



**Regular Meeting of Council #11
October 17, 2023, at 6:00 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. APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER (CAO)**
BE IT RESOLVED that the Acting CAO, Marjorie Gibbons, be appointed to the permanent position of CAO, effective October 17, 2023.

This position is governed by the specific terms and conditions of the management agreement (and succeeding agreements) and by the duties and responsibilities outlined in the job description for CAO.

- 3. ADOPTION OF MINUTES**
 - a. Regular Meeting of Council September 19, 2023

- 4. BUSINESS ARISING**

- 5. MAYOR'S UPDATE**

- 6. CORRESPONDENCE**

- 7. PLANNING & DEVELOPMENT**

- a. Update
- b. Permits
BE IT RESOLVED to table and approve the attached permit listing. 13 permits were issued from September 13-October 13, 2023 and include permits for: General Repairs, Wood Cutting, Accessory Buildings, New Residence, and Site Preparation.
- c. Location: 24 Marina Drive
Proposal: Residential
Zoning: RMD
BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations
- d. Location: 20-24 Sir Albert Walsh Drive
Proposal: Residential

Zoning: RMD

BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations. A separate application is required for the proposed garage.

e. Location: 5 O'Rourke's Road

Proposal: Residential

Zoning: RMD

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

f. Location: 367-373 Conception Bay Highway

Proposal: Commercial

Zoning: RMD

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

This application was advertised in accordance with Regulation 10 and 90, and no correspondence was received by the deadline date.

g. Location: 30 Brien's Road

Proposal: Residential Driveway

Zoning: RMD

BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations and with the following conditions:

(a) Driveway width must be at a minimum the same width as the paved segment of Brien's Road as per the Town's gravel road standards.

(b) The town will not maintain the driveway in any way including apply Class A, grading, etc.

(c) The town is not transferring ownership of the town's owned right of way. The town is granting permission to use the ROW.

(d) All Parks NL issues will be the responsibility of the proponent.

(e) Parks NL and the proponent must agree on the erection of signage advising trailway users of the driveway at no cost or maintenance to the Town.

(f) The town will snow clear to a small, cleared area that is across the driveway entrance to the property.

(g) If a culvert is required, installation will be the responsibility of the proponent.

h. Location: Kennedy's Lane
Proposal: Crown Land Referral
Zoning: RMD/PDA

BE IT RESOLVED that the Town of Holyrood approve the above referral, in principle, subject to the Town's Municipal Plan and Development Regulations

8. RECREATION AND COMMUNITY EVENTS

a. Update

9. INFRASTRUCTURE AND PUBLIC WORKS

a. Update

b. Gas Tax

BE IT RESOLVED that the Town of Holyrood submit an application to the Gas Tax Authority to complete paving in the area of Hazeldale Road (4 m x 140m) at a cost of \$19,866 plus HST.

c. Change Order #1- Salmonier Line Water Supply

BE IT RESOLVED the Town of Holyrood approves Change Order #1 for Project 17-MYCW-22-00046 – Salmonier Line Water Supply dated September 19, 2023.

This Change Order is required for the purposes of Design and Contract documents in particular revisions to Front End Documents per Department of Municipal Affairs & Environment requirements. These revisions caused additional correspondence and site visits with the Department of Transportation and Infrastructure. The additional cost associated with these activities is \$2,934.80 and the Engineering fees therefore change from \$56,793.90 to \$ 59,728.70.

10. BUSINESS DEVELOPMENT AND MARKETING

a. Update

b. Boardwalk Funding

Both levels of government have now sent letters of offer for the boardwalk development project. Industry, Energy, and Technology have approved \$125,546.00. ACOA has approved \$ 381,829.00 and

the Town already approved \$162,500.00 in its 2023 budget. The total project budget is \$669,875.00

BE IT RESOLVED that the Town of Holyrood accept the letter of offer from Industry, Energy, and Technology for an amount of \$125,546.00 for the purposes of upgrading the boardwalk area .

BE IT RESOLVED that the Town of Holyrood accepts the letter of offer from Atlantic Canada Opportunities Canada for the amount of \$381,829.00 for the purposes of upgrading the boardwalk area. This is phase 2 of a 3- phase project to develop the boardwalk area to support and grow the tourism sector and provide residents and visitors with safe, reliable recreation opportunities.

11. PUBLIC SAFETY

a. Update

b. Brigus Junction Fire Agreement

BE IT RESOLVED that the Town of Holyrood approve the development of a fire service agreement with Brigus Junction to provide fire response.

The agreement is to outline the specific terms and conditions (including the cost for the provision of services) under which the Holyrood Fire Department will provide fire and assisted first responder/ emergency services to the Brigus Junction area as a first responder. The ratification of the agreement will not negatively affect services to residents of Holyrood.

c. Rescue Vehicle

BE IT RESOLVED the Town of Holyrood accepts the approved funding of 100,000.00 from the Department of Justice & Public Safety for the purpose of purchasing a new firefighting vehicle. This funding is a fixed contribution by the Government of Newfoundland & Labrador and the Town of Holyrood will be responsible for the remainder of the costs.

This rescue vehicle is key to the continued efficiency of the Holyrood Fire Department in its duty to keep residents safe and provide emergency services when required.

12. COMMUNICATIONS

a. Update

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update
- b. Accounts
BE IT RESOLVED those accounts tabled in the amount of \$246,054.98 cheques #45072 to 45146 and D3630 to D3684 be approved for payment from the general account.
- c. Audit 2022
BE IT RESOLVED to approve the 2022 audit as prepared and presented by Beacon Accounting.
- d. 2022 Annual Expenditure Audit
BE IT RESOLVED to approve the 2022 Annual Expenditure Audit as prepared and presented by Beacon Accounting.
- e. **BE IT RESOLVED** the Town of Holyrood requests ministerial approval to borrow \$145,453.44 from the Royal Bank for the purposes of satisfying the Town's commitment to the New Water Tank project as identified as 17-GI-21-00049 – Water Supply Upgrade

The monies will be borrowed for a term/Amortization of 2/7 years at a rate of 6.85% and a monthly payment of \$2,469.31. This borrowing was identified and approved in the 2023 budget.

- f. **BE IT RESOLVED** the Town of Holyrood requests ministerial approval to borrow \$162,500 from the Royal Bank for the purposes of satisfying the Town's commitment to the Phase II Beach Board Walk Upgrade Project. ACO and the Province are providing the remaining \$537,375.00 for the project.

This money will be borrowed for a term/amortization period of 5/5 years at a rate of 6.93% and a payment of \$3,212.33 This borrowing was identified and approved in the 2023 budget.

- g. **BE IT RESOLVED** the Town of Holyrood requests ministerial approval to borrow \$301,622 from the Royal Bank for the purposes of satisfying the Town's commitment to the New Water Sustainability Project. The overall project cost is \$3,326,101.05 and this borrowing represents the Town's 10% contribution requirement.
The project will provide safe, reliable potable water for residents.

This money will be borrowed for a term/amortization period of 5/10 years at a rate of 6.6% and a payment of \$3,440.83 This borrowing was identified and approved in the 2023 budget.

- h. BE IT RESOLVED** the Town of Holyrood requests ministerial approval to borrow \$134,486.75 from the Royal Bank for the purposes of satisfying the Town's commitment to the Sewer Project. The overall project cost is \$ 1,479,354.25 and this borrowing represents the Town's 10% contribution requirement. The project will improve the sewer system in the Town of Holyrood.

This money will be borrowed for a term/amortization period of 2/7 years at a rate of 6.85% and a payment of \$2,283.13. This borrowing was identified and approved in the 2023 budget.

- i. BE IT RESOLVED** the Town of Holyrood requests ministerial approval to borrow \$96,431.29 from the Royal Bank for the purposes of satisfying the Town's commitment to the Salmonier Line Project.

The overall project cost is \$ 1,479,354.25 and this borrowing represents the Town's 10% contribution requirement. The project will improve the availability of water services to residents of Holyrood. The monies borrowed will be over a term and amortization period of 5 years/5 years at a 6.80% rate with a payment of 1,900.38. This borrowing was identified and approved in the 2023 budget.

- j. Bankbook Balance: \$643.22**

14. NEW BUSINESS

15. DATE OF NEXT MEETING

November 14, 2023 at 6:00 pm

16. ADJOURNMENT