



**Regular Meeting of Council #6
May 3, 2022, at 5:30 pm
Live streamed from www.holyrood.ca**

MINUTES

PRESENT:

Mayor Gary Goobie	Gary Corbett, CAO
Deputy Mayor Michele Woodford	Christa Turnbull, Exe. Assistant
Councillor Curtis Buckle (via phone)	Steve Martin, Recreation
Councillor Laura Crawley	
Councillor Bruce King	
Councillor Sadie King	
Councillor Steve Winsor	

Presentation of Christmas Parade, SpookTRUNKular, and Crystal Carnival button winners.

2021 Holyrood Santa Claus Parade

- Best in Business- Legge's Poultry: Darryl Legge, John Hunt and Danny Windsor.

Best Community Group

- Holy Cross Breakfast Program: Crystal Ryan

2021- Holyrood SpookTRUNKular

- Top Trunk: Legge's Poultry- Darryl Legge

2022- Crystal Carnival

- Holy Cross Elementary – Crystal Carnival Button Contest: Anna Hunt

1. CALL TO ORDER/ADOPTION OF AGENDA

22-06-049

Crawley/Woodford

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

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0
Motion Carried

2. ADOPTION OF MINUTES- April 5, 2022- typo under correspondence.

3. BUSINESS ARISING - n/a

4. MAYOR'S UPDATE

I only have 1 item to bring forward tonight, as most items are covered under committee reports.

As most of us are aware, 16-year-old Sara Ghaney, a resident here in Holyrood was recently diagnosed with Hodgkin's Lymphoma, and is currently undergoing treatment.

Sara has a very loving & supportive family, along with an abundance of friends who will be by her side as she goes through this journey. Her mom, (Kim), served on Council for 8 years; and I can personally attest to the unconditional love both her, (and her dad Derek) has for their family. During the next several months, Sara needs to be surrounded by all her family. Her Dad, who works away, needs to spend as much time home as possible while Sara undergoes treatment and recovery. Along with her family, Sara said she really needs her dad by her side as well.

It's obvious the increased cost of travel back and forth to Ontario will be expensive; in addition to other costs associated with Sara's journey such as food, lodging and the list goes on.

A family member has set up a Go Fund Me Page to raise funds, which will help alleviate the financial burden, so the family can concentrate their time and energy on Sara's care.

While Council will be making a donation on behalf of the town a little later in the meeting, I am also asking that individual Councillors, staff and residents consider making a private donation as well through the Go Fund Me Page. I'm sure it will be much appreciated by Sara and her family.

On behalf of all of us, please be assured our thoughts, prayers and support are with Sara and the Ghaney family.

5. CORRESPONDENCE

a. Town of Avondale- re- selling or donating railway caboose as an addition to Avondale Railway Museum site- Tabled.

6. PLANNING & DEVELOPMENT

- a. Update by M. Woodford. Committee met on April 13, 2022. Committee discussed a number of applications including residential homes, lots, home based business and accessory building.

Town Plan review is going well. Committee meets every week. We are on schedule as planned.

- b. Permits

22-06-050

Woodford/Winsor

BE IT RESOLVED to table and approve the attached permit listing, 10 permits were issued from April 5-April 22, 2022, permit # 03-014-22 to #04-023-22.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- c. Location: 37-41 Kennedy's Lane
Proposal: Residential
Zoning: RMD

22-06-051

Woodford/B. King

BE IT RESOLVED that the Town of Holyrood approve subdividing of 3 lots at 37-41 Kennedy's Lane, in principle, and subject to the Town's Development Regulations. Each lot will be on well and septic.

A requirement of this approval is that the developer address the culvert that is discharging water on parcel c (closest to the graveyard). Each lot will require a development application before approval is given to build.

Winsor- file was discussed in great length and bridged two committees, including IF&PW. Site visit was made and several revisions were made to this application since we first received in February. I feel the subdivision regulations should apply, design standards, drainage and landscaping plan and the allowance for

greenspace or payment in lieu if. We have a duty to apply the regulations to this development. For those reasons, I won't support this motion or the next motion for 5 lots.

In Favor- 6

Goobie
Woodford
Buckle
Crawley
B. King
S. King

Opposed-1

Winsor

Abstained-0

Motion Carried

- d. Location: 37-47 Country Path
Proposal: Residential 5 Lots
Zoning: RMD

22-06-052

Woodford/B. King

BE IT RESOLVED that the Town of Holyrood approve the subdividing of 5 lots at 37-47 Country Path, in principle, and subject to the Town's Development Regulation.

Town services to be determined in consultation with the Director of Infrastructure & Public Works.

Each lot will require a development application before approval is given to build.

In Favor- 5

Goobie
Woodford
Buckle
Crawley
B. King

Opposed-2

S. King
Winsor

Abstained-0

Motion Carried

- e. Location: 36 Green Acres
Proposal: Home Based Business- Towing and Snow Clearing Services
Zoning: RMD

22-06-053

Woodford/Crawley

BE IT RESOLVED that the Town of Holyrood approve the above Home-Based Business application, in principle, and subject to the Town of Holyrood Development Regulations, and subject to the following:

- No scrap vehicles are stored at this site
- No mechanical repair operations happening at this site.

Application was advertised and no comments were received by the deadline date.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- f. Location: 7 Saul Drive
Proposal: Variance for Accessory Building
Zoning: RMD

22-06-054

Woodford/Winsor

BE IT RESOLVED that the Town of Holyrood reject the application for a 30x38 accessory building at 7 Saul Drive as it does not meet the town's regulations.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- g. Location: 1 North Side Road
Proposal: Residential Home

Zoning: RMD

22-06-055

Woodford/B. King

BE IT RESOLVED that the Town of Holyrood approve the above application under regulation 10 of the Town of Holyrood Development Regulations, subject to a permit for demolition, letter of approval to be vetted through planning and development committee before sent to applicant. Application for demolition must be submitted to the Town and a permit issued.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

h. Location: 7 Sunset Drive

Proposal: Residential

Zoning: RMD

22-06-056

Woodford/Winsor

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

Due to the nature of various run offs at the rear of the property location, it is recommended that the applicant engage a professional engineer to determine how surface water catchment will be managed, controlled, and mitigated so as to not cause water run off issues at this property and adjoining land.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- i. Location: 13 Saul Drive
Proposal: Residential
Zoning: RMD

22-06-057

Woodford/Crawley

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

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- j. Location: 9 Sea Breeze Drive
Proposal: Residential
Zoning: RMD

22-06-058

Woodford/S. King

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

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- k. Location: 57 A Ridge Road
Proposal: Residential
Zoning: RMD

22-06-059

Woodford/B. King

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

In Favor- 7

- Goobie
- Woodford
- Buckle
- Crawley
- B. King
- S. King
- Winsor

Opposed- 0

Abstained-0

Motion Carried

- I.** Location: 85-93 Country Path
- Proposal: Home Based Business- Residential Renovations
- Zoning: RMD

22-06-060

Woodford/Crawley

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

This application was advertised in accordance with Regulation 10 and 90 of the Town’s Development Regulations. No comments were received by the deadline date.

Winsor- No operations or activity happening at site, but site will be used for storage.

In Favor- 7

- Goobie
- Woodford
- Buckle
- Crawley
- B. King
- S. King
- Winsor

Opposed- 0

Abstained-0

Motion Carried

7. RECREATION AND COMMUNITY EVENTS

- a. Update by Councillor Buckle & S. King. Committee met on April 12.

Squid Fest- July 13-17. Line up for Beach Party- Shanneyganock, Masterless Men, Janet Cull, Old Contemporaries and Cripple Creek. Ticket sales are going well, and early bird tickets sold out in 35 minutes. To date, we have over 50% of tickets are sold.

Easter Camp- was a great success and instead of 15-20 children registered we had 50 children in attendance. Great job to our Camp Counselors.

Community Garden- A new gazebo to provide shade and a picnic site for all gardeners. Berry bush boxes section added. Another meeting on May 5 to finalize plans.

Trails- We have applied for a grant from Active Transportation to increase trails at the Salmonier Line Recreation Park.

International Rib Fest- Town is partnering with Children's Wish to run a rib fest from Aug 5-7, 2022. The rib fest is very big across the country. There will be entertainment as well as rib sales.

2-hour Tidy- Land and Sea Clean up- June 10-12, 2022. We are partnering with Marine Institute who does a clean-up of the harbour.

CBC United Soccer Program- over 150 kids registered. Starting July 4. We have our new soccer facility ready to go.

Summer Recreation Guide- will be in mail next week highlighting a lot of details.

8. INFRASTRUCTURE & PUBLIC WORKS

- a. Update by Councillor Winsor and S. King. Committee met on April 28.

Water Tank Project- need to improve capacity of water supply. Waiting on quote for larger capacity tank.

Well Testing scheduled to be conducted.

PRV Project- civil work is done for chamber and waiting on material for mechanical and electrical. Expect to be fully completed in 6-8 weeks. Then we have to pave it.

Sewer Study- Flowmeters installed and expect to be removed this week.

Staff working hard on getting the roundabout work completed. Original lighting plan was expensive, and we are trying to find a fit for purpose solution that provides lighting. Cross walks need to be painted, which will be done by town staff. Street sweeping needs to be completed.

Industrial Park ditching- released stop work order with mitigations in place. Weekly inspections are being done by staff to ensure no silt runoff.

Application received to construct and install a wharf on Hawco's Pond- our town plan states that provincial approval is required for any permanent structure in within 15 meters of a waterway.

Furey's Woodpath- there is a drainage issue that is affecting properties in the area. Letter will be sent to the owner regarding lack of ditching and the water that is being directed onto other property.

Tender for Sand Truck with Blade. Opened by Councillor Winsor. Tender will be returned to staff to complete evaluation to ensure compliance. Harving Co. Supply to bid one new 2022 or newer sand truck with blade- \$293,330.50.

b. Vehicle Tender

22-06-061

King/Winsor

BE IT RESOLVED that the Town of Holyrood sell two vehicles – a 2009 Chevy Silverado for an amount of \$1,575 and a 2011 GMC Sierra for an amount of \$1,675. This sale is based on the results of a tender identifying the vehicles for potential sale. There were three responses to the tender and this motion identifies the highest bid for each vehicle being sold.

To ensure transparency and to ensure the appropriate procurement procedures were followed, the tender was advertised, accepted and evaluated. The evaluation and bid opening were witnessed by three members of management staff.

In Favor- 7

Goobie
Woodford
Buckle
Crawley

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

c. Culvert Policy HP- REVISION 1

22-06-062

King/B. King

BE IT RESOLVED that the Town of Holyrood approve Culvert Installation Policy HP-001 Revision 1. This policy will ensure culvert installation and replacements have governance and regulations that are followed in the long-term planning for the Town.

The IFPW Committee have been discussing climate change and the adverse effects that it can have on Town infrastructure, the Hazeldale washout in the spring of 2022 being a prime example.

The Committee has been taking a proactive approach to the effects of climate change on the Municipality especially in terms of infrastructure stability and longevity.

IFPW Committee have reviewed the Town's current Culvert Policy adopted by Council March 19, 2021 and have made a revision regarding minimum culvert size due to the effects of climate change.

Culvert size changing from 18" to 21".

In Favor- 7
Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor
Opposed- 0
Abstained-0
Motion Carried

9. BUSINESS DEVELOPMENT AND MARKETING

a. Update by Deputy Mayor Woodford. Committee met on April 18.

Business Brochure went out in the mail last week. This initiative hopes to build communication between the town and existing and

new businesses. The town is here to help- if you have an idea or need guidance, we can help you.

Thanks to residents for patience in completing boardwalk. Because of the pandemic, materials were delayed. Contractor has provided us with list of work to be completed along with a timeframe. Target date for completion is June 20, 2022.

We received funding for the following:

- \$15,600 Squid Fest
- \$29,439 Summer Students (Camp and Heritage)
- \$12,096 Park Staff
- \$4,204- Marina Student

OHI Participating in Energy NL May 30-June 2 at St. John's Convention Centre.

As OHI lead, CAO is registered for entire conference and Mayor is registered as lead and Mayor is registered for a day pass.

Because of our membership with Energy NL (formerly known as NOIA) our membership pays for the booth and participation at no cost to the town. Invite council and staff to visit the booth from 8 am – 4pm.

10. PUBLIC SAFETY

- a. Update by Councillor B. King and Buckle. Committee met on April 8.

Request for Light at bottom of O'Rourke's Road. It's on or near someone's driveway. Resident would have to cover cost.

Boardwalk and Festival Grounds Parking. Our reps on HMPC will organize a meeting with Council on best approach for boats that are not in the water and are parked in the area where we need parking for various events.

Caboose- selling or donating the caboose would be our last option. Holyrood has history with railroad. There are some ideas on what to do with it. One was to move it and attach it to the Museum. Getting rid of it will be a last option.

Marina Fire Safety- there are many old/unused boats stored that could cause issues regards to vandalism and fire. Fire chief will do an inspection once most boats are in the water.

Roundabout is a concern, as there have been a number of accidents. Some people don't know what a yield sign is.

Fire Department- over the past few days, the FD has been very busy. 9 incident calls in 5 days. Yesterday they had 4 calls. Members are doing an outstanding job.

Fire Chief Woodford very professional, knowledgeable. I didn't know former chief, Robert Bauer.

Traits of a good fire chief and fire fighter are:

- Excellent communication skills. Our chief communicates well with staff and Council and with other first responders.
- Compassion
- Making fast and sound decisions
- Calm, collective.
- Courage
- Physical fitness.

Our Fire Department has 4 full time positions and volunteers. Fire Department responds to fire, medical calls (ambulance). Great opportunity for the town to have these firefighters there. We have a great department.

b. Holyrood Fire Department positions

22-06-063

B. King/Woodford

BE IT RESOLVED the Town of Holyrood approve the following staffing changes at the Holyrood Fire Department. The changes include the reassigning of Acting Fire Chief Evan Woodford to the position of Fire Chief in a full time, permanent position. Acting fire fighter Mark Maloney will now assume the position of Fire fighter, full time permanent career fire fighter with the Town of Holyrood Fire Department.

Both staff members have been in the acting role for their positions in 2021-2022 due to the absence of the now Late Fire Chief Bob Bauer who had been off work due to illness.

Evan and Mark demonstrated their effectiveness in their respective roles during that one-year replacement period and we are confident in their ability to continue to contribute their talents and skills to the department. Both individuals have the appropriate training and skills and required qualifications expected of their positions.

In Favor- 7
Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor
Opposed- 0
Abstained-0
Motion Carried

Will ask the Chief a breakdown of trends in terms of calls.

11. COMMUNICATIONS

- a. Update by Councillor Crawley. Committee met on April 25.

Website- waiting on e-services to be implemented on the website. Town Suite is doing this. Questions arose to security and safety of transactions. Will update at next meeting.

Still working on policy updates. Will try to have completed by June/July.

Quarterly Mailout to be transparent with various projects, etc. from all committees. It wasn't in this budget to have those mailouts. We will look at budgeting communications/media in 2023 budget.

12. OPERATIONAL REVIEW COMMITTEE

- a. Update by Councillor Winsor. Committee met on May 2. No staff were present. We discussed Terms of Reference, or draft RFP which is similar to other jurisdictions. Will meet one more time before coming back to the full Council, hopefully before next public council meeting. This is a healthy exercise with no hidden agenda. It will open our eyes for opportunity for learning. May be some opportunities for efficiency, and a validation of good work being done.

It will be a detailed document that will map the way for years to come.

Part of doing the work, all Council and staff will be interviewed in a confidential manner. There will be public consultation. RFP requires consultant to present preliminary findings, discuss, and accept or reject recommendations, prior to completion of the report.

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update by Councillor Crawley. Committee met on April 21.

Working through Policy and Procedure document. Discussed in length the conflict of interest. We are bound by Municipalities Act. Agendas for public meetings- making it as efficient as possible.

Draft policy for Donations will be going to all Council and should be passed at next public meeting

Reviewing draft procurement policy.

Interactions with HMPC- I have been appointed to HMPC committee. Will act as a liaison to solve for financial burdens with HMPC, and then maybe meet with all Council.

Director gave overview of OHI Financials. Update in our minutes.

- b. Accounts

22-06-064

Crawley/B. King

BE IT RESOLVED that the accounts tabled in the amount of \$248,451.50 (cheque# D2446-D2471 and 043177-043225 be approved for payment.

In Favor- 7

Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor

Opposed- 0

Abstained-0

Motion Carried

- c. Donation

22-06-065

Crawley/Woodford

BE IT RESOLVED that the Town of Holyrood donate \$500 to the Ghaney family.

I taught Sara in school, and she went to school with my son. Our hearts are with the family, and we wish them all the best.

In Favor- 7
Goobie
Woodford
Buckle
Crawley
B. King
S. King
Winsor
Opposed- 0
Abstained-0
Motion Carried

d. Bankbook Balance: \$ 52,748.92

14. NEW BUSINESS

Woodford

Nothing at this time

B. King

Upstairs of Museum is coming along well.

Looking forward to students to help out at the museum this summer to help with tours.

Got a donation of cabinets from Hr. Grace Museum.

Submit application to government for entertainment for come home year.

Other bands have donated time.

Planning for opening during 24th May weekend

Crawley

Nothing at this time

S. King

Nothing at this time

Winsor

Nothing at this time

Buckle

Wish all the mothers a happy Mother's Day this weekend. Relax and enjoy your day.

15. DATE OF NEXT MEETING

May 31, 2022 at 5:30 pm

16. ADJOURNMENT

22-06-066

Woodford/Winsor

BE IT RESOLVED that this meeting now adjourn at 7:23 pm.

In Favor- 7

Goobie

Woodford

Buckle

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

Mayor

CAO

Minutes taken by CT