

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall,
September 9th, 2019 at 7:00 PM.

<i>Members Present</i>	Mayor	Don Coombs
	Deputy Mayor	Sonia Williams
	Councillors:	Lyda Byrne Kathy Tetford Shawn Vaters Kevin Williams
<i>Members Absent</i>	Councillors:	Paul Fitzgerald
<i>Staff Present</i>	CAO/Town Clerk	Mike Saccary
	Admin Assistant-A/R Clerk	Nancy Pike
<i>Staff Absent</i>	Public Works Superintendent	Pat Hearn

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

Minutes: Regular meeting minutes of August 6, 2019 were adopted with the following errors and/or omissions:
Regular Meeting August 6, 2019

1. Page 6 – Fire Department Liaison; the third sentence should have noted Deputy Mayor Williams, not Coombs.

**MOTION #19-197 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**

PRESENTATION

Healthy Eating Policy Stephanie O'Brien, Eat Great and Participate Coordinator gave a presentation to Council outlining a proposed Municipal Healthy Eating Policy and steps the Town can take to implement this in Harbour Grace. Mayor Coombs thanked Ms. O'Brien for coming out and advised that he would like the EDO to work with her to come up with a policy for the Town. The EDO should bring the policy back to Council when complete.

BUSINESS ARISING FROM MINUTES

Bristol's Hope Meeting	Mayor Coombs advised that he spoke with Mr. Johnson and a meeting could be held on Wednesday or Thursday at 7:30pm in the Council Chambers. Mayor Coombs asked for Council members to advise the CAO on Tuesday which night works better for them. The meeting will be held on the night that the majority of the Councillors will be available.
Francis & Sharon Reynolds	Referred to Housing Committee.
136 Water Street	Referred to Finance.
Kyle Restoration Permit	Mayor Coombs inquired about the permit to alter a body of water concerning the Kyle Restoration Project. The CAO advised that the application for permit has been completed and sent.
MNL Update	Mayor Coombs advised that the CAO, Deputy Mayor Williams and Councillor Vaters attended the MNL Wastewater forum. The cost is too much for municipalities to implement the program on their own, they will need help from Provincial and Federal Governments.

BUSINESS ARISING FROM MINUTES

- Road Upgrades Referred to Housing Committee.
- MEO Ticket Book Mayor Coombs asked for an update on the ticket book for the MEO. The CAO advised the he and the MEO have been in contact with Ann Marie Williams. Ms. Williams advised that the Deputy Minister has not signed off on it yet, she hopes to have it by the end of the week.
- Motioned that the CAO ensure that the ticket book is received and available to the MEO by September 30, 2019.
- MOTION #19-198 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**
- It was asked what the consequences would be if the deadline was not met, Clr. Tetford expressed her concern with the ticket book taking more than 18 months and suggested sending a letter to the MHA.
- Quarry Permit Update Mayor Coombs advised that the MEO has been checking into the Quarry Permit issue. The Province has made two inspections and have not found any problems. There was a lengthy discussion on how the permit was issued by the Province, when the Town has never issued a permit. Council would like to see a copy of the permit. The CAO is to check with the MEO and find out what correspondence he has and bring back his findings to Council.

CORRESPONDENCE

- Kitchen's Hill Retaining Wall Mayor Coombs tabled correspondence from Harris & Associates advising that there will be no negative impact on the property in question and no retaining wall would be required.
- Quarry/Pit on Cathedral Street Mayor Coombs tabled correspondence from Mr. David Randell advising Council of his concerns with condition of the quarries/pits on Cathedral Street.
- Motioned to write the owner of the quarries/pits on Cathedral Street requesting what the intention is for these two properties.
- MOTION #19-199 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**
- Tenders for Paving Mayor Coombs tabled a recommendation from Harris & Associates for the 2019 Street Work and Paving Tender. Referred to Public Works.
- Harbour Grace Railbed Mayor Coombs tabled a Harbour Grace Railbed Assessment from Green Leaf Resources outlining necessary upgrades to improve the railbed within the Town boundary.
- Motioned to have the EDO to look into acquiring the lease of the railbed.
- MOTION #19-200 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**
- Sidewalks on Kitchen's Hill Mayor Coombs tabled correspondence from David & Shannon Humber concerning the lack of sidewalks on Kitchen's Hill. The contract is being done under the direction of Harris & Associates, the Town's Engineering firm.

CORRESPONDENCE

Sidewalks on Kitchen's Hill	It was asked who is responsible if work is not done correctly, it was noted that there is a bond in place for one year to cover any deficiencies. Deputy Mayor Williams noted that she voted on the roads to be paved based on how much yearly maintenance is required as provided by the Public Works Superintendent.
Mental Health Task Force	Mayor Coombs tabled correspondence from Municipalities NL advising that they are working to establish a municipality-driven initiative with a shared goal of making mental health "everybody's business".
Fall Training Forum	Mayor Coombs tabled correspondence from Professional Municipal Administrators announcing that the dates for the Fall Forum are September 19 & 20, 2019. The CAO will be attending.
Community Waste Diversion	Mayor Coombs tabled correspondence from MMSB concerning 2019-20 Community Waste Diversion Fund announcing funding opportunities up to \$10,000.00. Referred to EDO.
Canada Post Services	Mayor Coombs tabled correspondence from CUPW concerning the upcoming Fall Election and urging everyone to question political parties on their intentions concerning postal services in rural communities and other issues.
Respectful Workplace Training	<p>Mayor Coombs tabled correspondence from Lisa Birmingham of WRDC concerning the proposed workshop on respectful workplace training. The tentative date was November 12-15, 2019 but this is the same time as the MNL Conference.</p> <p>Motioned to have the CAO write Ms. Birmingham and request another date to proceed with the workshop.</p> <p>MOTION #19-201 CLR. BYRNE/CLR. VATERS CARRIED UNANIMOUSLY</p>
Horizons Magazine	Mayor Coombs tabled correspondence from Dawn Hurdle of Saltwire Network advising the Town of advertising opportunities for Horizons Magazine. Deferred to Finance.
Epilepsy NL	Mayor Coombs tabled correspondence from Epilepsy NL requesting a donation. Deferred to Finance.
S.S. Kyle Restoration	Mayor Coombs tabled correspondence from the Department of Municipal Affairs in response to correspondence sent from the Harbour Grace BCIB requesting Approval in Principle to proceed with a proposal for the S.S. Kyle in Harbour Grace. The Department requested to have a copy of the current proposal to allow officials to further review the proposed scope of work and provide a final decision.
Bear's Cove Trail Entrance	Mayor Coombs tabled correspondence from Ms. Joy French-Coleman requesting to have signs erected advising that vehicles are not permitted. There was some discussion surrounding the possibility of installing barricades, but it was decided that this would cause a problem if emergency vehicles needed to access the area.

CORRESPONDENCE

Bear's Cove Trail Entrance	<p>Motioned to add signage to the entrance of the Bear's Cove Trail advising "Enter at your own risk".</p> <p>MOTION #19-202 CLR. BYRNE/CLR. VATERS CARRIED UNANIMOUSLY</p>
Municipal Plan Review	<p>Mayor Coombs tabled a proposal for Harbour Grace Municipal Plan Review from Upland. CAO to look at when the plan needs to be done and get quotes, information is to be provided for the next meeting.</p>
HG BCIB Project Funding	<p>Mayor Coombs tabled correspondence from Mr. Jack Rose, Harbour Grace Board of Culture, Innovation and Business inquiring if they have a financing arrangement with the Town. A discussion followed concerning the Town not knowing how much the 10% requirement could be and that the Town is not in the position to approve this without knowing the exact amount.</p> <p>Motioned to discuss the request of the Harbour Grace BCIB during the 2020 budget discussions to determine if there is anything that the Town can offer, if a request has been received from the Harbour Grace BCIB.</p> <p>MOTION #19-203 CLR. TETFORD/CLR. BYRNE DEFEATED In favour Clr. Byrne Clr. Tetford Clr. Vaters</p> <p>Opposed Mayor Coombs Deputy Mayor Williams Clr. Williams</p>
Glover Rd-Bldg Application	<p>Mayor Coombs tabled an application for building permit submitted by Adam & Melissa Short to construct an 8m x 8m cabin located on Glover Road Crown Land. Referred to Housing Committee.</p>
2 Gully Path-Bldg Application	<p>Mayor Coombs tabled an application for building permit submitted by Elena Hynes to construct a 32' x 27' house located at 2 Gully Path. Referred to Housing Committee.</p>
Glover Rd-Bldg Application	<p>Mayor Coombs tabled an application for building permit submitted by John Joseph Cleary to construct an 8m x 8m cabin located on Glover Road Crown Land. Referred to Housing Committee.</p>
2 Line Rd-Bldg Application	<p>Mayor Coombs tabled an application for building permit submitted by Terry McCarthy to construct a 10' x 12' garage located at 2 Line Road. Referred to Housing Committee.</p>
176A Water St-Bldg App.	<p>Mayor Coombs tabled an application for building permit submitted by Anne Connor Sheppard to construct a deck located at 176A Water Street. Referred to Housing Committee.</p>
695 Harvey St-Bldg App.	<p>Mayor Coombs tabled an application for building permit submitted by Andrew Archibald to construct a 32' x 24' garage located at 695 Harvey Street. Referred to Housing Committee.</p>

CORRESPONDENCE

- 10 Fisherman's Rd-Bldg App. Mayor Coombs tabled an application for building permit submitted by P.J. Coombs to construct a 12' x 10' garage located at 10-18 Fisherman's Road. Referred to Housing Committee.
- 28 Danny Cleary Dr.-Bldg App Mayor Coombs tabled an application for building permit submitted by Reg Coombs to construct a 24' x 16' Shed extension located at 28 Danny Cleary Drive. Referred to Housing Committee.

COMMITTEE REPORTS**CAPITAL & PUBLIC WORKS COMMITTEE**

- Paving Motion to accept and/or award the contract to Concord Paving as per the Town's Engineers recommendation.

**MOTION #19-204 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

- Tires for Loader Motion to replace tires on loaders due to safety issues, at the cost of \$16,000.00 recommended by the Town's Public Works Superintendent.

**MOTION #19-205 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

- Sander Motioned to purchase a sander for the single axle dump truck, at a cost of \$16,000.00.

**MOTION #19-206 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

FINANCE COMMITTEE

- Epilepsy NL Motioned to donate \$50.00 to Epilepsy NL.

**MOTION #19-207 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**

- Saltwire-Horizons Ad Motioned to not purchase ad space in the 2020 Horizons Magazine.

**MOTION #19-208 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**

Deputy Mayor Williams wondered if it would be a good idea since come home year festivities are scheduled for 2020. Refer back to Finance for more information to be brought back to Council.

- PMA Fall Training Forum Motioned to have the CAO attend the PMA Fall Training Forum on September 19 & 20, 2019 if work commitments permit.

**MOTION #19-209 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**

- 136 Water Street Motioned to deny the apartment water & sewer tax adjustment requested based on the fact that the permit to convert the building into apartments was issued as per the applicant's request.

**MOTION #19-210 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**

- DCHGCC Accounting Motioned that immediate steps be taken to integrate the DCHGCC accounting system with the Town of Harbour Grace system to save on auditing fees as advised by the Town Auditor.

**MOTION #19-211 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**

FINANCE COMMITTEE

Kitchen's Hill

Motioned that the Town of Harbour Grace borrow from CIBC, an amount not exceeding \$137,385.00, amortized over 10 years with a term of 10 years. Said loan will be used to facilitate the Kitchen's Hill water, sewer and street upgrades – Project #17-SCF-19-00107.

**MOTION #19-212 CLR. TETFORD/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

Noad Street

Motioned that the Town of Harbour Grace borrow from CIBC, an amount not exceeding \$100,659.00 amortized over 10 years with a term of 10 years. Said loan will be used to facilitate the Noad Street water, sewer and street upgrades – Project #17-SCF-19-00108.

**MOTION #19-213 CLR. TETFORD/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

Francis & Sharon Reynolds

Clr. Vaters advised that a decision on the request to purchase former right of way must be deferred until Housing can meet with the Finance Committee.

Deputy Mayor Williams left chambers at 8:16pm.

Glover Road-Bldg App

Motioned to approve the application for building permit as submitted by Adam & Melissa Short to construct an 8m x 8m Cabin located on Glover Road Crown Land subject to all Town Development Standards and well & septic approval by Service NL.

**MOTION #19-214 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Clr. Tetford asked if the lots are in the Town's planning area or the Town's development area because there are different regulations depending on which area the lots fall in.

Glover Road-Bldg App

Motion to rescind motion #19-214.

**MOTION #19-215 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

Glover Road-Bldg App

Motioned to approve in principle the application for building permit as submitted by Adam & Melissa Short to construct an 8m x 8m Cabin located on Glover Road Crown Land subject to all Town Development Standards, well & septic approval by Service NL, providing that the property is located in the Town's planning area only.

**MOTION #19-216 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Glover Road-Bldg App

Motioned to approve in principle the application for building permit as submitted by John Joseph Cleary to construct an 8m x 8m Cabin located on Glover Road Crown Land subject to all Town Development Standards, well & septic approval by Service NL, providing that the property is located in the Town's planning area only.

**MOTION #19-217 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Deputy Mayor Williams returned to chambers at 8:20pm.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- 2 Gully Path-Bldg App Motioned to approve the application for building permit as submitted by Elena Hynes to construct a 30' x 27' house located at 2 Gully Path subject to all Town Development Standards.
**MOTION #19-218 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**
- 2 Line Road-Bldg App Motioned to approve the application for building permit as submitted by Terry McCarthy to construct a 12' x 10' garage located at 2 Line Road subject to all Town Development Standards.
**MOTION #19-219 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- 176A Water St-Bldg App Motioned to reject the application for building permit as submitted by Anne Connor Sheppard to construct a deck at located 176A Water Street because it is not in compliance with Town Development Standards.
**MOTION #19-220 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- 695 Harvey St-Bldg App Motioned to approve the application for building permit as submitted by Andrew Archibald to construct a garage located at 695 Harvey Street subject to all Town Development Standards.
**MOTION #19-221 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- Mayor Coombs left chambers at 8:22 and Deputy Mayor Williams assumed the chair.*
- 10 Fisherman's Rd-Bldg App Motioned to approve the application for building permit as submitted by P.J. Coombs to construct a garage at located 10-18 Fisherman's Road subject to all Town Development Standards.
**MOTION #19-222 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- 28 Danny Cleary Dr-Bldg App Motioned to reject the application for building permit as submitted by Reg Coombs to construct a shed extension at located 28 Danny Cleary Drive because it is not in compliance with Town Development Standards.
**MOTION #19-223 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- Mayor Coombs returned to chambers at 8:23pm.*
- 41 Thicket Road-Bldg App Motioned to approve in principle the application for building permit as submitted by Fred Bradbury to develop 5 building lots located at 41 Thicket Road subject to all Town Development Standards and well & septic approval by Service NL.
**MOTION #19-224 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**
- 470 Southside Rd-Bldg App Motioned to reject the application for building permit as submitted by Ken Jacques & Lisa Shute to construct a 30' x 36' garage located at 470 Southside Road because it is not in compliance with the Town's building regulations.
**MOTION #19-225 CLR. VATERS/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

470 Southside Rd-Bldg App

Clr. Vaters explained that the reason the applicant is requesting to construct the garage before the house is that once the house is built, there will not be enough room for trucks to access the backyard to construct the garage and the neighbour will not allow them to use their driveway. The Town's regulations state that an accessory building cannot be built before a primary residence.

Motioned to have the committee revisit the application to construct a garage at 470 Southside Road and request the applicant to provide a letter from the contractor stating that once the house is built there will not be sufficient room to access the back yard, proof of an agreement from the contractor that a house is scheduled to be built and that the pegs for the house are placed for inspection.

**MOTION #19-226 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

ECONOMIC DEVELOPMENT COMMITTEE No report

TOURISM & HERITAGE COMMITTEE No report

HUMAN RESOURCES COMMITTEE No report

PARKS & RECREATION COMMITTEE

Deputy Mayor Williams advised that she has been asked for the date of the proposed Come Home Year. Deputy Mayor Williams said that she would make a motion to set July 19 to August 2, 2020. Clr. Tetford advised that the committee has dates set to include the July 10th anniversary date of the Town's Incorporation and ending with the Regatta as the finale, an announcement is planned for late September and plan to have an information package ready for Council by mid October. Mayor Coombs requested to have a tentative itinerary for Council's review at the next meeting under privileged.

Motioned to set July 10th – July 26th, 2020 as the dates for Come Home Year 2020 in the Town of Harbour Grace.

**MOTION #19-227 DEPUTY MAYOR WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

Motioned to advertise for volunteers for Come Year Celebrations on the Town's website and social media. Anyone interested should submit their name to the Council Office.

**MOTION #19-228 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Motioned to apply to the Gas Tax Secretariat for funding for the Splash Pad, pending availability of funds.

**MOTION #19-229 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Motioned to appoint someone to assemble the chairs and picnic tables when they arrive and put them in place.

**MOTION #19-230 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

FIRE DEPARTMENT LIAISON

Deputy Mayor Williams advised that the HGVFB responded to 4 calls, paid respect to former Fire Chief, the Late Neville Garland and completed a high angle training. The department has implemented in a new relief dispatch system, which is being used by most departments in the province and 911 is also available. The Fireman’s Ball is scheduled for Saturday, November 9th, 2019 and the Santa Claus Parade will take place on Saturday, December 7th, 2019.

COMMUNITY CENTRE LIAISON No report

CIVIC EVENTS LIAISON No report

JOINT COUNCIL LIAISON No report

HARBOUR GRACE BCIB No report

CAO/TOWN CLERK REPORT No report

Motioned to adopt the CAO’s report as presented.

**MOTION #19-231 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**

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

Transplant Trot Deputy Mayor Williams commented on the success of the Transplant Trot held on Sunday in memory of Kevin Lynch. Deputy Mayor Williams thanked Kerry Martin and the Committee.

Farm Animals Clr. Tetford commented on the ongoing situation with Farm Animals in residential areas of Town and noted that she regularly gets complaints about this issue.

Motioned that the operators of animal farms without permits be hereby served a stop order to give the owners of the animals seven days to remove the unpermitted animals. Failure to do so will result in a fine of \$50 per day for every day of non-compliance and/or court action.

MOTION #19-232 CLR. TETFORD/CLR. VATERS DEFEATED
**In favour Clr. Byrne
 Clr. Tetford
 Clr. Vaters**
**Opposed Mayor Coombs
 Deputy Mayor Williams
 Clr. Williams**

It was suggested to wait for the MEO to receive the ticket book and issue tickets to residents who are not in compliance.

COUNCILLOR’S SUGGESTIONS/CONCERNS

- Permits Motioned to give the MEO direction immediately to identify any and all buildings without permits, those identified to be given seven days to apply for a permit. If a permit is not granted or approved, a demolition order to follow, and the Town CAO to make sure that the process is followed through in a timely manner as directed by Council.
**MOTION #19-233 CLR. TETFORD/CLR. BYRNE
CARRIED UNANIMOUSLY**

- Cameras Clr. Tetford spoke about the cameras that were to be purchased to help the MEO. CAO advised that he has been working on this with the MEO.

- Priority list Clr. Tetford requested to have each Councillor provided with the latest priority list for the capital works funding submitted to municipal affairs.

- Tax Sale Mayor Coombs requested to have Finance provide a list of properties complied for a tax sale.

- Chambers Expansion Clr. Tetford asked if there was an update on the possibility of having Council Chambers expanded using Gas Tax. CAO advised that this would not be allowed using Gas Tax Funding. It was requested to have the CAO get quotes from contractors to expand the chambers.

- Adjournment Motioned to adjourn the regular meeting of Council at 8:52 P.M.
**MOTION #19-234 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Regular meeting of Council on September 9, 2019 reopened at 10:14pm.

- DCHGCC Rates Motioned to accept the Danny Cleary Harbour Grace Community Centre Facility Manager’s recommendation to increase the following rates effective September 17, 2019 to keep in line with inflation:

 - Minor, Youth and School Hockey Rate: from \$170/hr to \$175.00/hr (tax-in)
 - Recreation Leagues, Private Rentals: \$195.00/hr to \$200.00/hr (tax-in)
 - Birthday Parties (1 hour on ice/1 hour in MPR): from \$205.00 to \$220.00 (tax-in)**MOTION #19-235 DEPUTY MAYOR WILLIAMS/ CLR. BYRNE CARRIED**

In favour	Mayor Coombs
	Deputy Mayor Williams
	Clr. Byrne
	Clr. Vaters
	Clr. Williams
Opposed	Clr. Tetford

DCHGCC Contracts

Motioned to Null and Void all Contracts made with the Rock Fitness Centre Inc. after September 2, 2016 to present.

MOTION #19-236

CLR. BYRNE/DEPUTY MAYOR WILLIAMS

CARRIED UNANIMOUSLY

Adjournment

Motioned to adjourn reopened meeting of Council at 10:17 P.M.

MOTION #19-237

CLR. TETFORD/DEPUTY MAYOR WILLIAMS

CARRIED UNANIMOUSLY

Next regular meeting of Council is Monday September 23rd, 2019 at 7:00 PM.

Confirmed:

Don Coombs, Mayor

DATE:

Np

Mike Saccary, CAO/Town Clerk