



TOWN OF STEADY BROOK
PUBLIC MEETING
July 23, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councilors:

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

Renee Burden (Town Clerk)
Tracy Caines (Town Manager)

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. Mayor Dawson welcomed the public and introduced Council and staff and reminded the public of the current Covid-19 restrictions.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the July 23, 2020 Agenda.

There were no additions to the Agenda.

Mayor Dawson asked for a motion to adopt the July 23, 2020 Agenda.

**RESOLUTION
2020/085**

MORRISSEY/DIAMOND:

**BE IT RESOLVED TO APPROVE THE AGENDA AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JULY 23, 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.

**1.1) Minutes of
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the June 18, 2020 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 June 18, 2020 Minutes.

**RESOLUTION
2020/086**

KENNEDY/DYKE:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF JUNE 18, 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.

Mayor Dawson then proceeded to the adoption of the July 8, 2020 Special Public Meeting 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 July 8, 2020 Minutes.

**RESOLUTION
2020/087**

DYKE/MORRISSEY

MOTION: BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE SPECIAL REGULAR PUBLIC COUNCIL MEETING OF JULY 8, 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 Update

Councillor Diamond explained the Town is in the process of pumping out the Lift Stations. Lift Stations need maintenance and need to be cleaned out as a part of yearly maintenance.

The main water shut off on Wilton Street also requires maintenance. Councillor Diamond stated the Town Office will send out a notice to residents (within the next week) indicating a specific time when the water will be shut off to do this maintenance.

Councillor Diamond also stated the Town has been dealing with compressor pump issues at the Lagoon. The Town has identified the Lagoon requires major repairs and has reached out to Marble Mountain. The Town has a Service Agreement with Marble Mountain on maintenance costs for the Lagoon.

Maintenance Staff has repaired the wharf and it is now out for residents to use.

4.1.2 – Long Term Water Infrastructure Plan

Mayor Dawson called for a motion.

RESOLUTION
2020/088

DIAMOND/KENNEDY:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NEED TO ADDRESS ONGOING WATER ISSUES WITHIN THE TOWN; BE IT RESOLVED THE TOWN OF STEADY BROOK, WITH THE SUPPORT OF THE TOWN'S CONSULTANT, DEVELOP A LONG TERM WATER INFRASTRUCTURE PLAN TO BE USED BY THE TOWN OF STEADY BROOK TO HELP RECTIFY ONGOING WATER ISSUES.

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 is looking at alternate water source other than Steady Brook. He indicated samples were taken from other possible water sources and sent to a company in St. John's to analyze.

Mayor Dawson further explained the Town needs a stable source of water. Currently, the water source in Steady Brook is turbulent and the Town is investigating other possible water source options. This Long-Term Water Infrastructure Plan will help the Town determine the best source of water available to the Town. The Town's consultant will use this information to help solve the Town's water issues and help Council determine the best course of action to address the Town's water problems. Water is the Town's number one issue and Council feels a LTWIP: the best approach to help make the best decision regarding water upgrades.

4.1.3 – Gas Tax Application – LTWIP

Mayor Dawson called for a motion.

**RESOLUTION
2020/089**

DIAMOND/MORRISSEY:
WHEREAS THE TOWN OF STEADY BROOK HAS DETERMINED A LONG TERM WATER INFRASTRUCTURE PLAN IS IMPERATIVE TO ADDRESS THE ONGOING WATER ISSUES WITHIN THE TOWN; BE IT RESOLVED THE TOWN OF STEADY BROOK MAKE AN APPLICATION FOR GAS TAX FUNDING TO SUPPORT 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 received an invoice outlining the cost of this Long-Term Water Infrastructure Plan at \$8375.00. The Town will be applying for Gas Tax Funding to cover the costs for this Long-Term Water Infrastructure Plan.

Mayor Dawson stated funding is available for this project through Gas Tax and the project is important to help the Town find the right source of water.

4.1.4 – Capital Works Application – Lift Station/Generators – Review by Consultant

Mayor Dawson informed the public the Town is currently working with the Town's Consultant and preparing a Capital Works Application to upgrade Lift Stations/Generators to be submitted Fall 2020. This project will have 90/10 funding if approved.

4.1.5 – Disposal of Unused Heavy Equipment – Quotes Requested

Councillor Diamond explained the Town has requested quotes to help determine the cost to sell Unused Heavy Equipment.

Mayor Dawson noted information regarding prices on this equipment has been difficult to obtain. The Town will issue Tenders on this equipment once prices have been determined.

He noted the equipment going to Tender has not been used in 5 years. Council feels it is in the best interest of the Town to sell this unused equipment and use the proceeds towards other necessary equipment. Tenders will be issued soon for these items.

4.1.6 – Ditching at Marble Drive – Contract Award

Mayor Dawson called for a motion.

**RESOLUTION
2020/090**

DIAMOND/AUSTIN:

WHEREAS THE TOWN OF STEADY BROOK DETERMINED DITCH WORK IS NECESSARY ON MARBLE DRIVE TO ADDRESS WATER BUILD UP ISSUES IN THE AREA AND AS SUCH HAVE RECEIVED 3 QUOTES FOR THE PROPOSED WORK; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE DITCHING CONTRACT OF MARBLE DRIVE TO WEST COAST SAND AND GRAVEL IN THE AMOUNT OF \$22,540.00.

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 Diamond explained the Town needs to clean out the ditches and grade into the proper direction of the culverts on Marble Drive.

Mayor Dawson added the ditch work includes 2.5 km (eastward at the beginning of Town's boundaries to the 4 Way Stop). The ditch work is on the highway side of Marble Drive. He noted this ditch work has never been addressed since the highway was built. Another issue on Marble Drive is the water is not flowing properly to the river and causing water issues. The Town is using HST rebate to pay for the maintenance work.

4.1.7 – Wilton Street – Paving -Contract Award

Mayor Dawson called for a motion.

**RESOLUTION
2020/091**

DIAMOND/ROSE:

WHEREAS THE TOWN OF STEADY BROOK RECEIVED 3 QUOTES REGARDING PAVING ON WILTON STREET; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE PAVING CONTRACT TO MCKAY'S PAVING LTD IN THE AMOUNT OF \$3593.75.

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

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Diamond informed residents the planned paving is on Wilton Street which was recently dug up due to water/sewer issues.

Mayor Dawson added this is the area of Wilton Street by the 4 way stop where maintenance was recently done to fix the disconnected sewer line on the Town's side.

4.1.8 – Fibre Op – update

Town Clerk explained the Town recently received an estimate cost of installing Fibre Op in the community. Council is in discussion with funding options that may be available.

Mayor Dawson added Irishtown recently received Fibre Op and the Town reached out inquiring about how funding was secured for Fibre Op. The Town is in communication with an internet provider regarding this issue and determining if funding is available to offer this service to our residents. The Town is pursuing this issue and will provide more information to residents as it becomes available.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

Mayor Dawson informed the public Fire Department Committee meetings have reconvened to regular times. The Committee is currently reviewing the Memorandum of Understanding.

4.2.2 – Capital Works Application – EOC Generator

Deputy Mayor Morrissey explained the Town has determined a generator is needed for the Town's EOC. This will be included as part of the Capital Works Application for Lift Stations/Generators previously discussed 4.1.4. This is needed in an event of an emergency. Deputy Mayor Morrissey noted generators generally have 50/50 funding. The Town's consultant (in addition to an electrical company) are reviewing the Town's needs in this area

and it will be included with the proposed Capital Works project application to be submitted in the Fall 2020.

4.2.3 – Humber River Flood Risk Mapping

Deputy Mayor Morrissey explained the last time Flood Risk Mapping was done was 35 years ago. The Town received notification the draft Flood Risk Mapping will be released July 27, 2020.

Mayor Dawson noted the Town has only a 2-week window to respond to the draft Flood Risk Mapping. Mayor Dawson sent correspondence to the consultant developing the new Flood Risk Map and asked for an extension to provide the Town's response as this new flood map influences the Town of Steady Brook greatly. This new flood map is important as it affects the Town's future development regulations. Council will notify residents when the new flood maps are available for review and encourages residents' feedback on these new flood maps.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2020/092**

KENNEDY/DYKE:

WHEREAS THE TOWN MANAGER HAS APPROVED 11 BUILDING PERMITS BETWEEN JUNE 19, 2020 AND JULY 20, 2020 AND PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE ALL PERMITS PRESENTED SUBJECT TO FOLLOWING THE TOWN'S REGULATIONS AND COMPLIANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

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.

4.3.2 - 35 Wilton Street- Re-Tender to Sell

Councillor Austin explained the Town will be re-tendering 35 Wilton Street as instructed by the Minister of Municipal Affairs. The previous tender bid was not accepted by the Minister as fair market value and the Town was directed to re-tender the sale of the property.

Mayor Dawson noted the Tender for 35 Wilton Street will close on August 18, 2020 at 2:00pm.

4.3.3 – 4-10 Willow Avenue – In Process – Land Transfer

Councillor Austin explained the Town accepted the Tender bid for 4-10 Willow Avenue as directed by the Minister of Municipal Affairs and now is in the process of transferring the land.

4.3.4 – Rafters 2020

Councillor Austin explained the Town has been dealing with issues with rafters at the Boat Launch on Wilton Street. Council is looking at various options to address the rafter issue. The major issue is safety at the blind turn on Forest Drive. She reassured residents Council is addressing the rafter issue and will implement a solution to the problem.

4.3.5 – Phase 2 Trails – Work commenced July 13, 2020 with CBSTD

Councillor Austin explained the Town is proposing relocating the rafters to the area on Marble Drive which will tie into the current trail system. Corner Brook Stream Trail has commenced trail work in the area and is completing Phase 2 of the project.

Mayor Dawson noted Council is looking for a long-term solution to the rafter issue and other enforcement issues. Council met with RCMP and the Town is using RCMP feedback to address various enforcement issues.

Councillor Dyke voiced concern with the Boat Launch area. She noted the area often has traffic congestion (in summer months) due to the rafters and is concerned emergency vehicles would not be able to get through that area if needed. She reassured residents Council is addressing the issues in the Boat Launch area.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Canada Day – Virtual Events

Councillor Kennedy discussed Canada Day virtual event went over well. Due to COVID-19 provincial health restrictions, the Town celebrated Canada Day differently than in previous years. Loot bags and Canada Day decorations were available to residents. Councillor Kennedy noted numerous residents participated in this event and it was great to see the Town celebrate Canada Day.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting cancelled due to COVID-19

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$50,733.01

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/093**

ROSE/DIAMOND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT
OF \$50,733.01.**
**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 Rose noted the expenses this month are slightly higher due to unexpected expenses (sewer line reconnection on Wilton Street).

Mayor Dawson noted the Town is halfway through the year and is under budget. He reassured residents Council is conscious of the budget and taxpayer's money.

4.6.2 – GIC Transfer

Mayor Dawson called for a motion.

**RESOLUTION
2020/094**

MORRISSEY/ROSE:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
TRANSFER \$100,000 GIC INTO THE TOWN'S OPERATING
BANK ACCOUNT.**
**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 GIC transfers are done intermittently throughout the year. Tax money is transferred at beginning of the year to GICs so the Town can make some money on the interest.

4.6.3 – Home Base Business Tax

Mayor Dawson called for a motion.

**RESOLUTION
2020/095**

ROSE/KENNEDY:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE HOME BASE RESIDENTIAL BUSINESS TAX
AS PRESENTED BY THE FINANCE COMMITTEE EFFECTIVE
DATE JANUARY 1, 2021.**
**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 Rose explained Council incorporated this definition of home base business to address the various small businesses in the community. Its intention is to encourage entrepreneurs and help businesses get started in our community.

Mayor Dawson added Council recognizes the new reality of working from home due to COVID-19 and allows home base businesses to be recognized and not operate under the radar. This new regulation will come into effect January 2021.

4.7 ADMINISTRATION:

4.7.1 – Employment Position - Appointment of Maintenance Personnel

Mayor Dawson called for a motion.

DYKE/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT RILEY BLANCHARD TO THE POSITION OF MAINTENANCE PERSONNEL AS RECOMMENDED BY THE ADMIN COMMITTEE.

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 – All meetings postponed due to COVID-19.

Councillor Rose stated no meetings are currently scheduled due to the Provincial Restrictions regarding COVID-19.

Councillor Diamond expressed concerns regarding the area around Camelback Bridge within the watershed. He noted it is not currently a bridge but just two culverts in the ditch. Current, any ATV's travelling through this area is currently going through our water supply. He asked if this could be addressed with the Watershed Committee.

Councillor Rose stated he will contact Carla Hynes (Department of Municipal Affairs and Environment) regarding the issue and will investigate the situation.

**RESOLUTION
2020/096**

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Due to COVID-19 Provincial Health restrictions, residents are encouraged to submit questions (via email or telephone) to the Town Office and Council/Staff will address the questions in a timely manner.

Deputy Mayor Morrissey – Nothing to Report.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dyke – She inquired as to the proper procedure for Council to answer questions from the public. Mayor Dawson explained the procedure to the residents as outlined in his comments above.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report

Mayor Dawson called for a motion to adjourn.

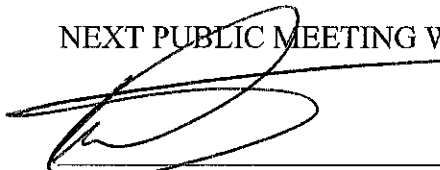
**RESOLUTION
2020/097**

MORRISSEY:

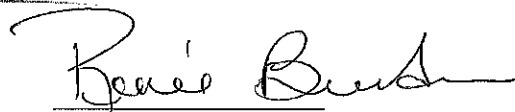
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON JULY 23, 2020 AT 7:41 PM.**

MEETING WAS ADJOURNED AT 7:41 PM.

NEXT PUBLIC MEETING WILL BE AUGUST 20, 2020.



Mayor Bill Dawson



Town Clerk