

**MINUTES OF A COMMITTEE OF THE WHOLE OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 11 DECEMBER, 2023 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:		T. Flynn, Director of Protective Services
	V. Granter	S. Maistry, Director of Finance and Administration
	B. Griffin	Director of Recreation Services - Vacant
	P. Keeping	J. Smith, City Clerk
	C. Pender	J. Baines, Sergeant-At-Arms

Absent with regrets: Councillor P. Gill and D. Burden, Director of Public Works, Water and Waste Water Services

**COW23-124 Land Acknowledgement**

Councillor P. Keeping read out the land acknowledgement.

**COW23-125 Approval of Agenda**

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**COW23-126 Approval of Minutes- Regular Meeting December 4, 2023**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to approve the minutes of the Regular Council Meeting of December 4, 2023. **MOTION CARRIED.**

**COW23-127 Ratification of Decisions**

In accordance with section 41(3) of the City of Corner Brook Act, the following minutes were brought forward for ratification:

CC23-008 - Multi Year Capital Works 2023-2026 [Chaisson/Keeping]

CC23-014 - Approval of Agenda [Chaisson/Granter]

CC23-016 - 2023-2026 Multi Year Capital Works [Chaisson/Pender]

CC23-019 - Approval of Agenda [Chaisson/Pender]

CC23-021 - Proposed extension beyond minimum building line set back [Chaisson/Pender]

CC23-022 - Convention and Special Event Policy [Chaisson/Granter]

**MOTION CARRIED FOR ALL MINUTES.**

**COW23-128 Business Arising From Minutes**

There was no business arising from the minutes.

**COW23-129 Protective Services Statistics for month of November 2023**

Councillor V. Granter presented the statistics from the Protective Services Department as follows:

- Municipal Enforcement received 85 calls for services;
- Animal Control received 26 calls for services;
- There were 31 Parking related violations issued;
- Corner Brook Fire Department received 51 calls for service;
- Over 200 homes in the Corner Brook area have had smoke alarms installed by the CBFD with 36 installed in November;
- Fire Inspection conducted 29 commercial business inspections and follow-up inspections, 4 fire drills at 3 schools and 1 at City Hall and attended 2 community outreach events.

**COW23-130 Public Works Summary**

The Deputy Mayor L. Chaisson presented an update on the Public Works operation for the period of October 25th to December 6th, 2023 as follows:

- tree maintenance is completed for the season;
- patching was completed by contractor on November 19th;
- all water and sewer cuts were paved, new cuts to be maintained by staff over the winter;
- storm sewer flushing program was complete on November 24th - over 40 problematic catch basins and adjacent storm sewers were cleaned;
- curb work was completed on November 10th - staff will generate a list for the spring as requests come in;
- street sweeper finished up November 15th
- crews have been assigned to place markers on potholes that have been reported and crews have been using cold patch to maintain since late November;
- staff have been transitioned into winter operations, up until December 6th the City has plowed twice;
- received 115 calls for service from October 25th to December 6th with the top three categories being Salt/Sand Request (42 calls), Road Maintenance/Potholes (31 calls) and Drainage Issues (8 calls).

**COW23-131 Water and Wastewater Work summary**

Deputy Mayor L. Chaisson presented an update from the Water and Wastewater Division as follows:

- received a total of Water and Wastewater Complaints with the top two requests being for Water Leaks (19 requests) and Water Shut off and/or On (17 requests);
- issued a total of 21 Water and Wastewater Media Releases;
- the Water and Wastewater Recoverable Works totaled \$3,979.29;
- completed a total of 18 Water and Wastewater Repairs;

- additional maintenance include the completion of the annual maintenance for the fire hydrant deficiencies,

**COW23-132 Capital Project and Engineering Committee Updates**

Councillor C. Pender presented an update from Capital Works and Engineering as follows:

- Recreation Centre - project is 90% complete, interior work (paint, plaster, flooring, ceiling tiles, etc.) is well underway, pool mechanical work has begun;
- Mt Bernard Avenue - approximately 80% underground work, work remaining on 200 metres will begin in Spring 2024;
- Great Trail Enhancement - Phase 1 complete, gates installed on trail were damaged and have been removed by City for repair;
- O'Connell Drive Pedestrian - 99% complete, waiting on NL Power to remove old service connection and pole;
- New projects coming up include the Deep Gulch Brook Culvert Replacement, Curling Street Retaining Wall Replacement and the Great Trail Enhancement Phase 2 are expected to go out for tender in Winter 2024;
- Transportation Study - Consultant RFP's closing December 15th, 2023
- Accessibility Study and Implementation Plan - RFP's are being developed and will be released before year end;
- Strategic Tourism for Areas and Regions - RFP's for Design and Construction of Man in the Mountain and Cape Blow Me Down Hiking Trails have released and closes December 29th, 2023;
- Multi-Year Capital (MYCW) 2023-2026 - Consultant Fee Requests closing on December 15th, 2023 for the Curling Street Storm Sewer Replacement, Old Humber Road Retaining Wall, Main Street Pedestrian Bridge and Intersection Improvements (Elizabeth Street/O'Connell Drive).

**COW23-133 Qalipu Participark Trail Project**

Councillor B. Griffin presented an update on the Qalipu Participark Trail Project. The City had previously committed to providing support back in 2018-2021, however the project did not move forward. The province recently notified Qalipu that the funding was still available and the project would have to proceed in 2024 and Qalipu is hopefully that the project can move forward in 2024.

**COW23-134 Development, Planning and Community Services**

Councillor B. Griffin presented an update from Community Services, Development and Planning as follows:

**Development and Planning**

- New Rec Centre - all permits issued;

- Crematorium (167 Country Road) - new permit has issued;
- CB Acute Care Hospital - Conditional Occupancy Issued, scheduled to be occupied by Spring-Summer 2024;
- Western Star Building Conversion to Apartment - construction underway;
- Gas Station/Fast Food (8 Grenfell Drive) - foundation permit issued, work progressing;
- permits have been issued for several developments such as the renovation to 6 unit apartment building and 1 commercial space at 71 Humber Road, Murphy Brothers Industrial Building at 1 Ariceen Place, Renovations at McDonalds, Western Motorsports (22 Confederation Drive);
- New IMSP and Development Regulations - consultant met with Council and is working on the final amendment to the Plan and Regulations;
- Accessibility Plan - staff have developed a working group to develop a new accessibility plan according to the provincial guidelines and templates and in collaboration with the Accessibility Committee, Council, the public and other stakeholder groups

### **Business Development**

- Downtown Business Improvement Association (BIA) - 35 businesses have completed surveys regarding re-establishing a BIA and the majority are interested, staff are working on a more detailed survey and a strategy document to address the immediate priorities for the new BIA;
- New Economic Development Program is being developed exclusively for indigenous youth (<35 years), a draft program is almost complete and staff are working with Navigate to discuss potential projects and programs;
- Assistance for Women Entrepreneurs of Small or Medium Enterprises (AWESOME) - 8 business have been approved for program to date

### **Sustainable Development**

- Christmas Garbage Drop Off - Drop off at the Civic Centre from December 27th-30th for extra household waste;
- Christmas Tree Collection - collection will begin on January 8th (Day 4) and conclude on January 12th (Day 3);
- Grenfell Policy Class - staff are working with Grenfell to explore the development of sustainability policies for topics such as storm water management, glass recycling, bee keeping and tree planting;
- 2 Billion Trees Project - working to prepare a public survey to gather more information about urban forests in Corner Brook to engage residents on the importance of tree planting initiatives;
- 12 Days of Sustainability - working on developing posts to educate residents on ways to be more sustainable during Christmas;

- Transit Digital Payment System (M-Card) - reloadable smart card used to pay for transit fares and are available at the Customer Service Desk at City Hall.

**COW23-135 Finance & Administration Update**

The Mayor presented an update from the Finance and Administration Department up to November 2023, as follows:

- total revenues was \$36,706,899 against a budget of \$37,414,835;
- total expenses was \$29,733,048 against a budget of \$37,414,835;
- total outstanding receivables was \$3.3M, with \$1.8M in current year (\$1.5M - Property, 353K - Business) and \$1.5M prior year (\$1.3M - Property, \$216K - Business).

**COW23-136 Recreation Update**

Councillor P. Keeping presented an update from the Recreation Department as follows:

**Recreation**

- indoor activities have increased over the winter season already;
- daytime programming such as Active Tots, Pickleball, Older Adult Fitness Class has been ongoing;
- Nation Childs Day event took place on November 5th, the event was well attended and a great success.

**Civic Centre**

- Ice Season has been busy with tournaments, rep team tryouts and U18 AAA male provincial league play, senior hockey, adult recreation, general skates and regular programming;
- Tournaments for the following groups were scheduled throughout November and December: CBMHA Rep Team Tryouts (all divisions, male and female), U15 Male AAA Provincial Tournament, U18 Male AAA League Play, U18 House League tournament, U15 House League Tournament, U11 Western Regional Rep Tournament, U16 Male Provincial Tournament, U13 Female AAA Provincial Tournament, U11 House League;
- Corner Brook Royals Senior Team started their seasons with four home games with the next ones scheduled for January 6th & 7th;
- Civic Centre hosted two major craft fairs in November, as well as the Hospital Foundation Gala and three major Christmas Parties;
- The Corner Brook Minor Hockey Association, Silver Blades, Western Kings, the Western Warriors and mode adult recreational leagues will break for holiday season after December 18th, with the exception of a hockey camp on December 27-29;
- The Corner Brook Fire Department and the RNC will be having a charity game on December 18th, 6:30-8:30 p.m., admission is a

donation to the Special Olympics and the Muscular Dystrophy Association;

- The walking track remain open daily with the exception of Christmas Eve after 2pm, Christmas Day, Boxing Day and New Year's Day;
- There will a free family Skate on December 31st from 1-3 in both rinks open to the public.

**COW23-137 Tourism Update December 2023**

Councillor P. Keeping presented an update from Tourism as follows:

- Cruise Season - The 2023 Cruise Season was very successful with 28 ships and an increase in passenger numbers of 57.8% from 2022. The City provided entertainment, information booths, greeters, the Mill Whistler and more to visitors. The 2024 Cruise seasons is forecasted to include 37 ships for a total of 57,901 passengers and 24,535 crew;
- Christmas Parade - The City Float was very well received (the Mill Whistler) and staff had a great time greeting residents;
- Caroling - On December 15th, the City will be hosting a caroling event at 6pm. A short portion of the event will be filmed live by CBC during their "Feed NL Day", hot chocolate and treat will be provided, residents are encouraged to attend

**COW23-138 Council Meeting Schedule**

The Mayor presented the schedule for the full 2024 year which includes the Regular Council Meeting and the Committee of the Whole as attached. Schedule is subject to change.

**COW23-139 RFD Winter 2023 Hired Equipment List**

On motion by Councillor V. Gratner, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to accept the quotations for the Winter Hired Equipment list as attached for the period of December 22, 2023 & ending in May 21, 2024 on a standing offer basis. **MOTION CARRIED.**

**COW23-140 Contract 2023-19 Electrical Maintenance/Service for Equipment**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to approve the tender bid from Maximum Power Ltd. in the amount of \$29,881.60 (HST Included) per annum, for contract no. 2023-19 Electrical Service/Maintenance for Equipment for a 2 year contract. **MOTION CARRIED.**

**COW23-141 Contract 2023-18 Electrical Maintenance/Service for Buildings**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** to approve the tender vid from Maximum Power Ltd. in the amount of #32,683.00 (HST included) per annum, for contract No. 2023-

18 Electrical Service/Maintenance for buildings, two year contract.  
**MOTION CARRIED.**

**COW23-142 Policies to Rescind**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to rescind the following policies:

Poll Tax - Student (11-03-19)

Poll Tax (11-03-02)

Purchase of Asphalt, Concrete and Granular (07-03-01)

Tender Document Holders (07-01-02)

Tenders/Proposal Calls (07-01-01)

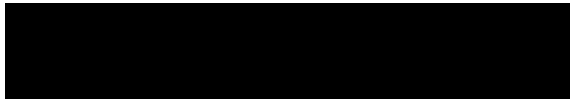
Sand Barrels (06-02-03)

Demolition Order (06-07-01)

Dealing with Difficult Individuals (12-03-03) **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.



City Clerk



Mayor