

## TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall,  
March 11, 2019 at 7:00 PM.

### *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

Mayor Coombs called the meeting to order at 7:00pm.

Minutes:  
Regular Meeting  
February 11, 2019

Regular meeting minutes of February 11, 2019 were adopted with the errors, omissions and/or amendments:

1. Page 3 – Clean Harbours; Motion # 19-026, Mayor Coombs and Clr. Williams were opposed to the motion.
2. Page 7 – Directives; Motion made was to have any directives given to the CAO for approval, but the intent of the motion was only to have the CAO made aware of any directives.

**MOTION #19-042 CLR. BYRNE/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**

Minutes:  
Special Meeting  
February 20, 2019

Special meeting minutes of February 20, 2019 were adopted as presented.

**MOTION #19-043 CLR. WILLIAMS/CLR. TETFORD  
CARRIED UNANIMOUSLY**

Passing of Judy McCarthy

Mayor Coombs asked for a moment of silence for the late Judy McCarthy, wife of long-time employee Vic McCarthy.

### **BUSINESS ARISING FROM MINUTES**

Crown Lands No update.

### **CORRESPONDENCE**

Municipal Affairs, Gas Tax

Mayor Coombs tabled correspondence from the Department of Municipal Affairs concerning the Town's Capital Investment Plans. Mayor Coombs noted that the Town has \$876,824.19 remaining in gas tax funds to March 31, 2024 to be allocated towards a project(s). Clr. Tetford inquired whether gas tax funds can be used towards improvements for the Council chambers. The CAO advised that all requests must be submitted to and reviewed by Municipal Affairs. Clr. Tetford asked if the Town can get someone to look at the chambers and Mayor Coombs advised that this has already been done. It needs to be looked at and have a recommendation brought back to Council to see if it qualifies.

NL Public Libraries

Mayor Coombs tabled correspondence from Newfoundland & Labrador Public Libraries inviting municipalities to consider sending a representative to attend Local Library Board Meetings to jointly identify funding opportunities. Mayor Coombs asked any interested councillors to contact the CAO.

**CORRESPONDENCE**

Swim for Hope	Mayor Coombs tabled a letter from the Swim for Hope Committee, thanking the Town.
MAA	Mayor Coombs tabled correspondence from Betty Moore, Avalon Director of the Municipal Assessment Agency updating municipalities on meetings held on February 7, 2019.
Sharon Noel	Mayor Coombs tabled correspondence from Mrs. Sharon Noel encouraging the Town to accept credit cards and or electronic payments. Mayor Coombs advised that the Town and many municipalities do not accept credit cards because of the additional fees associated with credit cards. CAO to send a reply back to Mrs. Noel explaining the reason for not accepting credit cards.
Scott Cleary	Mayor Coombs tabled correspondence from Mr. Scott Cleary concerning a public lane off of Hard Path Road. Referred to Housing.
Knights of Columbus	Mayor Coombs tabled correspondence from the Knights of Columbus requesting a donation in support of their Public Speaking Contest. Referred to Finance.
Tom & Bridget Rose	Mayor Coombs tabled correspondence from Mr. & Mrs. Tom Rose reiterating their concerns over the proposed upgrades to Kitchen's Hill and advising the Town that they intend to pursue legal action if any damage is done and/or any injuries are suffered to anyone on their property located at 53 Kitchen's Hill. Clr. Tetford inquired if there would be any benefit to have The Roses meet with Mr. Harris and have the reason for the design explained. She also wondered if the Town can be sued. Mayor Coombs stated that he does not see anything wrong with asking for a meeting with Mr. Harris, Mr. Woodford and Mr. & Mrs. Rose. CAO to request a meeting with Mr. Harris, Mr. Woodford and Mr. & Mrs. Rose.
Municipal Affairs, 2019 Budget	Mayor Coombs tabled correspondence from the Department of Municipal Affairs confirming receipt of the Town's 2019 budget submission and also encouraging the Town to monitor its expenditures and revenues in relation to the budget on a regular basis during the year.
Municipal Affairs, Spillway	Mayor Coombs tabled correspondence from the Department of Municipal Affairs giving approval to proceed with a public tender call for Bannerman Lake Dam and Spillway. Referred to Housing.
Kids Help Phone	Mayor Coombs tabled correspondence from Kids Help Phone requesting a donation. Referred to Finance.
CBN Figure Skating Club	Mayor Coombs tabled correspondence from the CBN Figure Skating Club inviting the Mayor to the Annual Ice Show and inquired if the Town would like to make a donation in support of the club's activities. Referred to Finance.
MMSB, Composting	Mayor Coombs tabled correspondence from MMSB inviting the Town to participate in the 2019 MMSB Backyard Composting Program. Mayor Coombs suggested having the information posted on the Town's Website for residents' information. The CAO advised that the Town must purchase the bins in bulk and resell to residents.



**FINANCE COMMITTEE**

- Garbage Collection                      Clr. Tetford noted that the Town’s current garbage collection contract expires on March 31, 2019.  
Motioned to advertise for quotes for the collection of garbage and recyclables. Closing date for quotes will be 3:00pm on March 27<sup>th</sup>, 2019.  
Current provider to continue with collection until new contract is awarded.  
**MOTION #19-048                      CLR. TETFORD/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**
- Kids Help Phone                      Motioned to decline the request for donation from the Kids Help Phone because it is out of province.  
**MOTION #19-049                      CLR. TETFORD/CLR. BYRNE  
CARRIED UNANIMOUSLY**
- Rothesay House                      Motioned to ask Mr. Butler to submit an email with dates of when he is open and closed so that the administration can make necessary adjustments.  
**MOTION #19-050                      CLR. TETFORD/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**
- Public Library                      Motioned to donate \$100.00 to the Harbour Grace War Memorial Library.  
**MOTION #19-051                      CLR. TETFORD/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**
- K of C Speak off                      Motioned to donate \$30.00 to the Knights of Columbus Public Speaking Contest.  
**MOTION #19-052                      CLR. TETFORD/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**
- CBN Figure Skating                      Motioned to donate \$50.00 to Conception Bay North Skating Club.  
**MOTION #19-053                      CLR. TETFORD/CLR. BYRNE  
CARRIED UNANIMOUSLY**
- Cookie Monsters                      Motioned to charge Cookie Monsters, a home based business, \$200.00 business tax for the sale of baked goods.  
**MOTION #19-054                      CLR. TETFORD/CLR. BYRNE  
CARRIED UNANIMOUSLY**

**HOUSING/ENVIRONMENT/SANITATION COMMITTEE**

- 32 Line Rd-Bldg App                      Motioned to approve in principle the application for building permit as submitted by Rick Hearn to construct a 46’ x 38’ residential dwelling located at 32 Line Road subject to all Town Development Standards.  
**MOTION #19-055                      CLR. VATERS/CLR.FITZGERALD  
CARRIED UNANIMOUSLY**
- 700 Harvey St-Bldg App                      Motioned to defer the application for building permit as submitted by John and Madonna Kavanaugh. Additional information is required from the applicant.  
**MOTION #19-056                      CLR. VATERS/DEPUTY MAYOW WILLIAMS  
CARRIED UNANIMOUSLY**

**HOUSING/ENVIRONMENT/SANITATION COMMITTEE**

Harvey St-Bldg App                      Motioned to defer the application for building permit as submitted by Kathleen Crane. Applicant must mark proposed location of dwelling on the property to allow for inspection by the Town’s Municipal Enforcement Officer, civic address was not provided.

**MOTION #19-057                      CLR. VATERS/CLR. BYRNE  
CARRIED UNANIMOUSLY**

68 Harvey St-Business App              Motioned to approve the application to open a restaurant known as Kylin located at 68 Harvey Street as submitted by Wei Xue subject to:

1.        All Town development standards
2.        Applicant must obtain all necessary permits and licences
3.        Applicant must obtain a commercial occupancy permit from the Town of Harbour Grace.

**MOTION #19-058                      CLR. FITZGERALD/CLR. VATERS  
CARRIED UNANIMOUSLY**

Land accessed by Hard Path              Motioned to advise Mr. Scott Cleary that his request to building a house in Riverhead does not meet the Town’s building regulations.

**MOTION #19-059                      CLR. FITZGERALD/CLR. VATERS  
CARRIED UNANIMOUSLY**

**ECONOMIC DEVELOPMENT COMMITTEE**

Motioned to have the intersection at Jamie’s way, Glover Road and Route 75 converted to an at grade single lane round about as recommended by the Harbourside Transport Consultants as requested by the Department of Transportation Works regarding the Jamie’s Way development approval.

**MOTION #19-060                      CLR. WILLIAMS/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**

**TOURISM & HERITAGE COMMITTEE**                      No report

**HUMAN RESOURCES COMMITTEE**

Clr. Byrne advised Council that the JCP Grants are now completed, final reports have been submitted and payments approved. The final worker hired under the CEEP Grant finished work today, final report will be completed and submitted by the Town’s EDO. Grants for summer student placements have been submitted.

**PARKS & RECREATION COMMITTEE**

Deputy Mayor Williams asked about the signage on the trails, when will they be put back. CAO advised that the RCMP called him on Sunday and advised that they have had no success. Deputy Mayor wondered if this would also be covered by insurance. CAO suggested to have the Parks & recreation Committee look at this and determine what should be done to rectify the situation.

**FIRE DEPARTMENT LIAISON**

Deputy Mayor Williams reminded everyone that the Annual Steak and Eggs Breakfast is this Saturday March 16<sup>th</sup>, the cost is \$15.00 each. There was pumper training in Victoria with other departments. Ongoing weekly practices and monthly meetings.

**COMMUNITY CENTRE LIAISON** No report

**CIVIC EVENTS LIAISON**

Clr. Fitzgerald stated that the Winter Carnival has come and gone and thanked everyone involved for making it a great success again this year.

**JOINT COUNCIL LIAISON** No report

**CAO/TOWN CLERK REPORT** Tabled

**ECONOMIC DEVELOPMENT OFFICER REPORT** Tabled

**PUBLIC WORKS SUPERINTENDENT REPORT** Tabled

**COMMUNITY CENTRE MANAGER'S REPORT** Tabled

**MUNICIPAL ENFORCEMENT OFFICER'S REPORT** No report

**COUNCILLOR'S SUGGESTIONS/CONCERNS**

Council Meeting Clr. Byrne advised Council that she will be out of the province for the next scheduled Council meeting on March 25, 2019.

Private Lane on Southside RD Deputy Mayor Williams stated that she was asked by a resident for the status of the Town taking over the private lane located at 48 Southside Road. There was some discussion on what motion was made concerning the lane. Mayor Coombs asked to have the motion checked. If the road is brought up to standard, another letter would need to be submitted for the Town to revisit the request.

Special Olympics Deputy Mayor Williams congratulated Victoria Hunt and Crystal Young who both recently won medals at the Special Olympics.

Museum Fundraiser Deputy Mayor remarked that there was a great turnout for the museum fundraiser, it was a great night of local entertainment.

Remuneration Deputy Mayor Williams noted that at the last Council meeting it was brought up that Councillors had to attend committee meetings to get their remuneration. There is nothing in the Municipalities Councillor Remuneration and Reimbursement Regulations, but it does state that Councillors must attend 50% of quarterly meetings to receive remuneration and even though they may not have 50% of the quarterly they may still make the 50% over the whole year. Mayor Coombs stated that this was a Town policy, he also remarked that the Town may be able to use a summer student to update the policy manual. Deputy Mayor Williams said that she wanted to put it out to the public that their attendance is legitimate to those meetings as well.

Steering Committee Clr. Tetford announced that she has a number of letters of interest in the Steering Committee concerning the People and Places Workshop and that there will be a report brought back to Council by the next meeting.

March 11, 2019

Adjournment

Motioned to adjourn regular meeting of Council at 7:50 PM.

**MOTION #19-061**

**CLR. BYRNE/CLR. VATERS**

**CARRIED UNANIMOUSLY**

Next regular meeting of Council is Monday March 25<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