



TOWN OF STEADY BROOK
PUBLIC MEETING
September 17, 2020

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors:

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

Renee Burden (Town Clerk)
Tracy Caines (Town Manager)
Shawn Leamon (Fire Chief, SBLR Fire Dept.)

ABSENT: C. Kennedy

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 noted Councillor Kennedy could not participate in the meeting and Council wishes her the best on her upcoming nuptials.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the September 17, 2020 Agenda.

Mayor Dawson added the Steady Brook/Little Rapids Regional Fire Department Fire Chief, Shawn Leamon as a Guest to the meeting.

Mayor Dawson asked for a motion to adopt the amended September 17, 2020 Agenda.

**RESOLUTION
2020/105**

DYKE/MORRISSEY:

**BE IT RESOLVED TO APPROVE THE AMENDED AGENDA
AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF SEPTEMBER 17, 2020.**

**IN FAVOUR: (6) Dawson, Morrissey, Austin, Diamond, Dyke,
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 August 20, 2020 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 August 20, 2020 Minutes.

**RESOLUTION
2020/106**

AUSTIN/DYKE:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF AUGUST 20, 2020.**
**IN FAVOUR: (6) Dawson, Morrissey, Austin, Diamond, Dyke,
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 Item**

NOTHING TO REPORT.

**(3) Notices of
Resolutions
Arising of
Minutes**

NOTHING TO REPORT.

**Delegations &
Guests**

Fire Chief – Shawn Leamon

Mayor Dawson introduced Fire Chief, Shawn Leamon. Fire Chief Leamon thanked Council for the opportunity to speak and notified the public Fire Prevention week is scheduled for October 4-10, 2020. The theme for this year is "Serve up Fire Safety in the Kitchen". Fire Chief Leamon noted this theme is relevant to the current environment due to COVID-19 as more people are spending excessive amount of time at home due to the COVID-19 restrictions. This theme is relevant to all age groups as well.

Cooking is the number one cause of fire and injuries in our country. Individuals are often distracted while cooking (due to increase cellphone use) and forget to turn off burners. Fire Chief Leamon

reminded residents to set timers while cooking and reduce distractions. Fire Chief Leamon also reminded residents with Fall approaching it is important to clean out chimneys and wood stoves. This should be done during the fall to avoid any injuries that could occur if done during winter season. Fire alarms should be checked, and batteries replaced.

Fire Chief Leamon indicated the current Fire Ban is still in effect and ends September 30, 2020. Thankfully, there were no wildfires in our area due to the conscientious efforts of residents.

Residents were also reminded of proper protocol of using 911. Regional Fire Dept does not take emergency calls directly and residents must call 911 in the event of an emergency. Fire Chief Leamon thanked Council for the invitation to speak to the residents.

(4) Committee Reports

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond explained the Town will be conducting annual hydrant flushing starting September 28, 2020. Town Manager noted the Town Office will send out detailed information to the residents (via email) regarding this scheduled maintenance.

4.1.2 – Long Term Water Infrastructure Plan – Currently being developed by Consultant

Councillor Diamond explained the Town has hired a consultant to prepare a Long-Term Water Infrastructure Plan to help address the water quality issues.

4.1.3 – Capital Works Project – Musgrave Drive Lift Station – Infrastructure Agreement

Councillor Diamond explained the Town has accepted funding for a Capital Works Project to replace the Lift Station on Musgrave Drive.

Mayor Dawson added the Town has been approved for \$250,000 and the Agreement has been signed and forwarded to the Provincial Government.

4.1.4 – Capital Works Application – Lift Station/Generators – Application Extension November 13, 2020

Councillor Diamond stated the Town is currently preparing a Capital Works Project Application to replace our Lift Stations and add Generators. This application is currently with the engineering consultants and deadline for submission has been extended to November 13, 2020.

4.1.5 – Disposal of Unused Heavy Equipment – Tender closed September 15, 2020 and currently being reviewed by Council

Councillor Diamond explained the Town issued a Tender to sell unused heavy equipment. The Tender closed on Tuesday, September 15, 2020 at 2:00pm and is currently being reviewed by Council.

4.1.6 – Ditching at Marble Drive – Contract Award – Rescind Motion

Mayor Dawson called for a motion.

**RESOLUTION
2020/107**

AUSTIN/DIAMOND

BE IT RESOLVED THE TOWN OF STEADY BROOK RESIND MOTION #2020-090 REGARDING DITCH WORK ON MARBLE DRIVE.

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

OPPOSED: (0)

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

Councillor Diamond explained the award should have been awarded to another contractor.

Mayor Dawson further stated Council made a mistake and should have awarded the contract to the lowest bidder. Council is rescinding the original motion and awarding the contract to the lowest bid.

4.1.7 – Ditching at Marble Drive – Contract Award

Mayor Dawson called for a motion.

**RESOLUTION
2020/108**

DIAMOND/DYKE:

WHEREAS THE TOWN OF STEADY BROOK DETERMINED DITCH WORK IS NECESSARY ON MARBLE DRIVE TO ADDRESS WATER BUILD UP ISSUES IN THE AREA AND AS SUCH HAVE RECEIVED 3 QUOTES FOR THE PROPOSED WORK; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE DITCHING CONTRACT OF MARBLE DRIVE TO A & A EQUIPMENT IN THE AMOUNT OF \$20,700.00.

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

OPPOSED: (0)

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

Councillor Diamond stated this work will be done on Marble Drive as soon as the contractor is available.

4.1.8 – Meeting Request for Musgrave Drive Residents – Proposal to Change Direction of One-Way Street – Meeting scheduled for September 22, 2020 at 7:00pm.

Councillor Diamond explained a meeting is scheduled for Tuesday, September 22, 2020 at 7:00pm at the Community Hall for Musgrave Drive residents to discuss Council's proposal to change the direction of the one-way street. This proposal will help alleviate some snow-clearing issues experienced in the area.

Mayor Dawson reassured residents the meeting will accommodate the COVID-19 Provincial Regulations and will take place at the Community Hall.

Town Clerk added the office has sent a letter via mail to Musgrave Drive residents outlining the meeting information.

4.1.9 – Water Quality

Mayor Dawson discussed the recent water quality issues experienced by the Town. He noted the Boil Order was lifted on September 15, 2020 but the Town is still under a Water Advisory due to an exceedance of Manganese detected in our water supply from samples taken September 3, 2020. Residents have been notified of this Manganese exceedance and information has been sent outlining protocols residents must take with this element detected in our water supply.

Mayor Dawson noted the Town of Steady Brook has been plagued by water issues and Council's focus is to provide a solution to the water quality. Council has hired a consultant to develop a Long-Term Water Infrastructure Plan for the Town which will provide additional information (i.e. help determine the best source of water to meet the Town's water supply needs) and aid Council in their decision making on water issues. Council's goal is to have a plan in place by 2021 which will resolve the Town's water issues. Council is committed to addressing this issue and it is their number one priority.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Approval for 12 SCBA

Mayor Dawson called for a motion.

**RESOLUTION
2020/109**

**DYKE/MORRISSEY:
WHEREAS THE REGIONAL FIRE DEPARTMENT HAS RECEIVED APPROVAL OF A FIRE PROTECTION FINANCIAL ASSISTANCE GRANT – PROJECT #FES-SA0051 IN THE AMOUNT OF \$6,279.00 ON A 80/20 PROVINCIAL/MUNICIPAL ON A COST-SHARED BASIS TO PURCHASE 12 SCBA FOR THE REGIONAL FIRE DEPARTEMENT. AS SUCH, THE COST SHARING DETAILS ARE AS FOLLOWS:**

Total Funding	\$6279.00
Total Funding less GST and partial HST rebate	\$5,694.02
Provincial/Municipal cost sharing ratio	80/20
Provincial share less GST and partial HST rebate	\$4555.21
Municipal share less GST and partial HST rebate	\$1138.80

BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THIS FUNDING FOR PROJECT #FES-SA00514.

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

OPPOSED: (0)

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

Fire Chief Shawn Leamon explained this application was submitted to allow each volunteer fire fighter the ability to have their own personal face mask. COVID-19 has made it incredibly challenging to share equipment as COVID presents additional safety issues. Prior to COVID-19, the volunteer firefighters shared this equipment. This approval allows each firefighter to have personally fitted equipment.

Mayor Dawson stated the Regional Fire Committee is reviewing the Memorandum of Understanding and will be holding a committee meeting on September 30, 2020.

4.2.2 – Humber River Flood Risk Mapping

Deputy Mayor Morrissey explained the Town was provided with a draft of the new Flood Risk Map. Council has been in discussion with the consultants for this project (Wood PLC) and have also received feedback from various residents. At this point in time, there have been no further updates as the project is still in draft form.

Mayor Dawson reiterated the Humber River Flood Risk Mapping is still a work in progress.

4.2.3 – Regional Fire Board – Seeking Steady Brook Representative

Mayor Dawson explained the Town is currently looking for a volunteer to sit on the Regional Fire Committee as a representative of Steady Brook. Currently, Steady Brook has 2 representatives but requires 3 representatives to sit on the Committee. Notification will be sent to residents looking for a volunteer interested in being a representative for Steady Brook on the Regional Fire Committee.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2020/110**

AUSTIN/DYKE:

WHEREAS THE TOWN MANAGER HAS APPROVED 2 BUILDING PERMITS BETWEEN AUGUST 18, 2020 AND SEPTEMBER 14, 2020 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, Austin, Diamond, Dyke, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3.2 - 35 Wilton Street – currently being reviewed by Minister

Councillor Austin stated the Tender for the sale of 35 Wilton Street closed on August 18, 2020 at 2:00pm. Currently, the information is being reviewed by the Minister of Municipal Affairs.

4.3.3 – 4-10 Willow Avenue – closing date September 18, 2020

Councillor Austin explained the Town accepted the Tender bid for 4-10 Willow Avenue as directed by the Minister of Municipal Affairs and the closing date is September 18, 2020.

4.3.4 – Rafters 2020

Councillor Austin stated Council is still discussing the issues created in the community due to rafters visiting the area during the summer months. She noted Council introduced various solutions to the problem throughout the course of the summer. Council is discussing further improvements to help address this seasonal issue.

4.3.5 – Phase 2 Trails

Councillor Austin explained Council is currently building a community gazebo where the labyrinth was previously located on the trail system. Council is working diligently with Corner Brook Stream Trail to complete Phase 2 of the trail system.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Pool Representative (Steady Brook)

Mayor Dawson called for a motion.

RESOLUTION
2020/111

ROSE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK ENTERED INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF CORNER BROOK REGARDING THE REGIONAL AQUATIC CENTER AND AS SUCH MUST APPOINT A REPRESENTATIVE TO SIT ON THE POOL COMMITTEE; BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT SARAH KENNEDY AS THE TOWN OF STEADY BROOK REPRESENTATIVE.

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

OPPOSED: (0)

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

Councillor Rose explained the Town requires a representative to sit on the Regional Pool Committee on behalf of the Town of Steady Brook.

Mayor Dawson stated this committee is for a new regional pool that has been in the planning stages for many years. Steady Brook was one of the original municipalities that supported the project. Councillor Kennedy has agreed to be the Pool Committee Representative for the Town of Steady Brook.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Proposed Meeting

Mayor Dawson explained there was a meeting recently scheduled however, the meeting did not go ahead due to not having a quorum.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$39,384.45

Mayor Dawson asked for a motion to approve the invoices.

RESOLUTION
2020/112

ROSE/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$39,384.45.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose noted the Town's expenses are down for the month. He explained some of the expenses this month include expenses associated with the completion of Phase 2 of the trail system. With regards to the trail's expenses, a portion of these expenses will be reimbursed by ACOA.

4.6.2 – Tax Arrears Policy

Mayor Dawson called for a motion.

**RESOLUTION
2020/113**

MORRISSEY/ROSE:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE REVISED TAX ARREARS POLICY AS RECOMMENDED BY THE FINANCE COMMITTEE.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Rose explained the policy required an update in order to clarify information set out in the *Municipalities Act, 1999*.

4.7 ADMINISTRATION:

NOTHING TO REPORT.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Next Meeting – All meetings postponed due to COVID-19.

Councillor Rose stated no meetings are currently scheduled due to the Provincial Restrictions regarding COVID-19. He noted the Watershed Committee currently reviewed a permit to renovate a cabin and move another existing cabin. This permit reduces the number of cabins currently in the watershed area.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Mayor Dawson indicated Council recognizes the importance of addressing the Town's water issues and reassured residents water issues are the number one priority for Council.

Deputy Mayor Morrissey – Deputy Mayor Morrissey addressed the recent issues with water quality and the recent Manganese exceedance discovered in the Town's water supply. He noted fixing the water quality issues is Council's number one priority and this is another example of why the Town of Steady Brook needs funding from the Provincial Government to fix water issues. Deputy Mayor Morrissey is confident the re-samples recently collected by Water Resources Division will show Manganese levels at acceptable levels. He reminded residents Council is working with engineering consultants to develop a Long-Term Water Infrastructure Plan to gather additional information to aid Council is making decisions regarding water issues. He noted taxpayers in the community deserve to have quality water.

Councillor Austin – Nothing to Report.

Councillor Diamond – Nothing to Report.

Councillor Dyke – Councillor Dyke agreed with Deputy Mayor Morrissey's comments. She noted longtime residents in the community have dealt with water quality issues for years. She complimented Council on the hard work being done to address the water issue. She commended the office staff on being proactive and notifying residents quickly regarding the recent exceedance report of Manganese in the Town's water supply and providing detailed information to residents during this time. She further explained the acceptable limits for Manganese has decreased due to the recent changes in the Canadian Drinking Water Quality Guidelines which is why the Town was informed of increased Manganese in the Town's water supply. Councillor Dyke reassured residents Council is committed to addressing the water quality issues in Steady Brook.

Councillor Rose – Nothing to Report.

Mayor Dawson called for a motion to adjourn.

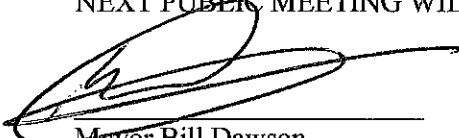
**RESOLUTION
2020/114**

DYKE:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON SEPTEMBER 17, 2020 AT 7:35
PM.**

MEETING WAS ADJOURNED AT 7:35 PM.

NEXT PUBLIC MEETING WILL BE OCTOBER 15, 2020.



Mayor Bill Dawson

Town Clerk