



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**September 21, 2023**

**ATTENDANCE:**

Mayor Bill Dawson

Acting Town Clerk – Sherry Lee Hull

**Councillors:**

C. Diamond

C. Douglas

C. Morrissey

C. Wight (By Telephone)

**ABSENT:**

Deputy Mayor Kennedy-Dyson

Councillor Jenkins

**Agenda Item**

**1) Call Meeting to Order**

Mayor Dawson called the meeting to order at 7:00 p.m.

Mayor Dawson welcomed everyone to the meeting.

(1.1)

**Adoption  
of the  
Agenda**

Mayor Dawson asked for a Motion to approve the agenda.

**RESOLUTION  
#2023/089**

**DIAMOND/MORRISSEY:**

**BE IT RESOLVED TO APPROVE THE AGENDA FOR THE  
REGULAR PUBLIC COUNCIL MEETING OF SEPTEMBER 21,  
2023.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight,  
Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Mayor Dawson asked if there were any additions or omissions to the September 21, 2023, Agenda.

4 Additions were added to the agenda:

4.1.7 -Thistle Drive Lift Station quote - Motion

4.2.3 -Fire Dept transfer of funds - Motion

4.5.2 -Financial Statements - Motion

4.5.3 -Capital Investment Plan - Motion

Mayor Dawson asked for a Motion to approve the agenda as amended.

RESOLUTION  
#2023/090

**DIAMOND/MORRISSEY:**  
BE IT RESOLVED TO APPROVE THE AMENDED AGENDA  
FOR THE REGULAR PUBLIC COUNCIL MEETING OF  
SEPTEMBER 21, 2023.  
**IN FAVOUR:** (5) Diamond, Morrissey, Douglas, Wight,  
Dawson  
**OPPOSED:** (0)  
RESOLUTION CARRIED

**(1.2) Adoption of  
Meeting Minutes**

Mayor Dawson proceeded to the adoption of the August 17,  
2023, minutes.

RESOLUTION  
#2023/091

**MORRISSEY/DOUGLAS:**  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF AUGUST 17, 2023.  
**IN FAVOUR:** (5) Diamond, Morrissey, Douglas, Wight,  
Dawson  
**OPPOSED:** (0)  
RESOLUTION CARRIED

**(1.3) Adoption of  
Meeting Minutes**

The Mayor asked for a motion to approve the Special Public  
Meeting Minutes for September 12, 2023. Mayor Dawson asked  
if there were any errors or omissions.

Mayor Dawson, hearing none, called for a motion to approve the  
Special Public Meeting Minutes for September 12, 2023.

The Special Public Meeting was held regarding a motion that  
was required to do paving on Marble Drive.

RESOLUTION  
#2023/092

**DIAMOND/DOUGLAS:**  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE SPECIAL PUBLIC COUNCIL  
MEETING OF SEPTEMBER 12, 2023.  
**IN FAVOUR:** (5) Diamond, Morrissey, Douglas, Wight,  
Dawson  
**OPPOSED:** (0)  
RESOLUTION CARRIED

**(2) Business  
Arising  
Action Items**

Nothing to Report.

**(3) Notices of  
Resolutions**

Nothing to Report.

**Delegations &  
Guests**

No Guest

**(4) Committee Reports**

**4.1 OPERATIONS AND PUBLIC WORKS:**

4.1.1 Maintenance Update

- Everything is good in the Town.

4.1.2 Water Filtration/ Artesian Wells

- The town requested Pennecon to visit the well site as it appeared the flow meter was not functioning properly; the flow meter was reset and is now working correctly. The Town is now getting clearer water, but the town still needs to achieve more volume.

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

- Approval has been granted in 2023.
- The Town applied in 2020.
- The tender came in over budget, the Town has to amend the scope.
- Lift Stations will have generators and when the power goes out the lift stations will still operate.

4.1.4 – Capital Works Application – Project #17-GI-23-00067 – Lagoon/Compressor Pumps

- This MCW may require a scope change. Under review with MI.
- The application was made 2 years ago.

4.1.5 – MCW Marble Drive Paving Upgrades – Application Submitted 2023-2024

- The Town should see the MCW project start next spring.

4.1.6 – Fall Clean up.

- October 29 -November 5, 2023

4.1.7 – Thistle Drive Lift Station – Quote – (MOTION)

**RESOLUTION  
#2023/093**

**DIAMOND/MORRISSEY:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE QUOTE #2259 IN THE AMOUNT OF \$5301.00 + HST FOR REPAIRS TO THISTLE DRIVE LIFT STATION AS PRESENTED TO COUNCIL.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Maintenance is required on the Lift Station. Trouble with electrical panel and one of the pumps needs repairs. The Town has a MCW project for the Lift Station, but the town will have to do an interim fix.



#### **4.2 EMERGENCY MEASURES:**

##### 4.2.1 – Fire Department

- Nothing to report until a Fire Department meeting is held.

##### 4.2.2 – Municipal Enforcement Regulations

- All regulations have been forwarded to the King's Printer with the Newfoundland and Labrador Gazette to be approved.

##### 4.2.3 – Fire Department – Transfer of Funds (MOTION)

#### **MORRISSEY/DIAMOND**

**BE IT RESOLVED THE TOWN OF STEADY BROOK TRANSFER \$33,401.93 FROM THE TOWN OF STEADY BROOK'S OPERATING ACCOUNT TO THE FIRE DEPARTMENTS OPERATING ACCOUNT AS PER THE 2022 FINANCIAL STATEMENTS.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

2022 Financial statements were completed. Any funds that were not used by the fire department that was in the towns operating account gets transferred to the fire departments operating account once the financial statements have been approved.

#### **4.3 PLANNING AND DEVELOPMENT:**

##### 4.3.1 – Building Permit Approvals (MOTION)

Mayor Dawson called for a motion to approve the Building Permits.

#### **DOUGLAS/DIAMOND:**

**WHEREAS THE TOWN RECEIVED 6 PERMITS BETWEEN AUGUST 11, 2023, TO SEPTEMBER 19, 2023, AND PRESENTED TO COUNCIL FOR REVIEW; 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) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson, hearing none, called for a motion to approve the building applications.

##### 4.3.2 – Building Permit Approval (MOTION)

Mayor Dawson stated he is in a conflict of interest. Mayor is not required to leave the room. Mayor Dawson requested Councillor Morrissey to chair the meeting during the motion at 7:16 PM.

**RESOLUTION  
#2023/094**

**RESOLUTION  
#2023/095**

Councillor Morrissey called for a motion for the building permit that was presented to the Council for approval.

**RESOLUTION  
#2023/096**

**DOUGLAS/DIAMOND**

**WHEREAS THE TOWN RECEIVED 1 PERMIT SUBMITTED AUGUST 17, 2023, AND PRESENTED TO COUNCIL FOR REVIEW; 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: (4) Diamond, Morrissey, Douglas, Wight**

**OPPOSED: (0)**

**ABSTAINED:(1) Dawson**

**RESOLUTION CARRIED**

Councillor Morrissey stated the mayor requested to do work on his property therefore he cannot vote on the matter.

The Chair was turned back to the Mayor at 7:18 PM.

4.3.3 – Application #2023-028 PAR-ID #195-946 (MOTION)

**RESOLUTION  
#2023/097**

**DIAMOND/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE AIR B&B PERMIT APPLICATION FROM PAR ID#195946. THE FOLLOWING PERMIT APPLICATION IS SUBJECT TO FOLLOWING THE TOWNS REGULATIONS REGARDING PARKING WHEREAS A MINIMUM OF (1) ONE PARKING SPACE PER ROOM, IN ADDITION TO THOSE REQUIRED FOR THE RESIDENTIAL USE, BE PROVIDED ON THE LOT.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

The Mayor acknowledged that the town has been receiving a few applications for Air B&B's, these approvals are made within the Town's current Development Regulations.

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Halloween party

- October 29, 2023, 2-4pm
- Rec committee done a walkthrough of the downstairs Community Centre on Sept 19, 2023. Lots of discussion and will put together a plan of action to present to Council for review.
- Need the support of the community for events.
- Thank you to the volunteers and councilors for stepping up!

4.4.2 – Marble Mountain

- Nothing new to report



**4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:**

4.5.1 – Approval of Invoices (MOTION)

RESOLUTION  
#2023/098

**DOUGLAS/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$36,726.46.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson, hearing none, called for a motion to approve the invoices presented.

4.5.2 – Financial Statements (MOTION)

RESOLUTION  
#2023/099

**MORRISSEY/DOUGLAS:**

**WHEREAS THE 2022 FINANCIAL STATEMENTS HAVE BEEN REVIEWED AND APPROVED BY THE TOWN COUNCIL: BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE FINANCIAL STATEMENTS AS PRESENTED.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson, hearing none, called for a motion to approve the Financial Statements.

4.5.3 – Capital Investment Plan (CIP Adjustment) (MOTION)

RESOLUTION  
#2023/100

**DOUGLAS/MORRISSEY:**

**WHEREAS THE TOWN OF STEADY BROOK DID NOT USE ALL THE CAPITAL INVESTMENT PLAN FUNDS FOR CIP # 252-2014-2768 TOWNSUITE UPGRADE AND CIP #252-2021-7533COMMUNITY HALL UPGRADES; BE IT RESOLVED THE TOWN OF STEADY BROOK AMEND THE TWO CIP'S: (A) CIP# 252-2014-2768 WILL BE REDUCED BY \$372.00 WITH A NEW BALANCE OF \$8051.00. (B) CIP # 252-2021-753 WILL BE REDUCED BY \$24,945.00 WITH A NEW BALANCE OF \$118,735.00.**

**WHEREAS THERE ARE ADDITIONAL FUNDS AVAILABLE FROM GAS TAX**

**BE IT RESOLVED THE TOWN OF STEADY BROOK USE GAS TAX FUNDING IN THE AMOUNT OF \$20,648.63 TO IMPLEMENT A NEW MUNICIPAL PLAN & NEW DEVELOPMENT REGULATIONS.**

**IN FAVOUR: (5) Diamond, Morrissey, Douglas, Wight, Dawson**

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

Mayor Dawson explained money was applied for from the Gas Tax for different projects as noted in the motion. Not all monies from the gas tax were used. Any money that doesn't be used must be amended in a motion. Monies that were not used can be reallocated to another project. As noted in the motion the council will be using some of these funds to fund Tract Consultant to upgrade the Towns Municipal Plan and Development Regulations.

**4.6 WATERSHED AND ENVIROMENT:**

4.6.1 – Meeting October 18<sup>h</sup>, 2023 – Update to follow.

**5. OTHER CORRESPONDENCE:**

Nothing to Report

**6. OTHER BUSINESS:**

Nothing to Report.

**7. COUNCILOR'S / MAYOR FORUM:**

Councillor Wight – Nothing to report.

Councillor Morrissey – Meeting with the Auditor went well. The Auditor stated that the Town is in good shape and being run well.

Councillor Diamond – Nothing to report.

Councillor Douglas – Reminder of the kids' Halloween party. Anyone else that has any other ideas for recreation events, please reach out.

Mayor Dawson - The community hall is the residents' facilities, any ideas please come forward and the council is there to help assist. Council will support and participate where they can.

Mayor Dawson - Good to see the water where it should be. This summer the water flows were 110 gpm, normally they are 50gpm. We need to have water at 110gpm.

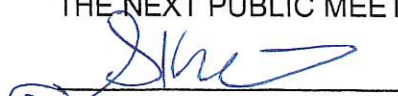
**RESOLUTION  
#2023/101**

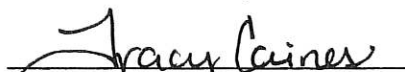
**MORRISSEY:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN  
THE MEETING ON SEPTEMBER 21, 2023, AT 7:31 PM.**

MEETING WAS ADJOURNED AT 7:31 PM.

THE NEXT PUBLIC MEETING WILL BE OCTOBER 26, 2023.

*Sarah Kennedy-Pyson*  
  
Mayor Dawson

  
Town Manager