

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 16 MARCH, 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
	L. Chaisson	T. Flynn, Director of Protective Services
	V. Granter	D. Burden, Director of Public Works, Water and Waste Water Services
	B. Staeben	M. Redmond, City Clerk

Absent with regrets: Councillor J. Carey

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

COW20-18 Approval of Agenda

On motion by Councillor V. Granter, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

COW20-19 Approval of Minutes

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 for January. 27, 2020. **MOTION CARRIED.**

COW20-20 Business Arising From Minutes

No items were brought forward.

COW20-21 Proclamations

Mayor Parsons reported he signed the following proclamations:

- 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 to be Lymphedema Awareness Day in the City of Corner Brook

COW20-22 FINANCE AND ADMINISTRATION

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

Tax Receivables

- All property taxes for 2020 were due at the end of February and all business taxes are due at the end of March. Any unpaid taxes are subject to interest.
- In February 2020 there were \$10,616,062 in outstanding balance accounts for taxes.
- Of the \$10,616,062 that was outstanding for February 2020, \$3,955,010 is outstanding balances from the previous year.
- The City will be making stronger collection efforts on outstanding balances, including: water shut offs, tax sales, rental seizures or statements of claims.

Not for Profit and Charitable Organizations Taxation Policy

- After reviewing the Not for Profit and Charitable Organizations Taxation Policy, the committee has agreed that the policy needs to be updated and categories need to be more specific for non-profits.
- The Director is preparing possible options for the committee to review.

Land Management - Request for Proposals

- Requests for Proposals are being issued for two parcels of land owned by the City: one parcel of land is located at the corner of Corporal Pinksen Drive and Grenfell Drive and the other parcel of land is located on the top of lower Hilliard's Road.
- The proposals will be evaluated based on price, the fit with the existing area, the zoning, the potential tax stream, and other factors.

Service Volumes

- January and February were extremely busy months with Treasury staff issuing and collecting 2020 taxes and preparing for the 2019 audit, Human Resources and Payroll staff are processing year end, rate changes and T4s, Customer Service staff are busy responding to "Customer Service" inquiries.

Councillor Granter inquired on what percentage of outstanding taxes are attributed to repeat accounts being outstanding. The Director of Finance and Administration commented that he can provide the breakdown of outstanding accounts.

The report was accepted as presented.

COW20-23 PROTECTIVE SERVICES

The Director of Protective Services presented a report on Protective Services Committee as follows:

Business Continuity Planning

- The City of Corner Brook has an Emergency Response Plan that outlines the City's response to disasters, however it is not outlined how the City will remain operable following an event effects internal staff, such as the ongoing COVID-19 outbreak.
- Staff will be leading the establishment of a written Business Continuity Plan (BCP) which will start with a Business Impact Analysis (BIA) being conducted which will determine what operations are critical and how those operations can be maintained in an event when the resources are challenged.

PSAP Boundary Change

- The PSAP geographic boundary has been moved to eastward to Salmonier Line in order to make the number of calls coming into Corner Brook and St. John's more equal.

Western Regional Fire Training Ground

- The Fire Training Ground Project, as recommended in August 2018 to be used for live fire training purposes for use by Fire Departments west of Springdale, north to St. Anthony and south to Port aux Basques has appeared to have no further progress in regards to funding.

Firefighter Medicals

- Staff along with the IAFF 1222 have implemented a new medical surveillance program for firefighters that will assist in the early detection of disease and encourage maintenance of medical and physical fitness.
- So far, approximately 36 firefighters have participated in the program.

New Fire Truck

- The new Fire Rescue Pumper is built and currently undergoing it's commissioning and fit-up.
- Tyler Parsons, the City's trained NFPA certified Emergency Vehicle Technician will meet the truck and undergo a week of training specific to this design.
- The new Fire Rescue Pumper is expected in Corner Brook by the end of March.
- E-One will be delivering the truck to Corner

A report on the City's response to the pandemic was provided.

There was some further discussion regarding firefighter medicals. The Director reported 36 of 41 employees have availed of the medicals. He stated the medicals are not mandatory but was pleased with the high

percentage of employees who availed of the opportunity. It was confirmed as well that the medical exams are available to the relief firefighters.

The report was accepted as presented.

COW20-24 COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING

Councillor Chaisson presented a report on Community, Engineering, Development and Planning Committee as follows:

Development and Planning

- The Municipal Plan Update in 2020-2021 is still in progress by the planning staff.
- Staff are continuing to work on plans for the Downtown Urban Design Action Plan II (DUDAP).
- An Occupancy Permit issued for the Long Term Care Facility was issued which will allow the building to open on schedule.
- Staff working with contractor on Acute Care Hospital project which is expected to open in 2023.
- Staff are working on implementing a new permit software that will improve the process for both staff and the public.
- Staff are working with contractor on new medical facility on Grenfell Drive and the steel framing are nearly completed.
- The demolition of Brook Street warehouse is complete and staff are currently waiting on report on the building collapse from the consultant.

Engineering

- Staff are finalizing final change orders and payments claims for the Combined Sewer Separation Project.
- The Jubilee Field Clubhouse is close to being back on schedule - contractor is continuing with masonry work and the trusses are expected to be installed shortly.
- Engineering services contract for the Confederation at West Valley Roundabout was awarded to Harbourside Consulting and staff are working on a Prime Consultant Agreement (PCA).
- Work on the 2020 asphalt program is continuing.
- Staff are reviewing latest designs for the Woodman's Culvert project.
- PSAB Redundant Communication Line Project tender will close on March. 24th, 2020.

Tourism and Economic Development

- Staff are working on the implementation of STAR recommendations.
- Staff are working with Board of Trade on Visitor Centre improvements.
- Staff are working with aboriginals artists to potentially bring a large public art project to the City.

- Staff are working on plans for Strategic Economic Development.
- Staff are processing applications for the Facade Appeal Comprehensive Enhancement (FACE) 2020 program.
- Staff are working on the Blade Sign program for 2020.
- Staff are working with a developer on a Corner Brook App.
- Staff are preparing for staffing of the Street Train for the upcoming season.
- Staff are continuing to work with CB Port to improve cruise experience in the City.

Sustainability

- The implementation of Local Climate Action Plan is underway.
- Staff are working on details for the community gardens and compost program.
- Staff are working on application to bring a mountain biking summit to the City.

The report was accepted as presented.

COW20-25 PUBLIC WORKS, WATER & WASTEWATER

Councillor Granter provided an update on activities ongoing in the Public Works Division as follows:

- Snow clearing budget is \$1,878,000 and \$500,000 has been spent to date.
- Public Works Division received 449 inquiries in February 2020. The majority of complaints involved sanding and salting along with snow clearing.
- 130 potholes have been repaired since the beginning of the year.
- Water and Sewer Division responded to 53 inquiries in the month of February. The majority of the requests were dealing with hydrant snow clearing, water shut-offs, water leaks and sewer issues.
- A debriefing on the chlorine leak occurred.
- The Glass Recycling project is proceeding.
- Plans are underway to demolish the former Western Star Building on Star Street.

The report was accepted as presented.

COW20-26 SUMMER 2020 FESTIVAL

Councillor Buckle provided an update on planning for upcoming festivals scheduled for the 2020 year season. Festivals are scheduled for the following dates:

- July 30 to Aug 2nd- ATV Festival
- October 10- Colours of Corner Brook Festival

COW20-27 CIVIC CENTRE OVERSIGHT COMMITTEE

Councillor Staeben reported that the Civic Center Oversight Committee is looking to engage a consultant to conduct a strategic planning session.

COW20-28 DOWNTOWN URBAN DESIGN ACTION COMMITTEE

Deputy Mayor Griffin provided an update on the application is being submitted for downtown improvements.

COW20-29 COMMUNITY PARTNERS

Mayor Parsons reported on the following initiatives being implemented by the Community Partners Committee stakeholders:

Needle Exchange Program

Care Program

Market Rental Study on homelessness

Building Your Future Project is looking at strategies to address youth at risk issues in the area.

Choices- Social Enterprise Project which provides hospitality training for youth

COW20-30 347 O'Connell Dr - Discretionary Use (Hair Dressing, Aesthetics Nail Spa & Massage Therapy)

On motion by Councillor L Chaisson, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** that Council in its Authority approve the application for the proposed use "Hair, Dressing, Aesthetics Nail Spa and Massage Therapy business". **MOTION CARRIED.**

COW20-31 347 O'Connell Dr - Discretionary Use (Hair Salon/Spa)

On motion by Councillor L. Chaisson, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** 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. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:53 P.M.