



TOWN OF STEADY BROOK
PUBLIC MEETING
August 20, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

Renee Burden (Town Clerk)
Tracy Caines (Town Manager)

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 welcomed the public and introduced Council and staff and reminded the public of the current Covid-19 restrictions.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the August 20, 2020 Agenda.

There were no additions to the Agenda.

Mayor Dawson asked for a motion to adopt the August 20, 2020 Agenda.

**RESOLUTION
2020/098**

DYKE/KENNEDY:

**BE IT RESOLVED TO APPROVE THE AGENDA AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF AUGUST 20, 2020.**

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

**1.1) Minutes of
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the July 23, 2020 Minutes. He asked if there were any errors/omissions to note.

There were no errors or omissions.

Mayor Dawson asked for a motion to adopt the July 23, 2020 Minutes.

**RESOLUTION
2020/099**

KENNEDY/DYKE:

**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JULY 23, 2020.**

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

OPPOSED: (0)

RESOLUTION CARRIED

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

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 the Town is currently planning to flush the hydrants the end of September 2020. Residents will receive notification of exactly when the hydrant flushing will take place.

Mayor Dawson reassured residents detailed notification will be sent and the Town will strategically plan hydrant flushing.

4.1.2 – Long Term Water Infrastructure Plan – Approval of Gas Tax

Councillor Diamond explained the Town received approval for Gas Tax funding for a Long-Term Water Infrastructure Plan.

4.1.3 – Approval of Capital Works Project – Musgrave Drive Lift Station

Mayor Dawson called for a motion.

**RESOLUTION
2020/100**

DIAMOND/AUSTIN:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN APPROVED TO RECEIVE FUNDING FOR APPLICATION AP-MCW-20297 LIFT STATION UPGRADE; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THIS FUNDING IN THE AMOUNT OF \$250,000 FOR UPGRADES AS OUTLINED IN THE APPROVAL LETTER DATED AUGUST 14, 2020.

Total Project Cost	GST /HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Ultimate Recipient Contribution
\$250,000	\$23,291	\$226,709	\$90,684 (40% Funding)	\$113,354 (50% Funding)	\$22,671 (10% Funding)

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Diamond explained the Town has been approved for an upgrade to the Lift Station on Musgrave Drive. The Town has been experiencing ongoing issues with Musgrave Lift Station for an extensive period of time. This particular Lift Station operates with a small pump and this upgrade will have a larger pump system.

Mayor Dawson stated this Capital Works application was submitted by previous Council and was delayed slightly as the original application did not cover all expenses. This is a \$250,000 project and the Town's funding contribution is \$22,671 which is 10% of the project cost. He further explained the Town has been dealing with issues at the Musgrave Drive Lift Station for a long period of time and this upgrade is necessary to reduce unnecessary expenses incurred regarding this particular Lift Station.

4.1.4 – Capital Works Application – Lift Station/Generators

Mayor Dawson informed the public the Town is currently working with the Town's Engineer in preparing a Capital Works

Application to upgrade Lift Stations/Generators to be submitted Fall 2020.

4.1.5 – Disposal of Unused Heavy Equipment – Tender closes September 15, 2020

Councillor Diamond explained the Town issued a Tender to sell unused heavy equipment. The Tender closes on Tuesday, September 15, 2020 at 2:00pm.

4.1.6 – Ditching at Marble Drive – Contract Award

Councillor Diamond deferred this Agenda item to the next Public Works Committee Meeting.

4.1.7 – Meeting Request for Musgrave Drive Residents – Proposal to Change Direction of One-Way Street

Councillor Diamond explained a meeting is scheduled for September 22, 2020 at 7:00pm at the Community Hall for Musgrave Drive residents to discuss Council's proposal to change the direction of the one-way street. This proposal will help alleviate some snow-clearing issues experienced in the area.

Mayor Dawson reassured residents the meeting will accommodate the COVID-19 Provincial Regulations and will take place at the Community Hall.

Town Clerk added the office has sent a letter via mail to Musgrave Drive residents outlining the meeting information.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

Mayor Dawson informed the public Regional Fire Committee meetings have reconvened to regular times. The next meeting is scheduled for Wednesday, August 26, 2020.

4.2.2 – Humber River Flood Risk Mapping

Deputy Mayor Morrissey explained the Town has received draft Flood Risk mapping outlining the historical data as well as the anticipated climate changes that may affect Steady Brook. Council met with the consultant (Woods Group Inc.) during a zoom meeting on August 4, 2020. Council is currently planning a meeting to review the draft Flood Risk Maps and have communicated with the Consultant concerns with the lack of historical information included in the report for Steady Brook.

Mayor Dawson noted Council is meeting to discuss the draft Flood Risk Maps. He encouraged residents to also review these maps and the Town Office will have the maps available by request. Appointments to review maps should be scheduled through the

office to allow staff to accommodate the COVID-19 guidelines. Town Manager and Town Clerk will be available to help answer any questions and residents are encouraged to submit comments/questions to the office and will be submitted to the Consultant for review. Mayor Dawson noted the Town has made a request to the Government for extra time to submit comments on the draft Flood Risk Maps.

Councillor Kennedy strongly encouraged residents to review these draft Flood Risk Maps and emphasized the importance of receiving information provided from long-term residents who have noticed changes in the water levels over the years. She explained the data collected to create these maps used lidar data which is reliable data but not comparable to long-term historical data from residents. Councillor Kennedy explained it is necessary to have an accurate Flood Risk Map as it directly affects the Town's building regulations.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

KENNEDY/AUSTIN:

WHEREAS THE TOWN MANAGER HAS APPROVED 4 BUILDING PERMITS BETWEEN JULY 21, 2020 AND AUGUST 17, 2020 AND PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE ALL PERMITS PRESENTED SUBJECT TO FOLLOWING THE TOWN'S REGULATIONS AND COMPLIANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3.2 - 35 Wilton Street

Councillor Austin stated the Tender for the sale of 35 Wilton Street closed on August 18, 2020 at 2:00pm. Currently, the information is being reviewed and will be forwarded to the Minister of Municipal Affairs.

4.3.3 – 4-10 Willow Avenue

Councillor Austin explained the Town accepted the Tender bid for 4-10 Willow Avenue as directed by the Minister of Municipal Affairs and the closing date for the land has been extended to September 18, 2020 due to delay in the land transfer documentation.

**RESOLUTION
2020/101**

4.3.4 – Rafters 2020

Councillor Austin stated the Town has been dealing with issues with rafters at the Boat Launch on Wilton Street. Council is continuing to look at various options to address the rafter issue. The Town has hired security on the weekend to help alleviate the parking issues at the boat launch and to relieve traffic congestion in the area.

4.3.5 – Phase 2 Trails

Councillor Austin explained the Town is working with Brent Humphries from Corner Brook Stream Trail to plan the remaining work on Phase 2 with the trails.

Mayor Dawson added Corner Brook Stream Trail is the contractor for Phase 2 of the trails. Council recently set up a Trail Committee to help streamline the project. Phase 2 is slated to be completed in the Fall 2020 and Council will update residents on the trail work as it evolves over the course of the next couple of months.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

NOTHING TO REPORT.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting cancelled due to COVID-19

4.6 FINANCE:

4.6.1 - \$3884.86 Credit Adjustment – July 23, 2020 Public Meeting Approved Invoices

Mayor Dawson called for a motion.

ROSE/DYKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK RECOGNIZES THE ACCOUNT PAYABLES APPROVED AT THE JULY 23, 2020 SHOULD HAVE INCLUDED A CREDIT OF \$3884.86 DUE TO A PRICE REDUCTION ISSUED FROM MARINE CONTRACTORS FOR EMERGENCY WORK COMPLETED ON WILTON STREET.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose explained the Town received a credit from a contractor for work completed recently on Wilton Street. The credit came after the approval of the invoices at the July 23, 2020 Public Meeting.

**RESOLUTION
2020/102**

4.6.2 – Approval of Invoices - \$37,567.70

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/103**

ROSE/DIAMOND:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT
OF \$37,567.70.**

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose noted the expenses this month are slightly lower than in recent months.

4.7 ADMINISTRATION:

NOTHING TO REPORT.

4.8 WATERSHED AND ENVIRONMENT:

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

Councillor Rose stated no meetings are currently scheduled due to the Provincial Restrictions regarding COVID-19.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Due to COVID-19 Provincial Health restrictions, residents are encouraged to submit questions (via email or telephone) to the Town Office and Council/Staff will address the questions in a timely manner. He also encouraged residents to review the draft Flood Risk Maps and contact the Town Office for an appointment.

Deputy Mayor Morrissey – Nothing to Report.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dyke – Nothing to Report.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report.

Mayor Dawson called for a motion to adjourn.

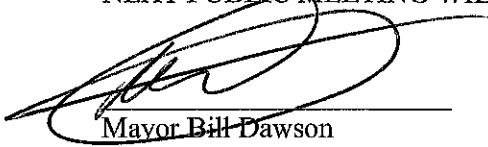
**RESOLUTION
2020/104**

DYKE:

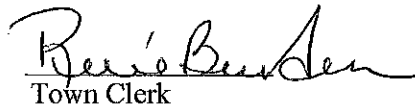
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON AUGUST 20, 2020 AT 7:20 PM.**

MEETING WAS ADJOURNED AT 7:20 PM.

NEXT PUBLIC MEETING WILL BE SEPTEMBER 17, 2020.



Mayor Bill Dawson



Town Clerk