



**Regular Meeting of Council #9
August 25, 2026, at 6:00 pm**

MINUTES

**Mayor Laura Crawley
Deputy Mayor Michele Woodford
Councillor Bruce King
Councillor Charlotte Story
Councillor Steve Winsor**

Marjorie Gibbons, CAO

**Regrets:
Councillor Sandra Crawley
Councillor Mabel Tilley**

1. CALL TO ORDER/ADOPTION OF AGENDA

09-62-26

King/Winsor

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

In Favor-5

Opposed-0

Abstained-0

Motion Carried

2. ADOPTION OF MINUTES

Regular Meeting of Council July 28, 2026 and Special Meeting of Council August 12, 2026 as presented, no errors or omissions.

3. BUSINESS ARISING- n/a

4. MAYORS UPDATE

Congratulations to Councillor Sandra Crawley and her family, who welcomed a new baby this week.

A big thank you to residents for their patience and understanding while we work through the process of water restrictions. We understand it's frustrating. Thanks to our staff who have worked hard trying to work out the problems we are facing with water shortage. It's been a challenging month- we've had water restrictions, leak detection, and repairs. We passed a motion at the last special meeting to award the construction of a new water tank and putting up the pad and bringing the well online, to Greatario.

5. CORRESPONDENCE- n/a

6. PLANNING & DEVELOPMENT

a. Update

b. Permits

09-63-26

King/Woodford

BE IT RESOLVED to table and approve the attached permit listing. 27 permits were issued from July 24, 2026 to August 19, 2026. (Permit 07-0068-26 to 08-0094-26) and includes permits for Garage, General Repairs, Occupancy, Residential footings, culvert installation, shed, Chapel, and exit entrance enclosure residential.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

c. **09-64-26**

King/Winsor

Location: 48 Woodfords Station

Proposal: Residential Build

Zoning: RLD2

BE IT RESOLVED that the Town of Holyrood approve the above application, in principle, under regulation 10 of the Town's Municipal Plan and Development Regulations.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

d. **09-65-26**

King/Story

Location: 455 CBH Star of the Sea Parking Lot

Proposal: Roadside Vending

Zoning: TC

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-5

Opposed-0

Abstained-0

Motion Carried

e. 09-66-25

King/Woodford

Location: 8 Eagle Drive

Proposal: Residential Build

Zoning: RMD

Well & Septic

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-5

Opposed-0

Abstained-0

Motion Carried

f. 09-67-26

King/Winsor

Location: 8 Sunset Drive

Proposal: Residential Build

Zoning: RMD

Well & Septic

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-5

Opposed-0

Abstained-0

Motion Carried

7. RECREATION AND COMMUNITY EVENTS

- a. Update- There is an event this weekend, Squid Fest Goes Country- get out and get your tickets for Saturday night.

b. Recreation NL Active Living Leadership Network

09-68-26

Woodford/King

BE IT RESOLVED the Town of Holyrood approve the Recreation & Community Services Program Coordinator to attend the Recreation NL Active Living Leadership Network ALL IN! Event 2026 – Naturally Engrained being held in Mount Pearl from September 17–18, 2026.

This event brings together recreation professionals from across Newfoundland and Labrador and is centered around the theme “Naturally Engrained,” exploring how active living and wellness can

become a natural part of everyday life in schools, workplaces, public spaces, and communities. Through presentations, roundtable discussions, demonstrations, and networking opportunities, participants will explore innovative approaches, share promising practices, and strengthen partnerships that support healthier, more active communities across the province. The cost for registration and travel is \$85. This cost would be absorbed within the recreation budget.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

8. INFRASTRUCTURE AND PUBLIC WORKS

a. Update

Acknowledge the patience and understanding, and the trials and tribulations from residents in relation to the water. I know it's very frustrating. A lot of things were happening in real time. Council is also frustrated because we don't have all the information. We came early tonight for a detailed debriefing and a summary timeline of the different activities, and things that have been going on over the last number of days. Debriefing provided by the CAO and Director Stacey was very thorough and detailed and it gave me some comfort. It was a systematic manner of troubleshooting with some science behind it and record keeping with the best intentions to solve the problem. Thanks to staff, contractors and consultants.

On July 28 we talked about the piping. We do not have an issue with water supply in this town. Supply being the tank and the wells, especially with the new tank that was awarded on August 12 and will be erected next summer. We do not have a current water supply issue, nor will we have a future water supply issue based on these facts. What we have is a delivery issue with old piping. Underground infrastructure is old and weak and will cause leaks in the system. We experienced 10 leaks in the six weeks but then everything was okay and the ban was lifted on July 28.

On July 30, there was a serious leak found and repaired at 556 Conception Bay Highway. At that time, we initiated a close monitoring observation program and staff were noticing some overnight drops in the tank. Tank should be replenishing itself over night which can indicate 2 things- someone in the middle of the night is using a tremendous amount of water or we had a leak or multiple leaks.

On August 18 there was a leak found at 44 Salmonier Line. At that time the tank was at 15 feet. On August 22, we brought in the consultant RPM and used their leak detection and ultrasound equipment at night. We shut down the system in a logical manner, by section and they can do their circuits at the town. We have 32 kms of pipe to cover. That happened over several nights. Staff were going by area isolations. Adding isolation valves would allow us to break the town piping network into smaller sections which would make those isolations and troubleshooting easier by shutting smaller areas at a time, impacting less residents at a time. But that's something we have to look at in the future.

On August 23, there was a leak found at 665 CBH, which is in a high-pressure zone and high-pressure high-volume water loss. That morning the tank was 8 feet and overnight the tank went as low as 5 feet. If we bottom out that tank, we have no pressure delivery to the entire town. Leak was repaired.

On August 24, there's a change in the strategy for water shut offs. During that overnight time period, they were doing isolations in 20-minute intervals, in consultation with CBCL engineers. The Town Centre area was identified as a problem area.

On August 25 (today), a leak was found at 35 Salmonier Line and the contractor began repairs damaged the service line. The water tank was shut down and the water plant was shut down as a result, but the repairs were all completed by 3 pm. The waterline from the ball field wells to tank road is not isolated for the testing. Because if you do that you don't have water supply to the rest of the town. It's a scenario where that leak was found last. The only way to isolate it is to reconfigure the piping and have a parallel branch line or some other configuration that costs money. But it's something worth pursuing because you get into a situation where you got a leak and you don't know it, you can't see it, you can't detect it, you can't isolate it and meanwhile you're troubleshooting all other areas of town. That's another future improvement opportunity.

There is no planned shut off for tonight, and staff are closely monitoring. Staff will decide at 11:00 tonight if there is merit to shutting off a section for the purposes of holding and rebuilding the tank.

We have to improve the piping system. We have been tackling it every year since we've been here. We need to have some discussion

around the table, budget consultations and the gas tax funding about taking on more proactive piping replacements and installation of flow meters in strategic locations. Additional isolation valves to break out additional sections for troubleshooting and GIS mapping.

b. Gas Tax Motion

09-69-26

Winsor/King

BE IT RESOLVED the Town of Holyrood award the paving contract for Penney's Lane and Garden Road to JSH Paving for the amount of \$55,775.00, as indicated in their response to our paving RFP.

At the June 30, 2026 Public Meeting, Council approved the submission of a gas tax application for this paving work which has now been approved by Government and therefore we are ready to complete the work.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

9. ECONOMIC DEVELOPMENT

a. Update

Deadline for the RFP for Oceana land is August 28. We have received 4 requests to date. We had an inquiry to extend the submission deadline. No formal request to date, but we will determine if requested.

Blue Ocean Industrial Park- they're seeing some movement up there. The owner keeps in touch with our CAO. Several companies are working their way through the purchase process for proposed business. We look forward to those applications coming in.

Ocean Technology- we continue to explore the ocean sector as a catalyst for economic development. There is significant opportunities in our town in the ocean sector and the focus is to remain identifying the opportunities that are the right fit for Holyrood that can contribute meaningfully to the local economy.

Deputy Mayor Woodford took over as presiding officer while Mayor Crawley delivered the Public Safety report.

10. PUBLIC SAFETY

a. Update

Off-road vehicle safety- getting interested parties around the table to and those who can make decisions on this will be involved. If you are connected to Engage NL, you will have gotten an invite to have your say in safety on roads in Newfoundland. We encourage residents to engage in that consultation process. It's on our website and social media pages. The town will discuss what measures we think could be supported and make a submission.

Community Risk Reduction Program- I have a statement written by our Fire Chief, Trevor Rideout. The Public Safety Committee is pleased to advise Council and residents that the Town of Holyrood will be moving forward with the implementation of a community risk reduction program administered through the Holyrood Fire Department. The program is built around a simple principle. The most effective way to protect our community is to prevent emergencies before they occur. While emergency response remains an essential responsibility of the fire department, effective public safety also includes prevention, education, preparedness and working with the community to reduce risks before emergencies occur. The Holyrood Fire Department will take a structured, consistent and risk-based approach to fire and life safety. This will include public education, preventive initiatives, improved emergency preparedness and greater engagement with local businesses, organizations and property owners. As part of that broader approach, the department will also work with commercial property owners and operators through fire and life safety inspections where appropriate. The intent is not to create an unnecessarily burdensome inspection and enforcement process, but to identify concerns early and provide practical guidance and support safety environments for owners, employees, patrons, residents and emergency responders. Inspection activities will be prioritized based on risk, allowing the fire department to focus resources where they can provide the greatest benefit to life safety, property protection, community resilience and firefighter safety. The public safety committee believes this program is an important step forward- strengthening our focus and working together to reduce both the likelihood and impact of emergencies in our community.

Mayor Crawley resumed as presiding officer.

11. COMMUNICATIONS

a. Update

We reviewed the social media policy and the process for residential inquiries, timelines for staff and council to follow.

- b. Motion to accept committee reports

09-70-26

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.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

12. CORPORATE SERVICES & ADMINISTRATION

- a. Accounts

09-71-26

Woodford/King

BE IT RESOLVED those accounts tabled in the amount of \$408,447.35 (cheque numbers D5768 to D5911 and 48407 to 48498 be approved for payment from the general account.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

- b. Capital Accounts

09-72-26

Woodford/Story

BE IT RESOLVED those accounts tabled in the amount of \$1,279,809.16 (cheque numbers 412 to 429) covering a period of January 01, 2026, to August 19, 2026 be approved for payment from the capital account.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

- c. Bankbook Balance: \$ 2,226.35

d. NEW BUSINESS

Woodford- Thank you to our staff that have been putting in extra time as we deal with the water issues.

King- Thank you to our staff. Excellent presentation by Councillor Winsor and hopefully people will understand. There is no shortage of water here. The issue is getting it from the tank without having it go into the woods. We should invest in new technology. Pipe in the ground is old, about 50, 60, 70 years old. It won't all be replaced at the same time. It's going to take time, but we must start somewhere.

Almost everything we do here, we invite the residents to have input- Budgets, etc. But there are timelines. We had consultations on the cell tower- people had an opportunity to express their views. But at the end of the day, there is a time limit for these things.

Story- n/a

Winsor- Whether it's the public consultation, the cell phone tower, the water, the planning, the legal, the finance, one thing we can say is that our legacy when this council leaves is that we have changed, there has been a shift in mindset to making internal decisions, backroom decision with consulting the public and most importantly, consulting the experts.

e. DATE OF NEXT MEETING

September 22, 2026 at 6:00 pm

f. ADJOURNMENT

09-73-26

Woodford/Winsor

BE IT RESOLVED that this meeting now be adjourned.

In Favor-5

Opposed-0

Abstained-0

Motion Carried

Mayor

CAO

Minutes taken by CT