



**Regular Meeting of Council #10  
September 19, 2023, at 6:00 pm**

**MINUTES**

**PRESENT:**

<b>Mayor Gary Goobie</b>	<b>Marjorie Gibbons, Acting CAO</b>
<b>Deputy Mayor Michele Woodford</b>	<b>Steve Martin, Recreation</b>
<b>Councillor Curtis Buckle</b>	
<b>Councillor Laura Crawley</b>	
<b>Councillor Bruce King</b>	
<b>Councillor Sadie King</b>	
<b>Councillor Steve Winsor</b>	

**PROCLAMATION: CHILDHOOD CANCER AWARENESS MONTH**

Mayor Goobie declared September Childhood Cancer Awareness Month

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

**23-10-173**

**Buckle/Woodford**

**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 August 22, 2023 adopted as presented, no errors or omissions

**3. BUSINESS ARISING**

n/a

**4. MAYOR'S UPDATE**

On behalf of Council, I'm pleased to present the operations review and strategic plan. While this process took a little longer than anticipated, it was done in a professional, unbiased, and independent manner. The process provided opportunity for those to express ideas, concerns and opinions. This document will help guide us forward with improved infrastructure and service delivery in the most efficient and effective manner while exercising fiscal prudence and sustainability. Several items identified have validated positive progress in the town and identifies areas where adjustments and improvements should be considered. Some improvement items are already in progress. I'm pleased with this document and provides us with a clear picture of what we have to do. It's up to us to transform these improvements into achievements. Thanks to the Operations Review Committee for working with the consultant with the support of Council, Pat Curran and Associates and residents. Rural Transit Solution Funding- the program awarded the town \$482,000 on a \$602,000 project. The remaining (\$120,000) is the responsibility of the town. The town is working with other funding opportunities and community partners to raise that money. It is not a budget item for the town. The town will develop an operational plan to ensure it is feasibility. The town has secured \$55,000 from provincial government to achieve this objective and identify the costs associated with operating the transit program.

## **5. CORRESPONDENCE**

n/a

## **6. PLANNING & DEVELOPMENT**

- a. Update by Deputy Mayor Woodford. Committee met on September 13. Discussion on site preparation permitting process. Director of IFPW reached out to other towns and we are inline with what other municipalities are doing. Staff will prepare a policy for review at the next meeting. Discussion on Subdivision- what constitutes a subdivision.

Applications that we receive from those who plan on purchasing land looking for approval in principle that cannot provide all the documentation. The committee cannot approve an application without all the documentation. Applications require a survey, plot plan and house plans. With those types of applications, a letter will go out to state zoning and minimum requirements for building. We reviewed 7 applications and 6 will be brought forward tonight.

- b. Permits  
**23-10-174**  
**Woodford/B. King**

**BE IT RESOLVED** to table and approve the attached permit listing. 11 permits were issued from August 17 to September 12, 2023 and include permits for: General Repairs, Accessory Buildings, Landscaping, Occupancy, New Residence, Soil Removal, and Wood Cutting

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**c. 23-10-175**

**Woodford/Crawley**

Location: 122 Conception Bay Highway

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.

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**d. 23-10-176**

**Woodford/Buckle**

Location: 116 Conception Bay Highway

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.

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

**e. 23-10-177**

**Woodford/B. King**

Location: Lot 4, Godson'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.

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

**f. 23-10-178**

**Woodford/Crawley**

Location: Lot 5, Godson'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.

**In Favor- 7**  
**Goobie**  
**Woodford**  
**Buckle**  
**Crawley**

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

**g. 23-10-179**

**Woodford/Buckle**

Location: 137-139 Salmonier Line

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.

**In Favor- 7**

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

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

**h. 23-10-180**

**Woodford/Buckle**

Location: 165 Salmonier Line

Proposal: Home Based Business- Office for Dealer's License

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.

**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 Buckle.

Multi Courts are now completed. More planning for this area for trail development in the future. We need to determine what we are going to do for maintenance on the soccer field and keeping the space green.

Fall activity guide will be in the mail this week. Some programs include: Mini Movers, Forever Young, Active for Life, Zumba. We are having a issue finding location space for these programs. We need to look at facility space for programming. Activities are well attended.

Soccer program was well attended this summer and hope to have some soccer activities this fall.

The Fall Festival will take place during October. Activities include: Basketball Tournament, Community Brunch, National Seniors Day, Drive-in Movie, SpookTRUNKular, Pumpkin Walk, Sundown Songwriters, Monsters Ball, Bonfire, Tasty Trail and the Harvest Hoedown. All events will be posted on our website.

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

**a.** Update by Councillor Winsor. Committee met on today, September 19. A number of things on the list, mostly day to day items. Lots of discussion on the fall projects and what we need to get done before winter. We talked about budget preparation, like allocating money for pilot project on speed bumps. Director is working hard on interfacing with recreation, public safety and planning committees.

**b.** Project: 17-GI-24-00065- Water Stability and Sustainability.

**23-10-181**

**Winsor/Buckle**

**BE IT RESOLVED**, the Town of Holyrood accept the cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated July 31, 2023, Project number 17-GI 24-00065 – Water Stability and Sustainability for a total cost of three million, three hundred thousand twenty-six , one hundred one dollars (\$3,326,101.00) at 90/10 cost sharing. This

project will provide safe and reliable long term sustainable water supply to residents.

The Town of Holyrood agrees to provide three hundred and one thousand six hundred twenty - two dollars (\$301,622.00) to the project (after GST/ HST rebate) and has identified this expenditure in its 2023 fiscal services budget. Council authorizes the Mayor and Acting CAO to enter into the funding agreement with the Department of Transportation and Infrastructure on behalf of 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 September 11. Further discussion will continue with stake holders before info is released to the public. OHI report is complete. We have to review and will present and update at the next committee of the whole before it is adopted at a public meeting. On September 8 there were government officials from Industry and Technology for a review of ocean related activities in the town. They met with start up groups in the town and please with the town's efforts to support Marine Institute. They will continue to support us for 2024 and beyond.

Seathrou Technologies is a start-up located in our building. Abdelmoneim Soliamn's technology has been widely accepted internationally, especially in the Suez Canal where the consulate has now made it mandatory for all boats to have his technology on their boats in order to use the canal. He has been invited to Saudi Arabia to present at a conference. This is a great achievement for him and it brings the Town of Holyrood to a brand new audience. Congratulations.

MOU with Marine Institute: The committee is having a meeting on Oct 5 with MI to start the development of a new MOU with actual measurable goals and objectives. The committee will keep the Council

up to date on its development and share the document when it is ready for consideration and adoption.

Econext – the company doing work with MI will be releasing its RFP to do skillset availability in ocean-related industries on Sept. 15.

Business Workshop – Small Business Week this year is Oct 15-21. The Committee hopes to host a ½ day workshop for its business community. Details are being developed.

Golf Tournament – Sept, 14 – The Chamber of Commerce held its golf tournament and OHI hosted the luncheon. The Town had a team registered and it was a great day.

There are 2 business applications on the agenda for Planning this week. Both are home-based businesses.

## **10. PUBLIC SAFETY**

- a. Update by Councillor Bruce King. Committee met on September 12.

We have been talking about a rescue vehicle for a number of years for the fire department. We are glad to announce we have secured \$100,000 of funding from public safety to go toward a rescue vehicle. The Fire Chief is out there beating the bushes looking for a vehicle and hopefully we might have some more news by the next public meeting. This vehicle will increase the life expectancy of all the vehicles we have.

We met with the RCMP, there were concerns regarding incidents in Marina Shores and O'Rourke's Road. People are concerned with people roaming on properties and checking doors of homes and cars. The most vulnerable people are seniors. We will have a public information session with the RCMP on how best to protect your property and how to report incidents to the police. Once we get the details, we will let people know.

Concerns regarding Roaming Dogs on Woodford's Station. People in that area are scared. It has been reported to the RCMP and encourage others to make reports to the RCMP of any incidents.

Kids are back to school. Be mindful of kids while traveling in vehicles. Speeding is a concern. RCMP are out there and will be conducting extra traffic patrols.



Community Collaboration Grant- we sent letters to Harbour Main, Avondale, Conception Harbour, and Colliers. We were looking for support for these communities for fire training grounds, but they are going to do their own. We have letter of support from Deer Park, Nalcor, and we hope to get one from CBS.

Request from Brigus Junction for fire protection services. We will discuss and make a decision later.

Fire Department are recruiting. If you're young and physically fit there will be an information session on September 28 at 7:30 pm.

It's hurricane season and we are asking everyone to be prepared.

The number of emergency calls to the fire department have increased to 143 calls compared to this time last year of 110.

There has been a lot of talk of scams. It's great to put on social media to make people aware, but you have to contact the RCMP to report it in order to try and stop it.

## **11. COMMUNICATIONS**

- a. Defer update until CSA update.

## **12. OPERATIONAL REVIEW**

- a. Update by Councillor Winsor. Acknowledge and thank the consultant, Mr. Curran. He was very knowledgeable and professional. He went above and beyond his scope of work. He took the time to do it right. There was a lot of public interest and it's important to do periodically. Documents will be released to the public.

Will give a summary on the objectives, methodology and themes of what we heard and our next steps.

Objective- balance our financial resource capacity against the expectations of sustainable service delivery while at the same time investing in planning for the future.

We wanted to make sure everyone had an opportunity to participate. 23 interviews were conducted, 6 focus groups, 194 surveys, 14 submissions and 1 public consultation.

Benchmarking- in this piece of work 5 comparative communities were identified that were the closest fit to Holyrood.

What we Heard summary- focus on continued growth, improved infrastructure, financial sustainability, transparency and accountability, regional collaboration and renewed focus on basic and sustainable and reliable service delivery.

What do we do next- there are a number of priorities, 6 overarching priorities, 21 objectives and over 60 action items. Work is continuing, and already happening but lots that needs to happen. Council needs to prioritize and collaborate with staff to execute them in a sensible manner and that will take some time and effort.

b. **23-10-182**

**Winsor/B. King**

**BE IT RESOLVED** that the Town of Holyrood adopt the Operations Review and Strategic Plan as prepared and presented by Pat Curran & Associates in response to the scope of work identified in the Request for Proposals in January 2023.

This piece of work has involved an independent review of how we operate as a town to deliver the services and programs to the residents. The activities associated with the review involved engaging Council, staff, and residents through various means to ensure people had a voice in going forward.

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**CORPORATE SERVICES & ADMINISTRATION**

- c. Update by Councillor Crawley. Committee met on September 14. Budget 2024 was the topic, and we are looking at number now. Determining how much revenue we have collected and the arrears. Public consultation for budget 202- will be sending out a survey to expedite the process so people can participate. Link will be on our website and social media. We will hold 2 public consultation (residents and businesses) information sessions on October 18. Deadline for submissions is October 13. Ask that submissions be sent

in prior to the sessions. The management agreement is ready to be moved forward the first of October. Process underway of getting remainder of money for rescue vehicle. Operations Review and Strategic Plan documents will be on our website tomorrow. Our audit is ready and will be presented to Council next week.

d. Accounts

**23-10-183**

**Crawley/B. King**

**BE IT RESOLVED** those accounts tabled in the amount of \$228,061.59 cheques #44968 to 45071 and D3539 to D3629 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**

e. Squid Festival Accounts

**23-10-184**

**Crawley/Buckle**

**BE IT RESOLVED** that those accounts tabled in the amount of \$29,899.36 cheque #0729 to 0732 be approved for payment from the squid festival account.

**In Favor- 7**

**Goobie**

**Woodford**

**Buckle**

**Crawley**

**B. King**

**S. King**

**Winsor**

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**f. 23-10-185**

**Crawley/Buckle**

**BE IT RESOLVED** that the retired CAO, Gary Corbett be removed as a signing authority for the Town of Holyrood.

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**g. 23-10-186**

**Crawley/Buckle**

**BE IT RESOLVED** that Acting CAO, Marjorie Gibbons be added as a signing authority for the Town of Holyrood

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

**h. Bankbook Balance: \$1,757.07**

**13. NEW BUSINESS**

**Woodford- n/a**

**B.King**

The little free pantry is having a fall fundraising drive. If you can, please donate in coin or goods.

**Crawley**

Send out thank you to the Conception Bay Area Chamber of Commerce for hosting the event. Great collaboration.

**Buckle**

Budget consultations have been advertised. If people can't make it, there are various other options to get involved. Wish our former CAO, Gary Corbett all the best in his retirement. He had a vision for Holyrood and put in a lot of work for this town.

**Winsor-** n/a

**S. King**

We have a lot of activities for fall festival, a lot of the events are free or at a low cost.

**Goobie**

I had the opportunity to spend many years with the former CAO. There will be a time forthcoming in recognition of his 14 years to the town. A lot of good things have been accomplished. He was committed and dedicated and put his heart and soul into a lot of things.

**14. DATE OF NEXT MEETING**

October 17, 2023 at 6:00 pm

**15. ADJOURNMENT**

**23-10-187**

**Buckle/B. King**

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

**In Favor- 7**

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

**Opposed- 0**

**Abstained- 0**

**Motion Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Acting CAO

*Minutes taken by CT*