



**TOWN OF STEADY BROOK**  
**SPECIAL PUBLIC MEETING**  
**DECEMBER 11, 2019**

**ATTENDANCE:**

Mayor Bill Dawson (via teleconference)  
Renee Burden

**Councillors:**

C. Austin  
C. Diamond  
C. Rose  
C. Morrissey

**ABSENT:**

**DELEGATIONS/GUESTS:**

*The meeting was called to order at 5.00 p.m.*

**Agenda Item**

Deputy Mayor Morrissey welcomed everyone in attendance and explained he will be chair of the meeting due to the Mayor attending via telephone conference.

**1) Call Meeting to Order**

Deputy Mayor Morrissey called for a motion to adopt the December 11, 2019 Agenda.

**RESOLUTION  
# 2019/166**

**DIAMOND/ROSE:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE SPECIAL PUBLIC COUNCIL MEETING OF DECEMBER 11, 2019.**

**IN FAVOUR: (5) Dawson, Austin, Diamond, Rose, Morrissey**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

Deputy Mayor Morrissey explained the purpose of the Special Public Meeting was two fold:

The first was to motion for an approval to borrow regarding 4-10 Willow Avenue in order to fulfill the Town's legal obligation. The second was the appointment of a temporary clerk.

**FINANCE:**

2.1.1 – Approval to Borrow – 4-10 Willow Avenue

Deputy Mayor Morrissey called for the motion.

**RESOLUTION  
# 2019/167**

**ROSE/DIAMOND:**

**WHEREAS THE TOWN OF STEADY BROOK RECEIVED A LETTER FROM THE MINISTER OF MUNICIPAL AFFAIRS DATED NOVEMBER 19, 2019 AND UNDER THE CONDITIONS SET OUT WITHIN: BE IT RESOLVED THE TOWN OF STEADY BROOK ENTER INTO A LOAN WITH THE BANK OF MONTREAL TO PAY FOR A PROMISSORY NOTE IN COMPLIANCE WITH THE LAND PURCHASE AGREEMENT OF 4-10 WILLOW:**

**DEMAND LOAN NON-REVOLVING IN THE AMOUNT OF \$200,000 FOR THE OUTSTANDING PURCHASE OF 4-10 WILLOW AVENUE FOR A TERM OF 10 YEARS. RATE WILL BE PRIME PLUS 1.75%, PRIME AT 3.95% AS OF DECEMBER 11, 2019. REPAYMENT PRINCIPAL OF \$1,666.66 PER MONTH PLUS INTEREST MONTHLY CALCULATED AND PAID MONTHLY IN ARREARS AS OF THE LAST DAY OF THE MONTH.**

**IN FAVOUR: (5) Dawson, Austin, Diamond, Rose, Morrissey**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

**ADMINISTRATION:**

2.2.1. – Appointment of Acting Clerk

**RESOLUTION  
# 2019/168**

**DIAMOND/ROSE:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT TRACY CAINES AS TEMPORARY ACTING CLERK AS SET OUT IN SECTION 59(3) OF THE MUNICIPALITIES ACT DUE TO THE ABSENCE OF THE TOWN CLERK DURING THE PERIOD OF DECEMBER 12, 2019-DECEMBER 20, 2019.**

**IN FAVOUR: (4) Dawson, Diamond, Rose, Morrissey**

**OPPOSED: (1) Austin**

**RESOLUTION CARRIED**

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

Councillor Austin explained most motions are discussed during Council of the Whole meetings prior to being brought to the table

at a Public Meeting. She pointed out that this was not brought to the table or discussed prior and she is not in favour of passing this motion.

Mayor Dawson explained the Town can not be without an Acting Town Clerk during the Town Clerk's absence.

Councillor Austin stated she understands the situation but procedure was not being followed.

Mayor Dawson reiterated the Town needed someone in the office during this time period. He pointed out the alternative was to have no one in the office or have the Town Clerk unable to take her leave. He emphasized either of these options as being unacceptable and it is critical given the current situation to have someone in the office.

Councillor Austin stated she understands the situation but procedure was not followed. She explained in the past when rules and procedure was not followed it was noted. Councillor Austin disapproves of how this situation was handled.

Deputy Mayor Morrissey asked if anyone else would like to discuss the motion.

Councillor Diamond added the Town is required to have an acting clerk in the absence of the Town Clerk.

Deputy Mayor Morrissey explained Section 59 of the *Municipalities Act* states that "when the office of the clerk is vacant or when the clerk is unable to carry out his or her duties, Council shall appoint a person to act as clerk." He noted this particular Section of the *Municipalities Act* says "shall".

Councillor Rose added notification was given via phone to go ahead with this motion.

Councillor Austin questioned the comment regarding the notification via phone and asked if there was a conversation that she was not included?

Councillor Rose responded he was uncertain.

Councillor Austin pointed out again she is not in favour of this motion and understands the need of having a clerk in the office.

Deputy Mayor Morrissey asked if the issue is the fact Council is filling the position or the individual appointed to fill the position?

Councillor Austin answered the issue is both. She reiterated the decision was made without adhering to procedure and not having a discussion prior to the Public Meeting. Councillor Austin requested going forward for Council to follow these rules and procedures.

Policy 1  
Section 5.03

Mayor Dawson commented Council is following our rules and procedures. Section 5.03 of our Rules and Procedures allows us to bring this motion forth. Public Meetings allow motions to be brought forward and discussed in a public forum.

Town Clerk explained this particular motion needed a 2/3 vote of councillors in office in order to pass.

Deputy Mayor Morrissey called for an adjournment.

**AJOURNMENT:**

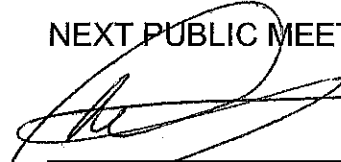
**RESOLUTION  
# 2019/169**


**AUSTIN:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON DECEMBER 11, 2019.**

MEETING WAS ADJOURNED AT 5:10 PM.

NEXT PUBLIC MEETING WILL BE JANUARY 9, 2020.

  
\_\_\_\_\_  
Mayor Bill Dawson

  
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Town Clerk

Admendmentments made as outlined in  
January 9, 2020 Public meeting.