



# MINUTES

## Regular Council Meeting

### Monday, July 17, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, July 17, 2023.

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

**ABSENT:** Councillor Carla Brake

**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.

#### APPROVAL OF AGENDA

101-23      Randell / Cormier be it resolved that the agenda be approved as presented.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.

#### APPROVAL OF MINUTES

102-23      Cormier / Walsh be it resolved that the minutes of June 19, 2023 be approved as presented.  
In Favor: 6                      Gardner, Randell, 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 reported on the committee meeting held on July 10, 2023.

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

Standing Business

- Human Resources
  - No new updates.
- Legal
  - Letter sent to Telus.
- Economic Development
  - Discussed commercial/industrial development and funding options for North Harbour Road.
  - Discussed Crown Lands, RE:19 Tipping Drive and bridge designation.
  - Discussed reaching out to the Heritage Committee regarding the train station.
  - Discussed potentially advertising our promotional town videos on television.
  - Discussed small business week in October.
- Accounts Payable
  - Cheque #38098 - 38203

Previous Business

- Communication Policy
  - Under review. No new updates.
- Personnel Policy & Procedures Manual
  - Code of Conduct Addition
  - Respectful Workplace Revision
    - Revisions to be forwarded to committee.
- Rental Policy at Services Building
  - Discussed following the same policy as the current rental policy in place at Pasadena Place.

New Business

- Tax Sales
  - Still in progress.
- Collections - Write off in the amount of \$6,179.83 for Acct. ROTOJ001 for business tax.
  - Discussed. There will be a motion to write off this amount at the next council meeting.
- Annual Leave
  - Discussed changing the deadline for using annual leave and if annual leave should be enforced. Further research with other urban municipalities required.
- Travel & Expense Claims
  - Discussed proposed changes to the mileage and meal allowances.
- Vacant Land
  - Discussed options of obtaining land-locked/vacant land as town green space via tax sale or purchase. CAO to proceed to purchase land for minimal amount of \$1.00 and obtain new survey.

- 103-23      Randell / Decker be it resolved that approval be given to pay Invoice #34293 from Castle Flooring Solutions in the amount of \$11,739.19 (HST included) - building maintenance.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.
- 104-23      Randell / Hall be it resolved that approval be given to pay cheque #'s 38098-38203 in the amount of \$382,656.45.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.
- 105-23      Randell / Decker be it resolved that approval be given to pay cheque #'s 38098 -38203 in the amount of \$382,656.45.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.
- 106-23      Randell / Decker be it resolved that the Town of Pasadena write-off taxes in the amount of \$6,179.83 for Account #R0T0J001 - Business Tax.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.

- 107-23      Randell / Hall be it resolved that approval be given to change the breakfast rate to \$17.00 and dinner rates to \$43.00 for travel claims.  
In Favor: 6                      Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0                      Resolution CARRIED.

## **INFRASTRUCTURE, ENGINEERING, PLANNING**

Councillor Decker reported on the committee meeting held on July 10, 2023.

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

### Infrastructure

- Community Services Building
  - Awaiting quote from Streamline Construction.
- Library and Tree House Spaces
  - Flooring starting this week. Tree House to begin moving in once floor is complete.

### Engineering

- Street Reconstruction
  - Completed.
- Seaward Park Upgrades
  - Tract Consulting to prepare revision.
- Water Treatment Plant Upgrades
  - Commissioning scheduled for mid-August. Cahill to prepare a quote for an alternate system for the replacement of thread filters.
- Recreation Facilities Upgrades (Rink & Pool)
  - Aguathuna Consulting to prepare first draft.
- Recreation Facilities Upgrades (Splash Pad)
  - Allnorth preparing final documents for tender.
- Forest Road Storm Sewer
  - Hoping for approval to go to tender by the end of this week (July 14th).
- Tamarack Avenue Storm Sewer
  - Hoping for approval to go to tender by the end of this week (July 14th).

### Gas Tax Projects

- Pasadena Comprehensive Development Plan
  - Meeting request sent to Marine Contractors to discuss latest revision.
- Municipal Hydrology Study
  - Tract Consulting including in the CDP.
- Sewer & Storm Sewer CCTV Inspections
  - Biomaxx continuing sewer inspections.

### Planning/Development

- Residential starts

### Developments /Rezoning

- 3-5 Lakewood Drive - motions for next council meeting - see attachments
  - Motion required at the next council meeting.
- Sawmills /Accessory Buildings
  - Adopted.
- 2A Midland Row
  - Adopted.
- Tipping Drive Marina/Commercial Land
  - Follow up required with Crown Lands.
- 68 Main Street Garage
  - Discussed permit application for accessory building in Neighbourhood Commercial area.
- DL Power ROW Clearing

- o Awaiting response from DL Power regarding conditions.
- Foote Street Backland Purchasing
  - o No update.

Concerns/Complaints

- Crosswalks (Main Street)
  - o New crosswalk panels installed to reduce speed of motorized vehicles.
- Crosswalks (Dawson Drive)
  - o Discussed placement issue with crosswalk sign/panel on Dawson Drive.

Regulations

Miscellaneous

- Stewardship Association of Municipalities
  - o Meeting this week regarding an event with SAM and PSNP.
- Grenfell's Environmental Policy Institute
  - o Student assigned to do a water conservation study.
- Municipal Food Waste Program
  - o 19 orders of Food Cyclers. Discussed promoting it again.
- CMMS Software
  - o Received proposals from MaintainX and Townsuite.
- Crosswalk panels
  - o Good feedback on crosswalk panels. Discussed putting a panel at the crosswalk by Robin's on Main Street and on Forest Road. Also discussed putting a customized panel by the playground on Pike Street.
- Paint recycling
  - o Discussed paint recycling options.

Occupations Health & Safety

New Business

- Noise Complaints
  - o Noise complaint issue closed.
- White's Avenue Rezoning @ PSNP
  - o Further discussion required regarding open space/recreation conservation boundary.
- Bridge on Church Street
  - o Request made to designate bridge as a heritage site with the province.

108-23 Decker / Randell be it resolved that the Town Council of Pasadena approves the Amendment No. 1, 2022 to the Town of Pasadena Integrated Community Sustainability Municipal Plan, as adopted.  
 In Favor: 4 Randell, Cormier, Decker, and Walsh  
 Opposed: 2 Gardner and Hall. Resolution CARRIED.

109-23 Decker / Randell be it resolved that the Town Council of Pasadena approves the Amendment No. 1, 2022 to the Town of Pasadena Development Regulations, as adopted.  
 In Favor: 4 Randell, Cormier, Decker, and Walsh  
 Opposed: 2 Gardner and Hall. Resolution CARRIED.

**RECREATION & COMMUNITY SERVICES**

Councillor Walsh reported on the committee meeting held on June 20, 2023.

In Attendance: Director of Recreation & Community Services Wanda Wight, Councillor Gemma Walsh, Councillor Carla Brake, and Office Administrator Leona Peach

- Review of previous minutes May 23, 2023
  - o Councillor Brake asked for clarification on workers assigned to the bigger trails.
  - o Councillor Brake also noted there was an overlap on project plans with other committees.
  - o Director Wight suggested Carlson Way could sit in on future meetings when there are major developments (i.e., presentation of draft plans for recreation-related projects).

- Councillor Brake pointed out there could be a conflict with the school board if the bus is used for school trips.
- Councillor Brake also noted that while e-bikes are rented, renters should call the front desk in case of emergencies as opposed to having someone on duty at all times.
- Recreation Programs - no new issues.
- Recreation Rentals - no new issues.
- Fitness Center - no new issues.
- Accessible Fitness Center Request - no new issues.
- Special Events – The Strawberry Festival is scheduled for the week of July 10-16.
- Canada Day – Planning is underway, and a schedule will be posted.
- Trails Committee Update – Councillor Brake gave a summary of the last committee meeting:
  - A “green policy” should be developed into the Town Plan.
  - New subdivisions should leave vegetation instead of clear cutting.
  - Some vegetation should go back to promote new trails.
  - New permits should include leaving greenery or replace trees such as “leave two or plant two” concept.
  - “No cash in lieu of green space” should be clarified for new subdivisions.
  - Any Town-owned land should not be sold but should be left for green spaces.
  - Land easements around the Town should be preserved.
  - Councillor Walsh pointed out that residents with property on Town land easements should be notified.
  - Whenever there is a request to change zoning, it should go through the Pasadena Trails and Green Space Committee.
- Director Wight presented the Green Team plan for the summer, and it included the following items:
  - Beach area cleanup.
  - Nature playground upgrade will be ready for the fall.
  - Equipment has been ordered for the age-friendly park.
  - Stream cleanup.
  - Main Street beautification.
  - South Brook Trail.
  - Earlobe Trail.
  - Blue Gulch Trail.
  - Environmental Sessions.
- Grants Update – Director Wight announced the approval of \$4669 funding for a post-secondary student for our summer camp program.
- The Hub/Community Services Facility – The Committee is unsure of the usage for the gymnasium, and council needs to develop clear direction for the building usage.
- Capital Works Projects - splash pad, pool, Seaward Park upgrades – no new issues.
- Tenth Avenue Playground – the swings have been completed.
- Landscaping - scope of work contract – no new issues
- Town Bus – the following items were pointed out:
  - The bus could be used during the festival for paying rides.
  - Bus decals are on order.
  - Senior trips will start in July.
- Pasadena Beach
  - Ropes will be going in the water on June 22.
  - Lifeguards will start on July 1.
  - A port-a-pottie will be ordered for the beach.
  - Toilet facilities need to be more permanent for next year.
- Electric bike/scooter policy/waiver – still waiting for approval of the waiver from CAO Hudson.
- Regulated Childcare – Councillor Brake noted that a vote by council is necessary.
- Summer Programs/Summer Jobs – no new issues.
- Baseball – The Town of Pasadena will spend \$2500 for the installation of artificial lines on Tenth Avenue baseball/softball fields.
- Forest Road Playground – The Committee will suggest that the playground remain where it currently resides.
- Spin-out Day – Director Wight pointed out that it was a great event held at Pasadena Elementary School and the Town of Pasadena donated a bicycle.

- Treehouse – Councillor Brake suggested next years' budget could include installing a patio door on the back of the building to have access to the backyard.

## **PUBLIC WORKS & PROTECTIVE SERVICES**

Councillor Cormier reported on the committee meeting held on July 11, 2023.

In Attendance: Councillor Hal Cormier, Chairperson, Mayor Darren Gardner, Councillor Carla Brake, Jeremy Keeping, Fire Chief, Kevin Garnier, Assistant Fire Chief, Stewart Foote, Director of Public Works, Jessica March, Committee Administrative Assistant.

### Protective Services

- Fire Smart - Presentation from Jeff Motty, Fire Protection Officer, Government of Newfoundland
  - Discussed requiring someone to be a champion for Fire Smart.
  - Discussed various methods of keeping your home safe from fire (precautionary).
  - Discussed promotional ideas for Fire Smart with the Town of Pasadena.
  - Discussed online resources and a free course for Fire Smart.
- Operational update from Fire Chief
  - Discussed options for a new rescue vehicle.
  - 8 new recruits now bringing the roster total to 32 members. Training now required for 8 new recruits.
  - Discussed requiring the installation of new garage door at the fire hall to happen soon.
  - Discussed instating mutual aid agreement with Steady Brook.
  - Discussed establishing a new emergency management committee and updating the emergency plan binder.

### Public Works

- Operational update from Director of Public Works
  - The Strawberry Festival has been successfully set up for this weekend.
  - Paving is complete.
  - There have been 72 water leaks thus far.
  - Trail widened behind Pasadena Place.
  - Sludge test not complete yet, will be completed in the fall.
  - Discussed replacing or painting siding at the Depot as well as replacing siding at Pasadena Place.
  - Gazebo construction has not started yet.
  - Christmas lights on Tenth Ave successfully taken down.
- Worklist update
  - Discussed repairing equipment and the need for replacing aged equipment.
- Grading schedule
  - Tipping Drive
  - Midland Row
  - Westhaven Drive
  - North Harbour Road
  - 12 Third Avenue parking lot
  - Rideouts Lane
  - Marina
  - Pasadena Beach
    - Grading will be completed as necessary, starting with Tipping Drive soon.
- Complaints
  - Pasadena Beach cleaning
    - Discussed beach cleaning schedule and that the beach will be cleaned again this Friday if the weather is clear. Pasadena Beach garbage issue has been dealt with.
  - Dog park
    - Discussed delay in mowing grass at the dog park due to inclement weather and staff shortages (holidays).
  - Trail & ATV signage
    - Hal to follow up with Brian regarding this.

## CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson reported on collaboration grants from municipal affairs; upcoming online info session on climate change; Harris Center climate change - meeting in Pasadena; Federal housing accelerator fund to close August 18, 2023.

## BUILDING PERMITS

110-23 Decker / Randell be it resolved that the building permits be approved as presented.

10 Dawe Place	Extension to existing fence	200
24 Tamarack Ave	New Siding	20,000
1 Warren Drive	Accessory Building	20,000
59-61 Pike Street	New Dwelling	260,000
45A Tipping Drive	Extension to Existing Accessory Building	500
3 Fern Place	Adding attached garage to existing attached garage	20,000
65 Tipping Drive	Accessory Building	6,000
9 Spruce Street	Replace Bridge	400
10 Aspen Avenue	Replace shingles & repair roof	5,000
52 Midland Row	Fence	1,600
6 Pike Street	Accessory Building	8,000
5 Rose Drive	Accessory Building	10,000
21 Tamarack Ave	Accessory Building	77,000
7 Pine Ave	Replace front deck/repair rear deck	5,000
9 Hillview Ave	Replacing window	300
9 Hillview Ave	Fence and repairing front deck	1,500
10 Whelan Drive	Replace shingles	5,000
26 Circular Road	New Deck	10,000
11 Stentaforde Ave	Accessory Building	12,000
19 Bowater Blvd	New dwelling	400,000
10 Pine Avenue	Replace shingles	20,000

Construction Value to July 14, 2023      \$4,931,178      New Dwellings: 10  
Construction Value to July 14, 2022      \$6,292,096      New Dwellings: 17

In Favor: 6  
Opposed: 0

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

## NEW BUSINESS

## CORRESPONDENCE

## QUESTIONS AND COMMENTS

All Councillors extended their congratulations and thanks to the Strawberry Festival Committee on the great job they did on putting off this years festival.

Councillor Walsh extended her thanks to the Legion for the Memorial Day ceremony and tea afterwards. It was a great turnout.

Councillor Cormier asked that people take precautions during the extremely hot days and to please check on neighbours.

Deputy Mayor Randell advised he attended the Memorial Day ceremony and Canada Day celebrations.

Councillor Hall asked that riders please respect the off road vehicle regulations.

Councillor Decker noted that the Heritage Committee will be hosting an Amazing Race on July 25th and asked that residents get out and enjoy the fun.

Mayor Gardner wanted to express his thanks to Morgan Simmons, President of the Pasadena Legion, on his speech given at the Memorial Day ceremony.

## ADJOURNMENT

111-23 Walsh / Cormier be it resolved that the meeting be adjourned at 8:37 p.m.  
In Favor: 6 Gardner, Randell, Cormier, Decker, Hall, and Walsh  
Opposed: 0 Resolution CARRIED.

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Town Clerk

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Mayor