



TOWN OF STEADY BROOK
PUBLIC MEETING
October 20, 2022

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Tracy Caines (Town Manager)

ABSENT: Councillor Mackey

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

Councillors:

C. Morrissey
C. Diamond
C. Jenkins
C. Wight

Agenda Item

1) Call Meeting to Order

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

Mayor Dawson asked if there were any additions or omissions to the October 20, 2022, Agenda. Councillor Morrissey asked to add Strategic Tourism Areas & Regions (STAR) under 4.4.3

Mayor Dawson called for a motion to approve the amended agenda.

**RESOLUTION
#2022/087**

DIAMOND/KENNEDY-DYSON:
BE IT RESOLVED TO APPROVE THE AGENDA AS AMENDED FOR THE REGULAR PUBLIC COUNCIL MEETING OF OCTOBER 20, 2022.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, WIGHT

OPPOSED: (0)

RESOLUTION CARRIED

(1.1) Minutes of Previous Meeting

Mayor Dawson then proceeded to the adoption of the September 15, 2022, minutes. The Mayor 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 18, 2022, minutes.

**RESOLUTION
#2022/088**

JENKINS/WIGHT:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF AUGUST 18, 2022.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight
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 – This is a topic put on the agenda for general discussion regarding maintenance. Nothing new to report at this time.

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

- There is a substantial area behind Marble Mountain that could potentially be used for ATV usage if a waterline was ever to go in that area.

4.1.3 – MCW Project # 17-GI-21-00103 -Musgrave Drive Lift Station – Change Order

DIAMOND/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE CHANGE ORDER IN THE AMOUNT OF \$5109.00 PLUS HST AS RECOMMENDED BY ALLNORTH'S ENGINEER. THE COST WILL ADDRESS THE ADDITIONAL PIPE AND EXCAVATION REQUIRED TO ACHIEVE THE MINIMUM RECOMMENDED GRADE IN ACCORDANCE WITH ENVIRONMENT SPECS REGARDING THE INSTALLATION OF THE SEWER LINE BACK TO THE MANHOLE.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, WIGHT

OPPOSED: (0)

RESOLUTION CARRIED

4.1.4 – MCW Project # 17-GI-22-00080 – Lift Stations/Generators – In Progress – Kick off coming soon and then proceed with tenders for this project.

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

RESOLUTION #2022/089

4.1.6 - Salt & Sand Shelter – Rescind Motion 2022/040

**RESOLUTION
#2022/090**

DIAMOND/WIGHT:

BE IT RESOLVED THE TOWN OF STEADY BROOK RESCIND RESOLUTION 2022/040 AS THE CONTRACTOR WAS UNABLE TO COMMIT TO CONSTRUCTING A SALT & SAND SHELTER DUE TO WORKER SHORTAGE.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, WIGHT

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.1.7 - Salt and Sand Shelter – Motion

**RESOLUTION
#2022/091**

MORRISSEY/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED FOR A SALT & SAND SHELTER TO STORE SALT & SAND IN FOR THE WINTER MONTHS; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRED PROCURVE FENCING & ASPHALT SEALANT TO CONSTRUCT A SALT & SAND SHELTER, SIZE 20X30. THE COST OF THE STRUCTURE WILL BE \$25,000.00 PLUS HST AND WILL BE FOR LABOR ONLY. THE TOWN OF STEADY BROOK WILL SUPPLY AND PAY FOR THE COST OF MATERIALS.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, WIGHT

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.1.8 - Supply Salt and Sand – Motion

**RESOLUTION
#2022/092**

MORRISSEY/KENNEDY DYSON:

BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE SALT & SAND FROM Q.N.H. EXCAVATING & LANDSCAPING FOR YEAR 2022-2023. THE COST OF SALT PER TONNE IS \$256.00, SAND PER 13 TONNE IS \$290.00 AND A DELIVERY FEE OF \$199.00 PER TRIP.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, WIGHT

OPPOSED: (0)

RESOLUTION CARRIED

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

Council recognizes in the motion that the Town Manager has declared a conflict of interest as the supplier is a close relative. Council also noted they were only able to obtain one quote, therefore the salt & sand had to be sole-sourced.

4.1.9 - Fall Clean up – October 26, 2022, to November 2, 2022

4.1.10 – Roads – Municipal Capital Works Project

Council discussed that there will be an application submitted for MCW project for paving on a section of Marble Drive – 1 km. The Town is waiting on the engineer with a cost estimate of the project. A Special Public meeting will need to be called as a motion of Council will be required for the MCW Project, which is due by October 28, 2022.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department is continuing to work towards regionalization. Mayors from Steady Brook, Deer Lake and Pasadena will be getting together for a meeting for further discussion on the topic. Meeting date to be determined.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

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

WIGHT/JENKINS:

WHEREAS THE TOWN MANAGER HAS APPROVED 1 PERMIT BETWEEN SEPTEMBER 10, 2022, TO OCTOBER 17, 2022, AND PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE PERMIT PRESENTED SUBJECT TO FOLLOWING THE TOWN'S REGULATIONS AND COMPLIANCE WITH THE NATIONAL BUILDING CODE OF CANADA.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight,

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 – Building Permit Application # 2022-037 – PAR ID 160-384

KENNEDY-DYSON/JENKINS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK DENY A PERMIT APPLICATION FOR A NEW RESIDENTIAL DWELLING LOCATED AT PAR ID # 160-384. THE APPLICATION DOES NOT MEET THE MINIMUM LOT AREA STANDARD OF 1400 METER SQUARE AS PER THE CONDITIONS SET OUT UNDER PROPOSED SERVICING LOT AREA UNDER THE TOWN OF STEADY BROOK'S DEVELOPMENT REGULATIONS.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight,

OPPOSED: (0)

RESOLUTION CARRIED

**RESOLUTION
#2022/093**

**RESOLUTION
#2022/094**

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

Deputy Mayor spoke to the motion; this is a permit application that does not meet our development regulations and noted not all applications are approved.

4.3.3 – Business Air B&B Application # 2022-035 – PAR ID 160-484

**RESOLUTION
#2022/095**

WIGHT/KENNEDY-DYSON:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AIR B&B PERMIT APPLICATION FROM PAR ID # 160-484. THE FOLLOWING PERMIT APPLICATION IS SUBJECT TO FOLLOWING THE TOWNS REGULATIONS REGARDING PARKING WHEREAS A MINIMUM OF (1) ONE PARKING SPACE PER ROOM, IN ADDITION TO THOSE REQUIRED FOR THE RESIDENTIAL USE, BE PROVIDED ON THE LOT.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight,

OPPOSED: (0)

RESOLUTION CARRIED

4.3.4 – Building Permit Approval in Principle - Application # 2022-033 – PAR ID 160447

**RESOLUTION
#2022/096**

WIGHT/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE PERMIT APPLICATION FROM PAR ID # 160-447. THE FOLLOWING PERMIT APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

- **PROVIDE THE TOWN WITH A SET OF PRELIMINARY DRAWINGS**
- **PROVIDE THE TOWN WITH A SURVEY PLOT PLAN WITH NEW EXTENSION INCLUDED**
- **DEVELOP THE SITE ACCORDING TO THE PRELIMINARY DRAWINGS AND IN KEEPING WITH THE TOWN OF STEADY BROOK'S DEVELOPMENT REGULATIONS**
- **DESIGN & CONSTRUCTION OF THE PROPOSED EXTENSION IS DONE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.**
- **MUST PROVIDE APPROVAL FROM THE DIGITAL GOVERNMENT & SERVICE NL FOR LIFE SAFETY & BUILDING ACCESSIBILITY.**
- **TO COMPLY WITH THE TOWNS REGULATIONS REGARDING PARKING WHEREAS A MINIMUM OF (1) ONE PARKING SPACE PER ROOM, IN ADDITION TO THOSE REQUIRED FOR THE RESIDENTIAL USE, BE PROVIDED ON THE LOT.**

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight,

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3.5 – Survey Monkey – Municipal Plan & Community Survey

Deadline to have the Survey Monkey filled out is October 28, 2022. Staff have posted it again on Facebook and sent another email notice. The Town had received 45 surveys. Staff will send out the Survey again on October 24, 2022.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain – Update

68th Winter meeting at Marble Mountain - To be hosted by Ski Club International Journalist (SCIJ) and Marble Mountain.

- SCIJ and Marble Mountain are seeking Government funding for the program
- SCIJ and Marble requested the Town of Steady Brook apply on their behalf
- The Town of Steady Brook has submitted an application
- More than 120 Journalist from 30 Countries to attend.
- Opportunity to showcase NL to an international audience

4.4.2 – Community Hall Rental Agreement Amendment

RESOLUTION
#2022/097

KENNEDY-DYSON/JENKINS:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE RESIDENT TOWN HALL RENTAL AGREEMENT AND RECOMMENDED VARIOUS AMENDMENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED RESIDENT TOWN HALL RENTAL AGREEMENT AS PRESENTED. ANY AND ALL SUCH PREVIOUS RESIDENT TOWN HALL RENTAL AGREEMENTS ARE HERIN RESCINDED.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight,

OPPOSED: (0)

RESOLUTION CARRIED

4.4.3 Strategic Tourism Areas & Regions (STAR)

There was a meeting at City Hall in Corner Brook on October 19, 2022, to discuss Star. Star was put on hold due to COVID-19. Star would encompass Bay of Islands to Little Rapids. Town Council would like for it to encompass Pasadena & Deer Lake as well. Star is a program that helps provide information to tourist. The City of Corner Brook and ACOA will be contributing funding towards the program. The program Star will make the region a destination for passing through the province.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices

Mayor Dawson called for a motion to approve the invoices.

**RESOLUTION
#2022/098**

JENKINS/KENNEDY-DYSON:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$240,807.11 IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED

Mayor Dawson asked if anyone would like to speak to the motion. It was noted by the Finance Committee that the payables are higher than normal due to MCW Project 17-GI-21-00103 -Musgrave Drive Lift Station \$186,580.24 was paid out to contractors for the project.

4.5.2 – Voyent Alert

**RESOLUTION
#2022/099**

JENKINS/WIGHT:
WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE IMPORTANCE OF COMMUNICATING AND RELAYING IMPORTANT INFORMATION TO THE RESIDENTS AND BUSINESS OWNERS SUCH AS BOIL ORDERS, POWER OUTAGES, WATER OUTAGES, EMERGENCY MEASURES, ETC; BE IT RESOLVED THE TOWN OF STEADY BROOK SUBSCRIBE ANNUALLY TO VOYENT ALERT IN THE AMOUNT OF \$2200.00 PLUS HST.
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED

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

Voyent Alert will allow the staff to send out notices to the residents either by email, text message, land line, etc. Voyent alert has the capabilities to send notifications out to specified areas.

4.5.3 – Seasonal Maintenance Operator

**RESOLUTION
#2022/100**

KENNEDY-DYSON/DIAMOND:
BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE WARREN PYE FOR THE POSITION OF SEASONAL MAINTENANCE OPERATOR.
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED

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

4.5.4 – Red Cross Donation

RESOLUTION
#2022/101

KENNEDY-DYSON/JENKINS:

BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE DONATE \$2500.00 TO RED CROSS FOR THE FIONA RELIEF FUND FOR PORT AUX BASQUES, NL & LABRADOR.

IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting to be determined.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report

7. COUNCILLOR'S / MAYOR FORUM:

Councillor Diamond asked to look at #'s for the 2023 budget. Tracks for the side x side is required for the spring and fall to get to the chlorine building.

Mayor Dawson noted that Council needs to bring forward their wish list for the budget 2023.

RESOLUTION
#2022/102

DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON October 20, 2022, AT 7:47 PM.

MEETING WAS ADJOURNED AT 7:47 PM.

NEXT PUBLIC MEETING WILL BE NOVEMBER 17, 2022



Mayor Dawson



Town Manager