



**Regular Meeting of Council #5  
May 2, 2023, at 5:30 pm**

**MINUTES**

**PRESENT:**

**Deputy Mayor Michele Woodford  
Councillor Laura Crawley  
Councillor Sadie King  
Councillor Steve Winsor**

**STAFF:**

**Marie Searle, Acting CAO  
Steve Martin, Recreation**

**REGRETS:**

**Mayor Gary Goobie  
Councillor Curtis Buckle  
Councillor Bruce King**

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

**23-05-125**

**Crawley/Winsor**

**BE IT RESOLVED** that this meeting is now called to order and the agenda is adopted as presented.

In Favor- 4

Woodford

Crawley

S. King

Winsor

Opposed- 0

Abstained- 0

**Motion Carried**

**2. ADOPTION OF MINUTES-**

a. Regular Meeting of Council April 4, 2023 adopted as presented

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

**4. DEPUTY MAYOR'S UPDATE**

On Friday, MP Ken McDonald announced that Holyrood was awarded funding for the rural transit system. The lack of public transit and the isolation of our residents unable to drive or do not have their own private transportation was identified and this funding will provide a solution for people living in our community to get to work, school, appointments and social events and connect to nearby communities. Holyrood is the first rural community in Newfoundland to secure electric public transit which will consist of 2 zero emission passenger shuttles, a charging station, a

solar panel and booking portal software. Emissions from personal vehicles is one of the largest contributors to climate change. We are doing our part to influence the rate of climate change and protect our community. Next step is for committee to work with partners to develop an operation plan that ensures that the project is both feasible, sustainable, and maximizes the benefits to the residents of the town.

Funding has been received for student programs; we have six students approved for 35 hours per week at 8 weeks for a total of \$12,180. Recreation has been approved for 35 hours per week at 8 weeks for a total of \$27,799 and the marina is approved for a student for 35 hours per week at 8 weeks for a total of \$4,633.

North Arm Dock Boat Berths- there are 4 berths available this year from May 15 – Oct 15, 2023. You have to submit your name, size of your boat and phone number to 229-7252 ext. 205 between the hours of 9 am and 3 pm on May 4, 5. Successful applicants must sign a berth agreement with the Harbour Authority, provide proof of insurance with one million dollar liability coverage, supply own dock fenders and lines, sharing of space is not permitted and the cost is \$400 and due at time of signing of agreement. This info is available on our social media channels.

## **5. CORRESPONDENCE -n/a**

## **6. PLANNING & DEVELOPMENT**

- a. Update by Councillor Winsor  
Committee met on April 26. 9 applications were reviewed, some require further discussion. There are some discretionary use ads going out in the Shoreline next week.

Town Plan is an ongoing activity. We are approaching the final stages. We have our next meetings scheduled for May 10 and 17. Next steps: Committee will review draft document with the planner once it is complete, present to full council and then we will have a public consultation.

- b. Permits

**23-05-126**

**Winsor/Crawley**

**BE IT RESOLVED** to table and approve the attached permit listing. 9 permits were issued from April 1 to April 28, 2023 and include permits for: Home Based Business, New Residence, Accessory Building, Extension to Residence, Garage, General Repairs, Accessory Building.

In Favor- 4

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

**c. 25-05-127**

Location: 17 Harbourview Drive  
Proposal: Residential  
Zoning: RMD

**Winsor/S. King**

**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- 4  
Woodford  
Crawley  
S. King  
Winsor

Opposed- 0  
Abstained- 0

**Motion Carried**

**d. 25-05-128**

Location: 37 Kennedy's Lane  
Proposal: Residential  
Zoning: RMD

**Winsor/Crawley**

**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- 4  
Woodford  
Crawley  
S. King  
Winsor

Opposed- 0  
Abstained- 0

**Motion Carried**

**7. RECREATION AND COMMUNITY EVENTS**

- a.** Update by Councillor S. King

Committee met on April 1. Town received \$15,000 from New Horizons for seniors' activities. The MGA 50 plus club received \$10,000 from New Horizons. The town and seniors club will collaborate to get programs going. Funding received for Holy Cross Park - \$10,000 to bring leadership to the park. \$1,500 was received for the Active for Life program. Squid Fest Plans are underway. Early Bird tickets were sold out in 5 hours. We have over 1400 tickets sold currently. North Arm Irving or Orange Store are currently selling tickets at \$30 each. Tickets will be \$35 at the gate. Easter camp was done at Holy Cross School and had 56 students in attendance. Registration for day camp will take place on May 31 and registration will be done online. Registration for Soccer will take place online from May 15-19. Recreation has now started an activity- based program for seniors in the homes. During the year we will bring 3 live entertainment shows to each home. Thanks to Bart and Marion McCarthy. Registration is now open to residents for renting garden plots. We are getting a gazebo built and some picnic tables placed at the community garden. The boxes are \$20. We had volunteer breakfast on April 29, it was very successful, and I would like to thank all our volunteers. Student interviews are currently taking place.

A letter was received from the Active for Life participants regarding issues related to booking a facility around town for the program. We need a community center/Lifestyle center. The community center is for now for sale. It's a struggle to find a place for activities. Now is the time that Council needs to make a move to start a plan for a building.

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

### **a. Update by Councillor Winsor**

Committee met on April 27. Three topics I will bring forward.

Culverts on Woodford Station- causing a sinkhole and we have been closely monitoring. We plan to do replacement at the right time, once school is done to minimize the impact on buss routes and traffic. It's a big project which will cost about \$10,000 and will consume most of the money budgeted for culverts this year.

Speed Bumps- Some select areas in town are of concern and have been for a number of years. Residents have brought to our attention concerns as it relates to safety. People need to slow down. We will do our part to try and quiet the traffic. Public works will be reinstalling speed bumps. Will attempt to identify new areas of concerns. We can't put them everywhere though.

Street Sweeping- director will be preparing an RFP. Certain areas are very bad and need to be cleaned up for esthetics and safety reasons.

**b. Standing Offer Policy**

**23-05-129**

**Winsor/Crawley**

**BE IT RESOLVED** the town of Holyrood approve the Standing Offer / Equipment Hire Policy, HP-007. This policy will ensure Standing Offer / Equipment Hire governance and regulations are followed in the long-term planning for the Town of Holyrood.

In Favor- 4

Woodford

Crawley

S. King

Winsor

Opposed- 0

Abstained- 0

**Motion Carried**

**c. Wood Cutting Policy**

**23-05-130**

**Winsor/S. King**

**BE IT RESOLVED** the town of Holyrood approve the Wood Cutting Policy, HP-008. This policy will ensure Wood Cutting on Town owned property governance and regulations are followed in the long-term planning for the Town of Holyrood.

In Favor- 4

Woodford

Crawley

S. King

Winsor

Opposed- 0

Abstained- 0

**Motion Carried**

**d. Retaining Wall Policy**

**23-05-131**

**Winsor/Crawley**

**BE IT RESOLVED** the town of Holyrood approve the Retaining Wall Policy, HP-009. This policy will ensure Retaining Wall Construction governance and regulations are followed in the long-term planning for the Town of Holyrood.

In Favor- 4

Woodford

Crawley

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

## **9. BUSINESS DEVELOPMENT AND MARKETING**

- a. No update at this time

## **10. PUBLIC SAFETY**

- a. No update at this time

## **11. COMMUNICATIONS**

- a. Update by Councillor Crawley  
Committee meeting was held on April 6. The Communications Policy has been officially adopted. Next step is to ensure all Council and Staff are trained in on this communication policy. Staff will be meeting as a group to go through each piece of the policy. Website was launched.
- b. Website Launch  
We announced we were going to do an official launch today, but we will now be doing this at the next meeting. Website is live. Next on the agenda for the communications meeting is external communications- what our guiding principles will be.

## **12. OPERATIONAL REVIEW**

- a. Update by Councillor Winsor. We have achieved some major milestones recently. Public Consultations and upcoming interviews with Council and external stakeholders. This important work is being done, and I want to clarify what some people might think out there that this is some type of witch hunt. That is not what this is about, this is a healthy process and something that should happen periodically anyway. I think we will find a lot of operational efficiencies, a validation for the good work being done, and maybe identify areas for improvement. I also want to address some comments around the public consultation. First of all, thanks to the residents for getting involved. It was by intention that Council did not attend. As chair, it was my recommendation, and supported by council, not to attend to minimize any noise and have a very focused discussion of residents' concerns to the consultant. That was the purpose behind it and mission accomplished. Emails that have come into committee members have been passed along to Mr. Pat Curran, the consultant. Next week there is going to be a series of interviews

with Councillors privately and external stakeholder interviews will take place. We are trying to find the right date (between May 17-20) for Mr. Curran will meet with us all together to hear supplementary observations and findings.

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

- a. Update by Councillor Crawley. Committee met on April 27.  
Will be tabling motion on the multi courts. This was money that was already approved to be borrowed in our budget, but now we are asking for ministerial approval. The procurement document took so long to create, and it has officially been approved and will be training on our procurement document.

- b. Multi Courts Borrowing

**23-05-132**

**Crawley/S. King**

**BE IT RESOLVED** that the Town of Holyrood request ministerial approval to borrow \$52,147.47 from the Royal Bank for a 2-year term/amortization with interest of 6.61% with a payment of \$2,325.46 monthly for the purposes of completing the multicourt at Salmonier Line Recreation Park.

This expenditure was identified in Budget 2023 and was confirmed through the RFP process with the successful bid for fencing awarded to Apex for an amount of \$25,530 and the successful bid for basketball nets and benches to Total Sport Solutions for an amount of \$26,617.47.

In Favor-4

Woodford

Crawley

S. King

Winsor

Opposed- 0

Abstained-0

**Motion Carried**

- c. Accounts

**23-05-133**

**Crawley/Winsor**

**BE IT RESOLVED** those accounts tabled in the amount of \$355,949.68 cheques # 44452 to 44578 and # D3227 to D3259 be approved for payment from the general account.

In Favor- 4

Woodford

Crawley

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

d. Bankbook Balance: \$6,432.00

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

Winsor  
New website is a tool for paying taxes.

Crawley  
Thank you to our volunteers, there was a great turn out, I'm sorry I had to miss it due to a previous commitment.

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

May 30, 2023, at 5:30 pm

#### **16. ADJOURNMENT**

**23-05-134**

**Winsor/S. King**

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

In Favor- 4

Woodford

Crawley

S. King

Winsor

Opposed- 0

Abstained- 0

**Motion Carried**

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Mayor

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CAO

*Minutes taken by CT*