

TOWN OF HARBOUR GRACE

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

April 14, 2025, at 7:00 p.m.

Members Present	Mayor	Don Coombs
	Deputy Mayor	Keith Skinner
	Councillors	Brendan Chafe Gordon Stone Lee Rogers Peter Yetman
Members Absent		Terry Barnes
Staff Present	Town Clerk/Manager	Amy Dwyer
	Economic Development Officer	Matthew McCarthy
	Admin. Assistant	Sherrie Best

Mayor Coombs called the meeting to order at 7:03 pm.

Mayor Coombs advised that Councillor Terry Barnes was unable to attend tonight's council meeting due to work commitments and Councillor Brendan Chafe was delayed but would arrive shortly. Mayor Coombs directed Council members and audience in the chambers to remove correspondence 4.17 from the agenda and noted that building application 4.22A was revised. Mayor Coombs sent condolences, on behalf of the Town of Harbour Grace, to the families of Mary Sheppard, Marie Sullivan, and Alex Faulkner, the first Newfoundlander to play in the NHL.

Minutes Mayor Coombs called for a motion to adopt the regular council meeting minutes of March 24, 2025, being no errors or omissions.

Regular Meeting March 24, 2025 Motioned to adopt the regular council meeting minutes of March 24, 2025, as presented.

MOTION #25 - 099

CLR. STONE/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM MINUTES

Southside Rd.	Mayor Coombs referred the update regarding repairs to the Southside Road to to Public Works.
Crown Land	Mayor Coombs referred the update to Correspondence 4-6 and to Housing/Zoning.
400 Southside Rd	Mayor Coombs referred the update to Public Works.
Town by Laws	Mayor Coombs referred the update on the Town by-laws to Housing/Zoning.

NEW BUSINESS

CORRESPONDENCE

ERSB	Mayor Coombs tabled a letter from Mr. Stephen Tessier, ERSB, regarding unacceptable behaviour from residents that do not have the new swipe cards to enter the waste recovery facilities. Mayor Coombs suggested to contact Mr. Tessier asking if the facility workers can take the residents name, ID or license plate number, and deduct it from the allowed total of 16 trips per year to the site as there is a four-to-six-week processing period to receive the card.
ERSB	Mayor Coombs tabled a brochure from ERSB advising of the Community Cleanup Program check list for nonprofit groups to avail to.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs regarding in-person and virtual election training 2025.
MPA	Mayor Coombs tabled correspondence from the Department of Municipal and Provincial Affairs advising of the approval for funding under the Special Assistance Program for remediation work at the DCHGCC. Referred to Finance.
Proclamation	Mayor Coombs tabled correspondence from the Association of Early Childhood Educators NL to proclaim May 25 - May 31 st , as Provincial Early Childhood Educators' Week. Motioned to proclaim May 25 – May 31, 2025, as Early Childhood Educators' Week. MOTION #25 - 100 CLR. ROGERS/DM SKINNER MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE cont'd

FFA	Mayor Coombs tabled correspondence from the Department of Fisheries, Forestry and Agriculture regarding the application for Crown Lands #163871 at Jamie's Way. Referred to Housing/Zoning.
SPANL	Mayor Coombs tabled correspondence from the Single Parents Association NL advising of the Single Parent Employment Support Program. Mayor Coombs recommended that the brochure be posted to the Town's website and social media pages.
Terry Fox Foundation	Mayor Coombs tabled a donation request from the Terry Fox Foundation. Referred to Finance.
MEO	Mayor Coombs advised a motion was needed to appoint the By Law Enforcement Officer.
War Memorial Library	Mayor Coombs tabled a thank you letter from the Harbour Grace War Memorial Public Library.
Take Charge NL	Mayor Coombs tabled correspondence from Take Charge NL for the takeCHARGE Town Challenge.
9-35 Cottage Lane	Mayor Coombs tabled correspondence from 9-35 Cottage Lane requesting to avail to the tax incentive policy for a new business. Referred to Finance and Public Works.
MAA	Mayor Coombs tabled correspondence from the Municipal Assessment Agency regarding supplemental requests for properties with improvements not started or under construction.
<i>Mayor Coombs returned to correspondence, 4.9 – MEO, to make a motion to appoint the new By-Law Enforcement Officer.</i>	
Motioned to appoint Brady Sheehan as the By-Law Enforcement Officer for the Town of Harbour Grace in accordance with Section 278 of the Town's Local Service District Act.	
MOTION #25 - 101	
CLR. STONE/DM SKINNER	
MOTION CARRIED UNANIMOUSLY	
Mayor Coombs noted that the probation period will be in effect from March 30 - December 31, 2025, at which time it will be reviewed by the Town of Harbour Grace.	
Conception Bay Museum	Mayor Coombs tabled a thank you letter from the Conception Bay Museum.
8 Line Road	Mayor Coombs tabled a letter from the owner of the Airbnb at 8 Line Road advising that the business is no longer operating. Referred to Finance.
ECC	Mayor Coombs tabled correspondence from the Department of Environment and Climate Change advising of Spring 2025 Operator Education Seminars.
Par ID	Mayor Coombs advised that this correspondence is removed from the agenda and a motion will be coming from Finance.
Expropriation of Land	Mayor Coombs advised a Motion was needed to request the Minister to allow expropriation of land between the Chalet and the plane in Riverhead. Referred to Housing/Zoning.
Danielle Doyle	
Carbonear Collegiate	Mayor Coombs tabled a letter from Danielle Doyle, teacher at Carbonear Collegiate, requesting for volunteers to sit on a committee to host the Irish in September 2025.
119 Kildare	Mayor Coombs tabled correspondence from resident regarding potholes in the road in front of his driveway. Referred to Public Works.
Municipal Awards 2025	Mayor Coombs tabled correspondence from the HGVFB Chief, Dave Earle, regarding municipal awards that is to be presented on May 8, 2025.
Building Applications	Mayor Coombs tabled the following building applications. Referred to Housing/Zoning.
	A) 40' x 30' garage at 10-12 Kelly's Lane.
	B) 8' x 14' extension to shed at 205 Harvey Street.
	C) 30' x 30' house at 98-100 Fisherman's Road.
	D) 12' x 18' extension to garage at 13 Glover Road.
324-328 Water St.	Mayor Coombs tabled a letter of complaint regarding snow removal damage done to property and water issues at 324-328 Water Street. Referred to Public Works.
13-17 Queen's Road	Mayor Coombs tabled a letter of complaint from a resident of Queen's Road on several issues of concern regarding Queen's Road. Referred to Public Works.

Councillor Chafe arrived at the Chambers at 7:23 pm.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Southside Road Motioned to thank the Department of Transportation and Infrastructure for repairing portions of the Southside Road that were damaged from the storm surge in January.

MOTION #25 - 102

DM SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Deputy Mayor Skinner said this was an urgent safety concern for the residents of Southside Road and other motorists using that road and thanked Councillor Yetman for providing a contact number for the appropriate official to facilitate in this matter.

Councillor Chafe left the chambers at 7:25 pm.

400-402 Southside Road Deputy Mayor Skinner advised that correspondence has been received from Mr. Rose's lawyer and noted the following changes to the proposed work for Shute's Lane.

1. Instead of using culverts, he will create a rock-lined drainage ditch down the extreme southeast edge of Shute's Lane to direct the flow of water away from 400-402 Southside Road.
2. Restore the landscaping to its condition prior to its excavation.
3. Pave a portion of Shute's Lane that will be used to access 400-402 Southside Road to where the lane meets his driveway.

Motioned to accept Mr. Rose's changes to his proposed work to Shute's Lane as it conforms to all concerns brought forward by Council

MOTION #25 - 103

DM SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

Councillor Chafe returned to the chambers at 7:27 pm.

324-328 Water Street Deputy Mayor Skinner reported that he met with the Public Works Superintendent and the water issue has previously been resolved. The water was turned off November 2022 as per the resident's request and there was no record of request to turn the water back on. He added that it was stated in the letter that the resident had pictures showing the damage to the fence caused by snow clearing and would like for the resident to present them to Council to further investigate and discuss the situation.

Motioned to write the residents of 324-328 Water Street requesting to present to Council the pictures showing the damage to the fence that is said to be caused by snow clearing.

MOTION #25 - 104

DM SKINNER/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

13-17 Queen's Road Deputy Mayor Skinner thanked the residents of 13-17 Queen's Road for their concern regarding Queen's Road and suggestions to making the road safer. He added that when the Municipal Enforcement Officer starts his position later this month, it will be a priority matter for him to investigate.

119 Kildare Road Deputy Mayor Skinner informed that Public Works have received three quotes on two roads that were previously announced to have repaired and paved. Deputy Mayor Skinner noted that a drainage system will need to be constructed in that area of Kildare Road before paving.

Military Road starting from top of Garlands Hill to Cottage Lane.

- Concord Paving – \$60,000.00 plus HST.
- Island Paving Ltd – \$65,000.00
- A Plus Paving Ltd. - \$69,000.00

Kildare Road starting from the back entrance of the RCMP Parking lot to Archibald's Court.

- Concord Paving – \$22,000.00 plus HST.
- Island Paving Ltd – \$26,000.00
- A Plus Paving Ltd. - \$27,000.00

Motioned to award the paving of Military Road and Kildare Road, as per quotes received, to Concord Paving.

MOTION #25 - 105

DM SKINNER/CLR. ROGERS

MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE

DCHGCC	Councillor Stone advised that Council has received approval from the Department of Municipal and Provincial Affairs for funding under the Special Assistance Program, Project #17-SAG-25-077, towards the remediation work at the DCHGCC in the amount of \$16,323.02. He explained that the total cost has already been paid, and this funding will be put back in the operational expenses account of the Centre.
Fusion Fitness	Councillor Stone informed that the lease between the DCHGCC and Fusion Fitness expires on April 30, 2025. Motioned to renew the 3-year contract between the DCHGCC and Fusion Fitness from May 1, 2025, to April 30, 2028, with the same terms and conditions. MOTION #25 - 106 CLR. STONE/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
Terry Fox Foundation	Motioned for the Town Council to decline the donation request from the national Terry Fox Foundation as the Town donates locally each year to the Terry Fox Run held at the St. Francis Field. MOTION #25 - 107 CLR. STONE/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
9-35 Cottage Lane	Motioned that the business tax incentives for a new business be applied to All Aboard Doggy Daycare as requested in their letter dated March 25, 2025, as per Town Policy. MOTION #25 - 108 CLR. STONE/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
PAR ID #083748	Motioned that Town Council deny the request from PAR ID 083748 stated in their letter of March 28, 2025, as per Town Policy. MOTION #25 - 109 CLR. STONE/DM SKINNER MOTION CARRIED UNANIMOUSLY
12 Bannerman Street	Motioned that the Town Council grant business tax relief to 12 Bannerman Street as requested in their letter dated March 20, 2025, as per Town Policy. MOTION #25 - 110 CLR. STONE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
PAR ID #084381.	Motioned that the letter from PAR ID #08431, dated March 12, 2025, informing Council of the business closing as of December 31, 2024, be reviewed by office staff and that tax adjustments be made as per the Town's Tax Policy. MOTION #25 - 111 CLR. STONE/DM SKINNER MOTION CARRIED UNANIMOUSLY
PAR ID #083350	Motioned that the Town Council apply the new business tax exemption policy to PAR ID #083350. MOTION #25 - 112 CLR. STONE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
PAR ID #083748	Motioned to apply the new business tax exemption policy to PAR ID #083748 based on the new business opening date of July 9, 2023. MOTION #25 - 113 CLR. STONE/CLR. CHAFE MOTION CARRIED UNANIMOUSLY
Regional Project	Motioned that the Town of Harbour Grace partner with the Town of Carbonear and accept the proposal from Civic Matters NL (Chris Patterson and Bojan Furst) to deliver a series of collaborative workshops on regional economic development models for Conception Bay North. MOTION #25 - 114 CLR. STONE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY
Regional Project	Motioned that Council apply for the CBDC Consultant Advisory Services (CAS) funding for this project, on a cost-shared basis, with the EDO's "Opportunities" budget covering the municipality's contribution. MOTION #25 - 115 CLR. STONE/CLR. ROGERS MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE cont'd

DCHGCC Financial Report Councillor Stone presented the DCHGCC Financial Report to date and reported that the income to expense ratio is -\$7,356.00 which was due to the preordering of parts from Sinco for maintenance repairs totalling \$15,897.87.

EXECUTIVE COMMITTEE OF COUNCIL

No Report

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Rogers reported that the funding received from Celebrate NL and the Department of Tourism, Culture, Arts and Recreation's Community Support Fund has been put in place for various free sessions at the community centre such as general skating, Zumba, yoga, and spin classes. Councillor Rogers added all dates and times are posted on the Town's webpage and social media, and he advised that equipment for softball and basketball have been ordered through the Active NL grant, as well as funding applications for the softball and soccer fields. Councillor Rogers announced the business of the week to be All Aboard Doggy Daycare, and the Volunteer Week luncheon will be held on May 1 at 12:00 pm at the HGVFB Social Building. He noted that the committee has been busy with Shree Hari Nanotech.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- | | |
|-----------------------|--|
| Crown Land #161087 | Councillor Chafe advised that Shree Hari Nanotech has informed the Committee that all applications have been submitted to the appropriate departments with the provincial government. |
| Town By Laws | Councillor Chafe advised that the MEO will be starting on April 15 and the by-law templates from other towns as well as the Town's by-laws have been given to Mr. Reginald Garland for review and updating. |
| ERSB | Councillor Chafe reported that a letter was received from the chair of ERSB, Mr. Stephen Tessier, advising of the unacceptable behavior at several of the facilities. Councillor Chafe advised that the Town Council will be setting up a meeting with Mr. Tessier to offer some solutions and encouraged residents to be patient as there is a backlog of applications waiting to be processed at ERSB and to please not dump garbage throughout the back roads of the Town and the region. |
| Community Cleanup | Councillor Chafe explained that this program, which is offered by ERSB, is aimed at a groups or organizations in a community to help with a once per year cleanup event of a public space within a community. |
| Crown land #163871 | <p>Motioned to apply for the crown land around Jamie's Way as per Crown Land #163871.</p> <p>MOTION #25 - 116 CLR. CHAFE/CLR. YETMAN</p> <p style="text-align: right;">MOTION CARRIED UNANIMOUSLY</p> <p>Motioned to rescind previous Motion #25 – 116.</p> <p>MOTION #25 - 117 CLR. CHAFE/ CLR. YETMAN</p> <p style="text-align: right;">MOTION CARRIED UNANIMOUSLY</p> <p>Motioned to request for the Minister to allow the expropriation of land next to the Chalet and the Spirit of Harbour Grace in Riverhead as per the surveys provided.</p> <p>MOTION #25 - 118 CLR. CHAFE/ CLR. STONE</p> <p style="text-align: right;">MOTION CARRIED UNANIMOUSLY</p> |
| Building Applications | |
| 10-12 Kelly's Lane | <p>Motioned to approve the building application submitted by Barry and Sherry Sullivan for a 40' x 30' garage at 10-12 Kelly's Lane, as per the following stipulations.</p> <ol style="list-style-type: none"> 1. All Town Development Standards. 2. All necessary government permits and/or regulations. <p>MOTION #25 - 119 CLR. CHAFE/CLR. YETMAN</p> <p style="text-align: right;">MOTION CARRIED UNANIMOUSLY</p> |
| 205 Harvey Street | <p>Motioned to defer the building application submitted by Derrick Dove for an extension to a shed at 205 Harvey Street until the next Council meeting as more information is needed.</p> <p>MOTION #25 - 120 CLR. CHAFE/CLR. YETMAN</p> <p style="text-align: right;">MOTION CARRIED UNANIMOUSLY</p> |

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

98-100 Fisherman's Rd. Motioned to approve the building application submitted by Max Short Jr. for a 30' x 30' house at 98-100 Fisherman's Road, 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.

MOTION #25 - 121

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

13 Glover Road

Motioned to approve the building application submitted by Paul Pike for the 12' x 18' extension to the existing garage at 13 Glover Road, as per the following stipulation.

1. All Town Development Standards.

MOTION #25 - 122

CLR. CHAFE/CLR. YETMAN

MOTION CARRIED UNANIMOUSLY

TOURISM/HERITAGE COMMITTEE

Councillor Chafe reported that 2025 marks the Museum's 50th anniversary in which a number of events are planned throughout this summer and fall such as the 50th Anniversary celebration on July 12-13, Amelia's birthday party on July 24th, a fundraiser gala at the Harbour Breeze on October 4, and the historical Haunted Hike on October 15. Councillor Chafe advised that the museum is seeking a Program Coordinator Curator for the 2025 season. The Town will continue its signage for Municipal Heritage sites during the spring and summer of 2025 and the Charney Tourist Chalet will reopen the first week of July 2025. He added that the town has applied for a JCP for work around the chalet prior to opening and a joint venture between the Regetta Committee and the Civic Events Committee is currently underway to build small washroom facilities at Lady Lake and will present to Council soon once the engineering drawings are complete.

PARKS & RECREATION

Mayor Coombs advised that work is progressing on the ballfield, the soccer program starts this June and registration for the Cee Bees Ball Hockey is currently advertised.

DCHGCC COMMITTEE

Councillor Rogers reported that Hockey season is now winding down which will result in the walking track hours being adjusted at the end of April due to a reduction in ice hours and staff in May. Upcoming end of season events includes the Annual Bud Cup, April 19, under 18 All Newfoundland Provincials on April 21-23, and the Figure Skating year-end show will be on May 8. He added that several spring camps will take place as well and the Centre will be offering free fitness classes and skating programs as part of the Year of Sport 2025. Councillor Rogers advised that the committee received a call from the Premier's office with an invitation to meet with the Premier Furey next Thursday to discuss the issues with the DCHGCC.

FIRE DEPT. LIAISON

Councillor Chafe advised that nine senior firefighters have been identified to receive their long service awards and will be awarded at the Sports Hall of Fame celebration. Councillor Chafe reported that the two regional certified training programs in collaboration with two neighbouring fire departments, was a great success, a big thank you to all who supported the annual charity men's and ladies dart tournament and members from the Brigade will be attending the Provincial Fire Training school in Gander this May.

CIVIC EVENTS LIAISON

Councillor Rogers reported that the 2nd Annual Bunny Breakfast at 9:00 AM on April 19, 2025, is sold out and the next "Kettles On" will be held on May 21, 2025. Many events are being planned for this summer, including Canada Day and the Pirates to Pilots Festival.

EARHART 50+ CLUB LIAISON

Councillor Stone advised that the Girl Guides and the 50+ Club will be working together on a project at the Otterbury Schoolhouse, "Open Doors" continue Tuesdays and Thursdays at Otterbury Schoolhouse from 2:00 - 4:00 pm and a cribbage tournament is planned for April 29.

COMMUNITY NEWS LIAISON	No Report	
JOINT COUNCIL LIASON	No Report	
BRISTOL'S HOPE LIAISON	No Report	
HGBCIB LIAISON	Councillor Stone advised that a former resident of Harbour Grace, Catherine Atkin, led a governance workshop who is an expert in this subject.	
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 - 123	CLR. STONE/CLR. ROGERS
		MOTION CARRIED UNANIMOUSLY
EDO REPORT	Tabled	
	Motioned for Council to adopt the EDO's Report as presented.	
	MOTION #25 - 124	CLR. CHAFE/CLR. YETMAN
		MOTION CARRIED UNANIMOUSLY
PUBLIC WORKS REPORT	Tabled	
	Motioned for Council to adopt the Public Works Superintendent's Report as presented.	
	MOTION #25 - 125	DM SKINNER/CLR. CHAFE
		MOTION CARRIED UNANIMOUSLY
DCHGCC REPORT	Tabled	
	Motioned for Council to adopt the DCHGCC report as presented.	
	MOTION #25 - 126	DM SHINNER/CLR. STONE
		MOTION CARRIED UNANIMOUSLY
PARKS AND RECREATION		
SUPERINTENDENT REPORT	Tabled	
	Motion for Council to adopt the Parks and Recreation Superintendent Report as presented.	
	MOTION #25 - 127	CLR. CHAFE/CLR. ROGERS
		MOTION CARRIED UNANIMOUSLY
MUNICIPAL ENFORCEMENT		
OFFICER'S REPORT	N/A	
COUNCILLORS SUGGESTIONS/CONCERNS	Councillor Rogers reminded residents to adhere to speed limits, especially now that the weather is getting nice, and kids are active on their bikes and playing. Councillor Rogers emphasized to contact the RCMP if you notice anything suspicious as there have been reports of strangers trying to lure kids into vehicles and teach your children the importance of not to be lured by strangers. Councillor Chafe reminded of the ditching initiative that was implemented to clean the ditches throughout the town each spring and reiterated Councillor Rogers' words of caution with regards to child luring. Mayor Coombs congratulated Constable Dawson Johnson who just graduated from the RCMP Training Academy and thanked Danita Power, Conception Bay Museum, who has accepted another job position. Motioned to request a meeting with Mr. John Haggie and the MHA, Pam Parsons.	
	MOTION #25 - 128	CLR. ROGERS/CLR. CHAFE
		MOTION CARRIED UNANIMOUSLY
	Mayor Coombs explained it was a meeting to discuss privileged matters and Bill 54. Mayor Coombs requested for Deputy Mayor Skinner and Councillor Yetman to step away from council seats while the next motion was made.	

Minutes

Mayor Coombs called for a motion to adopt the Special Meeting of Council of April 11, 2025, being no errors or omissions.

Special Meeting
April 11, 2025

MOTION #25 - 129

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

Next regular meeting of Council is tentatively scheduled for 7:00 pm on Monday, May 5, 2025.

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:32 pm.

MOTION #25 – 130

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

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager