



**Regular Meeting of Council #4
March 15, 2022, at 5:30 pm
Live streamed from www.holyrood.ca**

MINUTES

PRESENT

**Mayor Gary Goobie
Deputy Mayor Michele Woodford
Councillor Curtis Buckle
Councillor Laura Crawley
Councillor Bruce King
Councillor Sadie King
Councillor Steve Woodford**

STAFF:

**Gary Corbett, CAO
Christa Turnbull, Executive Assistant
Steve Martin, Recreation
Robert Stacey, Infrast. & Public Works
Marjorie Gibbons, Business**

PROCLAMATION- INTERNATIONAL AWARENESS OF EPILEPSY.

Mayor Goobie proclaimed March 26 as purple day to raises awareness and understanding of Epilepsy.

WHEREAS,

Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy you are not alone; and Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide; and One in ten persons will have at least one seizure during their lifetime; and The public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and NOW, THEREFORE, be it resolved that I, Mayor Gary Goobie of the Town of Holyrood, do hereby proclaim March 26 as Purple Day in an effort to raise awareness and understanding of epilepsy and to support those who live with seizures each day.

Moment of Silence in honor of Former Fire Chief Robert Bauer who recently passed away.

1. CALL TO ORDER/ADOPTION OF AGENDA

22-04-025

Buckle/Woodford

BE IT RESOLVED that this meeting is now called to order and the agenda is adopted as presented.

In Favor- 6

Goobie

Woodford

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

2. ADOPTION OF MINUTES- February 22, 2022 as presented, no errors of omissions

3. BUSINESS ARISING- n/a

4. MAYOR'S UPDATE

Former Chief Bob Bauer, on Saturday we said our good-bye to Fire Chief and dear friend, Bob Bauer. A memorial service was held at the Fire Department with many in attendance from surrounding departments. Chief Bauer made a significant contribution over the years and under his leadership significant improvements took place that enhanced the level of services and caliber of the protective services in our town. He was well respected by his fellow officers, his firefighters and colleagues from fire departments right across the province. I'm sure our department will continue on with the great work he accomplished. I want to take a moment to offer our sincere thanks and appreciation to acting Chief Evan Woodford and his members for organizing this service within a few days. We also want to thank the Avalon Ground Search and Rescue for providing parking and traffic control. Chief Bauer, you will certainly be missed.

I want to give a big shout out to Newfoundland Power and the contractor, Arbotech Management for the preventative maintenance work they have been doing (cutting down and removing trees/branches) near power lines. They have replaced several poles and installed new streetlights. Thank you to Newfoundland Power.

Myself, CAO and Fire Chief met with the Minister of Municipal and Provincial Affairs, Krista Howell and her officials at the fire hall. Several topics were discussed, including protective services, the provinces' proposed regionalization plan and other topics relevant to our town with regard to future planning. It was a productive meeting and thanks to the Minister for visiting our town.

Corporate Services & Administration committee is in the process of reviewing and modifying several policies. As part of the process, they will be reviewing the updated procurement regulations and creating a policy to ensure we act in accordance with these regulations. We aim to provide as much transparency as possible. Committee will elaborate further during the meeting.

5. CORRESPONDENCE

- a. JP Cody- asking if the town would sell the railway caboose at the Marina.

Will deal with this request accordingly.

Letter received from 2 Holy Cross Elementary students.

Alexia Pynn- re: towns participation in pride month.
The town will take this into consideration.

Kendall Healey re town mural, it's very old and part of our history. Ask the town to paint the mural to something that represents the town.

Thanks Alexia and Kendall.

6. PLANNING & DEVELOPMENT

- a. Update by Deputy Mayor M. Woodford. Committee met on March 7, 2022.

Four business applications were reviewed, and letters sent. One was recommended for motion this evening. Two residential applications were reviewed. Committee discussed schedule for reviewing the town plan and will have weekly meetings to review.

- b. Permits

22-03-026

Woodford/Winsor

BE IT RESOLVED to table and approve the attached permit listing, 3 permits were issued from February 10-March 11, 2022, permit # 01-0007-22 to #01-009-22 and include permits for 2 homes and 1 occupancy.

In Favor- 6

**Goobie
Woodford
Crawley
B. King
S. King
Winsor**

Opposed- 0

Abstained-0

Motion Carried

c. 22-03-027

Woodford/S. King

Location: 85-93 Country Path

Zoning: RMD

Proposal: Residential

BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town of Holyrood Development Regulations.

In Favor- 6

**Goobie
Woodford
Crawley
B. King
S. King
Winsor**

Opposed- 0

Abstained-0

Motion Carried

d. 22-03-028

Woodford/Crawley

Location: Lot 24 Horizon Drive- Industrial Park

Zoning: Industrial General

Proposal: Storage Building

BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town of Holyrood Development Regulations.

In Favor- 6

**Goobie
Woodford**

Crawley
B. King
S. King
Winsor
Opposed- 0
Abstained-0
Motion Carried

7. RECREATION AND COMMUNITY EVENTS

- a. Update by Councillor Buckle and Councillor S. King. Committee met on February 28, 2022.

Due to rising number of cases and staff being affected by COVID, we decided it was best to postpone the Crystal Carnival. We will review and determine a new time in April.

CBC Soccer Association- we have decided to start our own soccer association. We have an individual in the community who has extensive background and knowledge who will be working with the town to run our own soccer program. Will be looking for others in the community who may be interested.

Funding- Active NL- will dedicated this grant for the STRACC park. Have applied for \$2,000 for community clean up. Active Transportation funding- need to determine what project we will apply for this funding.

Will be using the Star for recreation programs. A new committee in place for the community garden. Meeting coming up to discuss new plans for the garden. We are hoping to get back to a new normal with the restrictions lifted.

Holy Cross Elementary is opened to the public and we will be going ahead with easter camp.

Planning Squid Fest July 13-17, 2022. We are in the process of engaging headliners for this event. This is Come Home Year, and we need to make this bigger and better. Need people from the community to help us plan other events for the Come Home Year, outside of the squid festival dates.

Questions from Councillor B. King
Payment of \$2,500 to Community Centre that was never used. Will we try to get this back?

Response- Being discussed at committee level.

8. INFRASTRUCTURE & PUBLIC WORKS

- a. Update by Councillor Winsor. Committee met on February 24.

Road standards- There are a number of roads not paved, cart paths, etc. The Town has standards that exist, and we don't recommend deviation from these standards. Developers need to account for this in business plans.

Variance requests- it's important for everyone to understand justifications and rationales for a person being successful in seeking a variation. It's not an automatic default. Need to have robust justification.

Willows Golf Course- experiencing drainage issues. Some is coming from Industrial Park development. The developer, the construction company are collaborating on, and the town is not doing that work. We did touch base with the province with a suggestion to collaborate to determine a better route for one of the culverts that passes under the access road.

Water System- we advertised to start work on the PRV (pressure reducing valve) system and chamber. We were suppose to start work on March 7 but an appeal was filed and we had to stop work to follow the process. Pleased to report that after a brief delay, a solution has been reached that satisfies both parties while maintaining engineering compliance.

Unightly and potentially unstable hillsides- this will be a standing agenda item in this committee. Each area will get a discussion.

Thanks to Public Works staff. They're executing a lot of work orders and we really appreciate it.

9. BUSINESS DEVELOPMENT AND MARKETING

- a. Update by Deputy Mayor Woodford. Committee met on March 9, 2022.

There is an application for 449 Conception Bay Highway to renovate existing building into apartments. 3 3-bedroom apartments, one upstairs and 3 downstairs. This is discretionary use and will be advertised., then discussed at Planning and Development once the ad closes.

Community mail out- in an effort for the town to bring business community together to offer a supportive environment to existing and new businesses to the town. We had a draft brochure completed. Three targeted audiences, the business owner running a business not registered with the town, there is a whole host of benefits to registering. It's also for the business owner already established, we can identify ways to help grown their business, and also for any individual who might have a business idea that needs help with a business plan or get help with startup. The mail out will identify services available.

The terms of reference for the OHI Consultant has been discussed but not ready to go to Council for a motion yet. When that gets finalized, we will bring forward to Council. This is part of ACOA funding and not coming out of the town budget.

Several Come Home Year Funding opportunities that we have applied for. We've been approved for \$2,000. We are waiting on Heritage Building proposal decision clean up proposal, Active NL. We've been approved for \$3,360 for Canada Day.

Committee also discussed strategic plan. We have identified key items and actions.

10. PUBLIC SAFETY

- a. Update by Councillor B. King and Councillor Buckle. Committee met on March 7, 2022.

Communications within the Fire Department. There have been instances where pagers have gone off and signals didn't make it to the firefighters' pagers. Fire Chief working with Bell Aliant. A visit was made to Hawke Hill by Bell to ensure adequate infrastructure is in place for the upgrade. Waiting on frequency license, which could take several months.

Fire Hall- roof is leaking, no insulation in the attic. We are paying a lot of money in heat bills. Obtaining quotes to determine cost of fixing the roof and insulating the building.

Cancer Prevention Standard Operating Procedures. Fire Department has generated those to improve and protect the firefighters'. Training has been completed and all documentation is processed and in place.

Fire Chief working on Ice & Water rescue training for some of it's members. Plan is to get a certain number qualified, and eventually have all members trained.

Please be cautious of ice, ensure it is safe before going out on it.

We still have problems with vandalism, graffiti. RCMP is aware and investigating. Suggestions went out to residents if they want to start a neighborhood watch program, to which we have no response to yet. If anyone would like to start this, please contact myself or Councillor Buckle and we can arrange interaction with the RCMP to help set up this program.

Speeding- RCMP are out there to try and slow people down in unmarked cars.

Pedestrians on Maher's Bridge- very little sidewalk there. Director of Public works investigating the possibility of putting in a crosswalk in that area. It is a priority to get something done there. We need to talk to Department of Transportation.

Fire Hall Concept- has been there since the 70's. Needs a lot of repairs and maybe we should explore the idea of a new fire hall somewhere down the road. The town is growing in leaps and bounds. We have 4 full-time firefighters, talk of regionalization has popped up again, so maybe this is the time we start looking at building a new fire hall.

George Cove Mountain Trail- needs a safety rail similar to the one on Murray's Peak to eliminate to risk to the public. Will investigate and bring back some recommendations.

Holy Cross Swim Park Security- High risk potential. Will look at what we can do, such as fencing, gates. Once we have recommendation, we will advise.

Holyrood Heritage Building- Need to upgrade security system and sprinkler system in the building. Will be reviewing for the 2023 budget.

People have been pushing snow out into the streets within the town. We ask people not to do that, or at least clean it up.

Route 60/North Side Road. Vehicles coming down the hill and turning left. Dangerous intersection. Director will investigate and have a conversation with Department of Transportation.

TCH Overpass on Liam Hickey Drive- there is an area with some barricade and concrete falling off. Director will reach out to the Department of Transportation.

PRV Project North Side Road- Weir's Construction going to start construction and will close the area and do a detour.

Thank you to Bob Bauer for his service in the Fire Department and he will certainly be missed.

11. COMMUNICATIONS

- a. Update by Councillor Crawley. Committee met on March 1, 2022.

Robot will make a presentation to all Council soon to review the website.

First policy we are tackling in regard to the Communication Plan is the Staff to Council policy. Staff will review and develop this policy and bring back to committee for review. Once we review, it will go to Council for review.

We discussed Correspondence. Ensure corresponded coming in gets to the proper person. Once we have policy in place, this should rectify any glitches we have.

Best way to get info out to residents- we do it through mail outs, social media. We discussed putting out a 1-page flyer every two months from various committees. We request time relevant information from all committees that residents would like.

Staff will update on how the contract was awarded for the website.

12. OPERATIONAL REVIEW COMMITTEE

- a. Update by Councillor Winsor
Myself, Councillor B. King and Councillor Buckle have not had the opportunity to meet and discuss the review, but I have an internal draft document completed for committee review for the Request for Proposals. I benchmarked that with other municipalities and target what we want to accomplish, the scope of work, and parameters of award. Once my colleagues review this, we will look to call a meeting before next public council meeting to gather feedback. Then amongst

rest of Council will have an opportunity to contribute to the document and some focus areas we may not be thinking about.

An organizational and operation review is something that is overdue. It's healthy to do this periodically in the spirit of continuous improvement initiative, sometimes you will uncover efficiency opportunities, and it's a good third-party validation of the great things being done in the town. It may take a full year to get this review complete.

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update by Councillor Crawley. Committee met on March 10. Will be working on operating and policy procedures. A draft donations policy has been completed by staff and we are now reviewing. Will send to Council for review before the next public meeting. Procurement Policy being drafted by staff. Will discuss thresholds with Council. We are going to start opening public tenders during public meetings, they will be opened, stamped, and verified to ensure transparency. 2021 audit is underway and will be completed this summer.

- b. Accounts

23-02-039

Crawley/B. King

BE IT RESOLVED that the accounts tabled in the amount of \$244,999.11 (cheque# D000002390-D000002422 and 042991-043100) be approved for payment.

In Favor- 6

Goobie

Woodford

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

- c. Bankbook Balance: \$3,862.50

14. NEW BUSINESS

Woodford- n/a

Crawley- Education Week this week and the theme is A Place to Grow/
Un espace pour s'épanouir.

B. King- The leaks in the Fire Hall are in the old portion and wasn't a part of the upgrades that were completed. Remind people that the building is opened and the Wall of Honor- we are waiting for pictures of members who are serving in Police forces, military, veterans. Bring your pictures up and we will make sure they get hung on the Wall of Honor.

Buckle- Bulk garbage collection starts on March 23. Have everything out by 7 am. Flyer gone out on what is accepted and not accepted. >Second clean up is July 22.

S. King- n/a

Winsor- n/a

15. DATE OF NEXT MEETING

April 5, 2022 at 5:30 pm

16. ADJOURNMENT

23-02-040

Buckle/S. King

BE IT RESOLVED that this meeting now adjourn at 7:05 pm.

In Favor- 6

Goobie

Woodford

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

Mayor

CAO

Minutes taken by CT