



TOWN OF STEADY BROOK
PUBLIC MEETING
November 24, 2022

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Tracy Caines (Town Manager)

Councillors:

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

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 asked if there were any additions or omissions to the November 24, 2022, Agenda. Mayor Dawson called for a motion to approve the agenda.

**RESOLUTION
#2022/106**

DIAMOND/MORRISSEY:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF NOVEMBER 24, 2022.

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

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Wight called in and joined the Public Meeting at 7:02 p.m.

(1.1) Minutes of Previous Meeting

Mayor Dawson then proceeded to the adoption of the October 20, 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 October 20, 2022, minutes.

**RESOLUTION
#2022/107**

JENKINS/KENNEDY-DYSON:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF OCTOBER 20, 2022.

**IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins,
Kennedy-Dyson, Wight
OPPOSED: (0)**

Mayor Dawson then proceeded to the adoption of the October 26, 2022, minutes for the Special Public Meeting. 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 October 26, 2022, minutes for the Special Public Meeting.

**RESOLUTION
#2022/108**

**JENKINS/MORRISSEY:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL
MEETING OF OCTOBER 26, 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 –

- Maintenance doing a great job with snow clearing.
- Adopt A Hydrant Program to start December 2, 2022, due to early snowfall.

4.1.2 – CBCL - Regional Water Supply Study - Corner Brook/Steady Brook Servicing Plan – Update from Councillor Morrissey

- First option the town looked into was to join the City of Corner Brook; but the cost is high and may not be in the towns best interest to join. The issue is not off the table.

- Second option was water filtration, which would be the same system as Pasadena and Deer Lake. The town looked into this with both Pasadena and Deer Lake and the filtration filters is not a cheap system to run. Filtration also would require the town to move the location of the intake.
- Third option was Artesian wells. There has been limited success but that does not mean it's not a good idea. Municipal well would be fine for Steady Brook. Council was hoping to move forward with drilling an exploratory well in 2022; but since the town is into winter already and the two drillers that are available is booked up, the town will be looking at starting this project in the spring of 2023.
- The Town of Steady Brook has surface water which when Chlorine is used with organic's it creates THM's. The safe level is 100 mgpl and our town is currently at 400 mgpl. Successful artesian wells would eliminate THM's. Council has work to do to bring clean, safe, drinking water to the town.

#1 issue to resolve is **water**.

The valley in Steady Brook would have better prospects to explore artesian wells for water. The town has money put aside from previous budgets to help with the cost of an exploratory well.

4.1.4 – MCW-Green Infrastructure Project # 17-GI-21-00103 -Musgrave Drive Lift Station – Change Order

**RESOLUTION
#2022-109**

DIAMOND/KENNEDY-DYSON:

WHEREAS THE CONTRACTOR (KELCO) RAN INTO A CONCRETE ABUTMENT WALL WHILE INSTALLING THE PIPE FROM THE MANHOLE TO THE NEW LIFT STATION WHICH CAUSED AN EXTRA COST AS PRESENTED IN THE CHANGE ORDER. BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE CHANGE ORDER IN THE AMOUNT OF \$7,970.98 INCLUDES 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.

Councillor Diamond spoke to the motion and explained the contractor ran into unforeseen work while installing the pipe from the manhole which caused a cost overrun of the project.

4.1.5 – MCW Project # 17-GI-22-00080 – Lift Stations/Generators – In Progress – Approved – It will be 40% funding from Federal Government,

50% funding from Provincial Government and 10% from Municipal Government.

4.1.6 – Capital Works Project – Lagoon/Compressor Pumps

**RESOLUTION
#2022/110**

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN APPROVED TO RECEIVE FUNDING FOR APPLICATION AP-MCW-21419 SEWER LAGOON UPGRADE; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THIS FUNDING IN THE AMOUNT OF \$1,354,442 FOR UPGRADES AS OUTLINED IN THE APPROVAL LETTER DATED OCTOBER 21, 2022.

Total Project Cost	GST/HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Recipient Contribution
\$ 1,354,442	\$ 126,187	\$ 1,228,255	40%	50%	10%
			\$ 491,302	\$ 614,127	\$ 122,826

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

No one spoke to the motion.

4.1.7 - Salt & Sand Shelter – Quotes Garage Door

**RESOLUTION
#2022/111**

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK COULD ONLY OBTAIN 2 QUOTES REGARDING PURCHASING AND INSTALLING A GARAGE DOOR AS PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE JOB TO WESTERN LOCK INC. IN THE AMOUNT OF \$7499.00 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.

Salt and Sand shelter requires a garage door to keep the snow from entering the shelter. Salt and sand will be available to residents by request.

4.1.8 – MCW Marble Drive Paving Upgrades – Application Submitted – 2023-2024

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

Ongoing discussion with Pasadena regarding regionalization of the Fire Department. Hopeful there will be a proposal to join/regionalize the Fire Departments in January 2023.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

**RESOLUTION
#2022/112**

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

KENNEDY-DYSON/JENKINS:

WHEREAS THE TOWN MANAGER HAS APPROVED 4 PERMITS BETWEEN OCTOBER 17, 2022, TO NOVEMBER 12, 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: (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 – Par ID 160-400

**RESOLUTION
#2022/113**

KENNEDY-DYSON/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE PERMIT APPLICATION FROM PAR ID # 160-400.

THE FOLLOWING PERMIT APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

- **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 DEVELOPMENT IS DONE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA.**
- **MUST PROVIDE APPROVAL FROM SERVICE NL FOR PROTECTED ROAD AREA AND APPROVAL FOR THE SEPTIC DESIGN.**

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.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain – Update

Looking to replace representative, Councillor Mackey as he has resigned. Council will arrange a meeting with the residents to engage with Marble Mountain.

**RESOLUTION
#2022/114**

KENNEDY-DYSON/JENKINS:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$84,260.58.

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 the patio at the town hall, salt and sand shelter, and Project 17-GI-21-00103 -Musgrave Drive Lift Station.

4.5.2 – Harassment Policy and Procedures

**RESOLUTION
#2022/115**

KENNEDY-DYSON/JENKINS:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE HARRASSMENT POLICY AND PROCEDURES AND RECOMMENDED VARIOUS AMENDMENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED HARRASSMENT POLICY AND PROCEDURES AS PRESENTED. ANY AND ALL SUCH PREVIOUS HARRASSMENT POLICIES ARE HERIN RESCINDED.

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

No one spoke to the motion.

4.5.3 – Code of Conduct -

New training was mandatory by Council and staff, training has been completed; Training required a code of conduct to be adopted by all Municipalities.

**RESOLUTION
#2022/116**

JENKINS/KENNEDY-DYSON:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE CODE OF CONDUCT POLICIES FOR MUNICIPAL OFFICIALS AND COUNCILLORS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE CODE OF CONDUCT POLICIES AS PRESENTED.

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.

4.5.4 – By-Election –

Whereas Councillor Mackey resigned due to work relocation. The Town of Steady Brook is required to have a by-election.

The Town has a very active council, please put your name forward, it's a great community to be involved with.

**RESOLUTION
#2022/117**

JENKINS/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS 1 VACANT SEAT FOR A COUNCILLOR; BE IT RESOLVED THE TOWN OF STEADY BROOK HOLD A BY-ELECTION ON JANUARY 10, 2023. NOMINATIONS WILL BE ACCEPTED AT THE TOWN OFFICE ON TUESDAY, DECEMBER 13, 2022. BETWEEN THE HOURS OF 8:00AM AND 8:00PM.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

**RESOLUTION
#2022/118**

JENKINS/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK WILL BE HOLDING A BY-ELECTION ON JANUARY 10, 2023; BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT TRACY CAINES AS THE RETURNING OFFICER; APPOINT SHERRY LEE HULL AS THE POLL CLERK; APPOINT PATRICIA DWYER AS THE ALTERNATE RETURNING OFFICER.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting to be determined. Meetings don't go ahead without Karla Hayes attendance; she is very busy with the windfarm. Its very important to move forward with our meetings. Terms of reference needs to be updated.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report

7. COUNCILLOR'S / MAYOR FORUM:

Councillor Morrissey: The town has a vibrant community with young people, please think about running for council. It would be wonderful to increase gender numbers. Come out and support the town.

Deputy Kennedy-Dyson: Feel free to reach out to staff or Council if you have any questions regarding the By-Election.

Mayor Dawson: It's a great community to join, we have lots of things on the go; Marble Mountain, Development Regulations, Recreation and Regionalization. Would be great to see people come forward.


**RESOLUTION
#2022/119**

DIAMOND:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN
THE MEETING ON NOVEMBER 24, 2022, AT 7:45 PM.**

MEETING WAS ADJOURNED AT 7:45 PM.

NEXT PUBLIC MEETING WILL BE DECEMBER 15, 2022.

 for

Mayor Dawson



Town Manager