

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall & via Zoom,
May 12, 2025, at 7:00 p.m.

Members Present	Mayor Deputy Mayor Councillors	Don Coombs Keith Skinner Brendan Chafe Gordon Stone via Zoom Lee Rogers Terry Barnes Peter Yetman
Staff Present	Town Clerk/Manager Economic Development Officer Admin. Assistant	Amy Dwyer Matthew McCarthy Nancy Pike
	Mayor Coombs called the meeting to order at 7:03 pm.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of April 14, 2025, being no errors or omissions.	
Regular Meeting April 14, 2025	Motioned to adopt the regular council meeting minutes of April 14, 2025, as presented. MOTION #25 - 131 DEPUTY MAYOR SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY	

BUSINESS ARISING FROM MINUTES

ERSB Meeting	Mayor Coombs advised that there is no update, and that Council has been waiting for a meeting since January.
Minister Haggie	Mayor Coombs advised that there is no update. Motioned for the Town Clerk to write Minister Paul Pike and request a meeting. MOTION #25 - 132 CLR. ROGERS/CLR.CHAFE MOTION CARRIED UNANIMOUSLY
Proclamation	Motioned to proclaim the week of May 25 th to May 31 st , 2025, as Provincial Early Childhood Educator’s Week. MOTION #25 - 133 DEPUTY MAYOR SKINNER/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
Irish Committee	Mayor Coombs requested the Town Clerk to contact Councillor Danielle Doyle from the Town of Carbonear for an update on the Irish Committee.
John Rose	Mayor Coombs requested an update.
<i>Clr. Chafe left council chambers at 7:07pm.</i>	
Clr. Yetman advised that the pegs were checked by the Town Clerk and Public Works Supervisor and that the project is ready okay to proceed.	
<i>Clr. Chafe returned to council chambers at 7:08pm.</i>	

NEW BUSINESS

CORRESPONDENCE

Bldg/Bus. Applications	Mayor Coombs tabled the following building and business applications: 8' x 10' Shed located at 172 Lady Lake Road. 40' x 24' Garage located at 10-12 Kelly's Road. 8' x 12' Deck located at 99 Bannerman Lake Road. 30' x 28' Garage located at 31- 37 Mt. Pleasant Road. 40' x 30' House located at Hard Path Road. 30' x 30' Garage located at 41 Cottage Lane 8' x 14' Extension to existing shed located at 205 Harvey Street. Business application located at 474 Harvey Street. Business application located at 2 Water Street Referred to Housing and Zoning
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CORRESPONDENCE

69 Harvey Street	Mayor Coombs tabled correspondence from a resident concerning 69 Harvey Street. Referred to Housing and Zoning.
MAA	Mayor Coombs tabled correspondence the Municipal Assessment Agency outlining its first meeting of 2025 held on March 13, 2025.
Lynn Diamond	Mayor Coombs tabled correspondence Lynn Diamond concerning the recent theft of the Amelia Earhart statue. The letter also advised that Mr. Laurence Pike is the current Potentate of the Shriners for Newfoundland and Labrador.
Bill Marshall	Mayor Coombs tabled correspondence from Bill Marshall expressing concern about vandalism and misuse of Town parks and tourist areas.
TownSuite	Mayor Coombs tabled correspondence from TownSuite expressing concern about the theft of the Amelia Earhart Statue.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs regarding eligibility for the 2025 municipal operating grant and provincial shared gas tax requirements.
Biomaxx	Mayor Coombs tabled correspondence from BioMaxx outlining the process for the Town to obtain transitional authorization. Referred to Public Works report.
CBDC	Mayor Coombs tabled an invitation from CBDC Trinity Conception for a business luncheon.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs inviting proposals under the Newfoundland and Labrador Settlement and Integration Grants Program.
ERSB	Mayor Coombs tabled correspondence from the Eastern Regional Service Board concerning fire protection fees for Bristol's Hope. Referred to Finance.
Ridley Hall	Mayor Coombs tabled correspondence from the owners of Ridley Hall replying to concerns brought forward by the HGVFB Fire Chief.
Dr. Ted Harvey	Mayor Coombs tabled an invitation from Dr. Ted Harvey to participate in a survey concerning tariffs and attacks on Canadian Sovereignty.
Shawn Strowbridge	Mayor Coombs tabled correspondence from Shawn Strowbridge inquiring about developing affordable housing and rentals in Harbour Grace.
MPA	Mayor Coombs tabled an election supplies expression of interest from Municipalities Newfoundland and Labrador.
Kids Help Phone	Mayor Coombs tabled a letter of thanks on behalf of the Kids Help Phone.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs with vote by mail information for the upcoming general election.
ESRB	Mayor Coombs tabled the 2025 household hazardous waste collection events for 2025 from the Eastern Regional Service Board and noted that there are no collection events in this area. It was requested that someone contact ERSB to inquire lack of collection events in the area.
Collis Building	Mayor Coombs tabled correspondence from Heritage NL advising that the Collis Building has been designated as a registered heritage structure on March 31, 2025. Motioned to request a meeting with Heritage NL, Tourism Committee, and the Harbour Grace Board of Innovation and Culture to discuss what funding is available to move forward.
	MOTION #25 - 134 CLR. CHAFE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
DTI	Mayor Coombs tabled correspondence from the Department of Transportation and Infrastructure regarding the Southside Road water and sewer upgrading. Referred to Public Works report.
Barry & Sherry Sullivan	Mayor Coombs tabled correspondence from Barry and Sherry Sullivan requesting to purchase property on Kelly's Lane. Referred to Housing & Zoning.

COMMITTEE REPORTS

CAPITAL & PUBLIC WORKS COMMITTEE

- Flow Meter Motioned to purchase a flow meter to monitor the Town's outfalls in the amount of \$26,100.00 plus HST using gas tax funds.
MOTION #25 - 135 **DEPUTY MAYOR SKINNER/CLR. STONE**
MOTION CARRIED UNANIMOUSLY
- Deputy Mayor Skinner noted that this purchase will result in substantial savings for the Town each year.
- Southside W/S Deputy Mayor Skinner announced that the Town has received correspondence from the Department of Transportation and Infrastructure regarding the Town's application for phase 1 of water and sewer for Southside, the Town's application has been selected for advancement in the new funding program.
- New PW Staff Motioned to hire George King as a maintenance worker pending receipt of a code of conduct and current drivers abstract.
MOTION #25 - 136 **DEPUTY MAYOR/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Motioned to hire Richard Rogers as a maintenance worker pending receipt of a code of conduct and current drivers abstract.
MOTION #25 - 137 **DEPUTY MAYOR/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- RCMP Deputy Mayor Skinner spoke about five local individuals who are recent graduates of the RCMP program. Deputy Mayor Skinner recognized and congratulated Jonathan Andrews, Andrew Taylor, Bradley Butt, Dawson Johnson, and Connor Parsons, and their families.
- MHA Parsons Deputy Mayor Skinner congratulated Minister Parsons on her recent appointment to cabinet as Minister of Rural Economic Development, Minister of Labour, and Minister responsible Workplace NL and thanked her for her ongoing support of the town.
Motioned to write Minister Pam Parsons and request a meeting with Council.
MOTION #25 - 138 **DEPUTY MAYOR/CLR. STONE**
MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

- Inside Staff Motioned that Council pay out the last severance pay amounts owed to the inside staff and that it be paid using funds from the 2025 Town of Harbour Grace HST rebate or the savings from the sewer outfall monitoring.
MOTION #25 - 139 **CLR. STONE/CLR. BARNES**
MOTION CARRIED
- Depot Roof Councillor Stone advised that the Town received three bids from the call for tender to repair the Municipal Depot's leaking roof:
Bay Ridge Ltd. \$13,950.00 plus HST
JC Repairs and Renovations \$12,880.00 including HST
TriPen Ltd. \$12,558.00 including HST
Motioned that Council accept the lowest bid from TriPen Ltd. In the amount of \$12,558.00 HST Included.
MOTION #25 - 140 **CLR. STONE/CLR. CHAFE**
MOTION CARRIED UNANIMOUSLY
- Spirit of Harbour Grace Motioned to accept Rock Island Security and Innovation's bid to install security cameras at the Spirit of Harbour Grace Park in the amount of \$4,693.00 plus HST.
MOTION #25 - 141 **CLR. STONE/DEPUTY MAYOR SKINNER**
MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

Flower Arrangements

The Town of Harbour Grace received two quotes on the call to provide flower arrangements for 2025:

Hiscock Nursery	No quote received
Urban Forester	\$3,470.00 plus HST
Dreamscape Garden Nurse	\$2,896.00 plus HST

Motioned that the Town of Harbour Grace accept the lowest bid from Dreamscape Garden Nurse in the amount of \$2,896.00 plus HST.

MOTION #25 - 142

CLR. STONE/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

Council Office

Motioned to advertise for bids to provide window coverings for the Town office building.

MOTION #25 - 143

CLR. STONE/DEPUTY MAYOR SKINNER

In Favour

Mayor Coombs
Deputy Mayor Skinner
Clr. Chafe
Clr. Rogers
Clr. Stone
Clr. Yetman
Clr. Barnes

Opposed

MOTION CARRIED

Motioned to defer replacing flooring and paint for the Council Office due to the high bids received. Work will be open to consideration later this year.

MOTION #25 - 144

CLR. STONE/DEPUTY MAYOR SKINNER

MOTION CARRIED UNANIMOUSLY

Heritage Buildings

Clr. Stone commented on the importance of the Town's Heritage District and the cost of restoring such buildings.

Motioned that Council discount the property tax only on Par Id 085271 from start up year up to and including the 2025 tax year pending payment of any outstanding water tax during the same time period.

MOTION #25 - 145

CLR. STONE/CLR. CHAFE

In Favour

Mayor Coombs
Deputy Mayor Skinner
Clr. Chafe
Clr. Rogers
Clr. Stone
Clr. Barnes
Clr. Yetman

Opposed

MOTION CARRIED

Fire Protection

Motioned that the Bristol's Hope Liaison, and a representative of the HGVFB, meet with Bristol's Hope residents' representatives to discuss fire protection services for the area.

MOTION #25 - 146

CLR. STONE/ DEPUTY MAYOR SKINNER

MOTION CARRIED UNANIMOUSLY

EXECUTIVE COMMITTEE OF COUNCIL

No Report

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Clr. Rogers shared EDO's report and noting the many things happening in the Town, such as field upgrades and new nets from Active NL funding, and a JCP to complete upgrades to the Chalet and boardwalk. Clr. Rogers thanked the many participants who participated in the Town's first clean-up day for this year.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- 172 Lady Lake Road Motioned to approve the building application as submitted by Frank and Mildred Dove to construct a 8' x 10' shed at 172 Lady Lake Road, subject to the following stipulations:
1. All Town Development Standards.
 2. All necessary government permits and/or regulations.
- MOTION #25 - 147** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 10-12 Kelly's Lane Motioned to approve the building application as submitted by Barry and Sherry Sullivan to construct a 40' x 24' garage at 10-12 Kelley's Lane, subject to the following stipulations:
3. All Town Development Standards.
 4. All necessary government permits and/or regulations.
- MOTION #25 - 148** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 99 Bannerman Lake Rd Motioned to approve the building application as submitted by Florence Colbourne to replace the 8' x 12' front deck at 99 Bannerman Lake Road, subject to the following stipulations:
1. All Town Development Standards.
 2. All necessary government permits and/or regulations.
- MOTION #25 - 149** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Clr. Rogers left council chambers at 7:43pm.*
- 31-37 Mt Pleasant Rd Motioned to deny the building application as submitted by Dion Pike to construct a 30' x 28' garage at 31-37 Mount Pleasant Road as it does not conform to the Town's development plan. It is the request of Council to have the Town Clerk/Manager arrange a meeting with the applicant and the Housing and Zoning Committee.
- MOTION #25 - 150** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Clr. Rogers returned to council chambers at 7:44pm.*
- 37-45 Hard Path Road Motioned to approve the building application as submitted by Dale and Debbie Cole to construct a 40' x 30' house and garage at 37-45 Hard Path Road, subject to the following stipulations:
1. All Town Development Standards.
 2. All necessary government permits and/or regulations.
 3. Well and Septic Approval from Service NL.
- MOTION #25 - 151** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 41 Cottage Lane Motioned to defer the building application as submitted by Chris Grimes to construct a 30' x 30' garage at 41 Cottage Lane until the next meeting of Council and request the Town Clerk/Manager to set up a meeting with the applicant and the Housing & Zoning Committee to discuss the regulations.
- MOTION #25 - 152** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 205 Harvey Street Motioned to defer the building application as submitted by Derrick Dove to construct an 8' x 14' shed at 205 Harvey Street and request the Town Clerk/Manager to set up a meeting with the applicant and the Housing & Zoning Committee to discuss the regulations.
- MOTION #25 - 153** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 474 Harvey Street Motioned to approve the business application as submitted by Dwain Noel to operate administrative offices for Compassion Home Care at 474 Harvey Street subject to the following stipulations:
1. All town development standards
 2. All necessary government permits and/or regulations
 3. Applicant must obtain a commercial occupancy permit
- MOTION #25 - 154** **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- 2 Water Street Motioned to defer the business application as submitted by Craig Flynn to operate a bed and breakfast – Grace House located at 2 Water Street until a discretionary notice has been placed in a local paper for two weeks at the owner's expense.
MOTION #25 - 155 **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 69 Harvey Street Motioned to have the Town Clerk provide the file on 69 Harvey Street to the Municipal Enforcement Officer to enforce all the Town's bylaws and regulations and bring back a recommendation to Council.
MOTION #25 - 156 **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Ridley Hall Motioned to have the Town Clerk/Manager request a meeting with the owners of Ridley Hall, the Town Clerk/Manager, the HGVFB Fire Chief, and the Housing and Zoning committee to discuss the property.
MOTION #25 - 157 **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- Affordable Housing Motioned to have the Town Clerk/Manager request a meeting with Shawn Strowbridge, the Town Clerk/Manager, the HGVFB Fire Chief, and the Housing and Zoning committee to discuss the proposed development.
MOTION #25 - 158 **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY
- 14 Kelly's Lane Motioned to have the Housing, Environment, & Sanitation Committee meet with the Parks and Recreation Committee to discuss possible future uses of the land prior to making a recommendation to Council.
MOTION #25 - 159 **CLR. CHAFE/CLR. YETMAN**
MOTION CARRIED UNANIMOUSLY

TOURISM/HERITAGE COMMITTEE

Councillor Chafe advised that Clr. Rogers covered all items in the Business Economic Development report.

PARKS & RECREATION

Clr. Barnes requested an update on the playground equipment and requested to have it installed as soon as possible.

DCHGCC COMMITTEE

Clr. Rogers gave a report on the community centre highlighting that spring leagues are underway to be followed by ball hockey and thanked the manager and employees for their work during the last season

FIRE DEPT. LIAISON

Clr. Chafe advised that training is ongoing and spoke about the recent fires in Adams Cove noting the importance of mutual aid agreements and reinforced the need to be very cautious with open fires by having a hose nearby and a covering for fire pits to reduce the chance of sparking accidental fires.

CIVIC EVENTS LIAISON

Clr. Rogers advised Council that the committee was honoured to be a recipient of the Mayor and Councillors Award of Recognition and thanked the committee for their efforts in organizing events for residents. Clr. Rogers went on to highlight some of the committee's upcoming events.

EARHART 50+ CLUB LIAISON

Clr. Stone congratulated the Town Clerk/Manager and Economic Development Officer for their efforts with the New Horizons projects that provided building improvements and programs for Seniors.

COMMUNITY NEWS LIAISON

No Report

JOINT COUNCIL LIAISON

Clr. Barnes advised that the committee is up and running again and that great things are coming.

BRISTOL'S HOPE LIAISON

Clr. Yetman advised that the motion previously discussed has been deferred.

HGCIB LIAISON

Clr. Stone reported that partnerships are continuing and spoke briefly about the Kyle Legacy Project and the Collis Building heritage designation.

BEAUTIFICATION LIAISON

Clr. Rogers thanked all volunteers who participated on clean-up day.

FALL FAIR LIAISON

No Report

TOWN MANAGER REPORT

Tabled

Motioned for Council to adopt the Town Clerk's Financial Report as presented.

MOTION #25 - 160

DEPUTY MAYOR SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

EDO REPORT

Tabled

Motioned for Council to adopt the EDO's Report as presented.

MOTION #25 - 161

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 - 162

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Clr. Chafe inquired about ditching and requested to have it included in future reports

DCHGCC REPORT

Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #25 - 163

DEPUTY MAYOR SHINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

PARKS AND RECREATION**SUPERINTENDENT REPORT**

Tabled

Motion for Council to adopt the Parks and Recreation Superintendent Report as presented.

MOTION #25 - 164

CLR. ROGERS/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

MUNICIPAL ENFORCEMENT OFFICER'S REPORT

No report

COUNCILLORS SUGGESTIONS/CONCERNS

Councillor Rogers offered condolences on behalf of Council to the families of the late Scott Burden and the late Len Farrell.

Clr. Rogers welcomed Patricia & David Sawyer to the Town of Harbour Grace.

Councillor Chafe advised that the Regatta Committee has started for the season and any person wanting to volunteer should reach out to a committee member.

Clr Chafe offered condolences to the family of the late Lenny Williams.

Clr. Barnes reiterated the need to resolve ongoing issues with 69 Harvey Street. Clr. Barnes spoke about a meeting that he attended with the Premier, Clr. Rogers, and Mayor Coombs concerning aid for the arena.

Clr. Barnes noted that the town is still looking for an update on a murder that occurred two years ago. Mayor Coombs commented that the Town has requested more funding/support for the RCMP from the province.

Clr. Barnes spoke on the loss of the Amelia Earhart statue. Mayor Coombs provided an update with the information that is currently available and requested for anyone with information to reach out to the RCMP or Crimestoppers.

Clr. Barnes spoke about the current taxes charged to Airbnbs; Council discussed solutions to this tax for the next tax year.

Clr. Barnes inquired about a meeting that was supposed to take place concerning access to Beach Hill and it was advised that not everyone involved was willing to attend a meeting. Council went on to discuss potential safety issues in the area.

Clr. Barnes wished to speak about an ongoing issue between residents and Council. Mayor Coombs advised that Councillors are not permitted to discuss the issue as it would be a conflict of interest.

Clr. Barnes left council chambers at 8:19pm.

COUNCILLORS SUGGESTIONS/CONCERNS

Clr. Stone advised that the Finance Committee is working on tax policies, the Town's insurance policy as it related to the theft of the Amelia Earhart statue, and budget review issues.

Clr. Stone congratulated the Sport Hall of Fame winners and expressed his regrets that he was unable to attend the reception as well as the Volunteer luncheon.

ADJOURNMENT

Next regular meeting of Council is scheduled for 7:00 pm on Monday, June 16, 2025.

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

MOTION #25 – 165

CLR. ROGERS/CLR. CHAFE

MOTION CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor
NP

Amy Dwyer, Town Clerk/Manager