



TOWN OF STEADY BROOK
PUBLIC MEETING
Dec 6, 2018

ATTENDANCE:

Mayor Donna Thistle
Tracy Caines
Stephen Norman

Councillors:

C. Pike
C. Wells
C. Austin
C. Howlett
C. Dawson

ABSENT:

C. Sutherland

DELEGATIONS/GUESTS:

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

Agenda Item

1) Call Meeting to Order

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

**RESOLUTION
2018/128**

AUSTIN/HOWLETT:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AGENDA.
IN FAVOUR: (6) Thistle, Austin, Dawson, Wells, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of Nov 8, 2018 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2018/129**

AUSTIN/WELLS:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE PUBLIC COUNCIL MEETING OF NOV 8, 2018.
IN FAVOUR: (6) Thistle, Austin, Dawson, Wells, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

Minutes of Nov 22, 2018 Special Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2018/130**

AUSTIN/PIKE:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL
MEETING OF NOV 22, 2018.**
IN FAVOUR: (6) Thistle, Austin, Dawson, Wells, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

S (2)
Business arising
Action items

- Asset Management – Cohort commitment letter has been sent.
- 4-10 Willow Promissory note request sent to Poole Althouse.
- Yates & Woods – Survey 80% completed.
- Transfer of \$100,000.00 from GIC completed.

(3) Notices of
Resolutions
arising of minutes

NOTHING TO REPORT.

(4) Committee
reports

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 Snow Clearing – Operations Manager requesting to hire a part-time person for snow shoveling.

Whereas the Town of Steady Brook must keep the fire hydrants open and community centers clear of snow and with the Town of Steady Brook having had two operators plus an extra part-time person for shoveling snow last year, it is recommended to hire another part-time person for 2018-2019 winter. Note there is approved funding left in this year's budget and money has been allotted for 2019 budget.

**RESOLUTION
2018/131**

PIKE.DAWSON:
**BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE A
PART-TIME LABORER AT NO MORE THAN \$13.00 AN HOUR
AND AT NO MORE THAN 20 HOURS PER WEEK FOR THE
WINTER SNOW CLEARING SCHEDULE.**
IN FAVOUR: (6) Thistle, Austin, Dawson, Wells, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.1.2 Water Update – Operations Manager stated they have established a sub-committee. Meeting scheduled for next week.

Water System Scope & Funding – Operations Manager spoke with Chris Power at M.A. regarding funding. They are in support of water system improvements, not for Artesian Wells. Operations Manager stated he has three proposals which council will meet to discuss.

4.2 EMERGENCY MEASURES:

4.2.1 Fire Hall – Electrical Upgrade – The Municipal Building located at 1 Wilton Street requires an electrical connection that was not installed when the building was built for the Fire Truck. Operations Manager received three quotes and picked the appropriate contractor to do the work. The cost of the upgrade is less than \$2000.00.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Heritage Building - Power

Whereas the Town of Steady Brook does not utilize the heritage building and with a power bill coming in every month a motion is being brought forward to disconnect the power. The water has been drained and the building has become dormant.

**RESOLUTION
2018/132**

PIKE/WELLS:

BE IT RESOLVED THE TOWN OF STEADY BROOK CONTACT NL LIGHT & POWER AND DISCONNECT THE POWER TO THE HERITAGE BUILDING @ 35 WILTON STREET.

IN FAVOUR: (6) Thistle, Pike, Wells Austin, Dawson, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Tract Consulting – Community Enhancement Project - \$6505.00.

Whereas the Town of Steady Brook was looking into redeveloping the playground they have entertained Tract Consultant to do a Proposal for Conceptual Design on a Community Enhancement Project.

**RESOLUTION
2018/133**

HOWLETT/PIKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE TO PAY TRACT CONSULTANT \$ 6505.00 PLUS HST FOR A CONCEPTUAL DESIGN OF A COMMUNITY ENHANCEMENT PROJECT.

IN FAVOUR: (5) Thistle, Pike, Wells Austin, Howlett

OPPOSED: (1) Dawson

RESOLUTION CARRIED

Mr. Dawson spoke to the motion, has it been completed, Councillor stated just the drawings so far. Mr. Dawson asked again has it been completed or was it just the conceptual design

completed. Councillor Howlett said yes it was just the conceptual design. Mr. Dawson asked if this motion is after the fact? Motion should have preceded the spending not after. Councillor Howlett thought a motion was brought forward several months ago to spend the money. Mr. Dawson appreciated her response. Councillor Howlett stated there was money in the budget.

4.4.2 – Christmas Tree Burning – January 7, 2018 – Councillor Sutherland came up with the idea to have a burning of Christmas trees. There will be hot chocolate served. The Fire Department has offered to help out with the event. There will be more information to follow regarding the time.

Mayor Thistle took a moment to thank Councillor Howlett, Councillor Austin and Councillor Sutherland for their help with the Santa Visit. She also thanked Stephen Norman - Operations Manager for helping with the Santa visit and washing the dishes and many other things. And most important of all a big thank you to Santa Claus. The Mayor stated it was a lovely community event.

4.5 GREAT HUMBER JOINT COUNCIL:

Great Humber Joint Council (GHJC) – The last meeting was cancelled due to weather. The next meeting will be in January at the Town of Reidville.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$64,378.93

**RESOLUTION
2018/134**

**HOWLETT/AUSTIN:
BE IT RESOLVED TO APPROVE THE INVOICES
PRESENTED TO COUNCIL IN THE AMOUNT OF \$64,378.93.
IN FAVOUR: (6) Thistle, Pike, Wells Austin, Dawson, Howlett.
OPPOSED: (0)
RESOLUTION CARRIED**

4.6.2 – 2019 Budget Approval

**RESOLUTION
2018/135**

**HOWLETT/AUSTIN:
BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE 2019 BUDGET AS PRESENTED TO TOWN
COUNCIL WITH A 6 MIL RATE.
IN FAVOUR: (6) Thistle, Pike, Wells Austin, Dawson, Howlett.
OPPOSED: (0)
RESOLUTION CARRIED**

Mayor Thistle spoke to the motion, All of Council and staff spent a lot of time on the budget. The Town's overall tax revenue was impacted due to changes in the Municipal Assessment 2019 roll book. However, the impact was minuscule. The Equal Payment Plan will be brought back in 2019 as it did not go over well last year with the residents. The Town will offer a 2% discount to

residents if paid by March 31, 2019. The mil rate will remain at 6 mils. There is zero room in the budget to do anything much extra in the Town.

The Mayor asked if anyone else would like to speak regarding the budget.

Mr. Dawson stated Council did a good job with the preliminary work of the budget. He has some concerns with the budget which is mostly around HR issues, unfortunately those issues he has not yet been given the opportunity to discuss prior to the budget. Council has scheduled a meeting to discuss his concerns. Mr. Dawson was glad to see council put the 2% back in the budget and that they are bringing back the Equal Payment Plan. Councillor Dawson complimented the work on the budget. Mayor Thistle thanked Mr. Dawson's for his contributions to the budget.

4.6.3 – Operations Manager Expenditure – Mayor stated in the past managers had spending approval. A motion needs to come forward to give the Operation's Manager approval for expenditures.

**RESOLUTION
2018/136**

PIKE/WELLS:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE OPERATIONS MANAGER TO AUTHORIZE PAYMENTS FOR EXPENDITURES MADE ON BEHALF OF THE TOWN WHICH ARE NOT IN EXCESS OF \$2000.00, EXCEPT IN SITUATIONS OF EMERGENCY WHERE THERE IS NO SPENDING LIMIT APPLIED.

IN FAVOUR: (5) Thistle, Pike, Wells Austin, Howlett.

OPPOSED: (1) Dawson

RESOLUTION CARRIED

Mr. Dawson spoke to the motion – Mr. Dawson stated he is yet to see the Operational Managers contract. Spending is usually built into the contract; therefore, he is not in favor until he sees the contract. Mayor Thistle stated it has never been in anyone else's contract. Mr. Dawson stated it has been and it is in the Town Clerk/Manager's contract dated July 7, 2016. The Mayor stated it was always in the Town Clerk/Manager's contract. The Mayor said the new Operational Manager does not have it built in his contract. Dawson said and again I haven't seen that contract as the contract has not come before council. The Mayor said it is a formality to allow the expenditure.

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

4.7 ADMINISTRATION:

4.7.1 – Municipal Assessment Training – Dec 11, 2018 – Send part-time Town Clerk Renee Burden. Training is in relation to the mil rate.

**RESOLUTION
2018/137**

AUSTIN/PIKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK SEND THE PART TIME TOWN CLERK TO THE MUNICIPAL ASSESSMENT TRAINING IN CORNER BROOK ON DEC 11, 2018.

IN FAVOUR: (6) Thistle, Pike, Wells Austin, Dawson, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Councillor Howlett reported the next meeting will be March 19, 2019 at 7:00 pm. Councillor Howlett stated Councillor Dawson will be sitting on the Committee going forward. Meetings are every quarter.

Mr. Dawson stated he is in a conflict of interest as he stated he has a monetary gain. After some discussion the Mayor asked Councillor Howlett if she could remain on the Watershed Committee. Councillor Howlett said she could.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

School bus turn around – Mayor Thistle stated there was a problem with the bus turning around. They called the school board to meet with their lead dispatcher and their manager. The Mayor stated the situation with the bus did not happen through any action of this Council, even though the email went out differently. Council met with members of the school board. Operational Manager came up with a plan and presented to them which they were in an agreement with. An email went out to the Town showing the new plan, which includes designated parking areas for the parents.

7. COUNCILOR'S / MAYOR FORUM:

Mr. Dawson would like to thank every one that voted him in. Mr. Dawson welcomed Mr. Canning's (Police Officer) to the meeting.

Mayor Thistle asked if he could come every Thursday.

Mr. Dawson thinks its great that he is here.

Mr. Canning's stated they try to get out to council meetings and find out if Council has any concerns or complaints and they will help where needed.

**RESOLUTION
2018/138**

**MAYOR THISTLE
ASKED FOR A MOTION TO ADJOURN THE MEETING.**

**HOWLETT:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON DEC 6, 2018.**

MEETING WAS ADJOURNED AT 7:30 PM.

NEXT PUBLIC MEETING WILL BE January 10, 2018.

Mayor Donna Thistle

Town Clerk