



**Regular Meeting of Council #12
November 18, 2025, at 6:00 pm**

MINUTES

PRESENT:

Mayor Laura Crawley

Marjorie Gibbons, CAO

Deputy Mayor Michele Woodford

Councillor Sandra Crawley

Councillor Bruce King

Councillor Charlotte Story

Councillor Mabel Tilley

Councillor Steve Winsor

1. CALL TO ORDER/ADOPTION OF AGENDA

12-125-25

Woodford/Tilley

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

Motion Carried

2. ADOPTION OF MINUTES

Regular Meeting of Council October 16, 2025 adopted as presented. No errors or omissions.

3. BUSINESS ARISING- n/a

4. MAYORS UPDATE

On November 11, the Deputy Mayor Woodford and I laid the wreath at the Holyrood Legion. On November 8 it was National Veterans of Indigenous People's Day. Council is meeting regularly to discuss budget planning, development applications and long-term community priorities. Residents are welcomed to view council agendas, minutes and meeting schedules on the town's website. Keep an eye out for upcoming events, especially Christmas events. We encourage residents to be prepared for the changing road conditions and potential storms. The Fire Department and emergency teams remain ready to support the community, and we thank them for their dedication. Clocks went back on November 2. Council is working with staff to move forward and provide reliable service and meaningful programs for our residents. Our goal is to keep you informed. We welcome suggestions and input by emailing info@holyrood.ca

5. PLANNING & DEVELOPMENT

a. Permits

12-126-25

King/Winsor

BE IT RESOLVED to table and approve the attached permit listing. ___ permits were issued from October 8 to November 14, 2025. (Permit # 10-0290-25 to 11-0298-25 and includes permits for occupancy, residential permit 1, garage, garage repairs, patio, pool and general repairs.

Motion Carried

- b. Location: Brophy's Road
Proposal: Subdivision Concept Plan
Zoning: PDA/RLD1

12-127-25

King/Winsor

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

Motion Carried

- c. Location: 1 Golden Eagle Way
Proposal: Residential Extension
Zoning: RMD

12-128-25

King/Winsor

BE IT RESOLVED to refuse the above application as the application does not conform with the Town's Municipal Plan and Development Regulations. Schedule C (2) of the Holyrood Development Regulations states that properties situated on existing corner lots shall be deemed to have two street frontages and shall be required to maintain the minimum building line setback on both the primary and flanking streets.

Motion Carried

- d. Location: 158 Country Path
Proposal: Home Based Business, Office
Zoning: RMD

12-129-25

King/Woodford

BE IT RESOLVED to approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations. This application is for a home office, was advertised and no comments were received by the deadline date.

Motion Carried

- e. Location: 6 Salmonier Line
Proposal: Residential
Zoning: MD

12-130-25

King/Story

BE IT RESOLVED to refuse the above application as the application does not conform with the Town's Municipal Plan and Development Regulations. The minimum standard for residential lot frontage is 23 meters, this lot has 19.998 meters.

Motion Carried

- f. Location: 209-211 Conception Bay Highway
Proposal: Residential
Zoning: RMD

12-131-25

King/Winsor

BE IT RESOLVED to refuse the above application as the application does not conform with the Town's Municipal Plan and Development Regulations.

Currently there is a single dwelling existing at 209-211 CBH. Holyrood Development Regulations, Schedule A states Single Dwelling: Means one building containing a single dwelling unit for the use of one family, placed on its own lot, and can include a subsidiary apartment.

Motion Carried

- g. Water Connection Request

12-132-25

King/Woodford

BE IT RESOLVED to refuse a request for connection to the Town's water system. The residence is not within the municipal boundaries of Holyrood.

Motion Carried

6. RECREATION AND COMMUNITY EVENTS

a. Update

Committee reviewed the business plan for recreation and community events. This plan outlined 2026 community events that will be scheduled, and we also discussed additional events that we may want to include. Committee discussed current programs that are offered in the town. Non- recreational facilities within the town were also discussed. Committee was provided with the first draft of the MOU

between the Town and the Holyrood Trails Association. Budget was reviewed and suggestions made for 2026. Upcoming Christmas events were also reviewed, and the flyers are in the mail.

7. INFRASTRUCTURE AND PUBLIC WORKS

a. Update

The asphalt millings that came from Route 60 were being used on Butterpot Road. That practice was called into question and there may be issues with that, the way millings can harden and settle, can be problematic for snow clearing in the future. That practice was discussed and will be discontinued permanently. Staff intervened to remove that material.

The Director took us through a priority listing of projects for the town. Roads that are ranked by age, condition, the number of residents and a rough estimate on costs to improve.

The 2000 Ford (old FD rescue unit) needs over \$10,000 in repairs. Committee advised that investigation of replacement unit is ongoing, funds to come from sale of other vehicles plus budget contributions.

Drainage on Eagle Drive/McGrath's Road- town has not legally taken over ownership.

Penney's Lane Waterline Replacement- this is something committee would like to see completed in the budget.

Furey's Woodpath-question around snow clearing on a street grade that's higher than the 10% max. We never want to put our staff/operators at risk This road is in excess of 10% and our recommendation is to not extend the limits of what public works are already servicing.

b. 12-133-25

Winsor/S. Crawley

BE IT RESOLVED the Town of Holyrood apply to Department of Transportation- Municipal Infrastructure for the Canadian Housing Infrastructure Fund known as CHIF to replace and install a new sewer outfall pipe at the Wastewater Treatment Plant for outfall discharge. This scope of work is a component of a sewer upgrade strategy to improve the overall sewer system in the town.

The cost of the project is \$828,075.90 with the town contributing 10% at \$88,216.62. The Town's share has been secured through the Royal Bank Financing.

Motion Carried

c. 12-134-25

Winsor/Story

BE IT RESOLVED the Town of Holyrood apply to Department of Transportation- Municipal Infrastructure for the Canadian Housing Infrastructure Fund known as CHIF to replace and install a new Main Beach Lift station as a component of our long-term strategy to improve the sewer system in the town. The present lift station is infiltrated by sea water and has had performance issues resulting in continuous repairs and foul odors. This project is Phase III of the sewer improvement strategy.

The cost of the project is \$1,912,403.58 with the town contributing 10% at \$191,240.35 The Town's share has been secured through the Royal Bank Financing.

Motion Carried

8. ECONOMIC DEVELOPMENT

a. Update

No new applications currently. CAO met with Marine Institute to discuss an upcoming event that we are partnering with MI on. We tried to do an event last month with our business community but that did not pan out, we didn't get the volume of responses we needed to hold the event. We didn't have enough people to make it worthwhile. We want to have an event to identify what resources we need and bring in to the business communities. Whatever may be identified, we need to fill that gap. That's what this event with Marine Institute will do.

Horizon Drive- work had been completed in 2021 and we need to look at paying the outstanding balance. This will be discussed with Council.

CAO is working on a new OHI report which will be used to develop a proposal for the OHI contract with ACOA.

We still have issues with non-registration of companies and businesses. It's on our radar and trying to do what we can to entice businesses to register with the town. We have to come up with a new approach and a new vision in 2026 of how we are going to be successful. If anyone has any ideas, we welcome them. We are going to reach out to other communities to see what they're doing.

9. PUBLIC SAFETY

a. Update

We had a talk about a plan going forward to see if we can develop something to help with what the residents are saying to us on the boardwalk safety, safety with the roadways and ditching, as well as ATV and dirt bike operations. This is not a quick fix.

Encourage residents to download Voyant Alert.

10. COMMUNICATIONS

a. Update

Committee did not have a meeting but have gathered departments' info and will update at the next meeting.

b. Motion to accept committee reports

12-135-25

Story/King

BE IT RESOLVED the Town of Holyrood accept the Committee updates and recommendations as presented in the committee reports provided by the various departments and made available to all councillors for consideration.

Motion Carried

11. CORPORATE SERVICES & ADMINISTRATION

a. Update

Accounts were reviewed by committee. A full disclosure was given as to how the capital account is reconciled. Most of our capital projects are vetted through the Department of Municipal Infrastructure (they are responsible for the administration of federal and provincial funding programs like buildings, water, sewer, roads). The department reviews and approves prior to releasing the funds to the town for payment to contractors. There is a 10% holdback until final inspections are completed by the governing engineering company.

Projects funded by ACOA follow a different process. Original invoices from the construction/design companies are submitted and approved before money is released to the town for payment.

Because of these processes, you're going to see where you have a big lot of money that is going out in a certain period.

Budget 2026 is well underway. Departments have submitted their budgets to maintain spending on a needs basis. Submissions and survey results were reviewed. We had 107 respondents on our budget.

We discussed the request to purchase a water repair van. We did recommend that this is a necessity.

Municipal Assessments- we tell people to appeal if you're not happy
This year 18 assessments were appealed and accepted. There are 14 appeals scheduled for January.

CUPE contract has been ratified. We are waiting for the official documents so we can get them signed.

b. Accounts

12-136-25

Woodford/Story

BE IT RESOLVED those accounts tabled in the amount of \$228,472.28 (cheque numbers D5189 to D5231 and 47535 to 47623) be approved for payment from the general account.

Motion Carried

c. Bankbook Balance: \$99,161.96

d. Conference

12-137-25

Woodford/Tilly

BE IT RESOLVED the Town of Holyrood approves the request from Councilor Bruce King to attend the MNL Conference in Corner Brook on November 20-22. The cost of the conference including registration, hotel, travel and per diem is **\$1,983.35**. These costs are valid and are available through the annual budget for 2025.

This conference is an opportunity to engage with other municipalities and discuss best practices which can be considered within our town.

Motion Carried

e. Van

12-138-25

Woodford/ S. Crawley

BE IT RESOLVED the Town of Holyrood proceed with the purchase of a gently used van to replace the van used to respond to water leaks with all necessary supplies. This new van is a 2019 Ford Transit 250 and will cost the town 22,885.00 HST included. These monies are available through our budget.

The town previously used a refurbished ambulance for their water leak responses, however that vehicle has outlived its usefulness and is too costly to repair and become road worthy.

The investment in a vehicle enables our crew to respond much quicker and much more efficiently with all the supplies which may be required to correct a leak.

Motion Carried

f. CUPE

12-139-25

Woodford/Tilly

BE IT RESOLVED the Town of Holyrood approve the agreed upon contract with CUPE Local 3768 for our employees. This agreement was secured through open and fair negotiations and was approved through a ratification vote of the local membership.

Motion Carried

g. Assessment

12-140-25

Woodford/King

BE IT RESOLVED the Town of Holyrood appoint Mitch Morran as the Commissioner for Municipal Assessment for the Town of Holyrood for a two-year period 2026 & 2027.

Motion Carried

12. NEW BUSINESS

Woodford- The Remembrance Day event was well done at the Legion. Great turn out. I want to thank the Legion, the Star of the Sea, and the cadets for putting off a great event.

S. Crawley- n/a

King- Radon Kits have arrived. There is an online presentation tomorrow night at 7:00 pm.

Heritage Committee is having their tea on December 11 at 2:00 pm It's a free event and tickets can be picked up at the town office.

Story- n/a

Tilly- with all the winds we have there are a lot of unstable trees. As you're putting up Christmas decorations, please be cautious.

Winsor- Street lighting. I reported a streetlight that was out and I want to let residents know that the process is very easy. You can visit our town website, and there is a “Report a Street Light Out” button that will take you to the portal for NL Power, and it’s all integrated with a map. You can zoom in on your street, and you’ll find the streetlight, click on it. As a verification, it will identify the poll number. The town pays \$142,000 a year for street lighting, let’s make sure they’re working.

13. DATE OF NEXT MEETING

December 9, 2025 at 6:00 pm

14. ADJOURNMENT

12-141-25

BE IT RESOLVED that this meeting now be adjourned.

Mayor

CAO

Minutes taken by CT