



# MINUTES

## Regular Council Meeting

### Monday, March 6, 2023

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

**MEMBERS PRESENT:** Mayor Darren Gardner  
Deputy Mayor Terry Randell  
Councillor Carla Brake  
Councillor Brent Decker  
Councillor Gemma Walsh

**ABSENT:** Councillor Hal Cormier  
Councillor Brandon Hall

**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 8:01 p.m.

#### APPROVAL OF AGENDA

24-23 Randell / Walsh be it resolved that the agenda for March 6, 2023 be approved as presented.  
In Favor: 5 Gardner, Randell, Brake, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

#### APPROVAL OF MINUTES

25-23 Randell / Walsh be it resolved that the minutes of February 20, 2023 be approved as presented.  
In Favor: 5 Gardner, Randell, Brake, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

#### PETITIONS OR VISITING GROUPS:

Mayor Gardner read out and signed a proclamation declaring March 6, 2023 as World Lymphedema Day in the Town of Pasadena.

Jade Kearley, Interagency Coordinator and George Pauls, Chairperson with the Community Mental Health Initiative - gave a presentation to Council concerning their housing units in Pasadena. They are requesting some tax relief on their buildings. They were advised that it would be discussed at the finance committee and they will be notified of council's decision.

#### 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 notes of committee meeting held on February 27, 2023.

#### Attendance:

Deputy Mayor Terry Randell, Chairperson; Mayor Darren Gardner; Councillor Brent Decker; Councillor Carla Brake; Brian Hudson, Chief Administrative Officer; Karen Spontaneo, Committee Administrative Assistant

Deputy Mayor Randell called the meeting to order at 6:12pm

#### Standing Business

Human Resources - no update to report

Legal - legal updates were provided to committee members.

#### Economic Development

- Application to ACOA for Beach Development was discussed and additional information is required to be submitted.
- Discussed encouraging home based businesses to register with the Town.

Accounts Payable - reviewed accounts payable listing.

#### Previous Business

Communication Policy - still under review.

Service Acknowledgements motion to be made by Council, service of 10 years and longer in 5 year increments to obtain service acknowledgements from the Town.

#### Personnel Policy & Procedures Manual

- Discussed Code of Conduct addition and other edits.
- Bereavement leave clarity and employee benefits entitlement – motion to be made by Council.

#### Non-profit Tax Write Offs

- Discussed and recommended to write off property tax for non-profit organizations.
- Resident requested an adjustment on water/sewer and waste management fees for the registered apartment she had to which she did not utilize and has not rented for the last 7 years. Recommended the Town will write off one year of taxes paid as per current practices. It is the property owners responsibility to inform the Town of the use change in a reasonable time period.

Deputy Mayor Randell adjourned the committee meeting at 7:20pm.

Deputy Mayor Randell presented the following resolutions:

- |       |   |   |
|-------|---|---|
| 26-23 | Randell / Decker be it resolved that approval be given to pay cheque #'s 37736 to 37910 in the amount of \$1,197,993.45.<br>In Favor: 5<br>Opposed: 0                                   | Gardner, Randell, Brake, Decker, and Walsh<br>Resolution CARRIED. |
| 27-23 | Randell / Decker be it resolved that the Town of Pasadena write off taxes for Account #ROYAC001 in the amount of \$5,109.12 - non-for profit organization.<br>In Favor: 5<br>Opposed: 0 | Gardner, Randell, Brake, Decker, and Walsh<br>Resolution CARRIED. |
| 28-23 | Randell / Decker be it resolved that the Town of Pasadena write off taxes for Account #WESTH006 in the amount of \$8,412.60 - non-profit organization.<br>In Favor: 5                   | Gardner, Randell, Brake, Decker, and Walsh                        |

Opposed: 0

Resolution CARRIED.

29-23 Randell / Decker be it resolved that the Town of Pasadena write off taxes for Account #PENTA001 in the amount of \$8,043.95 - non-profit organization.  
In Favor: 5 Gardner, Randell, Brake, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

Deputy Mayor Randell declared being in a conflict of interest on the following motion and left the chambers.

30-23 Decker / Walsh be it resolved that the Town of Pasadena write off taxes for Account #PASAL001 in the amount of \$3,174.80 - non-profit organization.  
In Favor: 4 Gardner, Brake, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

Deputy Mayor Randell returned to the meeting.

## **INFRASTRUCTURE, ENGINEERING, PLANNING**

Councillor Decker presented notes from committee meeting held on February 27, 2023.

In Attendance: Councillor Brent Decker, Chairperson; Deputy Mayor Terry Randell; Mayor Darren Gardner; Councillor Carla Brake; Brian Hudson, Chief Administrative Officer; Karen Spontaneo, Committee Administrative Assistant; Carlson Way, Director of Engineering & Planning.

Councillor Decker called the meeting to order at 7:24 p.m.

### Infrastructure

- Community Service Building – Drawings completed and submitted to ServiceNL for Accessibility and Fire & Lifesafety reviews. Discussed tenant possibilities (massage therapist / foot care specialist)
- Pasadena Place Energy Project – Energy usage trending downwards.
- Pasadena Place Roofing Project (Phase 1) – Contractor returned last week to complete flashing at rear of building.
- Pasadena Place Siding Project – Continuing to investigate options.
- Radon Gas Testing – All buildings (except Community Services building) have Radon detectors in place.
- Library/Tree House – Drawings completed and submitted to ServiceNL for Accessibility and Fire & Lifesafety reviews.

### Engineering

#### Capital Works

- Street Reconstruction – Meeting scheduled with Municipal Affairs for Feb 28 to discuss project.
- Seaward Park upgrades – Tract Consulting presented their latest revision for our review and comment on Feb 16. Discussed location of road and recommended that Recreation Committee to meet with Tract in near future to discuss layout.
- Water Treatment Plant Upgrades – Contractor working on low-voltage controls. Pre-commissioning scheduled for 3rd and 4th week of March, UV expected in June. Discussed the need to purchase filters for water supply plant.
- Recreation Facilities Upgrades (rink & pool) – Consultant to be appointed soon.
- Recreation Facilities Upgrades (splash pad) – Waiting for Allnorth's drawings to be submitted for our review.
- 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 – Two proposals received for a Dam review, Inundation study, and Emergency plan. Waiting for comments from TI regarding payment for this work.
- Natural Infrastructure Fund Applications– Approvals for Tipping Dr. water line (Maxwell/Sewer/asphalt), Seaward Park upgrades, First Ave. sidewalks and lift station/lagoon upgrades.
- Green & Inclusive Community Building Fund – Carlson, Director of Engineering and Wanda, Director of Recreation and Community Services to submit 3 proposals by Feb 28, 2023. Looking at possibility of applying for funding for Community Services Building renovations. Two applications have been submitted (mechanical/electrical for Community Services building & Town Hall expansion).

- Rural Transit Solutions Fund – Carlson, Director of Engineering and Wanda, Director of Recreation and Community Services to apply for an electric bus.
- Deep Retrofit Accelerator Initiative Fund – Submit an application for funding for an Energy Performance Contract (EPC) for all Town buildings.

#### Gas Tax Projects

- Unallocated Gas Tax Funds - \$234,115 to be earned (50% in 2022-2023 & 2023-2024). Recommended to put forth motion to council to use monies for the Community Services building upgrades.
- Pasadena Comprehensive Development Plan – Tract Consulting to present CDP by middle of March.
- Municipal Hydrology Study – Tract Consulting including in the CDP.
- Sewer & Storm Sewer CCTV Inspections – Biomaxx has commenced sewer inspections.

#### Planning/Development

- Development Applications – First permit issued for a new residence in 2023.
- Application received to construct 10 additional units at Blue Gulch Developments. Conditions must be met before approval can be given.

#### Rezoning Request

- 3-5 Lakewood Drive – Advertised publicly to inform residents and to seek input. Requires motion from council to appoint a commissioner.
- 2A Midland Row – Advertised publicly to rezone from CDA to RMD. Requires motion from council to appoint a commissioner.

#### Regulations

- Water & Sewer and Livestock regulations requires review and comments.
- Fireworks Regulation Request – Received some concerns from residents, recommended Brian to obtain policies from other municipalities regarding firework usage.
- Sawmill regulations – Advertised to inform residents and to seek input by March 10th. Requires motion from council to appoint a commissioner.

#### Miscellaneous

- Stewardship Association of Municipalities – Updated document has been received for Town review.
- VoyentAlert Mass Notification system – Currently have 425 registered users.
- COR Program – BR Safety and Consulting sent a proposal for our internal COR audit and safety program which was approved.
- OH&S committee met Feb 21st with BR Consulting in attendance.

Councillor Decker adjourned the committee meeting at 9:30 p.m.

### **RECREATION & COMMUNITY SERVICES**

Councillor Walsh presented the notes of committee meeting held on February 27, 2023 at 3:40 p.m.

In Attendance: Councillor Brake, Councillor Walsh, Mayor Gardner, Wanda Wight, Director of Recreation and Community Services, Leona Peach, Office Administrator

#### Standing Business

- An updated drawing of Seaward Park Upgrades from Tract Consulting was circulated for discussion. A few more changes were suggested, including moving the rink down closer to the baseball field and leave the dog park as is. Those in attendance today will be making suggestions at the Planning and Engineering Meeting later this evening.
- Delivery of the accessible bus is scheduled for next week, and the following topics are still being deliberated:
  - qualified staff will operate the bus during regular working hours.
  - qualified volunteers would be an asset for after-hours operation.
  - a clear purpose and a schedule are necessary to maximize the benefits of the bus.

#### Previous Business

- The outdoor rink is still being maintained because of current weather conditions. However, there will be no overtime allotted for maintenance if freezing conditions change.
- Councillor Brake is still working on the green policy as part of the Trails Committee update.

New Business

- There has been a request for Pasadena Place to offer a badminton program; but based on our rental calendar, there is no space available to offer badminton at this time as rental space is at full capacity.
- Town events at Pasadena Winter Carnival all went well. However, the Brew Fest event was cancelled due to low ticket sales. We are hoping to offer it as a special event this upcoming fall.
- Two bids have been received for our winter video, and [DK] Dru Kennedy has been awarded the contract. Planning is ongoing for a mid-March shoot.
- The following grants are ongoing:
  - The Province released a call today for summer student program applications.
  - A grant for \$7500 from Active NL has been approved for playground upgrades/Pine Hill Nature Park.
  - Application has been sent to CPRA to fund a contract position in recreation research engagement and development.
- CAO Brian Hudson will be contacting the consulting team for the splashpad to receive tender documents for this project.
- Scope of work for 2023 landscaping has been finalized and will be sent to local nurseries.
- A separate meeting will be held on March 20th to discuss details of the regulated childcare program for Pasadena Place.
- A schedule of events calendar for March 2023 was circulated for review. It outlines the details of Pasadena Place programs as well as our private renters' schedules. A discussion followed regarding new program offerings by outside providers; it was concluded that the following options are available for new programs:
  - Pasadena Place can set a fixed rate to pay instructors and charge a participant fee.
  - Pasadena Place can offer rental space based on our current rental rates and outside providers will collect a fee from the participants.

Committee meeting was adjourned at 4:55 p.m.

Councillor Walsh presented the following motion.

31-23 Walsh / Brake be it resolved that Council confirm the following electronic motion made on March 3, 2023:

Walsh/Brake that the Town of Pasadena apply for a \$20,000 Age – Friendly Community Grant to support a resting park

In Favor: 5	Gardner, Randell, Brake, Decker, and Walsh
Opposed: 0	Resolution CARRIED.

**PUBLIC WORKS & PROTECTIVE SERVICES**

Mr. Hudson advised that Councillor Cormier requested him to advise Council, on his behalf, that the committee met with the Fire Chief and Officers to discuss policy and procedures. Some follow up information will be provided between both the fire department and Town.

**CHIEF ADMINISTRATIVE OFFICER REPORT**

Mr. Hudson advised that we are awaiting tenders on a few projects. The water treatment plant upgrades will soon be completed and commissioning is expected to start later this month. Staff have applied for an Age Friendly Community Grant as well as the Take Charge Energy Grant in order to become energy efficient at the Pasadena Fire Hall.

**BUILDING PERMITS**

Construction Value to March 2, 2023	\$363,000.00	New Dwellings: 1
Construction Value to March 2, 2022	\$ .00	New Dwellings: 0

**NEW BUSINESS**

**CORRESPONDENCE**

**QUESTIONS AND COMMENTS**

Councillor Decker wanted to advise that his committee is looking at the possibility of establishing fireworks regulations and they are using other jurisdictions to help collect data. He also advised that the deadline for feedback from residents concerning saw mill regulations is March 10, 2023.

Deputy Mayor Randell advised that he attended the male allyship in the municipal sector workshop in St. John's and it was very interesting and educational. He also attended the Lions Club speak off and all presenters did a fantastic job.

Councillor Walsh advised that she also attended the Lions Club speak off as a judge and it was a very difficult decision to pick a winner with such good speeches. She sent congratulations to all who participated. She also thanked the outside workers for doing such a great job and also thanked all town staff for their dedication.

All Councillors wished the racers and their support teams participating in Cain's Quest good luck and to stay safe.

**ADJOURNMENT**

32-23 Walsh / Decker be it resolved that the meeting be adjourned at 8:36 p.m.  
In Favor: 5 Gardner, Randell, Brake, Decker, and Walsh  
Opposed: 0 Resolution CARRIED.

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Town Clerk

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Mayor