

TOWN OF HARBOUR GRACE

Minutes of a regular meeting of the Town of Harbour Grace Council, held in the Town Hall via Zoom,
July 20, 2020 at 7:00 PM.

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

Members Absent Paul Fitzgerald

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.

Minutes: Regular meeting minutes of June 1, 2020 were adopted as presented.

Regular Meeting
June 1, 2020

**MOTION #20-289 CLR. WILLIAMS/CLR. VATERS
CARRIED UNANIMOUSLY**

Town Clerk Motioned to appoint Mr. Sean O'Brien as the acting Town Clerk.
**MOTION #20-290 CLR. VATERS/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

BUSINESS ARISING FROM MINUTES

Letter to Municipal Affairs Clr. Byrne advised that the Town's line of credit has been paid off and that there is no need to write the letter at this time.
Motioned to defer the request to write the Minister of Municipal affairs until it is needed.
**MOTION #20-291 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Queen's Rd & Tarrant's Hill Mayor Coombs advised that the Town has not yet received a reply.

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

Gas Tax Mayor Coombs advised that the Town has not yet received a reply.

Harvey St. – Phase IV Mayor Coombs and Clr. Vaters advised that equipment is being delivered and the project will hopefully begin on Monday.

Illegal Drug use Signage No update.

Dan Pinsent Mr. Pinsent wrote Council wondering about the availability of land near the air strip. No update.

Par Id 085003 001 Referred to Finance.

194 Harvey Street Referred to Housing.

Chlorine Update Mayor Coombs advised that everything is good as per the PW Superintendent's report.

Kelly's Lane Deferred to Privileged Meeting.

CORRESPONDENCE

Immaculate Conception Parish Mayor Coombs tabled correspondence from the Immaculate Conception Parish concerning St. Francis Field. Mayor advised that he met with the Immaculate Conception Parish and requested a 10-year lease and they came back with an offer of 5 years.
Motioned to accept the 5-year lease agreement for an amount of \$1.00/year.
**MOTION #20-292 CLR. BYRNE/CLR. VATERS
CARRIED UNANIMOUSLY**

CORRESPONDENCE

Conception Bay Museum	<p>Mayor Coombs tabled correspondence from the Conception Bay Museum informing Council of damage to the Colston Cove Stairs and requesting financial assistance for repairs.</p> <p>Motioned to pass along the invoice for the repairs to the Town's insurance carrier to find out what the liability is for the Town of Harbour Grace.</p> <p>MOTION #20-293 DEPUTY MAYOR WILLIAMS/CLR. VATERS CARRIED UNANIMOUSLY</p>
OIPC	<p>Mayor Coombs tabled correspondence from the Office of the Information and Privacy Commissioner advising that from July 7, 2020 forward the OIPC will require an official extension request to be used for all extension approval requests.</p>
Harris & Associates	<p>Mayor Coombs tabled correspondence from Dave Peddle of Harris & Associates concerning deficiencies and remaining work on Kitchen's Hill.</p> <p>Motioned to write a letter to Harris & Associates advising that the Town of Harbour Grace is not in favour of leaving a portion of the sidewalk unfinished.</p> <p>MOTION #20-294 CLR. TETFORD/CLR. VATERS CARRIED UNANIMOUSLY</p>
Par Id 084589	<p>Mayor Coombs tabled correspondence from the owner of Par Id 084589 requesting tax relief. Referred to Finance.</p>
Municipal Affairs	<p>Mayor Coombs tabled correspondence from Municipal Affairs concerning the Water Resources Act Section 48 – Permitting Requirements.</p>
Fairtax Grants	<p>Mayor Coombs tabled correspondence from Peter Kimpton of Fairtax Grants concerning FCM Capital Projects and FCM Signature Pilot.</p>
Eastern Reg. Service Board	<p>Mayor Coombs tabled correspondence from Holly Coles of the Eastern Regional Service Board regarding the 2020 Community Clean-up Program information.</p>
Public Procurement Agency	<p>Mayor Coombs tabled correspondence from the Public Procurement Agency outlining amendments to the Public Procurement Act.</p>
Jill Bennett	<p>Mayor Coombs tabled correspondence from Mrs. Jill Bennett requesting information on pool/fence regulations. Clr. Tetford noted that the request has been resolved.</p>
Bishops Roadworks	<p>Mayor Coombs tabled correspondence from Ashley of Bishops Roadworks inquiring if the Town has any upcoming asphalt work for the 2020 season.</p>
MNL	<p>Mayor Coombs tabled correspondence from MNL outlining Municipal Guidance/Recommendations for Alert Level Two.</p>
Employment Support	<p>Mayor Coombs tabled correspondence from Employment Support advising that applications are now being accepted for Community Enhancement Employment Programs.</p>
Eastern Reg. Service Board	<p>Mayor Coombs tabled correspondence from Eastern Regional Service Board announcing the reopening of 10 water recovery facilities.</p>
Jason Puddister	<p>Mayor Coombs tabled correspondence from Mr. Jason Puddister requesting information on noise and nuisance regulations. Clr. Tetford advised that she has a motion to make on this issue.</p>
Dept. of Municipal Affairs	<p>Mayor Coombs tabled correspondence from the Department of Municipal Affairs concerning approval of funding for 17-GI-21-00054-Harvey Street Phase V – Sewer, Water & Street Upgrading.</p>

CORRESPONDENCE

PW Superintendent Mayor Coombs tabled correspondence from the Public Works Superintendent concerning street rehabilitation and paving for 2020. Referred to Public Works.

PW Superintendent Mayor Coombs tabled a quotation from EMCO for fire hydrants, submitted by the Public Works Superintendent. Referred to Public Works.

Jordin Austin Mayor Coombs tabled correspondence from Mr. Jordin Austin concerning damage to his fence from snow clearing. Referred to the Town’s insurance carrier to determine if the Town was negligent.

Dept. of Trans. & Works Mayor Coombs tabled correspondence from the Department of Transportation & Works concerning Project # MA 17-GI-20-00059.

Fire Underwriters Mayor Coombs tabled correspondence from Fire Underwriters announcing the guidelines for 2020 Awards – Fire Chief of the year. Forward to the Fire Department.

Natalie & Jordin Austin Mayor Coombs tabled correspondence from Natalie & Jordin Austin requesting a meeting with the Mayor and Councillors. Council had a lengthy discussion on the Austin’s concerns and Town’s Regulations.

Motioned to adopt the Town of Harbour Grace noise and nuisance regulations as forwarded to members of Council as pursuant to the authority conferred by the Municipalities Act, 1999 - chapter M-24, Section 414(2)(ee), upon adoption all previous Town of Harbour Grace Nuisance and Noise Bylaws, regulations, and amendments are repealed.

MOTION #20-295	CLR. TETFORD/CLR. VATERS	DEFEATED
	<i>In Favour</i>	Clr. Tetford Clr. Byrne Clr. Vaters
	<i>Opposed</i>	Mayor Coombs Deputy Mayor Williams Clr. Williams

Mayor Coombs asked the Housing Committee to bring back recommendations to the next meeting.

GW Fields Mayor Coombs tabled correspondence from GW Fields concerning an illegal dumping problem on Hard Path Road. Referred to Public Works for further regulations and/or signage.

Keyin College Mayor Coombs tabled correspondence from Keyin College announcing the appointment of Wendy Penney as the new Vice Principal.

Jordan Baker Mayor Coombs tabled correspondence from Jordan Baker, TriPen Ice Bantam AAA thanking the Town for their support.

CAV Mayor Coombs tabled correspondence from Communities Against Violence requesting the Town of Harbour Grace to proclaim July 15, 2020 to July 22, 2020 as Pride Week.

Motioned to proclaim July 15, 2020 to July 22, 2020 as Pride Week in the Town of Harbour Grace.

MOTION #20-296	CLR. VATERS/DEPUTY MAYOR WILLIAMS
	CARRIED UNANIMOUSLY

Mayor Coombs advised that the EDO has planned a small ceremony on Wednesday at 2:00pm to unveil the new Pride Crosswalk on Water Street.

Main Road, Bristol’s Hope Mayor Coombs tabled an application for building permit for Main Road, Bristol’s Hope. Referred to Housing.

CORRESPONDENCE

378 Water Street	Mayor Coombs tabled an application for building permit for 378 Water Street. Referred to Housing.
12 Water Street East	Mayor Coombs tabled an application for building permit for 12 Water Street East. Referred to Housing.
126 Harvey Street	Mayor Coombs tabled an application for building permit for 126 Harvey Street. Referred to Housing.
459 Southside Road	Mayor Coombs tabled an application for building permit for 459 Southside Road. Referred to Housing.
92 Hard Path Road	Mayor Coombs tabled an application for building permit for 92 Hard Path Road. Referred to Housing.
14 Mount Pleasant Road	Mayor Coombs tabled an application for building permit for 14 Mount Pleasant Road. Referred to Housing.
Glover Road (Cabin)	Mayor Coombs tabled an application for building permit for Glover Road. Referred to Housing.
Glover Road (Cabin)	Mayor Coombs tabled an application for building permit for Glover Road. Referred to Housing.

NEW BUSINESS**COMMITTEE REPORTS****CAPITAL & PUBLIC WORKS COMMITTEE**

Motioned that the Town of Harbour Grace agrees to enter into a municipal capital works agreement for the financing of Harvey Street Phase V – Sewer, Water & Street Upgrading, Project No. 17-GI-21-00054, and have agreed to cost not in excess of \$2,328,974 which amounts to \$2,111,995 after applicable GST/HST rebate calculations.

MOTION #20-297

**CLR. VATERS/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

FINANCE COMMITTEE

Clr. Byrne advised that she checked with municipalities in the area as to what they are doing and will follow suit and the motions will reflect that.

Par Id 085003 001

Motioned that with respect to Par Id 085003 001, there shall be no relief of business tax, but this business and all businesses will be reassessed pending further government instructions.

MOTION #20-298

**CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Children's Wish Foundation

Motioned that the Town of Harbour Grace donate \$50.00 to the Children's Wish Foundation.

MOTION #20-299

**CLR. BYRNE/CLR. WILLIAMS
CARRIED UNANIMOUSLY**

Par Id 084488

Motioned that Par Id 084488 shall be granted relief of the business tax for the 2020 tax year due to their inability to operate under government restrictions due to the COVID-19 Pandemic. Should these restrictions be lifted, and the business be permitted to open for operation during the 2020 season, then the taxes will be adjusted and prorated to reflect the same.

MOTION #20-300

**CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

FINANCE COMMITTEE

Par Id 083883 001

Motioned that with respect to Par Id 083883 001, there shall be no relief of business tax, but this business and all businesses will be reassessed pending further government instructions.

**MOTION #20-301 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Par Id 269121

Motioned that Par Id 269121 shall be granted relief of the business tax for the 2020 tax year due to their inability to operate under government restrictions due to the COVID-19 Pandemic. Should these restrictions be lifted, and the business be permitted to open for operation during the 2020 season, then the taxes will be adjusted and prorated to reflect the same.

**MOTION #20-302 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Interest

Motioned that all interest on arrears for the months June and July 2020 not be charged due to the Council office operating under limited hours due to the COVID-19 Pandemic. This shall be reviewed in August 2020 with the further lifting of government restrictions.

**MOTION #20-303 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Motioned that all interest on current taxes for the month of July 2020 not be charged due to the Council office operating under limited hours due to the COVID-19 Pandemic. This shall be reviewed in August 2020 with the further lifting of government restrictions.

**MOTION #20-304 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

Appeals Review
Commissioner

Motioned that the Town of Harbour Grace appoint Mr. Derek Edwards as the Court Revision Commissioner.

**MOTION #20-305 CLR. BYRNE/DEPUTY MAYOR WILLIAMS
CARRIED UNANIMOUSLY**

083916/083916 001

Clr. Byrne advised that this request must be deferred as she has not been able to review the video submitted.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

Main Road-Bldg App

Motioned to defer the application for building permit as submitted by Erroll Peddle to construct a residential dwelling located at Main Road, Bristol's Hope pending more information.

**MOTION #20-306 CLR. WILLIAMS/CLR. TETFORD
CARRIED UNANIMOUSLY**

378 Water St.-Bldg App

Motioned to approve the application for building permit as submitted by Thomas & Colleen Gosse to construct a 10' x 8' shed located at 378 Water Street subject to all Town Development Standards.

**MOTION #20-307 CLR. WILLIAMS/CLR. TETFORD
CARRIED UNANIMOUSLY**

12 Water St. East-Bldg App

Motioned to approve the application for building permit as submitted by Barry Clarke to enclose a 12 x 12 deck as a sunroom located at 12 Water Street East as per application submitted.

**MOTION #20-308 CLR. WILLIAMS/CLR. TETFORD
CARRIED UNANIMOUSLY**

126 Harvey St.-Bldg App

Motioned to approve the application for building permit as submitted by Stephen Christine Pike to construct a 8' x 12' wooden floor for a greenhouse and add a 8' x 16' extension to patio deck located at 126 Harvey Street subject to all Town Development Standards.

HOUSING/ENVIRONMENT/SANITATION COMMITTEE

- 126 Harvey St.-Bldg App **MOTION #20-309 CLR. WILLIAMS/CLR. TETFORD**
CARRIED UNANIMOUSLY
- 459 Southside Rd-Bldg App Motioned to approve the application for building permit as submitted by Charles Pike to construct a 10'x 24' extension to existing garage located at 459 Southside Road subject to all Town Development Standards.
MOTION #20-310 CLR. WILLIAMS/CLR. TETFORD
CARRIED UNANIMOUSLY
- 92 Hard Path Rd.-Bldg App Motioned to approve the application for building permit as submitted by Bill & Nancy Pike to construct a 10'x 10' greenhouse located at 92 Hard Path Road subject to all Town Development Standards.
MOTION #20-311 CLR. WILLIAMS/CLR. TETFORD
CARRIED UNANIMOUSLY
- 14 Mt Pleasant Rd-Bldg App Motioned to approve the application for building permit as submitted by Lloyd & Michelle Parsons to construct a 16'x 16' shed located at 14 Mount Pleasant Road subject to all Town Development Standards.
MOTION #20-312 CLR. WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY
- Glover Road Cabins Clr. Williams deferred two applications to build cabins on Glover Road to the Housing Committee.

ECONOMIC DEVELOPMENT COMMITTEE

No Report

TOURISM & HERITAGE COMMITTEE

- Motioned to set Monday, July 27, 2020 as the civic holiday for the Town of Harbour Grace.
MOTION #20-313 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY
- Otterbury Schoolhouse Clr. Tetford advised that Brendan Chafe is designing an extension for a bathroom to the schoolhouse free of charge and funding has been applied for under the New Horizons for Seniors Program. Tourism summer students have completed an artifact inventory for the Otterbury School and have also completed online virtual tours of the Heritage District and Railway museum. CBC has interviewed the Town's EDO about the Otterbury School project.
- Heritage Newfoundland has two architecture students working on a design concept for the Heritage District. Heritage NL is organizing an online consultation session via Zoom to discuss design ideas from the district on July 21, 2:00 – 3:30pm, contact the EDO, Matthew McCarthy if you would like to attend.
- Volunteers from Avondale Railway Museum has borrowed the Town's rail car and are restoring equipment. New signage has been placed at the bottom of Pirate's Path Trail and Quinn's Memorial Loop.

HUMAN RESOURCES COMMITTEE

Clr. Byrne advised that the competition for the Town Manager has closed and interviews will be conducted July 28, 2020 by LW Consulting, and the HR Committee will sit in as observers. The competition for the Municipal Enforcement Officer has also closed, the HR Committee needs to meet to come up with a short list for interviewing as there were a large number of applications received.

PARKS & RECREATION COMMITTEE

Deputy Mayor Williams advised that the grant at the former softball field is underway and work has begun on the dog park.

Motioned to have the EDO apply for funding for the proposed splash pad/skating rink.

**MOTION #20-314 DEPUTY MAYOR WILLIAMS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Deputy Mayor Williams also commented about the great job done on the new story boards and hopes to get more signage on Quinn’s Loop before the grants have finished.

FIRE DEPARTMENT LIAISON

Deputy Mayor Williams informed Council that practices are ongoing throughout the summer to allow some members to get Level 1 and there will be continued training throughout the summer for all members.

COMMUNITY CENTRE LIAISON

No report

CIVIC EVENTS LIAISON

No report

JOINT COUNCIL LIAISON

No report

HARBOUR GRACE BCIB

Clr. Tetford advised that while there has not been a meeting there are still things that are ongoing.

CAO/TOWN CLERK REPORT

No report

Mayor Coombs thanked Mr. O’Brien for the work he has done as Acting Town Clerk.

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

CBC Article

Clr. Byrne said that a CBC article done by a tenant of the Danny Cleary Harbour Grace Community Centre stating that the Town of Harbour Grace was partly responsible for them closing was inappropriate. The Town was not responsible for them closing, rather it was the restrictions from the COVID-19 Pandemic and even though she did not always agree, the Town was exceptionally good to the them. The partner of the interviewee wrote a letter of apology to council admitting that they were not limited in any way.

DCHGCC

Deputy Mayor Williams advised that the ice is on at the stadium. Clr. Tetford questioned whether the revenue would cover the expenses. Mayor Coombs advised that the number of attendees of the private schools does not have an impact as the school is renting the ice which is not based on the number of participants. Minor Hockey is the centre’s biggest tenant and the decision to open may have to be reviewed if they do not use the same number of hours as in the past.

Agenda

Mayor Coombs advised that the agenda will be done on the 17th for the August 24, 2020 meeting.

Community Clean-up

Deputy Mayor Williams announced that Saturday, July 25, 2020 will be Community Clean-up day and that anyone wishing to help can pick up bags at the Council Office at 9:00am on clean-up.

COUNCILLOR’S SUGGESTIONS/CONCERNS

- Trail Bed Repairs Deputy Mayor Williams commented on an email received from Adam Hindy advising that he is interested in repairing the trail bed as it is washed out in areas and asked Council to review.
- Public Works Deputy Mayor Williams thanked the Public Works Superintendent and outside staff for their work fixing the potholes on the sides of the roads and noted that residents can call the Council Office if they would like to report a pothole.
- Sidewalks Deputy Mayor Williams noted that the sidewalks from the Council Office to Cochrane Street are filled with sand and need to be cleaned up. Referred to Recreation/Public Works. Clr. Tetford noted that the Sidewalk near the Grace Centre is not usable and would like to see it cleaned up as well.
- Crossing Sign Clr. Williams requested to have the crossing sign replaced on Lady lake Road near Railway Station.

Adjournment Motioned to adjourn the regular meeting of Council at 8:20 P.M.

**MOTION #20-315 CLR. TETFORD/CLR. VATERS
CARRIED UNANIMOUSLY**

Next regular meeting of Council is Monday, August 24, 2020 at 7:00 PM.

Regular Meeting of Council reopened at 9:10pm

- Members Present* Mayor Don Coombs
 Deputy Mayor Sonia Williams
- Councillors: Lyda Byrne
 Kathy Tetford
 Shawn Vaters
 Kevin Williams
- Members Absent* Paul Fitzgerald
- Staff Present* Acting Town Clerk Sean O’Brien

Motioned that the Town of Harbour Grace enter into an agreement with Browning Harvey with regard to the Danny Cleary Harbour Grace Community Centre for a period five years.

**MOTION #20-316 CLR. BYRNE/CLR. VATERS
CARRIED UNANIMOUSLY**

Adjournment Motioned to adjourn the reopened meeting of Council at 9:15 P.M.

**MOTION #20-317 CLR. VATERS/CLR. BYRNE
CARRIED UNANIMOUSLY**

Confirmed:

Don Coombs, Mayor
Np

Sean O’Brien, Acting Town Clerk