



MINUTES

Regular Council Meeting

Monday, April 3, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, April 3, 2023.

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

ABSENT: Mayor Darren Gardner

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

Deputy Mayor Randell called the meeting to order at 8:00 p.m.

APPROVAL OF AGENDA

39-23 Cormier / Walsh be it resolved it resolved that the Agenda for April 3, 2023 be approved as amended with the following additions: Motion under Infrastructure, Engineering in Planning for feasibility study and three motions under public works for the sale of town vehicles.
In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

40-23 Cormier / Walsh be it resolved that the minutes of March 20, 2023 be approved as presented.
In Favor: 6 Randell, Brake, Cormier, Decker, Hall, 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 following notes from the committee meeting held on March 27, 2023.

In Attendance: Deputy Mayor Terry Randell, Chairperson; Mayor Darren Gardner; Councillor Brent Decker; Councilor Brandon Hall; Brian Hudson, Chief Administrative Officer; Sharon Brown, Town Clerk; Karen Spontaneo, Committee Administrative Assistant.

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

STANDING BUSINESS

Human Resources

- HR updates were provided to committee members.

Legal

- Legal updates were provided to committee members.

Economic Development

- Town's winter video ads completed shooting March 24th and will be used to advertise and promote our town on YouTube.

Accounts Payable

- Reviewed accounts payable listing. Recommended for review.

PREVIOUS BUSINESS

Communication Policy

- Still under review.

Service Acknowledgements

- Discussed service acknowledgements that other communities have in place. Town Clerk to recommend policy

Personnel Policy & Procedures Manual

- Code of Conduct Addition – under workplace review.
- Respectful Workplace Revision – under workplace review.
- Bereavement Leave Clarity – motion to be made by Council.

Non-profit Tax Write Offs

- Discussed request from non-profit organizations to obtain a write-off of property tax. Town Clerk to further investigate the financial implications of these write-offs.

NEW BUSINESS

Go Western Support

- Discussed and agreed to continue membership with Western NL DMO (Destination Management Organization) as part of tourism/marketing travel guide for Western NL.

Community Services Building

- Discussed creating a policy which would indicate what organizations would be best suited to rent space within the building. Further discussions to be made with the doctor on site to get his input as well.

Deputy Mayor Randell adjourned the committee meeting at 7:09pm.

- 41-23 Walsh / Hall be it resolved that Deputy Randell is in a conflict of interest on the following motion to accept the accounts payable listing due to him having a travel claim on the list.
In Favor: 0
Opposed: 5 Brake, Cormier, Decker, Hall, and Walsh. Resolution DEFEATED.
- 42-23 Decker / Cormier be it resolved that council approved for payment cheque #37911 to 37977 in the amount of \$772,599.94.
In Favor: 6
Opposed: 0 Randell, Brake, Cormier, Decker, Hall, and Walsh
Resolution CARRIED.

- 43-23 Decker / Walsh be it resolved that approval be given to pay Invoice #91027563 from Stewart McKelvey in the amount of \$12,553.77 for legal services rendered.
 In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.
- 44-23 Decker / Walsh be it resolved that the Town of Pasadena write-off taxes in the amount of \$770.00 for Account #CORNB004 - non profit organization.
 In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.
- 45-23 Decker / Cormier be it resolved that the Town of Pasadena write-off taxes in the amount of \$9,383.60.00 for Account #CORNB005 - non profit organization.
 In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker presented the following notes from committee meeting held on March 27, 2023

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

Councillor Decker called the meeting to order at 7:12 p.m.

INFRASTRUCTURE

- Community Service Building – Service NL reviewing for Accessibility and Fire & Life Safety.
- Pasadena Place Energy Project – Energy usage trending downwards. 16% decrease from March 2022 – March 2023.
- Pasadena Place Roofing Project (Phase 1) – Minor work to be completed once weather cooperates.
- Pasadena Place Siding Project – Continuing to investigate options.
- Radon Gas Testing – Sensors to be sent for testing in April.
- Library/Tree House – Service NL reviewing for Accessibility and Fire & Life Safety.

ENGINEERING

Capital Works

- Street Reconstruction – TI reviewing tender documents.
- Seaward Park upgrades – meeting scheduled with Tract for next week.
- Water Treatment Plant Upgrades – Cahill working on low voltage controls. Soft commissioning to commence by April 3rd. Card controls backordered until June.
- Recreation Facilities Upgrades (rink & pool) – Limited call for consultant appointment closed March 21st, and should have results in by March 28th.
- Recreation Facilities Upgrades (splash pad) – Drawings received and reviewed, awaiting TI review comments.
- Forest Road Storm Sewer – TI did not approve a total repaving of the road post sewer install. Waiting on TI review of tender documents.
- Tamarack Avenue Storm Sewer – TI did not approve a total repaving of the road post sewer install. Waiting on TI review of tender documents.
- Dam & Intake replacements – TI has approved inundation study proposal from Stantec if it meets our requirements. Sent to Water Resources to review.
- Natural Infrastructure Fund Applications – Approvals received for Phase II Tipping/Maxwell waterline, Tipping sanitary sewer and repaving of Maxwell and Tipping Drive.
- Green & Inclusive Community Building Fund – No update on submitted approvals to date.
- Rural Transit Solutions Fund – Carlson and Wanda to submit an application 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 on April 3rd.
- Municipal Hydrology Study – Tract Consulting including in the CDP.
- Sewer & Storm Sewer CCTV Inspections – Biomaxx continuing sewer inspections.

PLANNING/DEVELOPMENT

- Development Applications – One 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.

CONCERNS AND COMPLIANTS

- Speed bumps – request from resident to have installed on Pike Street. Also discussed moving the location of speed bump on Birchview Drive. Discussed developing policy with regards to installing speed bumps. Staff to review and provide recommendation.

REGULATIONS

- Water & Sewer and Livestock regulations requires review and comments.
- Sawmill regulations – received feedback from 3 residents indicating their concerns regarding the regulations to which the town has put forth. Requires motion from Council to appoint a commissioner.
- Accessory Buildings – Height restrictions have to be addressed, should be same or no higher than primary structure.

MISCELLANEOUS

- Glass Recycling – Public focus group being held at Pasadena Place on March 30 to discuss energy environment needs in Pasadena.
- Municipal Food Waste Program – presentation by Food Cycle Science to be scheduled in 2 weeks for committee members to discuss the benefits of electronic composting bins.
- OH&S committee met Feb 21st with BR Consulting in attendance. Inspections were completed at the Depot and Pasadena Place on March 15, no major issues or concerns.

Councillor Decker adjourned the committee meeting at 8:33 p.m.

46-23 Walsh / Hall be it resolved that Councillor Cormier is in a conflict of interest on motion for feasibility study for boundary extension due to him owning a property in this area.
 In Favor: 5 Randell, Brake, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

Councillor Cormier left the council chambers.

47-23 Decker / Hall be it resolved that the Town of Pasadena apply to the Minister of Municipal and Provincial Affairs for a municipal boundary extension and request they order the preparation of an associated feasibility study.
 In Favor: 5 Randell, Brake, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

Councillor Cormier returned to the council chambers.

RECREATION & COMMUNITY SERVICES

Councillor Walsh presented the following notes from committee meeting held on March 27, 2023 at 3:40.

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

Standing Business

- The accessible bus arrived on Tuesday March 21, 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.
 - waiting for quotes from Western Signs and Speed Pro Signs for the exterior deco.
 - due to delay in manufacturing/delivery, an extension for grant reporting of met objectives has been approved

Previous Business

- Councillor Brake is still working on the green policy as part of the Trails Committee update.
- Still waiting on revised drawings of Seaward Park upgrades.
- Scope of work for 2023 landscaping has been finalized and sent to local nurseries. Administrator Leona Peach will make contact to confirm email has been received.

New Business

- Recreation programs are still ongoing. Director Wanda Wight will be meeting with Johnston Miller, Director of Corner Brook Disc Golf, to discuss an opportunity to offer the sport to Pasadena. Updates to follow.
- Gymnasium and multi-purpose room rentals are still near full capacity.
- Fitness center memberships are on par with previous years.
- Councillor Walsh suggested finding grants to offer youth a program to bring them in to the fitness center. We recently partnered with Pasadena Academy and submitted an application for a similar initiative focusing on the entire student body. Perhaps we will focus on a specific age group for a future application.
- Mayor Gardner had a request to have equipment more accessible to those with mobility issues.
 - CAO Brian Hudson suggested we have the Coalition for Persons with Disabilities to evaluate our fitness center and to make any necessary recommendations.
 - Director Wanda Wight will discuss request with our supplier at Spartan Fitness. She also mentioned that it would be ideal that any new equipment would have to be accessible to those with mobility issues and those without; space for new equipment is very limited.
- All scenes for the winter video have been finalized by Dru Kennedy and Jake Dicks; editing is underway.
- Application has been approved by CPRA Youth Employment Experience; Pasadena Place will receive funding of \$10,000 for a contract position in Community Research and Program Development.
- Renovations at the Community Services Facility (formerly the Hub) will begin on Monday April 3; future rental agreements will be coordinated through Pasadena Place.
- Director Wanda Wight was approached with a request to offer rental space for “pop-up” clinics; although nothing has been finalized, the focus will be on services covered by the MCP program.
- Mayor Gardner suggested a new agreement should be put in place between the Town of Pasadena and the current leasee of Pasadena Beach; the new agreement should define the Town’s access to the public beach during private events of the leasee. Councillor Walsh suggested a meeting should be set for consideration thereof. Wanda to arrange.
- An application previously sent to ACOA for beach enhancements is currently being reviewed. Upon a request for additional information as noted below, Wanda and Carlson have since completed and submitted same:
 - project contributors
 - detailed breakdown of the budget
 - project phases
 - job creation
 - benefits of the project / project goals and objectives
- Rental rates for electric bikes and scooters should be inline with rates set in neighboring communities. Rates are currently being reviewed and will be discussed at the next scheduled meeting on April 24.

Brian Hudson noted that scooters and minibikes are half price at Costco and suggested we take advantage of this discount.

- Director Wanda Wight made a presentation to Council on March 20 regarding requirements to regulate our After School Program. Staff from the Department of Education and Early Learning & Child Development Division were also in attendance for Q&A throughout the meeting. Council will be holding a meeting for Committee of the Whole in the near future to further discuss regulated childcare in the After School Program at Pasadena Place.
- Programs and Special Events Coordinator Cassidy Vallance will be setting up a booth at the YMCA of Western NL Future Job Fair in Corner Brook on Tuesday March 28. Job offerings included the following:
 - Lifeguards - full time during the summer season
 - Summer Camp Counsellor - full time during the summer season
 - Recreation Attendants - full time during the summer season
 - Maintenance Workers - full time during the summer season
 - After School Program Leaders – part time from September through June
- Following the Job Fair, Director Wanda Wight will make arrangements to have the jobs posted on our social media accounts.
- Mayor Gardner advised there was a glass recycling initiative developed by Memorial University of NL. More details will be distributed to residents.
- Councillor Brake asked if the Town offered anything to the students of Pasadena Academy who recently participated in the Canada Winter Games in P.E.I. Director Wanda Wight noted that as per policy, each of the teams (Alpine & Snowboard) were given a donation of \$100. Councillor Brake clarified that she was referring to a social media post following the games. It was noted that the participants were each given a certificate of achievement signed by Mayor Gardener and Director Wight upon the request of Councillor Walsh. Going forward Councillor Brake suggested that the committee should be aware of such initiatives.
- The next meeting is set to be held on April 24 at 3:30pm

Committee meeting adjourned at 4:35pm

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier advised that the committee did not meet and presented the following motions:

Councillor Hall declared being in a conflict of interest on the following resolution and left the council table.

- 48-23 Cormier / Walsh be it resolved that the town dispose of a 2013 Chevrolet Silverado, serial number 1GCNKPEA1DZ281849 to the high bidder, Glenn Hall in the amount of \$2,583.00. As per the tender call, all applicable taxes and/or fees are the responsibility of the purchaser.

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

Councillor Hall returned to the council table.

- 49-23 Cormier / Decker be it resolved that the town dispose of a 2015 Chevrolet Silverado, serial number 3GCUKREC9FG209213 to the high bidder, Walter Spontaneo in the amount of \$7,350.00. As per the tender call, all applicable taxes and/or fees are the responsibility of the purchaser.

In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

- 50-23 Cormier / Hall be it resolved that the town dispose of a 2015 Jeep Patriot, serial number 1C4NJRAB7FD208773 to the high bidder, Lisa Adey-Rideout in the amount of \$8,000.00. As per the tender call, all applicable taxes and/or fees are the responsibility of the purchaser.

In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson provided highlights on the following topics:

- Memorial University Grenfell Campus focus group on energy and environmental needs in Pasadena held March 30, 2023
- Municipalities NL Urban Municipalities Caucus meeting held in Portugal Cove St Phillips on March 31-April 1, 2023
- Government of Newfoundland and Labrador 2023 budget and how it affects municipalities
- Update on capital works projects

BUILDING PERMITS

51-23 Decker / Hall be it resolved that the following building permits be accepted as presented.

29 Glendale Avenue	Shed & Patio	60,000.00
38 Pike Street	New Dwelling	300,000.00
Construction value to March 31, 2023	\$763,000.00	New Dwellings: 2
Construction value to March 31, 2022	\$520,500.00	New Dwellings: 7
In Favor: 6	Randell, Brake, Cormier, Decker, Hall, and Walsh	
Opposed: 0	Resolution CARRIED.	

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Hall advised that he attended the glass recycling seminar and it was very well presented and it was nice to see input from residents.

Councillor Decker asked that residents please clean up after their pets and also that people obey speed limits around town. He also noted that the provincial government has introduced new penalties under the highway traffic act with increase in fines. He also had the pleasure of meeting with the Pasadena Cadet Core and talked with them about the responsibilities of Council in order to help them work on their civic engagement badge. He attended the Deer Lake AGM this afternoon and it was nice to see so many people taking part.

Councillor Brake advised that she attended Race on the Rock this weekend and thanked Marble Mountain, Western Sno-Riders and Search and Rescue for their participation in making this event a success.

Councillor Walsh also attended the glass recycling seminar and it was very information.

Councillor Cormier asked for residents to please be careful while drive especially with the children out on Easter break.

Deputy Mayor Randell advised that the first Strawberry Festival will be held tomorrow night and asked for people to please get involved for planning of the festival.

ADJOURNMENT

52-23 Walsh / Cormier be it resolved that the meeting be adjourned at 8:50 p.m.
 In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

 Town Clerk

 Mayor