

**Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

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

3. ADOPTION OF MINUTES

a. Regular Meeting of Council September 19, 2023

4. BUSINESS ARISING - n/a

5. MAYOR'S UPDATE

Sending condolences to Director of Recreation, Steve Martin and his family on the passing of his brother.

Pay tribute to Kevin Lewis. On behalf of Council and residents, I would like to recognize and congratulate a well-known, former resident of Holyrood. Kevin served on the first town council in 1969. On September 15, Mr. Lewis was honored and recognized by Canadian performers upon receiving the prestigious 2023 ACCTRA award of excellence. Kevin's acting and theatre career spans over 30 years. Kevin is one of Canada's greatest actors, and a great writer.

6. CORRESPONDENCE- n/a

7. PLANNING & DEVELOPMENT

a. Update by Deputy Mayor Woodford. Committee met on October 11. Discussed site prep permit policy, we are still working on developing a policy. Draft Town Plan and mapping has been received. Staff and committee members will review, then send to Council for review. Hope to have this part complete by the end of the year. Looking at public consultations in 2024.

b. Permits

23-11-190

Woodford/S. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

**Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

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

c. 23-11-191

Woodford/Crawley

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

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

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

d. 23-11-191A

Woodford/S. King

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.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

**Opposed-0
Abstained-0**

Motion Carried

e. 23-11-192

Woodford/Crawley

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

f. 23-11-193

Woodford/Crawley

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

g. 23-11-194

Woodford/S. King

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.

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

In Favor-6

Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

(g)

h. 23-11-195

Woodford/B. King

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

In Favor-6

Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

8. RECREATION AND COMMUNITY EVENTS

- a. Update by Councillor King. Committee met on October 5. Recreation Facilities- many are in need of improvement. Need to determine priorities. New Horizons Funding- we have an application which will help with the seniors the recreation program. Work is continuing on Salmonier Line trail network. Successful year with the community garden, asking everyone to get their plots cleaned up. Hoedown is postponed to October 28 due to weather. We are gearing up for Christmas events.

9. INFRASTRUCTURE AND PUBLIC WORKS

- a. Update by Councillor Winsor. Committee met on October 12.

Gas Tax- will present motion on paving. There was an oversight on road paving and will add Hazeldale.

Contractor paving has been ongoing and going well. We have been maintaining oversight on the contractor and it's being done effectively, safely and of quality.

Water treatment filter media has been installed.

The Swim Park improvements have been completed- done quickly and effectively. As part of our new process, we will capture and document contractor performance.

Illegal dumping of garbage has been happening in areas of the town. We are closely watching, and please do not do that.

Winter is coming. Speed bumps will be removed before the end of the month. Winter fleet readiness, public works are looking at that.

b. Gas Tax

23-11-196

Winsor/S. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

c. Change Order #1- Salmonier Line Water Supply

23-11-197

Winsor/Crawley

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

10. BUSINESS DEVELOPMENT AND MARKETING

- a. Update by Deputy Mayor Woodford. Committee met on October 12. Reviewed a business application which was sent to Planning and Development for recommendation. We had a business session today at IBEW where we hosted the business community. We had a lot of feedback from the group. We hope to take the feedback and go through it and work better with our business community. This will be discussed at our next committee meeting. Discussion on Econext, who are doing a presentation at the Marine Institute. Will do a small presentation at the town office on what OHI is about and how it relates to the marine Institute. We are still working on MOU with Marine Institute. Director has reviewed and we will expand on it a little and hope to have complete in the next few weeks.
- 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

23-11-198

Woodford/S. King

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.

In Favor-6

- Mayor Goobie**
- Deputy Mayor Woodford**
- Councillor Crawley**
- Councillor B. King**
- Councillor S. King**
- Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

23-11-199

Woodford/B. King

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.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

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

11. PUBLIC SAFETY

- a. Update by Councillor B. King. Committee met on October 3.. Public Information session was held on October 6 and it was well attended by 18 seniors. 3 representative from RCMP were also in attendance and they did a great presentation on how to protect yourself. This presentation was not just a senior's only presentation, but an opportunity for everyone to learn how to protect yourself. This was the first of many, and we will be looking at doing another in November. An awareness campaign of being aware.

Motion for rescue vehicle. Fire Chief is looking for quotes, and design that will meet the needs of our fire department.

The RCMP were involved and charges being laid in regards to roaming dogs. Be a responsible pet owner and have respect for your neighbors.

Fire Prevention Week – Oct 8-14. It was a busy week for our fire department. They held presentations at both daycares, presentation to seniors at the library, fire drill at Holy Cross, Fire Extinguisher training for staff at Nalcor.

Community Collaboration Grant- Holyrood is not going it alone, we need a minimum of 3 partners. We have a letters of support from Town of CBS, Deer Park Vineland Road, Nalcor at Soldiers Pond, and Brigus Junction.

Lighting by the mailboxes at Murray's Peak. Canada Post said there was a light on the pole, but there isn't. They also stated they weren't responsible for a light on the pole. The average cost is about \$30 a month. Town will work on this and hope to have a light on the poll by the next meeting.

- b. Brigus Junction Fire Agreement
23-11-200

B. King/Crawley

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.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

c. Rescue Vehicle

23-11-201

B. King/Woodford

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.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

12. COMMUNICATIONS

- a. Update by Councillor Crawley. Committee met September 21. Did a review of our internal communications policy. No further update on cell phone coverage. We are working on external communications policy. Will review committee meeting schedule. Looking at a way to host our committee minutes for transparency. Need a policy on how that would look. Budget consultations- information had to be in by October 13. We received only 2 submissions, only one of which would like to meet with the committee. When we deliver a 2024 budget, we are putting out every possible way for residents to have their say in the budget. We put out a survey through our social media and website, and up until the weekend, we had 13 submissions. For a town of 2700, 13 is a very low number. Committee will review and will present to Council later on.

The Operational Review committee is no longer active, and a motion will be made at the next public meeting to dissolve.

13. CORPORATE SERVICES & ADMINISTRATION

- a. Update by Councillor Crawley. The committee met on October 13. We were formally presented with the 2022 Audit by Beacon Accounting and there is a motion to adopt. There was a deficit, but not a surprise to us and we were expecting that, which is why we had to increase taxes in 2023.

We discussed revenue and expenses and budget. We are working on going through each department, revenue potentials for 2024, we are in good standing in terms of collection with 84% collection rate. We have a special meeting of budget. Each director has been asked to provide their numbers for 2024. The management agreement is moving forward. There are a number of motions for loans, this is not new money. We are requesting ministerial approval to borrow money that we have already budgeted for, in order to move forward with projects. Fall festival events have been funded and we were able to offer events at a reduced cost, such as the tasty trail.

- b. Accounts
23-11-202
Crawley/ B. King

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.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

c. Audit 2022

23-11-203

Crawley/Woodford

BE IT RESOLVED to approve the 2022 audit as prepared and presented by Beacon Accounting.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

d. 2022 Annual Expenditure Audit

23-11-204

Crawley/S. King

BE IT RESOLVED to approve the 2022 Annual Expenditure Audit as prepared and presented by Beacon Accounting.

In Favor-6

**Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor**

Opposed-0

Abstained-0

Motion Carried

e. 23-11-205

Crawley/B. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

f. 23-11-206

Crawley/S. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

g. 23-11-207

Crawley/S. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

h. 23-11-208

Crawley/B. King

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.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor
Opposed-0
Abstained-0
Motion Carried

i. 23-11-209

Crawley/B. King

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.

In Favor-6

Mayor Goobie
Deputy Mayor Woodford
Councillor Crawley
Councillor B. King
Councillor S. King
Councillor Winsor

Opposed-0
Abstained-0
Motion Carried

j. Bankbook Balance: \$643.22

14. NEW BUSINESS

Woodford

Halloween is coming up, please be safe and watch out for trick or treaters. SpookTRUNKular is coming up as well.

B. King- n/a

Crawley

Deputy Mayor and I will be at SpookTRUNKular. Stay safe. Looking forward to hearing suggestions and recommendations from the business community.

S. King

I would like to congratulate Marjorie on her position. I think we made a wise decision.

Winsor

There's a lot of great things happening, and Holyrood is an up and coming place. Excited to see all the motions presented here tonight. Happy Halloween.

15. DATE OF NEXT MEETING

November 14, 2023 at 6:00 pm

16. ADJOURNMENT

23-11-210

Woodford/Crawley

BE IT RESOLVED that this meeting now adjourn at 7:36 pm.

In Favor-6

Mayor Goobie

Deputy Mayor Woodford

Councillor Crawley

Councillor B. King

Councillor S. King

Councillor Winsor

Opposed-0

Abstained-0

Motion Carried

Mayor

CAO

Minutes taken by CT