



TOWN OF STEADY BROOK
PUBLIC MEETING
July 15, 2021

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

Renee Burden (Town Clerk)

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 July 15, 2021, Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the July 15, 2021, Agenda.

**RESOLUTION
2021/072**

ROSE/KENNEDY:

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

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 June 17, 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 June 17, 2021, Minutes.

**RESOLUTION
2021/073**

MORRISSEY/DYKE:

**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JUNE 17, 2021.**

**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 Items**

NOTHING TO REPORT.

**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 reported the Chlorine Auto Flusher is installed on Marble Drive. It is located at the end of the line (Marble Drive) and its purpose is to help the Town use less chlorine to treat the water as the chlorine will be recycled back into the waterline.

Floating dock has also been installed by the boat launch for residents to enjoy.

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. It has been determined the Musgrave Drive lift station's pump is clogging due to non-biodegradable material being flushed in the sewage system. Town Office has sent out letters to residents on Musgrave Drive and included a flyer outlining items not to be flushed in the sewage system.

Mayor Dawson reminded residents that flushing items which are not biodegradable causes issues with the lift stations and incurs costly expenses that could be easily avoided.

4.1.4 – Painting Road Lines

Mayor Dawson called for a motion.

**RESOLUTION
2021/074**

DIAMOND/AUSTIN:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE TRUE LINES PAVEMENT MARKINGS TO PAINT ROAD LINES (5KM) THROUGHOUT THE COMMUNITY IN THE AMOUNT OF \$2750.00 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 explained road line painting was necessary and noted there was a shortage of road paint this year due to COVID-19.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Meeting June 30, 2021.

Mayor Dawson informed the Public there was a scheduled meeting on June 30, 2021, for the Regional Fire Committee. Meeting was unable to go ahead due to lack of quorum. Next meeting is scheduled for July 28, 2021. Mayor Dawson added the public that the Regional Fire Committee is looking to expand and enhance services with Pasadena. There was a meeting to discuss providing better service with Pasadena on July 14, 2021.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2021/075**

AUSTIN/KENNEDY:
WHEREAS THE TOWN MANAGER HAS APPROVED 5 BUILDING PERMITS BETWEEN JUNE 15, 2021 AND JULY 12, 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: (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 indicated this is an approval for all the building permits that fall under the Town's current building regulations.

4.3.2 – Business Permit Application – Par ID 160-329

Mayor Dawson called for a motion.

**RESOLUTION
2021/076**

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 #160-329 FOR A SMALL ENGINE REPAIR SHOP 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 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.

4.3.3 – COVID-19 Stimulus Program – Community Hall Renovations

Mayor Dawson called for a motion.

**RESOLUTION
2021/077**

AUSTIN/DYKE:

WHEREAS THE TOWN OF STEADY BROOK HAS RECEIVED FUNDING FROM THE COVID-19 STIMULUS PROGRAM FOR THE COMMUNITY HALL RENOVATIONS AND HAS ACQUIRED QUOTES FOR THE COMPLETION OF THE UPSTAIRS; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE CONTRACT WORK TO HOME SOLUTIONS BY DESIGN.

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 this is the remaining upgrades outlined under the COVID-19 Stimulus Funding received from the Provincial Government in the amount of \$150,000. This funding was awarded to existing building upgrades and must be completed by December 31, 2021.

4.3.4 – Canada Healthy Community Initiative Application

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. Councillor Kennedy commended residents for the letters of support for this project.

4.3.5 – Canada Community Revitalization Fund

Mayor Dawson called for a motion.

**RESOLUTION
2021/078**

KENNEDY/ROSE:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED TO UPGRADE THE TOWN'S COMMUNITY HALL TO ENSURE ALL THE BUILDING'S ASSESSIBILITY IS ACCESSIBLE TO ALL DEMOGRAPHICS WITHIN OUR COMMUNITY AND AS SUCH THE TOWN OF STEADY BROOK, OF THE PROVINCE OF NEWFOUNDLAND AND LABRADOR IS THE LEGAL OWNER OF THE PROPERTY LOCATED IN THE COMMUNITY AT 10 WILTON STREET (COMMONLY KNOWN AS THE STEADY BROOK COMMUNITY HALL); BE IT RESOLVED THE TOWN OF STEADY BROOK HEREBY DIRECTS AND GRANTS PERMISSION TO STAFF TO ARRANGE THE REQUISITE RENOVATIONS TO BE MADE TO THE STEADY BROOK COMMUNITY HALL. THE TOWN OF STEADY BROOK ALSO DIRECTS AND GRANTS PERMISSION TO STAFF TO PURSUE FUNDING FROM THE CANADA COMMUNITY REVITALIZATION FUND TO FACILITATE REQUISITE RENOVATIONS TO THE STEADY BROOK COMMUNITY HALL.

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 this is another funding opportunity in which the Town will be applying on July 16, 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. The Town received \$150,000 from the COVID-19 Stimulus Fund, however, to do all upgrades to the community hall, the Town is also applying for additional funding to help make the Community Hall safer and more accessible to all demographics.

Mayor Dawson called for another motion.

**RESOLUTION
2021/079**

KENNEDY/ROSE:

BE IT RESOLVED THE TOWN OF STEADY BROOK, OF THE PROVINCE OF NEWFOUNDLAND AND LABRADOR GRANTS PERMISSION TO THE DESIGNATED CONTRACTOR HOME SOLUTIONS BY DESIGN TO PROCEED WITH RENOVATIONS TO THE PROPERTY LOCATED IN THE COMMUNITY HALL AT 10 WILTON STREET COMMONLY KNOWN AS THE STEADY BROOK COMMUNITY HALL. AS SUCH, THE TOWN OF STEADY BROOK'S TOWN COUNCIL PROVIDES THIS AUTHORIZATION WITH THE STIPULATION THAT THE PROJECT WILL COMMENCE ON APRIL 19, 2021, AND BE CONCLUDED IN ITS ENTIRETY BY DECEMBER 31, 2021.

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 stated the 2 motions cover the CCRV application and information was provided in the earlier motion.

Mayor Dawson commended Town Clerk on collecting important documents from the Registry of Deeds that was necessary to be included in the CCRV application.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Joy 50 Run

Councillor Kennedy informed the public there will be a race scheduled on Saturday, July 31, 2021, in support of Suicide Prevention. Race will start in Massey Drive and finish line is in the Gazebo area in Steady Brook. Email notification will be sent to residents with additional information nearer to the date of the race. Gazebo area will still be accessible to residents, however, there will be increase traffic in the area.

4.4.2 – Pump Track

Mayor Dawson informed the Public there are some housekeeping items left to finish on the Pump Track and Council is currently following up with the Steady Brook Recreation Committee. More information will be sent in the coming weeks regarding the Pump Track.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting cancelled due to COVID-19.

4.6 FINANCE:

4.6.1 – Approval of Invoices

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2021/080**

ROSE/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$40,805.82.

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

4.6.2 – Business Request for Water/Sewer Tax Credit

Mayor Dawson called for a motion.

**RESOLUTION
2021/081**

MORRISSEY/ROSE:

WHEREAS THE FINANCE COMMITTEE RECEIVED AND REVIEWED WITH THE COMMITTEE OF THE WHOLE A REQUEST TO RECEIVE A CREDIT FOR A WATER/SEWER TAX FOR PAR ID 183-812; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE WATER AND SEWER TAX CREDIT RELIEF REQUEST FOR THE 2019/2020/2021 TAX YEARS.

IN FAVOUR: (0)

OPPOSED: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose

RESOLUTION NOT CARRIED

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

Deputy Mayor Morrissey explained Council received a request for Water/Sewer Tax Relief and the finance committee brought this request to a Public Meeting as per the *Municipalities Act, 1999*

4.6.3 – Amendment to Tax Arrears Policy

Mayor Dawson called for a motion.

**RESOLUTION
2021/082**

ROSE/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK AMEND THE TAX ARREARS POLICY AS RECOMMENDED BY THE FINANCE COMMITTEE. ANY AND ALL TAX ARREARS POLICIES PRIOR TO JULY 15, 2021, ARE HEREIN RESINDED.

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 indicated the finance committee reviewed the Tax Arrears Policy and noted the policy needed to be updated. The policy now addresses how payments will be applied to tax accounts and payments will be applied to interest first as outlined within General Applied Accounting Principles.

Mayor Dawson noted all committees have been reviewing policies and updating policies accordingly, so they are current.

4.7 ADMINISTRATION:

4.7.1 – 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.

4.7.2 - Appointment of Alternate Returning Officer

Mayor Dawson called for a motion.

**RESOLUTION
2021/083**

DYKE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK WILL BE HOLDING A GENERAL MUNICIPAL ELECTION ON TUESDAY, SEPTEMBER 28, 2021; BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT PATRICIA DWYER AS ALTERNATE RETURNING OFFICER AS PER SUBSECTION 13(2) OF THE *ELECTIONS ACT*.

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 Dyke noted this is a requirement under the *Elections Act*. Town has been fortunate to have an individual in the community trained to carry out these duties.

4.7.3 - Town Website

Mayor Dawson called for a motion.

**RESOLUTION
2021/084**

DIAMOND/KENNEDY:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED TO UPDATE THE TOWN'S WEBSITE TO ENHANCE COMMUNICATION TO RESIDENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE YIELD COMMUNICATIONS TO UPDATE AND PROVIDE WEBSITE MAINTENANCE ON A YEARLY BASIS AS RECOMMENDED BY THE ADMINISTRATION 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 Dyke noted the current Town website is not user friendly and requires updating so information is readily available. Research was conducted on this particular company and the company provides website services to several other communities in our region. Website is a tool to provide information to the residents and this upgrade will enhance communication between the Town and residents.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Meeting scheduled for July 8, 2021.

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.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – nothing to report.

Deputy Mayor Morrissey – expressed concern with traffic obstructions (on Forest Drive) around the Boat Launch area. He noted it posed a risk to safety as traffic obstructed any emergency vehicle to drive around the blind turn on Forest Drive. Rafters are also parking on the beach which is a concern.

Councillor Austin – nothing to report.

Councillor Diamond – expressed concern with parking by rafters in the Boat Launch area and blind turn on Forest Drive. Reported traffic was obstructing road.

Mayor Dawson added the Town is currently working on providing MEO services with Deer Lake and the Town of Pasadena. He reported Pasadena just approved their MEO agreement so MEO services should start in the near future. In the meantime, residents are encouraged to call RCMP if safety issues are observed in the Boat Launch area.

Councillor Dyke – discussed options to deal with rafters in the interim until MEO services start in the community. She noted she will discuss with Town Office various options to address this area and noted one option is to bring in security until MEO is in operation. She reassured residents a plan will be developed by Council to address this issue.

Councillor Kennedy – reiterated the necessity of an upgraded Town website and is pleased the Town will be moving forward on this project. She emphasized the website is an important communication tool and will provide residents quicker access to important information like Development Plans and Policies.

Councillor Rose – nothing to report.

Mayor Dawson called for a motion to adjourn.

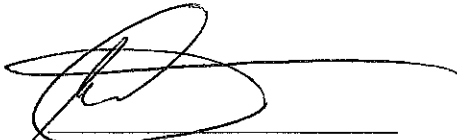
SOLUTION
2021/085

DYKE:

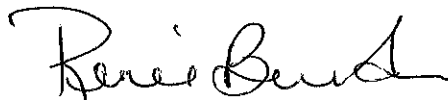
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON JULY 15, 2021, AT 7:34 PM.**

MEETING WAS ADJOURNED AT 7:34 PM.

NEXT PUBLIC MEETING WILL BE ON AUGUST 19, 2021.



Mayor Bill Dawson



Town Clerk