



## CITY OF CORNER BROOK

**Dear Sir\Madam:**

I have been directed by His Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **November 23, 2020** at **7:00 P.M. Council Chambers, City Hall.**

**Due to COVID-19 there will be no public access to City Hall.** Meeting will be live streamed on the City's Facebook page.

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CITY CLERK

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**1 CALL MEETING TO ORDER**

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**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 IAFFF Local 12222. 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.

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City Clerk

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Mayor

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Proclamations</b>	
<b>Report Information</b>	
<b>Department: City Manager</b>	<b>Attachments: Proclamations</b>
<b>Prepared By: Jessica Smith</b>	<b>Council Meeting Date: November 23, 2020</b>

**Topic: *Proclamations/Events***

**Background:** The City of Corner Brook would like to recognize the following proclamations and events:

- **NOVEMBER 20, 2020** is declared to be **NATIONAL CHILD DAY** in the City of Corner Brook.

<b>Prepared by: Jessica Smith, Legislative Assistant</b>
<b>Supervisor:</b> Marina Redmond, City Clerk
<b>City Manager:</b> Rodney Cumby
<b>Date:</b> November 20, 2020





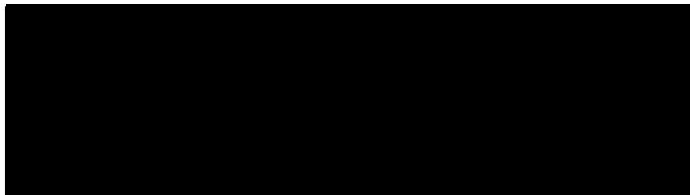
**National Child Day Mayoral Proclamation**

**WHEREAS** November 20, 2020 is recognized in Canada as National Child Day and internationally as World Children’s Day to commemorate the anniversary of the Convention on the Rights of the Children. It is a special day to celebrate the rights of children everywhere, to help them live happy, healthy lives so that each child may reach their full potential.

**WHEREAS** The City of Corner Brook would like to celebrate all children and their abilities while continuing to bring awareness of the rights of children in our community and abroad.

**WHEREAS** National Child Day focuses on celebrating and recognizing the importance of shaping happy, healthy children as communities like ours are largely reliant on their positive development.

**THEREFORE** I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim November 20th, as National Child Day, and urge my fellow citizens to recognize the privilege of helping children learn and prepare for the future as they will be the leaders of tomorrow.



Mayor Jim Parsons  
City of Corner Brook



	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter:</b> Provincial Department Realignment	
<b>Report Information</b>	
<b>Department:</b> Protective Services	<b>Report No:</b>
<b>Presented By:</b> Todd Flynn, Director	<b>Attachments:</b>
	<b>GPC Meeting Date: November 23<sup>rd</sup>, 2020</b>

**Topic:** Realignment of Provincial Departments

**Background:** The Corner Brook City Council operates a career fire department for the City and a Public Service Answering Point that reported up to the Fire & Emergency Services and NL911 respectively, under the provincial Department of Municipal Affairs & Environment.

Due to recent realignment of provincial government departments, we now report up to Fire and Emergency Services and NL911 under the Department of Justice and Public Safety, Honourable Minister Steve Crocker.

**Issue:** New governance structure.

**Options:** N/A

**Legal Review:** N/A


**Governance Implications:** N/A

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

<b>Prepared by:</b> Todd Flynn
<b>Director:</b> Todd Flynn
<b>City Clerk:</b> Marina Redmond
<b>Date:</b> November 18, 2020
<b>City Manager:</b> Rodney Cumby
<b>Date:</b>

**Additional Comments by City Manager:**

 <p>The logo for the City of Corner Brook features a stylized sun with rays in yellow and orange, positioned above a green leaf-like shape. Below this, there are blue wavy lines representing water. The text "CORNERBROOK" is written in a blue, serif font across the bottom of the logo.</p>	<p><b>City of Corner Brook Information Report (IR)</b></p>
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	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter:</b> Protective Services Statistics for month of October 2020	
<b>Report Information</b>	
<b>Department:</b> Protective Services	<b>Report No:</b>
<b>Presented By:</b> Todd Flynn, Director	<b>Attachments:</b>
	<b>GPC Meeting Date: November 23, 2020</b>

**Topic:** Protective Service report for month of October.

**Background:** On a monthly basis Protective Services compiles its statistics to report them out to council and residents.

**Objective:** To inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

**1. Our Municipal Enforcement Officers received 66 calls for services as follows:**

○ **By-law Enforcement:**

- 6 - Untidy property;
- 2 - Uncovered garbage; 1 Without Covering 1 With Covering;
- Various other routine complaints.

○ **Taxi Regulation:**

- 3 - Taxi Driver Permits ;
- 5 - Taxi Vehicle Permits.

○ **Animal Control:**

15 Calls for Service were received that included:

- 6 - Roaming Animals;
- 6 - Injured/Dead Animals;
- 1 - Violations issued.

○ **Parking Enforcement:**



**City of Corner Brook  
Information Report (IR)**

169 Parking related violations were issued that included:


- 141 - Expired Meters;
- 4 - Parked on Sidewalk ;
- 3 - Accessible Parking (Handicapped Permit);
- Various other parking violations (Loading Zone, Wrong Direction, Unattended Vehicle, etc.).

**2. The Corner Brook Fire Department received 30 calls for service that included:**

- 1 – residential structural fire;
- 1 – chimney fire;
- 1 - commercial electrical fire;
- 1 – vehicle fire;
- 4 - commercial fire alarms;
- 3 – residential smoke alarms;
- 2 – residential carbon monoxide alarms;
- 8 – traffic collisions: 4 of which incurred injuries;
- 3 – garbage fires;
- 2 – brush fires;
- 2 – persons trapped in elevator;
- 2 - non-emergency

**The Fire Prevention Inspector conducted:**

- 13 – commercial re-inspections;
- 5 – new commercial inspections;
- 1 - occupant capacity inspection;

	<p><b>City of Corner Brook Information Report (IR)</b></p>
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- 1 – fire drill;
- 2 – home oxygen inspections;
- Managed Fire Prevention Week activities.

**3. The total volume of calls received by the Corner Brook PSAP for October was 4572. The calls are broken out as follows:**


- Police – 899
- Ambulance – 1213
- Fire – 151
- Any Other (please specify)
  - Northern 911 – 2
  - Poison Control – 1
  - Crisis – 3
  - NL Power /Hydro - 1
  - Parks – 1
  - RoCP - 2
- Non-Transferred – 2299

**Governance Implications:** N/A

**Budget/Financial Implications:** N/A

**Environmental Implications:** N/A

<p><b>Prepared by:</b> Todd Flynn</p>
<p><b>Director:</b> Todd Flynn</p>
<p><b>City Clerk:</b> Marina Redmond</p>

	<p style="text-align: center;"><b>City of Corner Brook Information Report (IR)</b></p>
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<p><b>Date:</b> November 18, 2020</p>
<p><b>City Manager:</b> Rodney Cumby</p>
<p><b>Date:</b></p>

**Additional Comments by City Manager:**

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Snow Clearing 2020</b>	
<b>Report Information</b>	
<b>Department: Public Works, Water, And Wastewater</b>	<b>Attachments:</b>
<b>Presented By: Donald Burden</b>	<b>Council Meeting Date: November 23, 2020</b>

### Topic: Snow Clearing 2020

#### Background:

Since 1944, Corner Brook received an average of 13 feet of snow per season, however increasing to 16 feet over the past 5 years. The City's budget to remove this snow from streets, sidewalks, and City parking lots is approximately \$2 million per year.

The City uses approximately 4000 ton of salt and 3000 ton of sand each year deicing City streets and sidewalks.

So, how do we do it? The information below is our guide to how we keep everyone happy! Just a reminder this is a guide and we constantly strive to do better, however, conditions can change quickly.

#### Road Service Standard:

- **24 hour** staff monitoring of road conditions and weather forecast.
- The City's first priority is keeping major roads clear of snow and ice.
- **Prior to a storm** – when snow begins to fall, salt trucks begin de-icing main roads and then continue throughout City streets as indicated by priority routes.
- Snow accumulation beyond a depth of **3-5 cm** shall be removed through use of de-icing salt sand mix.

#### PRIORITY #1 ROADS

- Include major roads, school zones, hospital areas and routes to facilitate ambulance access to hospital.
- Shall be plowed after **8-10 + cm** of snow has fallen and plowed continuously until the end of the snow event.



- Shall normally be plowed within **6 hours after 8-10 + cm** of snow has accumulated.
- Shall normally be maintained to bare pavement over full pavement width pending asphalt temperature.

#### PRIORITY #2 ROADS

- Include bus routes, collector roads.
- Shall be plowed between **14 and 16 hours** after the end of the weather event.
- Shall normally be plowed within **12 hours after 8-10 + cm** of snow has accumulated.
- Shall normally be maintained to bare pavement over full pavement width pending asphalt temperature.

#### PRIORITY #3 ROADS

- Includes residential streets, cul-de-sacs, small roads, City owned parking lots.
- Shall be plowed **24 hours** after the end of the snow event.
- Shall normally be plowed within **24 hours after 8-10 + cm** of snow has accumulated.
- Shall normally be maintained to compact snow at times, bare pavement when temperature 0 + degrees or higher.

#### **Sidewalk Service Standard:**

#### PRIORITY #1 SIDEWALK

- Shall normally be plowed within **12 hours after 8-10 + cm** of accumulation.
- Shall normally be maintained to bare pavement pending sidewalk temperature.

#### PRIORITY #2 SIDEWALK

- Sidewalks on major roads, bus runs, schools bus stops and hospital areas.
- Shall normally be plowed within **24 hours after 8-10 + cm** of accumulation.
- Shall normally be maintained to snow pack- bare surface pending sidewalk temperature.

#### PRIORITY #3 SIDEWALK

- Sidewalks on residential roads and connector roads.
- Shall normally be plowed within **48 hours after 8-10 + cm** of accumulation.



- Shall normally be maintained to snow pack- bare surface pending surface temperature.

**Routes:**


- 7 main routes
- Small road route
- City parking areas
- Each route covered by 1 or 2 plows depending on size and complexity
- Contractors engaged at times to reduce clearing time
- 12 hours to complete each route
- **Primary streets may have to be plowed more frequently, extending time to complete secondary and residential roads**

**Equipment:**

- 8 leased loaders
- 2 City owned loaders (one dedicated to salt shed for loading sand and salt)
- 6 sand/salt trucks (1 tandem, 2 - 5 tons, 3 - 1 tons)
- 2 sidewalk blowers
- 3 large snow blowers
  - Used when weather allows and are utilized for widening streets and intersections
  - Start on main roads and school zones then move to side streets
  - Depending on conditions, 5 rounds of snow blowing for entire City
  - Snow clearing loaders required to remove wing and blade to install heavy duty snow blower attachment
- Loader mounted snow baskets for street widening and downtown clean up

**Public Education:**

- No overnight parking from December 1 to April 15 from 12am to 8am
- Ensure all structures and vehicles are minimum 20 feet from the road center line
- Snow marker safety, only plastic or wooden, NO STEEL

	<p><b>City of Corner Brook Information Report (IR)</b></p>
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- Don't push snow into the street
- Clear your sidewalk
- Keep fire hydrant areas clear
- Watch out for snow clearing equipment, keep back at least 15 meters
- Keep family safe, no tunnels or snow forts near City streets or snow removal areas
- City of Corner Brook website, Frequently Asked Questions - Snow Clearing

**Objective:**

To provide the residents of Corner Brook with safe, effective, and efficient snow clearing services.

**Governance Implications:**

**Budget/Financial Implications:** The 2020 annual budget for snow clearing is \$1.9 million.

<b>Prepared by:</b> Donald Burden
<b>Director:</b> Donald Burden
<b>City Manager:</b> Rodney Cumby
<b>Date:</b> November 17, 2020

**Additional Comments by City Manager:**

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<b>Subject Matter: Development and Planning Committee Updates</b>	
<b>Report Information</b>	
<b>Department: CEDP</b>	<b>Report No: 2020-02</b>
<b>Presented By: Darren Charters</b>	<b>Attachments:</b>
	<b>Meeting Date: 2020-11-19</b>

**Topic:** This report is intended to serve as an update to Council and the public regarding the various Development and Planning Projects. The current project updates are as follows:

**Shoppers Drug Mart** – Major Renovation to the existing location in the Millbrook Mall.

**Municipal Plan Update:** The RFP is now in the file review stages and will be issued by the end of November. The project is expected to be complete by end of 2022.

**CB Acute Care Hospital:**

Project is well underway with a completion date currently set for the end of 2023. This project has well underway and have obtained multiple permits over the past year totaling over \$100 million to date.

**Grenfell Drive Medical Center – Dr. Justin French:**

This project is progressing on schedule, interior work has commenced. First eye care clinic of its type in Newfoundland, this clinic will perform surgical procedures outside of a hospital setting.

**New Orthodontist Building – Dr. Bill Taylor**

Project Underway  
Permit Date – June 10, 2020  
Completion Date – Summer 2021

This project is progressing on schedule, foundation installed and exterior walls/steel framing being erected. The contractor is hopeful that the building will be enclosed before snow.

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**Development Statistics:**

168 Compliance Letters Issued

68 Development Applications – these application types include; subdivision/consolidation of land, site development, new businesses, home based businesses, variances, etc. (Many applications are submitted as joint building permit and development permits which are not included in the total above)

300 + Site Visits/Inspections Completed

<b>Prepared by: D. Charters</b>
<b>Director: D. Charters</b>
<b>City Manager:</b> Rodney Cumby
<b>Date: 2020-11-18</b>

**Additional Comments by City Manager:**

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Baker's Brook Quarry Expansion</b>	
<b>Report Information</b>	
<b>Department: CEDP</b>	<b>Attachments: Attachments: Environmental Assessment Report, Environmental Protection Plan, Letter from Town of Hughes Brook, Letters from the Minister of Municipal Affairs and Environment, Copy of the application</b>
<b>Presented By: James King</b>	<b>Council Meeting Date: Nov. 23, 2020</b>

**Topic:** Baker's Brook Quarry Expansion

**Background:** The City of Corner Brook received an environmental assessment registration document as well as a development application for the expansion of an existing quarry (Baker's Brook Quarry, Wild Cove) which is located in a Mineral Working Zone within City of Corner Brook boundaries and is in close proximity of the Town of Hughes Brook. It should be noted that the quarry is a permitted use within the Mineral Working Zone. This quarry has been in operation for a number of years and it is now proposed to expand the site by approximately 14.1 Ha.

The quarry expansions proposed was referred to multiple agencies with the Provincial Government as well as the City of Corner Brook and the Town of Hughes Brook. The Town of Hughes Brook compiled a list of concerns and provided these comments back to the Department of Municipal Affairs and Environment. Based upon these concerns, the Department of Municipal Affairs and Environment requested that the applicant submit an Environment Protection Plan. The goal of this plan was to provide mitigation measures to address the concerns raised through the referral process.

The Environmental Protection Plan outlined specific mitigation measures to address items such as; viewscape, blasting, noise, dust, remediation of land, etc. The Department of Municipal Affairs and Environment have subsequently approved the Environmental Protection Plan.

Based upon the report provided and approval from the Provincial Government, City Staff are satisfied that all issues that were raised have now been adequately addressed and are comfortable approving the quarry expansion as a permitted use within the Mineral Working Zone. If Council is in support of this recommendation the application will be approved for expansion as per the recommendation of staff. If Council does not feel that this application should be approved, this application can be brought forward to the next Public Meeting of Council where Council can exercise its rights under Section 11 of The City of Corner Brook Development Regulations to refuse the application.

	<b>City of Corner Brook Information Report (IR)</b>
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**Governance Implications:** N/A

**Budget/Financial Implications:** N/A

**Environmental Implications:** An Environmental Protection Plan has been provided which is required to be adhered with. This plan has been approved by the Provincial Government as an adequate means to combat these environmental concerns.

<b>Prepared by:</b> James King
<b>Director:</b> Darren Charters
<b>City Manager:</b> Rodney Cumby
<b>Date:</b> November 19, 2020

**Additional Comments by City Manager:**

### CITY OF CORNER BROOK

BUILDING INSPECTION OFFICE, COMMUNITY SERVICES, CITY HALL, 637-1500  
BUILDING PERMIT / DEVELOPMENT APPLICATION

10052195  
DA-9-13-5

RESERVED FOR OFFICE USE	
PROPERTY ID _____	PERMIT NUMBER _____

OWNER / APPLICANT _____		DATE <u>Aug 13 2019</u>
ADDRESS _____		
CITY _____	PROVINCE _____	
POSTAL CODE _____	TELEPHONE _____	
PROPERTY LOCATION: <u>Baker's Brook aggregate quarry, adjacent to Highway 440</u>		
BUILDER:		
ADDRESS:		
CITY _____	PROVINCE _____	
POSTAL CODE _____	TELEPHONE _____	

<b>BUILDING PERMIT APPLICATION</b> (Please check appropriate box)		
<b>BUILDING TYPE</b>	<b>CONSTRUCTION TYPE</b>	<b>PATIO / DECK</b> <input type="checkbox"/>
ASSEMBLY <input type="checkbox"/>	ERECT (NEW) <input type="checkbox"/>	CARPORT / GARAGE <input type="checkbox"/>
INSTITUTIONAL <input type="checkbox"/>	REPAIR <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>
RESIDENTIAL <input type="checkbox"/>	EXTEND <input type="checkbox"/>	APARTMENT <input type="checkbox"/>
BUSINESS / SERVICE <input type="checkbox"/>	ALTERATION <input type="checkbox"/>	RETAINING WALL <input type="checkbox"/>
MERCANTILE <input type="checkbox"/>	SIGN <input type="checkbox"/>	DRIVEWAY <input type="checkbox"/>
INDUSTRIAL <input type="checkbox"/>	POOL <input type="checkbox"/>	OTHER <input type="checkbox"/>

<b>DEVELOPMENT APPLICATION</b> (Please check appropriate box)		<b>SITE DEVELOPMENT</b> <input checked="" type="checkbox"/>
<b>DEVELOPMENT TYPE</b>		HOME BASED BUSINESS <input type="checkbox"/>
RESIDENTIAL DEMOLITION <input type="checkbox"/>	NEW BUSINESS <input type="checkbox"/>	
COMMERCIAL DEMOLITION <input type="checkbox"/>	CHANGE OF USE <input type="checkbox"/>	
SUBDIVISION / CONSOLIDATION OF PROPERTY <input type="checkbox"/>	RELOCATION OF BUILDING <input type="checkbox"/>	
NEW BUILDING (RESIDENTIAL / COMMERCIAL) <input type="checkbox"/>	OTHER <input type="checkbox"/>	

**DESCRIPTION OF WORK:** The annual development of the Baker's Brook quarry has proceeded westward across CBPP's Fee Simple Rdg into Crown Land. The a new quarry permit is being applied for.

**ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR):** \$ 50,000 = area 1/2 of quarry

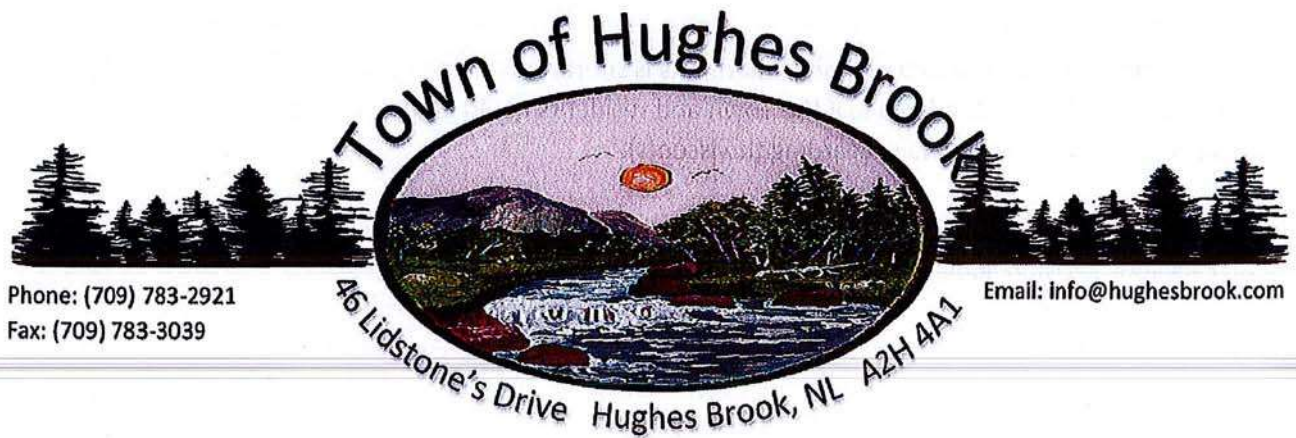
**DECLARATION:**  
I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.

**NOTE:**  
Where the Applicant and Property Owner are not the same, the signature of the Property Owner may be required before the application can be processed.

<b>SIGNED BY:</b> _____	<b>APPLICANT:</b> _____
<b>PROPERTY OWNER:</b> _____	<b>WITNESS:</b> _____

THIS APPLICATION IS NOT VALID UNTIL COMPLETED AND SIGNED  
SEE REVERSE FOR FEES AND CONDITIONS





December 3<sup>rd</sup>, 2019

Minister Derrick Bragg  
 Dept of Municipal Affairs and Environment  
 PO Box 8700  
 St. John's, NL  
 A1B 4J6

**RE: Proposed Undertaking for Baker's Brook Rock Quarry Expansion**  
**File Ref No.: 2.2123.0203**  
**Reg No.: 2056**

Minister Bragg,

The Town of Hughes Brook reviewed the document that describes the undertaking of the Baker's Brook Rock Quarry Expansion, the Geographical Location is adjacent to Route 440 across from the Town of Hughes Brook.

The Town Council of Hughes Brook notified the Residents of the Town and held a public info session on November 26<sup>th</sup>, 2019, where residents were asked for any input(s). There were many concerns from that meeting:

- Dust and particulate – health issues
- Impact to Town's water supply
- Flying debris from blasting
- Residents not aware when blasting
- Houses being damaged – structural
- Wildlife impacted
- Salmon River impacted
- Landscapes
- Closest residential property is a mere 300 meters from the projected boundary and fully populated streets on Route 440 and Town of Hughes Brook
- Lowering of Property Values
- Safety Concerns – overloaded trucks --- no weight scales in area
- Extra trucks and weight transporting on the only Bridge connecting Route 440 to Corner Brook
- If Bridge is compromised – All Residents and Towns using Route 440 will be impacted

The Town Council of Hughes Brook would like to submit this letter stating some concerns on behalf of the Town Council of Hughes Brook and its Residents. Please see enclosed letter on behalf of 16 residents.

The Town and Residents were also concerned where this is short notice for the area involved, if the timeline for the Expansion could be extended and if the Town and residents could be notified by automatic emails concerning any movement/approvals regarding the issue(s).

Thank you for inviting The Town of Hughes Brooks to voice their concerns and hope you will consider them when making your decision about the future.

Sincerely,

Joy Taylor  
Town Clerk  
For  
Mark Ellsworth  
Mayor (A)  
Town of Hughes Brook

Cc: MHA Eddie Joyce  
City of Corner Brook



Government of Newfoundland and Labrador  
 Department of Municipal Affairs and Environment  
 Office of the Minister

File # 2.2123.0203  
 Reg. #2056

JAN 15 2020

Mr. John MacLellan  
 Corner Brook Pulp and Paper Ltd.  
 1 Mill Rd.  
 Corner Brook, NL  
 A2H 6J4

Dear Mr. MacLellan:

**RE: Baker's Brook Rock Quarry Expansion – Registration 2056**

Your proposal has been reviewed by an interdepartmental environmental assessment screening committee and an opportunity to comment has been provided to the public as required by Part X of the Newfoundland and Labrador *Environmental Protection Act*, SNL 2002, cE-14.2. Please be advised that this undertaking is **released** from further environmental assessment subject to the following conditions:

- The proponent must prepare and submit an Environmental Protection Plan (EPP) for the construction and operation phases of the undertaking to be approved by the Minister of Municipal Affairs and Environment prior to construction. The EPP shall include, but not be limited to:
  - A blasting operations plan that meets the Standard Terms and Conditions of a quarry permit, and which also includes the notification process to nearby residents, methods for monitoring and dampening blast vibrations, methods for controlling fly rock and dust, video recording of each blast for fly rock assessment, and a pre-blast survey. The pre-blast survey must include a determination of the impact of blasting on the Town of Hughes Brook water supply reservoir dam. This determination must be supported by a geotechnical/seismic assessment conducted by a qualified geotechnical engineer. The blasting operations plan shall also commit to notifying the Occupational Health and Safety Division – Corner Brook Office (709-637-2946), prior to the day of any blasting activity.
  - Control measures to reduce dust generation from all quarry operations.
  - Control measures to mitigate noise from the site to surrounding areas.
- The proponent must submit a viewscape management plan that systematically evaluates visibility of the proposed quarry from all locations of potential concern, including locations within the Town of Hughes Brook. This plan must be reviewed and approved by the Department of Natural Resources prior to any construction activities. Depending on the results of the viewscape management plan,

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 ☎ 709 729 3046 📠 709 729 0943 [www.gov.nl.ca](http://www.gov.nl.ca)



modifications to the quarry development plan may be required. For the requirements of this plan, please contact the Department of Natural Resources at (709) 729-5748.

- No vegetation clearing is to occur within 800 metres (m) of a bald eagle or osprey nest during the nesting season (March 15 to July 31) and 200m during the remainder of the year. The 200m buffer also applies to all other raptor nests (e.g. Northern Goshawk, Sharp-shinned Hawk, Merlin, American Kestrel, Great-horned Owl, Boreal Owl, Northern Saw-whet Owl). The location of any raptor nest site must be reported to the Department of Fisheries and Land Resources, Forestry and Wildlife Branch, Wildlife Division. Please call (709) 637-2025.
- A minimum 30-metre undisturbed vegetated buffer is required along all waterbodies and wetlands that appear on a 1:50,000 topo map to protect sensitive riparian and aquatic species, and their habitat.

The Water Resources Management Division of my department advises that a permit is required for any work in any body of water (including wetland) including but not limited to culverts, bridges, diversion channels, etc. They also advise that any effluent or runoff leaving the site will be required to conform to the requirements of the *Environmental Control Water and Sewage Regulations, 2003*. For further information, please contact the Water Resources Management Division at (709) 729- 2295.

The Pollution Prevention Division of my department advises that activities associated with this proposal are subject to the *Air Pollution Control Regulations, 2004*. In addition, you must comply with the *Storage and Handling of Gasoline and Associated Products Regulations, 2003*. You are advised to consider developing a contingency plan specific to the proposed undertaking to enable a quick and effective response to a spill event. Any spill or leak of gasoline or associated product is to be reported immediately to Service NL by calling the Environmental Emergencies Telephone Line at 772-2083 or 1-800-563-9089.

The Local Governance and Land Use Planning Division of my department advises that a development permit from the City of Corner Brook is required for this undertaking. You must comply with the conditions of the Mineral Workings Zone, which includes the minimum separation distances of 50m from public highways or streets, 300m from existing or proposed residential development, and 150m from areas that may be developed during the life of the mineral working. For further information, please contact the City at (709) 7637-1666.

The Mines Branch of the Department of Natural Resources acknowledges that you have applied for a quarry permit corresponding to the area of the proposed expansion. You are to adhere to all Standard Terms and Conditions of a quarry permit, which include conditions on blasting, dust control, noise control, etc. For further information, please contact the Mines Branch at (709) 729-5748 or (709) 729-6447. In addition, you are advised



that, although there are no concerns at this time, the proposed project is within an area having potential for oil & gas exploration/production. Furthermore, it is recommended that you consult with Newfoundland and Labrador Hydro and Newfoundland Power to locate any electricity related assets/infrastructure near the project such as dams, to avoid any potential conflict. For further information, please contact the Department of Natural Resources at (709) 729-5811.

The Occupational Health and Safety Division of the Department of Service NL advises that all quarry operations are to be conducted in compliance with the *Occupational Health and Safety Act* and its *Regulations*. In particular, you must comply with all blasting requirements and install and operate wet suppression systems or mechanical suppression systems to address dust generated from drilling, blasting, crushing, loading, and transporting or conveying rock. For further information, please contact the Occupational Health and Safety Division at (709) 729-3275.

The Department of Fisheries and Land Resources advises that the proposed quarry expansion is located within Newfoundland Marten core habitat. Denning of female marten and young occurs from early April to the end of June. Under the provincial NL *Endangered Species Act* and the federal *Species at Risk Act*, marten dens must be protected from damage and disturbance during this time period. For further information, please contact the Department of Fisheries and Land Resources, Forestry and Wildlife Branch, Wildlife Division, at (709) 637-2025.

Environment and Climate Change Canada (ECCC) recommends that in order to avoid nest destruction and to accommodate the breeding season of migratory songbirds and waterfowl, operations should consider nesting locations between April 15 and August 15 in this region. However, as some species protected under the *Migratory Birds Convention Act (MBCA)* do nest outside of this time period, it is the responsibility of the proponent to ensure that project activities are in compliance with the *MBCA* and associated regulations. In addition, no high disturbance activities (i.e. blasting) within 1km of active Common Loon nests should occur during the nesting season (May, June, and July). ECCC also requests that you provide a GIS file of the project boundaries and study area so that the project can be mapped. For further information, please contact (709) 772-4221.

The Department of Fisheries and Oceans Canada advises that if you are conducting work in or near water you should refer to the *Projects Near Water* website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) to get information about how to comply with the fish and fish habitat measures of the *Fisheries Act* and to obtain information on the project review process. For further information, please contact the Fisheries Protection Program at (709) 772-4140.

Although the undertaking, as proposed, is released from further environmental assessment, it is still subject to other legislative requirements. A summary of the comments



received from government agencies during the review is attached to provide an indication of likely applicable permits, approvals and legislative requirements. Please note that you must comply with all relevant legislation and obtain all necessary permits and approvals. You are required to inform this Department of any proposed significant changes to the undertaking.

If you have any questions concerning these matters, please contact Joanne Sweeney, Director (A), Environmental Assessment Division, at (709) 729-0673 or [joannesweeney@gov.nl.ca](mailto:joannesweeney@gov.nl.ca).

Sincerely,



**DERRICK BRAGG, MHA**  
Minister of Municipal Affairs and Environment  
District of Fogo Island-Cape Freels

cc: Eddie Joyce, MHA  
Humber-Bay of Islands

June 9, 2020  
Brad Dyke, P.Ge.  
Page 5 of 5

Reference: Report for Geotechnical Assessment of Bakers Brook Rock Quarry Expansion for Impact of Blasting on Water Supply Reservoir Dam, Town of Hughes Brook, NL

## CLOSURE

We trust this report meets your current requirements and remain available to answer questions for the work described within or to provide further consultation or vibration monitoring during this project.

Yours truly,

**STANTEC CONSULTING LTD.**



**Lorne Boone**, M.Eng., P.Eng., P.Ge.  
Principal, Senior Geotechnical Engineer  
Phone: (709) 576-1458  
Fax: (709) 576-2126  
Lorne.Boone@stantec.com

Attachment: Location Plan  
Site Photographs

Design with community in mind





Government of Newfoundland and Labrador  
 Environment, Climate Change and Municipalities  
 Office of the Minister

NOV 04 2020

COR/2020/04058

Reg. # 2056

Mr. John MacLellan  
 Corner Brook Pulp and Paper Ltd.  
 1 Mill Rd.  
 Corner Brook, NL  
 A2H 6J4

Dear Mr. MacLellan:

**Re: Baker's Brook Rock Quarry Expansion – Registration 2056**

On January 15, 2020, the Baker's Brook Rock Quarry Expansion Project was released from environmental assessment, subject to conditions. One of these conditions included the requirement to submit an Environmental Protection Plan (EPP) for the construction and operation phases of the project for approval by the Minister of Environment, Climate Change and Municipalities. Another condition required the submission of a viewscape management plan to be reviewed and approved by the Department of Industry, Energy and Technology. Both plans were required prior to the start of construction.

On July 8, 2020, Corner Brook Pulp and Paper Ltd. submitted an EPP, which included a provisional viewscape management plan, for the quarry expansion construction and operations activities. After review by the Department of Environment, Climate Change and Municipalities and other relevant government departments, the EPP was determined to be acceptable and is therefore approved.

Please be aware that you must abide by all commitments made in the EPP and that any significant changes will be subject to additional review and approval. The EPP is considered to be a living document that will be updated as quarry development progresses and environmental conditions change



If you have any questions, please contact Joanne Sweeney, Director (A), Environmental Assessment Division, at 709-729-0673 or [joannesweeney@gov.nl.ca](mailto:joannesweeney@gov.nl.ca).

Sincerely,



**DEREK BENNETT, MHA**  
Minister  
District of Lewisporte–Twillingate

Enclosures

c: Eddie Joyce, MHA  
Humber-Bay of Islands

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Community Services Project Update</b>	
<b>Report Information</b>	
<b>Department: CEDP</b>	<b>Report No: 2020-02</b>
<b>Presented By: Darren Charters</b>	<b>Attachments:</b>
	<b>Meeting Date:2020-11-17</b>

**Topic:** This report is intended to serve as an update to Council and the public regarding projects being undertaken by Community Services staff.

**Tourism:**

- **Corner Brook Sign** – Shipping has been significantly delayed and staff are now planning for a spring install. The company has provided a complimentary banner for the reverse parade that can also be used for other City events.
- **STAR**
  - **GeoPark** – Staff will be attending a board meeting on December 1st to get an update on progress of geological survey
  - **Trails** – Meeting set for November 26<sup>th</sup>. The intent of the meeting is to discuss the suggested trail improvements that were provided by Bill Goulding, who has done a lot of work for Parks Canada, and to develop a plan to undertake the trail improvement projects.
  - **Branding** – Staff are working on a Branding and Marketing project RFP to be released in coming weeks.
  - **Partners** –Staff recently met with **ACOA-TCAR** to discuss remaining funding for the project and remaining action items. Staff will host a meeting with the general Advisory Committee in December to discuss progress on STAR action items as well as the Branding and Marketing projects. Staff will also be hosting a Regional Summit in January to update our regional partners on all of our projects including STAR and the Regional Recreation Centre.
  - **Tract Consulting-** Meeting on November 18<sup>th</sup> to discuss STAR and complete midway report for the 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. Staff has provided photos, local business testimonials as well as insight on the way train program was administered.
- **Public Art** –Staff are developing an RFP for a large scale art piece as part of DUDAP. The RFP will be released next week for a project along the Great Trail at Griffin Dive.

	<b>City of Corner Brook Information Report (IR)</b>
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**Sustainability:**

**Waste Management-** Staff have lead a research project regarding the possibility of improving and enhancing the Yard Waste (Fall Leaf) collection program. Data was collected during fall yard waste collection period (Nov 16-20) in cooperation with the contractor (Murphy Bothers). The intent of this project is to look at better ways to use the organic material, whether that be composting or creating a mulch product from the materials.

**Transit Study and System Design** – Project is underway and consultant is setting up stakeholder engagement sessions and gathering data for the project. There are 4 main components to the study:

1. Public / Stakeholder Engagement
2. Review of Existing Service and current policies
3. Review “On-Demand” service models and determine such a model is appropriate for Corner Brook.
4. Develop a Service Plan including an implementation plan.

Staff is still shooting to complete the project by the end of January, however, minor delays could occur due to difficulties coordinating public engagement events close to the holiday season and collecting and accessing some data for the project.

**Christmas Reverse Parade:** See attached

<b>Prepared by: D. Charters</b>
<b>Director:</b> Darren Charters
<b>City Manager:</b> Rodney Cumby
<b>Date: 2020-11-17</b>

**Additional Comments by City Manager:**

## Street of Stories & Lights

Date: December 12<sup>th</sup>

Time: 5:00 pm – 9:00 pm (extended if traffic congestion – set up is on till 11:00 pm)

Street Closure: 10:00 am – 4:00 pm (December 12<sup>th</sup>)

Slowed Traffic: 4:00pm – 11:00pm (December 12<sup>th</sup>)

Street Closure: 11:00pm -1:00am (December 12<sup>th</sup>-13<sup>th</sup>)

### Street Setup

25 Story Boards displayed throughout the street – each board will have a display around the board and up to five volunteers waving to residents.

Each volunteer will have a mask and are required to social distance.

Story Boards are adopted by local organizations:

Business /Organization
Bay City Electrical
RETRO ARCADE
Status of women
Autism Society
MUN
First Pentecostal Church
CHATTERS
Winter Carnival
City of Corner Brook
Kinsmen
Stan Dawes
Marble RV
Danny's Paw Print
Village music
Xavier House
Atlantic Minerals
Dulux paint
NL Theater
LIBRARY
The Royals
Gros Morne Music

### Businesses on West Street:

Have received a letter advising them of the event. We have visited almost all of the business personally to answer any questions or assist in the creative process.

Businesses have been quick to get involved, I have included a few examples:

- BMO will have a story book of lights for their own display
- Good House building (headed by Gary Bennett music) will be displaying the littlest Christmas tree on the good house, in the vacant space (old Shoppers location) right down to and including Greco.
- Bobs Barber Shop & Sickly sweet will decorate like a Gingerbread house. Outside on the street will be the story board decorated by Xavier House.
- Two of the law offices will decorate as if it's a Christmas scene.
- Star Taxi – will have a Newfoundland Christmas set up , with fire and people playing accordions sitting on logs, tinsel filled trees in the lot.

**Banner:** A banner has been ordered with a special message for the residents and tourists.

This will be displayed at the start of the parade. Under the banner on either side will be 2- 8 foot inflatable light up Christmas trees.

**Mill Whistler Road Train:** We have Red and White rope lights to trace the train. Parked in his favorite spot by the majestic. On either side will be a 9 foot inflatable tin soldier, presents will be displayed with lights in the seats of the train and surrounding it.

Behind the Mill Whistler will be a Gazebo all light up!

Across from the Train will be the White House Lawn, displayed like an Ice zoo – Polar bears and penguins etc.

We have 10 displays of piled gifts that will be light up and used to fill in gaps as well as additional inflatables.

### CITY SQUARE

Candy Cane –Library

Santa's Workshop - Kinsmen

Elves & the Shoemaker –Stan Dawe

Square will be lit up and displays will be in place along with Santa and his sled.

**NOTES**

Security will be on the street

Public works will control traffic

Search and Rescue – will be in place

Fire Hall will have a display

Police Car – RNC will have a display



	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Taxes Receivable Update</b>	
<b>Report Information</b>	
<b>Department: Finance &amp; Admin</b>	<b>Attachments:</b>
<b>Presented By: Dale Park</b>	<b>Council Meeting Date: November 23, 2020</b>

### Topic: Taxes Receivable Update

#### Background:


The City has been actively working to collect accounts that are outstanding in both business and property tax.

	# Accounts	Balance o/s	# Business Accounts	Balance business o/s	# accounts from prior year	Balance on accounts with balance from prior year
September 2020	1,543	\$4,307,987	260	\$760,655	514	\$2,498,131
<b>October 2020</b>	<b>1,329</b>	<b>\$3,567,280</b>	<b>226</b>	<b>\$633,674</b>	<b>476</b>	<b>\$2,271,000</b>
October 2019	1,290	\$3,231,596	237	\$574,990	459	\$2,076,137

At the end of October there was a total of \$3,567,280 outstanding in 1,329 accounts. Of these outstanding accounts 226 are for business taxes totaling \$633,674. In comparison to 2019, at the end of October there was a total of \$3,231,596 with 1,290 accounts. Of those accounts in 2019, 237 were business tax accounts totaling \$574,990.

As the challenges have begun to slow from Covid-19, staff are actively working to collect outstanding accounts. We encourage residents and businesses with outstanding taxes to make arrangements to have those accounts paid in full or to have a payment plan set.

As we are nearing the end of the fiscal year, it is imperative that balances be paid in full or formal payments plan be established. The failure to address any outstanding balance will result in the City taking further collection efforts including water shut offs, rental seizures, tax sales, statement of claim, or other legal action.

	<p><b>City of Corner Brook Information Report (IR)</b></p>
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We encourage account holders to reach out to the City Collector at 637-1568 or [mwalsh@cornerbrook.com](mailto:mwalsh@cornerbrook.com) with any questions or concerns that they may have.

**Objective:**

To provide an update on the City’s accounts receivable.

**Governance Implications:**

**Budget/Financial Implications:**

<p><b>Prepared by:</b> Dale Park</p>
<p><b>Director:</b> Dale Park signed Nov-18-20</p>
<p><b>City Manager:</b> Rodney Cumby signed Nov-18-20</p>
<p><b>Date:</b> November 18, 2020</p>

**Additional Comments by City Manager:**

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Budget 2021</b>	
<b>Report Information</b>	
<b>Department: Finance &amp; Admin</b>	<b>Attachments:</b>
<b>Presented By: Dale Park</b>	<b>Council Meeting Date: November 23, 2020</b>

**Topic: Budget 2021****Background:**

On December 7, 2020, the 2021 City of Corner Brook annual budget will be presented at the Public Meeting.

2020 has been an extremely challenging year, and Council is anticipating that in 2021 we will once again be faced with many financial and operational challenges. 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 businesses.

**Objective:**


To provide an update on the 2021 Budget.

**Governance Implications:****Budget/Financial Implications:**

<b>Prepared by:</b>
<b>Director: Dale Park</b> Signed Nov-18-20
<b>City Manager: Rodney Cumby</b> Signed Nov-18-20
<b>Date:</b> November 18, 2020

**Additional Comments by City Manager:**



	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: City Hall – Hours Open to the Public</b>	
<b>Report Information</b>	
<b>Department: Finance &amp; Admin</b>	<b>Attachments:</b>
<b>Presented By: Dale Park</b>	<b>Council Meeting Date: November 23, 2020</b>

**Topic: City Hall – Hours Open to the Public**

**Background:**

As a result of the COVID-19 pandemic the hours that the Corner Brook City Hall was open to the general public was reduced. In June, the hours were changed to 10:00 AM to 3:00 PM. Effective today, November 23, 2020 we wish to advise the public that we are now open to the public from 9:30 AM to 4:00 pm. The public will only be allowed to enter the building 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 will be required to provide contact information for contact tracing purposes.

The general public is encourage to use our many online or telephone options for dealing with staff, and only visit City Hall if those options are not suitable for their needs.

Please visit [www.cornerbrook.com](http://www.cornerbrook.com) for more information on the services and information that can be provided remotely.

The safety of our staff and the general public is our top priority, and the City will continue to monitor this situation.

**Objective:**

To provide an update on the hours that City Hall is open to the public.

**Governance Implications:**

**Budget/Financial Implications:**

<b>Prepared by:</b>
<b>Director:</b> Dale Park Signed Nov-18-20
<b>City Manager:</b> Rodney Cumby Nov-18-20



<p><b>Date:</b> November 18, 2020</p>
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**Additional Comments by City Manager:**

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Capital Project Committee Updates</b>	
<b>Report Information</b>	
<b>Department: CEDP</b>	<b>Report No: 2020-02</b>
<b>Presented By: Darren Charters</b>	<b>Attachments:</b>
	<b>Meeting Date: 2020-11-17</b>

**Topic:** This report is intended to serve as an update to Council and the public regarding the various capital project being undertaken in the City. The current project updates are as follows:

**Asphalt Paving Program:** Program is complete for 2020

**Woodman's Culvert Replacement** – Project is now 99% complete with only final cleanup to be completed in the spring of 2021 (hydro seed, etc.)

**Jubilee Clubhouse** – Project is 99% complete with landscaping work and building access nearly complete.

**Corner Brook Regional Recreation Centre-** The request for qualifications (RFQ) document for Design Build Teams is in the final stage of editing and will be released on Monday, November 23<sup>rd</sup> and will close on Friday, December 12<sup>th</sup>.

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 Request for Proposals (RFP) document.

This project is on schedule.

**Future Capital Projects** – Engineering staff have successfully submitted the Council approved project list to the Investing in Canada Infrastructure Program (ICIP) before the November 13<sup>th</sup> deadline. As of yet, there has been no official word on Multi Year Capital (MYC) Project funding from the province.

Once funding is announced and or projects have successfully been selected for funding programs, staff will begin to get projects moving forward.

	<p style="text-align: center;"><b>City of Corner Brook Information Report (IR)</b></p>
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<p><b>Prepared by: D. Charters</b></p>
<p><b>Director: D. Charters</b></p>
<p><b>City Manager:</b> Rodney Cumby</p>
<p><b>Date: 2020-11-16</b></p>

**Additional Comments by City Manager:**

	<b>City of Corner Brook Information Report (IR)</b>
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<b>Subject Matter: Youth Advisory Committee Report</b>	
<b>Report Information</b>	
<b>Department: City Manager</b>	<b>Attachments:</b>
<b>Prepared By: Jessica Smith</b>	<b>Council Meeting Date: November 23, 2020</b>

**Topic: Youth Advisory Committee Report**

**Background:** The Youth Advisory Committee held a meeting on November 17, 2020. Outlined below is an overview of some topics that were discussed:

- Mira Buckle was designated Committee Co-Chair;
- The Youth Advisory Committee has launched a new web page which is posted on the City's website: [www.cornerbrook.com/yac](http://www.cornerbrook.com/yac)
- The YAC is currently recruiting new members. Applications for new members is now open and the application is found on the Committee's web page. The deadline for submissions is December 18<sup>th</sup> and the Committee will be reviewing applications on January 5<sup>th</sup>, 2021.
- Some of the YAC community partner projects have been halted due to COVID-19 such as volunteering at Xavier House and running a Food Drive or assisting the Salvation Army Food Bank. The Committee is exploring options as to how they can assist these organizations once it is safe and they are permitted to do so;
- The Committee is finalizing locations for the "Signs of Positivity". The signs were taken down by public works and are being stored until the new locations have been determined and they can be re-installed;
- The Committee was approached by CBC to promote some of the initiatives being undertaken by the Committee. The Committee is hoping to schedule that interview in the coming weeks;
- The Committee is planning an event... "12 Days of Kindness" where they challenge residents to do a different act of kindness each day over the 12 days of Christmas and will be asking residents to share their acts of kindness using the "CBKindness" on social media;
- The Committee is preparing a grant application for the Conservation Corps of Newfoundland and Labrador for a project that will aim at environment and climate action in 2021.



<p><b>Prepared by: Jessica Smith, Legislative Assistant</b></p>
<p><b>Supervisor:</b> Marina Redmond, City Clerk</p>
<p><b>City Manager:</b> Rodney Cumby</p>
<p><b>Date:</b></p>

