

**TOWN OF HARBOUR GRACE**

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall via Teleconference,  
June 2, 2020 at 7:00 PM.

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

*Staff Present* Acting Town Clerk Sean O'Brien  
Admin. Assistant-A/R Clerk Nancy Pike

Mayor Coombs called the meeting to order at 7:15pm.

Town Clerk Motioned to appoint Mr. Sean O'Brien as the acting Town Clerk.  
**MOTION #20-272 DEPUTY MAYOR WILLIAMS/CLR. VATERS  
CARRIED UNANIMOUSLY**

Minutes: Special meeting minutes of March 2, 2020 were adopted as presented  
Special Meeting with the following errors and/or omissions:  
March 2, 2020 1. Page 2, Budget; Clr. Tetford requested to have the minutes reflect that Deputy Mayor Williams originally seconded the motion to adopt the budget but then withdrew because the budget presentation was not complete.  
**MOTION #20-273 CLR. BYRNE/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

Minutes: Regular meeting minutes of May 15, 2020 were adopted as presented,  
Regular Meeting with the following errors and/or omissions:  
May 15, 2020 1. Page 1, Adoption of Minutes: Deputy Mayor Williams asked to have the wording in the correction to the March 2, 2020 minutes changed from "budget presentation" to motion.  
2. Page 7, Fire Dept. Liaison: Deputy Mayor Williams asked to have Fire Inspector Furey corrected to Fire Inspector Perry.  
**MOTION #20-274 CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES**

Letter to Municipal Affairs Deferred to Finance.

Queen's Rd & Tarrant's Hill Letter has been sent as per the motion of Council.

Bear's Cove Road Bldg App. Deferred to Housing.

Gas Tax Motioned to write the Gas Tax Secretariat and request to use a portion of the Gas Tax Funds for the proposed Splash Pad.  
**MOTION #20-275 DEPUTY MAYOR WILLIAMS/CLR. VATERS  
CARRIED UNANIMOUSLY**

Harvey St. – Phase IV Referred to Public Works.

Illegal Drug use Signage Deferred to Housing.

69 Harvey Street Referred to Housing. The HGVFB Fire Chief will be attending the privileged meeting to speak to Council.

Expropriation-Kitchen's Hill Referred to Finance.

**CORRESPONDENCE**

Dept. of Municipal Affairs Mayor Coombs tabled correspondence from the Department of Municipal Affairs with guidance for wastewater collection and treatment operators during COVID-19.

**CORRESPONDENCE**

|                             |  |
|-----------------------------|--|
| Conception Bay Museum       | Mayor Coombs tabled correspondence from the Conception Bay Museum with an update to directors and other stakeholders of the museum.  |
| Dept. of Municipal Affairs  | Mayor Coombs tabled correspondence from the Department of Municipal Affairs concerning Fire Protection Services. Mayor Coombs asked the Deputy Mayor to discuss with the Fire Chief/Executive. Deputy Mayor Williams advised that she would speak on this in her report.   |
| Dept. of Municipal Affairs  | Mayor Coombs tabled correspondence from the Department of Municipal Affairs giving approval to call tenders for Harvey Street Phase IV – Water, sewer & street upgrading – 17-GI-20-00059. Referred to Public Works.   |
| CCNL Internship             | Mayor Coombs tabled correspondence from the Conservation Corps Newfoundland and Labrador seeking proposals for local environment and cultural heritage conservation placements throughout the 2020/2021 fiscal year. Mayor Coombs requested to have a letter written to thank them, but the Town has not allowed for this in the budget. |
| MAA                         | Mayor Coombs tabled correspondence from the Municipal Assessment Agency advising that the assessment notices for 2021 will be mailed on June 1, 2020.  |
| Dallas Watson/Neil Dawe     | Mayor Coombs tabled correspondence from Dallas Watson and Neil Dawe concerning the availability of grants in the amount of \$50,000.00 from the Federation of Canadian Municipalities to help improve asset management practices. Referred to Finance.   |
| Gail Downing                | Mayor Coombs tabled a request from Mrs. Gail Downing for a speed bump to be placed on Downing Street. Referred to Public Works.  |
| Christine Lynch             | Mayor Coombs tabled correspondence from Ms. Christine Lynch concerning signage for the Pirates Path. Referred to Parks and Recreation.   |
| Health & Community Services | Mayor Coombs tabled correspondence from Health and Community Services concerning First Responders and the Novel Coronavirus.   |
| Dan Pinsent                 | Mayor Coombs tabled correspondence from Mr. Dan Pinsent inquiring about the availability of land in the vicinity to the Harbour Grace Airstrip. Referred to Housing.   |
| Par Id 085003 001           | Mayor Coombs tabled correspondence from a business (Par Id 085003 001) requesting tax relief due to the COVID-19 Pandemic. Referred to Finance.  |
| 194 Harvey Street           | Mayor Coombs tabled correspondence from a resident concerning damage to their property due to snow clearing. Referred to Finance and Housing.  |
| Children's Wish Foundation  | Mayor Coombs tabled a donation request from the Children's Wish Foundation concerning the 25th Annual "Run the Rock". Referred to Finance.   |
| 236 Southside Road          | Mayor Coombs tabled correspondence from a resident requesting regulations concerning parking an RV on their property. Referred to Housing.   |
| Par Id 084488               | Mayor Coombs tabled correspondence from the property owner of Par Id 084488 requesting tax relief for business tax (Air BNB) that was charged. Referred to Finance.  |
| Pam Parsons, MHA            | Mayor Coombs tabled correspondence from Pam Parsons, MHA concerning Harvey Street Phase V. Referred to Public Works.   |
| Eastern Reg. Service Board  | Mayor Coombs tabled correspondence from the Eastern Regional Service Board announcing the reopening of waste recovery facilities. Information will be shared on the Town's Website and social media.   |
| Par Id 083882 001           | Mayor Coombs tabled correspondence from a business (Par Id 083882 001) requesting business tax relief due to the COVID-19 Pandemic. Referred to Finance.   |

**CORRESPONDENCE**

|                            |  |
|----------------------------|--|
| Dan Noseworthy             | Mayor Coombs tabled a proposal from Mr. Dan Noseworthy for the recruitment of a Town Manager. Deferred to privileged.  |
| Par Id 269121              | Mayor Coombs tabled correspondence from the property owner of Par Id 269121 requesting tax relief for business tax (Air BNB) because the Air BNB has been closed. Referred to Finance. |
| 20 Kildare Road            | Mayor Coombs tabled an application for building permit for 20 Kildare Road. Referred to Housing.   |
| 35 Military Road           | Mayor Coombs tabled an application for building permit for 35 Military Road. Referred to Housing.  |
| 189 Harvey Street          | Mayor Coombs tabled an application for building permit for 189 Harvey Street. Referred to Housing.   |
| 40 Woodville Crescent      | Mayor Coombs tabled an application for building permit for 40 Woodville Crescent. Referred to Housing.   |
| Par Id 083916 & 083916 001 | Mayor Coombs tabled a video from owner of business Par Id 083916 & 083916 001 requesting tax relief. Referred to Finance.  |

**NEW BUSINESS**

|                                 |  |
|---------------------------------|--|
| Office Hours                    | Mayor Coombs advised that the Council Office will be switching to summer hours 9:00am – 4:00pm starting Monday, June 8, 2020 until Friday, September 11, 2020. Mayor Coombs also noted plans to have the Council office open to the public for payments starting Tuesday, June 9, 2020 from 10:00am – 3:00pm from Monday to Friday pending the move to Alert Level 3 by Provincial Government on Monday, June 8, 2020. |
| Council Meeting Summer Schedule | Mayor Coombs advised that July 13, 2020 and August 24, 2020 are the dates scheduled Council meetings this summer. Mayor Coombs also noted that committees can still meet and if any emergencies come up, a special meeting can be called.  |

**COMMITTEE REPORTS****CAPITAL & PUBLIC WORKS COMMITTEE**

Clr. Vaters announced that Harvey Street Phase IV tenders will be awarded on June 8, 2020. Phase V is waiting for approval from the Federal Government. The Public Works Committee plans to meet next week concerning the road and gas tax funding. Clr. Vaters advised that the committee needs to meet with the Public Works Superintendent to review requests for speed bumps and determine which roads are suitable. Clr. Vaters noted that Clean Sweep is in town would like residents to keep the roads clear to allow them to get through and clean up the sides of the roads.

**FINANCE COMMITTEE**

Kitchen's Hill

Motioned that the Town of Harbour Grace assumes no financial responsibility with respect to the purchase of land or expropriation of land as it relates to the Kitchen's Hill Project. The Town's engineering firm met with Council and residents on different occasions and were adamant each time that the Town would not need to take any additional property for a successful outcome of this project. It is the Town's belief that the financial responsibility for any purchase or expropriation of land that is now deemed necessary rests with the engineering firm.

**MOTION #20-276 CLR. BYRNE/DEPUTY MAYOR WILLIAMS  
CARRIED UNANIMOUSLY**

**HOUSING/ENVIRONMENT/SANITATION COMMITTEE**

20 Kildare Rd.-Bldg App      Motioned to approve the application for building permit as submitted by Steve Moores to construct a 6' x 8' greenhouse located at 20 Kildare Road subject to all Town Development Standards.

**MOTION #20-277      CLR. WILLIAMS/CLR. TETFORD  
CARRIED UNANIMOUSLY**

35 Military Rd.-Bldg App      Motioned to approve the application for building permit as submitted by Carol Burton to construct a 4' x 7' front porch on the front of the existing residential dwelling located at 35 Military Road subject to all Town Development Standards.

**MOTION #20-278      CLR. WILLIAMS/CLR. TETFORD  
CARRIED UNANIMOUSLY**

189 Harvey St.-Bldg App      Motioned to approve the application for building permit as submitted by Leslie Vail to reduce the size of an existing garage located at 189 Harvey Street from 12' x 29' to 12' x 16' as per application submitted.

**MOTION #20-279      CLR. WILLIAMS/CLR. TETFORD  
CARRIED UNANIMOUSLY**

40 Woodville Cr.-Bldg App      Motioned to approve the application for building permit as submitted by Andrew Babb to construct a 40' x 30' garage located at 40 Woodville Crescent subject to all Town Development Standards and driveway access culvert to be installed at the owner's expense.

**MOTION #20-280      CLR. WILLIAMS/CLR. TETFORD  
CARRIED UNANIMOUSLY**

**ECONOMIC DEVELOPMENT COMMITTEE**

Clr. Fitzgerald advised that the EDO has been applying for grants and was successful in obtaining a JCP for Moriarty Park redevelopment. He has also received funding for student jobs through Canada Student Jobs and AESL. More details are available in the EDO's report.

**TOURISM & HERITAGE COMMITTEE**

Motioned to have the EDO apply for funding through the Seniors Wellness and Horizon Program to install a bathroom and kitchenette at the Otterbury School. The installation of these facilities will allow seniors to volunteer their time during tourist season to act as guides and caretakers of the building. The building can be further utilized for seniors to accommodate card games and afternoon teas. It will also be home to memorabilia from all previous and current schools, in Harbour Grace.

**MOTION #20-281      CLR. TETFORD/CLR. WILLIAMS  
CARRIED UNANIMOUSLY**

**HUMAN RESOURCES COMMITTEE**

Clr. Byrne advised that she has HR items to discuss under privileged.

**PARKS & RECREATION COMMITTEE**

Deputy Mayor Williams advised that signage is being replaced on the trail because of an incident. The story board will soon have a map of the trail along with rules and regulations for use of the trail. The EDO has developed a digital map that users can download to their phones. Deputy Mayor Williams noted that more chairs will be placed when the summer students have been hired. She hopes to set a date for a community cleanup soon.

Motioned to have the loop at the trail named Quinn's Memorial Loop.

**MOTION #20-282      DEPUTY MAYOR WILLIAMS/CLR. BYRNE  
CARRIED UNANIMOUSLY**

**FIRE DEPARTMENT LIAISON**

Deputy Mayor Williams informed Council that practices are ongoing while maintaining social distancing, three crews attend practices which consist of nine firefighters and one trainer. There were six calls since the last meeting. There was one session on practical training exercises toward eleven members being certified to an FPA Standard Level I, their next session will be at the smokehouse this Sunday.

Motioned for the Town of Harbour Grace to approve the Harbour Grace Volunteer Fire Brigade to respond to medical emergencies.

**MOTION #20-283 DEPUTY MAYOR WILLIAMS/CLR. VATERS  
CARRIED UNANIMOUSLY**

**COMMUNITY CENTRE LIAISON**

Clr. Fitzgerald advised that normal operation at the Community Centre have stopped as of March 16 due to COVID-19 and that the centre is currently in a partnership with Eastern Health to be used as a testing centre for COVID-19. If the structure is also in place, it will act as a clinic in the event of an incline of positive cases. Work is ongoing with public health to prepare for the annual vaccination of grades four and six, due to the schools being closed. There will be nurses and equipment on site to vaccinate approximately 1500 children.

Motioned to allow Rock Fitness to use the outdoor space (grassy area) in front of the building to teach classes weekly with the following stipulations:

1. Facility Manager’s discretion
2. Weather Permitting
3. Must conclude by 11:30am on testing days
4. Pandemic protocols to be in place

**MOTION #20-284 CLR. FITZGERALD/CLR. BYRNE  
CARRIED UNANIMOUSLY**

**CIVIC EVENTS LIAISON**

No report

**JOINT COUNCIL LIAISON**

No report

**HARBOUR GRACE BCIB**

Clr. Tetford advised that there are some things ongoing and the committee will be working through the summer virtually until they are allowed to meet in person.

**CAO/TOWN CLERK REPORT**

No report

**ECONOMIC DEVELOPMENT OFFICER REPORT**

Tabled

**PUBLIC WORKS SUPERINTENDENT REPORT**

Tabled

**DANNY CLEARY HARBOUR GRACE COMMUNITY CENTRE MANAGER’S REPORT**

Tabled

**MUNICIPAL ENFORCEMENT OFFICER’S REPORT**

No report

**COUNCILLOR’S SUGGESTIONS/CONCERNS**

Signage

Deputy Mayor Williams asked if the stop signs that are being replaced are from damage or normal wear and tear. Mayor Coombs advised that he does not know but that he can find out and advise.

Chlorine

Deputy Mayor Williams asked if the issue (low readings) with the chlorine has been resolved. The Acting Town Clerk advised that the PW Superintendent had spoken with JC Pratt and they do not believe there is an issue. PW Superintendent to provide a report to Council.

**COUNCILLOR'S SUGGESTIONS/CONCERNS**

- Wastewater                      Deputy Mayor Williams spoke about correspondence marked 3.1 and that it provides some good information, she wondered if the employees had been given training. Mayor Coombs requested to have this information passed along to the PW Superintendent.
  
- Moriarty Park JCP              Deputy Mayor Williams advised that the breakdown for the grant to redevelop the ball field at Moriarty park is \$37,979.00 which includes \$29,184.00 for salaries (1 foreperson and 4 labourers) for 12 weeks and \$8,755.00 for supplies.
  
- MEO                                  Motioned to advertise for a Municipal Enforcement Officer with a deadline of June 19, 2020 for applications, the Human Resources Committee has been requested to help expediate the process.  

**MOTION #20-285              CLR. TETFORD/CLR. VATERS  
CARRIED UNANIMOUSLY**
  
- Waste Recovery Facility        Clr. Williams said that it is good the see the Waste Recovery Facility open again, especially with the number of people doing repairs.
  
- Kelly's Lane                      Mayor Coombs requested the Housing Committee to meet regarding Kelly's Lane (Harvey Street) to get the situation rectified.
  
- Adjournment                      Motioned to adjourn the regular meeting of Council at 7:50 P.M.  

**MOTION #20-286                      CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**

Next regular meeting of Council is Monday, July 13, 2020 at 7:00 PM.

**Regular Meeting of Council reopened at 8:27pm**

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|------------------------|---|--|
| <i>Members Present</i> | Mayor<br>Deputy Mayor<br><br>Councillors:       | Don Coombs<br>Sonia Williams<br><br>Lyda Byrne<br>Paul Fitzgerald<br>Kathy Tetford<br>Shawn Vaters<br>Kevin Williams |
| <i>Staff Present</i>   | Acting Town Clerk<br>Admin. Assistant-A/R Clerk | Sean O'Brien<br>Nancy Pike   |

Motioned that the Town of Harbour Grace retain the company LW Consulting to advertise and assist in the process of hiring a Town Manager.  
**MOTION #20-287                      CLR. BYRNE/CLR. VATERS  
CARRIED UNANIMOUSLY**

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

**MOTION #20-288                      CLR. VATERS/CLR. BYRNE  
CARRIED UNANIMOUSLY**

**Confirmed:**

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Don Coombs, Mayor  
Np

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Sean O'Brien, Acting Town Clerk