



TOWN OF STEADY BROOK
PUBLIC MEETING
Dec 1, 2016

ATTENDANCE:

T. Caines, Town Clerk/Manager

Councillors:

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

ABSENT:

Mayor Peter Rowsell

DELEGATIONS/GUESTS:

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

Agenda Item

(1) Call Meeting to Order

Deputy Mayor Austin called the meeting to order by welcoming everyone present.

The Deputy Mayor called for any additions/amendments to the agenda.

**RESOLUTION
2016/180**

GILLETTE/DIAMOND:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA .
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of November 17, 2016 Public Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2016/181**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR COUNCIL MEETING OF NOVEMBER 17, 2016.
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,

Diamond
OPPOSED: (0)
RESOLUTION CARRIED

S(2)
Business arising
Action items

NOTHING TO REPORT

(3) Notices of
Resolutions
arising of minutes

TOWN CLERK'S REPORT:

- Jonathan training in St. John's Nov 21-25
- Alex Training with Echologics Nov 21, 22
- Ordered parts for leaky Fire Hydrants \$775.00
- Picked up leaves around town
- New mats for hall have been put down
- Regular maintenance duties - See Daily Log Book
- Steve Osmond will be attending water conservation information session at 7:30 pm December 6, 2016. Jerry Lahey will be attending as well.
- *Town Clerk/Manager stated that Council needs to be educated on the maintenance of the Primary Water System and will be requesting Gerry Lahey and Steve Osmond to attend a "Council of the Whole" meeting in January.*
- Chlorine leak with new system - New fitting being shipped and Pittman's to replace - Done
- Melissa Dwyer rep for Marble Mountain - left message with her regarding watershed committee, waiting to here back from her.
- Requested quote from Phonetech for Security system- should receive in a couple of days.
- Two more CRD's \$440.00 each had to be ordered for PRV Chambers two more to be replaced in the new year. Please note that there are a total of 6 CRD's and these need to be replaced average of every 2 years.

(4) Committee
reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Security System - Town Clerk Manager will get a quote from Phonetech to see how much a security system will cost vs. getting Tech Construction

contracting it out to someone. Council is hoping that this will be a cost savings on the New Municipal Building.

- 4.1.2 Artesian Wells - Information Session Q&A at Community Hall on Dec 6, 2016 at 7:30 pm

4.2 EMERGENCY MEASURES:

4.2.1 - Invite from Mayor Dean Ball - Meeting Dec 6, 2016 regarding the Main Dam. This is a conflict with the meeting that the town is having on their water information session. There was some discussion on having a councillor attend the one in Deer Lake, however everyone wanted to attend their own meeting in Steady Brook. Town Clerk Manager will touch base with Maxine in Deer Lake and ask her to send the minutes of the meeting to the Town of Steady Brook.

4.2.2 - Fire Department - Fire Board Committee would like to see revision of the Mutual Agreement upon recommendation from Steady Brook and Little Rapids Regional Fire Department. Instead of the title of Fire Chief the Fire Committee Board is requesting that it be change to Lieutenant. They would also like to see captain's introduced. The reason for the change is that the volunteer fire fighters can move up in rank. The Fire Board Committee would also like to implement 2 teams this way they can have two different call outs not everyone going to one scene - shift work. The Regional Fire Committee was unanimous on this recommendation. The Town of Steady Brook is also in consensus with this recommendation.

Councillor Howlett stated that the Fire Department has received 14 sets of turnout gear. One more set to be received.

4.3 PLANNING AND DEVELOPMENT:

NOTHING TO REPORT

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 - Santa Visit Dec 4, 2016 - Town Clerk Manager to send out another notification to residents.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 - Next meeting December 3, 2016 in Pasadena

4.6 FINANCE:

4.6.1 - Approval of Invoices \$28,759.27

**RESOLUTION
2016/182**

DIAMOND/WILTON:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$28,759.27 IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.6.2 - Bank Reconciliation - \$128,275.34

4.6.3 - 2017 Budget - Presented to council for approval.

**RESOLUTION
2016/183**

DIAMOND/WILTON:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE 2017 MUNICIPAL BUDGET WITH A CHANGE IN MIL RATE FROM 4.7 TO 5 MILS AS PRESENTED TO COUNCIL.
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.7 ADMINISTRATION:

4.7.1 - Pay out time in Lieu to Maintenance - No more banking hours, whatever the staff work per week they will get paid biweekly.

**RESOLUTION
2016/184**

HOWLETT/WELLS:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PAY OUT ALL TIME IN LIEU TO MAINTENANCE PERSONNEL THAT THEY HAVE BANKED. GOING FORWARD ALL OVERTIME WILL BE PAID OUT BIWEEKLY ON THEIR PAYROLL AT STRAIGHT TIME UNLESS IT IS A STATUTORY HOLIDAY OR AN EMERGENCY CALL IN BY COUNCIL, THAN THIS WOULD BE PAID AT TIME AND HALF. A MINIMUM OF 3 HRS WILL BE PAID FOR ANY OTHER CALL-IN.
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton, Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Councillor Wells asked was there any news on the cabin that was for sale in the watershed area. Councillor Gillette stated that nothing they can do about it however Councillor Gillette did state that council do not have to give out permits for renovations.

5. OTHER CORRESPONDENCE:

There will be no Council of the Whole meeting in December unless something arises that needs to be dealt with.

Next Council of the Whole meeting will be January 12, 2017

Next Public Meeting will be January 19, 2017

6. OTHER BUSINESS:

Invite Donna Thistle to the next "Council of the Whole" meeting so she can update the town on what's' happening with Marble Mountain and if there is any new development in the future.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Diamond - Will make an announcement to the paper letting them know that council has approved their 2017 Budget.

Councillor Wells - Stated that council is responsible for maintaining the trails and in order to do that they will have to look into an ATV possibly a side by side. Also the town needs an atv for getting to the chlorine building at least 4 months out of the year. The Town Clerk Manager stated that today the town had to call Marble Mountain and ask them if someone could transport the town's workers up to the chlorine building. This will be brought to the next meeting for further discussion.

Councillor Wells - Snow Clearing and managing the workers overtime hours. The Town Clerk Manager will come up with options and bring back to council.

Councillor Wells - Stated that he was sent a email from staff stating that they were approached by a councillor regarding wages and raise's. They have also been approached on what duties to be doing in the town, staff are confused on who they are suppose to be answering to, is it Council or is it the Town Clerk Manager. Councillor Wells stated that this is his third time letting council know that they are not to be approaching the staff and to no avail some councillors are not listening to what has been stated at previous meetings and what is stated in the councillors handbook.

Councillor Wells read out the following as he did so on October 13, 2016 Public Meeting as well.

As per Section 2.5 in our Councillor Handbook it states that **DO NOT INTERFERE "Council ensures senior staff performs their duties but an individual councillor must not interfere with staff responsibilities or routine administrative issues"**

Councillor Wells stated that, left with no choice he has gone to Municipal Affairs. Councillor Wells stated that it is time for Municipal Affairs to get involved.

Councillor Wilton stated that he don't think that Councillor Wells should have gone to Municipal Affairs he said that council should be able to take care of this on their own accord.

Councillor Wells stated that it has been brought to this council attention numerous times and council does not want to listen to what is written in their Councillor Handbooks. Council is suppose to give the Town Clerk Manager direction and then she will give staff direction.

Councillor Diamond requested that council go into an In camera meeting.

**RESOLUTION
2016/185**

**DIAMOND/GILLETTE:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ENTER A IN-CAMERA MEETING AT 7:40 PM
IN FAVOUR: (5) Howlett, Austin, Gillette, Diamond Wilton
OPPOSED: (1) Wells
RESOLUTION CARRIED**

There was discussion on Councillors approaching staff.

**RESOLUTION
2016/186**

**GILLETTE/WILTON:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
RETURNED TO THE REGULAR PUBLIC MEETING AT
7:57PM
IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/187**

**WILTON/HOWLETT:
BE IT RESOLVED TO ADJOURN THE MEETING.**

**IN FAVOUR: (6) Howlett, Austin, Gillette, Wells, Wilton,
Diamond
OPPOSED: (0)
RESOLUTION CARRIED**

MEETING WAS ADJOURNED AT 7:58 PM

NEXT PUBLIC MEETING WILL BE JANUARY 19, 2016

D. Mayor Austin

Town Clerk/Manager