

**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.

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City Clerk

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Mayor