MINUTES
Committee of the Whole Meeting
Monday, October 19, 2026

The Minutes of the Committee of the Whole of the Town of Pasadena was duly held on Monday, October 19, 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:

STAFF PRESENT: Brian Hudson, Chief Administrative Officer
Karen Spontaneo, Director of Finance and Administration
Carlson Way, Director of Engineering, 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

Gardner called the meeting to order at 6:29 p.m.

APPROVAL OF AGENDA

140-26 Lannon / Hall be it resolved that the agenda for October 19, 2026 be approved as presented.

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

APPROVAL OF MINUTES

DEPARTMENTAL REPORTS

Finance & Administration

- Accounts Payable
  - Reviewed and discussed accounts payable listing. Councillor Lannon requested that all future listings include a brief description alongside each payment.
- Invoice over CAO limit
  - Motion to be added to next Regular Council meeting to approve payment of invoice for the implementation of the E-permitting module under our current financial software, TownSuite Municipal Software.
- Policy review
  - Reviewed Respectful Workplace policy, along with the revised Rules of Procedures and Remote Meeting policies. Once the suggested revisions have been made, these policies will be brought forward for discussion and finalization at the next Committee of the Whole meeting.
- Income/expense report
  - Council reviewed the income/expense report with further discussion to take place during upcoming budget meetings.

Recreation & Community Services

- Pasadena Days Strawberry Festival - financial update
    - Council reviewed the financial report provided by the Director of Recreation and Community Services and noted that the festival was successful, generating a profit.
- Mountain Bike Trail Network - Request for Town support
    - Council discussed the request for maintenance of the existing mountain bike trail network within the town. The town will collaborate with a group of volunteers to support ongoing maintenance as required. The Chief Administrative Officer recommended that the volunteer group submit an estimated cost of the required maintenance along with a list of the tools and materials needed to complete the work. The CAO recommended additional person hours or dedicated staffing to ensure the town properly maintains existing trail networks.
- Grants and Funding update
    - Council reviewed the grant funding summary provided by the Director of Recreation and Community Services, which included successful and unsuccessful completed applications as well as applications currently in progress.
- Fall Programming and Special Events
    - The fall programming and special events flyer was distributed to all members of Council, outlining upcoming recreation programs and events.

CORRESPONDENCE

IN-CAMERA SESSION

NEW BUSINESS

ADJOURNMENT

141-26 Hall / Bishop be it resolved that the meeting be adjourned at 8:10 p.m.

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

Director of Finance and Administration

Mayor