



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**JANUARY 9, 2020**

**ATTENDANCE:**

Mayor Bill Dawson  
Deputy Mayor Derek Morrissey

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

**Councillors:**

C. Diamond  
C. Rose

**ABSENT:** C. Austin

*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. He acknowledged the upcoming By-election scheduled for January 28, 2020 and welcomed the candidates that were in attendance. Mayor Dawson thanked the individuals for putting their names forward and recognized the importance of volunteering for Council.

Mayor Dawson then proceeded with the meeting and asked if there were any additions or omissions to the January 9, 2020 Agenda.

There were no additions or omissions to the Agenda.

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

**RESOLUTION  
# 2020/001**

**MORRISSEY/DIAMOND:**  
**BE IT RESOLVED TO APPROVE THE AGENDA AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF JANUARY 9, 2020.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, Rose,**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

No one spoke to the motion.

**1.1) Minutes of  
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the December 5, 2019 Minutes. He asked if there were any errors/omissions to note.

There were no errors or omissions.

Mayor Dawson asked for a motion to adopt the December 5, 2019 Minutes.

**RESOLUTION  
# 2020/002**

**DIAMOND/ROSE:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF DECEMBER 5, 2019.  
IN FAVOUR: (4) Dawson, Diamond, Morrissey, 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 then proceeded onto the adoption of the December 11, 2019 Minutes. He asked if there were any errors/omissions to note.

Mayor Dawson noted an error on page 4 which indicates a reference to Section 503 of the Town's Policy Manual. During the discussion, the Policy was misquoted and should have stated Policy 1, Section 5.03.

Mayor Dawson asked for a motion to adopt the December 11, 2019 Minutes.

**RESOLUTION  
# 2020/003**

**ROSE/MORRISSEY:  
BE IT RESOLVED TO ADOPT THE AMENDED MINUTES AS  
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL  
MEETING OF DECEMBER 11, 2019.  
IN FAVOUR: (4) Dawson, Diamond, Morrissey, 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 then proceeded onto the adoption of the December 30, 2019 Minutes. He asked if there were any errors/omissions to note.

There were no errors or omissions.

Mayor Dawson asked for a motion to adopt the December 30, 2019 Minutes.

**RESOLUTION  
# 2020/004**

**MORRISSEY/DIAMOND**

**BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE SPECIAL PUBLIC COUNCIL MEETING OF DECEMBER 30, 2019.**

**IN FAVOUR: (4) Dawson, Diamond, Morrissey, 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 – Purchase Town Truck – Rescind Motion (NEW MOTION)

Mayor Dawson called for the motion to rescind Resolution #2019/171 regarding the Town Truck.

**RESOLUTION  
# 2020/005**

**DIAMOND/ROSE:**

**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK RESCIND MOTION # 2019/171 AS THE BI-WEEKLY PAYMENTS HAVE CHANGED DUE TO THE TOWN PAYING THE HST PORTION OF THE PURCHASE.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Mayor Dawson explained the motion purchasing the new truck has to be specific. The original motion included HST and did not list the breakdown in the amount.

Town Clerk explained Municipal Affairs does not finance for the GST portion of the HST. The original motion included the whole HST amount. Municipal Affairs only finances GST portion for one year only for Capital Works Projects. The Town receives a refund of a portion of HST amount yearly. Therefore, Municipal Affairs does not finance this amount.

Mayor Dawson explained the rescinding of this motion is just the Town ensuring we are following the correct procedure/process outlined by Municipal Affairs.

No one else spoke to the motion.

Mayor Dawson then asked for the new motion regarding the Town Truck.

**RESOLUTION  
# 2020/006**

**DIAMOND/MORRISSEY:**  
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE A 2020 CHEVROLET SILVERADO LD 4WD DOUBLE CAB WORK TRUCK FROM DENNIS GM CORNER BROOK. THE TOWN OF STEADY BROOK WILL ENTER INTO A FINANCING AGREEMENT WITH SCOTIA BANK FOR THE VEHICLE PURCHASE IN THE AMOUNT OF \$37,874.61 FOR A TERM AND AMORTIZATION OF 48 MONTHS AT AN INTEREST RATE OF 5.89% WITH (BI-WEEKLY PAYMENTS AT \$409.66). THE TOWN OF STEADY BROOK WILL PAY THE HST PORTION OF THE TRUCK (\$5668.05). THE TOWN WILL RECEIVE AN HST REBATE OF \$4048.50.**

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

**OPPOSED: (0)  
RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

No one spoke to the motion.

4.1.2 – Lagoon

Maintenance Operator explained there are ongoing issues with the Lagoon. The liner is becoming compromised and pipes are broke. The Lagoon is in dire need of major repairs.

Councillor Diamond pointed out this would have to be assessed in the Spring.

Mayor Dawson agreed there are necessary repairs required to the Lagoon (broken pipes and aerators). He explained necessary maintenance has not been conducted at the Lagoon

over the years. As such, the Lagoon is now needing major repairs in order for it to function properly.

#### 4.1.3 – Lift Station – Thistle Drive

Maintenance Operator informed Council the Lift Station on Thistle Drive is currently working properly despite some ongoing issues with the panel. The switch has been replaced however, the whole panel needs to be replaced and rewired.

Mayor Dawson stated the Lift Station on Thistle Drive is the oldest lift station in Town and needs to be replaced. He explained Council budgeted for pump repairs for this lift station in 2020 however, new issues have surfaced with the lift station.

Maintenance Operator explained in order to replace the panel it will cost \$50,000 - \$60,000. Currently, he is waiting for a quote from Sansom on the cost of a replacement.

Mayor Dawson explained once the Town receives the quotes for replacing the lift station then the Town can apply for funding.

Councillor Diamond asked the Maintenance Operator if Musgrave Lift Station is working properly?

Mayor Dawson reiterated Musgrave Lift Station is also not functioning properly and one major issue is a resident(s) are flushing Swiffer rags in the sewage system which in turn is causing major issues with the lift station pump on Musgrave Drive. He explained letters have been distributed to the residents in this area and notified the residents of this problem. Council has discussed options of determining the location of the problem area as it is imperative to avoid sewage backing up into residents' homes.

Mayor Dawson explained the Town has made a Capital Works application for the Musgrave Drive Lift Station.

#### 4.1.4 – Water Update

Mayor Dawson explained one of the major issues in this community is water quality. Town of Steady Brook has received funding for an upgrade on the Water Filtration System for approximately \$550,000 and the Town's portion is approximately \$55,000. Currently, the Town is still working on developing the water filtration system. He noted the Town is looking at various options but also needs to examine the source of the water when weighing the filtration system options. Council is planning on doing a water study to aid in this decision.

### **4.2 EMERGENCY MEASURES:**

#### 4.2.1 – Emergency Plan

Deputy Mayor Morrissey explained review of the plan is still ongoing and requires input with the new Fire Chief, Shawn Leamon. He noted the recent power outage exposed deficiencies in our Emergency Plan and must be addressed and incorporated into the plan.

#### 4.2.2 – Fire Department Budget

Mayor Dawson asked for the new motion regarding the Regional Fire Dept 2020 Budget.

#### **RESOLUTION # 2020/007**

**MORRISSEY/ROSE:**  
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE STEADY BROOK LITTLE RAPIDS FIRE DEPARTMENT 2020 BUDGET.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, Rose**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Mayor Dawson explained Steady Brook and Little Rapids contribute to the Fire Dept Budget based on per household. Mayor Dawson discussed fire fees and indicated a 10% increase.

#### **4.3 PLANNING AND DEVELOPMENT:**

##### 4.3.1 – 4-10 Willow – Authorization to Pay Out Promissory Note

Mayor Dawson asked for motion regarding 4-10 Willow Avenue.

#### **RESOLUTION # 2020/008**

**MORRISSEY/DIAMOND:**  
**WHEREAS THE TOWN OF STEADY BROOK ENTERED INTO A MORTGAGE AGREEMENT WITH JON W. BAGGS AND ANN BAGGS BELL ON DECEMBER 19, 2017 FOR THE PURCHASE OF 4-10 WILLOW AVENUE: BE IT RESOLVED THE TOWN OF STEADY BROOK FULFILL ITS CONTRACTUAL OBLIGATION AND PAY \$200,000 TO THE ABOVE-MENTIONED VENDORS REGARDING A REGISTERED PROMISSORY NOTE: MORTGAGE #844407 FILED ON JANUARY 19, 2018 WITH THE REGISTRY OF DEEDS AS INSTRUCTED IN A LETTER BY MUNICIPAL AFFAIRS DATED NOVEMBER 19, 2019.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, Rose**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Mayor Dawson explained the Town has \$200,000 debt outstanding on 4-10 Willow Avenue due January 10, 2020. He noted if the Town defaults on the payment, the Vendors reclaim

the property. The Town received a letter (dated December 19, 2019) from Municipal Affairs instructing the Town to sell this property once the promissory note is repaid.

#### **4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

##### 4.4.1 –Community Christmas Breakfast

Councillor Rose indicated the Community Christmas Breakfast was a big success. He thanked all the volunteers from the community who participated and served breakfast to approximately 110 residents.

Mayor Dawson thanked Lynn Randell, Rory O'Neill and Pat Dwyer for organizing the event. He also recognized Ron Austin, Angie Hewlett, Jamie Robertson, Cal Vincent, and Scott Grant for volunteering their time in various roles.

#### **4.5 GREAT HUMBER JOINT COUNCIL:**

##### 4.5.1 – Meeting –to be announced

#### **4.6 FINANCE:**

##### 4.6.1 – Approval of Invoices - \$72,162.35

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION  
# 2020/009**

#### **ROSE/DIAMOND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT  
OF \$72,162.35.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

##### 4.6.2 – Auditor

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/010**

**ROSE/MORRISSEY:**  
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT BRIAN N. HILLIER CHARTERED PROFESSIONAL ACCOUNTANT AS THE TOWN'S FINANCIAL AUDITOR.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, 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.

4.6.3 – Municipal Assessment Review Commissioner

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/011**

**ROSE/DIAMOND:**  
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT DENNIS WATERMAN AS MUNICIPAL ASSESSMENT REVIEW COMMISSIONER.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, Rose**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Mayor Dawson explained it is a mandatory yearly motion. The Town must appoint a Municipal Assessment Review Commissioner to deal with challenged Municipal Assessments.

4.6.4 – GIC Transfer \$100,000

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/012**

**ROSE/DIAMOND:**  
**MOTION:BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE A TRANSFER OF \$100,000.00 FROM THE GIC ACCOUNT TO THE TOWN OF STEADY BROOK'S CHEQUING ACCOUNT.**  
**IN FAVOUR: (4) Dawson, Diamond, Morrissey, 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 ADMINISTRATION:**

4.7.1 – By-Election – Alternate Returning Officer

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/013**

**DIAMOND/MORRISSEY:**

**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT PATRICIA DWYER AS ALTERNATE RETURNING OFFICER AS PER SUBSECTION 13(2) OF THE *ELECTIONS ACT*.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Town Clerk confirmed the Town must appoint an Alternate Returning Officer as indicated under the *Elections Act* and the individual was selected based on previous experience.

4.7.2 – Head of Public Body/ATIPP Coordinator

Mayor Dawson called for a motion

**RESOLUTION  
# 2020/014**

**DIAMOND/MORRISSEY:**

**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT THE TOWN CLERK RENEE BURDEN AS THE HEAD OF PUBLIC BODY AND AS THE ATIPP COORDINATOR.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion.

Mayor Dawson pointed out this is a requirement under the *Access to Information and Protection of Privacy Act*.

Deputy Mayor Morrissey asked if this appointment is required for 2 different individuals?

Town Clerk explained normally that is the case, however, small municipalities, due to staffing limitations, will appoint one individual. Currently, the Town is in the process of hiring another individual in the office, therefore, it was recommended not for Council to take on this role and for the newly hired individual to be appointed once the new position has been filled.

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 – Next Meeting – to be determined.

Councillor Rose updated Council regarding applications brought forward at last Public Meeting. He indicated there is more research to be done and Carla Hayes will report when more information is available. There was discussion about proper reporting channels, and it was determined more information needs to be available to help Council make informed decisions.

**5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

**7. COUNCILOR'S / MAYOR FORUM:**

Mayor Dawson – Noted the response letter from the Town's lawyers regarding the letter from Municipal Affairs dated December 19, 2019 (4-10 Willow Avenue).

Deputy Mayor Morrissey – Nothing to Report.

Councilor Rose – Nothing to Report.

Councilor Diamond – Nothing to Report.

Councilor Austin – Nothing to Report.

Mayor Dawson called for a motion to adjourn.

**DIAMOND:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON JANUARY 9, 2020 AT 7:31PM.**

MEETING WAS ADJOURNED AT 7:31 PM.

NEXT PUBLIC MEETING WILL BE FEBRUARY 6, 2020.

**RESOLUTION  
# 2020/015**

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

\_\_\_\_\_  
Town Clerk