

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 24 JUNE, 2024 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	
Deputy Mayor	L. Chaisson	D. Charters, Acting City Manager and Director of Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	S. Maistry, Director of Finance and Administration
	B. Griffin	P. Robinson, Director of Recreation Services
	P. Keeping	J. Smith, City Clerk
	C. Pender	Jarvis Baines, Sergeant-At-Arms

Absent with regrets: Councillor V. Granter

COW24-53 Land Acknowledgement

Councillor P. Gill read the Land Acknowledgement.

COW24-54 Approval of Agenda

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** to amend the agenda to add item 3.2 Stephenville Synergy Session Update. **MOTION CARRIED.**

COW24-55 Approval of Minutes- Regular Meeting June 10, 2024

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the minutes of the Regular Meeting of June 10, 2024. **MOTION CARRIED.**

COW24-56 Business Arising From Minutes

The following items were brought forward as business arising from the minutes:

- Councillor C. Pender requested an update on minute #24-82 regarding maintenance of the Great Trail. The Director of Engineering, Development and Planning stated that there have been discussions with a possible proponent however there is no update available at this time. He advised he will bring an update back to Council for the next meeting;
- Deputy Mayor L. Chaisson requested an update on minute #24-82 regarding process for prioritizing sidewalk and curb walk. The Director of Public Works, Water and Wastewater advised that a majority of the work comes from complaints and are prioritized based on the degree in which they are damaged and any potential safety

concerns. If there is any remaining budget, work will be done on other identified areas.

COW24-57 Stephenville Synergy Session Update

Councillor P. Gill provided an update from a recent session on possible business activity in Stephenville including business related to salt mining.

Councillor C. Pender declared that he was in a conflict of interest by nature of his employment.

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is RESOLVED that Councillor C. Pender is in a conflict of interest with regards to item 3.2. MOTION CARRIED. [Mayor J. Parsons and Councillor B. Griffin voted against the motion].

Councillor C. Pender entered the gallery and did not engage in discussion or debate on this item.

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** for staff to further investigate potential opportunities and make contact with the various stakeholders to keep the lines of communication open. **MOTION CARRIED. [Mayor J. Parsons and Deputy Mayor L. Chaisson voted against the motion].**

COW24-58 Water & Wastewater Summary

Deputy Mayor L. Chaisson presented an update from the Water & Wastewater Division from April 12 to June 16, 2024 as follows:

- 135 Water and Wastewater Complaints were received with the top two requests being for Water shut-off requests (28) and Curb Stop Locations (16);
- issued a total of 14 Water and Wastewater Media Releases;
- the Water and Wastewater Recoverable Works totaled \$25,903.91;
- completed a total of 15 Water and Wastewater Repairs;
- additional maintenance includes fire hydrants (351 of 746 complete), watermain flushing, sanitary sewer flushing, splash pad start-up complete, and SCADA system upgrades started;
- upcoming maintenance includes leak detection, annual maintenance programs, upgrade to Bio-Green Wastewater Treatment Plant, Curb stop and watermain valve repairs, install water & sewer service lateral;
- Water Treatment Plant maintenance includes repairs to the control valve actuator, corrosion control coupon testing, building siding and eave trough repairs, administrative & process area LED lighting upgraded, annual service of chlorination equipment, SCADA system software and hardware upgrade, Streaming Current Analyzer trial tests completed (it was decided to hold off on the upgrade and apply

the Capital Out of Revenue funding to the Raw Water Flow Control Valve Repair). Upcoming maintenance includes replace Raw Water Flow Control - Actuator, Gearbox & Valve Stem, Collect weekly samples from coupon testing panels, replace exhaust fan motor in Chlorination Room, adjust cable tension on DAF (Dissolved Air Flootation) #1, clean ben filters on Soda Ash Silo, annual Inspection of DAF #1 or #3 scheduled for June, investigate coagulation pump #1 fault failure.

COW24-59 Public Works Summary

Deputy Mayor L. Chaisson presented an update on the Public Works operation for the period of April 17 to June 18th, 2024 as follows:

- Lawn repair list is finalized and the contractor to begin on June 24;
- 80% of streets have been swept once and it will continue all summer;
- Traffic line painting almost complete;
- Riverside Drive repair continuing and should be complete mid-July;
- Curb and manhole repairs ongoing;
- Hanging flowers are watered daily;
- downtown washdown is almost complete;
- 281 service requests received with the top three being potholes (68), lawn repairs (65), and road maintenance (39).

COW24-60 Protective Services Statistics for the Month of May 2024

Deputy Mayor L. Chaisson presented the statistics for May 2024 from the Protective Services Department as follows:

- Municipal Enforcement received 171 calls for services;
- Animal Control received 29 calls for services;
- There were 55 Parking related violations issued;
- Corner Brook Fire Department received 36 calls for service;
- Fire Inspection conducted 24 inspections;
- PSAP received a total of 6507 calls of which 3006 were transferable.

COW24-61 Animal Control Program Review

Deputy Mayor L. Chaisson provided an update regarding the City's Animal Control Program. Staff are looking into revisions to the animal control regulations and policies to be presented to council for review and approval. Upgrades and necessary repairs are being made to the City's impound shelter.

COW24-62 HotSpot Parking App

Councillor C. Pender presented a report about the City's parking app. The service provider is switching from Honk Mobile to HotSpot. The previous application, Honk will still be in effect until July 15th to allow residents time to adjust, at such time the sole provider will be Hot Spot.

COW24-63 Capital Project and Engineering Committee Updates

Councillor C. Pender presented an update from Capital Works and Engineering as follows:

- Recreation Centre is 95% complete with substantial completion anticipated by early July;
- Mount Bernard Avenue - underground piping is 85% complete and the upgrade has progressed into Randolph intersection;
- Deep Gulch Brook Culvert Replacement - awarded to JCL Investments Inc, mobilization to the site is scheduled for late June 2024;
- Curling Street Retaining Wall Replacement - Project awarded to West Coast Excavation & Equipment Co. Ltd, the project commenced on June 21, 2024;
- Transportation Study - project awarded to Harbourside Transportation Consultants and the final report is expected in August 2024;
- Transit Accessibility Study and Implementation Plan - awarded to Dillon Consulting and the final report is expected late summer/early fall;
- Intersection Improvements (Elizabeth Street/O'Connell Drive) - awarded to Harbourside Transportation Consultants and design is underway. Fall 2024 tender planned with Spring 2025 installation;
- Curling Street Storm Sewer - tenders closed awaiting Council award with anticipated start in July 2024;
- Main Street Pedestrian Bridge - tender closed awaiting Council award;
- Old Humber Road Retaining Wall - consulting awarded to Englobe, and tender going out before the end of June;
- 2024 Paving Program - work is ongoing;
- STAR Trail Design & Construction Services - Design and Construction of Man in the Mountain and Cape Blow Me Down Hiking Trails - Consultant in place for Phase 1 Trail Assessment & Design;
- City Hall Atrium Lighting - quote is being reviewed.

COW24-64 Finance & Administration Report

Councillor P. Gill presented an update from the Finance and Administration Department for the year to date ending May 2024 as follows:

- council remuneration review is still underway;
- total revenues was \$35,868,799 against a budget of \$34,307,035;
- total expenses was \$13,053,750 against a budget of \$15,408,846.

COW24-65 Development, Planning and Community Services

Councillor B. Griffin presented an update from Community Services, Development and Planning as follows:

Development and Planning

- **8 Grenfell Drive** - Service station nearing completion, fast food restaurant construction scheduled to start;
- **29 Lundrigan Drive (Office/Warehouse)** - new building – partial permits issued, foundations complete, needs discretionary use approval required at next meeting for office;
- **40 North Shore Highway (Mt. Patricia Cemetery Extension)** - permits issued, sitework – new access road being constructed, new storage building being constructed;
- **4 St. Marks Avenue- Fillatre's Funeral Home (Extension)** - permit issued, construction progressing;
- **339 O'Connell drive - Repair Garage (Extension)** - permit issued, occupancy issued, project complete;
- **Industrial Park Study** - A Request for Proposals (RFP) has been released for consulting services to determine where and how industrial park land can be developed and/or expanded, and determine high level costing for such development;
- **44 Confederation Drive** - new car dealership – permit pending;
- **55 Lundrigan Drive** - warehouse expansion permit issued;

Business Development

- **Downtown Business Improvement Association (BIA)** - all groundwork has been completed, waiting for the approval for the name of the new entity (suggested "Downtown Corner Brook") to pave the way for its incorporation. Once this is available, staff will call for a meeting of downtown businesses to commence the formal process to set up the Organization;
- **FACE, Blade Sign, AWESOME Programs** - More applications are being reviewed under these programs. A few additional inquiries have been received;

Sustainable Development

- **Food Cycler Pilot Project** - 100 units were subsidized by the City for residents to reduce the food waste volume by up to 90%. All units sold out quickly and there are 98 residents on a waiting list, with a potential to procure 100 more units later this summer. Staff to compile data after 12 weeks to determine the amount of diverted waste;
- **Green Roof Viewing Station** - viewing station to be installed on Green Roof this month made possible by a \$5000 donation from Pomerleau Inc. It includes Enchroma lenses to allow those who are colour blind to see the colours of Corner Brook in all its beauty;
- **WEC Dome Greenhouse** - Over 50 residents came out to celebrate the grand opening of the Dome on Saturday June 1st. Goals include

extending the growing season, learning about growing non-native species in controlled environment. Greenhouse ambassador program includes seasoned WEC members and members from the Association of New Canadians (ANC).

COW24-66 Recreation Services Update

Councillor P. Keeping presented an update from the Recreation Department as follows:

- **New Recreation Centre** - work on the Corner Brook Regional Recreation Centre is progressing and is expected that the project will achieve substantial completion in the first week of July. A design issue with the waterslide has caused a delay in the installation of the waterslide that may stretch beyond the anticipated opening date of the facility. However the recreation centre is currently on track to be open to the public in September. Recreation services staff are working diligently on operational components of the recreation centre and information regarding pricing, programming, scheduling, etc. will be available later in the summer;
- **Lifeguards** - The Recreation Services Department will be launching a lifeguard recruitment campaign to ensure that we have the best lifeguards for the new recreation centre. More information will be available soon for anyone who is interested in becoming a lifeguard.
- **Margaret Bowater Park** - Summer has arrived at Margaret Bowater Park! The splash pad opened for the season on Thursday, June 20 and the Margaret Bowater Pool will be open as of July 1;
- **Canada Day** - City staff are finalizing the preparations for a full slate of Canada Day celebrations. Beginning with a flag-raising ceremony at City Hall, followed by activities throughout the day and concluding with entertainment and fireworks at Margaret Bowater Park, there will be something for everyone all day long.

COW24-67 Tourism Update

Councillor P. Keeping presented an update from Tourism as follows:

- **Mill Whistler** - staff have been working on getting the train ready for the road and getting training completed for the drivers and students. The Train started its season this past Saturday (June 22) and is prepared for a busy season. The schedule for the train and updates will be available on the City's website and the Train's twitter page;
- **Jiggs and Wheels** - schedule of events have been released and tickets are on sale now for the Blame it on Broadway Event for \$30 until the day of the event, which they will go up to \$35. Staff have acquired security services, as well as a cleanup crew for after the event. The itinerary of events for the Jigs and Wheels festival has been sent out to print and dispersed through mail to homes in the Corner Brook, Pasadena and Humber Bay of Islands area. Events and

details will be updated on the Jigs and Wheels website at www.jigsandwheels.ca;

- **Branding and Marketing Project** - the branding and marketing for STAR is complete. There were a total of 7 proposals received and after review and evaluation the Committee selected a preferred proposal which is being brought forward for Council approval, project is pending approval for funding from ACOA;
- **Celebrate 75 - Confederation** - The City received a grant for \$5000 to help the City mark the Celebration of 75 years of confederation. Staff are working with the museum staff to develop a display for the atrium in City Hall and are waiting on flags for the poles on Main Street and Broadway.

COW24-68 Accessibility Advisory Committee

Deputy Mayor Linda Chaisson presented an Accessibility Advisory Committee update as follows:

- The Accessibility Committee held a meeting on April 24, 2024 and discussed some accessibility issues in the City which included accessible barriers for transit, physical barriers in downtown businesses and the operation of the accessible taxi. The Committee was advised of the new accessible taxi subsidy program that was created to encourage more drivers for the accessible taxi.
- The Committee met the consultant for the accessible transit study on June 11, 2024 and provided excellent feedback on current accessible issues with the current transit system including
 - examining accessible stops - how to make them more accessible and looking at the most optimal placements for accessible stops
 - examining the bus itself and how to make it more accessible - including proper training for drivers and use of the accessible lift
 - examining the overall operations of the transit system - including routes, hours and operation, etc.
 - examining accessible aids that could optimize accessibility - including the use of apps, auditory announcements and visual aids.
- Staff have also created a working committee for the purpose of developing the City's Accessibility Plan. The working committee met with the Advisory Committee to get feedback on what should be included in the plan and in what areas the City should focus on improving accessibility. Staff are working to finalize the plan and a draft plan will be presented to the Accessible Advisory Committee prior to coming to council for review and approval.

COW24-69 2023 Consolidated Financial Statements: City of Corner Brook

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook approve the 2023

audited financial statements of the City of Corner Brook as attached.
MOTION CARRIED.

COW24-70 Policy Review Update

Councillor P. Keeping provided a policy review update speaking about the focus on ensuring that the City's policies are current, effective, and reflect current practices. A draft Flag Protocol and Proclamations policy was presented to provide an opportunity for discussion and feedback and will bring forward the policy to the next Council Meeting for decision.

COW24-71 Multi-Year Capital Works - 3 Year Allocation 2020-2023 Schedule A Amendment

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook proceed with the cost-shared funding 2020-2023 Schedule A Amendment as outlined and approve re-allocating the balance of funding from Project Numbers 17-MYCW-22-00031, 17-MYCW-22-00032, 17-MYCW-22-00033, 17-MYCW-22-00035 under the 2020-23 MYCW program to project number 17-MYCW-24-00013.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the Mayor and City Manager to sign the 2020-2023 Municipal Infrastructure Agreement Amendment with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook. **MOTION CARRIED.**

COW24-72 Bell's Brook Culvert - Phase 2 - Change Order No.6

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 6 in the amount of \$111,236.04 (HST Included) for the Bell's Brook Culvert Phase 2 for C. Barnes Excavating Inc. **MOTION CARRIED.**

COW24-73 Trail Enhancements Phase 2 - Trans Canada Trail (TCT)

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that the Corner Brook City Council accept the funding as outlined in the Trans Canada Trail funding approval, to complete the project under the Roadway Conversion & Improvement Program.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the Mayor and City Manager to sign the TransCanada Trail contribution agreement on behalf of the City of Corner Brook. **MOTION CARRIED.**

COW24-74 Curling Street Storm Sewer 2024-13

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** that the City of Corner Brook Council approve the tender bid

in the amount of \$977,026.20 (HST Included) from Marine Contractors Inc. for Contract No. 2024-13 Curling Street Storm Sewer. **MOTION CARRIED.**

COW24-75 Main Street Pedestrian Bridge Replacement 2024-15

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council approve the tender bid from Brook Construction (2007) Inc. in the amount of \$213,785.00 (HST Included) for Contract No. 2024-15 Main Street Pedestrian Bridge Replacement. **MOTION CARRIED.**

COW24-76 STAR Project - Corner Brook Humber-Bay of Islands Regional Brand Development

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook accept the proposal submitted by Monogram Communications & Consulting, Inc. for \$128,411.00 (HST Included) for the Corner Brook Humber-Bay of Islands Regional Brand Development.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the City Manager to sign the PCA agreement with the Consultant, Monogram Communications & Consulting, Inc on behalf of the City of Corner Brook.

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to amend the motion to add "pending ACOA approval". **MOTION CARRIED.**

COW24-77 Corner Brook Municipal Plan No. 24-01 & Development Regulations Amendment No. 24-01

Councillor C. Pender declared that he was in a conflict of interest. There was unanimous consent that he was in a conflict of interest. Councillor C. Pender entered the gallery and abstained from discussion and voting on this item.

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

- (1) Approve proposed Amendment No. 24-01 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Approve proposed Amendment No. 24-01 to the City of Corner Brook's 2012 Development Regulations;
- (3) Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and(4) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under (3). **MOTION CARRIED.**

COW24-78 Request to purchase City land behind 4 Domans Lane

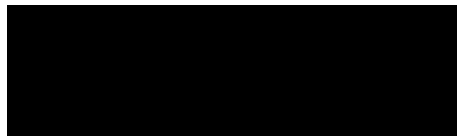
On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the execution of the purchase and sale agreement between the City of Corner Brook and the owner of 4 Domans Lane for City land located behind 4 Domans Lane. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 8:33 p.m.



City Clerk



Mayor