



**Regular Meeting of Council #4
April 4, 2023, at 5:30 pm**

MINUTES

PRESENT

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

STAFF

**Gary Corbett, CAO
Christa Turnbull, Executive Assistant
Steve Martin, Recreation**

REGRETS:

Councillor Laura Crawley

1. CALL TO ORDER/ADOPTION OF AGENDA

23-04-124

Buckle/S.King

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-

a. Regular Meeting of Council March 7, 2023 adopted as presented.

3. BUSINESS ARISING - n/a

4. MAYOR'S UPDATE

Volunteer Week- Volunteering Weaves Us Together. Mayor Goobie recognizes April 16-22 as Volunteer week. Mayor and Council invite all volunteers to Breakfast on April 29 10 am to 12 pm at the Star of the Sea.

Heritage Committee-I would like to recognize the Heritage Society for the effort they put forth to work tirelessly to ensure our heritage is showcased professionally. They are volunteering their time and take pride in the results of their labour. Linda, Stewart and their group of volunteers are a great group. I encourage residents to visit the Holyrood Heritage Museum.

5. CORRESPONDENCE- n/a

6. PLANNING & DEVELOPMENT

a. Update Deputy Mayor Woodford.

b. Permits

23-04-125

Woodford/Winsor

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.

In Favor- 7

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

Opposed- 0

Abstained-0

Motion Carried

c. Location: 24 Harbourview Drive
Proposal: Variance Request
Zoning: RMD

23-04-126

Woodford/S. King

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.

In Favor- 7

Goobie

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

**Opposed- 0
Abstained-0
Motion Carried**

d. Location: 24 Harbourview Drive

23-04-127

Woodford/Buckle

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.

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 S. King and C. Buckle
Committee met on March 14.

Discussion on Squid Fest, and the line up this year is Shanneyganock, Ennis Sisters, Celtic Connection, Nick Earle & the Reckless, and Rock Revival. Squid Fest dates are July 12-16

Early Bird Tickets for Beach Party go on sale on April 7. Tickets can be purchased www.squidfest.ca

Easter Camp is sold out with 54 kids registered. We have 6 kids hired as camp counsellors.

Riley Halley was hired as a work term student with Recreation this year. Thanks to Riley for the great work in planning the Easter Camp activities.

Director of Recreation be attending the Recreation Conference in Gander on May 25-27. As the Director holds a position on Rec NL board and the only cost to the town will be \$200 for registration.

8. INFRASTRUCTURE AND PUBLIC WORKS

- a. Update by Councillor Winsor
Committee met on March 30.

Asphalt- gas tax funding. We authorized the Director to generate an RFQ to determine areas for upgrades. Then we can review and determine cost and make application to gas tax.

Heritage Building- happy to say that our recommendation to obtain a third-party inspection was immediately acted upon by staff. An inspection was completed on March 28. Wasn't as bad as what was initially thought. We haven't read the full report yet, once we do we will get some construction estimates for Council consideration.

Wood Cutting Standard Operating Procedure- file is still with legal.

Standing Offer for Emergency repairs- there was some questions with one of the bidders around their ability to provide documentation and self-performance of inspections for equipment going on the highway. The director went to the province and the bidder and it was confirmed they are a registered field station and they've provided the paperwork and we can now issue the standing offer.

A resident contacted us about safety concerns on sight when exiting driveway. We will seek permission from province to do some tree cutting.

- b. Gas Tax

23-04-128

S. King/Woodford

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 February1, 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.

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 March 7. Prior to that meeting, we completed a tour of the Arthur W. May building upon invitation from Marine Institute. The facility is quite impressive. The architecture and design incorporates waves and the color of the ocean. The views are spectacular. After the tour, we met with MI executives regarding an MOU and plan to work collaboratively with them. Our committee is trying to identify gaps in services.

Funding- Canadian Parks and Recreation youth employment experience which will allow us to hire a park programmer for Holy Cross Park. This position is at no cost to the town.

Received inquiries from quarry owners in the town. That is on the agenda for town plan review tomorrow night to identify areas in the town for quarry use. Once that is done, we will reach out to quarry owners to meet to discuss any concerns they may have.

Small Town Advisory Committee- participation and representation on an external committee. We have a motion under new business to have a representative on that committee.

10. PUBLIC SAFETY

- a. Update by Councillor B. King. Committee did not have a public safety meeting since last public meeting.

Coyotes- there have been a couple incidents on Woodfords Station. It is mating season and people need to be aware of small animals and livestock.

Provincial Budget noted \$3.8 million for fire fighting vehicles and equipment. We resubmitted an application for rescue vehicle. We need to reinforce the point on why we need a new vehicle. The rescue vehicle serves not only Holyrood, but anyone who travels the Highway.

Road Safety- \$225 million in provincial budget. Maher's Bridge is in the plans but need to travel over route 60. speaking with a local garage and the business they see in regards to potholes, and on average he sees 1-2 vehicles per day at cost of \$15,000-20,000 in tire and rim damage. This is just one garage. Maybe it's time to have an agreement between the municipalities and Transportation and Works. If there is potholes here, it's faster for our Public Works department to fix it.

11. COMMUNICATIONS

- a. Update by Deputy Mayor Woodford. Committee met on March 9. Update on website and the website went live on March 13. We are working on issues with the live feed, and there may be some technical issues. Ask that the public submit any issues they are experiencing.

Communication policy is ready to be adopted. We are also reviewing other policies. Next, we will discuss external communications.

- b. Communications Plan

23-04-129

Woodford/B. King

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.

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

12. OPERATIONAL REVIEW

- a. Update by Councillor Winsor. Consultant has completed the desktop work, paper review of documentation. Has initiated a series of interviews. Next there will be an ad for people to contribute and have their say in what our plan should look like. We ask that you get involved. Committee will meet with consultant next week. There will be 3 forms in which residents can express concerns and ideas- in person meeting, online survey and reaching out to Consultant Pat Curran.

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update by Councillor B. King. Our last meeting was done via email.

- b. Rules and Procedures

23-04-130

B. King/Woodford

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.

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

c. Multi Courts Infrastructure

23-04-131

B. King/S. King

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.

In Favor- 7

Goobie

Woodford

Buckle

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

d. Procurement Policy

23-04-132

B. King/ Woodford

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.

In Favor- 7

Goobie

Woodford

Buckle

Crawley

B. King

S. King

Winsor

Opposed- 0

Abstained-0

Motion Carried

e. Accounts

23-04-133

B. King/ Winsor

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.

In Favor- 7

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

Opposed- 0

Abstained-0

Motion Carried

f. Bankbook Balance: \$ 3,479.86

14. NEW BUSINESS

a. Municipalities NL Small Towns Advisory Committee

23-04-134

Woodford/Buckle

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.

In Favor- 7

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

Opposed- 0
Abstained-0
Motion Carried

b. Other

Woodford

Thanks to all the volunteers in the Town of Holyrood that dedicated their time. Wish everyone a Happy Easter.

B. King

Volunteers are the backbone of any community to get anything done, but in particular the volunteers at the museum, Linda. Stewart, Karen and Janette put in an exorbitant amount of time and do a fantastic job and put their heart and soul into the Museum.

Buckle

Volunteers are very important in our town. Heritage are doing great work. Our recreation department have great volunteers that support us and would like to thank them. School Breakfast program volunteers- big program in our town. Wish everyone a happy easter.

S. King

Without volunteers, we would be sadly lacking. Funding was received (\$10,000) for programming and bus trips. Thanks to Director on behalf of the Marina Golden Age Club.

Winsor

Reflect on some of the projects here tonight and acknowledge the hard work that goes into it- residents need to understand the amount of work that goes in to it, in addition to the committee work. Communications policy, Operations and Strategic Plan Review, the Operation Procedures, Procurement Policy and the 10- year plan. 5 major special projects. It's a lot of work and well done to everybody.

15. DATE OF NEXT MEETING

May 2, 2023, at 5:30 pm

16. ADJOURNMENT

23-04-135

Woodford/King

BE IT RESOLVED that this meeting is now adjourned at 6:30 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