



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, April 11th, 2022** at **7:00 p.m.** **Council Chambers, City Hall.**

CITY CLERK

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

PRESENT:		
Mayor	J. Parsons	R. Cumby, City Manager D. Charters, Director Community Engineering Development and Planning M. Redmond, City Clerk J. Alexander, Seargent-At-Arms <i>Director of Finance and Administration – vacant</i>
Deputy Mayor	L. Chaisson	
Councillors:	V. Granter B. Griffin P. Keeping C. Pender	
Absent with Regrets: Councillor P. Gill, D. Burden, Director of Public Works and Wastewater and T. Flynn, Director of Protective Services		

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

22-036 Approval of Agenda

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

- Crematorium signage - Letter sent to residents

MOTION CARRIED.

22-037 Crematorium Signage - Letter sent to residents

On motion by Councillor C. Pender seconded by Councillor V. Granter, it is **RESOLVED** to rescind the March 25, 2022 letter sent to residents requesting removal of the crematorium signs; and that a new letter be reissued clarifying:

- appropriate sections of the legislation;
- penalties if in contravention of the Act
- further options available to residents on where signs can be placed

It is **FURTHER RESOLVED** to consult with legal counsel to ensure that the requirement to remove signs is not violating residents' Charters of Rights.

MOTION CARRIED. Mayor Parsons voted against the motion.

22-038 Approval of Minutes (Committee of the Whole March 14th and Regular Meeting March 22nd)

On motion by Councillor V. Granter, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the Minutes of the Committee of Whole Meeting of March 14th with the following correction:

- Councillor Pender was absent from the meeting of March 14, 2022 and minute COW22-023 is indicating that Councillor Pender introduced the agenda item but the item was introduced by Councillor Gill.

22-039 Business Arising From Minutes

COW22-018: Councillor Chaisson inquired on the timelines for pothole repairs. It was clarified the Public Works Supervisor sets out the priorities of pothole repairs dependent on weather conditions.

22-035: Councillor Pender inquired on the status of obtaining a conceptual drawing of the Recreation Center with the amended exterior facade. D. Charters commented he has requested this information from the consultant.

22-040 Proclamations and Events

Mayor Parsons announced the month of MARCH 2022 is declared as ***Multiculturalism Month*** in the City of Corner Brook.

22-041 2021 Annual Expenditure Report - Canada Community Building Fund Agreement

On motion by Councillor C. Pender, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the Annual Expenditure Report for Canada Community Building Fund Agreement for 2021 as presented. **MOTION CARRIED.**

22-042 4 Herald Avenue (Discretionary Use - 20 Unit Apartment Building)

On motion by Councillor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook in its Authority approve the application for the proposed apartment building at 4 Herald Avenue, Corner Brook, NL. **MOTION CARRIED.**

22-043 Crown Land Application – Elizabeth Street /Lewin Parkway Area

On motion by Councillor V. Granter , seconded by Councillor C. Pender, it is **RESOLVED** to approve the application to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway for the purpose of constructing a distribution powerline to provide power to the new hospital subject to the applicant maintaining an unobstructed path along the powerline for the movement of fire suppression equipment (in the event of a fire) and the applicant obtaining separate approval for installing the poles to ensure adequate infrastructure clearances. **MOTION CARRIED.**

22-044 Great Trail Enhancement – Phase II

On motion by Councillor P. Keeping, seconded by Councillor B. Griffin, it is **RESOLVED** that the Council of the City of Corner Brook support the application for funding to complete Phase II of the Great Trail Enhancement Project. **MOTION CARRIED.**

22-045 Grant Policy

On motion by Councillor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to rescind & replace the Grant Policy as proposed. **MOTION CARRIED.**

22-046 Notice of Motion - Request for Taxi Rates Increase due to Increased Fuel Cost

Councillor B. Griffin brought forward the following Notice of Motion to amend the Taxi Regulations as follows:

Pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Taxi Regulation, 2018 as follows:

FUEL SURCHARGE: A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when identified by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

ADJOURNMENT

The meeting adjourned at 8:03 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Marina Redmond
Meeting: Committee of the Whole - 11 Apr 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: [Green Shirt Day April 7](#)

BACKGROUND INFORMATION:

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

- **APRIL 7, 2022** is **GREEN SHIRT DAY** in the City of Corner Brook. Green Shirt Day was created to remember and recognize all victims and families of the Humboldt tragedy and to honour Logan Boulet, a victim of the tragedy whose organs were donated to save six other lives. To continue his legacy this day is recognized in hopes to inspire Canadians to talk to their families and register as organ donors.

Legal Review: No

Legislative Assistant

Approved - 08 Apr 2022

City Manager



Green Shirt Day Proclamation

April 7, 2022

WHEREAS: after the devastating events of the Humboldt Broncos bus crash that took the lives of sixteen passengers, Humboldt Broncos defenseman Logan Boulet succumbed to his injuries April 7th; and

WHEREAS: Logan's parents Bernadine and Toby Boulet offered to donate his organs so that six lives could live on; and

WHEREAS: Logan had registered as an organ donor, after being inspired by his coach and mentor Ric Suggitt who was also an organ donor and saved six lives when he passed in 2017; and

WHEREAS: as news spread of the organ donation by this young hockey player, it is estimated that almost 150,000 people registered to become organ donors in the days and weeks that followed. To date this is the largest number of Canadians registering to become organ donors in Canadian history due to one event; and

WHEREAS: Green Shirt Day was created to honour, remember, and recognize all the victims and families of the fatal crash and to continue Logan's legacy by inspiring Canadians to talk to their families and register as organ donors,

THEREFORE, I, Linda Chaisson, Deputy Mayor of Corner Brook, do hereby proclaim April 7, 2022, Green Shirt Day in the City of Corner Brook, and I encourage all citizens to wear green, register their decision to become organ and tissue donors, and share their decision with their family.

Deputy Mayor

Date



Request for Decision (RFD)

Subject: 105 Country Road (Discretionary Use - Apartment Building)

To: Deon Rumbolt

Meeting: Committee of the Whole - 11 Apr 2022

Department: Development and Planning

Staff Contact: Darryl Skinner, Development Skinner

Topic Overview: The City of Corner Brook has received an application requesting permission to construct a third residential apartment in the building located at 105 Country Road, Corner Brook, NL. The building is located in the General Commercial Zone where the proposed use, "Apartment Building" is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

Attachments: [Attachment #1](#)
[Attachment #2](#)
[105 Country Road \(memo\)](#)

BACKGROUND INFORMATION:

The Application was advertised to the public by means of the Western Star, City of Corner Brook's Website and Notice to Occupant letters. The city did not receive any comments regarding proposed development.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook in its Authority approve the application for the proposed apartment building at 105 Country Road, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the application staff supports the proposed three (3) unit apartment building and feels it would not have a negative impact to the neighborhood. Therefore it is recommended that Council in its authority approve the application for the proposed apartment building at 105 Country Road, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approved the application for the proposed Apartment Building at 105 Country Road as recommended.

2. That the Council of the City of Corner Brook not approved the application for the proposed Apartment Building at 105 Country Road.
3. That the Council of the City of Corner Brook to give other direction to Staff.

	Approved - 05 Apr 2022
Director of Community, Engineering, Development & Planning	Approved - 05 Apr 2022
Legislative Assistant	Approved - 06 Apr 2022

City Manager

105 Country Road



105 Country Road



Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: April 6, 2022


Re: Discretionary Use (Apartment Building) / 105 Country Road

The City of Corner Brook has received an application from the property owner of 105 Country Road, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The apartment will be located in the former Country Flowers location. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a **“Discretionary Use”** of the City of Corner Brook’s Development Regulations.

The Application was advertised to the public by means of the Western Star, City of Corner Brook’s Website & “Notice to Occupant” letters was sent to residents in the neighborhood. The city did not receive any comments regarding the proposed development.

After reviewing the application staff supports the proposed three (3) apartment building and feels it would not have a negative impact to the neighborhood. Therefore it is recommended that Council in its authority approve the application for the proposed apartment building at 105 Country Road, Corner Brook, NL.

Sincerely,


Darryl Skinner
Development Inspector III

Attachments: 1. Attachment #1 (RFD)
2. Attachment #2 (Photo of area)
3. Attachment #3 (Photo of building)

105 Country Road

Proposed Apartment Building



Information Report (IR)

Subject: Engineering, Development and Planning Update

To: Rodney Cumby

Meeting: Committee of the Whole - 11 Apr 2022

Department: Engineering

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) continues to set up work site (work trailers, washroom facilities) and has begun internal demolition of the existing pool area and change rooms. Work trailers were scheduled to arrive on site last week and the contractor is also expecting delivery of some materials (pipe, fencing) in the coming days.

Structural foundation permits and civil works permits have been issued by staff.

- **Completion date: Fall of 2023**

Mt. Bernard Avenue Rebuild Project

Dillon Consulting is proceeding with the design phase for the project with a revised scheduled tender date of late April. 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.

Multi Year Capital Projects (MYC)

Retaining Walls (220 Petries, 21 East Ave., 55 Gibbons)

- Awarded in fall of 2021
- Construction to begin in spring when weather permits

Blackwood's Culvert and Bridge Replacement

- Design Ongoing

Bell's Brook Culvert

- Design Ongoing

Intersection Upgrades (Lewin at Mill Rd. and Lewin at Griffin Dr.)

- Design nearly complete
- Equipment being ordered
- Tender package being developed

Citadel Drive PRV Station Upgrades

- Design Underway
- Tender package being developed

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 - 07 Apr 2022

Legislative Assistant Approved - 07 Apr 2022

City Manager



Request for Decision (RFD)

Subject: Taxi Rate Surcharge due to Increased Fuel Cost

To: Rodney Cumby
Meeting: Committee of the Whole - 11 Apr 2022
Department: Protective Services
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: [Revised schedule D from Taxi-Regulations-2018](#)
[PUBLIC NOTICE Taxi Regulation Amendment 2022](#)

BACKGROUND INFORMATION:

The City has been approached by an individual, 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

PROPOSED RESOLUTION:

To ensure Corner Brook Taxi industry remains sustainable with rising costs of operation in the City of Corner Brook, **Be it RESOLVED** that pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Taxi Regulations, 2018, by adding a fuel surcharge that will increase the fare to be paid by users of taxis by \$2.00 when our city's self-serve regular unleaded fuel price exceeds \$1.65 per litre, as per the revised Schedule D of the Corner Brook Taxi Regulations, 2018.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Act
 229

RECOMMENDATION:

Staff recommend proceeding with the fuel surcharge so to provide some financial assistance to our taxi industry during this and future fuel price surges.

ALTERNATIVE IMPLICATIONS:

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

1. No increase of rates: Taxi companies continue to be challenged with the feasibility of their operations 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.

Director of Protective Services
Legislative Assistant

Approved - 07 Apr 2022
Approved - 07 Apr 2022

City Manager

SCHEDULE "D"

TARIFF OF FARES

Meter Drop Rate	\$4.13
For each .125 km or part thereof	\$.26
For each additional kilometer	\$2.11
Waiting Time Rate per Hour	\$34.51
Handling of Packages	\$1.00

(Note: Above rates are subject to HST which would be added to the above noted rate.)

FUEL SURCHARGE: A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when effected by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

During the Christmas period between 6 p.m. on December 24th, to 8 a.m. on December 27th, and from the period of 6 p.m. on December 31st, to 8 a.m. on January 2nd, an additional fare of \$2.00 may be charged.

The charges for deliveries within the City limits are to be determined by the Corner Brook Taxi Association.



PUBLIC NOTICE

TAXI REGULATIONS AMENDMENTS

PURSUANT to the powers vested in it by virtue of Section 229 (1) (e) of the City of Corner Brook Act, 1990, and all other enabling powers, the Council of the City of Corner Brook, at its Regular Council Meeting of March 28, 2022, brought forward proposed amendments to Schedule D of the City of Corner Brook Taxi Regulations, 2018, as follows:

SCHEDULE D - TARIFF OF FARES

A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when effected by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

Applicable HST may be added and included in the fare shown on the meter.

Any person(s) wishing to provide comments on the proposed amendments can do so by emailing the Director of Protective Services at tflynn@cornerbrook.com.

Marina Redmond
CITY CLERK



Information Report (IR)

Subject: Recreational Vehicles Regulation 2021

To: Rodney Cumby
Meeting: Committee of the Whole - 11 Apr 2022
Department: Municipal Enforcement
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview: Upcoming revisions to the Corner Brook Recreational Vehicle Regulation 2021.

BACKGROUND INFORMATION:

The Corner Brook Recreational Vehicles Regulations will require amendments to align to the new “Off-Road Vehicles Act”.

PROPOSED RESOLUTION:

The new “*Off-Road Vehicles Act*” repeals the “*Motorized Snow Vehicles and All-Terrain Vehicles Act*”. The Corner Brook Recreational Vehicles Regulations relied on the provisions of the “*Motorized Snow Vehicles and All-Terrain Vehicles Act*” and will need to be revised to rely on the new provincial “*Off-Road Vehicles Act*”. The new legislation provides opportunity to further improve the Corner Brook Recreational Vehicle Regulation 2021.

Staff Recommendation/s: Cursory staff review sees great improvements such as:

1. Definition of “Peace Officer” is expanded to include “Municipal Police Officers” so enforcement can be conducted under this Act by our MEOs.
2. Permission to operate an off-road vehicle along a roadway for a maximum of 1 kilometre providing speed is below 20 km/hr.
3. With ministerial approval, we may be able to further extend the operation of an off-road vehicle along a provincial roadway, enabling further trail connections in and around our City.
4. Training is required for new operators registering off-road vehicles.
5. Enforcement powers such as: establishing compliance check stations; and fines and penalties, including ATV seizure for non-compliance.

FINANCIAL IMPACT:

Income from the Permitting fees will offset costs associated with managing the ATV Program in our City.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations

LEGAL REVIEW:

Legal review will be conducted as is with all municipal legislation.

RECOMMENDATION:

Other revision recommendations include:

- 1) a fee for a permit to deviate from our City's designated routes.
- 2) an ability for council to designate a special event for ATV operation on any and all streets in Corner Brook, such as the upcoming "Jigs and Wheels" festival.

Director of Protective Services
Legislative Assistant

Approved - 08 Apr 2022
Approved - 08 Apr 2022

City Manager



Information Report (IR)

Subject: Community Services Project Update

To: Rodney Cumby

Meeting: Committee of the Whole - 11 Apr 2022

Department: Community Services

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

Topic Overview:

Attachments: [FACE Guidelines-Revised 2022](#)

BACKGROUND INFORMATION:

Clean Up Corner Brook Update

Clean up Corner Brook will occur for the entire month of May. Staff are now putting the final touches on the program and will release the details in the coming weeks.

The basic premise is that residents can collect garbage at high priority sites around the City and for each bag of garbage collected, you will receive one ballot for cash prizes that will be drawn during the first week of June. The more garbage you collect, the more entries you get for the cash prizes.

Let's get out and help clean up our City so we can get ready to welcome guests to our beautiful City for Come Home Year 2022!

Jigs and Wheels 2022 (Jul 15th to 24th)

Planning for the inaugural event is in full swing and we encourage people to check out the Jigs and Wheels Festival site at:

www.jigsandwheels.ca

So far, we have several events planned for the exciting week including:

- Blame it on Broadway...Again
- Ribfest
- Classic Car Show
- Corner Brook Day
- And much much more...stay tuned

Also, if you are interested in exploring sponsorship opportunities, please visit our website and click on the sponsorship link.

Façade Appeal Comprehensive Enhancement (FACE) Program

The City would like to announce the launch of our FACE program for 2022. This program is intended to assist local businesses with improving the appearance of their business by providing a grant. Although this program was very successful early on, it has become stagnant due to the financial challenges faced by local businesses. The current program offers a grant of 75% of the cost of the improvements on the first \$10,000 investment and 50% of the investment over \$10,000, for a maximum grant of \$10,000. For some, even 25% of the improvements cost has become a significant obstacle to overcome. Given this, the new program will offer 90% of the first \$10,000 and 75% of the investment over \$10,000, for a maximum total grant of \$10,000.

Please contact us at face@cornerbrook.com or visit our website for more details on the program.

Director of Community, Engineering, Development & Planning	Approved - 07 Apr 2022
Legislative Assistant	Approved - 08 Apr 2022

City Manager

CITY OF CORNER BROOK

FAÇADE APPEAL COMPREHENSIVE ENHANCEMENT (FACE) PROGRAM GUIDELINES 2022

1. Eligible properties must be on a major street and have an approved commercial use at street level in front of the building.
2. Places of worship, institutions, and residential buildings are ineligible for the program. The only exceptions will be the residences on West Street that are attached to commercial properties in the Andrew Cobb designed multi-unit townhouses.
3. Properties with outstanding work orders or taxes from the City of Corner Brook are ineligible until all outstanding orders and tax payments are resolved to City's satisfaction.
4. Eligible front façade improvements include:
 - a) Exterior painting, Replacement of wood siding or installation of vinyl siding that looks like wood; installation of metal siding
 - b) Replacement of doors or windows on any level of the front façade of the building
 - c) Replacement or repair of cornice, parapets and other architectural features
 - d) Brick cleaning treatments such as power washing
 - e) Re-pointing of brick masonry
 - f) Installation or replacement of awnings or canopies
 - g) Installation and improvement of signage
 - h) Installation or upgrading of exterior lighting features
 - i) Re-design of storefront
 - j) Installation of wheelchair ramps
 - k) Landscaping as per City of Corner Brook's [Landscaping Standards](#)
 - l) Any other improvement as approved by the City
5. Total improvement cost (net of HST) may not exceed \$30,000, unless approved by City
6. Maximum cash incentive will be \$10,000 for one property (with a clear civic address). There will not be any carry-over of incentive.

7. Cash incentive will be provided to property owner/business that carries out the improvements, after certification of completed work by the City.
8. To be considered, façade improvement work should commence only after approval from the City is granted. Work already started before approval, may not be considered.
9. Cash incentive will be calculated as follows:

Maximum amount of cash incentive is \$10,000. HST portion of the investment will NOT be considered.

- For investment up to and including \$10,000: 90%
- For investment amount above \$10,000: 75%

Example a: For an investment of \$6,000, cash incentive will be 90% of \$6,000, which is \$5400.

b.: For an investment of \$18,000, 90% for the first \$10,000 (\$9,000) and 75% for the amount over \$10,000 (that is 75% of \$8,000, which is \$6,000). This works out to \$15,000 (\$9,000 plus \$6,000). But total incentive will not exceed \$10,000, which is the overall cap. So, the applicant would receive \$10,000 as cash incentive.

10. Cost incurred on project consultants will be considered an eligible cost.
11. **The City reserves the right to decide on the actual incentive amount, based on its sole judgement of real improvement value of the façade, regardless of the quotes and receipts of expenses submitted by the applicant.**
12. A property, regardless of its owner(s) or the tenant, may be considered only once in a block of 3 calendar years.
13. Only one Quote from a sound supplier/contractor is required for every improvement.

If there is an apparent conflict of interest (for example, applicants who are also contractors providing the quote), a second quote will be required.

14. A building permit will be required as per regulations, and the proportionate fee for the FACE-eligible improvements will be refunded, should the FACE application be approved and undertaken successfully.

If you are undergoing extensive renovations, we recommend you consult with ServiceNL regarding the provincial government's requirements around building accessibility. Visit <http://www.servicenl.gov.nl.ca/licenses/building/badr.html> or phone (709) 637-2200.

BLADE SIGNS

15. **Exclusively for the businesses in the Downtown area**, Blade Signs shall be eligible for 100% reimbursement (including HST) of the cost of the blade signs, including installation cost (subject to a maximum fixed limit).
16. Though a part of the FACE program, there is a separate application form exclusive to Blade Signs.
17. An applicant seeking FACE program incentive for façade improvement can also apply separately for Blade Signs, provided they are located in the Downtown area.
18. These signs will have to be procured only from City-approved vendors. City will settle the accounts directly with the vendors.
19. The Blade Sign Guidelines specifying the eligibility, process of selection and other details can be requested from the City.

All decisions of the City on applications for the FACE program including Blade Signs, will be final and binding.



Information Report (IR)

Subject: IR – Recreation and Civic Centre Update April 11, 2022

To: Donald Burden
Meeting: Committee of the Whole - 11 Apr 2022
Department: Recreation
Staff Contact: Jessica Parsons, Supervisor of Recreation Services
Topic Overview: To provide safe recreation activities for residents as well as sport and leisure groups within the City of Corner Brook.
Attachments: [Copy of WEEK AT A GLANCE - STUDIO TEMPLATE \(2\)](#)

BACKGROUND INFORMATION:

After the closure of all sport, recreation and meetings on January 3, 2022; Activity has returned to “normal” at the Civic Centre and its recreational programming. The road to “normal” was filled with many challenges both to the public and the many users of Corner Brook’s Community Centre. On January 24th, teams and individuals were allowed to practice without games; however, the requirement for social distancing remained in effect. As such, minor programming like volleyball, basketball, soccer, minor hockey and figure skating started practices while adult teams and leagues were still not permitted to participate.

As of February 14th, new guidelines for recreation were announced and essentially facility operations from a scheduling perspective returned to normal. Games, tournaments, participation in physical activity was permitted without social distancing or masking. Leagues and groups returned to the ice and studio gym on Monday, February 14.

While Provincial Health guidelines allowed full participation in sport and recreation, “A Return to Normal”; Covid remained a consistent theme. The high prevalence of covid in the community, a new omicron variant with increased transmissibility and reduced Public Health restrictions combined to impact individuals, teams, leagues and overall recreational activities. The Centre experienced high levels of cancellations due to covid positive cases within the recreational community.

Recreation groups demonstrated an on-going commitment to moving forward with programming despite the increased and on-going incidents of Covid.

The Walking Track reopened with extended hours (7:30am -9:30pm Monday to Sunday) and general skating returned for the general public. All recreational programming has returned to the Studio.

Studio Recreation Programs

Older Adult Fitness with Nora Lundrigan – Fitness with Nora will take place on Monday and Wednesdays 10:30-11:30am. This fitness class is geared towards older adults and seniors by using chairs, Pilate’s bands and balls. Nora is a talented, certified instructor who can accommodate all fitness levels within her class. A \$3.00 fee is required.

Active Tots - Active Tots is an unstructured physical activity program specifically for children aged 0-5 years. It is a guardian led program that includes age appropriate equipment to help children develop Physical Literacy Skills while socializing. Active Tots is held on Tuesdays and Thursdays from 9:30-11:00am. There is no cost and no registration needed at this time.

Drop In Yoga – Drop in Yoga with experienced Instructor Margaret Colbourne takes place Fridays at 10:00am. Come relax and enjoy this new program at the Civic Centre. A \$3.00 fee is required.

Drop In Pickleball – Pickleball is a sport gaining popularity especially here in Corner Brook. This drop-in program takes place Tuesdays and Thursdays from 11:45-1:45pm, Wednesdays from 7:00-9:00pm and Fridays from 4:00-6:00pm. The cost is \$5.00 per person.

Adult Lunchtime Sports Drop In – Adults can participate in a variety of sporting activities such as basketball or volleyball during the lunch hour. This program is offered on Fridays 12:00-2:00pm and is \$5.00 per person.

Youth Drop In – This program featuring basketball and volleyball will be available for those 12-18 years of age on Friday evenings. The program will take place 7:30-9:00pm and a \$3.00 fee is required.

For more information please check out the Corner Brook Civic Centre Facebook page or call 637-1232 for details.

Highlights of Events hosted since reopening:

- Western Kings AAA resumed play in U18 AAA hockey league and finished their regular season;
 - Two Female Baseball Provincial NL training camps and seminars in February and March;
 - Three Volleyball tournaments and a provincial tryout camp. This past weekend, 40 teams from across the province using the Studio, CBI and Grenfell gyms competed in U14 & U17 provincials on Friday and Saturday;
 - U13 Female AAA provincials, and U15 Female AAA League play;
 - Provincial Figure Skating Championships 2022 – first time held in NL in 3 years;
 - U18 Female AAA Provincials. Alumni of this tournament includes Abby Newhook (Alex Newhook's sister) who recently won Rookie of the Year with Boston College for NCAA Division I Hockey East and is a finalist for the National Rookie of the Year;
 - Western Regional Timbit and U9 Jamborees – Saturday April 9;
 - Meetings and training sessions began in March, as well as three craft fairs.
- Notes:
- Corner Brook Minor Hockey is set to conclude its regular season programming on April 14th. The Association will be hosting two HNL Provincial tournaments during Easter week – Monday, April 18th to Wednesday, April 20th with 11 teams from across the province;
 - Shout out to the Western U18 AAA Minor Crushers on winning the provincial championship on April 3, 2022;
 - Vaccination passes are no longer required to enter the Civic Centre. Masks and social distancing are strongly encouraged but not required.

Director of Public Works, Water &
Wastewater

Legislative Assistant

Approved - 06 Apr 2022

Approved - 07 Apr 2022

City Manager

CIVIC CENTRE STUDIO

2022 STUDIO RENTAL RATES
 1 Court - \$45.90/hour, tax inc.
 2 Courts - \$91.80/hour, tax inc.
 Full Gym - \$127.50/hour, tax inc.
 For more rental info, please contact Robin
 at rwight@cornerbrook.com or (709) 637-1577

cbciviccentre.com

MONDAY APRIL 11TH, 2022

Nora's Fitness - \$3
 10:30am-11:30am
Private Rentals
 5:40pm-9:50pm

Active Tots
 9:30 am-11:00am
Drop-in Pickleball - \$5
 11:45am-1:45pm
Private Rentals
 6:20pm-9:00pm

WEDNESDAY APRIL 13TH, 2022

Nora's Fitness - \$3
 10:30am-11:30am
Private Rentals
 12:00pm-6:50pm
Drop In Pickleball
 7:00-9:00pm
Private Rentals
 9:30-10:30pm

Active Tots
 9:30 am-11:00am
Drop-in Pickleball - \$5
 11:45am-1:45pm
Private Rentals
 4:00pm-10:00pm

FRIDAY APRIL 15TH, 2022

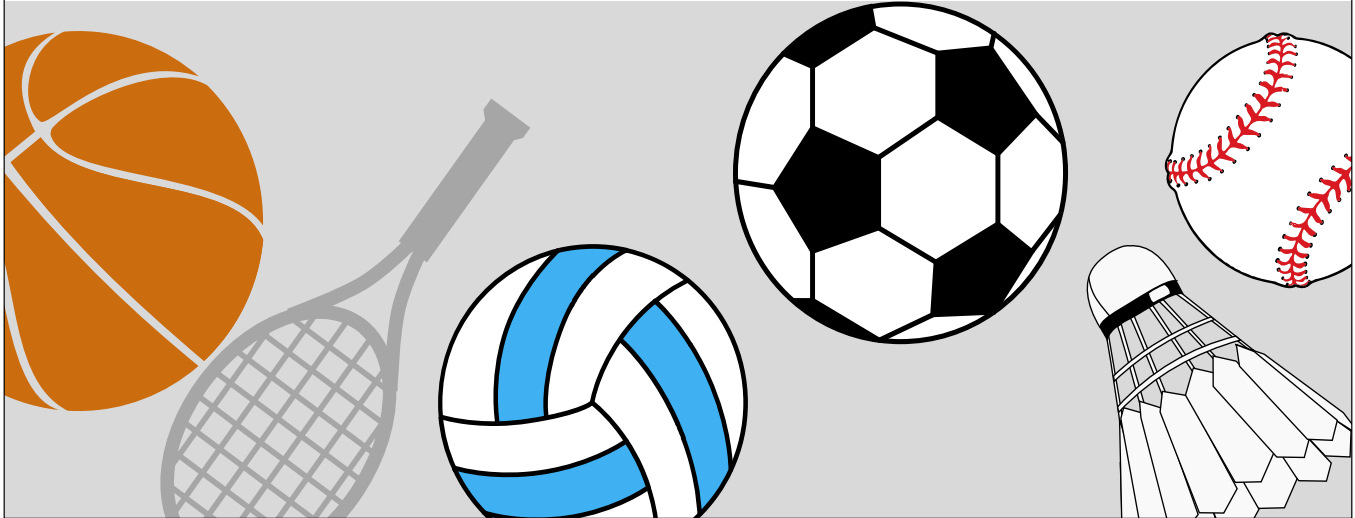
Good Friday Holiday
Private Rentals
 3:00-9:00pm

SATURDAY APRIL 16TH, 2022

Private Rentals
 9:00am-10:30am

SUNDAY APRIL 17TH, 2022

Drop In Pickleball
 10:00am-12:00pm \$5
Private Rentals
 3:00pm-10:00pm





Information Report (IR)

Subject: Accessibility and Inclusiveness Committee

To: Marina Redmond

Meeting: Committee of the Whole - 11 Apr 2022

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The Accessibility and Inclusiveness Committee is an external committee that ordinarily meets quarterly and brings updates to inform council and the public.

BACKGROUND INFORMATION:

The Accessibility and Inclusiveness Committee met on Wednesday, April 6th and discussed the following initiatives:

- The Committee discussed the need for a device for those with hearing accessibility needs who want to attend public council meetings to be able to hear the meeting. Staff is in the process of examining options and obtaining quotes.
- The Committee had previously expressed interest in implementing patio standards prior to the summer season that would ensure all accessibility needs are met. Development and Planning staff advised the committee that suggestions for the guidelines and regulations regarding patios were sent to the consultant who is overseeing our current Integrated Municipal Sustainability Plan (IMSP) & Development Regulations and are hoping to receive some input back from the consultant soon.
- The Committee requested some information regarding the Facade Appeal Comprehensive Enhancement (FACE) program regarding accessibility. There are accessibility improvements under the project eligibility list, such as for installation of wheelchair ramps. The Committee is hoping that more business will explore this option and they plan to look into some funding opportunities for this and other accessibility improvements.
- The Committee also discussed the need for accessible transit in the city as currently there is no accessible bussing and there is only one accessible taxi and the hours of operation are in line with current daily transit operation hours. The Committee would like to explore ways to further increase access to this service and meet more accessibility needs.
- The Committee is hoping that improvements to city events and amenities can be improved to make them more accessible, such as more accessible picnic tables, transitions for some of the major parks and general accessibility for all events in the City.
- The Committee also discussed the Attendant Pass Program, of which a policy was approved by council in January. This will allow for attendants accompanying individuals with accessibility needs to attend city events and functions without additional cost.

Legislative Assistant

Approved - 08 Apr 2022

City Manager



Information Report (IR)

Subject: Youth Advisory Committee Update

To: Marina Redmond

Meeting: Committee of the Whole - 11 Apr 2022

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The Youth Advisory Committee is an external committee that ordinarily meets quarterly and brings updates to inform council and the public.

BACKGROUND INFORMATION:

The Youth Advisory Committee met on Tuesday, April 5th and discussed the following initiatives:

- A representative from the Public Library attended the meeting to discuss some new programs that the library has implemented such as Help Now - which is a live tutoring services for k-12 and post secondary students, Job Now - which is live resume, interview & job coaching services and Rocket Languages - a program that offer 14 different language courses. The Committee was encouraged to provide any other ideas for possible future program initiatives for youth in the community for consideration. They are hoping to include the library representative in future meetings to collaborate further.
- The Committee plans to proceed with their growing project at the community gardens again this summer. This will be the 3rd summer that the committee has planted vegetables and herbs in their plot in the community garden and donated their harvest in the fall. Previously donations were made to Xavier House and Willow House.
- The Committee is also looking into some opportunities to promote the committee and recruit more members.
- The Committee is looking for opportunities to do some volunteering with some upcoming events in the city such as Come Home Year and also some volunteering with Xavier House.
- The Committee plans to look for some youth funding opportunities to explore other projects.

Legislative Assistant

Approved - 08 Apr 2022

City Manager



Request for Decision (RFD)

Subject: Ukrainian Relief Fund Contribution

To: Council and Mayor

From: City Manager

Meeting: Committee of the Whole - 11 Apr 2022

Topic Overview: Provide Financial Support to the Ukrainian Relief Fund

BACKGROUND INFORMATION:

In response to the Russian invasion of Ukraine on 24 February 2022 communities around the world have condemned the unprovoked invasion of Ukraine and have provided financial and other supports to the people of Ukraine. In response to this action the Corner Brook City raised the Ukrainian flag at Corner Brook City Hall as a demonstration of our support to the Ukrainian people. In an effort to continue to show our support to the Ukrainian people it is recommended to contribute \$1,000 to the Ukrainian Relief efforts

PROPOSED RESOLUTION:

RESOLVED to authorize a \$1,000 contribution in support of the Ukrainian Relief Fund

FINANCIAL IMPACT:

\$1,000

City Manager



Information Report (IR)

Subject: Hiring Policy Amendment

To: Jim Parsons
Meeting: Committee of the Whole - 11 Apr 2022
Department: City Manager
Staff Contact: Rodney Cumby, City Manager
Topic Overview: Amend the Hiring Policy
Attachments: [Hiring Policy](#)

BACKGROUND INFORMATION:

The City of Corner Brook existing Hiring Policy has been in place since 1998. The policy requires review with a particular emphasis on use of gender-neutral language and creating a more inclusive environment for all staff and residents

PROPOSED RESOLUTION:

Be it resolved to direct staff to conduct a review of the hiring policy, to make it more inclusive and gender neutral.

GOVERNANCE IMPLICATIONS:

Policy: City of Corner Brook Hiring Policy

 City Manager



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Recruitment		
Title	Hiring Policy	Policy Number	10-03-01	Authority	Council
Approval Date	08 Jul 98	Effective Date	08 Jul 98	Revision Date	

Purpose:

To maintain consistency, fairness and equal opportunity in the hiring of staff for all City positions.

To ensure that the most qualified person is selected in all job competitions.

SCOPE: All external job competitions for positions within the City of Corner Brook.

Policy Statement:

The Chief Administrative Officer will be hired by Council.

The Selection Committee will be comprised of the Mayor, two Councillors and the Director of Corporate Services; or Council may wish to hire an outside professional agency to conduct the selection process.

The Directors will be hired by the Chief Administrative Officer, subject to the approval of Council.

The Selection Committee will be comprised of the Chief Administrative Officer, two remaining Directors, and a representative of Council from the Policy Advisory Committee of the vacant Director.

Other Management Staff will be hired by the Director. The persons selected for the positions of Coordinators, Fire Chief, and Canada Games Centre General Manager are subject to the approval of Council.

The Selection Committee will be comprised of the appropriate Director, the Human Resources Officer, and an additional Director or Chief Administrative Officer, depending on the level of the position.

All other staff, permanent and temporary, will be hired by the Human Resources Officer.

The Selection Committee will be comprised of the Director or Coordinator of the appropriate department and the Human Resources Officer.

Summer Program staff at the playground level will be hired by a selection committee comprised of the Leisure Services Administrator, the Summer Program Coordinator and the Assistant Summer Program Coordinator, under the direction of the Human Resources Officer.

The ultimate decision as to which candidate will be hired will rest with the Director of the appropriate department.

Reference:

CC04-111 (re residency requirement)

Approved: CC98-86 (08 July 98)

Memo: (July 18, 1966), Item # 2 Council in Committee Meeting (Sept 01, 1960)

74-52 (Sept 24, 1974)

Memo: Director of Personnel (May 15, 1986)
 CC98-33 (March 18, 1998)
 CPS98-60 (June 22, 1998)
 Council Briefing Session: (July 08, 1998)

Detailed Action Required:

ROLE OF HUMAN RESOURCES OFFICER

The Human Resources Officer will:

- check references
- ensure all candidates receive equal opportunity
- ensure proper documentation is filed to support hiring of candidates
- ensure all candidates are asked similar questions and no preference shown for particular candidates.

COSTS OF RELOCATION

- Payment of relocation costs are subject to the approval of Council, and would normally be considered for senior level positions only. Such approval to be obtained prior to the position being offered to the preferred candidate.
- In cases where the successful candidate is from out-of-town and the City has agreed to pay relocation costs, the items to be reimbursed will be limited to:
- costs of moving household goods and possessions by the most efficient means possible, with quotes required from moving companies
- expenses to a maximum of \$150 per day, for up to two weeks, to cover meals and hotel for employee to locate living accommodations for self and family.
- Reimbursement of relocation costs will not include any payments related to real estate commissions, legal fees, mortgage penalties, losses on real estate, etc.
- If an employee leaves the employment of the City within two years of the date of hire, relocation costs will be reimbursed proportionately to the number of months remaining in the two years, e.g. employee resigning 18 months after date of hire, will be expected to reimburse City for 6/24ths of relocation expenses.

SICK LEAVE

As per minute of Council CC97-146 dated 2 July 1997, all management employees hired after that date, will not receive pay for unused sick leave upon termination. Existing employees who move into management from the union, and are already covered by other agreements, will have the provision for pay for unused sick leave grandfathered to their new position.

APPLICANTS RELATED TO CITY STAFF/COUNCIL

In cases where job applicants are related to existing City staff or Councillors, the objective is to ensure the applicant is treated impartially and objectively, the same as all other candidates. No preference will be shown to the applicant nor will they be subjected to reverse discrimination whereby they are screened from the job because they are related to an existing staff person or Councillor. To ensure the above objectives are met:

- Persons involved in any stage of the hiring process will declare themselves in a conflict of interest to the Human Resources Officer and withdraw from the selection process if they are related by blood or marriage to any candidate. If the related candidate is subsequently screened out, the person who declared themselves in conflict may re-enter the selection process.

- The Human Resources Officer and the Director of Corporate Services will choose an alternate committee member to replace the person in conflict.
- In cases where the Human Resources Officer is in conflict, he/she will declare this conflict to the Director of Corporate Services who will replace the Human Resources Officer in the selection process.
- If the above criteria are satisfied, the decision of the selection committee as to the most qualified candidate will be accepted and the person hired, without regard to any family relationship which may exist.
- Council and staff, unless on the Selection Committee, will not have input into the hiring of any person or recommend persons for consideration, whether related or unrelated. If so, that interference will be duly noted and the Chief Administrative Officer and Council advised accordingly.

REFERENCES

- After the selection committee has ranked the candidates, the Human Resources Officer and/or selection committee members will check the references of the top ranking candidates. References should include the most recent employers (both solicited and unsolicited) unless the candidate has provided appropriate reason why a particular employer may not be contacted.
- References should be appropriately considered with skills, experience and qualifications in the final hiring decision. If references were less than favourable, but the committee still feels that the person is the preferred candidate, the matter should be discussed with the Director of the Department or the Chief Administrative Officer.

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


MAYOR


CITY CLERK



Request for Decision (RFD)

Subject: Committee Structure Review

To: Rodney Cumby
Meeting: Committee of the Whole - 11 Apr 2022
Department: City Manager

Topic Overview: Council has directed staff to undertake a review of the Council Committee Structure as per Council Resolution 22-031 (28 Feb 2022).

Attachments: [IR - Standing Committee Review march 14](#)
[Appendix 1 – Committee Structure Historical Overview](#)
[Committee of the Whole Terms of Reference](#)

BACKGROUND INFORMATION:

At the Regular Meeting of February 28, 2022 staff were directed to review council committee structures and bring back recommendations for council consideration within 45 days including a review of terms of reference and recommendations for revised committee guidelines, as per motion 22-031. At the Committee of the Whole Meeting of March 14, 2022 staff presented with an information report on an internal assessment of the existing committee structure, as well as a history of alternate committee structured used by Council dating back to the late 1990s. In the report staff outlined advantages of the Committee of the Whole format versus the traditional committee structure and presented some recommendations to improving the existing structure. Additionally, staff sought further feedback from Council on improvements they would like to see to the Committee of the Whole structure.

After a comprehensive review, staff have identified that the Committee of the Whole structure is becoming increasingly accepted as the preferred model in municipalities. The Committee of the Whole model is much more adaptable from the departmental structure and it allows for interdepartmental perspectives in the decision making process. This model also provides for all of council to be equally informed on all matters in a transparent environment, compared to departmental knowledge being the responsibility of an individual Councillor(s). When the Committee of the Whole structure was adopted in 2020, the primary purpose was to ensure that all council members were receiving the same information and were involved in discussion and debate for all items, regardless of the department. A further detailed summary of the advantages of the Committee of the Whole format versus the departmental structure is outlined in the attached Information Report of 14 March 2022.

TERMS OF REFERENCE

The existing Committee of the Whole Structure has been in place for close to two years and has been operating with an informal terms of reference. Attached is draft Terms of Reference for Council's consideration. Staff is recommending approval of the proposed Terms of Reference as attached.

RECOMMENDATION:

It is staff's recommendation to continue with the existing Committee of the Whole Structure. It is staff's opinion that this model is a far more efficient structure which allows for stream-lined decision-making in a timely matter which better utilizing city resources. Any recommendations that council has to improve upon this structure can be implemented in a terms of reference

PROPOSED RESOLUTION:

Be it RESOLVED to continue with the current committee structure of Committee of the Whole and approve the proposed Terms of Reference.

ALTERNATIVE IMPLICATIONS:

Options:

1. Council can have staff look at other options for committee structures or request additional information be provided and bring back to council for further discussion.

City Manager



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.

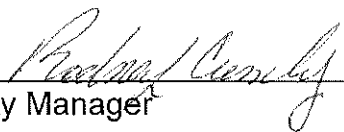
In order to continue to made improvements to the Committee of the Whole model staff will require further feedback from Council on how the structure can improve in order to ensure Council and the public are better informed of City initiatives.

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.

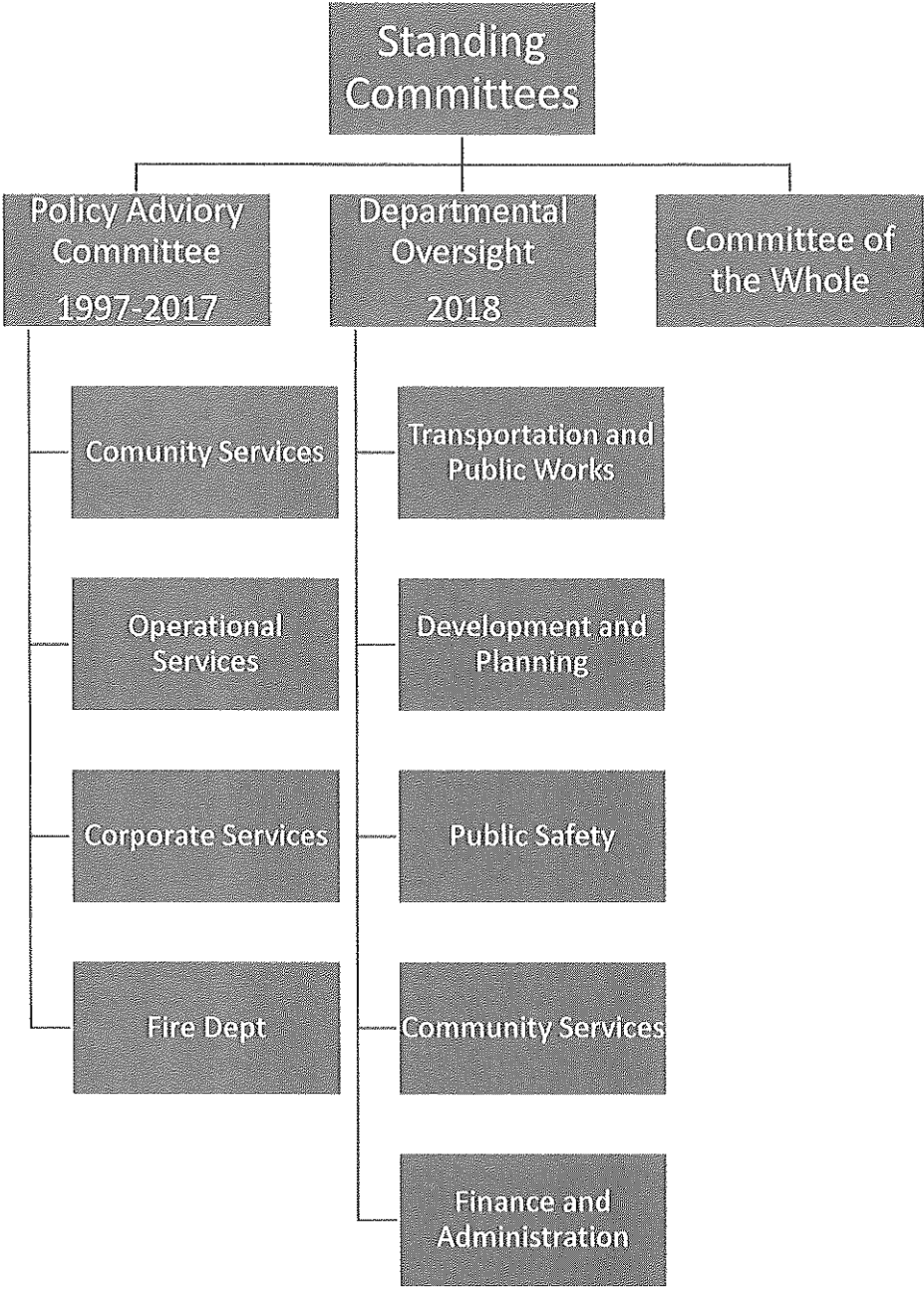
As a staff we are very receptive to finding solutions to ensure our Standing Committee structure is operating efficiently and effectively taking into consideration our administrative resources and the importance of the governance structure in the decision making process. In striving to achieve the objectives 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

APPENDIX 1

Committee Structure – Historical Overview



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

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

Prepared by: Jessica Smith, Legislative Assistant

Supervisor: Marina Redmond, City Clerk

City Manager: Rodney Cumby

Date: 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

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

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
Financial and Administrative Services Committee	Community Services Committee	Community Services	Corporate Services and Economic Development	Administration and Corporate Services
Engineering and Public Works Committee	Governance & Legislative Services Committee	Public Works & Development	Infrastructure and Public Works	Infrastructure and Engineering
Economic Development and Tourism Committee	Public Safety & Protective Services Committee	Corporate Services	Community Development	Public Works
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			
				St. John's
				Committee of the Whole
				Audit Committee
				Advisory Committees

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

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/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/>

City of Corner Brook

Committee of the Whole

Term of Reference

Goals and Objectives

The Committee of the Whole structure was established in an effort to enhance transparency, maintain decorum, and provide councillors with a forum to speak publically on issues.

To facilitate the agenda, Councillors will be designated as “leads” on the outlined business units. As “lead” for a certain area, councillors will be briefed on matters that should be brought forward to the subsequent Committee of the Whole. This allows for greater flexibility and less administrative burden, while allowing councillors to gain a more thorough understanding of the topics they bring forward to the public.

Purpose

The Committee of the Whole will consider and provide recommendations to Council and staff on initiatives ongoing in the various business units:

- Public Safety
- Public Works
- Development and Planning
- Recreation and Tourism
- Finance
- Capital Projects

Composition and Terms

1. Committee of the Whole Meeting will be held monthly and will be open to the public.
2. The Committee is comprised of all members of City Council
3. A member of Council will be designated “Lead” for a specific business unit.
4. The term of the Committee is four (4) years coinciding with Council’s term

General Responsibilities:

1. The City Manager will provide overall strategic support to the Committee and is responsible for all reports coming before the Committee

2. The senior management team will provide subject matter advice and recommendations to the Committee
3. The City Clerk' staff is responsible for preparing agenda, minutes and providing administrative support to the Committee