



TOWN OF STEADY BROOK
PUBLIC MEETING
July 21, 2022

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Councillors:

C. Morrissey
C. Diamond
C. Jenkins
C. Wight (Telephone)
C. Mackey (Telephone)

Tracy Caines (Town Manager)
Sherry Lee Hull (Administrative Assistant)

ABSENT:

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

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:00 p.m.

Mayor Dawson called for a motion to approve the agenda

**RESOLUTION
#2022/062**

DIAMOND/JENKINS:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING.

IN FAVOUR: (5) Morrissey, Diamond, Dawson, Jenkins Kennedy-Dyson

OPPOSED: (0)

RESOLUTION CARRIED

Mayor Dawson asked if there were any additions or omissions to the July 21, 2022, Agenda. Hearing none the motion was carried.

(1.1) Minutes of Previous Meeting

Mayor Dawson then proceeded to the adoption of the June 16, 2022, 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 June 16, 2022, minutes.

RESOLUTION
#2022/063

MORRISSEY/KENNEDY-DYSON:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF June 16, 2022.
IN FAVOUR: (5) Morrissey, Diamond, Dawson, Jenkins
Kennedy-Dyson
OPPOSED: (0)
RESOLUTION CARRIED

**(2) Business
Arising
Action Items**

Nothing to Report.

**(3) Notices of
Resolutions**

Nothing to Report.

**Delegations &
Guests**

No Guest

Mayor Dawson proceeded with the Committee Reports.

**(4) Committee
Reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update – Flushing completed, crosswalks completed, students are doing a fine job.

Boil order has been lifted

Jolly Jumper to be installed, will require volunteers to have it completed.

4.1.2 – CBCL - Regional Water Supply Study - Corner Brook/Steady Brook Servicing Plan

Letter mailed to the City of Corner Brook requesting verification on capacity regarding the feasibility study.

4.1.3 – MCW-Green Infrastructure Project # 17-GI-21-00103 -Musgrave Drive Lift Station

Follow up with Rodco on electrical.

4.1.4 – MCW-Green Infrastructure Project # 17-GI-22-00080 – Lift Stations/Generators

Site Specific Plan Provided to DMG. Nothing new to report

4.1.5 – Capital Works Project – Lagoon/Compressor Pumps – Application submitted

Nothing new to report.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Meeting schedule for July 27, 2022
The Meeting will have to be rebooked due to resignation of volunteers.

Mayor Dawson will send out an email to the committee regarding meeting schedule.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion to approve the Building Permits.

**RESOLUTION
#2022/064**

MORRISSEY/DIAMOND:

WHEREAS THE TOWN MANAGER HAS APPROVED 5 PERMITS BETWEEN JUNE 10, 2022, TO JULY 15, 2022, AND PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE PERMITS PRESENTED SUBJECT TO FOLLOWING THE TOWN'S REGULATIONS AND COMPLIANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

IN FAVOUR: (5) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson

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 – Commercial Development Humber Seasons

**RESOLUTION
#2022/065**

KENNEDY-DYSON/JENKINS:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE THE PROPOSED DEVELOPMENT FROM HUMBER SEASONS PROVIDING THEY MEET THE FOLOWING CONDITIONS:

- 1. A FULL SET OF ENGINEERING/ARCHITECTURAL DRAWINGS STAMPED BY A PROFESSIONAL ENGINEER PERMITTED TO PRACTICE IN THE PROVINCE OF NEWFOUNDLAND & LABRADOR AND SUBMITTED TO THE TOWN FOR APPROVAL.**
- 2. APPROVAL IS RECEIVED FROM THE DIGITAL GOVERNMENT & SERVICE NL FOR PROTECTED ROAD ZONING**
- 3. APPROVAL IS RECEIVED FROM THE DIGITAL GOVERNMENT & SERVICE NL FOR LIFE SAFETY & BUILDING ACCESSIBILITY.**
- 4. DESIGN & CONSTRUCTION OF THE PROPOSED BUILDING(S) IS DONE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE.**
- 5. A LOCATION CERTIFICATE BEARING THE STAMP OF A NL SURVEYOR CONFIRMING THE LOCATION OF THE BUILDING(S) FOOTINGS PRIOR TO PLACEMENT OF THE CONCRETE.**
- 6. HUMBER SEASONS TO ACKNOWLEDGE IN WRITING TO THE TOWN THAT THEY HAVE BEEN ADVISED OF THE TOWN'S**

RECOMMENDATION TO OBTAIN A GEOTECHNICAL SOIL STUDY AND FURTHER THAT THEY PRODUCE A LETTER FROM A CERTIFIED ENGINEER INDICATING THAT HE/SHE ASSESSED THE BEARING CAPACITY AND DRAINAGE PROPERTIES OF THE SOIL AND HAS FOUND IT SUITABLE TO COMMENCE CONSTRUCTION OF THE PROPOSED DEVELOPMENT.

7. TO ENSURE PROPER DRAINAGE OF THE SITE IS CONSISTENT WITH THE TOWN'S ENGINEERS RECOMMENDATIONS SATISFACTORY TO THE TOWN COUNCIL AND CONSISTENT WITH ALL TOWN REGULATIONS.
8. NO RESTRICTIONS ARE PLACED UPON THE TOWN'S ACCESS TO THE TOWN'S WATER AND SEWER EASEMENTS.
9. TO DEVELOP THE SITE ACCORDING TO THE PRELIMINARY DRAWINGS AND IN KEEPING WITH THE TOWN OF STEADY BROOK'S DEVELOPMENT REGULATIONS AND AT NO TIME ARE ANY OF THE PROPOSED STRUCTURES TO EXCEED 10 METERS IN HEIGHT.
10. TO PROVIDE DOCUMENTATION TO THE TOWN'S ENGINEER THE REQUIRED # OF PARKING SPOTS ACCORDING TO THE TOWN'S DEVELOPMENT REGULATIONS.
11. TO COMPLY WITH ANY AND ALL TOWN DEVELOPMENT REGULATIONS AS THEY RELATE TO COMMERCIAL PROPERTIES.

IN FAVOUR: (5) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3.3 - Commercial Development – Request Fee Proposal

**RESOLUTION
#2022/066**

KENNEDY-DYSON/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN TASKED WITH REVIEWING AND PROVIDING PERMITS TO A PROPOSED COMMERCIAL DEVELOPMENT AND WHEREAS THE PROPOSED DEVELOPMENT IS BEYOND THE TYPICAL PERMIT REQUEST THE TOWN OF STEADY BROOK CALLED FOR A REQUEST FOR PROPOSAL (RFP); AFTER CAREFUL REVIEW OF THE RFP'S SUBMITTED TO THE TOWN OF STEADY BROOK; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE RFP TO FOUGERE MENCHENTON ARCHITECTURE TO OVERSEE CERTAIN ASPECTS OF THE PROPOSED COMMERCIAL DEVELOPMENT.

IN FAVOUR: (5) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain - Nothing new to report.

4.4.2 - Come Home Year 2022 – Request for Volunteers, The Come Home Year Flyer will be released tomorrow to the Public.

- T-Shirts to be ordered.

- The Town of Steady Brook is currently looking for volunteers to help out with organizing a successful Come Home Year dated for August 13th, 2022.

4.4.3 – Come Home Year 2022 Cultural Funding

- Follow up with Councilor MacKay to provide an update.

4.4.4 – Wellness Grant – Material for Pump Truck

Nothing new to report, we have a lot of time to complete.

4.4.5 – Community Hall –

- Patio Rails to be started Monday, July 25, 2022

- Deficiencies to be completed by the contractor

- Tent Needed for August 13, 2022, to go outside.

- Maintenance Department will install cameras when the hall is completed.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices

Mayor Dawson removed himself at 7:12 pm due to conflict of interest.

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

**RESOLUTION
#2022/067**

JENKINS/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$109,269.59

IN FAVOUR: (4) Morrissey, Diamond, Jenkins Kennedy-Dyson

OPPOSED: (0)

RESOLUTION CARRIED

The Deputy Mayor asked if anyone would like to speak to the motion.

Motion was carried.

Mayor Dawson was asked to return to the meeting. Mayor Dawson returned at 7:13pm

Councillor Morrissey questioned why the invoices were higher this month.

Councillor Mackey and Councillor Wight joined the meeting at 7:13pm

Mayor Dawson explained the reasoning the invoices were higher this month was due to the construction renovations of the deck for the Community Hall and the purchase of a Jumbo Jumper for the playground.

4.5.2 Ergonomic Assessment

Mayor Dawson called for a motion

RESOLUTION
#2022/068

KENNEDY-DYSON/JENKINS:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE ERGONOMIC ASSESSMENT PROVIDED BY HERMAN MILLIER; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICE IN THE AMOUNT OF \$3675.43 PLUS HST.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Deputy Mayor reported an ergonomic assessment was required to have the office ergonomically fit for work.

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Schedule Meeting first week of August 2022

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Diamond - Jumbo Jumper volunteers required to assemble. Need to coordinate a date and time.

Councillor Mackey – Thanked the Town Manager and Administrative Assistant for organizing the Come Home Year Event.


Mayor Dawson asked for a motion to adjourn the meeting.

JENKINS:

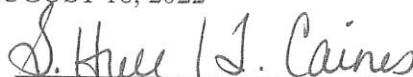
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON JULY 21, 2022, AT 7:17 PM.

MEETING WAS ADJOURNED AT 7:17 PM.

NEXT PUBLIC MEETING WILL BE AUGUST 18, 2022



Mayor Dawson



Town Manager

RESOLUTION
#2022/069