. The next meeting is scheduled for February 27, 2025, at the council chambers in the Town of Bay Roberts where the election of officers will take place. Councillor Barnes added that he cannot hold a position with the Joint Council as he participates in many other groups within the Town.

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 - 048

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

EDO REPORT Tabled

Motioned for Council to adopt the EDO report as presented.

MOTION #25 - 049

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 #25 - 050

CLR. BARNES/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #25 - 051

CLR. ROGERS/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

PARKS AND RECREATION

SUPERINTENDENT REPORT Tabled

Motioned for Council to adopt the Parks and Recreation Superintendent report as presented.

MOTION #25 - 052

CLR. STONE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

COUNCILLORS SUGGESTIONS/CONCERNS

Councillor Stone informed that he received a call from a resident on the Southside of Harbour Grace who was concerned about the danger of the road damage that was done because of the storm surge from a bad storm several weeks ago in that area. Mayor Coombs requested the Town Manager and/or Public Works Superintendent to contact the Department of Transportation and infrastructure as it is a dire safety concern.

Councillor Chafe advised that he had received correspondence from Ms. Bonnie Small from the Royal Canadian Legion, Brigus, advising that they provide no-cost youth programs and requested if the Town Manager or himself could reach out to Ms. Small to offer the building and the grounds at Lady Lake when not in use by the Regetta Committee. Councillor Chafe

advised that there are big breakwater rocks in Lady Lake where the boats finish when racing and if they can be removed to other areas within the municipality that could use the rocks.

Councillor Rogers congratulated the Cee Bees U13 Rep1 for receiving the silver medal in their home tournament and reminded residents to slow down when driving especially during the winter months.

Councillor Stone congratulated Mayor Coombs on collaborating with the company Shree Hari Nanotech in helping them to set up their business in the Town Harbour Grace.

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

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:22 pm.

MOTION #25 053

CLR. CHAFE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager