

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 11 JANUARY, 2021 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	

The meeting was called to order at 7:00 p.m.

COW21-01 Approval of Agenda

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

COW21-02 Approval of Minutes (Nov 23, 2020)

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the minutes of the Committee of the Whole Meeting on November 23, 2020 as presented. **MOTION CARRIED.**

COW21-03 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:

RESOLVED to ratify minute CC20-047 - Griffin/Buckle
RESOLVED to ratify minute CC20-053 - Griffin/Staeben
RESOLVED to ratify minute CC20-075 - Griffin/Carey
RESOLVED to ratify minute CC20-077A - Griffin/Carey
RESOLVED to ratify minute CC20-078 - Griffin/Buckle
RESOLVED to ratify minute CC20-080 - Griffin/Staeben

COW21-04 Business Arising From Minutes

No business arising from the minutes.

COW21-05 PET Scanner Letter

Mayor Parsons presented a letter that sent to the Premier of Newfoundland and Labrador on behalf of the City regarding the need for a PET Scanner for the new acute care hospital.

COW21-06 Fireworks within City Limits

Councillor Carey reported that there have been requests to ban fireworks from being discharged in the City. The discharge of fireworks is regulated by a Fire Prevention Bylaw and a Noise Bylaws and for the most parts municipal enforcement staff use discretionary enforcement on enforcement of the regulations based on individual circumstances.

The Protective Services Division is reviewing this matter and a recommendation will be coming forward to Council for consideration.

COW21-07 Emergency Management Plan- Amendments

Councillor J. Carey reported a review is being conducted of the City Emergency Management Plan. Proposed revisions to the plan will be coming to Council for review once approved by the provincial Emergency Services Director.

COW21-08 Protective Services Statistics for December 2020

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

- The Municipal Enforcement Officer's (MEO's) received 65 calls for services under by-law enforcements, taxi regulations, animal control and 152 parking related violations;
- The Corner Brook Fire Department received 34 calls for service;
- The Fire Prevention Inspector conducted 13 inspections; and
- Corner Brook PSAP received 4658 calls.

COW21-09 Automatic Vehicle Location (AVL) System

Councillor V. Granter presented an information report on the Automatic Vehicle Location (AVL) System. The AVL system records a variety of vehicle parameters and the data is then transferred to a software suite. This software allows for managements of fleet trips, locations, driving anomalies and exceptions, vehicle costs and preventative maintenance. The City currently has 85 AVL's installed in City vehicles, including snow clearing equipment and fire trucks with operating costs of \$34/month per vehicle for a 5 year lease. The AVL system is the basis of the City's "Where is my snow plow" application, is used for claim verification, used on all fire trucks in conjunction with FDM software and was recently installed on transit buses to obtain data.

COW21-010 Development and Planning Committee Update

Councillor L. Chaisson presented an update on the status of the following projects from the Development and Planning Division:

- **Municipal Plan (IMSP) and Development Regulations** – the RFP was released on December 10, 2020 and closes on January 29th, 2021;
- **CB Acute Care Hospital** – Project is well underway with completion date currently set for the end of 2023 and multiple permits have been;
- **Grenfell Drive Medical Center (Dr. Justin French)** – project is progressing on schedule and interior work has commenced, permit has been issued for interior fit-up of the first floor (Vogue Optical) and occupancy has been issued for the third floor (Ophthalmologists Offices) and plan to move staff from their current office into the new building in January and the fourth floor Surgical Space is under construction;
- **Permit Program** – Staff are currently putting final touches on new permit program and is expected to be rolled out in early February. There were a total of 9 permits issued for December 2020 with an estimated cost of \$169,614,883.

COW21-011 Community Services Project Update

Councillor T. Buckle presented the following project updates on initiatives from Community Services:

- **Star** – Staff met with funding partners (Province and ACOA) in December in regards to the trail project and the intent is to make an application to ACOA this winter and if approve staff will develop an RFP for the upgrade of two multipurpose trails in the area, staff are working on a branding and marketing RFP to be released in coming weeks and staff are beginning to plan a tourism summit for local stakeholders and interested parties with more information to come;
- **Transit Study and System Design** – project is well underway and consultant is gathering data and conducting stakeholder engagement session, as well as a session with Council to receive Council's input. As of January 5th, 433 survey responses were received from the public. The consultant will review information and develop a recommendation which will be presented to the public at a virtual open house.

COW21-012 Corner Brook, Humber Valley and Bay of Islands Content Development Project - DMO Go Western NL

On motion by Councillor T. Buckle, seconded by Councillor V. Granter, it is **RESOLVED** to enter into an agreement with DMO-Go Western Newfoundland and to provide financial support for the project in the amount of \$10,000.00 HST included. **MOTION CARRIED.**

COW21-013 Council Travel Report 2020

Councillor B. Staeben presented the Council Travel Report for January to December 2020. He commented due to the pandemic there was no expenditures for Council travel in 2020.

COW21-014 Accounts Receivable Update

Councillor B. Staeben presented the following update on taxes receivables as follows:

- In December 2020, there were 1062 accounts owing a total of \$2,772,282 – 183 of which are business accounts totalling \$449,586 and 415 are accounts from the previous year totalling \$1,980,598

Staff are working to collect outstanding accounts and are encouraging residents and businesses with outstanding taxes to make arrangements to pay the account in full or set a payment plan

COW21-015 Tax Bills 2021

Councillor B. Staeben advised that tax bills will be distributed within the first two weeks of January. There are expected to be over 7,800 property tax bills issues and over 800 business tax bills. Property and business taxes account for \$28,125,400 of the \$35,435,300 annual budget for 2021 or 79.37%. The due date for property taxes is the end of February and the due date for business taxes is the end of March.

COW21-016 Civic Centre and Recreation Activity Updates

Councillor T. Buckle reported on the following activities taking place at the Civic Centre:

- General skating was reintroduced in November and additional time slots will be added as of January 13th with the number of participants still limited to 50;
- Open Hockey will have a slot in the Kinsmen Arena from 12:00-1:30 pm on Mondays and Wednesdays starting on January 19th;
- Active Tots will be starting up again on Tuesday, January 12th;
- Older Adult Fitness with Nora Lundrigan will take place on Monday and Wednesdays 10:30-11:30;
- Lunchtime Adult Sports Drop In will begin on January 18th and will run Monday, Wednesday and Friday from 12:00-2:00 p.m.;
- Lunchtime Student Drop In will begin on January 19th for High School and Post-Secondary students on Tuesdays and Thursdays from 12:00-1:00p.m.;
- Friday Night Youth Drop In will begin on January 22nd for those 12-18 years of age and will run from 7:30-9:00 p.m.

COW21-017 Capital Projects Committee Update

Deputy Mayor B. Griffin presented an update from the Capital Project Committee on the following projects:

- **Corner Brook Regional Recreation Centre** – the request for qualifications (RFQ) closed on December 23rd, 2020 and five proponents responded. The Procurement Committee and the Owner's Advisor are in the process of evaluating submission and will select the highest scoring proponents to move on the invited request for proposal (RFP) stage. Staff are also reviewing the RFP draft document for the Design-Build teams that will be finalized this week and the project is currently on schedule with anticipated completion date of December 2022;
- **Future Capital Projects** – engineering staff have submitted the Council approved project list to the Investing in Canada Infrastructure Program (ICIP) last November and are waiting on a response. There has been no official word on Multi Year Capital (MYC) Project funding from the province.

COW21-018 Multi Year Capital Works Program (MYCW 2017-2020) Amendment No. 2

On motion by Deputy Mayor B. Griffin, seconded by Councillor J. Carey, it is **RESOLVED** to approve the reallocation of approximately \$200,000 of surplus funding from the 2017-2020 multiyear capital works program towards the Transit Study System Design; and Mount Bernard Avenue Sewer Capacity Upgrades. **MOTION CARRIED.**

COW21-019 Corner Brook Storm Sewer Assessment

On motion by Councillor V. Granter, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the Prime Consultant Agreement from SNC-Lavalin in the amount of \$71,300.00 (HST included), for consulting services related to the Corner Brook Storm Sewer Assessment. **MOTION CARRIED.**

COW21-020 Council Meeting Schedule 2021

The Mayor presented the propose Council meeting schedule for January - April 2021 as follows:

- Regular Meeting – January 25, 2021;
- Regular Meeting – February 15, 2021;
- Committee of the Whole Meeting – March 1, 2021;
- Regular Meeting – March 15, 2021;
- Committee of the Whole Meeting – April 5, 2021;
- Regular Meeting – April 26, 2021.

COW21-021 Council Code of Conduct

Deputy Mayor B. Griffin presented an information report regarding Code of Conduct for Mayor & Council to be reviewed. The City Manager is reviewing various best practices for Code of Conduct for Mayor and Council that will establish guidelines and interpersonal conduct of members with plans to develop a Code of Conduct for Mayor and Council for Council review and approval.

ADJOURNMENT

The meeting was adjourned at 8:19 p.m.

City Clerk

Mayor