



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
May 2, 2019

**ATTENDANCE:**

Mayor Donna Thistle  
Renee Burden  
Stephen Norman

**Councillors:**

C. Wells  
C. Austin  
C. Sutherland  
C. Dawson

**ABSENT:**

C. Pike (submitted resignation letter)  
C. Howlett (submitted resignation letter)

*The meeting was called to order at 6:58 p.m.*

**Agenda Item**

**1) Call Meeting to Order**

Mayor Thistle called the meeting to order by welcoming everyone present. The Mayor asked if there were no objections, she would call the meeting to order early.

No one had any objections.

Mayor asked for a motion to adopt the Agenda.

**RESOLUTION  
# 2019/052**

**SUTHERLAND/AUSTIN:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE AGENDA FOR MAY 2, 2019 PUBLIC  
MEETING AS PRESENTED.  
RESOLUTION NOT CARRIED**

Mayor Thistle asked if anyone would like to speak to the motion. Councillor Dawson discussed the motion and mentioned that 2 Councillors tendered their resignations and asked that By-Election be added to the Agenda.

Councillor Wells stated he would like to refer them as vacancies instead of an election.

Mayor Thistle informed the public that Council received a Councillor's resignation at 4:21pm. today and another Councillor's resignation apparently came in last week but was just given notice prior to the Public Meeting. Council was not in a position to put that on the Agenda because it happened so quickly. The Mayor stated that if it's the will of the room to put it

on the Agenda then it will be added.

Councillor Wells added it was worthy of a conversation.

Councillor Dawson pointed out given Council meets once a month this item should be added to the Agenda.

Mayor Thistle added an Agenda item under Administration 4.7.3 - By Elections.

Mayor asked if there were any other additions to the Agenda.

Council then discussed protocol of adopting the revised Agenda.

### **1.1) Minutes of Previous Meeting**

#### **RESOLUTION # 2019/053**

**DAWSON/WELLS:  
BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT  
THE REVISED AGENDA FOR MAY 2, 2019 PUBLIC MEETING  
AS AMENDED.  
IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson  
OPPOSED: (0)  
RESOLUTION CARRIED**

Mayor then proceeded onto the adoption of the minutes.

#### **RESOLUTION # 2019/054**

**SUTHERLAND/AUSTIN:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF APRIL 4, 2019.**

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

Operations Manager stated that the minutes does not reflect his attendance for only part of the meeting.

Mayor Thistle asked if there were any errors or omissions.  
Operation Manager reiterated that the minutes doesn't show when he left the meeting.

Mayor Thistle asked if anyone could remember when the Operations Manager left the meeting. Operations Manager stated he could find out.

Mayor Thistle asked again if there were any errors or additions to the minutes.

Councillor Dawson stated Council had 3 sets of minutes prepared for this Public Meeting. One was the original set that was provided and Councillor Dawson found an error in it and

pointed out the error to the Clerk. Basically, the error Councillor Dawson presented is it requires a 2/3 vote for a position or appointment of a Manager under Section 53. The minutes were then changed by the Clerk. Later there was a discussion and the minutes were changed based on an email the Town received from Municipal Affairs. The minutes were then changed back to the original minutes that the motion to adopt the Manager's contract didn't require 2/3 vote of Council.

Councillor Dawson asked the clerk why the original motion indicated it was carried if they did not have 2/3 vote? According to Section 63 of the *Municipalities Act*, Council needed to seek the advice of the Town Manager. Therefore, a motion for the position had not already occurred and that this motion to effectively adopt the employment contract needed a 2/3 motion. Councillor Dawson stated that Mayor Thistle then indicated that she did not believe that to be the case. Section 63 did not apply because the individual was hired, or position was after the Town Clerk/Manager was demoted to the position of Town Clerk. Town Clerk came back and stated, in fact, that was not correct. The motion for the Operations Manager position came August 9, 2018 and in fact the Employment Agreement that the Town Clerk signed was on September 17, 2018. Councillor Dawson indicated Mayor Thistle agreed this information was factual. Therefore, Section 63 did apply. As a result, a 2/3 motion is required.

The minutes were then changed back again. Councillor Dawson asked the Town Clerk at the time, (who is no longer with us), as to why that changed back? Town Clerk stated (in front of other staff) that she felt "pressured" to change the minutes back. Councillor Dawson asked which minutes she felt was correct as the Town Clerk and she mentioned it was the minutes that shows the Motion needing 2/3 majority vote.

Councillor Dawson clarified, that just like with the land deal, Municipal Affairs have advised Council to follow the *Municipalities Act*. Council needs to correct what was wrong and no correction has been done to the minutes and just like the land, we may end up seeing another Section 4 investigation if this pursues. Councillor Dawson asked for Council to determine which set of minutes to adopt. The set of minutes which Council should be using states the resolution for the contract presented to Council, by the Administration Committee, to ratify the Operation Managers contract, did not actually pass. Based on the information provided, Council is using the wrong set of minutes and that motion should be changed.

Councillor Dawson also stated that the other issue pertaining to the minutes is a very serious issue. The contract that was approved in the minutes needs to address how that contract was presented to Council as being signed on November 4, 2018 and then how a discussion (which happened 11 days later), regarding an article/clause was then added to this contract dated November 4, 2018 and how this managed to be presented to

Council. Councillor Dawson indicated the contract had to been changed. Councillor Dawson suggested that someone had to have changed the contract as there is evidence in the minutes that something was changed. This was then presented to Council as the contract, yet it certainly does not appear to be factual. This does not take away from the fact that the Operation Manager Employment Contract was signed 151 days prior to the Public Meeting, signed by Mayor Thistle without the required 2/3 vote of Council to approve it. This does not take away from the fact that Council was still bound legally to that contract. This means that any Councilor's right (at that point in time) to vote was taken away because they were legally bound to the contract.

Councillor Dawson indicated the minutes also states "Mayor Thistle reported that there is no change to the Operation Managers contract, none at all".

Councillor Dawson continued to point out a third issue with the minutes. The copy of the motion that was presented and given to the Deputy Mayor to read out, in reference to changing of a Vehicle Policy to the Operation Manager's contract. It was something the Deputy Mayor received prior to the April 4, 2019 meeting and read out. The motion states that "Whereas in the Fall of 2018, Council made a decision to restructure staff due to conflict." Councillor Dawson explained that decision of Council is something that happens at the Council table. Councillor Dawson asked where this record of decision exists because he could not find that record of decision in any minutes where the staffing was changed. Councillor Dawson continued explaining the motion stating "it says Council negotiated the contract".

Mayor Thistle asked Councillor Dawson if he was still on changes to the minutes. Mayor asked are you recommending changes on the errors/admissions? Councillor Dawson confirmed this was his recommendation.

Councillor Dawson re-stated that he could not find where that decision was made by Council. If this is the case, then the motions are incorrect, they need to be changed.

Councillor Dawson continued reading out the motion "whereas Council agreed to this without careful enough examination of the existing Vehicle Policy, whereas now we are contractually bound to the Operations Manager to allow this use without limitations". Therefore, once again, we had obligated the Town, the residents of this Town, to this contract prior to a decision of Council. This is not permitted. These items need to be changed.

Mayor Thistle stated that she is not taking that information as an amendment to the minutes at this meeting and disagreed with Councillor Dawson statements. Mayor Thistle stated this topic requires a great deal more research than what Councillor Dawson has provided and other Councillors require time to review minutes and any other relevant information pertaining to the issues Councillor Dawson has brought forward. Councillor

Dawson indicated to Mayor Thistle that he has in fact done the required research pertaining to this issue.

Mayor Thistle indicated that Councillor Dawson sent an email out to the Town that was then sent to her and there is a great deal of information in that email that could be considered libelous. Mayor Thistle stated that she would like to be able to give this issue more consideration before she responds to it and the information that Councillor Dawson presented is not correct. She mentioned she has asked legal counsel about the situation and they informed her that you do not need 2/3 majority to adopt a contract.

Councillor Dawson addressed Mayor Thistle: "Point of Order, Mayor." Councillor Dawson asked Mayor Thistle how she obtained legal information about something not listed on the Agenda without Council's approval? C. Dawson asked the Mayor if she obtained legal advice on behalf of the Town or if she obtained it independently?

Mayor Thistle answered that she obtained legal advice independently.

Councillor Dawson asked a follow up question "Did you obtain it through some other Counsel hired by the Town or on your own accord?"

Mayor Thistle stated she should not have to defend herself from these questions and that some of these statements are bordering on harassment and libelous.

Councillor Dawson stated that Council are considered public officials and have a responsibility to the Town and Council has a duty to follow the Act.

Mayor Thistle addressed the room and informed the public that since 9 am this morning there were multiple emails regarding the minutes, in addition to other situations that needed to be addressed in the Town. She stated that if Mr. Dawson's allegations are true, which in fact, she does not agree with them. She stated that she thinks that the rest of Council does not agree with them.

Councillor Dawson addressed the Mayor once again on the Point of Order. He asked for her to allow the rest of Council to decide for themselves on this matter.

Mayor Thistle then addressed the room again and stated that there were some serious allegations going around Town via emails, sent from Mr. Dawson's wife email account, to the residents this morning. There was an email sent by Mr. Dawson to Council outlining the many allegations that he stated tonight. Mayor Thistle suggested that when you are elected to help the Town perhaps you could have put your positions forward sooner. Mayor Thistle stated that Councillor Dawson is not correct about the 2/3 vote to ratify a contract and he also not correct regarding

other statements. Mayor Thistle reiterated that she has not had the time to take everyone of these issues in detail and compare it to the Act and articulate it. She will do that, but it requires careful thought. Just because Councillor Dawson said it is a fact, does not mean it is a fact.

Councillor Wells then addressed the room and stated that at this point he could not even comment on the issues presented by Councillor Dawson.

Mayor Thistle asked Councillor Dawson again what is the amendment to the minutes?

Councillor Dawson said the amendment is resolution 2019-049 should be amended to resolution not carried as it requires a 2/3 vote of Council. The reason it required 2/3 vote of Council the position needed to go through Section 63 of the Act, prior to being made. It in fact did not, which was pointed out by the Clerk, and therefore it required a 2/3 vote to carry the motion as pointed out by an email from Municipal Affairs.

Mayor Thistle stated that Municipal Affairs did not point that out in an email and Councillor Dawson disagreed.

Mayor Thistle did not really know what the amendment is and stated that the ratification of the contract did not require 2/3 vote by Council, C. Dawson says that it does. She pointed out that she has advice that says it doesn't and in fact it is two different issues. The decision to make/hire an Operations Manager was made by a 100% of Council back in August.

Councillor Dawson pointed out that particular decision was made without reviewing Section 63 of the *Municipalities Act*.

Mayor Thistle and Councillor Dawson continued to debate if the minutes were going to be approved as Councillor Dawson stated that the minutes were incorrect, and Mayor Thistle disagreed. The Mayor went on to say that there are some legal issues involving the approval of the minutes and amendments brought forth by Councillor Dawson. Mayor Thistle stated that until such time these issues can be dealt with legally by comparing Councillor Dawson's information with the *Municipalities Act* and being reviewed by someone else other than Councillor Dawson, Mayor Thistle suggested postponing approving these minutes until the next public meeting.

Mayor Thistle asked Council if they felt this was a necessary course of action given the circumstances.

Councillor Wells asked if there is anything in the Agenda suggesting that these minutes need to be approved tonight?

Mayor Thistle said she was not sure but given the circumstances she is not prepared to accept Councillor Dawson's opinion on these issues. Mayor Thistle suggested that in order to avoid any

potential problems, Council should wait on approving these minutes at the next Public meeting. This would allow Council to review the information needed to make an informed decision and perhaps hire a lawyer to review this information as well to determine if Councillor Dawson is right or not.

Council agreed to defer motion to adopt the April 4, 2019 minutes at the next Public Meeting.

**RESOLUTION  
# 2019/055**

**DAWSON/WELLS:  
BE IT RESOLVED THE TOWN OF STEADY BROOK  
DEFERRED ADOPTING THE PUBLIC MEETING MINUTES OF  
APRIL 4, 2019 TO THE NEXT PUBLIC MEETING.  
IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson  
OPPOSED: (0)  
RESOLUTION CARRIED**

**S (2)  
Business arising  
Action item**

NOTHING TO REPORT.

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

NOTHING TO REPORT.

**Delegations &  
Guests**

**(4) Committee  
reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

4.1.1 Water Systems – Operations Manager updated Council that as of May 2, 2019 all PRV valves have been rebuilt. All work will be completed by May 7, 2019 on the pressure relief stations on Dogwood, Marble and Forest. Service NL will then come in and test the water and address the Precautionary Boil Order. Operation Manager thanked the public for their cooperation during the scheduled maintenance. All PRV valves are now at base condition.

4.1.2 Operation Manager to do the following training in Corner Brook

**RESOLUTION  
# 2019/056**

**AUSTIN/WELLS:**

**WHEREAS THE PROPER SAFETY TRAINING IS REQUIRED TO CONDUCT WATER SYSTEM MAINTENANCE AND EXECUTE WATER AND SEWER PROJECTS; BE IT RESOLVED THE TOWN OF STEADY BROOK SEND THE OPERATIONS MANAGER FOR THE FOLLOWING TRAINING IN CORNER BROOK.**

**CONFINED SPACE - \$295.00**

**FALL PROTECTION - \$295.00**

**GAS DETECTION - \$125.00**

**POWERLINE HAZARD \$100.00**

**TRENCHING - \$150.00**

**IN FAVOUR: (4) Thistle, Austin, Wells Sutherland**

**OPPOSED: (1) Dawson**

**RESOLUTION CARRIED**

Councillor Dawson spoke to the motion and stated that based on the minutes of April 4, 2019 not being approved he cannot support that motion.

Mayor Thistle stated that currently there are only 5 serving members on Council so therefore majority is 3.

4.1.3 Clean up week – May 21-28, 2019

Reminder to the Public of the dates for clean-up week.

**4.2 EMERGENCY MEASURES:**

4.2.1 - Emergency Management Plan – Mayor Signature Required

Operations Manager stated that a decision was made to adopt the Emergency Management Plan and to correct the contact information at a later date. Mayor Thistle asked the Operations Manager who made that decision? Operation Manager stated that he has no issue with adopting the plan and adjusting the contact information later. The Town needs to have an Emergency Plan in place. Updating the contact information is a constant process so there is no issue using the plan as is as long as we update continually the contact information in the plan.

Councillor Wells stated that Council isn't adopting the contacts, but in fact, adopting the plan. Mayor Thistle pointed out that this has been on the table for some time and called for a motion to adopt the Emergencies Measures Plan.

**RESOLUTION  
# 2019/057**

**AUSTIN/SUTHERLAND:**

**WHEREAS THE TOWN OF STEADY BROOK IS REQUIRED TO HAVE AN EMERGENCY MANAGEMENT PLAN AS PER FIRE EMERGENCY SERVICES – NL; BE IT RESOLVED TO ADOPT THE TOWN OF STEADY BROOK'S EMERGENCY MANAGEMENT PLAN AS PRESENTED.**



**IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Mayor Thistle asked for a date in which the corrections will be made to the Emergency Plan. Operations Manager stated that the corrections will be done on May 17, 2019.

#### **4.3 PLANNING AND DEVELOPMENT:**

There was some discussion surrounding procedure of items. Mayor Thistle stated that items are supposed to go to committee for recommendations, Council of the Whole for approval, and then Public Meeting. The following Building Permits went to Lands and Planning Committee, however during the last Council of the Whole meeting, one of the Councillors had to leave which meant there was not quorum as Councillor Dawson had a conflict of interest on 2 applications. A decision could not be made as there was no quorum.

Mayor Thistle stated there was no reason not to approve these and delay these applications, she emphasized that she sees no reason for these applications not to be discussed even though they did not go through the Council of the Whole Meeting. She asked Council if there were any members who has an issue with these items not going to the Council of the Whole and going straight to Public Meeting. Councillor Dawson stated he could not state his opinion as he has a conflict of interest on the matter at hand.

Mayor Thistle reminded Council that an email went out regarding these issues a week ago including follow up reminders and no one replied to the matter.

Operations Manager asked to speak, and he stated that he did recommend, as per our Town's Policy, Council should expedite building permits for residents. He recommended, that if no fault of the resident, that Council should make an exception and bypass one part of the process as its very low risk.

Mayor Thistle stated that these Building Permits were researched by our Operations Manager and the Lands and Planning Committee.

Councillor Austin spoke and stated that if we are going to pass over the process, and it be approved by the Operations Manager, in the past there have been issues surrounding this type of process addressing matters.

Mayor Thistle asked Councillor Austin if she had concerns regarding bypassing the procedure. Mayor Thistle indicated there are members on Council that are very concerned with

procedure and it is difficult to determine when Council should by-pass procedure or when they should not. However, Council is here to help the Town and move forward and sometimes procedure can get in the way of production. In Mayor Thistle's opinion, there is no good reason not to move forward with these building applications and unless a Councillor voices a legitimate concern not to approve these building applications then Council will move forward with approving these building applications one by one.

Operation Manager suggested that it might be in Council's best interest to point out with each building application which one was covered in the Council of the Whole meeting and which ones did not get discussed.

#### 4.3.1 – PAR ID 160-463 – Diesel Tank

Councillor Wells stated the first building application was covered in the Council of the Whole meeting.

**RESOLUTION  
# 2019/058**

**WELLS/SUTHERLAND:**

**BE IT RESOLVED, THE TOWN OF STEADY BROOK APPROVE PAR ID # 160-463 TO INSTALL A NEW UNDERGROUND FIBER GLASS TANK AND ADD TWO ADDITIONAL PUMPS. NOTE: THEY HAVE THE PROPER PERMITS IN PLACE WITH SERVICE NL**

**IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

#### 4.3.2 – PAR ID 160-297 – Property Boundaries

Mayor Thistle pointed out that the second building application was also covered in a Council of the Whole meeting.

**RESOLUTION  
# 2019/059**

**WELLS/AUSTIN:**

**WHEREAS LANDS AND PLANNING HAVE MET AND DISCUSSED APPLICATION # 2019-003 AND SEE NO ISSUES WITH THE REQUEST TO ADJUST THE LOT BOUNDARIES OF PARCEL ID 160-297 AND 160-337 SO THAT BOTH LOTS CONFORM TO THE TOWN OF STEADY BROOKS DEVELOPMENT REGULATIONS, LANDS AND PLANNING RECOMMENDS TO COUNCIL TO APPROVE THE SUB-DIVISION AS PRESENTED. BE IT RESOLVED, THE TOWN OF STEADY BROOK CONDITIONALLY APPROVE PAR ID# 160-297, CONDITIONAL UPON THE ADVERTISING AND VARIANCE RESPONSE AS PER THE TOWN'S DEVELOPMENT REGULATIONS.**

**IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Councillor Dawson asked to excuse himself from the meeting.  
Councillor Dawson left the room at 7:30pm.

Mayor Thistle explained the next 2 building applications did not go to Council of the Whole because there was no quorum as Councillor Dawson had to leave the room due to a conflict of interest. Councillor Pike had to leave as well; he was called away to work. She stated there is still no reason to deny these applications.

4.3.3 – PAR ID 203-503 – Sub-divide

**RESOLUTION  
# 2019/060**

**WELLS/SUTHERLAND:**  
**WHEREAS LANDS AND PLANNING HAVE MET AND DISCUSSED APPLICATION # 2019-004 AND SEE NO ISSUES WITH THE REQUEST TO SUBDIVIDE PARCEL ID 203-503 PROVIDING IT STAYS WITHIN THE TOWN OF STEADY BROOKS DEVELOPMENT REGULATIONS, LANDS AND PLANNING RECOMMENDS TO COUNCIL TO APPROVE THE SUB-DIVISION AS PRESENTED. BE IT RESOLVED, THE TOWN OF STEADY BROOK APPROVE PARCEL ID 203-503 REQUEST TO SUBDIVIDE LAND AS PRESENTED ON APPLICATION #2019-004.**  
**IN FAVOUR: (4) Thistle, Austin, Wells, Sutherland**  
**OPPOSED: (0)**  
**ABSTAINED:(1) Dawson**  
**RESOLUTION CARRIED**

4.3.4 – PAR ID 203-503 – Construct New Home

**RESOLUTION  
# 2019/061**

**WELLS/AUSTIN:**  
**WHEREAS LANDS AND PLANNING HAVE MET AND DISCUSSED APPLICATION # 2019-005 AND SEE NO ISSUES WITH THE DEVELOPMENT OF A NEW HOME PROVIDING IT STAYS WITHIN THE TOWN OF STEADY BROOK'S DEVELOPMENT REGULATIONS. LANDS AND PLANNING RECOMMENDS TO THIS COUNCIL TO APPROVE THE CONSTRUCTION OF A NEW HOME 34 X 34. BE IT RESOLVED, THE TOWN OF STEADY BROOK CONDITIONALLY APPROVE APPLICATION #2019-005 TO CONSTRUCT A NEW HOME 34 X 34 PROVIDING ADEQUATE DOCUMENTATION IS SUPPLIED, REVIEWED AND APPROVED FOR WATER AND SEWER CONNECTIONS.**  
**IN FAVOUR: (4) Thistle, Austin, Wells, Sutherland**  
**OPPOSED: (0)**  
**ABSTAINED:(1) Dawson**  
**RESOLUTION CARRIED**

At 7:35 pm, Councillor Dawson was asked to return to the meeting by Mayor Thistle.

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

##### 4.4.1 Annual Food Drive – May 13, 2019

This event is done through Steady Brook Little Rapids Fire Dept.

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

##### 4.5.1 – NOTHING TO REPORT

Councillor Wells stated that he did not make it to the meeting in Jackson's Arm. The last meeting discussed regionalization by the Provincial Government. It his understanding that there is a new executive elected. Mayor Thistle confirmed this information. The business concerning regionalization was regarding the Provincial Government was approving them for a certain amount of money which wasn't quite enough. GHJC deciding if they were going to wait and use the money or apply after the election and get more money. They approved it for \$35,000 but they wanted \$43,000. Mayor Thistle wasn't sure of the final decision. Basically, GHJC decided they are going ahead with the regionalization study.

#### **4.6 FINANCE:**

##### 4.6.1 – Approval of Invoices - \$29,429.13

Mayor Thistle asked if all Councillors had an opportunity to review the invoices. She asked Councillor Dawson if he exercised his right to review the invoices. Councillor Dawson stated that he has not had the opportunity to review the invoices.

**RESOLUTION  
# 2019/062**

#### **AUSTIN/SUTHERLAND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE INVOICES PRESENTED TO COUNCIL IN THE  
AMOUNT OF \$29,429.13.**

**IN FAVOUR: (4) Thistle, Austin, Wells, Sutherland**

**OPPOSED: (1) Dawson**

**RESOLUTION CARRIED**

##### 4.6.2 Financial Evaluations 2018 – Mayor Signature Required

Mayor Thistle said the Financial Evaluations 2018 have been reviewed extensively by the Finance Committee. She stated to the Public that these are Public Documents and once they are approved, they can come and look at them.

**RESOLUTION  
# 2019/063**

**DAWSON/WELLS:**  
WHEREAS THE TOWN IS REQUIRED TO HAVE THEIR BOOKS AUDITED ANNUALLY, THE TOWN HIRED BRIAN HILLIER, CHARTERED PROFESSIONAL ACCOUNTANT TO DO THE AUDIT. THE FIRM HAS PROVIDED THE TOWN WITH THE 2018 FINANCIAL EVALUATIONS FOR SIGNATURE WHICH REQUIRES A MOTION OF COUNCIL. BE IT RESOLVED, THE TOWN OF STEADY BROOK APPROVE THE 2018 FINANCIAL STATEMENTS AS PRESENTED TO COUNCIL FROM CHARTERED ACCOUNTANT, BRIAN N. HILLIER.  
**IN FAVOUR:** (5) Thistle, Austin, Wells, Sutherland, Dawson  
**OPPOSED:** (0)

**RESOLUTION CARRIED**

4.6.3 PAR ID 160-307 – Credit \$1406.79

**RESOLUTION  
# 2019/064**

**DAWSON/AUSTIN:**  
BE IT RESOLVED THE TOWN OF STEADY BROOK CREDIT PAR ID 160-307 IN THE AMOUNT OF \$1406.79 AS THE COMPANY HAS BEEN SOLD EFFECTIVE MARCH 29, 2019.  
**IN FAVOUR:** (5) Thistle, Austin, Wells, Dawson, Sutherland,  
**OPPOSED:** (0)  
**RESOLUTION CARRIED**

4.6.4 – GST/HST Rebate – Pay off Fire Truck Loan and HST Loan

Mayor Thistle reminded Council and the Public that at a previous Public Meeting it was decided that once the Town received its HST rebate, the Town would pay off the outstanding loans regarding the Fire Truck so there is no debt on that truck.

**RESOLUTION  
# 2019/065**

**DAWSON/AUSTIN:**  
WHEREAS THE TOWN OF STEADY BROOK PURCHASED A NEW FIRE TRUCK IN 2018, COUNCIL DECIDED TO PAY THE FIRE TRUCK LOAN IN FULL ONCE MONIES HAVE BEEN RECEIVED FROM THE GST/HST REBATE. BE IT RESOLVED THE TOWN OF STEADY BROOK PAY THE FIRE TRUCK LOAN # 6995-007 OFF IN THE FULL AMOUNT OF \$13,161.25 PLUS COLLECTION OF INTEREST DUE AS AT APRIL 30, 2019 \$64.92 AND A DAILY PER DIEM \$1.97 TO DATE OF PAYOUT.  
**IN FAVOUR:** (5) Thistle, Austin, Wells, Sutherland, Dawson  
**OPPOSED:** (0)  
**RESOLUTION CARRIED**

**RESOLUTION  
# 2019/066**

**DAWSON/AUSTIN:**  
**WHEREAS THE TOWN OF STEADY BROOK PURCHASED A NEW FIRE TRUCK IN 2018, COUNCIL DECIDED TO PAY THE HST LOAN #6995-995 OFF IN THE FULL AMOUNT OF \$32,715.32 PLUS COLLECTION OF INTEREST DUE AS AT APRIL 30, 2019 \$159.99 AND A DAILY PER DIEM \$5.34 TO DATE OF A PAYOUT.**  
**IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

**4.7 ADMINISTRATION:**

4.7.1 Public Procurement/Financial Evaluation Training May 14, 2019 (2 Staff)

**RESOLUTION  
# 2019/067**

**SUTHERLAND/WELLS:**  
**WHEREAS MUNICIPAL AFFAIRS WILL BE PUTTING OFF TRAINING PERTAINING TO PUBLIC PROCUREMENT AND FINANCIAL EVALUATIONS ON MAY 14, 2019 FROM 9:00 TO 4:30 IN THE TOWN OF DEER LAKE, MUNICIPAL AFFAIRS DOES NOT CHARGE FOR THIS TRAINING AND COSTS WOULD INCLUDE ONLY TRAVEL TO DEER LAKE, IT WOULD BE IN THE TOWN'S BEST INTEREST TO SEND MEMBERS OF STAFF AND COUNCIL TO THIS TRAINING. BE IT RESOLVED THE TOWN OF STEADY BROOK SEND UP TO TWO STAFF MEMBERS AND UP TO 2 COUNCILLORS TO THE PUBLIC PROCUREMENT/FINANCIAL EVALUATION TRAINING MAY 14, 2019 IN DEER LAKE.**  
**IN FAVOUR: (5) Thistle, Austin, Wells, Sutherland, Dawson**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

Councillor Wells spoke to the motion and asked which members would be attending. Councillor Wells stated that he would be interested in attending. Operation Manager stated it would be a good idea for him to attend as well with a potential Capital Works Project for the Town. Mayor Thistle stated that the individuals can be determined at a later date.

4.7.2 HR Issue

At 7:46pm, Mayor Thistle turned her chair over to Deputy Mayor Wells so she could speak on the issue at hand.

Mayor Thistle stated that there has been a lot of controversy about some Human Resource issues within the Town. There are privacy issues around Human Resource issues. Due to the privacy issues, some information that people would like or not be said, can't be said because it is protected by the Privacy Commissioner. When this Council got elected in September 2017, Council had other issues that have plagued the Town of Steady Brook for many years. At the time that this Council came into place, there was 1 administrative staff and 1 outdoor staff.

Both of whom, repeatedly told Council that they did not have the expertise to deal with the PRV chambers or the particular nuance of the water system, which is complex. There was a lot of training and discussion, but we did not have the skill level, on staff, to deal with it. The problems with our water system and the future of our water system has been discussed by past Council and this current Council were not satisfied with the engineering of the water system that the Town just installed. There was a lot of discussion on Council that we needed a skill set in this Town to help us move forward with the water system. The existing staff repeatedly said they do not have the skill set even though there have been training.

Since then, what has happened, is a restructuring of the staff. We decided at the time, to restructure staff, so that we could hire an Operations Manager, that had the expertise to deal with the water system. We would also have a part-time clerk and a full-time clerk so that the Town was not left short staffed in terms of sickness and other things. Council made the decision and moved forward on the decision and hired an Operations Managers. Since then, there has been a deterioration on some of the staff and council relationships. At no fault, the re-staffing didn't work out as well as we had hoped and as a result the Full-Time Town Clerk resigned. The motion that we are about to make included the majority of Council. Council consulted with a lawyer to deal with this issue and Councillor Dawson removed himself from the process via email during this process. The rest of Council continued with this process, in conjunction with our lawyer. Based on the advice of our lawyer, an agreement with the Full-Time Town Clerk was made and she terminated with a severance package. Council needs to vote on that severance package.

One of the things that this Council is unsure of at this time, is whether or not that amount of the severance package should be made public. The motion tonight is not going to include that amount but if we find out we are obligated to make that figure known to the public, Council will do so. At the moment, given the circumstances, it could be considered a breach of privacy.

Mayor Thistle then took back the chair at 7:51pm.

**RESOLUTION  
# 2019/068**

**AUSTIN/SUTHERLAND:**

**WHEREAS A DECISION TO RESTRUCTURE THE STAFFING OF THE TOWN LED TO A CHANGE IN THE EMPLOYMENT EXPECTATIONS OF TRACY CAINES. AND WHEREAS MS. CAINES ACCEPTED HER NEW POSITION AND SIGNED A CONTRACT, THE WORKING RELATIONSHIP DETERIORATED TO A POINT THAT MS. CAINES TENDERED HER RESIGNATION EFFECTIVE TODAY. AND WHEREAS THE MAJORITY OF COUNCIL AUTHORIZED OUR LAWYER TO NEGOTIATE A COMPENSATION PACKAGE WITH MS. CAINES BASED ON OUR LAWYERS RECOMMENDATIONS. BE IT RESOLVED TO APPROVE A**

**COMPENSATION PACKAGE AS RECOMMENDED BY OUR  
LAWYER.**

**IN FAVOUR: (4) Thistle, Austin, Wells, Sutherland**

**OPPOSED: (1) DAWSON**

**RESOLUTION CARRIED**

Mayor Thistle asked if anyone would like to speak to the motion. Councillor Dawson stated he would like to speak to it.

Councillor Dawson pointed out that Ms. Caines could make up her own mind on what she did. First of all, to say that Staff has said over time they needed additional expertise, the only discussion that Councillor Dawson can find referencing this information is where a maintenance individual asked for assistance.

Councillor Dawson and Mayor Thistle then debated on the relevance of Councillor Dawson's statement regarding the motion. Councillor Dawson pointed out that the Mayor, prior to the motion being read out, just gave her position on this particular motion. Councillor Dawson stated that he disagrees with Mayor Thistle's position on the motion at hand.

Councillor Dawson explained that he reviewed all the previous minutes and could not find information regarding staff as stated by Mayor Thistle. Councillor Dawson reiterated that he could only find information regarding assistance for maintenance personnel. He further explained that he did, in fact, decide to remove himself regarding the HR issue. Council met with the lawyer, the first time, in what was supposed to be a privileged setting. Councillor Dawson provided an email, into that group, and his privilege was violated as it was shared outside that privileged setting. As a result, Councillor Dawson stopped participating in that committee.

#### 4.7.3 - By-Election

Councillor Dawson stated that Council needs to set a date for the By-Election. Councillor Wells stated that the *Municipalities Act* does allow some Councils to be smaller. He suggested that Council research options as per the *Municipalities Act*.

Councillor Dawson and Councillor Wells discussed at great length the value of 7 members on Council.

Mayor Thistle suggested deferring an announcement for the By-Election and give Council the opportunity to discuss the details and go through proper procedure.

Council asked for By-Election to be added to the next Administration Committee and Council of the Whole meeting on May 16, 2019.

Councillor Dawson stated that the last By-Election there was a



motion made in October. Mayor Thistle reassured Councillor Dawson that Council will call the By-Election following the *Municipalities Act*.

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

4.8.1 – Next Meeting June 18, 2019 at 1:30 pm.

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

NOTHING TO REPORT.

#### **6. OTHER BUSINESS:**

Food Bank – Annual Food Drive May 13, 2019

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

Councillor Wells – Nothing to Report  
Councillor Sutherland – Nothing to Report  
Councillor Austin – Nothing to Report  
Councillor Dawson – Thanked the residents for attending the Public Meeting and stated that it is important to participate in this committee forum. Notified the residents that there are two ATIPP reports regarding the Town of Steady Brook. These reports are available on the website and the reports provide more information about what is happening regarding Council. Councillor Dawson explained that it is unfortunate that we are dealing with technicalities, but it is important that there are discussions during Public Meetings. The information provided at these Public meetings is evidence for Municipal Affairs, to make sure a Council is abiding by the Councillors obligations to follow the *Municipalities Act*. Residents need to be assured that people know what their obligations are when they take the chair of Councillor.

Mayor Thistle – nothing to report

Councillor Wells stated that he changed his mind and would like to speak. He commented that lately the mood of Council has changed and feels that there is a lack of good faith around the table. He pointed out that he has been on Council for 6 years and working relationships around the table have deteriorated especially over the last few months. Councillor Wells listed multiple items, during the course of the Public Meeting, which presented contentious debate between Councillor Dawson and Mayor Thistle and is essentially bickering. This behavior takes away the spirit that should be in chambers.

Mayor Thistle called for a motion to adjourn.

**RESOLUTION  
# 2019/069**

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

**AUSTIN:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON MAY 2, 2019 AT 8:05 PM**

MEETING WAS ADJOURNED AT 8:05 PM.

NEXT PUBLIC MEETING WILL BE JUNE 13, 2019.

\_\_\_\_\_  
Mayor Donna Thistle

\_\_\_\_\_  
Town Clerk