



TOWN OF STEADY BROOK
PUBLIC MEETING
APRIL 16, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

C. Austin
C. Diamond
C. Kennedy
C. Rose
C. Dyke

Renee Burden (Town Clerk)

ABSENT:

The meeting was called to order at 7:00 p.m.

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:00 p.m. Mayor Dawson explained to the public, in support of the public health restrictions relating to the size of gatherings, along with the Provincial and Municipal Regulations and Town's Policies regarding the COVID-19 pandemic, Public Meetings will be broadcast to the public in the foreseeable future via teleconference and live stream video (Facebook live) to provide Residents the opportunity to view proceedings.

Mayor Dawson welcomed the public and introduced Council and Staff. He acknowledged the dedication of all essential workers during this uncertain time. Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the April 16, 2020 Agenda.

Councillor Dyke informed the public of an addition to the Agenda -4.7.6 – COVID-19 Policy & Procedures under Administration.

Mayor Dawson asked for a motion to adopt the April 16, 2020 amended Agenda.

**RESOLUTION
2020/045**

KENNEDY/DYKE:

**BE IT RESOLVED TO APPROVE THE AMENDED AGENDA
AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF APRIL 16, 2020.**

**IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke,
Kennedy, Rose**

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

Mayor Dawson then proceeded to the adoption of the March 5,
2020 Minutes. He asked if there were any errors/omissions to
note.

There were no errors or omissions.

**1.1) Minutes of
Previous Meeting**

Mayor Dawson asked for a motion to adopt the March 5, 2020
Minutes.

**RESOLUTION
2020/046**

AUSTIN/KENNEDY:

**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF MARCH 5, 2020.**

**IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke,
Kennedy, Rose**

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

**(2) Business
Arising
Action Item**

NOTHING TO REPORT.

**(3) Notices of
Resolutions
Arising of
Minutes**

NOTHING TO REPORT.

**Delegations &
Guests**

NOTHING TO REPORT.

**(4) Committee
Report**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond explained Spring Clean-up is currently in the
planning stages and Council will consider Provincial Guidelines
regarding COVID-19 for this community clean-up. Councillor
Diamond noted Council is also working on developing a Long-

Term Water Supply Infrastructure Plan for the Town's water supply.

4.1.2 – Musgrave Drive Resident Letter – Meeting to be rescheduled due to COVID-19.

4.2 EMERGENCY MEASURES:

4.2.1 – Emergency Plan

Deputy Mayor Morrissey explained Council met with Judy Bond, Executive Director of Fire and Emergency Services and reviewed and updated the Emergency Plan. Due to the current COVID-19 pandemic, Provincial Government issued an addendum to the Emergency Plan regarding Pandemics. This information is also now added to the Town's Emergency Plan.

4.2.2 – Fire Department -Nothing to Report

Mayor Dawson informed the public Fire Department Committee meetings are suspended due to COVID-19 restrictions.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – 35 Wilton Street – Public Notice of Motion – Deferred due to COVID-19.

Councillor Austin stated this item is deferred due to COVID-19 situation. Mayor Dawson further explained this item will be addressed by Council once the restrictions for public gatherings are revised.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Closure of Community Hall/Playground due to COVID-19

Councillor Kennedy informed the public due to the COVID-19 Provincial Restrictions, the Town's Community Hall and Playgrounds are closed to the Public. Signs are posted around Town indicating closure of all affected locations.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting Cancelled due to COVID-19

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$77,568.70

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/047**

ROSE/MORRISSEY:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$77,568.70.
IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose
OPPOSED: (0)
RESOLUTION CARRIED

No one spoke to the motion.

4.6.2 – Business Credit – 9 Falls Avenue

Mayor Dawson acknowledged Councillor Diamond having a conflict of interest regarding this agenda item. Councillor Diamond removed himself from the proceedings at 7:12pm.

Mayor Dawson confirmed to the Councillors attending via teleconference Councillor Diamond left chambers. Mayor Dawson called for a motion.

**RESOLUTION
2020/048**

ROSE/MORRISSEY:
WHEREAS THE BUSINESS IS CONSIDERED “SEASONAL” WITH LIMITED OPERATIONS DURING THE WINTER MONTHS; BE IT RESOLVED THE TOWN OF STEADY BROOK CREDIT 9 FALLS AVENUE IN THE AMOUNT OF \$1397.29.
IN FAVOUR: (6) Dawson, Morrissey, Austin, Dyke, Kennedy, Rose
OPPOSED: (0)
ABSTAINED: (1) Diamond
RESOLUTION CARRIED

No one spoke to the motion.

Councillor Diamond returned to the meeting at 7:14pm.

4.7 ADMINISTRATION:

4.7.1 – Employment Position – Hire Town Manager

Mayor Dawson called for a motion.

**RESOLUTION
2020/049**

DIAMOND/DYKE
DUE TO THE LIMITATIONS OF COUNCIL TO DIRECTLY MANAGE EVERYDAY OPERATIONS, AS OUTLINED IN SECTION 2.5 OF THE COUNCILLOR HANDBOOK, THE TOWN OF STEADY BROOK ACKNOWLEDGES THE NECESSITY OF A TOWN MANAGER TO HELP FACILITATE COUNCIL’S DIRECTIVES. MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE A TOWN MANAGER AS OUTLINED IN SECTION 53 OF THE *MUNICIPALITIES ACT, 1999*.
IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose
OPPOSED: (0)
RESOLUTION CARRIED

No one spoke to the motion.

4.7.2 – Appointment of Town Manager

Mayor Dawson called for a motion.

RESOLUTION # 2020/050

DYKE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK ADVERTISED FOR THE POSITION OF AN ADMINISTRATIVE ASSISTANT AND DURING THIS JOB SEARCH THE ADMIN COMMITTEE IDENTIFIED A QUALIFIED CANIDATE FOR THE TOWN MANAGER POSITION.

MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT TRACY CAINES TO THE POSITION OF TOWN MANAGER AND AS SUCH ANY AND ALL RESPONSIBLILITIES OUTLINED WITHIN THE *MUNICIPALITIES ACT, 1999* AND ADDITIONAL DUTIES AS PER THE JOB DESCRIPTION. IN THE ABSENCE OF THE TOWN CLERK, THE TOWN MANAGER WILL BE ASSIGNED ACTING CLERK AS SET OUT IN SECTION 53(3).

IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

Mayor Dawson acknowledged 2/3 majority was required as outlined in Section 53 of the *Municipalities Act, 1999*. He indicated this requirement was met as all Councillors were in favour of the motion.

4.7.3 – Authorization of Expenditures

Mayor Dawson called for a motion.

RESOLUTION # 2020/051

DIAMOND/KENNEDY:

BE IT RESOLVED THE TOWN MANAGER SHALL AUTHORIZE PAYMENTS OR EXPENDITURES MADE ON BEHALF OF THE TOWN WHICH ARE NOT IN EXCESS OF \$2000.00 AND SHALL ENSURE THAT SPECIFIC APPROVAL OF COUNCIL IS SOUGHT FOR EXPENDITURES OR PAYMENTS WHICH EXCEED \$2000.00, EXCEPT IN THE EVENT OF AN EMERGENCY WHERE NO SPENDING LIMIT IS APPLIED AS OUTLINED IN SECTION 58 OF THE *MUNICIPALITIES ACT, 1999*.

IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

4.7.4 – Social Media Policy

Mayor Dawson called for a motion.

**RESOLUTION
2020/052**

DYKE/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE SOCIAL MEDIA POLICY AS PRESENTED BY THE ADMIN COMMITTEE.

IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

4.7.5 – Cellphone Policy

Mayor Dawson called for a motion.

**RESOLUTION
2020/053**

DIAMOND/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE CELLPHONE POLICY AS PRESENTED BY THE ADMIN COMMITTEE.

IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

4.7.6 – COVID-19 Policy and Procedures

Mayor Dawson explained this policy is a requirement for Occupational Health and Safety due to the current global situation involving COVID-19 pandemic.

Mayor Dawson called for a motion.

**RESOLUTION
2020/054**

DYKE/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE COVID-19 POLICY & PROCEDURES AS PRESENTED TO COUNCIL. AMENDMENTS TO THIS POLICY ARE SUBJECT TO CHANGE BASED ON CHANGES TO COVID-19 PROVINCIAL REGULATIONS.

IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

No one spoke to the motion.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting – All meeting postponed due to COVID-19.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Nothing to Report.

Deputy Mayor Morrissey – Nothing to Report. Deputy Mayor Morrissey noted he is pleased with how the Town is running despite the COVID-19 pandemic.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report.

Mayor Dawson advised the public of changes to the Town's question/answer period which usually proceeds after a Public Meeting. He encouraged residents to email the Town Clerk or Councillors with any questions and noted every effort will be made to respond with the requested information. Mayor Dawson thanked the residents for participating online and acknowledged the commitment of Councillors and staff to adapt to this new format.

Mayor Dawson called for a motion to adjourn.

**RESOLUTION
2020/055**

MORRISSEY:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON APRIL 16, 2020 AT 7:25 PM.**

MEETING WAS ADJOURNED AT 7:25 PM.

NEXT PUBLIC MEETING WILL BE MAY 14, 2020.

Mayor Bill Dawson

Town Clerk