



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **March 28th, 2022 at 7:00 P.M. Council Chambers, City Hall.**

CITY CLERK

Page	
1	CALL MEETING TO ORDER
2	APPROVALS
	2.1 Approval of Agenda
3 - 7	2.2 Approval of Minutes (Committee of the Whole March 14th and Regular Meeting March 22nd)
3	BUSINESS ARISING FROM MINUTES
	3.1 Business Arising From Minutes
4	CORRESPONDENCE/PROCLAMATIONS/PETITIONS/
9 - 10	4.1 Proclamations and Events
5	REPORTS
11 - 21	5.1 2021 Annual Expenditure Report - Canada Community Building Fund Agreement
6	PLANNING AND DEVELOPMENT
23 - 27	6.1 4 Herald Avenue (Discretionary Use - 20 Unit Apartment Building)
29 - 34	6.2 Crown Land Application – Elizabeth Street /Lewin Parkway Area
7	COMMUNITY SERVICES
35 - 36	7.1 Great Trail Enhancement – Phase II
8	REGULATION/POLICY
37 - 53	8.1 Grant Policy

Page

55 - 67

8.2 Notice of Motion - Request for Taxi Rates Increase due to Increased Fuel Cost

9 ADJOURNMENT

10 IN CAMERA SESSION (IF REQUIRED)

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 14 MARCH, 2022 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	D. Burden, Director of Public Works, Water and Waste Water Services
	B. Griffin	M. Redmond, City Clerk
	P. Keeping	J. Alexander, Seargent-At-Arms
		Director of Finance and Administration – Vacant

COW22-011 Approval of Agenda

On motion by Councillor Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the agenda as circulated with the addition of:

- COVID Protocols (The City Manager stated that he would be providing a City Manager report that would include these details under OTHER BUSINESS.

MOTION CARRIED.**COW22-012 Approval of Minutes (Committee of the Whole Meeting of 28 Feb 2022)**

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of 28 February 2022. **MOTION CARRIED.**

Deputy Mayor L. Chaisson commented that the seconder's name is missing from minute 22-032. The Clerk commented she will review her notes and insert the name of the seconder to the official minutes.

COW22-013 Business Arising From Minutes

No items were brought forward

COW22-014 Proclamations and Events

Mayor Parsons announced the following proclamations:

- Easter Seals Month - Month of March
- International Women's Day - March 8, 2022

COW22-015 Protective Services Statistics for month of February 2022

Councillor B. Griffin presented the monthly activity report for the Protective Services Department as follows:

- Municipal Enforcement received 83 calls for service;
- Corner Brook Fire Department received 36 calls for service;
- The Cbfd Fire Prevention Inspector conducted 3 capacity inspections, 4 commercial fire code inspections and investigated 1 fire complaint
- Public Safety Answering Point (PSAP) received 4556 calls for service

COW22-016 Marble Mountain Response

Councillor Griffin reported on the Corner Brook Fire Department's response to Marble Mountain on 5 March 2022. He reported follow up meetings will be scheduled with Marble Mountain to do a debriefing of the response. He further commented the response resulted in manpower costs and there is no agreement in place to recover these costs.

COW22-017 Request for Taxi Rates Increase due to Increased Fuel Cost

Councillor Griffin reported that taxi companies are requesting implementing a \$2.00 fuel surcharge to the current taxi rates when fuel costs exceed \$1.65 per liter. He stated taxi companies have experienced significant fuel cost increases in the past several months which is negatively impacting their operations.

COW22-018 Public Works, Water and Wastewater Update

Councillor Granter reported on funding allocated in the budget for sidewalks as follows:

- \$400,000 for new sidewalks and sidewalk rehabilitation. The primary areas of focus will be in school zones. Funding for this initiative
- \$205,000 for sidewalk reinstatement in areas where sidewalk removal was necessary for various infrastructure repairs.
- \$400,000 has been allocated for asphalt paving repairs, outside the asphalt paving program.

Councillor Granter also stated that an update on snow clearing will be brought forward to a future meeting.

COW22-019 Engineering, Development and Planning Update

Councillor Gill presented the monthly activity report from the Engineering and Development and Planning Division on the following topics:

- Corner Brook Recreation Center
- Mt. Bernard Avenue Rebuild Project
- Integrated Municipal Sustainability Plan

COW22-020 Community Clean Up

Councillor Gill reported that the City has received a \$5,000 grant for the Come Home Year Community Clean-Up initiative.

COW22-021 Summer Festivals and Events

Councillor Keeping provided an overview of the following upcoming festival and events as follows:

- Jigs and Wheels Festival - July 15-24
- Elmastukwek Maiwio'mi - August 14
- Colours of Corner Brook - October 1

COW22-022 Financial Support for Music NL, Western NL Event

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** to authorize a \$10,000 sponsorship of the Music NL Celebration Week which will be hosted in Corner Brook. **MOTION CARRIED.**

COW22-023 Grant Policy Review

Councillor C. Pender reported that the Finance and Administration Committee is proposing amendments to the Annual Grant Policy. A summary of the changes to the policy were identified. It was agreed to bring the policy forward for ratification at the next public meeting with the following amendment:

- Grant payment installment will be 50% upfront and 50% when completed.

COW22-024 Standing Committee Review

Mayor Parsons advised that staff have commenced their review of the Standing Committee structure. Staff is proposing to retain the Committee of the Whole structure and sought Council's input. Some Council members expressed that they would provide feedback on the committee structure to the City Manager.

COW22-025 City Manager Report

The City Manager provided an update on the following:

- change of hours of operation of City Hall from 8-5 to 8:30-4:30;
- update on current COVID protocols in City buildings and operations.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

City Clerk

Mayor

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
VIDEO CONFERENCE
TUESDAY, 22 MARCH, 2022 AT 5:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	M. Redmond, City Clerk
	B. Griffin	Director of Finance and Administration – Vacant
	P. Keeping	
	C. Pender	

Absent with regrets: D. Burden, Director of Public Works, Water & Waste Water Services

22-034 Approval of Agenda

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**22-035 Corner Brook Regional Recreation Centre Façade Modifications
Councillor P. Gill declared a conflict of interest and abstained from
debate and voting on this item.**

On motion by Councillor C. Pender, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the design change order for the Corner Brook Regional Recreation Center for the amount of \$471,728.39 (HST included). **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 5:07pm.

 City Clerk

 Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Marina Redmond
Meeting: Regular Meeting - 28 Mar 2022
Department: City Manager
Staff Contact: Jessica Smith, Legislative Assistant
Topic Overview: The City of Corner Brook often receives requests from various organizations to recognize significant days, weeks and months.
Attachments: [Multiculturalism Month redacted](#)

BACKGROUND INFORMATION:

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

- The month of **MARCH 2022** is declared as **MULTICULTURALISM MONTH** in the City of Corner Brook.

Legal Review: No

City Clerk	Approved - 23 Mar 2022
Legislative Assistant	Approved - 24 Mar 2022

City Manager



WHEREAS the City of Corner Brook is committed to the belief that equal opportunity and treatment should exist for all people, and

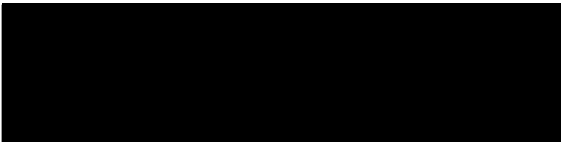
WHEREAS every resident of the City of Corner Brook has the right to realize his, her or their potential, regardless of race, colour, national or ethnic origin, and live at all times in conditions of dignity, respect, and peace, and

WHEREAS the City of Corner Brook is becoming a more diverse, vibrant community with each passing day, which strengthens our cultural fabric and community, and

WHEREAS the General Assembly of the United Nations has designated March 21 as the International Day for the Elimination of Racial Discrimination, and

WHEREAS the elimination of racism and racial discrimination can be accomplished through understanding and respect for the dignity of all people, and is the social and moral responsibility of each person

I, Mayor Jim Parsons, do proclaim March as Multiculturalism Month in Corner Brook. We invite residents to take time and reflect about what they can do not just during one month, but the whole year 'round, to create a more equitable society for all.



Jim Parsons, Mayor



Request for Decision (RFD)

Subject: 2021 Annual Expenditure Report - Canada Community Building Fund Agreement

To: Rodney Cumby
Meeting: Regular Meeting - 28 Mar 2022
Department: Finance and Administration
Staff Contact: Charise Payne,
Topic Overview: The City of Corner Brook requires approval of the Annual Expenditure Report for the Canada Community Building Fund Agreement (Formally referred to as Gas Tax)
Attachments: [2021.12.31_DRAFT_AER_City of Corner Brook](#)

BACKGROUND INFORMATION:

As per the requirements of the Canada Community Building Fund Agreement, each year the City is required to prepare and approve a report showing a full and detailed statements of revenue and expenditures of the City related to the Canada Community Building Fund Agreement on an annual basis. In 2021 the City received \$1,716,832 in funding and spent \$1,485,260 on paving projects. At the end of 2021 the City had \$1,551,098 of funds available for additional projects.

PROPOSED RESOLUTION:

It is **RESOLVED** to approval of the Annual Expenditure Report for Canada Community Building Fund Agreement funding for 2021 as presented.

FINANCIAL IMPACT:

The CCBF funding is a critical piece of ongoing, known and dedicated capital funding for the City.

RECOMMENDATION:

It is staff's recommendation to approve the 2021 Annual Expenditure Report - Canada Community Building Fund Agreement as presented.

Administrative Assistant
 Legislative Assistant

Approved - 21 Mar 2022
 Approved - 23 Mar 2022

City Manager

CITY OF CORNER BROOK

**Annual Expenditure Report - Canada
Community Building Fund Agreement**

Year Ended December 31, 2021

DRAFT

**City of Corner Brook
Index to Annual Expenditure Report
December 31, 2021**

	Page
INDEPENDENT PRACTITIONER'S REASONABLE ASSURANCE REPORT ON COMPLIANCE	1 - 2
ANNUAL EXPENDITURE REPORT - APPENDIX A	3
ULTIMATE RECIPIENTS PROJECT EXPENDITURE REPORT - APPENDIX B	4 - 5
OTHER SOURCES OF FUNDING TO DATE - TABLE A	6
ASSET MANAGEMENT PLAN INFORMATION	7
NOTES TO INDEPENDENT PRACTITIONER'S REASONABLE ASSURANCE REPORT ON COMPLIANCE	8

DRAFT



Tel: (709) 579-2161
Fax: (709) 579-2120
www.bdo.ca

BDO Canada LLP
300 Kenmount Road, Suite 100
St. John's, NL A1B 3R2

Independent Practitioner's Reasonable Assurance Report on Compliance

To the Council of City of Corner Brook

We have undertaken a reasonable assurance engagement for City of Corner Brook (the "City")'s compliance during the period January 1, 2021 to December 31, 2021 with the criteria established by the terms and conditions described in sections 4.3, 5.2.1, Schedule A paragraphs 1, 3, 4, 5 (Newfoundland and Labrador Public Procurement Act only), 13, 14, 15, 16, 17, 23, 25, 26, 27 and 28, Schedule C and Schedule D ("the specific requirements") established in the Ultimate Recipient Canada Community Building Fund Agreement dated November 20, 2014, and the amendment to the agreement signed August 6, 2021, between the Province of Newfoundland and Labrador and the City including the interpretation set out in Note 1 to this report.

Management's Responsibility

Management is responsible for the City's compliance with the specified requirements of the Agreement. Management is also responsible for such internal control as management determines necessary to enable the City's compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on the City's compliance based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the City complied with the specified requirements, in all significant respects.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a significant instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered significant if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the City's compliance with the specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.



Our Independence and Quality Control

We have complied with the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Opinion

In our opinion, the City complied with the specified requirements established in the Ultimate Recipient Canada Community Building Fund Agreement, including the interpretation in Note 1, during the period January 1, 2021 to December 31, 2021, in all significant respects.

We do not provide a legal opinion on the City's compliance with the specified requirements.

Chartered Professional Accountants
St. John's, Newfoundland and Labrador
TBD

Appendix A: Summary of Ultimate Recipients Fund and Certification

2021 Annual Expenditure Report

**City of Corner Brook
For the Year Ended December 31, 2021**

	Annual	Cumulative
	January 1, 2021 - December 31, 2021	January 22, 2007 - December 31, 2021
1. Opening balance of unspent funding	\$ 1,315,412	\$ -
2. Received from Government of Newfoundland & Labrador	1,716,832	14,323,190
3. Interest earned on Canada Community Building Fund	4,114	250,398
4. Interest spent on eligible projects	-	-
5. Net interest earned on Canada Community Building Fund	4,114	250,398
6. Canada Community Building Fund spent on eligible projects	1,485,260	13,022,490
7. Closing balance of unspent funding	\$ 1,551,098	\$ 1,551,098
8. Canada Community Building Fund bank account balance	3,036,358	3,036,358
9. Canada Community Building Fund bank account surplus/deficit	\$ 1,485,260	\$ 1,485,260

Reasoning for difference:

The entity uses the Annual Expenditure Report as a basis to reconcile the CCBF account annually.

10. Does the recipient have a separate bank account for CCBF funds? Yes No

11. Certification by Ultimate Recipient

I, **Jim Parsons, Mayor** of the **City of Corner Brook** certify that the information reported is a true and accurate representation of the City government's position with respect to its Canada Community Building Fund revenues. I acknowledge and understand that any contravention of the terms and conditions of the Ultimate Recipient Canada Community Building Fund Agreement may result in funding being withheld.

Signature: _____ Date: _____

**Appendix B: Summary of Ultimate Recipients Project Expenditure Report
2021 Ultimate Recipient Annual Expenditure Report**

City of Corner Brook
For the Year Ended December 31, 2021

A	B	C	D	E	F	G	H	I	J	K
Project Number	Amount Approved by the CCBF Committee	Project Title	Project Description	Current Status	Start & End Date	Total Project Costs	CCBF spent in 2021	Interest Spent in 2021	Total CCBF Spent	Outcomes
60-2007-71	\$ 57,621	Storm Drainage Improvements	East Valley Road and surrounding areas	Completed	Jun-08 - Sep-09	\$ 57,621	\$ -	\$ -	\$ 57,621	Cleaner Water
60-2008-146	81,387	Paving	Humber Road	Completed	Jul-08 - Jul-08	81,387	-	-	81,387	Reduced GHG
60-2008-147	333,315	Paving	Sunnyslope Drive	Completed	Aug-08 - Aug-08	333,315	-	-	333,315	Reduced GHG
60-2008-148	101,567	Paving	Elizabeth Street	Completed	Aug-08 - Aug-08	101,567	-	-	101,567	Reduced GHG
60-2008-149	220,766	Paving	Mt. Bernard Ave	Completed	Aug-08 - Aug-08	220,766	-	-	220,766	Reduced GHG
60-2008-150	157,477	Paving	O'Connell Drive	Completed	Aug-08 - Aug-08	157,477	-	-	157,477	Reduced GHG
60-2008-151	105,489	Paving	Country Road	Completed	Aug-08 - Aug-08	107,684	-	-	105,489	Reduced GHG
60-2009-666	24,414	Paving	Caribou Road	Completed	Aug-08 - Aug-08	24,414	-	-	24,414	Reduced GHG
60-2009-667	29,657	Paving	Poplar Road	Completed	Aug-08 - Aug-08	29,657	-	-	29,657	Reduced GHG
60-2009-668	83,273	Paving	Country Road	Completed	Aug-09 - Aug-09	83,273	-	-	83,273	Reduced GHG
60-2009-669	49,155	Paving	Elizabeth Street	Completed	Aug-09 - Aug-09	49,155	-	-	49,155	Reduced GHG
60-2009-670	195,607	Paving	O'Connell Drive	Completed	Aug-09 - Aug-09	195,607	-	-	195,607	Reduced GHG
60-2009-671	29,821	Paving	Carter Avenue	Completed	Aug-09 - Aug-09	29,821	-	-	29,821	Reduced GHG
60-2009-672	58,986	Paving	Philip Drive	Completed	Aug-09 - Aug-09	58,986	-	-	58,986	Reduced GHG
60-2009-673	9,176	Paving	Whealers Road	Completed	Aug-09 - Aug-09	9,176	-	-	9,176	Reduced GHG
60-2009-674	13,080	Paving	Atlantic Avenue	Completed	Aug-09 - Aug-09	13,080	-	-	13,080	Reduced GHG
60-2009-675	41,599	Paving	Coronation Street	Completed	Aug-09 - Aug-09	41,599	-	-	41,599	Reduced GHG
60-2009-676	32,145	Paving	Georgetown Road	Completed	Aug-09 - Aug-09	32,145	-	-	32,145	Reduced GHG
60-2009-677	18,351	Paving	Callahan's Road	Completed	Aug-09 - Aug-09	18,351	-	-	18,351	Reduced GHG
60-2009-678	33,738	Paving	Petries Street	Completed	Aug-09 - Aug-09	45,893	-	-	33,738	Reduced GHG
60-2009-679	34,000	ICSP	Corner Brook	Completed	Jan-10 - Dec-12	261,494	-	-	34,000	Capacity Building
60-2009-680	590,000	City Hall Retro fit	City Hall Park Street	Completed	Jan-10 - Dec-12	817,303	-	-	590,000	Reduced GHG

**Appendix B: Summary of Ultimate Recipients Project Expenditure Report
2021 Ultimate Recipient Annual Expenditure Report**

City of Corner Brook
For the Year Ended December 31, 2021

A	B	C	D	E	F	G	H	I	J	K
Project Number	Amount Approved by the CCBF Committee	Project Title	Project Description	Current Status	Start & End Date	Total Project Costs	CCBF spent in 2021	Interest Spent in 2021	Total CCBF Spent	Outcomes
60-2009-72	92,436	Watershed Management Plan	Corner Brook Water Supply	Completed	Jul-07-Jun-09	92,436	-	-	92,436	Capacity Building
60-2010-1206	42,000	District Energy Plan	Park Street	Completed	Jan-11 - Jun-12	498,925	-	-	42,000	Capacity Building
60-2011-1513H	46,000	Paving	Brookfield Avenue	Completed	Aug-11 - Aug-11	46,000	-	-	46,000	Infrastructure Upgrade
60-2011-1513A	29,600	Paving	Caribou Road	Completed	Jul-11 - Jul-11	29,600	-	-	29,600	Reduced GHG
60-2011-1513B	29,400	Paving	Golden Glow Place	Completed	Jul-11 - Jul-11	29,400	-	-	29,400	Reduced GHG
60-2011-1513C	13,000	Paving	Herald Avenue	Completed	Jul-11 - Jul-11	13,000	-	-	13,000	Reduced GHG
60-2011-1513D	78,000	Paving	Maple Valley Road	Completed	Aug-11 - Aug-11	78,000	-	-	78,000	Reduced GHG
60-2011-1513E	69,000	Paving	Petries Street	Completed	Aug-11 - Aug-11	69,000	-	-	69,000	Reduced GHG
60-2011-1513F	57,400	Paving	St. Marks Avenue	Completed	Jul-11 - Jul-11	57,400	-	-	57,400	Reduced GHG
60-2011-1513G	49,600	Paving	University Drive	Completed	Jul-11 - Jul-11	49,600	-	-	49,600	Reduced GHG
60-2011-1513	2,970,459	Road Upgrade	Local Roads & Bridges	Completed	Aug-11 - Aug-11	2,970,459	-	-	2,970,459	Reduced GHG
60-2015-5275	4,194,515	Road Upgrade	Local Roads & Bridges	In Progress	Jul-15	4,194,515	-	-	3,235,194	Productivity & Economic Growth
60-2019-6743	6,144,296	Road and Asphalt Improvements 2019-2024	Upgrade roads within the City	In Progress	Jun-19	6,144,296	1,485,260	-	4,009,781	12 km of improved/resurfaced road
60-2021-7314	46,929	Drinking Water	Regional Water Supply study and design	In Progress	Aug-21	46,929	-	-	-	Clean Environment
	\$ 16,163,256		Total			17,089,327	1,485,260	-	13,022,490	

Table A: Other Sources of Funding to Date

For the Year Ended December 31, 2021

A	B	C	D	E	F	G
Project Title	Municipal	Provincial	Federal	Other (GST Rebate)	Total Other Sources	Program (i.e. MRIF, MCW, etc.) and Project number
60-2008-151 - Road Upgrade	\$ 2,195	\$ -	\$ -	\$ -	\$ 2,195	60-2008-151 (MCW)
60-2009-678 - Road Upgrade	12,155	-	-	-	12,155	60-2009-678 (MCW)
60-2009-679 - ICSP Development	227,494	-	-	-	227,494	60-2009-679 (MCW)
60-2009-680 - Municipal Building Retrofit	227,303	-	-	-	227,303	60-2009-680 (MCW)
60-2010-1206 - District Energy Plan	-	456,925	-	-	456,925	60-2010-1206
60-2015-5275 - Road Upgrade	1,420,348	749,011	453,203	-	2,622,562	17-SCF-18-00011 (SCF) / MYCW-18-00028 (Capital Works Program)
60-2019-6743 - Road and Asphalt Improvements 2019-2024	382,870	-	-	-	382,870	60-2019-6743 - Municipal funding
Total	\$ 2,272,365	\$ 1,205,936	\$ 453,203	\$ -	\$ 3,931,504	

Asset Management Plan Information

Please answer the following questions:

1. Has your local Government completed an Asset Management Plan?
Yes ___ No X

1a. If no, please provide a brief update on the progress/if any on your Local Government's Asset Management Plan?

Asset Management Plan is in progress. Asset inventory 80% complete.

1b. If yes, did you receive funding from other sources to complete the Asset Management Plan? Which source?

2. Has your Local Government completed any training on Asset Management Planning?
Yes X No ___

2a. If yes, what type of training has your Local Government completed?

One staff member has a Professional Certificate in Asset Management Planning (FCM/IPWEA).

City of Corner Brook
Notes to Independent Practitioner's Reasonable Assurance Report on Compliance
For the Period January 1, 2021 to December 31, 2021

1. Schedule A Paragraph 5 of the Ultimate Recipient Canada Community Building Fund Agreement states:

"With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Newfoundland and Labrador *Public Tender Act*, the Agreement on Internal Trade and applicable International trade agreements, and all other applicable laws."

We have interpreted this requirement to be limited to the specific sections of the Newfoundland and Labrador *Public Procurement Act* which replaced the Public Tender act in March 2018. Specific sections of the *Public Procurement Act* for which compliance was evaluated included sections 10(1)(g) and 11(2). Additionally, specific sections of the related *Public Procurement Regulations* that were evaluated for compliance included 4, 5, 6, 10, 11, 12, 13 and 15.



Request for Decision (RFD)

Subject: 4 Herald Avenue (Discretionary Use - 20 Unit Apartment Building)

To: Deon Rumbolt

Meeting: Regular Meeting - 28 Mar 2022

Department: Development and Planning

Staff Contact: Darryl Skinner, Development Skinner

Topic Overview: The City of Corner Brook has received an application requesting permission to convert the annex portion of the existing office building located at 4 Herald Avenue, Corner Brook, NL. into a 20 unit apartment building. The building is located in the Downtown Commercial Zone where the proposed use is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

Attachments: [Attachement #1](#)
[Attachement #2](#)
[4 Herald Avenue \(memo\)](#)

BACKGROUND INFORMATION:

The Application was advertised to the public by means of the Western Star & the City of Corner Brook's Website. The city did not receive any comments of opposition and two (2) comments of support for the proposed development.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook in its Authority approve the application for the proposed apartment building at 4 Herald Avenue, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the application staff feel that the proposed Apartment Building at 4 Herald Avenue is a good development for the City and will not have a negative impact on the neighborhood. Therefore, it is recommended that Council approve the application for the proposed use "Apartment Building" at 4 Herald Avenue, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approved the application for the proposed Apartment Building at 4 Herald Avenue as recommended.

2. That the Council of the City of Corner Brook not approved the application for the proposed Apartment Building at 4 Herald Avenue.
3. That the Council of the City of Corner Brook to give other direction to Staff.

	Approved - 21 Mar 2022
Director of Community, Engineering, Development & Planning	Approved - 22 Mar 2022
Legislative Assistant	Approved - 23 Mar 2022

City Manager

4 Herald Avenue (Annex Building)



4 Herald Avenue (Annex Building)



Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: March 16, 2022

Re: Discretionary Use (Apartment Building) / 4 Herald Avenue

The City of Corner Brook has received an application requesting permission to convert the annex portion of the existing office building located at 4 Herald Avenue, Corner Brook, NL. into a 20 unit apartment building. The existing ground floor level will also be converted into an enclosed parking garage. The building is located in the Downtown Commercial Zone where the proposed use is considered a “**Discretionary Use**” of the City of Corner Brook’s Development Regulations.


The Application was advertised to the public by means of the Western Star & the City of Corner Brook’s Website. The city did not receive any comments of opposition and two (2) comments of support for the proposed development. The application was also referred to the city’s Planning Department for review/comments. Please see comments below,

Planning Department Comments

1. The Planning Department supports the development and recommends the inclusion of the possibility of some landscaping for the property.

After reviewing the proposed application staff supports the proposed Apartment Building and feels it would be a great addition to this area of the city. Therefore it is recommended that Council in its authority approve the application for the proposed apartment building at 4 Herald Avenue, Corner Brook, NL.

Sincerely,


Darryl Skinner
Development Inspector III

Attachments: 1. Attachment #1 (RFD)
2. Attachment #2 (Photo of area)
3. Attachment #3 (Photo of building)

4 Herald Avenue

Proposed Apartment Building



Request for Decision (RFD)

Subject: Crown Land Application – Elizabeth Street /Lewin Parkway Area

To: Deon Rumbolt

Meeting: Regular Meeting - 28 Mar 2022

Department: Development and Planning

Staff Contact: James King,

Topic Overview:

Attachments: [Memo -Crown Land - Elizabeth Street-Lewin Parkway Area Application - Elizabeth Street - Lewin Parkway - Powerline Easement](#)
[Figure 1 - Map - Elizabeth Street - Lewin Parkway](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application from a utility company to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway for the purpose of constructing a distribution powerline to provide power to the new hospital. This application entails the requested land to be included in an easement for the construction and maintenance of the powerline.

PROPOSED RESOLUTION:

It is RESOLVED, to approve the application to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway for the purpose of constructing a distribution powerline to provide power to the new hospital subject to the applicant maintaining an unobstructed path along the powerline for the movement of fire suppression equipment (in the event of a fire) and the applicant obtaining separate approval for installing the poles to ensure adequate infrastructure clearances..

GOVERNANCE IMPLICATIONS:

Policy

Other

City of Corner Brook Crown Land Acquisition Policy

6

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway in accordance with the City of Corner Brook Crown Land Acquisition Policy.
2. That Council not approve the application to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway in accordance with the City of Corner Brook Crown Land Acquisition Policy.

3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 24 Mar 2022
Director of Community, Engineering, Development & Planning	Approved - 24 Mar 2022
Legislative Assistant	Approved - 24 Mar 2022

City Manager

interoffice

MEMORANDUM

To: MANAGER OF DEVELOPMENT & PLANNING

From: DEVELOPMENT INSPECTOR I

Subject: **Crown Land Application – Elizabeth Street /Lewin Parkway Area**

Date: March 22, 2022

The City of Corner Brook has received an application from a utility company to utilize Crown Land located in the vicinity of Elizabeth Street and the Lewin Parkway for the purpose of constructing a distribution powerline to provide power to the new hospital. This application entails the requested land to be included in an easement for the construction and maintenance of the powerline (See Figure 1).

The requested Crown Land is located in Rural and Residential Medium Density Zones. As per Section 92 of the City of Corner Brook Development Regulations, which state *“The Authority may within any zone permit land to be used in conjunction with the provision of public services and public utilities if the use of that land is necessary to the proper operation of the public service or public utility concerned provided that the design and landscaping of any development of any land so used is, in the opinion of the Authority, adequate to protect the character and appearance of the area.”*, utilities may be permitted in any zone if necessary.

During the referral process to internal City departments (Fire Dept., Planning Dept., Engineering Dept. & Land Management Dept.), no major concerns arose, however, it was mentioned that should the applicant obtain approval for the said Crown Land, the powerline shall have a path that in the event of a pole fire the City can move suppression equipment along it. Also, separate approval from the City for installing the poles is required so the City can check for infrastructure clearances.

In light of the above and in consideration of the submitted information, it is recommended that Council approve the application for the above noted request subject to the applicant maintaining an unobstructed path along the powerline for the movement of fire suppression equipment (in the event of a fire) and the applicant obtaining separate approval for installing the poles to ensure adequate infrastructure clearances..

If approved, the approval would not absolve the applicant from its obligations to comply with all by-laws, codes and regulations or of the obligation to apply for any necessary building/development permits associated with carrying out any future work/development associated with the property.

Signed: _____
James King, CET, CPT

From: ONLINE PERMIT SUBMISSION <noreply@cornerbrook.com>
Sent: March 16, 2022 12:16 PM
To: Rumbolt, Deon
Subject: Online Permit Submission

Date

03/16/2022

Owner Name

[REDACTED]

Phone Number

[REDACTED]

Email

[REDACTED]

Owner / Applicant Address

[REDACTED]

[Map It](#)

Property Address

Elizabeth St to Lewin Parkway
Corner Brook, Newfoundland and Labrador A2H 6E1
Canada

[Map It](#)

Builder Address

Newfoundland and Labrador
Canada

[Map It](#)

Construction Type (Please check appropriate box)

- OTHER

Development Type (Please check appropriate box)

- OTHER

Description of Work

Installation of a new distribution line to service the new Corner Brook Hospital

Estimated Construction Value (MATERIALS & LABOUR)

\$ 40,000.00 CAD

DECLARATION

I agree to terms in the declaration

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.

Upload an attachment



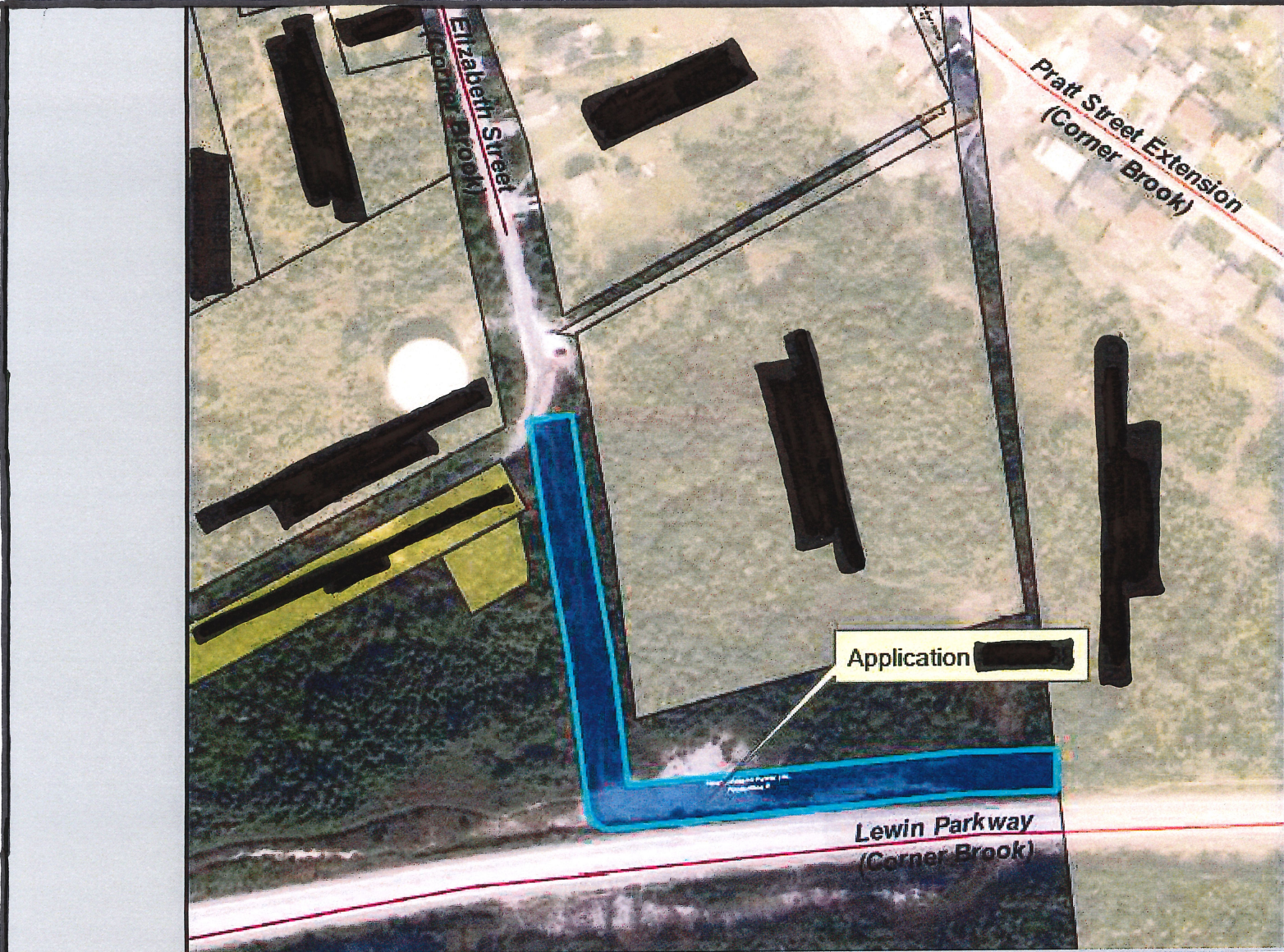
Consent

I agree to the privacy policy stated below.

The City of Corner Brook uses this web form to collect your information in order to better administer programs and services that citizens use and rely on. The City of Corner Brook committed to protecting the privacy of individuals who chose to utilize these services.

This information is collected in compliance with the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015) and will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose unless you expressly consent otherwise. This information is not disclosed to other public bodies or individuals except as authorized by ATIPPA, 2015.

DISCLAIMER: The Information contained in this transmission and any attachments may contain privileged and confidential information and may be legally privileged. It is intended only for the use of the person (s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication is strictly prohibited. Views or opinions expressed in this e-mail message are those of the author only.



 <p>City of Corner Brook Community Services Department Planning Division</p> <p>5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com</p>	<p>PROJECT: Crown Land Application</p>	<p>NOTES:</p>	<p>LOCATION: Elizabeth Street - Lewin Parkway Area</p>		
	<p>TITLE: Powerline Easement</p>		<p>PREPARED BY: J. King</p>		
	<p>THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.</p>		<p>DEPARTMENT: Development & Planning</p>		
			<p>DATE: 2022-03-23</p>		
			<p>PAGE: 1</p>	<p>OF: 1</p>	<p>VERSION: 1</p>



Request for Decision (RFD)

Subject: Great Trail Enhancement – Phase II

To: Rodney Cumby

Meeting: Regular Meeting - 28 Mar 2022

Department: Sustainable

Staff Contact: Andrew King, Sustainable Development Officer

Topic Overview: Council support is required to proceed with an application for funding for the Great Trail Enhancement project – Phase II under the Federal Active Transportation Fund.

BACKGROUND INFORMATION:

During the summer of 2019, staff worked with consultants to plan and design a better route for the Trans-Canada Trail (formerly Great Trail) through Corner Brook. The existing routing was unclear, unsafe, and not accessible. Through a public and stakeholder engagement iterative process, a new route was selected with the vision of not only servicing Trans-Canada Trail's needs, but become an active transportation thoroughfare in the City. The completion of the route will lead to a more integrated active transportation network within the City, providing essential connections to outer-lying neighborhoods of Curling and Humber Heights.

In 2021, Sustainable Development staff applied for and successfully received funding for Phase I of the implementation of the project. At this time, the project scope was limited in order to fit the budgetary restraints of Community Covid Relief funding offered at that time. Staff now seeks Council's support to apply for Phase II of the project, which will complete upgrades and installation of new active transportation trail from the mill, eastward along Riverside Drive, ending at the paved sidewalk near Atlantic Minerals. Phase II of the project is estimated to cost \$2,191,722.00. If successfully funded, this cost will be shared with the Federal Government covering 60%, and the City to cover 40%.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook support the application for funding to complete Phase II of the Great Trail Enhancement Project.

RECOMMENDATION:

Staff recommend that Council support the application for funding to complete Phase II of the Great Trail Enhancement Project:

ALTERNATIVE IMPLICATIONS:

Options:

1. That the Council of the City of Corner Brook support the application for funding to complete Phase II of the Great Trail Enhancement Project.
2. That the Council of the City of Corner Brook not support the application for funding to complete Phase II of the Great Trail Enhancement Project.
3. That the Council of the City of Corner Brook give other direction to Staff.

Director of Community, Engineering, Approved - 17 Mar 2022
Development & Planning

Legislative Assistant Approved - 23 Mar 2022

City Manager



Information Report (IR)

Subject: Grant Policy

To: Council and Mayor

Meeting: Regular Meeting - 28 Mar 2022

Department: Finance and Administration

From: Rodney Cumby, City Manager

Topic Overview: The current Grant Policy has been reviewed and a revised grant policy is being proposed.

Attachments: [Grants Policy Draft 2022 draft final](#)

BACKGROUND INFORMATION:

At the Committee of the Whole Meeting on March 14, 2022 a draft copy of the Grant Policy was brought forward for Council's review and consideration. Council approved the amended policy with one revision as follows:

- change the disbursement process of approved grants that are paid in installments from 25% up front and 75% when completed to 50% up front and 50% when completed

This change has been incorporated to the attached Grant Policy and the policy is now being brought forward again for Council approval

The major changes to the revised policy include:

- different types of grants and corresponding criteria;
- standing operational grants will be budgeted under the departmental budget;
- A staff committee will be comprised to review grant submissions and make recommendation based on the application;

Upon approval of this new grant policy, the current grant policy is to be rescinded and replaced with this new proposed grant policy effective March 29, 2022.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook rescind & replace the Grant Policy as proposed.

FINANCIAL IMPACT:

Funding for awarded grants will fall under the budget set for grants decided upon by council during operational budget review.

GOVERNANCE IMPLICATIONS:

The City of Corner Brook has had a grant policy in place since 2015, Council recognizes the important role community organizations contribute to the vibrancy of the community. The purpose of the policy is to provide clear eligibility criteria for grant applicants in a fair and consistent process.

Section 123(2) of the City of Corner Brook Act authorizes Council to provide a grant for charitable or philanthropic causes that it considers appropriate but grants may not be provided to political parties or candidates in municipal, provincial or federal elections.

RECOMMENDATION:

It is staff's recommendation to adopt the revised grant policy as proposed.

ALTERNATIVE IMPLICATIONS:

Options:

1. Council can adopt the proposed Grant Policy as present
2. Council can provide further feedback and/or proposed changes to the policy for staff to incorporate and bring back to council for further review and approval.

City Manager



Information Report (IR)

Subject: Grant Policy Review

To: Rodney Cumby

Meeting: Committee of the Whole - 14 Mar 2022

Department: Finance and Administration

Staff Contact:

Topic Overview: The current Grant Policy has been reviewed and a revised grant policy is being proposed.

Attachments: [Grants Policy Draft 2022 draft final mar14 agenda](#)
[Grants Policy 2015](#)

BACKGROUND INFORMATION:

The City's current Grant Policy was last revised on July 30, 2015. The City typically receives requests from various organizations and community groups for various projects, events and to provide operational support. This policy is essential for establishing transparent and objective guidelines to determine eligibility and outline procedure for the City to provide financial support to community organizations.

Staff have identified that the current grant policy is in need of review to better improve upon the grant approval process. Staff have reviewed various grant policies in other municipalities and have incorporate some of the best practices to a new proposed draft policy. Some of these changes include:

- identifying the different types of grants and corresponding criteria;
- identifying operational grants as standing grants that will fall under the departmental budget;
- identifying eligible and ineligible applicants and projects;
- Council will be responsible for determining the annual operating budget for the municipal grants;
- Finance and Administration will be responsible for overseeing the application, eligibility and the overall grant process
- A staff committee will be comprised to review and make recommendation based on the application;
- Grant awards up to \$1000 shall be paid in full, while grant awards exceeding \$1000 shall be paid in installments of 25% up front and 75% upon completion of event and/or project.

At a Finance and Administration Committee on March 8th, the proposed changes were brought forward for Committee review and based upon that review, staff are bringing forward a draft policy for

Council's further review. If Council is in Agreement the current grant policy is to be rescinded and replaced with the new proposed grant policy once finalized.

Legislative Assistant

Pending

City Manager



CITY OF CORNER BROOK

Policy Statement

Policy Title	Grants Policy	Index:	Finance and Administration
Section:	Donations/Grants	Policy Number:	11-04-04
Authority	Council	Adopted Date:	
Effective Date:		Revision Date:	
Policy Owner:			

1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - Refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

4. PROCEDURE

TYPES OF GRANTS

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to supporting non-profits community organizations as well as neighbour initiatives. A summary of the types of grants include:

1. Standing Grants (Operational Grants)

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year grant will be used, and include most recent year-end financial statements.

2. Project/Event Grant: Up to a maximum of \$2,000

The purpose of the Project/Event Grants is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

3. Festival and Event Funding (up to a maximum of \$10,000\$)

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

4. Neighbourhood Grants: up to \$1,000)

Neighbourhood Incentive grants will be made available to resident led groups to help them enhance their neighbourhoods and contribute to neighbourhood beautification initiatives and building community pride.

Criteria

- Initiated by local residents (minimum of three)
- Create gathering spots to bring people together
- Residents take the lead. City staff will be available to provide advice in design, development, installation construction and regulatory guidelines

- Project must be completed within one year of application funding
- At least 25% of the grant funds matched must come from the applicant, (cash be in-kind)

5. APPLICABILITY

Eligible Applicants

With the exception of the neighbourhood grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability

Ineligible Applicants

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations that may be located within the City of Corner Brook, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

Project Eligibility

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually
- Repeat grant applications must demonstrate how their initiative differs from their previous application.

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Costs related to fundraising activities
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport groups is covered under the Convention Special Event Seed Funding Policy.

Roles and Responsibilities

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants in the \$10,000 category will need approval from council on the submission of staff's recommendation.

Finance staff is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested, and include information within the draft budget documents
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

Application and Review Process

Completed applications will be forwarded to a staff committee comprised of representatives from the Recreation Services, Community Service Division or a cross departmental team to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy.

The Team will review and discuss each application and make recommendations for funding and in-kind support

Grants awards up to \$1,000 shall be issued in full upon notification of being approved.

Grant awards with the exception of the neighborhood grants, shall be paid in installments of 25% up front and then 75% when completed.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will be required to be presented through a delegation of Council. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing.

Recognition of City Support

The City of Corner Brook must receive recognition for funding and/or in kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.

10. Reference:

Related Council policies

- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions- funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

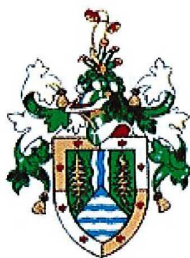
CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

Mayor

City Clerk



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration		Section	Donations/Grants		
Title	Grants Policy		Policy Number (Index-Sector-No.)	11-04-04	Authority	Council
Approval Date:	July 30, 2015	Effective Date	July 30, 2015	Last revision date	July 30, 2015	

Purpose:

To fairly and equitably deal with requests for one-time grants from various groups in the area with the limited funding available

Policy Statement:

The City will consider one-time grant requests from community organizations with a view of using its limited funds to fund groups that produce a significant economic benefit for the City. Preference will be given to groups responding to a broad need in the community particularly children and the aged.

References:

Approved: 15-182
 FASC 15-81
 Revised: 05- 213 (Dec 19, 05)
 Approved: 97-136
 CPS97-3 (Feb.10, 1997)
 CPS97-15 (Mar. 07, 1997)
 CPS97-27 (May 06, 1997)
 Memo: Chow to CAO (Oct. 14, 1997)

Detailed Action Required:

Council will set a maximum limit to any one grant each year during its annual budget announcement. Organizations must have their requests for annual grants submitted to the City, through the City Clerk's Office by September 30 of the preceding year (e.g. grant requests for 2007 must be received by September 30, 2006).

Requests must provide the following information:

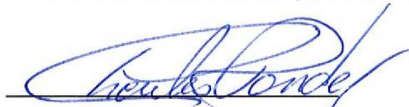
- The mandate of the organization requesting the funds
- The contact information of persons controlling the organization
- The amount being requested including any in-kind services requested
- The intended use or purpose for the requested funds
- A detailed budget of the organization/project for the applicable year
- A copy of their 3 most recent years of financial statements
- A listing of other contributors to the organization/project
- Any other contributions being made to the organization by the City (e.g. In-Kind services, rent free occupancy of City buildings, etc)

In reviewing each request Council will consider:


- benefit to community in terms of service provided by the organization and the ability of the organization to continue to provide the level of service without the annual grant;
- the overall financial viability of the organization and other sources of revenue available to the organization;
- whether it would be appropriate to provide seed money to a new organization to enable it to become a functional, viable organization capable of continuing operations in the future on its own;
- in-kind gifts or services that the City may be able to provide instead of direct monetary funding.

The decision on any requests will be made during the preparation of the upcoming annual budget. Requests received after the September 30 deadline will be considered by Council if funds are available.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR


CITY CLERK





CITY OF CORNER BROOK

Policy Statement

Policy Title	Grants Policy	Index:	Finance and Administration
Section:	Donations/Grants	Policy Number:	11-04-04
Authority	Council	Adopted Date:	March 28, 2022
Effective Date:	March 28, 2022	Revision Date:	March 28, 2022

1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

4. PROCEDURE

TYPES OF GRANTS

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to supporting non-profits community organizations as well as neighbour initiatives. A summary of the types of grants include:

1. Standing Grants (Operational Grants)

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year's grant will be used and include most recent year-end financial statements.

2. Project/Event Grant: Up to a maximum of \$2,000

The purpose of the Project/Event Grants is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

3. Festival and Event Funding (up to a maximum of \$10,000\$)

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

4. Neighbourhood Grants: up to \$1,000

Neighbourhood Incentive grants will be made available to resident led groups to help them enhance their neighbourhoods and contribute to neighbourhood beautification initiatives and building community pride.

Criteria

- Initiated by local residents (minimum of three)
- Create gathering spots to bring people together
- Residents take the lead. City staff will be available to provide advice in design, development, installation construction and regulatory guidelines

- Project must be completed within one year of application funding
- At least 25% of the grant funds matched must come from the applicant, (cash be in-kind)

5. APPLICABILITY

Eligible Applicants

With the exception of the neighbourhood grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability

Ineligible Applicants

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations that may be located within the City of Corner Brook, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

Project Eligibility

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually
- Repeat grant applications must demonstrate how their initiative differs from their previous application.

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Costs related to fundraising activities
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport groups is covered under the Convention Special Event Seed Funding Policy.

Roles and Responsibilities

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants in the \$10,000 category will need approval from council on the submission of staff's recommendation.

Finance staff is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested, and include information within the draft budget documents
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

Application and Review Process

Completed applications will be forwarded to a staff committee comprised of representatives from the Recreation Services, Community Service Division or a cross departmental team to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy.

The Team will review and discuss each application and make recommendations for funding and in-kind support.

Grant awards up to \$1,000 shall be issued in full upon notification of being approved.

Grant awards with the exception of the neighborhood grants, shall be paid in installments of 50% up front and then 50% when completed.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will be required to be presented through a delegation of Council. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing.

Recognition of City Support

The City of Corner Brook must receive recognition for funding and/or in kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.

10. Reference:

Related Council policies

- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions- funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

Mayor

City Clerk



Request for Decision (RFD)

Subject: Notice of Motion - Request for Taxi Rates Increase due to Increased Fuel Cost

To: Rodney Cumby
Meeting: Regular Meeting - 28 Mar 2022
Department: Municipal Enforcement
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview: Request from local taxi companies to increase taxi rates as a result of increasing fuel prices.
Attachments: [NLFuel 220319 Sample](#)
[Notice of Motion Amendment Taxi Regulations fuelsurcharge2022](#)
[Proposed schedule D from Taxi-Regulations-2018](#)
[Taxi-Rate Increase Request Redacted REVISED](#)

BACKGROUND INFORMATION:

The City has been approached by representatives of City Taxi; Star Taxi; Corner Taxi; requesting that the City amend the Taxi Regulations to implement a fuel surcharge to the current taxi rates. Over the past several months, taxi owners have seen significant increases in fuel costs that is challenging the feasibility of their operations.

To help deal with this situation Taxi companies are requesting that the City permit the addition of a \$2.00 fuel surcharge when their fuel costs exceed \$1.65 per liter. The fee schedule depicting current rates taxi rates is as follows (rates shown do not include HST):

CURRENT TAXI RATES	Drop Rate	Per .125 km	Waiting/hour
	4.13	.26	34.51

As required by the City of Corner Brook a notice of motion is required for the amendment, repeal and passing of bylaws/regulations of the City of Corner Brook. Therefore a notice of motion is being brought forward to amend Schedule D of the City's Taxi Regulations to allow for the \$2.00 fuel surcharge to be applied as referenced above.

PROPOSED RESOLUTION:

As per section 39 of the City of Corner Book Act, a notice of motion is brought forward as follows:

Pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Taxi Regulation, 2018 as follows:

Add the following provision to Schedule D:

FUEL SURCHARGE: A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when identified by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

FINANCIAL IMPACT:

This increase will not have direct financial impact to the City however taxi users will experience increase directly.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
City of Corner Brook Act
City of Corner Brook Taxi Regulations
39

RECOMMENDATION:

As per Notice of Motion

ALTERNATIVE IMPLICATIONS:

Three options to respond to this request and corresponding implications are as follows:

1. No increase of rates: Taxi companies continue to struggle financially which will be reflected in their ability to provide first-rate service to residents of Corner Brook. Travelling public may enjoy lesser cost to travel however equipment and service may be compromised.
2. Approve a surcharge less than \$2.00: Any increase in rates will be of assistance to the Taxi companies in our City however, rates approved less than request may still leave our taxi companies in a struggling state.
3. Increase as per request: An increase as per request will provide the much-needed financial boost that the Corner Brook taxi industry requires to assist them in meeting their financial demands. With such an increase the taxi companies will be more able to maintain their equipment and service to our community. Notably, any increase may be met with disapproval of the travelling public.
4. Council can request staff to do more research on this request. Staff can conduct a jurisdictional scan to see how other municipalities are tackling this issue.

Director of Protective Services
Legislative Assistant

Approved - 23 Mar 2022

Approved - 25 Mar 2022

City Manager

Newfoundland and Labrador Board of Commissioners of Public Utilities
Petroleum Pricing Order Effective March 19, 2022

All information contained herein is deemed confidential until the effective date above.

Page 1 of 1

Maximum Retail Motor Fuel Prices

Effective 12:01 a.m., Saturday, March 19, 2022

Prices include all applicable taxes

Zone	Zone Description	Maximum Retail Prices						
		Regular Unleaded		Mid-Grade Unleaded		Premium Unleaded		Diesel
		S/S	F/S	S/S	F/S	S/S	F/S	S/S or F/S
1	Avalon Peninsula	187.4	190.4	190.4	193.4	193.4	196.4	207.8
1a	Bell Island	187.9	190.9	190.9	193.9	193.9	196.9	208.3
2	Burin Peninsula / Bonavista Peninsula	189.2	192.2	192.2	195.2	195.2	198.2	209.6
3	Central Newfoundland / Notre Dame Bay East	189.9	192.9	192.9	195.9	195.9	198.9	210.3
3a	St. Brendan's (Island)	194.1	197.1	197.1	200.1	200.1	203.1	214.5
3b	Fogo Island	194.6	197.6	197.6	200.6	200.6	203.6	215.1
3c	Change Islands	198.4	201.4	201.4	204.4	204.4	207.4	218.8
4	Connaigre Peninsula	193.3	196.3	196.3	199.3	199.3	202.3	213.7
4a	Gaultois / McCallum / Rencontre East	N/A	202.4	N/A	205.4	N/A	208.4	217.1
5	Springdale - Green Bay / Triton / Baie Verte Peninsula	191.3	194.3	194.3	197.3	197.3	200.3	211.7
5a	Long Island	195.4	198.4	198.4	201.4	201.4	204.4	215.8
5b	Little Bay Islands	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Deer Lake / Corner Brook / Bay of Islands / Gros Morne	188.1	191.1	191.1	194.1	194.1	197.1	208.5
7	Stephenville / Port au Port / Codroy Valley / Channel-Port aux Basques / Burgeo	189.0	192.0	192.0	195.0	195.0	198.0	209.4
7a	Ramea	199.8	202.8	202.8	205.8	205.8	208.8	212.0
7b	Grey River / François / Grand Bruit / La Poile	N/A	207.0	N/A	210.0	N/A	213.0	218.8
8	Northern Peninsula - Gros Morne National Park to Bellburns	189.1	192.1	192.1	195.1	195.1	198.1	209.6
9	Northern Peninsula to Englee and St. Anthony	191.1	194.1	194.1	197.1	197.1	200.1	211.6
10	Labrador - The Straits to Red Bay	172.2	175.2	175.2	178.2	178.2	181.2	178.2
11	Labrador South - Lodge Bay / Cartwright	176.1	179.1	179.1	182.1	182.1	185.1	183.7
11a	Coastal Labrador South - Tanker Supplied	N/A	189.0	N/A	N/A	N/A	N/A	191.7
11b	Coastal Labrador South - Drum Delivery	N/A	195.0	N/A	N/A	N/A	N/A	198.6
12	Central Labrador	159.6	162.6	162.6	165.6	165.6	168.6	168.3
13	Western Labrador	194.0	197.0	197.0	200.0	200.0	203.0	214.6
13a	Churchill Falls	196.5	199.5	199.5	202.5	202.5	205.5	217.1
14	Coastal Labrador North	N/A	189.0	N/A	N/A	N/A	N/A	191.7

All information contained herein is deemed confidential until the effective date above.

Notice of Motion

Amendment to Taxi Regulations, 2018

In accordance with Section 39 of the City of Corner Brook Act, a notice of motion is required for the amendment, repeal and passing of bylaws/regulations of the City of Corner Brook.

Whereas Section 229 of the City of Corner Brook Act, 1990 authorizes Council to make regulations:

- fixing the number of taxis in the city;
- requiring that the operators of taxis have a licence to operate in the city and fixing a fee to be paid for the licences;
- fixing fares to be paid by users of taxis;
- prescribing the inspection of taxis on an annual or other basis that the council may set out in the regulations;
- setting out standards for taxis; and
- authorizing and assigning stands for taxis, and the erection and maintenance of the stands.

Therefore Notice is hereby given that at the Public Council Meeting on April 11th, 2022 the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Taxi Regulations, 2018, by adding a fuel surcharge thereby increasing the fares to be paid by users of taxis by \$2.00 when our city's self-serve regular unleaded fuel price exceeds \$1.65 per litre, as per the revised Schedule D of the Corner Brook Taxi Regulations, 2018.

SCHEDULE "D"**TARIFF OF FARES**

Meter Drop Rate	\$4.13
For each .125 km or part thereof	\$.26
For each additional kilometer	\$2.11
Waiting Time Rate per Hour	\$34.51
Handling of Packages	\$1.00

(Note: Above rates are subject to HST which would be added to the above noted rate.)

FUEL SURCHARGE: A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when identified by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

During the Christmas period between 6 p.m. on December 24th, to 8 a.m. on December 27th, and from the period of 6 p.m. on December 31st, to 8 a.m. on January 2nd, an additional fare of \$2.00 may be charged.

The charges for deliveries within the City limits are to be determined by the Corner Brook Taxi Association.

From: [Star Taxi](#)
To: [Flynn, Todd](#)
Cc: [REDACTED]
Subject: Rate Increase Request
Date: March 4, 2022 1:23:17 PM

Good day Mr. Flynn,

Today I am writing on behalf of the three taxi companies that are operating in Corner Brook.

Due to the rise in gas prices, effective immediately, we are requesting that we can charge a \$2.00 fuel service charge on every fare. This \$2.00 service charge would be an easy process to apply as our meters are already set up for the \$2.00 service charge, we use during the Christmas holidays. This emergency procedure would only be put in place while gas prices are above \$1.65 per litre.

We as an organization are already struggling with getting drivers to operate our vehicles due to the provincial guidelines to have a class 4 to operate a taxi. This provincial process has already created a problem for the taxi industry to survive. We fear this rise in gas prices will only deter more drivers as people do not want to work for nothing.

We would like to thank you in advance for looking into this matter for us. If you have any questions or concerns, please reply to all and we can answer any questions or concerns you may have.

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
DISCLAIMER: The Information contained in this transmission and any attachments may contain privileged and confidential information and may be legally privileged. It is intended only for the use of the person (s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication is strictly prohibited. Views or opinions expressed in this e-mail message are those of the author only.

Newfoundland and Labrador Board of Commissioners of Public Utilities

Petroleum Pricing Order Effective March 19, 2022

8.2

All information contained herein is deemed confidential until the effective date above.

Page 1 of 1

Maximum Retail Motor Fuel Prices

Effective 12:01 a.m., Saturday, March 19, 2022

Prices include all applicable taxes

Zone	Zone Description	Maximum Retail Prices						
		Regular Unleaded		Mid-Grade Unleaded		Premium Unleaded		Diesel
		S/S	F/S	S/S	F/S	S/S	F/S	S/S or F/S
1	Avalon Peninsula	187.4	190.4	190.4	193.4	193.4	196.4	207.8
1a	Bell Island	187.9	190.9	190.9	193.9	193.9	196.9	208.3
2	Burin Peninsula / Bonavista Peninsula	189.2	192.2	192.2	195.2	195.2	198.2	209.6
3	Central Newfoundland / Notre Dame Bay East	189.9	192.9	192.9	195.9	195.9	198.9	210.3
3a	St. Brendan's (Island)	194.1	197.1	197.1	200.1	200.1	203.1	214.5
3b	Fogo Island	194.6	197.6	197.6	200.6	200.6	203.6	215.1
3c	Change Islands	198.4	201.4	201.4	204.4	204.4	207.4	218.8
4	Connaigre Peninsula	193.3	196.3	196.3	199.3	199.3	202.3	213.7
4a	Gaultois / McCallum / Rencontre East	N/A	202.4	N/A	205.4	N/A	208.4	217.1
5	Springdale - Green Bay / Triton / Baie Verte Peninsula	191.3	194.3	194.3	197.3	197.3	200.3	211.7
5a	Long Island	195.4	198.4	198.4	201.4	201.4	204.4	215.8
5b	Little Bay Islands	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Deer Lake / Corner Brook / Bay of Islands / Gros Morne	188.1	191.1	191.1	194.1	194.1	197.1	208.5
7	Stephenville / Port au Port / Codroy Valley / Channel-Port aux Basques / Burgeo	189.0	192.0	192.0	195.0	195.0	198.0	209.4
7a	Ramea	199.8	202.8	202.8	205.8	205.8	208.8	212.0
7b	Grey River / François / Grand Bruit / La Poile	N/A	207.0	N/A	210.0	N/A	213.0	218.8
8	Northern Peninsula - Gros Morne National Park to Bellburns	189.1	192.1	192.1	195.1	195.1	198.1	209.6
9	Northern Peninsula to Englee and St. Anthony	191.1	194.1	194.1	197.1	197.1	200.1	211.6
10	Labrador - The Straits to Red Bay	172.2	175.2	175.2	178.2	178.2	181.2	178.2
11	Labrador South - Lodge Bay / Cartwright	176.1	179.1	179.1	182.1	182.1	185.1	183.7
11a	Coastal Labrador South - Tanker Supplied	N/A	189.0	N/A	N/A	N/A	N/A	191.7
11b	Coastal Labrador South - Drum Delivery	N/A	195.0	N/A	N/A	N/A	N/A	198.6
12	Central Labrador	159.6	162.6	162.6	165.6	165.6	168.6	168.3
13	Western Labrador	194.0	197.0	197.0	200.0	200.0	203.0	214.6
13a	Churchill Falls	196.5	199.5	199.5	202.5	202.5	205.5	217.1
14	Coastal Labrador North	N/A	189.0	N/A	N/A	N/A	N/A	191.7

All information contained herein is deemed confidential until the effective date above.

Notice of Motion

Amendment to Taxi Regulations, 2018

In accordance with Section 39 of the City of Corner Brook Act, a notice of motion is required for the amendment, repeal and passing of bylaws/regulations of the City of Corner Brook.

Whereas Section 229 of the City of Corner Brook Act, 1990 authorizes Council to make regulations:

- fixing the number of taxis in the city;
- requiring that the operators of taxis have a licence to operate in the city and fixing a fee to be paid for the licences;
- fixing fares to be paid by users of taxis;
- prescribing the inspection of taxis on an annual or other basis that the council may set out in the regulations;
- setting out standards for taxis; and
- authorizing and assigning stands for taxis, and the erection and maintenance of the stands.

Therefore Notice is hereby given that at the Public Council Meeting on April 11th, 2022 the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby amends the Taxi Regulations, 2018, by adding a fuel surcharge thereby increasing the fares to be paid by users of taxis by \$2.00 when our city's self-serve regular unleaded fuel price exceeds \$1.65 per litre, as per the revised Schedule D of the Corner Brook Taxi Regulations, 2018.

SCHEDULE "D"

TARIFF OF FARES

Meter Drop Rate	\$4.13
For each .125 km or part thereof	\$.26
For each additional kilometer	\$2.11
Waiting Time Rate per Hour	\$34.51
Handling of Packages	\$1.00

(Note: Above rates are subject to HST which would be added to the above noted rate.)

FUEL SURCHARGE: A \$2.00 fuel surcharge may be applied to the current drop rate when the price of self-serve regular unleaded motor fuel for Zone 6 exceeds \$1.65 per liter, as and when identified by the Newfoundland and Labrador Board of Commissioners of Public Utilities.

During the Christmas period between 6 p.m. on December 24th, to 8 a.m. on December 27th, and from the period of 6 p.m. on December 31st, to 8 a.m. on January 2nd, an additional fare of \$2.00 may be charged.

The charges for deliveries within the City limits are to be determined by the Corner Brook Taxi Association.

From: [Star Taxi](#)
To: [Flynn, Todd](#)
Cc: [REDACTED]
Subject: Rate Increase Request
Date: March 4, 2022 1:23:17 PM

Good day Mr. Flynn,

Today I am writing on behalf of the three taxi companies that are operating in Corner Brook.

Due to the rise in gas prices, effective immediately, we are requesting that we can charge a \$2.00 fuel service charge on every fare. This \$2.00 service charge would be an easy process to apply as our meters are already set up for the \$2.00 service charge, we use during the Christmas holidays. This emergency procedure would only be put in place while gas prices are above \$1.65 per litre.

We as an organization are already struggling with getting drivers to operate our vehicles due to the provincial guidelines to have a class 4 to operate a taxi. This provincial process has already created a problem for the taxi industry to survive. We fear this rise in gas prices will only deter more drivers as people do not want to work for nothing.

We would like to thank you in advance for looking into this matter for us. If you have any questions or concerns, please reply to all and we can answer any questions or concerns you may have.

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]

DISCLAIMER: The Information contained in this transmission and any attachments may contain privileged and confidential information and may be legally privileged. It is intended only for the use of the person (s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication is strictly prohibited. Views or opinions expressed in this e-mail message are those of the author only.