



MINUTES

Regular Council Meeting

Monday, May 1, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, May 1, 2023.

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

ABSENT:

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 8:00 p.m.

Councillor Carla Brake attended meeting via tele conference.

APPROVAL OF AGENDA

62-23 Randell / Cormier be it resolved that the Agenda be approved as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

63-23 Randell / Walsh be it resolved that the minutes of April 17, 2023 be approved as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

64-23 Hall / Cormier be it resolved that the minutes of Special Privileged Meeting held on April 22, 2023 be approved as presented.
In Favor: 7 Gardner, 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

Deputy Mayor Randell presented the following notes from committee meeting held on April 24, 2023.

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

Standing Business

- Human Resources
 - Pasadena Fire Rescue interim Fire Chief has been appointed and two employees have been hired to assist with the Library/Tree House renovations.
- Legal
 - No new updates.
- Economic Development
 - Discussed extension/boundary plan.
- Accounts Payable
 - Reviewed accounts payable listing.
 - Harvey & Co - Invoice# R102005168-01, motion to be made by Council.

Previous Business

- Communication Policy
 - Still under review.
- Personnel Policy & Procedures Manual
 - Code of Conduct Addition - no update, still under review.
 - Respectful Workplace Revision - no update, still under review.
 - Bereavement Leave Clarity - in progress, Town Clerk to recommend policy and motion to be drafted for next council meeting.
 - Service Acknowledgements - still in progress. Discussed fifteen years or more service to receive acknowledgement (\$10 per year of service). These acknowledgements would be awarded in five year increments.
- Go Western Support
 - \$250 donation to be issued this week.
- Rental Policy at Services Building
 - Discussed following the same policy and procedures that are currently in place at Pasadena Place.
- Non-profit Tax Write-Off - Holy Rosary Parish
 - Motion had already been passed for this request.
- CMHI request for property tax relief
 - Discussed feasibility of this tax write off, it was recommended not to proceed. Town Clerk to draft letter to be sent to the organization.

New Business

- Tax Sales
 - Still waiting on legal update.
- Collections
 - Reviewed accounts receivable listing.
- Banking
 - Discussed changing current signing authorities in two groups. Group A to include Mayor, Deputy Mayor and Chief Administrative Officer, and group B to include Town Clerk and Financial Procurement Officer, and councillors.

Deputy Mayor Randell presented the following motions.

Councillor Brake declared being in Conflict of Interest on the following resolution.

65-23 Randell / Walsh be it resolved that Section 6.4 of the Town of Pasadena Personnel Policy & Procedure Manual, Bereavement Leave, be replaced with the following:

A permanent full-time or part-time employee will be granted five (5) consecutive working days with pay in the event of the death of a member of an employee's immediate family. When the funeral is outside the province, an employee will be granted two (2) additional days, with pay, for travel time.

For the purpose of this policy, immediate family shall include:

- An employee's spouse (including common-law)
- An employee's child, stepchild or child-in-law
- An employee's parent, stepparent or parent-in-law
- An employee's siblings (including half-siblings and step-siblings)
- An employee's grandparents
- An employee's grandchildren
- An employee's legal guardian
- Any other family member residing in the same household as the employee.

Two (2) consecutive working days bereavement leave, with pay, will be granted to an employee when the bereavement involves an employee's second degree relative.

For the purpose of this policy, second-degree relatives include:

- Spouses' grandparents
- Spouses' grandchildren
- Spouses' siblings or siblings-in-law
- An employee's or their spouses' aunt/uncle
- An employee's or their spouses' niece/nephew

Employees may also be granted paid time off during regular work hours to attend the funeral of a co-worker, Councillor, a past Councillor (including travel time if required). Approval of the Department Head or CAO is required.

The CAO, upon recommendation from department head, may grant additional leave in exceptional circumstances.

Employees may not defer bereavement leave; it must be taken at the time of bereavement

In Favor: 6

Gardner, Randell, Cormier, Decker, Hall, and Walsh

Opposed: 0

Resolution CARRIED.

66-23 Randell / Walsh be it resolved that Councillor Hall is in a Conflict of Interest due to his employer being one of the payees.

In Favor: 0

Opposed: 6

Gardner, Randell, Brake, Cormier, Decker, and Walsh. Resolution DEFEATED.

67-23 Randell / Walsh be it resolved that approval be given to pay cheque #'s 37978 -38034 in the amount of \$323,454.26.

In Favor: 7

Opposed: 0

Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh

Resolution CARRIED.

68-23 Randell / Hall be it resolved that approval be given to pay Invoice #R102005168:01 from Harvey & Company in the amount of \$16,970.23 (HST included) - work completed on the 2006 International Flyer.

In Favor: 7

Opposed: 0

Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh

Resolution CARRIED.

69-23 Randell / Decker be it resolved that Council approve new signing authorities for the Royal Bank. Group A to include Mayor Gardner, Deputy Mayor Randell and CAO Brian Hudson. Group B to include Sharon Brown, Town Clerk; Councillor and Karen Spontaneo, Financial Procurement Officer.

In Favor: 7

Opposed: 0

Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh

Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker presented the following notes from committee meeting held on April 24, 2023.

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

Infrastructure

- Community Services Building
 - ServiceNL reviewing for Accessibility and Fire & Lifesafety
- Library and Tree House Spaces
 - Demolition underway. Discussed possibility of hiring one of two potential contractors to supplement staff with these renovations.

Engineering

- Street Reconstruction
 - Approved for tender, closing date May 3rd
- Seaward Park Upgrades
 - Tract Consulting to prepare revised drawings with Town comments incorporated
- Water Treatment Plant Upgrades
 - Cahill to submit a revised schedule
- Recreation Facilities Upgrades (Rink & Pool)
 - Agathuna Drafting & Consulting awarded engineering. First meeting is scheduled for April 27th
- Forest Road Storm Sewer
 - Approved to repave entire street versus patching. TI to review tender documents
- Tamarack Avenue Storm Sewer
 - Approved to repave entire street verses patching. TI to review tender documents
- Dam & Intake Replacements
 - Stantec has been awarded the innundation study
- Natural Infrastructure Fund Applications - applications submitted.
 - Approvals received for Phase II Tipping/Maxwell Waterline & Tipping Sanitary sewer. Awaiting approval for repaving of Maxwell & Tipping

Gas Tax Projects

- Pasadena Comprehensive Development Plan
 - Discussed Comprehensive Development plan - green space should meet edge of map
- Municipal Hydrology Study
 - Tract Consulting including in the CDP
- Sewer & Storm Sewer CCTV Inspections
 - Biomaxx continuing sewer inspections.

Planning/Development

- Residential starts
 - 4 new permits issued for 2023
- Commercial starts
 - No feedback from Blue Gulch Developments regarding the conditionally approved permit

Rezoning Request

- 3-5 Lakewood Drive
 - Waiting for public consultation
- Sawmills /Accessory Buildings
 - In progress
- 2A Midland Row
 - In progress
- 68 Main Street
 - Discussed permit submitted for construction of new shed - no consensus from Council. Motion to be made to approve so that Council can decide.
- White's Avenue subdivision
 - Whites Avenue extension, 2nd draft including 10% green space to be submitted. Working with Director of Engineering and Planning to have final plan to present to Council

Concerns/Complaints

- Dawson Drive
 - Discussed resident complaint regarding commercial vehicle noise. No existing regulations to address this complaint during 7:00 a.m. to 10:00 p.m.

Regulations

- Recreation Vehicles
 - Motion to be drafted at next Council meeting to set a May 15 date to which the ATV regulations come in to effect
- Water & Sewer
 - Requires review and comments - Chief Administrative Officer to resend proposal to Council
- Livestock
 - Requires review and comments - Chief Administrative Officer to resend proposal to Council
- Fireworks Regulation Request
 - No new update

Occupations Health & Safety

- OH&S Committee Meeting
 - Next meeting to be held in June

Environmental

- Municipal Food Waste Program
 - Discussed presentation that was given, food/waste consumption and company indicated that they will be sending sample to test the benefits of their product

Miscellaneous

- Stewardship Association of Municipalities
 - Upgraded document has been received for Town review and signature.
- VoyentAlert! Mass Notification System
 - Currently 432 registered users
- MaintainX CMMS Software
 - Discussed purchasing maintenance software package with the ability to generate requisitions/electronic tickets for required maintenance
- Electronics Waste Recycling
 - Discussed possibility of setting up electronic waste disposal
- Change 7m setback to 9m
 - Current regulations require 7m set back, however discussed returning to previous standard of 9m
- Crosswalk panels
 - Purchased signs to be used in lieu of speed bumps as an alternative, discussed placing them in both school zones and one on Tenth Avenue
- Grenfell's Environmental Policy Institute
 - Discussed environmental issues about opportunity for the Town to partner with Grenfell and engage their PhD students to research topics, for example, attracting tourism and businesses, and waste reduction.

Councillor Decker presented the following motions.

70-23 Decker / Cormier be it resolved that under Section 12(g) of the Recreation Vehicle Regulations that Off-Road Vehicles be permitted to operate on designated routes as of May 15, 2023.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

Mayor Gardner declared being in a conflict of interest on the following resolution and passed the gavel to Deputy Mayor Randell and left the chambers.

71-23 Hall / Walsh be it resolved that the meeting go in camera to discuss the following motion.
In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

72-23 Hall / Walsh be it resolved that the meeting be resumed live again.
In Favor: 6 Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

73-23 Decker / Walsh be it resolved that the Town of Pasadena approve a discretionary accessory building application located at 68 Main Street as permitted within section 5.2.2 of the Town of Pasadena Development Regulations.

In Favor: 3 Cormier, Decker, and Walsh
Opposed: 3 Randell, Brake, and Hall. Resolution DEFEATED.

Mayor Gardner returned to the chambers and the gavel was returned.

Mr. Hudson expressed his concern with the funding received for the rink and pool versus the expected cost.

RECREATION & COMMUNITY SERVICES

Councillor Walsh presented the following notes from committee meeting held on April 24, 2023.

In Attendance: Chairperson Councillor Gemma Walsh, Councillor Hal Cormier, Mayor Darren Gardner, Deputy Mayor Terry Randell, CAO Brian Hudson, Director of Recreation & Community Services Wanda Wight, Office Administrator Leona Peach.

- Review of previous minutes – March 27, 2023
 - A meeting has been scheduled for Thursday, April 27 between Director Wight and Pasadena Ski and Nature Club to discuss disk golf on the ski trails.
- Recreation Programs/Gym Rentals
 - Current programs are finishing up in May for the summer break.
 - We are currently purchasing archery equipment to offer a new program to our summer camp participants and again in September to different age groups.
 - A new pre-k part-time program will be offered this summer at a reduced price from our regular preschool program.
 - Sport and Adventure Camp will be offered again this year for part-time participants.
 - Registration is now open for Summer Camp.
 - User groups are finishing up with gymnasium rentals for the summer and they will resume in September.
 - The gymnasium and multi-purpose rooms have been booked in June for school sports day events and kindergarten and high school graduations from within the region.
 - CAO Hudson received inquiries regarding the cost to hold graduations at Pasadena Place. Upon discussion, it was concluded that Pasadena Place will remain a fee-for-service facility.
 - Admission or rental fees for events and programs being offered free-of-charge are either funded by grants or are in-house programs.
- Fitness Center (Accessible Fitness Center Request – update)
 - The fitness center doors have been changed to 5:00am opening to reflect summer hours.
 - We are currently seeking qualified personnel to conduct an audit of our fitness center to make it more accessible to users of all abilities.
 - Recreation Director Wanda Wight has been looking at more accessible equipment; while the purchase of additional equipment is expensive and outside our current budget, the bigger issue is space limitations. We will continue to look at funding options.
 - Director Wight also looked at purchasing a table-top cardio machine with accessibility features.
- Special Events (Municipal Awareness Week)
 - Program Coordinator Cassidy Vallance is currently organizing events to celebrate Municipal Awareness Week May 8-12. The following events will take place:
 - Touch-A-Truck
 - Junior Fire Fit Challenge
 - Community BBQ with council
 - Mayor For A Day
 - Fire Chief For A Day
 - Jumping castles and rockwall activities in the gymnasium on Saturday May 13
- Trails Committee Update
 - West Coast Cycling Association was successful in obtaining funding for trails behind Pasadena Academy.
 - The Town of Pasadena currently holds a license from Crown Lands to occupy these trails.
 - The Town will work with West Coast Cycling regarding invoicing for the project.
- The following grants have been approved/received:

- Active NL for playgrounds, archery, senior programs, and physical literacy
- CPRA Youth Employment Experience
- Seniors Social Inclusion
- Smart & Caring Community Fund
- Building Age Friendly Communities
- Canadian Heritage Celebrate Canada Day
- Canada Summer Jobs
- Conservation Corps NL
- Jumpstart Community Development for an outdoor adventure program
- Jumpstart Community Development for a summer pre-k program
- We received approval for Green Team funding and positions have been advertised
- The Hub/Community Services Facility
 - The Pentecostal Church group is still using the main area for their take-out meals but will be moving back to their own facility after their renovations are complete.
 - Beginning in September, the doctors' offices will be the only occupants in the Community Services Facility.
 - Pasadena Place will be fully utilized before we use the Community Services Facility as an overflow for our programs.
 - Through funding from CPRA, an audit of current Town recreation programs and offerings by outside groups will be conducted beginning in May. Results from the audit may provide recommendations for new programs and the creation of other interest groups to be accommodated at Pasadena Place or the new Community Services Facility. As previously discussed, rates will be consistent at both locations.
 - Cleaning will continue to be carried out by current staff of Pasadena Place.
- Capital Works Projects – Splash Pad, Pool, Seaward Park Upgrades
 - The contract for the pool and ice rink has been awarded to Aguathuna Consulting.
 - The tender for the splash pad is still under review by the province.
 - We are currently waiting for updates on Seaward Park Upgrades from Tract Consulting.
- Pasadena Beach
 - Director Wight and Councillor Walsh will be meeting with the owners of the Oasis at Pasadena beach to discuss summer operations of lifeguarding, cleanup, and access during private events.
- Electric Bike/Scooter Policy
 - Policy and rates are being finalized and will be on par with rates in the local area. Details will be posted to social media with a target date of rentals beginning on May 19. Rentals will be available through e-services.
 - We can offer 3 three-hour time slots throughout the day.
 - We have multiple batteries on hand to change out between rentals.
 - Orientation will be a requirement for new users.
- Regulated Childcare – After School Program
 - Director Wight requested that Chair Gemma Walsh set a meeting with the Committee of the Whole for direction in becoming a regulated after school program; the process of becoming regulated is a time-sensitive matter for funding, planning, construction, renovation, and staffing.
 - Current enrollment in our After School Program is 70 participants, and we have 17 on a waitlist including 15 entering kindergarten in September.
- Summer Jobs – Deadline to apply April 27
 - We received funding for four summer positions (down from six positions in 2022) through Canada Summer Jobs.
 - We currently have over 30 resumes on hand for positions.
 - Interviews will begin as soon as possible.
- Tenth Avenue Playground - Swings
 - Installation is currently delayed. We anticipate an install early May.
- Landscaping Scope of Work Contract
 - A Limited Call for Bids was presented to five local companies.
 - With only one bid received, we decided to take a different approach with the project.
 - Humber Nurseries was approached, and they offered to supply labor and supplies at a more cost-efficient means.
- Town Bus – Day Trips & Events
 - We are currently waiting for stickers with the new Town logo.
 - The rate for bus trips to Corner Brook has been set at \$5 per round trip.
 - A regular schedule will be put in place starting with trips to Corner Brook.

- Our first unofficial trip involves the Everybody Moves group traveling to Corner Brook for bowling on Tuesday April 25.
- Triathlon
 - The Town of Pasadena was approached to assume operations of the Humber Valley Triathlon event which was cancelled last year.
 - After consideration, it would not be feasible for the Town to undertake this event as our primary role for such events or sport organizations would be in a liaison role only.
- The next meeting is scheduled for Monday May 15 at 3:30pm.

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier reported on the committee meeting held on April 26, 2023.

In Attendance: Councillor Hal Cormier, Chairperson, Mayor Darren Gardner, Councillor Brandon Hall, Jeremy Keeping, Fire Chief, Stewart Foote, Director of Public Works, Brian Hudson, Chief Administrative Officer, Jessica March, Committee Administrative Assistant.

Pasadena Fire Rescue - HR/Recruitment - Interim Fire Chief provided the following updates.

- discussed application process for upcoming Assistant Chief position, closing date to apply is May 3rd.
- reviewing applications for recruitment and beginning interview process.
- discussed the need to change passcode for entry, given high turnover during the last few months. Town to contact Western Lock to make these changes, suggestion was made to change locking system to key card system.

Pasadena Fire Rescue- Building

- discussions regarding repair of existing roof as well as installing a new garage door in the rear of the building.
- discussed option of renovations to the Fire Hall (ex. squaring off the building, having sloped roof).

General

- discussed the importance of day to day running of the Fire Hall to be more self-sufficient, having less involvement from the Town.
- financial purchasing from the department - confirmed purchasing limit of \$3000 for all department heads. Any purchases over \$2500 (before HST) will require three quotes from suppliers. All purchases require purchase order.
- copy of Pasadena Fire Rescue constitution to be forwarded electronically to Chief Administrative Officer
- discussed boundary limits for emergency medical/fire calls. CAO to forward Fire Chief further information regarding this.
- discussed complaint regarding the Fifth Avenue apartments.

Public Works

- discussed upcoming road paving for 2023-2024.
- sand and salt to be ordered for upcoming winter months.
- speed bumps installed at intersection of Church Street and First Avenue. Crosswalk signs going to be placed in roadways soon, this will limit the amount of speed bumps that will be installed.
- discussed possibility of our Municipal Enforcement Officer having the ability to issue tickets for moving violations.
- discussed road conditions on Main Street and the need for Transportation and Infrastructure to maintain and upgrade the street.
- repair and replacement of sidewalks in areas within the Town. Wagg Place and Bonnell Drive identified as priorities by Director for repair.
- motor that was ordered for street sweeper has been delayed.
- discussed grader work to be completed on gravel roads.
- fleet review - discussed replacement of aging equipment.

CHIEF ADMINISTRATIVE OFFICER REPORT

No report further to information already provided to Council.

BUILDING PERMITS

74-23 Decker / Randell be it resolved that the building permits be approved as presented:

| | | |
|------------------|-------------------|---------|
| 9 Warren Drive | Replace shingles | 15,000 |
| 7 Pike Street | Shed | 25,000 |
| 58 Midland Row | Shed | 2,200 |
| 2 Thistle Avenue | Shed | 5,000 |
| 3 Pike Street | New Dwelling | 350,000 |
| 7 Pike Street | New Dwelling | 300,000 |
| 6 Second Ave | Fence | 1000 |
| 2 Second Ave | Repair foundation | 1,000 |
| 4 Fourth Ave | Replace shingles | 7,000 |
| 41 Circular Road | Shed | 25,000 |
| 9 Moulton Street | Shed | 20,000 |

Construction Value to April 28, 2023 \$1,840,700.00 New Dwelling: 5
Construction Value to April 28, 2022 \$ 832,650.00 New Dwelling: 8
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Decker advised the public that fire season is now officially started and asked that residents check with appropriate government departments before having fires. He also noted that all studs should now be off vehicles.

Councillor Hall advised that he attended the Great Humber Joint Council meeting this past Saturday and it was nice to hear concerns from other municipalities.

Councillor Brake asked when line painting will start. Mr. Hudson advised that it should be later in May when temperatures permit.

Deputy Mayor Randell advised that he attended the Great Humber Joint Council with seven communities participating. He also advised that the Strawberry Festival is in need of volunteers. He has received a number of concerns from residents about the condition of Main Street with regards to potholes which is the responsibility of the Department of Transportation. The Pasadena Heritage AGM will be held on May 13 at the Royal Canadian Legion.

Councillor Cormier advised that he met as Chair with shared services of Western Regional Service Board with possibilities of mitigation of services with Corner Brook and surrounding areas.

Councillor Walsh asked that parents of children riding bikes to instill bike safety to them, and that motorists to also drive safety. She also reminded residents that May 15th is clean up period so its a good time to clean up properties.

ADJOURNMENT

75-23

Walsh / Hall be it resolved that the meeting be adjourned at 8:57 p.m.

In Favor: 7

Opposed: 0

Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Resolution CARRIED.

Town Clerk

Mayor