



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**November 18, 2021**

**ATTENDANCE:**

Mayor Bill Dawson (via telephone conference)  
Deputy Mayor Sarah Kennedy-Dyson

**Councillors:**

C. Diamond  
C. Jenkins  
C. Mackey  
C. Morrissey (via telephone conference)  
C. Wight

Renee Burden (Town Clerk)  
Tracy Caines (Town Manager) – attended via telephone conference

**ABSENT:**

*The meeting was called to order at 7:00pm.*

**Agenda Item**

**1) Call Meeting to Order**

Deputy Mayor Kennedy-Dyson called the meeting to order at 7:00 p.m. Deputy Mayor Kennedy-Dyson welcomed the public and introduced Council and staff and reminded the public of the current Covid-19 restrictions. She welcomed Councillor Jenkins, Councillor Mackey and Councillor Wight and identified them as the newly elected Councillors from the November 2, 2021 By-Election.

Deputy Mayor Kennedy-Dyson then proceeded with the meeting.

She asked if there were any additions or omissions to the November 18, 2021, Agenda.

There were no additions to the agenda.

Deputy Mayor Kennedy-Dyson asked for a motion to adopt the November 18, 2021, Agenda.

**RESOLUTION**  
**# 2021/126**

**JENKINS/WIGHT:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF NOVEMBER 18, 2021.**

**IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey, Morrissey, Wight**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson asked if anyone would like to speak to the motion.

No one spoke to the motion.

**1.1) Minutes of  
Previous Meeting**

Deputy Mayor Kennedy-Dyson then proceeded to the adoption of the October 21, 2021, minutes. She asked if there were any errors/omissions to note.

There were no errors or omissions.

Deputy Mayor Kennedy-Dyson asked for a motion to adopt the October 21, 2021, minutes.

**RESOLUTION  
# 2021/127**

**WIGHT/JENKINS:**

**BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF OCTOBER 21, 2021.**

**IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond,  
Jenkins, Mackey, Morrissey, Wight**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson 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**

Deputy Mayor Kennedy-Dyson explained due to the recent by-election on November 2, 2021, Councillors will report on committees previously assigned. New committees will be formed (after the current Public Meeting) and the additional 3 newly elected Councillors will be assigned committee roles. The following Councillors will report on the following committees:

Public Works/Administration – Councillor Diamond  
Emergency Measures/Finance – Councillor Morrissey  
Lands and Planning/Recreation - Deputy Mayor Kennedy-Dyson

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond informed the public the Town completed hydrant flushing on November 16, 2021. Water may continue to be discolored for a short period of time, however, how long the discoloration may last depends on weather conditions.

Councillor Diamond reminded residents winter season is fast approaching and that Winter Parking Regulations are now effect.

Town Clerk explained residents will be receiving correspondence outlining the Town's winter parking regulations.

4.1.2 – CBCL – Regional Water Supply between Corner Brook/Steady Brook Servicing Plan – in progress

Councillor Diamond indicated the project is in progress. Council is currently reviewing the water study and more information will be available to the public at a later date.

Councillor Morrissey explained the Town of Steady Brook is in discussions with the City of Corner Brook of the possibility of connecting to Corner Brook water supply. Council is currently reviewing the study. The new addition of three new Councillors will help Council make the best plan to address the Town's ongoing water issues.

4.1.3 – Capital Works Project – Musgrave Drive Lift Station – Municipal Affairs Approval to Tender

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 Municipal & Provincial Affairs are proceeding to tender this project. This project is scheduled to start in the Spring 2022.

Deputy Mayor Kennedy- Dyson explained this project has been slow to start due to supply issues.

4.1.4 – Capital Works Project – Lift Station/Generators

Councillor Diamond indicated the Town has nothing new to report on this issue at this time.

4.1.5 – Capital Works Project – Lagoon/Compressor Pumps

Deputy Mayor Kennedy-Dyson called for a motion.

**DIAMOND/MACKEY:**

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE LAGOON'S COMPRESSOR PUMPS AND AERATORS ARE NOT FUNCTIONING PROPERLY AND THE EXPENSES FOR THE LAGOON IS STEADILY INCREASING DUE TO THE INFRASTRUCTURE REGULARLY MALFUNCTIONING; BE IT RESOLVED THE TOWN OF STEADY BROOK APPLY FOR CAPITAL WORKS FUNDING TO UPGRADE THE LAGOON AT A 90/10 FUNDING COMMITMENT.

**IN FAVOUR:** (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey, Morrissey, Wight

**OPPOSED:** (0)

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson asked if anyone would like to speak to the motion.

Councillor Diamond explained the Town has recently been approved to update lift stations throughout Town. However, Council has identified infrastructure issues at the Lagoon (compressor pumps and aerators not functioning properly). He indicated the lagoon requires upgrades especially now that the Town has received approval to upgrade the lift stations on Musgrave Drive, Thistle Drive, Forest Drive and Dogwood Drive.

4.1.6 – Retainer Wall Analysis

Councillor Diamond updated the Public on the situation regarding the retaining wall located near the playground on Willow/Falls Avenue. He reported engineers will be visiting the area this week and will provide a report to the Town on the integrity of the retaining wall.

Councillor Mackey inquired as to which consulting firm is handling this project. Town Manager indicated DMG Consulting Ltd. is conducting the analysis on the retaining wall.

**4.2 EMERGENCY MEASURES:**

4.2.1 – Fire Department –

Mayor Dawson informed the Public there was a scheduled meeting on October 27, 2021, for the Regional Fire Committee. Currently, the Regional Fire Board Committee is discussing the prospect of regionalizing with Pasadena. There will be a meeting scheduled in January 2022 to discuss this proposed regionalization of services.

4.2.2 – Municipal Enforcement Officer

Councillor Morrissey stated the new MEO has been hired and this individual has meet with Council on October 15, 2021. This position is a joint regionalization of services with Deer Lake and Pasadena. The Town is expecting the new MEO to start November 2021. He indicated the MEO will be responsible for the following:

- Parking violations/issues

- Animal control
- Building permit verification and addressing permit violations.

Councillor Morrissey is pleased with this regionalized service and believes having an MEO will help address the issues with rafter parking and animal control in the community. More information regarding the new MEO will be communicated to residents soon.

Deputy Mayor Kennedy-Dyson inquired about the schedule regarding MEO services.

Town Manager informed Council the schedule is not finalized; however, the Town will be reaching out to Deer Lake/Pasadena regarding potential changes to the schedule based on the Town's enforcement needs (subject to seasonal issues needing to be address i.e., Rafter parking).

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 – Building Permit Approvals

Councillor Diamond and Councillor Morrissey declared a conflict of interest on this matter and left the meeting at 7:13 pm.

Deputy Mayor Kennedy-Dyson called for a motion.

**MACKEY/WIGHT:**

**WHEREAS THE TOWN MANAGER HAS APPROVED 5 BUILDING PERMITS BETWEEN OCTOBER 19, 2021 – NOVEMBER 18, 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: (5) Dawson, Kennedy-Dyson, Jenkins, Mackey, Wight**

**OPPOSED: (0)**

**ABSTAINED: (2) Diamond, Morrissey**

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson asked if anyone would like to speak to the motion.

No one spoke to the motion.

Deputy Mayor Kennedy-Dyson indicated this is an approval for all the building permits that fall under the Town's current building regulations.

Councillor Diamond and Councillor Morrissey returned to the meeting at 7:14 pm.

4.3.2 -- Building Application Permit – PAR ID 160-325

Deputy Mayor Kennedy-Dyson called for a motion.

RESOLUTION  
# 2021/129

**MACKEY/DIAMOND:**

WHEREAS THE TOWN OF STEADY BROOK RECEIVED A BUILDING PERMIT APPLICATION FOR PAR ID #160-325 TO CONSTRUCT A TEMPORARY 4.9M X 6.09M SHED AND HAVE RECEIVED APPROVAL FROM WATER RESOURCES REGARDING THIS APPLICATION BASED ON THE CURRENT FLOOD MAPS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE BUILDING APPLICATION #2020-041.

**IN FAVOUR:** (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey, Morrissey, Wight

**OPPOSED:** (0)

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson asked if anyone would like to speak to the motion.

No one spoke to the motion.

Deputy Mayor Kennedy-Dyson explained the Town received an application to build a temporary shed. She indicated all necessary permits from Water Resources Division are in place and the outbuilding falls within the Town's building regulations.

**4.3.3 – COVID-19 Stimulus Program – Community Hall Renovations - update**

Mayor Dawson stated the renovations for the Community Hall is on schedule and the renovations funded by the COVID-19 Stimulus Program will be completed by December 31, 2021. He indicated the Town has secured additional funding to complete the community hall renovations (Federal Gas Tax Funding). Additionally, the community hall will include a new deck/walkway to improve accessibility to the community hall.

Deputy Mayor Kennedy-Dyson reiterated Mayor Dawson's statements (due to poor cellphone reception) and emphasized these renovations will greatly improve the overall esthetics and accessibility of the community hall.

Councillor Mackey asked if Council was going to decide if the community hall will have a wheelchair accessible ramp or a mechanical lift. Town Manager indicated this topic of discussion will be brought back to the Lands and Planning Committee for further discussion and a decision will be made before Spring 2022.

Mayor Dawson and Deputy Mayor Kennedy-Dyson explained this decision will be deferred to committee for further discussion however, the community hall will continue to have accessibility and the current deck will remain until a decision is made by Council.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

**4.4.1 – Marble Mountain – Letter**

Mayor Dawson explained the provincial government is moving forward with an RFP for Marble Mountain. The Town has received correspondence from the Minister of Tourism, Culture, Arts and Recreation Innovation asking for the Town to select three potential representatives to sit on the Marble

Mountain Development Board. Council has decided to put forward three new names which are as follows:

- Councillor Jenkins
- Councillor Mackey
- Councillor Wight

Deputy Mayor Kennedy-Dyson reiterated Mayor Dawson's explanation (due to poor cellphone reception) and added this was a positive step and feels having a resident/councillor on the board would be in the best interest of the Town.

Councillor Mackey inquired about a request brought forth by a resident regarding providing Table Tennis Club at the community hall. He asked the minutes to reflect Council has taken the residents request under advisement and asked for the Town Manager to reach out to the resident indicating their request will be deferred to the recreation committee for further discussion.

Mayor Dawson asked the Town Manager to communicate to the resident the community hall is currently under construction and the matter will be discussed further by the recreation committee.

#### **4.5 FINANCE:**

##### 4.5.1 – Approval of Invoices

Deputy Mayor Kennedy-Dyson asked for a motion to approve the invoices.

#### **JENKINS/DIAMOND:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$43,934.03.**

**IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey, Morrissey, Wight**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson asked if anyone would like to speak to the motion.

Councillor Jenkins explained he reviewed the invoice amounts and there is nothing of importance to report. All invoices are operational expenses and are standard expenditures for this time of year.

#### **4.6 ADMINISTRATION:**

##### 4.6.1 – NOTHING TO REPORT

Councillor Diamond explained there is nothing new to report for the Administration Committee.

**RESOLUTION  
# 2021/131**

**4.8 WATERSHED AND ENVIRONMENT:**

4.8.1 - Meeting scheduled to be announced.

Mayor Dawson indicated this committee will resume a regular meeting schedule due to now having a full composite of Council. Council will be assigning new representatives for this committee. Committee members will be identified at the next Public Meeting.

**5. OTHER CORRESPONDENCE:**

NOTHING TO REPORT.

**6. OTHER BUSINESS:**

NOTHING TO REPORT.

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

Mayor Dawson – NOTHING TO REPORT.

Deputy Mayor Kennedy-Dyson – NOTHING TO REPORT.

Councillor Diamond – reminded residents the Town is currently preparing for the winter season (purchasing salt/maintenance checks on equipment). Winter Parking regulations are now in effect.

Councillor Jenkins – NOTHING TO REPORT.

Councillor Mackey – thanked the constituents for their support and acknowledged the support from office staff transitioning into his new role as Councillor.

Councillor Morrissey – welcomed the three newly elected Councillors and is eager to work alongside this new Council.

Councillor Wight – NOTHING TO REPORT.

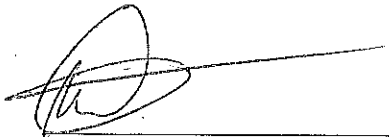
Deputy Mayor Kennedy-Dyson called for a motion to adjourn.

**WIGHT:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON NOVEMBER 18, 2021, AT 7:26 PM.**

MEETING WAS ADJOURNED AT 7:26 PM.

NEXT PUBLIC MEETING WILL BE ON DECEMBER 16, 2021.

  
\_\_\_\_\_  
Mayor Bill Dawson

  
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Town Manager

**RESOLUTION  
# 2021/132**