



TOWN OF STEADY BROOK

PUBLIC MEETING

December 15, 2022

ATTENDANCE:

Deputy Mayor Sarah Kennedy-Dyson

Tracy Caines (Town Manager)

Absent: Mayor Bill Dawson

Councillors:

C. Morrissey

C. Diamond

C. Jenkins

C. Wight (Telephone)

Agenda Item

1) Call Meeting to Order

Deputy Mayor Kennedy-Dyson called the meeting to order at 7:00 p.m.

Deputy Mayor Kennedy-Dyson asked if there were any additions or omissions to the December 15, 2022, Agenda. Deputy Mayor Kennedy Dyson called for a motion to approve the agenda.

**RESOLUTION
#2022/123**

DIAMOND/MORRISSEY:

BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF DECEMBER 15, 2022.

IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight

OPPOSED: (0)

RESOLUTION CARRIED

(1.1) Minutes of Previous Meeting

Deputy Mayor Kennedy-Dyson then proceeded to the adoption of the November 24, 2022, minutes. The Deputy Mayor asked if there were any errors/omissions to note.

There were no errors or omissions.

Deputy Mayor Kennedy-Dyson asked for a motion to adopt the November 24, 2022, minutes.

**RESOLUTION
#2022/124**

MORRISSEY/DIAMOND:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF NOVEMBER 24, 2022.

IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight

OPPOSED: (0)

Deputy Mayor Kennedy Dyson then proceeded to the adoption of the December 8, 2022, minutes for the Special Public Meeting. The Deputy Mayor asked if there were any errors/omissions to note.

There were no errors or omissions.

Deputy Mayor Kennedy-Dyson asked for a motion to adopt the December 8, 2022, minutes for the Special Public Meeting.

**RESOLUTION
#2022/125**

JENKINS/MORRISSEY:

BE IT RESOLVED TO ADOPT THE MINUTES AS PRESENTED FOR THE SPECIAL PUBLIC COUNCIL MEETING OF DECEMBER 8, 2022.

IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight

OPPOSED: (0)

RESOLUTION CARRIED

**(2) Business
Arising
Action Items**

Nothing to Report.

**(3) Notices of
Resolutions**

Nothing to Report.

**Delegations &
Guests**

No Guest.

Deputy Mayor Kennedy-Dyson proceeded with the Committee Reports.

**(4) Committee
Reports**

4.1 OPERATIONS AND PUBLIC WORKS:

4.1.1 – Maintenance Update

- Nothing new to report.

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

- Nothing new to report.

4.1.3 – Water Filtration/Artesian Wells

- Ongoing – Explore options in the spring when weather permits.

4.1.4 – MCW-Green Infrastructure Project # 17-GI-21-00103 -Musgrave Drive Lift Station

- Work is completed, maintenance received training on the control panel.
- There are still invoices to be approved by Government Departments.

4.1.5 – MCW Project # 17-GI-22-00080 – Lift Stations/Generators

- In Progress – Approved – 40% funding from Federal Government, 50% funding from Provincial Government and 10% from Municipal Government.

4.1.6 – Capital Works Project – Lagoon/Compressor Pumps

- Approved for Funding.

4.1.7 – MCW Marble Drive Paving Upgrades

- Application submitted 2023-2024.

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

Ongoing discussion with Pasadena regarding regionalization of the Fire Department. Hopeful there will be a proposal to join/regionalize the Fire Departments in the New Year.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Building Permit Approvals

Deputy Mayor Kennedy-Dyson called for a motion to approve the building permits.

MORRISSEY/JENKINS:

WHEREAS THE TOWN MANAGER HAS APPROVED 2 PERMITS BETWEEN NOVEMBER 22, 2022, TO DECEMBER 9, 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: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)

RESOLUTION CARRIED

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

**RESOLUTION
#2022-126**

No one spoke to the motion.

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain

It was noted the plan is to have the CEO of Marble Mountain meet with Council and to have an up-to-date report on what has been happening with Marble Mountain, as it is a big part of the community.

4.5 FINANCE AND ADMINISTRATION:

4.5.1- Approval of Invoices

Deputy Mayor Kennedy-Dyson called for a motion to approve the invoices as presented.

JENKINS/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$93,456.53. IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
#2022/127**

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

It was noted by the Finance Committee that the payables are higher than normal due to the patio at the town hall, salt and sand shelter, and Project 17-GI-21-00103 -Musgrave Drive Lift Station.

4.5.2 – GIC Transfer

Deputy Mayor Kennedy-Dyson called for a motion to transfer a GIC.

JENKINS/DIAMOND:

BE IT RESOLVED THE TOWN OF STEADY BROOK TRANSFER GIC # 10339782784 IN THE AMOUNT OF \$100,000.00 INTO THE TOWN'S OPERATING BANK ACCOUNT. IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight
OPPOSED: (0)
RESOLUTION CARRIED

**RESOLUTION
#2022/128**

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

It was noted this is a regular operating procedure.

4.5.3 – Approval of the 2023 Municipal Tax Structure

Deputy Mayor Kennedy-Dyson called for a motion to approve the 2023 Municipal Tax Structure.

**RESOLUTION
#2022/129**

JENKINS/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE 2023 MUNICIPAL TAX STRUCTURE AS PRESENTED BY THE FINANCE COMMITTEE.

IN FAVOUR: (5) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight

OPPOSED: (0)

RESOLUTION CARRIED

Property Tax

Residential:

Mil Rate.....6.0 mils
Minimum..... \$300.00
Minimum Vacant Land.....\$300.00

Commercial:

Mil Rate.....12mils
Minimum..... \$600.00

Business Tax

Home Base Business..... \$250.00
Informal Accommodations.....\$400.00
Trucking/Landscape/Contracting.....50 mils
Kennels......50 mils
Dentist/Salons/professional......35 mils
Retail/Liquor/Gas/Other......15 mils
Hotel/Motel with Restaurant & Pool....15mils
B&B's......15mils
Lodging/Cabins/Campsites/Condo.....12 mils
Property MGMT Groups......10 mils
Minimum Business Tax..... \$450.00

Water/Sewer Tax

Residential:

Water & Sewer..... \$300.00
Water Only.....\$250.00

Commercial:

Water & Sewer Lodgings..... \$350.00
Business Water & Sewer..... \$600.00
Hotel/Motel with Restaurant & Pool.....3 mils +\$1000.00 Flat Rate

Other

Utilities..... 2.5%
Tax Certificates..... \$100.00 each
Compliance Letters.....\$100.00 each
Fingerboard Signs.....\$50.00 each
Interest Rate (Outstanding Taxes)2% (Monthly)
NSF Cheques..... \$45.00
Overseas Direct Deposits.....\$25.00

2% Discount on current year taxes if paid in full by Mar 31, 2023. Deadline for paying Taxes June 30, 2023. One time discount for residents who have a household income less than \$100,000.00.

Deputy Mayor Kennedy-Dyson noted there will be a one-time additional discount to residents who have a household gross income less than one hundred thousand. This is to help with the cost of living rises and persons on a fixed income. If required, please reach out to the Town Manager for more info.

4.5.4 – Appointment of Auditor

Deputy Mayor Kennedy-Dyson called for a motion to appoint a chartered accountant for 2023.

**RESOLUTION
#2022/130**

MORRISSEY/JENKINS:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT BRIAN N. HILLIER CHARTERED PROFESSIONAL ACCOUNTANT AS THE TOWN'S FINANCIAL AUDITOR FOR 2023.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

It was noted that Brian Hillier has been the town's auditor now for several years.

4.5.5 – Appointment of Appeal Commissioner

Deputy Mayor Kennedy-Dyson called for a motion to appoint a municipal assessment review commissioner for 2023.

**RESOLUTION
#2022/131**

DIAMONDMORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT DENNIS WATERMAN AS MUNICIPAL ASSESSMENT REVIEW COMMISSIONER FOR 2023.

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

OPPOSED: (0)

RESOLUTION CARRIED

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

It was noted that the town is required to appoint a commissioner for property tax appeals.

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. COUNCILLOR'S / DEPUTY MAYOR FORUM:

Councillor Wight - The lights on the trails are lit up, awesome job, thanks going out to the staff.

Councillor Morrissey - Thanked Dianna Douglas and Todd Grant for putting their names forward for the by-election for January 10, 2023. Wished the residents and staff a very Merry Christmas and see you all next year.

Councillor Jenkins – Thanked Santa and everyone that helped for the Santa visit.

Councillor Diamond – Merry Christmas and a Happy New Year to all and see you next year.

Deputy Mayor Kennedy-Dyson – Wished everyone a Merry Christmas and a Happy New Year. Santa visit was a great time. Excellent community event. Council is promoting for the residents to use the Community Centre.

Deputy Mayor also thanked the staff for all their hard work this year.

Mayor Dawson is in between traveling right now and sends along his well wishes to all the community.

**RESOLUTION
#2022/132**

MORRISSEY:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON DECEMBER 15, 2022, AT 7:18 PM.

MEETING WAS ADJOURNED AT 7:18 PM.

NEXT PUBLIC MEETING WILL BE JANUARY 19, 2023.


Deputy Mayor Kennedy-Dyson


Town Manager