



**Regular Meeting of Council #4
April 7, 2026, at 6:00 pm**

MINUTES

PRESENT:

**Deputy Mayor Michele Woodford
Councillor Sandra Crawley
Councillor Bruce King
Councillor Mabel Tilley
Councillor Steve Winsor**

Marjorie Gibbons, CAO

REGRETS:

**Mayor Laura Crawley
Councillor Charlotte Story**

1. CALL TO ORDER/ADOPTION OF AGENDA

04-26-26

King/Crawley

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 March 10, 2026 adopted as presented

3. BUSINESS ARISING- n/a

4. MAYORS UPDATE- n/a

5. CORRESPONDENCE- directed to committees responsible for review and follow up.

6. PLANNING & DEVELOPMENT

a. Update

b. Permits

04-27-26

King/Winsor

BE IT RESOLVED to table and approve the attached permit listing. 8 permits were issued from March 5-27, 2026. (Permit 03-0013-26 to **03-0016-26**) and includes permits for Garage, Residential, General Repairs and Home Based Business.

Motion Carried

c. 04-28-26

King/Winsor

Location: 203 Salmonier Line

Proposal: Residential

Zoning: RMD

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

Motion Carried

d. 04-29-26

King/Tilley

Location: 2 Veitch's Hill

Proposal: Residential

Zoning: RMD

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

Motion Carried

e. 04-30-26

King/Crawley

Location: 189-191 Conception Bay Highway

Proposal: Residential- Town Water and Sewer

Zoning: RMD

BE IT RESOLVED to rescind ***Motion #02-012-26 (February 10, 2026 meeting minutes)*** which approved a residential home with the applicant connecting to the town's water and sewer system.

Motion Carried

f. 04-31-26

King/Winsor

Location: 189-191 Conception Bay Highway

Proposal: Residential- Well and Septic

Zoning: RMD

BE IT RESOLVED to approve the above application, in principle, subject to the Town's Municipal Plan and Development Regulations, with the installation of well and septic. The property owner will be subject to an annual water and sewer fee, as per section 131 (1&2) of the Town's and Local Service District Act which states:

(1) A town served by a water system, sewer system or a water and sewer system shall impose upon the owner of real property a water and sewer fee for services received or deemed to be received.

(2) For the purposes of subsection (1), unless a town council, by by-law, provides otherwise, where a sewer or water main

runs along the land of any person, that person is deemed to receive those services notwithstanding that the sewer or water mains are not physically connected by lateral lines to any residence, building or other structure located on the land of that person

Motion Carried

g. 04-32-26

King/Crawley

Location: 39 Kennedy's Lane

Proposal: Residential

Zoning: RMD

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

Motion Carried

h. 04-33-26

King/Tilley

Location: 58 Ridge Road

Proposal: Residential with apartment

Zoning: RMD

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

Motion Carried

i. 04-34-26

King/Crawley

Location: 60 Ridge Road

Proposal: Residential with apartment

Zoning: RMD

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

j. 04-35-26

King/Tilley

Location: Lot 1, 86 Conception Bay Highway

Proposal: Residential

Zoning: RSL

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

k. 04-36-26

King/Winsor

Location: Lot 2, 86 Conception Bay Highway

Proposal: Residential

Zoning: RSL

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

7. RECREATION AND COMMUNITY EVENTS

a. Update

No committee meeting was held this month due to weather. We had great participation for our Easter programming. Easter egg hunt had a fantastic turnout. Easter movie night had a strong crowd with families enjoying Peter Rabbit 2. Easter Camp is running this week with over 30 kids registered.

Preparations are well underway for Camp A'hoy with registration opening online on May 13 at 6:00 pm. More details on the CBC soccer registration will be shared in the coming days. Summer student job postings are live, deadline to submit applications is April 16 at 4:00 pm.

Thanks to everyone who participated in our community center consultation on March 31, and those who completed the survey. We received 122 responses to our survey.

8. INFRASTRUCTURE AND PUBLIC WORKS

a. Update

Council is considering options on the caboose.

We reviewed bids for the equipment standing offer.

Discussed an RFQ for water line upgrades on Penney's Lane and Bennett's Road. We received 7 bids and we will review at the next committee meeting, evaluate them and come back with a recommendation.

Brien's Road lift station has to be surveyed.

Project updates- Geotech study for the new water tank work is completed and we will review the report at the next meeting and make a recommendation for council's consideration. Wastewater treatment clean out- we got all the final approvals from municipal affairs and environment. The well that was drilled for the water project was deemed to be viable. CBCL recommend we explore another well in another location for future expansion of the water network. Festival Grounds- CAO met with the contractor and consultant. Will be ready for the spring.

b. Backhoe Acquisition.

04-37-26

Winsor/Crawley

BE IT RESOLVED the Town of Holyrood purchase 2026 John Deere 310P backhoe with a 4-year warranty costing \$217,286.75 HST included.

This item was identified in the 2026 budget as the town requires the equipment for snow clearing, ditching, water leaks, and other excavations as required. The Committee released a Request for Quotes to 5 provides and the successful bidder was BRANT with the John Deere equipment.

The budget identified 233,000.00 so the town is technically saving of \$15,713.25

Motion Carried

c. Standing Offer

04-38-26

Winsor/Tilley

BE IT RESOLVED the Town of Holyrood accept the proposal for 2026 Standing Offer from Buckles Contracting for Heavy equipment for emergency response for use in water leaks, road construction, sewer issues, flood responses.

The Town issued a Request for Quotes to 5 construction companies, three responded and of the three responding Buckles held the most cost-effective hourly rate for equipment and personnel.

Motion Carried

9. ECONOMIC DEVELOPMENT

a. Update

A guest developer presented an early-stage concept for information purposes to the committee. While the proposal remains in the preliminary phase, it lacks detailed specifications for us to move forward. The intent was to bring the concept to the town and assess its potential merit.

Our partnership with the Marine Institute continues to progress in accordance with the MOU we have. We are still working on finalizing a date and time for a joint business session.

We have applied for \$150,000 in federal funding to support research and development initiatives in the defense sector. We received a

positive initial response from ACOA and we are waiting to hear back from the province.

10. PUBLIC SAFETY

a. Update

Committee didn't have a meeting due to weather. We have our emergency preparedness plan that is in the final draft stage, it has been reviewed by committee. Next step is to be presented to Council, then sent to government for review and acceptance. It will be up and running before 'wildfire season'.

11. COMMUNICATIONS

a. Update

Committee didn't meet this month.

If you have a question for Council, put it in writing and send it to the town. Don't believe everything you read on social media.

b. Motion to accept committee reports

04-39-26

King/Tilley

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

12. CORPORATE SERVICES & ADMINISTRATION

a. Accounts

04-40-26

Woodford/Crawley

BE IT RESOLVED those accounts tabled in the amount of \$404,353.63 (cheque numbers D5446 to D5497 and 47999 to 48093) be approved for payment from the general account.

Motion Carried

b. Bankbook Balance: \$1,263.89

c. Budget Revision: The Town has been notified by Municipal Affairs that there is an increase in our gas tax in the amount of \$15,376.00 which we have now added to the overall budget. This is project driven money, so it is assigned to fiscal services. When we have additional monies, we are required to adjust our budget submission through a new motion.

04-41-26

Woodford/King

BE IT RESOLVED the Town of Holyrood submit its adjusted budget for 2026 showing a balanced budget of \$5,220,745.25.

Motion Carried

d. Code of Conduct Complaints

The Town has received four (4) formal Complaints of Code of Conduct breaches, and to ensure due diligence the Town sought legal assistance regarding the complaints. The Town followed the appropriate process according to the Municipal Code of Conduct and has reached a decision. On March 30, Council held a privileged meeting with legal, and a decision of council was solidified.

i. 04-42-26

Woodford/Tilley

WHEREAS a complaint pursuant to the Code of Conduct on December 18, 2025 alleging a breach of the code by two staff members in accordance with their response to a residential inquiry referred to as Complaint #1.

AND WHEREAS a report was completed and was discussed at a privileged meeting of Council on March 30, 2026.

BE IT RESOLVED that the Town of Holyrood has determined no breach of the Code of Conduct was found against those named and Complaint #1 is dismissed.

Motion Carried

ii. 04-43-26

Woodford/Crawley

WHEREAS a complaint pursuant to the Code of Conduct on January 1, 2026 alleging a breach of the code by two staff members in accordance with their duties referred to as Complaint #2.

AND WHEREAS a report was completed and was discussed at a privileged meeting of Council on March 30, 2026.

BE IT RESOLVED that the Town of Holyrood has determined no breach of the Code of Conduct was found against those named and Complaint #2 is dismissed.

Motion Carried

iii. **04-44-26**

Woodford/King

WHEREAS a complaint pursuant to the Code of Conduct on March 6, 2026 alleging a breach of the code by two staff members and a Council member in accordance with their response to a residential inquiry referred to as Complaint #3.

AND WHEREAS a report was completed and was discussed at a privileged meeting of Council on March 30, 2026.

BE IT RESOLVED that the Town of Holyrood has determined no breach of the Code of Conduct was found against those named and Complaint #3 is dismissed.

Motion Carried

iv. **04-45-26**

Woodford/Tilley

WHEREAS a complaint pursuant to the Code of Conduct on March 12, 2026 alleging a breach of the code by two staff members and a Council member in accordance with their response to a residential inquiry referred to as Complaint #4.

AND WHEREAS a report was completed and was discussed at a privileged meeting of Council on March 30, 2026.

BE IT RESOLVED that the Town of Holyrood has determined no breach of the Code of Conduct was found against those named and Complaint # 4 is dismissed.

13. NEW BUSINESS

Crawley- n/a

King- April has been deemed the month of the military child. When an adult is posted somewhere, they seem to forget about the kids and how it affects them- uprooted from school, friends, etc. and you are put somewhere unfamiliar. Deployments of parents can affect children too and can be very stressful.

Tilley- Volunteer week is in April. I want to highlight the volunteers in our community and in every community across the province. I consider them the forgotten heroes.

Winsor- In relation to the code of conduct complaints, I want to give a vote of confidence to staff. Staff are doing a great job. Cudos to Deputy Mayor for leading these code of conduct investigations. We engaged the

guidance and advice from legal the Province and other officials. It was done professionally and appropriately. The public need to understand that there is a process to appeal or communicate with the town if there is a decision that you disagree with. Code of Conduct complaints are not the appropriate channel for any of that.

14. DATE OF NEXT MEETING

May 5, 2026 at 6:00 pm

15. ADJOURNMENT

04-46-26

Tilley/King

BE IT RESOLVED that this meeting now adjourn.

Motion Carried

Mayor

CAO

Minutes taken by CT