



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
June 17, 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 7:09 p.m. Meeting was delayed due to technical difficulties (internet issues).*

**Agenda Item**

**1) Call Meeting to Order**

Mayor Dawson called the meeting to order at 7:09 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 June 17, 2021, Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the June 17, 2021, Agenda.

**RESOLUTION  
# 2021/059**

**ROSE/DIAMOND:**

**BE IT RESOLVED TO APPROVE THE AGENDA 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.

**1.1) Minutes of  
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the May 20, 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 May 20, 2021, Minutes.

**RESOLUTION  
# 2021/060**

**MORRISSEY/DYKE:**

**BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF MAY 20, 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.

**(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 reported Hydrant Flushing has been completed however the Town experienced a water leak (located behind the parking lot on Marble Mountain) on May 31, 2021 which resulted in a Boil Order. Maintenance Personnel has fixed the water leak and the Boil Order was lifted on June 9, 2021.

Mayor Dawson added it was discovered the water pipe was not installed properly (no bedding underneath the pipe) which resulted in the water pipe rupturing.

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.

#### 4.1.4 – Snow Clearing Policy – Amendment

Mayor Dawson called for a motion.

### RESOLUTION # 2021/061

#### **DIAMOND/DYKE:**

**WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE INFORMATION REGARDING SNOWCLEARING PROCEDURES TO BE UPDATED; BE IT RESOLVED TO ADOPT THE AMENDED SNOW CLEARING POLICY AS PRESENTED BY THE PUBLIC WORKS COMMITTEE. ANY SNOWCLEARING POLICIES BEFORE JUNE 17, 2021, ARE HEREIN RESCINDED.**

**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 policy was outdated and required the policy to identify current buildings, equipment, and recent change of direction on Musgrave Drive.

Mayor Dawson added the Town's current policies have been reviewed by the prospective committees and amended to reflect required changes. Policy was amended to reflect the reconfigured snow clearing route.

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

##### 4.2.1 – Fire Department – Meeting May 26, 2021.

Mayor Dawson informed the Public the Regional Fire Board held a meeting on May 26, 2021 and the Board discussed at great length the Memorandum of Understanding. This topic will be discussed further with Little Rapids Service District. Next meeting is scheduled for June 30, 2021.

#### **4.3 PLANNING AND DEVELOPMENT:**

##### 4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/062**

**KENNEDY/AUSTIN:**

**WHEREAS THE TOWN MANAGER HAS APPROVED 6 BUILDING PERMITS BETWEEN MAY 14, 2021, AND JUNE 14, 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 – Building Permit Application – Par ID 160-315**

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/063**

**KENNEDY/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE THE BUILDING APPLICATION FOR 8 FOREST DRIVE SUBJECT TO ANY AND ALL APPROVALS FROM OTHER REGULATING GOVERNMENT AGENCIES ARE OBTAINED AND SUBMITTED TO THE TOWN OF STEADY BROOK. DUE TO THE LOCATION OF THIS PROPERTY THE FOLLOWING CONDITIONS MUST BE MET TO OBTAIN A PERMIT:**

- 1. ALL DEVELOPMENT MUST BE DONE IN ACCORDANCE WITH THE TOWN OF STEADY BROOK'S MUNICIPAL PLAN NOTABLY SECTION 3.4 AND 4.5. A GEOTECHNICAL STUDY MUST BE CONDUCTED.**
- 2. APPROVAL OF THE MINISTER OF ENVIRONMENT AND CONSERVATION.**
- 3. CONDITIONS SET OUT IN SECTION 48 OF THE *WATER RESOURCES ACT*.**
- 4. ANY OTHER APPROVALS IDENTIFIED BY OTHER GOVERNMENT AGENCIES THROUGHOUT THE COURSE OF CONSTRUCTION.**

**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 an approval in principle for new home construction which requires a separate motion of Council. The building application has been reviewed by the Lands

and Planning Committee and conditions have been attached as set out in the Town's Building Regulations.

#### 4.3.3 – COVID-19 Stimulus Program

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/064**

**KENNEDY/DIAMOND:**

**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 SIDING, DOORS, AND INTERIOR FLOORING; 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 the Town received funding in the amount of \$150,000 for upgrades to the Community Hall. The Town received 3 quotes for the project and the lowest quote was received by Home Solutions by Design. The project will start with leveling the floors, installing new doors, and siding. Start date is scheduled for July 5, 2021, and project will be completed in the Fall 2021.

#### 4.3.4 – Crown Land Applications – in progress

Councillor Kennedy indicated this item is currently in progress.

#### 4.3.5 – Municipal Enforcement Officer

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/065**

**KENNEDY/AUSTIN:**

**WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED FOR A MUNICIPAL ENFORCEMENT OFFICIER WITHIN THE COMMUNITY AND HAVE AGREED TO REGIONALIZE THIS SERVICE WITH THE TOWN OF DEER LAKE AND PASADENA; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE MUNICIPAL ENFORCEMENT OFFICER AGREEMENT WITH THE TOWN OF DEER LAKE AND PASADENA FOR MUNICIPAL ENFORCEMENT SERVICES AS PRESENTED 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 discussed the regionalized Municipal Enforcement agreement between Steady Brook, Pasadena, and Deer Lake. She explained a Municipal Enforcement Officer will help with increased traffic issues caused by rafters in the boat launch area and will help address the Town's animal control issues. Municipal Enforcement Officer ensure the Town's regulations are being followed. Further information will be available regarding this regionalized service in the next few months.

#### 4.3.6 – Grant Match – Agreement

Mayor Dawson called for a motion.

#### **RESOLUTION # 2021/066**

#### **KENNEDY/ROSE:**

**WHEREAS THE TOWN OF STEADY BROOK HAS THE OPPORTUNITY TO APPLY FOR THE CANADA HEALTHY COMMUNITY INITIATIVE AND THE GREEN AND INCLUSIVE AND COMMUNITY BUILDINGS FUNDING AND COUNCIL ACKNOWLEDGES THE NEED FOR PROFESSIONAL SUPPORT IN ORDER TO INCREASE THE TOWN'S PROBABILITY TO BE SUCCESSFUL; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THE AGREEMENT WITH GRANT MATCH CORP. TO PROVIDE CONSULTATION AND APPLICATION SUPPORT FOR THE ABOVE NOTED APPLICATIONS.**

**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 has engaged a consultant to help staff apply for various funding opportunities. Council has identified various projects needed within our small community and due to the highly competitive application process, Council has agreed to use an outside consultant to help in the application process to increase the Town's approval chances. There is no fee for this service unless funding gets approved.

Deputy Mayor Morrissey further explained there are various funding opportunities from the Federal Government to help stimulate the economy due to COVID-19 pandemic. Due to staffing limitations, it was proving difficult to keep up with the application submissions as the applications are labour intensive. Grant Match is a professional firm and using their services will help increase the Town's chances of securing funding.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Grad Recognition

Councillor Kennedy informed the public that the Town is currently planning to recognize the 2021 Grads in our community on June 23, 2021. The Town is encouraging residents to decorate their homes to honour the 2021 Graduates and decorations will be available at the Town Office for anyone wanting to participate.

4.4.2 – Pump Track

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/067**

**KENNEDY/ROSE:**

**WHEREAS THE TOWN OF STEADY BROOK SUPPORTS VOLUNTEER PROJECTS WITHIN THE COMMUNITY AND HAS RECEIVED A BUILDING APPLICATION FROM THE STEADY BROOK RECREATION COMMITTEE TO BUILD A PUMP TRACK (LOCATED NEAR THE GAZEBO WITHIN THE STEADY BROOK WALKING TRAIL) AND HAVE ASSURED COUNCIL ANY AND ALL DAMAGE TO THE TRAIL WILL BE RECTIFIED UPON THE COMPLETION OF THE PROJECT; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVED THE STEADY BROOK RECREATION COMMITTEE BUILDING APPLICATION FOR A PUMP TRACK. ANY AND ALL CONDITIONS OUTLINED IN THE APPLICATION ARE HEREBY ACCEPTED AND APPROVED BY COUNCIL.**

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

**OPPOSED: (1) Dyke**

**RESOLUTION CARRIED**

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

Councillor Kennedy explained the Steady Brook Recreation Committee submitted a proposal to Council to build a pump track (located nearby the walking trail behind the Gazebo area). Council met with the committee and did a walk through the area and determined the location was acceptable. Council is happy to see such an initiative in the community.

Mayor Dawson expressed support for this particular community initiative and noted there will be a temporary disturbance to the trail in the Gazebo area while the pump track is being constructed. Mayor Dawson reassured residents Council is working with the committee and Corner Brook Stream Trail to reinstate the trail to its previous condition.

Councillor Dyke explained she was not in favour of this motion and expressed safety concerns with the project after construction is completed. She noted concerns involving supervision and requested the Town Office notify residents that the area is unsupervised and is use at own risk.

4.4.3 – Corner Brook Regional Recreation Centre – Operational Subsidies

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/068**

**KENNEDY/DYKE:**

**WHEREAS THE TOWN OF STEADY BROOK HAS PARTICIPATED IN THE CORNER BROOK REGIONAL RECREATION CENTRE PROJECT AND AS SUCH HAS THE ACCEPTED THE TERMS OUTLINING THE TOWN'S PORTION OF THE OPERATIONAL SUBSIDY COSTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE TOWN'S OPERATIONAL SUBSIDY COSTS FOR THE CORNER BROOK REGIONAL RECREATION CENTRE IN THE AMOUNT OF \$8,880.00 AND INCLUDE IN THE TOWN'S BUDGET FOR THE NEXT THREE YEARS.**

**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 of Steady Brook is one of the supporters for the Regional Recreation Centre which includes a new pool for the Humber Valley Region. There is a committee which oversees the Corner Brook Regional Recreation Centre and Steady Brook's representative is Councillor Kennedy. Recently, the committee notified the Town of Steady Brook that the Town's subsidy contribution over the next 3 years will be \$8,880.00 per year. This figure was calculated for each community based on per capita.

Deputy Mayor Morrissey added this project includes other amenities other than a pool as it is a recreation centre. He noted this project benefits Bay of Islands and the Humber Valley region and will benefit the Town of Steady Brook tremendously.

4.4.4 – ParticipACTION Community Challenge Events – June 1-30, 2021

Councillor Kennedy updated the community on the various events taking place in the next couple of weeks for the ParticipACTION Community Challenge Event.

Mayor Dawson commended the volunteers involved in these community events and thanked Rory O'Neill for her contribution to the Town and organizing this event.

**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  
# 2021/069**

**ROSE/KENNEDY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$61,606.72.**

**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 a little higher than previous months as there was extra money spent on trail maintenance and electronic devices for Council/Staff (which was funded with the COVID-19 restart program).

4.6.2 – GIC

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/070**

**MORRISSEY/DIAMOND:**

**WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED FOR QUALITY WATER IN THE COMMUNITY AND AS SUCH, IS CURRENTLY EXPLORING VARIOUS OPTIONS TO FIX ONGOING WATER ISSUES; BE IT RESOLVED THE TOWN OF STEADY BROOK DESIGNATE GIC #10339783242, #10339783250 and #10339783269 TOTALING AN AMOUNT OF \$180,708.59 TO BE USED SOLELY FOR THE PURPOSES OF A CAPITAL WORKS PROJECT TO IMPROVE THE TOWN'S WATER SUPPLY. ANY AND ALL INTEREST GENERATED ON THESE GIC'S WILL ALSO BE DESIGNATED TO BE USED FOR ANY APPROVED CAPITAL WORKS PROJECT THAT WILL IMPROVE THE TOWN'S WATER SUPPLY.**

**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 explained the focus of Council is to pursue safe clean water for the Town of Steady Brook. Currently, CBCL is conducting a study to determine if it is feasible for Steady Brook to connect with the City of Corner Brook's water supply. It has been identified that resolving the Town's water issue will be very costly so Council decided to designate 3 GICs for water supply upgrades which will cover the Town's funding portion if the project is approved.

Mayor Dawson explained Council's intent is to build up that fund to ensure Town's portion of funding is available once the best option to fix the Town's water quality issues has been determined.

**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. Town Office will be sending out additional information regarding the election in coming weeks.

Mayor Dawson encouraged residents to get involved and consider running for council.

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 - Meeting scheduled for June 10, 2021.

Councillor Rose reported the meeting scheduled for June 10, 2021, did not proceed due to lack of quorum. Meeting is re-scheduled for Thursday, July 8, 2021.

**5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Mayor Dawson – reminded residents of the upcoming Municipal General Election on Tuesday, September 28, 2021. He encouraged residents to consider running for Council and if residents had any questions to contact the Town Office or any members of Council.

Deputy Mayor Morrissey – nothing to report.

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.

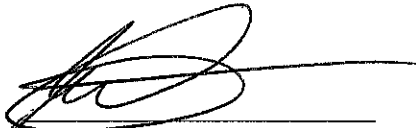
**RESOLUTION  
# 2021/071**

**DYKE:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON JUNE 17, 2021, AT 7:43 PM.**

MEETING WAS ADJOURNED AT 7:43 PM.

NEXT PUBLIC MEETING WILL BE JULY 15, 2021.



Mayor Bill Dawson



Town Clerk