



**TOWN OF STEADY BROOK**  
**PUBLIC MEETING**  
**December 14, 2023**

**ATTENDANCE:**

Mayor Dawson  
Deputy Mayor Sarah Kennedy-Dyson

Sherry Lee Hull – Administrative Assistant

**ABSENT:** C. Douglas

**Councillors:**

C. Morrissey  
C. Diamond  
C. Jenkins  
C. Wight (Telephone)

**Agenda Item**

**1) Call Meeting to Order**

Mayor Dawson called the meeting to order at 7:01 p.m.

Mayor Dawson welcomed everyone to the meeting.

Mayor Dawson acknowledged that Councillor Wight was via telephone.

Mayor Dawson asked if there were any additions or omissions to the December 14, 2023, Agenda.

**(1.1) Adoption of the Agenda**

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

**RESOLUTION  
#2023/118**

**DIAMOND/JENKINS:**

**BE IT RESOLVED TO APPROVE THE AGENDA AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL MEETING OF DECEMBER 14, 2023.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**(1.2) Adoption of Meeting Minutes**

Mayor Dawson proceeded to the adoption of the November 16, 2023, minutes. The Mayor asked if there were any errors/omissions to note.

Mayor Dawson, hearing none, called for a motion to adopt the November 16, 2023, minutes.

**RESOLUTION  
#2023/119**

**KENNEDY-DYSON/MORRISSEY:  
BE IT RESOLVED TO ADOPT THE MINUTES AS  
PRESENTED FOR THE REGULAR PUBLIC COUNCIL  
MEETING OF NOVEMBER 16, 2023.  
IN FAVOUR: (6) Morrissey, Diamond, Jenkins, Kennedy-  
Dyson, Douglas, 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

- Ford Truck required a new deck, the box was rusted out.

4.1.2 Water/Artesian Wells – Parts (MOTION)

- Wells were shut down on November 2<sup>nd</sup> to do maintenance on the Artesian Wells.
- November 5<sup>th</sup>, 2023, the town went on a boil order due to not being able to maintain water residuals.
- For several months the maintenance department had been experiencing ups and downs with chlorine levels with no explanation as to why. Maintenance had concern's the flow meter was not giving accurate readings and was not working properly; this was confirmed and a new one had to be ordered.
- The flowmeter is a piece of equipment that advises us of how much water is going through the system. The most important function is that it alerts the chlorine pump of how much chlorine to dispose into the system. Currently chlorine is being dispensed manually, which means there is just as much chlorine being used at 2:00 am as it is at 2:00pm.
- A new flowmeter has been ordered and should be here soon, a rush has been put on this order. (Flowmeter is being shipped from Colorado).
- Regarding the Artesian Wells only 2 wells are functioning due to a mechanical issue with a transducer in the third well. A new transducer has been ordered.

- Good News the reservoir is holding its own.
- The reservoir has been full since the experiment was done. The town does not know currently how much water we are getting due to the third well being down. Once the town receives the new transducer the third well will be recommissioned. The Town will then be able to find out what the water flow is.
- The estimation right now is 30-35 gallons per minute (gpm), not sure if that will be maintained over the winter. Historically the town was getting 13gpm. It has been determined the town would need 55-60gpm.
- The town's intention is to drill another well come spring to obtain 55-60gpm.
- The Town's investment appears to have been beneficial to the Town.

**RESOLUTION  
#2023/120**

**MORRISSEY/DIAMOND:**

**WHEREAS THE TOWN OF STEADY BROOK'S FLOW METER IN THE CHLORINE BUILDING IS NO LONGER WORKING AND WHEREAS THE TRANSDUCERS FOR THE ARTESIAN WELLS NEED TO BE REPLACED; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE ORDER ACKNOWLEDGEMENT FROM K.D. PRATT IN THE AMOUNT OF \$13,812.85 PLUS HST.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

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

- The anticipated start date is in the spring.

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

- Ongoing – Under review with Municipal Affairs.

4.1.5 MCW Marble Drive Paving Upgrades

- Approved – Letter was signed off to approval of the Engineer firm selected.

**4.2 EMERGENCY MEASURES:**

4.2.1 – Fire Department

- Budget has been approved with no added cost for residents this year.

4.2.2 - Municipal Enforcement Regulations

- Being published December 22, 2023, by the Kings Printer.

**4.3 PLANNING AND DEVELOPMENT:**

4.3.1 – Building Permit Approvals

- No permits issued.

4.3.2 – Application 2023-031 – Sub-Divide Property (MOTION)

**KENNEDY-DYSON/JENKINS:**

**WHEREAS THE TOWN OF STEADY BROOK HAS BEEN PRESENTED WITH AN APPLICATION TO SUB-DIVIDE PROPERTY LOCATED AT PAR ID 274-286 AND WHEREAS THE SUB-DIVIDE REQUEST MUST MEET THE TOWNS DEVELOPMENT REGULATIONS; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE APPLICATION # 2023-031 TO SUB-DIVIDE THE PROPERTY UNDER THE FOLLOWING CONDITIONS:**

- **UPDATED SURVEY FROM PAR ID 274-286 TO BE SUBMITTED TO THE TOWN WITHIN 60-90 DAYS OF APPROVAL.**
- **UPDATED SURVEY FROM PAR ID 160-374 TO BE SUBMITTED TO THE TOWN WITHIN 60-90 DAYS OF APPROVAL.**
- **UPDATED SURVEYS MUST SHOW THEY ARE CONFORMING LOT SIZES AS PER THE TOWNS DEVELOPMENT REGULATIONS.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

**4.4 RECREATION AND COMMUNITY INVOLVEMENT:**

4.4.1 – Marble Mountain Development Corporation (MMDC)

- Nothing new to report.

4.4.2 – Best Decorated House

- Let's light up our community this Christmas.
- First, second and third prizes – Will be announced Dec. 21/23.

4.4.3 – Adopt A Hydrant starting January 1<sup>st</sup>, 2024.

- Call the town office to register.

**4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:**

4.5.1 – Approval of Invoices (Motion)

**JENKINS/MORRISSEY:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$94,601.72.**

**RESOLUTION  
#2023/121**

**RESOLUTION  
#2023/122**

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

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

Councillor Morrissey stated there was an invoice from Fracflow Consultants Inc. (who did maintenance on the water system) contributed to the invoices being higher this month.

4.5.2 – GIC Transfer (MOTION)

**RESOLUTION  
#2023/123**

**JENKINS/DIAMOND:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK TRANSFERED GIC #10339782186 IN THE AMOUNT OF \$100,000.00 INTO THE TOWN'S OPERATING BANK ACCOUNT.**  
**IN FAVOUR:** (6) Morrissey, Diamond, Jenkins, Kennedy-Dyson, Wight, Dawson  
**OPPOSED:** (0)  
**RESOLUTION CARRIED**

4.5.3 – Approval of 2024 Municipal Tax Structure (MOTION)

**RESOLUTION  
#2023/124**

**JENKINS/KENNEDY-DYSON:**  
**BE IT RESOLVED THE TOWN OF STEADY BROOK ADOPT THE 2024 MUNICIPAL TAX STRUCTURE AS PRESENTED BY THE FINANCE COMMITTEE:**  
**Property Tax**

Residential:

Mil Rate.....6.0 mils

Minimum.....\$300.00

Minimum Vacant Land \$300.00

Commercial:

Mil Rate.....12 mils

Minimum.....\$600.00

**Business Tax**

Home Base Business..... \$250.00

Air BnB's - Short Term Rentals.....12mils

Bed & Breakfast.....12mils

Lodging/Cabins/Campsites/Condo.....12 mils

Retail/Liquor/Gas/Pubs/Other.....15 mils

Hotel/Motel with Restaurant & Pool....15mils  
 Dentist/Salons/professional.....35 mils  
 Trucking/Landscape/Contracting.....50 mils  
 Kennels.....50 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.....\$150.00 each  
 Compliance Letters.....\$150.00 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 March 31, 2024. Deadline for paying taxes June 30, 2024

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

4.5.4 – Approval of Municipal Budget 2024 (MOTION)

**RESOLUTION  
#2023/125**

**KENNEDY-DYSON/JENKINS:  
WHEREAS THE STEADY BROOK COUNCIL HAS REVIEWED THE  
2024 BUDGET AS PRESENTED; BE IT RESOLVED THE TOWN OF  
STEADY BROOK APPROVE THE FOLLOWING 2024 BUDGET.**

Steady Brook

**Expenditures**

1.0 General Government	\$	471,419.87
2.0 Protective Services		53,547.00
3.0 Transportation Services		79,500.00
4.0 Environmental Health		100,000.00
5.0 Planning & Development		5800.00
6.0 Recreation & Cultural Services		45,500.00
7.0 Fiscal Services		232,024.06
<b>Total Expenditures</b>		<b>\$987,790.93</b>

**Revenues**

1.0 Taxes	\$	\$789,335.84
2.0 Sales of Good & Services		5,500.00
3.0 Other Revenue from Own Services		12,500.00
4.0 Government Transfers		70,768.00
5.0 Other Transfers		109,687.09
<b>Total Revenues</b>		<b>\$987,790.93</b>

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

The Finance Committee along with the Town Manager worked hard to put together a balanced budget. No changes in the residential mil rates. There have been changes to rates regarding short-term rentals. Small increase for Tax certificates and Compliance letters. More money for recreation. Funds have been put aside for water improvements, plus three capital work projects.

Mayor confirmed for the most part there is no increases this year. Budget will be submitted to Provincial & Municipal Affairs for approval, once approved the 2024 budget will be uploaded to the Towns web site for review.

4.5.5 -Appointment of Auditor (MOTION)

**RESOLUTION  
#2023/126**

**KENNEDY-DYSON/JENKINS:  
BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT BRIAN  
N. HILLIER CHARTERED PROFESSIONAL ACCOUNTANT AS THE  
TOWN'S FINANCIAL AUDITOR FOR 2024.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

4.5.6- Appointment of Appeal Commissioner (MOTION)

RESOLUTION  
#2023/127

**DIAMOND/KENNEDY-DYSON:**

**BE IT RESOLVED THE TOWN OF STEADY BROOK APPOINT DENNIS WATERMAN AS MUNICIPAL ASSESSMENT REVIEW COMMISSIONER FOR 2024.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

4.5.7- Disability Accommodation Policy (MOTION)

RESOLUTION  
#2023/128

**KENNEDY-DYSON/MORRISSEY:**

**WHEREAS COUNCIL OF THE WHOLE HAS REVIEWED THE DISABILITY ACCOMMODATION POLICY; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE DISABILITY ACCOMODATION POLICY AS PRESENTED.**

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

**OPPOSED: (0)**

**RESOLUTION CARRIED**

Deputy Mayor Kennedy-Dyson confirmed this is a new policy to add to the existing policies that the town has.

**4.6 WATERSHED AND ENVIROMENT:**

4.6.1 – Meeting January 23, 2024

- Nothing New to report.

**5. OTHER CORRESPONDENCE:**

5.1.1 – MP Gudie Hutchings

- Mayor Dawson confirmed that Steady Brook is the only stretch that does not have fiberoptic available. The Town had to purchase Starlink to do the day-to-day functions in the Town Office. The town has contacted the MP with a letter for follow up. The Letter will be posted on the Facebook page for the residents to review.

**6. OTHER BUSINESS:**

Nothing to Report.

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

Councillor Diamond – Merry Christmas and a Happy New Year to everyone and keep healthy.



Councillor Morrissey – Thanks to the finance committee and town manager for preparation of the budget and holding the line on it and not having to increase the taxes. The town is very fortunate that we have paying residents that support the Town.

Merry Christmas.

Councillor Jenkins – Thank you to the staff for getting this water issue solved and grateful the town is off the boil order as of yesterday. Looking forward to getting the new equipment to do the repairs to the water system.

Merry Christmas!

Councillor Wight – Merry Christmas and Happy Holidays!

Deputy Mayor Kennedy Dyson – Thanked all of Council for being on council, it is not easy. Extended thankyou to Councillor Jenkins, Wight, and Douglas, they have brought a great perspective to Council and it's great to have younger councilors on Council. Looking forward to another great year. Thank you to Councillor Morrissey and Councillor Diamond for all your hard work towards the water issues. Thank you to the mayor.

Merry Christmas everyone.

Mayor Dawson – Thanks all around to everyone for stepping in while I was absent, thank you to all councilors and staff, it's been a challenging year with the water issues. All committees are challenging at times and take real commitment. Thanks to everyone as well as our fire fighters and volunteers who keep us safe. Thanks to all volunteers who help the town in any way. It's very important to thank the residents for their patience. We are doing our best; it's been a tough year working through all the issues we are having with the water. Bare with us, we are going in the right direction on the water.

Safe Christmas and a Happy New Year everyone, looking forward to some positive things happening in the new year to come.

**RESOLUTION**  
**#2023/129**

**MORRISSEY:**

**BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON DECEMBER 14, 2023, AT 7:44 PM.**

MEETING WAS ADJOURNED AT 7:44 PM.

THE NEXT PUBLIC MEETING WILL BE JANUARY 18, 2024.



Mayor Dawson



Town Manager