



**Regular Meeting of Council #4
April 4, 2023, at 5:30 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 March 7, 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. 2 permits were issued from March 6, 2023, to March 30, 2023 and include permits for General Repairs and Occupancy.
 - c. Location: 24 Harbourview Drive
Proposal: Variance Request
Zoning: RMD
BE IT RESOLVED to approve a variance of 10% with a reduced rear yard measurement of 10.8 meters, subject to the Town of Holyrood Development Regulations.

A variance notice was sent to homeowners in the immediate area as per Section 12 of Development Regulations and no comments were received.
 - d. Location: 24 Harbourview Drive
Proposal: Residential
Zoning: RMD
BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, and 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. Gas Tax

BE IT RESOLVED the Town of Holyrood submit an application to Gas Tax Authority in the amount of \$ 46,939.36 to complete the financial commitment to PRV Upgrade project completed on North Side Road. This cost had been recognized and accepted as a fiscal expenditure in a motion approved by council on February 1, 2022.

The motion labeled 22-02-012 awarded the Water Main Upgrades (PRV Upgrades) project to Weirs Construction for an amount of \$197,840.25 based on the tender results dated January 5, 2022.

The Town of Holyrood recognized that due to the market conditions, the cost of this works created a \$46,939.36 shortfall in the approved funding. Given the importance of this piece of work in the overall delivery of water service to residents in the area, the Town of Holyrood agreed to absorb the overrun through its Fiscal services budget for 2022 which includes the gas tax funding. This work has just been through final inspection, and we can proceed with payment using the gas tax option.

9. BUSINESS DEVELOPMENT AND MARKETING

- a. Update

10. PUBLIC SAFETY

- a. Update

11. COMMUNICATIONS

- a. Update

- b. Communications Plan

BE IT RESOLVED the Town of Holyrood approve and adopt the communications plan as presented. The policy identifies the appropriate protocol required when engaging with the various levels of internal communication for the Town of Holyrood.

12. OPERATIONAL REVIEW

- a. Update

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update

- b. Rules and Procedures**
BE IT RESOLVED the Town of Holyrood approve and adopt the Council Rules and Procedures as presented and discussed at the Meeting of the Whole on March 28, 2023. These rules and procedures will provide the required structures to ensure Council is conducting its business in an effective and efficient manner.
- c. Multi Courts Infrastructure**
BE IT RESOLVED the Town of Holyrood approve two successful bids for the multi-court infrastructure as identified through a request for bids as per the procurement policy in the total amount 52,147.47. The successful bid for fencing is awarded to Apex for an amount of 25,530.00 and the basketball nets and benches to Total Sport Solutions for an amount 26,617.47. These bid amounts reflect the lowest bid submitted for the individual infrastructure required.
- d. Procurement Policy**
BE IT RESOLVED the Town of Holyrood approve and adopt the Town of Holyrood Procurement Policy as presented to council at the Committee of the Whole on March 28, 2023 which identifies structures and guidelines for the purchase of goods and services by the Town of Holyrood. This policy provides the necessary safeguards and due diligence for the use of public funds.
- e. Accounts**
BE IT RESOLVED those accounts tabled in the amount of \$192,402.56 for cheques # 44352 to 44451 and # D3148 -D3203 be approved for payment from the general account.
- f. Bankbook Balance: \$ 3,479.86**

14. NEW BUSINESS

- a. Municipalities NL Small Towns Advisory Committee**
BE IT RESOLVED that the Town of Holyrood approve Councilor Bruce King as a representative on the Municipalities NL Small Towns Advisory Committee. This is an external committee established by Municipalities NL which represents those municipalities with a population of less than 3000.

The mandate of the committee is to provide a venue for the discussion of and to advise the Small Towns Director on issues of common concern to rural communities.

It provides a mechanism for the Small Towns Director to review MNL policies and advocacy priorities with representatives of the Small Towns Caucus to ensure they are inclusive of a small towns perspective.

b. Other

15. DATE OF NEXT MEETING

May 2, 2023, at 5:30 pm

16. ADJOURNMENT