



**Regular Meeting of Council #8  
July 25, 2023, at 6:00 pm**

**MINUTES**

**PRESENT:**

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

**Marjorie Gibbons, Acting CAO  
Christa Turnbull, EA**

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

**23-08-157**

**Buckle/S. King**

**BE IT RESOLVED** that this meeting is now called to order and the agenda is adopted as presented, with one amendment in 6(b). Should be 13 permits.

**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 June 27, 2023 adopted as presented, no errors or omissions.

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

**4. MAYOR'S UPDATE**

The difference in a water conservation and the water ban. There is not a water ban in place, but we are under a water conservation plan.

The conservation plan is implemented every summer to promote environmental stewardship in our community. It's a means of encouraging homeowners to conserve and use water wisely but has no mandatory restrictions.

A water ban is implemented when the level in the storage tank becomes depleted to the point where continuous sustainability becomes jeopardized. This usually happens when we encounter a major leak, excessive use, a problem with one or more of the wells, or a combination of all these happening at once. During a water ban, restrictions are put in place and is mandatory. The more we keep our tank levels in normal operating condition, the better we are positioned at dealing with any possible leaks or other issues. We thank residents for cooperation and compliance with the conservation plan, especially during these hot and dry conditions. Thankfully our wells have remained at acceptable levels during this time.

The water conservation plan is voluntary, and the water ban is mandatory.

Council and staff will be meeting with the Minister of Transportation and our MHA on July 31 to discuss issues regarding route 60 and other items.

## 5. CORRESPONDENCE

Holyrood Library- Thanking the Town for support- Tabled

## 6. PLANNING & DEVELOPMENT

- a. Update by Deputy Mayor Woodford. Committee met on July 19. Three applications were reviewed and one recommended for motion this evening.

We reviewed our guidelines for site preparation permits and will work with IFPW on how to implement a more standardized and efficient site prep permit. With regards to our town plan, we are still waiting for the draft document from the consultant.

- b. Permits

**Woodford/Winsor**

**23-08-158**

**BE IT RESOLVED** to table and approve the attached permit listing. ~~16~~ 13 permits were issued from June 16-July 19, 2023 and include permits for: Fence, Accessory Building, General Repairs, New Build Permit #2, Accessory Building Extension, Home Based Business, Water and Septic, Driveway.

**In Favor- 7**

**Goobie  
Woodford  
Buckle  
Crawley  
B. King  
S. King  
Winsor  
Opposed- 0  
Abstained-0  
Motion Carried**

- c. Location: North Side Road- approx.. 160 feet from floating dock  
Proposal: Food Truck- Roadside Vending

**Woodford/Winsor**

**23-08-159**

**BE IT RESOLVED** that the Town of Holyrood approve the above roadside vending application, in principle, subject to the Town's Municipal Plan and Development Regulations, Roadside Vending Regulations, as well as the following:

- Location of the truck should be on the south side of the middle concrete block which is approx. 160 ft from the floating dock. This will provide ample parking space for boat owners who have boats tied up there and a few vehicles that may stop to the food truck. Applicant must leave space for the boat owners to park. This location also provides ample sight lines for the motoring public.
- Consideration of signage, pylons, or some other means to alert the motoring public that pedestrians may be along the roadside.
- All tables, garbage containers, etc. shall be kept to the south of the truck, to provide ample space for the boat owners to park.
- Town will not be supplying tables, garbage cans.
- Town will not be collecting the garbage and will not be responsible for any refuse around the site area.
- Town will not be grading the area or maintaining it while the truck is there.
- The site will be inspected before and after to ensure it is in the condition that it was prior to the truck set up. Applicant will be responsible for any remediation work that may need to be carried out after.
- The applicant must provide a vehicle inspection slip and permits and/or approvals from the appropriate provincial regulation departments.

**In Favor- 7**

**Goobie  
Woodford  
Buckle  
Crawley  
B. King  
S. King  
Winsor  
Opposed- 0  
Abstained-0  
Motion Carried**

**7. RECREATION AND COMMUNITY EVENTS**

Update by Councillor Buckle. Committee didn't meet since last meeting due to Squid Festival activities. Squid Festival went over well, was well attended, and the weather was great. Committee will be doing a debrief soon on all the events. Thanks to Steve, the volunteers, all staff and our sponsors of the event.

**8. INFRASTRUCTURE AND PUBLIC WORKS**

- a. Update by Councillor Winsor. Committee met on July 20. Some updates on items that were discussed.

The Wood Cutting policy will be amended to include only town owned property and all private property will fall under planning and development, part of a site prep permit.

The pool policy was discussed and ready for adoption here this evening.

Discussed two RFQ's. One was for ditching four areas of town and all the bids came in over budget, as we established \$10,000 in our budget for this year. Committee agreed to make a recommendation for the lowest bid on a cost per meter basis and we would do up to what the budget was for this year, and communicate to people that we would continue the ditching projects into the next fiscal year.

Discussed the paving RFQ- there are 12 areas of town that we have identified, but there are probably a lot more areas that need paving. Gas tax will be used for most of that work.

Roadside Garbage. August 30 is the next bulk garbage collection. There are some areas, particularly in North Arm, where individuals have placed a large amount of garbage by the roadside and it's causing a lot of problems. We are working with that resident, we will

be issuing a registered letter to have the garbage removed in a timely fashion, otherwise the town will remove and send them the bill.

Sewer System Upgrades- we are working with Municipal Infrastructure and a review of bids for the engineering phase of that work.

Water Tank Update- we want to do groundwork prep work by Spring 2024. The bids that came in were inclusive of mechanical outfitting and civil works, with a very high dollar value of four million dollars, which is a lot more than anticipated, with only one bidder. We want to separate the multi-discipline work, separate the mechanical work, separate the civil work, you'll get more bids that way, and a more cost effective solution.

Work has started on Maher's Bridge, really appreciative of the province for taking action and getting this project started. Will be a free flow of traffic.

Few other quick updates- The pride painting is completed. Paving completed at multi-courts. Planning for tree removal for the trail system. Sods are laid at North Arm Park.

**b. Swimming Pools Motion**

**23-08-160**

**Winsor/S. King**

**BE IT RESOLVED** the Town of Holyrood approve the Swimming Pool Policy HP-003. This policy will ensure swimming pool governance and regulations are followed in the long-term planning for the Town of Holyrood.

**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 July 17. We had a presentation from Ogaga Johnson, Director of Workforce

Development with EcoNext. They are doing a project with the Marine Institute and The Launch, and they are focusing on having an attainable workforce for businesses potentially coming to Holyrood because of the Marine Institute. She gave a brief presentation, and they are planning to have 10 companies come into Marine Institute in September, October and November and estimate about 200 people will visit the various sessions with different companies. They want to partner with the town, they have access to funding, to develop an RFP to identify gaps in the workforce so we can see what they are and fill those gaps to ensure businesses have workforce available. We asked her to give a presentation to all of Council and what our part will be, there will not be any monetary commitment from the town. They just want our partnership to help develop the RFP and award it on their behalf.

We had a request from the Marine Institute for a meeting, which will take place on August 8 with Council.

Oceans Holyrood Initiative- Phase 3- consultant will have report completed by the end of July. Acting CAO has met with ACOA and our provincial partners and they are excited about OHI Phase 3 and are fully supportive.

Funding was applied for Gas Tax and JCP but we have not heard anything back yet.

## **10. PUBLIC SAFETY**

- a. Update by Councillor Bruce King. Committee did not meet this month, but I have a couple points to bring forward.

We had a meeting with the fire commissioner on July 12 regarding reinforcing our application for a rescue vehicle. Fire Chief gave an excellent presentation and the importance of having a rescue vehicle in Holyrood for all the areas the town covers.

Complaints- social media is a fantastic platform to get messages out on complaints. But if you have a complaint regarding the town, you should send that to the Town if you want it actioned.

The fire ban is lifted but people still need to use caution when it comes to fires.

I had a friend of mine who moved to BC. Because of new policies, he could not get his house or boat insured because the insurance companies in BC will not insure you if you are a new policy owner

and you are within 50 km of an active forest fire. These are the kinds of things that could come here to haunt us. We need to be careful and take precautions.

Call volume at the Fire Department is up, with fire, medical and accident calls. The Fire Department has members dedicated for the weekends, and there will always be members on call. Great service to have here.

## **11. COMMUNICATIONS**

- a. Update by Councillor Crawley. Committee did not meet formally, but we met informally.

We are working on Public Information and getting info to the public in a timely fashion. For example, the construction on Maher's Bridge has been posted to our social media, website, etc.

We have a streamlined process now for our permits being worked on when coming in to get a permit. We are streamlining the process so hopefully communication will remain at a constant and keep the flow going.

The CAO is our point of contact for internal communication and some external as well. If you are reaching out to Council about an issue or problem, we action that and copy the CAO because we want to make sure we are giving the opinion of Council. If you are calling us individually, that's different as you are asking us our own individual opinions at that time. However, if you want an opinion of Council it will go through all of Council. So if people are taking a little longer to respond to a question or complaint, this is why. We put out a communication policy to ensure everyone is on the same page.

## **12. OPERATIONAL REVIEW**

- a. Update by Councillor Winsor. We received formal presentation last week from the consultant. What he heard and what is recommended and the benchmarking to similar communities with similar service deployment. It would be inappropriate and premature for me to update here on the details. As Councillor Crawley pointed out, a communication plan will be devised to externally communicate that works properly, clearly, and formally. Next week, we will meet with Acting CAO. We need to ensure we do things correctly.

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

- a. Update by Councillor Crawley. We had some great sponsors at the Squid Fest this year- Upper Limit, Buckles Construction, Stingray

Communications, Labatt, Station Diner, and other smaller local companies that helped out with events. We do need to acknowledge that these events are the only ones that bring in revenue for our town and we hope that everyone enjoyed it.

Committee met on July 20. We have some details to work out on the procurement act, we are still gathering information and obtaining the good, the bad, the ugly on what's working and what's not.

We are working through the on-call firefighter proposal and Chief Woodford is working on that and have people who agreed to be on call for those times. One of the very important times is this weekend where we anticipate that there would be a bridge cutoff. We have firefighters on call, in the building, ready to go if something should happen.

We want to stress that partnerships in the community are very important like the Legion, Star of the Sea, we want to reach out and make sure everyone feels the love.

RFP's are going out for in-house businesses that we interact with as per the procurement policy. At the next public meeting we should have some RFP's to send out.

We asked everyone to review their accounts in preparation for budget 2024 process.

Council of the Whole met with representative from the municipal assessment agency, Mr. Hern. We dove into the questions we were receiving, and the write up in the Shoreline on how municipal assessments worked in our town. It's a convoluted, not a magic number process, it's very detailed- they look at comparability, the houses and structures around, but it boils down to market value. Some assessments went up, some down, and some stayed the same and it's all based on market analysis. If you want to understand the process, they are more than happy to explain. You can visit the website; you can find it on your assessment sheet. The deadline has been pushed for appeal to July 31. Go to the website and watch videos, you can take a course on how it's done. It's not our place to field the questions, we suggest you ask the assessment agency.

- b. Accounts  
**23-08-161**  
**Crawley/B. King**



**BE IT RESOLVED** those accounts tabled in the amount of \$263,382.43 cheques #44798 to 44947 and #D3364 to D3442 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**

c. Bankbook Balance: \$89,233

#### **14. NEW BUSINESS**

Woodford- n/a

B. King- n/a

Crawley- I loved Squid Fest and attended a lot of the events. The wine and chocolate event incorporated a lot of businesses from CBS and CBC. Proud that we can show we are allies with our pride painting at our beachfront parking.

Buckle- Fire commissioner was out to talk about the rescue vehicle, we have minister coming out to talk about route 60. Nice to see the government respond to us.

Winsor- n/a

S. King- n/a

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

August 22, 2023, at 6:00 pm

#### **16. ADJOURNMENT**

**23-08-162**

**Crawley/Buckle**

**BE IT RESOLVED** that this meeting now adjourn at 6:49 pm.

**In Favor- 7**

**Goobie**

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

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**Mayor**

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**CAO**

*Minutes taken by CT*