



**Regular Meeting of Council #2  
February 7, 2023, at 5:30 pm**

**MINUTES**

**PRESENT:**

**Mayor Gary Goobie**

**Marie Searle, Director of Finance**

**Deputy Mayor Michele Woodford**

**Councillor Laura Crawley**

**Councillor Bruce King**

**Councillor Sadie King**

**Councillor Steve Winsor**

**REGRETS:**

**Councillor Curtis Buckle**

Mayor Goobie expressed condolences to CAO Gary Corbett and Family on the passing of his father.

**1. CALL TO ORDER/ADOPTION OF AGENDA**

**23-02-006**

**Crawley/B. King**

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

**Motion Carried**

**2. ADOPTION OF MINUTES-**

- a.** Regular Meeting of Council January 10, 2023 adopted as presented- no errors or omissions.

**3. BUSINESS ARISING - n/a**

**4. MAYOR'S UPDATE**

Operational Review and Strategic Plan Update. Over the past several weeks, residents have been asking when it will commence.

We met with Pat Curran, the consultant who will be working with Committee and Council.

The Town of Holyrood has engaged Pat Curran and Associates Inc. to conduct a review and prepare a long term operational and strategic plan that balances providing sustainable and reliable services that the meet resident expectations with the Town's financial resources and capacity.

Members of the Operational Review Committee met with lead consultant, Pat Curran on Thursday February 2, 2023, to review the project scope and formally commence the review. The scope of the plan includes an extensive consultation and research program. In the coming days and weeks, the consultant will initiate interviews with key internal stakeholders including senior management, department heads, and staff, along with external stakeholders among our key partners.

Focus group sessions are planned with business, heritage, and seniors, along with the volunteer fire department and others. A public online survey will allow residents and others to provide feedback and input into the review. A public engagement session will be held.

In addition to the consultation process, the Consultant will complete an extensive review of internal documentation including the Town Plan and Development Regulations, town operating policies and procedures, available data on service delivery and service levels and related information. This, in addition to a jurisdictional scan of 2-3 like municipalities and research in best practice service benchmarks, will enable a comparative assessment of the Town's service offering and configuration with that of others.

Following the consultation and research process, the Consultant will transition into a detailed operational plan development.

As the consultative process begins to roll out in the weeks ahead, residents should keep an eye out on the Town's website and Facebook page, along with the Shoreline, for notices and information on how you can get engaged.

## **5. CORRESPONDENCE**

We have received about a dozen emails. Some which are extremely lengthy. In appreciation of time, they will be tabled and entered into the public record, and duly noted.

## **6. PLANNING & DEVELOPMENT**

- a. Update by Deputy Mayor Woodford. Committee met on February 1. 7 applications reviewed and 6 pieces of correspondence in relation to discretionary use ads, land access and installation of water connection. Of those 7, we are recommending three for approval tonight. We have had two town plan meetings, one to review the RMD zone and offer suggestions to town planner, and then we discussed land zone use. More meetings in the next couple weeks.

b. Permits

**23-02-007**

**Woodford/Winsor**

**BE IT RESOLVED** to table and approve the attached permit listing. 6 permits were issued from December 10, 2022 to February 2, 2023 and includes permits for General Repairs and Occupancy.

**Motion Carried**

c. **23-02-008**

**Woodford/Winsor**

Location: 65-67 Kennedy's Lane Extension

Proposal: Residential

Zoning: RMD

Before a permit can be issued, a certified plot plan is required. A separate garage application will need to be submitted to approve the garage.

**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.

**Motion Carried**

d. **23-02-009**

**Woodford/Winsor**

Location: 179 Salmonier Line

Proposal: Home Based Business Office- Construction

Zoning: RMD

Application received for a Home-Based Business office for a residential and commercial construction company. This is an established business currently operating out of St. John's and looking to relocate to Holyrood.

**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.

3 pieces of correspondence were received on this application. All questions have been responded to and correspondence are available for Council to review upon request.

**Motion Carried**

e. **23-02-010**

**Woodford/Crawley**

Location: 1 Blue Ocean Drive

Proposal: Counselling Service

Zoning: Town Centre

Application received for a Counselling Service business to be housed in the existing commercial building. Building was advertised as a discretionary use for a medical building back when it opened and the business going there is medical related no does not require a discretionary use ad.

**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.

**Motion Carried**

## **7. RECREATION AND COMMUNITY EVENTS**

- a. Update by Councillor S. King. Committee met on January 17. Committee discussed several topics including funding applications, programming, Crystal Carnival and Salmonier Line Recreation Park, along with many others. In the process of applying for summer students, money has been received to make improvements to STRACC park and that work will begin this spring. The trail around the Multi Courts will begin in the spring. Active For Life began on January 31 and we had to increase fees as operating fees have increased. Mini Movers will be ran by a new instructor, Emily Norman and start date is February 18. Flyer is out for Crystal Carnival. A lot of interesting and new events, and there is something for everyone. Committee has a student coming on February 18 on a 4-week term, at no cost to the town.

## **8. INFRASTRUCTURE AND PUBLIC WORKS**

- a. Update by Councillor Winsor. Committee met on January 26. We adopted a more strategic view for our first meeting of the year. We wanted to take a step back and look at policies and procedures. Some are getting close to bring brought to Council to discuss and approve and include the following:

Snow clearing regulations.

Asset Management Policy- many kms of 50 year old pipe in our roads and intense investment that is going to be required. We did not allocate money to asset management in this budget. We are going to have failures that will need to be addressed. Public Works Director did a great job of documenting and prioritizing by risk the different infrastructure in the town. Will require further discussion and policy of what we are going to allocate on an annual basis.

Wood Cutting Policy- looking a doing in a fair and manner if and when if there are opportunities for a town project where the land needed to be cleared. We are looking a lottery system where a resident could get their firewood for the winter. We are working on that with details to follow.

Retaining Wall- they are done in a way that is not standardize. One are in particular in the town that is concerning and the file is currently with legal. We have received correspondence from residents, and we are trying to establish engineering standards, which we currently do not have.

Standing offer policy for emergency services, i.e., water breaks, in a way that gets the best price for the town in the timeliest fashion possible. More information to come on this.

## **9. BUSINESS DEVELOPMENT AND MARKETING**

### **a. Update by Mayor Gary Goobie.**

We have been contacted by a MUN student who is completing a course at Grenfell Campus

His course is called Sustainable Rural Community and the course requires a major project where the student works with a rural community to develop a a project with the potential for implementation for the community.

He is very interested in the ocean opportunity in Holyrood and has asked us for the opportunity to work with the town on identifying a real project, which could help in the economic activity within the town. He has researched the OHI website and feels he could be of benefit to the Town. It is a non- paying work term and would be 4 months.

The Director of business development & marketing has met with him on his request and the committee reviewed the possibility and believes it could have benefits for us to accept the student as a work term student. His name is Dale Isaiah Lewis – He is from New West Valley, resides in St. John’s while attending post secondary.

This course is an independent course that is self-guided by students, supported by an academic supervisor and identified community-partner. Regular meetings between student, supervisor, and community partner, if desired will be determined at the start of the

course, to ensure course deliverables and milestones are achieved in a timely manner.

SURC 3800 is a capstone course in which students work on an independent project with a faculty supervisor. This can be facilitated either remotely or in-person (depending on the student). SURC 3800 is intended to connect theory with a practical component through a major project, which will be developed through collaboration with the community partner. The course will apply the student's understanding of the concepts of sustainability, communities, and the rural that has been developed through electives and SURC 1800. Final reports from each project will allow students already in a professional setting, and students exploring partnerships, to design a project with potential for implementation with the partner organization of their choice.

## **10. PUBLIC SAFETY**

- a. Update by Councillor Bruce King. Committee met on January 24. We discussed the Fire Hall and issues regarding leaky roof, electrical needs to be sorted out, and no insulation in ceiling. Fire Chief will look at that and see how we can get this repaired.

Central Avalon Ground Search and Rescue and RCMP- we hope to invite them to our next meeting to see what they can bring to the table. And if we have a table top exercise, we would see if we can incorporate their expertise into these exercises.

Climate Change- one of the biggest enemies of infrastructure and communities today is the changing weather. It is coming and the key is to be prepared and have money set aside to fix infrastructure.

Emergency Preparedness- we are going to try to condense it into a readable document into various sections.

Sidewalks by roundabout- this is the responsibility of Transportation and Works and not the town.

Regionalization- it's something we need to look at, especially for Fire Service. Outside of Holyrood, I don't think regionalization should be held up because 2 or 3 people don't like the idea.

Rescue Vehicle update- still beating on the doors of Municipal Affairs, but no response as of yet.

Residential Warming Site- our fire hall is the designated warming area in the event we require that type of service.

Criticizing the fire department on social media. I don't like when someone says stuff about the fire department, especially when it's not true. Individuals at the Fire Department are highly qualified and highly trained. We have received positive feedback from Nalcor, with who we have an agreement with. When we service the equipment, it's going to cost more than regular service on a truck. Training and maintenance cost money.

Canada Post- the mailboxes around (Murray's Peak, Salmonier Line, etc.) if you have an issue with snow or ice, you can call the post office here who will contact their contractors.

Ice- it's fishing season, people are on snowmobiles, etc. Be careful on the ice.

## **11. COMMUNICATIONS**

- a. Update by Councillor Crawley. Committee met in January. We started piecing through communications that came in. There are very valid emails coming in, with valid concerns. Respectful and properly communicated, through the proper channels. However, we are also getting emails with questions that can be answered if they watch or go to public meetings. We are being asked to host a public meeting, but we have a public meeting every 4 weeks. We saw emails that question town spending, and haven't seen services improve in the town in 10-15 years. If you haven't seen services improve, we must not be living in the same town. Most correspondences have been forwarded to CSA committee, and we will be sending out a flyer that explains the budget process, the breakdown of projects completed, approved, and cost shared. If the information is not out there, you are welcomed to go through the ATIPP process.

## **12. OPERATIONAL REVIEW**

- a. Update by Councillor Winsor  
It is very important work to be done, and we will take whatever time we need to get this completed. Soon there will be communications forthcoming on this project.

## **13. CORPORATE SERVICES & ADMINISTRATION**

- a. Update by Councillor Crawley. Committee met on February 2. We discussed budget letters and will respond as appropriate and we ask that you look at our flyer. We were bombarded with information, questions, emails. We have our policy and procedures draft, and

deadline for response and feedback from Council is February 14. We have motions for Municipal Conduct Act, and a copy was sent to all council for review. Once that is adopted, we have 3 months for everyone to be trained (Councillors and Staff). We are meeting with Heritage committee in the coming weeks.

b. Accounts

**23-02-011**

**Crawley/B. King**

**BE IT RESOLVED** those accounts tabled in the amount of \$284,651.08 (cheque # 44098 to 44222 and D3019 to D3098) be approved for payment from the general account.

**Motion Carried**

c. Bankbook Balance: \$ 3,516.09

There is now an option to pay your property and water/sewer tax online. There is a surcharge for Credit Card payments of 2.3%.

Code of Conduct

**23-02-012**

**Crawley/Woodford**

**BE IT RESOLVED** that the Town of Holyrood approve and adopt the Code of Conduct for Councillors, in its entirety, as prepared by Municipal Affairs to satisfy the requirements of the municipal code of conduct act and regulations. Council members are required to conduct themselves ethically and professionally in accordance with this code of conduct.

**Motion Carried**

**23-02-013**

**Crawley/S. King**

**BE IT RESOLVED** that the Town of Holyrood approve and adopt the Code of Conduct for Municipal Officials, in its entirety, as prepared by Municipal Affairs to satisfy the requirements of the municipal code of conduct act and regulations. Municipal Officials are required to conduct themselves ethically and professionally in accordance with this code of conduct.

**14. NEW BUSINESS**

**Woodford- n/a**

**B. King-** if you remember, before Christmas I put forward a suggestion with regards to 91 Construction Engineer Flight from the Canadian Forces base in Gander, to come in and do some work for us. They are an



organization of trades people (carpenters, electricians, plumbers) who provide technical services. They do work for communities at no cost.

The community provides materials and the unit does all the work. May have to provide accommodations and meals but there would be no labour cost.

The suggestion was put forward to the unit do the construction of the upstairs of museum and the required repairs at the fire hall. The union had a meeting about it and they did not want to accept free labour. They didn't agree hiring non-union people, but to clarify, they are not being hired, they are volunteers. The union also stated that the project had already been started by town workers- yes, it was started but it hasn't been touch since last April.

The whole idea was to save money and get it done. If we require a plumber or electrician, we have to contract this work out. But this group would have done it at no cost. They could have stayed at the fire hall, and work out meal drop offs. In the end, it's not going to happen. It would have been a win for both the fire department. It would have been a iwn for the Heritage committee, who could rent out the upstairs room, and for public works people to do other jobs at a higher priority. Biggest winners would have been the taxpayers who would not have had to pay to get this work completed.

Crawley- I'm looking forward to Crystal Carnival, there are lots of fun events happening. Teacher and School Council appreciation week is happening this week and next. Our thoughts and prayers are with those in Turkey and Syria who had a devastating earthquake.

S. King- question for Councillor King who said there was a possibility or renting our the room of the upstairs of the Heritage Building, that was suppose to be a seniors room.

B. King- unsure about seniors room.

Mayor- Details can be worked out with heritage.

Winsor- n/a

## **15. DATE OF NEXT MEETING**

March 7, 2023, at 5:30 pm

## **16. ADJOURNMENT**

**23-02-014**

**Woodford/Crawley**

**BE IT RESOLVED** that this meeting now adjourn.

**Motion Carried.**

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Mayor

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CAO

Minutes taken by CT