



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
May 20, 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 7:14 p.m. (Meeting was delayed due to technical difficulties with internet service)*

**Agenda Item**

**1) Call Meeting to Order**

Mayor Dawson called the meeting to order at 7:14 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 May 20, 2021, Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the May 20, 2021, Agenda.

**RESOLUTION  
# 2021/046**

**ROSE/MORRISSEY:**

**BE IT RESOLVED TO APPROVE THE AGENDA 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.

**1.1) Minutes of  
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the April 22, 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 April 22, 2021, Minutes.

**RESOLUTION  
# 2021/047**

**KENNEDY/DYKE:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF APRIL 22, 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 spring cleanup will conclude Monday, May 24, 2021. He reminded residents bulk garbage items are required to follow the same guidelines as regular garbage collection. The Town does not accept tires or items placed in black garbage bags.

Hydrant flushing will start once maintenance personnel is finished with Spring Clean Up week. Town Office will send out additional information once dates have been confirmed.

4.1.2 – CBCL – Regional Water Supply – Steady Brook Servicing Plan- Capital Investment Plan Application

Mayor Dawson called for a motion:

**RESOLUTION  
# 2021/048**

**MORRISSEY/DIAMOND:**

**DUE TO THE TOWN OF STEADY BROOK'S ONGOING WATER QUALITY ISSUES, THE TOWN OF STEADY BROOK HAS EXPLORED MANY SOLUTIONS TO ADDRESS THESE WATER ISSUES. AS SUCH, THE TOWN OF STEADY BROOK HAS ENTERED INTO DISCUSSIONS WITH THE CITY OF CORNER BROOK TO EXPLORE A REGIONAL SERVICING PLAN BETWEEN THE TOWN OF STEADY BROOK AND CORNER BROOK.**

**IN ORDER TO DETERMINE IF THIS OPTION IS FEASIBLE, THE CITY OF CORNER BROOK (THE PROPONENT), IN CONJUNCTION WITH THE TOWN OF STEADY BROOK HAS BEEN APPROVED FOR FUNDING IN THE AMOUNT OF \$46,929 (PROJECT #60-2021-7314) TO BEGIN A REGIONAL WATER SUPPLY STUDY, CONDUCTED BY CBCL, BY THE GAS TAX SECRETARIAT.**

**BE IT RESOLVED; THE TOWN OF STEADY BROOK ACCEPT THE GAS TAX FUNDING PROJECT #60-2021-7314 AND APPROVE THE LETTER ADDRESSED TO THE CITY OF CORNER BROOK, OUTLINING THE CONDITIONS REQUIRED TO PROCEED WITH THE REGIONAL WATER SUPPLY STUDY AS PRESENTED TO COUNCIL BY THE PUBLIC WORKS 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 explained the Town of Steady Brook and City of Corner Brook have accepted funding from the Gas Tax Secretariat to conduct a Water Study to determine if providing water to the Town of Steady Brook is a feasible project and if Corner Brook water supply has the capacity to provide water. In accepting the Gas Tax funding, the City of Corner Brook identified conditions set out by the Gas Tax Secretariat indicating the money would have to be repaid if the project does not go ahead. The Town has accepted this responsibility with the proposed conditions however, both parties have agreed to pay back the funding if the project does not go ahead. The Town of Steady Brook will be responsible for the repayment if the Town decides not to proceed with the project (if the project is feasible). The City of Corner Brook has agreed to repayment if the City of Corner Brook decides not to proceed with the project.

Mayor Dawson thanked everyone involved in this project and noted the Town is moving forward with this project in good faith

with the City of Corner Brook. He reassured residents that Council's number one commitment is to find a reliable, quality source of water that will fix the ongoing water issues afflicting the Town.

#### 4.1.3 – Capital Works Project – Musgrave Drive Lift Station

Councillor Diamond explained the Town has been approved for a Capital Works Project for a Lift Station on Musgrave Drive with a projection of a Spring startup date. This project is currently in progress.

#### 4.1.4 – Fibre Op

Mayor Dawson explained tonight's meeting was delayed due to connectivity issues and expressed frustration with the quality of internet service in the community. These frequent disruptions in internet services in the mist of the current pandemic highlights the need of Fibre Op in the community. The Town is currently working with the Federal/Provincial government regarding Fibre Op. Discussions are continuing with government and an internet provider about bringing this essential service to our Town. Mayor Dawson expressed frustration with the process as other communities in the western region of Newfoundland have Fibre Op as an available option even though 50/10 broadband was available to these communities prior to Fibre Op installation. He noted due to the current internet available within the community, its challenging to even conduct Council business like streaming a Public Meeting (which is required due to the current pandemic) because the internet broadband service is insufficient. Currently, Steady Brook does not qualify for any funding programs for Fibre Op services. Regardless, Council has been working hard behind the scenes to find options available to bring this service to the Town.

Mayor Dawson recognized not having Fibre Op infrastructure in our community is unacceptable given the current technological demands on residents (i.e., work from home and school attendance) due to the ongoing pandemic. He noted Council recognizes resident's frustration with not having Fibre Op available and Council will continue to pursue this issue.

Councillor Kennedy echoed Mayor Dawson's statements and stated Fibre Op should be available to the residents of Steady Brook.

Deputy Mayor Morrissey added the Federal Government currently has funding available for Fibre Op under the Universal Broadband Fund however, the Town does not qualify because 50/10 broadband services are currently available.

Councillor Dyke agreed with the previous statements made by other Councillors. She noted not providing Fibre Op as an option for internet service is unacceptable especially during a pandemic.

Councillor Austin was also in agreement on this matter.

Mayor Dawson explained Bell Aliant has stated the cost for Fibre Op infrastructure installation is estimated at \$700,000 and the Town has been informed by Bell Aliant they are unable to upgrade services under the current Federal funding program as the Town already has 50/10 broadband service. This item will remain a topic of discussion in the coming months.

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

##### 4.2.1 – Fire Department – meeting April 28, 2021.

Mayor Dawson informed the Public the Regional Fire Board held a meeting on April 28, 2021. Discussion involved reviewing the Memorandum of Understanding with Little Rapids and a meeting will be scheduled with Little Rapids Local Service District for both parties to discuss. Next meeting is scheduled for May 26, 2021.

##### 4.2.2 – Amended Level of Service Policy

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/049**

#### **MORRISSEY/DYKE:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED STEADY BROOK-LITTLE RAPIDS REGIONAL FIRE DEPARTMENT'S LEVEL OF SERVICE POLICY.**

**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.

Mayor Dawson stepped away from the chair and spoke to the motion. He explained the Fire Dept has completed additional training recently regarding motor vehicle extractions and are now able to assist. The Town has approved the Fire Department to provide extraction and the Level of Service Policy has been updated to reflect that change. Little Rapids will be reviewing the Service Policy at their next meeting and once all parties have signed, the amended policy will be sent to Provincial Fire and Emergency Services Department for approval. Essentially, this is just an amendment to the policy to reflect the services Fire Department is permitted to participate and provide to the community.

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

##### 4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/050**

**KENNEDY/AUSTIN:**

**WHEREAS THE TOWN MANAGER HAS APPROVED 10 BUILDING PERMITS BETWEEN MARCH 25, 2021–MAY 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 approval for all the building permits that fall under the Town's current building regulations.

**4.3.2 – COVID-19 Stimulus Program – Upgrades to Community Hall**

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/051**

**KENNEDY/DIAMOND:**

**WHEREAS THE TOWN OF STEADY BROOK REQUIRES ENGINEERED STAMPED DRAWINGS FOR THE COMMUNITY HALL RENOVATION PLAN AS INDICATED BY SERVICE NL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE DRAWINGS TO BE STAMPED BY A PROFESSIONAL ENGINEER IN THE AMOUNT OF \$5000.00 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 Kennedy explained the Town is required to apply for a permit from Service NL (Building Accessibility Permit) in order to proceed with the proposed renovation plan. Service NL required engineered drawings for the process. Additionally, contractors have requested these drawings as it verifies the proposed renovations fall within the required building codes. Councillor Kennedy noted providing engineered drawings also reduces the Town's liability as issues of safety are addressed.

Mayor Dawson added this item has already been approved however the motion is redirecting a portion of the funds to engineered drawings. Councillor Kennedy confirmed Mayor Dawson's statement.

4.3.3 – Crown Land Applications – Letter sent to the Minister.

Councillor Kennedy explained the Town has applied for two parcels of Crown Land. The first parcel of land is located on Marble Drive and potentially a new area for rafters. The second parcel of land is the green space area located in front of the Town Office Municipal Building. Currently, there is no further updates regarding these applications despite staff requesting update from Crown Lands. Councillor Kennedy acknowledge applying for crown lands can be quite a lengthy process and hopefully more information will be available in the next month.

4.3.4 – Municipal Enforcement Officer

Councillor Kennedy discussed the proposed regionalized Municipal Enforcement agreement between Steady Brook, Pasadena, and Deer Lake. Council is anticipating enforcement to be in place soon to help during the summer months. This will help with increased traffic issues caused by rafters in the area and will help with animal control issues. Further information will be available regarding this regionalized service in the next few months.

4.3.5 – Trail Maintenance

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/052**

**AUSTIN/KENNEDY:**

**WHEREAS THE TOWN OF STEADY BROOK REQUIRES ANNUAL PROFESSIONAL MAINTENANCE TO THE STEADY BROOK WALKING TRAIL (AS OUTLINED IN THE CONTRACT WITH ACOA) AND AS SUCH INCLUDED THIS ITEM IN THE 2021 BUDGET; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE CORNER BROOK STREAM TRAIL DEVELOPMENT TO PROVIDE MAINTENANCE SERVICES ANNUALLY TO THE STEADY BROOK TRAIL SYSTEM. ANNUAL MAINTENANCE COSTS FOR 2021 CALENDAR YEAR WILL BE \$9850.00 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 Kennedy explained the Town (as a part of the Agreement with ACOA/TCII) is responsible for maintaining the trail. The Steady Brook walking trails requires professionals to maintain the trails. It was recognized summer students did not have the professional knowledge to perform this maintenance task, so the Town has decided to include trail maintenance yearly in the Town's Budget provided by Corner Brook Stream Trail.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Grad Recognition

Councillor Kennedy informed the public that the Town is currently in the planning stages to recognize the 2021 Grads in our community. Signage has been ordered and there will be more information available in the near future.

**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  
# 2021/053**

**ROSE/MORRISSEY:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$45,526.68.**  
**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 track with expected expenditures for this time of year.

4.6.2 – COVID Restart Funding – Electronic Devices Upgrades

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/054**

**KENNEDY/ROSE:**  
**WHEREAS THE TOWN OF STEADY BROOK RECEIVED FEDERAL/PROVINCIAL GOVERNMENT FUNDING IN THE AMOUNT OF \$26,091.32 TO HELP UPGRADE/SUPPLEMENT ASSOCIATED COSTS DUE THE ONGOING COVID PANDEMIC AND THUS COUNCIL HAS DECIDED A MINOR PORTION OF THOSE FUNDS TO BE SET ASIDE FOR ELECTRONIC UPGRADES; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE ELECTRONIC DEVICES AS REQUIRED FOR THE TOWN TO CONTINUE MUNICIPAL BUSINESS WHILE ADHERING TO THE PROVINCIAL COVID RESTRICTIONS.**  
**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 \$26,091.32 from the Provincial Government to help supplement associated costs during COVID-19. The intention was to provide funding to municipalities to cover additional cleaning expenses, upgrade electronic devices/software and any other associated expenses so municipalities could continue to function while still adhering to the Provincial COVID-19 Guidelines. Council identified the Town's need to have proper electronic devices so the Town has the capabilities to conduct meetings virtually and carry out other forms of Town business as required but still continue to follow COVID protocols. These electronic devices would be designated for Councillors use in order to conduct Council business and will be passed to new Council after the General Election.

Councillor Dyke added these electronic devices would be compatible to accommodate virtual meetings and increase efficiency of communication between Council. She stated this equipment will allow Council to adapt to pandemic guidelines but still continue to conduct Council business despite barriers for in-person meetings. It will also reduce paper usage as documents will be available online in a secured format for Council.

Mayor Dawson noted Council realized the necessity of adapting to the changing circumstances (due to COVID-19) and identified updating the Town's electronic devices allows the Town to conduct Town's business more efficiently especially during the ongoing pandemic. The purchase of tablets will solely be used for Council business and will be available for next Council to use after the General Municipal Election.

#### **4.7 ADMINISTRATION:**

##### 4.7.1 – General Rules of Procedure

Mayor Dawson called for a motion.

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

**BE IT RESOLVED THE TOWN OF STEADY BROOK AMEND THE TOWN'S GENERAL RULES OF PROCEDURE AS PRESENTED BY THE ADMINISTRATION COMMITTEE. IN FAVOUR: (7) Dawson, Morrissey, Austin, Diamond, Dyke, Kennedy, Rose  
OPPOSED: (0)  
**RESOLUTION CARRIED****

Councillor Dyke explained the policy was amended to reflect current meeting schedules.

Mayor Dawson added these rules and procedures are required under the *Municipalities Act, 1999*. and commended the review/updates to the Town's policies by the Administration Committee.

**RESOLUTION  
# 2021/055**

4.7.2 – Employment Policy – Amendment

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/056**

**DIAMOND/KENNEDY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK AMEND THE TOWN'S EMPLOYMENT POLICY AS PRESENTED 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 explained the Employment Policy needed to be amended to address PPE requirements for staff in order to carry out employment duties.

4.7.3 – Canada Summer Job Employment Position

Mayor Dawson called for a motion.

**RESOLUTION  
# 2021/057**

**DYKE/ROSE:**

**WHEREAS THE TOWN OF STEADY BROOK HAS RECEIVED 75% FUNDING FROM CANADA SUMMER JOB EMPLOYMENT PROGRAM; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE 2 ELIGIBLE CANDIDATES FOR GENERAL LABOUR POSITIONS DURING THE SUMMER MONTHS.**

**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 explained the Town has been approved for 1 position from the Canada Summer Job Program at 75% funding. Normally, the Town receives 50% funding so because of the additional funding from the Federal Government, the Town will be hiring for two positions.

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 - Meeting scheduled for June 10, 2021.

**5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Mayor Dawson – noted there have been lots of media attention recently regarding Marble Mountain. He explained the Town has written a letter to the Minister, in conjunction with the City of Corner Brook, indicating both parties want to work with the Provincial Government to make sure any decisions involving Marble Mountain benefits the western region both recreationally and economically. Mayor Dawson also congratulated the 2021 Grads and wished them the best in their future endeavors.

Deputy Mayor Morrissey – explained the Town received an email from Judy Bond, (Western Regional Manager -Dept. Fire and Emergency Services) stating due to the current situation with COVID-19 the earliest timeframe to conduct A tabletop exercise for our Emergency Plan will be September 2021. She noted it would be best to arrange the tabletop exercises after the General Municipal Election and for new Council to participate in the training.

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  
# 2021/058**

**KENNEDY:  
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK  
ADJOURN THE MEETING ON MAY 20, 2021, AT 7:50 PM.**

MEETING WAS ADJOURNED AT 7:50 PM.

NEXT PUBLIC MEETING WILL BE JUNE 17, 2021.



Mayor Bill Dawson



Town Clerk