



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
June 18, 2020

**ATTENDANCE:**

Mayor Bill Dawson  
Deputy Mayor Derek Morrissey

**Councillors:**

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

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

**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. Mayor Dawson welcomed the public and introduced Council and staff. Mayor Dawson explained criterion for public meeting may change under Alert Level 2 (scheduled for June 25, 2020) and noted Public Meetings may be held in the Community Hall if Provincial Restrictions permit. He thanked the residents for following the COVID-19 Provincial Guidelines.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the June 18, 2020 Agenda.

Councillor Diamond deferred item 4.7.1 back to the Administration Committee. Mayor Dawson removed item 4.7.1 from the Agenda. He then asked if there were any other changes to the Agenda. There were no other changes made to the Agenda.

Mayor Dawson asked for a motion to adopt the amended June 18, 2020 Agenda.

**RESOLUTION  
# 2020/073**

**MORRISSEY/DIAMOND:  
BE IT RESOLVED TO APPROVE THE AMENDED AGENDA  
AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF JUNE 18, 2020.  
IN FAVOUR: (6) Dawson, Morrissey, 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 May 14,  
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 May 14, 2020  
Minutes.

**RESOLUTION  
# 2020/074**

**ROSE/DYKE:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF MAY 14, 2020.  
IN FAVOUR: (6) Dawson, Morrissey, 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.

**4.1 OPERATIONS AND PUBLIC WORKS:**

4.1.1 – Maintenance Update

Councillor Diamond explained Spring Clean Up week (May 18 – June 1, 2020) was successful. During this clean-up period, 8-9 dumpsters of garbage was collected by maintenance staff. The total cost in tipping fees was \$5759. The Town budgeted for \$6000.

The Town is currently working on repairing any properties damaged due to snow-clearing. Councillor Diamond encouraged residents to contact the Town Office if any additional resident's property requires repairs due to snow-clearing and staff will add to the repair list.

4.1.2 – Long Term Water Infrastructure Plan – Meeting with MA Engineer

Deputy Mayor Morrissey spoke to the issue and updated residents on the status of the project. He explained the Town's Engineering Consultant and Municipal Affairs Engineers are working with the Town on this issue. Council is currently looking at various options regarding the Town's water source.

4.1.3 – Capital Works Project Potential Application – Lift Station/Generators

Deputy Mayor Morrissey updated residents on the status of the application. Currently, the Town's Consultant is preparing an application for a Capital Works Project for Lift Stations/Generators for the Town. The Town's Lift Stations are outdated and need major repairs. Generators are also needed for the Lift Stations. Public Works/Emergency Measures Committees and staff are working closely with Municipal Affairs and the Town's consultant on this application.

4.1.4 – Disposal of Unused Heavy Equipment - update

Councillor Diamond informed the public Council is currently determining the prices of the unused heavy equipment. The Town Manager stated there is no new information on the prices for the unused equipment. Mayor Dawson explained Council has determined the Town has excess unused heavy equipment and is currently determining the value of the equipment. The unused equipment will then be sold through a Tender process.

4.1.5 – Ditching at Marble Drive – requested quotes

Councillor Diamond explained the Town has requested quotes regarding ditching work required on Marble Drive. Currently, the Town is experiencing issues with water build-up on Marble Drive. Municipal Affairs Engineers met with Public Works Committee and determined the Town needs to clean out the ditches and shrubs on Marble Drive which will help with water drainage.

Mayor Dawson further explained the plan is to start the ditch work from the 4 way stop to the Town's boundaries on Marble Drive. Currently, the water is not running properly to the necessary culverts and into the river, so ditching is required to help alleviate this problem.

#### 4.1.6 – Fibre Op – update

Mayor Dawson addressed the issue with unreliable internet connection within the community. Council has been in contact with Honourable Gudie Hutching, MP for Long Range Mountains. Federal Government is currently providing funding for Municipalities for internet services up to 50-10 broadband speed. The Town of Steady Brook current internet provider provides this service, so the Town is unable to avail of the current funding program offered by the Federal Government. Despite this setback, the Town has requested information to determine the cost of upgrading internet service to Fibre Op.

#### 4.1.7 – Proposed Change of Residential Speed Limits

Councillor Diamond informed residents Council is planning on changing the residential speed within the community from 50km/hr to 30 km/hr. This decision was determined to help increase safety around the narrower streets. Due to the COVID-19 situation, more residents are enjoying outside activities, so a reduction of residential speed was deemed necessary.

#### 4.1.8 – Musgrave Drive Resident Meeting – Postponed due to COVID-19 restrictions

### **4.2 EMERGENCY MEASURES:**

#### 4.2.1 – Special Assistance Grant – update

Deputy Mayor Morrissey explained the Town submitted a Special Assistance Grant application to help cover costs associated with a purchase of a generator (Fall 2019) required due to an unplanned power outage. This application for funding was denied. Currently, the Town is preparing a Capital Works Application and includes generators for the Town's Lift Stations and EOC.

#### 4.2.2 – Fire Department -Nothing to Report

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

#### 4.2.3 – Flood Monitoring

Deputy Mayor Morrissey commented on the high-water levels the Town experienced recently and the affect it had on several homes in the community. Thankfully, the Town did not have to evacuate

#### 4.3.5 – Off-Leash Dog Complaints

Councillor Kennedy informed the public the Town of Steady Brook currently has Animal Regulations. She reminded the public of the Town's By-Laws regarding roaming animals and indicated signage will be updated citing the Town's By-Laws.

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

##### 4.4.1 – ATV Regulations – currently being reviewed by the Minister

Councillor Kennedy updated the public on the current status of the Town's newly adopted ATV Regulations. ATV Regulations have been submitted to the Minister of Municipal Affairs for review and will be published in the Gazette. Once this process has been completed, signage will reflect the ATV route and residents will be permitted to drive ATV on designated ATV routes.

##### 4.4.2 – Virtual Community Events

- Community 2020 Grad Recognition – June 25, 2020

Councillor Kennedy informed the public of a planned event for the 2020 Graduates within our community. The Town has 12 Graduates and Council felt it was important to recognize these Graduates especially due to the COVID-19 restrictions.

On June 25, 2020 residents are encouraged to decorate their properties for the graduates. At 7:00pm a planned Graduation motorcade parade is planned, and the Town is encouraging residents to come out and congratulate the graduates while adhering to the Provincial Regulations and social distancing requirements. Decorations will be available for residents to pick up at the Town Office.

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

##### 4.5.1 – Meeting cancelled due to COVID-19

#### **4.6 FINANCE:**

##### 4.6.1 – Approval of Invoices - \$46,865.67

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION  
# 2020/076**

**ROSE/MORRISSEY:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$46,865.67.**  
**IN FAVOUR: (6) Dawson, Morrissey, 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.

4.6.2 – Approval of Financial Statements

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/077**

**MORRISSEY/ROSE**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE 2019 FINANCIAL STATEMENTS AS PRESENTED TO COUNCIL.**  
**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

Mayor Dawson added the approval was for the 2019 Financial Statements. The Financial Statements were reviewed by Finance Committee and all of Council prior to the Public Meeting.

**4.7 ADMINISTRATION:**

4.7.1 – Appointment of Maintenance Personnel

Deferred to Committee

4.7.2 – Approval of Employment Policy

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/078**

**DIAMOND/DYKE:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE EMPLOYMENT POLICY AS PRESENTED BY THE ADMINISTRATION COMMITTEE.**  
**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

Councillor Dyke noted a couple of changes to the Employment Policy prior to the Public Meeting. On page 4, the committee addressed the issue of relatives working together under the heading Conflict of Interest. The Policy indicates the Town of Steady Brook does not permit relatives to work together, however, an exception is noted for temporary employment like contract work and summer students. Also, on page 6 the committee discussed the recognition a civic holiday for employees as an additional holiday for staff. It was agreed to add an additional civic holiday however, it was changed to allow employees the ability to choose the civic holiday in February (Carnival Day) or the civic holiday in August.

Mayor Dawson noted the Employment Policy is in depth and replaces 4 previous employment policies. He commended the Admin Committee on a great job and noted Council is currently reviewing the Town's policies to ensure they are current and comprehensive.

#### 4.7.3 – Town Clerk – Wage Increase

Mayor Dawson called for a motion.

**RESOLUTION  
# 2020/079**

**DIAMOND/DYKE:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK INCREASE THE TOWN CLERK'S WAGES (RETROACTIVE TO JANUARY 1, 2020) AS PRESENTED BY THE ADMINISTRATION COMMITTEE.**

**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Councillor Dyke explained this wage increase was a condition listed in the Town Clerk's contract and the Town is fulfilling the terms of the contract. The wage increase is retroactive to January 2020.

#### **4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 – Next Meeting – All meeting postponed due to COVID-19.

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

#### **5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Mayor Dawson – Thanked staff for all the hard work over the last few months. Council/staff has been working diligently despite the obstacles due to the COVID-19 restrictions and he acknowledged the dedication and commitment staff have shown during this period of time.

Deputy Mayor Morrissey – Nothing to Report.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report

Mayor Dawson called for a motion to adjourn.

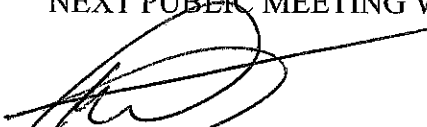
**RESOLUTION  
# 2020/080**

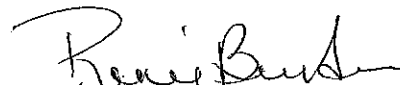
**MORRISSEY:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON JUNE 18, 2020 AT 7:33 PM.**

MEETING WAS ADJOURNED AT 7:33 PM.

NEXT PUBLIC MEETING WILL BE JULY 23, 2020.

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

  
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Town Clerk