

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall and via Zoom,
March 23, 2026, at 7:00 p.m.

Members Present	Mayor Deputy Mayor Councillors	Terry Barnes Gary Baker Christina Hearn (Via Zoom) Sharon Reynolds Lee Rogers Keith Skinner
Staff Present	Acting Town Clerk Economic Development Officer (EDO) Chief Administrative Officer (CAO)	Nancy Pike Matthew McCarthy Patrick Hearn
Regrets	Councillors	Gord Stone
Regular Meeting Minutes-February 16, 2026	Mayor Barnes called the meeting to order at 7:05 p.m. Motioned to adopt the regular council meeting minutes of February 16, 2026, as presented. MOTION #26-052 CLR. SKINNER/CLR. ROGERS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY	
Special Meeting Minutes-March 12, 2026	Motioned to adopt the regular council meeting minutes of March 12, 2026, as presented. MOTION #26-053 CLR. REYNOLDS/DEPUTY MAYOR BAKER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY	
NEW BUSINESS		
No new business.		
BUSINESS ARISING FROM MINUTES		
Approval to Borrow	Motioned to amend motion #26-048 regarding the request to the Department of Municipal and Community Affairs to borrow, adopted on March 12, 2026, by changing the requested amount to \$406,177.00 as per the notification of project approval for the Southside Water and Sewer Upgrades project #17-CHIF-26-0000. MOTION #26-054 DEPUTY MAYOR BAKER/CLR. ROGERS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY	
Signing Authority	Motioned that Patrick Hearn, CAO, shall have signing authority effective immediately. This authorization included signing cheques, approving online payments, agreements, and other official documents on behalf of the Town. MOTION #26-055 DEPUTY MAYOR BAKER/CLR. SKINNER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY	
Head of Public Body	Motioned to designate Patrick Hearn, CAO, as the Head of the Local Public Body (Harbour Grace) under the Access to Information and Protection of Privacy Act (ATTIPA), 2015. MOTION #26-056 DEPUTY MAYOR BAKER/CLR. REYNOLDS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY	
Town Clerk	Motioned to appoint Nancy Pike as the Town Clerk effective March 23, 2026.	

MOTION #26-057

DEPUTY MAYOR BAKER/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

ATIPPA Coordinator

Motioned to appoint Nancy Pike as the ATIPPA Coordinator for the Town of Harbour Grace under the Access to Information and Protection of Privacy Act (ATTIPA), 2015.

MOTION #26-058

DEPUTY MAYOR BAKER/CLR. ROGERS

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

VISA Account

Motioned to have Patrick Hearn, CAO, added to the Town's Visa account effective March 23, 2026. The Town Clerk, Nancy Pike, will remain authorized on the account to avoid any interruptions to the daily operations of the Town.

MOTION #26-059

DEPUTY MAYOR BAKER/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

Spirit of Harbour
Grace Municipal Park

Motioned that the Town of Harbour Grace apply to Crown Lands to acquire land near the *Spirit of Harbour Grace* Municipal Park and Otterbury Schoolhouse, as outlined in a survey provided by Edwards and Associates Ltd.

MOTION #26-060

DEPUTY MAYOR BAKER/CLR. REYNOLDS

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE

Mayor Barnes tabled the following correspondence:

Applications for
Building Permits

Eight applications for building permits: 52 Fishermans Road (shed), 410 Harvey Street (storage unit), 18 Victoria Street (accessibility ramp), Bannerman Lake Road (house), 180 Lady Lake Road (garage), 428-432 Water Street (garage), 107-111 Water Street East (shed), 2 Southside Road (house). One business application: 410 Harvey Street (Revised). Referred to Housing Committee.

Donation Request
CeeBees Minor
Hockey Association

Motioned to donate \$50.00 to the CeeBees Minor Hockey Association U18 Team in support of the upcoming provincial tournament April 6-8, 2026.

MOTION #26-061

CLR. REYNOLDS/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

Donation Request
CBN Figure Skating
Club

Motioned to donate \$50.00 to the CBN Figure Skating Club in support of their annual ice show on April 19, 2026.

MOTION #26-062

CLR. REYNOLDS/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

Glover Road

Request from resident to have Glover Road resurfaced. Referred to Public Works (PW) Committee.

Alec Moores Court

Request from Alec Moores Court property owner to discuss Council's cooperation relating to their business and properties. Referred to PW Committee.

Squires Court

Request from resident to have Squires Court paved. Referred to PW Committee

Kildare Road	Request from residents to have the lower section of Kildare Road paved. Referred to PW Committee.
Easter Seals Month	Request for the Mayor to sign a proclamation to raise awareness and encourage accessibility and inclusion. Motion to declare the month of March in 2026 to be observed throughout the Town of Harbour Grace as Easter Seals month. MOTION #26-063 CLR. SKINNER/CLR. REYNOLDS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
Municipal Governance Reform	Correspondence to Council concerning municipal governance reform for council awareness. Information only.
Men's Sheds NL	Information from Seniors NL concerning their partnership with Men's Sheds NL. Information only.
Tax Relief	Request for tax relief concerning 12 Bannerman Lake Road. Referred to Finance Committee.
Accessibility at the Danny Cleary Harbour Grace Community Centre (DCHGCC)	Request from DCHGCC user for accessible viewing space at ice surface level. Deputy Mayor Baker advised that this request was brought to the previous council prior to the election and that steps are being taken to determine the possibility of a ramp at the DCHGCC.
2026/27 Grant Programs	Circular from the Department of Municipal and Community Affairs outlining available grant programs for 2026/27.
Public Access Recognition	Request from resident for the Town to recognize an access off Bannerman Lake Road as part of St. Mark's Lane. Referred to PW Committee.
Mobile Café	Request for Harbour Grace to become a founding sponsor for a proposed Mobile Café. Deferred for review.
Swim for Hope	Request for donation. Motioned to donate \$50.00 to the Annual Swim for Hope held on March 6, 2026, to raise funds for cancer patients and their families. MOTION #26-064 CLR. REYNOLDS/DEPUTY MAYOR BAKER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
Community Information Session	Opportunity to host information sessions on intimate partner violence and by-stander awareness from Violence Prevention Avalon East.
Community Wildfire Preventions and Mitigation Program	Circular to municipalities with community wildfire resiliency application guidelines. Referred to CAO to meet with Fire Chief.
Earhart Statue Restoration	Correspondence from the Office of Women and Gender Equality announcing a grant of \$10,099.00 to offset the out-of-pocket restoration expenses incurred by the town.

COMMITTEE REPORTS**CAPITAL AND PUBLIC WORKS COMMITTEE**

Clr. Skinner announced that the Town would allow staff of Family Focus Health Centre to use the tennis court parking for winter months to help alleviate the winter parking shortage. He also noted that no new information has been received from Imperial Oil, no update on Bannerman Bridge, and phase 1 of Southside water and sewer upgrading will begin late spring.
Deputy Mayor Baker left chambers at 7:27 p.m.

Clr. Skinner spoke about a request from the Fire Chief requesting that a hydrant that used to be at the end of the pavement on Bannerman Lake Road be replaced and advised that PW will investigate.

Deputy Mayor Baker returned to chambers at 7:28 p.m.

FINANCE COMMITTEE

THG Payables

Motioned to approve the cheque and EFT payments in the amount of \$145,925.21 for the Town of Harbour Grace as per the report submitted by staff for period ending March 23, 2026.

MOTION #26-065

CLR. REYNOLDS/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

DCHGCC Payables

Motioned to approve the cheque and EFT payments in the amount of \$29,657.44 for the Danny Cleary Harbour Grace Community Centre (DCHGCC) as per the report submitted by staff for period ending March 19, 2026.

MOTION #26-066

CLR. REYNOLDS/ DEPUTY MAYOR

BAKERSTONWE

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

HOUSING, ENVIRONMENT, AND SANITATION COMMITTEE

451 Southside Road

Motioned to amend motion #25-326 adopted on September 15, 2025, for a building development on 451 Southside Road to change the size of the structure to 50' x 50'. The applicant originally had a 40' x 50' building approved but after consultation with the former Town Manager Amy Dwyer and the Municipal Enforcement Officer (MEO), a request was made to enlarge the size to 50' x 50' and keep all other components of the permit the same.

MOTION #26-067

CLR. HEARN/DEPUTY MAYOR BAKER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

410 Harvey Street

Motioned to approve the building permit application to construct a storage unit (building #2) located at 410 Harvey Street as per the following stipulations:

1. All town development standards
2. All necessary government permits and/or regulations
3. It is noted that this building was already constructed before approval was granted by the Town of Harbour Grace therefore if any issues arise due to current building location the liability falls to the owner

A meeting was held with the owners to outline the expectations from the Town for all future development.

MOTION #26-068

CLR. HEARN/CLR. SKINNER

In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner

Opposed:

MOTION CARRIED UNANIMOUSLY

137 Thicket Road

Motioned to approve the building permit application to construct a 49' x 46' residential dwelling located at 137 Thicket Road as per the following stipulations:

1. All town development standards
2. All necessary government permits and/or regulations
3. Driveway access permission from Department of Transportation
4. Well and Septic approval from Service NL

137 Thicket Road	5. The town to verify the house location prior to start of construction MOTION #26-069 CLR. HEARN/CLR. ROGERS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
24-26 Water Street	Motioned to approve the building permit application to construct a 20' x 40' garage located at 24-26 Water Street as per the following stipulations: 1. All town development standards 2. All necessary government permits and/or regulations 3. The town to verify the garage location prior to start of construction MOTION #26-070 CLR. HEARN/CLR. SKINNER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
52 Fishermans Road	Motioned to approve the building permit application to construct a 16' x 20' shed located at 52 Fishermans Road as per the following stipulations: 1. All town development standards 2. All necessary government permits and/or regulations 3. The town to verify the shed location prior to start of construction MOTION #26-071 CLR. HEARN/CLR. REYNOLDS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
18 Victoria Street	Motioned to approve the building permit application to construct a 10' wheelchair accessible ramp to the front entrance of the building located at 18 Victoria Street as per the following stipulations: 1. All town development standards 2. All necessary government permits and/or regulations 3. The town to verify the ramp location prior to start of construction MOTION #26-072 CLR. HEARN/DEPUTY MAYOR BAKER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
Bannerman Lake Road	The building permit application for Bannerman Lake Road is deferred pending additional information. The MEO has been in contact with the applicant.
180 Lady Lake Road	Motioned to approve the building permit application to construct a 12' x 10' garage located at 180 Lady Lake Road as per the following stipulations: 1. All town development standards 2. All necessary government permits and/or regulations 3. The town to verify the garage location prior to start of construction MOTION #26-073 CLR. HEARN/CLR. SKINNER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
107-111 Water Street East	The application to construct an 18' x 12' shed has been deferred. The application could not be fully assessed because it was received less than a week prior to the council meeting.

- 2 Southside Road The application to construct a 42' x 30' house has been deferred. The application could not be fully assessed because it was received less than a week prior to the council meeting.
- 428-432 Water Street The application to construct a 28' x 24' garage has been deferred. The application could not be fully assessed because it was received less than a week prior to the council meeting.

BUSINESS, ECONOMIC DEVELOPMENT, TOURISM, AND HERITAGE COMMITTEE

- Immigration **Motioned to accept the proposal from Waterwerks Communications to develop an immigration marketing project for the municipality in the value of \$12,000.00 plus HST. Funding for this project has been provided by the Department of Immigration, Population Growth and Skills, with no cost to the municipality.**
- Marketing Project **MOTION #26-074 CLR. ROGERS/CLR. SKINNER**
In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner
Opposed:

MOTION CARRIED UNANIMOUSLY**PARKS & RECREATION, DCHGCC, AND S.W. MOORES PARK COMMITTEE**

Deputy Mayor Baker noted that the compressor for the DCHGCC has been received, the union contract for employees has been ratified. Deputy Mayor Baker also commented on the Town's greenhouse that was destroyed in a windstorm and requested the CAO to determine if anything is salvageable.

CIVIC EVENTS & BEAUTIFICATION COMMITTEES LIAISON

Clr. Rogers spoke about upcoming events, reiterating that the committee is actively seeking new members. He informed Council that the Beautification Committee needs a storage space for seasonal decorations and noted that electrical repairs are necessary and may become a hazard. EDO to look for funding opportunities.

FIRE DEPARTMENT LIAISON

Deputy Mayor Baker informed Council that the tender for the brush truck has been sent out and spoke about the Town's emergency plan. Council discussed the process and set a plan for the Deputy Mayor and CAO to further discuss.

- Resident Notification **Motioned to purchase the Voyent Alert system at a cost of \$3,300.00 plus HST for the Services setup and yearly subscription.**
- MOTION #26-074 DEPUTY MAYOR BAKER/CLR. SKINNER**
In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner
Opposed:

MOTION CARRIED UNANIMOUSLY**JOINT COUNCILS LIAISON**

Deputy Mayor Baker briefed Council with information from the latest meeting, including a presentation by the CBN Transportation group about expanding their service. He also noted a recommendation to provincial and federal justice departments from the RCMP concerning bail and repeat offenders.

HARBOUR GRACE CULTURE, INNOVATION, AND BUSINESS LIAISON

Clr. Hearn noted that the committee is still recruiting new members and thanked a recent new member sitting in the gallery. She commented on upcoming training and development with Kathy Atkin concerning strategic planning.

EARHARTS 50+ COMMITTEE

No Report

BRISTOLS HOPE LIAISON

No report.

COMMUNITY NEWS

No report.

REPORTS

CAO Report	Tabled.
CAO Report	Motioned to adopt the CAO's report as presented. MOTION #25-075 CLR. SKINNER/DEPUTY MAYOR BAKER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
EDO Report	No report.
PW Superintendent Report	Tabled. Motioned to adopt the Public Works Superintendent's report as presented. MOTION #25-076 DEPUTY MAYOR BAKER/CLR. HEARN In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
MEO Report	Tabled. Motioned to adopt the MEO's report as presented. MOTION #25-077 CLR. SKINNER/CLR. REYNOLDS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
DCHGCC Manager Report	Tabled. Motioned to adopt the DCHGCC Manager's report as presented. MOTION #25-078 DEPUTY MAYOR BAKER/CLR. ROGERS In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner Opposed: MOTION CARRIED UNANIMOUSLY
Parks & Rec. Report	No report.

COUNCILLORS SUGGESTIONS AND CONCERNS

Earhart Unveiling	Clr. Hearn spoke about the upcoming celebration for the return of the Amelia Earhart statue, advising that Council will be updated this week and then details will be released to the public. She also spoke about the Sparks and Embers groups who visited council chambers to learn about municipal governance.
Sparks/Embers Visit	
Camper	Clr. Rogers requested to have the MEO check into a camper parked in a wooded area with a leashed dog. Referred to MEO.
By-Laws	Deputy Mayor Baker advised that he would like the revamping of the town's by-laws to begin, especially concerning animals.

Next regular meeting of council is scheduled for April 13, 2026, at 7:00 p.m.

ADJOURNMENT	Motioned to adjourn the regular meeting of Council at 8:01 p.m. MOTION #26-079 CLR. ROGERS/CLR. SKINNER In favour: Mayor Barnes, Deputy Mayor Baker, Clr. Hearn, Clr. Reynolds, Clr. Rogers, and Clr. Skinner. Opposed: MOTION CARRIED UNANIMOUSLY
Confirmed:	

 Terry Barnes, Mayor

 Nancy Pike, Town Clerk

NP