



TOWN OF STEADY BROOK
PUBLIC MEETING
January 21, 2021

ATTENDANCE:

Mayor Bill Dawson
Deputy Mayor Derek Morrissey

Councillors: 4

C. Diamond
C. Dyke
C. Rose
C. Kennedy

Renee Burden (Town Clerk)

ABSENT: C. Austin

The meeting was called to order at 7:00 p.m.

Agenda Item

1) Call Meeting to Order

Mayor Dawson called the meeting to order at 7:00 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 January 21, 2021 Agenda.

There were no additions to the Agenda.

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

**RESOLUTION
2021/001**

DYKE/MORRISSEY:

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

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

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 December 17, 2020 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 December 17, 2020 Minutes.

**RESOLUTION
2021/002**

KENNEDY/DYKE:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF DECEMBER 17, 2020.**
**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose**
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**

**(4) Committee
Reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

Councillor Diamond reported roads have been maintained well and the weather has been favourable for winter road conditions.

Garbage has returned to the regular collection schedule on Friday.

4.1.2 – Adopt a Hydrant Program

The Town of Steady Brook has implemented an Adopt a Hydrant Program which helps to ensure our 50 hydrants are accessible. Every week a draw will take place for a \$25 gift card and awarded to a volunteer.

Councillor Diamond encouraged residents to volunteer and send in an application form to the office.

4.1.3 – Long Term Water Infrastructure Plan – currently in progress.

Councillor Diamond explained the Town has hired a consultant to prepare a Long-Term Water Infrastructure Plan to help address the Town's water quality issues. This project is still in progress and Council is hoping to have more information available soon.

4.1.4 – Capital Works Project – Musgrave Drive Lift Station – nothing to report.

Councillor Diamond explained this project is currently in progress and more information will be available soon.

4.1.5 – Selling of Heavy Equipment- Saltdogg Salter

Mayor Dawson called for a motion.

**RESOLUTION
2021/003**

DIAMOND/ROSE:

WHEREAS THE TOWN OF STEADY BROOK HAS DETERMINED THE SALTD OG EQUIPMENT PURCHASED IN NOVEMBER 2015 TO BE INADEQUATE FOR MUNICIPAL USE; BE IT RESOLVED THE TOWN OF STEADY BROOK TENDER THE UNUSED SALTD OG EQUIPMENT. THE TOWN IS NOT BOUND BY THE LOWEST BIDDER.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Diamond explained the Town recently purchased a new Salter as the old Salter did not adequately meet the needs of salting the Town's roads. The old Salter will be re-tendered and sale proceeds will be directed towards the purchase price of the new salter.

4.1.6 – Purchase of Line Tracer

Mayor Dawson called for a motion.

**RESOLUTION
2021/004**

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NEED TO PURCHASE EQUIPMENT TO AID IN DETECTING UNDERGROUND INFRASTRUCTURE; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE A LINE TRACER IN THE AMOUNT OF \$3645.00 PLUS HST FROM OTHER RESERVES AS INDICATED IN THE 2021 BUDGET.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Diamond explained this piece of equipment will help Maintenance Personnel find and address issues with our water infrastructure more efficiently.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Meeting January 27, 2021

Meeting is scheduled for the Regional Fire Board on January 27, 2021.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Mayor Dawson called for a motion.

**RESOLUTION
2021/005**

KENNEDY/DYKE:

WHEREAS THE TOWN MANAGER HAS APPROVED 2 BUILDING PERMITS BETWEEN DECEMBER 18, 2020 TO JANUARY 19, 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: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy explained these are permits approved by the Town Manager and reviewed by Council. All these permits abide by the Town's building regulations.

4.3.2 – Phase 2 Trails – Request for Volunteers for a Lands and Planning Sub-Committee

Councillor Kennedy explained Council is developing a sub-committee of Lands and Planning for the trail system. She noted the trails are a great asset to our community and Council values residents input on these projects. Further planning is required for any additions to the trail system and the trail sub-committee will assist the Lands and Planning Committee on this venture. Further information will be sent to residents in an email requesting volunteers to sit on this committee.

Mayor Dawson added the sub-committee would work hand in hand with Council. This sub-committee is an extension of Council (under the Lands and Planning Committee) to secure funding for any additional trail projects. Mayor Dawson encouraged residents to consider volunteering for this important project.

4.3.3 – COVID-19 – Stimulus Program – Acceptance Agreement

Mayor Dawson called for a motion.

**RESOLUTION
2021/006**

KENNEDY/ROSE:

WHEREAS THE TOWN OF STEADY BROOK HAS RECEIVED APPROVAL OF A COVID-19 STIMULUS PROGRAM APPLICATION IN THE AMOUNT OF \$150,000 WITH A 90/10 PROVINCIAL/MUNICIPAL COST-SHARED BASIS TO RENOVATE THE COMMUNITY HALL.

AS SUCH, THE COST SHARING DETAILS ARE AS FOLLOWS:

Total Project Cost (including HST)	\$229,827.50
Total Eligible Cost less GST/partial HST rebate	\$150,000.00
Provincial/Municipal cost sharing ratio	90/10
Provincial share less GST and partial HST rebate	\$135,000.00
Municipal share less GST and partial HST rebate	\$15,000.00

BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THIS FUNDING FOR PROJECT # 17-CSP-21-228.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Kennedy informed the Public that the Town has been approved for the COVID-19 Stimulus Program Funding and has been awarded \$150,000 for upgrades to the Community Hall. This funding is 90/10 (must be an existing structure within the Community) and all work is required to be completed by the end of 2021.

Mayor Dawson added the Town decided to focus on the Community Hall. The plan is to upgrade the building and hopefully increase the residential use of the building.

Councillor Dyke explained the upgrades will also increase the potential for additional revenue for the Town.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Community Rink – Request for Volunteers to help with rink maintenance.

Councillor Kennedy explained the Town has constructed a community ice rink located at the basketball court within the playground on Wilton Street. Currently, the Town is looking for volunteers to help maintain the rink. The Town Office has sent an email requesting volunteers to help with maintaining the rink. Councillor Kennedy encouraged residents interested in volunteering to contact the Town Office.

Mayor Dawson added it has been challenging to make a rink this year due to the warm weather conditions, but the Town is hopeful over the next few weeks the temperatures will be more favourable and encouraged the community to volunteer to help start this project.

4.5 GREAT HUMBER JOINT COUNCIL:

4.5.1 – Meeting cancelled due to COVID-19.

4.6 FINANCE:

4.6.1 – Approval of Invoices - \$50,996.17

Mayor Dawson asked for a motion to approve the invoices.

**RESOLUTION
2021/007**

ROSE/KENNEDY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$50,996.17.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.6.2 – Budget Approval

Councillor Rose explained the Town's 2021 Budget has been approved by ECCM.

4.6.3 – Tax Structure

Mayor Dawson called for the tax structure motions.

**RESOLUTION
2021/008**

MORRISSEY/ROSE:
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE
FOLLOWING FEES FOR THE 2021 TAXATION YEAR AS
PRESENTED BY THE FINANCE COMMITTEE:**

NSF CHEQUES	\$45.00
OVERSEAS DIRECT DEPOSITS	\$25.00
INTEREST ON OVERDUE ACCOUNTS (30 DAYS OR MORE)	2%

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose

OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2021/009**

MORRISSEY/DIAMOND:
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE
BUSINESS MIL RATES FOR 2021 TAXATION YEAR AS
PRESENTED BY THE FINANCE COMMITTEE:**

MINIMUM BUSINESS TAX	\$450.00
PROPERTY MGMT GROUPS	10MIL RATE
LODGE/CABINS/CAMPSITES/CONDO	12 MIL RATE
LODGING/HOTEL/MOTEL/B & B	15 MIL RATE
HOME BASED BUSINESS	\$250.00 (FLAT RATE)
RETAIL/LIQUOR/GAS/OTHER	15 MIL RATE
DENTIST/SALONS/PROFESSIONAL	35 MIL RATE
KENNELS	50 MIL RATE
TRUCKING/LANDSCAPE/CONTRACTING	50 MIL RATE
UTILITIES	2.5%
FINGERBOARD SIGN FEES	\$50.00 EACH
WATER/SEWER LODGINGS	\$350.00
INFORMAL ACCOMMODATIONS	\$400.00

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose

OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
2021/010**

MORRISSEY/DYKE:
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE
RESIDENTIAL AND COMMERCIAL MIL RATES FOR THE 2021
TAXATION YEAR AS PRESENTED BY THE FINANCE
COMMITTEE:**

RESIDENTIAL WATER AND SEWER	\$300.00
RESIDENTIAL PROPERTY RATE	6 MIL
BUSINESS WATER AND SEWER	\$600.00
COMMERCIAL RATE	12 MIL
MINIMUM PROPERTY TAX	\$300.00

**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose**

OPPOSED: (0)

RESOLUTION CARRIED

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

Deputy Mayor Morrissey explained these are motions done annually (as outlined in the *Municipalities Act, 1999*) to set the tax structure for 2021.

4.6.4 – Appointment of Auditor

Mayor Dawson called for a motion.

**RESOLUTION
2021/011**

MORRISSEY/KENNEDY:
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK
APPOINT BRIAN N. HILLIER CHARTERED PROFESSIONAL
ACCOUNTANT AS THE TOWN'S FINANCIAL AUDITOR.**

**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose**

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.6.5 – Appointment of Appeal Commissioner

Mayor Dawson called for a motion.

**RESOLUTION
2021/012**

ROSE/DIAMOND:
**MOTION: BE IT RESOLVED THE TOWN OF STEADY BROOK
APPOINT DENNIS WATERMAN AS MUNICIPAL ASSESSMENT
REVIEW COMMISSIONER.**

**IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke,
Kennedy, Rose**

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.6.6 – Cameras

Mayor Dawson called for a motion.

**RESOLUTION
2021/013**

MORRISSEY/DYKE:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NECESSITY OF BEING PROACTIVE AND PROTECTING THE TOWN'S BUILDINGS AND ASSETS; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASED CAMERAS AND AN INTRUDER ALARM IN THE AMOUNT OF \$8751.60 PLUS HST FROM OTHER RESERVES AS INCLUDED IN THE 2021 BUDGET.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Deputy Mayor Morrissey explained these cameras were installed at the Town Hall and Community Hall and was included in the 2021 Budget. Signs have been erected throughout the community and an intruder alarm has also been installed in the Town Hall.

4.6.7 – Loan Payout – 2020 Chevrolet Truck

Mayor Dawson called for a motion.

**RESOLUTION
2021/014**

ROSE/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK INCORPORATED DEBT REDUCTION INTO THE 2021 BUDGET; BE IT RESOLVED THE TOWN OF STEADY BROOK PAY IN FULL AGREEMENT #62556099:8684 WITH THE BANK OF NOVA SCOTIA FOR THE 2020 CHEVROLET SILVERADO LD1500 FROM OTHER RESERVES AS INDICATED IN THE 2021 BUDGET.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.6.8 – Loan Payout – Wacker Generator

Mayor Dawson called for a motion.

**RESOLUTION
2021/015**

MORRISSEY/ROSE:
WHEREAS THE TOWN OF STEADY BROOK INCORPORATED DEBT REDUCTION INTO THE 2021 BUDGET; BE IT RESOLVED THE TOWN OF STEADY BROOK PAY IN FULL EQUIPMENT LEASE AGREEMENT #620191 WITH MERIDIAN ONECAP FOR THE 2014 WACKER G 25 GENERATOR 19-29 KVA FROM OTHER RESERVES AS INDICATED IN THE 2021 BUDGET.
IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose
OPPOSED: (0)
RESOLUTION CARRIED

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

Deputy Mayor Morrissey explained the Town purchased a used generator in 2019 due to a shortage of axillary power. This loan payout was an expense included in the 2021 Budget.

4.7 ADMINISTRATION:

4.7.1 – Employment Policy

Mayor Dawson called for a motion.

**RESOLUTION
2021/016**

DYKE/KENNEDY:
BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE AMENDED EMPLOYMENT POLICY UPDATED AS PRESENTED BY THE ADMINISTRATION COMMITTEE.
IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose
OPPOSED: (0)
RESOLUTION CARRIED

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

Councillor Dyke explained there was a slight modification to the Employment Policy. She indicated it was a general amendment to the Policy regarding sick time and accumulation of sick time.

Mayor Dawson noted the Town reviews Policies on an annual basis and updates these Policies accordingly. This ensures information is current and in conjunction with Provincial/Federal guidelines.

4.7.2 – Employee's Annual Performance Review

Mayor Dawson called for a motion.

**RESOLUTION
2021/017**

DYKE/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS COMPLETED EMPLOYEE PERFORMANCE EVALUATIONS FOR ALL PERSONNEL FOR THE PERIOD OF JANUARY - DECEMBER 2020; BE IT RESOLVED THE TOWN OF STEADY BROOK INCREASE STAFF WAGES RETROACTIVE TO JANUARY 1, 2021 AS PRESENTED BY THE ADMINISTRATION COMMITTEE AND INCLUDED IN THE 2021 BUDGET.

IN FAVOUR: (6) Dawson, Morrissey, Diamond, Dyke, Kennedy, Rose

OPPOSED: (0)

RESOLUTION CARRIED

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

Councillor Dyke explained the Town performs annual performance evaluations on an annual basis and have completed these evaluations for 2020. Discussion is limited due to confidentiality reasons; however, the Town has done extensive research on this topic and have comparative budget numbers regarding this issue in comparison to other Municipalities in the Province. She noted the Town has exceptional staff and is pleased with the work being provided by the Town's employees.

4.8 WATERSHED AND ENVIRONMENT:

4.8.1 – Nothing to report.

Councillor Rose stated he visited the watershed area last week and have erected new signs (which were provided by Water Resources Division). He asked for residents to continue to respect this area and help protect the Town's water supply.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson – acknowledged the hard work Town employees have provided over the course of the last year and recognized how well the committees and staff work together to provide services to the Town. He thanked Council and staff for their commitment.

Deputy Mayor Morrissey – pleased ECCM approved the Town's 2021 Budget and commended staff on their outstanding work provided to Council/Town. He commended Councillor Dyke and Councillor Diamond for the recent work provided by the Admin Committee.

Councillor Diamond – nothing to report.

Councillor Dyke – acknowledged she has been on Council for a year now and appreciates all the hard work done by Council and staff over the last year. She recognized all the hard work done by all members involved and is pleased with the progress on many projects undertaken by Council.

Councillor Kennedy – nothing to report.

Councillor Rose – nothing to report.

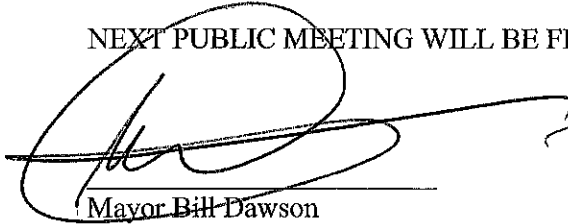
Mayor Dawson called for a motion to adjourn.

**RESOLUTION
2021/018**

**KENNEDY:
BE IT RESOLVED THAT THE TOWN OF STEADY BROOK
ADJOURN THE MEETING ON JANUARY 21, 2021 AT 7:29 PM.**

MEETING WAS ADJOURNED AT 7:29 PM.

NEXT PUBLIC MEETING WILL BE FEBRUARY 11, 2021.



Mayor Bill Dawson



Bernice Bunker
Town Clerk