

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE
MONDAY, 23 NOVEMBER, 2020 AT 7:00 PM**

PRESENT:

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

Absent with regrets: Councillor J. Carey, D. Burden, Director of Public Works, Water and Waste Water Services

CALL MEETING TO ORDER: The meeting was called to order at 7:00 p.m.

COW20-061 Approval of Agenda

On motion by Councillor V. Granter, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the agenda as circulated with the following addition:

1. Civic Center and Recreation Division Update. **MOTION CARRIED.**

COW20-062 Approval of Minutes - Committee of the Whole Meeting - October 26, 2020

On motion by Councillor B. Staeben, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of October 26, 2020 as presented. **MOTION CARRIED.**

COW20-063 Business Arising From Minutes

No items were brought forward.

COW20-064 Proclamations

Mayor Parsons announced that a proclamation was signed declaring **November 20, 2020** as **NATIONAL CHILD DAY** in the City of Corner Brook.

COW20-065 Provincial Department Realignment

Councillor T. Buckle reported that the Provincial Government has realigned some departments. Under the revised structure the Fire Department will report to Fire and Emergency Services and NL911 will report to the Department of Justice and Public Safety.

COW20-066 Protective Services Statistic - October 2020

Councillor T. Buckle presented the Protective Services statistics for the month of October 2020.

- Municipal Enforcement Officers responded to 66 calls for service in response to a variety of bylaw and animal control issues. Additionally, 169 parking related violations were issued for various infractions.
- The Corner Brook Fire Department received 30 calls for service. The Fire Prevention Inspector conducted a number of inspections, as well as conducted a fire drill and overseen fire prevention week activities.
- The Corner Brook PSAP received 4572 calls in October.

COW20-067

Winter Parking Ban

Councillor T. Buckle reported that the overnight winter parking ban will commence December 1, 2020 and will be in effect until May 1, 2020.

COW20-068

Public Works, Water & Wastewater Update

Councillor V. Granter presented an update from the Department of Public Works, Water and Wastewater regarding the guidelines for winter maintenance in the City as follows:

- road conditions and weather forecast are being monitored by staff 24 hours a day;
- the City's first priority is keeping major roads clear of snow and ice;
- prior to a winter storm, salt trucks will begin de-icing main roads and then continue with the remainder of the street indicated by priority routes;
- snow accumulation beyond 3-5cm will be removed using de-icing salt sand mix;

COW20-069

Development & Planning Committee Update

Councillor L. Chaisson presented an update from Development and Planning regarding several projects:

- **Shoppers Drug Mart** - major renovations have been completed to the Millbrook Mall location;
- **Municipal Plan Update** - An RFP is being reviewed and will be issued by the end of November. The project is expected to be completed by the end of 2022;
- **CB Acute Care Hospital** - project is well underway and is set to be completed by end of 2023. The project has obtained multiple permits over the past year totaling over \$100 million to date;
- **Grenfell Drive Medical Center (Dr. Justin French)** - projecting is on schedule and interior work has commenced. Once complete it will be the first private eye care clinic of its type in the province and will perform surgical procedures outside of a hospital setting;
- **Orthodontist Building (Dr. Bill Taylor)** - permit was issued June 10, 2020 and the project is on schedule with foundation installed and exterior walls/steel framing being erected. It is anticipated that the

building will be enclosed before any heavy snow accumulation. The completion date is set for summer 2021.

COW20-070 Baker's Brook Quarry Expansion

Councillor L. Chaisson reported that the City of Corner Brook received an application for a 14.1 ha (hectares) expansion of the Baker's Brook Quarry in Wild Cove. The expansion proposal was referred to multiple agencies within the Provincial Government as well as the City of Corner Brook and the Town of Hughes Brook. Based on concerns brought forth by Hughes Brook, the Department of Municipal Affairs and Environment requested that the applicant submit an Environment Protection Plan in order to mitigate measures to address concerns - which has since been approved. City staff is satisfied that all issues were addressed and recommended approving the application for quarry expansion as a permitted use within the Mineral Working Zone. It was agreed to process the application unless any further issues were raised.

COW20-071 Community, Engineering, Development & Planning Update

- Councillor T. Buckle provided an update from Community, Engineering, Development and Planning Division as follows:
- **Corner Brook Sign** - shipping has been significantly delayed and staff are planning for a spring install. The company has provided a complimentary banner for the reverse parade and for other City events;
- **STAR** – planning ongoing
- **GeoPark** - staff will be attending a board meeting on December 1st to get an update on geological survey;
- **Trails** - meeting set for November 26th to discuss the suggested trail improvements provided by Bill Goulding and to develop a plan to undertake trail improvement projects;
- **Branding** - staff are working on a Branding and Marketing project RFP to be released in the coming weeks;
- **Partners** - staff recently met with ACOA-TCAR to discuss remaining funding for the projects and remaining action items. Staff will be hosting a meeting of the Advisory Committee in December to discuss progress on STAR, action items, as well as Branding and Marketing updates. Staff will also be hosting a Regional Summit in January to update regional partners on all projects including STAR and the Regional Recreation Centre;
- **Tract Consulting** – a meeting took place with Tract Consulting on November 18th to discuss STAR and to complete the midway report for project;
- **Mill Whistler** - the City has been nominated by the Department of Tourism Culture, Arts and Recreation for an award through the Economic Development Association of NL.

- **Public Art** - staff are developing an RFP for a large scale art piece as part of DUDAP. The artwork will be situated on the Great Trail at Griffin Drive.
- **Waste Management** - staff are leading a research project regarding the possibility of improving the yard Fall Leaf collection program. Data was collected during the Fall yard Waste Collection period (November 16-20);
- **Transit Study and System Design** - project is underway and consultant is setting up stakeholder engagement sessions and gathering data for the project. Staff are aiming to complete project by the end of January but expect some delays. The 4 main components to the study are:
 - Public/Stakeholder Engagement
 - Review on Existing Service and current policies
 - Review "On-Demand" service models to determine if such a model is appropriate for Corner Brook
 - Develop a Service Plan including an implementation plan

COW20-072 Reverse Parade Update

Councillor T. Buckle presented details on the Reverse Christmas Parade. He advised that the Parade will be occurring on December 12th from 5:00-9:00 p.m. but will be extended if there is traffic congestion. There will be 25 Story Boards displayed throughout the street and each story board will be adopted by local organizations. Volunteers will be required to wear a mask and maintain social distancing. A banner has been ordered with a special message which will be displayed at the start of the parade. The Mill Whistler Road Train will be will be decorated and will be set up at the Majestic Lawn, the White House Lawn and the City Square will also be decorated. The Fire Department and the RNC will have displays. Security will be set up on the streets and Public Works will be controlling the traffic and Search and Rescue will be in place.

COW20-073 Accounts Receivable Update

Councillor B. Staeben presented an update on taxes receivables. He advised that the City has been actively working to collect accounts that are outstanding in both business and property tax.

At the end of October, outstanding taxes owing totalled \$3,567,280 which represented 1,329 accounts; 226 of which were for business tax totaling \$633,674. Residents and businesses with outstanding taxes are encouraged to make arrangements to have their accounts paid in full or arrange to have a payment plan set. The failure to address any outstanding balances will result in the City taking further collection efforts including water shutoffs, rental seizures, tax sales, statement of claims or other legal action.

COW20-074 Budget 2021

Councillor B. Staeben advised that Council and staff have been working over the past few months to develop a plan for 2021 that meets the financial and operational needs of the City, while recognizing the fiscal capacity of our residents and business. The City of Corner Brook's annual budget will be presented at the public meeting on December 7, 2020.

COW20-075 City Hall Hours Open to Public

Councillor B. Staeben advised that, effective November 23, 2020 City Hall will be open to the public between the hours of 9:30 AM to 4:00 PM. The public will only be allowed access through the Civic Square entrance and are required to follow all guidance from the Provincial Chief Medical Officer and all posted signage. Members of the public who attend City Hall will have to register at the Customer Service Desk upon entry and provide contact information for contact tracing purposes.

COW20-076 Capital Projects

Deputy Mayor B. Griffin presented an update from the Capital Project Committee regarding various capital projects being undertaken in the City as follows:

- **Asphalt Paving Program** - program is complete for 2020;
- **Woodman's Culvert Replacement** - project is almost complete with only final cleanup to be completed in the spring of 2021 (hydro seed, etc.);
- **Jubilee Clubhouse** - project is almost complete with landscaping work and building access nearing completion;
- **Corner Brook Regional Recreation Centre** - the request for qualifications (RFQ) document for Design Build Teams is in the final stages of editing and is released and will close on Friday, December 12th. Once qualification documents are reviewed and scored, the steering committee will narrow the field to 3 or 4 proponents to submit proposals for the upcoming Design Build RFP. The project is currently on schedule;
- **Future Capital Projects** - engineering staff successfully submitted the Council approved project list to the Investing in Canada Infrastructure Program (ICIP) before the deadline however there has been no official word on Multi Year Capital (MYC) Project funding from the province. Once funding is announced, staff will begin to move forward.

COW20-077 Youth Advisory Committee Update

Councillor L. Chaisson presented an update from the Youth Advisory Committee as follows:

- the Committee designated Mira Buckle as Committee Co-Chair;
- the Committee has launched a new web page which is posted on the City's Website;

- the Committee is currently recruiting new members. The application to apply can be found on the committee's web page. The deadline for applications is December 18th. The committee will be reviewing applications when they meet next on January 5th, 2021;
- some prospective projects have been put on hold due to COVID-19. Committee members hope to be able to proceed with those projects once it is safe to do so;
- the committee is finalizing indoor placements for the "Signs of Positivity" and is hoping to signs erected before Christmas;
- the committee was approached by Zach Goudie from CBC to do an interview and are hoping to schedule that in the coming weeks;
- the committee is planning an event "12 Days of Kindness" to challenge residents using "#CBKindness" and promote kindness in the community;
- the committee is preparing a grant application for a project focused on the environment and climate action in 2021.

COW20-078 Corner Brook Civic Centre & Recreation Department

Councillor T. Buckle presented an update on the operations of the Civic Centre and Recreation Department.

COW20-079 In Camera Items (If Required)

No items were brought forward.

ADJOURNMENT: The meeting adjourned at 8:00 p.m.

City Clerk

Mayor