



# MINUTES

## Regular Council Meeting

### Monday, February 6, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, February 6, 2023.

**MEMBERS PRESENT:** Deputy Mayor Terry Randell  
Councillor Carla Brake  
Councillor Hal Cormier  
Councillor Brent Decker  
Councillor Gemma Walsh

**ABSENT:** Mayor Darren Gardner  
Councillor Brandon Hall

**STAFF PRESENT:** 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

Deputy Mayor Randell called the meeting to order at 8:07 p.m.

#### APPROVAL OF AGENDA

9-23 Walsh / Cormier be it resolved that the Agenda be approved as presented.  
In Favor: 5 Randell, Brake, Cormier, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

#### APPROVAL OF MINUTES

10-23 Decker / Walsh be it resolved that the minutes of January 16, 2023 be approved as presented.  
In Favor: 5 Randell, Brake, Cormier, Decker, and Walsh  
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

Councillor Decker presented the notes of committee meeting held on January 30, 2023.

#### In Attendance:

Deputy Mayor Terry Randell, Chairperson; Mayor Darren Gardner; Councillor Brent Decker; Councillor Brandon Hall; CAO Brian Hudson; Town Clerk Sharon Brown and Administrative Assistant Karen Spontaneo.

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

Standing Business

Human Resources - Staffing:

- Financial Administrative Officer hired and will be starting on Feb. 6.
- Respectful workplace investigation concluded and report soon to follow

Legal

- Legal updates were provided to committee members.

Economic Development

- Still waiting to hear from Crown Lands regarding land acquisition options.

Accounts Payable

- No update to report.

Previous Business

- Communication policy still under review.
- OHS PPE allowances have been passed.
- Heritage Committee donation – Heritage Committee response received and motion recommended to approve \$5000 donation.

New Business

- Service Acknowledgement
- Suggestion to add service acknowledgement with possibility of starting at 5 years of service. Fire department members to be added to this as well.

Personnel Policy & Procedures Manuel

- Code of conduct addition – personnel policy & procedures manual to reflect Municipal Conduct Act.
- Bereavement leave clarity – update to reflect in immediate family, legal guardian should be added, secondary family, this is to include brother-in-law and sister-in-law. With regards to the duration of leave, it should state number of working days not consecutive days.
- Employee benefits entitlement – group benefits to include clause to indicate as provider changes policies the towns policies will reflect those changes as well. Recommendation to add a continuous length of employment (13 weeks) entitlement for casual employees to obtain employee benefits – excluding student positions.

Taxes Collected to Date for 2023

- Accounts receivable (A/R) was reviewed. Discussion regarding write off of A/R prior to 2017.
- Aged Receivables
- Discussions regarding A/R for commercial property, collection agency to be involved for any outstanding accounts which is currently stated on our statements.

Deputy Mayor Randell adjourned the meeting at 7:34pm.

Councillor Decker presented the following motions:

- 11-23 Decker / Cormier be it resolved that approval be given to pay cheque #'s 37602 to 37735 in the amount of \$539,039.64.  
In Favor: 5 Randell, Brake, Cormier, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.
- 12-23 Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Account# KNIGO001 in the amount of \$2,330.60 - non-profit organization.

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|-------|---|---|
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 13-23 | Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Acct# THE.A002 in the amount of \$3,848.00 - non-profit organization.               |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 14-23 | Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Acct# THE.A003 in the amount of \$770.00 - non-profit organization.                 |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 15-23 | Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Acct# HUMB003 in the amount of \$3,767.50 - non-profit organization.                |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 16-23 | Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Acct# PASAS001 in the amount of \$7,001.20 - non-profit organization.               |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 17-23 | Decker / Cormier be it resolved that the Town of Pasadena write off taxes for Acct# SEDLER001 in the amount of \$1,144.23 - non-profit organization.              |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |
| 18-23 | Decker / Cormier be it resolved that the Town of Pasadena provide the Pasadena Heritage Committee with a donation of \$5,000.00 to be used as an operating grant. |   |
|       | In Favor: 5<br>Opposed: 0   | Randell, Brake, Cormier, Decker, and Walsh<br>Resolution CARRIED. |

## **INFRASTRUCTURE, ENGINEERING, PLANNING**

Councillor Decker presented the notes of committee meeting held on January 30, 2023.

### In attendance

Councillor Brent Decker, Chairperson; Deputy Mayor Terry Randell; Mayor Darren Gardner; Councillor Brandon Hall; CAO Brian Hudson; Director of Engineering & Planning Carlson Way and Administrative Assistant Karen Spontaneo.

Councillor Decker called the meeting to order at 7:38 p.m.

### INFRASTRUCTURE

- Community Service Building – Floor plan has been locked. Preparing final architectural drawings for Service NL Accessibility and Fire & Lifesafety reviews.
- Pasadena Place Energy Project – Chart provided to show decreasing trend in energy consumption.
- Pasadena Roofing Pilot Project – Roofing contractor returned and has committed to finished within a few days – no leaks thus far.
- Pasadena Place Siding Pilot Project – Two quotes received to replace one sidewall as a test.

- Radon Gas Testing – All buildings except Community Services Building have radon detectors in place. Radon representative to potentially complete energy review on all buildings.

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

- Library/Tree House – Floor plan was presented and discussed. Staff advised timeline requires final plan to be submitted to Service NL as soon as possible. Recommended to meet as Committee of Whole to review further.

Deputy Randell returned to the meeting.

## ENGINEERING

- Street Reconstruction – Englobe has forwarded documents for MAPA & Town review.
- Seaward Park upgrades – Tract presented an option for our review and they are incorporating our comments into next revision.
- Water Treatment Plan Upgrades – Crew returned to site on Jan 17 2023, work progressing very well and they will return in 2 weeks to run controls.
- Recreation Facilities Upgrades (rink & pool) – still waiting for consultant to be appointed.
- Recreation Facilities Upgrades (splash pad) – Allnorth to submit drawings for review once electrical is completed.
- Forest Road Storm Sewer – WSP has forwarded documents for MAPA & Town review.
- Tamarack Avenue Storm Sewer – WSP has forwarded documents for MAPA & Town review.
- Dam & Intake replacements – Project requires a Dam Safety review, Inundation study and emergency plan prior to proceeding. Reviewing options on how to proceed.
- Applications – Anticipated approvals for Tipping Dr. water line (Maxwell/Sewer/ashphalt), Seaward Park upgrades, First Ave. sidewalks and lift station/lagoon upgrades.
- Green & Inclusive Community Building Fund – Carlson & Wanda to submit 3 proposals by Feb 28, 2023. Looking at possibility of applying for funding for Community Services Building renovations.
- Unallocated Gas Tax Funds - \$257,945 to be earned (50% in 2022-2023 & 2023—2024)
- Municipal Share of MYCW - \$730,041.00 to come from Gas Tax
- Municipal Comprehensive Development Plan – Tract Consulting appointed to prepare develop plan
- Municipal Hydrology Study – Tract Consulting including in the CDP to determine downstream effects of development.
- Sewer & Storm Sewer CCTV Inspections – Biomaxx awarded tender. Meeting held this morning to plan for Feb 6th startup.

## PLANNING/DEVELOPMENT

- Development Applications – First permit issued for a new residence in 2023.

### REZONING REQUEST

- 3-5 Lakewood Drive – Section 15 approval was not received from MAPA. Ready for public consultation.
- 2A Midland Row – Marine Contractors / Gorman Engineering has started the rezoning process to medium density.
- Main Street property rezoning – Application has been submitted to construct 4 additional buildings. Staff to go back to applicant regarding conditions upon approval.
- 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) – Crown Lands referral completed by Town and forwarded to Lands Office.
- Forestry Management Storage Building – Development application submitted to construct new 150m2 storage facility on Main/Tenth, conditional approval granted. No response from Forestry to date.

- South Brook Commercial Cutting – 3D viewsapes available for viewing – have 30 days to approve or deny. Recommend to conditional approval.

#### 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.
- Sawmill regulations – Section 15 has been received, public consultation arrangements being made.

#### Miscellaneous

- Stewardship Association of Municipalities – Met with SAM on Jan 12 to discuss, awaiting updated boundaries for 3 areas.
- VoyentAlert Mass Notification system – Currently have 416 registered users, contest still ongoing.
- COR Program – BR Safety and Consulting sent a proposal for our internal COR audit and safety program which was approved

Councillor Decker adjourned the committee meeting at 9:36 p.m.

When asked if there where any questions for the committee Councillor Brake wanted to asked a question concerning the Library and the Tree House. Deputy Mayor Randell declared being in a conflict of interest and passed the gavel to Councillor Cormier and left the room. Councillor Brake asked if any decision has been made about the floor plan of the area and if the town consulted the local library board. Mr. Hudson advised that the Town had reached out to the provincial library board through regional management representatives and the Town also asked that they bring along a local representative to be involved in the discussion. However, there was no local representative present. CAO Brian Hudson, Director of Engineering/Planning Carlson Way attended on behalf of the Town, with the NLPLB represented by their Western Reginal Manager and Regional Librarian. The provincial board advised that communication on this matter be between them and the Town.

Deputy Mayor Randell returned to the meeting and the gavel was passed back to him.

## **RECREATION & COMMUNITY SERVICES**

Councillor Walsh presented the following notes from the committee meeting held on January 23, 2023.

#### In Attendance:

Councillor Brake, Deputy Mayor Randell, Mayor Gardner, CAO Brian Hudson, Director of Recreation and Community Services Wanda Wight, Office Administrator Leona Peach

Councillor Brake called the meeting to order at 3:40 P.M.

#### Standing Business

- Upon review of the minutes of the November 22, 2022 meeting, the approved tot-play structure purchase was later put on hold due to a spending freeze.
- There were questions regarding the operations of a tailgating system for the Fitness Center and an explanation was provided. Since we own the current door system, other options that are being investigated which may be done inhouse.
- Findings from the Childcare Capacity Initiative will be discussed at a separate meeting to allow for more time.

#### Previous Business

- On January 16, 2023, the Director of Recreation and Community Services presented the Recreation Committee with a report on recreation happenings in the absence of a December meeting. A few highlights were presented from the report.

- Our current fitness centre memberships suggest we are back on track with comparable numbers prior to the Covid-19 pandemic.
- The Director of Recreation and the Director of Engineering and Planning Carlson Way are working on projects the Green and Inclusive Building Initiative.
- Program Coordinator Kassidy Vallance is currently working on a grant to receive funding for Indigenous girls' programs.

#### New Business

- We have introduced new programs at Pasadena Place, including Dance Moves and Ninja Gym Kids; meanwhile, we have taken out the Sunday afternoon drop-in basketball program due to low attendance. We will look at the possibility of offering drop-in badminton upon a recent request. The monthly calendar is posted on our Facebook page and scheduled posts for all programs are posted nightly.
- After several attempts to get ice on the outdoor rink, we have all overtime hours for the project placed on hold until the weather allows for freezing conditions.
- Recreation rentals are near full capacity in both the gymnasium and the multi-purpose rooms. A complete schedule was emailed to the recreation committee on January 16, 2023.
- The Director of Recreation will be submitting a Green Team application. She asked Councillor Brake to advise of any special projects of the trails committee.
- The CAO advised the Town has acquired Crown Lands license to 9.98 hectares (approximately 50 kms) of trail systems at a cost of \$1300. He also mentioned that we now have a 3D version of trail maps.
- We are currently working on details for Brewfest 2023 as our main event at this year's Winter Carnival. All other town sponsored events are listed in the January 16, 2023 report.
- We received two quotes for our winter video proposals: one from Altitude Media and one from Dru Kennedy. As per Town policy, a third quote is necessary to proceed.
- The Director of Recreation provided a list of 2023 grants for upcoming programs and events. Refer to Recreation Happenings previously submitted on January 16, 2023.
- Delivery of the accessible bus is expected in March 2023. Drivers will be selected from existing staff with a Class 4 license. We will also look at options for after-hours programming.
- The new Community Services Facility (formerly known as The Hub) will have rental space available to user groups upon request and rates will be similar to those at Pasadena Place.
- Tendering documents are being completed for the splash pad; the pool and rink project are expected to be tendered within the next few weeks; preliminary concept was presented for the Seaward Park upgrades, but changes are still an option.
- The CAO, Director of Engineering, and the Director of Recreation met with Neil Dawe from Tract Consulting on January 19 to discuss updates to projects Tract is engaged on. Due to the many projects currently underway for 2023, future discussions for a substantial beach upgrade project have been halted until further notice.
- Two scooters have arrived, and we are still waiting for the electric bikes. Our program coordinator will be contacting other municipalities to develop a rental policy for the Town.

Meeting adjourned at 4:45 p.m.

### **PUBLIC WORKS & PROTECTIVE SERVICES**

Councillor Cormier advised that the committee did not meet but advised of the following: all equipment is in good running order; using more salt and sand on town streets this season and there are eight outstanding water breaks.

### **CHIEF ADMINISTRATIVE OFFICER REPORT**

Mr. Hudson informed council that there are still a number of files that are being worked on with Crown Lands, unfortunately it is a slow moving process.

**BUILDING PERMITS**

19-23 Decker / Cormier be it resolved that the following permits be approved as presented.

49 Dawson Drive	Patio	\$ 13,000.00
28 Pike Street	New Dwelling	\$350,000.00

Construction Value to Feb 2, 2023	\$363,000.00	New Dwellings: 1
Construction Value to Feb 2, 2022	\$ .00	New Dwellings: 0
In Favor: 5	Randell, Brake, Cormier, Decker, and Walsh	
Opposed: 0	Resolution CARRIED.	

**NEW BUSINESS**

**CORRESPONDENCE**

**QUESTIONS AND COMMENTS**

Councillor Cormier said it was great to see Councillor Walsh back at the council table. He advised he attended a meeting with Western Regional Waste Management last week and will give council updates in the next few weeks.

Councillor Walsh thanked the snow clearing crew for their hard work over the last few weeks.

Councillor Brake noted that Gift's of Joy has been purchased and it is great to see that business staying operational.

Councillor Decker noted that the Great Humber Joint Council met last week after a long absence. He also asked that residents get out and enjoy all the activities planned for the Winter Carnival.

Deputy Mayor Randell also asked for residents to get out and enjoy Winter Carnival activities. The Great Humber Joint Council met last week and re-elected their board and he has accepted the position of Chair.

**ADJOURNMENT**

20-23 Walsh / Decker be it resolved that the meeting be adjourned at 8:59 p.m.  
 In Favor: 5 Randell, Brake, Cormier, Decker, and Walsh  
 Opposed: 0 Resolution CARRIED.

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Town Clerk

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Mayor