



TOWN OF STEADY BROOK
PUBLIC MEETING
August 19, 2021

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

Renee Burden (Town Clerk)

ABSENT: C. Austin

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 August 19, 2021, Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the August 19, 2021, Agenda.

**RESOLUTION
2021/086**

ROSE/KENNEDY:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF AUGUST 19, 2021.

IN FAVOUR: (6) Dawson, Morrissey, 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 July 15, 2021, 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 July 15, 2021, Minutes.

**RESOLUTION
2021/087**

MORRISSEY/DIAMOND:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF JULY 15, 2021.

IN FAVOUR: (6) Dawson, Morrissey, 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 Items**

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 – Maintenance Update

Councillor Diamond notified residents that maintenance personnel have cleaned up brush in the ditches along Marble Drive. This was necessary to prepare for the winter season and have road visible for motorists and for snow clearing.

Councillor Diamond also commended maintenance personnel on achieving a passing mark on the Federal exam for Wastewater Collection. He indicated the Town now has a federally certified employee with regards to wastewater collection.

4.1.2 – CBCL – Regional Water Supply between Corner Brook/Steady Brook Servicing Plan- nothing to report.

Councillor Diamond indicated there is nothing new to report on this issue.

4.1.3 – Capital Works Project – Musgrave Drive Lift Station – in progress

Councillor Diamond explained the Town has been approved for a Capital Works Project for a Lift Station on Musgrave Drive. This project is currently in progress and the Town is awaiting notification of the start date.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Meeting July 28, 2021.

Mayor Dawson informed the Public there was a scheduled meeting on July 28, 2021, for the Regional Fire Committee. Meeting was unable to go ahead due to lack of quorum. Next meeting is scheduled for August 25, 2021.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2021/088**

AUSTIN/KENNEDY:

WHEREAS THE TOWN MANAGER HAS APPROVED 2 BUILDING PERMITS BETWEEN JULY 13, 2021 AND AUGUST 13, 2021 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: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy indicated this is an approval for all the building permits that fall under the Town's current building regulations.

4.3.2 – Building Permit Application Amendment

Mayor Dawson called for a motion.

**RESOLUTION
2021/089**

KENNEDY/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NEED OF A REAL PROPERTY REPORT AND WATER/SEWER SERVICING PLAN TO BE SUBMITTED TO THE TOWN FOR NEW HOME CONSTRUCTION AND SUBDIVISION OF LAND; BE IT RESOLVED THE TOWN OF STEADY BROOK AMEND THE BUILDING PERMIT APPLICATION AS RECOMMENDED BY THE LANDS AND PLANNING COMMITTEE

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy explained the Lands and Planning Committee made recommendations to Council to add additional requirements to the Building Permit Application for new home builds and subdivision of land (notably a real property report and water/sewer servicing plan). This amendment was to ensure information regarding subdivision and new home builds will be accurately updated with the Town's files.

4.3.3 – Building Permit Application – PAR ID 273-610 and PAR ID 203-503

Mayor Dawson declared a conflict of interest and stepped away from the chair. He left the meeting at 7:08pm.

Deputy Mayor Morrissey stepped in as acting chair and called for a motion.

**RESOLUTION
2021/090**

KENNEDY/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK RECEIVED AN APPLICATION REQUESTING A 10% VARIANCE INCREASE FOR PAR ID # 203-503 AND A 10% VARIANCE DECREASE FOR PAR ID # 273- 610 ON JULY 23, 2021; BE IT RESOLVED THE TOWN OF STEADY BROOK ADVERTISE THE REQUESTED VARIANCE IN THE WEST COST WIRE FOR A PERIOD OF 7 DAYS. ADVERTISING COST SUBJECT TO BE PAID BY THE PROPERTY OWNER AND REIMBURSED TO THE TOWN

IN FAVOUR: (5) Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

ABSTAINED: (1) Dawson

RESOLUTION CARRIED

Deputy Mayor Morrissey asked if anyone would like to speak to the motion.

Councillor Kennedy explained the Lands and Planning Committee received a Building Permit Application requesting a 10% variance

reduction on PAR ID #273-610 and a 10% variance increase on PAR ID #203-503. Councillor Kennedy noted the application has been reviewed and meets all building requirements. However, an application for a variance must be advertised to the public in addition to the opportunity for public consultation. Council will advertise the variance application as set out in the Town's building regulations.

Mayor Dawson returned at 7:11pm. and resumed as chair.

4.3.4 Business Permit Application – Par ID 160-481

Mayor Dawson called for a motion.

RESOLUTION # 2021/091

AUSTIN/DIAMOND:

WHEREAS THE TOWN'S DEVELOPMENT PLAN APPROVES HOME BASE BUSINESS TO BE CONDUCTED WITHIN THE TOWN OF STEADY BROOK; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE BUSINESS PERMIT APPLICATION FOR PAR ID #160-481 FOR A SMALL ENGINE REPAIR SHOP AS RECOMMENDED BY THE LANDS AND PLANNING COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy explained this is a business application for a small engine repair shop in the community. Application was reviewed by the Lands and Planning Committee and all of Council and falls within the guidelines under the Town's Building Regulations.

4.3.5 – COVID-19 Stimulus Program – Community Hall Renovations - update

Councillor Kennedy stated the renovations for the Community Hall is on schedule.

4.3.6 – Canada Healthy Community Initiative Application – upgrades to Playground

Councillor Kennedy indicated the Town is currently waiting on notification if the Town received funding (response is tentatively scheduled for September 2021). This is a funding application submitted on June 25, 2021, for upgrades to Wilton Street playground.

4.3.7 – Canada Community Revitalization Fund -application submitted July 23, 2021.

Councillor Kennedy explained this is another funding opportunity in which the Town applied on July 23, 2021. The application includes additional upgrades to the Community Hall to include the bottom

portion of the building for a meeting room, washroom, wheelchair deck, etc.

4.3.8 – Municipal Enforcement Officer – update

Councillor Kennedy reported the Town is currently in the process of finalizing details regarding a Municipal Enforcement Officer with the Town of Deer Lake and Pasadena. More information will be shared with the public regarding a MEO in the next coming months.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Rental of Community Hall Tables and Chairs

Mayor Dawson called for a motion.

**RESOLUTION
2021/092**

ROSE/DYKE:

WHEREAS RESIDENTS HAVE PERIODICALLY REQUESTED TO USE THE COMMUNITY HALL TABLES AND CHAIRS FOR VARIOUS FUNCTIONS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE ANY RESIDENTS' REQUESTS TO RENT TABLES AND CHAIRS FROM THE COMMUNITY HALL. ANY AND ALL PREVIOUS MOTIONS REGARDING USAGE OF THE COMMUNITY HALL TABLES AND CHAIRS ARE HEREIN RESCINDED.

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

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Kennedy informed the public Council has received multiple requests from residents to use the community hall tables/chairs for various events. Council decided to amend previous motion regarding the usage of the community hall's tables and chairs and allow residents the opportunity to use the community table/chairs for various events.

Councillor Dyke noted the opportunity to use the community table and chairs is a great decision however there is an expectation that the items are to be returned in the same condition.

4.5 FINANCE:

4.5.1 – Approval of Invoices

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2021/093**

ROSE/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$35,392.02.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose explained the Town's expenses are on par for this time of year and the Town is currently on budget.

4.5.2 – Business Supplementary Tax Credit

Mayor Dawson called for a motion.

**RESOLUTION
2021/094**

MORRISSEY/ROSE:

WHEREAS THE FINANCE COMMITTEE REVIEWED A PROPERTY ASSESSMENT APPEAL REPORT FOR PAR ID 183-812; BE IT RESOLVED THE TOWN OF STEADY BROOK PROVIDE A TAX CREDIT IN THE AMOUNT OF \$366.90.

IN FAVOUR: (6) Dawson, Morrissey, 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 a credit for a property assessment appeal submitted to the Town by Municipal Assessment Agency. Council must approve all credits, so this is Council just formalizing the procedure.

4.5.3 – GIC

Mayor Dawson called for a motion.

**RESOLUTION
2021/095**

ROSE/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK TRANSFER GIC #10339783330 IN THE AMOUNT OF \$100,000.00 INTO THE TOWN'S OPERATING BANK ACCOUNT.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose explained this is standard procedure for this time of year. Taxes are due March 31 and tax revenue is put in GICs until required to be used for operating costs. GICs allows the revenue to accumulate interest until transferred into the Town's operating account.

4.5.4 – CADO Application

Mayor Dawson called for a motion.

**RESOLUTION
2021/096**

MORRISSEY/DIAMOND:

WHEREAS THE TOWN OF STEADY HAS RECOGNIZED THE NEED TO USE CADO (COMPANIES AND DEEDS ONLINE) SOFTWARE TO AID STAFF WITH PERMIT APPLICATIONS AND GENERAL PROPERTY INQUIRIES; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE TO SUBMIT AN APPLICATION FOR CADO SOFTWARE AND SUBSEQUENTLY RENEW LICENCING PRIVILEGES ON AN ANNUAL BASIS.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy explained CADO is an online software program which provides information on land. This software is useful for building permit applications and land transfer and will help staff address issues that may arise with building applications.

Councillor Rose stated using this software will help reduce legal fees. The Town will be able to access information that usually had to be provided by a lawyer.

4.5.5 – Gas Tax

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

**RESOLUTION
2021/097**

ROSE/DYKE:

WHEREAS THE DEPARTMENT OF MUNICIPAL AND PROVINCIAL AFFAIRS ANNOUNCED THE FEDERAL GOVERNMENT’S APPROVAL TO INCREASE THE FEDERAL GAS TAX FUND FOR 2019-2024 AND AS SUCH THE TOWN OF STEADY BROOK HAS BEEN NOTIFIED THE TOWN’S FEDERAL GAS TAX TO BE INCREASED IN THE AMOUNT OF \$26,524.00 AND BROKEN DOWN AS FOLLOWS:

Distribution of Gas Tax with Base Allocation + Per Capita					
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
\$54,757.00	\$26,524.00	\$54,255.00	\$27,730.00	\$28,936.00	\$192,202.00

BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THE FUNDING INCREASE OF \$26,524.00 FOR FEDERAL GAS TAX.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose stated the motion is self-explanatory however, the Town is pleased the federal government is allocating more money into the Town's Gas Tax Fund.

4.6 ADMINISTRATION:

4.6.1 – Municipal Election – September 28, 2021

Councillor Dyke informed the public of an upcoming General Municipal Election scheduled for Tuesday, September 28, 2021. Nomination Day is scheduled for Tuesday, August 31, 2021, from 8am-8pm. Town Office will be sending out additional information regarding the election in the coming weeks.

4.6.2 – Adoption of Election Fee for Election Officials

Mayor Dawson called for a motion.

**RESOLUTION
2021/098**

DYKE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK ACKNOWLEDGES THE ELECTION FEE SCHEDULE FOR ELECTION OFFICIALS AS SET OUT BY NL ELECTIONS AND ELECTIONS CANADA AND AS SUCH RECOGNIZES THIS SCHEDULE SHOULD ALSO BE APPLIED TO MUNICIPAL ELECTIONS; BE IT RESOLVED THE TOWN OF STEADY BROOK IMPLEMENT THE ELECTION FEE SCHEDULE (AS SET OUT BY NL ELECTIONS) FOR ANY MUNICIPAL ELECTIONS FOR THE TOWN OF STEADY BROOK.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy,

Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Dyke explained the Administration Committee reviewed the election fee schedule provided by the Provincial government and it was identified the Town did not provide this fee to staff during an election. It was determined other municipalities do follow the NL Election fee schedule and the administration committee recognized conducting a municipal election is over and above the additional responsibilities of staff.

4.6.3 – Employment Policy - Amendment

Mayor Dawson called for a motion.

**RESOLUTION
2021/099**

DIAMOND/KENNEDY:

WHEREAS THE ADMINISTRATION COMMITTEE HAS REVIEWED THE EMPLOYMENT POLICY AND RECOMMENDED VARIOUS AMENDMENTS AND AS SUCH HAS BEEN REVIEWED BY THE COUNCIL OF THE WHOLE; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED EMPLOYMENT POLICY. ANY AND ALL SUCH PREVIOUS EMPLOYMENT POLICIES ARE HEREIN RESCINDED.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy,

Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Dyke noted the administration committee has been reviewing all policies and updating them accordingly. Administration Committee reviewed the Employment Policy and acknowledged that staff should be recognized for working overtime (which is determined as being an extension of daily work hours) and updated the statutory holidays in line with the Provincial Government statutory holidays.

Mayor Dawson commended the administration committee on the great work done over the last few months.

Councillor Dyke acknowledged gratitude for the recognition and stated the improvements within the community is the result of staff that work for the Town. She commended staff on their commitment to the Town and the hard work done daily to help the Town run smoothly. She noted the staff are happy with the changes.

Mayor Dawson called for another motion.

**RESOLUTION
2021/100**

DIAMOND/DYKE

WHEREAS THE ADMINISTRATION COMMITTEE HAS RECOMMENDED AMENDMENTS TO THE EMPLOYMENT POLICY AND AS SUCH ACKNOWLEDGES STAFF'S COMMITMENT TO THE TOWN; BE IT RESOLVED THE TOWN OF STEADY BROOK REIMBURSE OVERTIME HOURS (AS SET OUT IN THE EMPLOYMENT POLICY) RETROACTIVE TO JANUARY 1, 2021, AS INDICATED IN THE RECENTLY AMENDED EMPLOYMENT POLICY

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Dyke noted this motion was in addition to the previous motion. This motion approves overtime hours to be retroactive as of January 1, 2021.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Meeting scheduled to be announced.

Councillor Rose reported the meeting scheduled for July 8, 2021, did not proceed due to lack of quorum. Meeting will be re-scheduled for a later date. He reminded residents if they travel through the watershed to be cautious and careful as it is a protected watershed area.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – addressed the issue regarding rafters and acknowledged Council needs to find solution to the problem. He stated the issue needs to be discussed with many different agencies (i.e., RCMP, Search and Rescue, MEO, etc.).

Mayor Dawson also reminded the public of a General Municipal Election on September 28, 2021 and encouraged anyone interested in sitting on Council to put their name forward on nomination day, August 31, 2021.

Deputy Mayor Morrissey – addressed the issue regarding rafters and the incident which occurred on the Humber River on August 14, 2021.

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.

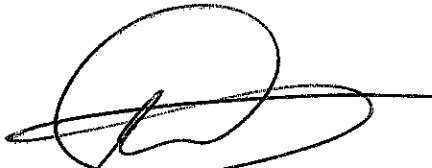
**RESOLUTION
2021/101**

DYKE:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON AUGUST 19, 2021, AT 7:40 PM.**

MEETING WAS ADJOURNED AT 7:40 PM.

NEXT PUBLIC MEETING WILL BE ON SEPTEMBER 16, 2021.



Mayor Bill Dawson



Town Clerk