

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE
MONDAY, 1 MARCH, 2021 AT 5:30 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	

COW21-022 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.**

COW21-023 Approval of Minutes [Committee of the Whole - January 11, 2021]

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to approve the minutes of the Committee of the Whole Meeting on January 11, 2021. **MOTION CARRIED.**

COW21-024 Business Arising From Minutes

There was no business arising.

COW21-025 National Lymphedema Day

Mayor Parsons announced that March 6th, 2021 is declared World Lymphedema Day in the City of Corner Brook.

COW21-025 Heritage Week

Mayor Parsons announced that a proclamation was signed declaring:

- February 15, 2021 Heritage Day; and
- February 15-21 Heritage Week

in the City of Corner Brook.

COW21-026 Protective Services Monthly Activity Report

Councillor J. Carey provided a monthly update from Protective Services Department as follows:

- Municipal Enforcement Officers received a total of 65 calls for bylaw enforcement, taxi regulations, parking enforcement, and animal control;
- Corner Brook Fire Department received a total of 20 calls for service;
- PSAP had a total of 4364 calls.

COW21-027 ATV Report

Councillor J. Carey provided an update on the ATV survey. A summary of responses are outlined below:

- 474 people responded;
- access should increase to more roads and areas;
- there was a lot of positive feedback from both visitors and business owners about the impact on local businesses and access to services;
- many felt access to trails without having to load their vehicles on trailers was a major advantage;
- better enforcement was needed to mitigate unlawful or nuisance riders.

The majority of responses from business owners and residents were positive.

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COW21-028 Public Works, Water and Wastewater Update

Councillor V. Granter presented the following activity report from Public Works and Water and Wastewater Division for the month of February:

- 54 Snow clearing requests,
- 53 snow clearing, 27 salt/sand requests,
- 20 internal alarms,
- 19 water leaks,
- 13 request shut off/on,
- 10 water issues,
- 10 manholes and catch basins
- 8 snow clearing sidewalks and
- salt/sand sidewalks.

COW21-029 Development and Planning Update

Councillor L. Chaisson presented an update from the Development and Planning Committee regarding a number of projects in the City including:

- **IMSP Municipal Plan** – contract was awarded to Upland Planning and Design and project is expected to be complete by March, 2022;
- **CB Acute Care Hospital** – expected to be complete by the end of 2023 and most permits have been issued for the building;
- **Grenfell Drive Medical Centre** – occupancy permit has been issued for the 3rd floor and 40% of the 4th floor. Permits are expected soon for Vogue Optical and Sentrex Pharmacy;
- **Shopper's Drug Mart** – permit issued, however start is delayed;
- **Barry's Seafood Expansion** – permits have been issued for the replacement of three large building. Work is ongoing;
- **New Garage/Bus Depot for Provincial Government** – permits have been issued and work is going, expecting completion in the next couple of months;
- **New Gospel Hall Church** – staff are anticipating a late spring/summer start date;

- **N.A.P.E Building** – project is ongoing and occupancy is expected soon;
- **Walmart** – drawings recently submitted to carry out commercial demo of the Tire Lube Express
- **New Veterinary Clinic** – currently under construction, no other permits have been issued;
- **Taylor Smiles, West Coast Glass and Tech Construction** – all permits have been issued for these projects and construction is ongoing.

COW21-030 Request to Purchase Land - Adjacent to 5 Compagnons Lane

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to approve the execution of the purchase and sale agreement between the City of Corner Brook and owners of 5 Compagnons Lane for City land adjacent to 5 Compagnons Lane. **MOTION CARRIED.**

COW21-031 Capital Projects Report

Deputy Mayor B. Griffin presented an update from the Capital Projects Committee regarding the following projects in the City:

- **Corner Brook Recreation Center:** Five Requests for Qualifications submissions were received and evaluated. As a result three (3) Design Build teams have been selected. Request for Proposal document is expected to be released soon.
- **Steady Brook Water Study:** A funding application has been submitted to complete the study to determine best alternative to supply Steady Brook with water from Corner Brook.
- **Mt. Bernard Sanitary Sewer Study:** A sanitary sewer study is underway and is expected to be completed by mid-March 2021.

COW21-032 Transit Study and System Design

On motion by Deputy Mayor B. Griffin, seconded by Councillor B. Staeben, it is **RESOLVED** to approve the Prime Consultant Agreement (PCA) for consulting services contract for the Transit Study and System Design project by Dillon Consulting Ltd. for the estimated cost of \$40,215.00 (HST included). **MOTION CARRIED.**

COW21-033 Multi-Year Capital Works 2017-2020 Reallocation Amendment

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** to accept the cost-shared funding as outlined in the Municipal Affairs and Environment project approval letter dated February 23, 2021 to complete projects under the 2017-2020 Municipal Infrastructure Agreement Amendment.

It is **FURTHER RESOLVED** to authorize the Mayor and the City Manager to sign the 2017-2020 Municipal Infrastructure Agreement Amendment

with the Department of Municipal Affairs and Environment on behalf of the City of Corner Brook. **MOTION CARRIED.**

COW21-034 Community Services Project Update

Councillor T. Buckle provided an update on the following Community Service projects and their status:

- STAR - Staff are continuing to implement recommendations from the STAR report;
- Trail Development - Staff are applying for project funding and are working with Crown Lands to amend licences to operate to allow for upgrades required with the project;
- Branding - RFP complete and will be released once funding is confirmed;
- Capacity Building - staff are beginning to plan a tourism summit for local stakeholders;
- Board of Trade Partnership - Staff working on formulating an agreement with the Board of Trade on the Visitor Information Center. Staff are also investigating opening pop-up Visitor Information Centre's at different areas of the City;
- Mill Whistler - Staff is working on a potential project for 2021;
- Deer Lake Airport - Staff is working with airport management on a sense of arrival campaign;
- Jigs and Wheels Festival - Staff is working on a modified Jigs and Wheels festival;
- Go Western Partnership – Staff is finalizing details on project with DMO to create digital content for social media and websites;
- Community Gardens project - WEC is looking at finalizing details for a new community garden location in the Brosnan Street area;
- Community Composting - staff is working with WEC on developing a community composting program for 2021.

COW21-035 Recreation Services Update

Councillor T. Buckle provided an update from Recreation Services. The Recreation Department is doing a Corner Brook "Step Into Spring" Walking Challenge and staff is hoping to finalize details on the challenge. He further commented that all team sport and recreational activities have been temporarily suspended due to the pandemic.

COW21-036 Civic Centre Update

Councillor T. Buckle provided an update on the Civic Centre operations regarding COVID-19 and the alert levels. He further advised that during the close down staff are conducting some additional maintenance and cleaning in the facility.

COW21-037 HippoCamp Chair

Councillor Chaisson announced that the Hippocamp Chair was delivered to Blow me Down Trails on February 12, 2021 and is available at request.

COW21-038 Code of Conduct - Council

On motion by Councillor J. Carey, seconded by Councillor L. Chaisson, it is **RESOLVED** to move agenda item (Code of Conduct Policy) to an in-camera Council meeting for consideration. Mayor Parsons, Deputy Mayor Griffin, Councillors Buckle, Staeben, and Granter voted against the motion. **MOTION DEFEATED.**

There was considerable discussion on the Code of Conduct Policy for Mayor & Council. Several suggestions were brought forward in regards to the policy, including having the policy reviewed by the City's solicitor. It was agreed to have Council members submit any further comments, in writing, on the policy to the City Manager by March 5, 2021.

On motion by Councillor V. Granter, seconded by Councillor B. Staeben, is **RESOLVED** to postpone decision on this item until legal review has been conducted taking into consideration comments from council. **MOTION CARRIED.**

COW21-039 Municipal General Election

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** pursuant to section 54(2) of the Municipal Elections Act to authorize a vote by mail process for the municipal general election while maintaining in-person, proxy and advance polling options. **MOTION CARRIED.**

COW21-040 Wellington Soccer Pitch - Naming

On motion by Councillor T. Buckle, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to name the Soccer Pitch at Wellington Complex in honour of Doug Sweetapple. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 7:58 p.m.

City Clerk

Mayor