



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 **March 16, 2020** at **7:00 P.M.** at **The Boucher Room, City Hall.**

CITY CLERK

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1 CALL MEETING TO ORDER

2 APPROVALS

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3 BUSINESS ARISING FROM MINUTES

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5.5 SUMMER 2020 FESTIVAL

5.6 CIVIC CENTRE OVERSIGHT COMMITTEE

5.7 DOWNTOWN URBAN DESIGN ACTION COMMITTEE

5.8 COMMUNITY PARTNERS

6 OTHER BUSINESS

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37 - 41	6.2	347 O'Connell Dr - Discretionary Use (Hair Salon/Spa)
7		ADJOURNMENT

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 27 JANUARY, 2020 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	B. Griffin	D. Park, Director of Finance & Administration
Councillors:	T. Buckle	D. Charters, Director Community Engineering Development and Planning
	J. Carey	T. Flynn, Director of Protective Services
	L. Chaisson	D. Burden, Director of Public Works, Water and Waste Water Services
	V. Granter	M. Redmond, City Clerk
	B. Staeben	B. Tibbo, Seargent-At-Arms

The meeting was called to order at 7:00 P.M.

COW20-001 Approval of Agenda

On motion by Councillor V. Granter, seconded by Councillor J. Carey, it is **RESOLVED** that the agenda is approved as presented.

MOTION CARRIED.

COW20-002 Approval of Minutes- Committee of the Whole Meeting 18 November 2019

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** that the Minutes of the Committee of the Whole Meeting of 18 November 2019 are approved as presented.

MOTION CARRIED.

COW20-003 BUSINESS ARISING FROM MINUTES

There was no business arising from minutes.

COW20-004 FINANCE AND ADMINISTRATION

Councillor B. Staeben presented a report from the Finance and Administration Committee as follows:

Tax Bill Updates: Tax bills were issued on January 14 and 15, 2020. In total there were \$5,543 property Tax Bills and 829 business Tax Bills. Projected Revenue is \$28,500,000.

Property Assessments Appeals: Three properties are scheduled to be heard by the Assessment Review Commissioner and five further appeals are under review by the Municipal Assessment Agency.

Tax Sale Update: Seven properties were sold at the Tax Sale Auction held on January 15, 2020. The total tax revenue generated from the tax auction was \$133,100.

The report was accepted for information.

COW20-005 PROTECTIVE SERVICES

Councillor J. Carey presented the following update from the Protective Services Committee meeting:

- Adopt a Hydrant Campaign was launched on December 2, 2019.
- Winter Parking Ban is implemented and will remain in effect until May 1, 2020.
- New Fire Truck is expected to arrive in the first quarter of 2020.
- Update on firefighting training was provided.
- The Departmental Activity Report for the month of December was presented.
- A briefing was provided on Municipal Enforcement Highway Traffic Act Enforcement.

The report was accepted as presented.

COW20-006 COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING

Councillor L. Chaisson presented a report from the Community Engineering Development and Planning Committee, which provided an update on each division as follows:

Development and Planning:

- Plans are in progress for a Municipal Plan Update in 2020.
- Staff are submitting an application for the Downtown Urban Design Action Plan II (DUDAP) Downtown Beautification.
- Staff are working with developers and builders on the following major projects: Long Term Care, Acute Care Hospital, New Vet Clinic, 200 Wheelers Road and others.

Engineering:

- Staff are expecting final submissions of invoices for the Combined Sewer Separation Project. Final project costs will be presented to council.
- Contractor is continuing masonry work on Jubilee Field Clubhouse. The project is behind schedule but staff are working with

contractors to make up time.

- Request for Proposal (RFP) for design services for the Confederation and West Valley roundabout project is issued and closes January 23, 2020.
- Staff are working on developing the 2020 asphalt program.
- Staff are working with designers on the Woodman's Culvert project which is expected to be tendered shortly.

Tourism and Economic Development:

- Staff are working on implementing STAR recommendations (festival planning in progress, working with GEOPark proponents and Western DMO, meeting with trail groups stakeholders and funding partners to develop strategy and meeting with advisory committee in early February).
- Development of Strategic Economic Development plan underway.
- Staff are accepting and processing applications for the Façade Appeal Comprehensive Enhancement (FACE) 2020 program.
- Street Train is purchased and staff are working on 2020 program.
- Staff working with CB Port to continue to improve city experience for cruise ships.

Sustainability:

- Implementation of Local Climate Action Plan underway.
- Staff are working with local partners to develop community gardens for 2020.
- Trail study complete.
- New City Studio course is underway.

The report was accepted as presented.

COW20-007 PUBLIC WORKS, WATER & WASTEWATER

Councillor V. Granter presented the report from the Public Works Water and Wastewater Committee as follows:

Public Works:

- Activity report and statistics up to Jan 15, 2020 was presented.
- Staff are working on a modified procedure for snow clearing cul-de-sacs. The new procedure has resulted in a one hour reduction of run time and provides improved fairness to all residents.
- Staff will be using reclaimed materials to fill asphalt cuts in the spring.

Water and Wastewater:

- Activity report and statistics up to Jan 15, 2020 was presented.
- Water Conservation Committee was established to generate ideas to lower water consumption.

The report was accepted as presented.

COW20-008 SUMMER 2020 FESTIVAL COMMITTEE

Councillor T. Buckle presented a report on Summer Festival planning as follows:

- Tourism coordinator working on securing entertainment and marketing.
- Registration packages and tours being developed.
- Logo & Poster are being developed.
- Announcement of Festival detail expected on February 3, 2020.

The report was accepted as presented.

COW20-009 CIVIC CENTRE COMMITTEE

Councillor B. Staeben presented a report on the Civic Center Committee as follows:

- The committee is conducting an overall review of operations in regards to Facility Management, Programs and Services, Financial Accountability, Tourism-Economic Development Opportunities, Scheduling and Customer Service Standards.

The report was accepted as presented.

COW20-010 DOWNTOWN REVITALIZATION

Deputy Mayor B. Griffin presented a report from the Downtown Revitalization Committee as follows:

- Budget for the DUDAP Part I was presented. Staff anticipating savings from phase one which can be utilized in the 2020 application.
- The Project Design Lead outlined a list of projects that are under consideration and the committee will be completing high level designs and creating a funding application.

The report was accepted as presented.

COW20-011 ACCESSIBILITY & INCLUSIVE

Councillor L. Chaisson presented a report from the Accessibility and Inclusive Committee Meeting as follows:

- Committee members stressed the importance of enforcement of blue zone parking.
- Leisure Services Division received two all-terrain wheelchairs (which is expected to be ready for rental in coming weeks) and

one beach wheelchair (available upon opening of Margaret Bowater Park). Brochures being developed to provide program and rental information.

- Staff are reviewing accessibility of downtown buildings and are researching funding options for accessibility upgrades.
- City Manager reviewing whether free pass for a personal attendant accompanying a person with a disability for city events could be attained opposed to having to purchase two passes.
- Transgender signage has been installed in City Hall washrooms.
- City Manager to provide report on evacuation plan for persons with disability at City hall next committee meeting.
- Staff to bring report regarding accessibility of city transit to next committee meeting.
- Accessibility Committee to make future presentation to a Committee of the Whole Meeting

The report was accepted as presented.

COW20-012 YOUTH ADVISORY COMMITTEE

Councillor L. Chaisson presented a report from the Youth Advisory Committee as follows:

- Terms of Reference for the Committee has been approved and Committee work is underway.
- Youth representative expressed desire to be more involved in city events.
- Committee members also identified a number of issues they wish to address.
- Committee members agreed to invite a representative from Grenfell Campus to make a presentation to Committee to help develop linkages with post-secondary institutions.

The report was accepted as presented.

COW20-013 Trails in Corner Brook

Andrew King, Sustainable Development Technician made a presentation to the Committee of the Whole regarding an overview of opportunities related to the trails in Corner Brook.

The presentation was accepted.

COW20-014 Government of NL – Pre-Budget Consultation Session

The provincial Government launched its pre-budged consultation for Budget 2020. The Theme is "A Balanced Approach" and will occur in two phases. In phase one, members of the public and industry stakeholders

can provide feedback through several channels. In phase two, government will publish all input from the first phase and will seek collaboration with all MHA's.

COW20-015 Bell Let's Talk

On January 29, Bell will donate money toward Canadian mental health programs through telecommunications of Bell customers and social media.

COW20-016 Proclamation - Family Literacy Day

Mayor Jim Parsons announced that January 27 was proclaimed "Family Literacy Day" in the City of Corner Brook.

COW20-017 ADJOURNMENT

The meeting was adjourned at 8:30 P.M.

City Clerk

Mayor



Council Briefing Note

Subject: Proclamations
Date of Meeting: Monday, March 16, 2020

Background

The following proclamations were signed:

- Proclamation from Dietitians of Canada declaring the month of **March 2020** to be **NUTRITION MONTH** in the City of Corner Brook
- Proclamation from Lymphedema Association of Newfoundland and Labrador declaring **March 6, 2020** as **LYMPHEDEMA AWARENESS DAY** in the City of Corner Brook



Proclamation

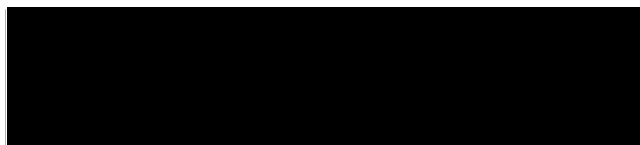
Dietitians of Canada NUTRITION MONTH

More than food: How you eat is important too!

MARCH 2020

WHEREAS	The goal of Nutrition Month is to encourage all Canadians to eat well;
AND WHEREAS	Dietitians are a trusted source of credible nutrition information and are launching a campaign to help consumers make healthier food choices and engage in healthy behaviours, like eating with others;
AND WHEREAS	Canadians are interested in healthy eating and want information to help them achieve this goal - dietitians offer nutrition resources on the Dietitians of Canada website – www.unlockfood.ca

NOW, THEREFORE, I, Mayor Jim Parsons of the City of Corner Brook of Newfoundland Labrador, **DO HEREBY PROCLAIM** the month of March 2020, **NUTRITION MONTH** in the City of Corner Brook of Newfoundland Labrador.



Mayor Jim Parsons

Corner Brook, Newfoundland Labrador



P.O. Box 23091 Churchill Square St. John's NL A1B 4J9

709-763-5125

www.lymphnl.com www.facebook.com/lymphnl

email: lymphedemanl@gmail.com

Proclamation

National Lymphedema Awareness Day

March 6, 2020

Whereas, lymphedema is a chronic and debilitating disease, characterized by an accumulation of lymphatic fluid that causes swelling of the arms, legs or other areas of the body;

Whereas, patients with lymphedema may struggle with pain and swelling and may experience financial and psychological strains due to the difficulties of managing their disease;

Whereas, while there are cases of primary lymphedema that are inherited, most cases are secondary that developed as a result of trauma, infection, surgery, radiation therapy or removal of lymph nodes;

Whereas, the removal of lymph nodes and radiation therapy are typical in cancer treatment, leaving some cancer survivors predisposed to lymphedema;

Whereas, research about lymphedema has continued to grow, ensuring the best practices are available for patient care;

Whereas, lymphedema affects many people in the Province of Newfoundland and Labrador;

Whereas, the Lymphedema Association of Newfoundland and Labrador is a registered charity, dedicated to ensuring all lymphedema patients have access to information, support and treatment;

Whereas, March 6 of each year is internationally recognized as Lymphedema Awareness Day to raise awareness about this disease and the treatment options available;

Therefore, I, [REDACTED] of the City of
Corner Brook, do hereby proclaim March 6, 2020 be observed as Lymphedema
 Awareness Day in Corner Brook.

**City of Corner Brook
Finance and Administration
Committee of the Whole Report**

Tax Receivables

The Committee reviewed the tax receivables as of the end of February. As of the end of February all property taxes for 2020 are due and any taxes that are not paid are subject to interest. Business taxes are due at the end of March.

Some key statistics in relations to the outstanding taxes are:

	February 2019	February 2020	Variance
# of Accounts with balances outstanding	2,874	2,724	160
\$ of accounts with balances outstanding	\$11,729,701	\$10,616,062	\$1,113,639
# of accounts with balance over \$5,000	522	499	23
\$ of accounts with balance over \$5,000	\$7,079,022	\$6,208,070	\$870,952
# of accounts with balances outstanding from prior year	922	801	121
\$ of accounts with balances outstanding from prior year	\$4,483,944	\$3,955,010	\$528,934

The City will be making stronger collection efforts on all accounts that have balances outstanding in order to continue to reduce the amount of taxes owing to the City. Collection efforts include water shut offs, tax sales, rental seizures or statement of claims. Taxpayers are encouraged to contact the City's Tax Collector at 637-1568 to make any payment arrangements that are required.

Not for Profit and Charitable Organizations Taxation Policy

The Committee reviewed the current Not for Profit and Charitable Organization Taxation Policy. The Committee has agreed that the policy will need to be updated and categories will need to be more specific for non-profits. The committee asked the Director to prepare various options and bring back to the committee for review and discussion.

Land Management – Request for Proposals

When the City has land that is available for sale and can be potentially developed by multiple groups, the City will issue a Request for Proposals.

In the next two weeks, the City will be issuing two separate Request for Proposals for land that will be available for development. The City has land on the corner of Corporal Pinksen Drive and Grenfell Drive, and the City also has land available on the top of lower Hilliard's Road. For both of these parcels, proponents will be able to submit proposals to the City for their planned development. The City would evaluate these proposals based on price, the fit with the existing area, the zoning, the potential tax stream, and other factors. The City is not committed to accepting any proposal.

Service Volumes

The months of January and February are very busy months at the City in a variety of areas. Treasury staff are very busy issuing and collecting 2020 taxes, and preparing for the 2019 audit. Human Resources and Payroll staff are extremely busy processing year end, rate changes, and T4s. Customer Service staff are also very busy answering Customer Service call to 637-1666 and serving customers at the Customer Service Desk. In January and February the CSR staff serviced 2,535 and 3,290 customers respectively for a total of 5,825. Thank you to all the staff for their hard work and dedication all year long, but especially in very busy period.



**City of Corner Brook
Protective Services Oversight Committee
Committee as a Whole Meeting**

Business Continuity Planning

Currently the City of Corner Brook has an Emergency Response Plan that outlines the City's response to disasters however has not documented its internal plans as to how it remains operable during adverse events; the catalyst to this is how the City will manage a COVID-19 outbreak amongst its staff.

In the coming days and weeks, Protective Services will be leading the establishment of a written Business Continuity Plan (BCP). The BCP will commence with a Business Impact Analysis (BIA) to be conducted for each business unit/department in the City. This BIA will determine what operations are critical and must be maintained and how we maintain such operations when resources are challenged.

PSAP Boundary Change

NL911 statistics reveal that the St. John's PSAP is handling 60% of all 911 calls while the Corner Brook PSAP is handling 40%. To better balance to a 50/50 split, the geographic boundary has been moved eastward to Salmonier Line from its previous Goobies positioning.

To date, the boundary has move has not resulted in a noticeable change in call volumes; however we are just two weeks into the change.

Western Regional Fire Training Ground

In August 2018, the Western Region Fire Departments got together under direction of FES to discuss a regional training ground to be built in Corner Brook that would be used by Fire Departments west of Springdale, north to St. Anthony and south to Port aux Basques. The objective of this project is to build a live fire training ground for Fire Departments on the West coast of Newfoundland.

On February 13th the Director of Protective Services met with Fire Commissioner Derek Simmons and learned that it appears no further progress has been made in the funding of the Fire Training Centre.

Firefighter Medicals


As it has been recognized by our province's recent Presumptive Cancer Legislation, exposures during firefighting have been linked to the cause certain cancers and other illnesses. Protective Services in cooperation with the IAFF 1222 have implemented a new medical surveillance program for firefighters. This new program will facilitate the early detection of disease and encourage maintenance of medical and physical fitness of our firefighters. Firefighters will undergo medical examinations once every 2 years. To date, 36 firefighters have enrolled and have participated in the program to date.



**City of Corner Brook
Protective Services Oversight Committee
Committee as a Whole Meeting**

New Fire Truck

The new Fire Rescue Pumper is expected to be delivered by E-One to Corner Brook by end of March. The Truck is built and in route to Montreal where is final fit-up and commissioning will take place. City Mechanic Tyler Parsons is our trained NFPA certified Emergency Vehicle Technician will be meeting the truck and will be undergoing a week of training specialized to this apparatus. After that final fit-up and training, E-One will be delivering the truck to Corner Brook.

	<p align="center">City of Corner Brook Oversight Committee Report</p>
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Subject Matter: Summary Report for CEDP Oversight Committee	
Report Information	
Department: CEDP	Report No: CEDP-2002
Presented By: L. Chiasson	Attachments:

Meeting Date: March 5th, 12:00pm

Attendees: Linda Chiasson, Councillor / Committee Chair
 Jim Parsons, Mayor
 Rodney Cumby, City Manager
 Darren Charters, Director of CEDP
 Dale Park, Director of Finance and Administration
 Todd Flynn, Director of Protective Services
 Donny Burden, Director of Public Works, Water and Wastewater
 Jim Warford, Manager of Engineering Services
 Deon Rumbolt, Manager of Development and Planning
 Ryan Butt, Information Officer
 Sandie Batt, Administration Assistant

Summary of Discussion

Budget Update: Nothing to report at this time

Project Updates: The managers from each division provided an update on projects their team is working on.

Development and Planning:

- Planning Staff are continuing with the groundwork for a Municipal Plan Update in 2020-2021
- Staff are working on plans for DUDAP II (Downtown Beautification)
- Occupancy Permit issued for Long Term Care Facility allowing building to open on time.
- Staff working with contractor on Acute Care Hospital project (Expected opening n 2023
- Staff are working on implementing a new permit software that will improve process for staff and the public)
- Staff working with contractor on new medical facility on Grenfell Drive; steel framing nearly completed.



**City of Corner Brook
Oversight Committee Report**

- Demolition of Brook Street warehouse complete and staff are waiting for report on the building collapse from the consultant.

Engineering:

- Combined Sewer Separation Project – Staff are finalizing final change orders and payment claims
- Jubilee Clubhouse – Contractor is continuing with masonry work. Project is close to being back on schedule and it is expected that trusses will be installed in coming days
- Confederation at West Valley Roundabout – Engineering services contract was awarded to Harbourside Consulting and staff are now working on a Prime Consultant Agreement (PCA) with consultant
- Staff are continuing work on developing the 2020 asphalt program
- Staff are working with designers on Woodman's Culvert and reviewing latest design
- PSAP Redundant Communication Line Project tender to close on March 24th.

Community Services:

Tourism and Economic Development

- Staff are working on the implementation of STAR recommendations
 - Festival planning in full swing
 - Staff are developing a MOU with GeoPark proponents for presentation to Council
 - Staff are working with Western DMO on training opportunities for tourism operators
 - Developing a project charter with trail group, stakeholders and funding partners for implementing trails in the Humber/Bay of Islands Region
- Working with Board of Trade on Visitor Centre improvements
- Working with aboriginal artists to potentially bring a large public art project to the City.
- Development of Strategic Economic Development Plan underway
- Façade Appeal Comprehensive Enhancement (FACE) – Staff are accepting and processing applications for the 2020 program
- Staff are working on the Blade Sign program again for 2020
- Staff are working with developer on a Corner Brook App
- Street Train- Staff working on staffing the train for the upcoming season
- Working with CB Port to continually improve cruise experience in the City.



**City of Corner Brook
Oversight Committee Report**

Sustainability

- Implementation of Local Climate Action Plan underway (Energy reduction, solid waste diversion, water conservation and education programs, etc.)
- Staff are working with local partners on details for the community gardens and composting program for 2020.
- Staff are working to submit an application to bring a mountain biking summit to the City this year.

Next Meeting: TBD

Public Works, Water, and Wastewater February Summary

March 16, 2020

1. PWWW Budget Update (as of February 28, 2020)

2020 snow clearing budget - \$1,878,000

Approximate spent to end of February 2020 - \$500,000 (we are in good shape budget wise)

Capital Out of Revenue (COOR) 2020:

Tender has been issued to lease 6 new loaders and purchase 2 new half ton pick up trucks.

Two (2) current leased loaders will be purchased end of snow clearing season.

Additional street sweeping equipment has been ordered and delivered to aid in timely spring clean up.

Tender being developed for auction services to dispose of old City equipment.

2. Public Works Update (Rod Follett, Superintendent of Public Works)

449 inquires received in February 2020. Majority requests for plowing road, remove excess snow, snow blower, and sand/salt. Almost 150 cm of snow in February 2020.

Public works primary focus for February, other than normal snow plowing and sanding/salting, was widening of streets with snow blowers, cleaning snow from downtown and cul de sacs, and using our asphalt recycler and hot box to repair potholes with hot asphalt.

January and February 2020 – approximately 130 potholes repaired.

3. Water and Wastewater Update (Keith Costello, Superintendent of Water and Wastewater)

53 inquires received in February 2020. Majority requests for hydrant snow clearing, turn water on/off, water leak, and sewer problems.

Corner Brook Stream intake screens temporarily froze over with ice in February. Immediate action by Water and Wastewater team on Friday night and Saturday morning of long weekend averted a potentially very serious situation.


Water Treatment Plant reported a City Water Demand of 24,348 cubic meters per day for the month of February. This demand is down from the same period last year.

Water Treatment Plant staff debriefed with Corner Brook Fire Department regarding the chlorine release in January 2020. Both departments identified minor improvements for next time.

4. Other

Glass Recycling Project – the City's Engineering Technician for Work Planning is continuing with a glass recycling project that involves collection and processing of glass to reduce the amount of glass currently going to landfill. This is an exciting project with further details to be released as the project progresses.

Star Street Property – staff has been working to have the City owned burnt out Star Street property demolished. A hazardous materials survey is complete and staff are now working on having the hazardous materials removed prior to demolition. Demolition is scheduled for end of March 2020.

	<p align="center">City of Corner Brook Oversight Committee Report</p>
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Subject Matter: Summary Report for Festival Committee	
Report Information	
Department: CEDP	Report No: CEDP-2001
Presented By: T. Buckle	Attachments:

Meeting Date: February 21st – 2020

Attendees: Tony Buckle, Councilor / Committee Chair
 Jim Parsons, Mayor
 Donald Burden-Director of Public works
 Glenda Simms, Tourism Coordinator
 Jessica Parsons-Recreation Coordinator
 Sandie Batt- Administrative Assistant

Summary of Discussion

Budget Update: Nothing to report at this time

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

July 30th- Aug 2nd – ATV Festival

- Steady Entertainment – Working with Tourism Coordinator have secured musicians for Jigs and Wheels.
- Logo is confirmed and posters have been created.
- Sponsorship levels have been determined & named
- Registration packages – Sales are open online with Early Bird pricing available.
- Website launched – www.jigsandwheels.ca
- Updated on Musicians bookings and announcement – March 13th - Media Release.
- Committee was updated on Carol Bishop's involvement. - Assisting in coordinating Blame it on Broadway again & assisting with West Street and other areas of festival planning.
 - Carol is underway with a list for the event on Broadway.
 - Meeting with NLC took place to identify any challenges faced last year.
- Discussed responsibilities- Jessica Parsons- Civic Center –Recreation department will handle the Thursday July 30th at Bowater's Park event, along with the Saturday August 2st – Corner Brook Day at Majestic Lawn.



**City of Corner Brook
Oversight Committee Report**

Festival Breakdown

- Thurs July 30th- Registration Day – City Square or Palace
 - Registration at City Hall Square
 - Meet and Greet
 - Music in Bowater's Park – The Mixed Tapes
 - Family Entertainment at Bowater's park.
- Friday- July 31st
 - 9:00am-3:00pm – Back Country – Boil up & Music with Sunday Night Boys
 - Blame it on Broadway – With Fine lads, Rum Ragged and Irish Descendants.
- Saturday Aug 1st
 - Additional ATV tours- Multiple departures (TBD)
 - Short outdoor tours – Hike and Bike – Offered by Local businesses & sponsors
 - Music on West Street – Local bands including, Big Talk Sam , Rev Dave and the Sin Eaters, Tom Boland Duo, Aaron and the Beards & Midnight Crescent
- Sunday August 2nd
 - Decorate ATV's – Parade through City's downtown – 10:00am
 - Mill Whistler will lead the parade.

Additional Festival Planning:

- Saturday- October 10th – Colors of Corner Brook - Last Cruise ship of the Season
 - Full day festival to celebrate the many colors of Corner Brook, the festival will consist of music in the evening to ensure residents will be involved and catered to.
 - Variety of activities are being planned for the day for visitors and residents.

	City of Corner Brook Committee Report
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Report to Committee of the Whole	
Civic Center Committee	Date of Committee Meeting: March 13, 2020
COW Meeting Date: March 16, 2020	Attachments:

COMMITTEE MEETING REPORT

The Civic Center Oversight Committee met on March 13, 2020 as part of their ongoing of review of operations. The Committee is striving to enhance operational efficiency and meet customer service standards.

The Committee is currently pursuing conducting a Strategic Planning exercise to assess current operations and map out a clearer vision and strategy for future programming and service delivery.

GOAL OF COMMITTEE


The overall goal of the Civic Center Efficiency Committee is to:

- Endeavor to maximize programs and services offered at the Corner Brook Civic Center.
- Improve processes and efficient operation at the center
- Establish services standards for common process

COMMITTEE MEMBERSHIP

The Committee membership is comprised of Council and Staff representatives of the City of Corner Brook. Councillor B. Staeben is Chairperson of the Committee

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	<p align="center">City of Corner Brook Oversight Committee Report</p>
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Subject Matter: Downtown Urban Design Action Committee (DUDAP)	
Report Information	
Department: CEDP	Report No:
Presented By: B.Griffin	Attachments: N/A

Meeting Date: February 21st – 2020


Attendees: Jim Parsons, Mayor
 Glenda Simms, Tourism Coordinator
 Manas Mukhopadhyay- Business Facilitator
 Randa James- Planning Supervisor
 Jim Warford- Manager of Engineering

Summary of Discussion

Budget Update: Confirmed figures with ACOA

Project Updates: The committee had a discussion on DUDAP phase 1 status.

- Committee briefly discussed the current status of the phase one project.
- The City submitted a proposal to ACOA to consider additional items within DUDAP phase 1.
- The email containing the approval from ACOA was presented.
- The calculations of money spent and money remaining were presented and discussed.
- As per the email from ACOA all items must be purchased by March 31st, 2020 to secure the funding.
- The planning team was advised to organize the quotes pertaining to items identified.
- The planning team was advised to place order of confirmed items ensuring that procurement regulations of the City are followed.

 The logo for the City of Corner Brook, featuring a stylized sun with orange and yellow rays rising above green hills, with blue wavy lines representing water below. The text "CORNERBROOK" is written in blue capital letters below the graphic.	<p>City of Corner Brook Oversight Committee Report</p>
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	City of Corner Brook Committee Report
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Report to Committee of the Whole	
Community Partners Committee	Meeting Date: March 16, 2020

The Community Partners Committee met on 11 February 2020. Committee members provided a brief overview of some initiatives and programs being undertaken by their individual agencies. A summary of the initiatives are outlined below:

AID Committee NL is promoting their **Needle Exchange Program** and is interested in working with municipalities to safely dispose of contaminated needle.

CMHI Initiatives


- outlined some of the initiatives ongoing to provide senior support services including their **CARE Program**
- working with NLHC on a market rental study and is in the process of collecting data on homelessness

Humber Community Y Initiatives:

- has received funding to conduct a three year research project. Through the research the Y is hoping to gather valuable data on homelessness in the area.
- As part of the **Building your Future Project**, The "Y" is working with Tamarack Institute to develop a strategy to address youth at risk issues in the area
- Involved in the **CHOICES – Social Enterprise Project**. As part of this project the Y is working with youth and providing training in the hospitality industry

WELCOME NL

- Commencing a program to provide career training opportunities for newcomers

	<p align="center">City of Corner Brook Request for Decision (RFD)</p>
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Subject Matter: Discretionary Use (Hair Dressing, Aesthetics Nail Spa & Massage Therapy business / 347 O'Connell Drive)

Report Information

Department: CEDP

Attachments: memo, Attachments 1 & 2.

Prepared By: Darryl Skinner

Council Meeting Date: March 16, 2020

Issue: The City of Corner Brook has received an application requesting permission to operate a Hair Dressing, Aesthetics Nail Spa & Massage Therapy business from the existing building located 347 O'Connell Drive, Corner Brook, NL. The building is located in a Light Industrial Zone where the proposed use "Personal Service" is considered a "**Discretionary Use**" of the City of Corner Brook's Development Regulations.

Background: This application was advertised, giving the general public a chance to express any concerns that they may have with this business. The city did not receive any objections regarding the proposed development.

Proposed Resolution: Be it **RESOLVED** upon consideration that Council in its Authority approve the application for the proposed use, "Hair Dressing, Aesthetics Nail Spa & Massage Therapy business" for the existing building located at 347 O'Connell Drive, Corner Brook, NL.

Recommendation: It is recommended that the authority approve the application for the proposed use, "Hair Dressing, Aesthetics Nail Spa & Massage Therapy business" for the existing building located at 347 O'Connell Drive, Corner Brook, NL.

Options: N/A

Legal Review: N/A


Governance Implications: Section 11 City of Corner Brook Development Regulations



Budget/Financial Implications: N/A

Environmental Implications: N/A

Prepared by: Darryl Skinner

Director: Darren Charters

 CORNERBROOK	City of Corner Brook Request for Decision (RFD)
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City Manager: Rodney Cumby	
Date: March 12, 2020	

Additional Comments by City Manager:

Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: March 12, 2020


Re: Discretionary Use (Hair Dressing, Aesthetics Nail Spa & Massage Therapy), 347 O'Connell Drive/ **(Bottom Level Floor)**

The City of Corner Brook has received an application requesting permission to operate a Hair Dressing, Aesthetics Nail Spa & Massage Therapy business from the existing building located 347 O'Connell Drive, Corner Brook, NL. The building is located in a Light Industrial Zone where the proposed use "Personal Service" is considered a "**Discretionary Use**" of the City of Corner Brook's Development Regulations.

This application was advertised, giving the general public a chance to express any concerns that they may have with this business. The city did not receive any objections regarding the proposed development.

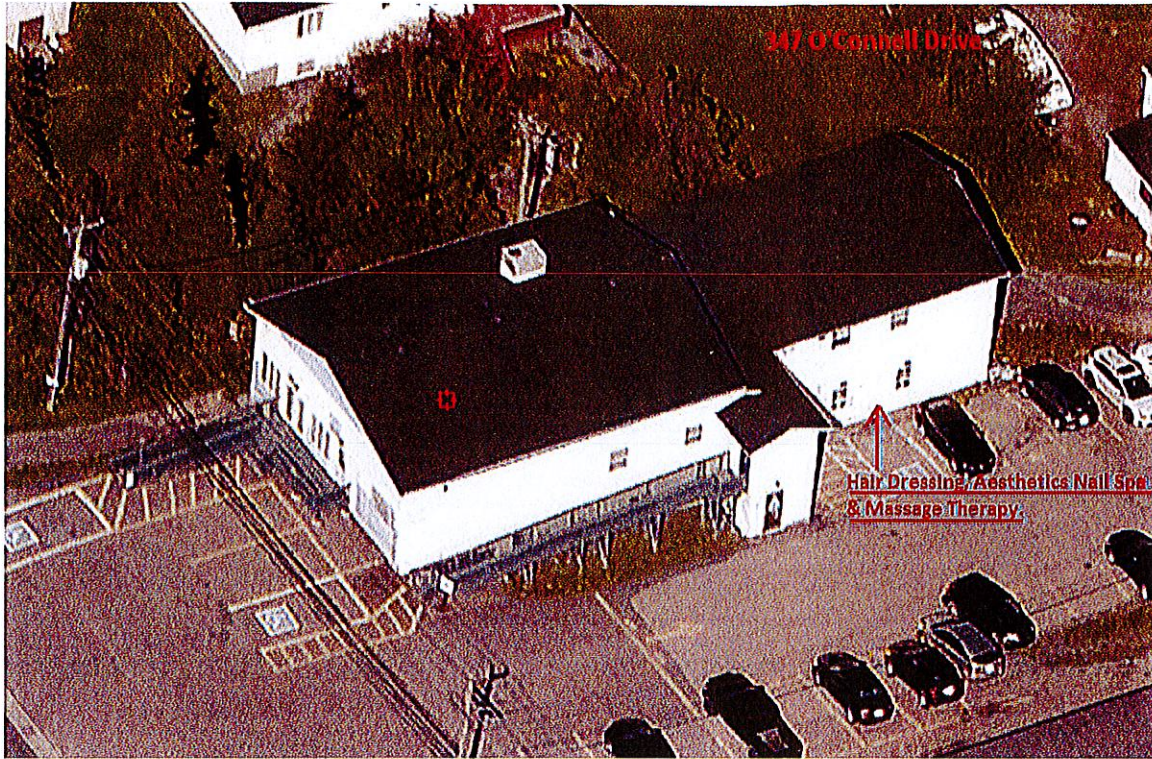
After reviewing the proposed application and location, staff does not feel that a Hair Dressing, Aesthetics Nail Spa & Massage Therapy business at this location will have any negative effects on the surrounding area. Therefore it is recommended that Council approve the application for the proposed Hair Dressing, Aesthetics Nail Spa & Massage Therapy business use from the building located at 347 O'Connell Drive, Corner Brook, NL.

Sincerely,

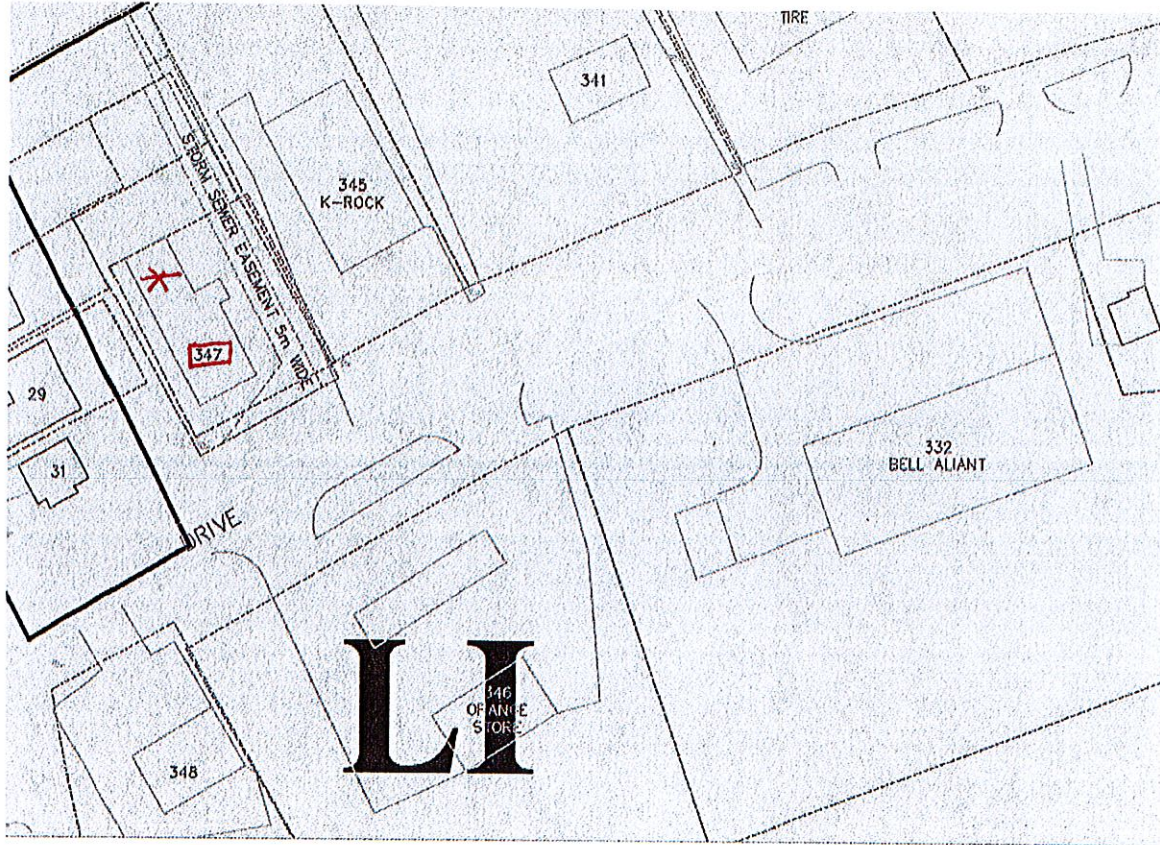

Darryl Skinner
Development Inspector III


Attachments: 1. Map of Area
2. Picture of building
3. RFD

**347 O'Connell Drive (Hair Dressing, Aesthetics Nail Spa & Massage Therapy
located on Bottom Level Floor)**



347 O'Connell Drive (Light Industrial Zone)



 CORNERBROOK	City of Corner Brook Request for Decision (RFD)
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Subject Matter: Discretionary Use (Hair Salon/Spa 347 O'Connell Drive)	
Report Information	
Department: CEDP	Attachments: memo, Attachments 1 & 2.
Prepared By: Darryl Skinner	Council Meeting Date: March 16, 2020

Issue: The City of Corner Brook has received an application requesting permission to operate a Hair Salon/Spa from the existing building located 347 O'Connell Drive, Corner Brook, NL. The building is located in a Light Industrial Zone where the proposed use "Personal Service" is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

Background: This application was advertised, giving the general public a chance to express any concerns that they may have with this development. The city did not receive any objections regarding the proposed development.

Proposed Resolution: Be it **RESOLVED** upon consideration that Council in its Authority approve the application for the proposed use, "Hair Salon/Spa" for the existing building located at 347 O'Connell Drive, Corner Brook, NL.

Recommendation: It is recommended that the authority approve the application for the proposed use, "Hair Salon/Spa" for the existing building located at 347 O'Connell Drive, Corner Brook, NL.

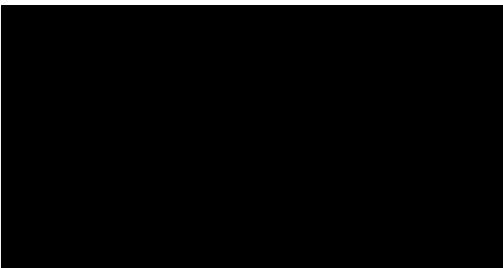
Options: N/A


Legal Review: N/A

Governance Implications: Section 11 City of Corner Brook Development Regulations

Budget/Financial Implications: N/A

Environmental Implications: N/A

Prepared by: Darryl Skinner		
Director: Darren Charters		
City Manager: Rodney Cumby		
Date: March 12, 2020		

 <p>CORNERBROOK</p>	<p>City of Corner Brook Request for Decision (RFD)</p>
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Additional Comments by City Manager:

Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III


Date: March 12, 2020


Re: Discretionary Use (Hair Salon/Spa), 347 O'Connell Drive (**Main Level Floor**)

The City of Corner Brook has received an application requesting permission to operate a Hair Salon/Spa from the existing building located 347 O'Connell Drive, Corner Brook, NL. The building is located in a Light Industrial Zone where the proposed use "Personal Service" is considered a "**Discretionary Use**" of the City of Corner Brook's Development Regulations.

This application was advertised, giving the general public a chance to express any concerns that they may have with this development. The city did not receive any objections regarding the proposed development.

After reviewing the proposed application and location, staff does not feel that a Hair Salon/Spa at this location will have any negative effects on the surrounding area. Therefore it is recommended that Council approve the application for the proposed Hair Salon/Spa use from the building located at 347 O'Connell Drive, Corner Brook, NL.

Sincerely, 


Darryl Skinner
Development Inspector III

Attachments: 1. Map of Area
2. Picture of building
3. RFD

347 O'Connell Drive (Hair Salon/Spa to be located on Main Level Floor)



347 O'Connell Drive (Light Industrial Zone)

