



TOWN OF STEADY BROOK
PUBLIC MEETING
Sept 8, 2016

ATTENDANCE:

T. Caines, Town Clerk/Manager

Councillors:

L. Gillette
C. Austin
M. Diamond
M. Howlett
M. Wells
C. Wilton

ABSENT:

Mayor Peter Rowsell

DELEGATIONS/GUESTS:

The meeting was called to order at 7:03 p.m.

Agenda Item

(1) Call Meeting to Order

Deputy Mayor Austin called the meeting to order by welcoming everyone present.

The Deputy Mayor called for any additions/amendments to the agenda.

Councillor Howlett made a motion to go into a In-Camera meeting on topic # 4.1.1, 4.3.1 and 4.7.4 at the end of the public meeting

**RESOLUTION
2016/128**

HOWLETT/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ENTER A IN-CAMERA MEETING REGARDING TOPICS 4.1.1, 4.3.1 AND 4.7.4 AT THE END OF THE PUBLIC MEETING.

IN FAVOUR: (5) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (1) Wells

RESOLUTION CARRIED

**RESOLUTION
2016/129**

HOWLETT/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE AGENDA AS AMENDED.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)
RESOLUTION CARRIED

**(1.1) Minutes of
Previous Meeting**

Minutes of August 4, 2016 Public Meeting were presented for review. The Deputy Mayor called for any errors or omissions to previous meeting.

**RESOLUTION
2016/130**

GILLETTE/HOWLETT:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR COUNCIL MEETING OF
AUGUST 4, 2016.**
**IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette,
Wilton**
OPPOSED: (0)

RESOLUTION CARRIED

(2)
**Business arising
Action items**

NOTHING TO REPORT

**(3) Notices of
Resolutions
arising of minutes**

TOWN CLERK'S REPORT:

Bailey Bridge on Thistle Drive has had some repairs but there will be more done in the following weeks, will correspond with Darren Martin on Schedule.

Alex Whitehorne has finished his Cor Certification

Occupation Health & Safety - there were 20 items that the Town had to rectify, this is 95% completed and submitted to OHS.

The alarm in the Chlorine has been safely installed and all is working.

There will be a meeting with Clay Valve and Don Antle, Jerry Lahey and Northridge to discuss the trouble with the PRV Chamber.

Jerry Lahey and Don Antle was here and showed maintenance a slide on the Corrilator Leak Finder. There will be two days training provided by Wolsely in October to the maintenance staff.

Speed sign was installed however on August 3, 2016 someone stole the solar panel the town will have to replace the solar panel at a fee of 175.00 plus tax and shipping fees. Sign will be moved to a new location.

Floating Dock was taken in for the year.

Guard rail post on Up River Road have been replaced and there will be guardrails on Marble drive being replaced as well.

Staff Maintenance will be doing some clear cutting where the new Municipal Building will be located.

Regulator for the chlorine building is sent for repairs a new one would cost the town \$4033.34. Town has a loan of one from Western Pump until we receive the other one back.

(4) Committee reports

4.1 OPERATIONS AND PUBLIC WORKS:

- 4.1.1 Municipal Building - Email from Chris Power - In-camera

- 4.1.2 Artesian Wells - Rescind motion #2015/036 as Gas tax funds was not needed for this project.

Councillor Wilton stated that there needs to be water meters installed with the businesses. Town Clerk will find previous quotes and bring to the next council meeting on September 13, 2016

**RESOLUTION
2016/131**

HOWLETT/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK RESCIND MOTION# 2015/036 AS THE TOWN WILL NOT BE USING THE GAS TAX FUNDING OF \$86,077.16 AT THIS TIME TOWARDS PROJECT # 14-14058 ALTERNATE WATER SUPPLY AND THAT THE TOWN WILL PAY BACK TO THE GAS TAX FUNDING \$3357.00 THAT WAS USED FROM MOTION# 2015/036.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.3 - Alarm for Chlorine Building - K.D. Pratt \$2826.69 plus tax.

**RESOLUTION
2016/132**

HOWLETT/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE QUOTATION FROM KD. PRATT IN THE AMOUNT OF \$2826.69 PLUS TAX TO FIX THE ALARM IN THE CHLORINE BUILDING AS PER OCCUPATION HEALTH AND SAFETY.

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

- 4.1.4 - Corrilator Leak Finder -

**RESOLUTION
2016/133**

DIAMOND/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE PURCHASE OF A CORRILATOR LEAK FINDER IN THE AMOUNT OF \$9797.98

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.1.5 - Hydrophones

**RESOLUTION
2016/134**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE PURCHASE OF HYDROPHONES IN THE AMOUNT OF \$9696.97

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.1.6 - 2 Day Training

**RESOLUTION
2016/135**

DIAMOND/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE 2 DAYS TRAINING ON HOW TO USE THE CORRILATOR LEAK FINDER \$ 8980.05.

IN FAVOUR: (4) Diamond, Howlett, Wells, Austin

OPPOSED: (2) Wilton. Gillette

RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

Councillor Howlett reported that Local Service District will be dropping off their second quarter payment in the next few days.

Councillor Howlett stated that two eye wash stations has to be installed in the fire hall as per Occupation Health & Safety.

**RESOLUTION
2016/136**

HOWLETTWELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE TWO EYE WASH STATIONS FOR THE FIRE DEPT BUILDING AS PER OCCUPATIONAL HEALTH & SAFETY REQUEST

IN FAVOUR: (6) Diamond, Howlett, Wells, Austin, Gillette, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Howlett stated that the Fire Dept done well with their fundraiser. they raised little over \$3000.00, they purchased a Defibrillator and tools for the shop.

Councillor Howlett reported that the Fire truck is not in good shape, and the Fire Department is not sure how much longer she will last. The Fire Department had applied for a Fire truck but never received nothing this year, they will reapply again next year. Also the cube van that is located at Little Rapids Fire Dept will not be inspected no more after this year as the vehicle has exhausted its life span.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 - 5 Falls Avenue - In- camera

4.3.2 - 11-15 Dogwood Drive - Prefab Shed 10x 8 / Repair existing Gazebo

DIAMOND/HOWLETT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE A PERMIT FOR 11-15 DOGWOOD DRIVE TO INSTALL A PREFAB SHED 10X8 AND TO REPAIR THE EXISTING GAZEBO

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/137**

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 - Play Ground Equipment - All playground equipment has been installed. The children are using & enjoying the musical equipment.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 Meeting Sept 24, 2016 at Mount Moriah

4.6 FINANCE:

4.6.1 - Approval of Invoices \$81,359.37

Councillor Wilton concerned about the money that has been spent. Councillor Wells stated that the town should be prepared to spend much more money with the Artesian Wells coming on line and with the aging infrastructure

**RESOLUTION
2016/138**

DIAMOND/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE INVOICES IN THE AMOUNT OF \$81,359.37

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.7 ADMINISTRATION:

4.7.1 - PMA Training - Gander - September 28- Sept 30, 2016

**RESOLUTION
2016/139**

WELLS/AUSTIN:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK SEND THE TOWN CLERK/MANAGER TO THE PMA INGANDER SEPTEMBER 28 - SEPTEMBER 30,2016 FOR MODULAR 4 TRAINING AND FALL TRAINING FORUM.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.7.2 - Town Clerk Manager/Employment Contract - Motion

**RESOLUTION
2016/140**

WELLS/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE THE TOWN CLERK/MANAGER EMPLOYMENT CONTRACT AS PRESENTED TO TOWN COUNCIL

IN FAVOUR: (6) Diamond, Howlett, Rowsell, Austin, Gillette

OPPOSED: (0)

RESOLUTION CARRIED

4.7.3 - Occupation Health & Safety Representative - Alex Whitehorne

**RESOLUTION
2016/141**

WELLS/ DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPOINT ALEX WHITEHORNE AS THE TOWN'S OCCUPATION HEALTH & SAFETY REPRESENTATIVE.

IN FAVOUR: (6) Diamond, Austin, Howlett, Gillette, Wilton, Wells

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - Jonathan Hillier - Probation Period August 8, 2016
Increase \$1.00 per hour. In-Camera

4.7.5 - Training - Alex Whitehorne - Certificates Expired -
Trenching, Confined Space, Power Line Hazard.

**RESOLUTION
2016/142**

GILLETTE/WILTON:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
SEND ALEX WHITEHORNE FOR TRAINING ON RENEWAL
OF THE FOLLOWING CERTIFICATES: TRENCHING,
CONFINED SPACE AND POWER LINE HAZARD.**

**IN FAVOUR: (6) Diamond, Austin, Howlett, Gillette, Wilton,
Wells**

OPPOSED: (0)

RESOLUTION CARRIED

4.7.6 - New Hire Temp Position - Dustin Lovell

**RESOLUTION
2016/143**

GILLETTE/WELLS:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
HIRED DUSTIN LOVELL AS A FULL TIME TEMPORARY
EMPLOYEE FOR 14 WEEKS, START DATE WAS AUGUST
29,2016. PLEASE NOTE THAT THERE WAS CONSENSUS OF
COUNCIL TO DO THIS ON AUGUST 11, 2016 MEETING THAT
WAS HELD IN COUNCIL CHAMBERS WHEN THERE WAS
DISCUSSION OF PURCHASING A CORRILATOR LEAK
FINDER.**

**IN FAVOUR: (6) Diamond, Austin, Howlett, Gillette, Wilton,
Wells**

OPPOSED: (0)

RESOLUTION CARRIED

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - There will be a meeting coming up in the near future and
there will soon be a decision made on where the landfill site will
be either central or Norris Point.

4.8.2 - Inspection of Watershed - This will take place on
September 25, 2016. Councillor Wells , Jonathan Hillier and Alex
Whitehorne will be paying a site visit

5. OTHER CORRESPONDENCE:

6. OTHER BUSINESS:

7. COUNCILOR'S / MAYOR FORUM:

Councillor Diamond asked why Lands and Planning was not informed about the permit issued to 11-15 Dogwood Drive, she was informed that this particular permit would fall under the Town Clerk/Manager position.

Councillor Wells said that a better decision needs to be made when issuing permits and that the square footage be looked at more closely. The Town Clerk/Manager stated that going forward nothing will get approved if it is not in the Town's Development Regulations Policy.

Councillor Austin stated that there have been sheds/garages built in the past but was based on the lot size going forward definitely will be following the regulations as required.

Councillor Howlett stated that the Town Clerk/Manager will be paying due diligence to what is happening with the support of the Lands and Planning committee if required.

Councillor Wilton stated that the signs on Marble Drive are growing in with trees. C. Wilton also pointed out that there is a large pot hole on Thistle Drive that needs to be taken care of.

RESOLUTION # 2016/144

HOWLETT/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ENTERED A IN-CAMERA MEETING AT 8:10 PM ON SEPTEMBER 8,2016

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

RESOLUTION # 2016/145

HOWLETT/GILLETTE:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK RETURNED TO THE REGULAR MEETING ON SEPTEMBER 8, 2016 AT 9:00 PM

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.1.1 - Municipal Building - Deferred until September 13, 2016

4.3.1 - 5 Falls Avenue

**RESOLUTION
2016/146**

HOWLETT/WILTON:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK RESCIND MOTION# 2016/119 FOR 5 FALLS AVENUE AS THE PERMIT DID NOT MEET THE TOWNS DEVELOPMENT REGULATIONS.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/147**

HOWLETT/WELLS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE A PERMIT TO 5 FALLS AVENUE TO CONSTRUCT A GARAGE 22X27 WHICH EQUALS 594SQ FT.

THERE WILL BE A COST OCCURED TO THE TOWN COUNCIL DUE TO AN ERROR BY COUNCIL ON PREVIOUS PERMIT MOTION# 2016/119. HOMEOWNER HAD FOUNDATION PURED BASED ON MOTION 2016/119.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

4.7.4 - Maintenance Probation - Jonathan Hillier

**RESOLUTION
2016/148**

WELLS/HOWLETT:

BE IT RESOLVED THAT JONATHAN HILLIER'S PROBATIONARY PERIOD WAS UP AUGUST 8, 2016 AND HIS INCREASE OF \$1.00 HAS BEEN IMPLEMENTED AS PER CONTRACT THAT HE SIGNED.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
2016/149**

GILLETTE/WELLS:

BE IT RESOLVED TO ADJOURN THE MEETING.

IN FAVOUR: (6) Diamond, Howlett, Austin, Gillette, Wells, Wilton

OPPOSED: (0)

RESOLUTION CARRIED

MEETING WAS ADJOURNED AT 9:15 PM

NEXT PUBLIC MEETING WILL BE OCTOBER 6, 2016

D. Mayor Austin

Town Clerk/Manager

