MINUTES
Regular Council Meeting
Monday, June 5, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, June 5, 2023.

MEMBERS PRESENT:	Mayor Darren Gardner Deputy Mayor Terry Randell Councillor Carla Brake Councillor Brent Decker Councillor Brandon Hall Councillor Gemma Walsh
ABSENT:	Councillor Hal Cormier
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 8:06 p.m.

APPROVAL OF AGENDA

85-23 Randell / Hall be it resolved that the agenda be approved as presented.
In Favor: 6 Gardner, Randell, Brake, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

86-23 Randell / Hall be it resolved that the minutes of May 15, 2023 be approved as presented.
In Favor: 6 Gardner, Randell, Brake, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

PETITIONS OR VISITING GROUPS:

Mayor Gardner read proclamation and declared the month of June as Recreation Month.

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 reported on the following notes of committee meeting held on May 23, 2023.

Standing Business

- Human Resources

- Hired six employees under Canada Summer Jobs program (four with Recreation & Community Services and two with Public Works).
- Legal
  - No new updates.
- Economic Development
  - Discussed options for preserving the train station.
  - Discussed opportunity to purchase commercial building. Town will decline and thank owner of the premises for reaching out.
- Accounts Payable
  - Reviewed accounts payable listing.

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.
- Rental Policy at Services Building
  - Discussed following the same policy and procedures that are currently in place at Pasadena Place

New Business

- Tax Sales
  - Still waiting on legal update.
- Collection
  - Issuance of disconnection notices have been distributed to properties in arrears.
- Municipal Heritage Bridge
  - Discussed options of preserving this structure.

87-23 Randell / Walsh be it resolved that Mayor Gardner is in a conflict of interest on the following Accounts Payable Motion due to cheque #38075 being issued to a vendor who is a relative of his.
In Favor: 0
Opposed: 5 Randell, Brake, Decker, Hall, and Walsh. Resolution DEFEATED.

88-23 Randell / Decker be it resolved that approval be given to pay cheque #38035 to #38097 in the amount of $498,342.28.
In Favor: 6 Gardner, Randell, Brake, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker reported on the following notes of the committee meeting held on May 23, 2023.

Infrastructure

- Community Services Building
  - Awaiting ServiceNL review.
- Pasadena Place Energy Project
  - 16% decrease from March 2022 to March 2023 - more potential energy savings. Carlson to obtain proposal on this work.
- Pasadena Place Roofing Project (Phase I)
  - Gallants Roofing to return to complete minor finishes. Discussed going forward to repair remaining roof leak issue.
- Pasadena Place Siding Project
  - Continuing to investigate options.
- Radon Gas Testing
  - Sensors to be sent for testing by the end of May 2023.
- Library and Tree House Spaces
  - Plaster starting this week. Discussed possibility of completion date of middle to end of June 2023.

Engineering

- Street Reconstruction

    - Marine Contractors awarded tender. Lakeshore Drive has been deleted from paving contract.
- Seaward Park Upgrades
    - Tract Consulting to prepare revised drawings.
- Water Treatment Plant Upgrades
    - Cahill submitted a revised schedule.
- Recreation Facilities Upgrades (Rink & Pool)
    - First meeting was held on April 27, 2023. Schedule to follow.
- Recreation Facilities Upgrades (Splash Pad)
    - Received approval to purchase equipment and waiting on updated design (install only).
- Forest Road Storm Sewer
    - Approved to repave entire street versus just patching.
- Tamarack Avenue Storm Sewer
    - Approved to repave entire street versus just patching.
- Dam & Intake Replacements
    - Stantec has been awarded in innundation study and kickoff meeting was held May 9, 2023.
- Natural Infrastructure Fund Applications
    - Approvals received for Phase II Tipping/Maxwell Waterline & Tipping Sanitary sewer. Verbal approval for repaving of Maxwell Place and Tipping Drive also received.
- Green Inclusive Community Building Fund
    - No update on submitted approvals.

<u>Gas Tax Projects</u>

- Unallocated Funds
    - Still awaiting on approval.
- Pasadena Comprehensive Development Plan (CDP)
    - Tract Consulting presented second draft of CDP on May 15, 2023.
- Municipal Hydrology Study
    - Tract Consulting including in the CDP.
- Sewer & Storm Sewer CCTV Inspections
    - Biomaxx continuing sewer inspections.

<u>Planning/Development</u>

- Residential starts
    - 7 new permits issued for 2023.
- Commercial starts
    - No feedback from Blue Gulch Developments regarding the conditionally approved permit.
    - Pasadena Foodland to proceed with renovations (permit previously issued).

<u>Developments /Rezoning</u>

- 3-5 Lakewood Drive
    - Public hearing June 15, 2023.
- Sawmills /Accessory Buildings
    - Public hearing June 15, 2023.
- 2A Midland Row
    - Public hearing June 15, 2023.
- Tipping Drive Marina/Commercial Land
    - Awaiting approval from Crown Lands.
- 68 Main Street Garage
    - Discussed approval/denial of permit request for accessory building in Neighborhood Commercial area. Has to meet criteria in order to approve permit request.
- 65 Tipping Drive Accessory Building Request
    - Discussed permit request for additional accessory building.
- DL Power Right of Way (ROW) Clearing
    - Discussed options for ROW clearing.
- Foote Street Backland Purchasing
    - Need guidance from Tract Consulting regarding owners subdivision of property.

<u>Concerns/Complaints</u>

- Crosswalks (Main Street)
    - Discussed adding new crosswalk panels in this area to reduce speed of motorized vehicles.
- Walsh's Avenue

    - No update.
- Dawson Drive
    - Commercial vehicle bi-law within town boundary was discussed.

Regulations

- Water & Sewer
    - No update.
- Fireworks Regulation Request
    - No update.

Miscellaneous

- Stewardship Association of Municipalities
    - AGM being held in Port aux Choix.
- VoyentAlert! Mass Notification System
    - No update.
- COR Program
    - BR Safety & Consulting to complete safety training May 29-31, 2023.
- Grenfell's Environmental Policy Institute
    - Water use reduction study.
- Municipal Food Waste Program
    - Trial unit in use.
- CMMS Software
    - Looking at potential options for software (MaintainX or TownSuite).
- Electronics Waste Recycling
    - Identify and prepare a designated space at the Town Depot.
- Change 7m setback to 9m
    - Discussed need to have setback changed to 9m.
- Crosswalk panels
    - To be installed around Town to reduce the possibility of speeding.

Occupations Health & Safety

- OH&S Committee Meeting
    - No update.

New Business

- Discussed possible land purchase by a resident on Lakewood Drive
- Commercial building opportunity for sale

Councillor Decker also advised that the splash pad has been ordered from the supplier. He also noted that the paving project has been awarded to Marine Contractors and start date to be June 13, 2023.

RECREATION & COMMUNITY SERVICES

Councillor Walsh reported on the following notes of committee meeting held on May 23, 2023.

- Review of previous minutes - April 24, 2023
    - A grant for $7000 has been received for the new Pre-K part-time program and Sport and Adventure Camp. We are hoping to offer the Pre-K program for $20-$25 for 12 sessions with session details to be finalized at a later date. It was suggested by Councillor Brake that we use some of this funding and make our summer camp program more affordable. Director Wight alluded to the fact that the funding will allow us to hire extra staff that will be shared with summer camp; therefore, keeping costs from being increased despite staffing costs. CAO Hudson noted that the greatest cost associated with our summer camp program was staffing; and while the minimum wage has increased this year, we only received funding for four students compared to six last year.
    - Director Wight pointed out that we have conducted research on summer camp programs in other towns and based on the structure of our program, our prices are on par with others with no increase since 2019.
- Recreation Programs
    - Director Wight noted that although programs are coming to an end for this season, we will continue to offer drop-in sport programs throughout the summer.

    - Director Wight also noted that our Easter Camp program was a remarkable success with an average of 23 kids each day throughout the week.
- Recreation Rentals - School Sports Day Events
    - While most of our regular renters are finished for the season, several schools in the local area have booked our facility to offer sports day events and graduation ceremonies throughout the month of June. Renters include J.J. Curling Elementary, Pasadena Elementary, Pasadena Academy and Eastside Elementary in Corner Brook.
- Fitness Center – Memberships are on par with previous years.
- Accessible Fitness Center Request – Director Wight is still looking for funding options for fitness equipment.
- Special Events - Municipal Awareness Week was a great success with good attendance. Some of the events we offered included the following:
    - Mayor for a Day
    - Fire Chief for a Day
    - Touch-A-Truck
    - Outdoor barbecue
    - Facility tour with Grade 3 class of Pasadena Elementary
    - Facility tour with Social Studies 3202 class of Pasadena Academy
- Canada Day Planning is still in progress. Staff at Pasadena Place is currently reviewing past years' events.
- Trails Committee Update
    - Councillor Brake suggested that the Town send out a letter to residents whose property is being used as a trail, namely the area on Hodder Drive and Birchview Drive being used by high school students, to see if there is interest in turning the land over to the Town in exchange for fencing around their property.
    - CAO Hudson noted that we need a plan for our new trails, and while the Green Team can be assigned to work on smaller jobs, the West Coast Group will work on the bigger projects.
    - CAO Hudson also suggested that we need a continuous audit/maintenance check performed on our existing trails for hazards and repairs.
    - Mayor Gardner mentioned the Train Station recently purchased from Mr. Ledrew. CAO Hudson noted that the overall project to have it removed from Mr. Ledrew's property, relocated, and renovated could have a project cost in excess of $100,000. This could later be considered for a donation to the Heritage Society where grant funding could offset some of the expense.
- Grants Update – Director Wight advised that we received a $10,800 grant from Canadian Heritage Society for Pasadena Days. This funding will be used by the Strawberry Festival Committee for entertainment events.
- The Hub/Community Services Facility – No updates on the Community Services Facility; however, Service NL did an inspection on the Library/Treehouse facility.
- Capital Works Projects – CAO Hudson announced that we received permission to buy the splash pad directly from the supplier. Tender will go out for labour and installation after we receive the splash pad equipment.
- Tenth Avenue Playground Swings – Public Works is being directed to install the swings during the week of May 29, 2023.
- Landscaping Scope of Work Contract – Humber Nurseries will be taking care of the landscaping this year.
- Town Bus - Day Trips and Events.
    - Special Events/Program Coordinator Kassidy Vallance has been researching bus policy from other Towns throughout the province.
    - A local school has requested for us to provide bus services for school events, but as Councillor Brake noted, schools are supposed to use school busses for such events.
    - Councillor Walsh pointed out that the bus is intended for community events.
- Pasadena Beach
    - Director Wight will be meeting with Cathy Garcin on May 24 to discuss beach operations for 2023.
    - Sand will be delivered for the beach courts during the first week in June.
    - New nets were purchased for the beach courts from grant funding.
- Electric Bike/Scooter Policy – while the policy is still under review, it was noted by Councillor Brake that we offer a call-out staff for repairs and tire changes. Mayor Gardner also noted that we display the bikes at the school for promotional purposes.
- Regulated Childcare/After School Program – We are awaiting Councillor Walsh to call a meeting with the Committee of the Whole.

- Summer Programs/Summer Jobs
    - Still waiting on more grants to come for summer programs/summer jobs.
    - Most of the hiring has been completed for summer positions.
    - Interviews are being conducted on May 24 for the Green Team positions.
    - Summer Camp registration is filling up, and as of May 23 we had an average of 27 kids registered for summer camp over 39 days.
- Baseball Meeting – A meeting was held between the Town and the Baseball Association, and it was determined that both parties need to build a better partnership and address the following concerns:
    - The Baseball Association would like to run a canteen.
    - The Soccer Association would be a consideration as a partner of this operation.
    - The Baseball Association should send requests to the Town when there is a need for mowing the grass and dragging the fields.
- Forest Road Playground – The playground structures were fully replaced and enhanced in 2016. At that time the new playground structures had been offered to Pasadena Elementary in order to expand recreational offerings in the community and to ensure greatest impact for children while only moving the playground site 185m from its original location. The new site at Pasadena Elementary never proceeded as the land was owned by the Roman Catholic Episcopal Corporation of St. George's whom did not provide permission for use. It is understood that the land usage issue has been rectified between the Episcopal Corporation and Pasadena Elementary. Pasadena Elementary may be interested in relocating the structures there. This item is for further discussion and no decision has been made.
- Director Wight announced there will be a Pride Walk held at 1:00pm on June 17, 2023 and the Town would donate $100 to the group towards the purchase of water and hot dogs for a BBQ event.
- The public washrooms located at Tenth Avenue remain closed due to vandalism. Video surveillance was provided to the RCMP on May 2, 2023, and they will continue to investigate this matter. The Town has requested charges be laid if enough evidence can be found. Extensive repairs are necessary to make the washrooms operational again.
- The next meeting will be scheduled in June with a date to be determined.

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Hall reported on the following notes of committee meeting held on May 24, 2023.

- Discussed access to North Harbour Road and some restrictions that should be put in place for commercial vehicles.
- Sand and salt to be ordered for upcoming winter months.
- Fleet review - discussed replacement of aging equipment. Options of leasing verses financing.
- Water line issue at residence on Tipping Drive.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson gave Council a brief overview of recently attended conferences, FCM and CAMA. He also advised that the Town is working with a private contractor whom has a contract with the provincial government to replace two culverts across the Trans Canada Highway near Pine Ridge Campground. He also noted that final review for storm sewer installations for Forest Road and Tamarack Avenue is expected to e finalized by the province this week. He also stated that we have been having an increase in water breaks over the last few weeks.

BUILDING PERMITS

89-23 Decker / Randell be it resolved that the building permits be approved as presented.

1 Carroll Avenue	Replace door & basement siding	5,000
44 Fourth Avenue	Accessory Building	3,500
7 Hillview Avenue	Replace siding, windows, doors & fence	30,000
23 Bonia Avenue	Replace shingles	7,700

6 Hodder Drive	Replace/repair shingles	1,000
26 Dawson Drive	Accessory Building	10,000
5 Cedar Drive	Accessory Building	5,000
30 Glendale Ave	Accessory Building	700
8 Lakewood Drive	Repairs to Foundation	10,000
4 Forest Road	Fence	1,000
7 Wagg Place	Repairs to patio & foundation	20,000
53 Dawson Drive	Accessory Building	10,000
4 Circular Road	Accessory Building	15,000
5 Lakewood Drive	Accessory Building	8,500
5 Lakewood Drive	Extension to existing house	40,000
29 Wagg Place	Fence	1000
18 Seventh Ave	Exterior renovations (windows, doors)	10,000
22 Lakeshore Drive	Patio & front bridge	2,500
9 Rose Drive	Fence	2,500
2 Forest Road	New Patio	2000
59 Lakeshore Drive	Extension to existing house	50,000
12 Eighth Avenue	Patio addition and resurface	40,000

Construction Value to June 2, 2023 $3,395,378.00 New Dwellings: 7
Construction Value to June 2, 2022 $4,501,596.00 New Dwellings: 14
In Favor: 6 Gardner, Randell, Brake, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Brake wanted to remind Council and residents that public consultations will be taking place on June 15, 2023 at Pasadena Place. She also asked if there was any progress on getting a representative to go to the school to speak with the youth about ATV safety. Mr. Hudson will contact the RCMP to see if they are available. She also noted that in conjunction with Recreation Month Pasadena Elementary will be holding Spin it Out Day and the streets will be busy with children on their bikes.

Councillor Walsh wanted to remind residents that this is Pride Month and a Pride Walk will be held at 1:00 p.m. on June 17, 2023. She also wanted to extend congratulations to all graduating students both from college and high school.

Councillor Decker attended a meeting with a local business owner and are hoping to get the local Chamber of Commerce started again. He also noted that new playground equipment is being installed at the Tenth Avenue playground.

Deputy Mayor Randell advised that he attended the Strawberry Festival meeting and things are progressing. They are still looking for any volunteers who may be interested in joining the committee.

Mayor Gardner noted that he also attended the conferences in Toronto and it was very informative and it was great networking with other Municipalities.

ADJOURNMENT

90-23 Walsh / Brake be it resolved the meeting be adjourned at 8:54 p.m.
In Favor: 6 Gardner, Randell, Brake, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

Town Clerk

Mayor