



TOWN OF STEADY BROOK
PUBLIC MEETING
November 8, 2018

ATTENDANCE:

Mayor Donna Thistle
Tracy Caines /Town Clerk
Operations Manager / Stephen Norman

Councillors:

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

ABSENT:

DELEGATIONS/GUESTS:

The meeting was called to order at 7:00 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:

4.3.3 Topographical Survey

**RESOLUTION
2018/113**

SUTHERLAND/HOWLETT:
**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE AGENDA AS AMENDED FOR NOV 8, 2018.**
**IN FAVOUR: (6) Thistle, Austin, Sutherland, Wells, Pike,
Howlett**
OPPOSED: (0)
RESOLUTION CARRIED

1.1) Minutes of Previous Meeting

Minutes of October 11, 2018 Public Meeting were presented for review. The Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2018/114**

SUTHERLAND/HOWLETT:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE PUBLIC COUNCIL MEETING OF OCT
11, 2018.**
**IN FAVOUR: (6) Thistle, Austin, Sutherland, Wells, Pike,
Howlett**
OPPOSED: (0)
RESOLUTION CARRIED

S (2)

**Business arising
Action items**

Deputy Mayor Wells noted Motion 2018/107 regarding the Public Procurement Act has been postponed until a further date.

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

NOTHING TO REPORT.

INTRODUCTION OF OPERATIONS MANAGER

Mayor Thistle introduced Stephen Norman as the new Operations Manager. Steve began his professional life in the trades. He went to become a mechanical engineer & completed a master's in project management. He had a 10-year career with Proctor & Gamble during which he worked all over the globe. He returned to NL for a 4-year position with Long Harbour and he comes to us from a position in PEI, where he was VP of Engineering - Charlestown Metals.

Mr. Norman start date was November 5, 2018 he introduced himself to the Public and had a short conversation on what he has been doing in the last 4 days.

**(4) Committee
reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 Artesian Wells – Deputy Mayor Wells reported the Artesian Wells are blending around 50/50 or 60/40 surface. Atlantic Water Experts were here to trouble shoot and found the hose was separated from the join that connects to the pump. They fixed the problem and now maintenance is concentrating on repairing leaks in the Town, once this is done the Town will get a better idea of the capability of the Artesian Wells.

4.1.2 Asset Management – Letter of Commitment – The Mayor reported all Assets are currently being documented in a data base, the letter of support is to offer asset management technical assistance to municipalities. Through this partnership AIM Network will offer asset management training program to municipal staff over the period of Sept 1, 2018 to October 31, 2019.

**RESOLUTION
2018/115**

WELLS/HOWLETT:

BE IT RESOLVED THE TOWN OF STEADY BROOK SUPPORT AND COMMIT TO A PARTNERSHIP ASSET MANAGEMENT TRAINING PROGRAM OVER THE PERIOD OF SEPT 1, 2018 TO OCTOBER 31, 2019. THE COST OF THIS PARTNERSHIP IS \$3000.00, TOWN COUNCIL WILL BE INVOICED JANUARY 2019.

IN FAVOUR: (6) Thistle, Austin, Sutherland, Wells, Pike, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

4.2.1 Fire Truck – The Town of Steady Brook will be purchasing a Fire Truck in the amount of \$305,353.00 plus HST. The Fire Truck will be cost shared with the Provincial Government 80/20.Motion.

**RESOLUTION
2018/116**

HOWLETT/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK WILL ENTER INTO A LOAN WITH THE BANK OF MONTREAL TO PAY FOR A FIRE TRUCK FOR THE TOWN OF STEADY BROOK WITH A COST SHARE OF 80/20 PROVINCIAL/MUNICIPAL TERMS OF WHICH ARE:

DEMAND LOAN NON-REVOLVING IN THE AMOUNT OF \$59,094.54 TO FINANCE THE TOWNS 20% SHARE TO PURCHASE A NEW FIRE TRUCK COSTING \$ 104,879.49 WHICH IS TO BE REPAID @ \$ 1127.43 PER MONTH INCLUDING INTEREST; 5 YEAR TERM @ RATE OF PRIME + 1.50 %. AS AT NOV 8, 2018 PRIME = 3.95%.

DEMAND LOAN NON-REVOLVING \$45,802.95 TO FINANCE THE HST PORTION OF PURCHASE OF FIRE TRUCK. INTEREST AT PRIME + 2.00% DUE MONTHLY, TERM 1 YEAR. AS AT NOV 8, 2018 PRIME = 3.95%

IN FAVOUR: (6) Thistle, Austin, Sutherland, Wells, Pike, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.3 PLANNING AND DEVELOPMENT:

4.3.1 - 6 Forest Drive – Extension to existing garage 18x16.

**RESOLUTION
2018/117**

WELLS/SUTHERLAND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE PERMIT FROM 6 FOREST DRIVE TO CONSTRUCT A GARAGE 18X16 PROVIDING ALL PERMITS AND HOMEOWNER IS TO FOLLOW THE TOWN'S DEVELOPMENT REGULATIONS.

IN FAVOUR: (6) Thistle, Pike, Wells Austin, Sutherland, Howlett

OPPOSED: (0)

RESOLUTION CARRIED

4.3.2 – 4-10 Willow – Promissory Note Amendment – Requesting an extension to pay loan to Ann Bell and Jon Baggs from December 19, 2019 to January 3, 2020.

**RESOLUTION
2018/118**

**PIKE/AUSTIN:
BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE POOLE ALTHOUSE TO AMEND THE
PROMISSORY NOTE TO ANN BELL AND JON BAGGS, TO
REFLECT A CHANGE OF DATE FROM DECEMBER 19, 2019
TO JANUARY 3, 2020.
IN FAVOUR: (6) Thistle, Pike, Wells Austin, Sutherland,
Howlett
OPPOSED: (0)
RESOLUTION CARRIED**

4.3.3 – Topographical Survey – Willow, Birch and Woodland.

Whereas it is the best interest of the Town of Steady Brook to proceed with investigating the infrastructure needed to open the tract of land between Willow, Birch and Woodland for development.

**RESOLUTION
2018/119**

**PIKE/SUTHERLAND:
BE IT RESOLVED THE TOWN, ON THE ADVICE OF
ANDERSON ENGINEERING, ENGAGE YATES AND WOODS
AT A COST OF \$2900.00 TO COMPLETE A
TOPOGRAPHICAL SURVEY OF THE LAND.
IN FAVOUR: (6) Thistle, Pike, Wells Austin, Sutherland,
Howlett
OPPOSED: (0)
RESOLUTION CARRIED**

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Bonfire Night – Councillor Howlett reported Bonfire Night was a great success. It was the biggest turn out in years. Councillor Howlett thanked everyone involved in helping this year.

Mayor Thistle thanked Councillor Howlett profusely for her dedication. Councillor Howlett reported it was more than just her, and thanked Councillor Austin, Nakita Howlett and the Fire Department and everyone else for their help and their dedication.

4.4.2 – Santa Visit – Santa visit this year will be on December 1, 2018. There will be breakfast with Santa at 9:00 am. More information will be forth coming.

4.5 GREAT HUMBER JOINT COUNCIL:

Great Humber Joint Council (GHJC) – Deputy Mayor reported that himself and Councillor Austin went to the meeting in Mclver’s however there was not enough people for a quorum. The next meeting will be held in Reidville.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$41,692.27

**RESOLUTION
2018/120**

HOWLETT/PIKE:

**BE IT RESOLVED TO APPROVE THE INVOICES
PRESENTED TO COUNCIL IN THE AMOUNT OF \$41,692.27.**

**IN FAVOUR: (6) Thistle, Pike, Wells Austin, Sutherland,
Howlett.**

OPPOSED: (0)

RESOLUTION CARRIED

4.6.3 – Transfer of \$100,000.00 GIC to Town of Steady Brook
Chequing account for cash flow purposes.

**RESOLUTION
2018/121**

HOWLETTAUSTIN:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
APPROVE A TRANSFER OF \$100,000.00 FROM GIC
ACCOUNT TO THE TOWN OF STEADY BROOK'S
CHEQUING ACCOUNT.**

**IN FAVOUR: (6) Thistle, Pike, Wells, Austin, Sutherland,
Howlett**

OPPOSED: (0)

RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 – Substance Abuse Policy – Motion

**RESOLUTION
2018/122**

AUSTIN/WELLS:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE TOWNS SUBSTANCE ABUSE POLICY AS
PRESENTED TO TOWN COUNCIL.**

**IN FAVOUR: (6) Thistle, Pike, Wells Austin, Sutherland,
Howlett**

OPPOSED: (0)

RESOLUTION CARRIED

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Councillor Howlett reported the next meeting will be
March 2019. Carla Hayes will be doing an inspection in as far as
the intake. Councillor Howlett stated an inspection form must be
filled out. Operations Manager/Stephen Norman and Alex
Whitehorne will be also making a site visit.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT

7. COUNCILOR'S / MAYOR FORUM:

Mayor Thistle reported there is funding available for the playground revamp. Capital Work Funding (CWF) deadline for applications December 21, 2018. Operations Manager to consult with Neil Dawe at Tract Consultant regarding CWF.

Deputy Mayor Wells questioned if Council had received any interest regarding a Youth Representative. Town Clerk replied there was no response or interest shown. Deputy Mayor Wells stated we should try again next year in August.

**RESOLUTION
2018/123**

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

**AUSTIN:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON NOV 8, 2018.**

MEETING WAS ADJOURNED AT 7:45 PM.

NEXT PUBLIC MEETING WILL BE DECEMBER 6, 2018.

Mayor Donna Thistle

Town Clerk