MINUTES
Regular Council Meeting
Monday, September 18, 2023

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, September 18, 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:	Chief Administrative Officer Brian Hudson
STAFF PRESENT:	Sharon Brown, Town Clerk

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

124-23 Randell / Cormier be it resolved that approval be given to accept the agenda as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

125-23 Hall / Brake be it resolved that the minutes of the Special Meeting held on September 5, 2023 be approved as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

126-23 Cormier / Hall be it resolved that the minutes of August 21, 2023 be approved as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

PETITIONS OR VISITING GROUPS:

Mayor Gardner read out Proclamation declaring that the Town of Pasadena do hereby proclaim September 2023 as "Childhood Cancer Awareness Month" in the Town of Pasadena. Council had the pleasure of having Stella and Paul Heppleston in attendance for the reading and signing of the proclamation.

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 notes from committee meeting held on September 11, 2023.

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

- Shannon Mosher
    - Presented to committee members on noise regulations.

Brian Hudson arrived to the meeting.

Standing Business

- Human Resources
    - Discussed difficulty coordinating labourers in the summer between two departments with competing departmental priorities.
- Legal
    - Staff updated committee on legal items.
- Economic Development
    - Discussed two collaboration grant applications; shared OH&S service and shared GIS/Planning services.
- Accounts Payable
    - Cheque # 38283 - 38420
    - Discussed process of approving accounts payable.

Previous Business

- Communication Policy
    - Ongoing. No new updates.
- Personnel Policy & Procedures Manuel
    - Code of Conduct Addition - No new updates.
    - Respectful Workplace Revision - No new updates.
- Rental Policy at Services Building
    - Using the same policy as Pasadena Place.
- Annual Leave
    - Town Clerk reached out to other communities but there was very little feedback.
- Tax Sales & Collections
    - Ongoing.

New Business

- Financial Statements
    - Recommend motion to approve. No change to draft version
- Request from resident for interest relief
    - Discussed the letter that they had sent. Town Clerk to reach out to them to advise that interest will not be recommended to be wrote off.
- Home-based business - no longer operating
    - Recommend motion to write off taxes at the next Council meeting.
- Expense/Income Report
    - Discussed the operating account and capital reserve funds.

127-23 Randell / Decker be it resolved that approval be given to pay Cheque #38283 - 38420 in the amount of $1,971,429.28.

In Favor: 7	Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

128-23 Randell / Decker be it resolved that approval be given to write off business taxes in the amount of $1,587.00 for account #MOBIL001 due to it no longer being in operation.

In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

129-23 Randell / Hall be it resolved that the Town of Pasadena accept and approve the December 31, 2022 year end audited financial statement as submitted by Brian Hillier, Chartered Professional Accountant.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

130-23 Randell / Hall be it resolved that the Town of Pasadena accept and approve the December 31, 2022 year end annual gas tax report as submitted by Brian Hillier, Chartered Professional Accountant.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker presented the notes from committee meeting held on September 11, 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 Jessica March, Committee Administrative Assistant.

Infrastructure

- Pasadena Health Centre
  - Construction ongoing.
- Library and Tree House Spaces
  - Treehouse location is completed and opening soon. Library estimated to open late September.

Engineering

- Street Reconstruction
  - Completed.
- Seaward Park Upgrades
  - Need to get a PCA and need funds allocated.
- Water Treatment Plant Upgrades
  - Commissioning Sept 25, 2023.
- Recreation Facilities Upgrades (Rink & Pool)
  - 66% IFR drawings for rink. No update on pool.
- Recreation Facilities Upgrades (Splash Pad)
  - Tender closes Sept 15, 2023 at 2:00pm.
- Forest Road Storm Sewer
  - Awaiting award to Marine Contractors.
- Tamarack Avenue Storm Sewer
  - Awaiting award to Marine Contractors.
- Tipping Drive/Maxwell Place Water
  - Awaiting PCA for engineering.
- Lakeshore/Tipping Drive Sewer
  - Awaiting PCA for engineering.
- Dam Study Report
  - Received and reviewed. Town to provide comments/feedback.

Gas Tax Projects

- Pasadena Comprehensive Development Plan
  - Meeting with Tract Consulting Sept 12, 2023.
- Sewer & Storm Sewer CCTV Inspections
  - Sanitary sewer inspections 75% complete.
- UV treatment commissioned
  - UV treatment lights have been commissioned.

Planning/Development

- Residential starts - 13

Developments /Rezoning

- 3-5 Lakewood Drive
  - Completed.
- Tipping Drive Marina/Commercial Land (RFP)
  - Two proposals to prepare RFP have been received since awarded,
- Foote Street Backland Purchasing
  - Not recommended by Planner/Tract Consulting.
- White's Avenue Development
  - Still in design. Awaiting drawings for developer illustrating 10% green space allocation.
- Industrial Land
  - Discussed possibility of North Harbour road as an industrial site.
- RFP Adams Crescent
  - RFP to be prepared by Sept 15, 2023.
- CMHC/HAF Application
  - Applying for funding. Due by Sept 29, 2023.

Miscellaneous

- Stewardship Association of Municipalities
  - October celebration planned at PSNP. Tentative date Oct 14, 2023.
- Grenfell's Environmental Policy Institute
  - Report received.
- Municipal Food Waste Program
  - Like and share contest on the go to win a free Food Cycler. 47 Food Cyclers sold.
- CMMS Software
  - Proposal received from Townsuite. To be discussed in future budget meeting.
- Crosswalk Panels & Strategic Locations
  - 10 more general crossing signs ordered.
  - Discussed changing placement of crosswalk signs to be on the edge of the paint rather than the middle of the crosswalk.

Occupations Health & Safety

- No Incidents

New Business

- "Pets" Definition
  - To review during next meeting once definition of "pets" are researched.
- Equestrian
  - To review during next meeting once definition of "equestrian" is researched.
- Policy on Sewer/Water Repairs
  - Discussed the need to develop a policy for water and sewer repairs. Discussed responsibility of Town vs. property owners.
- Smoke detector installations
  - Fire department to start inspecting and replacing smoke alarms as part of a program starting Sept 13, 2023.
- Parking at Pasadena Ski and Nature
  - Discussed parking issues at PSNP.
- Parking at Pasadena Academy
  - Discussed parking issues for pickup of students across from Pasadena Academy.
- Airbnb regulations
  - Discussion was had regarding Airbnb regulations (i.e: inspections)

131-23 Decker / Randell be it resolved that the Town of Pasadena engage Mechanical Advantage Engineering at the sum of $21,900 (+hst) for all related electrical and mechanical engineering at 12 Third Avenue.

In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

132-23 Decker / Randell be it resolved that the Town of Pasadena award tender for project #'s 17-GI-22-00010 and 17-GI-22-00058 (Forest Road Storm Sewer System and Tamarack Avenue Storm Sewer System) to

Marine Contractors Inc. in the amount of $3,567,610.50 (HST incl.). The Town recognizes the project is over budget and will fund the projects from its oun financial resources.

In Favor: 7	Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

133-23 Decker / Walsh be it resolved that the Town of Pasadena accept a proposal from Mills & Wright Landscape Architecture Inc. in the amount of $19,500 (+HST) for professional services relating to 1 - 19 Tipping Drive.

In Favor: 7	Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0	Resolution CARRIED.

RECREATION & COMMUNITY SERVICES

Councillor Walsh presented the notes from committee meeting held on September 11, 2023.

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

1. Review of previous minutes from August 1, 2023
   - Director Wight presented a quote and a drawing for a new playground near Harvey Wight Crescent.
   - Councillor Walsh suggested we get a quote for a bouncy pillow as an attraction for the park.
   - Councillor Brake suggested the new playground should be in the green space near the pump track on Pine Avenue.

2. Recreation Programs/Summer Program/ Fall Programs
   - We have been getting good reviews regarding the Playability Program being offered on Sunday afternoons.
   - There have been several inquiries regarding adult archery.

3. After School Program
   - With 11 children on the waitlist, consideration may be given to take all on our list.
   - Space and staff is being a challenge and interviews will be conducted soon.

4. Special Events - Responsibilities will be handed off to Coordinator Greg Whelan for planning and carrying out special events projects including Trunk or Treat, Bonfire Night, and Breakfast with Santa.

5. Recreation Rentals - Our rental schedule is full due to private rentals and our programming.

6. Fitness Center - Memberships are up based on previous years.

7. Pasadena Days/Festival - Director Wight is coordinating a meeting with the Festival Committee and the Recreation Committee to discuss their concerns regarding the Town's role in festival events.

8. Trails Committee Update
   - Grant funding from last year is being used to complete the up trail by December 2023.
   - Public Works will supply the labor for the completion.

9. Grants Update - Director Wight noted grant reports for summer programs are due this month. There is $7500 in grant funding which will be spent on slides for the Pine Hill Nature Park this month.

10. The Hub/Community Services Building
   - Plumbing will begin this week.
   - CAO Hudson noted that the concrete lines have been cut, ground work is being executed by Town staff, and wall studs will begin this week as well.

11. Capital Works Projects - splash pad, pool, Seaward Park upgrades - no updates to report.

12. Town Bus
   - The first ride scheduled for Corner Brook on August 31 was rescheduled to September 6 due to lack of registration; however, interest is growing.

- We need a new approach to advertise to seniors who don't use social media.
- A field trip is planned to take seniors to the Lark Harbor area for a day in September.

13. Pasadena Beach
    - Director Wight noted there will be a follow-up meeting with Cathy Garcin to review partnership/operations in 2023.
    - Director Wight also mentioned the vandalism which occurred at the beach over the weekend.

14. Electric Bikes/Scooters Rental
    - CAO Hudson suggested we charge a lower price for less time.
    - Mayor Gardner noted we need more advertising.
    - Leona will make necessary changes and work on advertising.

15. The following items arose during general business:
    - a clock for the exterior of the building
    - improvements to the soccer field including leveling and aerating the sod
    - an autism playground at the beach
    - floating islands for the beach
    - a club house facility for all users of the ball fields on Tenth Avenue
    - work on the nature playground will resume this fall, and Director Wight will look into drawings for the play stations
    - budget items to be considered include an ABI Force for the sports field
    - CAO Hudson suggested depot staff assigned to recreation should report to Director Wight during the four months of summer

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier advised that on September 7, 2023 the committee met with RNC Staff Sargent Ryan Wentzell. The meeting was to briefly discuss the upcoming transition for the policing of the Humber Valley Region.

CHIEF ADMINISTRATIVE OFFICER REPORT

BUILDING PERMITS

134-23 Decker / Randell be it resolved that the building permits be approved as presented.

6 Fourth Avenue		Replace Shingles	5,370
15 Circular Road		Patio	3,000
6 Whelan Drive		Replace windows	20,000
3 Earle Drive		Add pool deck	2,000
19 Hodder Drive		Accessory building	10,000
6 Eighth Avenue		Accessory building	20,000
3 Bowater Blvd	207731	Accessory building	10,000
3 Bowater Blvd	207731	New dwelling	400,000
120-132 Main St	131041	Commercial Storage Building	300,000
9 Earle Drive	130007	Replace Shingles	6000
14 Birchview Drive	129667	Replace Exterior Basement Door	300
1 Rideouts Lane	130691	Replace Existing Bridge	1000
3 South Brook Drive	207755	Accessory Building	5000

7 Tenth Avenue	130962	Replace Existing Deck	2500
51 Midland Row	130586	Replace Existing Bridge	1000

Construction Value to September 15, 2023 $6,939,948.00 New Dwelling: 13
Construction Value to September 15, 2022 $8,184,021.00 New Dwellings: 20

In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Councillor Brake inquired when the commissioning of the water treatment plant will be taking place. She was advised that the anticipated date is the last week of September. She also thanked Stella and her father for attending tonight's signing of the proclamation for Childhood Cancer Awareness Month. She also noted that the annual Terry Fox Run will be taking place at Pasadena Elementary this upcoming Friday.

Councillor Decker advised that he attended a meeting with Mountain Bike Atlantic to discuss mountain biking in the Humber Valley. He also noted that our Director of Recreation and Community Service, Wanda Wight, was also in attendance.

Councillor Hall expressed that he hopes that all residents had a great summer as the first day of fall is September 23, 2023.

Councillor Walsh noted that Pasadena Place has a great Friday night event program for youth which is a success. She also noted that the Pasadena Army Cadets are looking for new recruits and would like to see more youth involved in this great program. She also asked that drivers drive carefully now that the evenings are much shorter and asked that people shop local.

Councillor Cormier noted that Truth & Reconciliation Day is September 30th and asked that everyone take a few minutes and ask themselves what it means to them.

Deputy Mayor Randell wanted to remind residents that Pasadena Place has their electric bikes and scooters for rent. He also advised that he attended a trip on the town bus to the insectarium and it was a great success. Some members of the Strawberry Festival met with Parliamentary Secretary for Canadian Heritage Chris Bittle and discussed difficulties facing local festivals and recruiting more volunteers. He advised that the GHJC will hopefully be holding their next meeting next month. He also received a letter with a complaint about speeding around school zones and he asked that drivers to be extra cautious in these areas. Work at the library, family tree house and the Hub are progressing well.

ADJOURNMENT

135-23 Walsh / Cormier be it resolved the meeting be adjourned at 8:51 p.m.

In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

Town Clerk Mayor