



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**JULY 16, 2019**

**ATTENDANCE:**

Acting Mayor Matthew Wells

Stephen Norman  
Julie Morgan

**Councillors:**

C. Austin  
C. Sutherland  
C. Dawson

**ABSENT:**

*The meeting was called to order at 7:01 p.m.*

**Agenda Item**

**1) Call Meeting to Order**

Acting Mayor Wells called the meeting to order at 7:01 p.m. and asked if all of Council had a chance to review the July 16, 2019 Agenda and asked if there were any additions or omissions to the July 16, 2019 Agenda.

The Operations Manager added Thefts in Steady Brook under Administration as 4.7.8.

Acting Mayor Wells added Committee under Finance as 4.6.2.

Acting Mayor Wells asked for a motion to adopt the July 16, 2019 Agenda.

**RESOLUTION  
# 2019/088**

**SUTHERLAND/AUSTIN:**  
**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF JULY 16, 2019.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Acting Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

Acting Mayor Wells then proceeded onto the adoption of the June 13, 2019 Minutes.

**1.1) Minutes of Previous Meeting**

Acting Mayor Wells asked for a motion to adopt the June 13, 2019 Minutes.

**RESOLUTION  
# 2019/089**

**AUSTIN/SUTHERLAND:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF JUNE 13, 2019.  
IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson  
OPPOSED: (0)  
RESOLUTION CARRIED**

Acting Mayor Wells 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 – Asset Management Training

The Operations Manager explained as part of the Asset Management Program, the Town is required to use specific software to maintain computation of the Town's engineering drawings, water and sewer systems, etc. He stated that the new information coming from the Provincial Government is going to be in digital form. The Asset Management training is crucial because it is related to the software. He suggested, in order to keep costs down, the Town send one staff member to complete the training and then have that staff member train the other staff member(s).

Acting Mayor Wells asked for a motion to approve the training.

**RESOLUTION  
# 2019/090**

**SUTHERLAND/AUSTIN:  
WHEREAS THE TOWN OF STEADY BROOK IS  
PROGRESSING WITH ITS ASSEST MANAGEMENT  
PROGRAM AND STAFF REQUIRE TRAINING TO ENABLE AN  
EFFECTIVE ROLLOUT AND USE THE DATA AND TOOLS,  
BE IT RESOLVED THE TOWN OF STEADY BROOK HOSTS  
THE REGIONAL GIS TRAINING AND HAS ONE OR TWO  
STAFF MEMBERS ATTEND THE TWO-DAY TRAINING  
SCHEDULED FOR JULY 16 AND 17 AT A COST OF \$623.50  
PER PERSON.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

The Operations Manager stated that the cost is going to change and will be lower. \$623.50 is the maximum it will be.

Acting Mayor Wells asked what information the Operations Manager had that allowed him to confidently say the cost will be lower. The Operations Manager replied the more people who register, the lower the cost will be, and there are people still registering.

Acting Mayor Wells asked if anyone would like to speak to the motion.

Councilor Dawson indicated he would like to speak to the motion. He stated that although GIS is important, the Town needs to be cognizant of how much money it is spending. Councilor Dawson indicated that he is concerned about the budget. He stated that the budget needs to be revised and that there are some extraordinary expenses that need to be addressed by Council.

Acting Mayor Wells asked if there were any other comments.

There were no other comments.

**4.1.2 – Lagoon Update**

The Operations Manager explained he is currently looking for a contractor/consultant to help staff understand what issues there are with the Town's lagoon. Acting Mayor Wells asked if this is included in the Asset Management Plan. Operations Manager confirmed this was included in the Asset Management Plan. Council discussed items relating to the Asset Management Plan in further detail. The Operations Manager gave a synopsis of what Asset Management includes overall.

**4.1.3 – Extension Letters (ACOA)**

The Operations Manager provided information regarding the extension letters.

**RESOLUTION  
# 2019/091**

Acting Mayor Wells asked for a motion to approve the extension date

**AUSTIN/DAWSON:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE EXTENSION DATE TO SEPTEMBER 2019 AS REQUESTED BY CORNER BROOK STREAM AND TRAIL.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

4.1.4 – Trail Maintenance

The Operations Manager provided information regarding the firewood lottery. He explained that the Town, in an effort to receive additional help in clearing debris (fallen trees etc.) from the trail system, Council decided to offer residents an option to clear the trails and in return receive the firewood. It was determined that to engage the residents, the Town should offer a firewood lottery and establish different zones for clearing. There will be 2 zones offered and names will be picked randomly after receiving requests from residents (via email) interested in participating.

Acting Mayor Wells asked for a motion to approve the firewood lottery.

**RESOLUTION  
# 2019/092**

**DAWSON/SUTHERLAND:**

**WHEREAS THE TOWN OF STEADY BROOK IS REQUIRED TO MAINTAIN THE TRAILS AS PER AN AGREEMENT WITH ACOA,**

**BE IT RESOLVED THE TOWN OF STEADY BROOK WILL BE OFFERING RESIDENTS THE OPPORTUNITY TO ENTER THEIR NAME INTO A DRAW FOR A CHANCE TO BE SELECTED TO CLEAR THE TREES FROM THE TRAILS AND CLAIM THE WOOD FOR PERSONAL USE.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Councilor Dawson explained the firewood lottery to residents. He questioned whether the areas were Town property. Acting Mayor Wells stated that to his knowledge, they are. The Operations Manager stated that he would confirm this.

4.1.5 – Parcel ID 160-451

The Operations Manager provided information regarding a sewage backup on the property. He stated that he investigated it and concluded it was caused because of an issue with the Town's lift station and therefore, the Town is responsible.

Acting Mayor Wells asked for a motion to approve the reimbursement.

**RESOLUTION  
# 2019/093**

**DAWSON/SUTHERLAND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK  
REIMBURSE PARCEL ID 160-451 A TOTAL OF \$1999.87.  
IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson  
OPPOSED: (0)  
RESOLUTION CARRIED**

**4.2 EMERGENCY MEASURES:**

4.2.1 – SBLRFD Revised Budget

Councilor Dawson explained that changes were made to the Steady Brook/Little Rapids Fire Department's budget and it requires the Mayor's signature.

4.2.2 – SBLRFD – 10% Fee Increase for 2020

Councilor Dawson informed residents, in the upcoming year, there will be a 10% fee increase for Fire Services.

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 – Parcel ID 160-323 Building Application – Deferred until approved by Service NL

The Operations Manager stated that the property was located in the 1-20-year flood zone and therefore, development on the property needs approval from Service NL. Councilor Dawson suggested the resident should be informed the Town has regulations that prohibits any development in the 1-20 year flood zone.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Canada Day

Councilor Sutherland discussed the success of Canada Day and Acting Mayor Wells thanked the volunteers present.

4.4.2 – ATV Access

Acting Mayor Wells spoke to the public regarding the possibility of ATV routes in the Town and outlined possible designated trails. Councilor Dawson asked questions regarding ATV users' route from east to west as they cannot use the TCH as an ATV route.

Acting Mayor Wells pointed out that whatever policy the Town implements will not supersede the *Highway Traffic Act*.

**4.5 GREAT HUMBER JOINT COUNCIL:**

4.5.1 – NOTHING TO REPORT.

**4.6 FINANCE:**

4.6.1 – Approval of Invoices - \$13,863.40

Acting Mayor Wells asked for a motion to approve the invoices.

**RESOLUTION  
# 2019/094**

**DAWSON/AUSTIN:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE INVOICES PRESENTED TO COUNCIL IN THE  
AMOUNT OF \$13,863.40.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Acting Mayor Wells asked If anyone would like to speak to the motion.

No one spoke to the motion.

4.6.2 – Committee

Acting Mayor Wells discussed importance of figuring out a new finance Committee as soon as possible.

**4.7 ADMINISTRATION:**

4.7.1 – By-Election – Nominees

Acting Mayor Wells thanked the candidates for coming forward.

4.7.2 – Town Clerk Wage Increase

Acting Mayor Wells asked for a motion to approve the Town Clerk's wage increase.

**RESOLUTION  
# 2019/095**

**SUTHERLAND/AUSTIN:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE WAGE INCREASE OF TOWN CLERK RENEE  
BURDEN AS RECCOMENDED BY THE ADMINISTRATION  
COMMITTEE.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Acting Mayor Wells asked if anyone would like to speak to the motion.

Councilor Dawson indicated he would like to speak to the motion. He asked if the Town had a contract in place with the Town Clerk. The Operations Manager stated that there is a contract in review.

4.7.3 – Town Clerk Spending Authority \$2000.00

Acting Mayor Wells asked for a motion to approve the Town Clerk's spending authority.

**RESOLUTION  
# 2019/096**

**SUTHERLAND/AUSTIN:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE TOWN CLERK RENEE BURDEN TO AUTHORIZE PAYMENTS FOR EXPENDITURES MADE ON BEHALF OF THE TOWN WHICH ARE NOT IN EXCESS OF \$2000.00, EXCEPT IN SITUATIONS OF EMERGENCY WHERE THERE IS NO SPENDING LIMIT APPLIED.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Acting Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

4.7.4 – MNL Regional Meeting

Acting Mayor Wells asked for a motion to approve the Town's former Mayor's attendance at the MNL Regional Meeting.

**RESOLUTION  
# 2019/097**

**AUSTIN/SUTHERLAND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK SENT MAYOR DONNA THISTLE TO THE MNL REGIONAL MEETING IN DEER LAKE ON JUNE 14, 15 AND 19, 2019.**

**IN FAVOUR: (4) Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Acting Mayor Wells asked if anyone would like to speak to the motion.

No one spoke to the motion.

4.7.5 – Hire Trail Maintenance

The Operations Manager discussed staffing maintenance issues and how to address recent employee resignations.

Acting Mayor Wells asked for a motion to approve the hire of Riley Blanchard as Seasonal Maintenance Operator.

**RESOLUTION  
# 2019/098**

**AUSTIN/SUTHERLAND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE RILEY BLANCHARD AS A SEASONAL MAINTENANCE OPERATOR.**

**IN FAVOUR: (3) Austin, Wells, Sutherland**

**OPPOSED: (1) Dawson**

## **RESOLUTION CARRIED**

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

Councilor Dawson indicated he would like to speak to the motion. He stated that he was not going to support the motion because the Town does not have money in the budget to hire another employee.

The Operations Manager stated that it would take \$2000-\$3000 out of the budget to hire the Seasonal Maintenance Operator.

Acting Mayor Wells asked if there were any other comments.

There were no other comments.

### **4.7.6 – Mayor Resignation**

Acting Mayor Wells discussed the options the Town has to fill the position of Mayor as set out in Section 19 of the *Municipalities Act*.

### **4.7.7 – Recognition**

The Operations Manager thanked members of the Community who volunteered their time on various Town Committees.

### **4.7.8 – Thefts in Steady Brook**

The Operations Manager updated residents on some recent thefts in the Town.

## **4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 – NOTHING TO REPORT.

## **5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

## **6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Councilor Austin – Nothing to report.

Councilor Dawson – Discussed better signage for crosswalk and the amount of speed bumps around Town.

Councilor Sutherland – Asked about speed radar sign.

Council discussed further these issues regarding signage for crosswalks and speed bumps.



Acting Mayor Wells called for a motion to adjourn.

**RESOLUTION  
# 2019/099**

**AUSTIN:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON JULY 16, 2019 AT 7:43 PM.**

MEETING WAS ADJOURNED AT 7:43 PM.

NEXT PUBLIC MEETING WILL BE AUGUST 15, 2019.

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Acting Mayor Matthew Wells

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Town Clerk