



TOWN OF STEADY BROOK
PUBLIC MEETING
October 21, 2021

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Sarah Kennedy-Dyson

Councillors:

C. Diamond
C. Morrissey

Renee Burden (Town Clerk)
Tracy Caines (Town Manager)

ABSENT:

The meeting was called to order at 7:01pm.

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:01 p.m. Mayor Dawson welcomed the public and introduced Council and staff and reminded the public of the current Covid-19 restrictions.

Mayor Dawson then proceeded with the meeting. He asked if there were any additions or omissions to the October 21, 2021, Agenda.

There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the October 21, 2021, Agenda.

**RESOLUTION
2021/114**

MORRISSEY/DIAMOND:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF OCTOBER 21, 2021.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

**1.1) Minutes of
Previous Meeting**

Mayor Dawson then proceeded to the adoption of the September 16, 2021, minutes. He asked if there were any errors/omissions to note.

There were no errors or omissions.

Mayor Dawson asked for a motion to adopt the September 16, 2021, minutes.

**RESOLUTION
2021/115**

KENNEDY-DYSON/MORRISSEY:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF SEPTEMBER 16, 2021.**
**IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond,
Morrissey**
OPPOSED: (0)
RESOLUTION CARRIED

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

No one spoke to the motion.

**(2) Business
Arising
Action Items**

NOTHING TO REPORT.

**(3) Notices of
Resolutions
Arising of
Minutes**

NOTHING TO REPORT.

**Delegations &
Guests**

Mayor Dawson explained due to only having 4 Councillors currently sitting on Council, previous committee members will continue to sit on the committee previously assigned until there is a full composite of council. The following committees are as follows:

Public Works/Administration – Councillor Diamond
Emergency Measures/Finance – Councillor Morrissey
Lands and Planning/Recreation - Deputy Mayor Kennedy-Dyson

**(4) Committee
Reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond informed the public the Town is currently preparing for the winter season by preparing to purchase salt/sand. Additionally, Maintenance Personal replaced multiple valve casings throughout town and is preparing for asphalt repairs to the affected areas.

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

Councillor Diamond indicated the project is ongoing and there should be more information at the next Public Meeting. Capital Works applications are due November 19, 2021. Council will have more to discuss on this matter at that time.

4.1.3 – Capital Works Project – Musgrave Drive Lift Station – Municipal Affairs Approval to Tender

Councillor Diamond explained the Town has been approved for a Capital Works Project for a Lift Station on Musgrave Drive. This project is currently in progress and Municipal & Provincial Affairs have agreed to proceed to tender this project.

Town Manager explained this project has been slow to start due to supply issues.

4.1.4 – Capital Works Project – Lift Station/Generators

Mayor Dawson called for a motion.

**RESOLUTION
2021/116**

DIAMOND/KENNEDY-DYSON:

WHEREAS THE TOWN OF STEADY BROOK HAS BEEN APPROVED TO RECEIVE FUNDING FOR APPLICATION AP-MCW-21148- LIFT STATION UPGRADES INCLUDING EMERGENCY GENERATORS FOR 3 LIFT STATIONS LOCATED ON FOREST DRIVE, DOGWOOD DRIVE AND THISTLE DRIVE; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THIS FUNDING IN THE AMOUNT OF \$852,000 FOR UPGRADES AS OUTLINED IN THE APPROVAL LETTER DATED AUGUST 20, 2021.

Total Project Cost	GST/HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Ultimate Recipient Contribution
\$852,000	\$79,377	\$772,623	\$309,049 (40% Funding)	\$386,312 (50% Funding)	\$77,262 (10%)

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Mayor Dawson explained the Town is limited to discuss this project as it has not been formally announced through the Provincial Government. He explained the Town submitted three (3) capital works applications last year and received an approval for one (1) of those applications.

Councillor Morrissey added the Town submitted 3 capital works applications and are as follows:

1. Application for Generator for EOC. – application was denied by the Provincial Government.
2. Application to Upgrade the Lagoon – application was denied by the Provincial Government.
3. Application to Upgrade 3 Lift Stations with additional generators on Forest Drive, Dogwood Drive and Thistle Drive – application was approved by the Provincial Government.

Councillor Morrissey explained water/wastewater projects are funded at 90/10 and the 10% is the municipal portion for the project. The current lift stations in operation are 25+ years old and require upgrades to the electrical panels, improvements to the pumping mechanisms, and will also include stand by emergency generators (in the event of an extended power outage). He noted the current lift stations have auxiliary power available in the event of a power outage and updating the lift stations with standby emergency generators alleviates the potential issues that may arise if there is an extended power outage throughout Town.

Mayor Dawson emphasized this is an important project for the community. The \$852,000 is a substantial amount, however, the Town is only responsible for \$77,262 of the project which will be included in the 2022 Budget. This project will not impact the Town's financial status and taxes will not have to be increased due to the approval of the project. He added the next step for Council will be to apply for funding for the lagoon as it also needs upgrades, and the lift stations tie directly in with the lagoon.

4.1.5 – Paving – Various Patching

Mayor Dawson called for a motion.

**RESOLUTION
2021/117**

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECEIVED 3 QUOTES REGARDING VARIOUS PATCH PAVING ON AREAS THROUGHOUT TOWN WHEREBY MAINTENANCE REPAIRS WERE REQUIRED; BE IT RESOLVED THE TOWN OF STEADY BROOK AWARD THE PAVING CONTRACT TO MCKAY'S PAVING LTD. IN THE AMOUNT OF \$8083.50 PLUS HST.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Diamond explained there were 5 different areas throughout town where valve casings were replaced and requires new asphalt. Three quotes were obtained, and McKay's Paving Ltd. submitted the lowest price.

4.1.6 – Retainer Wall Analysis

Mayor Dawson called for a motion.

DIAMOND/KENNEDY-DYSON:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED ISSUES WITH THE RETAINING WALL ON WILLOW/FALLS AVENUE; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE DMG CONSULTING LTD. IN THE AMOUNT OF \$4685.00 PLUS HST TO CONDUCT AN EVALUTION/ANALYSIS ON THE INTEGRITY OF THE RETAINING WALL AND PROVIDE A REPORT TO COUNCIL ON RECOMMENDATIONS ON THE SHORT- AND LONG-TERM STATUS AND VIABILITY OF THE RETAINING WALL IN THE MOST COST EFFECTIVE MANNER.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Diamond explained the retaining wall located on Willow/Falls Avenue is starting to deteriorate (in the area of the old swimming pool).

Mayor Dawson added there are signs of the wall deteriorating in the area where a temporary fence has been erected near the playground on Falls Avenue. At this point, the Town is unsure of the integrity/engineer design of the retaining wall. Council has decided to reach out to a consulting firm to do an analysis to determine if the retaining wall is structurally sound and determine if any repairs are necessary. Additionally, this is the vicinity of the old swimming area and residents have expressed interest in reinstating an outdoor pool. Council has asked if part of the study could include the prospect of reinstating the outdoor swimming pool and the costs associated with this venture.

Town Manager informed the public the consulting firm will be visiting the site next week.

4.1.7 – Fall Clean Up – November 8 – 15, 2021

Councillor Diamond informed the public fall clean-up week will take place November 8-15, 2021. The Town Office has sent correspondence to residents outlining the guidelines for bulk garbage. Councillor Diamond encouraged residents to familiarize themselves with the restrictions. Any questions regarding clean up week may also be directed to the Town Office.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department –

Mayor Dawson informed the Public there is a scheduled meeting on October 27, 2021, for the Regional Fire Committee. The last few meetings were unable to go ahead due to lack of quorum.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2021/119**

KENNEDY-DYSON/MORRISSEY:
WHEREAS THE TOWN MANAGER HAS APPROVED 5 BUILDING PERMITS BETWEEN SEPTEMBER 17, 2021, AND OCTOBER 18, 2021 AND PRESENTED TO COUNCIL; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE ALL PERMITS PRESENTED SUBJECT TO FOLLOWING THE TOWN'S REGULATIONS AND COMPLIANCE WITH THE NATIONAL BUILDING CODE OF CANADA.
IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey
OPPOSED: (0)
RESOLUTION CARRIED

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

Deputy Mayor Kennedy-Dyson indicated this is an approval for all the building permits that fall under the Town's current building regulations.

4.3.2 – Business Permit

Mayor Dawson called for a motion.

**RESOLUTION
2021/120**

KENNEDY-DYSON/DIAMOND:
WHEREAS THE TOWN'S DEVELOPMENT PLAN APPROVES VARIOUS BUSINESS VENTURES TO BE CONDUCTED WITHIN THE TOWN OF STEADY BROOK; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE BUSINESS PERMIT APPLICATION 2021-037 FOR A FOOD TRUCK AS RECOMMENDED BY THE LANDS AND PLANNING COMMITTEE
IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey
OPPOSED: (0)
RESOLUTION CARRIED

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

Deputy Mayor Kennedy-Dyson explained the Town received an application for a Food Truck located at George's Mountain Village parking lot. She indicated all necessary permits (Service NL) are in place and believes this would be a great addition to the community.

4.3.3 – COVID-19 Stimulus Program – Community Hall Renovations - update

Deputy Mayor Kennedy-Dyson stated the renovations for the Community Hall is on schedule. The renovations funded by the COVID-19 Stimulus Program will be completed by December 31, 2021.

4.3.4 – Application for Gas Tax – Community Hall

Mayor Dawson called for a motion.

**RESOLUTION
2021/121**

KENNEDY-DYSON/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS RECOGNIZED THE IMPORTANCE OF RENOVATING THE AGING COMMUNITY HALL TO IMPROVE THE BUILDING'S ACCESSIBILITY FOR THE TOWN'S RESIDENTS AND SURROUNDING COMMUNITIES; BE IT RESOLVED THE TOWN OF STEADY BROOK MAKE AN APPLICATION FOR GAS TAX FUNDING TO COMPLETE THE NECESSARY RENOVATIONS TO THE COMMUNITY HALL.

Mayor Dawson questioned as to why the amount was not indicated in the motion.

Deputy Kennedy-Dyson agreed the motion should be amended to indicate the amount of the Gas Tax Application.

Mayor Dawson called for an amended motion.

**RESOLUTION
2021/122**

KENNEDY-DYSON/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS RECOGNIZED THE IMPORTANCE OF RENOVATING THE AGING COMMUNITY HALL TO IMPROVE THE BUILDING'S ACCESSIBILITY FOR THE TOWN'S RESIDENTS AND SURROUNDING COMMUNITIES; BE IT RESOLVED THE TOWN OF STEADY BROOK MAKE AN APPLICATION IN THE AMOUNT OF \$143,680.00 FOR GAS TAX FUNDING TO COMPLETE THE NECESSARY RENOVATIONS TO THE COMMUNITY HALL.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Deputy Mayor Kennedy-Dyson explained Council has decided to complete the full renovations to the Community Hall. She indicated it would be great to maximize the community hall usage by being able to utilize the downstairs meeting room as well as the main area.

Mayor Dawson explained the community hall will have a new deck, lift for wheelchair accessibility, and also provide more parking.

Councillor Morrissey explained Council is upgrading the facility to make it user friendly and compliant with current building code standards. He encouraged residents to consider using the community hall once completed and explained that these new upgrades will also help improve a new revenue source for the Town. This will help offset the expenses associated with the community hall on an annual basis.

Town Manager clarified the COVID-19 stimulus funding received by the provincial government will be spent by December 31, 2021, and all upgrades listed under this specific funding program is scheduled to be completed by December 31, 2021.

Mayor Dawson pointed out that renovating the community hall was a good economic decision as the building required many necessary upgrades. If the Town decided to replace the community hall, the estimated cost of a new

building would be over \$1,000,000. Instead, the municipal cost to the Town for the renovations is approximately \$30,000.

4.3.5 – Canada Healthy Community Initiative Application – upgrades to Playground

Deputy Mayor Kennedy-Dyson explained this was a funding application submitted to the federal government on June 25, 2021, for upgrades to Wilton Street playground. The Town received notification from the federal government it was not successful with this funding application.

4.3.6 – Canada Community Revitalization Fund -application submitted July 16, 2021.

Deputy Mayor Kennedy-Dyson explained this is another funding opportunity in which the Town applied on July 23, 2021, for additional upgrades to the Community Hall. The Town is currently waiting on notification if the Town received this funding.

4.3.7 – Municipal Enforcement Officer – update

Deputy Mayor Kennedy-Dyson reported the new MEO has been hired and this individual has meet with Council on October 15, 2021. This position is a joint regionalization of services with Deer Lake and Pasadena. The Town is expecting the new MEO to start November 2021. More information regarding the new MEO will be communicated to residents in the near future.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain – Letter

Deputy Mayor Kennedy-Dyson explained the provincial government has been discussing the future of Marble Mountain. Unfortunately, the Town has not been included in these discussions, despite the fact the Town is a stakeholder within the Marble Mountain Development Corporation. This committee was formed (and is still in existence) to oversee the operations of Marble Mountain and should include a representative from Steady Brook. She emphasized Marble Mountain is a big part of the community. Council has obtained a legal opinion on the matter and sent a letter to the Minister of Tourism, Culture, Arts and Recreation Innovation (and the Minister of Justice) asking for the province to fulfill their obligation outlined in the Agreement.

Mayor Dawson concurred with Deputy Mayor Kennedy-Dyson explanation and reiterated the Town received a legal opinion on the matter and a letter was sent to the Honourable Steve Crocker. He also indicated the Town meet with Honourable Steve Crocker to discuss the matter (prior to sending the letter) and informed the Minister of the issues surrounding Marble Mountain Development Corporation Board. Council acknowledged that Marble Mountain Development Corporation exists and indicated the Town would like the Board to move forward and conduct business (as indicated in the Agreement) when the Board was first established.

4.5 FINANCE:

4.5.1 – Approval of Invoices

Mayor Dawson asked for a motion to approve the invoices.

RESOLUTION
2021/123

MORRISSEY/KENNEDY-DYSON:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$26,477.10.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Morrissey explained the invoice amounts are typical for this time of year.

4.5.2 – GIC-

Mayor Dawson called for a motion.

RESOLUTION
2021/124

MORRISSEY/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK TRANSFER GIC #10339783349 IN THE AMOUNT OF \$100,000.00 INTO THE TOWN'S OPERATING BANK ACCOUNT.

IN FAVOUR: (4) Dawson, Kennedy-Dyson, Diamond, Morrissey

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Morrissey explained this is standard procedure for this time of year. Taxes are due March 31 and tax revenue is put in GICs until required to be used for operating costs. GICs allows the revenue to accumulate interest until transferred into the Town's operating account.

4.6 ADMINISTRATION:

4.6.1 – Municipal By-Election – November 2, 2021

Councillor Diamond reminded the public there is a By-Election on Tuesday, November 2, 2021 (from 8am-8pm located at the Town Office) to fill 3 vacant Councillor seats. He indicated the Town Office will be sending out additional information regarding the By-Election over the next few weeks.

Town Clerk also reminded the public about proxy voting. Information regarding proxy voting was sent out to the public via email. Anyone requesting a proxy application is encouraged to contact the Town Office and staff will guide residents through the application process to secure a proxy certificate. Additionally, information will also be sent regarding requests for new residents to be added on the voter's list.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 - Meeting scheduled to be announced.

Mayor Dawson indicated this committee will be deferred until there is a full composite of Council.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – Reminded the public of the upcoming By-Election on November 2, 2021, and outlined various projects Council will be addressing such as:

- Renovations to the community hall
- Marble Mountain Development Corporation
- Steady Brook water issues – possibility of connecting to Corner Brook's water supply
- Municipal Plan/Development Regulations

Deputy Mayor Kennedy-Dyson – Encouraged residents to vote at the upcoming By-Election on November 2, 2021 and is looking forward to having a full slate of Council to help address this current Council's mandate over the next four years.

Councillor Diamond – Encouraged residents to vote in the upcoming By-Election on November 2, 2021.

Councillor Morrissey – Commended the 5 candidates for running in the upcoming By-Election on November 2, 2021 and encouraged residents to vote.

Mayor Dawson called for a motion to adjourn.

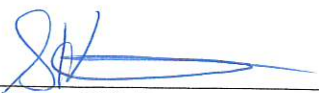
**RESOLUTION
2021/125**

MORRISSEY:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN
THE MEETING ON OCTOBER 21, 2021, AT 7:35 PM.**

MEETING WAS ADJOURNED AT 7:35 PM.

NEXT PUBLIC MEETING WILL BE ON NOVEMBER 18, 2021.



Mayor Bill Dawson

Deputy Mayor Kennedy-Dyson



Town Clerk