



TOWN OF STEADY BROOK
PUBLIC MEETING
February 16, 2023

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Tracy Caines (Town Manager)

Councillors:

C. Morrissey
C. Diamond
C. Jenkins
C. Wight
C. Douglas (telephone)

ABSENT:

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:02 p.m.

Mayor Dawson welcomed everyone to the meeting.

Mayor Dawson acknowledged that Councillor Douglas has called in via telephone.

(1.1) Adoption of the Agenda

Mayor Dawson asked if there were any additions or omissions to the February 16, 2023, Agenda.

Mayor Dawson called for a motion to approve the agenda as presented.

**RESOLUTION
#2023/009**

DIAMOND/JENKINS:

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

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

OPPOSED: (0)

RESOLUTION CARRIED

(1.2) Adoption of Meeting Minutes

Mayor Dawson proceeded to the adoption of the January 19, 2023, 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 January 19, 2023, minutes.

**RESOLUTION
#2023/010**

MORRISSEY/DIAMOND:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JANUARY 19, 2023.**
**IN FAVOUR: (7) Morrissey, Diamond, Dawson, Jenkins,
Kennedy-Dyson, Wight, Douglas**
OPPOSED: (0)
RESOLUTION CARRIED

**(1.3) Adoption of
Errors &
Omissions**

Mayor Dawson explained there were previous meeting minutes that had errors and required corrections. Within those minutes Councillor Diamond and Mayor Dawson were in a conflict of interest. Councillor Diamond and Mayor Dawson excused themselves from the motion in order for the motion to be brought forward. Mayor Dawson passed the chair over to the Deputy Mayor.

Mayor Dawson and Councillor Diamond left the room at 7:04pm

Deputy Mayor Kennedy-Dyson called for a motion to approve the errors and omissions.

**RESOLUTION
#2023/011**

**WHEREAS IT HAS BEEN IDENTIFIED THERE WERE
ERRORS AND OMISSIONS IN VARIOUS 2022 MINUTES BE IT
RESOLVED THE TOWN OF STEADY BROOK APPROVE THE
FOLLOWING CORRECTIONS:**

- **JUNE 16, 2022, PUBLIC MINUTES -- 4.3.1 BUILDING PERMITS - MOTION # 2022/053 COUNCILLOR MACKEY DECLARED A CONFLICT OF INTEREST, THE REASON FOR CONFLICT WAS NOT STATED. COUNCILLOR MACKEY WAS IN A CONFLICT TO APPROVE THE PERMITS AS THERE WAS A PERMIT FOR COUNCILLOR MACKEY IN THE MOTIONS TO BE APPROVED- COUNCILLOR MACKEY'S PERMIT WAS FOR INSTALLATION OF CONCRETE PATIO STONES.**
- **JUNE 16, 2022, PUBLIC MINUTES – 4.5.1 APPROVAL OF INVOICES – MOTION # 2022/057 COUNCILLOR DIAMOND DECLARED A CONFLICT OF INTEREST, THE REASON FOR THE CONFLICT OF INTEREST WAS NOT STATED. COUNCILLOR DIAMOND WAS IN A CONFLICT TO APPROVE THE INVOICES AS THERE WAS AN INVOICE FROM COUNCILLOR DIAMOND IN THE AMOUNT OF \$78.51 FOR DIESEL – THE DIESEL WAS FOR COUNCILLOR DIAMOND USING HIS EQUIPMENT TO SPREAD TOPSOIL AT THE PLAYGROUND IN REGARD'S TO THE ACTIVE NL FUND.**
- **JULY 21, 2022, PUBLIC MINUTES – 4.5.1 APPROVAL OF INVOICES – MOTION # 2022/067 MAYOR DAWSON DECLARED A CONFLICT OF INTEREST,**

THE REASON FOR THE CONFLICT OF INTEREST WAS NOT STATED.

MAYOR DAWSON WAS IN A CONFLICT OF INTEREST TO APPROVE THE INVOICES AS THERE WAS AN INVOICE FROM MAYOR DAWSON IN THE AMOUNT OF \$20.98 AND \$75.98. INVOICES WERE FOR FOOD FOR CANADA DAY AND A CAKE FOR CLEAN UP DAY ON JUNE 18, 2022.

- NOVEMBER 24, 2022, PUBLIC MINUTES – 4.5.2 HARASSMENT POLICY AND PROCEDURES – MOTION # 2022/115 – MOTION WAS MISSING WHO WAS IN FAVOUR AND WHO WAS OPPOSED. LET IT SHOW THE MOTION SHOULD HAVE READ:
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED
- DECEMBER 15, 2022, MINUTES – 4.5.4 APPOINTMENT OF AUDITOR MOTION # 2022/130 AND 4.5.5 APPOINTMENT OF APPEAL COMMISSIONER MOTION # 2022/131. BOTH MOTIONS HAD A TYPO ERROR. LET IT SHOW WHERE IT STATED (6) IN FAVOUR IT SHOULD HAVE STATED (5) IN FAVOUR.

IN FAVOUR: (5) Morrissey, Jenkins, Kennedy-Dyson, Wight, Douglas
OPPOSED: (0)
RESOLUTION CARRIED

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

Councillor Wight thanked Councillor Diamond for offering his services to the Town and noted that Councillor Diamond saved the Town \$3000.00.

Deputy Mayor stated there has been someone using up staffs time to point out discrepancies in the minutes and using our staff resources to amend the information. Hopefully the staff's time can be used more effectively in the future. Deputy Mayor wanted to thank all Councilors who helped out in time of need.

Mayor Dawson and Councillor Diamond returned to the meeting at 7:09pm.

Deputy Mayor turned the chair back to Mayor Dawson.

**(2) Business
Arising
Action Items**

Nothing to Report.

(3) Notices of Resolutions

Nothing to Report.

Delegations & Guests

No Guest

(4) Committee Reports

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

- In regard to snow clearing, roads are being maintained.
- Still, plenty of salt & sand in storage.

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

- Nothing new to report.
- Item has been left on the Agenda until something new can be reported. Once the matter is resolved it will be taken off the Agenda.

4.1.3 – Water Filtration/ Artesian Wells

- Town is looking into drilling an exploratory artesian well in 2023.
- Meeting with a supplier is scheduled for next week.

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

- Project has been completed, waiting on holdback for final billing.

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

- Project is in progress, hope to start construction for the upcoming summer.
- All lift stations will then be upgraded.
- Tender process required.
- Forest Drive Lift Station is in a Flood Zone, permit has to be in place before work can start.

4.1.6 – Capital Works Project – Lagoon/Compressor Pumps Application

- Project has been approved, hopeful that work will commence in 2023-2024.

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

- Nothing new to Report

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

- Town of Steady Brook is in discussion with the Town of Pasadena and Little Rapids regarding regionalizing fire services. The Town is waiting to hear back on those discussions.

4.2.2 – Municipal Enforcement

- Regulations are under review by Council.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

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

**RESOLUTION
#2023/012**

WIGHT/KENNEDY-DYSON:

WHEREAS THE TOWN MANAGER HAS APPROVED 1 PERMIT BETWEEN JANUARY 16, 2023, TO FEBRUARY 10, 2023, 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: (7) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight, Douglas

OPPOSED: (0)

RESOLUTION CARRIED

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

Note - Regular Permits

4.3.2 (A) Rescind Motion # 2022/094 – Application # 2022-037.

**RESOLUTION
#2023/013**

KENNEDY-DYSON/JENKINS:

WHEREAS THE TOWN OF STEADY BROOK HAD INTERPRETED THE ZONING REGARDING MOTION # 2022/094 AS RESIDENTIAL WHEN IT SHOULD HAVE BEEN OPEN SPACE CONSERVATION AND DESIGNATED AS A FLODDWAY ZONE; BE IT RESOLVED THE TOWN OF STEADY BROOK RESCIND MOTION # 2022/094 AS PER THE ORDER BY THE WEST NEWFOUNDLAND REGIONAL APPEAL BOARD.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

The Town turned down a permit on the basis of lot size in a residential area when in fact it should have been declined because of Open Space Conservation.

4.3.2 (B) Application # 2022-037

**RESOLUTION
#2023/014**

KENNEDY-DYSON/WIGHT:
WHEREAS THE TOWN COUNCIL REVIEWED THE TOWN'S MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS ALONG WITH THE LAND USE ZONING MAP AND WHEREAS THE TOWN FINDS THAT PAR ID 160-384 IS ZONED OPEN SPACE CONSERVATION AND DESIGNATED AS A FLOODWAY ZONE WHERE RESIDENTIAL USE IS STRICTLY PROHIBITED OR DISCRETIONARY USE IS PERMITTED. BE IT RESOLVED THE TOWN OF STEADY BROOK DENY PERMIT APPLICATION # 2022-037 TO CONSTRUCT A NEW RESIDENTIAL DWELLING LOCATED AT PAR ID # 160-384.
IN FAVOUR: (7) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight, Douglas
OPPOSED: (0)
RESOLUTION CARRIED

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

Motion denied on the basis the lot is zoned Open Space Conservation and Designated as a Floodway Zone.

4.3.3 – Application # 2022-043 – Sub-Divide

**RESOLUTION
#2023/015**

WIGHT/DIAMOND:
WHEREAS THE TOWN OF STEADY BROOK HAS REVIEWED APPLICATION # 2022-043 TO SUBDIVIDE PROPERTY; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE TO SUBDIVIDE PAR ID # 160-504 UNDER THE CONDITIONS THAT A VARIANCE BE ADVERTISED IN A LOCAL PAPER AND APPROVED BY COUNCIL. THE COST OF THE ADVERTISEMENT IS BOURNE ON THE PROPERTY OWNER. THE APPROVAL IN PRINCIPLE DOES NOT CONSTITUTE PERMISSION TO BUILD ANY STRUCTURES ON SAID PROPERTY. ANY DEVELOPMENT OF SUBDIVIDE WOULD HAVE TO FALL UNDER THE TOWNS DEVELOPMENT REGULATIONS AND WRITTEN APPROVAL GRANTED FROM THE TOWN OF STEADY BROOK PRIOR TO ANY DEVELOPMENT.
IN FAVOUR: (7) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Wight, Douglas
OPPOSED: (0)
RESOLUTION CARRIED

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

Lot size requires a variance, as soon as feedback comes back to the town, council will review the application for approval.

**RESOLUTION
#2023/016**

KENNEDY-DYSON/JENKINS:

WHEREAS THE TOWN OF STEADY BROOK HAS REVIEWED APPLICATION # 2022-044 TO SUBDIVIDE PROPERTY; BE IT RESOLVED THE TOWN OF STEADY BROOK PERMIT PERMISSION TO SUBDIVIDE PROPERTY LOCATED AT PAR ID # 160-288. THE SUBDIVIDE OF PROPERTY DOES NOT CONSTITUTE PERMISSION TO BUILD ANY STRUCTURES ON SAID PROPERTY. ANY DEVELOPMENT OF SUBDIVIDE WOULD HAVE TO FALL UNDER THE TOWNS DEVELOPMENT REGULATIONS AND WRITTEN APPROVAL GRANTED FROM THE TOWN OF STEADY BROOK PRIOR TO ANY DEVELOPMENT.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No sizing issues, no variance required.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain Development Corporation (MMDC)

- Councillor Jenkins name has been put forward to have a seat on the MMDC board. Town council is waiting to hear back from the Minister. Minister Crocker is off on leave, hopefully there will be a response soon.
- Councillor Mackey (previous Councillor) was a board rep on Marble Mountain Committee
- A conversation with the Board at Marble Mountain needs to take place and the Town be provided with an update.
- Soon as Council receives more information the residents will be notified.
- Watershed committee is in favor of moving the seat forward as well.
- Marble needs to decide.

4.4.2 – Ski Club International Journalists Project (SCIJ)

**RESOLUTION
#2023/017**

JENKINS/KENNEDY-DYSON:

WHEREAS THE SKI CLUB INTERNATIONAL JOURNALIST (SCIJ) WILL BE HOLDING THEIR 68TH WINTER MEETING AT MARBLE MOUNTAIN WHICH WILL CONSIST OF MORE THAN 100 JOURNALISTS FROM 30 DIFFERENT COUNTRIES ATTENDING THE EVENT, AND WHERAS THEY ARE SEEKING BETWEEN 100-120 K FROM GOVERNMENT PARTNERS AND APPROXIMATELY 70 K FROM INDUSTRY AND PRIVATE PARTNERS TO HELP FUND THIS EVENT: BE IT RESOLVED THAT THE TOWN OF STEADY BROOK CONTRIBUTE \$5000.00 TO THE SKI CLUB INTERNATIONAL JOURNALIST EVENT BEING HELD FROM MARCH 12-19, 2023.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

The Town was approached by Marble Mountain and the folks of SCIJ in the summer of 2022 to help with funding applications. The Town of Steady Brook agreed to be the proponent/applicant. Event is being funded by different organizations. The Town felt it was important to support the project.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices

Mayor Dawson called for a motion to approve the invoices.

**RESOLUTION
#2023/018**

JENKINS/WIGHT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$51,519.18

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Regular monthly invoices, Councillor Morrissey and Mayor Dawson was in earlier today to review.

4.5.2 – Harassment Policy

Mayor Dawson called for a motion.

**RESOLUTION
#2023/019**

WIGHT/JENKINS:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE HARRASSMENT POLICY AND PROCEDURES AND RECOMMENDED VARIOUS AMENDMENTS DATED JANUARY 18, 2023; 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.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Policies are constantly being updated, regulations change in different legislative departments such as OHS, updates are done when required.

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting was held on February 15, 2023 @ 10:00am.

- Full quorum

- Proposal from Western Snow Riders (WSR) to change their trail within the watershed, there don't appear to be any issues – WSR will submit maps with new proposal.
- Discussion regarding the Terms of Reference, a draft copy with changes were presented at the meeting for review.
- Discussion regarding application for Cabin – Consensus is to turn down the proposed application.
- Town of Steady Brook is one of the few communities that has a Watershed Plan, there are only two in the province.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Douglas – Nothing to Report

Councillor Wight – In regard to recreation Councillor Douglas was successful in her first two days achieving a grant from the Wellness Coalition.

Councillor Diamond – Maintenance employees have the rink flooded. The Town will require volunteers in order to maintain the rink and take ownership of it.

Councillor Morrissey – Good watershed meeting and looking forward to having work done in regard to water/artesian wells.

Councillor Jenkins – Follow up note on the SCIJ event in March 2023. This is an opportunity to put our local business on display and encourage local tourism providers to have international journalist to come and see what they are about. Please reach out to the office or Councillor Jenkins for more details.

Deputy Mayor Kennedy-Dyson – Acknowledged that Councillor Jenkins has put a lot of time into organizing the SCIJ program. Thanked staff for a job well done as a lot of additional work has been added to them.

Mayor Dawson - Everyone is working great together and glad to see Councillor Douglas is active in her role. The Town is also active in a regional aspect, the Town is currently in conversation with the Town of Deer Lake and Pasadena. Demographic challenges have to be faced and solutions found together. Council is in support of regionalization.

Mayor Dawson asked for a motion to adjourn the meeting.

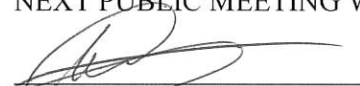
MORRISSEY:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON FEBRUARY 16, 2023, AT 7:35 PM.


**RESOLUTION
#2023/020**

MEETING WAS ADJOURNED AT 7:35 PM.

NEXT PUBLIC MEETING WILL BE MARCH 23, 2023



Mayor Dawson



Town Manager