



# MINUTES

## Committee of the Whole Meeting

### Monday, January 12, 2026

The Minutes of the Committee of the Whole of the Town of Pasadena was duly held on Monday, January 12, 2026.

**MEMBERS PRESENT:** Mayor Darren Gardner  
Deputy Mayor Terry Randell  
Councillor Carla Brake  
Councillor Brandon Hall  
Councillor Kelli Lannon  
Councillor Gary Bishop  
Councillor Clare Dugdill

**ABSENT:** Brian Hudson, Chief Administrative Officer  
Karen Spontaneo, Director of Finance and Administration

**STAFF PRESENT:** Carlson Way, Director of Engineer, Planning and Public Works  
Wanda Wight, Director of Recreation and Community Services

#### LAND ACKNOWLEDGEMENT

"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 6:05 p.m.

#### APPROVAL OF AGENDA

1-26 Bishop / Brake be it resolved that the agenda for January 12, 2026 be approved as presented.

In Favor: 7	Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill
Opposed: 0	Resolution CARRIED.

#### APPROVAL OF MINUTES

2-26 Bishop / Lannon be it resolved that the minutes for the December 15, 2025 Regular Council meeting be approved as presented.

In Favor: 7	Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill
Opposed: 0	Resolution CARRIED.

#### DEPARTMENTAL REPORTS

##### Finance & Administration

- Accounts Payable
  - Discussed accounts payable listing
- Invoices over CAO limit
  - Motion to be added to next Regular Council meeting to approve payment of invoices.
- Emergency Plan
  - Briefly discussed and Director Way mentioned editing was completed but would check with Director Spontaneo to confirm same
- Policies
  - Travel & Expense policy (Council)
    - Discussed with no further recommendations required
  - Respectful Workplace policy
    - Discussed. There were concerns that the law firm, lawyers and email should be listed in the document. Director Wight suggested as a policy for council and staff, it was possibly to provide ease if needing to file a complaint. Clarification to be obtained from Director Spontaneo.
- 2A Ryan's Road lease

- The lease proposal was discussed in great length. It was suggested to invite the proposed new owner(s) to a meeting at 6:30 p.m. on January 26, 2026. Director Wight will reach out with the meeting invitation.
- Revised 2026 Municipal Operating Budget

3-26                      Randell / Hall be it resolved that the Town of Pasadena, in accordance with the Towns and Local Service Districts Act, approve the amended schedule of rates, fees and policies for the 2026 Municipal Operating budget as presented.

In Favor: 7  
Opposed: 0

Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill  
Resolution CARRIED.

### Engineering & Planning

- Home-base businesses
  - Director Way noted that under section 4.7.9 (Home Business), several applications have been denied because they fall under the current exclusions. The Committee discussed the need to make more proposals discretionary to better reflect modern home-based services. Councillor Lannon suggested that instead of charging a flat \$300 business rate, the Town could consider other pricing options depending on the type of service being offered. She further suggested reducing the application fee as there is no longer a local newspaper for advertising.
- Advertising sign (Main Street)
  - Council asked questions regarding usage and advertising on the LED sign. Director Wight advised that a policy was developed by the Finance Department many years ago and is currently followed by staff. The policy outlines a tiered fee structure intended to recover staff time required to create and schedule messages. Director Wight will forward the policy to Council for review
- Animal regulations/policy - no discussion.
- ATV access (closure dates)
  - A brief discussion was held. Council decided not to close ATV access at this time; however, the Town will reserve the right to implement a closure at any time if it is deemed appropriate.
- Fireworks policy
  - Councillor Lannon noted she had reviewed policies in other municipalities and suggested the Town explore a similar approach. Director Wight advised the issue has been raised on several occasions in past years and previous committee recommendation had been made to limit fireworks to Canada Day and New Year's Eve, with permits required for any other dates. Director Wight noted that prior discussions were tabled by council due to concerns related to enforceability. Director Wight indicated that the intent of a fireworks policy would be to establish clear expectations and support a complaint-based, education-first approach, including deterrents for repeat non-compliance. The proposed framework would permit fireworks on July 1 and December 31 (during set hours), with permits required for any other dates. Council expressed support for the development of a Fireworks Policy. Director Wight will prepare a briefing note and draft policy for consideration at the next meeting.
- Indoor pool request
  - Council reviewed correspondence received as part of the 2026 budget consultation requesting consideration of an indoor pool. The writer expressed concerns that an outdoor pool would be seasonal and suggested an indoor facility would better support seniors and families with young children. Council decided not to entertain the request at the present time.
- Bonnell Drive property development
  - Property Sale Inquiry: Council reviewed correspondence regarding potential property sales related to 12–20 Bonnell Drive and 15–19 Bonnell Drive. Council discussed the protocol followed by staff when responding to inquiries from potential buyers. Mayor Gardner will reply to the correspondence.
- Church Street tree removal
  - Deer Lake Power has marked trees for clearing along the transmission line on Church Street. Director Way suggested Deer Lake Power engage an arborist to help guide the work, as the current plan appears to involve removing most trees in the area. Committee discussed limiting removals to trees that could fall directly onto the power lines; however, it was noted this will not be the approach taken. It was decided to permit Deer Lake Power to remove the trees they deem necessary, with the expectation that all debris and mess be fully cleaned up afterward. Committee also discussed exploring the option of planting mature trees in the area following the work. Councillor Brake requested that Director Way contact Deer Lake Power to determine the expected remaining lifespan of the current transmission line, as this could impact future plans for the area
- Trees along Ninth Avenue
  - Public Works to determine a solution to issues with trees located on the east side of Ninth Ave.
- Main Street engineering proposal
  - Discussed and approved. Consideration to include a Round-about in the proposal.
- Private roadway / civic numbers
  - Director Way noted ongoing issues in several areas where civic numbering on private property (including an apartment building on Fifth Avenue and private roads off Tipping Drive) has created confusion for emergency responders. Council approved Director Way proceeding with recommendations to address the

issue for public safety, including exploring renaming and implementing a clearer number/letter system. Council supported this approach and confirmed that any road work and snow clearing for private properties will remain the responsibility of the owners.

4-26 Brake / Bishop be it resolved that the Town of Pasadena apply for cost-shared funding through the Municipal Capital Works call for applications with the Municipal Infrastructure division of the Department of Transportation and Infrastructure in the amount of \$5,801,163.50, for the purpose of Pasadena Water Treatment Plant Upgrades - Phase 2. The Town of Pasadena agrees to provide its share of the cost-shared funding, \$1,052,140.00 for this project should it be selected for funding and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Pasadena. Furthermore, the Town of Pasadena will not require financing for this project.

In Favor: 7  
Opposed: 0  
Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill  
Resolution CARRIED.

5-26 Brake / Hall be it resolved that the Town of Pasadena apply for cost-shared funding through the Municipal Capital Works call for applications with the Municipal Infrastructure division of the Department of Transportation and Infrastructure in the amount of \$283,170.25, for the purpose of Pasadena Wastewater Distribution & Treatment Study. The Town of Pasadena agrees to provide its share of the cost-shared funding, \$51,358.00 for this project should it be selected for funding and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Pasadena. Furthermore, the Town of Pasadena will not require financing for this project.

In Favor: 7  
Opposed: 0  
Gardner, Randell, Brake, Hall, Lannon, Bishop, and Dugdill  
Resolution CARRIED.

## Public Works

- Sidewalk clearing / snow machines on sidewalks
  - Councillor Lannon raised concerns about public safety when sidewalks are cleared but not properly salted. She also noted safety issues related to snowmobiles being driven on sidewalks. It was suggested that, since some operators already make roadsides snowmobile-friendly, taking the same approach more consistently could help reduce the need for sidewalk travel. Director Way will speak with operators regarding this approach and will also address ensuring adequate salting of sidewalks.

## Recreation & Community Services

- Directors Update
  - Wellness Hub
    - Director Wight provided an overview of the new Wellness Hub and encouraged Council to welcome the community to the grand opening on Thursday evening, January 15, 2026. She noted the department has received approximately \$17,000 to support programs and operations to date, and additional funding opportunities are being explored.
  - Outdoor Rink
    - Staff is geared up to get the rink up and running as soon as the weather cooperates. Director Wight asked if there was any update on the plans for the new outdoor rink but was advised there is nothing new to report due to the inflated costs of the original proposal.
  - Baseball Request
    - Director Wight will arrange a meeting in the next couple of weeks to meet with key members of the baseball association to discuss their long-term plans as well as immediate needs for field maintenance. She was also requested to meet with the soccer volunteer groups to discuss the same.
  - Walking Track
    - Councillor Brake advised that she has received a request for additional opportunities to use the walking track at random drop-in times, for a nominal fee, when other activities or rentals are taking place in the gymnasium. Director Wight noted that most renters would not be comfortable sharing the gymnasium space with walkers during their booked time, and that allowing walkers—many of whom are seniors and may have mobility impairments—while other activities are underway would create safety and liability concerns for both the renters and the Town. Director Wight further noted that staff currently try to maximize facility use by filling last-minute cancellations or unused gym time with half-price gym rentals, where possible. However, it was discussed that, if these cancellations do not get rebooked, staff could offer occasional “pop-up” walking track sessions and advertise these walks through the Town’s Facebook page.
- Councillor Bishop left the Council Chambers at 9:00 p.m.
  - Spring Projects
    - Staff will identify suitable locations for new disc golf baskets and bring forward a recommended

layout for approval. Field upgrades will proceed as part of spring maintenance planning, with priorities confirmed based on condition and scheduled use.

- Communities in Bloom – The Town will register for the 2026 competition and select ten recommendations from the most recent judges’ report to implement during the 2026 summer season. Staff will also explore a “Spruce Up” initiative to encourage local businesses to improve storefront curb appeal (e.g., planters, paint touch-ups, signage, lighting), including possible recognition incentives and promotion through Town channels.
- Overview of 2025
  - Director Wight provided a brief overview of 2025, noting that overall revenues exceeded budgeted amounts and expenditures were lower than anticipated. Overall, 2025 was a strong year and staff are looking forward to new initiatives currently in development.
- Misc. Recreation Happenings
  - Bus Trips Ongoing

Special Events – Director provided update of Town sponsored festival events.

Pasadena Place Maintenance – gym refinishing was postponed/ will be rescheduled.

Facility rentals – currently have a full schedule.

- Grants Update
  - Youth Sports Community Development Grant – Approved for \$7,550.

RNL Parasport “Try It” Session – Approved for \$1,000.

Recent Applications:

Community Additions – Prevention & Mental Health Promotion Fund – \$10,000 requested (application submitted; decision pending).

- Discussion regarding sending out a quarterly Town Crier newsletter.

## IN-CAMERA SESSION

## ADJOURNMENT

6-26                      Randell / Hall be it resolved that the meeting be adjourned at 9:19 p.m.

In Favor: 6  
Opposed: 0

Gardner, Randell, Brake, Hall, Lannon, and Dugdill  
Resolution CARRIED.

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Director of Finance and Administration

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Mayor