



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **Monday, May 25, 2020** at **5:00 p.m.**

Due to COVID-19 the meeting will take place via Video-Conferencing

CITY CLERK

Page

1 CALL MEETING TO ORDER

2 APPROVALS

2.1 Approval of Agenda

2.2 Approval of Minutes **(Regular Council Meeting - 27 April 2020)**

2.3 Confirmation of Minutes

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 CORRESPONDENCE/PROCLAMATIONS/PETITIONS/

4.1 Proclamations

5 TENDERS

5.1 Supply of Asphalt, Concrete and Granular Materials - Standing Offer

5.2 Confederation Drive/West Valley Road Roundabout - Amendment no.
1

6 REPORTS

6.1 Youth Advisory Committee Report

7 PLANNING AND DEVELOPMENT

7.1 13 Bayview Heights - Home Base Business

8 REGULATION/POLICY

8.1 Recreational Vehicle Regulation

9 ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE MEETING
MONDAY, 27 APRIL, 2020 AT 5:00 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	

CALL MEETING TO ORDER: The meeting was called to order at 5:00 p.m.

20-52 Approval of Agenda

On motion by Councillor T. Buckle, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the agenda as circulated **MOTION CARRIED.**

20-53 Approval of Minutes - Public Council Meeting - 13 April 2020

On motion by Councillor V. Granter, seconded by Councillor J. Carey, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of 13 April 2020 as presented. **MOTION CARRIED.**

20-54 Business Arising From Minutes

No items were brought forward.

20-55 Proclamation- Canadian Mental Health Association Proclamation

Mayor Parsons commented that the week of May 4-11 has been declared Canadian Mental Health Association (CMHA) Mental Health Week in The City of Corner Brook.

20-56 Land Management Opportunities

Councillor B. Staeben reported that the City is providing opportunities for residents and developers to acquire city land for development as follows:

- Request for Proposal for land on the corner of Corporal Pinksen Memorial Drive and Grenfell Drive;
- Request for Proposal for land located at the intersection of Hilliard's Road and O'Connell Drive
- Seal Bid Auction for land located at the intersection of Old Humber Road and Lynches Lane

20-57 Fire Ban Update

Deputy Mayor B. Griffin provided an update on the City of Corner Brook's requirements as it pertains to Outdoor Fireplaces. He commented outdoor fire places are permitted but open, uncontained fires are restricted unless a permit is issued.

20-58 Rubber Tire Mounted Loaders Tender

On motion by Councillor V. Granter, seconded by Councillor J. Carey, it is RESOLVED to award the Contract for the supply of six (6) NEW Rubber Tire Mounted Loaders to Brandt Tractor Ltd. for the amount of \$13, 764.83 (taxes included) per month per loader **MOTION CARRIED.**

20-59 Change Order- Gale Cochrane Waterline Replacement

On motion by Councillor L. Chaisson, seconded by Councillor T. Buckle it is RESOLVED to approve the contract change order No. 1 between the City of Corner Brook and Marine Contractors for the Gale/Cochrane Waterline Replacement for an increase in Contract for \$21,235.90 (HST included)

20-60 Multi-year Balances

On motion by Councillor T. Buckle, seconded by Councillor B. Staeben it is RESOLVED to approve the reallocation of a \$1, 030, 000 surplus balance of funds from the 2017-2020 multiyear- programs towards the following projects:

17-MYCW-18-00014 Retaining walls replacement-\$39,400

17-MYCW-18-00016 Georgetown Road at Burtons culvert-\$8,300

17-MYCW-18-00017 Regional Aquatic Centre feasibility study- \$45,200

17-MYCW-18-00021 PRV Stations upgrade- \$65,500

17-MYCW-18-00023 Elizabeth Street water quality improvements \$56,600

17-MYCW-18-00017 Gale/Cochrane substandard waterline replace- \$50,000

17-CCR-20-00009 Jubilee Field baseball building- \$12,000

17-MYCW-18-00200 O'Connell Dr. at Woodman's culver replace- \$750,000

20-61 Taxi Regulation - Amendment

On motion by Councillor J. Carey, seconded by Deputy Mayor B. Griffin, it is 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 Section 10 Taxi Regulations, 2018, and thereby extends the year 2020 renewal period for Taxi relicensing for a period of up to 90 days past April 30, 2020. **MOTION CARRIED.**

20-62 COVID-19 UPDATE

Mayor Parsons provided an overview of contingency plans implemented during the COVID-19 pandemic. He further commented that the City is in consultation with various community organizations to help facilitate communication and resources. He also commented that the City's EMO committee meets to obtain a situational analysis of ongoing operations by various partner agencies.

ADJOURNMENT

The meeting adjourned at 5:40 p.m.

City Clerk

Mayor

	<p align="center">City of Corner Brook Request for Decision (RFD)</p>
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Subject Matter: Ratification of Decisions	
Report Information	
Department: City Manager	Attachments:
Prepared By: Jessica Smith, Legislative Assistant	Council Meeting Date: May 25, 2020

Issue: Ratification of Minutes from Council in Committee meetings for May 4, 2020 and May 11, 2020.

Background: In accordance with section 41 (3) of the City of Corner Brook Act, "Where a decision is made by the councilors at a privileged meeting, the decision, in order to be valid, shall be ratified at a public meeting of the council."

Council in Committee Meeting – May 4, 2020

It is RESOLVED to ratify minute – CC20-016 – Approval of Agenda:

- *It is RESOLVED to waive the twenty four hour time limit and approve the agenda to consider the following matter: Board Appointment- NL911 Bureau.*

It is RESOLVED to ratify minute – CC20-017 – Board Appointment – NL911:

- *It is RESOLVED to re-appoint Todd Flynn, Director of Protective Services as the City of Corner Brook representative on the NL911 Board of Directors.*

Council in Committee Meeting – May 11, 2020

It is RESOLVED to ratify minute – CC20-018 – Approval of Agenda:

- *It is **RESOLVED** that the agenda be approved as circulated.*



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

It is RESOLVED to ratify minute – CC20-020 Tender- 911 PSAP Redundant Line 2020-03:

- It is **RESOLVED** to award the tender for Contract 2020-03 911 PSAP Redundant Line to Cangro Services Limited for the Tender price of \$51,750.00 (HST included)

It is RESOLVED to ratify minute – CC20-021 -Tender – City Hall Flooring Replacement 2020-07:

- It is **RESOLVED** to award the tender for the City Hall Replacement Flooring Contract (2020-007) to Urban Flooring Contractors Limited for the tender price of \$42,895.00 (HST included),

Council in Committee Meeting – May 14, 2020

It is RESOLVED to ratify minute – CC20-022 – Approval of Agenda:

- It is **RESOLVED** to approve the agenda as circulated.

It is RESOLVED to ratify minute – CC20-023 – Conflict of Interest:

It is **RESOLVED** to accept the conflict of interest for Councilor B. Staeben and Councilor J. Carey with regards to the Wildcove Landfill Site Request for Assistance.

It is RESOLVED to ratify minute – CC20-024 – Hired Equipment Services:

- It is **RESOLVED** to accept the quotations for Hired Equipment Services as stated in the attached document for a seven month period (May 22, 2020 to December 21, 2020) on a standing offer basis.
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**City of Corner Brook
Request for Decision (RFD)**

It is RESOLVED to ratify minute – CC20-025 – Wildcove Landfill Site – Request for Assistance

- *It is **RESOLVED** to authorize the Director of Protective Services to allocate Municipal Enforcement Officials to provide traffic control to Western Regional Service Board to assist with the re-opening of the landfill site.*

Legal Review: N/A

Governance Implications: Motions approved in a privileged meeting must be ratified in a public meeting of Council to become valid

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: May 20, 2020

Additional Comments by City Manager:

	<p>City of Corner Brook Request for Decision (RFD)</p>
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Council Briefing Note

Subject: Proclamations
Date of Meeting: May 25, 2020

Background

The following proclamations were declared:

- Proclamation from Recreation Newfoundland and Labrador declaring that the month of **JUNE 2020** to be **RECREATION MONTH** in the City of Corner Brook
- Proclamation declaring that **8 MAY, 2020** to be **WORLD OVARIAN CANCER DAY** in the City of Corner Brook

PROCLAMATION RECREATION MONTH

- WHEREAS The **Community** of Corner Brook recognizes that recreation enhances quality of life, active living and lifelong learning, helps people to live happier and longer, develops creativity, and builds healthy bodies and positive lifestyles; and
- WHEREAS recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities; and
- WHEREAS our parks, open spaces, and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and
- WHEREAS recreation is an important contributor to community economic development, which creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work and play

Therefore, the community of Corner Brook does hereby proclaim the month of *JUNE* to be *RECREATION MONTH*.

Signed this _____ day of _____, 2020 by:

The City of Corner Brook

(*Name of Community*)

(*Mayor/Councilor Signature*)



PROCLAMATION

City of Corner Brook, World Ovarian Cancer Day - May 8, 2020

Whereas 2800 Canadian women will be newly diagnosed with Ovarian Cancer this year, and

Whereas Ovarian Cancer is the 5th most common cancer for women and the most serious women's cancer, and

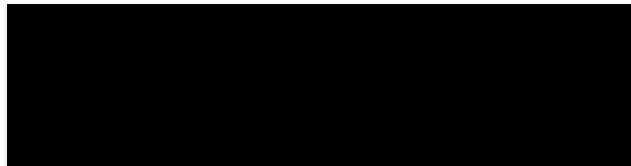
Whereas Ovarian Cancer has no reliable screening test, and symptoms are often confused with other less severe illnesses, and

Whereas as many as 23 per cent of women with Ovarian Cancer have an inherited genetic mutation, and

Whereas genetic testing is a way to identify people at high risk before they develop Ovarian Cancer

Now, Therefore, be it resolved that I Jim Parsons, Mayor of Corner Brook, do hereby proclaim Wednesday, May 8, 2020, **World Ovarian Cancer Day**.

I encourage all citizens of Corner Brook, and the province to talk to their health providers about Ovarian Cancer and seek to learn more about the disease.



Jim Parsons, Mayor

	<p style="text-align: center;">City of Corner Brook Request for Decision (RFD)</p>
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Subject Matter: RFD 2020-01 Standing Offer – Supply of Asphalt, Concrete, and Granular Material

Report Information	
Department: Public Works, Water and Wastewater	Attachments: Table of Submitted Prices
Prepared By: D. Burden	Council Meeting Date: May 25, 2020

Issue: Currently no standing offer exists for the supply of asphalt, concrete and granular materials.

Background: Quotations were recently invited by the City of Corner Brook for the Supply of Asphalt, Concrete and Granular Material at a Standing Offer basis, for the period of June 1st, 2020 to May 31st, 2023. Unit prices were requested for Ready Mix Concrete, Hot Mix Surface Asphalt, Class 'A', Class 'B', Pit Run, Quarry Stone, Topsoil, 40 mm Washed Stone, ¼ Inch Minus, 4 Inch Minus, 6 Inch Minus, and Pea Gravel. The tender closed on May 15th, 2020 and all compliant quotations are indicated in the attached table.

Proposed Resolution: Be it **resolved** that Corner Brook City Council accept staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material as stated in the attached table for the period of June 1st, 2020 to May 31st, 2023 on a standing offer basis.

Recommendation: It is the recommendation of staff to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material as stated in the attached table for the period of June 1st, 2020 to May 31st, 2023 on a standing offer basis.

Options:

1. Accept staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material on a standing offer basis for a period of three years.
2. Reject staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material on a standing offer basis for a period of three years.
3. Cancel the tender and obtain 3 prices for materials before each purchase.

	<p style="text-align: center;">City of Corner Brook Request for Decision (RFD)</p>
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Legal Review: *Legal reviewed and supports staff recommendation.*

Governance Implications: No policy/bylaw implications.

Budget/Financial Implications: Various PWWW budget line items.

Environmental Implications: There are no environmental implications.

Prepared by: D. Burden		
Director: D. Burden		
City Manager: Rodney Cumby		
Date: May 20, 2020		

Additional Comments by City Manager:

Prices include HST.

	Description	Unit	Atlantic Ready Mix	Humber Arm Contracting	Johnsons Concrete Ltd.	Marine Contractors
1.	Ready Mix Concrete	CUBIC METER	221.03	-	253.00	-
2.	Hot Mix Surface Asphalt	TONNE	-	-	-	172.50
3.	Class 'A'	TONNE	10.92	8.59	11.50	11.50
4.	Class 'B'	TONNE	10.35	8.36	10.93	10.35
5.	Pit Run	TONNE	-	7.46	-	5.75
6.	Quarry Stone	TONNE	-	7.18	-	6.90
7.	Topsoil	CUBIC METER	-	49.21	-	28.75
8.	40mm Washed Stone	TONNE	20.12	20.11	-	23.00
9.	¼ inch minus	TONNE	-	13.21	17.25	20.70
10.	4 inch minus	TONNE	-	8.04	10.06	9.20
11.	6 inch minus	TONNE	-	6.31	9.49	8.63
12.	Pea Gravel	TONNE	-	14.71	17.25	23.00

**** Yellow highlights are the lowest bids****



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

Subject Matter: Confederation/West Valley Rd. Roundabout Amendment No. 1

Report Information

**Department: Community, Engineering,
Development & Planning**

Attachments: Amendment No. 1

Prepared By: James Warford

Council Meeting Date: May 25, 2020

Issue: This RFD is intended to address the full-time resident inspection during the construction of the intersection, including reporting to the City, supervision of the contractor and final inspection of the work.

Background: The Confederation Drive/West Valley Road Roundabout is funded under the Canada/ Newfoundland Rural and Northern Communities Infrastructure program and consists of the construction of a new roundabout at the intersection of Confederation Drive and West Valley Road. The City of Corner Brook has retained Harbourside Engineering Consultants to provide engineering design and contract administration for the project and a PCA is in place for that work. At the time of the original RFP for the work, there was a possible option that due to limited capital works projects scheduled for the 2020 construction season; residential inspection services for this project may have been achieved using existing City engineering department staff. Due to other work commitments and the expected level of effort expected for the roundabout, this option is no longer available and outside resources are required to oversee the work.

Recommendation: Staff recommends Option 1, that the Council of the City of Corner Brook approve the Amendment No. 1 from Harbourside Transportation Consultants in the amount of \$39,916.50 (HST Included), for an increase in consulting services related to the Confederation Drive/ East Valley Road Roundabout and that the following motion be supported:

Be it resolved that the Council of the City of Corner Brook approve the Amendment No. 1 from Harbourside Transportation Consultants in the amount of \$39,916.50 (HST Included), for an increase in consulting services related to the Confederation Drive/ East Valley Road Roundabout

Options:

1. That the Council of the City of Corner Brook approve Amendment No. 1 from Harbourside Transportation Consultants related to the Confederation Drive/ East Valley Road Roundabout.
2. That the Council of the City of Corner Brook not execute the Amendment No. 1 from Harbourside Transportation Consultants related to the Confederation Drive/ East Valley Road Roundabout.



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

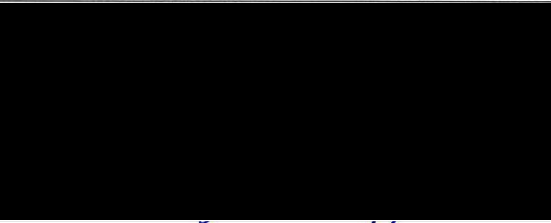
3. That the council of the City of Corner Brook give other direction to staff

Legal Review: NA

Governance Implications:

Budget/Financial Implications: Costs covered under the Canada/ Newfoundland Rural and Northern communities funding project 17-RNC-20-00003

Environmental Implications: NA

Prepared by: Jim Warford		
Director: Darren Charters		
City Manager: Rodney Cumby		
Date: May 20, 2020		

Additional Comments by City Manager:

Government of Newfoundland & Labrador
Department of Municipal Affairs & Environment
PCA Amendment – Change Order Notice

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Form # 5A

February 2019

Confederation Drive/West

PROJECT NAME: Valley Road Roundabout DMAE PROJECT No.: 17-RNC-20-00003CHANGE ORDER NUMBER: 1 DATE: 5 May 2020.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Consultant shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Consultant shall return a signed copy of this document along with a revised Schedule II and III as per Item 7 below to the Regional Engineer for review and approval. Should it be decided to proceed with the work, an approved copy will be returned to the Consultant with Regional Engineers Signature. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

Full-time resident inspection during the construction of the intersection, including reporting to the City, supervision of the contractor and final inspection of the work.

.4 EFFECT OF CHANGE ON CONTRACT

This change order (**will / will Not**) affect the approved completion date (**Circle correct statement**).

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: _____ REVISED COMPLETION DATE: _____

The change described in Item 3 above will affect the current contract amount as follows:

AMOUNT

() No Change
(**X**) Addition to Contract including GST payable by the Owner \$ 39,916.50
() Deduction from Contract including GST payable by the Owner \$ _____

CONSULTANT: _____ (Signature)

Government of Newfoundland & Labrador
Department of Municipal Affairs & Environment
PCA Amendment – Change Order Notice

Page 2 of 2

Form # 5A

February 2019

Authorized Contract Amount	\$ 77,435.25
Previous Change Orders	\$
This Change Order	\$ 39,916.50
New Approved Contract Amount	\$ 117,351.75

.5 AUTHORIZATION TO PROCEED

The Consultant is authorized to proceed with the changes for the amounts stated in Item 4 above.

DATE: _____ Municipality/Owner: _____
DATE: _____ Regional Engineer: _____

.6 CANCELLATION OF CNOTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: _____ Municipality/Owner: _____

.7 ENCLOSED DOCUMENTS

To expedite the process please submit the following documents to the Regional Engineer for review and approval:

- 1) A copy of this document signed by Town and Consultant.
- 2) An up to date Schedule II and III of current approved Prime Consultant Agreement (PCA) including all previous approved change orders, include requested changes as per specific line items identified in Schedule II and III, and a revised PCA Schedule II and III based on requested changes as per applicable appendix "A" or "B" identified below. (This information is necessary for Project Representatives to update MSIS.)

"Appendix A" – Water, Sewer, and Municipal Roads

"Appendix B" – Building & Treatment Facilities

- 3) Any additional supporting documentation as necessary.

Note: upon Regional Engineer approval the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing Regional Engineer signature will be returned to the Consultant for distribution to all applicable parties.

Include Appendix "A" and "B" Below

Appendix A
SCHEDULE II – Water, Sewer, & Municipal Roads
Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+ / -)	Revised PCA Amount as per Service Item
• Basic Service			
- Preliminary Engineering	\$14,545		\$14,545
- Design and Contract Documents	\$19,080		\$19,080
- Tendering and Contracts Award	\$ 3,240		\$ 3,240
- Contract Administration	\$ 5,050		\$ 5,050
• Project Completion Phase and Project Record Drawings	\$ 3,140		\$ 3,140
• Other Additional Services:			
- Resident Services during construction		\$34,710	\$34,710
o Enter Description			
o Enter Description			
• Prime Consultant Project Expenses for above services	\$ 4,780		\$ 4,780
Total Basic and Other Services Fees	\$49,835		\$84,545
Total Additional Reimbursable Allowance (From Schedule III)	\$17,500		\$17,500
Total Service Fee (Less HST) (Total Schedules II + III)	\$67,335		\$102,045
HST	\$10,100.25		\$15,306.75
Total Service Fee (Including HST)	\$77,435.25		\$117,351.75

Appendix A
SCHEDULE III – Water, Sewer, & Municipal Roads
Additional Reimbursable Allowances

List below allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+ / -)	Revised PCA Amount as per Service Item
• Site Surveys	\$ 7,500		
• Geotechnical Investigations	\$ 5,000		
• Materials Testing			
- Asphalt Extractions	\$ 2,000		
- Concrete Testing	\$ 1,000		
- Compaction Testing	\$ 2,000		
- Enter Description			
- Enter Description			
• Water Main Leakage Detection			
• Sewer main Infiltration Detection			
• Enter Description			
• Enter Description			
Total Additional Reimbursable Allowances	\$17,500		

Appendix B
SCHEDULE II – Building & Treatment Facilities
Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+ / -)	Revised PCA Amount as per Service Item
• Programming Advisory Services			
• Basic Service			
- Concept Design			
- Design Development			
- Contract Documents			
- Proposal/Tendering & Contract Award			
- Contract Administration			
• Project Completion Phase and Project Record Drawings			
• Other Additional Services:			
- Commissioning			
o Enter Description			
o Enter Description			
- Resident Services during Construction			
o Enter Description			
o Enter Description			
- Design Services – Segregated Construction Contracts			
- Construction Management – Multiple Contracts			
• Prime Consultant Project Expenses for Above Services			
Total Basic and Other Services Fees			
Total Additional Reimbursable Allowance (From Schedule III)			
Total Service Fee (Less HST) (Total Schedules II + III)			
HST			
Total Service Fee (Including HST)			

Appendix B
SCHEDULE III – Building & Treatment Facilities
Additional Reimbursable Allowances

List below Allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+ / -)	Revised PCA Amount as per Service Item
• Site Surveys			
• Geotechnical Investigations			
• Materials Testing			
• Water Main Leakage Detection			
• Sewer main Infiltration Detection			
• Treatment Process Piloting			
• Enter Description			
• Enter Description			
Total Additional Reimbursable Allowances			



Council Briefing Note

Subject: Youth Advisory Committee Meeting Report

Date of Meeting: May 25, 2020

The Youth Advisory Committee members held a virtual meeting on May 20, 2020. Outlined below is an overview of some topics that were discussed, as well as some new projects that the Committee is working towards:

Grant – One of the members of the Committee submitted an application to a grant organization called Rising Youth and that application was approved for a grant of \$1500. The Committee's intention is to use this grant money to design and produce signage to be posted throughout the City that contain positive and uplifting messages for the residents of the City. The Committee is working on some ideas and messages for the signs and are going to attempt to seek out guidance to ensure the messages are inclusive and appropriate from a Mental Health perspective. The Committee will be working with a local company to have the signs produced and then the plan is to post them throughout the City.

T-Shirts – T-shirts with the Youth Advisory Committee logo were unveiled to the Committee and will be distributed to members within the next couple of days through no contact delivery.

Community Gardens – The committee is planning to make arrangements to reserve a plot in one of the three new community gardens that are being added in the City. They plan to work at the garden over the summer collectively with hopes to take anything that comes from their harvest and donate it to a local community group. They are planning to reach out to the Executive Director of the Western Environment Centre to help them set up. The group are planning to make a schedule so that the garden can be maintained by all members of the group but still ensure social distancing.



Social Media/Fitness – The Communications Officer discussed some plans to develop an Instagram page for the City and some options for the Youth Committee to work on that, as well as try to incorporate some virtual fitness ideas with the month of June being Recreation Month. The Committee’s plan is to hopefully collaborate with the Communications Officer on those projects in the near future.

	<p style="text-align: center;">City of Corner Brook Request for Decision (RFD)</p>
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Subject Matter: Discretionary Use (Home Based Business – Nail Salon) – 13 Bayview Heights	
Report Information	
Department: CEDP	Attachments: Memo, map, online imagery showing parking area
Prepared By: J. King	Council Meeting Date: May 25, 2020

Issue:

The City of Corner Brook has received an application requesting permission to operate a home based business (nail salon) from the dwelling located at 13 Bayview Heights which is located in a Residential High Density Zone.

Background:

A notice was delivered to the residents in the immediate area of 13 Bayview Heights indicating the proposed home based business. As a result of this notice, three (3) submissions were received. Parking was the only concern of the residents and it has been reviewed and sufficient parking is present based on the current City of Corner Brook Development Regulations. Also, due to the ongoing COVID-19 pandemic, certain restrictions on the operation of certain businesses (including nail salons) have been put in place. After review of the application and the results of the notice to the residents, the Development & Planning Department is recommending that approval be granted for the operation of the home based business from the dwelling located at 13 Bayview Heights subject to the applicant only having one (1) client at any given time in the premises, the condition that should problems arise due to the operation of the nail salon, the City of Corner Brook reserves the right to revoke any granted approval for the said nail salon at this location and the commencement of operation and the operating of the nail salon fully comply with the COVID-19 restrictions currently in effect for the province of Newfoundland & Labrador.

Recommendation:

Staff recommends Option 1 and the following motion be supported:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to operate a home based business (nail salon) from the dwelling located at 13 Bayview Heights in accordance with Regulation 11 - Discretionary Powers of Authority.

Options:

1. That Council approve the application to operate a home based business (nail salon) from the dwelling located at 13 Bayview heights in accordance with Regulation 11 - Discretionary Powers of Authority.



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

2. That Council not approve the application to operate a home based business (nail salon) from the dwelling located at 13 Bayview heights in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: N/A

Environmental Implications: N/A

Communication Strategy:

Notice of the proposed home based business office was delivered to residents in the immediate area of 13 Bayview Heights and posted online on the City of Corner Brook website.

Prepared by: James King	
Director: Darren Charters	
City Manager: Rodney Cumby	
Date: May 20, 2020	

Additional Comments by City Manager:

MEMO

To: Manager of Development & Planning

Fr: Development Inspector I

Subject: **13 Bayview Heights - Home Based Business (Nail Salon)**

Date: May 20, 2020

The City of Corner Brook has received an application to operate a home based business (Nail Salon) from the dwelling located at 13 Bayview Heights which is located in a Residential High Density Zone.

A home based business is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 13 Bayview Heights indicating the above mentioned request. As a result of this notice, the City received one (1) phone call and two (2) email messages.

The nature of the concerns brought forth in all of the correspondence to the City was parking. It was conveyed to me that this area can difficult to navigate during the winter months with regard to driving a vehicle and if other vehicles are parked on the side of the road this task can be extremely tricky. While the proposed development meets the parking requirements (one space for each of the dwelling units and one for the proposed home based business), the concerns from the residents are valid. After communicating with the applicant, it has been conveyed to me that if approval is granted, there will only be one client at a time visiting the premises. In an effort to alleviate the concerns of the residents in the area, I am suggesting that should approval be granted for this development, there is a condition of approval that only one client visits the premises at any given time and that should problems arise with regard to the operation of this home based business (including parking on-street parking problems) the City of Corner Brook reserves the right to revoke the said approval of the home based business.

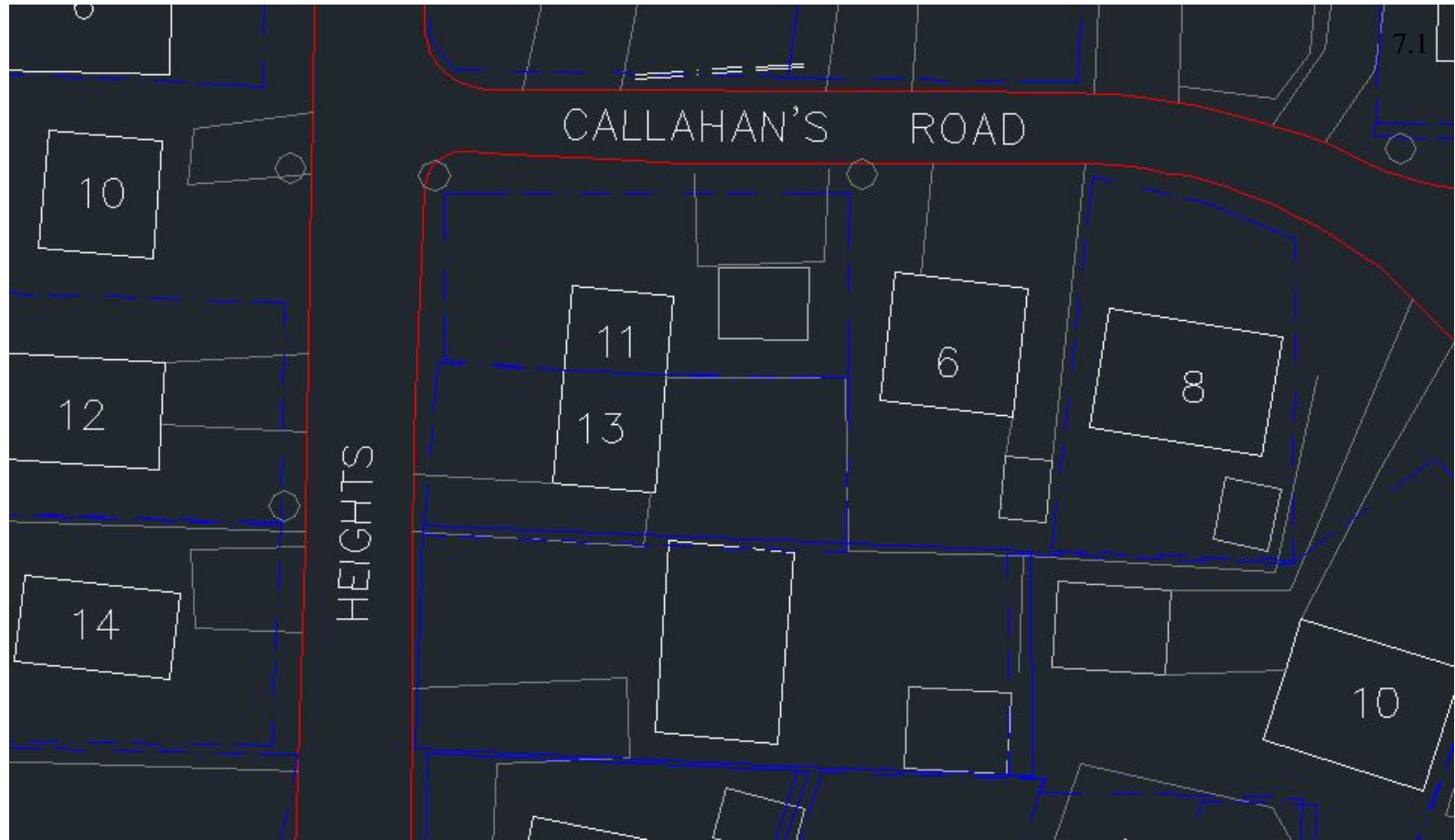
Also, during this time due to the recommendations of the Chief Medical Officer of the province of Newfoundland and Labrador, there are restrictions due to the ongoing COVID-19 pandemic. One of these current restrictions is that hair/beauty salons (which includes nail salons) currently cannot operate. As a result, should approval be granted by Corner Brook City Council for this development, a condition shall be attached to the approval which indicates that the startup of the salon shall only commence once the aforementioned restrictions have been lifted.

After review of the application and the results to the notice to occupants, it appears that there is no impediment for this development to commence subject to the above noted conditions being attached to any development permit issued by the City of Corner Brook.

Should you require further information, please contact me at your convenience.



James King, CET, CPT
Development Inspector I





Notice of Motion

Recreational Vehicles Regulation, 2019

In accordance with Section 39 of the City of Corner Brook Act, a notice of motion is required for the amendment, repeal and passing of bylaws/regulations of the City of Corner Brook.

Whereas sections 201 and 202 of the City of Corner Brook Act authorize Council to make regulations:

- Prohibiting or controlling the operation of recreational vehicles not licenced under the Highway Traffic Act on public roads and bridges;

And further, Section 10 of the Motorized Snow Vehicles and All-Terrain Vehicles Act, 1990 authorize Council to make regulations:

- Permitting the driving of vehicles or a class of vehicles along or across a highway or part of a highway in a municipality;

Notice is hereby given that at the Public Council Meeting on _____, 2020, the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of Section 201 and 202 of the City of Corner Brook Act, 1990 and section 10 of the Motorized Snow Vehicles and All-Terrain Vehicles Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Recreational Vehicles Regulation 2019, by adding a revised Schedule A which will permit operation on more streets including Park Street, West Street, Confederation Drive and on Georgetown Road.

CITY OF CORNER BROOK RECREATIONAL VEHICLES REGULATION 2019

Pursuant to the provision of section 10 Motorized Snow Vehicles and All-Terrain Vehicles Act, R.S.N.L 1990 c. M-20 and sections 201 and 202 of the City of Corner Brook Act, R.S.N.L. 1990 c. C-15 and all other powers it enabling the Corner Brook City Council in a session convened on the 27th day of May, 2019, hereby passes and enacts the following regulations:

Title

1. These Regulations may be cited as the City of Corner Brook Recreational Vehicles Regulation 2019.

Definitions

2. In these Regulations:
 - a. "All-terrain vehicle" means a wheeled motorized vehicle, excluding a two wheeled vehicle, designed or adapted for off-road use;
 - b. "City" means City of Corner Brook;
 - c. "Council" means Corner Brook City Council;
 - d. "Designated route" means any highway or public pathway approved by Council for all-terrain vehicle use and set out in Schedule A;
 - e. "Director" means the Director of Protective Services;
 - f. "Enforcement officer" means a municipal enforcement officer as defined by the *City of Corner Brook Act R.S.N.L. 1990 ch.C-15 as amended* or a peace officer as defined by the *Highway Traffic Act*;
 - g. "Highway" means any public highways, streets, roads or roadways, assumed and maintained under the ownership and jurisdiction of the City of Corner Brook;
 - h. "Highway Traffic Act" means the Newfoundland and Labrador Highway Traffic Act RSNL 1990 Chapter H-3 as amended;
 - i. "Motorized snow vehicle" means a tracked vehicle, commonly known as a snowmobile, where the driver sits astride a seat and which is designed for

operation over snow covered land and ice; such a vehicle is not permitted to be operated on City highways;

- j. “Motorized Snow Vehicles and All-Terrain Vehicles Act” means the Newfoundland and Labrador Motorized Snow Vehicles and All-Terrain Vehicles Act, RSNL 1990 Chapter M-20;
- k. “Public pathway” means any pathway or trail assumed under the ownership of the City of Corner Brook or maintained under the jurisdiction of the City of Corner Brook;

Designated Routes

- 3. All-terrain vehicles, as defined by these regulations, are permitted to be used on any highway or pathway set out in Schedule A provided that they are operated in the manner as set forth in this regulation.

Prohibited Routes

- 4. Except as set out in Schedule A, no person shall use or permit to be used, an all-terrain vehicle on a highway or public pathway within the City unless:
 - a. prior written permission has been obtained from the Director and/or City Manager; and
 - b. the person/s adheres to any or all additional conditions and restrictions set out by the Director or City Manager.

Snowmobiles

- 5. No person shall use or permit to be used a motorized snow vehicle on any highway within the City.

Rules of Operation

- 6. No person shall operate an all-terrain vehicle upon a City highway unless:
 - a. that person travels upon the designated route as outlined in Section 3 of these regulations;
 - b. the vehicle and its driver operate in accordance to the *Motorized Snow Vehicles and All-Terrain Vehicles Act* ;

- c. that person is at least 16 years of age and the holder of a class of driver's licence issued under the *Highway Traffic Act*;
- d. that person or the vehicle being driven carries a liability insurance policy and proof thereof can be readily produced when requested by an enforcement officer;
- e. the all-terrain vehicle is equipped with an exhaust system that is of the original equipment manufacturer and has not been modified to increase sound. The exhaust system must be in working order and in constant operation to prevent excessive or unusual noise;
- f. the all-terrain vehicle must not ever exceed any posted speed limit and further shall be operated at a rate of speed not greater than 40 kilometres per hour on highways and not greater than 20 kilometres per hour on trails or pathways;
- g. the driver of an all-terrain vehicle at all times yields the right of way to drivers of all other classes of motor vehicles on a highway.

Rules of the Road

- 7. Unless otherwise stated in these regulations, the driver of an all-terrain vehicle shall adhere to the "rules of the road" as described in Part V of the Newfoundland *Highway Traffic Act* or any similar or successor legislation.

Times of Operation

- 8. No person shall operate an all-terrain vehicle in accordance with this bylaw before June 1st or after October 31st of any year.
- 9. No person shall operate an all-terrain vehicle within the City and upon its highways earlier than 7 A.M. and no later 10 P.M.

Signage

- 10. Council may erect Warning, Cautionary, Directional, Limiting or Prohibiting signs as to the operation of all-terrain vehicles and the operator of any vehicle who fails to obey such signs is guilty of an offence under these regulations.

Penalty

11. A person who contravenes or fails to comply with these regulations is guilty of an offence and where no penalty is otherwise prescribed for such offence in the *Motorized Snow Vehicles and All-Terrain Vehicles Act RSNL Ch.M-20*, *Highway Traffic Act RSNL 1990 ch. H-3* or any other Provincial Statutes or Regulations, is liable on summary conviction to a fine or to a period of imprisonment or both in accordance with section 438 of the City of Corner Brook Act RSNL 1990 Ch. C-15, as amended.

Exemption

12. These regulations do not apply to vehicles owned and operated on behalf of the Council or those operated by Emergency and or Enforcement Services and other persons who are exempt by the provisions of the Motorized Snow Vehicles and All-Terrain Vehicles Regulations 1163/96.

Interpretation

13. These Regulations include the Schedules attached to them, and the Schedules are hereby declared to form part of these Regulations.
14. If a court of competent jurisdiction should declare any section or part of a section of these Regulations to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Regulations and it is hereby declared that the remainder of the Regulations shall be valid and shall remain in force..

Coming into Force and Repeal

15. These regulations shall come into force as of the date enacted by Council and the City of Corner Brook Recreational Vehicles Regulations April 5, 2008 is hereby repealed upon the coming into force of these Regulations.

IN WITNESS WHEREOF this Regulation is sealed with the Common Seal of The Corner Brook City Council and subscribed by and on behalf of Council by Jim Parsons, Mayor and Marina Redmond, City Clerk, at the City of Corner Brook, this ____ day of May, 2019.

Mayor

City Clerk

Published by The Western Star –

First Reading –

Second Reading –

Schedule "A"

Permitted All-Terrain Vehicle Routes

All-Terrain Vehicles are permitted to travel on or along the following highways:

- Riverside Drive, west from intersection of the Northshore Highway;
- Main Street;
- Herald Avenue;
- Broadway;
- Pier Road;
- Griffin Drive;
- Petries Street (from the intersection of Curling Street to the intersection of Hilliards Road);
- Hilliards Road;
- Park Street;
- West Street;
- Todd Street;
- Chestnut Street;
- Confederation Drive;
- Massey Drive;
- Georgetown Road;
- Curing Street west of Georgetown Road intersection.

All-Terrain Vehicles are permitted to travel on or along the following public pathways:

- Trail between the end of Pier Road and Griffin Drive.