

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE
MONDAY, 12 APRIL, 2021 AT 7:00 PM**

PRESENT:

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

Absent with regrets: Deputy Mayor B. Griffin

COW21-042 Approval of Agenda

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

COW21-043 Approval of Minutes [March 1, 2021]

On motion by Councillor J. Carey, seconded by Councillor V. Granter, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of March 1 as presented. **MOTION CARRIED.**

COW21-044 Confirmation of Minutes

In accordance with the section 41(3) of the City of Corner Brook Act, *"Where a decision is made by the councillors at a privileged meeting, the decision in order to be valid shall be ratified at a public meeting of the council."*, the following resolutions were brought forward for ratification and were motioned:

It is **RESOLVED** to ratify minute CC21-004: (Chiasson/Buckle)
It is **RESOLVED** to ratify minute CC21-006: (Chiasson/Carey)

MOTION CARRIED on all minutes.

COW21-045

Business Arising From Minutes

Councillor L. Chaisson requested an update on item COW21-038 (Code of Conduct Council). The City Manager advised that the review has been completed and it will be brought forward to the next public meeting. Council will be provided with the information prior to the next meeting.

COW21-046**Proclamation**

Mayor Parsons announced that proclamations were signed declaring the following:

- March 31st, 2021 was declared as Transgender Day of Visibility 2021; and
- April 2021 is declared as Child Abuse Prevention Month.

COW21-047**Protective Services Update**

Councillor J. Carey presented the monthly activity report for the Protective Services Division for the month of March as follows:

- **Municipal Enforcement Officers** received 69 calls for service including By-law enforcement, Taxi Regulations, Animal Control and Parking Enforcements.
- It was also noted that MEO's worked from home from March 1-15th and had assigned security duties at the front desk for the remainder of the month due to COVID-19 alert level);
- **The Corner Brook Fire Department** received 28 calls for service and the **Fire Prevention Inspector** conducted 33 commercial inspections;
- **The Corner Brook PSAP** received a total of 4228 calls.

COW21-048**City Water Usage Update**

Councillor V. Granter presented an update on the City Water Usage from the Public Works, Water and Wastewater Department. Since the new Water Treatment Plant was put into service in March of 2015 the City has reduced its water demand from approximately 30 million litres per day to approximately 20 million litres per day. He commented, there is a high demand for water each spring which has been estimated that the Spring water demand is approximately 100 million litres in excess of the average monthly usage. Residents were reminded of ways that they can conserve water and help reduce the plant demand.

COW21-049**Development and Planning Update**

Councillor L. Chaisson presented the monthly activity report of the Development and Planning Division projects as follows:

- **Municipal Plan (IMSP) and Development Regulations Update** - The consultant is preparing for Public Engagement opportunities and are creating a website that will be accessible from the City website that will have its own identifiable branding for the project. The website is expected to go live this month and will be followed by a press release, distribution of stakeholder email, an online presentation and FAQ's being posted. There will also be a Planning Analysis Report, an interactive map and an online survey out in May and stakeholder and target audience interviews will be ongoing through May and early June.
- **CB Acute Care Hospital** - Still on target for completion date set for the end of 2023 and most permits have already been issued.

- For the month of March there was a total of 14 permits issued for a total of \$803,690 including for new institutional, new residential and others. There have been no new residential units approved so far this year.

COW21-050 IMSP & DR Consultative Services Agreement Execution

On motion by Councillor L. Chaisson, seconded by Councillor B. Staeben, it is **RESOLVED** to execute the Consultative Services Agreement for the IMSP and DR 2022 project with Upland Planning and Design Inc. for the estimated cost of \$99,107.00 (HST included). **MOTION CARRIED.**

COW21-051 Community Services Project Update

Councillor T. Buckle presented the monthly activity report of the Community Services Division as follows:

- **Star** - Staff are working with funding partners to complete the final stages of this phase of the project. Staff met on April 12th to provide an update on projects and project phase closeout, to confirm building capacity needs have been satisfied and to gage interest in serving on an implementation Committee. Staff are currently working on a funding application with ACOA for the implementation phase of the project.
- **Trails** - Staff are working with Crown Lands to amend Licenses to Operate (LTO) to allow for upgrades required for the project and staff are watching for funding announcements for this initiative.
- **Branding** - The Request for Proposals is complete and waiting for release once funding is confirmed.
- **Visitor Information Centre** - Staff are working with the Board of Trade on a new one year extension to operate the VIC and to improve services offered at the Confederation Drive location.
- **Mill Whistler** - Staff are working on a program for 2021 with COVID-19 measures in place and is expected to include "bubble" rides and special events.
- **Jigs and Wheels Festival** - Staff are working on a modified Jigs and Wheels festival for July 30 to August 8th. More details are expected to come at a later date.
- **Go Western DMO Project** - Staff are still finalizing details on the project with DMO to create digital content for social media and web sites.
- **2021 Spring Cleanup** - Staff are working on the details of a month long clean up event that will take place during the month of May that will differ from the format of previous years. More details to come.
- **Transit Study and System Design** - Staff are working with the consultant to finalize recommendations and the final report which is expected in the coming weeks.
- **Community Gardens and Composting Program** - Staff are working with Western Environment Centre (WEC) on the final details for a new community garden in Curling in the Brosnan

Street area. Public Works staff are helping to build garden boxes and assemble the community composters to be delivered early in the season.

COW21-052

2020 Annual Expenditure Report - Gas Tax Funding

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to approve the Annual Expenditure Report for Gas Tax Funding as presented. **MOTION CARRIED.**

COW21-053

Collective Agreement - CUPE 706

On motion by Councillor B. Staeben, seconded by Councillor V. Granter, it is **RESOLVED** to approve the ratification of the Labour Agreement with the Canadian Union of Public Employees Local 706 for the period ended December 31, 2024. **MOTION CARRIED.**

COW21-054

Tax Update

Councillor B. Staeben presented an update from the Finance & Administration Department on the Taxes Receivable. At the end of March 2021 there was a total of \$7,276,502 in outstanding taxes with a total of 2,303 accounts, 364 of which are business tax accounts totaling \$1,668,414. Staff are actively working to collect the outstanding accounts and encourage residents and businesses to make arrangements to have their accounts paid in full or set up a payment plan. Failure to address any outstanding balance will result in the City taking further collection efforts including water shut off, rental seizures, tax sales, statement of claim or other legal action.

COW21-055

Civic Centre Update

Councillor T. Buckle provided an update on the Civic Centre operations. Operations of the Civic Centre have been greatly impacted the past 6 to 7 weeks following the changes in COVID-19 alert levels and subsequent closures of services following the identification of the variant in the province. Over the past several weeks the Civic Centre began opening a variety of activities as follows:

- Natural Therapies (March 15);
- Walking Track (March 18);
- Meetings and Training Sessions (March 18);
- Forever Young Fitness Centre (March 27);
- Saltos (March 27);
- Studio Opens (March 30);
- Kinsmen Arena Opens (March 31); and
- Religious gatherings (April 2).

Some groups have decided to end their seasons such as the Women's Volleyball league and the Corner Brook Minor Hockey which subsequently eliminated the possibility for opening both ice surfaces and therefore ice

was returned to the Kinsmen arena only. Demand for recreation for both the Kinsmen and Studio remain high as well as for meetings and non-recreational use. The anticipation of vaccines for a majority of the province should allow for regular summer programming.

COW21-056

Recreation Services Update

Councillor T. Buckle provided an update on the Recreation Services as follows:

- Active Tots (Civic Centre Studio) - will resume on Tuesday April 20th and will run on Tuesdays and Thursdays from 9:30-11:00 a.m. and is free of charge. Registration is required and can be completed on our website. Participant numbers are limited due to COVID-19 Alert Level Restrictions.
- Older Adult Fitness with Nora (Civic Centre Studio) - will take place on Monday and Wednesdays 10:30-11:30 a.m. A \$2.00 fee is required and participant numbers are limited due to COVID-19 Alert Level Restrictions.
- Summer Employment at Margaret Bowater Park - Recreation Services is currently seeking applications for summer employment at Margaret Bowater Park. The positions include Margaret Bowater Park Events Coordinator, Full-time Lifeguards and Part-time lifeguards.
- Ribfest - The City is working closely with Ribfest organizers to secure this event for the summer under COVID-19 regulations. Ribfest is expected to be held September 3rd-5th, 2021 at the Civic Centre Parking lot. More information will be available on the website and social media later this summer.
- Fred Basha Softball Field - will undergo infield upgrades in Spring 2021. Recreation, Engineering and Public Works are working closely on developing a mix of material that will provide a safe playing surface. Work is expected to begin as soon as possible and have little to no impact on the softball season.

COW21-057

Capital Projects Update

Councillor J. Carey presented an update on current and upcoming Capital Projects as follows:

- Corner Brook Recreation Centre - The Design Build Request for Proposals (RFP) has been released to the three top proponents from the Request for Qualifications (RFQ) and the RFP is scheduled to close on Friday, April 30th. Staff is in the process of engaging an Operational Consultant to assist with the detailed design review of the facility and to assist the Governance Committee in developing an operational model for the new facility.
- 2021 Asphalt Program - Staff are currently working on the priority program list for 2021. Once the list is finalized it will be presented to Council prior to the tender being released in May. This year's program is valued at \$1.7 million.

- Future Capital Projects - There has not been any capital funding announcements from the Province thus far.
- Steady Brook Water Study - An application has been submitted for funding for this study which will determine the best alternative to supply Steady Brook with water from Corner Brook. There is no word so far on funding.
- Mt. Bernard Sanitary Sewer Study - a Study is being done to determine what system upgrades are required to accommodate the new hospital. Different scenarios are being modeled by the consultant and the study is expected to be complete by mid-May 2021.

COW21-058 Agreement - Greater Board of Trade - Visitor Information Centre

On motion by Councillor T. Buckle, seconded by Councillor J. Carey, it is **RESOLVED** to approve execution of the agreement attached hereto with the Greater Board of Trade to operate the Visitor Information Centre for the 2021 season from May 21st, 2021 to Monday September 6th, 2021 at a cost of \$22,000 (HST included). **MOTION CARRIED.**

COW21-059 Pavement Markings 2021-01

On motion by Councillor V. Granter, seconded by Councillor Chaisson, it is **RESOLVED** to award the three-year contract to Provincial Pavement Markings Inc. for the installation of pavement marking for the annual amount of \$65,147.50 (HST included). **MOTION CARRIED.**

COW21-060 Recreational Vehicle Regulations 2019-2021 Amendment

Councillor J. Carey provided notice a notice of motion for an amendment to the Recreation Vehicles Regulation, 2019 as follows:

In accordance with Section 39 of the City of Corner Brook Act TAKE NOTICE that, I will, at the next meeting of the Council, move to adopt the amendments to the Recreation Vehicles Regulation, 2019 as follows:

- adding a revised Section 5 that authorizes the director to provide permits to residents to access the designated routes and trails from their homes;
- extending dates of operation by 45 days;
- a revised schedule "A" that adds Lundrigan Drive to the designated routes and bans portions of some busy streets;
- a new schedule "B" that outlines a cost of ATV permits;
- a new schedule "C" that addresses the penalties and fines for regulation non-compliance.

A notice will be published to allow comments to be submitted and the motion will come back to the next Public Meeting for decision.

COW21-061

Council Meeting Schedule 2021

The Mayor presented the prospective Council meeting schedule for April to September 2021. The schedule was approved as presented.

COW21-062

Election 2021

Councillor B. Staeben presented a Notice of Motion on the Vote by Mail Regulations as follows:

In accordance with Section 39 of the City of Corner Brook Act TAKE NOTICE that, I will, at the next meeting of the Council, move to adopt the Vote By Mail Regulations as attached hereto.

On motion by Councillor B. Staeben, seconded by Councillor T. Buckle, it is **RESOLVED** to appoint the Legislative Assistant as Alternate Returning Officer for the 2021 Municipal Election. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 8:20 p.m.

City Clerk

Mayor