



MINUTES

Regular Council Meeting

Monday, January 16, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, January 16, 2023.

MEMBERS PRESENT: Mayor Darren Gardner
Deputy Mayor Terry Randell
Councillor Carla Brake
Councillor Hal Cormier
Councillor Brent Decker
Councillor Brandon Hall

ABSENT: Councillor Gemma Walsh

STAFF PRESENT: Sharon Brown, Town Clerk
Brian Hudson, Chief Administrative Officer

NOTICE

"We respectfully acknowledge Pasadena as the ancestral homelands of the Mi'kmaq and Beothuk. Today, these lands are home to a diverse population of indigenous and other peoples. We would also like to acknowledge with respect the diverse histories and cultures of the Innu, Inuit, and Southern Inuit of this Province."

CALL TO ORDER

Mayor Gardner called the meeting to order at 7:59 p.m.

APPROVAL OF AGENDA

4-23 Cormier / Randell be it resolved that the Agenda for January 16, 2023 be approved as presented.
In Favor: 6 Gardner, Randell, Brake, Cormier, Decker, and Hall
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

5-23 Hall / Cormier be it resolved that the minutes of January 3, 2023 be approved as presented.
In Favor: 6 Gardner, Randell, Brake, Cormier, Decker, and Hall
Opposed: 0 Resolution CARRIED.

PETITIONS OR VISITING GROUPS:

BUSINESS ARISING FROM MINUTES

NOTICE OF RESOLUTIONS ARISING OUT OF MINUTES

NOTICE OF RESOLUTIONS AND NOTICE OF QUESTIONS NEEDING DETAILED ANSWERS

COMMITTEE REPORTS

ADMINISTRATION, CORPORATE SERVICES & ECONOMIC DEVELOPMENT

Deputy Mayor Randell presented the following notes from the committee meeting held on January 9, 2023.

In Attendance:

Deputy Mayor Terry Randell, Chairperson; Councillor Brent Decker; Councillor Carla Brake; Mayor Darren Gardner, Ex-Officio; Brian Hudson, Chief Administrative Officer; Sharon Brown, Town Clerk and Karen Spontaneo, Committee Administrative Assistant.

Deputy Mayor Randell called the meeting to order at 6:05pm

STANDING BUSINESS

- Human Resources – Staffing - Discussion regarding progress of new hire for Financial/Administrative Officer, interviews to begin soon
- Legal - updates were provided to committee members
- Economic Development - Discussions regarding wayfinding signage, funding available for regionalized areas. Town of Torbay document to be reviewed
- Accounts Payable - Reviewed accounts payable listing for cheque #'s 37602 to 37735

PREVIOUS BUSINESS

- Communication policy still under review

NEW BUSINESS

- Heritage Committee donation - \$5000 operating grant was requested. Town Clerk to contact committee chair asking for more specifics
- Regulations - All new regulations will be advertised once they are gazetted
- Notification of Public Meetings - Agenda to be posted as a draft on Friday's before the regular Council meetings
- Purchasing procedures - Discussions regarding the thresholds of spending was reviewed and suggested 3 quote requirement would be for individual purchases above \$2500 plus HST, changes to existing Purchasing Policies and Procedures will be presented to Council for approval.
- OHS PPE Allowances - Committee reviewed and approved the following annual allowance to be paid each January to outside employees. Employees are to source and procure these items on their own time. PPE for management will be upon request to the CAO and return of existing Town provided PPE.

<u>Item</u>	<u>Annual Allowance</u>	<u>Town Issued (current cost)</u>
Rubber Boots (Safety Toe CSA-Z195-14 Grade 1)	\$210	
Work Boots (Safety Toe CSA-Z195-14 Grade 1)	\$200	
Overalls (CSA-Z-96-15 Class 1 Level 2 Compliant)	\$110	
Works Gloves (Qty 4)	\$34	
Rubber Gloves	\$22	
Cotton Gloves (Qty 6)	\$7	
Rain Suit (ANSI/ISEA 107-2015 Type R, Class 3 Compliant)		\$58
Multi Season Jacket (CSA-Z96-15 Class 1 Level 2 Compliant)		\$120
Insulated Overalls(CSA-Z-96-15 Class 1 Level 2 Compliant)		\$80
	Sub Total	\$583
	HST	\$87
	Total	\$670
		\$258
		\$39
		\$297

Deputy Mayor Randell adjourned the meeting at 7:45pm.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker presented the following notes from the committee meeting held on January 9, 2023.

In Attendance:

Councillor Brent Decker, Chairperson; Deputy Mayor Terry Randel; Councillor Carla Brake; Councillor Brandon Hall; Mayor Darren Gardner; Brian Hudson, Chief Administrative Officer; Carlson Way, Director of Engineering & Planning and Karen Spontaneo, Committee Administrative Assistant

Councillor Decker called the meeting to order at 7:50 p.m.

INFRASTRUCTURE

- Community Service Building – Planning continuing for new clinic layout.
- Pasadena Place Energy Project – Energy reduction of approximately 20%.
- Pasadena Roofing Pilot Project (Phase 1) - No work completed since last update.
- Pasadena Place Siding Pilot Project - Price received to replace one face as a test.
- Main Street Sidewalk Installation (Adam's Crescent – South Brook Bridge) – Quote received.
- Radon Gas Testing – All buildings except Community Services Building have radon detectors in place.

Deputy Mayor Randell declared being in a conflict of interest on the following topic and left the room

- Library/Tree House – Floor plan development continuing

Deputy Randell returned to the meeting.

ENGINEERING

- Street Reconstruction – Englobe preparing documents for a spring 2023 tender call.
- Seaward Park upgrades – Tract awaiting survey information from Yates & Woods.
- Water Treatment Plan Upgrades – Update from Thomas Hayward (Cahill) received.
- Recreation Facilities Upgrades (rink & pool) – still waiting for consultant to be appointed.
- Recreation Facilities Upgrades (splash pad) – drawings and specs in Allnorth's final design review.
- Forest Road Storm Sewer – still waiting for documents from WSP
- Tamarack Avenue Storm Sewer – still waiting for documents from WSP
- Dam & Intake replacements – Gorman Engineering awaiting environmental approval
- Natural Infrastructure Fund Applications – applications for funding submitted Nov 28, 2022.
- Green & Inclusive Community Building Fund – Carlson & Wanda to submit 3 proposals by Feb 29, 2023.
- Unallocated Funds - \$257,945 to be earned (50% in 2022-3023 & 2023—2024)
- Municipal Share of MYCW - \$730,041.00
- Municipal Comprehensive Development Plan – Tract Consulting appointed to prepare develop plan
- Municipal Hydrology Study – Tract Consulting including in the CEP to determine downstream effects of development.
- Sewer & Storm Sewer CCTV Inspections – Biomaxx awarded tender. Work to begin in Jan/Feb.

PLANNING/DEVELOPMENT

- Development Applications – 23 new dwelling permits issued in 2022.

REZONING REQUEST

- 3-5 Lakewood Drive – Section 15 approval received from MAPA. Ready for public consultation. Has to be advertised and approved by Council.
- 2A Midland Row – Work has not resumed since Town granted approval.
- Main Street property rezoning – Council considering a rezoning from RMD to Neighborhood Commercial. Application has been submitted to construct 4 additional buildings.
- 44 Maxwell place – Awaiting an updated comprehensive development plan to the project.
- GIS/Asset Management – Civics & property surveys entered in GIS system. Hydrants, electrical services, PRV's and lifts stations to be verified.
- Great Northern Wireless Tower Installation (near Transmission Pond) - Development application submitted to construct new tower.
- Dept of Forestry applied to construct new 150m2 storage facility on Main/Tenth. Conditional approval was granted.
- South Brook Commercial Cutting – 3D viewscales available for viewing – have 30 days to approve or deny.

Regulations

- Recreation Vehicles, Anti-Litter, Traffic, Solid Waste, Animal Control and Anti-Noise regulations have been adopted by Council.
- Water & Sewer and Livestock regulations requires review and comments.
- Fireworks Regulations request – recommend educating public but regulations as it is not enforceable.

Councillor Decker adjourned the meeting at 9:45 p.m.

- 6-23 Decker / Randell be it resolved that Council approve home based business to be located at 4 Wagg Place - Mel's Sweet Spot - Home Bakery
 In Favor: 6 Gardner, Randell, Brake, Cormier, Decker, and Hall
 Opposed: 0 Resolution CARRIED.
- 7-23 Decker / Randell be it resolved that the Town amend its purchasing procedures (motion # 03-20) threshold requiring three quotes for individual purchases to be above \$2500 plus HST.
 In Favor: 6 Gardner, Randell, Brake, Cormier, Decker, and Hall
 Opposed: 0 Resolution CARRIED.

RECREATION & COMMUNITY SERVICES

Councillor Brake advised that there hasn't been a committee meeting since the last public meeting but advised the Winter Carnival Committee is busy planning events and the outdoor rink has been open and hopefully will withstand the current weather.

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier presented the following notes from meeting held January 11, 2023

In Attendance:

Councillor Hal Cormier, Chairperson; Mayor Darren Gardner; Stewart Foote, Director of Public Works; Sheldon Hillier, Fire Chief; Dan Myles, Assistant Chief; and Karen Spontaneo, Committee Administrative Assistant

Councillor Cormier called the meeting to order at 7:10 p.m.

PLAN REVIEW

- Plan review process should be consistently implemented when there are any changes being made to public buildings or any new constructed structures
- The Hub and Library will follow the plan review process once drawings are completed and submitted
- Discussions regarding final inspections being completed prior to issuing permit to occupy.

TRAINING GROUNDS – PASADENA FIRE RESCUE

- Discussions regarding the purchase of a construction trailer/portable classroom for the training grounds
- Looking to purchase new or used trailer which contains enclosed space for classroom training/lunch room

BUILDING – PASADENA FIRE RESCUE

- Renovations to the Fire Hall regarding extra space needed, possibly developing a new edition on existing building
- Discussions regarding repair of existing roof as well as installing new garage door in the rear of the building.

GENERAL

- Discussed importance of recruitment drive which is in progress now. New members are needed
- Honorarium policy be established, as criteria should be stated for receiving this monetary contribution
- Green light pilot project for members of Pasadena Fire Rescue was discussed. Having members use this light in their personal vehicles while responding to an emergency, this does not allow them to have any special permissions (just courtesy from residents) nor can be used for highway use
- Discussed the importance and need for ambulance service to be located in the town
- Memorandum of understanding with surrounding communities is still in progress

PUBLIC WORKS

- All equipment working good, dump truck up and running all repairs have been completed
- Sand and salt being hauled with no issues
- Weather conditions approaching this weekend, public works are ready for any possible issues
- Water treatment plant construction clean up has been completed and next week electricians will be installing computer system and main panel
- Construction of entrances at Pasadena Place are under way with two completed and the third and final one will be installed by next week

- Water line repairs are ongoing, some are non-repairable until the spring
- Purchasing new equipment (loader, backhoe, dump truck and sidewalk plough), looking into quotes as there may be a two year wait to obtain these pieces of equipment
- Sewage lagoon running smoothly. Beaver issue has been taken care of and there has been no new activity.
- Property owners have contacted the town looking to purchase sand and salt but were denied this request

Councillor Cormier adjourned the meeting at 8:30 p.m.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson reported that Cahill Technical Services has six electricians arriving at the water plant tomorrow to work on the water treatment upgrading project.

BUILDING PERMITS

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Brake congratulated the senior boys basketball team for winning the 1st Annual John Blake Memorial Tournament and advised that the team will be making a contribution to the local Mental Health Association.

Councillor Decker advised that he will be attending the Board of Trade annual meeting and election of officers on January 19, 2023.

Councillor Hall expressed concern about residents pushing snow onto the roadway and parking vehicles on the side of the road making it difficult for snow clearing.

Councillor Cormier expressed his gratitude for the direction that this council has taken in the recruitment of doctors.

Councillor Randell advised that notices have gone out to municipalities for the upcoming Great Humber Joint Council meeting to be held at Pasadena Place on January 28, 2023. He hopes that there will be enough for a forum. He also noted that it was nice to have a resident express to him their gratitude for having the fast track service available in Pasadena and how effective it was. Thanks Dr. Brushett.

ADJOURNMENT

8-23 Cormier / Hall be it resolved that the meeting be adjourned at 8:21 p.m.
 In Favor: 6 Gardner, Randell, Brake, Cormier, Decker, and Hall
 Opposed: 0 Resolution CARRIED.

 Town Clerk

 Mayor