MINUTES
Regular Council Meeting
Monday, August 21, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, August 21, 2023.

MEMBERS PRESENT:	Mayor Darren Gardner Councillor Hal Cormier Councillor Brent Decker Councillor Brandon Hall Councillor Gemma Walsh
ABSENT:	Deputy Mayor Terry Randell Councillor Carla Brake
STAFF PRESENT:	Brian Hudson, Chief Administrative Officer Karen Spontaneo

LAND ACKNOWLEGMENT

"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 8:04 p.m.

APPROVAL OF AGENDA

112-23 Cormier / Walsh be it resolved that the agenda be approved as presented.

In Favor: 5 Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

113-23 Hall / Walsh be it resolved that the minutes of July 17, 2023 be approved as presented.

In Favor: 5 Gardner, 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 reported on the committee meeting held on August 8, 2023

In Attendance: Deputy Mayor Terry Randell, Chairperson, Mayor Darren Gardner, Councillor Brent Decker, Councillor Carla Brake, Brian Hudson, Chief Administrative Officer, and Karen Spontaneo, Committee Administrative Assistant.

Standing Business

- Human Resources
  - Code of conduct investigation commencing.
- Legal
  - No new updates.
- Economic Development
  - Discussed commercial/industrial development and funding options for North Harbour Road.
  - Discussed Marina development and funding options.
- Accounts Payable
  - Cheque #38204 - 38282.
  - Discussed possibility of Pasadena Place accepting credit card refunds instead of having refund cheque payments issued.
  - Possibility of accepting credit card payment for all services/products at the Town Office with the exception of property/business taxes.

Previous Business

- Communication Policy
  - Under review. No new updates.
- Personnel Policy & Procedures Manuel
  - Code of Conduct Addition - no new updates.
  - Respectful Workplace Revision - no new updates.

New Business

- Tax Sales
  - In progress. Discussed aged receivables as well as transferring of land to the Town.
- Collections - Write off in the amount of $2,199.00 for Account SUGAR003 - Bankruptcy
  - Motion to write off this amount at the next council meeting.
- United Church - write off - not for profit
  - Motion to write off in the amount of $9,597.75 at the next council meeting.
- Financial Statement Draft
  - Reviewed financial statements.
- Food Cycle Science Corporation - approval over $10,000.00
  - Motion to be made by council.
- Marine Contractors - approval over $10,000.00
  - Motion to be made by council.
- Annual Leave
  - Discussed feedback from other municipalities regarding annual leave policies.
- 1-19 Tipping Drive
  - Motion to be made by council under section 2.10 to acquire this property.

114-23 Decker / Walsh be it resolved that approval be given to pay cheque #'s 38204-38282 in the amount of $366,469.38.

In Favor: 5	Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

115-23 Decker / Walsh be it resolved that the Town of Pasadena write-off taxes for account #SUGAR003 in the amount of $2,199.00 - Home Base Business Tax.

In Favor: 5	Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

116-23 Decker / Walsh be it resolved that the Town of Pasadena write-off taxes for account #UNITC001 in the amount of $9,597.75 - non-profit organization.

In Favor: 5	Gardner, Cormier, Decker, Hall, and Walsh

Opposed: 0 Resolution CARRIED.

117-23 Decker / Hall be it resolved that approval be given to pay invoice #1647 from Food Cycle Science Corporation in the amount of $28,442.25 (HST included).
In Favor: 5 Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

118-23 Decker / Walsh be it resolved that approval be given to pay invoice #119759 from Marine Contractors in the amount of $66,873.60 (HST included).
In Favor: 5 Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

119-23 Decker / Walsh be it resolved that the Town of Pasadena, under section 2.10, send request to the Minister to acquire property on 1-19 Tipping Drive.
In Favor: 5 Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker reported on the committee meeting held on August 8, 2023.

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

Infrastructure

- Community Services Building
  - Treehouse supplies being moved into new location August 9 and demo to commence immediately at the Community Services building.
- Library and Tree House Spaces
  - Treehouse location is completed and opening soon. Library will open based on Library board decision.
- Pasadena Place
  - Waiting on quote to paint the exterior.

Engineering

- Street Reconstruction
  - Completed
- Seaward Park Upgrades
  - Received updated plan.
- Water Treatment Plant Upgrades
  - Mid to late August 2023 to begin commissioning.
- Recreation Facilities Upgrades (Rink & Pool)
  - Aguathuna Drafting & Consulting has provided first draft for design/development.
- Recreation Facilities Upgrades (Splash Pad)
  - Water Resources are requiring de-chlorination.
- Forest Road Storm Sewer
  - Tender awarded to Marine Contractors, discussed potential cost savings - patching verses paving, hydroseeding verses sods.
- Tamarack Avenue Storm Sewer
  - Tender awarded to Marine Contractors, discussed potential cost savings - patching verses paving, hydroseeding verses sods.
- Tipping Drive/Maxwell Place Water
  - Preparing prime consultant agreement. Discussed possibility of water and sewer paving in one contract.

- Lakeshore/Tipping Drive Sewer
    - Preparing prime consultant agreement. Discussed possibility of water and sewer paving in one contratct.

Gas Tax Projects

- Pasadena Comprehensive Development Plan
    - Discussed feedback received from Marine Contractors.
- Municipal Hydrology Study
- Sewer & Storm Sewer CCTV Inspections
    - 60-70% completion of storm sewer inspections. Sanitary sewer inspections to begin once storm sewer is fully completed.

Planning/Development

- Residential starts - 11

Developments /Rezoning

- Tipping Drive Marina/Commercial Land (RFP)
    - Preparing two RFP's, received one quote still waiting on another.
- DL Power ROW Clearing
    - No new update.
- Foote Street Backland Purchasing
    - Discussed residents purchasing this backland to extend their property.
- White's Avenue Development
    - No new update.
- Industrial Land
    - Discussed possibility of North Harbour road as an industrial site, met with ACOA regarding funding potential.
- RFP Adams Crescent
    - RFP to be developed in house.

Miscellaneous

- Stewardship Association of Municipalities (August 26 or 27)
    - Host event at Pasadena Ski and Nature Park in appreciation of our stewardship agreement.
- Grenfell's Environmental Policy Institute
    - Water use reduction study still ongoing.
- Municipal Food Waste Program
    - Food cyclers arrived last week, sales are going well - 50 out of the 75 units have been purchased.
- CMMS Software
    - Waiting on refined proposal from TownSuite.
- Crosswalk Panels & Strategic Locations
    - Receiving positive feedback on crosswalk panels. 10 new panels arrived and discussed locations to where the panels will be placed.

Occupations Health & Safety

- No Incidents. Next meeting scheduled for August 9 2023.

New Business

- Noise Complaints
    - Nothing to report.
- "Pets" Definition
    - Discussed refining regulations regarding pets and what animal would be considered a household pet. Carlson to reach out to other municipalities regarding their policies on household pets.
- Equestrian
    - Discussed an inquiry received by a resident regarding constructing a stable to house horses on their property. Carlson to reach out to Anna from Tract Consulting to obtain recommendation.
- Policy on Sewer/Water Repairs
    - Discussed the need to develop a policy for water and sewer repairs. Carlson to reach out to other municipalities to compare these policies.

RECREATION & COMMUNITY SERVICES

Councillor Walsh reported on the committee meeting held August 1, 2023.

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

1. Review of previous minutes June 20, 2023 - upon review of the previous minutes, Councillor Walsh pointed out that it was a "suggestion" to notify residents with property on Town land easements. Details will be reviewed later today with Town engineering department.
2. Recreation Programs/Summer Program/Fall Programs

- Our Summer Camp Program has been a great success this summer. We have 99 participants registered with an average of 40 per day.
- We held an open house for disc golf during the Strawberry Festival and the results were positive.
- Participants requested that pickleball continue throughout the summer. We moved the Sunday night program to Wednesday during the same time slot as our Monday and Friday programs.
- Kassidy Vallance and Leona Peach are currently working on the upcoming fall programming schedule.
- Archery equipment has arrived, and a new program will begin in September under the direction of Greg Whelan.
- Pasadena Soccer is looking at partnering with the Town to offer a new indoor soccer program beginning in September.

3. Recreation Rentals - Rentals are on par for summer.
4. Fitness Center - Numbers are on par for summer.
5. Pasadena Days - Festival

- Mayor Gardner mentioned he was approached by a committee member regarding festival operations.
- Director Wight suggested the Town meet with the committee to assess their requirements from the Town for future festivals.
- Mayor Gardner stated that the Town has no interest in running the Strawberry Festival solely without volunteer support.
- CAO Hudson pointed out that if the Town handled the festival there would be no need for a 12-member committee; however, volunteers for the event would be required.
- Director Wight noted that the Town held the following events during the week to augment the festival:
    - Movie Night
    - Teddy Bear's Picnic
    - High Tea
    - World Population Day
    - Disk Golf
    - Scavenger Hunt
- CAO Hudson suggested that the barricades currently being used for the festival should be replaced and Director Wight will look into pricing barricades that are lighter and stackable.
- The tent will remain up for the summer for families to take refuge from the sun.

6. Trails Committee Update - No update on trails.
7. Grants Update - We just received a capacity grant for $17,641 from the Department of Children, Seniors, and Social Development for children with exceptionalities. This program will include the following:

- Open gym time for kids to use adaptive equipment.
- Swimming and bowling in neighboring communities.
- The focus will begin with grades K-8.
- This program will take a regional approach.
- Cross-ability will be the key focus for this program.

8. The Hub/Community Services Facility

- Demolition is scheduled to begin on Monday August 7, 2023.
- CAO Hudson noted that the Town is looking for a turnkey renovation.
- The Treehouse is shutdown for the summer and is expected to reopen in September.
- The library is closed for the summer and is currently waiting for new shelving to arrive.

9. Capital Works Projects - splash pad, pool, Seaward Park upgrades

- Splash pad equipment is on order.
- The Consulting firm is waiting on a permit from Water Resources Division of Environment.
- Environment Department directed us to dechlorinate water before it goes into a rock bed.

10. Town Bus - CAO Hudson suggested that we make a schedule to begin after Labour Day for a $5 round trip to Corner Brook once per week. Director Wight will arrange a 60+ field trip this month.

11. Pasadena Beach - It was brought to the attention of Councillor Walsh that a three-prong anchor was in the water near the swimming area and has potential to cause bodily harm. Director Wight will have someone from the depot remove it.
12. Electric bike rentals

- There was one rental in July. Director Wight pointed out that our prices are in line with other towns in our area.
- Mayor Gardner suggested we advertise it on our digital sign.

13. Regulated Childcare/After School Program - no decision has been made.
14. Harvey Wight Playground

- Mayor Gardner suggested that a new playground should be budgeted for the Harvey Wight Avenue area to attract younger residents to the area.
- CAO Hudson noted that land is still available in the area with approximately 85 lots not yet developed.
- Director Wight will look at pricing options for playground equipment.
- Director Wight also noted that a main attraction such as a zip-line would draw more residents to the area.

15. During a previous meeting, Councillor Brandon Hall suggested to Mayor Gardner that we add synthetic batter boxes to the ball fields. Director Wight will look into cost and usage.

Meeting adjourned at 12:10pm.

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier reported on the committee meeting held August 21, 2023.

In Attendance: Councillor Hal Cormier, Chairperson, Mayor Darren Gardner, Councillor Brandon Hall, Stewart Foote, Director of Public Works, Brian Hudson, Chief Administrative Officer, Karen Spontaneo, Committee Administrative Assistant.

<u>Public Works</u>

- Operational update from Director of Public Works
    - Discussed having public buildings fire safe/fire smart.
    - Need a special plan for Fire & Emergency services (evacuation & home protection plan discussed.
    - Paving is complete.
    - There have been 83 water leaks thus far.
    - Pressure reducing valve installation, the Town should increase awareness to residents.
    - Discussed painting siding at the Depot as well as replacing/painting siding at Pasadena Place.
    - Gazebo construction has not started yet.
- Worklist update
    - Cutting and clearing trails. Still have a couple of weeks work left.
    - Commissioning to begin tomorrow, August 22, 2023. Staff to be trained on the UV Light at the Water Treatment Plant.
- Grading schedule
    - All roads have been graded twice since the last committee meeting.
    - Pasadena Beach
        - Beach cleared twice a week however with weather changing this will slow down.
- Complaints
    - Pasadena Beach cleaning
        - Cleaned twice a week, no complaints.
    - Dog park
        - Mowed and cleaned, no complaints.
    - Speed bump
        - Discussed speed bump request from residents to discourage speeding.

- Sand/Salt - discussed inventory and the need to get pricing and ordering completed for the upcoming winter season.
- RNC/RCMP - increased monitoring in the town great benefit and importance regarding safety to residents.
- Fire Chief - discussed the need to begin the advertising process for this position.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson reported on water pressure and the importance of having pressure reducing valves; partnering with West Coast Cycling, work on trails have commenced; commissioning will begin Aug 2, 2023 for the UV system as well as three day operator training course and more training to follow; storm sewer project discussion regarding tender and meeting with potential contractor soon; Hydrology study is complete, meeting scheduled for August 28, 2023 and final draft should be complete later next week.

BUILDING PERMITS

120-23 Decker / Cormier be it resolved that the building permits be approved as presented.

90 Tamarack Ave	Replace siding, windows and doors	13,500
44 Earle Drive	Replace window	800
55 Main Street	Install Garage Door	3,000
2 Carroll Ave	Replace siding, windows and door	43,000
10 Pine Avenue	Accessory Building & Extension to Existing Accessory Building	3,000
68 Midland Row	Fence	5,000
4 Elmwood Cres	Replace shingles	10,000
13 Wagg Place	Accessory Building	30,000
13 Warren Drive	Fence	2,000
51 Tamarack Ave	New Dwelling	400,000
17 Church Street	Replace Siding	5,000
4 Dawe Place	Replace Siding	2,500
31 Lakewood Drive	Accessory Building	30,000
36 Dawson Drive	Replace Deck (rear & front)	1000
2 Chestnut Drive	Replace Deck	12,500
37 Birchview Drive	Replace Basement Stairs	1,000
93 Tipping Drive	Replace Existing Deck	7,300
65 Midland Row	Replace Shingles	6,000
31 Pike Street	Accessory Building	25,000
31 Pike Street	New Dwelling	600,000
16 Foote Street	Accessory Building	20,000
2 Warren Drive	Fence	500
9 Midland Row	Fence	1,000
16 Fern Place	Wheelchair Ramp	500
6 Fourth Avenue	Replace Shingles	5,370

Construction Value to August 18, 2023 $6,159,148 New Dwellings: 12
Construction Value to August 18, 2022 $7,347,096 New Dwellings: 19
In Favor: 5 Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Decker advised he completed the mandatory training of Module 1-4 and as well Module 5. He raised concerns brought forward by residents regarding regulations governing Air B&B's operating in our town.

Councillor Hall advised that he is scheduled to complete the mandatory training of Modules 1-5 next week and wishes all residents to have a happy summer as it is soon coming to an end.

Councillor Walsh extended her thanks to former employee, Kassidy Vallance, for her hard work and dedication while working with the Town and wished her good luck in her future endeavors. She also wanted to send congratulations to Pasadena Pirates U14 girls baseball team on winning the silver metal in their last tournament. She noted that it is nice to see so many families involved with sporting events, such as soccer and baseball, and that our Town has a lot to offer.

Councillor Cormier extended his congratulations to the U14 girls baseball team as well on their silver metal win. He also asked that residents use caution as students prepare for another school year, as buses will be operating on town roads in the coming weeks.

Mayor Gardner wanted to express his gratitude to the RNC for the service they will be providing in our town and is looking forward to work with them. He also discussed water pressure within the town and the importance of installing pressure reducing valves.

ADJOURNMENT

121-23 Walsh / Cormier be it resolved that the meeting by adjourned at 8:45 p.m.

In Favor: 5	Gardner, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

Mayor

Town Clerk