



TOWN OF STEADY BROOK
PUBLIC MEETING
January 10, 2019

ATTENDANCE:

Mayor Donna Thistle
Tracy Caines
Stephen Norman

Councillors:

C. Sutherland
C. Austin
C. Howlett
C. Dawson

ABSENT:

C. Wells
C. Pike

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:

Councillor Dawson stated under Administration names of staff who are attending training is not required, all is required is the number of staff members who is attending. Mayor Thistle stated this can be brought to the Admin Committee for further discussion.

**RESOLUTION
2019/001**

AUSTIN/DAWSON:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE AGENDA FOR JAN 10, 2019 PUBLIC
MEETING AS PRESENTED.**

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of Dec 6, 2018 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

Mayor Thistle stated under resolution 2018/135 where she spoke to the motion that there is a grammatical error that needs to be corrected.

**RESOLUTION
2019/002**

AUSTIN/SUTHERLAND
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE PUBLIC COUNCIL MEETING OF
DECEMBER 6, 2018 AS AMENDED.**
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

S (2)
Business arising
Action items

- Part-time person hired for snow shoveling – Operations Manager stated he is a great worker. Hours worked are what was agreed upon.
- Electrical upgrade for Municipal Building started and will be completed Jan 16, 2019.
- Request to NL Power to cut power at the Heritage building has been completed.
- Municipal Budget Submission 2019 has been accepted & approved by Municipal Affairs.

(3) Notices of
Resolutions
arising of minutes

NOTHING TO REPORT.

(4) Committee
reports

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 Capital Works – Water System Funding

Whereas the Town of Steady Brook’s current water supply and distribution system requires further upgrading to both control water composition and reduce overall sediment content, public works engineering will pursue a capital works funding under \$600,000.00 in support of executing the water filtration project that upon execution will require the town to fund its 10% funding commitment.

Mayor Thistle stated that Department of Municipal Affairs and Environment will not provide capital funding for artesian wells, we must find another way to make what we have work and that a filtration system would be the best option at this time.

**RESOLUTION
2019/003**

AUSTIN/SUTHERLAND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK APPLY
FOR CAPITAL WORKS FUNDING TO UPGRADE THE WATER
SUPPLY AND DISTRIBUTION SYSTEM AT A 90/10 FUNDING
COMMITMENT.**
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

Councillor Dawson stated the filtration system can be used in any system (Surface & Wells) and will benefit the residents and the operating cost of the PRV chambers. C. Dawson said this is a necessary piece of infrastructure that is essential.

4.2 EMERGENCY MEASURES:

4.2.1 Fire Department Budget 2019 – Approval

Councillor Dawson stated the Fire Department Budget was built into the Town of Steady Brook's Budget, however the Fire Dept was late submitting it to the Town. Council was aware their budget was going to be submitted late, next year it will be submitted earlier.

**RESOLUTION
2019/004**

AUSTIN/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE STEADY BROOK LITTLE RAPIDS FIRE DEPARTMENT BUDGET FOR 2019 AS PRESENTED.

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Howlett stated the Budget must be signed by the Mayor, a member of Little Rapids and a member of the Fire Board Committee.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – NOTHING TO REPORT

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Capital Works – Recreational Infrastructure Funding

Whereas the Town of Steady Brook's current recreational infrastructure needs repair and upgrades, Public Works Engineering will pursue a capital works funding in support of executing a reduced scope community enhancement project that upon execution will require the town to fund its 40% funding commitment over the estimated 4-year project lifespan.

**RESOLUTION
2019/005**

AUSTIN/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPLY FOR CAPITAL WORKS FUNDING TO REPAIR AND UPGRADE THE TOWN'S CURRENT RECREATIONAL INFRASTRUCTURE AT A 60/40 FUNDING COMMITMENT.

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Sutherland noted the Pump Track is not showing on the presentation. Operations Manager stated the initial project was at 1.6 million dollars therefore the project had to be reduced to a 4-year phased project and portions of the original presentation had to be phased out. The Pump Track will be reintroduced in phase 2. The Mayor stated when council started out on this project, they thought it was a 90/10 funding, but it is a 60/40. Municipal Affairs have agreed to allow the Operations

Manager to rework the application funding due to the town's funding commitment being more than the 10%.

Mayor Thistle' stated for the record its not just funding for the playground, it started out as fixing the playground but than realized the 4-way stop and the bus stop needed to be addressed as they are an ongoing problem.

There will be more meetings to discuss before a final decision is made on whether to proceed. However, there was a time limit and an application had to be submitted for the Capital Works Project.

Councillor Dawson asked if the presentation enhancement has been shared with the Public and if not at what stage would it be presented. Mr. Dawson stated he missed the presentation that council gave. Mayor Thistle stated the meeting that Councillor Dawson missed there was a full discussion on the presentation and that a meeting will be called at the Town Hall when they finalize the scope of the upgrades.

Councillor Howlett stated that if council does not decide to go ahead with the project due to cost, a town meeting will not be warranted. If the project moves forward there will be a public component and a town meeting will be held.

4.5 GREAT HUMBER JOINT COUNCIL:

Great Humber Joint Council – Nothing to Report

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$ 79,945.24

**RESOLUTION
2019/006**

HOWLETT/DAWSON:

**BE IT RESOLVED TO APPROVE THE INVOICES
PRESENTED TO COUNCIL IN THE AMOUNT OF \$79,945.24.**

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.6.2 – GIC Transfer - \$100,000.00

**RESOLUTION
2019/007**

HOWLETT/AUSTIN:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
TRANSFER \$100,000.00 FROM THE GIC ACCOUNT TO THE
TOWN'S OPERATING CHEQUING ACCOUNT**

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.6.3 – Budget 2019 – Motions

**RESOLUTION
2019/008**
HOWLETT/AUSTIN:
BE IT RESOLVED THE 2019 FEE STRUCTURE FOR THE TOWN OF STEADY BROOK BE ADOPTED AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/009**
HOWLETT/AUSTIN:
BE IT RESOLVED THAT A FEE OF \$45.00 (PER CHEQUE) BE CHARGED ON ALL NSF CHEQUES FOR THE TAXATION YEAR OF 2019 AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/010**
HOWLETT/DAWSON:
BE IT RESOLVED THAT THE MINIMUM BUSINESS TAX FOR 2019 BE SET AT A \$450.00 AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/011**
HOWLETT/DAWSON:
BE IT RESOLVED THE RESIDENTIAL WATER AND SEWER RATES FOR 2019 BE SET AT \$300.00 PER HOUSEHOLD AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/012**
HOWLETT/DAWSON:
BE IT RESOLVED TO ADOPT AND IMPLEMENT THE 2019 TAX STRUCTURE WITH THE RESIDENTIAL PROPERTY RATE AT 6 MILS AND COMMERCIAL RATE OF 12 MILS, AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/013**
SUTHERLAND/DAWSON:
BE IT RESOLVED THE MINIMUM PROERTY TAX FOR 2019 BE SET AT \$300.00 AS PRESENTED BY THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2019/014**

**SUTHERLAND/DAWSON:
BE IT RESOLVED THE BUSINESS WATER AND SEWER
RATE FOR 2019 BE SET AT \$600.00 AS PRESENTED BY
THE FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2019/015**

**SUTHERLAND/DAWSON:
BE IT RESOLVED THE CHARGE ON OVERSEAS DIRECT
DEPOSITS FOR 2019 WILL BE SET AT \$25.00 PER
TRANSACTION AS PRESENTED BY THE FINANCE
COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED**

**RESOLUTION
2019/015**

**SUTHERLAND/DAWSON:
BE IT RESOLVED THAT 2% INTEREST WILL BE CHARGED
MONTHLY ON RESIDENTIAL AND COMMERCIAL AND
BUSINESS ACCOUNTS OVERDUE BY 30 DAYS OR MORE IN
THE TAXATION YEAR OF 2019 AS PRESENTED BY THE
FINANCE COMMITTEE.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED**

The Mayor made a comment that the motion for the 2019 Fee Structure was not needed as all the motions were read out individually. In the future all rates should be on one sheet of paper and one motion can be read to adopt the fee structure as presented. All of Council agreed.

4.6.4 – Municipal Assessment Review Commissioner

Whereas the Town of Steady Brook must have a Municipal Assessment Review Commissioner on file;

**RESOLUTION
2019/016**

**SUTHERLAND/HOWLETT:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT
DENNIS WATERMAN AS THE TOWNS MUNICIPAL
ASSESSMENT REVIEW COMMISSIONER.
IN FAVOUR: (4) Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
ABSTAINED (1) THISTLE
RESOLUTION CARRIED**

Councillor Dawson questioned what a Municipal Assessment Commissioner does. Staff stated the Commissioner is used when a resident appeals their Municipal Assessment Notice for their current tax year.

4.6.5 – Auditor – Whereas the Town of Steady Brook must have a Financial Audit done yearly;

**RESOLUTION
2019/017**

SUTHERLAND/HOWLETT:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT BRIAN N. HILLIER CHARTERED PROFESSIONAL ACCOUNTANT AS THE TOWN'S FINANCIAL AUDITOR FOR 2019.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.6.6 – 1 Forest Drive – Sewer Line Sag

Whereas after a careful investigation, the Town of Steady Brook determined the residential sewer back up at 1 Forest Drive was due to a sag on the Town's side of the sewer line;

**RESOLUTION
2019/018**

DAWSON/SUTHERLAND:
BE IT RESOLVED THE TOWN OF STEADY BROOK REIMBURSE 1 FOREST DRIVE A TOTAL OF \$1447.35.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

Councillor Howlett spoke to the motion as she was not aware of the problem at 1 Forest Drive. Operations Manager stated there was conversation pertaining the matter. Mayor Thistle stated there was conversation pertaining to the incident and Councillor Dawson recalled the conversation as well.

4.7 ADMINISTRATION:

4.7.1 – Legal Counsel – Motion

**RESOLUTION
2019/019**

DAWSON/AUSTIN:
BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE LEGAL COUNSEL REGARDING A HUMAN RESOURCE ISSUE SPECIFICALLY FOR REPRESENTING COUNCIL IN THE MATTER.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.7.2 – Arbitrator – Motion

**RESOLUTION
2019/020**

DAWSON/AUSTIN:
BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE AN ARBITRATOR REGARDING A HUMAN RESOURCE ISSUE ACCORDING TO THE TOWN'S POLICY, POLICY 6, SECTION 5:11.
IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.7.3 – Power Line Hazards – January 16, 2019 – Corner Brook at 6:30 pm. \$ 100.00 per person.

**RESOLUTION
2019/021**

DAWSON/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK SEND TWO STAFF TO DO A POWERLINE HAZARDS COURSE WITH A-1 SAFETY IN CORNER BROOK JANUARY 16, 2019 WITH A FEE OF \$100.00 PER PERSON.

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - WHMIS – January 18, 2019 – Corner Brook at 1:00 pm. \$75.00 per person.

**RESOLUTION
2019/022**

DAWSON/SUTHERLAND:

BE IT RESOLVED THE TOWN OF STEADY BROOK SEND THREE STAFF TO DO A WHMIS COURSE WITH A-1 SAFETY IN CORNER BROOK JANUARY 18, 2019 WITH A FEE OF \$75.00 PER PERSON.

IN FAVOUR: (5) Thistle, Austin, Dawson, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Austin spoke to the motion and questioned why 3 staff are going. Operations Manager stated he didn't think it necessary for part-time staff to attend.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next meeting March 19, 2019 at 7:00 pm.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Howlett wanted to remind residents there is a Christmas Tree Burning on January 14, 2019 at 6:30 pm. Hot Chocolate and Smores will be served.

Councillor Sutherland stated he is looking forward to the Christmas Tree Burning.

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

**RESOLUTION
2019/023**

**DAWSON:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON JAN 10, 2019.**

MEETING WAS ADJOURNED AT 7:40 PM.

NEXT PUBLIC MEETING WILL BE February 7, 2019.

Mayor Donna Thistle

Town Clerk

