

TOWN OF HARBOUR GRACE

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

March 24, 2025, at 7:00 p.m.

Members Present	Mayor	Don Coombs
	Deputy Mayor	Keith Skinner
	Councillors	Brendan Chafe Gordon Stone Lee Rogers Terry Barnes Peter Yetman
Staff Present	Town Clerk/Manager	Amy Dwyer
	Economic Development Officer	Matthew McCarthy
	Admin. Assistant	Sherrie Best
	Mayor Coombs called the meeting to order at 7:00 pm.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of March 3, 2025, being no errors or omissions.	
Regular Meeting March 3, 2025	Motioned to adopt the regular council meeting minutes of March 3, 2025, as presented. MOTION #25 - 073 CLR. STONE/DM SKINNER MOTION CARRIED UNANIMOUSLY	

BUSINESS ARISING FROM MINUTES

Town of Victoria	Mayor Coombs advised that Deputy Mayor Skinner and Councillor Stone attended the meeting with the Town of Victoria to discuss regional sharing of services. Referred to Public Works.
Meeting with Premier	Mayor Coombs advised that DCHGCC Committee would be giving an update on the meeting with Premier Furey to discuss financial support for the DCHGCC.
Southside Road	Mayor Coombs referred the update to Public Works.
Crown Land #161087	Mayor Coombs referred the update to Housing/Zoning.
MPA – Town Meetings	Mayor Coombs advised that the tentative schedule for Town Council meetings have been posted to the Town's website and social media pages as was requested by the Department of Provincial and Municipal Affairs.
400-402 Southside Rd.	Mayor Coombs referred the update to Public Works.
Office Flooring & Painting	Mayor Coombs advised that Motion #25-060 needed to be rescinded. Referred to Finance.
Business Meeting	Mayor Coombs referred the update on the Business Meeting to Business/Economic Development.

NEW BUSINESS

CORRESPONDENCE

Cee Bees Minor Hockey	Mayor Coombs tabled a donation request letter from the Cee Bees Minor Hockey Association to advertise in the U18 Provincial Tournament Booklet. Referred to Finance.
Wildlife Interaction	Mayor Coombs tabled correspondence from the Department Fisheries, Forestry and Agriculture seeking guidance on wildlife interaction in the area. Referred to Public Works.
PMA	Mayor Coombs tabled a bulletin from the Professional Municipal Administrators regarding multiple topics.
Dept. of Transportation & Infrastructure	Mayor Coombs tabled a circular from the Department of Transportation and Infrastructure regarding year-end claims for municipal infrastructure programs.
HGVFB	Mayor Coombs tabled correspondence from the HGVFB Fire Chief, Dave Earle, regarding concerns involving mutual aid agreements with other municipalities. Referred to the HGVFB Liaison.
Dept. of Justice & Public Safety	Mayor Coombs tabled correspondence from the Department of Justice and Public Safety regarding emergency vehicle traffic management training for firefighters. Referred to HGVFB Liaison.

CORRESPONDENCE cont'd

Carbonear Collegiate	Mayor Coombs tabled a donation request letter from the Carbonear Collegiate Sentinels Senior Boys Volleyball Team to attend the Volleyball Canada Nationals in Edmonton, Alberta. Referred to Finance.
Cottage Lane	Mayor Coombs tabled correspondence from a resident on Cottage Lane regarding damage to the sides of the road. Referred to Public Works.
OSC Housing Workshop	Mayor Coombs tabled correspondence advising of a virtual session workshop on Monday, March 24, for off-site construction in Newfoundland and Labrador.
725 Harvey St.	Mayor Coombs tabled a letter from a resident requesting information for the operation of a band saw. Referred to Housing/Zoning.
Dilapidated Building	Mayor Coombs tabled correspondence from the Fire Chief, Dave Earle, regarding the dilapidated state of Ridley Hall, 44 Water Street. Referred to Housing/Zoning.
Building Permits	Mayor Coombs tabled the following building applications. Referred to Housing/Zoning. A. 34' x 24' house at Lot #5, Garlands Hill, submitted by Paul Garland Forest Products Ltd. B. 34' x 24' house at Lot #6, Garlands Hill, submitted by Paul Garland Forest Products Ltd. C. 34' x 24' house at Lot #7, Garlands Hill, submitted by Paul Garland Forest Products Ltd.
Business Application	Mayor Coombs tabled the following business application. Referred to Housing/Zoning. A. Fabrication Manufacturing business, AGE Industrial, at 12 Bannerman Street, submitted by Kevin English.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs regarding the 2025 Municipal Budget Submission Form. Referred to Finance.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Town of Victoria	Deputy Mayor Skinner reported that he and Councillor Stone attended a meeting with the Mayors and Deputy Mayors of Victoria, Carbonear, and Salmon Cove to discuss the possibility of sharing services under regionalization. Topics discussed are as follows: 1. Fire Department services are deferred until a later time. 2. Recreation facilities, such as the DCHGCC and the Carbonear swimming pool, which are running deficits. The best option would be to meet with a government official to request funding to help keep these facilities running. Mayor Coombs suggested to defer action on this matter until a meeting can be held with Premier Furey regarding the DCHGCC. 3. Engineering with respect to paving and road maintenance, in that the four towns hire an engineering firm to look after the area as a whole resulting in cheaper maintenance expenses. Mayor Coombs questioned if that process would be permitted under the new legislation or would each contract have to go to tender. 4. Mobile Mechanic Maintenance operator to service town equipment within the four towns instead of being sent to garages for repairs. 5. Hire a lawyer for the four towns to cut down on costs. It would be more economical to explore the possibility of hiring an RFP for lawyer services at an hourly rate for one or more years. 6. All representatives from each town are pleased with their current garbage collection. Councillor Barnes suggested that this area should be called Conception Bay North with each community still having their own identity. Councillor Chafe asked if the Mutual Aid Agreement was discussed at the meeting and requested that concerns brought forward by the HGVFB Fire Chief be included in the next meeting. Deputy Mayor summarized the meeting stating that all town representatives agreed that equipment and buildings are aging and in need of repairs or replacement and that it would make good financial sense to create a new identity for the future. Deputy Mayor Skinner said there will be another meeting scheduled for the end of April with the Towns of Carbonear, Victoria, and Salmon Cove.
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CAPITAL & PUBLIC WORKS COMMITTEE cont'd

- Southside Road Deputy Mayor Skinner advised that the Department of Transportation and Infrastructure will be going to tender to get pricing for repairs to the Southside Road. Mayor Coombs requested for Public Works to find out when this tender will be publicized as an accident is waiting to happen on that section of road. Councillor Yetman suggested that because he is now a member of the Capital and Public Works Committee and an employee with the Department of Transportation and Infrastructure, he may be able to discuss and expediate the process with the department as directed by the Town Council of Harbour Grace.
- 400-402 Southside Road Deputy Mayor Skinner advised that the Town is still waiting for a reply from the property owner regarding his proposed work on Shute's Lane.
- Cottage Lane Councillor Rogers advised it was brought to the committee's attention that there was some heavy equipment used on Cottage Lane other than the Town's heavy equipment and the committee will further investigate the cause of the damaged asphalt on that road.
- Road Repairs Deputy Mayor Skinner reported that the committee met with the Public Works Superintendent and the Town Manager to advise which roads are to be repaired this 2025 construction season. He added that the Town has approximately \$150,000.00 allotted from Gas Tax funding and picked the four roads that were the utmost in need of repair:
1. Kildare Road starting from the back entrance of the RCMP Parking lot to Archibald's Court.
 2. Military Road starting from Stretton's Hill to Cottage Lane.
 3. The entrance to Gardener Place to the turn.
 4. The top section of Jordan's Lane in Riverhead.
- Deputy Mayor Skinner noted that regular patching will be ongoing throughout the summer.

FINANCE COMMITTEE

- Rescind M#25-060 Motioned to rescind motion #25 – 060 as it does not qualify under Gas Tax funding.
MOTION #25 - 074 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- Motioned for the Town Council call for bids to replace the carpet and paint the walls in the Town Council Office and Chambers.
MOTION #25 - 075 **CLR. STONE/DM SKINNER**
MOTION CARRIED UNANIMOUSLY
- Cee Bees Minor Hockey Motioned that the Town Council donate \$50.00, as per the Town's Donation Policy, to the Cee Bees Minor Hockey Association to advertise in the U18 Provincial Tournament Booklet as requested in their letter dated March 6, 2025.
MOTION #25 - 076 **CLR. STONE/CLR. ROGERS**
MOTION CARRIED UNANIMOUSLY
- Carbonear Collegiate Motioned that Town Council donate \$50.00, as per the Town's Donation Policy, to the Carbonear Collegiate Sentinels Senior Boys Volleyball team to attend the Volleyball Canada Nationals in Edmonton, Alberta, as requested in their letter dated February 3, 2025
MOTION #25 - 077 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- CBNSC Motioned that the Town Council donate \$50.00, as per the Town's Donation Policy, to the Conception Bay North Skating Club for their Annual Ice Show.
MOTION #25 - 078 **CLR. STONE/DM SKINNER**
MOTION CARRIED UNANIMOUSLY
- HGFVB Funding Appl. Motioned that the Town Council pay the 10% partnership share in the Funding Application of the Harbour Grace Volunteer Fire Brigade's 2025 Application for 10 new sets of fire coats and pants in the amount of \$4863.67.
MOTION #25 - 079 **CLR. STONE/CLR. BARNES**
MOTION CARRIED UNANIMOUSLY
- Civic Events Motioned that the Town Council provide to the Civic Events Committee \$1000.00 for both the 2025 Canada Day and the New Year's Eve Celebrations.
MOTION #25 - 080 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE cont'd

- Volunteer Week Motioned that the Town Council place an advertisement the same size as other years in the Shoreline News Paper recognizing Volunteer Week 2025.
MOTION #25 - 081 **CLR. STONE/CLR. ROGERS**
MOTION CARRIED UNANIMOUSLY
- DCHGCC Financial Report Councillor Stone presented the DCHGCC Financial Report for February 27 – March 18, 2025 and reported that the income to expense ratio is (\$700.00). All councillors agreed that this was an excellent figure for this time of year.
- 2025 Municipal Budget Submission Form Councillor Stone advised that the Department of Municipal and Provincial Affairs has completed its review of the Town of Harbour Grace's 2025 Budget and is recommending that the Town Council review and revise its budget by addressing the following findings.
- *As per Section 84(1), of the **Towns and Local Service Districts Act**, a town council shall, not later than December 1, prepare and adopt a budget containing estimates of the revenue and expenditure of the council for the next financial year and a statement showing tax rates that shall be imposed during that year.* The initial budget submission form provided to the Department indicated the Town of Harbour Grace 2025 Budget was adopted on December 9, 2024.
 - Council is to review its Tax Structure regarding the charging of Commercial/Non-Residential water and sewage to ensure compliance with Sections 132 and 302 of the **Towns and Local Service Districts Act**.
 - No budget resources have been allocated for General Maintenance nor Planning and Development. The Town of Harbour Grace provides fire protection services outside its municipal boundaries, yet the budget submission form does not include the revenue generated from offering this service (Section 2.4 under Sales of Goods and Services).

EXECUTIVE COMMITTEE OF COUNCIL

Mayor Coombs advised that all committees have been meeting regularly.

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the committee has received \$9600.00 from Celebrate NL to be used for free public skating/ice time initiatives, and \$2500.00 from the Department of Tourism, Culture, Arts and Recreation's Community Support Fund for various sessions at the community centre; applications have been submitted for JCP Program funding for projects to repair the Chalet, boardwalk and a ramp/deck addition at the Otterbury Schoolhouse and to the Department of Immigration, Population Growth and Skills for summer student funding; and he advised that the Committee is working with the HGVFB executive to explore options for funding to convert from oil to the electric heating at the HGVFB Social Building and hopes to have the tender for the Heritage District Project ready by the end of March.

Councillor Rogers advised that the Committee hosted a successful business meeting at the Otterbury School on March 18, 2025, with approximately 18 people from the various businesses in the town. He noted that the owners from Shree Hari Nanotech gave an introduction to their business and their plans.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- 725 Harvey Street Motioned for Council to allow the use of the band saw/hobby saw with the following stipulations:
1. A permit must be picked up at the Town Office at a cost of \$25.00 and must be renewed annually at the discretion of Council if no complaints from nearby residents are received and all permit stipulations are followed.
 2. Noise and nuisance regulation shall be followed.
 3. The area where the saw is being used must be kept clean and after usage be stored inside a structure.
 4. The sawmill/hobby saw application must be advertised as a discretionary notice for two weeks in the Shoreline at the applicant's expense and via social media.

MOTION #25 - 082

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

- Crown Land #161087 Councillor Chafe advised that an updated site plan has been submitted to the Crown Lands Office by Shree Hari Nanotech and the commercial farm plan will be submitted this week.
- Ridley Hall Councillor Chafe advised that the HGVFB Fire Chief, Dave Earle, has safety concerns due to the dilapidated state of Ridley Hall and noted that there have been many discussions about it in the past with the property owners to no avail.
- Motioned that the Town Manager write the owners of Ridley Hall located at 44 Water Street to inquire about its status as the HGVFB Fire Chief has brought forward safety concerns regarding the structural integrity of the building.
- MOTION #25 - 083** **CLR. CHAFE/CLR. ROGERS**
MOTION CARRIED UNANIMOUSLY
- Councillor Barnes reminded that in the past, previous councils have written the owners of Ridley Hall, and the last reply from the owner threatened a lawsuit on the Town. He emphasized that the building should be torn down. Councillor Chafe reminded that the building is an historic site and cannot be torn down and added that in a previous meeting, the owner stated he was willing to erect a fence around the property, but it has not been done which is why he motioned that a letter be written to the owners requesting the status on the erection of the fence.
- 12 Bannerman Street Motioned to defer the business application submitted by Kevin English for a fabrication and manufacturing business at 12 Bannerman Street until the next town council meeting.
- MOTION #25 - 084** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Motioned for the Town Manager to write a letter to Eastern Regional Service Board to request updates on the preventative measures to deter the illegal dumping of garbage as agreed in a previous meeting
- MOTION #25 - 085** **CLR. CHAFE/CLR. BARNES**
MOTION CARRIED UNANIMOUSLY
- Councillor Chafe advised that before a Municipal Enforcement Officer can be put in place, the Town's by-laws need to be updated and must fall under some of the jurisdiction of the Town and Local District Act.
- Motioned to contact the Town Manager to contact Mr. Reginald Garland to create an updated file on the regulations and by laws for the Town based on the Town and Local District Act.
- MOTION #25 - 086** **CLR. CHAFE/CLR. ROGERS**
MOTION CARRIED UNANIMOUSLY
- Councillor Chafe left the chambers at 7:52 pm.*
- Building Applications
- Lot #5, Garland's Hill Motioned to approve the building application, submitted by Paul Garland Forest Products Ltd., for a 34' x 24' house at Lot #5, Garlands Hill, as per the following stipulations.
1. All Town Development Standards.
 2. All necessary government permits and/or regulations.
 3. Connection to town services is at the owner's expense.
 4. The Town is to verify the house location prior to start of construction.
- MOTION #25 - 087** **CLR. ROGERS/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Lot #6, Garland's Hill Motioned to approve the building application, submitted by Paul Garland Forest Products Ltd., for a 34' x 24' house at Lot #6, Garlands Hill, by invoking regulation 11, as per the following stipulations.
1. All Town Development Standards.
 2. All necessary government permits and/or regulations.
 3. Connection to town services is at the owner's expense.
 4. The Town is to verify the house location prior to start of construction.
- MOTION #25 - 088** **CLR. ROGERS/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

Lot #7, Garland's Hill Motioned to approve the building application, submitted by Paul Garland Forest Products Ltd., for a 34' x 24' house at Lot #7, Garlands Hill, by invoking regulation 11, as per the following stipulations

1. All Town Development Standards.
2. All necessary government permits and/or regulations.
3. Connection to town services is at the owner's expense.
4. The Town is to verify the house location prior to start of construction.

MOTION #25 - 089

CLR. ROGERS/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Councillor Chafe returned to the chambers at 7:55 pm

TOURISM/HERITAGE COMMITTEE No report

PARKS & RECREATION

Playground Equipment Councillor Barnes advised that the new playground equipment will be used in the playground next to St. Francis School. The playground will be cleaned up before the new equipment is installed.

DCHGCC COMMITTEE

Councillor reported that ice rentals totaled 232.5 hours from February 24 to March 18, and the parents and tots skate, adult skate, and general skate are ongoing. The walking track is kept busy, but hours will be adjusted at the end of April due to a reduction in ice hours and staff in May. The mold remediation is completed in the back room and the upstairs room is scheduled after the ice is removed. Upcoming events in April consists of Girls Provincials from April 4-6, and Under 18 Provincials are April 21-23, 2025.

FIRE DEPT. LIAISON

Councillor Chafe advised that the HGVFB Chief, Dave Earle, has concerns regarding the mutual aid agreement with other municipalities and suggested that more discussions should take place with the municipalities involved to clarify these concerns before signing the agreement. He reported that the Annual Steak and Eggs Breakfast was a huge success. The Brigade took part in regional training in the area, such as certification in Fire Engine Operations in Victoria and Vehicle Extraction in Carbonear, Cold Water Rescue recertification took place on March 23/ The province's annual fire school is scheduled for May with several members from the Brigade attending. Councillor Chafe extended thanks from Fire Chief Earle to the Town Council for supporting the HGVFB and making it possible for members to attend such training events.

CIVIC EVENTS LIAISON

Councillor Rogers reported that the 2nd Annual Bunny Breakfast will be held at 9:00 AM on April 19, 2025, at the Fire Brigade Social Building and the next "Kettles On" will be held on May 21, 2025.

EARHART 50+ CLUB LIAISON

Councillor Stone thanked all that took part in the St. Patrick's Day celebration at the DCHGCC, and "Open Doors" continue Tuesdays and Thursdays at Otterbury Schoolhouse from 2:00 - 4:00 pm. Councillor Stone advised that the 50+ Club will be collaborating with the HGBCIB Inc. on projects that include the A.L. Colis Building and the Kyle Legacy program.

COMMUNITY NEWS LIAISON No Report

JOINT COUNCIL LIAISON

Councillor Barnes reported that a meeting was held on March 20 but was not able to attend. He advised that another member of council was needed to sit in on the Joint Council Committee and Councillor Chafe volunteered to be that member.

BRISTOL'S HOPE LIAISON No Report

HGBCIB LIAISON No Report

BEAUTIFICATION LIAISON No Report

FALL FAIR LIAISON No Report

TOWN MANAGER REPORT	Tabled	Motioned for Council to adopt the Town Clerk's Financial Report as presented. MOTION #25 - 090	CLR. BARNES/CLR. STONE MOTION CARRIED UNANIMOUSLY
EDO REPORT	Tabled	Motioned for Council to adopt the EDO's Report as presented. MOTION #25 - 091	CLR. ROGERS/CLR. STONE MOTION CARRIED UNANIMOUSLY
PUBLIC WORKS REPORT	Tabled	Motioned for Council to adopt the Public Works Superintendent's Report as presented. MOTION #25 - 092	DM SKINNER/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
DCHGCC REPORT	Tabled	Motioned for Council to adopt the DCHGCC report as presented. MOTION #25 - 093	CLR. BARNES/CLR. YETMAN MOTION CARRIED UNANIMOUSLY
PARKS AND RECREATION SUPERINTENDENT REPORT	No Report		
MUNICIPAL ENFORCEMENT OFFICER'S REPORT	N/A		

COUNCILLORS SUGGESTIONS/CONCERNS

Councillor Barnes voiced his opinion on the importance of the installation of a security gate on Beach Hill and suggested that Council encourage the two owners of the businesses on Beach Hill to revisit the proposal of the installation of a security gate at the entrance of the industrial dockyard as it is a high-risk safety concern to the public.

Motioned to rescind Motion #25 – 055 and ask the property owners to meet to discuss the installation of a security gate at the entrance of the industrial dock yard on Beach Hill.

MOTION #25 - 094

CLR. BARNES/CLR. CHAFE
MOTION CARRIED

In Favour **DM Skinner**
Clr. Barnes
Clr. Rogers
Clr. Chafe
Clr. Yetman

Opposed **Mayor Coombs**
Clr. Stone

A lengthy discussion was held regarding the many safety concerns of the dockyard in relation to public access, the fact that one property owner was not in agreement with the installation of a security gate, and the possibility of involving Occupational, Health, and Safety. Mayor Coombs noted that the safety concerns were between the company and OHS, not the Town.

Councillor Yetman announced an invitation to his mother's 85 Birthday on April 5 from 3:00 pm to 6:00 pm. All are welcome to drop by to extend well wishes.

Councillor Stone congratulated the Royal Canadian Legion on the grand opening of the newly renovated building on Bannerman Lake Road. He noted that the Town of Harbour Grace has a bright future with job opportunities and the increase in housing development.

Councillor Chafe advised he planned to meet with the Town Manager for an update regarding contacting Municipal Affairs about private companies paying 10 % for Capital Work Projects. Councillor Chafe suggested that since the Business/Economic Committee and Tourism/Heritage are similar that meetings be held together.

Deputy Mayor Skinner congratulated the Royal Canadian Legion, on their grand reopening of the building.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, April 14, 2025.

ADJOURNMENT

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

MOTION #25 – 095

CLR. ROGERS/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager