

TOWN OF HARBOUR GRACE

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

November 3, 2025, at 7:00 pm.

Members Present	Mayor Deputy Mayor Councillors	Terry Barnes Gary Baker Christina Hearn Sharon Reynolds Keith Skinner Gord Stone
Regrets	Councillors	Lee Rogers
Staff Present	Acting Town Clerk/Manager Economic Development Officer	Nancy Pike Matthew McCarthy

Mayor Barnes called the meeting to order at 7:02pm.

Minutes: Motioned to adopt the regular council meeting minutes of October 15, 2025, as presented:

Regular Meeting
October 15, 2025

MOTION #25-356

**DEPUTY MAYOR BAKER/CLR. SKINNER
MOTION CARRIED UNANIMOUSLY**

Minutes: Motioned to adopt the regular council meeting minutes of October 17, 2025, as presented:

Regular Meeting
October 17, 2025

MOTION #25-357

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

PRESENTATION

Mr. Gordon Taylor	Mayor Barnes recognized Mr. Gordon Taylor for his contributions to the Town of Harbour Grace. Mr. Taylor was presented with the Mayor and Councillors' Award.
Mr. Shawn Baker	Mayor Barnes congratulated Mr. Shawn Baker for 30 years of service to the Town Harbour Grace as a member of the Harbour Grace Volunteer Fire Brigade. Mr. Baker was presented with a 30-year service medal.

BUSINESS ARISING FROM MINUTES

Deferred Business	Referred to Housing Committee.
Application from July 15, 2025	

CORRESPONDENCE

	Mayor Barnes tabled the following correspondence:
Applications for Building Permits	Nine applications for building permits. Referred to Housing Committee.
Request for Funding	Request for annual funding from the Conception Bay Museum and the Harbour Grace War Memorial Public Library. Both requests are included in the annual budget. Referred to Finance Committee.
Office of the Info & Privacy Commissioner	Information to municipalities on ATIPPA, 2015, and OIPC resources.
TownSuite	Notice of a rate increase from Town Suite. Referred To Finance Committee.
Donation Request	Donation request from a resident. Referred to Finance Committee.
Concerned Resident	Two emails from concerned residents about littering, drinking and driving, and illegal dumping. Referred to Public Works Committee.
Concerned Resident	Email with concern about the proposed walking trail along Bannerman River. Referred to Parks and Recreation Committee and EDO.
International Aviation Museum of Hungary	Request for Archival material from "Justice for Hungary" flight in 1931. Mayor Barnes noted that this has already been taken care of.
Resident	Request for meeting and follow up concerning services in Riverhead. Referred to Housing Committee.

Municipal Affairs and Engagement	2026 Municipal budget information. Referred to Finance Committee.
Dept. of Justice and Public Safety	Funding for Fire Departments recognizing their contributions during the wildfires. Referred to Finance.
Dept. of Transportation and Infrastructure	Information concerning approval to award over-budget tenders and a seasonal asphalt reminder.
Par Id 083896	Request to have supplementary invoice reversed. Referred to Finance Committee.
Eastern Regional Service Board	Local facility temporary closure. ERSB election information. Update on waste management services and collection fees for 2026.
MNL	Information about Municipalities Newfoundland and Labrador for elected members of Council.
MAA	Call for nominations for the Municipal Assessment Agency board of directors. Reminder of appointment of Assessment Review Commissioner. Message from Don Hearn ED/CEO of MAA congratulating newly elected members of council. Update on the Municipal Assessment Agency. 2026 Assessment fees, no increase to fees.
Senior Hockey Attendee	Email received from a senior hockey attendee over the use of air horn during games. Referred to Deputy Mayor Baker.
NEW BUSINESS	
Meeting Schedule 2025/2026	Mayor Barnes tabled the schedule for regular council meetings for 2025/2026.

COMMITTEE REPORTS

CAPITAL AND PUBLIC WORKS COMMITTEE

Councillor Skinner advised that the committee has items to discuss and will meet in the next few days.

FINANCE COMMITTEE

THG PAYABLES	Motioned to approve the cheque and EFT payments in the amount of \$37,720.88 for the Town of Harbour Grace for the time period, October 15 – 30, 2025 as outlined by staff in 5.2.1 in the agenda. MOTION #25-358	CLR. STONE/DEPUTY MAYOR BAKER MOTION CARRIED UNANIMOUSLY
DCHGCC PAYABLES	Motioned to approve the cheque and EFT payments in the amount of \$19,218.24 for the Danny Cleary Harbour Grace Community Centre for the time period, October 15 – 30, 2025 as outlined by staff in 5.2.2 in the agenda. MOTION #25-359	CLR. STONE/DEPUTY MAYOR BAKER MOTION CARRIED UNANIMOUSLY
TownSuite	Motioned to have Mrs. Pike renew our payment for TownSuite 2026 as per the email of October 26, 2025. MOTION #25-360	CLR. STONE/CLR. REYNOLDS MOTION CARRIED UNANIMOUSLY
Donation	Motioned to deny the Make-A-Wish Fundraiser donation request received on September 24, 2025, since the Town's donation policy only allows one donation to a group and the Town has already donated to this cause. MOTION #25-361	CLR. STONE/CLR. REYNOLDS MOTION CARRIED UNANIMOUSLY
Budget Training	Motioned that one member of the Finance Committee and the Acting Town Clerk/Manager attend the budget training in Holyrood on November 13, 2025. MOTION #25-362	CLR. STONE/CLR. SKINNER MOTION CARRIED UNANIMOUSLY
Clr. Stone gave an overview of the funds received from the provincial government for the Fire Department. Clr. Stone announced that the finance committee will meet at 3pm on the Thursday before the regular council meeting.		

Collis Bldg. Roof

Motioned that council accept the quote of \$6000.00 including tax from Gary Butt to repair half of the leaking roof at the A.L. Collis Building, and per motion #25-180 this is a 50/50 cost share with Heritage NL.

MOTION #25-363

CLR. REYNOLDS/CLR. STONE
MOTION CARRIED UNANIMOUSLY

HOUSING, ENVIRONMENT, AND SANITATION COMMITTEE

Hard Path

Motioned to approve the building application submitted to construct a residential dwelling located on Hard Path as per the application submitted and subject to following stipulations:

1. All town development standards
2. No dwelling to be constructed in the area of the land that is zoned as rural
3. Prior commencement of future development on the lot, a new application along with ownership documentation and all regulatory permits must be submitted to the town
4. The town must verify the house location prior to start of construction

MOTION #25-364

CLR. HEARN/DEPUTY MAYOR BAKER
MOTION CARRIED UNANIMOUSLY

12 Garland Street

Motioned to approve the building application to construct a 30'x36' residential dwelling located at 12 Garland Street as per the application submitted and subject to following stipulations:

1. All town development standards
2. No dwelling to be constructed in the area of the land that is zoned as rural
3. Connection to town services at owner's expense
4. The town must verify the house location prior to start of construction
5. Council will grant a property tax exemption for one year from the date of occupancy as per required occupancy permit or the date of the first assessment.

MOTION #25-365

CLR. HEARN/CLR. SKINNER
MOTION CARRIED UNANIMOUSLY

14 Garland Street

Motioned to approve the building application to construct a 30'x36' residential dwelling located at 14 Garland Street as per the application submitted and subject to following stipulations:

1. All town development standards
2. No dwelling to be constructed in the area of the land that is zoned as rural
3. Connection to town services at owner's expense
4. The town must verify the house location prior to start of construction
5. Council will grant a property tax exemption for one year from the date of occupancy as per required occupancy permit or the date of the first assessment.

MOTION #25-366

CLR. HEARN/DEPUTY MAYOR BAKER
MOTION CARRIED UNANIMOUSLY

16 Garland Street

Motioned to approve the building application submitted to construct a 30'x36' residential dwelling located at 16 Garland Street as per the application submitted and subject to following stipulations:

1. All town development standards
2. No dwelling to be constructed in the area of the land that is zoned as rural
3. Connection to town services at owner's expense
4. The town must verify the house location prior to start of construction
5. Council will grant a property tax exemption for one year from the date of occupancy as per required occupancy permit or the date of the first assessment.

MOTION #25-367

CLR. HEARN/CLR. SKINNER
MOTION CARRIED UNANIMOUSLY

28-32 Garland Street

Motioned to approve the building application submitted to construct a 16'x100' three unit residential dwelling located at 28-32 Garland Street by invoking Regulation 11 (general variance under town development regulations) as per the application submitted and subject to following stipulations:

1. All town development standards
2. No dwelling to be constructed in the area of the land that is zoned as rural
3. Connection to town services at owner's expense
4. The town must verify the house location prior to start of construction
5. Council will grant a property tax exemption for one year from the date of occupancy as per required occupancy permit or the date of the first assessment.

MOTION #25-368

CLR. HEARN/CLR. SKINNER

MOTION CARRIED UNANIMOUSLY

100-102 Gully Path

Motioned to approve the building application submitted to construct a 22'x14' garage located at 100-102 Gully Path as per the application submitted and subject to following stipulations:

1. All town development standards
2. All necessary government permits and/or regulations
3. The town must verify the house location prior to start of construction

MOTION #25-369

CLR. HEARN/DEPUTY MAYOR BAKER

MOTION CARRIED UNANIMOUSLY

410 Harvey Street

Motioned to approve the building application submitted to construct 62'x22' storage units located at 410 Harvey Street as per the application submitted and subject to following stipulations:

1. All town development standards
2. All necessary government permits and/or regulations
3. If this location is being used as rental spaces, then an application for a business permit is required and must be applied for.
4. The town to verify the building location prior to start of construction.

MOTION #25-370

CLR. HEARN/CLR. SKINNER

MOTION CARRIED UNANIMOUSLY

349 Harvey Street

Motioned to approve the building application submitted to construct an 8'x14' deck located at 349 Harvey Street as per the application submitted and subject to following stipulations:

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

MOTION #25-371

CLR. HEARN/DEPUTY MAYOR BAKER

MOTION CARRIED UNANIMOUSLY

9 Connors Valley Road

Motioned to approve the building application submitted to construct a residential dwelling located at 9 Connors Valley Road as per the application submitted and subject to following stipulations:

1. All town development standards
2. Prior commencement of future development on the lot, a new application along with ownership documentation and all regulatory permits must be submitted to the town
3. The town must verify the house location prior to start of construction

MOTION #25-372

CLR. HEARN/DEPUTY MAYOR BAKER

MOTION CARRIED UNANIMOUSLY

40 Woodville Crescent

Motion to approve the business application for Tri-Pen Roofing as the 2-week discretionary use notice has ended for this application and there was no correspondence received in favour of or against its operation in the area. 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 #25-373

CLR. HEARN/DEPUTY MAYOR BAKER

MOTION CARRIED UNANIMOUSLY

Clr. Hearn said that committee will hold its meetings on the last Wednesday prior the regular Monday council meeting and also noted that the deadline to submit applications for building permits would be 48 hours (Monday) prior to the committee meetings. Clr. Hearn advised that the MEO will be given the authority to approve certain building applications requests, the applications would be ratified at the next council meeting. Clr. Hearn also commented on the need to address the Town's bylaws and requested to have a meeting set up with a resident concerning property on Hard Path.

BUSINESS, ECONOMIC DEVELOPMENT, TOURISM, AND HERITAGE COMMITTEE

Clr. Reynolds gave a report on behalf of Clr. Rogers, noting increased activity around the former Terra Nova Shoes location, a meeting will be set up in the new year for the residents of Riverhead to address their concerns with the housing development, and a round table business meeting.

PARKS & RECREATION, DCHGCC, AND S.W. MOORES PARK COMMITTEE

Deputy Mayor Baker provided an overview of the committee and its members; he plans to meet with Mr. Regular to discuss issues, especially accessibility issues throughout the town's parks and public spaces. He also met with the DCHGCC Manager and noted that the facility is very well utilized this time of year. The Deputy Mayor commented on the email concerning the air horns at the arena noting that there were valid points and he plans to look into health and safety issues concerning its impact on hearing health and bring back a recommendation to council. Union negotiations are ongoing.

CIVIC EVENTS & BEAUTIFICATION COMMITTEES LIAISON

No report. Mayor Barnes offered regrets from Clr. Rogers who was unable to attend.

FIRE DEPARTMENT LIAISON

Deputy Mayor Baker met with Chief Earle and was given an overview of services provided, noting that there are currently 38 members, but they would like to increase the membership to 50. The Deputy Mayor also noted that the annual fire fighters' ball is happening this weekend.

JOINT COUNCILS LIAISON

Mayor Barnes advised that the next meeting is scheduled for November 27, 2025.

HARBOUR GRACE BOARD OF CULTURE, INNOVATION, AND BUSINESS LIAISON

Clr. Hearn gave a report highlighting a recruitment drive that added three new members and the success of recent yard sale at the Collis building.

EARHARTS 50+ COMMITTEE

Clr. Stone reported on committee events commenting on the weekly open house at the Otterbury Schoolhouse and the Happy Feet walks.

BRISTOLS HOPE LIAISON

No report

COMMUNITY NEWS

Clr. Stone spoke about possible change of the community bonfire due to impending weather.

Town Manager's Report

No report

EDO Report

Tabled

Motioned to adopt the Economic Development Officer's report as presented.

MOTION #25-374

CLR. HEARN/DEPUTY MAYOR BAKER

MOTION CARRIED UNANIMOUSLY

PW Superintendent Report

Tabled

Motioned to adopt the Public Works Supervisor's report as presented.

MOTION #25-375

CLR. SKINNER/CLR. HEARN

MOTION CARRIED UNANIMOUSLY

**DCHGCC Manager
Report**

Tabled

Motioned to adopt the Danny Cleary Harbour Grace Community Centre Manager's report as presented.

MOTION #25-376

DEPUTY MAYOR BAKER/CLR. STONE
MOTION CARRIED UNANIMOUSLY

MEO Report

Tabled

Motioned to adopt the Municipal Enforcement Officer's report as presented.

MOTION #25-377

CLR. SKINNER/DEPUTY MAYOR BAKER
MOTION CARRIED UNANIMOUSLY

Parks & Rec Report

Tabled

Motioned to adopt the Parks and Recreation Supervisor's report as presented.

MOTION #25-378

DEPUTY MAYOR BAKER/CLR. STONE
MOTION CARRIED UNANIMOUSLY

COUNCILLORS SUGGESTIONS AND CONCERNS**Amelia Earhart Statue**

Clr. Hearn asked for an update on Amelia and spoke about potential funding and a possible use for it.

Motioned for Clr. Hearn to form a committee to create a plan for the use of the potential funding at the Amelia Earhart Statue location.

MOTION #25-379

DEPUTY MAYOR BAKER/CLR. REYNOLDS
MOTION CARRIED UNANIMOUSLY

Emergency Plan

Clr. Hearn inquired if the town has an emergency plan and how to access it. Clr. Stone advised that there is a draft, it was initially denied but then resubmitted and noted that the provincial government was to send out a template. Deputy Mayor Baker to contact Chief Earle and Mr. Ash to inquire. Clr. Hearn also inquired about an emergency contact number for residents and how the town contacts residents in the event of an emergency.

Agenda # 3.17

Clr. Stone advised that Council has no role in property assessments and cannot overturn any assessment decisions.

Clr. Stone also noted areas around town that require maintenance, along with an aggressive dog. Concerns will be forwarded to appropriate departments for resolution. Our EDO will host the fall regional meeting of the Stewardship Association of Municipalities (SAM) in Harbour Grace.

Harbour Walk

Deputy Mayor Baker noted that the newsletter will have information about the Harbour Walk.

Next regular meeting of council is scheduled for November 17, 2025, at 5:00 pm.

ADJOURNMENT

Motioned to adjourn the regular meeting of Council at 8:16 pm.

MOTION #25 – 380

CLR. SKINNER/CLR. STONE
MOTION CARRIED UNANIMOUSLY

Confirmed:

Terry Barnes, Mayor

Nancy Pike, Acting Town Clerk/Manager

NP