



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**OCTOBER 3, 2019**

**ATTENDANCE:**

Mayor Matthew Wells

Renee Burden (Town Clerk)  
Steve Norman

**Councillors:**

C. Dawson  
C. Diamond  
C. Rose  
C. Austin  
C. Morrissey

**ABSENT:**

C. Sutherland

*The meeting was called to order at 7:00 p.m.*

**Agenda Item**

**1) Call Meeting to Order**

Mayor Wells called the meeting to order at 7:00 p.m. and asked if there were any additions or omissions to the October 3, 2019 Agenda.

There were no additions or omissions to the Agenda.

Mayor Wells asked for a motion to adopt the October 3, 2019 Agenda.

**RESOLUTION  
# 2019/128**

**DAWSON/MORRISSEY:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF OCTOBER 3, 2019.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

**1.1) Minutes of Previous Meeting**

Mayor Wells then proceeded onto the adoption of the September 12, 2019 Minutes. He asked if there were any errors/omissions to note.

There were no errors or omissions.

Mayor Wells asked for a motion to adopt the September 12, 2019 Minutes.

**RESOLUTION  
# 2019/129**

**AUSTIN/DAWSON:**

**BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF SEPTEMBER 12, 2019.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Wells 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 &  
sts**

NOTHING TO REPORT.

**(4) Committee  
Report**

**4.1 OPERATIONS AND PUBLIC WORKS:**

4.1.1 – Filtration Project – Update

Mayor Wells explained the Town has been approved for a Capital Works Project involving an upgrade to the Water Filtration System. Operations Manager provided Council with a presentation outlining three different systems available as options that will help address the current water issues experienced by the Town. The signed Agreement has been sent to Municipal Affairs.

Operations Manager stated the Town is currently looking at Requests for Proposals and working with Municipal Affairs, notably Chris Power and Scott White, to determine an Owner's Representative for the Water Filtration Upgrade Project. RFP will be prepared by the Operations Manager and will be executed by Municipal Affairs. The Operations Manager was unable to give an estimated deadline for this action.

4.1.2 – Maintenance Update

Councillor Diamond explained the gabion baskets on the south side of Marble drive just above Willow Avenue have been fixed. He further explained the maintenance staff are planning on

cleaning the Intake Screens and the work will be completed by next Wednesday, October 9, 2019 weather permitting. This work will require two maintenance personnel to execute and should coincide with the potential of a new maintenance staff hire.

Additionally, maintenance staff has discovered another chlorine leak and repairs will start next week once all parts have arrived.

Operations Manager reiterated it is a newly discovered chlorine leak which is minor and repairs on the pump will start on October 4, 2019 and repairs for the tubing will start next week.

#### **4.2 EMERGENCY MEASURES:**

##### **4.2.1 – Review Emergency Plan – Back Up Generators**

Councillor Dawson explained the recent power outage presented a couple of issues within our Emergency Plan notably with communication and the need for reliable backup generators for the Town's Lift Stations. The Town is the Command Centre during a State of Emergency and an essential part of the Emergency Plan. Fortunately, the power outage helped identify key problems the Town needs to address in order to be properly prepared during a State of Emergency.

Councillor Dawson identified the following members on the Emergency Measures committee:

Councillor Dawson (Chairperson)  
Councillor Morrissey

Councillor Dawson stressed the Emergency Measures Committee will be conducting necessary audits and will include the Fire Department in this review. The Committee will report back the results and will outline necessary recommendations in order to improve the Emergency Plan. It was discovered, during the power outage by the Operations Manager, the backup generator for a specific lift station was undersized. Councillor Dawson suggested Council may want to consider generators that automatically kicks in when there is no power. Also, no land lines were working so there was an issue of communication. Council needs to ensure, during an emergency, the Town has communication in place.

Mayor Wells agreed all these items need to be addressed. He welcomed Councillor Morrissey and noted Council is now a full complement of 7 Councillors. Mayor Wells informed the public of the members on each committee.

#### **Administration Committee:**

Councillor Austin (Chairperson)  
Councillor Diamond

**Emergency Measures:**

Councillor Dawson (Chairperson)  
Councillor Morrissey

**Finance Committee:**

Councillor Rose (Chairperson)  
Councillor Dawson

**Lands and Planning:**

Councillor Morrissey (Chairperson)  
Councillor Austin

**Public Works:**

Councillor Diamond (Chairperson)  
Councillor Sutherland

**Recreation:**

Councillor Sutherland (Chairperson)  
Councillor Rose

At 7:08 pm the Operations Manager left the meeting and returned at 7:09pm.

**Asset Management:**

Mayor Wells  
Councillor Diamond  
Steve Norman  
Chuck Pinksen  
Donna Thistle (resident)  
Jerry George (resident)

**Great Humber Joint Council:**

Mayor Wells  
Councillor Diamond  
Councillor Austin (alternate)

**Regional Fire Committee**

Councillor Dawson

**SAM:**

Councillor Sutherland

**Watershed:**

Councillor Rose

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 – Noise Resolution Policy

Mayor Wells explained Council decided to update the Noise Resolution Policy as within the Policy there was a specific reference to dog. Council felt it should reference animal. Also, the time was changed from 10 pm to 11 pm – 7am.

Mayor Wells asked for a motion.

**RESOLUTION  
# 2019/130**

**MORRISSEY/DIAMOND:**

**WHEREAS THE TOWN OF STEADY BROOK RECOMMENDS CHANGING THE NOISE RESOLUTION POLICY TO REFLECT QUIET HOURS FROM 11PM TO 7AM AND THE REFERENCE OF DOG TO ANIMAL; MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED NOISE RESOLUTION POLICY.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

NOTHING TO REPORT

**4.5 GREAT HUMBER JOINT COUNCIL:**

4.5.1 – Update – Meeting September 28, 2019

Mayor Wells explained any Councillors can attend GHJC but only 2 delegates can vote. There was a recent meeting in Pasadena and during the meeting it was noted as per the GHJC Constitution all representatives for each Town requires a motion of Council.

4.5.2 – Appointment of GHJC representatives

Mayor Wells asked for a motion regarding the appointment of GHJC representatives.

**RESOLUTION  
# 2019/131**

**DIAMOND/DAWSON:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT THE FOLLOWING MEMBERS AS THE TOWN'S REPRESENTATIVES FOR GREAT HUMBER JOINT COUNCIL AS AMENDED:**

**MAYOR MATT WELLS  
COUNCILLOR DIAMOND  
COUNCILLOR AUSTIN (ALTERNATE)**

**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey  
OPPOSED: (0)  
RESOLUTION CARRIED**

Mayor Wells spoke to the motion and stated the resolution should identify the alternate representative. The motion was amended to reflect this change.

**4.6 FINANCE:**

4.6.1 – Approval of Invoices - \$14,048.32

Mayor Wells asked for a motion to approve the invoices.

**RESOLUTION  
# 2019/132**

**ROSE/DAWSON:  
BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE INVOICES PRESENTED TO COUNCIL IN THE  
AMOUNT OF \$14,048.32  
IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey  
OPPOSED: (0)  
RESOLUTION CARRIED**

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

No one spoke to the motion.

**4.7 ADMINISTRATION:**

4.7.1 – Appointment of Deputy Mayor

Mayor Wells explained due to the recent changes in Council and the new appointment of a Mayor, Council decided to wait to appoint a Deputy Mayor until after the By-Election. Due to the acclamation of Councillor Morrissey, Council has decided to appoint a new Deputy Mayor. Town Clerk pointed out this particular motion requires 2/3 vote of Council.

Mayor Matt Wells asked for a motion regarding the appointment of Deputy Mayor.

**RESOLUTION  
# 2019/133**

**DIAMOND/AUSTIN:  
WHEREAS THE TOWN OF STEADY BROOK CURRENTLY  
HAS A VACANCY FOR THE POSITION OF DEPUTY MAYOR,  
MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPOINT BILL DAWSON AS DEPUTY MAYOR OF STEADY  
BROOK AS OUTLINED IN SECTION 18 IN THE  
MUNICIPALITIES ACT.**

**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

No one spoke to the motion.

4.7.2 – PMA Training – September 19-20, 2019 Town Clerk

Mayor Wells called for a motion.

**RESOLUTION  
# 2019/134**

**AUSTIN/DIAMOND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK  
APPROVE THE TOWN CLERK ATTENDANCE AT THE PMA  
FALL FORUM DATED SEPTEMBER 19-20, 2019.**  
**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

No one spoke to the motion.

4.7.3 – Municipal Budget Training

Town Clerk explained Municipal Affairs provides Budget training yearly to municipalities in preparation for preparing the next year Budget. It is recommended for new Councillors and Town Clerk to attend in preparation for upcoming 2020 Budget.

Mayor Wells called for a motion.

**RESOLUTION  
# 2019/135**

**DIAMOND/AUSTIN:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK SEND  
THE TOWN CLERK AND ANY AVAILABLE COUNCILLORS  
TO THE FOLLOWING MUNICIPAL BUDGET TRAINING  
PROVIDED BY MUNICIPAL AFFAIRS ON EITHER OCTOBER  
16, 2019 (CORNER BROOK) OR OCTOBER 23, 2019  
(STEPHENVILLE):**  
**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

No one spoke to the motion.

4.7.4 – PMA Module Training – Oct. 28 – Nov 1, 2019 (Gander)

Mayor Wells explained this training is in relation to the Town Clerk attending PMA training in Gander and covers such items as roles

and responsibilities and relationships, municipal office administration, cash handling, budgeting, financial evaluation, municipal accounting and municipal planning.

Mayor Wells called for the motion.

**RESOLUTION  
# 2019/136**

**AUSTIN/DIAMOND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK SEND THE TOWN CLERK TO PMA MODULE 1-5 TRAINING FROM OCTOBER 28 – NOVEMBER 1, 2019 (GANDER).**  
**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells, Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

No one spoke to the motion.

4.7.5 – MNL conference Nov. 14-16, 2019 (St. John's) – Mayor Attendance

Mayor Wells called for the motion.

**RESOLUTION  
# 2019/137**

**AUSTIN/DIAMOND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK SEND MAYOR MATT WELLS TO MNL CONFERENCE NOVEMBER 14-16, 2019 (ST. JOHN'S).**  
**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells, Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

Mayor Wells explained the Town should be sending a representative to the MNL conference. Given the fact the Mayor speaks on behalf of the Town, it is important to participate in these types of conferences as it helps to keep up to date on information directly affecting municipalities. It also allows Town's representatives to have a voice in matters which directly affect our Town. Mayor Wells encouraged other Councillors to review the MNL Agenda and forward any recommendations on particular topics the Mayor should attend.

4.7.6 Hire – Seasonal Maintenance Operator

Councillor Austin explained Council is preparing for the upcoming Winter season. Due to the seasonal demand for snow clearing, Council has decided to seek additional help for the Maintenance



Operator. After a lengthy application process, Council has decided on an individual as a possible hire.

Mayor Wells called for the motion.

**RESOLUTION  
# 2019/138**

**DIAMOND/AUSTIN:**  
**WHEREAS THE TOWN OF STEADY BROOK REQUIRES  
ADDITIONAL MAINTENANCE STAFF FOR THE UPCOMING  
SEASON; BE IT RESOLVED THE TOWN OF STEADY BROOK  
HIRE A SEASONAL MAINTENANCE OPERATOR.**  
**IN FAVOUR: (6) Dawson, Diamond, Rose, Austin, Wells,  
Morrissey**  
**OPPOSED: (0)**  
**RESOLUTION CARRIED**

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

Councillor Austin noted Winter is approaching and Council decided to be proactive and hire a seasonal winter maintenance operator ahead of the busy winter season.

Mayor Wells explained Council conducted an extensive interview process selecting a new seasonal maintenance operator.

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 – Update – Scheduled Intake Water Check Done  
September 27, 2019.

Councillor Rose stated Service NL completed an Intake Water Check. Operations Manager pointed out it will take 6 months to get the results from the samples. Town Clerk pointed out if there are any issues the Town is notified.

Councillor Rose also explained he took a tour of the Water Shed area with the Maintenance Operator and also visited Crown Lands to help determine the Town's jurisdiction.

Mayor Wells commented that the Town of Steady Brook is only responsible within its boundaries and it isn't necessary to go outside the Town's jurisdiction. He also informed Councillor Rose there is a watershed checklist which is completed quarterly and returned to the Town Office.

**5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Councilor Rose – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dawson - Acknowledged a volunteer in the community named Brady Griffith-Hefford who was recognized by the Canadian Blood Services for being a stem cell donor. Councillor Dawson commended this volunteer and stated community volunteers are an essential component to our communities and need to be recognized for their time and efforts.

Councillor Dawson also apologized for the unscheduled water shut off on Dominion Drive, Marble Drive and Mountain Vale Park. He explained maintenance work on Mountain Vale required an emergency shut off to the waterline. Council will be looking at developing Policies regarding this type of situations and will have a defined way of communicating via emails regarding such incidents. Mayor Wells agreed and this issue is gone back to the Public Works Committee to discuss.

Councillor Austin – Nothing to Report.

Councillor Morrisey – Thanked the public for their support and acknowledged Council/staff's assistance with understanding a Councillors role and explaining the process with Municipal government.

Mayor Wells – Nothing to Report.

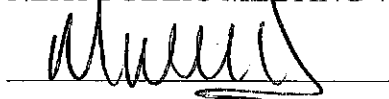
Mayor Wells called for a motion to adjourn.

**RESOLUTION  
# 2019/139**

**DAWSON:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON OCTOBER 3, 2019 AT 7:29PM.**

MEETING WAS ADJOURNED AT 7:29 PM.

NEXT PUBLIC MEETING WILL BE NOVEMBER 7, 2019.



Mayor Matthew Wells



Town Clerk