



TOWN OF STEADY BROOK
PUBLIC MEETING
AUGUST 15, 2019

ATTENDANCE:

Deputy Mayor Matthew Wells

Renee Burden

ABSENT:

C. Austin

Councilors:

C. Dawson

C. Diamond

C. Rose

C. Sutherland

The meeting was called to order at 7:01 p.m.

Agenda Item

1) Call Meeting to Order

Deputy Mayor Wells called the meeting to order at 7:01 p.m. and asked if there were any additions or omissions to the August 15, 2019 Agenda.

There were no additions or omission to the Agenda.

Deputy Mayor Wells asked for a motion to adopt the August 15, 2019 Agenda.

**RESOLUTION
2019/103**

SUTHERLAND/DAWSON:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF AUGUST 15, 2019.

IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells

OPPOSED: (0)

RESOLUTION CARRIED

Deputy Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

1.1) Minutes of Previous Meeting

Deputy Mayor Wells then proceeded onto the adoption of the July 16, 2019 Minutes. He asked if there were any errors/omissions to note. Deputy Mayor Wells stated he had one question regarding item 4.7.5 on page 7 and asked if it had to be noted on the minutes the name of the Seasonal Operator? Town Clerk replied it was not necessary and the name could be removed for confidentiality purposes.

Deputy Mayor Wells asked for a motion to adopt the July 16, 2019 Minutes.

**RESOLUTION
2019/104**

**DAWSON/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JULY 16, 2019.
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Deputy Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

Deputy Mayor Wells moved onto the next order of business and discussed the Special Public Meeting on August 1, 2019. He explained the purpose of this meeting was to accept the Federal/Provincial funding for application AP-MCW-19407 – Water System Upgrade – Filtration.

**RESOLUTION
2019/105**

**SUTHERLAND/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL
MEETING OF AUGUST 1, 2019.
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Deputy Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

**(2) Business
Arising
Action Item**

Councillor Dawson discussed the past process involved with passing Council motions. He explained up until this point, the Town Clerk drafted and provided the motions to Council. The onus of these motions should be on each Chair Committee to bring forward during Public Meetings. This approach would engage Council and free up more time for the Town Clerk to focus on other responsibilities. Councillor Dawson stated it was a suggestion on a forward basis. Deputy Mayor Wells agreed with this suggestion.

Councillor Dawson added specific motions should come from that Committee group and then reviewed by the Clerk for errors.

Council agreed to this new process for future Public Meetings.

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

NOTHING TO REPORT.

Delegations & Guests

(4) Committee Report

NOTHING TO REPORT.

Deputy Mayor Wells noted that since the July 30, 2019 By-Election, the internal Council Committees have been revised. He explained prior to all Committee reports, the newly formed Committee Chairs/Members will be identified so the Public is aware of each Councillors responsibility.

Deputy Mayor Wells identified the Public Works Committee as follows:

Councillor Don Diamond (Chairperson)
Councillor Yvan Sutherland

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Approval Letter for Capital Works – Update

Approval Letter for application AP-MCW-19407-Water System Upgrade- Filtration has been submitted. This item was previously discussed at the Special Public Meeting on August 1, 2019.

4.1.2 – QGIS/Asset Management Training – Update (Final Report Completion)

Final Report for QGIS/Asset Management has been completed and submitted to FCM. Councillor Dawson explained this report was required in order for the Town to receive reimbursement for the approved funding.

4.1.3 – PRV Station Emergency Work – Northbridge Invoice \$3588.00

The Town had to do some emergency PRV work regarding the water system. Deputy Mayor Wells explained due to the absence of the Operation Manager, he was not able to provide details regarding the work referenced on the invoice. Deputy Mayor Wells asked the Town Clerk if she has any further details. Town Clerk explained Northridge was contacted regarding the invoice and requested a more detailed invoice. At the time of the Public Meeting, Northridge did not provide any further information.

Council asked general questions about the invoice and asked the Town Clerk to get more detail regarding this invoice and bring back to be approved at the September Public Meeting.

**RESOLUTION
2019/106**

DAWSON/DIAMOND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK DEFER
AGENDA ITEM 4.1.3 TO THE NEXT PUBLIC MEETING.**
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

4.2.1 – SBLRFD Revised Budget Signature

SBLRFD revised budget requires the Mayor's signature. This item was included as a note for the Deputy Mayor as it needs to be forward to SBLRFD.

Deputy Mayor Wells noted the Emergency Measures Committee is as follows:

Councillor Diamond (Chairperson)
Councillor Dawson

He further explained Councillor Dawson is also Council's representative on the Steady Brook/Little Rapids Regional Fire Committee which is an external committee of Council.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Parcel ID 160 – 380 Business Application for an Air B&B

**RESOLUTION
2019/107**

DAWSON/DIAMOND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE BUSINESS APPLICATION FOR AN AIR BnB
FOR PARCEL ID 160 – 380, SUBJECT TO ALL REQUIRED
BUSINESS DOCUMENTATION BEING APPROVED BY ALL
OTHER RELEVANT GOVERNMENT AGENCIES.**

Deputy Mayor Wells asked if anyone would like to speak to the motion. Deputy Mayor Wells noticed the application listed the business as a traditional Bed and Breakfast. He asked for clarification on the application if it was an Air BnB or traditional Bed and Breakfast.

NB
Councillor Dawson pointed out that currently the Tax Structure is different for an AirBnB vs. traditional Bed and Breakfast and there were inconsistencies. He asked for this item to be noted for future discussion. Deputy Mayor Wells stated that Air BnB does not require an application as its informal accommodations and simply requires a \$400.00 straight tax fee. Bed and Breakfast requires an application and \$450.00 fee is applied. Deputy Mayor Wells commented these fees should be aligned and Councillor Diamond agreed. Deputy Mayor Wells asked for this to be noted for Budget Planning. Councillor Dawson motioned to amend the previous motion.

**RESOLUTION
2019/108**

DAWSON/DIAMOND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE BUSINESS APPLICATION FOR Air BnB/B&B
FOR PARCEL ID 160 – 380, SUBJECT TO ALL REQUIRED
BUSINESS DOCUMENTATION BEING APPROVED BY ALL
OTHER RELEVANT GOVERNMENT AGENCIES AS
AMENDED.**
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED

Deputy Mayor Wells listed the members of the Lands and Planning Committee:

Councillor Dawson (Chairperson)
Councillor Austin.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Deputy Mayor Wells noted the following Recreation Committee:

Councillor Sutherland (Chairperson)
Councillor Rose.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – NO MEETINGS DURING THE SUMMER MONTHS.

Great Humber Joint Council representatives are as follows:

Deputy Mayor Wells
Councillor Diamond
Councillor Austin

4.6 FINANCE:

Deputy Mayor Wells outlined the Committee Members as follows:

Councillor Rose (Chairperson)
Councillor Dawson

4.6.1 – Approval of Invoices - \$30,105.96

Deputy Mayor Wells asked for a motion to approve the invoices.

**RESOLUTION
2019/109**

ROSE/DAWSON:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE INVOICES PRESENTED TO COUNCIL IN THE
AMOUNT OF \$30,105.96**
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED

Deputy Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

4.6.2 – Credit for Parcel ID 160 – 374 for \$100.00

Rose / Dawson

SUTHERLAND/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK

APPROVE A \$100.00 CREDIT FOR PARCEL ID 160 – 374.

IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells

OPPOSED: (0)

RESOLUTION CARRIED

Deputy Mayor Wells explained this motion was regarding a 10-year-old stale-dated cheque. Council decided in good faith to offer a \$100.00 credit as the original amount was previously written off.

4.7 ADMINISTRATION:

Deputy Mayor Wells outlined the Committee Members as follows:

Councillor Austin (Chairperson)

Councillor Diamond

Deputy Mayor Wells added the Mayor is an ex-officio member of every committee.

4.7.1 – Selection of New Mayor

Deputy Mayor Wells explained the Town of Steady Brook is without a Mayor due to the recent resignation submitted by Former Mayor Thistle on July 11, 2019. As such, under the *Municipalities Act*, the Town has 3 options moving forward to decide the Mayor Position in this type of situation. The first option, Deputy Mayor could assume the position for the duration of Council's term. The second option is a By-Election for the Mayor seat and third option is Council could internally elect a Mayor. Council has discussed and have decided unanimously for the Deputy Mayor to assume the seat of Mayor.

Deputy Mayor Wells asked for a motion regarding the selection of a new Mayor.

RESOLUTION
2019/110

**RESOLUTION
2019/111**

DIAMOND/DAWSON:
WHEREAS THE TOWN OF STEADY BROOK CURRENTLY HAS A VACANCY FOR THE POSITION OF MAYOR DUE TO THE FORMER MAYOR'S RESIGNATION ON JULY 11, 2019, BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT MATTHEW WELLS AS MAYOR OF STEADY BROOK AS OUTLINED IN SECTION 19(1)(a) IN THE *MUNICIPALITIES ACT*.

**IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.
No one spoke to the motion.

4.7.2 – By-Election Announcement

Mayor Wells explained Council has looked at various dates for the upcoming By-Election. He noted that Council preferred not having another Nomination Day or By-election during the summer months. Another complication to the By-Election process is the recent change to the Western Star being a weekly paper. This also places stricter parameters regarding adequate notice guidelines.

Mayor Wells called for a motion on upcoming By-Election.

**RESOLUTION
2019/112**

DIAMOND/SUTHERLAND:
WHEREAS THE TOWN OF STEADY BROOK HAS A VACANCY FOR THE POSITION OF COUNCILLOR, BE IT RESOLVED THE TOWN OF STEADY BROOK WILL HOLD A BY-ELECTION ON TUESDAY, OCTOBER 8, 2019. NOMINATIONS WILL BE ACCEPTED AT THE TOWN OFFICE ON MONDAY, SEPTEMBER 16, 2019 BETWEEN THE HOURS OF 8:00AM AND 8:00PM. COUNCIL APPOINTS STEVE NORMAN AS ALTERNATE RETURNING OFFICER AND JULIE MORGAN AS POLL CLERK.

**IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion.
No one spoke to the motion.

4.7.3 – General Election – Change of Mayor Selection Process

Mayor Wells explained this topic was previously discussed with another Council prior to the last General Election. There was a motion put forward to no longer include a separate Mayor ballot. It was brought forward that the voting process would include 7 Councillor ballots. After the election, those 7 councillors would select an individual within Council who would fill the role as Mayor and Deputy Mayor. At the time, the particular motion did not pass. Mayor Wells discussed his support of this decision to

not have a separate ballot for Mayor. He outlined the positive/negative aspects such a decision.

Mayor Wells called for the motion.

**RESOLUTION
2019/113**

DAWSON/SUTHERLAND:

AS SET OUT IN SECTION 17(2) OF THE *MUNICIPALITIES ACT*, THE TOWN OF STEADY BROOK MAY CHANGE THE OPTION TO HAVE A SEPARATE MAYOR'S BALLOT IN A GENERAL ELECTION,

BE IT RESOLVED THE TOWN OF STEADY BROOK ESTABLISH AN ELECTORAL PROCESS WHEREBY A SEPARATE MAYOR BALLOT IS NO LONGER OFFERED AND 7 COUNCILLOR BALLOTS WILL BE ESTABLISHED AND THE POSITION OF MAYOR AND DEPUTY MAYOR WILL BE DETERMINED AS SET OUT IN SECTION 18 OF THE *MUNICIPALITIES ACT*.

IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells

OPPOSED: (0)

RESOLUTION CARRIED

Mayor Wells asked if anyone would like to speak to the motion.

Councillor Diamond stated he has heard negative things about this process and some people feel their democratic right will be taken away with this type of Election process.

Councillor Dawson explained the Town of Steady Brook has the population of 420 people. The purpose of this motion is the Town would like to get the 7 best people to represent our community. As such, implementing such an electoral process, those 7 people should have the ability to decide the best person elected to fill the role as Mayor and Deputy Mayor. The Mayor position (Chairperson of the meetings), under Section 15 of the *Municipalities Act* is to officiate the meetings and ensure Council is following the *Municipalities Act* and any other required legislation. The Mayor's role is also the voice of Council decisions. Councillor Dawson explained he supports this decision for two reasons. First, it's easier to become the Mayor of a community when you only have maybe 1 other person running. Its harder to be voted in when you are selecting the best of 7 Councillors. Selecting an individual amongst those 7 Councillors, ensures the individual selected understands the trust of Council and the expectation to govern is higher. Secondly, the perspective of the Mayor having more power than anyone else on Council needs to be alleviated.

Mayor Wells asked if any other Councillor had anything to add.

No other Councillors spoke to the motion. Town Clerk pointed out that the vote for this particular motion needed a 2/3 vote. It was noted all Councillors present approved the motion.

4.7.4 – Remote Meeting Attendance Policy Update

Mayor Wells explained the Town of Steady Brook has a policy which allows Councillors the ability to call into meetings if they are unable to attend. Town Clerk explained the two changes to the Policy which includes the Chair attending in person and the number of times a Councillor is permitted to call in to a Public Meeting. Mayor Wells pointed out the 2 changes made to the Remote Meeting Attendance Policy are as follows:

1. Maximum number of call in to a Public Meeting is maximum of 3 unless approved by Council.
2. The Chair must attend in person, unless approved prior by Council, to which an alternate Chair will be determined by Council, to facilitate the meeting in the Chair's absence or Chair's attendance via telephone conference.

**RESOLUTION
2019/114**

**SUTHERLAND/DAWSON:
BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVED THE REMOTE MEETING ATTENDANCE POLICY.
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Mayor Wells asked if anyone would like to speak to the motion. Councillor Dawson elaborated the change in Policy was to ensure if the Mayor was absent more than 3 times for extenuating circumstances, Council could approve the absence without any penalty and appoint an alternate interim Chair to lead the meeting.

Mayor Wells explained currently the Town of Steady Brook no longer has an individual in the role of Deputy Mayor. Council has decided to defer the selection of Deputy Mayor until after the By-Election on October 8, 2019.

4.7.5 – Incident/Accident Reporting Policy

Mayor Wells explained the Town of Steady Brook did not currently have an Incident Reporting Policy. Council developed a policy to address this issue.

**RESOLUTION
2019/115**

**DIAMOND/DAWSON:
BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVED THE INCIDENT/ACCIDENT REPORTING POLICY.
IN FAVOUR: (5) Dawson, Diamond, Rose, Sutherland, Wells
OPPOSED: (0)
RESOLUTION CARRIED**

Mayor Wells asked if any Councillors would like to speak to the motion. No one spoke to the motion.

4.8 WATERSHED AND ENVIRONMENT:

Mayor Wells explained the Watershed Committee is an exterior committee which meets quarterly. Council's representative on this committee is as follows:

Councillor Ros.

4.8.1 – NOTHING TO REPORT.

5. OTHER CORRESPONDENCE:

Councillor Dawson pointed out any correspondence from Government or outside agencies in which the Town sends or receives is public information. Councillor Dawson explained this should be identified during Public Meetings. He noted this is characterized as public information and should be available to any resident.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Wells – Welcomed the newly elected Councillor Diamond and Councillor Rose.

Councilor Dawson – Addressed the amount of work and commitment Councillors give to helping the community. He acknowledged his appreciation for the level of commitment each Councillor brings to the table. Councillor Dawson congratulated both Councillor Diamond and Councillor Rose being elected. He thanked both Councillor Diamond and Councillor Rose for their eagerness to contribute in such a short amount of time on Council.

Councilor Sutherland – Nothing to Report

Councilor Diamond – Thanked the public for their support and stated he will do the best job possible. He explained he has already visited the Chlorine Building and attended a meeting with Municipal Affairs regarding the Upgrade to the Water Filtration System.

Council Rose – Thanked the Public for their support and vowed to represent the interest of the residents to the best of his ability. Councillor Rose mentioned his previous commitment as Fire Chief with the Steady Brook/Little Rapids Fire Department.

Mayor Wells called for a motion to adjourn.

RESOLUTION
2019/116

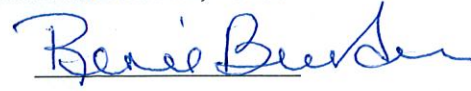
SUTHERLAND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON AUGUST 15, 2019 AT 7:39PM.

MEETING WAS ADJOURNED AT 7:39PM.

NEXT PUBLIC MEETING WILL BE SEPTEMBER 12, 2019.



Mayor Matthew Wells



Town Clerk

* Amended as outlined in the
Sept 12, 2019 Public Meeting.

