



TOWN OF STEADY BROOK
PUBLIC MEETING
July 7, 2016

ATTENDANCE:

Mayor Peter Rowsell

T. Caines, Town Clerk

Absent C. Wilton
M. Wells

Councilors:

L. Gillette
C. Austin
M. Diamond
M. Howlett

DELEGATIONS/GUESTS:

The meeting was called to order at 7:00 p.m.

Agenda Item

(1) Call Meeting to Order

Mayor Rowsell called the meeting to order by welcoming everyone present.

The Mayor called for any additions/amendments to the agenda.

**RESOLUTION
2016/100**

GILLETTE/HOWLETT:
BE IT RESOLVED TO APPROVE THE AGENDA
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED

(1.1) Minutes of Previous Meeting

Minutes of June 2, 2016 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2016/101**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR COUNCIL MEETING OF
June 2, 2016.
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED

(2)
Business arising
Action items

NOTHING TO REPORT

(3) Notices of
Resolutions
arising of minutes

(4) Committee
reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Approval to call tenders - Closing date July 14, 2016
- 4.1.2 Artesian Wells - Approval to Award - Pittman's Enterprise's

RESOLUTION
2016/102

HOWLETT/AUSTIN:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE "APPROVAL TO AWARD" PROJECT # 17-SCF-17-00012 FOR MCW ALTERNATE WATER SUPPLY TO PITTMAN'S ENTERPRISES IN THE AMOUNT OF \$589,609.14.
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED

- 4.1.3 - Information Circular - Hst Tax Increase - Municipal Infrastructure
- 4.1.4 PRV Chamber - Northridge Development still working on the infrastructure at the base of Marble Mountain soon as they get the repairs done there they will be fixing the PRV Chamber, they are hoping this will be done on July 8, 2016.
- 4.1.5 Lift Stations - Western Pump fixed and installed the Valve at Thistle Drive Lift Station and they serviced all other lift stations - all lift stations are functioning properly.

4.2 EMERGENCY MEASURES:

NOTHING TO REPORT

4.3 PLANNING AND DEVELOPMENT:

NOTHING TO REPORT

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 - Canada Day - Steady Brook had a great turn out. There was not enough volunteers to help and the kitchen is not equipped to serve as many people. The town hall kept tripping the breaker. Next Canada Day year there will be no breakfast served.

4.4.2 - Trails - Councillor Gillette commented that the rocks that are put out on Marble Drive where the new parking lot is going for the trails is too close to the road and will be in the way when snow clearing starts. Councilor Howlett stated that she received a email from CBSTD and that they will be moving the rocks back some and that they are in line with the light poles, with proper flags and markers put up in the winter CBSTD did not see where this would be a issue. Councillor Gillette and other councillors still think that the rocks are going to be a hindrance to the town.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 Meeting June 25, 2016 at Marble Inn Resort - It was a great meeting and a great turn out, the food was delicious and everyone enjoyed the atmosphere.

4.6 FINANCE:

4.6.1 - Approval of Invoices \$31,139.95

**RESOLUTION
2016/103**

DIAMOND/AUSTIN:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$31,139.95 IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

4.6.2- Bank reconciliation - \$323,775.34

4.7 ADMINISTRATION:

4.7.1 - First Aid Training - Both maintenance personnel first aid is expired course being offered in Corner Brook by St. John Ambulance.

**RESOLUTION
2016/104**

AUSTIN/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE MAINTENANCE PERSONNEL TO DO THEIR FIRST AID TRAINING AS SOON AS A OPENING BECOMES AVAILABLE, NOTED THAT THE WORKERS WILL HAVE TO GO AT TWO DIFFERENT TIMES AS ONE EMPLOYEE MUST

BE AT THE TOWN TO MAINTAIN DAILY OPERATIONS WITH THE TOWN OF STEADY BROOK.

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.2 - COR Program - July 25, 2016

**RESOLUTION
2016/105**

AUSTIN/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE ALEX WHITEHORN TO BECOME COR CERTIFIED AT A COST OF \$525.00, THIS IS A 5 DAY COURSE. THIS IS A REQUIREMENT IN ORDER FOR THE TOWN TO PICK UP SALT AND SAND AT THE DEPT OF TRANSPORTATION.

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.3 - Whimis Training - July 11, 2016 / Afternoon

**RESOLUTION
2016/106**

AUSTIN/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE MAINTENANCE PERSONNEL TO DO THE WHIMIS TRAINING ON JULY 11, 2016 WITH A-1 SAFETY. NOTED THIS IS A HALF DAY COURSE AND THE FEE IS \$50.00 EACH

IN FAVOUR: (5) Diamond, Howlett, Austin, Rowsell, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - Transportation Dangerous Goods - October 20, 2016

**RESOLUTION
2016/107**

AUSTIN/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE MAINTENANCE PERSONNEL TO DO THEIR TRANSPORTATION DANGEROUS GOODS TRAINING WITH NLCSA ON OCTOBER 20, 2016. NOTED THIS IS A HALF DAY COURSE AND THE FEE IS \$100.00 EACH.

IN FAVOUR: (5) Diamond, Howlett, Austin, Rowsell, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.5 - Time off

Jonathan requested July 12, 2016 off - Consensus of Council

Tracy requested July 27 - Aug 1 off - Consensus of Council

4.7.6 - Town Clerk/Manager Motion

**RESOLUTION
2016/108**

DIAMOND/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PROMOTE THE TOWN CLERK TRACY CAINES TO TOWN

CLERK/MANAGER EFFECTIVE IMMEDIATELY. RATE OF PAY WILL BE DETERMINED BEFORE NEXT PUBLIC MEETING AUGUST 4, 2016 WHICH WILL BE RETRO TO JULY 7, 2016

**IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

4.7.8 - Premiers Forum

**RESOLUTION
2016/109**

HOWLETT/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK HEREBY SELECT THE FOLLOWING FOUR CANDIDATES AS OUR CHOICE TO REPRESENT THE WESTERN REGION AT THE 2016 PREMIERS FORUM ON LOCAL GOVERNMENT ON WEDNESDAY, OCTOBER 5, 2016 AT THE DELTA HOTEL IN ST. JOHN'S, NL. Matthew Wells, Holly Walsh, Derrick Anthony and Barbara Barter.

**IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED**

Authorized Signature:

Title:

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Nothing to report

TOWN CLERK'S REPORT:

Town Clerk reported that the new speed sign needs to be paired and that the town needs a Laptop according to ACES - Blair King. The Town Clerk suggested to council that first they try to see if they can pair it with the town's cell phone.

Disclosure statements were given to council to sign and fill out. Town Clerk told council that they are than suppose to have a meeting and discuss the disclosure statements so everyone on council is aware of all information.

3 Mountain Vale Park was charged water and Sewer tax for an apartment since 2014 this was a charge in error and the Town needs to credit 3 Mountain Vale Park \$900.00.

**RESOLUTION
2016/110**

DIAMOND/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE CREDIT TO 3 MOUNTAIN VALE PARK \$900.00 AS RESIDENT WAS CHARGED A WATER FEE FOR THE LAST THREE YEARS FOR A APARTMENT. THE RESIDENCE IS PRESENTLY A SINGLE FAMILY DWELLING.

IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED

5. OTHER CORRESPONDENCE:

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR FORUM:

Councillor Gillette would like to see the Heritage Building cleaned up and the steps painted.

Councillor Diamond stated that there was flowers ordered but were returned as they did not meet her requirements and that she purchased new flowers in Corner Brook.

Councillor Diamond would like to see the students be more due diligent when they are mowing and to move picnic tables etc when they are mowing and using the whipper snipper.

Mayor Rowsell commented on the parking lot by the Municipal Building and a tree that needs to be cut down in order to make the parking lot bigger, he don't like to see the tree get cut down, if tree is not removed will make less parking. Staff will have another look and see if there can be different measures taken.

Mayor Rowsell also suggested that unless there is an emergency or pressing matters that need to be discussed, there will be no Committee Meeting in July and August, 2016. All council that was in attendance was in agreement with there being no meetings.

**RESOLUTION
2016/111**

GILLETTE/DIAMOND:
BE IT RESOLVED TO ADJOURN THE MEETING.
IN FAVOUR: (5) Diamond, Howlett, Rowsell, Austin, Gillette
OPPOSED: (0)
RESOLUTION CARRIED

MEETING WAS ADJOURNED AT 7:50 PM

NEXT PUBLIC MEETING WILL BE AUGUST 4, 2016

Mayor Rowsell

Town Clerk

