

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall,
November 27, 2017 at 7:01 P.M.

Members Present

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

Staff Present

CAO/Town Clerk Michael Saccary
Admin Assistant-A/R Clerk Nancy Pike
Public Works Superintendent Pat Hearn

Minutes:

Regular Meeting
November 6, 2017

Regular meeting minutes of November 6, 2017 were adopted as presented:

MOTION #17-276 WILLIAMS, K./VATERS CARRIED UNANIMOUSLY

Presentation

Mr. Don Regular

Mr. Don Regular addressed Council on behalf of the Heritage and Redevelopment Committee and thanked Council for the opportunity to speak. He noted that there were two reasons for this request;

1. To inform Council of what the group has done and;
2. Incorporation.

Mr. Regular circulated a timeline of activities outlining the numerous events and projects that the Committee has been involved in. Mr. Regular said while incorporation of the committee was never their goal, it has been recommended many times. Incorporation allows for growth, covers liability and would help them acquire funds. The recent motion to not allow incorporation closes the door for discussion. The committee would like to have someone come in and speak about incorporation to determine if it is something that would be beneficial to the Town and the Committee.

Mayor Coombs thanked Mr. Regular for his presentation and congratulated the Committee on the wonderful things that they have accomplished. Mayor Coombs advised that the motion was made to ensure that all committees are under one umbrella and to avoid taking away resources or cause conflict with staffing issues. Council would be open to discussion in the future.

BUSINESS ARISING FROM MINUTES

CORRESPONDENCE

MAA-Reduction in Fees

Mayor Coombs tabled correspondence from the Municipal Assessment Agency advising that the Agency's Fees for assessment services would be reduced by \$1.00 to \$27.00 per assessment.

Historic Sites Assoc. Of NL

Mayor Coombs tabled correspondence from the Historic Sites Association of Newfoundland and Labrador seeking nominations for the Manning Awards for Excellence. Mayor Coombs requested the Parks and Recreation Committee to look into suggesting a nominee(s).

CORRESPONDENCE

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| MMA-Property Assessment | Mayor Coombs tabled correspondence from the Municipal Assessment Agency concerning upcoming property assessment training for Municipal Staff and Elected Officials on Friday December 1, 2017. |
| CBDC-Christmas Reception | Mayor Coombs tabled correspondence from CBDC Trinity Conception and Business Development Bank of Canada inviting Council to their Annual Christmas Reception on Thursday December 14, 2017. |
| PMA-Training | Mayor Coombs tabled correspondence from Professional Municipal Administrators offering Professional Development and Training to Municipal Administrators and Elected Officials. The Town's CAO attended. |
| Gov of Canada-Federal Funding | Mayor Coombs tabled correspondence from the Government of Canada announcing Federal Funding Programs for Municipal governments in Newfoundland and Labrador. Mayor Coombs suggested that all Councillors read the package. |
| 130 Harvey Street-Damage | Mayor Coombs tabled correspondence from a Mr. Shawn Strowbridge informing Council about damage to his home from a neighbour's tree. CAO to investigate the issue to determine what the Town's regulations are if any wires are near the tree. |
| Gov. Of NL, Municipal Affairs | Mayor Coombs tabled correspondence from the Government of Newfoundland and Labrador, Department of Municipal Affairs advising that changes have been made to the Municipal Infrastructure Project Guidelines as it relates to Limit of Service Requirements. |
| Harbour Authority | Mayor Coombs tabled correspondence from Mrs. Peggy Hearn of the Harbour Authority providing an update on the partial wharf reconstruction on Fisherman's Wharf. Work is expected to be completed in approximately 6 weeks. |
| EWM-Request for meeting | Mayor Coombs tabled a request from Ken Kelly, CAO of the Eastern Regional Service Board requesting a meeting. Mayor Coombs advised that he will be meeting with Mr. Kelly on November 28 to discuss the issues and bring information back to Council. |
| Tom Rose-Disposal of fill | Mayor Coombs tabled correspondence from Mr. Tom Rose advising Council that he is trying to fill in a property of his on Kitchen's Hill and gives the Town of Harbour Grace permission to dispose of unwanted fill including asphalt on this property. |
| Kitchen's Hill-Emergency Fund | Mayor Coombs tabled correspondence from the residents of Kitchen's Hill requesting emergency funding to complete work previously started. |
| RCMP/Children's Wish Tree | Mayor Coombs tabled an invitation from the Harbour Grace RCMP Detachment to attend the lighting of the RCMP/Children's Wish Tree. The correspondence also included a donation request which was deferred to the finance committee. |

NEW BUSINESS

2012 Summer Games Fund Mayor Coombs noted that there are two motions on file for the funds remaining from the 2012 Summer Games. Mayor Coombs requested Clr. Byrne to confirm the date for which the \$8000.00 for the St. Francis walking track must be used.

Motioned to rescind Motion # 17-274 to use the excess funds from the 2012 Summer Games fund to purchase playground equipment.

MOTION #17-277 BYRNE/TETFORD CARRIED UNANIMOUSLY

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

Alec Moores Court Clr. Fitzgerald advised that the committee met with Mr. Dave Randell and discussed the project, more discussion is required to help clarify exactly what is being requested from Council.

Watts Road Motioned for the CAO to send a letter to Mrs. William Rose stating that Council cannot undertake this work at this time.

MOTION #17-278 FITZGERALD/BYRNE CARRIED UNANIMOUSLY

Harvey Street Phase 4 Motioned to accept Phase 4 of Harvey Street as per Joe Dunford's email dated November 13, 2017 without conditions of assuming responsibility for the road.

MOTION #17-279 FITZGERALD/VATERS CARRIED UNANIMOUSLY

Clr. Byrne left chambers 7:28pm due to a conflict of interest.

Capital Works 5 Year Plan Clr. Fitzgerald asked the Chair to confirm that Harvey Street West-Mercers Road project as per town engineers report needs to be included in the Capital Works 5 year plan, Mayor Coombs confirmed. Clr. Fitzgerald informed Council that Clr. Byrne did not participate in any discussions or decisions involving the 5 year plan.

Motioned to adopt the following 5 year Capital Works Plan:

1. Harvey Street West Mercers Rd – Water & Sewer System Upgrading (as per town engineer report) \$3,326,400.68
2. Harvey Street - Phase 5 – Water, Sewer & Street Upgrades
Part A \$ 2,366,982.90
Part B \$ 2,547,836.50
3. Kitchen's Hill - Water & Sewer System Upgrades \$1,510,426.76
4. Noad Street - Water & Sewer System Upgrades \$ 1,106,004.60
5. Harvey Street East - Water & Sewer System & Street Upgrades (Cathedral St. to RCMP Station) \$ 3,613,836.76
6. Public Works Superintendents Budget Equipment \$ 445,050.00

MOTION #17-280 FITZGERALD/WILLIAMS, S. CARRIED UNANIMOUSLY

Clr. Byrne returned to chambers at 7:31pm.

FINANCE COMMITTEE

33 Harvey Street

Motioned to provide 33 Harvey Street owned by Mr. Rendell Babb with a 100% Water/Sewer tax reduction for 5 years and a 50% Water/Sewer tax reduction for years 6 to 10.

MOTION #17-281 TETFORD/WILLIAMS, K. CARRIED UNANIMOUSLY

Motioned to provide 33 Harvey Street owned by Mr. Rendell Babb with a 100% Property tax reduction for 5 years and a 50% Property tax reduction for years 6 to 10.

MOTION #17-282 TETFORD/WILLIAMS, S. CARRIED UNANIMOUSLY

RCMP/Children's Wish Tree

Motioned to donate \$50.00 to the Harbour Grace RCMP Children's Wish Tree Lighting.

MOTION #17-283 TETFORD/WILLIAMS, S. CARRIED UNANIMOUSLY

Chafe Designs

Motioned to accept the quote from Chafe Designs to complete a plan for the Council office, quote not to exceed \$850.00.

MOTION #17-284 TETFORD/WILLIAMS, S. CARRIED UNANIMOUSLY

John Sheehan Tour

Motioned to provide Mr. John Sheehan with a \$1000.00 advertising donation towards his upcoming Canadian Military tour. The Town will also provide Mr. Sheehan with pins to be used for promotion of the Town.

MOTION #17-285 TETFORD/BYRNE CARRIED UNANIMOUSLY

Operating Loan

Motioned to use funds (not exceeding \$150,000.00) from the operating loan with Scotiabank as needed to aid with cash flow until funds from grants and outstanding taxes are collected.

MOTION #17-286 TETFORD/WILLIAMS, S. CARRIED UNANIMOUSLY

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

TLC-Business Application

Motioned to approve the business application submitted by TLC Bookkeeping located at 9 Doyle's Lane as there have been no written notifications received for or against, approval subject to the applicant obtaining a commercial occupancy permit from the Council Office.

MOTION #17-287 WILLIAMS, S./VATERS CARRIED UNANIMOUSLY

ECONOMIC DEVELOPMENT/TOURISM/HERITAGE COMMITTEE

Clr. Williams advised that there is no report for this meeting but that work is ongoing on with the Gordon G. Pike Railway Station.

HUMAN RESOURCES/PARKS & RECREATION COMMITTEE**FIRE DEPT. LIAISON**

Deputy Mayor Williams advised that the HGVFB recently held its annual Firefighters Ball and thanked everyone who attended. There were many service awards; Mr. Dave Regular was recognized for 40 years of service. The Annual Santa Claus parade is scheduled for Saturday December 2, 2017,

FIRE DEPT. LIAISON

Council is invited to breakfast at Kay's Restaurant at 7:00am. Deputy Mayor Williams thanked all who attended the dedication of Crystal's Way.

COMMUNITY CENTRE LIAISON No report

CIVIC EVENTS LIAISON

CAO/TOWN CLERK REPORT Tabled

ECONOMIC DEVELOPMENT OFFICER REPORT No report

PUBLIC WORKS SUPERINTENDENT REPORT Tabled

COMMUNITY CENTRE MANAGER'S REPORT No report

COUNCILLOR'S INFORMATION

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| Walking Trails | Motioned to construct an information gazebo on the property at Water Street and Cathedral Street using excess funds from the trails grant. MOTION #17-288 WILLIAMS, S./TETFORD CARRIED UNANIMOUSLY |
| Conduct Policy | Motioned for the Human Resources Committee to develop a conduct, bullying and harassment policy for the Town of Harbour Grace to include all Town employees and Council. MOTION #17-289 WILLIAMS, S./BYRNE CARRIED UNANIMOUSLY |
| ACOA | Motioned to accept ACOA assistance on behalf of the 11 Municipalities of Joint Council Conception Bay North to hire a consultant to develop an economic database and attractions package. MOTION #17-290 WILLIAMS, K./FITZGERALD CARRIED UNANIMOUSLY |
| Council Meeting | Motioned to set December 4, 2017 as the date for the next regular meeting of Council. MOTION #17-291 WILLIAMS, S./TETFORD CARRIED <i>In Favour</i> Deputy Mayor Williams Clr. Byrne Clr. Fitzgerald Clr. Tetford Clr. Vaters Clr. K. Williams <i>Opposed</i> Mayor Coombs |
| Adjournment | Motioned to adjourn regular meeting of Council at 7:55 P.M. MOTION #17-292 TETFORD/WILLIAMS, K. CARRIED UNANIMOUSLY |

Next regular meeting of Council is Monday December 4th at 7:00PM.

Confirmed:

Don Coombs, Mayor

Mike Saccary, CAO/Town Clerk

DATE:

Np

Regular Meeting of Council on November 27, 2017 reopened at 8:23pm.

Members Present

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

Staff Present

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|----------------|-----------------|
| CAO/Town Clerk | Michael Saccary |
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Human Resources

Motioned that the rearrangement of the office staff would include Mrs. Pike to occupy the EDO's Office to concentrate on Tax collection, existing grants, grant applications and any other duties she feels necessary as per her correspondence dated November 16, 2017. This arrangement is to take place immediately.

MOTION #17-293 BYRNE/WILLIAMS, S. CARRIED UNANIMOUSLY

Motioned to advertise immediately for a temporary receptionist/office administrative assistant to answer calls, receive payments and other administrative duties.

MOTION #17-294 BYRNE/TETFORD CARRIED UNANIMOUSLY

Economic Development Officer

Motioned to advise the Economic Development Officer that there are no motions in the minutes that allow Council to permit bonuses or overtime to salaried employees.

MOTION #17-295 BYRNE/WILLIAMS, K. CARRIED UNANIMOUSLY

Rock Fitness

Motioned to reduce the rates being charged to the Rock Fitness to \$1000.00 per month from September 2017 to May 2018 and \$600.00 per month for June 2018 to August 2018, not to exceed \$3600.00. This agreement is valid for a 12 month trial basis and is subject to the following conditions:

1. All arrears must be paid up to date.
2. The DCHGCC Facility Manager and Town will have full control of the multipurpose room.

Rock Fitness

3. Monthly lease payments are made on time and at the agreed rate during this trial period.
 4. THG must be able to view the 2016-2017 membership (and class) registrations and prices (these will be held confidential) on a per month basis.
 5. THG must be able to view the 2017-2018 membership (and class) registrations and prices (these will be held confidential) on a per month basis.
 6. THG must be kept up to date on any associated marketing plans on how the Rock Fitness plans to increase their membership numbers.
- The DCHGCC Facility Manager is to promote rentals of the multipurpose room for parties, meetings and other events.

MOTION #17-296 BYRNE/WILLIAMS, S. CARRIED UNANIMOUSLY

Adjournment

Motioned to adjourn regular meeting of Council at 8:30 P.M.

MOTION #17-297 BYRNE/WILLIAMS, S. CARRIED UNANIMOUSLY

Confirmed:

Don Coombs, Mayor

DATE:

Np

Mike Saccary, CAO/Town Clerk