



TOWN OF STEADY BROOK
PUBLIC MEETING
Feb 4, 2016

ATTENDANCE:

Mayor Peter Rowsell

T. Caines, Town Clerk

Councillors:

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

DELEGATIONS/GUESTS:

The meeting was called to order at 7:00 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.

4.1.6 - Water Committee

4.1.7 - Water

4.8.1 - Watershed & Environment - Update

**RESOLUTION
2016/018**

GILLETTE/AUSTIN:

BE IT RESOLVED TO APPROVE THE AGENDA AS AMENDED

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

OPPOSED: (0)

RESOLUTION CARRIED

(1.1) Minutes of Previous Meeting

Minutes of the last Public Meeting on January 14, 2016 were presented for review. The Mayor called for any errors or omissions to previous meeting. Councillor Gillette noted page 6 under Councillor's / Mayor Forum that Councillor Wilton brought up discussion about the Town of Steady Brook having a Town Manager. The Town clerk will make the addition to the January 14, 2016 minutes.

**RESOLUTION
2016/019**

**GILLETTE/HOWLETT:
BE IT RESOLVED TO ADOPT THE JANUARY 14, 2016
MINUTES AS AMENDED
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

Minutes of the privileged meeting for January 28th, 2016 were presented for review, the Mayor asked for any errors or omissions.

**RESOLUTION
2016/020**

**HOWLETT/AUSTIN:
BE IT RESOLVED TO ADOPT THE JANUARY 28, 2016
PRIVILIGED MEETING MINUTES
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Wells, Austin
OPPOSED: (0)
OBSTAINED : (2) Gillette, Wilton
(Never attended the Jan 28, 2016 meeting)
RESOLUTION CARRIED**

**(2)
Business arising
Action items**

**(3) Notices of
Resolutions
arising of minutes**

**(4) Committee
reports**

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Councillor Wilton reported to council that as per discussion with Steve Osmond that his work regarding the Municipal Building at Anderson Engineering is completed and has been forwarded to Walter Anderson at the Firm for final review and then will be sent to Municipal Affairs for approval to go to tenders.

- 4.1.2 Artesian Wells - Councillor Wilton reported to council that we received a letter back from MHA Eddie Joyce proposing that the Town wait before requesting additional funding until we get the result of the re-tendering package as it is premature to speculate what the Artesian Well Project # 14058 may cost. Councillor Wilton Spoke with Steve Osmond at Anderson Engineering, the Engineering firm would like to see it go to tenders in February and has put a request in to Municipal Affairs asking to go to tenders earlier than March 2016, the Town of Steady Brook supports this request and acknowledged this to Municipal Affairs.

Mayor Rowsell stated that he had received a call from CBC looking for an update Mayor Rowsell had nothing new to update the media with. Mayor Rowsell addressed the public in council chambers and told them that this project has been on the agenda for the last two councils before him and that the Artesian Wells Project # 14058 has been a very slow process.

- 4.1.3 Town Mapping - Councillor Wilton stated that the Town of Steady Brook has requested that Anderson Engineering provide the town with digital mapping of water mains, sewer mains, pressure relief valve chambers (PRV) fire hydrants etc. Anderson Engineering have started to work on the proposal.

- 4.1.4 Regulator for Chlorine - Councillor Wilton stated that the parts are in and that the repairs have been done by Western Pumps.

- 4.1.5 Generator - One of the Town's Generators is not working properly, three quotes were provided to the Town of Steady Brook.

**RESOLUTION
2016/021**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE A NEW GENERATOR FOR THE LIFT STATIONS, GENERATOR TO BE PURCHASED AT CANADIAN TIRE.

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.6 Water Committee - Councillor Wells updated Council that the Water Committee will be meeting again in another week or two. The first meeting they had was welcomed by all people that attended and the town hopes to work with the business owners and the residence to help simplify boil water advisories when it occurs in the town. Councillor wells noted that we have a resident who sits on the committee as well (Fraser Dwyer).

- 4.1.7 Water Readings - Councillor Wilton stated that the Towns water readings in the last three to four months have gone down considerably per gallon per minute. Maintenance workers found three major leaks in the Town a few months ago and fixed them accordingly. This is great news for the town as we are using less water than what we thought and with the new Project coming on board in the near future we will have amplitude water to run the Town of Steady Brook, However the town advises that we still need to be conservative with the new water supply when it comes on line.

4.2 EMERGENCY MEASURES:

4.2.1 - Councillor Howlett stated that there will be a meeting at Local Service District in Little Rapids next week, a member from the Fire Board Committee will be attending and she will update Council at next meeting. LSDLR has outstanding receivables for 2014 and 2015.

4.2.2 - Door for Fire Hall - The man door at the Community Centre/Fire Hall needs to be replaced. The Town Clerk has provided two quotes for Council to review.

**RESOLUTION
2016/022**

WELLS/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY REPLACE THE MAN DOOR IN THE FIRE DEPARTMENT BUILDING. QUOTE HAS BEEN AWARDED TO NUVISION HOME IMPROVEMENTS.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.3 PLANNING AND DEVELOPMENT:

- 4.3.1 - 104 Marble Drive - Requesting permit to construct Garage/Shed

**RESOLUTION
2016/023**

AUSTIN/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE 104 MARBLE DRIVE TO CONSTRUCT A SHED WITH DIMENSIONS OF 6 M WIDE X 9 M LENGTH X 3 M IN HEIGHT, WILL VISIT SITE AT START OF CONSTRUCTION.

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

OPPOSED: (0)

RESOLUTION CARRIED

- 4.3.2 - 99 Marble Drive - Resident has been charged a water and sewer tax for property that is not big enough to develop.

**RESOLUTION
2016/024**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE TO CREDIT 99 MARBLE DRIVE THE WATER AND SEWER CHARGE OF \$2225.00 FOR THE PERIOD OF 2009-2016 DUE TO THAT THE PROPERTY IS NOT CONSIDERED A BUILDING BLOCK BY THE TOWN OF STEADY BROOK.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/025**

DIAMOND/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE TO CREDIT 107 MARBLE DRIVE THE WATER AND SEWER CHARGE OF \$2400.00 FOR THE PERIOD OF 2006-2016 DUE TO THAT THE PROPERTY IS NOT CONSIDERED A BUILDING BLOCK BY THE TOWN OF STEADY BROOK.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 NOTHING TO REPORT

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 - GHJC Meeting in Massey Drive Feb 6, 2016 at 9:30 am

4.6 FINANCE:

4.6.1 - Approval of invoices in the amount of \$13,593.77

**RESOLUTION
2016/026**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$13,593.77.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.6.2 - Bank Reconciliation - \$63,641.51 (Feb 1, 2016)

4.6.3 - Motions pertaining to Budget 2016

**RESOLUTION
2016/027**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE RESIDENTIAL WATER AND SEWER RATES FOR 2016 BE SET AT \$300.00 PER HOUSEHOLD AS PRESENTED BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/028**

DIAMOND/AUSTIN:

BE IT RESOLVED THAT THE MINIMUM BUSINESS TAX FOR 2016 BE SET AT \$450.00 AS PRESENTED BY THE FINANCE

COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/029**

DIAMOND/AUSTIN:

BE IT RESOLVED THAT A FEE OF \$45.00 (PER CHEQUE) BE CHARGED ON ALL NSF CHEQUES FOR THE TAXATION YEAR OF 2016 AS SET OUT BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/030**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE MINIMUM PROPERTY TAX FOR 2016 BE SET AT \$300.00 AS PRESENTED BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/031**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE BUSINESS WATER AND SEWER RATE FOR 2016 BE SET AT \$600.00 AS PRESENTED BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/032**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE CHARGE ON OVERSEAS DIRECT DEPOSITS FOR 2016 WILL BE SET AT \$ 25.00 PER TRANSACTION AS SET OUT BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/033**

DIAMOND/WILTON:

BE IT RESOLVED THAT 2 % INTEREST WILL BE CHARGED ON RESIDENTIAL AND COMMERCIAL AS WELL AS BUSINESS ACCOUNTS OVERDUE BY 30 DAYS OR MORE IN THE TAXATION YEAR.

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

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/034**

DIAMOND/WILTON:
**BE IT RESOLVED TO APPROVE THE TOWN CLERK TO
CONTINUE TO CLEAN THE OFFICE BUILDING WEEKLY AT
\$35.00 PER WEEK AS PER THE FINANCE COMMITTEE.
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/035**

DIAMOND/GILLETTE:
**BE IT RESOLVED TO APPROVE THE TRANSFER OF FUNDS
FROM THE GEN HANSEN LIBRARY ACCOUNT TO THE FIRE
DEPT ACCOUNT ON THE RECOMMENDATION OF THE
RECREATION COMMITTEE IN THE AMOUNT OF \$3000.00
AS PER DISCUSSION THAT TOOK PLACE ON OCTOBER 23,
2014.
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/036**

DIAMOND/WILTON:
**BE IT RESOLVED TO ADOPT AND IMPLEMENT THE 2016
TAX STRUCTURE WITH THE RESIDENTIAL PROPERTY
RATE OF 4.7 MILS AND COMMERCIAL RATE OF 12 MILS AS
PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/037**

DIAMOND/AUSTIN:
**BE IT RESOLVED THAT THE 2016 FEE STRUCTURE FOR
THE TOWN OF STEADY BROOK BE ADOPTED AS
PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2016/038**

DIAMOND/WILTON:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
SET THE BUSINESS MIL RATES FOR 2016 AS FOLLOWS.**

MINIMUM BUSINESS TAX	\$450.00
PROPERTY MGMT GROUPS	10MIL RATE
LODG/CABINS/CAMPSITES/CONDO	12MIL RATE
LODGING/HOTEL/MOTEL	15MIL RATE
HOME BASED BUSINESS	FLAT RATE \$250.00
RETAIL/LIQUOR/GAS/OTHER	15 MIL RATE
DENTIST/SALONS/PROFESSIONAL	35 MIL RATE

KENNELS	50 MIL RATE
TRUCKING/LANDSCAPE/CONTRACTING	50MIL RATE
UTILITIES	2.5 %
FINGERBOARD SIGN FEES	\$50.00 EACH
WATER/SEWER LODGINGS	\$350.00

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 - New Hire Motion -

**RESOLUTION
2016/039**

WELLS/DIAMOND:

AS PER PRIVILEGED MEETING ON JANUARY 28, 2016 REGARDING NEW HIRE BE IT RESOLVED THAT THE TOWN OF STEADY BROOK RATIFY MOTION# 2016/016

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Wells, Austin

OBSTAINED: (2) Gillette, Wilton

Both councillors were absent from January 28, 2016 meeting

RESOLUTION CARRIED

4.7.2 - PMA Convention - April 20-22, 2016 St. John's

**RESOLUTION
2016/040**

HOWLETT/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND THE TOWN CLERK TO THE PMA CONVENTION IN ST. JOHN'S ON APRIL 20-22, 2016.

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

OPPOSED: (0)

RESOLUTION CARRIED

4.7.3 - Drinking water workshop - Deferred until next COW meeting

4.7.4 - MNL Convention - October 6-8, 2016 St. John's Deferred Until next meeting.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Next watershed meeting is February 16, 2016

4.8.2 - Waste Management meeting Feb 8, 2016. Meeting will be held in Steady Brook Public is welcome to attend. More info to follow.

**TOWN CLERK'S
REPORT**

Nothing To Report

5. OTHER CORRESPONDENCE:

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR'S FORUM:

Councilor Wilton stated that the Town of Steady Brook needs a Town Manager and that the Town Clerk should have more authority, Councilor Wells was in consensus with there being a Town Manager. Mayor Rowsell don't think this should be discussed at a public meeting. Separate meeting should take place by administration committee.

Councilor Diamond stated that she noticed the Gallery is full and that the reason being is due to the social media comment that the Mayor made and thinks that the Mayor should apologize.

Mayor Rowsell stated that he had said something on Social Media But had used no one's name and that he is entitled to his freedom of speech. Mayor Rowsell also stated that the Western Star had called him about his remarks on social media, he never called them.

After much discussion on the matter council adjourned the meeting.

**RESOLUTION
2016/041**

GILLETTE/HOWLETT:

**BE IT RESOLVED TO ADJOURN THE MEETING,
IN FAVOUR: (7) Diamond, Howlett, Rowsell, Wells, Austin,
Wilton, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

ADJOURNMENT

The meeting was adjourned at 8:15 pm

NEXT PUBLIC MEETING WILL BE MARCH 2, 2016

Mayor Rowsell

Town Clerk