

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall & via Zoom,
July 15, 2025, at 7:00 pm.

Members Present	Mayor Deputy Mayor	Don Coombs Keith Skinner
Councillors		Gordon Stone Terry Barnes
Members Absent		Brendan Chafe Lee Rogers Peter Yetman
Staff Present	Town Clerk/Manager Economic Development Officer Admin. Assistant	Amy Dwyer Matthew McCarthy Sherrie Best
	Mayor Coombs called the meeting to order at 7:00 pm.	
Minutes	Mayor Coombs called for a motion to adopt the regular council meeting minutes of June 16, 2025, being no errors or omissions.	
Regular Meeting June 16, 2025	Motioned to adopt the regular council meeting minutes of June 16, 2025, as presented. MOTION #25 - 213 CLR. STONE/DM SKINNER MOTION CARRIED UNANIMOUSLY	
Minutes	Mayor Coombs called for a motion to adopt the special privileged meeting minutes of July 3, 2025, being no errors or omissions. MOTION #25 - 214 DM SKINNER/CLR. BARNES MOTION CARRIED UNANIMOUSLY	
	Mayor Combs announced regrets from Councillor Rogers who was working and Councillor Chafe and Councillor Yetman that could not attend the meeting due to illness.	
BUSINESS ARISING FROM MINUTES		
St. John Ambulance	Mayor Coombs advised that a meeting has been requested for the St. John Ambulance supervisor and Heather McCarthy to meet with Council to discuss what is needed to set up a location in Harbour Grace.	
Bristol’s Hope	Mayor Coombs advised that the Town Manager has made contact with the Bristol’s Hope representative and will pass the information on to Councillor Yetman.	
Queen’s Road	Mayor Coombs referred the update to the Housing/Zoning Committee.	
Cape Alliance	Mayor Coombs referred the update to the Finance Committee. Councillor Stone directed a question to the EDO and asked if the Town of Harbour Grace was a member of the Cape Alliance Chamber of Commerce. Mr. McCarthy explained that a membership fee is involved, and more information would be needed. Councillor Stone said a recommendation will follow-in the August Town Council meeting.	
Cole’s Lane	Mayor Coombs referred the update to the Housing/Zoning Committee.	
Shawn Strowbridge	Mayor Coombs referred the update to the Housing/Zoning Committee.	
NEW BUSINESS		
CORRESPONDENCE		
Joe Shanahan	Mayor Coombs tabled correspondence from Joe Shanahan regarding the extending of Shae’s Lane. Referred to Housing/ Zoning and advised that a meeting should be scheduled with Mr. Shanahan to further discuss his request and what his intentions are for future development.	
MAA	Mayor Coombs tabled correspondence from the Municipal Assessment Agency reminding of the deadline date for applications to the Clar Simmons Scholarship.	
MACE	Mayor Coombs tabled correspondence from the Department of Municipal Affairs and Community Engagement in reference to the Town of Harbour Grace’s expropriation request.	

CORRESPONDENCE cont'd

Dept. of Environment & Climate Change	Mayor Coombs tabled correspondence from the Department of Environment and Climate Change reminding municipalities to review government's water conservation resources.
104 -106 Water Street	Mayor Coombs tabled correspondence from Government Modernization and Service Delivery regarding stipulations for the proposed 4 residential units and building extension at 104-106 Water Street. Referred to Housing/Zoning.
Guardians of Recovery Corp.	Mayor Coombs tabled an information brochure from the Guardians of Recovery Corporation advising of a Safe and Sound Communities rally being held on September 11, 2025. Location to be announced.
Dept. Transportation & Infrastructure	Mayor Coombs tabled a memo from the Department of Transportation and Infrastructure advising of the Risk Management Framework to be used in future municipal projects.
69 Harvey Street	Mayor Coombs tabled a letter of complaint from Natalie Austin regarding rodents and the deplorable state of 69 Harvey Street. Referred to MEO and Housing/Zoning.
CWGC	Mayor Coombs tabled correspondence from the Commonwealth War Graves Commission regarding its national volunteer program in caring for war grave headstones. Referred to EDO.
OH&S	Mayor Coombs tabled correspondence from the Occupational Health and Safety.
MACE	Mayor Coombs tabled correspondence from Municipal Affairs and Community Engagement regarding the municipal inspection on April 15, 2025.
48 Mount Pleasant Rd.	Mayor Coombs tabled a letter from Casey Butt notifying Council of the termination of his business located at 48 Mount Pleasant Road. Referred to Finance.
ECCC	Mayor Coombs tabled correspondence from Environment and Climate Change Canada regarding the guide to reporting to the Federal Plastics Registry – Phase 2.
Dalhousie University	Mayor Coombs tabled correspondence from Dalhousie University seeking volunteers to take part in an online survey about cardiac rehabilitation in Atlantic Canada.
Terry Fox Run	Mayor Coombs tabled a donation request letter from the Terry Fox Run Committee for the Annual Terry Fox Run on Sunday September 14, 2025 on the St. Francis Field. Referred to Finance.
Harbour Grace Regatta	Mayor Coombs tabled a donation request letter from the Harbour Grace Regatta Committee for the placement of advertisement in the Regatta's program booklet. Referred to Finance.
HGVFB Chief	Mayor Coombs tabled a letter from the HGVFB Chief Dave Earle requesting for the installation of a security system in the HGVFB social building. Referred to Finance.
OWGE	Mayor Coombs tabled correspondence from the Office of Women and Gender Equality advising of the call for proposals issued for the 2025 Community Violence Prevention Grants. Referred to Economic and Development Officer.
Equal Voice	Mayor Coombs tabled correspondence from Equal Voice advising that applications are now open for the Newfoundland and Labrador Virtual Municipal Campaign School on July 15 and July 17.
Un. of New Brunswick	Mayor Coombs tabled correspondence from the University of New Brunswick seeking volunteers to take part in an online study of mental health services in rural communities.
MACE	Mayor Coombs tabled correspondence from the Department of Municipal Affairs and Community Engagement regarding the submission of Audit Findings Management Letter/Document with the Annual Financial Statements.
<u>Building Applications</u>	Mayor Coombs tabled the following building applications:
A) 173 Harvey Street.	Building application for deck 16' x 15' to replace existing concrete pad.
B) 27 Water Street	Building application for a 32' x 7' patio and step.
C) 394 Harvey Street	Building application for a 32' x 26' garage.
D) 87-93 Alberta Drive	Building application for a 51' x 41' x 86' wrap around deck.
E) 22A Stevenson Road	Building application for a 31' x 8' extension to house.
F) 2 Victoria Street	Building application for a 32' x 12' deck.
G) 51 Lady Lake Road.	Building application for a 36" x 26' garage.

CORRESPONDENCE cont'd

H) 248 Southside Road	Building application for a 16' x 12' front deck and steps.
I) Hard Path	Building application for a 16' x 16' shed. All referred to Housing/Zoning.
<u>Business Applications</u>	Mayor Coombs tabled the following business applications:
A) 71 Lady Lake Road	Business application for carpentry business primarily for home renovations.
B) 40 Woodville Crescent	Business application for roofing business.
C) 59 Harvey Street	Business application for small engine repair business. All referred to Housing/Zoning.
CETA Reporting 2023	Mayor Coombs tabled correspondence from the Public Procurement Agency requesting information as stipulated by Comprehensive Economic and Trade Agreement (CETA) to report annual procurement statistics for 2023.
CFTA Reporting 2023	Mayor Coombs tabled correspondence from the Public Procurement Agency requesting information as stipulated by Canadian Free Trade Agreement (CFTA) to report annual procurement statistics for 2023.
Coles Lane	Mayor Coombs tabled an update request from Anne Gosse for signage and pole light for Coles Lane. Referred to Public Works.
PMA	Mayor Coombs tabled a bulletin dated July 4, 2025, from Professional Municipal Administrators.
DTI	Mayor Coombs tabled correspondence from the Department of Transportation and Infrastructure regarding changes to Municipal Infrastructure Master Construction Specifications.
776 Harvey Street	Mayor Coombs tabled a letter from a resident at 776 Harvey inquiring about connection to town services. Referred to Public Works.
PAR ID 083890	Mayor Coombs tabled correspondence regarding access to land via neighbouring driveway. Referred to Housing/Zoning.
HGOI	Mayor Coombs tabled correspondence from Harbour Grace Ocean Industries requesting for the de-designation of Heritage property, Ridley Offices. Mayor Coombs advised that a meeting should be scheduled with the Tourism/Heritage Committee, an official from Tourism, Culture, Arts and Recreation, and Mr. Chris Wakeham, HGOI.

CAPITAL & PUBLIC WORKS COMMITTEE

Queen's Road	Deputy Mayor Skinner advised that the investigation being done by the Municipal Enforcement Officer into the directional flow of traffic on Queen's Lane is still ongoing. Motioned to defer the decision of the directional flow of traffic for Queen's Road until the Municipal Enforcement officer brings forth his recommendation to Council on the matter. MOTION #25 – 215 DM SKINNER/CLR. BARNES MOTION CARRIED UNANIMOUSLY
Cole's Lane	Deputy Mayor Skinner reported that the street sign for Cole's Lane has been installed and a request for the installation of a streetlight for that lane has been forwarded to NL Power. Deputy Mayor Skinner noted that the residents had valid points as to why a streetlight is needed in Cole's Lane. Motioned that the Town Clerk/Manager obtain the pole number and contact the NL Power to have a streetlight installed on the pole at Cole's Lane as it meets Town requirements that a streetlight must be on every second pole in the town. MOTION #25 – 216 DM SKINNER/CLR. STONE MOTION CARRIED UNANIMOUSLY
776 Harvey Street	Deputy Mayor Skinner advised that this area of town will not have town water and sewer soon. He explained that the resident's property is well below grade which will result in the installation of a lift station to pump the sewage into Harvey Street. Another option would be to install water and sewer up through Gully Path Road and Jordan's Lane.

CAPITAL & PUBLIC WORKS COMMITTEE cont'd

Motioned for the Town Clerk Manager to write a letter advising the resident that water and sewer installation to that area of Town is currently not on the Capital Works Project.

MOTION #25 – 217

DM SKINNER/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

Bannerman Lake Bridge Deputy Mayor Skinner advised that Council has not received correspondence from the Department of Transportation and Infrastructure on the start date of the repairs to the Bannerman Lake Bridge as it was approved in 2024 to begin construction in 2025. He added that the Town Manager will contact the department to verify the start date and have an update for the next council meeting.

Deputy Mayor Skinner noted that there are two other roads in the town that will be paved but the Capital and Public Works Committee has not heard back from the government about gas tax funding.

FINANCE COMMITTEE

2025 Municipal Election

Motioned to designate Mrs. Nancy Pike as the Alternate Returning Officer for the 2025 Municipal Election and in the event of Mrs. Pike being unavailable, that the Manager be given permission to appoint a replacement.

MOTION #25 - 218

CLR. STONE/DM SKINNER

MOTION CARRIED

Paint Shop

Motioned that Council accepts the price from the lowest tender, the Paint Shop, in the amount of \$1606.49 to provide roller shutters for the Town Office windows.

MOTION #25 - 219

CLR. STONE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

MACE

Councillor Stone reported that the Municipal Affairs and Community Engagement letter dated June 17, 2025, outlines eight steps required for Council to move forward with the expropriation motion of Council for the area around Kearney Park. This has been passed on to the Town's lawyer and the Town Manager will continue to monitor that file on behalf of Council.

48 Mt. Pleasant Road

Motioned that Council accepts the letter from DOMIN001, located at 48 Mount Pleasant Road, to discontinue the business as per the direction outlined in his letter dated June 27, 2025.

MOTION #25 - 220

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

Terry Fox Run

Motioned that Council donates \$240.00 to cover the cost of the Terry Fox Run t-shirts as per the letter of request from Ms. Maureen Robinson dated June 20, 2025, and as per the attached invoice dated 13/05/2025.

MOTION #25 - 221

CLR. STONE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

Hr. Grace Regatta

Motioned that Council places a full-page ad for \$115.00 in the Harbour Grace Regatta Booklet as requested by President Elizabeth Baker in her letter of June 7, 2025.

MOTION #25 - 222

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

HGVFB Chief

Motioned that Council defers the request for the installation of a security system at the HGVFB Station until the next Council meeting scheduled for August 18, 2025, as Council is gathering cost information that will decide what priorities can be afforded from Budget 2025.

MOTION #25 - 223

CLR. STONE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

Tammy Thompson

Motioned that Council hire Tammy Thompson, for the full-time/temporary position of payroll clerk/administrative assistant pending a code of conduct being provided to Council.

MOTION #25 - 224

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

FINANCE COMMITTEE cont'd

Municipal Inspection Motioned that Council defer reaction to the Municipal Inspection Report that was received until such time as council can meet with the representative from the Municipal Affairs and Community Engagement to discuss their recommendations.

MOTION #25 - 225**CLR. STONE/DM SKINNER****MOTION CARRIED UNANIMOUSLY****EXECUTIVE COMMITTEE OF COUNCIL**

No Report.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

173 Harvey Street Motioned to defer the building application submitted by Grant Ivey to construct a 16' x 15 deck to replace existing concrete pad at 173 Harvey Street.

MOTION #25 - 226**CLR. BARNES/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

27 Water Street Motioned to approve the building application submitted by Angela Doyle for a 32' x 7' deck, including steps, to replace existing deck at 27 Water Street subject to the following stipulation:

1. All Town Development Standards.

MOTION #25 - 227**CLR. BARNES/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

394 Harvey Street Motioned to approve the building application as submitted by Rhoda and Perry Clarke for a 32' x 26' garage at 394 Harvey Street subject to the following stipulations:

1. All Town Development Standards.
2. All necessary government permits and/or regulations.
3. Approval from the Department of Transportation and Infrastructure allowing access to the land from the street.

MOTION #25 - 228**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

87-93 Alberta Drive Motioned to approve the building application as submitted by Jamie Flight for a 51'L x 41'W x 86'L wrap around deck at 87-93 Alberta Drive subject to the following stipulations:

1. All Town Development Standards.

MOTION #25 - 229**CLR. BARNES/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

22A Stevenson Road Motioned to approve the building application submitted by Leonard Williams to build a 31' x 8' extension to existing house at 22A Stevenson Road subject to the following stipulations:

1. All Town Development Standards.
2. All necessary government permits and/or regulations.

MOTION #25 - 230**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

2 Victoria Street Motioned to approve the building as application submitted by Keith and Amy Verge to a 32' X 12' deck at 2 Victoria Street subject to the following stipulation:

1. All Town Development Standards.

MOTION #25 - 231**CLR. BARNES/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

51 Lady Lake Road Motioned to approve the building application submitted by Kenneth Billard to construct a 36' x 26 garage at 51 Lady Lake Road subject to the following stipulations:

1. All Town Development Standards

MOTION #25 - 232**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

248 Southside Road Motioned to approve the building application as submitted by Patrick and Michelle Dunn to build a 16' x 12' deck with steps at 248 Southside Road subject to the following stipulation:

1. All Town Development Standards.

MOTION #25 - 233**CLR. BARNES/CLR. STONE****MOTION CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE cont'd

126 Hard Path	Motioned to approve the building application as submitted by Bernie McDonald to build a 16' x16' shed at 126 Hard Path subject to the following stipulation: 1. All Town Development Standards. MOTION #25 – 234	CLR. BARNES/DM SKINNER MOTION CARRIED UNANIMOUSLY
71 Lady Lake Road	Motioned to defer the business application as submitted by Micheal Shane Carter to operate a home renovation business located at 71 Lady Lake Road until a discretionary notice has been placed in a local paper for two weeks at the owner's expense. MOTION #25 – 235	CLR. BARNES/DM SKINNER MOTION CARRIED UNANIMOUSLY
40 Woodville Crescent	Motioned to defer the business application as submitted by Andrew Babb to operate an office for a roofing business located at 40 Woodville Crescent until a discretionary notice has been placed in a local paper for two weeks at the owner's expense. MOTION #25 – 236	CLR. BARNES/CLR. STONE MOTION CARRIED UNANIMOUSLY
59 Harvey Street	Motioned to defer the business application as submitted by Robert Seymour to operate a small engine repair shop located at 59 Harvey Street until a discretionary notice has been placed in a local paper for two weeks at the owner's expense. MOTION #25 – 237	CLR. BARNES/DM SKINNER MOTION CARRIED UNANIMOUSLY

TOURISM/HERITAGE COMMITTEE

No Report

PARKS & RECREATION

No Report

BUSINESS/ECONOMIC DEVELOPMENT COMMITTEE

Councillor Stone advised that the committee and the EDO have been discussing the 10-year plan revisions and will be bringing the information discussed to the next town council meeting as a 10- or 15-minute presentation after which Council can vote on the proposed revisions.

Councillor Stone reported that the JCP grant at the Kearney Chalet is progressing well and the quality of work is to be admired. He added that once the expropriation of the area is completed, that area can be gradually developed into an essential attraction area for the Town. Councillor Stone announced the upcoming activities that is to take place in the coming weeks, such as the Pride celebrations and flag raising taking place on July 16, the Pirates to Pilots Festival from July 18 to July 27, and the Harbour Grace Regatta on July 26, 2025. He extended congratulations the Harbour Grace Museum for their 50th Anniversary celebrations that happened on July 12 and 13 and advised that the New Horizons 2023 Program is now completed on the Otterbury schoolhouse which has become a centre for actives for our seniors in the town.

Councillor Stone advised that the committee is presently reviewing the bid for the Harbour Walk Project and are seeking bids from certified contractors for the restoration of the roof on the A.L. Collis building.

DCHGCC COMMITTEE

Councillor Barnes reported that the ice will be put back on arena in the next week as there will be several hockey camps taking place in August and informed that the yellow painting needs freshening up on the parking lot, as well as the cutting of the grass surrounding the arena.

Councillor Barnes concluded his report by thanking Harbour Grace Ocean Industries for welding the aluminum boards that were broken at the arena rink.

FIRE DEPT. LIAISON

No Report.

CIVIC EVENTS LIAISON

Councillor Stone reported that the Canada Day celebrations was a huge success and was enjoyed by over 200 people that took in the many activities throughout the afternoon as well as the fireworks display the took place later in the evening. He reminded that the annual Come Fly with Us Kite Festival will take place at the Harbour Grace airstrip on July 20, 2025, with an abundance of activities for all to enjoy.

EARHART 50+ CLUB LIAISON

Councillor Stone advised that on Tuesday and Thursday open house will continue for the remainder of July, however there will be a summer break for August month, and the Happy Feet walks will continue to take place on Wednesdays.

COMMUNITY NEWS LIAISON No Report**JOINT COUNCIL LIAISON** Councillor Stone reported that the Trinity Conception RCMP and the Conception Bay North Joint Councils held a successful Town Hall Meeting at the Princess Nageira Theatre on July 9 regarding awareness of keeping our communities safe and public discussion.**BRISTOL'S HOPE LIAISON** No Report**HGBCIB LIAISON** Councillor Stone reported that the committee is working in collaboration with other committees involved with the Pirates to Pilots Festival and the opening event at the Old Courthouse is sold out. All the events happening throughout the week are posted on social media and the Town's website.**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 - 238

DM SKINNER/CLR. STONE/

MOTION CARRIED UNANIMOUSLY

EDO REPORT Tabled

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

MOTION #25 - 239

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

PUBLIC WORKS REPORT Tabled

Councillor Stone presented a question from a resident to Council regarding the reason why all streets are not swept. Deputy Mayor Skinner replied that the street sweeper hired is only equipped for streets with curb and gutter and the other streets must be done with a broom truck. He added that the broom truck sweeping will be referred to public works and will be put in the budget for 2026.

Motioned that Council to consider expanding the town's street sweeping for the non-curb and gutter side streets and it be noted in the minutes for consideration in the 2026 Budget.

MOTION #25 - 240

CLR. STONE/DM SKINNER

MOTION CARRIED UNANIMOUSLY

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

MOTION #25 - 241

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

DCHGCC REPORT Tabled

Motioned for Council to adopt the DCHGCC report as presented.

MOTION #25 - 242

DM SKINNER/CLR. STONE

MOTION CARRIED UNANIMOUSLY

PARKS AND RECREATION**SUPERINTENDENT REPORT** Tabled

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

MOTION #25 - 243

CLR. STONE/CLR. BARNES

MOTION CARRIED UNANIMOUSLY

MUNICIPAL ENFORCEMENT**OFFICER'S REPORT**

Tabled

69 Harvey Street

Motioned to accept the Municipal Enforcement Officer's recommendation regarding 69 Harvey Street as per his letter to Council dated July 2, 2025, which states that the Town Council of Harbour Grace is to issue one final order for cleanup with clear outline that failure to follow the order will result in legal action from the town. If cooperation for the order is not taken, the town's option would be to subpoena the individual to appear in court and take the proper legal action.

MOTION #25 - 244**CLR. STONE/CLR. BARNES****MOTION CARRIED UNANIMOUSLY**

Motioned for Council to adopt the Municipal Enforcement Officer's Report as presented.

MOTION #25 - 245**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY****COUNCILLORS SUGGESTIONS/CONCERNS**

Councillor Barnes thanked the HGVFB for being the dedicated group of volunteers that they are. He added that the Brigade is kept busy with training and calls, and the residents of the town thank the members for their hard work and dedication.

Councillor Stone wished speedy recoveries to two of the office staff employees who are off on sick leave, Mrs. Nancy Pike and Mrs. Dianne Rees. He asked residents to understand and be patient with the office staff if requests are not completed in a timely matter. He advised that the Council Office will be closed to the public on Fridays until further notice so office staff can catch up on the workload.

Councillor Stone extended thanks to the private businesses and church groups who have contributed to the Pirates to Pilots.

Mayor Coombs requested a report from the Housing and Zoning Committee regarding the building and business applications as there has been an increase in applications in the past several months. Mayor Coombs reminded residents to enjoy and stay safe as they take in the many activities taking place in the Town of Harbour Grace throughout the remainder of July.

Next regular meeting of Council is scheduled for 7:00 pm on Monday, August 18, 2025.

ADJOURNMENT

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

MOTION #25 – 246**CLR. BARNES/DM SKINNER****MOTION CARRIED UNANIMOUSLY**

Confirmed:

Don Coombs, Mayor
sb

Amy Dwyer, Town Clerk/Manager