



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**January 20, 2022**

**ATTENDANCE:**

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

**Councillors:**

C. Diamond  
C. Morrissey  
C. Mackey  
C. Jenkins (Zoom)  
C. Wight

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 wished them all a Happy New Year. Mayor Dawson introduced all of Council. Two members of Council will be participating by Zoom; Deputy Mayor Kennedy-Dyson and Councillor Jenkins.

Mayor Dawson then proceeded with the meeting.

He asked if there were any additions or omissions to the January 20, 2022, Agenda. There were no additions to the agenda.

Mayor Dawson asked for a motion to adopt the January 20, 2022 Agenda.

**RESOLUTION  
# 2022/001**

**DIAMOND/WIGHT:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF JANUARY 20, 2022.**

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

**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 20, 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 December 20, 2021, minutes.

**RESOLUTION  
# 2022/002**

**MACKEY/MORRISSEY:**

**BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF DECEMBER 20, 2021.**

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

**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**

No Guest

Mayor Dawson proceeded with the Committee Reports.

**(4) Committee  
Reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

**4.1.1 – Maintenance Update**

Councillor Diamond reported the Maintenance are doing a good job this season with the snow and rain conditions. Councillor Diamond requested volunteers to help with the snow clearing of fire hydrants.

Mayor Dawson informed the public the Town has an Adopt a Hydrant program where there is a weekly draw. Town Manager reported to the Mayor every Friday there is a draw in the amount is \$25.00. Council appreciates all the help they can get.

Mayor Dawson took a moment to apologize as he forgot to introduce the Town Manager as being present at the meeting.

4.1.2 – Capital Works Project – Upgrade to Water Filtration –

NOTHING TO REPORT

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

Councillor Diamond reported the Water Supply Study is still in Committee for discussion. Hopefully there will be something to report in the near future.

4.1.4 – Capital Works Project – Musgrave Drive Lift Station –

Councillor Diamond reported the project is scheduled to start in the Spring of 2022. Hopefully there will be no delays in ordering parts. Mayor Dawson reported the project is on track.

4.1.5 – Capital Works Project – Lift Station/Generators –

Councillor Diamond reported that quotes are going out to tender for the Engineer. Hopefully this project will move forward this year.

4.1.6 – Capital Works Project – Lagoon/Compressor Pumps –

Councillor Diamond reported an application was submitted November of 2021, for a Municipal Capital Works Project. This project is over a million dollars and will be cost shared at 90/10 if approved.

4.1.7 – Retainer Wall Analysis –

Councillor Diamond stated the issue with the retainer wall is still in committee for discussion.

Mayor Dawson thanked Councillor Diamond for his Public Works report.

**4.2 EMERGENCY MEASURES:**

4.2.1 – Fire Department – Meeting January 26, 2022

Mayor Dawson reported the meeting will be going ahead on January 26, 2022. Mayor Dawson added that Councillor Jenkins will be sitting on the Committee on a go forward basis.

Nothing else to report from the Committee.

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 – Building Permit Approvals

Mayor Dawson called for a Motion to approve the Building Permit.

**RESOLUTION  
# 2022/003**

**MACKEY/WIGHT:**

**WHEREAS THE TOWN MANAGER HAS APPROVED 1 BUILDING PERMIT BETWEEN DECEMBER 13, 2021 – JANUARY 20, 2022 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) Dawson, Kennedy-Dyson, Jenkins, Mackey, Diamond, Morrissey, Wight**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

No one spoke to the motion.

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

Deputy Mayor Kennedy-Dyson reported there are some delays on the appliances (COVID-19 related). Everything is nearly completed on the inside upstairs; contractor is addressing some deficiencies. Deputy Mayor Kennedy-Dyson asked if anyone else would like to speak to the Community Hall Renovations.

Mayor Dawson reported the hall looks good and will leave it up to the Recreation Committee to plan on how they will do the reveal of the Community Centre. This will be done when COVID-19 allows us to do so. Mayor Dawson is of the opinion that it is money well spent.

Councillor Diamond reported the Community Center now has a welcoming appeal to it.

4.3.3 – Canada Community Revitalization Fund update

Deputy Mayor Kennedy-Dyson reported there was a grant applied for in the summer of 2021. Council is still waiting to hear back from ACOA on approval. This is one of the grants that Council asked residents to provide letters of support for.

Mayor Dawson thanked Deputy Mayor Kennedy-Dyson and Councillor Wight for their report on Lands & Planning

#### **4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Marble Mountain – update

Councillor Mackey asked if the Mayor has heard anything back from Marble Mountain Development Committee regarding having a seat on the Board.

Mayor Dawson reported three new names were put forward with one name being appointed to the Committee. The last communication the Mayor received from the Deputy Minister's office was the appointed names will be put in place before the end of this month. If Council does not hear anything by the end of the month, they will get vocal about having a seat on the Committee.

Councillor Mackey reported if we don't hear anything back by the end of this month that we need to reach back out and let them know the Town's necessity to be involved with the Marble Mountain Committee.

With that said, Councillor Mackey reported that Marble Mountain was open a couple of times last week. Exciting time in general for Marble Mountain as there are new things happening with the ski hill/lodge. Vast improvement in service.

Mayor Dawson reported Marble Mountain is an asset to our community and the region.

Councillor Mackey reported we need to advocate on behalf of the residents of Steady Brook.

#### 4.4.2 - Come Home Year Applications

Councillor Mackey informed the Public there has been some grant applications submitted for a Come Home Year in 2022. No reports back on the applications.

#### 4.4.3 - Christmas Events

- Santa Visit was a great success and well received... fun for all
- Toy Drive/Food Bank – Received quite a few gifts and they were dropped off to the Salvation Army. Councillor Mackey thanked everyone for their donations
- Christmas Light Contest – 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes were awarded
- Positive feedback on the trail lights

In the new year there will be plans with the community hall to engage the residents and other great things will be happening in the future.

#### 4.4.2 – Rink

Councillor Mackey informed everyone the rink has been snow cleared several times however the weather has not been cooperating. Councillor Mackey is hopeful the weather will cooperate soon. Once it gets up and running it will be an asset to the community. Councillor Mackey stated with the lights on it was beautiful.

### 4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

#### 4.5.1 – Approval of Invoices

Mayor Dawson asked for a motion to approve the invoices.

#### JENKINS/DIAMOND:

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED BY THE FINANCE COMMITTEE IN THE AMOUNT OF \$90,779.59.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

RESOLUTION  
# 2022/004

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

Councillor Morrissey reported to Council that he reviewed the invoices on behalf of the Finance Committee. The invoices are double what they normally would be but that is due to a \$45,000.00 dollar progress payment that was submitted for the community hall renovations. Majority of that money was funding that the Town received from the COVID-19 Stimulus program. Accounts payable is on par where it should be for this time of year.

#### 4.5.2 – Budget 2022

Mayor Dawson asked for a motion to approve the 2022 Budget.

**RESOLUTION  
# 2022/005**

**WIGHT/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE 2022 BUDGET AS PRESENTED TO TOWN COUNCIL WITH A 6 MIL RATE.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson stated the budget last year was \$924,000.00, this year it is \$1,067,000.00. The reason the budget has increased, is because the town will be upgrading their lift stations and supplying new generators. There will also be a salt shed built as the salt is currently being stored outside. Council as a whole decided instead of financing these projects it was better to use money that is in reserves than going into debt. Therefore, by doing this the mil rate can remain the same. A more detailed analysis of the budget will be shared with the community in the near future. Mayor reported; in general, you should not see a tax increase or decrease however this is depending on your Municipal Assessment.

Councillor Morrissey reported the budget is a document that council and Town Manager prepares, however it also has to be approved by Municipal and Provincial Affairs.

Mayor Dawson thanked the Town Manager for the work that was put into the budget, it was well appreciated by all of Council.

#### 4.5.3 – Tax Structure

Mayor Dawson asked for a motion to approve the Tax Structure.

**RESOLUTION  
# 2021/006**

**MORRISSEY/WIGHT:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE FOLLOWING FEES FOR THE 2022 TAXATION YEAR AS PRESENTED BY THE FINANCE COMMITTEE:**

<b>NSF CHEQUES</b>	<b>\$45.00</b>
<b>OVERSEAS DIRECT DEPOSITS</b>	<b>\$25.00</b>

INTEREST ON GENERAL ACCOUNTING PRINCIPLE THAT IS OVERDUE BY  
(30 DAYS OR MORE) 2% MONTHLY.  
IN FAVOUR: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey,  
Morrissey, Wight  
OPPOSED: (0)  
**RESOLUTION CARRIED**

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

No one spoke to the motion

**RESOLUTION  
# 2022/007**

MORRISSEY/DIAMOND:  
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE  
BUSINESS MIL RATES FOR 2022 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: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey,  
Morrissey, Wight  
OPPOSED: (0)  
**RESOLUTION CARRIED**

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

Mayor Dawson reported there are no changes in 2022 taxation year from  
2021 taxation year.

**RESOLUTION  
# 2022/008**

MORRISSEY/WIGHT:  
**BE IT RESOLVED THE TOWN OF STEADY BROOK SET THE  
RESIDENTIAL AND COMMERCIAL MIL RATES FOR THE 2022  
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: (7) Dawson, Kennedy-Dyson, Diamond, Jenkins, Mackey,  
Morrissey, Wight  
OPPOSED: (0)  
**RESOLUTION CARRIED**

Mayor Dawson asked if anyone would like to speak to the motion  
Councillor Mackey asked if there was any change in the tax rates.

Councillor Morrissey reported there are no changes.

#### 4.5.4 Appointment of Auditor

Mayor Dawson asked for a motion to approve the Appointment of Auditor

**RESOLUTION  
# 2022/009**

**WIGHT/DIAMOND:**

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

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson spoke to the motion and reported the Town has to have a Chartered Accountant to do their Financial Statements annually.

#### 4.5.5 Appointment of Appeal Commissioner

Mayor Dawson asked for a motion to approve Appointment of Appeal Commissioner.

**RESOLUTION  
# 2022/010**

**DIAMOND/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT DENNIS WATERMAN AS MUNICIPAL ASSESSMENT REVIEW COMMISSIONER.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson reported that when someone appeals their assessments the Town has to hire an appeal commissioner to deal with the appeal process.

#### 4.5.6 – Waive Supplemental Interest

Mayor Dawson asked for a motion to Waive Supplemental Interest

**RESOLUTION  
# 2022/011**

**MACKEY/WIGHT:**

**WHEREAS PARID 274-286 WAS CHARGED AN INTEREST RATE ON A SUPPLEMENTAL ASSESSMENT AND WITH THERE BEING NO POLICY WITH THE TOWN OF STEADY BROOK REGARDING INTEREST ON SUPPLEMENTALS; BE IT RESOLVED THE TOWN OF STEADY BROOK WAIVE INTEREST IN THE AMOUNT OF \$43.74 FOR PARID 274-286**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**



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

No discussion on the motion.

#### 4.5.7 – Employment Policy Amendment

Mayor Dawson asked for a motion to approve the Amended Employment Policy.

RESOLUTION  
# 2022/012

KENNEDY-DYSON/MACKEY:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE EMPLOYMENT POLICY AND RECOMMENDED VARIOUS AMENDMENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED EMPLOYMENT POLICY AS PRESENTED. ANY AND ALL SUCH PREVIOUS EMPLOYMENT POLICIES ARE HERIN RESCINDED.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No discussion on the motion.

#### 4.5.8 – Remote Meeting Policy Amendment

Mayor Dawson asked for a motion to approve the amended Remote Meeting Policy.

RESOLUTION  
# 2022/013

KENNEDY-DYSON/MACKEY:

WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE REMOTE MEETING POLICY AND RECOMMENDED VARIOUS AMENDMENTS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AMENDED REMOTE MEETING POLICY AS PRESENTED. ANY AND ALL SUCH PREVIOUS REMOTE MEETING POLICIES ARE HERIN RESCINDED.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Deputy Mayor Kennedy-Dyson reported the Policy needed to be updated to keep up with the rules of COVID-19 and to be able to accommodate Council & staff who are isolating or cannot attend in person.

Mayor thanked all of Council who helped assisting with the motions.

#### 4.8 WATERSHED AND ENVIRONMENT:

##### 4.8.1 – Watershed Update

Councillor Morrissey had nothing to report. Waiting for the Minister to get back to the Committee regarding the Terms of Reference.

5. OTHER CORRESPONDENCE:

NOTHING TO REPORT.

6. OTHER BUSINESS:

NOTHING TO REPORT.

7. COUNCILOR'S / MAYOR FORUM:

Deputy Mayor Kennedy-Dyson stated the budget process went well this year; Mayor Dawson & the Town Manager helped a lot. Councillor Jenkins and herself are new to the Finance & Administration Committee. It was a learning process for them. Look forward to executing the budget this year. Stay Safe Everyone

Councillor Jenkins thanked Ms. Caines, Deputy Mayor and Mayor Dawson for the work put into the budget. Sends his regrets that he could not be there tonight in person.

Councillor Diamond – Keep safe everyone.

Councillor Mackey – Nothing to Report

Councillor Morrissey – Reiterate what Councillor Jenkins and Deputy Mayor Kennedy-Dyson stated, the process of the budget went well. Recreation is doing great job and maintenance personnel is working out well.

Councillor Wight – Nothing to report

Mayor Dawson – Glad to be working with a good group of professionals.

Mayor Dawson called for an adjournment.

MORRISSEY:

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON JANUARY 20, 2021, AT 7:32 PM.**

MEETING WAS ADJOURNED AT 7:32 PM.

NEXT PUBLIC MEETING WILL BE ON FEBRUARY 17, 2022.

*for*   
Mayor Bill Dawson

  
Town Manager

RESOLUTION  
# 2022/014