

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 26 OCTOBER, 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	

COW20-032 Approval of Agenda

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

COW20-033 Approval of Minutes - Committee of the Whole (March 16)

On motion by Councillor B. Staeben, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting held on March 16, 2020. **MOTION CARRIED.**

COW20-034 Business Arising From Minutes

No items were brought forward.

COW20-035 Proclamations

Mayor Parsons announced that the following proclamations were declared:

- October 24, 2020 -World Polio Day;
- October as Children's Vision Month.

COW20-036 Protective Services Statistics for Month of September 2020 Update

Councillor J. Carey presented the monthly activity report for Protective Services for the month of September as follows: :

- Municipal Enforcement Officers received 80 calls for service;
- Corner Brook Fire Department received 29 calls for service;
- Corner Brook PSAP received 4736 calls for service;

COW20-037 Labour Agreement with IAFF 1222

Councillor J. Carey reported that an agreement has been reached between the City of Corner Brook and the IAFF Local 1222. The new agreement will be a four-year agreement that includes the following provisions:

- 9% wage increase over 4 years;
- increased sick leave bank maximum for employees hired after January 2001;
- Increased annual leave for employees with 14 years or more of service;
- increase in meal vouchers, standby pay;
- agreement to review and develop new promotional roster system;
- ridding of the pager system;
- general modifications and clarifications.

COW20-038 Fire Training Facility

Councillor J. Carey presented the following update from Protective Services Division on the New Training Facility for the Corner Brook Fire Department:

- groundwork to stabilize the structure is in progress,
- engineering design work is almost complete,
- seven containers are being transported to the site;
- the welding contractor is ready to start the steelwork and welding of the structure

COW20-039 Old Fire Truck Disposal

The Director of Protective Services reported that the 1998 Fire Rescue Truck - Unit 811, is being sold to the Harry's Harbour Volunteer Fire Department.

COW20-040 Parking Enforcement during COVID

Councillor J. Carey presented an update on parking enforcement during COVID-19. He stated the Municipal Enforcement Division resumed fully enforcing parking regulations in May. Since then some business owners have requested relaxing parking enforcement. The owners are concerned that delivery drivers will be ticketed. The Director of Protective Services advised that staff is aware of the business concerns and will use discretion in issuing tickets.

COW20-041 ATV Trail - Notice

Councillor J. Cary reminded residents that the ATV designated route will close on October 31. Operation of an ATV on the route after this date could result in traffic violations being issued.

He further commented that ongoing review of the Regulations will continue and encouraged residents to submit comments on any proposed changes to the regulations.

COW20-042 Public Works Report

Councillor V. Granter presented the following update from the Department of Public Works, Water and Wastewater on snow clearing and property markers:

- property markers are permitted to be plastic or wooden, steel markers are not permitted;
- the City does not accept responsibility for markers that are knocked down during snow clearing;
- residents are encouraged to install property markers, especially if they have incurred lawn damage in the past;
- residents requiring assistance erecting property markers are asked to call 637-1666 and City crew will assist as resources allow.

COW20-043 Water and Wastewater Summary

Councillor V. Granter presented a report on the summary of repairs, recoverables and complaints the Water and Wastewater Department has addressed to date in 2020. In total, there were 84 repairs, 121 recoverable services and 350 complaints.

COW20-044 Water Treatment Plant Summary

Councillor V. Granter presented the monthly activity report for the Corner Brook Water Treatment Plant for September month. The average daily usage was 21 million litres per day at a cost of approximately \$98.44 per million litres treated.

COW20-045 Asphalt Patching

Councillor V. Granter presented the report from the Department of Public Works, Water and Wastewater on the asphalt patching program for 2020:

- approximately 80 water and wastewater cuts have been repaired;
- there are approximately 35 cuts outstanding and require repair;
- repairs will continue until early November;
- water and wastewater cut repairs after early November will be carried out using the City's asphalt reclaimer and hot box

COW20-046 Development & Planning Update

Councillor L. Chaisson presented the following report from the Development and Planning Committee regarding project updates:

- **Qalipu Healing Circle** - this project is in progress and expected to be complete November 30, 2020;
- **CB Acute Care Hospital** - project is well underway and expected to be complete at the end of 2023. Some delays are expected due to staffing issues due to COVID restrictions;
- **Grenfell Drive Medical Centre** - project is in progress and expected to be completed in the Spring of 2021.

- **New Permit Program** - Software installation is in progress and training dates are set for November and December. The IT Department is working to move the project forward;
- **New Municipal Plan** - review is still ongoing, RFP will be sent out by end of November and expected to be completed at the end of 2022.
- **Orthodontist Building** - project is underway with foundation installed and exterior walls/steel framing being erected. This project is expected to be completed in the summer of 2021.

COW20-047 Map and Text Amendments to Municipal Plan and Development Regulations

On motion by Councillor V. Granter, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to initiate public consultation for Municipal Plan and Development Regulation amendment MP/DR 20-01 as proposed.
MOTION CARRIED.

COW20-048 Community Services Division

Councillor T. Buckle presented the following report from Community Services regarding project updates:

- **Corner Brook Sign** - shipping has been delayed. It is anticipated the new "Corner Brook" sign will be installed in the Spring 2021;
- **Star** - staff will be attending board meeting in November to get update on progress of geological survey for the geopark. Staff are also working on a branding RFP to be released later this fall
- **Trail Development:** Staff is hoping to secure funding for trail development in the summer 2021 and are working with trail designer, builder, local stakeholders and funding partners to determine how to proceed
- **Event Planning:** Staff is coordinating a reverse Christmas Parade for December 2020 and is carrying out planning for a Jigs and Wheels Festival and Colours of Corner Brook festivals in 2021,
- **Tourism NL Website and Promotional Material** - staff have updated content on the City's website and is working with Western DMO to identify gaps on social media platforms with the goal of improving the City's profile on social media
- **Map Boards** - staff are developing map boards to be placed in strategic areas to highlight the tourist features of the city
- **City Hall piano** - painting of the city hall piano was completed this summer and staff are hoping to place the piano in the square next summer for public use (subject to:COVID regulations)
- **Visitor Information Centre (VIC)** - staff are working with Board of Trade to improve services
- **Mill Whistler** - staff are developing plans to have the train operational next year and are hoping to include in the Christmas reverse parade

- **DUDAP I** - staff are working cooperatively to develop a plan to complete phase I of the project. The main focus is concentrating on visitor experience downtown
- **Public Art** - staff are continuing to work with local artists to help revitalize downtown and are developing an RFP for a larger scale art piece under DUDAP
- **Cruise Committee** - meetings for the cruise committee are currently on hold due to COVID
- **Community Gardens** - project was a success for 2020 and staff are working with Western Environment Centre (WEC) to develop a neighborhood composting program as part of the sites and are hoping to expand the program to a site in Curling in 2021
- **The Great Trail** - staff are working on an application under the Federal COVID Relief Fund to complete upgrades to the trail in the west end of the city
- **Hospital Trail** - staff are working with West Coast Cycling Association (WCCA) to develop a trail connection from Grenfell Campus to the new hospital
- **Urban Forestry** -staff are working with Canadian Forestry Services (CFS) to develop a partnership to better manage the urban forest. Staff are also processing request to have trees trimmed or removed by the city
- **Partners for Climate Protection** - staff has resumed quarterly meetings. Project initiatives are being reviewed and updated
- **Grenfell Environmental Policy Institute (EPI) Lab** - staff are working with EPI to study and report on several topics including invasive plant species and alternate transit models
- **Waste Management** - staff are leading a research project regarding improving the Yard Waste (Fall Leaf Collection) program

COW20-049 Assessment Review Commissioner

Councillor B. Staeben commented that the City issued an expression of interest for the position of Assessment Review Commissioner for 2021. The posting will close on October 30, 2020. A recommendation for the position will be brought forward to the next public meeting.

COW20-050 Business Tax Relief Program Update

Councillor B. Staeben presented an update on the Business Tax Relief Program. He reported the City will continue to accept applications for tax relief until December 31, 2020. To date 98 of the 285 eligible businesses have applied and the total credit is \$49, 129.48.

COW20-051 Accounts Receivable Update

Councillor B. Staeben presented an update on the tax receivable. He commented the City is working to collect outstanding business and property tax. In total 1543 businesses have outstanding taxes owing to the City totalling \$4,307,987.

COW20-052 Financial Review and Budget 2021 Preparation

Councillor B. Staeben presented a financial overview and update on Budget 2021 preparation. He stated with the hardships of COVID-19 revenue decreased and operational costs increased. Initially, a \$1.0m deficit was anticipated for 2020; however, staff and Council developed a plan to reduce expenditures for the remainder of the year which has alleviated some of the anticipated shortfall. Budget review for 2021 is in progress, however, the process will be challenging due to unknowns with the ongoing pandemic.

COW20-053 Capital Project Updates

Deputy Mayor B. Griffin provided the following update on Capital Projects from the Department of Community, Engineering, Development and Planning:

- Asphalt Paving Program - street paving is complete and patching should be complete in the coming weeks;
- Retaining wall at 38 Gibbons Avenue is complete;
- Gale and Cochrane Street Waterline Replacement project is complete. Staff is waiting on submission of the final claim;
- Woodman's Culvert Replacement project is almost complete. Paving is planned for the upcoming week. Final cleanup of the area will be completed in the spring of 2021;
- Jubilee Field Clubhouse project is almost complete with minor hardware installation remaining. Once complete, keys will be handed over to Corner Brook Baseball Association. Landscaping work will be completed in the fall 2021;
- 911 Redundant Line - project is complete;
- West Valley/Confederation Drive Round-A-Bout - a new schedule was recently submitted by the contractor and construction is scheduled for spring 2021;
- City Hall Window Sills - the consultant is preparing quotations to complete repairs to the window sills in the loading bay area.

COW20-054 Youth Advisory Committee Report

Councillor L. Chaisson provided a summary of activities planned by the Youth Advisory Committee:

- The Committee is issuing a call for new members as they currently have several vacant seats;
- Representatives from the YMCA met with the Youth Advisory Committee and discussed a new initiative be coordinated by their organization. The Y is hoping YAC members can provide input;
- The committee is looking at other projects around the community including volunteering with the residents at Xavier House, placing "Signs of Positivity" in indoor public spaces and coordinating other volunteer services or food drives.

COW20-055 Accessibility and Inclusiveness Committee Report

Councillor L. Chaisson presented the following update from the Accessibility and Inclusiveness Committee Meeting:

- Committee members felt downtown accessibility needs to be investigated and improved;
- Committee requested input into the transit study as it relates to accessible busing and possibly after hours busing;
- Committee members commented on the need for accessible traffic light crossing indicators, especially at main intersections;
- The Committee requested a working meeting with development and planning staff to review accessibility concerns and reinforce the importance of seeking input from the committee.
- the committee recommended reviewing accessible parking legislation

COW20-056 Owner's Advisor for Corner Brook Regional Recreation Centre - Execution of Prime Consultant Agreement (PCA)

On motion by Councillor B. Staeben, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the PCA for Owner's Advisor Services related to the development of the Corner Brook Regional Recreation Centre with SNC Lavalin and DSRA Architects for the estimated cost of \$524,524.78 (HST included). **MOTION CARRIED.**

COW20-057 Transit Study and System Design

On motion by Councillor T. Buckle, seconded by Councillor B. Staeben, it is **RESOLVED** to award the consulting services contract for the Transit Study and System Design project to Dillon Consulting for the estimated cost of \$40,215.50 (HST included). **MOTION CARRIED.**

COW20-058 Jubilee Field Baseball Building - Change Order 7

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** to approve contract Change Order No. 7 between the Owner (City of Corner Brook) and Contractor (Brook Construction) for the Jubilee Field Baseball Building for an increase in Contract price of \$61,221.40 (HST included). **MOTION CARRIED.**

COW20-059 City Manager's Report

The City Manager advised of recent change orders and amendments approved through the Delegation of Authority:

- Change Order No.1 - Repairs of Concrete Sills at City Hall Phase 1- \$10,079.75;
- Amendment No.3 - Jubilee Field Baseball Building - \$1,717.79.

COW20-060 In Camera Items (if required)

No items were brought forward.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

City Clerk

Mayor