

## TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall,  
January 28, 2019 at 7:00 PM.

### *Members Present*

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

### *Staff Present*

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

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

Minutes:  
Regular Meeting  
December 3, 2018

Regular meeting minutes of January 14, 2019 were adopted as presented with the following additions/omissions:

1. Deputy Mayor Williams was unavailable to attend the meeting scheduled for January 7, 2019 due to work commitments and informed CAO, Mayor and Councillors by email on Friday prior to the meeting.
2. Clr. Tetford advised that the January 7 meeting was called to adopt the Tax Structure however the Tax Structure was adopted on December 21, 2018 and the Budget was not ready, so these items were not the reason to call the meeting on January 7, 2019.

**MOTION #19-012 CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**

Mayor Coombs advised that he came in on Thursday prior to the meeting and was advised of the meeting date and he received an email on Friday advising that the agenda was ready to be picked up. There were additional items on the agenda, but the main reason was to adopt the Tax Structure. Mayor Coombs was under the impression that the tax structure had to be adopted in order to send out the tax invoices. He was not advised that there would definitely not be a quorum for the January 7 meeting as one Councillor was unsure if they would be able to attend. Clr. Tetford advised that she was the Councillor who was unsure but that on Monday she confirmed with the CAO that she would not be able to attend. Mayor Coombs stated that he was not made aware of this and still hoped that there would be a quorum and only found out after the meeting that the tax structure did not need to be adopted.

Deputy Mayor Williams advised that she has to leave the meeting early this evening.

### **BUSINESS ARISING FROM MINUTES**

#### Farm Animals

Mayor Coombs advised that the MEO recommended that the Housing/Environment Committee meet along with the CAO and Mayor to determine what direction the Town should move in. The new Committees are meeting next Monday and hopefully they will be able to bring back a recommendation to the next meeting.



**CORRESPONDENCE**

Heritage & Redevelopment

Town is endorsing. Clr. Tetford believes that the Town may be overdoing things with committees, she has no problem with the committee but has an issue with the committee being a formal committee of Council. Deputy Mayor Williams has issue with the list of items on the letter as these items are ongoing already. Clr. Williams feels that this committee has a lot of expertise and knowledge and that it would be good for the Town. Clr. Byrne noted that she has not received any more information from this committee other than what she received when first elected to Council and said that without new any information her vote that this committee not be an arm of Council has not changed. Mayor Coombs asked who decided that they would not be an arm of Council. Clr. Tetford advised that this was decision of Council at a privileged meeting and all of Council agreed. Clr. Williams confirmed that Council voted against the committee becoming incorporated but stated that if they wanted to become incorporated separate from the Town they could. Clr. Tetford said that the CAO had previously had trouble dealing with this committee and that there were difficulties with who had grants and not knowing what money was going where. At a privileged meeting everyone around the table had issues and it was agreed that the focus would be on the people, places and culture workshop and Clr. Tetford feels that now things have changed in the public eye. Discussion continued around the history and future of the committee.

Motioned to write Mr. Don Regular advising that the Town has endorsed the Heritage and Redevelopment Committee as a committee of Council for the Town of Harbour Grace, responsible to and under the direction of Council, with the understanding that the committee is not responsible for the four items noted on the letter from Mr. Regular as they are ongoing and are being overseen by the Town.

**MOTION #19-014 DEPUTY MAYOR WILLIAMS/CLR. BYRNE  
CARRIED UNANIMOUSLY**

- |   |  |
|---|--|
| Ross Green – Crown Land   | Mayor Coombs tabled correspondence from Mr. Ross Green concerning his request to acquire Crown Land on Water Street. Mayor Coombs advised that Mr. Green’s previous request was rejected because the Town saw an opportunity to do something with that site. Refer to Housing Committee.     |
| Shawn Bath-Clean Harbour  | Mayor Coombs tabled correspondence from Mr. Shawn Bath informing Council of his efforts to clean up harbours through the Clean Waters Initiative in Newfoundland and Labrador. Mr. Bath is requesting financial support from communities in order to continue his work. Referred to Finance. |
| Carbonear Collegiate  | Mayor Coombs tabled correspondence from Carbonear Collegiate requesting a donation for their annual live auction and dinner fundraiser. Referred to Finance.   |
| <i>Deputy Mayor Williams requested to be excused and left chambers at 7:35pm.</i> |  |
| Kiwanis Club  | Mayor Coombs tabled correspondence from the Kiwanis Club of Carbonear Regional Music Festival following up on a donation request from October. Referred to Finance.  |
| Amy Parsons   | Mayor Coombs tabled correspondence from Amy Parsons requesting a donation in support of her daughter who will be travelling to Orlando, Florida to compete in a cheerleading competition on February 7, 2019. Referred to Finance.   |

**CORRESPONDENCE**

- Kids Help Phone Mayor Coombs tabled correspondence from Katherine Hay, President & CEO of the Kids Help Phone requesting a donation to support their program. Referred to Finance.
- Swim for Hope Mayor Coombs tabled correspondence requesting a donation for the 23<sup>rd</sup> Annual Swim for Hope in support of the Dr. H. Bliss Murphy Cancer Centre. Referred to Finance.
- SPCA Baccalieu Trail Mayor Coombs tabled correspondence from SPCA Baccalieu Trail thanking the Town for their support of the 4<sup>th</sup> Annual Dinner and Auction held on November 4, 2019.
- Eating Disorder Foundation Mayor Coombs tabled correspondence from Mr. Paul Thomey, Executive Director of the Eating Disorder Foundation of Newfoundland and Labrador requesting that the Town of Harbour Grace Proclaim the week of February 1<sup>st</sup> to 7<sup>th</sup>, 2019 as Eating Disorder Awareness Week.
- Motioned to proclaim February 1<sup>st</sup> to 7<sup>th</sup>, 2019 as Eating Disorder Awareness Week in the Town of Harbour Grace.
- MOTION #19-015 CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**
- Family Focus Health Centre Mayor Coombs tabled correspondence from Dr. Megan Hayes of Family Focus Health Centre requesting to meet with Council to discuss Healthy Community Improvements and Municipal Taxes. Mayor Coombs requested Finance to set up a meeting with Dr. Hayes and bring back recommendations to Council.
- TRIO Mayor Coombs tabled correspondence from TRIO announcing the fifth Annual “Talk to the TRIO Board” teleconference on Thursday, February 7<sup>th</sup>, 2019, anyone wishing to participate must pre-register. Mayor Coombs requested that the CAO, a representative of the Human Resources Committee, staff and shop stewards of both unions attend to clarify things discussed in negotiations concerning pensions.
- Communities Against Violence Mayor Coombs tabled correspondence from Communities Against Violence announcing “Toutons & Textin” the 5<sup>th</sup> Annual Bell Let’s Talk Free Morning Coffee.
- The Harris Centre Mayor Coombs tabled a newsletter from The Harris Centre concerning their strategic Action Plan for 2019/20.
- Max & Jeanie Harding Mayor Coombs tabled correspondence from Max Harding & Jeannie Andrews Harding requesting to purchase half of the empty lot located at 159 Water Street. Mayor Coombs noted that the Town cannot dispose of any assets unless disposed of publicly, but the Town can enter into a rent agreement to allow Mrs. Harding to continue to use the space. Mayor Coombs requested that the Finance Committee meet with Mrs. Harding to come up with an arrangement to bring back to Council for endorsement.
- Letters disputing business Tax Mayor Coombs tabled two letters from residents disputing business tax invoiced for 2019. Referred to Finance.

**CORRESPONDENCE**

Children’s Wish Foundation Mayor Coombs tabled correspondence from the Children’s Wish Foundation thanking the Town for their support through the RCMP Wish Tree.

Municipal Affairs – Info Circular Mayor Coombs Tabled correspondence from The Department of Municipal Affairs, Municipal Infrastructure and Support Branch advising that the deadline for year-end claims for Municipal Infrastructure Programs performed up to March 31, 2019 is April 3, 2019. Mayor Coombs asked if the Town would be in compliance with this deadline, the CAO confirmed that the town will be in compliance.

**NEW BUSINESS**

**COMMITTEE REPORTS**

**CAPITAL & PUBLIC WORKS COMMITTEE**

Clr. Fitzgerald advised that salt and sand supplies are low for this time of year, but it will be monitored and brought back to Council if more is required. Mayor Coombs inquired about Public Works contacting another source for salt and sand, Clr. Fitzgerald advised that he has not heard back from them.

**FINANCE COMMITTEE**

Clr. Tetford advised that the Committee has not met, therefore the Clean Harbour Initiative, Carbonear Collegiate Auction/dinner, Kiwanis Club, and Swim for Hope will be deferred until the committee can meet to discuss.

Motioned to donate \$50.00 to Tia Parsons to help offset her travel to Orlando Florida to participate in a Cheerleading Competition on February 7, 2019.

**MOTION #19-016 CLR. TETFORD/CLR. VATERS  
CARRIED UNANIMOUSLY**

Gas Tax Funding

Motioned to reduce each of the following Gas Tax Fund Projects from the approval amount to the amount that was actually spent:

Project Number	Reduction Amount
107-2007-81	\$ 4,574.83
107-2011-1489	\$ 19,918.71
107-2013-2276	\$ 2,144.68
107-2014-5027	\$ 166,102.33
107-2015-5546	\$ 2.00
107-2015-5547	\$ 4,283.00
107-2015-5548	\$ 9,724.77
107-2015-5549	\$ 14,391.82
107-2015-5550	\$ 257.81
107-2015-5551	\$ 5,281.80
107-2015-5552	\$ 15,832.80 *Cancelled

**MOTION #19-017 CLR. TETFORD/CLR. FITZGERALD  
CARRIED UNANIMOUSLY**

Budget

Clr. Tetford presented the 2019 Budget for review and noted that the format has changed from what it was, some of the allocations will be different than how they are presented when submitted to Government. Budget for 2019 is 3.5 Million dollars. There are a few changes including a 3% increase to all employees and \$5000 for recreation. There is a surplus of \$87,122.61 but

**FINANCE COMMITTEE**

Budget

this may not be a surplus depending on emergency funding requirements, etc. Mayor Coombs advised that all requests by departments were not approved. Clr. Tetford asked to have the Tourism and Court House headings changed. Taxes were not increased.

Motioned to adopt the 2019 Budget as presented by Clr. Tetford and completed by CAO/Town Clerk.

**MOTION #19-018 CLR. TETFORD/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

Overdraft

Motioned to approve on behalf of the Town of Harbour Grace with CIBC (Canadian Imperial Bank of Commerce) a revolving line of credit of \$350,000.00 available by way of the business accounts for business protection. It is to be used for day to day cash flow requirements if needed.

**MOTION #19-019 CLR. TETFORD/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

CIBC Credit Card

Motioned to approve on behalf of the Town of Harbour Grace, a CIBC Credit Card with an authorized credit limit not to exceed \$10,000.00 for use by the Town CAO/Town Clerk, solely for Town purposes.

**MOTION #19-020 CLR. TETFORD/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

BNS Credit Card

Motioned to cancel on behalf of the Town of Harbour Grace, the Bank of Nova Scotia Visa Credit Card being used by the CAO/Town Clerk.

**MOTION #19-021 CLR. TETFORD/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

**HOUSING/ENVIRONMENT/SANITATION COMMITTEE**

Clr. Vaters advised that there are no applications at this time.

**ECONOMIC DEVELOPMENT/TOURISM/HERITAGE COMMITTEE**

Clr. Williams advised that there is a traffic survey going on at Jamie's way and that there are two proposals, he will be meeting with the committee to discuss.

**HUMAN RESOURCES/PARKS & RECREATION COMMITTEE** No report

**FIRE DEPT. LIAISON**

Clr. Byrne gave the report on behalf of Deputy Mayor Williams. Clr. Byrne advised that the monthly meetings are ongoing, and the department practices every Wednesday. Ice water rescue certification took place at the Marina. The brigade responded to a horrific accident along with Spaniard's Bay Fire Department, RCMP and Moore's Ambulance. Members will be attending a debriefing session this evening. 18 firefighters have signed up for level 1 training. Pumper 4 repairs are complete. Annual steak and eggs breakfast will be held on March 16, all are welcome.

**COMMUNITY CENTRE LIAISON** No report

**CIVIC EVENTS LIAISON** No report

**JOINT COUNCIL LIAISON** Clr. Williams advised that there has not been a meeting so far this year but that one is scheduled for Thursday. Mayor Coombs noted that the website designed for Joint Council is up and running. The website can be viewed at [www.choosecbn.ca](http://www.choosecbn.ca)

**CAO/TOWN CLERK REPORT** Mayor Coombs called for a motion to approve the CAO report in order to approve expenditures. Clr. Tetford advised that she would not mind approving the report but would like to know more details on the payments in order to approve the expenditures. Mayor Coombs recommended to defer the motion until more information can be provided. CAO noted that this procedure is part of legislation, all expenditures must be approved by Council.

**ECONOMIC DEVELOPMENT OFFICER REPORT** Tabled

**PUBLIC WORKS SUPERINTENDENT REPORT** Tabled

Mayor Coombs offered condolences on behalf of the Town of Harbour Grace to the Public Works Supervisor, Pat Hearn on the passing of his father in law.

**COMMUNITY CENTRE MANAGER'S REPORT** Tabled

**MUNICIPAL ENFORCEMENT OFFICER'S REPORT** Tabled

**COUNCILLOR'S SUGGESTIONS/CONCERNS**

Vandalism Mayor Coombs asked for an update on the vandalism on the walking trails on behalf of Deputy Mayor Williams. The CAO visited the RCMP and gave a statement on the theft and vandalism and is waiting to hear back.

Signage near St. Francis Clr. Byrne received an email from a resident requesting additional signage for the speed reduction near St. Francis, there is currently no advance notice of the decrease in speed. Public Works to look into this concern.

Emergency Response Plan Mayor Coombs thanked Mr. Paul Snow for his work with the Emergency Response Committee, however after attending a meeting at the RCMP Station Mayor Coombs feels that the Town is not in a position to adopt the plan based on what was presented by Municipal Affairs and Fire and Emergency services. A notice has been put on the Town's website asking people who would like to be involved in the committee to contact the Council Office.

Adjournment Motioned to adjourn regular meeting of Council at 8:07 PM.

**MOTION #19-022 CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**

Next regular meeting of Council is Monday February 11<sup>th</sup>, 2019 at 7:00 PM.

**Confirmed:**

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Don Coombs, Mayor

DATE:

Np

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Mike Saccary, CAO/Town Clerk