



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **July 12 at 12:00 p.m. Council Chambers, City Hall.**

CITY CLERK

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**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE
MONDAY, 14 JUNE, 2021 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	B. Griffin	D. Park, Director of Finance & Administration
Councillors:	T. Buckle	D. Charters, Director Community Engineering Development and Planning
	J. Carey	T. Flynn, Director of Protective Services
	L. Chaisson	D. Burden, Director of Public Works, Water and Waste Water Services
	V. Granter	J. Smith, Legislative Assistant
	B. Staeben	

COW21-085 Approval of Agenda

On motion by Councillor V. Granter, seconded by Councillor J. Carey, it is **RESOLVED** to approve the agenda as presented. **MOTION CARRIED.**

COW21-086 Approval of Minutes [Meeting May 10]

On motion by Councillor T. Buckle, seconded by Councillor B. Staeben, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of 10 May 2021 as presented. **MOTION CARRIED.**

COW21-087 Ratification of Decisions

In accordance with the section 41(3) of the City of Corner Brook Act, "*Where a decision is made by the councillors at a privileged meeting, the decision in order to be valid shall be ratified at a public meeting of the council.*", the following resolutions were brought forward for ratification and were motioned:

CC21-007 – Approval of Agenda (Griffin/Carey) - **MOTION CARRIED.**

CC21-009 – Qalipu Flag (Griffin/Carey) – **MOTION CARRIED**

COW21-088 Business Arising From Minutes

Councillor T. Buckle provided an update on the Bag-a-Day program and announced the winners of the contest.

COW21-089 Training Facility for Corner Brook Fire Department

Councillor Carey reported that the Live Burn Structure for the Corner Brook Fire Department Training Facility is completed however the project is overbudget. He stated staff will be adjusting departmental spending to make up for the shortfall in funding. Additionally, revenue is expected to be generated from the facility by offering the facility for training purposes to other external organizations from the City.

COW21-090 Digital Speed Signs

Councillor Granter provided a summary of the placement of mobile digital signs throughout the City to monitor traffic volumes and speed on City streets. He stated three signs are dedicated to park and playground areas, and one sign is utilized in various area of the City. Residents with concerns regarding traffic and speeding on their street can contact the City's customer service line to have a sign temporarily installed on their street.

COW21-091 2021 Broadway Soil Retainment Structure

On motion by Councillor v. Granter, seconded by Councillor J. Carey, it is **RESOLVED** to award the contract for the Broadway Soil Retainment Structure to Cangro Services Limited for the amount of \$68,540 (HT included). **MOTION CARRIED.**

COW21-092 Discretionary Use - 341 O'Connell Dr

On motion by Councillor L. Chaisson, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to approve the application for the proposed use "Shop" for the existing building located at 341 O'Connell Drive. **MOTION CARRIED.**

COW21-093 Development and Planning Update

Councillor Chaisson provided the monthly activity report from the Development and Planning Division. Some of the major initiatives being pursued include:

- Work is continuing on the Integrated Municipal Sustainability Plan. Residents are encouraged to participate in the public consultation process.
- Most permits have now been issued for the new Hospital project.
- Construction is ongoing on expansion to the Shopper's Drug Mart store. The project is expected to be completed during the summer season
- Permits have been issued to Barry's Seafood for the replacement of three large buildings on Griffin Drive.
- Occupancy Permit has been issued for the Great Canadian Dollar Store
- Work is ongoing at the Research and Innovation Hub on Mill road.
- Taylor Smiles Dental Office on O'Connell Drive is near completion. An occupancy permit for the second floor of the building is expected to be issued in July.
- West Coast glass are awaiting the completion of some mechanical items prior to obtaining their occupancy permit.
- Update on issuance of permits for May 2021 and to date.

COW21-094 Community Services Update

Councillor T. Buckle presented an update on the following Community Services projects:

- Star;
- Trails;
- Branding;
- Visitor Information Centre;
- Mill Whistler;
- Jigs and Wheels Festival;
- Corner Brook Sign;
- Griffin Drive Artwork Project;
- Waste Management;
- Transit Study and System Design;
- Community Gardens and Composting Program;
- Urban Forestry;
- World Council on City Data (WCDD);
- Downtown Urban Design Plan (DUDAP); and
- Proposed New Program for Women Entrepreneurs.

COW21-095 Capital Projects Update

Deputy Mayor B. Griffin provided an update on the following capital projects:

- Corner Brook Regional Recreation Centre;
- 2021 Asphalt Program;
- Elizabeth Street Pumping Station Upgrade;
- Confederation-West Valley Roundabout;
- Multi Year Capital (2020-2023);
- Engineering Studies: Steady Brook Water Study & Mt. Bernard Sanitary Sewer Study.

COW1-096 Recreation Update

Councillor T. Buckle presented the monthly report from the Recreation Services Division. Initiatives being pursued include:

- June is Recreation Month;
- ParticipAction - Community Better Challenge;
- Hippocampe Wheelchairs;
- Drop in Sports;
- Splash Pad and Margaret Bowater Park;
- Canada Day

COW21-097 Civic Centre Update

Councillor T. Buckle provided an update on the Civic centre operations.

COW21-098 Poll Tax Adjustments

On motion by Councillor B. Staeben, seconded by Councillor V. Granter, it is **RESOLVED** to approve the write-off of \$33,718.19 in outstanding poll tax. **MOTION CARRIED.**

COW21-099 2020 Financial Statements

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to approve the 2020 audited financial statements of the City of Corner Brook as attached. **MOTION CARRIED.**

COW21-100 2020 Tax Recovery Plan

On motion by Councillor B. Staeben, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the 2020 Tax Recovery Plan as attached. **MOTION CARRIED.**

COW21-101 Pratt Street Phase 3 Land Sale

On motion by Councillor B. Staeben, seconded by Councillor T. Buckle, it is **RESOLVED** to authorie staff to negotiate and enter into a of purchase and sale agreement with 52453 Newfoundland and Labrador Limited for City land located near Pratt Street. **MOTION CARRIED.**

COW21-102 Youth Advisory Committee Update

Councillor L. Chaisson presented an update on the Youth Advisory Committee.

COW21-103 Information Sharing Agreement – Elections NL

On motion by Deputy Mayor B. Griffin, seconded by Councillor B. Staeben, it is **RESOLVED** to approve execution of the Information Sharing Agreement between Elections Newfoundland and Labrador and the City of Corner Brook regarding the transmittal of information of the Provincial Voter's list. **MOTION CARRIED.**

COW21-104 Request to Lease City Land Adjacent to 42 Petries Street

On motion by Councillor J. Carey, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the execution of the lease agreement between the City of Corner Brook and the property owner at 42 Petries Street for City land on Petries Street. **MOTION CARRIED.**

COW21-105 Request to Lease City land on Golden Glow Avenue

On motion by Councillor J. Carey, seconded by Councillor V. Granter, it is **RESOLVED** to approve the execution of the lease agreement between the City of Corner Brook and the resident of 33A Golden Glow Avenue for City land on Golden Glow Avenue. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 9:01 p.m.

City Clerk

Mayor

	<p align="center">City of Corner Brook Information Report (IR)</p>
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Subject Matter: Development and Planning Committee Updates	
Report Information	
Department: CEDP	Report No: 2021-06
Presented By: Darren Charters	Attachments:
	Meeting Date: 2021-07-12

Topic: This report is intended to serve as an update to Council, and the public, regarding the various Development and Planning projects. The current project updates are as follows:

CB Acute Care Hospital (Healthcare Crescent)

Project Progressing on schedule for completion in Fall 2023 to Summer 2024

Research & Innovation Hub – (1 Mill Road)

Full permit issued project is progressing

Pro Choice Auto Glass – (396 O’Connell Drive)

Permit issued for foundations and siteworks

New Vet Clinic – (25 Poplar Road)

Permits issued for Structural Steel and Civil Siteworks

Justin French – Medical Building (Grenfell Drive)

Majority of Building is Occupied, 2nd floor drawings are under review for doctor’s offices.

Shoppers Drug Mart Expansion – (Millbrook Mall):

Construction is on-going, anticipated completion this summer.

Barry’s Seafood Expansion – (Griffin Drive)

Permits have been issued for the replacement of three large buildings (approx. 31000 ft²). Work is continuing on this project.

New Gospel Hall Church, (replacing existing building with new building) (Country Rd)

Plans have been reviewed and anticipating a late spring/summer start date.

New Subway Building: (Union Street)

Permits anticipated to be issued in a couple of weeks.

SPCA Building: (Lundrigan Drive)

Final permit to be issued in the coming weeks.

New Municipal Plan:

Consultation and review is underway, consultant is reviewing feedback from businesses, residents, special interest groups, etc.

	<p align="center">City of Corner Brook Information Report (IR)</p>
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Prepared by: D. Charters
Director: D. Charters
City Manager: Rodney Cumby
Date: 2020-05-06

Additional Comments by City Manager:



Information Report (IR)

Subject: Protective Services Statistics for month of June 2021

To: Rodney Cumby

Meeting: Committee of the Whole - 12 Jul 2021

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: Protective Services Statistics for month of June 2021

BACKGROUND INFORMATION:

On a monthly basis Protective Services compiles its statistics to report them out to council and residents. The objective is to inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

1. Our Municipal Enforcement Officers calls for services is as follows:

- **By-law Enforcement:**

- 19 - Untidy property;
- 3 – Abandoned vehicles;
- 2– Rodent
- 2 – illegal dumping
- Various other routine complaints.

- **Taxi Regulation:**

- 5 - Taxi Driver Conduct complaints ;
- 4 - Taxi Vehicle Permits issued.

- **Animal Control:**

20 Calls for Service were received that included:

- 11 - Roaming Animals;
- 6 - Injured/Dead Animals;
- 2 - Violations issued.

- **Parking Enforcement:**

166 Parking related violations were issued that included:

- 115 - Expired Meters;
- Various other parking violations (Loading Zone, Wrong Direction, Unattended Vehicle, etc.).

- **ATV Permits:**

- Total of 307 permits have been issued.
- 0 in the cue as of July 09th , 2021

2. The Corner Brook Fire Department received 49 calls for service that included:

- 24 - commercial fire alarms;
- 4 – residential smoke alarms;
- 1 - brush fire;
- 1 – grass fire;
- 3 –garbage fires;
- 8 – traffic collisions (5 of which incurred injuries);
- 2 – small petroleum spills;
- 2 - non-emergency (ambulance medical lift assists);
- 1 – structure fire residential (Osmonds Avenue);
- 3 – vehicle fires.

3. The total volume of calls received by the Corner Brook PSAP for March was 5744. The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Police	1,092
Ambulance	1,377
Fire	202
Crisis	5
Forestry	2
Natural Resources	1
NL Power/Hydro	2
Northern911	3
Poison Control	1
RoCP	3
Total	2,688

The volume of Non-transferred calls: **3056 (hang-ups, wrong numbers, mis-dials, etc.)**

Executive Assistant

Approved - 12 Jul 2021

City Manager



Information Report (IR)

Subject: Community Services Department Summer 2021 Projects

To: Rodney Cumby

Meeting: Committee of the Whole - 12 Jul 2021

Department: Community Services

Staff Contact: Darren Charters, Director of Community, Engineering, Development & Planning

Topic Overview: An update on the Community Services Department Summer Projects for 2021

BACKGROUND INFORMATION:

Sustainable Development:

- Proceeding with funding proposals under the new ACOA Canadian Community Revitalization Fund
- The Green Team is working towards completing an urban tree inventory
- Collaborating on the STAR implementation program
- Continuing to develop and improve the community gardens, including working on improvements for the Caribou Road garden.

Tourism:

- STAR
 - Proposal sent to ACOA
 - Waiting to hear about implementation project so we can action updated recommendations.
- DUDAP is underway
 - Griffin Drive Artwork Project (Crow Gulch)
 - Waiting on Artist to sign contract
 - Artist will arrive in early August
 - Final reveal will be on August 15th
 - Upper atrium display will be updated by July 16th
- Cabox/Geopark
 - Dr. Waldron is arriving in September to assist the region in identifying the geological assets for the region.
- Festivals and events

- August 1st-14th - Gros Morne Summer Music, in partnership with City of Corner Brook, will be putting off a production on the Corner Brook Stream Trail.
 - August 7th- (Corner Brook Day) There is a tentative plan to hold an outdoor market on the City Square and the United Church lawn, as well as live music and other entertainment.
 - September 18th and 19th – Outdoor Art and Adventure Festival in partnership with Qalipu, Cabox, and Navigate (MUN).
- The Mill Whistler Road Train program is up and running successfully.
 - The City of Corner Brook is looking into beautification of the intersection traffic boxes (14 in total) with art by local artist.
 - Hotel Promotion
 - The web page has been designed to encourage visitors to visit the city website to claim a \$50 voucher to be used towards a hotel stay when booking through one of the participating accommodations.

Executive Assistant

Approved - 08 Jul 2021

City Manager



Information Report (IR)

Subject: Basecamp Corner Brook Launched July 12, 2021.

To: Darren Charters

Meeting: Committee of the Whole - 12 Jul 2021

Department: Community Services

Staff Contact:

Topic Overview: Basecamp Corner Brook Launched July 12, 2021.

BACKGROUND INFORMATION:

In an effort to support local hoteliers and encourage tourism in the Humber Valley/ Bay of Islands region, with Corner Brook as a hub for adventure, City of Corner Brook staff launched “Basecamp Corner Brook” on July 12, 2021.

In consultation with accommodations across the City the tourism division has put together the following program:

The City will pay \$50 towards qualifying 3-night stays at participating accommodations.

Those who wish to take advantage must book first and then apply for their \$50 voucher which, once validated by Staff, will be credited to their stay. Anyone who wishes to take advantage can go to our social media pages and our website for more information. The URL is www.cornerbrook.com/basecamp. If anyone would like more information they can email basecamp@cornerbrook.com.

Some accommodations are working with local tourism operators and businesses in the region to put together curated packages and itineraries to go along with the program making this an all-hands-on-deck approach to taking advantage of our reopening borders.

Executive Assistant

Approved - 09 Jul 2021

City Manager



Information Report (IR)

Subject: Agreement with Steady Entertainment

To: Rodney Cumby
Meeting: Committee of the Whole - 12 Jul 2021
Department: Community Services
Staff Contact: Darren Charters, Director of Community, Engineering, Development & Planning
Topic Overview: Council approval is required to finalize the agreement with Steady Entertainment regarding the 2 day music festival in Margaret Bowater Park on August 21st to 22nd, 2021
Attachments: [RFD Steady Entertainment Proposal](#)

BACKGROUND INFORMATION:

Steady Entertainment is a full-service, diversified entertainment company based out of Corner Brook, Newfoundland Canada. Their 3 flagship divisions are Talent Promotion, Event/Concert Management and Talent Booking.

Steady Entertainment was originally formed to elevate the quality of live shows in Western Newfoundland, by attracting new and exciting acts.

They utilize industry contacts in production, talent management, logistics, and security to assist in providing a successful event.

Steady Entertainment is proposing a two-day music festival, as attached. Staff will follow up.

FINANCIAL IMPACT:

Budget line 1250-64850

Finance Type: Budget

Legal Review: Yes

LEGAL REVIEW:

Form of agreement prepared by in house council

RECOMMENDATION:

After reviewing the attached agreement, it is the opinion of staff that having Steady Entertainment as a partner for the music festival, would indeed assist in realizing Council's vision of a successful festival season.

ALTERNATIVE IMPLICATIONS:**Options:**

1. That the Council of the City of Corner Brook approve the agreement with Steady Entertainment as a festival partner.
2. That the Council of the City of Corner Brook not approve the agreement with Steady Entertainment as a festival partner.
3. That the Council of the City of Corner Brook give other direction to Staff.

Executive Assistant

Approved - 08 Jul 2021

City Manager



Steady
ENTERTAINMENT

Sponsorship Proposal

From

Dustin Parsons – Founder
Steady Entertainment Inc

Prepared for consideration of

City of Corner Brook Council and Managers



It's time to reconnect!

It's been too long. For thousands of years humans have been connecting through feast, song and dance. It's built into our DNA. We are social beings who benefit from the collective energy of the tribe and this is a largely the reason why so many of us have felt so isolated and un-whole during these past few years. After years of cautions, stress, following ever changing rules - Residents are ready for some reprieve and to be reminded of how we once were and how we can be again - Together.

In 2019, We brough everyone together for a major event at The Corner Brook Civic Center with Alan Doyle. This was the last time that the city of Corner Brook presented a major concert opportunity.

Not only are our residents missing these experiences, but artists on our island are about to face another summer of no major festivals or performing opportunities. Our artists are on the brink.

Steady
ENTERTAINMENT

The Idea

Steady Entertainment is prepared to execute a 2 day music festival at Margarett Bowater park on August 21st-22nd (tentative). Not only will this event showcase the best of our local talent, but will treat Corner Brook residents and visitors to the islands TOP original artists including most of our Provinces ECMA and JUNO nominees and award winners. The talent booking, festival lineup, production elements and marketing will be organized by Steady Entertainment while coordinating with the city for logistical support. With outdoor event group limits reaching up to 500 by August, we are now in shape to utilize this park once again in a big (and safe) way!



Tentative Schedule

AUG 21ST - 2-6PM	Curated Local Music Acts
AUG 21ST TH 7-10PM	Headline Show - Lovequeen, Mixed Tapes Tier
AUG 22ND 2-6PM	Curated Local/provincial Entertainment
AUG 22ND 7-10PM	Headline Country Show - Rev. Dave, Justin Fancy Band, Nick Earle

Steady
ENTERTAINMENT

TENTATIVE BUDGET

Production (Pro-Audio, Marystown)	\$6000
Headline Entertainment (4 large Acts)	\$8000
Daytime Entertainment (8 Acts)	\$3200
Logistics(artists) -Accoms, Meals, Fuels	\$1800
Event Management and Coordination	\$2500
Total Required Partnership	\$21,500+HST



Required Municipal Resources and support (through owned assets or other providers)

SECURITY AND PARKING SUPPORT Bowater Park Aug21-22

WASHROOMS Including Sanitization Measures

REC COMMITTEE SUPPORT For adding to daytime events, activities

MARKETING SUPPORT via City radio/print/social assets

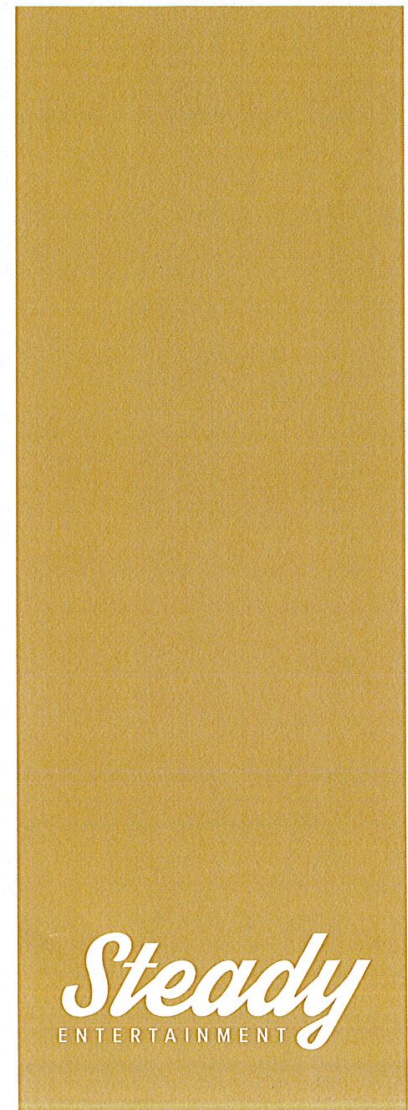
Steady
ENTERTAINMENT



Let's do it again!

With financial and logistical support from The City, we know we can prepare and execute an event that will be remembered for years to come, a cathartic celebration of our people and artists, in the heart of our city. As the regions most recognized and trusted event professionals, Steady Entertainment Inc. makes this proposal with all due awareness of current COVID-19 guidelines and challenges municipalities face as they try to re-establish entertainment and events in their locales. There is lots of room to add to this festival concept with participating vendors and venues once a headline attraction is in place.

There are various methods of pre-registering or ticketing the anticipated 500 person gathering through our online platforms. A plan for creating co-horts to break the audience into 3-4 large groups will be established in partnership with the city. Steady Entertainment will have 4 trained event specialists on site for the entire event and It is anticipated that we would have large support in crowd management/security through BOISAR. Steady Entertainment is prepared to create a compliant, licensed and safe "Beer Garden" area, with Municipal Consent. This would require no city resources to operate. Beer Garden would be managed by the Steady Entertainment Serving Team through a pre-existing licensing agreement with NLC and BOISAR as a Charity.





Information Report (IR)

Subject: Civic Centre and Recreation Update

To: Dale Park

Meeting: Committee of the Whole - 12 Jul 2021

Department: Recreation

Staff Contact: Dale Park, Director of Finance & Administration

Topic Overview: Civic Centre and Recreation Update

BACKGROUND INFORMATION:

The ice plant for the Kinsmen Arena has been turned on and ice making is in progress. The first Summer Camp programming will begin on July 12th. Hockey and Figure Skating camps will run throughout the summer up to Labor Day weekend. The Junior Ball Hockey league has been successful running in the Main Arena with playoffs set to begin at the end of July. Walking Track hours introduced for Recreation Month have been extended for the remainder of the summer.

Work is continuing on the re-tiling of dressing room showers, installation of new flooring for the dressing rooms and lower arena walkways. Overall, these upgrades will be a substantial improvement within the Centre, both functionally and esthetically.

Splash Pad and Margaret Bowater Park Pool

The Splash pad in Margaret Bowater Park is now open for use from 9:00am-7:00pm daily. The Margaret Bowater Park pool is available for use with the hours of operation as 11:00 am-7:00pm. Lifeguards and security will be on deck to ensure the safety of the public and that COVID-19 protocol is followed. Canteen services provided by Humber Valley Employment Corporation are available as well.

Hippocampe Wheelchairs

Last year, the City of Corner Brook's Recreation Department purchased three hippocampe wheelchairs to improve accessible recreation in the City.

One of these chairs is for exclusive use at the splash pad while the other two are available for use on variable terrain.

The two all-terrain chairs are available for public use and can be accessed by calling 637-1539 or visiting the Margaret Bowater Park building and speaking with the Park Coordinator.

Carberry's Road Playground


The City of Corner Brook has partnered with the Corner Brook Stream Trail Development Corporation to provide some much needed improvements to the Carberry's Road Playground.

Equipment upgrades such as installation of a basketball net, beautification upgrades and accessible pathways have been created to make the area more inclusive for all.
There will be additional equipment installed throughout the summer as well as an improved parking area adjacent to the playground.

Legal Review: No

Director of Finance & Administration	Approved - 05 Jul 2021
Executive Assistant	Approved - 06 Jul 2021

City Manager

	<p align="center">City of Corner Brook Information Report (IR)</p>
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Subject Matter: Capital Project Updates	
Report Information	
Department: CEDP	Report No: 2021-06
Presented By: Darren Charters	Attachments:
	Meeting Date: 2021-07-12

Topic: This report is intended to serve as an update to Council, and the public, regarding the various capital projects being undertaken in the City. The current project updates are as follows:

Corner Brook Regional Recreation Centre-The Design Build Request for Proposals (RFP) closed on June 4th, 2021. The evaluation committee will now evaluate each proposal and recommend a Design-Build team for Council approval.

The Operational Consultant continues to work with staff to develop an operating/governance model for the new facility and is also reviewing documents to better estimate potential operating costs and subsidy levels.

Staff are preparing a Request for Expressions of Interest (REOI) document to determine what organizations may have an interest in operating the facility in full, or in part. This will help the Governance Committee determine the best possible operating model for the new facility.

Staff are also in talks with Grenfell to develop the necessary agreements.

2021 Asphalt Program

The 2021 asphalt program has now begun in the Curling area. The contractor will then proceed to the west side area.

Elizabeth Street Pumping Station Upgrade

The award letter has been sent to the successful proponent and staff is awaiting the required documentation. Once all documentation is in place, the project will proceed. It is expected that the project will take eight weeks to complete.

Equipment has a 10 week delivery time. Installation will begin in September.

This project is being completed on behalf of the Province of NL and is also being fully financed by the Province.



City of Corner Brook Information Report (IR)

Confederations at West Valley Roundabout

The project is now completed. Newfoundland Power will be installing several new street lights in this area in the coming weeks.

Multi Year Capital (2020-2023)

The City received word on May 4th that Corner Brook will receive \$4.6 million in funding for capital projects. Staff will now submit the list of Council approved projects to the Province and once approved, staff will begin to move the projects forward.

Engineering Studies

- **Steady Brook Water Study.** A kick off meeting took place June 23rd with the Town of Steady Brook, City Staff and the consultant. It is expected to take 8 weeks to complete the study.
- **Mt. Bernard Sanitary Sewer Study.** A sanitary sewer study is being undertaken to determine what system upgrades are required to accommodate the new hospital. Different scenarios are being modeled by the consultant and it is expected that the final report will be ready this week.

Prepared by: D. Charters
Director: D. Charters
City Manager: Rodney Cumby
Date: 2021-06-07

Additional Comments by City Manager:



Information Report (IR)

Subject: Accessibility and Inclusiveness Committee Update

To: Marina Redmond
Meeting: Committee of the Whole - 12 Jul 2021
Department: City Manager
Staff Contact: Jessica Smith, Legislative Assistant
Topic Overview:

BACKGROUND INFORMATION:

On June 22nd, 2021 the Accessibility and Inclusiveness Committee along with the Director of Public Works Water and Wastewater and the City Planner met and discussed a variety of accessibility issues experienced within the City. A summary of the Committee discussions are outlined below:

- an overview of some of the Committee initiatives was highlighted including removal of parking meters in city-owned handicapped parking areas, wheelchair added to the 1st Floor entrance of City Hall; and hippocamp wheelchairs made available for use at the splashpad and Margaret Bowater Park.
- Committee members provided feedback regarding specific accessibility issues they face. Particular references were made to challenges accessing many of the downtown areas and establishments. The Director of Public Works Water and Wastewater stated that he will investigate the transition to many of the downtown spaces from an accessibility standpoint.
- The Committee was looking for an update on the Transit Study final report. It was reported that staff is waiting on the final report from the consultant.
- Committee members highlighted the need for some traffic aids at major intersections to ensure it is safe for pedestrians using the crosswalks. It was suggested installing audio aids or other software to provide assistance in these areas. The Director of Public Works stated that any new upgrades to intersections will have audio/light aids.
- The need to use an accessibility lens for any future work in the city for all departments was emphasized and other accessibility enhancements were discussed as well, such as improving accessibility and inclusiveness in playgrounds, community gardens and events.
- The City Planner discussed the Integrated Municipal Sustainable Plan (IMSP) and encouraged members to provide feedback on the plan via the City's website so that they can voice their thoughts on the future development of the City.

City Clerk
Executive Assistant

Approved - 09 Jul 2021
Approved - 09 Jul 2021

City Manager



Request for Decision (RFD)

Subject: Municipal Election Act Regulations - Vote By Mail Regulations

To: Rodney Cumby
Meeting: Committee of the Whole - 12 Jul 2021
Department: City Manager
Staff Contact: Marina Redmond, City Clerk
Topic Overview: Vote By Mail Regulations: Approve amendments to the City of Corner Brook Vote By Mail Regulations as recommended by the Minister of Municipal Affairs

BACKGROUND INFORMATION:

On 10 May 2021 Council approved the Vote By Mail Regulation. A copy of the Regulations were subsequently sent to the Minister of Municipal and Provincial Affairs as required by legislation. The Minister reviewed the regulations and has recommended several amendments. The amendments were mainly housekeeping items to provide additional clarity to the Vote By Mail process. A summary of the recommendations are outlined below:

- clarify in writing the process for Hand Delivery of Returned Envelopes on Election Day. Return Envelope must be deposited in Drop Box on Election Day
- remove references to Blank Ballot Forms
- Include a clause that advance poll (25), proxy(27) and Time Off to Vote (34) provisions in the Municipal Election Act will apply
- Clarify the process for securing returned-non-delivered voting kits.
- Clarify in writing that Ballot counting/sorting of the ballots cannot take place until after 8pm on Election Day. The secrecy envelope cannot be opened until 8pm.
- Inclusion of a sample Ballot Form in the Regulations.

Attached is the amended regulations that incorporates the proposed amendments from the Department of Municipal and Provincial Affairs. The Minister's office has reviewed the amended regulations and has approved them for final approval by Council.

PROPOSED RESOLUTION:

it is RESOLVED to approve the Vote By Mail Regulations as amended and attached hereto.

GOVERNANCE IMPLICATIONS:

Legislation
 Municipal Elections Act

LEGAL REVIEW:

The regulations have been reviewed by legal personnel. at the municipal and provincial govt level.

ALTERNATIVE IMPLICATIONS:

In accordance with the provision of Section 54 of the Municipal Election Act, the Vote By Mail Regulations must be approved within 60 day of the election.

Executive Assistant

Approved - 09 Jul 2021

City Manager

CITY OF CORNER BROOK MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS

Pursuant to the powers vested in it under the *Municipal Elections Act, SNL 2001, c. M-20.2* as amended and all other enabling powers, the Corner Brook City Council hereby adopts and enacts the following MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS:

TITLE

1. These Regulations may be cited as the *City of Corner Brook Municipal Elections Vote by Mail Regulations*.
2. All words where not otherwise defined by their context herein have the meaning as set out in the Municipal Elections Act.

RULES

3. Sections 26, 27 and 34 of the Municipal Elections Act, SNL 2001, Chapter M-20.2 shall apply in these regulations.
4. The Returning Officer shall:
 - a. Appoint in writing such election officials as may be required to conduct the municipal election, as per section 13 of the Municipal Elections Act, Stats. NF 2001, c. M-20.2,;
 - b. Establish and maintain a secure vault into which the Return Envelopes and the Ballot Envelopes shall be place until the time specified for the counting of ballots;
 - c. Establish and maintain until 8:00 p.m. on Election Day a minimum of one site for the deposit of Return Envelopes and Ballot Envelopes;
 - d. Establish and maintain an Elections Office for corrections and additions to or deletions from the Voter's List;
5. The Returning Officer may provide, in addition to the site required in section [4\(c\)](#) designated polling stations for the deposit of Return Envelopes and Ballot Envelopes. Such additional sites shall be accessible only between 8:00 a.m. and 8:00 p.m. on Election Day and shall be supervised by elections officials as determined by the Returning Officer.
6. Notwithstanding the foregoing, the Returning Officer, may, with prior Ministerial approval, vary the procedures from time to time as they deem appropriate to ensure the efficiency and integrity of the municipal election.

7. Persons appointed by the Returning Officer as election officials shall carry out their duties as specified in the Municipal Elections Act and outlined in this regulation
8. A Voter's Kit shall be mailed to each eligible voter who registers to receive one after the close of the nomination period and shall contain the following:
 - a. Voting Instruction Sheet;
 - b. Voter Declaration Form;
 - c. Ballot;
 - d. Return Envelope;
 - e. Ballot Envelope; and
 - f. Such further enclosures as the Returning Officer may deem necessary or appropriate.
9. Each voter has the responsibility of completing their mail in ballot in accordance with all applicable legislation and returning it to the Returning Officer [as stipulated in Section 15\(e\)](#) of this regulation. **Hand Delivery of Return Envelope and Ballot Envelope to the returning officer will not be accepted at City Hall on Election Day nor can people be sworn in at City Hall on Election day. Return Envelopes and ballot envelopes can be deposited in the drop box located at City Hall or any other designated drop box locations as determined by the Returning Officer up until 8:00 p.m. on Election Day.**
10. The City of Corner Brook shall enter into any/all contracts necessary to conduct the election in accordance with this regulation, including but not limited to, the Canada Post Corporation.
11. Any person who contravenes this Regulation shall be guilty of an offence and liable upon conviction to a penalty as per section 99 and 100 of the *Municipal Elections Act*, SNL2001, c. M-20.2

APPLICATION PROCESS

12. A voter who desires to vote by mail must register to receive a Vote by Mail Kit by using the online registration system on the City of Corner Brook's website; or apply in person during City Hall Business Hours in accordance with the deadline established by the Returning Officer. To register, voters will complete a voter declaration form. Identification, that is satisfactory to the Returning Officer, must be supplied for each person registering in order to receive a vote by mail kit
13. Online registrants may also be required to attend in person at City Hall if their application, including all required supporting documentation, is incomplete,

unclear, illegible, or otherwise unsatisfactory as determined by the Returning Officer.

PROVIDING BALLOTS TO VOTERS

14. A ballot kit shall consist of:

- a. The ballots to which the voter is entitled
- b. A ballot envelope,
- c. A return envelope, bearing the words “IMPORTANT: Election Ballot enclosed” on the face and back of the envelope
- d. Voting Instructions Form and Voting Declaration Form
- e. Any further enclosures the Returning Officer may deem necessary or appropriate

All Voter kits will be imprinted with “RETURN TO SENDER IF UNDERLIVERED TO ADDRESSEE”. Upon receipts of these returned non-delivered kits, adjustments may be made to the Voters list to advise that the voter kit has been returned to the election office. All returned voter kits in this category will be held in a secure location.

RECEIVING BALLOTS FROM VOTERS

15. Voters are required to:

- a. insert marked ballots into the ballot envelope;
- b. seal the ballot envelope and insert it into the Return Envelope
- c. sign the voter declaration form; detach it from the Voting Instruction Form and then insert it in the front of the Return Envelope so that the address of the Returning Officer is visible in the Return Envelope window.
- d. seal the return envelope; and
- e. ensure delivery of the return envelope to the returning officer in its original form with all required contents, as stipulated above, by election day via one of the following methods
 - regular mail, registered mail, courier;
 - via a secure Drop Box located outside City Hall 24 hours a day during the election period;
 - in person up to one day prior to Election Day; or
 - at designated polling stations on Election Day as determined by the Returning Officer.

Hand Delivery of Return Envelope and Ballot Envelope to the returning officer will not be accepted at City Hall on Election Day nor can people be sworn in at City Hall on Election day. Return Envelopes and ballot envelopes can be deposited in the drop box located at City Hall or any other designated drop box locations as determined by the Returning Officer up until 8:00 p.m. on Election Day.

16. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until 8:00 p.m. on Election Day.
17. Upon receipt of a Return Envelope containing voter's ballot on or before the close of poll on Election Day, the returning officer shall:
 - a. ensure the voter declaration form is signed by the voter;
 - b. record the date on which the envelope was received; and
 - c. deposit the ballot envelope in a ballot box.
18. Ballots received after the close of polls on Election Day:
 - a. are deemed to be spoiled;
 - b. will remain unopened in the ballot envelope; and
 - c. are retained in the manner prescribed in sections 57 of [the Act](#).
19. The returning officer may designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on Election Day.
20. Prior to the close of polls on Election Day, the following materials shall be delivered to the returning officer or deputy returning officer designated pursuant to Section 19 of this bylaw or the returning officer:
 - a. the ballot box containing all ballots received by mail;
 - b. the application kits from all voters who applied for a mail-in ballot; and
 - c. any vote by mail ballots received after the above materials have been delivered to the returning officer or deputy returning officer.

OBJECTION BY CANDIDATES

21. On Election Day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot. Authorized agents are subject to the following rules:
 - a. agents will conduct themselves in a professional manner.
 - b. agents will not interfere with the activities of election workers.
 - c. agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions.
 - d. agents will be provided with an access pass and must wear it all times

- while in the polling station or in the counting area.
 - e. agents may not handle any ballots or election materials.
 - f. agents must acknowledge, in writing, their agreement to observe the above noted rules.
 - g. Failure to observe the above stated rules shall result in the agent being removed from the polling station and/or counting area.
22. A candidate or candidate's agent retains the right to object to a person's entitlement to vote if that person votes by mail.
23. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries in the poll book consistent with section [41.1](#) of the Act.

COUNTING BALLOTS

24. Counting/sorting of the ballots will take place after 8 pm on Election Day. The secrecy envelope can only be opened after 8pm on Election day in accordance with section 51 of the Act. The areas designated as counting areas on Election Day shall be closed to all personnel other than those necessary for the conduct of the count of ballots. Security personnel shall be posted at each counting area to ensure restricted entry and secrecy of the results is maintained. Election staff will be sequestered in the counting areas on Election Day from the commencement of the count until all ballots have been counted.
25. The returning officer or deputy returning officer shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to Section 36 of the [Act](#).
26. The returning officer or deputy returning officer shall examine each voter declaration form in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter declaration form.
27. The returning officer or deputy returning officer shall deem **spoiled** those ballots which were sent to voters by the returning officer and subsequently were not returned to the returning officer prior to the close of polls on Election Day and shall, pursuant to Section 50(2) of the [Act](#), reference this fact in the report of the count of the votes. Additionally upon receipt of a ballot described in [Section 18](#) of this bylaw, the returning officer shall:
- a. write "deemed spoiled" on the return envelope;
 - b. record the date said ballot came into his or her possession;
 - c. initial the entry; and
 - d. retain it with, but not in, the ballot box described in Section 57 of the Act, unless the said ballot can be deposited in the ballot box without unsealing the ballot box.

28. The mail-in ballots and any forms used in conjunction with vote by mail, including the voter declaration form opened by the deputy returning officer pursuant to Section 20 of this bylaw are placed in packets in the same manner as other ballots pursuant to Section 57 of the Act.
29. With the exception of the ballot form, other forms used to administer a municipal election, as prescribed by the Minister of Municipal and Provincial Affairs, will be used.

COMING INTO EFFECT

30. This Bylaw shall come into force and take effect on the date of final passing.

IN WITNES WHEREOF this Regulation is sealed with the Common Seal of the Corner Brook City Council and subscribed by and on behalf of Council by Jim Parsons, Mayor and Marina Redmond, City Clerk, at the City of Corner Brook, this ____ day of _____, 2021.

Mayor

City Clerk

Published by the Western Wire –

Published by the Gazette –

First Reading –

Second Reading –



City of Corner Brook

September 28, 2021 Ballot

Complete this ballot by clearly marking an X in the box(es) beside the name(s) of the candidate(s) of your choice. Use a pen or marker with blue or black ink.

Ballot for Office of

Mayor

Vote for **ONE (1)** candidate

FIRST NAME
LAST NAME 1 ☐

FIRST NAME
LAST NAME 2 ☐

Ballot for Office of

Councillor

Vote for up to **SIX (6)** candidates

FIRST NAME
LAST NAME 10 ☐

FIRST NAME
LAST NAME 3 ☐

FIRST NAME
LAST NAME 4 ☐

FIRST NAME
LAST NAME 5 ☐

FIRST NAME
LAST NAME 6 ☐

FIRST NAME
LAST NAME 7 ☐

FIRST NAME
LAST NAME 8 ☐

FIRST NAME
LAST NAME 9 ☐

FIRST NAME
LAST NAME 9 ☐

Fold this ballot and insert into the white Ballot Secrecy Envelope. Only insert one ballot per envelope. Seal the envelope. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope.