



MINUTES

Regular Council Meeting

Monday, May 6, 2024

The Minutes of the Regular Council of the Town of Pasadena was duly held on Monday, May 6, 2024.

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: Brian Hudson, Chief Administrative Officer
Karen Spontaneo, Town Clerk

LAND ACKNOWLEDGMENT

"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

62-24 Cormier / Randell be it resolved that the agenda for May 6, 2024 be approved as presented.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

APPROVAL OF MINUTES

63-24 Hall / Randell be it resolved that the minutes of April 15, 2024 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 May 2024 as "Huntington Disease Awareness Month" in the Town of Pasadena.

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 advised that the committee met on April 22, 2024 and discussed the following:

Standing Business

- Human Resources
 - Provided updates on human resources.
- Legal

- Provided updates on legal.
- Economic Development
 - Discussed requests for extensions on RFPs.
 - Discussed arranging a meeting regarding the cruise industry/excursions with the Port of Corner Brook.
- Accounts Payable
 - Reviewed accounts payable listing.

Previous Business

- Personnel Policy & Procedures Manuel
 - Code of Conduct Addition
 - No new updates.
 - Respectful Workplace Revision
 - No new updates.
- Tax Sales & Collections
 - Requested update from legal team, awaiting response.

New Business

- Business tax write off
 - Motion to be added to next Council meeting to write off 2024 business tax.
- Request for Support to Replace Obsolete Computers at Pasadena Academy
 - Recommend the CAO advise that we are unable to support this request but will lobby the province.
- 911 System Information Request
 - Discussed 50+ Club request for more information on the 911 system within the town. Brian to contact the fire chief regarding providing possible information session to the Humber Valley 50+ Club.

64-24 Randell / Decker be it resolved that the Town of Pasadena write off 2024 business tax for MOUNC001 in the amount of \$384.51.
 In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

65-24 Randell / Decker be it resolved that approval be given to pay cheque #'s 38902 to 38992 in the amount of \$447,852.41.
 In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
 Opposed: 0 Resolution CARRIED.

INFRASTRUCTURE, ENGINEERING, PLANNING

Councillor Decker advised that the committee met on April 22, 2024 and discussed the following:

New Business

- Home-based business request at 12 Penney Drive – advertised with no feedback
 - Recommended for approval at next regular Council meeting.
- Storm Water Management/Ditching program
 - Discussed ditching program throughout the town and discussed funding programs. Director to look into possible solutions.
 - Discussed Hodder Drive complaint. Director to respond.
- Air BnB concern
 - Waiting on provincial guidance regarding Air BnB regulations at municipal level.
- Commercial harvest in our protected water supply
 - Discussed results of meeting with Kruger which occurred on April 4th. Waiting on viewscales before proceeding.
- Proposed change to Pynn’s Brook “no new access” regulation
 - Recommended to wait until boundary feasibility report is completed. If the boundary is extended then a revision to the municipal plan and development regulations would be required and that should all occur at the same time to ensure efficiencies.
- Subdivision of land – 97 Main Street
 - Waiting for appeal to be processed.
- Access to land on Tipping Drive east
 - Discussed inaccessible land on Tipping Drive east.
- Raising of backyard chickens – concern with pests (Lakewood Drive)
 - Discussed regulations on having backyard chickens.
- Proposal for cleanup of land on Lakewood Drive
 - Discussed requesting a mockup or presentation of proposed cleanup of land.
 - Director to follow up on proposal.
- Changes/clarification to fence regulations

- Discussed implementing new fence regulations. Director to research fence regulations in other municipalities for best practices.
- Westhaven gazebo location
 - Discussed potential locations for gazebo. Also discussed materials for gazebo.
- Land purchase off Midland Row
 - Recommended to proceed with land purchase at \$2.06 per sq. meter. Survey cost to be split 50/50
- Sewer Backup on First Ave
 - Discussed potential solutions for sewer issue, including if individual has a working backwater valve. Discussed that this could be a potential future capital works project. Director to reply to resident.
- Cahill proposal to install SCADA on sewer lift stations
 - Discussed proposal and how this could be a potential future capital works project.

66-24 Decker / Randell be it resolved that approval be given to home based business to operate at 12 Penney Drive - Civil Construction Services Inc.

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

67-24 Decker / Brake be it resolved that the Town of Pasadena confirm a stop work order issued on April 26, 2024 at 7-13 TCH, Pynns Brook for development occurring without a permit.

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

68-24 Decker / Hall be it resolved that the Town of Pasadena approve the consulting engineering agreement with Allnorth Consultants Limited for the Blue Gulch Dam Replacement project #17-GI-21-00071 in the amount of \$52,330.00 (plus HST).

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

RECREATION & COMMUNITY SERVICES

Councillor Walsh advised that the committee met on April 15, 2024 and provided the following updates:

- Review of previous minutes March 4, 2023
 - Item #16 has been updated to reflect that the meeting originally scheduled with Pasadena Army Cadet Corp 2959 at Pasadena Place on April 15, 2024 has been relocated to the Town Office.
- Recreation winter programs
 - Winter programs will conclude in the upcoming weeks as scheduled for this time of year.
 - A suggestion was made to include a music day-camp during the summer.
- E-services
 - We will continue to offer registration through e-services as programs permit.
- Special events
 - Green Jobs grant funding will provide event planning support to recreation staff.
 - Pasadena Place staff completed a grant on behalf of the Strawberry Festival Committee. The approved amount is \$10,400 from Canadian Heritage.
 - Director Wight is checking on options for the Town to host an evening market at the field on July 12, 2024.
 - The Festival Concert is tentatively scheduled for July 13, 2024.
- Recreation rentals
 - No updates to report.
- Private sport group rentals
 - No updates to report.
- Fitness Center
 - No updates to report.
- Pasadena Days - Festival
 - Several members of the Strawberry Festival Committee have resigned, leaving the organization with a total of five members.
 - The Committee recently put out a call for volunteers, and they will meet again on April 23, 2024.
- Trails Committee update
 - The first zipline at South Brook Trail is being replaced, and a platform will be installed for kids to have access.
 - A staircase is needed to reach the lookout.
 - A quote has been requested for solar panel lights on Earlobe Trail.
 - Recreation maintenance staff will begin work on the gazebo for South Brook Trail.
- Grants update - The following grants have been received since the last recreation meeting:

- \$5062 - CPRA Green Jobs in addition to last year's money - \$5000.
- \$2500 - Celebrate NL.
- \$10,000 - Senior Fit.
- \$5000 - Keeping Girls in Sport.
- \$10,000 - Outdoor recreation upgrades to change the tennis courts to pickleball courts.
- \$10,400 - Canadian Heritage for Festival events.
- \$8,736 - Funding through Canada Summer Jobs is forthcoming to subsidize the wages of four students this summer.
- The Hub/Community Services Building
 - The grand opening has been delayed.
 - We have confirmation of a new doctor to begin in 2025, with other ongoing inquiries.
 - Construction to the gymnasium portion is still ongoing.
- Capital Works Projects - splash pad, pool, Seaward Park
 - The splashpad is scheduled to begin in May 2024.
 - Tenders are out for the rink portion of Seaward Park.
 - The pool is rescheduled to begin in 2025.
- Town Bus
 - Thursday runs to Corner Brook will continue as scheduled.
 - A summer schedule will include out of town trips.
 - Without a response from Corner Brook Port Authority regarding the cruise ship bus trips to Pasadena, we look forward to submitting a proposal in 2025.
- Community Garden
 - In the absence of leadership from the group, the Town of Pasadena will assume the responsibility for the time being.
- Field upgrades
 - Recreation maintenance staff will begin working on the warning tracks around the ball fields on Tenth Avenue.
- Beach signs
 - Wayfinding is necessary for out of town visitors to access the beach.
 - Counters will be installed to keep track of attendance.
 - Grant funding is available through ACCOA
 - Director Wight and Councillor Walsh will arrange to meet with the Oasis owner.

PUBLIC WORKS & PROTECTIVE SERVICES

Councillor Cormier advised that the committee met on April 29, 2024 and provided the following updates:

Protective Services

- Discussed timeline to have fire hall rear garage door installed. Staff will be available to complete installation in May.
- Discussed potential extension of fire hall and roof repairs vs constructing a new building.
- Discussed the approved boundary extension review. RFP to go out tomorrow.
- Several members attending fire school this month along with a variety of training ongoing for members.
- Fourth sea-can is currently on site but not in place. Discussed arranging to get this sea-can in place on top of the existing sea-cans along with installing windows, doors, and stairs for training purposes.

Public Works

- Water Breaks
 - Averaging 2-3 water breaks fixed a week with about 8 breaks left to fix.
 - Discussed asphalt patching that will be up and running soon.
- Public Works Updates
 - Equipment has held up well over the winter.
 - Trails have been straightened up and roads have been graded.
 - Beach has been graded as well as preliminary cleaning completed.
 - Filled in West Haven Drive that had washed out with the storm on March 29, 2024.
 - Installed replacement rails on Church Street.
 - Water filtering system is performing poorly. Discussed causes of this poor performance and solutions.
 - Discussed regular maintenance of sewer lift station pumps.
 - Discussed remediation of waste site on North Harbour Road or potential to obtain permit to operate organic waste site.
- Ditching
 - Discussed storm water issues and ditching on Hodder Drive.
 - Discussed municipal ditching policy. CAO to research ditching policies in other municipalities

- for best practices.
- Fleet Replacement
 - Waiting for loan approval.
- New business
 - Residents cleaned up Midland Row (east end trails area).
 - Discussed the need to open up viewscape at the lookout on the Trans Canada Highway. Staff to reach out to the provincial government.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hudson provided an update on the new Town and Local Service District Act which will be coming into effect on January 1, 2025. He also advised that he attended the MNL Symposium held in Gander last week and provided updates on the presentations given at the conference.

BUILDING PERMITS

69-24 Decker / Randell be it resolved that the following building permits be approved as presented:

20 King Street	Fence and eavestrough	6,000
10 Castlewood Drive	Accessory building	10,000
30 Pike Street	Accessory building	35,000
30 Pike Street	New dwelling	350,000
42 Glendale Ave	Accessory building	2,000
16 King Street	Fence	1,500
7 Glendale Ave	Shingles	1,900
13 Pike Street	Accessory building	10,000
108 Tipping Drive	New dwelling	250,000
42 Hodder Drive	Shingles	4,500
99-117 Main Street	Accessory building	15,000
106 Midland Row	Fence	950
18 First Ave	Patio	5,000
16 Wellsdale Ave	Accessory building	20,000
2 Thistle Ave	Patio	1200
87 Main Street	New commercial building	1,900,000

Construction value to May 2, 2024	\$3,975,550	New Dwellings: 5
Construction value to May 2, 2023	\$1,527,200	New Dwellings: 4

In Favor: 7
Opposed: 0

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

NEW BUSINESS

CORRESPONDENCE

QUESTIONS AND COMMENTS

Deputy Mayor Randell advised that he attended the MNL Symposium in Gander last week and indicated it was a great experience. He also noted that the Strawberry Festival which is set for July 8-14 2024, are looking for volunteers. Mr. Randell wished everyone a Happy Municipal Awareness week.

Councillor Cormier commended residents for their hard work in keeping our town clean and tidy. He also noted that he attended the Western Regional Waste Management meeting and wished everyone a Happy Municipal Awareness week.

Councillor Walsh congratulated Lily Brock on her success representing the Pasadena Lions Club on the annual Speak-Off competition.

Councillor Brake advised that she attended the RecNL conference with our Director of Recreation, Wanda Wight on April 27 2024. She also noted the importance of ATV education within our town, and suggested the possibility of having someone administer a presentation to the high school students with regards to the rules and regulations of operating an ATV in our town. Councillor Brake discussed commercial permit approvals and the importance of setting a design and/or aesthetic standard within the town. She also suggested that the town provide a post on social media providing the public with all Council contact information.

Councillor Decker advised that he attended the AGM of the Deer Lake Airport Authority, which was very informative. He also noted that he attended the RecNL conference as a presenter and he advised that it is International Compost week and wanted to remind residents that they can still purchase food cyclers and compost bins at Pasadena Place. Lastly he noted this coming Sunday is Mother's Day and for all who are fortunate enough to still have their mother to make sure and wish her a Happy Mother's Day.

Councillor Hall advised that he attended the AGM for SAM in Grand Falls-Windsor on April 19-21, 2024 and that it was a great experience and a great town to visit.

ADJOURNMENT

70-24 Walsh / Brake be it resolved that the meeting be adjourned at 8:59 p.m.
In Favor: 7 Gardner, Randell, Brake, Cormier, Decker, Hall, and Walsh
Opposed: 0 Resolution CARRIED.

Town Clerk

Mayor