



TOWN OF STEADY BROOK
PUBLIC MEETING
July 5, 2018

ATTENDANCE:

Mayor Donna Thistle
T. Caines, Town Clerk/Manager

Councillors:

C. Pike
C. Wells
C. Howlett
C. Austin

ABSENT: C. Dawe, C. Sutherland

DELEGATIONS/GUESTS:

The meeting was called to order at 7:05 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.

**RESOLUTION
2018/071**

HOWLETT/AUSTIN:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA FOR JULY 5, 2018.
IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin,
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of June 14, 2018 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

Deputy Mayor Wells noted there was an error on page 3 Public Works 4.1.3 – Paving. Town Clerk/Manager to correct error. Should have stated Public Works Committee will be tasked with formulating a 5-year plan for road & pavement management.

**RESOLUTION
2018/072**

HOWLETT/WELLS:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE PUBLIC COUNCIL MEETING OF JUNE 14, 2018 AS AMENDED
IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin
OPPOSED: (0)
RESOLUTION CARRIED

S (2)

**Business arising
Action items**

Mayor Thistle asked do we know how much money was spent regarding the tipping fees of the demolition of the old Town Office. Town Clerk Manager stated it was less than \$10,000.00. Saved the town around \$10,000.00 by the town paying for tipping fees vs having it included with the quotes from the contractors.

**(3) Notices of
Resolutions
arising of minutes**

Nothing to Report

**(4) Committee
reports**

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Artesian Wells – The Town of Steady Brook is still waiting on the parts in order for the pumps to be lowered in the Artesian Wells. Anderson Engineering will advise the town when the parts will soon be here so maintenance can prepare for the work to commence. An email will go out to residents informing them when this will happen.

- 4.1.2 Asset Management – The Town of Steady Brook will be applying for a grant from FCM for GIS Integrated Mapping. This will be cost shared, with the town paying 20% of the cost. Asset Management will help the town capture and complete inventory for all major assets such as water distribution, sewer storm, and roads as well as municipal owned buildings. Asset Management will help generate reports on life expectancy, condition and replacement costs for all asset groups.

Where as putting Asset Management in place the town can effectively manage new & existing assets & services. With the intent to maximize benefits, reduce risks and provide level of service to the community in a sustainable manner.

**RESOLUTION
2018/073**

WELLS/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK COUNCIL HEREBY DIRECTS STAFF TO APPLY FOR A GRANT OPPORTUNITY FROM THE FEDERATION OF CANADIAN MUNICIPALITIES' MUNICIPAL ASSET MANAGEMENT PROGRAM FOR GIS MAPPING INTEGRATED ASSET MANAGEMENT PLANNING.

BE IT THEREFORE RESOLVED THAT THE TOWN OF STEADY BROOK COMMITS TO CONDUCTING THE FOLLOWING ACTIVITIES IN ITS PROPOSED PROJECT SUBMITTED TO THE FEDERATION OF CANADIAN MUNICIPALITIES' MUNICIPAL ASSET MANAGEMENT PROGRAM TO ADVANCE OUR ASSET MANAGEMENT PROGRAM:

Activity 1: Prepare and complete inventory for all major assets. Capture Steady Brook's major asset groups in electronic format (GIS and spreadsheet)

Activity 2: Preliminary State of Infrastructure Reports (SOIR): Generate reports on life expectancy, condition and replacement costs for all asset groups.

AND,

BE IT FURTHER RESOLVED THAT THE TOWN OF STEADY BROOK COMMITS TO \$8300.0 FROM ITS OWN BUDGET TOWARD THE COSTS OF THIS INITIATIVE.

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Austin

OPPOSED: (0)

RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

NOTHING TO REPORT

4.3 PLANNING AND DEVELOPMENT:

4.3.1

Mayor Thistle asked if we received the survey from 5 Birch Place. Town Clerk/Manager said we did not receive it but the property owner stated we should get a copy of it any day.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Canada Day – Mayor Thistle said this town owes a lot of gratitude and thanks to Nikita Howlett and Councillor Howlett for all their hard work and commitment to Canada Day, the function would not have been successful without them. Mayor Thistle stated a thank you letter should go out to Nikita for her volunteer work.

Councillor Howlett stated that despite the rainy weather Canada Day was a great success and a lot of people showed up to help Celebrate Canada Day. Councillor Howlett extended her thanks to all people who helped with Canada Day.

There was some discussion on whether to have a Pancake breakfast and BBQ next year as it is a lot of work. The topic was deferred to a recreation committee meeting.

4.5 GREAT HUMBER JOINT COUNCIL:

Next Meeting won't be until September, 2018

4.6 FINANCE:

4.6.1 - Approval of Invoices \$ 37,199.44

**RESOLUTION
2018/074**

PIKE/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$37,199.44

IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.6.2 – 23 Wilton Street – Air B& B closed. Credit resident
\$200.00

**RESOLUTION
2018/075**

HOWLETT/WELLS:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
CREDIT 23 WILTON STREET \$200.00 WHEREAS THE AIR
B&B CLOSED JUNE,2018.**
IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 Stewardship Association of Municipalities – Motion to send
Councillor Austin to Labrador on Sept 21-22, 2018.

Mayor Thistle stated to Councillor Austin to try and track down
money for a boardwalk for the wetlands. See what kind of
funding is out there.

**RESOLUTION
2018/076**

HOWLETT/WELLS:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
SEND COUNCILLOR AUSTIN TO THE STEWARDSHIP
ASSOCIATION OF MUNICIPALITIES IN LABRADOR CITY
DATED SEPT 21-22, 2018. STEWARDSHIP ASSOCIATION OF
MUNICIPALITIES WILL BE CONTRIBUTING ONE NIGHT
ACCOMMODATION'S PLUS 500.00 TOWARDS THE COST
OF TRAVEL.**
IN FAVOUR: (5) Thistle, Wells, Howlett, Pike, Howlett
OPPOSED: (0)
RESOLUTION CARRIED

4.7.2 – Towns Communications – Policy – Town Clerk/Manager
is currently drafting up a Town Communication Policy for the
admin committee to review. The admin committee will be
meeting on July 10, 2018.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting August 7, 2018

Councillor Howlett will check with Councillor Dawe to see when
the next site visit will be into the watershed area. Deputy Mayor
wells stated if Councillor Dawe can't get in there he would make
a visit himself.

Western Regional Waste Management – There was a lot of town
residents that did not receive the SORT IT package, the reason
being for this was if you do not receive the flyers you would not
have received the package.

Action: Council would like the Town Clerk/Manager to send an email out to the residents informing them of this and to send them a copy of the sorting guide and a contact number for WRWM for any inquires or questions they may have.

Mayor Thistle wanted the following stated in the minutes. WRWM first initial roll out was to start the first of July, WRWM never got their act together and postponed it until the 16th of July. The mailout Sort It Package happened around June 26. Anyone who does not accept flyers are completely out of the loop on the new Sort It Program. So, because of that the Town of Steady Brook will have a garbage problem on July 16, 2018 due to everyone not getting the package. Town council stated everyone should have had one put in their mail box regardless if they received the flyers or not.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report

7. COUNCILOR'S / MAYOR FORUM:

Mayor Thistle inquired about the trails and when CBSTD was going to be starting the Look Out on Marble Drive by the Wetlands. Town Clerk/Manager stated that CBSTD informed her they were waiting on the JCP grant to start. Mayor Thistle didn't think the JCP grant would have anything to do with the start of the Look Out as this would require experience Engineers and Tradespersons to do the work.

Action: Mayor Thistle asked the Town Clerk/Manager to email Brent Humphries for verification when the work will start on the Look Out.

It's been six years since the start of the trail development.

Deputy Mayor Wells inquired about the Interview that Mayor Thistle had with CBC Radio regarding development at the base of Marble Mountain. Mayor Thistle stated the interview went very well, she stated in the interview, a member of council needs to be on the board and a meeting held with council before any infrastructure could start. The Mayor stated that she got some great feedback from the residents complimenting her on her interview and how she conducted the interview.

Councillor Howlett spoke regarding the playground and some safety issues the town may have with some of the aging equipment. Council would like the appropriate signage put on the equipment, such as parental supervision required.

Action: Town Clerk/Manager to order signage.

Much discussion on the aging infrastructure, Mayor Thistle stated that we get a quote from Tract Consultants for a complete

redesign of the whole playground.

Action: Town Clerk/Manager to reach out to Tract Consultant for a quote.

Once council can find out the cost for the quote to revamp the playground hopefully the Town of Steady Brook can apply for funding with Recreation NL.

Councillor Austin stated it came to her attention there is a lot of profanity language on the playground from the older children and the smaller kids are subject to the language and can be intimidated by the older ones. After some discussion on this issue council would like the Town Clerk/Manager to send out an email to the residents letting them know that if the smaller children are being unsupervised, their children are subject to such bad language. Unfortunately, the playground is an unsupervised playground.

Action: Order proper signage for playground – Foul Language not permitted in playground.

**RESOLUTION
2018/077**

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

**HOWLETT:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON JULY 5, 2018 WITH THE NEXT
PUBLIC MEETING DATED FOR AUGUST 9, 2018.**

MEETING WAS ADJOURNED AT 7:40 PM

NEXT PUBLIC MEETING WILL BE AUGUST 9, 2018

Mayor Donna Thistle

Town Clerk/Manager

