



TOWN OF STEADY BROOK
PUBLIC MEETING
June 19th, 2025

ATTENDANCE:

C. Jenkins

Councillors:

C. Diamond
C. Morrissey
C. Wight

Sherry Lee Hull – Town Clerk Manager

ABSENT:

Mayor Dawson
Deputy-Mayor Kennedy-Dyson
C. Douglas

Agenda Item

1) Call Meeting to Order

Councillor Jenkins called the meeting to order at 7:00 p.m.

Councillor Jenkins welcomed everyone to the meeting. And confirmed that Mayor Dawson, Deputy-Mayor Kennedy-Dyson and Councillor Douglas was absent, out of town.

(1.1) Adoption of the Agenda

Councillor Jenkins asked if there were any additions or omissions to the June 19th, 2025, Agenda.

The Town Clerk Manager asked to remove 4.3.1 & 4.3.2 from Section 4.3 Planning and Development.

**RESOLUTION
#2025/0037**

DIAMOND/WIGHT:

**BE IT RESOLVED TO APPROVE THE AMENDED AGENDA
AS PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF JUNE 19TH, 2025.**

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Jenkins proceeded to the adoption of May 15th, 2025, minutes. Councillor Jenkins asked if there were any errors/omissions to note.

(1.2) Adoption of Meeting Minutes

Councillor Jenkins, hearing none, called for a motion to adopt the May 15th, 2025, minutes.

**RESOLUTION
#2025/038**

MORRISSEY/DIAMOND:
**BE IT RESOLVED TO ADOPT THE MINUTES AS
PRESENTED FOR THE REGULAR PUBLIC COUNCIL
MEETING OF MAY 15th, 2025.**
IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight
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

- No update at this time, students have started, and everything is looking good around town.

4.1.2 - Water/Artesian Wells

- Warrior finished with well #PW6 last week.
- Fracflow is on site this week to perform flow testing for Wells #5 and #6. Reports show that they are getting a decent amount of water from Well #6.
- The consultant is very close to our goal to get the town off the brook water altogether.
- The council is looking at the possibility of evoking Well #4, and after serious consideration the town may not move forward with Well #4. The council may look at drilling another well to replace Well #4 in the vicinity of well #4.
- Council is waiting for a quote for Well #7 and to obtain all permits to move forward.
- Things are progressing and almost to our goal.

**4.1.3 - Capital Works Application— Project #17-GI-23-00067 —
Lagoon/Compressor Pumps**

- Once the town was advised of the dates for this project being started, there were some concerns about how this was going to happen in 2025. The town's infrastructure needs attention sooner

than later with the shape the current Lagoon is operating in. After discussion with the consultants, it's been divided into a mechanical stage and a functional stage to move the work ahead sooner than later.

4.1.4 MCW #17-RNC-24-00010 – Marble Drive Paving Upgrades
(MOTION)

RESOLUTION
#2025/039

MORRISSEY/WIGHT:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ACCEPTS THE RECOMMENDATION OF THE CONSULTANT AGUATHUNA DRAFTING AND CONSULTING LIMITED TO AWARD THE ACCEPTANCE OF THE TENDER SUBMITTED BY J & J PAVING LTD. IN THE AMOUNT OF \$395,174.50 HST INCLUDED FOR PROJECT #17-RNC-24-00010 AS PRESENTED TO COUNCIL.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.1.5 Walking Trail Equipment – Lawn Mower (MOTION)

RESOLUTION
#2025/040

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NEED TO PURCHASE EQUIPMENT TO HELP MAINTAIN THE TOWN'S WALKING TRAILS; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE A KUBOTA #Z202 Z200 SERIES LAWN MOWER IN THE AMOUNT OF \$10,100.00 PLUS HST FROM HARVEY & COMPANY LTD. TERMS 1.99% FOR 36 MONTHS AS PRESENTED TO COUNCIL.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.1.6 Walking Trail Equipment – Tractor (MOTION)

RESOLUTION
#2025/041

DIAMOND/WIGHT:

WHEREAS THE TOWN OF STEADY BROOK RECOGNIZES THE NEED TO PURCHASE EQUIPMENT TO HELP MAINTAIN THE TOWN'S WALKING TRAILS; BE IT RESOLVED THE TOWN OF STEADY BROOK PURCHASE A KUBOTA #BX23S-1 OPEN STATION TRACTOR WITH 48" LIGHT DUTY BOX SCRAPER, ITEM #BB1248 IN THE AMOUNT OF \$32,600.00 PLUS HST FROM HARVEY & COMPANY LTD. TERMS 0.00% FOR 36 MONTHS AS PRESENTED TO COUNCIL.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.2 EMERGENCY MEASURES:

4.2.1 – Fire Department

- No update.

4.3 PLANNING AND DEVELOPMENT:

4.3.1 – Municipal Plan (MOTION) was removed from the agenda until further discussion has been made by council.

4.3.2 – Development Regulations (MOTION) was removed from the agenda until further discussion has been made by council.

4.3.3- Building Permit Approval (MOTION)

MORRISSEY/WIGHT:

WHEREAS THE TOWN CLERK HAS APPROVED 6 PERMITS BETWEEN MAY 14, 2025, TO JUNE 17, 2025, 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: (3) Jenkins, Morrissey, Wight

ABSTAINED: (1) Diamond

OPPOSED: (0)

RESOLUTION CARRIED

Councillor Diamond declared a conflict of interest for the building permits; he submitted a permit for his residential address. Councillor Diamond exited the room at 7:16 PM and returned at 7:18 PM once the motion was passed.

**** Please note that four people are the normal quorum to vote on a motion at the meetings. The Town Clerk Manager confirmed with Municipal Affairs that in these circumstances it is acceptable to vote without a quorum and with three councilors present.**

4.3.4 – Application #2025-005 (MOTION)

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECEIVED INFORMATION REGARDING THE VARIANCE REQUESTED AS PER APPLICATION #2025-005; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE APPLICATION FROM PAR ID #160406 TO CONSTRUCT A SHED WITH THE HEIGHT 3.65 M WITH A VARIANCE AS PRESENTED TO COUNCIL.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.3.5 – Application #2025-012 (MOTION)

WIGHT/DIAMOND:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK APPROVE IN PRINCIPLE APPLICATION #2025-012 FOR PAR ID 160-290 TO CONSTRUCT A NEW COMMERCIAL DWELLING. THE FOLLOWING APPLICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

**RESOLUTION
#2025-042**

**RESOLUTION
#2025-043**

**RESOLUTION
#2025-044**

- MUST PROVIDE APPROVAL FROM SERVICE NL FOR PROTECTED ROAD AREA
- ALL DEVELOPMENT MUST BE DONE IN ACCORDANCE WITH THE TOWN OF STEADY BROOK'S MUNICIPAL PLAN, NOTABLY SECTION 3.4 AND 4.5. WHEREAS A GEOTECHNICAL STUDY MUST BE CONDUCTED
- OBTAIN AN APPROVAL FROM THE MINISTER OF ENVIRONMENT & CLIMATE CHANGE FOR AN ENVIRONMENTAL ASSESSMENT
- TO COMPLY WITH THE TOWNS REGULATIONS REGARDING PARKING WHEREAS A MINIMUM OF (1) ONE PARKING SPACE FOR EVERY GUEST ROOM, BE PROVIDED ON THE LOT
- DEVELOP THE SITE ACCORDING TO THE PRELIMINARY DRAWINGS AND IN KEEPING WITH THE TOWN OF STEADY BROOK'S DEVELOPMENT REGULATIONS
- DESIGN & CONSTRUCTION OF THE PROPOSED DEVELOPMENT IS DONE IN ACCORDANCE WITH THE NATIONAL BUILDING CODE OF CANADA
- PROVIDE APPROVAL FROM THE DIGITAL GOVERNMENT & SERVICE NL FOR LIFE SAFETY & BUILDING ACCESSIBILITY
- ANY OTHER APPROVALS IDENTIFIED BY OTHER GOVERNMENT AGENCIES THROUGHOUT THE COURSE OF CONSTRUCTION
- ALL INFORMATION SHALL BE RECEIVED NOT LATER THAN TWO YEARS FROM THE GRANT OF APPROVAL IN PRINCIPLE.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.4 RECREATION AND COMMUNITY INVOLVEMENT:

4.4.1 – Marble Mountain Development Corporation (MMDC)

- No update.

4.4.2 – Approval of Invoice Jumbo Jumper (MOTION)

MORRISSEY/WIGHT:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICE FOR REPAIRS TO THE JUMBO PILLOW IN THE AMOUNT OF \$6986.63 PLUS HST.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

**RESOLUTION
#2025-045**

RESOLUTION CARRIED

Councillor Diamond declared a conflict of interest because he was working with the contractor on this job to be completed. Councillor Diamond exited the room at 7:21 PM and returned at 7:24 PM once the motion was passed.

4.4.3 – Canada Day Activities July 1, 2025

- Looking forward to everyone coming out on July 1, 2025, to celebrate Canada Day activities.

4.5 FINANCE/ADMINISTRATION & COMMUNICATIONS:

4.5.1 – Approval of Invoices (MOTION)

WIGHT/MORRISSEY:

BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE INVOICES AS PRESENTED IN THE AMOUNT OF \$66,865.09.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.5.2 – Employee's Annual Performance Review (MOTION)

WIGHT/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS COMPLETED EMPLOYEE PERFORMANCE EVALUATIONS FOR ALL PERSONNEL FOR THE PERIOD OF JANUARY – DECEMBER 2024; BE IT RESOLVED THE TOWN OF STEADY BROOK INCREASE STAFF WAGES RETROACTIVE TO JANUARY 1, 2025, AS PRESENTED BY THE ADMINISTRATION COMMITTEE AND INCLUDED IN THE 2025 BUDGET.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.5.3 – Approval of Town Clerk Manager (MOTION)

MORRISSEY/WIGHT:

BE IT RESOLVED THE COUNCIL AGREE TO PROMOTE THE TOWN CLERK SHERRY LEE HULL TO THE POSITION OF TOWN CLERK MANAGER EFFECTIVE IMMEDIATELY IN ACCORDANCE WITH THE TOWNS AND LOCAL SERVICE DISTRICTS ACT.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight

OPPOSED: (0)

RESOLUTION CARRIED

4.5.4 – Canada Summer Students (MOTION)

DIAMOND/MORRISSEY:

WHEREAS THE TOWN OF STEADY BROOK RECEIVED APPROVAL TO HIRE 1 STUDENT FROM THE CANADA SUMMER JOBS PROGRAM AND WHEREAS THE TOWN OF STEADY BROOK HAS RECOGNIZED THE NEED TO HIRE MORE THEN 1 STUDENT; BE IT RESOLVED THE TOWN OF STEADY BROOK HIRE A TOTAL OF 2 SUMMER STUDENTS.

**RESOLUTION
#2025-046**

**RESOLUTION
#2025-047**

**RESOLUTION
#2025-048**

**RESOLUTION
#2025-049**



BMO Bank of Montreal
10 Pennell's Lane
Deer Lake, NL A8A 1Y4
(M) 709-636-0025 | (F) 844-293-0971

July 17th, 2025

Town of Steady Brook
Steady Brook, NL

Attention: Sherry Lee Hull, Town Clerk

Dear Sherry Lee:

As per our recent conversations, we are pleased to advise you that BMO Bank of Montreal feels your request for financing to be reasonable and is considered to be within the Town's ability to service. Based on the overall sound financial position of Town, we would be happy to entertain a loan request as outlined:

1. Fixed Rate Term Loan

Purpose: \$131,178.23 Town's portion for MCW project – Upgrade and Pave Marble Drive, within the Town of Steady Brook.

Term/ Amortization: 5yr term/10-year amort.

Rate: 4.99% as at today's date

Repayment: Blended monthly payment of \$1,390.71

2. Additional Demand Loan Non-Revolving

Purpose: \$40,436.58 for the HST portion Upgrade and Pave Marble Drive, within the Town of Steady Brook.

Term/ Amortization: 1 year

Rate: Prime + 1.00%. (Prime = 5.95% as at today's date)

Repayment: \$109.59 interest only, principal due upon maturity

In closing, we would like to convey to you how pleased I am to have this opportunity to again work closely with the Town, and to assist you with your financing requirements. At BMO Bank of Montreal, we look forward to further strengthening the well established and mutually beneficial banking relationship that we have enjoyed.

Please do not hesitate to contact me at 636-0025 or via email: Jennifer.Hiscock@bmo.com if you should require any clarification or further assistance.

Yours Sincerely,

Jennifer

Jennifer Hiscock
Sr. Business Banking Relationship Manager

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight
OPPOSED: (0)
RESOLUTION CARRIED

4.5.5 – Enforcement Officer (MOTION)

**RESOLUTION
#2025-050**

MORRISSEY/DIAMOND:

WHEREAS THE TOWN OF STEADY BROOK HAS IDENTIFIED THE NEED FOR A MUNICIPAL ENFORCEMENT OFFICER WITHIN THE COMMUNITY AND HAVE AGREED TO REGIONALIZE THIS SERVICE WITH THE TOWN OF PASADENA; BE IT RESOLVED THE TOWN OF STEADY BROOK APPROVE THE MUNICIPAL ENFORCEMENT OFFICER AGREEMENT WITH THE TOWN OF PASADENA FOR MUNICIPAL ENFORCEMENT SERVICES.

IN FAVOUR: (4) Jenkins, Diamond, Morrissey, Wight
OPPOSED: (0)
RESOLUTION CARRIED

4.6 WATERSHED AND ENVIRONMENT:

4.6.1 – Meeting July 29th, 2025.

5. OTHER CORRESPONDENCE:

Nothing to report.

6. OTHER BUSINESS:

Nothing to report.

7. COUNCILLOR'S/MAYOR FORUM:

Councillor Morrissey – Looking forward to seeing everyone on Canada Day, and a big thank you to the Town Clerk Manager for organizing Canada Day activities.

Councillor Diamond – Looking forward to seeing everyone come out and celebrate on Canada Day.

Councillor Wight – Nothing new to report.

Councillor Jenkins -Nothing new to report.

**RESOLUTION
#2025-051**

MORRISSEY:

BE IT RESOLVED THAT THE TOWN OF STEADY BROOK ADJOURN THE MEETING ON JUNE 19th, 2025, AT 7:31 PM.

MEETING WAS ADJOURNED AT 7:31 PM.

THE NEXT PUBLIC MEETING WILL BE JULY 17, 2025.


Councillor Jenkins


Sherry Lee Hull