



**Regular Meeting of Council #13
December 12, 2023, at 6:00 pm**

AGENDA

- 1. CALL TO ORDER/ADOPTION OF AGENDA**
BE IT RESOLVED that this meeting is now called to order and the agenda is adopted as presented.
- 2. ADOPTION OF MINUTES**
 - a. Regular Meeting of Council November 14, 2023
- 3. BUSINESS ARISING**
- 4. MAYOR'S UPDATE**
- 5. CORRESPONDENCE**
- 6. PLANNING & DEVELOPMENT**
 - a. Update
 - b. Permits
BE IT RESOLVED to table and approve the attached permit listing. 5 permits were issued November 10 to December 8, 2023 and include permits for Residential, Site Preparation, and Accessory Building
 - c. Location: 167 Conception Bay Highway
Proposal: Residential
Zoning: RMD
BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations.
 - d. Location: Lot 1, Horizon Drive
Proposal: 3 Storage Units
Zoning: Industrial General
BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations.
- 7. RECREATION AND COMMUNITY EVENTS**
 - a. Update

8. INFRASTRUCTURE AND PUBLIC WORKS

- a. Update
- b. **BE IT RESOLVED** Town of Holyrood approve Change Order #3 for Project Holyrood Water Tank Upgrading – Well Pump Test/Well Inspections. No.: 17-MYCW-18-00051. The project was completed in 2020 and all the identified objectives and associated work was completed. A component of the completed project was Change Order #3 allowing the scope of work to be expanded and increasing the cost of the project.

Change Order #3 specifically identifies an additional pump test and Hydrog Assessment on the well system causing an increase of **\$46,244.95**. This change order was previously submitted by the prime consultant, reviewed by staff, deemed valid, and approved for payment. This motion is a formality, a new requirement by Provincial Municipal Affairs, for all Change Orders to require a Public Motion. Council supports this initiative, and any process improvement that enhances robust processes, procedures, and oversight. Completing this motion thus allows the Town to access \$14k in surplus funding available through the identified MYCW project above.

All work activities have been completed; all reports submitted to Municipal Infrastructure- this motion allows the Town to close out the project.

- c. **BE IT RESOLVED** the Town of Holyrood continue to participate in the regional service for waste collection for a 36 month contact with the Eastern Regional Services Board. All waste management services include garbage collection, recyclables collection, and bulk items collection.
- d. **BE IT RESOLVED** the Town of Holyrood submit an application to Department of Transportation – Municipal Infrastructure Division to complete a project which will provide the Town with a detailed design and detailed costing for a Multi-Purpose/ Community Center Building. This project aims to provide a plausible design for a building where residents can gather to attend and/or host events, participate in programming and engage in mentoring or training sessions including physical activity programs, socialize and /or exchange stories and skill sets. The cost of the project is 100,000.00 which will be cost shared with the Town. The Town of Holyrood portion will be covered by the cost savings in the 2023 budget.

9. BUSINESS DEVELOPMENT AND MARKETING

- a. Update

10. PUBLIC SAFETY

- a. Update

11. COMMUNICATIONS

- a. Update

12. CORPORATE SERVICES & ADMINISTRATION

- a. Update

- b. Management Agreement

BE IT RESOLVED the Town of Holyrood approve the 2024-2026 Management Agreement developed in consultation with management staff. The agreement is a mutually agreed upon contract identifying roles and responsibilities as well as expectations of both parties and associated benefits.

- c. Fire Fighters Agreement

BE IT RESOLVED the Town of Holyrood approve the 2024-2026 Fire Fighters Agreement developed through consultation with the Holyrood career fire fighters. This is the first official fire fighters' agreement, and we hope this will be a foundation for growth in the department.

- d. Auditing Services

Be IT RESOLVED the Town of Holyrood accept the bid submitted by Beacon Accounting Professional Corporation to provide audit services to the Town of Holyrood for the year 2024.

This bid is in response to the Request for Proposed issued by the Town of Holyrood in accordance with the Procurement Policy. The cost of the Audit services is 20,125.00 (HST included)

- e. Budget 2024

BE IT RESOLVED that the Town of Holyrood, in accordance with the Municipalities Act Section 75-79, adopt the 2024 Budget with operating revenues and expenditures totaling \$4,691,340.54

BE IT RESOLVED that the Town of Holyrood, in accordance with the Municipalities Act Section 75-79, adopt the attached 2024 Schedule of Taxes, Rates and Fees, to take effect January 1, 2024

- f. Accounts

BE IT RESOLVED those accounts tabled in the amount of \$285,178.60- cheques 45221-45415 and D3722-D3766 be approved for payment from the general account.

g. Bankbook Balance: \$2,156.29

13. NEW BUSINESS

14. DATE OF NEXT MEETING

January 9, 2023 at 6:00 pm

15. ADJOURNMENT