



TOWN OF STEADY BROOK
PUBLIC MEETING
November 19, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

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 introduced Council and staff and reminded the public of the current Covid-19 restrictions.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the November 19, 2020 Agenda.

Mayor Dawson asked for a motion to adopt the November 19, 2020 Agenda.

**RESOLUTION
2020/140**

DYKE/DIAMOND:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF NOVEMBER 19, 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 October 15, 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 October 15, 2020 Minutes.

**RESOLUTION
2020/141**

KENNEDY/DYKE:

**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF OCTOBER 15, 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.

Mayor Dawson then proceeded to the adoption of the November 10, 2020 Special Public Meeting 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 November 10, 2020 Minutes.

**RESOLUTION
2020/142**

MORRISSEY/KENNEDY:

**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL
MEETING OF NOVEMBER 10, 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.

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond explained the Town purchased new equipment (Saltdogg spreader) to help maintain the roads during the winter months. This new piece of equipment will allow more salt to be evenly spread on the roads. Maintenance Personnel has indicated the equipment works well and is incredibly pleased with how well it distributes the salt.

The Town recently purchased a Chlorine Flusher to be installed at the end of the Town's waterline. Councillor Diamond reported the Town is currently in the process of installing this piece of equipment. Installation is currently delayed as the Town is working with residents in the area to secure an easement for the Chlorine Flusher.

Fall Clean-up took place from November 9-13, 2020. Councillor Diamond noted Maintenance Personnel did a wonderful job cleaning up the leaves and bulk garbage around Town.

The Town is currently planning on constructing a new Bus Shelter (to replace the dilapidated structure). Councillor Diamond encouraged the public to volunteer for this project and indicated an email was sent to residents with details regarding this project.

4.1.2 – Long Term Water Infrastructure Plan – Completion Date set for November 30, 2020

Councillor Diamond explained the Town has hired a consultant to prepare a Long-Term Water Infrastructure Plan to help address the water quality issues and this project is ongoing. Projected completion date for this project is November 30, 2020.

4.1.3 – Capital Works Project – Musgrave Drive Lift Station - RFP

Councillor Diamond explained the Town has been approved for \$250,000 (90/10 Funding) to upgrade the Lift Station on Musgrave Drive. Currently, the Town is working with ECCM to prepare Request for Proposals (RFP) for the engineering costs associated with this Capital Works Project and this project is scheduled to start Spring 2021.

4.1.4 – Community Hall Replacement Furnace

Mayor Dawson called for a motion.

**RESOLUTION
2020/143**

DIAMOND/ROSE:

WHEREAS THE TOWN OF STEADY BROOK HAS RECEIVED 4 QUOTES TO REPLACE THE FURNACE AT THE COMMUNITY HALL AND DETERMINED WESTERN PETROLEUM TO BE THE LOWEST QUOTE; BE IT RESOLVED THE TOWN OF STEADY BROOK REPLACE THE FURNACE AT THE COMMUNITY HALL IN THE AMOUNT OF \$3,400.00 PLUS HST.

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 stated the Community Hall's furnace requires replacement and new furnace will be installed November 22, 2020.

Mayor Dawson added the Town currently cannot rent the Community Hall because the furnace is not working properly. Given the age of the furnace, Council has determined it is best to replace the unit.

4.1.5 – Tender of Unused Equipment – Salter

Mayor Dawson called for a motion.

**RESOLUTION
2020/144**

AUSTIN/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS DETERMINED THE SALTD OG EQUIPMENT PURCHASED IN NOVEMBER 2015 TO BE INADEQUATE FOR MUNICIPAL USE; BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER THE UNUSED SALTD OG EQUIPMENT. THE TOWN IS NOT BOUND BY THE LOWEST BIDDER. TENDER BIDS WILL START AT NOT LESS THAN \$3000.00.

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 has purchased new salter equipment therefore the unused salter will be sold. Proceeds of the tender sale will be used toward the cost of the new salter.

AT 7:10 PM PUBLIC MEETING WAS PAUSED DUE TO THE POOR STREAMING QUALITY OF WIFI/DATA SERVICE TO ALLOW THE PUBLIC TO OBSERVE PROCEEDINGS. (SINCE APRIL 2020 PUBLIC MEETINGS REQUIRE WIFI/DATA VIA

FACEBOOK LIVE SO THE TOWN IS ABLE TO STREAM THE EVENT TO THE PUBLIC AND ADHERE TO THE COVID-19 PROVINCIAL RESTRICTIONS REGARDING SOCIAL GATHERINGS)

7:17 PM CONNECTION WAS RESTORED AND PUBLIC MEETING CONTINUED.

4.1.6 – Fibre Op

Mayor Dawson spoke to the issue and explained given the current situation regarding COVID-19, the Town has been working with the Federal Government on a solution to provide Fibre Op to the Town of Steady Brook. He pointed out the recent interruption in service, during the course of the public meeting, is a prime example of how the Town is struggling to provide quality internet connection to the community. Mayor Dawson explained (due to lack of Fibre Op connection) the Town currently has to use cellphone data and use Facebook Live to allow residents access to view the Public Meetings due to the COVID-19 restrictions. This unplanned interruption during the public meeting stresses the importance Fibre Op is to the residents of Steady Brook's quality of living. COVID-19 illustrates the need for quality internet service to allow residents to work, go to school and connect with the community at large.

Mayor Dawson reassured the public the Town of Steady Brook is working with the Federal Government to find a solution to the Town's internet problems. Currently, there is funding available to various communities in the province regarding internet connectivity and the Town is exhausting all avenues to provide a solution to this issue.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

Mayor Dawson stated the Regional Fire Committee meetings are now scheduled on a regular basis with the next meeting scheduled for November 25, 2020.

4.2.2 – Emergency Plan Update

Deputy Mayor Morrissey explained there was a recent meeting with Judy Bond (Regional Manager with the Department of Emergency and Fire Services) on October 26, 2020. Emergency Plan was reviewed during the beginning of the COVID-19 lockdown and Department of Emergency and Fire Services identified many sections within the generic Emergency Plan that required updates. The Town will be reviewing the current Emergency Plan and updating it as identified by the Department of Emergency and Fire Services. Deputy Mayor Morrissey noted Department of Emergency and Fire Services have re-implemented training. Steady Brook has been approved to sit

(observer status) in on a planned Tabletop training exercise with the Town of Lark Harbour and York Harbour in the new year.

Mayor Dawson agreed it was a positive meeting and the Town will be reviewing its Emergency Plan and will update according to the new Provincial Guidelines once that becomes available in the New Year.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2020/145**

AUSTIN/DYKE:

WHEREAS THE TOWN MANAGER HAS APPROVED 6 BUILDING PERMITS OCTOBER 14, 2020 AND NOVEMBER 17, 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 - 35 Wilton Street – Update

Councillor Austin explained closing date for the Land Transfer of 35 Wilton Street is scheduled for December 8, 2020.

4.3.3 – Phase 2 Trails – Gazebo

Councillor Austin provided an update regarding the recently added Gazebo to the Town's trail system. She noted the construction of the Gazebo is completed and the coal BBQ will be installed in the Spring 2021.

4.3.4 – 285 Marble Drive – Crown Land Application

Mayor Dawson called for a motion.

**RESOLUTION
2020/146**

KENNEDY/AUSTIN:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED INCREASED TRAFFIC ISSUES ON WILTON STREET DUE TO RAFTERS IN THE BOAT LAUNCH AREA DURING THE SUMMER MONTHS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPLY FOR CROWN LAND AT 285 MARBLE DRIVE WITH THE INTENT TO RE-LOCATE THE

RAFTERS AND DEVELOP ADDITIONAL PARKING FOR THE TRAIL SYSTEM.

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 the Town is currently in the process of applying for crown land located on 285 Marble Drive (across the street from the new trail construction). This site may be a potential solution to the rafter traffic congestion experienced during the summer months and is intended to help alleviate traffic issues on Wilton Street.

4.3.5 – 155-161 Marble Drive – Subdivide

Mayor Dawson called for a motion.

**RESOLUTION
2020/147**

KENNEDY/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE APPLICATION NUMBER 2020-048 TO SUBDIVIDE 155-161 MARBLE DRIVE AS RECOMMENDED BY THE LANDS AND PLANNING 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 the Town Office received an application from a resident to subdivide this particular property. Application was reviewed by the Lands and Planning Committee and all of Council and presented no issues.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

NOTHING TO REPORT.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting cancelled due to COVID-19

Mayor Dawson explained there was a meeting recently scheduled however, the meeting did not go ahead due to not having a quorum.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$74,944.96 and \$221.38

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2020/148**

ROSE/MORRISSEY:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT
OF \$74,944.96.**

**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 Rose noted the expenses are higher this month due to the expenditures associated with completing Phase 2 of the trail system. The Town will be receiving reimbursement for a portion of these expenses from ACOA and TCII. The Town also recently purchased new equipment which increased the amount of the invoices.

Mayor Dawson called for an additional motion. Councillor Diamond declared a conflict of interest and left the meeting at 7.29pm.

Mayor Dawson confirmed Councillor Diamond was absent and called for a motion.

ROSE/KENNEDY:

**BE IT RESOLVED THE TOWN OF STEADY BROOK
APPROVE THE INVOICE AS PRESENTED IN THE AMOUNT
OF \$221.38.**

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

OPPOSED: (0)

ABSTAINED:(1) Diamond

RESOLUTION CARRIED

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

No one spoke to the motion.

Councillor Diamond returned to the meeting at 7:30pm.

4.6.2 – Credit \$262.50 – PAR ID #160-314

Mayor Dawson called for a motion.

**RESOLUTION
2020/149**

**RESOLUTION
2020/150**

ROSE/MORRISSEY:
BE IT RESOLVED THE TOWN OF STEADY BROOK CREDIT \$262.50 TO PAR ID #160-314 TAX ACCOUNT AS PRESENTED BY THE 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.

No one spoke to the motion.

Mayor Dawson noted this was a standard credit.

4.6.3 – Closing of Gen Hansel Library Bank Account

Mayor Dawson called for a motion.

**RESOLUTION
2020/151**

MORRISSEY/ROSE:
WHEREAS THE GEN HANSEN LIBRARY IS NO LONGER OPERATIONAL; BE IT RESOLVED THE TOWN OF STEADY BROOK CLOSE THE GEN HANSEN LIBRARY BANK ACCOUNT #1033 8227-084 WITH THE REMAINING FUNDS OF \$174.21 TO BE TRANSFERRED IN THE TOWN'S OPERATING ACCOUNT FOR THE TOWN'S 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.

Deputy Mayor Morrissey noted the Gen Hansen Library has been inactive for numerous years and the bank account remained opened and the activity on the bank account was associated to banking fees. To date, there is \$174.21 remaining in the Gen Hansen Library account. Finance Committee recommended to Council to close the account and transfer the balance into the Town's operating account for recreational use.

4.6.4 – Budget 2021

Mayor Dawson called for a motion.

**RESOLUTION
2020/152**

ROSE/MORRISSEY:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE 2021 BUDGET AS PRESENTED TO TOWN COUNCIL WITH A 6 MIL RATE.
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 Rose provided the following highlights of the 2021 Budget:

- 2021 Budget is \$85,000 higher than 2020 (10%).
- Town will be investing in more infrastructure for the Town which includes Lift Stations, Generators, Roads, Municipal Equipment (i.e., Lawnmowers and other necessary equipment).
- Included professional maintenance fees for the Trail System.
- Reduced debt of \$100,000 and some of that money is being invested into the infrastructure of the Town.
- 2021 Debt will be lower than 2020.
- 2021 Property Assessments have decreased, and the Town will receive approx. \$40,000 less in revenue for 2021. However, Council will be using reserves to offset the decrease in property tax revenue.
- Mil rate will not increase (6 mil).
- Council recognizes the financial hardship cause by COVID-19 and decided not to increase taxes.

Councillor Rose highlighted the following additional items of interest:

- Council is currently working with other communities to provide regional services to the Town (MEO).
- Enhancing security throughout the Town by installing cameras in key areas of concern (4 way stop and various Municipal Buildings).
- Supporting Regional Fire Dept – approx. \$32,000. This support indirectly helps residents save potentially \$600-1000 per household on Fire Insurance.
- Council is looking at various options available to address the Town's ongoing water issues. Council has earmarked a portion of the reserves to help support future projects that will address the Town's water issue.

Councillor Rose thanked all of Council for the hard work on the 2021 Budget and commended staff for their contribution of ensuring the 2021 Budget was vetted thoroughly and completed earlier than expected.

Councillor Dyke agreed with Councillor Rose and commented the 2021 Budget is a comprehensive budget and it was a positive experience working with Council and staff during the budget process.

Mayor Dawson reiterated Councillor Rose and Councillor Dyke's sentiments and commended the Finance Committee and staff on a great job in completing the 2021 Budget earlier than expected. He reassured residents the Town of Steady Brook's cash flow

projection is positive, and the Town will be in good financial shape for 2021.

4.7 ADMINISTRATION:

NOTHING TO REPORT.

Councillor Dyke reported the Administration Committee is currently working on various items and the information will be brought to a public meeting in the next couple of months.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting – November 27, 2020

Councillor Rose stated the Watershed Committee is currently in the process of scheduling a meeting at the end of the month. He noted it has been difficult to schedule a meeting during the last few months 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 Council for the hard work over the last couple of months with the Budget and various other items. He noted it is a pleasure to work with everyone involved in the process. Mayor Dawson reminded the public, if anyone has any questions/concerns, to contact the Town Office via email/telephone and any concerns will be addressed in a timely manner.

Deputy Mayor Morrissey – Delighted the Gazebo is completed and recognized the positive feedback the Town is receiving from residents and other communities regarding the Gazebo. He pointed out, over the next few weeks, a new Bus Shelter will also be fully constructed and will help the school kids have shelter from the weather (especially during the upcoming winter months).

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dyke – Nothing to Report.

Councillor Kennedy – Nothing to Report.

Councillor Rose – Nothing to Report.

Mayor Dawson called for a motion to adjourn.

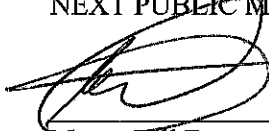
**RESOLUTION
2020/153**


DYKE:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON NOVEMBER 19, 2020 AT 7:42
PM.**

MEETING WAS ADJOURNED AT 7:42 PM.

NEXT PUBLIC MEETING WILL BE DECEMBER 17, 2020.



Mayor Bill Dawson

Town Clerk