

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall,
August 14, 2018 at 7:03 P.M.

Members Present

Mayor	Don Coombs
Deputy Mayor	Sonia Williams
Councillors:	Lyda Byrne
	Kathy Tetford
	Paul Fitzgerald
	Shawn Vaters
	Kevin Williams

Staff Present

CAO/Town Clerk	Michael Saccary
Admin Assistant-A/R Clerk	Nancy Pike

Staff Absent

Public Works Superintendent	Pat Hearn
-----------------------------	-----------

Minutes:

Regular Meeting

July 3, 2018

Regular meeting minutes of July 3, 2018 were adopted as presented;

MOTION #18-179

CLR. BYRNE/CLR. VATERS

CARRIED UNANIMOUSLY

REQUEST TO ADDRESS COUNCIL

Mr. Jerome McCarthy

Mr. McCarthy thanked Council for the opportunity to present his concerns about the condition of Line Road. Mr. McCarthy advised that a letter had been sent to the previous council outlining the concerns from residents of Line Road. Mr. McCarthy advised that former Councillor Pat Haire tried to table a list of roads to be paved at two meetings but was stopped due to concerns from other Councillors. When the list was tabled, a motion was made and passed unanimously subject to finance and gas tax funding. Mr. McCarthy wondered why no action has been taken on this motion of Council and noted that current Council has made a new motion for paving that does not include Line Road. Mr. McCarthy detailed the condition of Line Road throughout different times of year and provided Council with pictures. Mr. McCarthy advised that although Line Road has only six houses, the volume of traffic is higher due to vehicles using the road to access the Community Centre and Jamie's Way.

Mayor Coombs thanked Mr. McCarthy and advised that Concord Paving compiled a list of roads that required paving and/or patching totaling over \$500,000.00. The list was discussed in Council and Line Road did not make the list. Mayor Coombs advised that he does not want to mislead and say that the road will be done but requested that Clr. Fitzgerald determine if there are any excess funds which may allow for additional work to be done.

BUSINESS ARISING FROM MINUTES

Eastern Waste Management

Mayor Coombs advised that a meeting was held with Mr. Ken Kelly, Mr. Glen Clarke and Mr. Ed Grant. The Town expressed its concerns with disposal happening in a timely manner. Garbage needs to be removed during the summer months and cannot wait until September. A request was also made to have extended hours and it was noted that the location is the second

BUSINESS ARISING FROM MINUTES

- Eastern Waste Management busiest facility in the province. Clr. Tetford remarked that Council will be faced with the same issues in 6 months to one year.
- Update on Cabin Development Mayor Coombs inquired if there has been any update, the CAO advised that he has not received anything from Crown Lands.
- Spillway Approval Mayor Coombs advised that the Spillway approval letter is in the agenda packages for Council's review.
- Courthouse Update Mayor Coombs requested an update on the Courthouse. The CAO advised that he has not yet been able to contact them.
- Update on New Business Mayor Coombs advised that a company is proposing to operate a marijuana growing facility in the former Terra Nova Shoes building and are seeking the communities support in order to secure federal approval. The venture will create more than 50 jobs for the area. Public meetings will be held to provide more information.
- Government Announcement Mayor Coombs advised that at a Provincial funding announcement in Harbour Main, 1.4 million was announced for Kitchen's Hill and 1.1 million for Noad Street. The process is moving ahead with the engineer and after this process it will take up to 6 weeks for the government to go to tender. Mayor Coombs doesn't think that work will begin this year due to the limited construction season. Council feels that the project should be pushed as an emergency. CAO to make a request.
- Equipment for MEO Deputy Mayor Williams inquired if the laptop and camera equipment had been purchased for use of the MEO. The CAO advised that it has not, he is waiting on the MEO to provide additional information.
- Letter to Minister Deputy Mayor Williams inquired if the letter had been sent to the Minister of Transportation concerning Cathedral Street, Incinerator Road and Jamie's Way. The CAO advised that it has not due to the amendment to the motion.
- Dilapidated Buildings The CAO has been talking to the Minister concerning dilapidated buildings, a letter is to follow.

CORRESPONDENCE

- Epilepsy NL Mayor Coombs tabled correspondence from Epilepsy Newfoundland and Labrador. Deferred to Finance.
- Mr. Walter Walsh Mayor Coombs tabled correspondence from Mr. Walter Walsh informing Council that effective June 29, 2018, he has resigned from the SW Moores Memorial Park Committee. Mayor Coombs advised that Maureen Robinson has been given a certificate from the Town for Mr. Walsh. The Park committee will present the certificate to Mr. Walsh.
- Community Clean-up Mayor Coombs tabled correspondence from Ms. Joy French-Coleman outlining some areas of concern in Town that require a clean up and/or maintenance. Public Works Superintendent to assess.

CORRESPONDENCE

Dept. of Trans. & Works	Mayor Coombs tabled correspondence from Deputy Minister Joe Dunford in response to the Town's request to leave on the radar sign in the school zone near St. Francis School. Mr. Dunford advised that due to the recommended national guidelines followed by the Department of Transportation and Works, they are unable to accommodate the Town's request.
MAA Update	Mayor Coombs tabled correspondence from Betty Moore of the Municipal Assessment Agency providing an update on the Municipal Assessment Agency from meetings held on July 26 th , 2018.
MAA-2019 Assessment Info.	Mayor Coombs tabled correspondence from the Municipal Assessment Agency concerning the upcoming 2019 Assessment. Clr. Tetford recommended that residents take a close look at their assessments due to the projected increase.
Dept. of Municipal Affairs	Mayor Coombs tabled correspondence from Department of Municipal Affairs concerning scope adjustment 17-CWWF-17-00143-Dam Upgrades.
RCL Branch 15-Garden Party	Mayor Coombs tabled a notice from the Royal Canadian Legion Branch 15 advertising the 1 st Annual Community Garden Party on August 11 th , 2018. Mayor Coombs thanked members of Council who were able to attend.
MNL – AGM	Mayor Coombs tabled correspondence from Municipalities Newfoundland and Labrador announcing October 4-6, 2018 as the date for the AGM. Mayor Coombs requested that the Finance Committee look into how many Councillor that the Town can send.
MNL – Call for Nominations	Mayor Coombs tabled correspondence from Municipalities Newfoundland and Labrador announcing a Call for Nominations for the Board of Directors.
Dept. of Municipal Affairs	Mayor Coombs tabled correspondence from the Department of Municipal Affairs and Environment with the 2018 Fall Municipal Training Circular. Motedioned to write the Department of Municipal Affairs and inquire if the Town of Harbour Grace can be added as a location for Municipal Training. MOTION #18-180 CLR. TETFORD/CLR. VATERS CARRIED UNANIMOUSLY
Dept. of Municipal Affairs	Mayor Coombs tabled correspondence from the Department of Municipal Affairs and Environment announcing an extension to all projects under the CWWF and PTIF programs.
Candlelighters Assoc. of NL	Mayor Coombs tabled correspondence from the Candlelighters Association of Newfoundland and Labrador inviting the Town of Harbour Grace to recognize September as Childhood Cancer Awareness Month.
PMA – Fall Training Forum	Mayor Coombs tabled correspondence from Professional Municipal Administrators announcing the Annual Fall Training Forum.
Eastern Health	Mayor Coombs tabled correspondence from Eastern Health offering a Chronic Disease Self-Management Program at the SPLASH Centre September 18 – October 23, 2018.

CORRESPONDENCE

- Pirate's Path Trail Mayor Coombs tabled correspondence from Mr. Hayward Blake inquiring if the Council has any plans to continue with the work that was started on the Pirate's Path Trail.
- Mayor Coombs advised that the EDO has used \$30,000.00 of the \$187,000.00 and must go back to ACOA for approval to spend more. Deputy Mayor Williams advised that some signs have been ordered and will be placed with more to be ordered. The gazebos are out on tender but are missing the size. CAO to call the Town of Spaniard's Bay to inquire about the size/specs of their gazebo. Deputy Mayor Williams expressed her displeasure with the length of time it took for this letter to be given to Council. The letter was received in June.
- Visibility on Native Road Mayor Coombs tabled correspondence from Ms. Gail Lynn Rogers expressing concern with the visibility on Native Road due to the trees and shrubs. Mayor Coombs requested to have Mr. Regular or Mr. Hearn look at the area and determine if this is a safety issue.
- Sexual Violence Awareness Mayor Coombs tabled correspondence from the Newfoundland and Labrador Sexual Assault Crisis and Prevention Centre inviting the Town of Harbour Grace to proclaim September 17th – 21st, 2018 as Sexual Violence Awareness Week. Mayor Coombs advised that the proclamation will be signed at the next meeting.
- Farm Animals Mayor Coombs tabled correspondence from Mr. Lawson Dove regarding a barn that is housing animals without a permit in close proximity to his home. Mayor Coombs requested to have housing and zoning review the correspondence and stated that the Town may need to have every property viewed to see who has permits. Clr. Tetford advised that only three residents requested permits out of all the letters that were issued.

NEW BUSINESS

COMMITTEE REPORTS

CAPITAL & PUBLIC WORKS COMMITTEE

- One Way Street Clr. Fitzgerald tabled correspondence from a resident requesting to have Parson's Lane in Bear's Cove designated as one-way. Public Works to review and get feedback from residents.
- Illegal Dumping Clr. Byrne informed Council that she has received complaints from residents about illegal dumping on property near the old drive-in movie theatre in the Thicket. Clr. Byrne requested to have this checked out.

FINANCE COMMITTEE

- Par Id 083-864001 Request for tax relief for Par Id 083-864001. Deferred to privileged meeting.

- Epilepsy NL Motioned to donate \$50.00 to Epilepsy Newfoundland and Labrador.

**MOTION #18-181 CLR. TETFORD/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

FINANCE COMMITTEE

2017 Financial Statement Clr. Tetford informed Council that the 2017 financial statement should be ready next week and then a meeting will be set with Mr. Smith to review.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

144 Water Street-Bldg App Motioned to defer the application for building permit as submitted by Leonard Phair & Barb Peddle to construct a garage located at 144 Water Street pending placement of pegs and site inspection.

**MOTION #18-182 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

13 Bennett's Lane-Bldg App Motioned to approve the application for building permit as submitted by Glen Walsh to construct a 6' x 5' extension on existing house located at 13 Bennett's lane subject to:

1. All Town Development Standards.

**MOTION #18-183 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

114 Kildare Road-Bldg. App Motioned to approve the application for building permit as submitted by Shelly Bastarache to construct a 10' x 10' greenhouse located at 114 Kildare Road subject to:

1. All Town Development Standards

**MOTION #18-184 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

9 Legion Road – Bldg App Motioned to approve the application for building permit as submitted by Todd Parsons to construct a 12' x 8' greenhouse located at 9 Legion Road subject to:

1. All Town Development Standards

**MOTION #18-185 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

186 Harvey Street – Bldg App Motioned to approve the application for building permit as submitted by David Penney to construct an 8' x 8' baby barn located at 186 Harvey Street subject to:

1. All Town Development Standards
2. No animals to be housed in barn

**MOTION #18-186 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

7 Stretton's Hill – Bldg App Motioned to approve the application for building permit as submitted by Joe & Joan Gregory to construct a 16' x 6' deck located at 7 Stretton's Hill subject to:

1. All Town Development Standards

**MOTION #18-187 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

10 Tarrant’s Hill – Bldg App Motioned to approve the application for building permit as submitted by Donald Barrett to construct a 30’ x 28’ garage located at 10 Tarrant’s Hill subject to:

- 1. All Town Development Standards

**MOTION #18-188 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

42 Water Street – Bldg App Motioned to approve the application for building permit as submitted by Katie Goff to construct a 16’ x 20’ shed located at 42 Water Street subject to:

- 1. All Town Development Standards

**MOTION #18-189 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

42 Water Street – Bus App Motioned to approve the home-based business application as submitted by Katie Goff to open a Hostel Inn located at 42 Water Street subject to:

- 1. All Town Development Standards
- 2. Applicant obtaining all necessary Government permits

**MOTION #18-190 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

149 Gully Path – Bldg App Motioned to defer the application for building permit as submitted by Dermott Sullivan to place a steel container on the property located at 149 Gully Path Road until more information can be obtained.

**MOTION #18-191 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

ECONOMIC DEVELOPMENT/TOURISM/HERITAGE COMMITTEE

Jamie’s Way Development Motioned to accept the quote from Harris and Associates for the amount of \$9500.00 plus HST to complete the following items in relation to the traffic study for Jamie’s way as required by the Department of Transportation and Works.

- 1. Site plan
- 2. How will drainage be handled? Will it eventual flow into the Department’s system/ditches? Can existing system handle it?
- 3. Drainage calculations.
- 4. Grade of the road(s) for the proposed development.

**MOTION #18-192 CLR. WILLIAMS/CLR. FITZGERALD
CARRIED UNANIMOUSLY**

Motioned to accept the quote from Harbourside Engineering for the amount of \$15,000.00 plus HST to complete the following items in relation to the traffic study for Jamie’s way as required by the Department of Transportation and Works.

- 1. Traffic Study indicating trip generation counts and determination if holding lanes required. Traffic study should also determine if current layout and configuration of R75/Jamie’s Way and Jamie’s Way/Cee Bee Drive intersection are adequate.
- 2. Are current holding lanes adequate to support future development?
- 3. Location of accesses.

ECONOMIC DEVELOPMENT/TOURISM/HERITAGE COMMITTEE

Jamie’s Way Development 4. Distance between accesses; distance of access(es) from taper lanes/interchange.

5. Intersection design (s)

**MOTION #18-193 CLR. WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

Crown Land

Motioned to write the Minister of Municipal Affairs and Environment to inquire about the cost and procedure of acquiring Crown Land near Jamie’s Way.

**MOTION #18-194 CLR. WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

A discussion took place concerning the cost of acquiring Crown Land and concerns of where approximately \$300,000.00(assessed value) to purchase the land would come from. It was requested to have a letter sent to the Minister inquiring if he could help with the land and it was also noted that Municipal Affairs might already have a plan.

HUMAN RESOURCES/PARKS & RECREATION COMMITTEE

Harassment Policy

Motioned for Council to review the harassment policy as presented by Clr. Byrne and discuss at the next meeting.

**MOTION #18-195 CLR. BYRNE/CLR. VATERS
CARRIED UNANIMOUSLY**

Summer Students

Motioned to host a BBQ for the Town’s Summer students.

**MOTION #18-196 CLR. VATERS/ CLR. BYRNE
CARRIED UNANIMOUSLY**

FIRE DEPT. LIAISON

Deputy Mayor Williams advised Council that training is ongoing. The Brigade helped with the first Annual Community Garden party hosted by the Royal Canadian Legion and it was a success. The brigade raised \$400 for the Salvation Army Emergency Response Team. Repairs are ongoing with the paging system. The ATV needs to be checked out, it requires some minor maintenance.

COMMUNITY CENTRE LIAISON No report

CIVIC EVENTS LIAISON No report

JOINT COUNCIL LIAISON No report

CAO/TOWN CLERK REPORT Tabled

The change from Scotiabank to CIBC is in process and that there are documents to be signed by Council.

ECONOMIC DEVELOPMENT OFFICER REPORT Tabled

PUBLIC WORKS SUPERINTENDENT REPORT Tabled

COMMUNITY CENTRE MANAGER’S REPORT Tabled

COUNCILLOR'S SUGGESTIONS/CONCERNS

- Paving
Clr. Byrne questioned why the Compass stated that the Town of Harbour Grace would be joining with Carbonear for purpose of paving tenders, when at a recent meeting between Public Works, the CAO and Harris & Associates it was decided that the Town would not be joining with any other Municipality. Clr. Byrne expressed concern that too often decisions are being made without Councillors being notified. The CAO advised that Harris & Associates recommended joining with Carbonear to get a better price.
- Garden Party
Deputy Mayor Williams commended everyone involved with the Garden Party and noted that there is opportunity for this event to grow. It was enjoyed by everyone.
- Yoga
Deputy Mayor Williams advised that Yoga is held on Tuesdays at the SW Moores Memorial Park. A Rock painting session called Kindness Rocks was well attended.
- Correspondence
Deputy Mayor Williams commented that some correspondence is only coming forward at meetings and is taking too long to come forward.
- DCHGCC Sign Contract
Deputy Mayor Williams inquired about the contract for the signage for the Danny Cleary Harbour Grace Community Centre. The CAO advised that Mr. Cleary has paid the first remuneration to the Town of Harbour Grace. The CAO also advised that the contract must be scrutinized by the Town's Lawyer.
- Regatta
Clr. Tetford thanked the Town for its involvement with the 156th Annual Regatta, it was very successful. Next year the committee hopes to expand the wharf.
- Fall Fair
Clr. Tetford advised Council that the Annual Fall Fair is set for September 15. A committee has been struck for the Miss Newfoundland and Labrador Pageant, the pageant will be held at the end of October or early November.
- Noad St./Kitchen's Hill
Clr. Tetford requested to have a letter sent to Municipal Affairs lobbying for the Town of Harbour Grace to speed up the process to have work completed for Noad Street and Kitchen's Hill.
- Regatta
Clr. Williams commented on an altercation during a race at the Regatta and wondered what liability the Town has for damages and or/injuries. Clr. Williams noted that if a collision happens many people could be hurt.
Clr. Tetford confirmed that there was a collision between two boats on Regatta Day. The committee takes every precaution for safety, safety vests are worn, two boats are on the pond, all rowers sign waivers and the Town has \$5,000,000.00 in liability insurance.
- Donation
Motioned to accept the donation from Florence Parsons of an organ owned by Myra Babb to be placed at the Otterbury School House.
MOTION #18-197 DEPUTY MAYOR WILLIAMS/ CLR. TETFORD CARRIED UNANIMOUSLY
The Town will have to pick up the organ and have it delivered to the schoolhouse.

Adjournment

Motioned to adjourn regular meeting of Council at 8:18 P.M.

**MOTION #18-198 CLR. VATERS/CLR. TETFORD
CARRIED UNANIMOUSLY**

Next regular meeting of Council is Monday September 10th, 2018 at 7:00PM.

Confirmed:

Don Coombs, Mayor

Mike Saccary, CAO/Town Clerk

DATE:

Np

Regular meeting of Council reopened on August 14, 2018 at 9:00pm.

Municipal Enforcement Officer Motioned to approve a 30 day leave of absence as requested by the Town’s Municipal Enforcement Officer with such leave of absence commencing on July 18, 2018.

**MOTION #18-199 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Motioned to have the new Dodge Pick-Up truck recently acquired by the Town of Harbour Grace fitted with the Town logo and Municipal Enforcement decals.

**MOTION #18-200 CLR. BYRNE/CLR. VATERS
CARRIED UNANIMOUSLY**

Motioned to change the Municipal Enforcement Officer’s position from 25 hours per week year-round to a seasonal position of 35 hours per week from the month of April through the month of October. After the month of October, the MEO shall be called in on an *as needed* basis until his return to the seasonal position in April. This change shall be effective immediately.

**MOTION #18-201 CLR. BYRNE/ DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Business Tax Adjustments

Motioned to write off the business tax balance of \$268.97 owing on Parcel Id 085-177001. The business has closed and attempts to collect have been unsuccessful.

**MOTION #18-202 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**

Motioned to write off the business tax balance of \$2517.30 owing on Parcel Id 085-842001. The business has closed and attempts to collect have been unsuccessful.

**MOTION #18-203 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**

August 14, 2018

Adjournment

Motioned to adjourn regular meeting of Council at 9:05 P.M.

MOTION #18-204

CLR. VATERS/CLR. TETFORD

CARRIED UNANIMOUSLY

Don Coombs, Mayor

Mike Saccary, CAO/Town Clerk

DATE: