



## 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 **Monday, March 14, 2022** at **7:00 p.m.** **Council Chambers, City Hall**

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CITY CLERK

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Page

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|---------|--|
| 1       | <b>CALL MEETING TO ORDER</b>   |
| 2       | <b>APPROVALS</b>   |
|         | 2.1 Approval of Agenda   |
| 3 - 5   | 2.2 Approval of Minutes ( <b>Committee of the Whole Meeting of 28 Feb 2022</b> ) |
| 3       | <b>BUSINESS ARISING FROM MINUTES</b>   |
|         | 3.1 Business Arising From Minutes  |
| 4       | <b>CORRESPONDENCE/PROCLAMATIONS/PETITIONS/</b>                                   |
| 7 - 9   | 4.1 Proclamations and Events   |
| 5       | <b>PUBLIC SAFETY REPORT</b>  |
| 11 - 12 | 5.1 Protective Services Statistics for month of February 2022                    |
| 13 - 14 | 5.2 CBFD Marble Mountain Response  |
| 15 - 17 | 5.3 Request for Taxi Rates Increase due to Increased Fuel Cost                   |
| 6       | <b>PUBLIC WORKS REPORT</b>   |
| 19      | 6.1 Public Works, Water and Wastewater Update                                    |
| 7       | <b>DEVELOPMENT &amp; PLANNING UPDATE</b>   |
| 21 - 22 | 7.1 Engineering, Development and Planning Update                                 |
| 8       | <b>COMMUNITY SERVICES DIVISION REPORT</b>  |
| 23      | 8.1 Community Clean Up   |

Page

25 - 27	8.2	Summer Festivals and Events
29 - 32	8.3	Financial Support for Music NL, Western NL Event
<b>9</b>		<b>FINANCE &amp; ADMINISTRATION</b>
33 - 41	9.1	Grant Policy Review
<b>10</b>		<b>COUNCIL</b>
43 - 58	10.1	Standing Committee Review
<b>11</b>		<b>OTHER BUSINESS</b>
	11.1	In Camera Items (If Required)
<b>12</b>		<b>ADJOURNMENT</b>

**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 28 FEBRUARY, 2022 AT 7:00 PM**

**PRESENT:**

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	D. Burden, Director of Public Works, Water and Waste Water Services
	B. Griffin	M. Redmond, City Clerk
	P. Keeping	J. Alexander, Seargent-At-Arms
	C. Pender	

**CALL MEETING TO ORDER: The meeting was called to order at 7:00 p.m.**

**22-023      Approval of Agenda**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to approve the agenda as circulated with the following additions:

- Standing Committees
- Corner Brook Transit Update
- Statement of Support - Ukraine

**MOTION CARRIED.**

**22-024      Approval of Minutes (Committee of the Whole Meeting - Feb 7 2022 and Public Meeting - 24 January 2022)**

On motion by Councillor P. Gill, seconded by Councillor C. Pender it is **RESOLVED** to approve the minutes of the Committee of the Whole Meeting of February 7, 2022.

On motion by Councillor V. Granter, seconded by Councillor B. Griffin it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of 7 February 2022. **MOTION CARRIED.**

**22-025      Confirmation of Minutes**

In accordance with 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:

It is **RESOLVED** to ratify Minute CC22-001 - [Griffin/Chaisson]

It is **RESOLVED** to ratify Minute CC22-004 - **[Griffin/Gill]**

It is **RESOLVED** to ratify Minute CC22-006 - **[Griffin/Chaisson]**

**MOTION CARRIED on all minutes.**

**22-026      Business Arising From Minutes**

No items were brought forward.

**22-027      Proclamations and Events**

The Mayor announced that March 6, 2022 will be declared World Lymphedema Day in the City of Corner Brook. A proclamation will be signed on that day.

**22-028      Sidewalk Condition Report**

The Director of Public Works, Water & Wastewater, presented a report on sidewalks. In 2022 budget \$400,000 has been allocated toward sidewalk improvements. It was agreed we need to continue to conduct sidewalk assessment annually.

**22-029      Great Trail Enhancement Phase 1**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to accept the proposal submitted by Englobe Corp., for the Great Trail Enhancement Phase 1 in the amount of \$86,163.75 HST included. **MOTION CARRIED.**

**22-030      Crown Land Application - Land adjacent to 572 O'Connell Drive**

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** to approve the application to obtain Crown Land adjacent to 572 O'Connell Drive for the purpose of extending the side and rear yards of the property subject to the applicant consolidating the Crown Land with their property and complying with the City of Corner Brook Development Regulations. **MOTION CARRIED.**

**22-031      Standing Committees**

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** to direct staff to review the Council Committee structure and bring back recommendations for Council consideration, within 45 days, including a review of term of reference and recommendations for revised Committee Guidelines. **MOTION CARRIED.**

**22-032      Transit Update**

On motion by Councillor C. Pender, seconded by Councillor , it is **RESOLVED** to direct staff to review the Corner Brook Transit and work with the contractor and Long Term Care staff to find a solution to get Corner Brook Transit to the door of the Long Term Care Center **MOTION CARRIED.**

**22-033      Ukraine**

It was agreed to write a statement of support to the Ukrainian Ambassador in Canada

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ADJOURNMENT

The meeting adjourned at 8:18 p.m.

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City Clerk

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Mayor





# Information Report (IR)

**Subject:** Proclamations and Events

**To:** Marina Redmond  
**Meeting:** Committee of the Whole - 14 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Jessica Smith, Legislative Assistant  
**Topic Overview:** The City of Corner Brook often receives requests from various organizations to recognize significant days, weeks and months.  
**Attachments:** [ESNL Proclamation 2022 \(002\)](#)  
[INTERNATIONAL WOMENS Day](#)

## BACKGROUND INFORMATION:

The City of Corner Brook would like to recognize the following proclamations and events:

- The month of **MARCH 2022** is declared as **EASTER SEALS MONTH**;
  - **MARCH 8TH, 2022** is declared as **INTERNATIONAL WOMEN'S DAY**;
- in the City of Corner Brook.

**Legal Review:** No

City Clerk  
 Legislative Assistant

Approved - 09 Mar 2022  
 Approved - 11 Mar 2022

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City Manager

## PROCLAMATION

### Easter Seals Month

- WHEREAS** Approximately 100,000 people of all ages in our province live with disabilities such as physical, sensory, cognitive or other disabilities which present barriers to full participation in society;
- WHEREAS** Easter Seals Newfoundland & Labrador is a charitable organization with a vision for a community where all people with disabilities live full, healthy and active lives. A mission to engage, inspires, and maximize opportunities for people with disabilities of all ages by providing meaningful programs and services;
- WHEREAS** Easter Seals NL's ***Recreation Programs*** help those with disabilities explore what they can do, through independence camps, art and music therapy, and adaptive sports, promoting full, active and healthy, socially engaged lifestyles;
- WHEREAS** Easter Seals NL offers ***Career and Educational Services*** to assist those with barriers to employment transition successfully from home and school into adulthood and independence with a focus on preparing for, obtaining, and maintaining gainful employment;
- WHEREAS** Easter Seals NL ***'I Can Too' Disability Awareness Program*** activities foster disability awareness and sensitivity, and provide tools for accessibility and inclusion;
- THEREFORE**, with the support of the Council of **Corner Brook**, I sign this proclamation and declare the Month of March in 2022 to be observed throughout the **City of Corner Brook** as Easter Seals Month.

I call upon all citizens of the city to support this worthy charitable organization and the people of all ages and all disabilities it serves.

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## **INTERNATIONAL WOMEN'S DAY – MARCH 8, 2022**

WHEREAS International Women's Day is celebrated globally on March 8th by those who believe in gender equity and who seek to improve the lives of all women and girls (trans and cis), two spirit, and gender diverse peoples through cultural, legal, economic, and social change. Today on International Women's Day, we celebrate and encourage everyone to take actions against gender bias and inequity in support of the 2022 theme of "Break the Bias"; and

WHEREAS Women and girls, in particular women with disabilities, racialized women, immigrant women, two spirit and gender diverse peoples experience many forms of oppression impacting their safety, job opportunities, health, housing, and education; and

WHEREAS International Women's Day is a time to work toward a world where each woman and girl can exercise her choices, such as participating in politics, getting an education, having an income, and living in societies free from violence and discrimination; and

WHEREAS the City of Corner Brook is committed to promoting equity and justice and will continue to work to address the systemic and structural oppressions that perpetuate inequity; and

NOW THEREFORE, I, Jim Parsons, Mayor of the City of Corner Brook, DO HEREBY PROCLAIM March 8, 2022 as "International Women's Day" in the City of Corner Brook

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Mayor Jim Parsons

Dated this 8th day of March, 2021





# Information Report (IR)

**Subject:** Protective Services Statistics for month of February 2022

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 14 Mar 2022  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** To inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

## BACKGROUND INFORMATION:

On a monthly basis Protective Services compiles its statistics to report them out to council and residents.

### 1. Our Municipal Enforcement Officers received 83 calls for services including as follows:

- **By-law Enforcement:**
  - 11 – Rodent Complaints
  - 20 - Provide Assistance
  - 5 – Legal Document Service
  - 16 - Depositing Snow onto Road
  - 8 – Impeding snow clearing
- **Taxi Regulation:**
  - 2 - Taxi Driver Permits
  - 2 - Taxi Vehicle Permits
- **Animal Control:**  
 Received 8 calls for Service were received that included:
  - 3 - Roaming Animals
  - 3 - Injured/Dead Animals
  - 1 – Dog barking
  - 1 – Person failure to remove animal feces
- **Parking Enforcement:**  
 8 Parking related violations were issued that included:
  - 1 - No Parking Zone
  - 4 – Overnight parking
  - 3 – Parked on private land

### 2. CORNER BROOK FIRE DEPARTMENT

The CBFDD received 36 calls for service that included:

- 3 - structural fires; (Third Ave / Country Rd / Killick Place)
- 7 - commercial fire alarms;
- 5 – residential fire alarms;
- 1 – vehicle fire;
- 18 - traffic collisions: (10 of which incurred injuries/ 2 required extrication);
- 1 – pole fire;
- 1 - wire down;
- **The CBFD Fire Prevention Inspector** conducted: 3 Capacity Inspections, 4 Commercial Fire Code Inspections, investigated 1 Fire Complaint and multiple question and answers from businesses and residents.

### 3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for February 2022 was 4556. The calls are broken down as follows:

Primary Agency	Number of Transferred Calls
Police	689
Ambulance	1294
Fire	159
Crisis	10
RoCP (Registry of Canadian PSAPs)	6
<b>Total Transferred 911 Calls:</b>	<b>2,158</b>
<b>Volume of Non-Transferred 911 Calls:</b>	<b>2,398</b>

Director of Protective Services  
Legislative Assistant

Approved - 10 Mar 2022  
Approved - 11 Mar 2022

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City Manager



# Information Report (IR)

**Subject:** CBFD Marble Mountain Response

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 14 Mar 2022  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** CBFD Marble Mountain Response on March 05, 2022

## BACKGROUND INFORMATION:

On March 05, 2022, the Corner Brook Fire Department were dispatched to respond to Marble Mountain to assist the ski resort with rescuing persons trapped at heights on a broken-down chairlift. Upon arrival the responding crew immediately deployed along with the Marble Mountain crew to start removing people from the high lift chairs. The ski resort safety team were lead agency and CBFD was there to assist. A backup shift was called in along with extra high-angle trained firefighters.

In years past, the CBFD has conducted high-angle marble training in conjunction with rescue safety staff at the ski-resort. Training has not taken place recently and as of current, we have no agreement to provide service given this is out of Corner Brook jurisdiction.

The Director will meeting with the ski-resort's Richard Wells and Richard Cormier on Thursday, March 17, 2022 to have a follow-up review of our response and future response requirements.

## FINANCIAL IMPACT:

This response did result in a cost of manpower for the department and as of late, there is no agreement in place to collect our cost.

## RECOMMENDATION:

To ensure the Corner Brook Fire Department remains current with emergency response requirements of the Marble Mountain Ski Resort.

## ALTERNATIVE IMPLICATIONS:

To ensure compliance with the City of Corner Brook Out of Jurisdiction policy.

Director of Protective Services  
 Legislative Assistant

Approved - 10 Mar 2022  
 Approved - 11 Mar 2022

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City Manager



# Information Report (IR)

**Subject:** Request for Taxi Rates Increase due to Increased Fuel Cost

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 14 Mar 2022  
**Department:** Municipal Enforcement  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** Request from local taxi companies to increase taxi rates as a result of increasing fuel prices.  
**Attachments:** [Taxi-Rate Increase Request Redacted REVISED](#)

## BACKGROUND INFORMATION:

The City has been approached by Mr. Wade King, representing our three Taxi companies: City Taxi; Star Taxi; Corner Taxi; requesting that the City permit the taxi companies to implement a fuel surcharge to the current taxi rates. Over the past several months, taxi owners have seen significant increases in fuel costs that is challenging the feasibility of their operations.

To help deal with this added fuel cost, our Taxi companies are requesting that the City permit the addition of a \$2.00 fuel surcharge when their fuel costs exceed \$1.65 per liter. The fee schedule depicting current rates taxi rates is as follows (rates shown do not include HST):

CURRENT TAXI RATES	Drop Rate	Per .125 km	Waiting/hour
	4.13	.26	34.51

## FINANCIAL IMPACT:

This increase will not have direct financial impact to the City however taxi users will experience increase directly.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 Other

## RECOMMENDATION:

To ensure Corner Brook Taxi industry remains sustainable with rising costs of operation in the City of Corner Brook and province.

### ALTERNATIVE IMPLICATIONS:

Three options to respond to this request and corresponding implications are as follows:

1. No increase of rates: Taxi companies continue to struggle financially which will be reflected in their ability to provide first-rate service to residents of Corner Brook. Travelling public may enjoy lesser cost to travel however equipment and service may be compromised.
2. Approve a surcharge less than \$2.00: Any increase in rates will be of assistance to the Taxi companies in our City however, rates approved less than request may still leave our taxi companies in a struggling state.
3. Increase as per request: An increase as per request will provide the much-needed financial boost that the Corner Brook taxi industry requires to assist them in meeting their financial demands. With such an increase the taxi companies will be more able to maintain their equipment and service to our community. Notably, any increase may be met with disapproval of the travelling public.
4. Council can request staff to do more research on this request. Staff can conduct a jurisdictional scan to see how other municipalities are tackling this issue.

Director of Protective Services  
Legislative Assistant

Approved - 10 Mar 2022

Approved - 11 Mar 2022

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City Manager



**From:** [Star Taxi](#)  
**To:** [Flynn, Todd](#)  
**Cc:** [REDACTED]  
**Subject:** Rate Increase Request  
**Date:** March 4, 2022 1:23:17 PM

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Good day Mr. Flynn,

Today I am writing on behalf of the three taxi companies that are operating in Corner Brook.

Due to the rise in gas prices, effective immediately, we are requesting that we can charge a \$2.00 fuel service charge on every fare. This \$2.00 service charge would be an easy process to apply as our meters are already set up for the \$2.00 service charge, we use during the Christmas holidays. This emergency procedure would only be put in place while gas prices are above \$1.65 per litre.

We as an organization are already struggling with getting drivers to operate our vehicles due to the provincial guidelines to have a class 4 to operate a taxi. This provincial process has already created a problem for the taxi industry to survive. We fear this rise in gas prices will only deter more drivers as people do not want to work for nothing.

We would like to thank you in advance for looking into this matter for us. If you have any questions or concerns, please reply to all and we can answer any questions or concerns you may have.

Sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

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# Information Report (IR)

**Subject:** Public Works, Water and Wastewater Update

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 14 Mar 2022

**Department:** Public Works

**Staff Contact:** Donald Burden, Director of Public Works, Water & Wastewater

**Topic Overview:** To provide Council and Residents information on Public Works, Water and Wastewater budget allocation for 2022 construction season.

## BACKGROUND INFORMATION:

For the 2022 construction season Public Works, Water and Wastewater has allocated a budget of \$400,000 for new sidewalk and sidewalk rehabilitation based on the sidewalk condition survey that was completed in 2021 and presented to Council at the last meeting. The primary areas of focus for the 2022 season will be sidewalks in school zones. This \$400,000 will be gas tax funding. In addition to the \$400,000, a further \$205,000 has been allocated for sidewalk reinstatement in areas where sidewalk removal was necessary for various infrastructure repairs. Also, \$400,000 has been allocated for asphalt patching repairs, outside the asphalt paving program. This money will be used to repair water and wastewater cuts in a more timely manner and repair sections of roadway containing excessive potholes.

## FINANCIAL IMPACT:

All budgeted in 2022 budget.

**Legal Review:** No

Director of Public Works, Water & Wastewater

Approved - 10 Mar 2022

Legislative Assistant

Approved - 11 Mar 2022

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City Manager





# Information Report (IR)

**Subject:** Engineering, Development and Planning Update

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 14 Mar 2022

**Department:** Development and Planning

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

**Topic Overview:** This report is intended to serve as an update to Council regarding major Engineering and Development and Planning projects.

## BACKGROUND INFORMATION:

### Engineering

#### **Corner Brook Regional Recreation Centre**

The design-build contractor (Pomerleau) was on site early last week to prepare for the mobilization of their work crews this week. Once on site this week, the contractor will begin work required to commence full scale mobilization of the work crews.

The different phases of the project are described below:

- **Stage 1- Mobilization / Preparatory construction.**
  - Snow removal
  - Installation of construction fencing
  - Setting up work trailers
  - Establishing site accesses (both for construction and public)
  - Establishing pedestrian corridors
- **Stage 2 – Relocation of utilities.**
  - Relocation of storm sewer
  - Relocation of water main
  - Road widening
  - Excavation for new building footprint
  - Parking lot construction
- **Stage 3 -Building construction.**
  - Demolition
  - Foundation work
  - Structural steel
  - Roofing systems

- Closing in building
- Interior work
- Pool and waterslide
- Final commissioning

- **Completion date: Fall of 2023**

### **Mt. Bernard Avenue Rebuild Project**

The design phase recently awarded to Dillon Consulting is proceeding as planned with a scheduled tender date of April 18th. It is expected that the project (full roadway and services rebuild) will be completed over two (2) construction seasons which falls in line with the completion of the new hospital.

### **Development and Planning**

#### **New Integrated Municipal Sustainability Plan (IMSP) and Development Regulations:**

UPLAND Consulting has completed a number of important milestones for the project and is now moving onto the final stage of the project. Using the input and direction from Council, the public and major stakeholders, the consultant will now draft the final report and Development Regulations. Once the draft documents is completed, it will be submitted for further comment before being finalized.

Director of Community, Engineering, Development & Planning	Approved - 10 Mar 2022
Legislative Assistant	Approved - 11 Mar 2022

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City Manager



# Information Report (IR)

**Subject:** Community Clean Up

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 14 Mar 2022

**Department:** Community Services

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

**Topic Overview:** Clean Up Corner Brook Update

## BACKGROUND INFORMATION:

The City of Corner Brook is pleased to announce that we recently received a \$5000 grant from the Multi-Materials Stewardship Board (MMSB) for the Come Home Year Community Cleanup Project.

This money will be used to expand our annual Cleanup Corner Brook program for the month of May. The current program is focused in the downtown area and along major corridors in the City. Last year, individuals picked up bags of garbage and received one entry ballot for each bag of garbage collected increasing their odds to win cash or prizes.

This year, we want to expand that program to include other areas such as waterfronts, beaches and trails. We expect a lot of guests to visit our City this year so we want to have an extra push to clean up our City before guests arrive.

Stay tuned for more details....

Director of Community, Engineering, Development & Planning      Approved - 10 Mar 2022

Legislative Assistant      Approved - 11 Mar 2022

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City Manager







# Information Report (IR)

**Subject:** Summer Festivals and Events

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 14 Mar 2022

**Department:** Community Services

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

**Topic Overview:** Project Updates--The committee had a discussion on Festival & Events for the City,

## BACKGROUND INFORMATION:

### Summary of Discussion

#### July 15th- July24th – ATV Festival

- Steady Entertainment – Working with City to secure musicians for Jigs and Wheels Blame it on Broadway event.
- Logo is confirmed and posters will be created
- Sponsorship levels have been determined & named
- Website Being Prepared– [www.jigsandwheels.ca](http://www.jigsandwheels.ca)
- March 15th- Media Release for event
- **Local Tour Operators will offer ATV and Family focused tours during this week.**
- Local Businesses will be reached out to schedule events.

#### Festival Breakdown

- Friday July 15th
  - Music in Bowater's Park – TBD
- Saturday July 16th
  - Blame it on Broadway again – Bands TBD
- Sunday July 17th
  - Train in operation
  - Sounds of summer or movie in park
  - Details to follow

- Friday July 22th – Sunday July 24th
  - Car Show – West Street -23rd
  - Rib Fest – Location TBD 22nd -24th
  - Band and Beer Tent – TBD
  - Vendors Market
- Sunday July 24th
  - Decorate ATV's – Parade through City's downtown – 10:00am
  - Mill Whistler will lead the parade.
  - Music

### **Additional Festival Planning:**

#### August 14th – Elmastukwek Mawio'mi

The City will partner and assist in planning the Mawio'mi (Pow Wow)

<https://www.facebook.com/ElmastukwekMawiomi>

A full day of fun, learning, and celebration.

This will be a free, family-friendly, cultural event and ALL are welcome to attend and participate.

Full-day schedule TBD

Location: Blow me Together with a community of partners.

This will be a free, family-friendly, cultural event and ALL are welcome to attend and participate.

**Location:** Blow me Down Cross Country Ski Club, 20 Lundrigan Drive, Corner Brook

### **Community Partners:**

Newfoundland Aboriginal Women's Network (NAWN)  
 Qalipu First Nation  
 Qalipu Cultural Foundation  
 Ulnooweg Indigenous Communities Foundation  
 Empowering Indigenous Women for Stronger Communities  
 Corner Brook Aboriginal Women's Association  
 North Shore Aboriginal Group  
 Benoit's Cove Native Women's Group  
 Blow Me Down Trails  
 City of Corner Brook  
 People of the Dawn Indigenous Friendship Centre  
 Cross Country Ski Club, 20 Lundrigan Drive, Corner Brook

### **Friday Sept 30th and Saturday- October 1st – Colours of Corner Brook**

- Sky Princess Cruise Ship will call and has over 3800 guests.
- Full day festival to celebrate the many colours of Corner Brook, the festival will consist of music in the evening and events on the Saturday to ensure residents will be involved and catered to.
- Variety of activities are being planned for the day for visitors and residents
- Oct 1 Is National Seniors Day

Director of Community, Engineering, Development & Planning      Approved - 10 Mar 2022

Legislative Assistant      Approved - 11 Mar 2022

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City Manager





# Request for Decision (RFD)

**Subject:** Financial Support for Music NL, Western NL Event

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 14 Mar 2022  
**Department:** Community Services  
**Staff Contact:** Darren Charters, Director of Community, Engineering, Development & Planning  
**Topic Overview:** Council approval is required to provide financial support in the amount of \$10,000.00 to the Music NL  
**Attachments:** [Grant Application - Music NL](#)

## BACKGROUND INFORMATION:

Music NL hosts Music Celebration Week each year. The week will be full of award presentations and showcases to recognize the diverse musical talent and music industry dedication in Newfoundland & Labrador.

This celebration is hosted by different locations in NL.

Music NL goal is to host the 2022 Celebration in the City of Corner Brook.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** offer financial support to Music NL in the amount of \$10,000.00

## FINANCIAL IMPACT:

\$10,000 contribution to the week long event in the City.

## RECOMMENDATION:

After reviewing the attached application for Music NL's request for Grant support, it is the opinion of staff that facilitating this request would indeed assist in and establishing the Corner Brook-Humber-Bay of Islands region as a world-class tourism destination.

## ALTERNATIVE IMPLICATIONS:

### Options:

1. That the Council of the City of Corner offer financial support to Music NL in the amount of \$10,000.00

2. That the Council of the City of Corner Brook not offer financial support to Music NL in the amount of \$10,000.00
3. That the Council of the City of Corner Brook give other direction to Staff.

Director of Community, Engineering, Development & Planning	Approved - 10 Mar 2022
Legislative Assistant	Approved - 11 Mar 2022

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City Manager



## CITY OF CORNER BROOK GRANT APPLICATION

Name of Organization: MusicNL	Contact Person: [REDACTED]
Address: 186 Duckworth Street, St. John's, NL	Telephone: 709-351-0291
	Fax: NA
Region of Service: Provincial	Years of Operation: 25+
<p>Demographics of segments availing of services provided or activities organized:  Musicians, those working in the sector, music educators, sound techs, live venues etc.  667 members  20 who identify Corner Brook as home.  Our goal is to increase our membership on the west coast from 20 to 100 in 2022/23</p>	
<p>Description of services provided:  Enrich the lives of those working in the music sector.</p> <p>MusicNL is proposing a one-time grant to support hosting Music Celebration Week in Corner Brook during Oct/Nov 2022.</p> <p>We believe the spin offs from bringing 500-750 people to town for 5 days, booking hotels, booking venues (Marble, Civic Centre, ACC, RAC, Bootleg Brew Co. etc) booking AV and eating in Corner Brook will be an investment for the City of Corner Brook.</p> <p>We are also exploring hiring someone on the ground for a 6 month JCP to coordinate with head office in St John's.</p>	
<p>Mandate and long term goals of organization:</p> <p><b>Core Commitments</b></p> <ol style="list-style-type: none"> <li>1. Celebration and support of Indigenous peoples in music sector</li> <li>2. Allyship with social justice, reconciliation, diversity, equity and inclusion movements and organizations in music sector</li> <li>3. Recognition in the power of music to heal and bring joy.</li> <li>4. Reduction in our impact on the climate</li> </ol> <p><b>Aligning efforts with United Nations Sustainable Development Goals (SDG):</b></p> <ul style="list-style-type: none"> <li>• SDG #3 Good Health &amp; Well-Being</li> <li>• SDG #5 Gender Equality</li> <li>• SDG #8 Decent Work &amp; Economic Growth</li> <li>• SDG #11 Sustainable Cities &amp; Communities</li> </ul>	
<p>Amount of grant requested (including in-kind services):</p> <p style="text-align: right;">Cash \$15K In Kind \$5K-\$10K (HR supports)</p>	
<p>Use of requested funds:</p> <p style="text-align: right;"><b>Total</b> \$20K-\$25K</p>	

Annual Revenue: \$500,000 <b>Audited Financials</b>		Annual Expenses: \$495,000 <b>Audited Financials</b>	
• Federal/Provincial Grants	\$___Y___	• Rent	\$___Y___
• Municipal Grants	\$___N___	• Utilities	\$___Y___
• Fund Raising	\$___Y___	• Salaries	\$___Y___
• Sponsors/other	\$___Y___	• Administration	\$___Y___
• Advertising	\$_____	• Services provided	\$___Y___
• Other	\$_____	• Other	\$_____
Does this organization operate year round or at a specific time of year? Year round			
Number of citizens availing of services or participating in activities provided by this organization: <b>700</b>			
<p><i>Please return to: City of Corner Brook, P.O. Box 1080, Corner Brook, NL A2H 6E1</i>  <i>Attention: Director of Finance &amp; Administration</i></p> <p><b>A COPY OF THREE MOST RECENT FINANCIAL STATEMENTS AND DETAILED BUDGET MUST ACCOMPANY THIS REQUEST</b></p>			





# Information Report (IR)

**Subject:** Grant Policy Review

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 14 Mar 2022

**Department:** Finance and Administration

**Staff Contact:**

**Topic Overview:** The current Grant Policy has been reviewed and a revised grant policy is being proposed.

**Attachments:** [Grants Policy Draft 2022 draft final mar14 agenda](#)  
[Grants Policy 2015](#)

## BACKGROUND INFORMATION:

The City's current Grant Policy was last revised on July 30, 2015. The City typically receives requests from various organizations and community groups for various projects, events and to provide operational support. This policy is essential for establishing transparent and objective guidelines to determine eligibility and outline procedure for the City to provide financial support to community organizations.

Staff have identified that the current grant policy is in need of review to better improve upon the grant approval process. Staff have reviewed various grant policies in other municipalities and have incorporate some of the best practices to a new proposed draft policy. Some of these changes include:

- identifying the different types of grants and corresponding criteria;
- identifying operational grants as standing grants that will fall under the departmental budget;
- identifying eligible and ineligible applicants and projects;
- Council will be responsible for determining the annual operating budget for the municipal grants;
- Finance and Administration will be responsible for overseeing the application, eligibility and the overall grant process
- A staff committee will be comprised to review and make recommendation based on the application;
- Grant awards up to \$1000 shall be paid in full, while grant awards exceeding \$1000 shall be paid in installments of 25% up front and 75% upon completion of event and/or project.

At a Finance and Administration Committee on March 8th, the proposed changes were brought forward for Committee review and based upon that review, staff are bringing forward a draft policy for

Council's further review. If Council is in Agreement the current grant policy is to be recinded and replaced with the new proposed grant policy once finalized.

Legislative Assistant

Pending

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City Manager



## CITY OF CORNER BROOK

### Policy Statement

<b>Policy Title</b>	Grants Policy	<b>Index:</b>	Finance and Administration
<b>Section:</b>	Donations/Grants	<b>Policy Number:</b>	11-04-04
<b>Authority</b>	Council	<b>Adopted Date:</b>	
<b>Effective Date:</b>		<b>Revision Date:</b>	
<b>Policy Owner:</b>			

#### 1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

#### 2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

#### 3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - Refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

#### 4. PROCEDURE

##### **TYPES OF GRANTS**

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to supporting non-profits community organizations as well as neighbour initiatives. A summary of the types of grants include:

##### **1. Standing Grants (Operational Grants)**

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year grant will be used, and include most recent year-end financial statements.

##### **2. Project/Event Grant: Up to a maximum of \$2,000**

The purpose of the Project/Event Grants is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

##### **3. Festival and Event Funding (up to a maximum of \$10,000\$)**

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

##### **4. Neighbourhood Grants: up to \$1,000)**

Neighbourhood Incentive grants will be made available to resident led groups to help them enhance their neighbourhoods and contribute to neighbourhood beautification initiatives and building community pride.

##### **Criteria**

- Initiated by local residents (minimum of three)
- Create gathering spots to bring people together
- Residents take the lead. City staff will be available to provide advice in design, development, installation construction and regulatory guidelines

- Project must be completed within one year of application funding
- At least 25% of the grant funds matched must come from the applicant, (cash be in-kind)

## 5. APPLICABILITY

### **Eligible Applicants**

With the exception of the neighbourhood grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability

### **Ineligible Applicants**

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations that may be located within the City of Corner Brook, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

### **Project Eligibility**

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually
- Repeat grant applications must demonstrate how their initiative differs from their previous application.

**Ineligible Projects and expenditures include:**

- Programs that other levels of government have legislated responsibility for funding
- Costs related to fundraising activities
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport groups is covered under the Convention Special Event Seed Funding Policy.

**Roles and Responsibilities**

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants in the \$10,000 category will need approval from council on the submission of staff's recommendation.

Finance staff is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested, and include information within the draft budget documents
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

**Application and Review Process**

Completed applications will be forwarded to a staff committee comprised of representatives from the Recreation Services, Community Service Division or a cross departmental team to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy.

The Team will review and discuss each application and make recommendations for funding and in-kind support

Grants awards up to \$1,000 shall be issued in full upon notification of being approved.

Grant awards with the exception of the neighborhood grants, shall be paid in installments of 25% up front and then 75% when completed.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will be required to be presented through a delegation of Council. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing.

***Recognition of City Support***

***The City of Corner Brook must receive recognition for funding and/or in kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.***

10. Reference:

*Related Council policies*

- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions- funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Finance and Administration		<b>Section</b>	Donations/Grants		
<b>Title</b>	Grants Policy		<b>Policy Number (Index-Sector-No.)</b>	11-04-04	<b>Authority</b>	Council
<b>Approval Date:</b>	July 30, 2015	<b>Effective Date</b>	July 30, 2015	<b>Last revision date</b>	July 30, 2015	

#### **Purpose:**

To fairly and equitably deal with requests for one-time grants from various groups in the area with the limited funding available

#### **Policy Statement:**

The City will consider one-time grant requests from community organizations with a view of using its limited funds to fund groups that produce a significant economic benefit for the City. Preference will be given to groups responding to a broad need in the community particularly children and the aged.

#### **References:**

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

#### **Detailed Action Required:**

Council will set a maximum limit to any one grant each year during its annual budget announcement. Organizations must have their requests for annual grants submitted to the City, through the City Clerk's Office by September 30 of the preceding year (e.g. grant requests for 2007 must be received by September 30, 2006).



Requests must provide the following information:

- The mandate of the organization requesting the funds
- The contact information of persons controlling the organization
- The amount being requested including any in-kind services requested
- The intended use or purpose for the requested funds
- A detailed budget of the organization/project for the applicable year
- A copy of their 3 most recent years of financial statements
- A listing of other contributors to the organization/project
- Any other contributions being made to the organization by the City (e.g. In-Kind services, rent free occupancy of City buildings, etc)

In reviewing each request Council will consider:

- benefit to community in terms of service provided by the organization and the ability of the organization to continue to provide the level of service without the annual grant;
- the overall financial viability of the organization and other sources of revenue available to the organization;
- whether it would be appropriate to provide seed money to a new organization to enable it to become a functional, viable organization capable of continuing operations in the future on its own;
- in-kind gifts or services that the City may be able to provide instead of direct monetary funding.

The decision on any requests will be made during the preparation of the upcoming annual budget. Requests received after the September 30 deadline will be considered by Council if funds are available.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[Redacted Signature]

MAYOR

[Redacted Signature]

CITY CLERK







# Information Report (IR)

**Subject:** Standing Committee Review

**To:** Council and Mayor

**From:** Rodney Cumby, City Manager

**Meeting Date:** March 14, 2022

**Topic Overview:** Council has directed staff to undertake a review of the Standing Committee Structure as per Council resolution 22-031(28 Feb 202)

## BACKGROUND INFORMATION:

In accordance with the City of Corner Brook Act, Council has the authority to appoint standing or special committees. Over the years Council has utilized various standing committee structure. Dating back to the late 1990 and up to 2017, standing committees were structured based upon the corporate departmental structure; however, as the departments evolved over time the standing committee model did not entirely align with the departmental structure resulting in the work of some divisions being spread across various standing committees. Subsequently, in 2018 the Standing Committee structure was changed to re-align standing committees with service areas as follows:

- Transportation and Public Works
- Development and Planning
- Public Safety
- Community Service
- Finance and Administration

Additionally, Council authorized establishing several advisory committees as a mechanism for community engagement and improving the relationship between the City and its stakeholders. The standing committee were public meeting held at noon which were livestreamed on facebook and posted to the City's website. This structure remained in place until 2020.

The current committee structure which was adopted in 2020 includes:

- Committee of the Whole
- Finance And Administration Standing Committee
- Advisory Committees:
  - Accessibility and Inclusiveness Community Committee
  - Community Partners Committee
  - Youth Advisory Committee
- Special Committee
  - Regional Aquatic Center
- External Committees

- Western Regional Waste Management
- Rotary Arts
- Port Corporation
- Deer Lake Airport Authority

This committee structure was arrived at after conducting comparator research of other municipalities.

**Purpose:**

Council has directed staff to undertake a review of the Standing Committee Structure as per Council resolution 22-031 issued on 28 February 2022. Currently, Council has two Standing Committee; Committee of the Whole and Finance and Administration. Additionally, Council has Advisory Committees, External Committees and one Special Committee (ad hoc). A historical backgrounder on the Standing Committee structure from 1997 to present can be found in Appendix 1. It is staff's understanding that Council is requesting a review of the Standing Committee Structure and that the Advisory Committees, Special Ad Hoc Committee and External Committee models are acceptable.

In conducting the review of the current Standing Committee structure staff conducted an internal assessment of how well the existing Committee structure is functioning, how it impacts decision making and if there are opportunities to improve the format and reporting such that the Committee of the Whole Meeting structure is more informative, provides an opportunity for deliberations and decision making where appropriate. In addition to the internal assessment comparator research of other municipalities Standing Committee structure was conducted. See Appendix "2"

In regards to the internal assessment of Standing Committee Structure the advantages identified from the Committee of the Whole format versus the traditional committee structure include:

- Full Council participation on all matters at the committee level hence all of Council is simultaneously informed and involved on matters coming before the committee
- Committee of the Whole format consolidates standing areas of jurisdiction into one meeting; hence this results in fewer meetings which allows staff more time to work on operational matters. Agenda and meeting preparations consumes significant staff time both pre and post meeting. Additionally, significant staff time is expended attending meetings.
- Reduced duplication of debate and discussion between committees and Council
- Streamlined decision making resulting in more timely decisions
- Predictable meeting schedule (Committee of the Whole is scheduled for Monday's whereas previous structure was dependent on chairperson's schedule)
- Improved transparency as the Committee of the Whole Agenda is a public meeting. This public format ensures that City information is proactively shared with the community.
- Less likely that Council members will have a bias for one specific department
- Allows items to be publically deliberated before making a formal decision at the Public Council meeting
- More flexible to align with corporate restructuring.

Based upon discussions brought forth to the Public Council meeting staff understand that some members of Council are dissatisfied with the existing standing committee structure. As a staff we do support the existing structure for the reasons outlined above, but recognize that improvement must be made. Specifically, staff recommends the following:

- Improvements to the flow of information coming to the meeting to ensure it is comprehensive to allow for informative deliberations and better decision making.

- Feature priority agenda item from various services areas which will allow for detailed Council discussion, debate and provide direction for consideration at the Public Council meeting.

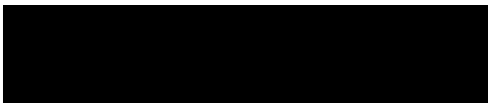
**In order to continue to made improvements to the Committee of the Whole model staff will require further feedback from Council on how the structure can improve** in order to ensure Council and the public are better informed of City initiatives.

Based upon our research, the Committee of the Whole structure is the predominant model used by municipalities across the country. This model is much more adaptable from the silo departmental structure and allows for interdepartmental perspectives in the decision making process. While many municipalities in Newfoundland continue to use the departmental Standing Committee structure, St. John's moved to the Committee Whole model in 2018 and Mt. Pearl uses a hybrid of Departmental Standing Committee and Committee of the Whole

### **Procedural Considerations**

As per Council's directive of 28 February 2022 staff were also asked to review the Terms of Reference of Standing Committee and proposed amendments to the Committee's guidelines. This portion of the Council directive is still under review.

As a staff we are very receptive to finding solutions to ensure our Standing Committee structure is operating efficiently and effectively taking into consideration our administrative resources and the importance of the governance structure in the decision making process. In striving to achieve the objectives of Council as part of this review I will work with the senior management team to develop a system to ensure summary reports are circulated weekly to Council through our Council Circulation Package process. We will also conduct a review of RFD and Information Report Template to assess if changes are required to ensure Council is obtaining all the information necessary to assist in the decision making process.



City Manager

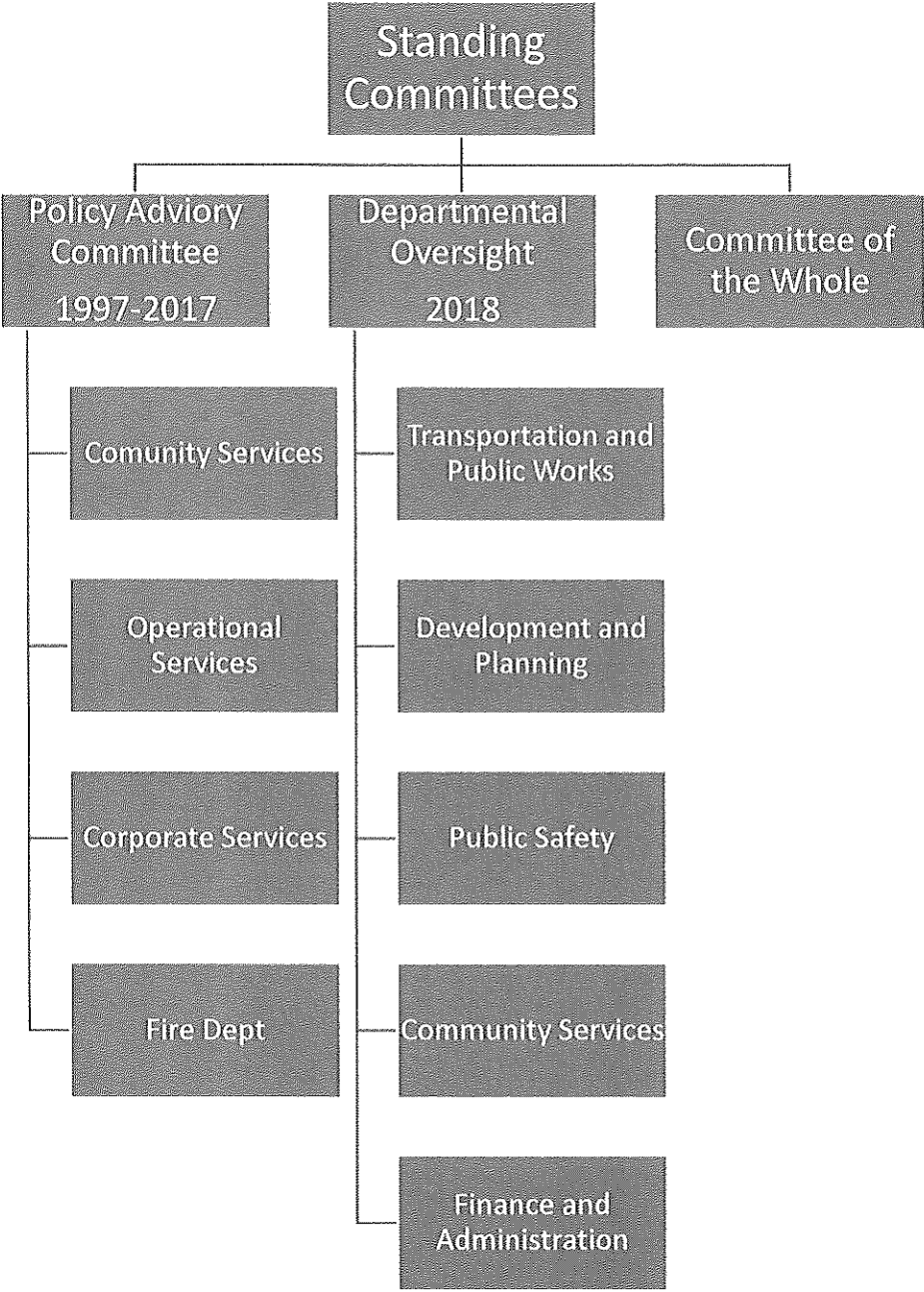


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# APPENDIX 1

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## Committee Structure – Historical Overview





	<p align="center"><b>City of Corner Brook Request for Decision (RFD)</b></p>
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<b>Subject Matter: Committee Appointment 2020-2021</b>	
<b>Report Information</b>	
<b>Department: City Clerk</b>	<b>Attachments:</b>
<b>Prepared By: Jessica Smith, Legislative Assistant</b>	<b>Council Meeting Date: November 9, 2020</b>

**Issue:** The 2020-2021 Committee Appointments are scheduled for annual review and appointments. The appointments are confirmed by motion of Council.

**Background:** In accordance with Section 42 of the City of Corner Brook Act, Council has the authority to appoint standing or special committees that it considers desirable to serve in an advisory and consultative role to Council. Membership on Council Committees are reviewed annually and all appointments require Council approval.

Throughout this Council's term of office the Committee structure has been under review in an attempt to improve efficiency, transparency and public engagement. The following committee appointments are proposed:

#### **Committee of the Whole**

The Committee of the Whole format will be comprised of all Members of Council and chaired by the Mayor. These meetings will be scheduled for once a month and will be open to the public. This model will lead to better communication and transparency and will reduce duplication of items moving from Standing Committees/Privileged Meetings to Public Council Meetings.

Topic Leads:

- Development and Planning: Councillor L. Chaisson
- Public Safety: Councillor J. Carey
- Public Works: Councillor V. Granter
- Recreation and Tourism: Councillor T. Buckle
- Capital Projects: Deputy Mayor B. Griffin

#### **Standing Committees**

- Finance and Administration: Councillor B. Staeben

#### **Advisory Committees**

- Accessibility and Inclusiveness Community Committee: Councillor L. Chaisson, and Councillor V. Granter
- Community Partners Committee: Mayor Parsons



**City of Corner Brook  
Request for Decision (RFD)**

- Youth Advisory Committee: Councillor L. Chaisson

**Special Committees**

- Regional Aquatic Centre Governance Committee: Councillor B. Staeben

**Outside Appointments**

- Western Regional Waste Management: Councillor B. Staeben, Councillor J. Carey
- Rotary Arts: Councillor V. Granter
- Great Humber Joint Council: Councillor J. Carey, Councillor T. Buckle
- Port Corporation: Mayor Parsons
- Airport Authority: Deputy Mayor B. Griffin

**Proposed Resolution:** It is **RESOLVED** pursuant to the power vested in it in accordance with Section 42 of the City of Corner Brook Act to approve the appointments for the 2020-2021 Committee as presented.

**Options:** Approve or Reject Committee appointments as presented.

**Legal Review:** n/a

**Governance Implications:** s. 42, City of Corner Brook Act

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

<b>Prepared by:</b> Jessica Smith, Legislative Assistant		
<b>Supervisor:</b> Marina Redmond, City Clerk		
<b>City Manager:</b> Rodney Cumby		
<b>Date:</b> November 3, 2020		

**Additional Comments by City Manager:**

## Committee of the Whole

In an effort to enhance transparency, maintain decorum, and provide councillors with a forum to speak publically on issues, Council will be putting more emphasis on the Committee of the Whole, rather than the traditional in-camera Briefing Sessions and Standing Committees.

The purpose of COTW is to allow all of Council to consider and discuss matters in a public, but slightly less formal environment than a Regular Meeting. While recommendations may come out of COTW, no formal resolutions will be brought forward at this meeting.

To facilitate the agenda, Councillors will be designated as “leads” on certain topics. As “lead” for a certain area, councillors will be required to meet monthly with the Director(s) involved in that area, along with the Mayor and City Manager, to be briefed on matters that should be brought forward to the subsequent COTW. This “briefing” is an evolution from the traditional standing committee meetings, and should allow for greater flexibility in meeting times and less administrative burden, while allowing councillors to gain a more thorough understanding of the topics they bring forward to the public.

For this year, the follow leads have been put forward:

- Public Safety Lead – Councillor Carey (Todd Flynn)
- Public Works Lead - Councillor Granter (Donny Burden)
- Development and Planning Lead – Councillor Chaisson (Darren Charters)
- Recreation and Tourism Lead – Councillor Buckle (Darren Charters)
- Finance Lead – Councillor Staeben (Dale Park)
- Capital Projects Lead – Deputy Mayor Griffin (Darren Charters)

In addition to these topic areas, councillors involved in Advisory Committees may submit information reports, as necessary based on the activity of their committee.

COTW will occur once monthly, in chambers. Councillors will be expected to exercise standard decorum for the meeting, e.g. wait to be recognized by the chair before speaking, speaking to items no more than two times, unless responding to questions, etc. These meetings will be open to the public and hopefully broadcast. Any confidential items that require discussion will be saved for an in camera session immediate following the public session.

## Finance and Administration Standing Committee

FASC will remain as a standing committee. While this committee is charged with financial oversight, a great deal of its function has to do with items that may not be appropriate for public disclosure, including legal matters, HR policy, preliminary policy research and land issues. This committee will meet in-camera and as always, all councillors are invited, but not required to attend.

Committee Chair – Councillor Staeben

## Advisory Committees

We will continue on with our Advisory Committees.

- Accessibility and Inclusive Community Committee: Councillor Chaisson, Councillor Granter

- Community Partners Committee Chair: Mayor Parsons
- Youth Advisory Committee Chair: Councillor Chaisson

### Special Committees

As needed, Council will establish special committees to facilitate projects, events or initiatives.

- Regional Aquatic Centre Governance Committee – Councillor Staeben

### Outside Appointments

WRWM: Councillor Staeben; Councillor Carey

Rotary Arts: Councillor Granter

Great Humber Joint Council: Councillor Carey; Councillor Buckle

Port Corporation: Mayor Parsons

Airport Authority: Deputy Mayor Griffin

# APPENDIX 2

## Jurisdictional Scan – Other Municipalities

## Jurisdictional Scan

As part of the review of the Standing Committee structure comparator research was conducted of committee structure in other jurisdictions in Canada. From our research we were able to obtain jurisdictions scan results conducted by the City of St. John's(2017) City of Winnipeg(2020) and the City of Guelph (2016).

A complete copy of the City of St. John's and City of Winnipeg report can be located as follows:

St. John's :

[https://www.stjohns.ca/sites/default/files/CSJ\\_FileUpload/CorporateServices/FINAL%20Report%20Standing%20Committee%20Review%202017.pdf](https://www.stjohns.ca/sites/default/files/CSJ_FileUpload/CorporateServices/FINAL%20Report%20Standing%20Committee%20Review%202017.pdf)

Winnipeg: [https://ehq-production-canada.s3.ca-central-1.amazonaws.com/a574a31f854ffd44225b365b808c16c3276f3c34/original/1610579457/COW\\_Governance\\_Review\\_-\\_Preliminary\\_Report\\_of\\_Findings\\_Oct\\_2020.pdf\\_a07a8d1ef1884d445c1ebf83ecee8a4?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIBJCUK4Z04WUUA%2F20220311%2Fca-central-1%2Fs3%2Faws4\\_request&X-Amz-Date=20220311T180218Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=703461c78effae911e3647e7a7e847bf4f69b215829a1b917b946e06f52f940b](https://ehq-production-canada.s3.ca-central-1.amazonaws.com/a574a31f854ffd44225b365b808c16c3276f3c34/original/1610579457/COW_Governance_Review_-_Preliminary_Report_of_Findings_Oct_2020.pdf_a07a8d1ef1884d445c1ebf83ecee8a4?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIBJCUK4Z04WUUA%2F20220311%2Fca-central-1%2Fs3%2Faws4_request&X-Amz-Date=20220311T180218Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=703461c78effae911e3647e7a7e847bf4f69b215829a1b917b946e06f52f940b)

The findings from the City of Guelph 2016 report is summarized below:

*Twenty-eight per cent of Guelph's comparators use standing committees, 31 percent use a hybrid system and 41 per cent use a Committee-of-the-Whole. Municipalities using a hybrid system generally use a Committee-of-the-Whole for operational matters (i.e. PS, CS and IDE) but standing committees for administrative purposes (i.e. a budget committee, governance committee, etc.). As a result, 72 per cent of Guelph's comparators use a Committee-of-the-Whole system for operational matters*

# Comparator Research

## Newfoundland Jurisdictions

### Standing Committees, Other Newfoundland Jurisdictions

	Conception Bay South	Gander	Grand Falls-Windsor	Mount Pearl	Paradise	St. John's
	Financial and Administrative Services Committee	Community Services Committee	Community Services	Corporate Services and Economic Development	Administration and Corporate Services	Committee of the Whole
	Engineering and Public Works Committee	Governance & Legislative Services Committee	Public Works & Development	Infrastructure and Public Works	Infrastructure and Engineering	Audit Committee
	Economic Development and Tourism Committee	Public Safety & Protective Services Committee	Corporate Services	Community Development	Public Works	Advisory Committees
	Planning and Development Committee	Planning & Development Committee	Committee of the Whole	Committee of the Whole	Recreation and Community Services	
	Recreation and Leisure Services Committee	Public Works & Services Committee	Advisory Committees		Planning and Protective Services	
		Corporate Services Committee				

## COMMITTEES OF COUNCIL IN OTHER MUNICIPALITIES

### INTERNAL RESEARCH

## Committees of Council in Other Municipalities

Summary: A random sample was conducted of the Committee Structure of various municipalities across the country. The sample was based on population of over 20,000 and which appeared to be progressively minded in their approach to governance and operations

### St. John's

St. John's has two standing committees: Committee of the Whole and an Audit Committee. There are a number of community advisory committees.

<https://www.stjohns.ca/city-hall/about-city-hall/council-committee>

Copy of City of St. John's Final Report on Standing Committee Review 2017:

[https://www.stjohns.ca/sites/default/files/CSJ\\_FileUpload/CorporateServices/FINAL%20Report%20Standing%20Committee%20Review%202017.pdf](https://www.stjohns.ca/sites/default/files/CSJ_FileUpload/CorporateServices/FINAL%20Report%20Standing%20Committee%20Review%202017.pdf)

### Penticton

Penticton uses a Committee of the Whole and a number of community advisory committees.

<https://www.penticton.ca/city-hall/city-council/council-meetings/types-council-meetings>

<https://www.penticton.ca/node/33073>

### Kelowna

Kelowna uses a Committee of the Whole system and an Audit Committee. There are a number of community advisory committees.

<https://www.kelowna.ca/city-hall/council/council-meetings-public-hearings>

<https://www.kelowna.ca/city-hall/council/committees>

### Lloydminster

Lloydminster has Council meetings and a "Governance and Priorities Committee".

<https://calendar.lloydminster.ca/meetings>



## Mount Pearl

Mount Pearl uses a Committee of the Whole and three standing committees that follow their departmental structure. Can't find published agendas or minutes for these committees.

<https://www.mountpearl.ca/government/council/council-meetings/>

<https://www.mountpearl.ca/wp-content/uploads/2022/02/Standing-Committees-Descrip-October-5-2021.pdf>

## Truro

Truro uses a Committee of the Whole and an Audit Committee. There are a number of community advisory committees.

<https://www.truro.ca/2022-public-council-meeting-agenda.html>

<https://www.truro.ca/committees-of-council.html>

## Barrie

Barrie has two types of Committee of the Whole and two reference committees, each made up of half of council for delegating further study on certain topics. They also have a number of community advisory committees.

<https://www.barrie.ca/City%20Hall/MayorCouncil/Council%20Committees/Pages/default.aspx>

## Vaughn

Vaughn uses a Committee of the Whole and two appeals board—property standard and variance. They also have a number of community advisory committees.

[https://www.vaughan.ca/council/minutes\\_agendas/Pages/default.aspx](https://www.vaughan.ca/council/minutes_agendas/Pages/default.aspx)

<https://www.vaughan.ca/council/committees/General%20Documents/2018-2022%20Committees%20Boards%20Task%20Forces.pdf>

## Orillia

Orillia uses a Committee of the Whole and an Audit Committee. There are a number of community advisory committees.

<https://www.orillia.ca/en/city-hall/currentcouncilagendas.aspx>

<https://www.orillia.ca/en/city-hall/boardscommittees.aspx>

## Moose Jaw

Moose Jaw uses a Committee of the Whole. There are a number of community advisory committees.

<https://moosejaw.ca/boards-committees-commissions/>

<https://moosejaw.ca/boards-committees-commissions/>