

TOWN OF HARBOUR GRACE

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

March 3, 2025, at 7:00 PM

Members Present	Mayor Deputy Mayor Councillors Via Zoom	Don Coombs Keith Skinner Brendan Chafe Gordon Stone Lee Rogers
<i>Councillors Absent</i>		<i>Terry Barnes Peter Yetman</i>
Staff Present	Town Clerk/Manager Economic Development Officer Admin. Assistant	Amy Dwyer Matthew McCarthy Sherrie Best
	Mayor Coombs called the meeting to order at 7:05 pm. Mayor Coombs announced regrets from Councillor Barnes due to illness and Councillor Yetman who could attend not due to another commitment.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of February 3, 2025, being no errors or omissions.	
Regular Meeting February 3, 2025	Motioned to adopt the regular council meeting minutes of February 3, 2025, as presented. MOTION #25 - 054 CLR. CHAFE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY	

BUSINESS ARISING FROM MINUTES

Beach Hill	Mayor Coombs advised that the update on the installation of a security gate at Beach Hill is referred to Public Works.
Municipal Plan	Mayor Coombs advised that the Public Hearing for Harbour Grace Municipal Plan 2024-2034 & Development Reg. 2024-2034 was held on February 20, 2025, and referred the update to Housing and Zoning.
A.L. Collis Building	Mayor Coombs advised that the Town has signed documents with HGBCIB Inc. on February 26, 2025, to apply for the building to be designated as a registered heritage structure with Heritage NL.
Town of Victoria	Mayor Coombs advised that there will be future meetings with the Town of Victoria regarding possible regionalization and sharing of services. Referred to Town Manager.
OHS	Mayor Coombs advised that safety concerns surrounding not having a security gate at Beach Hill has been brought to the Occupation, Health and Safety NL and referred the update to Public Works.
Southside Road	Mayor Coombs advised that the Public Works Superintendent has been in contact with the Department of Transportation and Infrastructure and is waiting to hear back from them. Referred to Public Works.

NEW BUSINESS

Meeting with Premier	Mayor Coombs advised that he has a letter written regarding financial support for the DGHGCC in which Councillor Barnes will present to Premier Furey when they have a meeting soon.
Crown Land #161087	Mayor Coombs referred the Crown Land Application #161087, located on Jamie's Way, to Housing/Zoning.

CORRESPONDENCE

HGBCIB Inc.	Mayor Coombs tabled correspondence from the Harbour Grace Board of Culture, Innovation and Business Inc. regarding the funding grant from the Town of Harbour Grace. Referred to Finance.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs reminding towns to review the Town Council Meetings Rules of Procedure Regulation. Mayor Coombs noted he will have the Council Meeting schedule prepared and posted to the Town's website.

CORRESPONDENCE cont'd

HGBCIB Inc.	Mayor Coombs tabled correspondence from HGBCIB Inc. regarding the Harbour Grace Municipal Plan and Development Regulations 2024-2034. Referred to Business/Economic Development and Housing/Zoning.
Kids Help Phone	Mayor Coombs tabled a donation request letter from Kids Help Phone. Referred to Finance.
Dept. of Fisheries, Forestry & Agriculture.	Mayor Coombs tabled correspondence from the Department of Fisheries, Forestry & Agriculture regarding the application #163607 for crown land in Bristol's Hope. Referred to Housing/Zoning.
Building Application 595 Harvey St.	Mayor Coombs tabled the following building application: Building application for a 36 ft x 36 ft garage at 595 Harvey Street. Referred to Housing/Zoning.
Business Application 400 Southside Rd	Mayor Coombs tabled a Discretionary Use update for the business application for a residential/commercial electrical business at 24 Pike's Rd. Referred to Housing/Zoning.
Health and Community Services	Mayor Coombs tabled correspondence from the property owner of 400-402 Southside Road regarding agreement for the work on Shute's Lane. Referred to Capital/Public Works.
Shree Hari Nanotech	Mayor Coombs tabled correspondence from Health and Community Services advising of a "Welcome Home Community Toolkit" that provides information and resources to communities.
L. Robert Fowler	Mayor Coombs tabled correspondence regarding land availability for agricultural greenhouse development. Referred to Housing/Zoning and Business/Economic Development.
Fire Services	Fire Commissioner Mayor Coombs tabled correspondence from Fire Commissioner L. Robert Fowler advising of a free online Alternative Fuel Training Program. Referred to the Fire Department Liaison.
MPA	Mayor Coombs tabled correspondence from the Fire Services Division advising of the Fire and Emergency Services Training School in Gander from May 24-30, 2025. Referred to the Fire Department Liaison.
MPA	Mayor Coombs tabled a memo from Municipal and Provincial Affairs advising of virtual training courses available to councillors, CAOs, Town Clerk/Managers, Department Heads, and Senior staff.
Municipalities NL	Mayor Coombs tabled correspondence from the Municipal and Provincial Affairs regarding the 2024 Ultimate Recipient Audited Annual Expenditure Report.
Bloom	Mayor Coombs tabled a memo from Municipalities NL advising of the 2025 Avalon-Eastern Regional Meeting being held in Carbonear, June 6-7, 2025.
Carbonear Car Care	Communities in Mayor Coombs tabled correspondence from Communities in Bloom advising of the 2025 Miracle-Gro Best Garden Selection.
MPA	Mayor Coombs tabled correspondence from Carbonear Car Care advising of detailing services available to the town's vehicles.
Bannerman Bridge	MPA Mayor Coombs tabled correspondence from Municipal and Provincial Affairs regarding amendments to the Urban and Rural Planning Act, 2000.
Shute's Lane	Mayor Coombs tabled correspondence from the Department of Fisheries, Forestry & Agriculture regarding the engineering drawings for the replacement of Bannerman Bridge. Referred to Capital/Public Works.
St. Peter's Hall	Mayor Coombs tabled correspondence from Mr. John H. Rose regarding his suggested proposed work on Shute's Lane. Referred to Capital/Public Works.
Award 2025	Operator of Year Mayor Coombs tabled correspondence from Mr. Ray Bastarache regarding water and sewage hook up to St. Peter's Hall located at Harbour Grace South. Referred to Capital/Public Works.
	Mayor Coombs tabled a memo from the Department of Environment and Climate Change reminding of the Operator of the Year Award and that February 28, 2025, is the nomination deadline.

CORRESPONDENCE cont'd

PMA	Mayor Coombs tabled a bulletin from the Professional Municipal Administrators regarding the 2025 Convention & Trade Show being held in St. John's on April 8-10, 2025. International
Women's Day	Mayor Coombs tabled a bulletin advising of an International Women's Day conference and luncheon on March 8, 2025, at All Hallows School, North River.
Crown Lands Appl.	Mayor Coombs tabled correspondence from Eastern Regional Lands office regarding crown land situated at Jamie's Way. Referred to Town Manager and Housing/Zoning.
4 Devonshire Road	Mayor Coombs tabled correspondence from a resident on Devonshire Road regarding frozen water line. Referred to Public Works.
Commissioner's Report	Mayor Coombs tabled the commissioner's Final Report to the Town of Harbour Grace regarding the public Hearing on Municipal Plan 2024-2034 and Development Regulation 2024-2034. HGBCIB Inc. presented suggestions at the meeting.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Beach Hill Road	Deputy Mayor Skinner advised that the Public Works Committee reached out to all property owners on Beach Hill Road in a final effort to come to an agreement regarding the installation of a security gate for that area but the same property owner stated that he would not sign this agreement as he feels he does not need permission to get access to his property and he would seek legal action if the gate was installed. Deputy Mayor added for that reason the proposal for the security gate at Beach Hill Road would be taken off the table.
OHS	Deputy Mayor Skinner advised that he had contacted Occupational, Health and Safety NL on the matter of industrial safety issues in dockyards and their response was as follows: A company is totally responsible for the safety of their employees and the public when they use their boat lifting machinery to lift boats across Beach Road and if the company wanted OHS to assess the situation, they will. 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 Road at this time due to all property owners not being in support of the installation.

MOTION #25 – 055**DM SKINNER/CLR. CHAFE****MOTION CARRIED UNANIMOUSLY**

A brief discussion was held regarding the issue of liability, and it was confirmed that the Town of Harbour Grace is not liable if an incident occurred in the dockyard at Beach Hill Road.

Councillor Chafe left the chambers at 7:23 pm.

400-402 Southside Rd.	Deputy Mayor Skinner advised that all necessary paperwork has been sent to Mr. John Rose's lawyer for review and the Town is waiting for his response on the work on Shute's Lane as proposed by Mr. Rose.
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Councillor Chafe returned to the chamber at 7:24 pm.

Bannerman Bridge	Deputy Mayor Skinner advised that the Town has received the engineered drawings for the new bridge and correspondence stating that the Department of Fisheries, Forestry and Agriculture and the Department of Transportation and Infrastructure will be working together this summer to prepare a contract to complete the removal and replacement of the bridge at no cost to the Town of Harbour Grace. Motioned to write to both the Department of Fisheries, Forestry, and Agriculture and the Department of Transportation and Infrastructure advising that the Town of Harbour Grace is looking forward to taking over the bridge under the conditions of the proposal and engineering design.
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MOTION #25 – 056**DM SKINNER/CLR. LEE****MOTION CARRIED UNANIMOUSLY**

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

St. Peter's Hall Deputy Mayor Skinner advised that correspondence was received from Mr. Ray Bastarache requesting confirmation that water/sewer connection was available to St. Peter's Hall, and the Deputy Mayor emphasized that water and sewer connection will be for one unit only. If Mr. Bastarache decides to construct more than one unit in that structure, he will have to drill a well for that structure at his expense as the Town's infrastructure for that area is a well and will not be able to handle additional water hookups.

Motioned to write Mr. Bastarache to advise him that the Town Council will approve water and sewer hookup for one unit only to St. Peter's Hall. If more units are constructed within the structure, the owner will be responsible for drilling a well at his own expense.

MOTION #25 – 057

DM SKINNER/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

Motioned to advise the property owner at 4 Devonshire Road that as per Town Policy, the Town is not responsible for frozen water lines.

MOTION #25 – 0058

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

HGBCIB Inc. Councillor Stone reminded that the Town Council has provided in the 2025 Budget funding of \$1000.00 for the many volunteer groups in the town. A policy was put in place in 2024 that if a volunteer group wishes to get an advance on these funds, the process is to have the chairperson of the group write to the Town Manager advising of the request for funds and who would be picking up and signing as received.

Kids Help Phone Motioned that the Town donate \$50.00 to the Kids Help Line as per Town Donation Policy as per the request letter dated February 10, 2025.

MOTION #25 - 059

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

Motioned that Town Council grant approval for the office carpet to be replaced with laminate flooring and the walls painted. The expense of the work shall be paid using funds from gas tax.

MOTION #25 - 060

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

EXECUTIVE COMMITTEE OF COUNCIL

Mayor Coombs advised that an Executive Committee meeting is scheduled for March 4, 2025, and good news will be announced tonight during this council meeting by the business and Economic Committee.

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers advised that the Committee will be hosting a business meeting at the Otterbury School on March 18, 2025 @ 7:00 pm for all businesses in the area.

Councillor Rogers announced that the sale of the Terra Nova Shoes building was finalized today, March 3, 2025, and the new owner is Shree Hari Nanotech who manufacture a nano cellulose fiber material for biodegradable products. Councillor Rogers added that the Committee is working closely with Shree Hari Nanotech, government officials, and investors on a \$13.8 million project in the Town of Harbour Grace that will create 330 jobs for the region. Details will be announced in the coming weeks.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

Harbour Grace Municipal Plan & Development

Regulations 2024-2034 Councillor Chafe advised that there was a public hearing regarding the Municipal Plan 2024-2034 and the Development Regulations 2024-2034 held at the Town Hall on February 20, 2025, and recommendations brought forward by the HGBCIB Inc. have since been adhered to. Thus, after receiving the commissioner's report regarding the Municipal Plan 2024-2034 and the Development Regulations 2024-2034, Council can now adopt it.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd**Municipal Plan**

Be it resolved that Council table the Commissioner's Report regarding the Municipal Plan and Development Regulations statutory public hearing held on February 20, 2025: and;

Be it resolved that Council approve the Harbour Grace Municipal Plan and Development Regulations 2024-2034 with the following changes:

1. Amend Plan Policy OSR-3 to add convenience store as an accessory use subsidiary to a culture and civic and recreational use and to delete reference to temporary uses.
2. Amend the Development Regulations Schedule B, Cultural Civic use to include interpretation centre and interpretation site as examples.
3. Amend Open Space Recreation Use Zone table, by adding "Convenience Store" as a discretionary use and by amending condition 4 to add convenience store to the title and subsection (a), add reference to cultural and civic use and by deleting subsection (b).

MOTION #25 – 061

CLR. CHAFE/CLR. STONE

MOTION CARRIED UNANIMOUSLY

Development Reg.

Be it resolved that Council table the Commissioner's Report regarding the Municipal Plan and Development Regulations statutory public hearing held on February 20, 2025: and;

Be it resolved that Council approve the Harbour Grace Municipal Plan and Development Regulations 2024-2034 with the following changes:

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Be it resolved that Council approve the Harbour Grace Municipal Plan and Development Regulations 2024-2034 with the following changes:

1. Amend Plan Policy OSR-3 to add convenience store as an accessory use subsidiary to a culture and civic and recreational use and to delete reference to temporary uses.
2. Amend the Development Regulations Schedule B, Cultural Civic use to include interpretation centre and interpretation site as examples.
3. Amend Open Space Recreation Use Zone table, by adding "Convenience Store" as a discretionary use and by amending condition 4 to add convenience store to the title and subsection (a), add reference to cultural and civic use and by deleting subsection (b).

MOTION #25 – 062

CLR. CHAFE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Municipal Plan

Under the authority of sections 16, 17 and 18 of the **Urban and Rural Planning Act, 2000**, the Town Council of Harbour Grace:

- a) Adopted the Harbour Grace Municipal Plan, 2024-2034 on the 13th day of January 2025.
- b) Gave notice of the adoption of the Harbour Grace Municipal Plan, 2024-2034 on the Town's website, Facebook page and X (formerly Twitter) starting on 21st day of January 2025 and by advertisement in the Shoreline Newspaper on January 31, 2025, and February 7, 2025.
- c) Set the 20th day of February 2025, at 7:00 pm for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the **Urban and Rural Planning Act, 2000**, the Town Council of Harbour Grace approved the Harbour Grace Municipal Plan, 2024-2034 as amended as follows:

Amending Municipal Plan Policy OSR-3 to:

- a) Insert "convenience store" before "catering" and insert "cultural and civic, and" before "recreational uses" in the first sentence,
- b) Insert "convenience store" before "take-outs" in the second sentence, and
- c) Delete "and shall be temporary" in the second sentence.

MOTION #25 – 063

CLR. CHAFE/CLR. STONE

MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

Development Reg.

Under the authority of sections 16, 17 and 18 of the **Urban and Rural Planning Act, 2000**, the Town Council of Harbour Grace:

- a) Adopted the Harbour Grace Development Regulations, 2024-2034 on the 13th day of January 2025.
- b) Gave notice of the adoption of the Harbour Grace Development Regulations, 2024-2034 by on the Town's website, Facebook page and X (formerly Twitter) starting on 21st day of January 2025 and by advertisement in the Shoreline Newspaper on January 31, 2025, and February 7, 2025.
- c) Set the 20th day of February 2025, at 7:00 pm for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the **Urban and Rural Planning Act, 2000**, the Town Council of Harbour Grace approves the Harbour Grace Development Regulations, 2024-2034 as amended as follows:

1. In Schedule B, adding "Interpretation Centre" and "Interpretation Site" as examples of a Cultural and Civic Use.
2. In Schedule C, Open Space Recreation (OSR) Use Zone Table, adding "Convenience Store" as a discretionary use and amending section (4) by adding "Convenience Store," before "catering" in the title and in subsection (a) and by deleting subsection (b).

MOTION #25 - 064**CLR. CHAFE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Crown Land #161087

Councillor Chafe advised that the Crown Lands Office is waiting on an official site plan from Shree Hari Nanotech and added that the 35 acres of land is located adjacent to the DCHGCC.

Crown Land #163607

Motioned to recommend for the approval to the Department of Fisheries, Forestry and Agriculture, for the Crown Lands application #163607 in Bristol's Hope as per the following,

1. All Town development standards
2. All government regulations and permits.
3. A Building Application must be provided to the Town of Harbour Grace with all necessary well and septic permits from Service NL, and driveway access permits from the Department of Transportation and Infrastructure.

MOTION #25 – 065**CLR. CHAFE/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

595 Harvey Street

Motioned to approve the building application submitted by Jillian Dawe for a 36' x 36' Garage at 595 Harvey Street as per the following,

1. All town development standards.

MOTION #25 - 066**CLR. CHAFE/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

Councillor Chafe advised that the two-week Discretionary Use Notice has ended for the business application for a small residential/commercial electrical company at 24 Pike's Road and there was no correspondence received in favour of or against its operation in that area.

Motioned to approve the business application submitted by Steve Earle for an electrical business at 24 Pike's Road, as per the following:

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

MOTION #25 – 067**CLR. CHAFE/DM SKINNER****MOTION CARRIED UNANIMOUSLY****TOURISM/HERITAGE COMMITTEE** No report**PARKS & RECREATION**

No report

DCHGCC COMMITTEE

Councillor Chafe gave a brief outline of the DCHGCC managers report that included ice rentals for February totalling 195.5 hours, programs offered to the public during each week that include parents and tots skate, adult skate, general skate and shinny hockey and scheduled events that took place were the U7 Jamboree, February 22, the U9 Jamboree, February 23, and the upcoming U15 AAA Provincials, March 6-9. The walking track is kept busy, but the staff are facing challenges enforcing rules such as children not being permitted on the track which is causing conflict with parents. The mold remediation should be completed in the back room by next week and the upstairs room is scheduled after the ice is removed and the stadium manager is requesting to keep the ice on until May 30 with current bookings that include DHP, Figure skating, and an IC AAA camp totalling 125 hrs.

DCHGCC LIAISON

Councillor Rogers advised that the meeting scheduled with Premier Furey is still scheduled to take place with Councillor Barnes within the next few weeks.

FIRE DEPT. LIAISON

Councillor Chafe reminded that the yearly steak and eggs breakfast will take place on March 15, 2025, and tickets are \$20.00 each and reminded residents to call **911** for emergencies only and call 709-596-5151 for inquiries about the Brigade or upcoming events. He reported that the regular weekly meetings are ongoing and there are several regional training sessions scheduled for this area in the upcoming weeks. Councillor Chafe advised that the CVSVA Awards will be handed out at the Sports Hall of Fame Ceremony on May 8, 2025. Councillor Chafe concluded by noting that over the past few years there were concerns with the firetrucks travelling over Bannerman Bridge due to its decapitated state if an emergency should arise and verified it will not be an issue once the bridge is replaced.

CIVIC EVENTS LIAISON

Councillor Rogers reported that the Winter Festival hosted by the Harbour Grace Civic Events and the Splash Centre was huge success with a week of events for all ages. He thanked all the volunteers, businesses and community groups that contributed to this year's festivities. He noted that the 2nd Annual Bunny Breakfast will be held on April 19, 2025.

EARHART 50+ CLUB LIAISON

Councillor Stone advised that "Open Doors" continue Tuesdays and Thursdays at Otterbury Schoolhouse from 2:00 - 4:00 pm. Line dancing for 50+ will be at the Otterbury Schoolhouse on March 20th at 7:30 pm. On March 14 at the DCHGCC from 2:00 - 4:00 pm there will be a Patty's Day Social, and on behalf of the 50+ Club, extended thanks to Nadia Butt-Velychko, Service Canada, for hosting a security workshop for residents regarding CRA accounts and income tax security.

COMMUNITY NEWS LIAISON**JOINT COUNCIL LIAISON**

Mayor Coombs advised that acting mayor, Jeff Seymore, Town of Bay Roberts, has taken over the role of chair and regular meetings will be scheduled soon.

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 - 068

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

EDO REPORT No report

PUBLIC WORKS REPORT Tabled

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

MOTION #25 - 069

CLR. CHAFE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #25 - 070

DM SKINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

PARKS AND RECREATION**SUPERINTENDENT REPORT** Tabled

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

MOTION #25 - 071

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

MUNICIPAL ENFORCEMENT**OFFICER'S REPORT** N/A**COUNCILLORS SUGGESTIONS/CONCERNS**

Councillor Rogers advised that residents will be seeing different faces in the Town, which is a result of Shree Hari Nanotech in purchasing the old Terra Nova Shoes facility and to greet them with a warm smile and welcome them to the Town of Harbour Grace.

Councillor Chafe reiterated Councillor Rogers words in welcoming Shree Hari Nanotech to Harbour Grace and personally thanked them for choosing Harbour Grace to set up their business. Councillor Chafe warned residents that ponds are not safe to be on now as ice is melting in the ponds and May 1 is the date set to start to practice for rowing and if anyone is interested to be on a rowing crew to reach out to Councillor Chafe at chafebrendan@gmail.com or any Regatta Committee member. Councillor Chafe advised that the Regatta Committee and the Civic Events Committee are working on a joint project that will be announced soon.

Councillor Stone reminded residents to buy Canadian and be a proud Canadian. Councillor Stone continued by thanking the many groups and committees in the Town and highlighted the HGBCIB Inc. for all they have done and continue to do for the Town of Harbour Grace. Councillor Stone presented the DCHGCC income/expense report from January 1 to February 27, 2025, with income of \$24,000 and the expenses of \$27,500 resulting in a -\$3, 499.00 for that period.

Mayor Coombs requested Public Works to put pressure on the Department of Transportation and Infrastructure to repair the damage done to Southside Road because of the storm surge that occurred in January 2025, and extended thanks to Premier Andrew Furey for his service to the province during the last five years.

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, March 24, 2025.

ADJOURNMENT

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

MOTION #25 – 072

DM SKINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager