



TOWN OF STEADY BROOK
PUBLIC MEETING
MAY 14, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

C. Austin
C. Diamond
C. Kennedy
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 explained due to the Provincial Regulations regarding COVID-19, Public Meetings must continue to be held virtually with limited number of participants in Chambers due to social distancing requirements. He thanked the residents for following the COVID-19 Provincial Guidelines, Mayor Dawson then introduced Council and Staff.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the May 14, 2020 Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the May 14, 2020 Agenda.

**RESOLUTION
2020/056**

MORRISSEY/KENNEDY:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF MAY 14, 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 April 16, 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 April 16, 2020 Minutes.

**RESOLUTION
2020/057**

ROSE/DIAMOND:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF APRIL 16, 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 Thistle Drive Lift Station continues to present electrical issues. Thistle Drive Lift Station was serviced by an Electrician and the issue has been resolved.

Town staff is currently documenting damage to property due to snow clearing. Councillor Diamond addressed the public and informed residents to call the Town Office if repairs to property are required due to snow clearing.

4.1.2 – Long Term Water Infrastructure Plan – Request for Quotes

Councillor Diamond explained the Town currently has an RFP issued (which closes the end of May) regarding a Long-Term Water Infrastructure Plan (LTWIP). Due to the issues over the years with water, Council determined a Long-Term Water Infrastructure Plan is needed to help ascertain the best water source.

Mayor Dawson added a LTWIP is necessary to help determine the best water source prior to starting the Capital Works Project for a Water Filtration System Upgrade.

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

Councillor Diamond stated the Town is currently preparing a Capital Works Application for upgrades to our Lift Stations which will include Generators for each Lift Station and the Town Office. Lagoon upgrades may also be included in this application.

4.1.4 – Disposal of Unused Heavy Equipment

Mayor Dawson called for a motion.

**RESOLUTION
2020/058**

DIAMOND/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER UNUSED HEAVY EQUIPMENT ATTACHMENTS, AS DETERMINED BY THE TOWN MANAGER AND PUBLIC WORKS COMMITTEE. COUNCIL DOES NOT BIND ITSELF TO THE LOWEST BIDDER.

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 currently has multiple pieces of unused heavy equipment. The Town has a loader bucket and loader tires which are incompatible with the type of work required in the community. Council decided to put these items up for Tender as we have no purpose for this equipment.

4.1.5 – Fibre Op

Mayor Dawson acknowledged the Town struggles with reliable internet and has limited options for internet providers. He emphasized to provide livestream video (a requirement to meet Public Meeting obligations due to the COVID-19 restrictions), cellular data must be used to ensure adequate broadband width. Due to the COVID-19 situation, reliable internet is an essential service for residents to work and participate in online school.

Council is working on behalf of the residents to bring Fibre Op to the community. Internet services falls within Federal Government jurisdiction. Currently, a meeting is scheduled with MP Gudie Hutchings to discuss the Town's internet challenges. Mayor Dawson stressed Council is aware this is an important issue and Council is addressing this issue through the appropriate channels.

4.1.6 – Spring Clean Up Week – Scheduled for May 18-25, 2020

Councillor Diamond informed the public Spring Clean Up week will start on Monday, May 18, 2020 but has been extended to June 1, 2020. Councillor Dyke confirmed an email will be sent to residents outlining the change of date and the COVID-19 guidelines.

4.2 EMERGENCY MEASURES:

4.2.1 – Special Assistance Grant – currently under review

Deputy Mayor Morrissey explained the Town was recently notified the Special Assistance Grant submitted to aid in a purchase of a generator is currently under review.

He further explained Emergency Measures Committee is working with the Public Works Committee on a Capital Works application for Lift Station/Generators. Originally, the application was for generators, but the scope has expanded to include Lift Stations as well. Deputy Mayor Morrissey added Council is currently determining a consultant to prepare this application.

4.2.2 – Fire Department -Nothing to Report

Mayor Dawson informed the public Fire Department Committee meetings are suspended due to COVID-19 restrictions.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Approval of Building Applications.

Mayor Dawson called for a motion.

**RESOLUTION
2020/059**

KENNEDY/AUSTIN:

WHEREAS THE TOWN MANAGER HAS APPROVED 3 BUILDING PERMITS BETWEEN APRIL 17, 2020 AND MAY 14, 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- 20 Forest Drive – Building Application – approval in principal

Mayor Dawson called for a motion.

**RESOLUTION
2020/060**

AUSTIN/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE THE BUILDING APPLICATION FOR 20 FOREST DRIVE SUBJECT TO ANY AND ALL APPROVALS FROM OTHER REGULATING GOVERNMENT AGENCIES ARE OBTAINED AND SUBMITTED TO THE TOWN OF STEADY BROOK. DUE TO THE LOCATION OF THIS PROPERTY THE FOLLOWING CONDITIONS MUST BE MET TO OBTAIN A PERMIT:

- 1. ALL DEVELOPMENT MUST BE DONE IN ACCORDANCE WITH THE TOWN OF STEADY BROOK'S MUNICIPAL PLAN NOTABLY SECTION 3.4 AND 4.5.**
- 2. APPROVAL OF THE MINISTER OF ENVIRONMENT AND CONSERVATION.**
- 3. CONDITIONS SET OUT IN SECTION 48 OF THE WATER RESOURCES ACT.**
- 4. ANY OTHER APPROVALS IDENTIFIED BY OTHER GOVERNMENT AGENCIES THROUGHOUT THE COURSE OF CONSTRUCTION.**

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 explained Council is approving this building permit in principle and it is the responsibility of the applicant to provide the necessary documentation to satisfy the conditions outlined in the motion.

4.3.3 - Sale by Tender – 35 Wilton Street

Mayor Dawson called for a motion.

**RESOLUTION
2020/061**

KENNEDY/DYKE:

WHEREAS THE TOWN OF STEADY BROOK NOTIFIED RESIDENTS OF A MOTION OF INTENT REGARDING SELLING 35 WILTON STREET AT THE MARCH 5, 2020 PUBLIC MEETING AND HEARING NO CONCERNS REGARDING THE DISPOSAL OF THIS PROPERTY; BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER 35 WILTON STREET AS OUTLINED IN SECTION 201.2 OF THE MUNICIPALITIES ACT, 1999. THIS PROPERTY WILL BE

SOLD AT FAIR MARKET VALUE AND COUNCIL IS NOT BOUND BY THE LOWEST BIDDER.

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 explained this property is the old heritage site (Fisheries Warden Building).

Town Manager informed the public the property will be sold by Tender process. The Tender will be advertised in two places within Town and in the Western Star. Mayor Dawson added the building on the property will be sold with the land.

4.3.4 – 4-10 Willow Avenue – Sale by Tender

Mayor Dawson called for a motion.

AUSTIN/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN INSTRUCTED BY THE MINISTER OF MUNICIPAL AFFAIRS TO SELL 4-10 WILLOW AVENUE AS OUTLINED IN A LETTER DATED DECEMBER 19, 2019; BE IT RESOLVED THE TOWN OF STEADY BROOK SELL 4-10 WILLOW AVENUE AS OUTLINED IN SECTION 201.2 OF THE *MUNICIPALITIES ACT, 1999.*

THIS PROPERTY WILL BE SOLD AT FAIR MARKET VALUE AND COUNCIL IS NOT BOUND BY THE LOWEST BIDDER.

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 explained the Town has been instructed to sell this land by Municipal Affairs and must be sold as per the *Municipalities Act, 1999*. Town Manager confirmed the Tender will be posted in two places in Town and advertised in the Western Star.

4.3.5 – Rafters 2020

Councillor Austin explained over the last few years the Town has had issues with rafters illegally parking near the boat launch. It has become a major safety issue for residents and traffic has been obstructing roads. Council is planning on adding signage by the boat launch indicating a drop and go area and indicating no

**RESOLUTION
2020/062**

parking in certain areas. Council is working on alternative solution to the rafter parking issues.

Mayor Dawson added the boat launch area is not a parking area and Council is addressing this issue.

4.3.6 – Off-Lease Dog Complaints

Councillor Austin explained there is an issue in the community with residents not tethering their dogs. She noted all dogs are required to be under the control of their owner and it has become a safety issue around Town as some residents are not following the regulations.

Mayor Dawson spoke to the issue of off-lease dog complaints. He noted there are Provincial Regulations in place requiring dog owners to tether their dogs. He noted one of the biggest complaints the Town Office receives is dogs not being leashed. The Town has dog regulations in place which requires dog owners to leash their dogs and to clean up after them. He explained there are fines in place for this issue and a Municipal Enforcement Officer will be necessary if residents continue to ignore the Town's/Provincial Regulations which will add unnecessary expenses to taxpayers. Mayor Dawson asked the public to adhere to the dog regulations so everyone can enjoy our beautiful community.

4.3.7 – Business Permit – Food Truck Vendor

Mayor Dawson called for a motion.

RESOLUTION # 2020/063

AUSTIN/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVED THE BUSINESS PERMIT FOR A FOOD TRUCK SUBJECT TO THE TOWN RECEIVING THE FOLLOWING DOCUMENTATION:

- 1. HEALTH INSPECTOR PERMIT.**
- 2. PROPANE INSPECTION CERTIFICATE.**
- 3. INSPECTION CERTIFICATE OF FIRE SURPRESSION SYSTEM AND FIRE EXTINGUISHERS.**
- 4. INSPECTION APPROVAL FROM FIRE DEPARTMENT.**
- 5. \$2 000 000 GENERAL LIABILITY INSURANCE WITH THE TOWN OF STEADY BROOK NAMED AS ADDITIONAL INSURED.**
- 6. WRITTEN PERMISSION FROM THE LANDLORD.**

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.

Deputy Mayor Morrissey asked where this food truck will be located? Councillor Austin explained it will be in the parking lot of

Georges Ski World. She also noted this motion is approved in principle provided the applicant submits all documentation listed in the motion.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – ATV Regulations/Policy

Mayor Dawson called for a motion.

**RESOLUTION
2020/064**

KENNEDY/ROSE:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE ATV REGULATIONS/POLICY AS PRESENTED BY THE RECREATION 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.

Councillor Kennedy noted this regulation allows ATVs along the Town's roadways. The regulation outlines strict guidelines of ATV use within the Town's boundaries. Residents can view the regulation on the Town's website and note the regulations are only for ATV use and specific speed limits are in place.

Deputy Mayor Morrissey added this Regulation is in line with Corner Brook and Massey Drive ATV Regulations to allow ATVs on roadways. Designated areas will be indicated by signage and allows ATV to move through Town and avail of the various accommodations and businesses in Town. ATVs will not be permitted on walking trails throughout Town.

4.4.2 – Virtual Community Events

Councillor Kennedy explained due to COVID-19 restrictions, the recreation committee has been discussing various community events to connect virtually with residents. The Town Office has sent an email asking residents to submit ideas or offer to volunteer for a virtual event. Councillor Kennedy encouraged residents to send in virtual event ideas to the Town Office.

4.4.3 – Town Hall Rental Agreement

Mayor Dawson called for a motion.

**RESOLUTION
2020/065**

KENNEDY/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES ACCESS TO THE COMMUNITY HALL SHOULD BE READILY AVAILABLE TO RESIDENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE AMENDED TOWN HALL RENTAL AGREEMENT AS PRESENTED BY THE RECREATION 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.

Councillor Kennedy explained, prior to COVID-19, the recreation committee was amending the Town Rental Agreement to allow residents affordable access to the use of the Community Hall. The amended Rental Agreement will have no fee for residents. Also, an additional Rental Agreement was developed for non-resident/commercial usage. The new Rental Agreements will be available on the Town's website. Currently, residents are unable to use the Community Hall due to COVID-19 restrictions but once the Provincial Government has lifted these restrictions, residents are encouraged to use the Community Hall for various events.

Mayor Dawson agreed and noted the Community Hall is available to residents for various events and Council would like to see the residents using the building.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting Cancelled due to COVID-19

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$32,534.50

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/066**

ROSE/DYKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$32,534.50.

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.

4.6.2 – GIC Transfers

Mayor Dawson called for a motion.

**RESOLUTION
2020/067**

ROSE/MORRISSEY:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
TRANSFER FUNDS INTO GIC'S AS RECOMMENDED BY THE
TOWN MANAGER AND FINANCE 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.

Deputy Mayor Morrissey explained this is the time of year the Town collects property taxes. It is customary for the Town to move some of these funds into GIC's which have a better interest rate.

4.7 ADMINISTRATION:

4.7.1 – Employment Position – Hire Maintenance Personnel

Mayor Dawson called for a motion.

**RESOLUTION
2020/068**

DYKE/KENNEDY:
**WHEREAS THE TOWN OF STEADY BROOK HAS A
VACANCY FOR A MAINTENANCE PERSONNEL POSITION,
BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE A
MAINTENANCE PERSONNEL.**
**IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke,
Kennedy, Rose**
OPPOSED: (0)
RESOLUTION CARRIED

Councillor Dyke explained due to recent maintenance personnel resignation, the Town needs to hire a new maintenance employee to fill the vacancy.

4.7.2 – Approval of Maintenance Personnel Job Description

Mayor Dawson called for a motion.

**RESOLUTION
2020/069**

DIAMOND/DYKE:
**WHEREAS THE TOWN OF STEADY BROOK HAS AMENDED
THE JOB DESCRIPTION OF MAINTENANCE PERSONNEL
WITHIN THE TOWN'S EMPLOYMENT STRUCTURE; BE IT
RESOLVED THE TOWN OF STEADY BROOK ADOPT THE
JOB DESCRIPTION FOR MAINTENANCE PERSONNEL AS
PRESENTED BY THE ADMINISTRATION 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.

4.7.3 – Harassment Policy and Forms

Mayor Dawson called for a motion.

RESOLUTION # 2020/070

DYKE/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE REVISED HARASSMENT POLICY AS PRESENTED BY THE ADMINISTRATION COMMITTEE AS SET OUT IN THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS, 2019

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 Dyke stated the Administration Committee is currently reviewing all Town's Policies and updating any outdated policies. She noted the Harassment Policy required an update to accommodate the new Provincial Regulations implemented in 2019.

4.7.4 – Maintenance Personnel - Wage Increase

Mayor Dawson called for a motion.

RESOLUTION # 2020/071

DIAMOND/DYKE:

BE IT RESOLVED THE TOWN OF STEADY BROOK INCREASE MAINTENANCE PERSONAL WAGES AS PRESENTED BY THE ADMINISTRATION 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.

Councillor Dyke stated this was common practice to increase wages for employees after probationary period or after employee evaluation.

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 – Nothing to Report.

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 updated residents on the COVID-19 protocol regarding access to the Town Office. He advised the public the Town Office is open by appointment only and residents are encouraged to call/email the Town Office if needed. This process is required to give Staff adequate time to properly sanitize the Town Office prior/after any appointments.

Mayor Dawson also reminded residents during Spring Clean-Up week social distancing protocols (COVID-19 Provincial Guidelines) need to be followed to allow Maintenance Personnel the ability to safely collect bulk garbage.

Mayor Dawson also noted reports of recent car break-ins in the community and encouraged residents to lock property. Due to the inability to hold question period after the Public meeting, Mayor Dawson encouraged residents to email the Town Clerk or Councillors with any questions and noted every effort will be made to respond with the requested information. Mayor Dawson thanked residents for participating online.

Mayor Dawson called for a motion to adjourn.

**RESOLUTION
2020/072**

MORRISSEY:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON MAY 14, 2020 AT 7:45 PM.**

MEETING WAS ADJOURNED AT 7:45 PM.

NEXT PUBLIC MEETING WILL BE JUNE 18, 2020.

Mayor Bill Dawson

Town Clerk