



TOWN OF STEADY BROOK
PUBLIC MEETING
August 17, 2023

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Town Manager – Tracy Caines

Councillors:

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

ABSENT:

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:01 p.m.

Mayor Dawson welcomed everyone to the meeting.

(1.1) Adoption of the Agenda

**RESOLUTION
#2023/074**

DIAMOND/JENKINS:

BE IT RESOLVED TO APPROVE THE AGENDA FOR THE REGULAR PUBLIC COUNCIL MEETING OF AUGUST 17, 2023.

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

OPPOSED: (0)

RESOLUTION CARRIED

Mayor Dawson asked if there were any additions or omissions to the August 17, 2023, Agenda.

Mayor Dawson, hearing none, called for a motion to approve the agenda as presented.

(1.2) Adoption of Meeting Minutes

Mayor Dawson proceeded to the adoption of the July 20, 2023, minutes.

**RESOLUTION
#2023/075**

**MORRISSEY/DIAMOND:
BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JULY 20, 2023.
IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond,
Jenkins, Morrissey, Douglas, Wight
OPPOSED: (0)
RESOLUTION CARRIED**

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

Mayor Dawson, hearing none, called for a motion to adopt the July 20, 2023, minutes.

**(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

- The boil order has been lifted.

4.1.2 CBCL - Regional Water Supply Study

- The Town of Steady Brook received a reply to the letter that was sent July 18, 2022, to the City of Corner Brook. The City of Corner Brook confirmed that the feasibility study completed by CBCL in 2022, "without reducing peak demands in Corner Brook, there is a risk that Steady Brook servicing does, at times, present an increased risk of supply for the entire service base". The City of Corner Brook cannot put the current service base at risk, to provide water service to an additional town at present.
- The Council requested that this item be removed from the agenda.

4.1.3 Water Filtration/ Artesian Wells

- The town is still assessing the work that was performed on the wells a few weeks ago.
- The town's artesian wells are not producing water as they should, which causes issues for the water supply to the town.

- August 4th, 2023, the town manager received a call from Service NL stating that the town had E. Coli detected in the water sample and the town must go on a boil order immediately. The Town suspected a boil order was approaching as the chlorine residuals were low.
- The town tests the chlorine residuals every day.
- Service NL tests the town's water once a month. E. Coli was present.
- Service NL may not always tell the town what bacteria is involved when the town is put on a boil order.
- The lack of water the town is getting out of the artesian wells right now is what is causing the chlorine levels to drop, and the town is pretty much back to the same situation it was years ago.
- The Council will be continuing to do maintenance on the well system. The council has done a lot of research and is committed to the best of their ability to move forward with good drinking water.
- The town did have funding a couple years ago for a filtration system, but the town was advised to stay away from that particular system that was applied for by other municipalities. The Town was told the filtration system that was applied for was not the best source to use because of problems that the towns were experiencing with maintenance/servicing and parts.
- Mayor thanked the staff for all their help, Mayor confirmed that we must find the right system to fix the THM's. If any residents have any questions, please email, or call the town and get in touch with the council. The commitment of this council is there.

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

- Gone to Tender.

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

- Under review by the committee as per request by Municipal affairs to revise the application.

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

- Optimistic on approval.

4.1.7 – Water Quality

- Covered off in 4.1.3

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

- The Fire chief has not heard back on the Steady Brook Little Rapids Fire Department budget that was presented.

4.2.2 – Municipal Enforcement Regulations

- All regulations have been forwarded to the King's Printer with the Newfoundland and Labrador Gazette to be approved.
- Mayor confirmed that RNC replied to the letter that was sent from the Mayors of Deer Lake, Pasadena and Steady Brook regarding more presence being in the communities.
- More meetings with the Council, fire chief and the RNC will be held to find out what some issues are and how to resolve them.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

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

KENNEDY-DYSON/MORRISSEY:

WHEREAS THE TOWN HAS HAD 2 PERMITS SUBMITTED BETWEEN JULY 13, 2023, TO AUGUST 10, 2023, AND PRESENTED TO COUNCIL FOR REVIEW; 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: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight

OPPOSED: (0)

RESOLUTION CARRIED

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

Mayor Dawson, hearing none, called for a motion to approve the building applications.

4.3.2 – Application #2023-022 PAR-ID #160-286

KENNEDY-DYSON/JENKINS:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE APPLICATION #2023-022 FOR PAR ID 160-286 TO CONSTRUCT A NEW COMMERCIAL DWELLING. THE FOLLOWING APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

- **MUST PROVIDE APPROVAL FROM SERVICE NL FOR PROTECTED ROAD AREA**
- **ALL DEVELOPMENT MUST BE DONE IN ACCORDANCE WITH THE TOWN OF STEADY BROOK'S MUNICIPAL PLAN, NOTABLY SECTION 3.4 AND 4.5. WHEREAS A GEOTECHNICAL STUDY MUST BE CONDUCTED**

**RESOLUTION
#2023/076**

**RESOLUTION
#2023/077**

- OBTAIN AN APPROVAL FROM THE MINISTER OF ENVIRONMENT & CLIMATE CHANGE FOR AN ENVIRONMENTAL ASSESSMENT
- TO COMPLY WITH THE TOWNS REGULATIONS REGARDING PARKING WHEREAS A MINIMUM OF (1) ONE PARKING SPACE FOR EVERY GUEST ROOM, BE PROVIDED ON THE LOT
- 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
- PROVIDE APPROVAL FROM THE DIGITAL GOVERNMENT & SERVICE NL FOR LIFE SAFETY & BUILDING ACCESSIBILITY
- ANY OTHER APPROVALS IDENTIFIED BY OTHER GOVERNMENT AGENCIES THROUGHOUT THE COURSE OF CONSTRUCTION
- ALL INFORMATION SHALL BE RECEIVED NOT LATER THAN TWO YEARS FROM THE GRANT OF APPROVAL IN PRINCIPLE

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Kennedy-Dyson confirmed this is an approval in principle, someone is looking to move forward with a project, the approval will come once all the conditions are provided to the council.

4.3.3 – Application #2023-020 PAR-ID #160-432

KENNEDY-DYSON/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AIR B&B PERMIT APPLICATION FROM PAR ID#160432. 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: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight

OPPOSED: (0)

RESOLUTION CARRIED

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

Mayor Dawson, hearing none, called for a motion to approve the building application.

**RESOLUTION
#2023/078**

4.3.4 – Application #2023-021

RESOLUTION
#2023/079

KENNEDY-DYSON/MORRISSEY:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE THE AIR B&B PERMIT APPLICATION 2023-021. 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: (0)

OPPOSED: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight
MOTION NOT APPROVED

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

Councillor Jenkins mentioned that there is no specific address identified so at this time the council is not comfortable in approving due to not knowing where this property is going to be located.

4.3.5 – Application #2023-015 PAR-ID #160-314

RESOLUTION
#2023/080

KENNEDY-DYSON/JENKINS:
WHEREAS THE TOWN OF STEADY BROOK RECEIVED INFORMATION REGARDING THE VARIANCE REQUESTED AS PER MOTION #2023-071; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE APPLICATION FROM PAR ID #160-314 TO CONSTRUCT A 10 FOOT FENCE WITH A VARIANCE AS PRESENTED TO COUNCIL.

IN FAVOUR: (0)

OPPOSED: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight
MOTION NOT APPROVED

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

The Deputy Mayor confirmed that all variance requests must go out to the public. The variance was not approved by the town.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain Development Corporation (MMDC)

- Councillor Jenkins has been appointed to represent the Town of Steady Brook on the Marble Mountain Development Corporation. The town needs to be engaged with the corporation.

4.4.2 – Request for Volunteers

- Councillor Douglas had the first meeting for volunteers which lasted 2 ½ hours which was also joined by Councillor Wight.

- There was no shortage of suggestions.
- Councillor Douglas was thankful that Rory O'Neil showed up and looks forward to learning from her experience.
- If anyone is interested in helping or joining, please feel free to do so, you can send Councillor Douglas an email if you wish to join.

4.4.3 – Town Hall Rental Agreements

**RESOLUTION
#2023/081**

DOUGLAS/KENNEDY-DYSON:
WHEREAS THE COUNCIL OF THE WHOLE HAS REVIEWED THE TOWN HALL RENTAL AGREEMENTS AND RECOMMENDED VARIOUS AMENDMENTS TO THE AGREEMENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED TOWN HALL RENTAL AGREEMENTS AS PRESENTED. ANY AND ALL SUCH PREVIOUS TOWN HALL RENTAL AGREEMENTS ARE HERIN RESCINDED.
IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight
OPPOSED: (0)
RESOLUTION CARRIED

Deputy Mayor Kennedy-Dyson confirmed that there will be amendments yearly/quarterly as needed.

Mayor confirmed that the town has a beautiful facility, and the cost needs to be covered as well to use it.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices (MOTION)

**RESOLUTION
#2023/082**

JENKINS/MORRISSEY:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$33,076.95.
IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight
OPPOSED: (0)
RESOLUTION CARRIED

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

Mayor Dawson, hearing none, called for a motion to approve the invoices presented.

4.5.2 – Municipal Information & Privacy Policy (MOTION)

**RESOLUTION
#2023/083**

JENKINS/KENNEDY-DYSON:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE MUNICIPAL INFORMATION AND PRIVACY POLICY AS PRESENTED TO THE COUNCIL.
IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Morrissey, Douglas, Wight
OPPOSED: (0)
RESOLUTION CARRIED

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

Councillor Jenkins confirmed the town has had a number of ATIPP requests this year. It was recommended that the town adopt this policy and the town is following through on the suggestion.

4.6 WATERSHED AND ENVIROMENT:

4.6.1 – Meeting October 18^h, 2023

- The meeting went well on August 9th, 2023. A few requests came up regarding applications for a cabin on long pond, but were denied as a no, it's in the town's best interest to keep that area as clean as possible.
- The town has granted the snowmobile federation to move their trail as presented to the watershed committee.
- Councillor Morrissey confirmed that the watershed meeting is working out well. There are only 2 watershed committees in the province.

4.6.2 – Installation of Culvert (MOTION)

MORRISSEY/JENKINS:

WHEREHAS THE TOWN OF STEADY BROOK APPLIED FOR A PERMIT APPLICATION FROM WATER RESOURCES MANAGEMENT DIVISION TO INSTALL A CULVERT IN THE PROTECTED PUBLIC WATER SUPPLY AREA; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE PERMIT #PR013212-2023 TO INSTALL A CULVERT TO REPAIR A SECTION OF ACCESS ROAD IN THE STEADY BROOK PROTECTED PUBLIC WATER SUPPLY AREA.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Mayor Dawson, hearing none, called for a motion to approve the motion as presented.

5. OTHER CORRESPONDENCE:

Nothing to Report

6. OTHER BUSINESS:

Nothing to Report.

7. COUNCILOR'S / MAYOR FORUM:

Councillor Morrissey – Water issues, it was disappointing to hear about the boil order, but it's the same old story about spreading rumors, go to the source and get your information. The town has a Municipal Facebook page, ask the right questions.

RESOLUTION
#2023/084

Councillor Wight left the meeting at 7:42 PM

Councillor Jenkins – Nothing to report.

Kennedy-Dyson – Councillor Wight confirmed he had to leave the meeting but would like to congratulate Councillor Jenkins on joining the Marble Mountain Corporation Committee. The Deputy Mayor would like to thank Councillor Douglas for having a recreation meeting.

Councillor Douglas – Thanked Councillor Morrissey for all the hard work he puts into regarding the water issues and how dedicated Councillor Diamond and Councillor Morrissey have been. Congratulated Councillor Jenkins for being appointed to the Marble Mountain Corporation.

Councillor Diamond – There will be a meeting set up for Sunday morning regarding the artesian wells. Councillor Morrissey will attend.

Mayor Dawson would like to thank the staff for being on top of the water issues, thank the council as well and thank all the residents for their understanding during this time.

**RESOLUTION
#2023/085**

MORRISSEY:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN
THE MEETING ON AUGUST 17, 2023, AT 7:46 PM.**

MEETING WAS ADJOURNED AT 7:46 PM.

THE NEXT PUBLIC MEETING WILL BE SEPTEMBER 21, 2023.



Mayor Dawson



Town Manager