



TOWN OF STEADY BROOK
PUBLIC MEETING
MAY 19, 2022

ATTENDANCE:

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

Tracy Caines (Town Manager)
Sherry Lee Hull (Administrative Assistant)

ABSENT: Councillor Mackey

The meeting was called to order at 7:00pm.

Councillors:

C. Morrissey (Telephone)
C. Diamond
C. Jenkins
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 welcomed the public who were present. Deputy Mayor introduced Council and Staff.

Deputy Mayor asked if there were any additions or omissions to the May 19, 2022, Agenda. There were no additions to the agenda.

Deputy Mayor asked for a motion to adopt the May 19, 2022 Agenda.

**RESOLUTION
#2022/038**

DIAMOND/WIGHT:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF MAY 19, 2022.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

1.1) Minutes of Previous Meeting

Deputy Mayor then proceeded to the adoption of the April 21, 2022, minutes. She asked if there were any errors/omissions to note.

There were no errors or omissions.

Deputy Mayor asked for a motion to adopt the April 21, 2022, minutes.

**RESOLUTION
#2022/039**

WIGHT/JENKINS:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF April 21, 2022.

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

OPPOSED: (0)

RESOLUTION CARRIED

Deputy Mayor 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

Deputy Mayor proceeded with the Committee Reports.

**(4) Committee
Reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

The Chair of Public works reported that the fill was delivered to the playground and will be spread out. There will also be sod layed in the coming weeks.

4.1.2 – CBCL – Regional Water Supply

Final draft submitted, under review by Council.

4.1.3 – Project # 17-GI-21-00103 – Musgrave Drive Lift Station Upgrade
Starting July 11, 2022, to July 29, 2022.

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

DMG has provided the Town of Steady Brook with a Site Specific Plan.

4.1.5 – Capital Works Project – Lagoon/Compressor Pumps

The applications were submitted and should hear soon regarding approval.

4.1.6 Salt and Sand Shelter

**RESOLUTION
#2022/040**

DIAMOND/WIGHT

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED FOR A SHELTER TO STORE THEIR SALT & SAND IN THE WINTER MONTHS AND WHEREAS THE TOWN RECEIVED THREE QUOTES AND WITH THE TOWN ACCEPTING THE LOWEST QUOTE; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE DLC CONTRACTING FOR LABOR COST ONLY IN THE AMOUNT OF \$14,500.00 PLUS HST TO CONSTRUCT A SALT & SAND SHELTER.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

Public Works confirmed this was the best way for our town to proceed with the project as it will be cheaper for the Town to purchase the materials than contract it out.

4.1.7 – Clean up Week – May 20-27, 2022

Confirmed no black bags, no tires, no construction materials and no paints or chemicals.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department – Meeting scheduled for May 25, 2022.

4.2.2 – Emergency Management Plan

**RESOLUTION
#2022/041**

JENKINS/DIAMOND

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE MUNICIPAL EMERGENCY MANAGEMENT PLAN AS PRESENTED TO COUNCIL. THE EMERGENCY MANAGEMENT PLAN IS VALID FOR A PERIOD OF ONLY (3) YEARS AT WHICH TIME IT WILL REQUIRE A FULL REVIEW AND APPROVAL.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Deputy Mayor called for a Motion to approve the Building Permits.

**RESOLUTION
#2022/042**

WIGHT/JENKINS

WHEREAS THE TOWN MANAGER HAS APPROVED 5 PERMITS BETWEEN APRIL 14,2022 TO MAY 16, 2022 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: (6) Morrissey, Diamond, Dawson, Jenkins, Wight, Kennedy-Dyson

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.3.2 Municipal Plan & Development Regulations

**RESOLUTION
#2022/043**

WIGHT/DIAMOND

WHEREAS THE TOWN OF STEADY BROOK'S 2010-2020 MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS REQUIRE A QUALIFIED PLANNING CONSULTANT TO UNDERTAKE THE MUNICIPAL PLAN REVIEW PROJECT; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THE RFP FROM TRACT CONSULTING INC AND HIRE THEM TO PREPARE THE REVIEW OF THE INTEGRATED COMMUNITY SUSTAINABILITY MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS, WITH A COST OF \$19,800.00 PLUS HST. THIS 4-PHASE APPROACH WILL CONSIST OF PUBLIC ENGAGEMENT, CONSULTATION, RESEARCH, AND SUSTAINABILITY OBJECTIVES OF THE TOWN, AND MEET THE STATUTORY REQUIREMENTS OF THE *URBAN AND RURAL PLANNING ACT, 2000.*

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain – Nothing to Report.

4.4.2 - Come Home Year 2022

The date has been set for August 13th, 2022

The Town of Steady Brook is currently looking for volunteers to help out with organizing a successful Come Home Year.

4.4.3 – Come Home Year Community Cleanup Project

The date will be June 18th, 2022. - Safety supplies have been purchased for the cleanup project.

4.4.4 – Come Home Year 2022 Cultural Funding

The completion date for the Come Home Cultural project is June 30th, 2022.

4.4.5 – Wellness Grant

Nothing to report.

4.4.6 – Community Hall Sound System

**RESOLUTION
#2022/044**

JENKINS/WIGHT

WHEREAS THE TOWN OF STEADY BROOK HAS RECOGNIZED THE NEED FOR A SOUND SYSTEM AND TV FOR THE COMMUNITY CENTRE TO HOST SPECIAL EVENTS AND PUBLIC MEETINGS; BE IT RESOLVED THE TOWN OF STEADY BROOK ACCEPT THE QUOTE FROM ALTRONICS LTD IN THE AMOUNT OF \$6,918.47 PLUS HST.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices

Deputy Mayor called for a Motion to approve the invoices.

**RESOLUTION
#2022/045**

JENKINS/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$69,324.50

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

OPPOSED: (0)

RESOLUTION CARRIED

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

No one spoke to the motion.

4.5.2 GIC's

**RESOLUTION
#2022/046**

JENKINS/WIGHT:

WHEREAS THE TOWN OF STEADY BROOK'S PROJECTED CASH FLOW REFLECTS AN INCREASE AMOUNT OF FUNDS IN THE TOWN'S OPERATING ACCOUNT: BE IT RESOLVED THE TOWN OF

STEADY BROOK TRANSFER A PORTION OF THE 2022 RECEIVABLES COLLECTED INTO A GIC WITH THE BANK OF MONTREAL AS RECOMMENDED BY COUNCIL.
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Wight, Kennedy-Dyson
OPPOSED: (0)
RESOLUTION CARRIED

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

No one spoke to the motion.

4.5.3 – Credit Note

**RESOLUTION
#2022/047**

JENKINS/DIAMOND:
BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE \$400.00 CREDIT FOR PARCEL ID # 160337.
IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Wight, Kennedy-Dyson
OPPOSED: (0)
RESOLUTION CARRIED

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

No one spoke to the motion.

4.5.4 – Employment Policy Amendment

**RESOLUTION
#2022/048**

JENKINS/WIGHT:
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: (6) Morrissey, Diamond, Mackey, Jenkins, Wight, Kennedy-Dyson
OPPOSED: (0)
RESOLUTION CARRIED

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

No one spoke to the motion.

4.5.5 – Acting Town Clerk

**RESOLUTION
#2022/049**

WHEREAS THE CURRENT POSTION OF TOWN CLERK IS TEMPORARILY VACANT AND THE CLERK IS UNABLE TO CARRY OUT HIS/HER DUTIES, AND WHEREAS THE GOVERNING LEGISLATION REQUIRES COUNCIL TO APPOINT AN ACTING TOWN CLERK; BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT SHERRY HULL AS ACTING TOWN CLERK ACCORDING TO SECTION 59 OF THE *MUNICIPALITIES ACT, 1999.*

**IN FAVOUR: (6) Morrissey, Diamond, Dawson, Jenkins, Wight,
Kennedy-Dyson**
OPPOSED: (0)
RESOLUTION CARRIED

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

No one spoke to the motion.

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting to be determined.

5. OTHER CORRESPONDENCE:

Nothing to Report.

6. OTHER BUSINESS:

Nothing to Report.

7. COUNCILOR'S / MAYOR FORUM:

Mayor Dawson thanked the staff for doing a great job in getting things done and the groundwork done. Looking forward to Come Home Year and thanked Deputy Mayor Kennedy-Dyson for sitting in. Keep up the great work!

**RESOLUTION
#2022/050**

WIGHT:
**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN
THE MEETING ON MAY 19, 2022, AT 7:25 PM.**

MEETING WAS ADJOURNED AT 7:25 PM.

NEXT PUBLIC MEETING WILL BE ON JUNE 16, 2022.


Deputy Mayor Kennedy-Dyson


Per Town Manager