



TOWN OF STEADY BROOK
PUBLIC MEETING
FEBRUARY 6, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

Renee Burden (Town Clerk)
Chuck Pinksen (Maintenance Operator)
Tracy Caines

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. and welcomed everyone in the gallery and congratulated the new Councillors elected at the By-election on January 28, 2020.

Mayor Dawson then proceeded with the meeting and asked if there were any additions or omissions to the February 6, 2020 Agenda.

There were no additions or omissions to the Agenda.

Mayor Dawson asked for a motion to adopt the February 6, 2020 Agenda.

**RESOLUTION
2020/0016**

AUSTIN/DYKE:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF FEBRUARY 6, 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.

**1.1) Minutes of
Previous Meeting**

No one spoke to the motion.

Mayor Dawson then proceeded to the adoption of the January 9, 2020 Minutes. He asked if there were any errors/omissions to note.

Mayor Dawson noted an error on page 5. The sentence should read “could cost” and not “will cost”. The name of the contractor should also be redacted.

Mayor Dawson asked for a motion to adopt the January 9, 2020 amended Minutes.

**RESOLUTION
2020/017**

MORRISSEY/DIAMOND:
BE IT RESOLVED TO ADOPT THE AMENDED MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF JANUARY 9, 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

Councillor Diamond explained the Lift Station on Musgrave Drive once again needed to be serviced. It was determined Swiffer cloths are being flushed into the sewer system and posing major problems to the Lift Station. Maintenance Staff called in a contractor to pull the pump and fix the issue. Councillor Diamond noted this is becoming a habitual problem and is generating

unnecessary expenses for the Town. This problem with the Lift Station is avoidable.

Mayor Dawson stated another letter was sent to residents on Musgrave Drive outlining the severity of the situation and included photographs.

Mayor Dawson explained Musgrave Drive Lift Station services 11 properties and if this issue continues, the sewer will eventually back up into the properties on Musgrave Drive. He also noted Council is exploring options to narrow down the property causing the issue, as if this continues, the Town may have to increase taxes to accommodate the unnecessary Lift Station expenses.

Councillor Diamond reported maintenance staff is doing a great job with snow-clearing and widening roads around Town to accommodate the amount of snow in the last few weeks.

4.1.2 – Purchase of New Truck

Councillor Diamond reported the Town has received the new Truck. Maintenance staff have returned to performing daily activities which was previously limited due to the reduction of equipment.

4.1.3 – Capital Works Water Filtration Upgrade

Councillor Diamond explained there was nothing new to report.

4.1.4 – Long Term Water Infrastructure Plan

Mayor Dawson called for a motion.

RESOLUTION # 2020/018

DIAMOND/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK SUBMIT ITS CAPITAL INVESTMENT PLAN TO THE DEPARTMENT OF MUNICIPAL AFFAIRS AND ENVIRONMENT FOR GAS TAX FUNDING FOR A LONG-TERM WATER INFRASTRUCTURE PLAN.

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 was approved for a Water Filtration System however, Council is planning on doing a “study” regarding the water source prior to starting any water improvements.

Mayor Dawson agreed the Town has been approved for a water filtration system upgrade. However, Council has determined it is necessary to do a study on the source of the water intake before

determining the type of filtration system to install. The funding for the upgrade to the filtration system has been approved but the water source needs to be looked at prior to any construction to help the Town verify the proper system. He further explained the Town currently blends its water and the Town is the only community nationally blending its water. Council determined it is necessary to look at various options for the water source and will apply for a Long-Term Water Infrastructure Plan.

4.1.5 – Capital Works Application – Lift Station (Musgrave Drive)

Councillor Diamond explained there is nothing new to report and the Town is waiting to hear if the application has been approved.

4.1.6 Application – Gas Tax Application – Lift Station (Thistle Drive)

Mayor Dawson called for a motion.

RESOLUTION # 2020/019

AUSTIN/DYKE

**WHEREAS THE TOWN OF STEADY BROOK HAS TO REPLACE THE ELECTRICAL CONTROL PANEL, METER BOX AND REBUILD THE EXISTING PUMP TO THE LIFT STATION ON THISTLE DRIVE; BE IT RESOLVED THE TOWN OF STEADY BROOK SUBMIT ITS CAPITAL INVESTMENT PLAN TO THE DEPARTMENT OF MUNICIPAL AFFAIRS AND ENVIRONMENT FOR GAS TAX FUNDING FOR AN EMERGENCY UPGRADE TO THISTLE DRIVE LIFT STATION.
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.

4.1.7 Tender to Sell GMC Truck

Mayor Dawson called for a motion.

RESOLUTION # 2020/020

DIAMOND/DYKE

**BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER THE 2008 GMC SIERRA PICKUP 1500 SL EXT TRUCK, COUNCIL DOES NOT BIND ITSELF TO THE LOWEST BIDDER.
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 noted the truck is no longer operational and now the Town needs to dispose of the truck.

4.1.8 – Tender to Sell 1988 GMC Fire Truck

Mayor Dawson called for a motion.

**RESOLUTION
2020/021**

AUSTIN/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER THE 1988 CHEVROLET FIRE TRUCK, COUNCIL DOES NOT BIND ITSELF TO THE LOWEST BIDDER.

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.

Mayor Dawson stated the truck cannot be sold as a fire truck and noted all the fire equipment has been removed.

Councillor Morrissey pointed out it is necessary to include in the tender “As is, where is”.

Mayor Dawson explained the Town has reached out to other communities and there has been no expression of interest in the Fire Truck.

4.1.9 – Pittman’s vs Town of Steady Brook Lawsuit

Mayor Dawson called for a motion.

**RESOLUTION
2020/022**

DIAMOND/DYKE

BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT MAYOR BILL DAWSON AND TOWN CLERK RENEE BURDEN AS LIAISONS ON BEHALF OF COUNCIL REGARDING PITTMAN ENTERPRISES VS THE TOWN OF STEADY BROOK.

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. Mayor Dawson noted this topic falls under a privileged category, so discussion is limited, and the information provided is general.

4.2 EMERGENCY MEASURES:

4.2.1 – Emergency Plan

Deputy Mayor Morrissey explained review of the plan is still ongoing and noted the Town Clerk has outlined a plan of action with the Department of Fire and Emergency Services. Training will be available and currently in the process of determining dates.

4.2.2 – Fire Committee Update

Mayor Dawson explained there have been recent changes to the Fire Committee. Marg Hepditch stepped down as Chairperson so the Fire Committee will be appointing a new Chairperson February 28, 2020.

There was discussion surrounding committee structure.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – 4-10 Willow Avenue – Appraisal

Mayor Dawson called for a motion.

MORRISSEY/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN INSTRUCTED BY MUNICIPAL AFFAIRS IN A LETTER DATED DECEMBER 19, 2019 TO SELL 4-10 WILLOW AVENUE; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE AN ACII APPRAISER TODD PICKETT TO APPRAISE 4-10 WILLOW AVENUE IN THE AMOUNT OF \$3650.00.

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 Dyke inquired whether the appraisal is being conducted by a local appraiser?

Mayor Dawson explained the appraiser is not local and the appraisal must be conducted by a certified ACII appraiser. Options are limited in the area for this expertise and as a result, the cost associated with the appraisal includes travel costs.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 –Community Ice Rink

Mayor Dawson explained the Town is currently planning on constructing a community ice rink on the basketball courts within the Playground on Wilton Street. Email will be sent to residents looking for volunteers to help maintain the ice rink.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – January 25, 2020 Meeting – Update

Mayor Dawson reported he attended a GHJC meeting on January 25, 2020 hosted by Massey Drive. Discussion surrounded

RESOLUTION
2020/023

regional governance and how surrounding communities can share municipal services. GHJC applied for a \$50,000 grant and received a \$15,000 to do a study on this topic. GHJC plans to request additional funding from Municipal Affairs for this study.

Additionally, it was noted the following meeting dates:
MNL Symposium (Gander) – April 30, 2020
Western/Northern Symposium (Cow Head) – June 2020
MNL AGM (Corner Brook) – October 8-10, 2020

Mayor Dawson noted discussion regarding recent changes to the Deer Lake airport Board of Directors and plans for upgrades to the airport in the near future.

Next GHJC meeting will be on February 29, 2020.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$43,883.60

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/024**

ROSE/DYKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$43,883.60

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

OPPOSED: (0)

RESOLUTION CARRIED

Mayor Dawson asked if anyone had an opportunity to review the invoices and would anyone like to speak to the motion.

No one spoke to the motion.

4.6.2 – Tax Structure

Mayor Dawson called for a motion.

**RESOLUTION
2020/025**

KENNEDY/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE FOLLOWING FEES FOR THE 2020 TAXATION YEAR AS PRESENTED BY THE FINANCE COMMITTEE:

NSF CHEQUES \$45.00

OVERSEAS DIRECT DEPOSITS \$25.00

INTEREST ON OVERDUE ACCOUNTS (30 DAYS OR MORE)

2%

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.

Mayor Dawson stated it is a motion required every year.

**RESOLUTION
2020/026**

ROSE/KENNEDY:
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE
BUSINESS MIL RATES FOR 2020 TAXATION YEAR AS
PRESENTED BY THE FINANCE COMMITTEE:**

MINIMUM BUSINESS TAX	\$450.00
PROPERTY MGMT GROUPS	10MIL RATE
LODGE/CABINS/CAMPSITES/CONDO	12 MILRATE
LODGING/HOTEL/MOTEL/B & B	15 MILRATE
HOME BASED BUSINESS	\$250.00(FLAT
RATE)	
RETAIL/LIQUOR/GAS/OTHER	15 MIL RATE
DENTIST/SALONS/PROFESSIONAL	35 MIL RATE
KENNELS	50 MIL RATE
TRUCKING/LANDSCAPE/CONTRACTING	50 MIL RATE
UTILITIES	2.5%
FINGERBOARD SIGN FEES	\$50.00 EACH
WATER/SEWER LODGINGS	\$350.00
INFORMAL ACCOMMODATIONS	\$400.00

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

**OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2020/027**

KENNEDY/ROSE:
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE
RESIDENTIAL AND COMMERCIAL MIL RATES FOR THE
2020 TAXATION YEAR AS PRESENTED BY THE FINANCE
COMMITTEE:**

RESIDENTIAL WATER AND SEWER	\$300.00
RESIDENTIAL PROPERTY RATE	6 MIL
BUSINESS WATER AND SEWER	\$600.00
COMMERCIAL RATE	12 MIL
MINIMUM PROPERTY TAX	\$300.00

**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 motions.

No one spoke to the motions.

4.6.3 – User Insurance – Community Hall

Mayor Dawson called for a motion.

**RESOLUTION
2020/028**

ROSE/DYKE

WHEREAS THE TOWN OF STEADY BROOK IS REQUIRED TO HAVE ADDITIONAL USER INSURANCE TO RENT THE COMMUNITY HALL; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE USER INSURANCE WITH NORTHBRIDGE (CAL LEGROW) IN THE AMOUNT OF \$2,100.00 PLUS HST.

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.

Mayor Dawson noted the user insurance was required by the Town to rent the Community Hall and Council is putting in initiatives for residents to avail of the Hall.

4.7 ADMINISTRATION:

4.7.1 – Employee Health Care Benefits

Mayor Dawson called for a motion.

**RESOLUTION
2020/029**

DYKE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK IS CONTRACTUALLY OBLIGATED TO PROVIDE HEALTH CARE BENEFITS TO FULL TIME EMPLOYEES; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE AN EMPLOYEE HEALTH CARE PLAN WITH SUNLIFE FINANCIAL CONTRACT #195256 WITH A COST SHARE OF 50/50.

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.

Mayor Dawson indicated the Town is contractually obligated to provide healthcare benefits to employees. This health care plan provides cost savings for the Town and employees.

4.7.2 – 2020 Clean and Safe Water Workshop Conference – Maintenance Supervisor Attendance (March 24-26)

Mayor Dawson called for a motion.

**RESOLUTION
2020/030**

DYKE/DIAMOND

BE IT RESOLVED THE TOWN OF STEADY BROOK SEND CHUCK PINKSEN TO THE 2020 CLEAN AND SAFE WATER WORKSHOP CONFERENCE IN GANDER MARCH 24-26, 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.

4.7.3 – PMA – AGM – June 16-17, 2020

Mayor Dawson called for a motion.

**RESOLUTION
2020/031**

DYKE/MORRISSEY

BE IT RESOLVED THE TOWN OF STEADY BROOK SEND RENEE BURDEN TO THE 2020 PMA ANNUAL GENERAL MEETING IN GANDER JUNE 16-17, 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.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting – to be determined.

Councillor Rose reported there was no new information.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Nothing to Report.

Deputy Mayor Morrissey – Nothing to Report.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dyke – Thanked the residents for support during the By-Election and indicated the transition was seamless.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report.

Mayor Dawson called for a motion to adjourn.

**RESOLUTION
2020/032**

**DYKE:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON FEBRUARY 6, 2020 AT 8:03
PM.**

MEETING WAS ADJOURNED AT 8:03 PM.

NEXT PUBLIC MEETING WILL BE MARCH 5, 2020.

Mayor Bill Dawson

Town Clerk