



TOWN OF STEADY BROOK
PUBLIC MEETING
April 27th, 2023

ATTENDANCE:

Mayor Bill Dawson (Telephone)
Deputy Mayor Sarah Kennedy-Dyson

Tracy Caines (Town Manager)

Councillors:

C. Morrissey
C. Diamond
C. Jenkins
C. Douglas

ABSENT:

C. Wight

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 everyone to the meeting.

Deputy Mayor Kennedy-Dyson acknowledged that Mayor Dawson has called in via telephone.

(1.1) Adoption of the Agenda

Deputy Mayor Kennedy-Dyson asked if there were any additions or omissions to the April 27, 2023, Agenda.

Deputy Mayor Kennedy-Dyson called for a motion to approve the agenda as presented.

**RESOLUTION
#2023/032**

DIAMOND/JENKINS:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF APRIL 27, 2023.

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

OPPOSED: (0)

RESOLUTION CARRIED

(1.2) Adoption of Meeting Minutes

Deputy Mayor Kennedy-Dyson proceeded to the adoption of the March 23, 2023, minutes. The Deputy Mayor asked if there were any errors/omissions to note.

Deputy Mayor Kennedy-Dyson asked for a motion to adopt the March 23, 2023, minutes.

**RESOLUTION
#2023/033**

MORRISSEY/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF MARCH 23, 2023.
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Kennedy-Dyson, Douglas
OPPOSED: (0)
RESOLUTION CARRIED

The Deputy Mayor asked if there were any errors/omissions to note.

There were no errors or omissions.

**(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

- New Hire – A Maintenance Summer Personnel has been hired. Maintenance personnel will start work from the 3rd of May until the end of October 2023. The Town does not require an operator in the summer time. Winter operator is now finished and will return in November 2023. This will be a cost savings for the Town of Steady Brook.
- Property Snow Clearing Repairs – Any residents that has any snow clearing damage, please report it to the town office and maintenance will repair reported damages.

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

- Nothing new to report.

4.1.3 – Water Filtration/ Artesian Wells

- Based on the advice of the artesian well driller, the Town has sent out a Request for Quotes (RFQ) to hydrogeologists to ask them to determine the best place in Town to drill Artesian Wells.

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

- Nothing new to report.

4.1.5 – Capital Works Application – Project #17-GI-23-00067 – Lagoon/Compressor Pumps

- Nothing new to report.

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

- Nothing new to report.

4.1.7 – Lagoon Flow Meter (Rescind Motion)

DIAMOND/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK RESCIND MOTION # 2023/024 AS THERE WAS AN ERROR IN THE QUOTE INFORMATION THAT WAS PRESENTED TO TOWN COUNCIL FROM THE PROVIDER.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

It was noted there was another quote that came in at a lower price and the Town is obligated to take the lowest quote.

4.1.8 – Lagoon Flow Meter – (Motion)

MORRISSEY/JENKINS:

WHEREAS THE FLOW METER THAT MONITORS THE SEWER OUTFALL FOR THE LAGOON IS NOT WORKING PROPERLY, AND WHEREAS THE TOWN WAS PRESENTED WITH THREE QUOTES FOR A NEW FLOW METER, AND WHEREAS EVEREST AUTOMATION QUOTE CAME IN AS THE LOWEST QUOTE; BE IT RESOLVED THAT THE TOWN OF STEADY BROOK PURCHASE A NEW FLOW METER FROM EVEREST AUTOMATION IN THE AMOUNT OF \$6486.00 + HST AND ADDITIONAL \$1000.00 FOR SOFTWARE AND ACCESSORIES THAT WILL BE REQUIRED.

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

OPPOSED: (0)

RESOLUTION CARRIED

The Deputy Mayor asked if anyone would like to speak to the motion.
No discussion on the motion.

**RESOLUTION
#2023/034**

**RESOLUTION
#2023/035**

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

- Continuing to move forward with regionalizing services. Nothing new to report

4.2.2 – Municipal Enforcement Regulations

- Under review and should be ready for motion at the next public meeting.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals (Motion)

Councillor Douglas declared herself in a Conflict of interest and left the room at 7:12PM.

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

JENKINS/DIAMOND:

WHEREAS THE TOWN MANAGER HAS APPROVED 2 PERMITS BETWEEN MARCH 22, 2023, TO APRIL 21, 2023, 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)

ABSTAINED: (1)

RESOLUTION CARRIED

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

No discussion on the motion.

Councillor Douglas returned to the meeting at 7:14PM.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain Development Corporation (MMDC)

- Nothing new to report.

4.4.2 – Community Garage Sale – May 13th, 2023

- For clarification purposes the community garage sale can be set up at your own property location or you can set up at the town's community centre. The poster will be revised with more clarity.

RESOLUTION
#2023/036

- Request residents to provide civic address to the Town
- Limited tables, please call the office to request a table.

4.4.3 – Spring Clean Up – May 24 – 31, 2023

- What don't sell at the community garage sale can be left out for spring cleanup.

4.4.4 – Town Clean Up – June 10th, 2023.

- Everyone to meet at the Town Municipal Building.
- BBQ after the event for all volunteers.
- Help from residents would be greatly appreciated.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices (Motion)

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

RESOLUTION
#2023/037

JENKINS/DOUGLAS:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$39,233.15

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No discussion on the motion.

4.5.2 – Town Clerk Position – Notice of 2ND Motion for Dismissal

RESOLUTION
#2023/038

MORRISSEY/JENKINS:

WHEREAS THE TOWN OF STEADY BROOK IS REQUIRED UNDER SECTION 68 (1) OF THE MUNICIPALITIES ACT, 1999, TO MAKE A SECOND MOTION WHERE A VOTE TO DISMISS IS CONFIRMED BY A SIMILAR VOTE AT A MEETING OF THE COUNCILLORS HELD NOT EARLIER THAN 30 DAYS, AFTER THE MEETING AT WHICH THE FIRST VOTE TO DISMISS WAS CARRIED. THE FOLLOWING MOTION WILL REITERATE MOTION # 2023/030.

WHEREAS THE TOWN CLERK HAS BEEN ABSENT FROM WORK FOR AN EXTENDED PERIOD OF TIME AS A RESULT OF A DISPUTE WITH COUNCIL AND WITH EMPLOYEES WITH THE TOWN; AND WHEREAS THERE ARE DIFFERENCES BETWEEN THE TOWN CLERK AND EMPLOYEES OF THE TOWN WHICH MAY NOT BE RESOVLABE; AND WHEREAS THE RELATIONSHIP BETWEEN THE TOWN CLERK AND THE COUNCIL HAS BROKEN DOWN AND MAY NOT BE REPARABLE.

BE IT RESOLVED THAT THE TOWN CLERK BE FORMALLY DISMISSED ON A WITHOUT CAUSE BASIS AND BE IT RESOLVED THAT COUNCIL APPOINT OR EMPOWER A COMMITTEE TO ENGAGE IN DISCUSSION WITH THE TOWN CLERK AND/OR LAWFUL

REPRESENTATIVE AS TO AN APPROPRIATE AMOUNT OF PAY IN LIEU OF NOTICE THAT SHE MAY BE ENTITLED TO.

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

OPPOSED: (0)

RESOLUTION CARRIED

The Deputy Mayor stated there will be no discussion as it is an HR Matter.

4.5.3 – Acting Town Clerk – (Motion)

DOUGLAS/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK IS REQUIRED TO HAVE AN ACTING TOWN CLERK IN THE ABSENCE OF A TOWN CLERK OR TOWN MANAGER BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT SHERRY LEE HULL AS ACTING TOWN CLERK.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

It was noted that this is a bookkeeping requirement, and that Sherry Lee will be as stated an “Acting Town Clerk” when the Town Manager is unable to attend meetings.

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting May 10, 2023

- Nothing New to Report.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Jenkins reiterated the schedules pertaining to the Community garage sale May 13th, 2023, Spring Cleanup May 24th to the 31st, 2023, and Town Clean up June 10th, 2023.

Mayor Dawson – Great job everybody, keep up the good work. The garage sale is a town garage sale. Residents should contact the town office and provide the town office with a civic address, then the town can produce a map to show everyone where the garage sales are happening on that day.

Councillor Morrissey asked if residents could donate their items to the Town if they did not want to have a garage sale, and could the money be donated to the recreation.

RESOLUTION
#2023/039

Residents would have to set up their own table and could donate the proceeds to the recreation if they wish.

Deputy Mayor Kennedy-Dyson asked for a motion to adjourn the meeting.

MORRISSEY:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON APRIL 27, 2023, AT 7:24 PM.

MEETING WAS ADJOURNED AT 7:24 PM.

NEXT PUBLIC MEETING WILL BE MAY 18, 2023.


Deputy Mayor Kennedy-Dyson


Town Manager

**RESOLUTION
#2023/40**