



TOWN OF STEADY BROOK
PUBLIC MEETING
Aug 17, 2017

ATTENDANCE:

Mayor Peter Rowsell
T. Caines, Town Clerk/Manager

Councillors:

C. Gillette
C. Diamond
C. Wells
C. Wilton
C. Howlett
C. Austin

ABSENT:

DELEGATIONS/GUESTS:

The meeting was called to order at 7:05 p.m.

Agenda Item

(1) Call Meeting to Order

Mayor Rowsell called the meeting to order by welcoming everyone present.
The Mayor called for any additions/amendments to the agenda.

4.1.1 In camera meeting - Municipal Building
4.8.1 Waste Management

**RESOLUTION
2017/076**

GILLETTE/HOWLETT:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA AS AMENDED .
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of July 6, 2017 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.
Councillor Gillette requested that Nakita Howlett be acknowledged in the last meeting minutes of July 6, 2017 for her volunteer work during Canada Day,

**RESOLUTION
2017/077**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR COUNCIL MEETING OF JULY 6, 2017 AS AMENDED.
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin,

Wilton, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

Business arising
Action items

NOTHING TO REPORT

(3) Notices of
Resolutions
arising of minutes

TOWN CLERK'S REPORT:

- PRV Chambers - Email from Town Manager/Pasadena Brian Hudson regarding the Town of Pasadena servicing the town's PRV Chambers. Pasadena are in favor of servicing the Town's PRV's as per email attached.
- Town Clerk/Manager and Deputy Mayor Austin met with Tech Construction, Anderson Engineering and Municipal Affairs on July 28, 2017, everything is pretty much on schedule at that time give or take 2 weeks.
- Town Clerk/Manager sent letter to Municipal Affairs as per instructed to do at last meeting, requesting additional funding for change orders on MCW Project # 14058 Artesian Wells, letter distributed to council.
- Toyota is in the garage it is not working properly again, public works will meet and discuss what they will do regarding the pickup truck as it has been having lots of issues in the last year or so.
- RCMP have been making lots of site visits regarding parking by the town office from floaters going down the river, there were more than a half a dozen tickets given out on August 12, 2017. The RCMP realize that we have a problem in the town and they will make as many site visits as much as their man power will allow, and they said not to hesitate to call if there are people parking in a no parking zone area.
- The Mayor stated that the employees have been verbally abused by some of the rafters/boaters and that this is not tolerable and that something needs to be done.
- Forest Drive lift station was not working properly had to call Western Pump in to fix the float in the lift station.

(4) Committee reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - As per the town's clerk report the building is on schedule give or take 2 weeks.

- 4.1.2 Artesian Wells - Letter was sent to Municipal Affairs requesting additional funding for the change orders that was associated with the Artesian Wells Project.

The town is still waiting on Pittman Enterprises to come and manually check the pumps to see if they are working properly. Anderson Engineering and Municipal Affairs are looking at their options on how to get Pittman enterprises to return to the site as they are stalling to do so. Engineering firm suggested that the town can get someone else to do the work and if it shows that there was negligence on Pittman's the town can send the bill to them. (Pittman's requested that if the town does this that they want 48 hrs notice so they can have someone on site to verify the work that is being done). Anderson's stated they will get some quotes and get someone else in to look at it.

Councillor Wilton was wondering if the pumps are down far enough in the wells, Councillor Wells stated the town won't know this until we get someone in to verify if they are or not.

Mayor Rowsell stated that the wells are not replenishing. If there was adequate water they should replenish.

Councillor wells stated that is why we have to get someone in to verify if the pumps are put at the right depth and if it comes back that they are than the town will have to look at other diagnostics on the Artesian Wells. Best case scenario that it was installed incorrectly or it is the fault in Engineer Planning

- The town is currently on a boil order they have been waiting for a part to come once it arrives the town will request the boil order to be lifted. The part had to be made from the manufacture as there was none in stock. (Part is under warranty) The town has ordered a spare part the cost of part is \$850.00.

- 4.1.4 Lagoon Repairs - NuVision has completed the repairs on the Lagoon Building.

Town Clerk/Manger stated that the maintenance person noted that there are j-cloths and other items being flushed from residents toilets that he should not be seeing as the waste water system can only handle certain types of waste. Councillor Wells suggested to see what neighboring communities do when they see this, maybe a informative letter on sanitation can be sent to residents so they can become informed on what the wastewater system can handle.

4.2 EMERGENCY MEASURES:

-4.2.1 Announcement was made on July 28, 2017 that the town will be receiving a new fire truck, this will take 12 to 14 months from the order date. Councillor Wells stated that this is a asset to the town, the truck will belong to Steady Brook even though the Fire Department is regionalized with Little Rapids. Cost is 80/20 to the town.

- 4.2.2 Boat Launch Area - Councillor Wells spoke with the Minister of Justice about the issues that the town have with the rafters and what the town was expecting from the RCMP and to see if their expectations from the RCMP was reasonable. Shortly after the Deputy Minister had called him back and they had discussion on the matter. RCMP David Cooke spoke with Councillor Wells and stated that they are committed to coming around more often. Councillor Wells stated that the RCMP was up here last weekend and tickets were issued and some tickets issued to ATV's that were on the road, as once the police are called they are to provide policing to anyone who is breaking the law. Councillor Wells stated that this is a process that is going to take some time and in the meanwhile people need to know how to co-exist with one another.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 - 5 Birch Place - The owner of 5 Birch place has placed a subdivision application to the town and is requesting to purchase the easement that exist between his current residential property and the existing garage on his property. Council had some discussion on this property but it has been deferred until their next meeting to discuss further.

4.3.2 - 199 Marble Drive - New Development -1612 square footage.

**RESOLUTION
2017/078**

DIAMOND/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE 199 MARBLE DRIVE TO DEVELOP A NEW CONSTRUCTION HOME 1612 SQUARE FOOTAGE. THE PERMIT IS APPROVED SUBJECT TO THE FOLLOWING CONDITIONS: 1. THE PROPOSED CONSTRUCTION DEVELOPMENT SHALL COMPLY WITH THE STANDARDS ESTABLISHED IN THE TOWN OF STEADY BROOK DEVELOPMENT REGULATIONS. 2. ALL CONSTRUCTION IN THE TOWN OF STEADY BROOK SHALL COMPLY WITH THE NATIONAL BUILDING CODE OF CANADA.

IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.2 - 20 Forest Drive - Zumba - Council still had some questions and are not sure on how to approach the Zumba instructor in the Community Centre; such as would there be a business tax associated, would there be a liability to the town if someone got hurt. More information is needed before council can make a decision. Deferred.

4.5 GREAT HUMBER JOINT COUNCIL:

The trip that was planned for July 22, 2017 got postponed until further notice

4.6 FINANCE:

4.6.1 - Approval of Invoices \$53,141.18

**RESOLUTION
2017/079**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$ 53,141.18
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

- 4.6.2 Tech Construction Claim # 1 & 2 for approval - \$304,287.94

**RESOLUTION
2017/080**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVED CLAIM # 2 & 3 INVOICES FROM TECH CONSTRUCTION IN THE TOTAL AMOUNT OF \$304,287.94.
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Wilton stated that the Town of Steady Brook is doing well financially.

Councillor Wells stated that the town now needs to concentrate on the infrastructure that is in the ground as it is aging, as council moves forward.

4.7 ADMINISTRATION:

- 4.7.1 Town Clerk/Manager - Training that was done on July 24-25 and August 1-2, 2017.

**RESOLUTION
2017/081**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SENT THE TOWN CLERK MANAGER TO ATTEND THE FOLLOWING TRAINING COURSES: TRENCHING, POWERLINE AND FALL PROTECTION ON JULY 24, 25 AND AUG 1, 2, 2017.

IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

- 4.7.2 Alex Whitehorne - Wastewater Treatment Training Corner Brook - September 26 - 29, 2017

**RESOLUTION
2017/082**

WELLS/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND ALEX WHITEHORNE TO CORNER BROOK ON SEPT 26-29, 2017 FOR WASTEWATER TREATMENT LEVEL 1-2 TRAINING.

IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.7.3 - Nomination Day - September 5, 2017 8:00am - 8:00 pm at the Town Office.

**RESOLUTION
2017/083**

WELLS/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HAVE NOMINATION DAY FOR CANDIDATES ON SEPTEMBER 5, 2017 FROM 8:00 AM TO 8:00 PM AT THE TOWN OFFICE.

IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - Election/Ballot for Mayor - Discussion whether to have a separate ballot for mayor or have nomination for 7 candidates.

**RESOLUTION
2017/084**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HAVE NO BALLOT FOR MAYOR

IN FAVOUR: (2) Wells, Austin

OPPOSED: (5) Gillette, Diamond, Rowsell, Howlett, Wilton

RESOLUTION CARRIED

4.7.5 - PMA - Gander Oct 3-6, 2017

**RESOLUTION
2017/085**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK

SEND THE TOWN CLERK MANAGER TO THE PMA FALL TRAINING FORUM IN GANDER FROM OCTOBER 3-6, 2017
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin, Wilton, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.7.6 - Summer Student - Hire Casual

**RESOLUTION
2017/086**

WELLS/AUSTIN:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HIRE DEVON KNIGHT AS A PART-TIME CASUAL PERSON UNTIL REPLACEMENT IS FOUND.
IN FAVOUR: (7) Wells, Austin, Gillette, Diamond, Rowsell, Howlett, Wilton
OPPOSED: (0)
RESOLUTION CARRIED

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Waste Management - 2018 Waste Management - there will be no changes, communities will continue with their own curbside there will be no extra fees for 2018.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT

6. OTHER BUSINESS:

Reminder Town Clerk/Manager is off August 28 - Sept 4, 2017 office will be closed.

7. COUNCILOR'S / MAYOR FORUM:

Nothing To Report.

Town Council will now go into a In-Camera Meeting.

**RESOLUTION
2017/087**

AUSTIN/DIAMOND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ENTERED A IN-CAMERA MEETING AT 8:30 PM REGARDING OPERATION AND PUBLIC WORKS 4.1.1
IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Howlett, Austin, Wilton
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2017/088**

AUSTIN/DIAMOND:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
RETURNED TO THE REGULAR PUBLIC MEETING AT
8:40PM.**
**IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Austin,
Howlett, Wilton**
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2017/089**

AUSTIN/DIAMOND:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
MOVE THE TOWN OFFICE AND COUNCIL CHAMBERS IN
THE NEW MUNICIPAL BUILDING WHEN IT OPENS.**
**IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Howlett,
Wilton, Austin**
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2017/090**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADJOURN THE MEETING AT 8:45PM
**IN FAVOUR: (7) Gillette, Diamond, Rowsell, Wells, Wilton,
Howlett, Austin**
OPPOSED: (0)
RESOLUTION CARRIED

MEETING WAS ADJOURNED AT 8:45pm

NEXT PUBLIC MEETING WILL BE SEPTEMBER, 2017

TOWN CLERK HAS PERMISSION FROM COUNCIL TO
PAY THE ACCOUNTS PAYABLE FIRST WEEK IN
SEPTEMBER DUE TO PUBLIC MEETING NOT BEING
HELD UNTIL MID SEPTEMBER.

Mayor Peter Rowsell

Town Clerk/Manager

