



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on February 27, 2023 at 7pm. City Hall Council Chambers.

CITY CLERK

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**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 13 FEBRUARY, 2023 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, 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	D. Burden, Director of Public Works Water and Wastewater
	P. Keeping	<i>J. Smith, Acting City Clerk</i>
	C. Pender	<i>Jamie Alexander, Sergeant-At-Arms</i>

Absent with regrets: K. Patten, Director of Recreation Services and M. Redmond, City Clerk.

23-06 Approval of Agenda

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

23-07 Approval of Minutes [Committee of the Whole January 23, 2023]

On motion by Councillor V. Granter, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Council Meeting of January 23, 2023. **MOTION CARRIED.**

23-08 Correction to Minutes of Regular Council Meeting of 19 December, 2022

On motion by Councillor V. Granter, seconded by Councillor P. Gill, it is **RESOLVED** to amend the minutes of the Regular Council Meeting on December 19, 2022 that were previously adopted as presented. **MOTION CARRIED.**

23-09 Business Arising From Minutes

Councillor V. Granter requested an update on snow clearing operations for the month of February to date. The Director of Public Works, Water and Wastewater advised that staff have been plowing all but 2 days this month and are currently working on widening roads and blowing sidewalks.

Deputy Mayor L. Chaisson requested an update on the Ladder 49 Truck. The Director of Protective Services advised that Western Steel is currently doing repairs and inspection work on the truck, staff are working on a tender and have reached out to the province for funding options.

23-10 **Proclamations and Events**

The Mayor announced that the following proclamations were recognized:

- January 25th was Bell Let's Talk Day
- February 1-7 was declared Eating Disorder Awareness Week
- February 11 was declared National 211 Day

23-11 **Code of Conduct Policy**

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to rescind the current Code of Conduct Policy and replace it with the attached Code of Conduct Policy in accordance with the Municipal Conduct Act.

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to postpone the motion of the Code of Conduct Policy until the next Public Meeting. [Deputy Mayor L. Chaisson, Councillor V. Granter and Councillor C. Pender voted against]. **MOTION CARRIED.**

23-12 **Great Trail Enhancement - Phase 1**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to approve the lowest bid of \$1,375,816.30 (HST included) from West Coast Excavating and Equipment Co. Ltd. for the Great Trail Enhancement - Phase 1 Contract No. 2022-24. **MOTION CARRIED.**

23-13 **Active Transportation Fund (ATF) - ATF-1278-Great Trail Enhancement - Phase 2**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to accept funding as outlined in the Government of Canada project approval, to complete the project under the PERMANENT PUBLIC TRANSIT PROGRAM - ACTIVE TRANSPORTATION FUND. The Corner Brook City Council authorizes the Mayor and City Manager to sign the Government of Canada agreement and infrastructure on behalf of the City of Corner Brook. **MOTION CARRIED.**

23-14 **Bells Brook Culvert - Phase 1 - Change Order No. 3**

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** to approve Change Order No. 3 for Bell's Brook Culvert Phase 1 in the amount of \$77,944.13 (HST Included) for Marine Contractors Inc. **MOTION CARRIED.**

23-15 **Consulting Services for 2 Billion Trees Project**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** to award the 2 Billion Trees Project Ground Truthing contract to Thistle Consulting Services for a cost of \$27,600 (HST Included). **MOTION CARRIED.**

23-16 **Discretionary Use - 11 Olympic Place - Home Based Business Office**
On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** to approve the application to operate a home based business office from the dwelling located at 11 Olympic Place in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

23-17 **Confirmation of Order - 2023-01**
Councillor V. Granter declared a conflict of interest and abstained from discussion and voting on this item.

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that in accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2023-01. **MOTION CARRIED.**

23-18 **Corner Brook Municipal Plan Amendment No. 22-01 and Development Regulations Amendment No. 22-01**
On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook:

(1) Adopt proposed map amendment No. 22-01 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;

(2) Adopt proposed map and text amendment No. 22-01 to the City of Corner Brook's 2012 Development Regulations;

(3) Set Thursday, March 9th, 2023, 7:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;

(4) Authorize staff to give statutory notice of adoption of the proposed amendments;

(5) Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and

(6) Appoint Mark Mills to preside over the scheduled Public Hearing.
MOTION CARRIED.

23-19 Implementation of Overhead Charge Limits

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the revision of the Overhead Charges methodology to limit overhead charges at CAD \$2100, with an annual limit revision adjusted by inflation. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 8:20 p.m.

City Clerk

Mayor



Request for Decision (RFD)

Subject: Code of Conduct Complaint Decision

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: City Manager

Staff Contact: Rodney Cumby, City Manager

Topic Overview: The following complaint is coming forward for council decision as per the Municipal Conduct Act.

Attachments: [Investigation Report - Corner Brook - Pender & Griffin Redacted](#)
[SNL2021 CHAPTER M-20.01 - MUNICIPAL CONDUCT ACT](#)

BACKGROUND INFORMATION:

As per the Municipal Conduct Act once a report is submitted to council by the investigator or the City Manager, following a code of conduct complaint, the report shall be reviewed at a privileged meeting of Council. Once reviewed, the matter shall be brought forward to a public meeting to make a determination whether the respondent has contravened the code of conduct or not in the form of a resolution. If council comes to the conclusion that code of conduct has not been violated, a motion would be made to dismiss the complaint. If council determines that a contravention of the code of conduct has occurred, Council must determine, by form of resolution, what (if any) should be the penalties imposed on the respondent as prescribed in Section 15 of the Act. (Municipal Conduct Act attached for reference)

Therefore in regards to the complaint in question, made by Councillor C. Pender (complainant) against Councillor B. Griffin (respondent), the conclusions of the investigator's report was as follows:

"I write in connection to the above captioned matter and further to an investigation conducted in accordance with the City of Corner Brook (the City) Code of Conduct for Mayor and Councillors (the Code). As you are aware, a complaint under the Code was filed by Councillor Charles Pender (the Complainant) against Councillor Bill Griffin (the Respondent). I have completed an investigation into this matter in accordance with the principles of procedural fairness. Based on the definitions found within the Code, I find that the complaint is not founded."

Council must, by resolution (as referenced above) determine whether to follow the recommendation of the report or not. The report is attached for reference.

PROPOSED RESOLUTION:

Be it RESOLVED to dismiss the complaint in question made against Councillor B. Griffin by Councillor C. Pender.

GOVERNANCE IMPLICATIONS:

Legislation
Other
Municipal Conduct Act
14 & 15

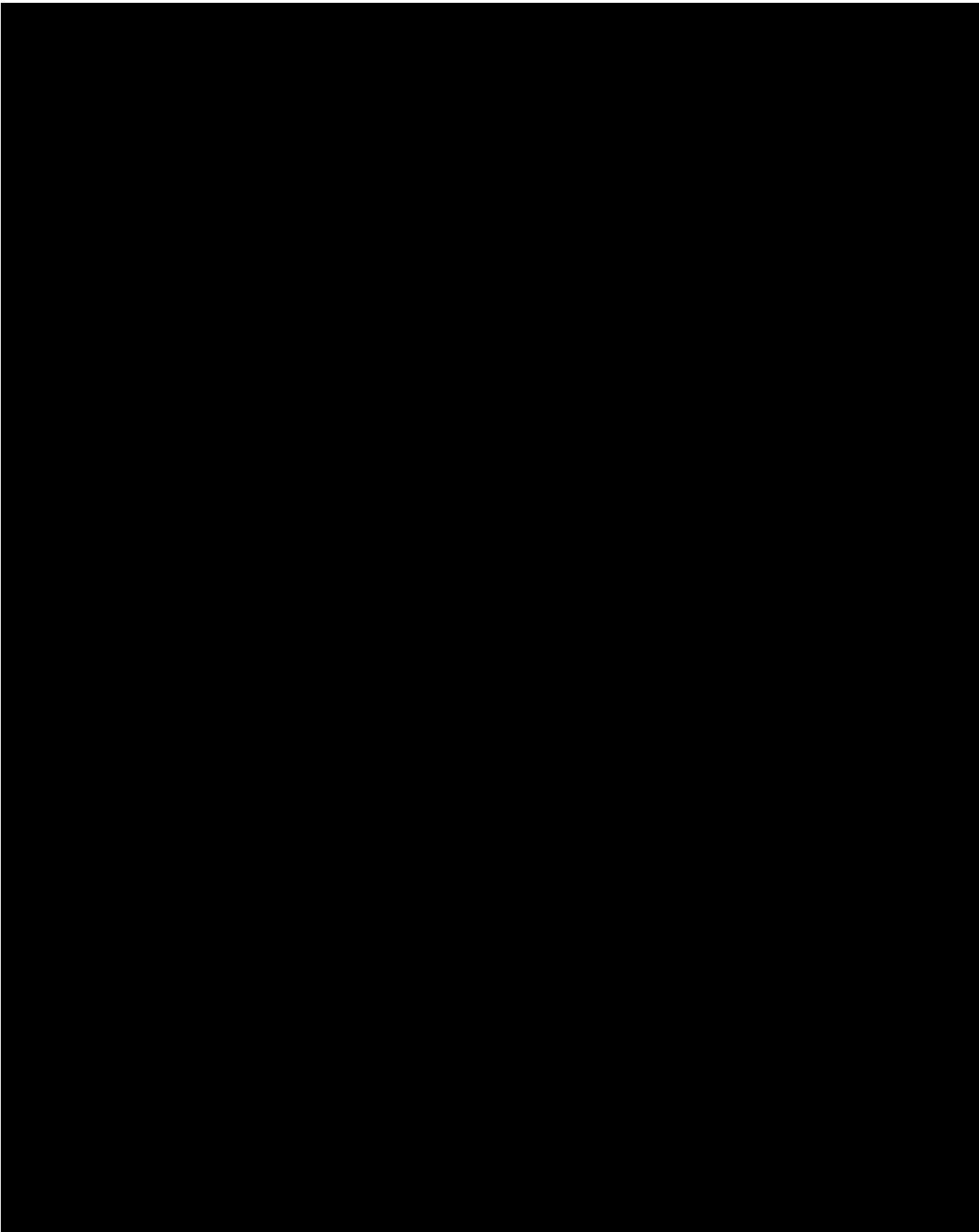
Legal Review: Yes

RECOMMENDATION:

It is the recommendation of the investigator that no breach of the code of conduct occurred based off their analysis of the policy and the complaint and therefore the complaint should be dismissed.

Administrative Assistant to the City Manager Approved - 24 Feb 2023

City Manager



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Important Information

(Includes details about the availability of printed and electronic versions of the Statutes.)

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[Responsible Department](#)

SNL2021 CHAPTER M-20.01

MUNICIPAL CONDUCT ACT

CHAPTER M-20.01

AN ACT RESPECTING THE CONDUCT OF MUNICIPAL OFFICIALS

(Assented to November 4, 2021)

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Amdt.](#)

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Be it enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

Short title

1. This Act may be cited as the *Municipal Conduct Act*.

[2021 cM-20.01 s1](#)

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Definitions

2. In this Act

- (a) "administrator" means an administrator appointed under section 250 of the *Municipalities Act, 1999* ;
- (b) "business day" means a day that is not a Saturday, Sunday or a holiday;
- (c) "chief administrative officer" means
- (i) a manager or acting manager appointed under the *Municipalities Act, 1999* ,
 - (ii) the city manager or acting city manager appointed under the *City of Corner Brook Act*,
 - (iii) the city manager or acting city manager appointed under the *City of Mount Pearl Act* , and
 - (iv) the city manager or acting city manager appointed under the *City of St. John's Act* ;
- (d) "code of conduct" means a code of conduct established in accordance with section 12 or 18;

- (e) "cohabiting partner" means a person with whom a municipal official is living in a conjugal relationship outside of marriage;
- (f) "complainant" means a person making a complaint;
- (g) "complaint" means a written document alleging that a municipal official acted in a conflict of interest or contravened the code of conduct;
- (h) "council" means a council of a municipality;
- (i) "councillor" means a member of a council;

- (j) "department" means the department presided over by the minister;
- (k) "disclosure statement" means a statement required to be filed under section 4;
- (l) "employee" means a person employed by a municipality;
- (m) "excluded private interest" means
 - (i) cash on hand or on deposit with a financial institution that is lawfully entitled to accept deposits,
 - (ii) a position of director or executive officer in a municipal entity or municipal corporation,
 - (iii) membership in a council committee,
 - (iv) purchase or ownership of a municipal debenture,
 - (v) fixed value securities issued by a government or municipality in Canada or an agency of a government or municipality in Canada, and
 - (vi) a benefit or award of a value less than an amount prescribed in the regulations;
- (n) "local service district" means a local service district established under the *Municipalities Act, 1999* ;
- (o) "minister" means the minister appointed under the *Executive Council Act* to administer this Act;
- (p) "municipal official" means, unless the context indicates otherwise,
 - (i) a councillor,
 - (ii) a chief administrative officer,
 - (iii) an administrator,
 - (iv) an employee of a municipality, and
 - (v) any person acting, with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality;
- (q) "municipality" means
 - (i) a town continued or incorporated under the *Municipalities Act, 1999* ,

- (ii) the City of Corner Brook continued under the *City of Corner Brook Act* ,
 - (iii) the City of Mount Pearl continued under the *City of Mount Pearl Act* , and
 - (iv) the City of St. John's continued under the *City of St. John's Act* ;
- (r) "private interest" includes
- (i) an asset, liability or financial interest,
 - (ii) a source of income,
 - (iii) a position of director or executive officer in a corporation, association or trade union, whether for profit or not for profit,
 - (iv) membership in a board, commission or agency of the Crown in right of Canada or a province,
 - (v) membership in or employment by a trade union where the trade union has entered into or is seeking to enter into a collective agreement with a council or an entity of a council, with respect to any matter related to the administration or negotiation of the collective agreement, and
 - (vi) a benefit or award,
- but does not include an excluded private interest;
- (s) "privileged meeting" means a privileged meeting referred to in
- (i) section 213 of the *Municipalities Act, 1999* ,
 - (ii) section 41 of the *City of Corner Brook Act* ,
 - (iii) section 41 of the *City of Mount Pearl Act* , or
 - (iv) section 38 of the *City of St. John's Act* ;
- (t) "relative" means
- (i) a spouse or cohabiting partner,
 - (ii) a child, step-child, parent, step-parent, sibling, step-sibling, parent-in-law or sibling-in-law of the municipal official, and
 - (iii) a person not referred to in subparagraphs (i) and (ii) who resides with the municipal official;
- (u) "respondent" means a municipal official against whom a complaint has been made;
- (v) "source of income" means
- (i) in the case of employment, the employer, and
 - (ii) in the case of income arising from a business or profession, the business or profession; and
- (w) "spouse" means a person to whom a municipal official is married, unless the person and the municipal official have made a separation agreement or their support obligations and family property have been dealt with by a court order.

[2021 cM-20.01 s2](#)

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Application

3. This Act applies to municipal officials when the municipal officials are acting in their capacity as municipal officials.

[2021 cM-20.01 s3](#)

**PART I
DISCLOSURE STATEMENT**

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Disclosure statement

4. (1) A councillor shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of taking office after the councillor's election; and
- (b) each year on or before March 1.

(2) A chief administrative officer shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of commencing employment; and
- (b) each year on or before March 1.

(3) A disclosure statement referred to in subsections (1) and (2) shall include the following information in relation to a councillor, chief administrative officer and a councillor's and chief administrative officer's spouse or cohabiting partner:

- (a) ownership of real property or an interest in real property within the municipality;
- (b) corporations in which 10% or more shares are held;
- (c) partnerships and sole proprietorships in which 10% or more interest is held;
- (d) ownership of businesses located within the municipality;
- (e) corporations, associations or trade unions in which a position of director or executive officer is held;
- (f) sources of income; and
- (g) any other information the council determines necessary.

(4) Where there is a change in the information contained in a disclosure statement filed under subsection (1) or (2), the councillor or chief administrative officer shall report the change to the council no later than 60 days after the change occurred.

(5) A disclosure statement filed under this section shall be

- (a) retained by the clerk of the council; and
- (b) reviewed at a privileged meeting of the council no later than 30 days after the date required for filing under this section.

(6) The council shall make disclosure statements filed under subsection (1) available for public inspection during normal business hours of the council.

[2021 cM-20.01 s4](#)

PART II CONFLICT OF INTEREST

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Conflict of interest

5. (1) A municipal official has a conflict of interest where i n the making, or involvement in the making, of a decision

- (a) the municipal official's private interests are affected; or
 - (b) the municipal official is unable to act impartially on behalf of the municipality due to the municipal official's personal relationships.
- (2) For the purposes of paragraph (1)(a)
- (a) a decision may affect, directly or indirectly, a private interest, where the decision may result in a gain or loss to the municipal official's private interests or the private interests of a relative; and
 - (b) a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public.

(3) For the purposes of paragraph (1)(b) a municipal official is unable to act impartially where a reasonable person may conclude that the municipal official's personal relationship would result in favoritism or prejudice to the person to whom the municipal official has a personal relationship.

[2021 cM-20.01 s5](#)

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Conflict of interest re: councillors

6. (1) Where a councillor knows or ought reasonably to know that the councillor has a conflict of interest in a matter before council, the councillor shall, where present,

- (a) declare the conflict of interest before any consideration or discussion of the matter;
- (b) disclose the general nature of the conflict of interest;
- (c) refrain from participating in any discussion relating to the matter;
- (d) refrain from voting on any question, decision, recommendation or other action to be taken relating to the matter; and
- (e) leave the room in which the meeting is held for the duration of the consideration of the matter.

(2) Notwithstanding paragraph (1)(e), where the meeting referred to in subsection (1) is open to the public, the councillor may remain in the part of the room set aside for the general public.

(3) A councillor referred to in subsection (1) shall not attempt, in any way, before, during or after the meeting, to influence

- (a) the vote of other councillors; or
- (b) any policy advice provided to council regarding the matter.

(4) A declaration of conflict of interest under subsection (1) and the general nature of the conflict of interest shall be recorded in the minutes of council or a committee of council, where the declaration was made at a committee meeting.

(5) Where a councillor is uncertain as to whether or not the councillor has a conflict of interest, the councillor shall disclose the nature of the possible conflict of interest to the council and the council may decide by a majority vote.

(6) A councillor whose possible conflict of interest is being voted on is not entitled to vote.

(7) Where the vote referred to in subsection (5) is a tied vote, the councillor shall be considered to have a conflict of interest.

(8) Where the council determines by a majority vote under subsection (5) that a councillor does not have a conflict of interest and a complaint is subsequently filed under this Act and it is determined that a councillor did have a conflict of interest, the council may invalidate the decision of council in which the councillor acted in a conflict of interest but shall not impose any other penalties under this Act against the councillor.

[2021 cM-20.01 s6](#)

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Reduced quorum

7. (1) Where one or more councillors have declared a conflict of interest under subsection 6(1) and the number of councillors remaining at the meeting is not sufficient to constitute a quorum then, notwithstanding any other Act, regulations or a regulation of council, the number of councillors remaining, where not less than 2, shall be considered to constitute a quorum for purposes of discussion and voting on the matter being considered by the council.

(2) Where in the circumstances referred to in subsection (1) there would be less than 2 councillors remaining at a meeting, council shall request direction from the minister and the minister may order that

- (a) the one remaining councillor vote on the matter as if the councillor constituted a quorum; or
 - (b) the councillors are exempted from subsection 6(1) in the matter and allow the councillors to vote on the matter.
- (3) The minister may impose terms and conditions on an order issued under subsection (2).

[2021 cM-20.01 s7](#)

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Complaint of conflict of interest re: councillors and former councillors

8. (1) Where a person is of the opinion that a councillor or former councillor has acted in a conflict of interest, the person may file a complaint with the chief administrative officer within 6 months of the person becoming aware of the potential conflict of interest.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the councillor's or former councillor's actions in relation to the conflict of interest; and
- (c) any other information the chief administrative officer determines necessary.

(3) The chief administrative officer shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the chief administrative officer no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the chief administrative officer shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) The chief administrative officer shall review the complaint and the respondent's written response no later than 10 business days after receipt of the written response, or where a written response is not filed the chief administrative officer shall review the complaint no later than 10 business days after the time period to file the written response has expired, and shall

- (a) prepare a written report regarding the complaint;
- (b) refer the complaint to council;
- (c) provide a copy of the report referred to in paragraph (a) to the council at the time the complaint is referred to council; and
- (d) give written notice of the referral to the complainant and the respondent.

(7) No later than 15 business days after receiving the report referred to in subsection (6), the council shall consider both the complaint and the report provided under subsection (6) and may, by resolution,

- (a) dismiss the complaint;
- (b) make a determination that the councillor or former councillor acted in a conflict of interest; or
- (c) order any investigation to determine whether the councillor or former councillor acted in a conflict of interest.

(8) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (7)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(9) A person conducting an investigation under paragraph (7)(c) shall prepare a report regarding the investigation and submit it to the council.

(10) Following review of the report referred to in subsection (9) the council may, by resolution,

- (a) dismiss the complaint; or
- (b) make a determination that the councillor or former councillor acted in a conflict of interest.

(11) A report referred to in subsection (9) shall be tabled at a public meeting.

[2021 cM-20.01 s8](#)

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Penalties for conflict of interest re: councillors and former councillors

9. (1) Where a council determines that a councillor has acted in a conflict of interest, the council

- (a) shall, by resolution, require the councillor to vacate the councillor's seat on council and declare that the councillor is not eligible to be nominated as a candidate until the nomination period for the next general election; and
- (b) may, by resolution, invalidate the decision of the council in which the councillor acted in a conflict of interest.

(2) Notwithstanding subsection (1), where the council determines that a councillor acted in a conflict of interest through inadvertence or a genuine error in judgment, the council may, by resolution, allow the councillor to keep the councillor's seat on council and may do one or more of the following:

- (a) reprimand the councillor;
- (b) invalidate the decision of the council in which the councillor acted in a conflict of interest;
- (c) require the councillor to attend training as determined by the council;
- (d) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months; and
- (e) suspend the councillor from council, without remuneration, for a period of no more than 3 months.

(3) Where the council determines that a former councillor has acted in a conflict of interest, the council may do one or more of the following:

- (a) reprimand the former councillor;
- (b) invalidate the decision of council in which the former councillor acted in a conflict of interest; and
- (c) declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election.

(4) Where a councillor is unable to attend regular public meetings of the council for 3 successive months because of a suspension under paragraph (2)(e), the councillor's absence from the public meetings is considered to be with leave of the council for the purposes of subparagraph 20(2)(e)(ii) of the *City of Corner Brook Act*, subparagraph 20(2)(e)(ii) of the *City of Mount Pearl Act*, subparagraph 206(1)(f)(ii) of the *Municipalities Act, 1999* and a regulation made under subparagraph 340.5(4)(i) of the *City of St. John's Act*.

[2021 cM-20.01 s9](#)

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Complaint of conflict of interest re: administrators

10. (1) Where a person is of the opinion that an administrator has acted in a conflict of interest, the person may file a complaint with the minister.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the administrator's actions in relation to the conflict of interest; and
- (c) any other information the minister determines necessary.

(3) The minister shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the minister no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the minister shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) No later than 15 business days after the minister receives the written response, or where a written response is not filed, no later than 15 business days after the time period to file a written response has expired the minister may

- (a) dismiss the complaint;
- (b) make a determination that the administrator acted in a conflict of interest; or
- (c) order an investigation to determine whether the administrator acted in a conflict of interest.

(7) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (6)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(8) A person conducting an investigation under paragraph (6)(c) shall prepare a report regarding the investigation and submit it to the minister.

(9) Following review of the report referred to in subsection (8) the minister may

- (a) dismiss the complaint; or
- (b) make a determination that the administrator acted in a conflict of interest.

[2021 cM-20.01 s10](#)

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Penalties for conflict of interest re: administrators

11. Where the minister determines that the administrator has acted in a conflict of interest, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) invalidate the decision of the administrator in which the administrator acted in a conflict of interest;
- (c) require the administrator to attend training as determined by the minister; and
- (d) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s11](#)

**PART III
CODE OF CONDUCT**

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Code of conduct for councillors

12. (1) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct that applies to all councillors.

(2) A code of conduct referred to in subsection (1) shall set guidelines that define the standards and values that the council expects councillors to meet in their dealings with each other, employees of the municipality and the public.

(3) A code of conduct referred to in subsection (1) shall

(a) include provisions relating to

(i) standards of professional behaviour,

(ii) use of influence,

(iii) confidentiality,

(iv) harassment and bullying, and

(v) any other matter prescribed in the regulations;

(b) establish the process for filing complaints relating to a contravention of the code of conduct, including

(i) designating to whom the complaint shall be filed,

(ii) the information to be included in a complaint, and

(iii) the time period for filing a complaint;

(c) establish the process for resolving complaints, including referral of complaints for mediation and investigation;

(d) provide for reports related to the complaint, including

(i) the form of the report,

(ii) the information required to be included in the report, and

(iii) the time period for submitting the report.

(4) Each councillor shall comply with the code of conduct.

(5) Where an administrator is appointed for a municipality, the administrator shall comply with the code of conduct established by the council under subsection (1).

[2021 cM-20.01 s12](#)

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Code of conduct training

13. (1) A municipality shall arrange training relating to the code of conduct for councillors within 3 months of the establishment of a code of conduct and all councillors shall attend the training.

(2) A municipality shall arrange training relating to the code of conduct for a councillor within 3 months of a councillor being elected and the councillor shall attend the training.

(3) A councillor who does not attend the code of conduct training within the time period referred to in subsection (1) or (2) shall not carry out a power, duty or function as a councillor until the councillor has completed the training.

[2021 cM-20.01 s13](#)

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Code of conduct complaint process re: councillors and former councillors

14. (1) Where a person is of the opinion that a councillor or former councillor has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct.

(2) Where a complaint referred to in subsection (1) is

(a) satisfactorily resolved; or

(b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

the chief administrative officer or a person designated by the chief administrative officer shall submit a report to the council in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the council in the form and manner set out in the code of conduct.

(4) A report referred to in subsection (2) or (3) shall be reviewed at a privileged meeting of the council following receipt of the report.

(5) Following review of a report under subsection (4), the council shall open the meeting to the public and shall, by resolution,

(a) dismiss the complaint; or

(b) make a determination that the councillor or former councillor contravened the code of conduct.

(6) A complaint filed under this section against a councillor or former councillor by a member of the public or another councillor is not considered a workplace investigation for the purposes of section 33 of the *Access to Information and Protection of Privacy Act, 2015*.

[2021 cM-20.01 s14](#)

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Penalties for contravention of code of conduct re: councillors and former councillors

15. (1) Where a council determines that a councillor has contravened the code of conduct or failed to comply with a penalty imposed under this section, the council may, by resolution, do one or more of the following:

- (a) reprimand the councillor;
 - (b) require the councillor to attend training as determined by the council;
 - (c) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months;
 - (d) suspend the councillor from council, without remuneration, for a period of no more than 3 months; and
 - (e) where one or more of the following apply, make an application to court seeking that the councillor vacate the councillor's seat on council and that the councillor not be eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the councillor has contravened the code of conduct more than once and has refused to comply with the penalties imposed.
- (2) Where the council determines that a former councillor has contravened the code of conduct, the council may, by resolution, do one or both of the following:
- (a) reprimand the former councillor; and
 - (b) where one or more of the following apply, declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the former councillor has contravened the code of conduct more than once and has refused to comply with penalties imposed.

[2021 cM-20.01 s15](#)

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Code of conduct complaint process re: administrators

16. (1) Where a person is of the opinion that an administrator has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct except that the complaint shall be filed with the minister.

(2) Where a complaint referred to in subsection (1) is

(a) satisfactorily resolved; or

(b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

a person designated by the minister shall submit a report to the minister in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the

minister in the form and manner set out in the code of conduct.

- (4) Following review of a report referred to in subsection (2) or (3) the minister may
 - (a) dismiss the complaint; or
 - (b) make a determination that the administrator contravened the code of conduct.

[2021 cM-20.01 s16](#)

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Penalties for contravention of code of conduct re: administrators

17. Where the minister determines that the administrator has contravened the code of conduct, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) require the administrator to attend training as determined by the minister; and
- (c) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s17](#)

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Code of conduct for other municipal officials

18. (1) In this section "municipal official" does not include a councillor or an administrator.

(2) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct for municipal officials.

- (3) A code of conduct referred to in subsection (2), shall include
 - (a) the information and processes prescribed in subsection 12(3); and
 - (b) provisions relating to conflict of interest.
- (4) The provisions relating to conflict of interest shall
 - (a) specify the procedures that a municipal official is required to follow where the municipal official suspects that the municipal official may be in a conflict of interest;
 - (b) specify the procedures for a person making a complaint regarding a municipal official who may have a conflict of interest; and
 - (c) specify the procedure for resolving the conflict.

(5) In addition to the requirements in subsection (4), the code of conduct provisions relating to a conflict of interest of a chief administrative officer shall allow a chief administrative officer, within the scope of the chief administrative officer's employment, to provide advice to council on a matter in which the chief administrative officer has a conflict of interest where

- (a) the chief administrative officer disclosed the conflict of interest and the nature of the conflict of interest to the council; and
- (b) the council made the request for advice knowing of the chief administrative officer's conflict of interest.

(6) Each municipal official shall comply with the code of conduct.

(7) A municipality shall arrange training relating to the code of conduct for municipal officials within 3 months of the establishment of a code of conduct and all municipal officials shall attend the training.

(8) A municipality shall arrange training relating to the code of conduct referred to in subsection (2) for a municipal official within 3 months of a municipal official commencing employment with a municipality or acting under the direction of a municipality and the municipal official shall attend the training.

(9) Where a code of conduct has been amended the municipality shall notify municipal officials of the changes within one month of the changes being made.

[2021 cM-20.01 s18](#)

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Code of conduct for local service districts

19. (1) The minister may establish a code of conduct for local service districts.

(2) Members of local service district committees and employees of a local service district shall comply with the code of conduct established by the minister.

[2021 cM-20.01 s19](#)

PART IV APPEALS

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Appeal

20. (1) A complainant or respondent may appeal a decision made under paragraphs 8(7)(a) and (b), subsections 8(10) and paragraphs 9(1)(a), 9(2)(e) and 9(3)(c) to the Supreme Court of Newfoundland and Labrador by filing a notice of appeal with the Supreme Court of Newfoundland and Labrador.

(2) An appeal shall be commenced no later than 21 days after the complainant or respondent receives the decision being appealed.

[2021 cM-20.01 s20](#)

PART V ORIENTATION TRAINING

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Orientation training

21. (1) A councillor and chief administrative officer shall complete orientation training approved by the minister within the time period prescribed in the regulations.

(2) The orientation training referred to in subsection (1) shall include the following:

(a) information related to the roles and responsibilities of a councillor and chief administrative officer;

(b) information related to meetings and procedures of council;

- (c) information related to council budgets and financial management;
- (d) information related to access to information and protection of privacy; and
- (e) any other information prescribed in the regulations.

(3) A councillor or chief administrative officer who does not attend the orientation training within the time period prescribed in the regulations shall not carry out a power, duty or function as a councillor or chief administrative officer until the councillor or chief administrative officer has completed the training.

[2021 cM-20.01 s21](#)

PART VI REGULATIONS

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Regulations

22. The minister may make regulations
- (a) prescribing an amount for the purposes of subparagraph (2)(m)(vi);
 - (b) prescribing additional matters to be included in the provisions of a code of conduct;
 - (c) prescribing the time period in which orientation training is required to be completed;
 - (d) prescribing additional information to be included in orientation training;
 - (e) defining a word or phrase used but not defined in this Act; and
 - (f) generally, to give effect to this Act.

[2021 cM-20.01 s22](#)

PART VII CONSEQUENTIAL AMENDMENTS, REPEAL AND COMMENCEMENT

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RSNL1990 cC-15 Amdt.

23. (1) Paragraph 20(2)(a) of the *City of Corner Brook Act* is repealed.
- (2) Sections 22 to 26 of the Act are repealed.

[2021 cM-20.01 s23](#)

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RSNL1990 cC-16 Amdt.

24. (1) Paragraph 20(2)(a) of the *City of Mount Pearl Act* is repealed.
- (2) Sections 22 to 26 of the Act are repealed.

[2021 cM-20.01 s24](#)

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RSNL1990 cC-17 Amdt.

25. Section 44 of the *City of St. John's Act* is repealed.

[2021 cM-20.01 s25](#)

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SNL2001 cM-20.2

Amdt.

26. Paragraph 15(3)(b) of the *Municipal Elections Act* is repealed and the following substituted:

(b) his or her seat as a councillor was declared vacant under subsection 20(2) of the *City of Corner Brook Act* or the *City of Mount Pearl Act* or section 11 of the *City of St. Johns Act*

[2021 cM-20.01 s26](#)

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SNL1999 cM-24 Amdt.

27. (1) Paragraph 206(1)(i) of the *Municipalities Act, 1999* is repealed.

(2) Subsection 206(2) of the Act is repealed.

(3) Sections 207 to 210 of the Act are repealed.

(4) Subsection 410(1) of the Act is repealed and the following substituted:

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Appeal to Trial Division

410. (1) A councillor whose seat has been vacated under paragraphs 206(1)(c), (d), (e), (f), (g) or (h) may appeal to a judge of the Trial Division by filing a notice of appeal with the court within 21 days of the date on which he or she is notified by the clerk of the council that his or her position as councillor is vacant and upon paying into the court a sum, or upon giving a bond for the sum, that the judge considered sufficient to defray the costs of the appeal.

[2021 cM-20.01 s27](#)

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Commencement

28. This Act, or a section, subsection, paragraph or subparagraph of this Act, comes into force on a day or days to be proclaimed by the Lieutenant-Governor in Council.

(In force Sept. 1/22)

[2021 cM-20.01 s28](#)

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Information Report (IR)

Subject: Online Reporting Portal and Voyent Update

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The following is an update on new features to help provide communication and service to residents.

BACKGROUND INFORMATION:

The City of Corner Brook is excited to announce a new means of connecting with residents, making issue reporting more easy and accessible. A new online portal has been developed as an extension to our customer service phone line, 637-1666. Integrated with the same issue tracking application, Access E11, used currently by City staff, submissions through this portal will be triaged and addressed in the same way as when residents call 637-1666. As such, the URL is www.cornerbrook.com/637-1666. This is a 24/7 tool, however for more emergent issues we recommend residents to call the 637-1666.

There have also been three new Voyent Alert categories added to the system.

- City Events (anything organized or sponsored by the City of Corner Brook)
- Garbage Notifications (holiday delays, weather delays, special waste program information)
- General notifications (Building closures, fireworks, other important uncategorized information)

This is along with our other categories that are currently being used such as road closures, water outages and tender information. Residents can register online at www.voyent-alert.com/ca or by downloading the app onto their phones. With this system, residents can receive notifications about any area of the City they have selected such as home, work or even your children's school. They can also choose the means of notification: email, text, through the app or by an automated phone call.

FINANCIAL IMPACT:

There is no additional financial impact of these new features.

Administrative Assistant to the City
Manager

Approved - 24 Feb 2023

City Manager



Information Report (IR)

Subject: 2023 Public Works Winter Summary

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Public Works

Staff Contact: Donny Burden, Director of Public Works, Water and Wastewater

Topic Overview: 2023 Public Works Winter Summary to February 20, 2023

BACKGROUND INFORMATION:

1. Public Works

Snow Clearing:

- Snow clearing: City forces plowed snow 30 days from January 1st to February 20.
- Blowers: City blowers were out widening streets for 12 days during this time.
- Loaders with Baskets: 6 days the city had loaders equipped with snow baskets out pushing back snowbanks at intersections to improve line of sight and to clean up cul de sacs.
- Sidewalk clearing: City's bobcat was out 30 days.
- Downtown clean up / sidewalks: Equipment was out four evenings/ nights cleaning up downtown core and islands.

Salt Used: 1,900 tonnes.

Sand Used: 2,000 tonnes.

Potholes: On going.

2. Special Events

- Winter Carnival 10 days spent by city staff preparing and providing support to committee.

3. Rest of 2023 (Winter)

- Snow Clearing/blowers: on going
- Potholes / Reclaimer: Hoping to use reclaimer in coming weeks once the weather settles for a few days.
- Winter Carnival : Fest on West February 25.

Director of Public Works, Water and Wastewater Approved - 23 Feb 2023

Administrative Assistant to the City Manager Approved - 23 Feb 2023

City Manager



Information Report (IR)

Subject: Water and Wastewater Work Summary January 1 to February 17, 2023

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Water and Sewer

Staff Contact: Donny Burden, Director of Public Works, Water and Wastewater

Topic Overview: Water and Wastewater Work Summary January 1 to February 17, 2023

BACKGROUND INFORMATION:

Water & Wastewater Complaints	
Clean Water Lines	10
Curb Stop Repair	1
Hydrant Snowclearing Requests	8
Locate Curb Stop	2
Low Water Pressure	2
Maintain Hydrants and Valves	2
No Water	15
Request for Water Shut Off and/or On	17
Scada System Alarms	36
Sewer Backup	5
Resident Inquiries	4
Trace Water Lines	1
Water Leaks	12
Total	115

Water & Wastewater Recoverable Works	
Magikist De-Icing Machine Rental	1
Repairs to Water Treatment Plant coagulate exterior Piping	1
Request to Turn Water On & Off	11
Request to Turn Water Off	1
Request to Turn Water On	1
Total	15
Total Cost	\$ 7,351.34

Water & Wastewater Repairs	
Curb stop Repairs	1
Water Main Leaks	9
Sanitary Sewer Lift Station	1
Total	11

Maintenance

- Completed annual operational check on 3 pressure reducing stations (17 stations).
- Completed 2 rounds of hydrant snow clearing

Upcoming Maintenance

- Water Leak Repair – Keough’s Ln. & Brosnan St.
- Snow Clearing - hydrants & access roads.
- Upgrade Scada system at Work Depot. Included in Citadel Drive PRV Station upgrade.
- Complete annual operational check on pressure reducing stations (17 stations remaining).
- Leak Detection – Curling area and Eastside of City.

Water Treatment Plant Maintenance Summary

Maintenance

- Installed inline sample pumps on Filter #1 and #2 analyzer feed lines. These pumps will give us the ability to run the filters longer and at higher differential pressures.
- Multiple power outages during January. The generator operated approximately 78 hours and consumed approximately 7800 liters of diesel fuel.
- Connected Air Scour Blower amperage meter to SCADA System. This will give us the ability to track the back pressure on the blower and generate data for future work completed on the filters.
- Repaired Coagulate Tank #1 exterior receiving piping. Piping damaged by equipment during snow clearing.

Upcoming Maintenance

- Clean pipe raceway in basement.
- Install new filtered water UVT Analyzer. Current unit is 8 years old and is requiring more frequent maintenance. Analyzer is critical to plant operation.
- Install new coagulate dosing pump #1. Pump is approximately 8 years old.

Director of Public Works, Water and Wastewater None

Administrative Assistant to the City Manager None

City Manager



Information Report (IR)

Subject: Protective Services Statistics for month of January 2023

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

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

BACKGROUND INFORMATION:

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

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 49 calls for services as follows:

By-law Enforcement:

- 3 Untidy property
- 8 Snow Related
- 13 Rodents
- 2 Illegal Parking
- Various other routine complaints

Taxi Regulation:

- 1 Taxi Vehicle Permits
- 3 Taxi Driver Permits

Animal Control:

- 6 Calls for Service were received that included:
- 6 Roaming Animals
- 1 Injured/Dead Animals

Parking Enforcement:

- 64 Parking related violations were issued that included:
- 46 Expired Meters
- 2 Accessible Parking Spaces

2. CORNER BROOK FIRE DEPARTMENT

The Cbfd received 35 calls for service that included:

# of Incidents	Type
2	Structure Fire Residential
5	Residential Alarm – Smoke Visible
4	Residential Alarm - Odor
5	Commercial Alarms
1	Carbon Monoxide Alarms
1	Chimney Fire
2	Vehicle Fire
7	MVC – Injury/Entrapment
5	MVC – No injury/no entrapment/no fuel spill
1	Non-emergency – lift assist
1	Wire Down
1	High Angle Rescue

The Cbfd Fire Prevention Inspector conducted:

- 1 Commercial Inspection
- 1 Mobile Vendor Inspection
- 1 Home Oxygen Inspection

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for January 2023 (Pre-Reconciliation) was 6551

Primary Agency	Number of Transferred Calls
Police	893
Ambulance	1,848
Fire	183
Crisis	8
MRSC	2
Northern911	1
Poison Control	2
RoCP	7
Total	2,944

Volume of Non-Transferred 911 Calls: **3,607**

4. UPDATE ON THE LADDER TRUCK

Work on the ladder truck is still progressing. Western Steel has been engaged to do the necessary welding and are awaiting approval of the welding work plan from their engineer. The truck is currently operational but will require final testing when the work is complete.

Administrative Assistant to the City Manager Approved - 23 Feb 2023

City Manager



Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Engineering

Staff Contact: Darren Charters, Director of Community, Engineering, Development & Planning

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

BACKGROUND INFORMATION:

Corner Brook Regional Recreation Centre

- Rear pool masonry wall done; 5 out of 7 bays done alongside the maintenance alley
- Interior masonry (locker room areas) approximately 75% complete
- Structural steel 95%. All concrete decking complete on level 2
- Steel studs being installed in Admin area level 2
- Contractor working on compacting and prepping for concrete slab on level 1 in the daycare area
- Estimated completion early 2024



Citadel Drive PRV Upgrades

- Tender awarded to ECO Contracting for the value of \$644,000.00 HST incl
- Architectural work complete
- Mechanical HVAC and electrical very near completion
- Piping installation 75% complete
- Project 70% complete to date

Bell's Brook Culvert Phase 2

- Tender awarded to C.Barnes Excavating for the value of \$860,311.55 HST incl
- Project started September 20th
- Project 60% complete
- Revised date to open road is March 3, 2023
- Curb, asphalt to be completed by June, 2023

Elizabeth Street Pump House upgrade (funded 100% by province, ACH)

- Tender awarded to Rodco Mechanical for the value of \$535,900 HST incl
- Project started September 20th
- Residential PRV installations ongoing
- Project approximately 100% complete
- New equipment commissioned February 17th, waiting a deficiency list from Consultant

Great Trail Enhancement Phase 1

- Tender closed on January 12th
- Contract awarded to West Coast Excavating and Equipment Co. Ltd
- Contract documents being prepared
- Construction startup Spring 2023

O'Connell Drive at Crestview Ave. Pedestrian Crossing Improvements

- Project design has been awarded to Englobe Corp.
- Design work complete
- Tender closing February 22nd

Projects Completed

- Retaining Wall Replacement (C.Barnes Excavating)
- Johnson's Avenue Storm Sewer Improvements (Marine)
- Pittman's Lane Storm Sewer Improvements (Marine)
- Sidewalk Replacement 2022 (C.Barnes Excavating)
- Asphalt Patching 2022 (Marine)
- Roundabout Tower Protection Wall (C.Barnes Excavating)

- Asphalt Program 2022 (Street Resurfacing)
- Bell's Brook Culvert Phase 1
- Blackwood's Hill Culvert Replacement

Future Capital Projects

Deep Gulch Brook Storm Sewer Replacement

- RFP issued February 21st

Great Trail Enhancement Phase 2

- Funding letter received from Infrastructure Canada
- Waiting for Funding Agreement

Engineering Studies

Water System Audit

- Funding not available, looking at phased approach with current City Funding

Transportation Study

- RFP for engineering consultants to be released spring of 2023

Director of Community, Engineering, Development & Planning	Approved - 22 Feb 2023
Administrative Assistant to the City Manager	Approved - 23 Feb 2023

City Manager



Information Report (IR)

Subject: Development, Planning and Community Services

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Development and Planning

Staff Contact: Darren Charters, Director of Community, Engineering, Development & Planning

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

BACKGROUND INFORMATION:

Development and Planning

22 University Drive (New Rec Centre)

- Permit Issued for Civil, Structural and Exterior Envelope

25 Poplar Rd (Vet Clinic)

- All Permits Issued – Occupancy anticipated Spring/Summer

396 O’Connell Drive (Glass Repair Shop)

- All Permits Issued

167 Country Rd (Crematorium)

- Permit Issued for Site Development
- Has been appealed to Supreme Court

4a Herald Avenue (Robins Donuts)

- Site Work/Construction has been completed
- Building Envelope construction is underway

3 Herald Avenue (Pyhsio Therapy Business)

- Permit Issued for Interior Fit-up

18 White Lakes Rd (New Office and Repair Garage – Kenworth Transport)

- Interior Fit-up permit issued

101 Healthcare Crescent (CB Acute Care Hospital)

- Project Progressing on schedule for completion in Summer to Fall of 2023

106 West Street (Western Star Building – Conversion to Apartment Building)

- Construction will restart again in March/April
- Interior demolition underway
- Permit issued for foundation changes/upgrades to accommodate multiple stories

10 Tippings Place (New Industrial Building)

- Construction Ongoing

1 West Street (Bank of Montreal)

- Interior Renovation

33 Doves Rd (8 Unit - Apartment Building)

- Construction Ongoing

33 Lundrigan Drive (New Self-Storage Building)

- Foundation Under Construction

22 Confederation Drive (New Western Motor Sports Location)

- Construction Ongoing

24 Murphy Square (Subway Renovation)

- Renovation and extension

2 Armstrong Avenue (4 Unit Apartment Building)

- Fire Damage to a portion of this building
- Permit issued to Reconstruct/Repair Building

1 Mount Bernard Avenue (Sobeys)

- Interior Renovation

18 Lundrigan Drive (Helicopter Repair Garage)

- Exterior Shell Complete

14 West Street (City Pharmacy)

- Interior Renovation/Alteration
- Project Nearing Completion

29 Lundrigan Drive (Tech Construction –Warehouse)

- Construction Ongoing

12 Tippings Drive (Industrial Warehouse)

- Permits Issued for siteworks and foundation

43 Maple Valley Rd (Canada Post Expansion)

- Permits Issued – Construction On-going

44 Maple Valley Rd (Plaza Mall – The Shoe Company)

- Permits Issued

Potential New Projects

O'Connell Drive (Self-Storage Building – directly behind the Orange Store)

- Development Approval pending

71 Phillip Drive (Conversion of Old Church to 14 Unit Apartment Building)

- Use Approval Granted, waiting on engineered drawings

8 Grenfell Drive (Gas Station and Fast Food Restaurant)

- Awaiting engineered drawings, construction is expected this year

43 Lundrigan Drive (New Industrial Building)

- Awaiting engineered drawings, construction is expected this year

62 Broadway – New Office Space

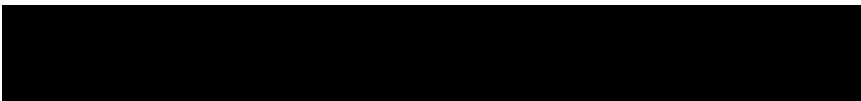
- Waiting on Engineered Drawings

42 North Shore Highway (Mount Patricia Cemetery)

- Cemetery Expansion – Development Approval Granted - Awaiting Drawings

14 West Street (Doctors Office above City Pharmacy)

- Drawings Submitted



New IMSP and Development Regulations

- Consultant has submitted the Draft Municipal Plan and Development Regulations for Staff Review
- Staff review is Complete. Response to be provided back to the Consultant with feedback outlining changes that the City requires
- Next steps will include a document provided by the consultant that can be reviewed by executive staff and council

Business Development

Downtown Urban Development Plan (DUDAP II)

- Draft proposal discussed with ACOA
- Discussion with the Provincial Department (DIET) on the same subject is scheduled for February 22nd (Wednesday)
- After we get the feedback from the ACOA and the Province, we will prepare the formal application for submission

YOLO Nomads Project (Remote Working)

- The project has already started and the website is being created
- Staff are in regular contact with consultants for development and roll out
- Finalizing 14 Day itinerary for website

Façade Appeal Comprehensive Enhancement (FACE) Program

- One application for \$10,000 has been approved
- One application is in the pipeline
- One Blade Sign application has been approved

Downtown Business Association (DBA)

- Reestablishing the DBA a priority
- Discussions are also being held with Downtowns Atlantic Canada and other downtown associations including St. John's
- Consultations with the downtown businesses are being set up

New Program with Newfoundland & Labrador Organization of Women Entrepreneurs (NLOWE)

- Staff are working on a new program to be implemented along with NLOWE for women entrepreneurs
- NLOWE is interested in discussing this after their program in the first week of March

Sustainable Development

Local Food Infrastructure Fund Community Greenhouse

- Partnered with WEC
- Will house programs and education surrounding community food, local growing practice as well as new innovations in growing technology in Northern regions
- Over \$100,000 in total funding
- 42 ft Geodesic Dome Greenhouse
- Partnered with Association of New Canadians, Vine Place Community Centre, Immaculate Heart and other community outreach groups
- Should be in the Building process by mid-June

Trans Canada Trail – The Great Canadian Trail

- Will be working with Qalipu to ensure proper indigenous engagement on the project as it moves through culturally significant areas of the municipality (Crow Gulch)
- Signage to educate on the cultural, geologic and economic histories of the area

STAR Trail updates

- OBIEC and IATNL building up the Man in the Mountain Trail as well as the Cape Blow me Down (Coppermine) to be multi use trails.
- In the process of finalizing the LTOs
- Construction 2023

2 Billion Trees

- Working with NRCan for a Data Collection aspect of work
- Will help the City grow our Urban Forestry Management knowledge base
- Planning to Plant 10,000 Trees in the next 2 years within the municipal zoning area
- Will bring an opportunity to educate staff on sustainable urban agriculture practice

City Studio

- Has grown to be 3 courses this year
- One Masters Level Class 6001
- 2 Chemistry Courses
- Engaged research will focus on Environmental Toxicology and Urban Agriculture Policy at the municipal and provincial levels
-

Partners for Climate Protection (PCP)

- Working on collecting the measurable data on changes which have been made throughout the organization
- Working on finalizing Milestone 4 which is the implementation of the IMSP

Community Gardens in Association with WEC

- 5 Community Gardens running through this partnership at the moment
- The city has received funding through MMSB for 4 additional JoraCan Composters
- The partnership with the City and WEC has been a great opportunity to make a big change in supporting spaces for community and food
- Funding finalized for another greenhouse at the Barry Place Community Garden (Provincial grant of \$10,000)

Director of Community, Engineering, Approved - 22 Feb 2023
Development & Planning

Administrative Assistant to the City Approved - 23 Feb 2023
Manager

City Manager



Information Report (IR)

Subject: Finance & Administration Update

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Income Statement Detail - January 2023](#)
[Detailed Expense Report - January 2023](#)
[Civic Centre January 2023](#)
[Total Accounts Outstanding - feb23](#)
[Accounts over \\$5K - feb23](#)
[Accounts over 365 days - feb23](#)
[Business Tax Outstanding - feb23](#)
[Civic Centre Profit & Loss - January 2023](#)

BACKGROUND INFORMATION:

FINANCE AND ADMINISTRATION

The detail financial reports for the first month of the 2023 fiscal year are in the accompanying attachments.

Property and business Taxes

A gentle reminder to all taxpayers that the deadlines for settling the property and business taxes are as follows:

- Property Taxes – 28th February 2023
- Business Taxes – 31st March 2023.

Taxpayers planning to settle their tax dues on or before these respective dates are entitled to a 1% discount. Outstanding taxes post these respective dates will incur an interest charge of 10.5% effective 1 January 2023.

Below are the revenue and expense graphs for January 2023 highlighting the key sub-categories of revenues and expenses measured against budget.

**Detail of financial reports are attached.*

Grants

To date the grants committee have awarded the following grants;

- The Cloud Factory – in support of the snow screening display to take place in March at the Blow Me Down Ski Club.
- Vine Place Community Centre – in support of senior recreation events and transportation.
- Rotary Music Festival – in support of the annual music festival.
- CB Nuit – In support of the annual festival on West Street.

Director of Finance and
Administration

Approved - 22 Feb 2023

Administrative Assistant to the City
Manager

Approved - 23 Feb 2023

City Manager

Income Statement Detail - Revenues 2023

City of Corner Brook

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	January 2023 BUDGET	January 2023 ACTUAL	MTD VARIANCE	January 2023 YTD BUDGET	January 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$13,842,385	\$14,251,810	\$409,425	\$13,842,385	\$14,251,810	\$409,425	\$14,270,500	(\$18,690)
Tax revenues, Unit charge residential	4,545,954	4,688,674	142,720	4,545,954	4,688,674	142,720	4,686,550	2,124
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	904,234	932,000	27,766	904,234	932,000	27,766	932,200	-200
Gross Residential Tax	19,292,573	19,872,484	579,911	19,292,573	19,872,484	579,911	19,889,250	-16,766
Tax revenues, Municipal tax commercial	3,710,250	3,822,406	112,156	3,710,250	3,822,406	112,156	3,825,000	-2,594
Tax revenues, Unit charge commercial	582,276	602,690	20,414	582,276	602,690	20,414	600,285	2,405
Tax revenues, Water levy commercial	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy commercial	95,545	98,000	2,455	95,545	98,000	2,455	98,500	-500
Gross Commercial Tax	4,388,071	4,523,096	135,025	4,388,071	4,523,096	135,025	4,523,785	-689
Gross Property Tax	23,680,644	24,395,580	714,936	23,680,644	24,395,580	714,936	24,413,035	-17,455
Tax revenues, Seniors discount	-112,000	-50,534	61,466	-112,000	-50,534	61,466	-160,000	109,466
Tax revenues, Municipal tax discount	-95,000	-32,428	62,572	-95,000	-32,428	62,572	-190,000	157,572
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
Total Property Tax Discounts	-207,000	-82,962	124,038	-207,000	-82,962	124,038	-350,000	267,038
Net Property Tax	23,473,644	24,312,618	838,974	23,473,644	24,312,618	838,974	24,063,035	249,583
Tax revenues, Business tax levy	5,296,103	5,430,880	134,777	5,296,103	5,430,880	134,777	5,459,900	-29,020
Tax revenues, Business tax discount	-9,600	-1,277	8,323	-9,600	-1,277	8,323	-32,000	30,723
Tax revenues, Business credit - COVID	0	0	0	0	0	0	0	0
Tax revenues, Business Restoration credit	0	0	0	0	0	0	-30,000	30,000
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
Business Tax	5,286,503	5,429,603	143,100	5,286,503	5,429,603	143,100	5,397,900	31,703
Tax revenues, Poll tax	0	0	0	0	0	0	0	0
Tax revenues, School water levy	0	0	0	0	0	0	0	0
Tax revenues, Meter supply levy	171,902	0	-171,902	171,902	0	-171,902	747,400	-747,400
Other Taxes	171,902	0	-171,902	171,902	0	-171,902	747,400	-747,400
Utility tax, NF Power	0	0	0	0	0	0	887,400	-887,400
Utility tax, Matrix	0	0	0	0	0	0	0	0
Utility tax, Aliant	0	0	0	0	0	0	239,700	-239,700
Utility tax, Rogers	0	0	0	0	0	0	86,700	-86,700
Utility tax, Telus	0	0	0	0	0	0	21,500	-21,500
Utility tax, Other	0	0	0	0	0	0	4,100	-4,100
Utility Taxes	0	0	0	0	0	0	1,239,400	-1,239,400
Contributions, Federal Govt	0	0	0	0	0	0	154,100	-154,100
Contributions, Prov of NL	0	0	0	0	0	0	166,100	-166,100
Contributions, Prov of NL- Debt	0	0	0	0	0	0	0	0
Contributions, CBC	0	0	0	0	0	0	5,000	-5,000
Contributions, CBP&P Water	0	90,000	90,000	0	90,000	90,000	90,000	0
Contributions, CBP&P Grant	0	0	0	0	0	0	1,077,000	-1,077,000
Contributions, Contributions - Memorial Uni	0	239,861	239,861	0	239,861	239,861	239,900	-39
Contributions, Secondary Fire	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2023

City of Corner Brook

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	January 2023 BUDGET	January 2023 ACTUAL	MTD VARIANCE	January 2023 YTD BUDGET	January 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Contributions, Western Health	0	0	0	0	0	0	0	0
Contributions, Federal Gas Tax Program	0	0	0	0	0	0	896,600	-896,600
Contributions	0	329,861	329,861	0	329,861	329,861	2,628,700	-2,298,839
Permits and licenses, Mobile vending	0	0	0	0	0	0	2,200	-2,200
Permits and licenses, Dog Licenses	150	155	5	150	155	5	1,800	-1,645
Permits and licenses, Bldg Permits	6,000	783	-5,217	6,000	783	-5,217	117,500	-116,717
Permits and licenses, Parking Meter Collections	1,980	0	-1,980	1,980	0	-1,980	39,600	-39,600
Permits and licenses, Impounding charges	0	0	0	0	0	0	1,400	-1,400
Permits and licenses, Taxi Licenses	0	125	125	0	125	125	6,500	-6,375
Permits and licenses, Develop application	235	550	315	235	550	315	4,700	-4,150
Permits and licenses, Compliance Letters	2,058	500	-1,558	2,058	500	-1,558	34,300	-33,800
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	10,423	2,113	-8,310	10,423	2,113	-8,310	208,000	-205,887
Fines/Tickets, Parking tickets	1,250	275	-975	1,250	275	-975	15,000	-14,725
Fines/Tickets, Parking tickets - Courts	2,917	4,508	1,591	2,917	4,508	1,591	35,000	-30,492
Fines/Tickets, Municipal ticketing	0	0	0	0	0	0	1,000	-1,000
Fines & Tickets	4,167	4,783	616	4,167	4,783	616	51,000	-46,217
Interest, Tax Interest	18,500	24,293	5,793	18,500	24,293	5,793	370,000	-345,707
Interest, Bank Interest	6,000	0	-6,000	6,000	0	-6,000	120,000	-120,000
Interest	24,500	24,293	-207	24,500	24,293	-207	490,000	-465,707
Facility Rentals, Curling Club Rental	12,800	0	-12,800	12,800	0	-12,800	12,800	-12,800
Facility Rentals, Curling Club Electricity	3,133	3,752	619	3,133	3,752	619	18,800	-15,048
Facility Rentals, City Hall Rental	16,667	16,472	-195	16,667	16,472	-195	200,000	-183,528
Facility Rental, Rotary Arts	0	0	0	0	0	0	0	0
Facility Rentals	32,600	20,224	-12,375	32,600	20,224	-12,375	231,600	-211,375
Facility Agreement - 911 PSAP	0	0	0	0	0	0	897,400	-897,400
Civic Centre, Ice Rental	77,420	73,536	-3,884	77,420	73,536	-3,884	553,000	-479,464
Civic Centre, Room Rental Civic Centre	2,500	52	-2,448	2,500	52	-2,448	40,000	-39,948
Civic Centre, Annex Rental	1,083	0	-1,083	1,083	0	-1,083	13,000	-13,000
Civic Centre, Skybox	0	3,800	3,800	0	3,800	3,800	5,300	-1,500
Civic Centre, Studio Rec. Usage	5,417	14,110	8,693	5,417	14,110	8,693	65,000	-50,890
Civic Centre, Catering	0	0	0	0	0	0	153,000	-153,000
Civic Centre, Concessions	833	0	-833	833	0	-833	10,000	-10,000
Civic Centre, Holding Seats	0	990	990	0	990	990	7,000	-6,010
Civic Centre, Indoor Advertising	0	3,295	3,295	0	3,295	3,295	60,000	-56,705
Civic Centre, Outdoor Advertising	0	609	609	0	609	609	14,000	-13,391
Civic Centre, Leases Civic Centre	10,250	9,856	-394	10,250	9,856	-394	123,000	-113,144
Civic Centre, Security	292	0	-292	292	0	-292	3,500	-3,500
Civic Centre, Electricity	333	246	-87	333	246	-87	4,000	-3,754
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	0	1,030	1,030	0	1,030	1,030	150,000	-148,970
Civic Centre, Home Show	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2023

City of Corner Brook

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	January 2023 BUDGET	January 2023 ACTUAL	MTD VARIANCE	January 2023 YTD BUDGET	January 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, Royals Hockey Games	4,500	70,615	66,115	4,500	70,615	66,115	27,000	43,615
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0
Civic Centre, General Skating	2,500	5,739	3,239	2,500	5,739	3,239	15,000	-9,261
Civic Centre, Silver Blades	0	0	0	0	0	0	8,500	-8,500
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	1,083	0	-1,083	1,083	0	-1,083	13,000	-13,000
Civic Centre	106,211	183,878	77,667	106,211	183,878	77,667	1,264,300	-1,080,422
Land Revenues, Sales - Land	0	0	0	0	0	0	35,000	-35,000
Land Revenues, Land Leases	2,325	7,097	4,772	2,325	7,097	4,772	27,900	-20,803
Land Reserves	2,325	7,097	4,772	2,325	7,097	4,772	62,900	-55,803
Revenue from Reserves, Cap Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves, Oper Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves	0	0	0	0	0	0	0	0
Fees, Tax Certificates	2,292	1,200	-1,092	2,292	1,200	-1,092	27,500	-26,300
Fees, Tender documents	0	0	0	0	0	0	0	0
Fees, Appeal fees	183	0	-183	183	0	-183	2,200	-2,200
Fees, Insurance User Groups	0	0	0	0	0	0	0	0
Fees	2,475	1,200	-1,275	2,475	1,200	-1,275	29,700	-28,500
Park revenue, Summer Program	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	0	0	0	0	0	0	0
Park revenue, Field Rentals	0	0	0	0	0	0	16,200	-16,200
Park revenue, Ball Field Lighting	0	1,229	1,229	0	1,229	1,229	16,000	-14,771
Park revenue, Canada Day Revenue	0	0	0	0	0	0	12,000	-12,000
Park & Recreation Revenue	0	1,229	1,229	0	1,229	1,229	44,200	-42,971
Misc revenue, Garbage tags	0	45	45	0	45	45	1,000	-955
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	0	2,767	2,767	0	2,767	2,767	0	2,767
Misc revenue, Bus Shelter Advertising	1,250	1,230	-20	1,250	1,230	-20	15,000	-13,770
Misc revenue, Recycling metal	0	0	0	0	0	0	0	0
Misc revenue, Train revenue	0	0	0	0	0	0	42,000	-42,000
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	0	221	221	0	221	221	1,300	-1,079
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	0	0	0	0	0	0	0
Misc Revenue	1,250	4,263	3,012	1,250	4,263	3,012	59,300	-55,038
Total Revenues	29,116,000	30,321,162	1,205,162	29,116,000	30,321,162	1,205,162	37,414,835	-7,093,673

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Council, Salary		\$16,108	\$16,310	(\$202)	\$16,108	\$16,310	(\$202)	\$193,300	\$176,990
Council, Group Insurance		958	1,442	-484	958	1,442	-484	11,500	10,058
Council, CPP/EI/WCB/HAPSET		1,350	1,491	-141	1,350	1,491	-141	16,200	14,709
Council, Business Travel		1,000	0	1,000	1,000	0	1,000	12,000	12,000
Council, Meeting expenses		833	0	833	833	0	833	10,000	10,000
Council, Public Receptions		417	0	417	417	0	417	5,000	5,000
Council, Office supplies		167	0	167	167	0	167	2,000	2,000
Council, Other supplies		83	0	83	83	0	83	1,000	1,000
Council, Promo materials		333	0	333	333	0	333	4,000	4,000
Council, Subscriptions		50	0	50	50	0	50	600	600
Council, Advertising		917	0	917	917	0	917	11,000	11,000
Council, Donations		292	0	292	292	0	292	3,500	3,500
Council, Registration fees		250	0	250	250	0	250	3,000	3,000
Council, Telephone		42	0	42	42	0	42	500	500
Council, Cell phone		42	0	42	42	0	42	500	500
Council, Municipal Associations		1,667	0	1,667	1,667	0	1,667	20,000	20,000
Council, Staff recognition		83	0	83	83	0	83	1,000	1,000
Council, Membership fees		42	0	42	42	0	42	500	500
Council, Conference fees		50	0	50	50	0	50	600	600
Council, Municipal Awareness Day		208	0	208	208	0	208	2,500	2,500
Council, Local appeal board		208	0	208	208	0	208	2,500	2,500
Total Council		25,100	19,243	5,856	25,100	19,243	5,856	301,200	281,956
Early Retirees, Salary		2,000	2,000	0	2,000	2,000	0	24,000	22,000
Early Retirees, Group Insurance		158	170	-12	158	170	-12	1,900	1,730
Early Retirees, CPP/EI/WCB/HAPSET		142	147	-5	142	147	-5	1,700	1,553
Total Early Retirees		2,300	2,317	-17	2,300	2,317	-17	27,600	25,283
CM Admin, Salary		33,617	22,371	11,246	33,617	22,371	11,246	403,400	381,029
CM Admin, Vacation		2,992	1,221	1,771	2,992	1,221	1,771	35,900	34,679
CM Admin, Sick		750	9,005	-8,255	750	9,005	-8,255	9,000	-5
CM Admin, Group Insurance		1,475	943	532	1,475	943	532	17,700	16,757
CM Admin, Pension		2,400	2,332	68	2,400	2,332	68	28,800	26,468
CM Admin, CPP/EI/WCB/HAPSET		3,200	3,812	-612	3,200	3,812	-612	38,400	34,588
CM Admin, Business Travel		100	0	100	100	0	100	1,200	1,200
CM Admin, Furniture and Equip		42	0	42	42	0	42	500	500
CM Admin, Meeting expenses		42	0	42	42	0	42	500	500
CM Admin, Office supplies		208	73	135	208	73	135	2,500	2,427
CM Admin, Other supplies		83	0	83	83	0	83	1,000	1,000
CM Admin, Document Mgmt		1,000	0	1,000	1,000	0	1,000	12,000	12,000
CM Admin, Photocopier expenses		333	272	61	333	272	61	4,000	3,728
CM Admin, Registration fees		125	0	125	125	0	125	1,500	1,500
CM Admin, Cell phone		167	0	167	167	0	167	2,000	2,000
CM Admin, Postage/Courier		500	500	0	500	500	0	6,000	5,500
CM Admin, Special Projects		4,167	0	4,167	4,167	0	4,167	50,000	50,000
CM Admin, Membership fees		125	0	125	125	0	125	1,500	1,500
CM Admin, Conference fees		167	0	167	167	0	167	2,000	2,000

City of Corner Brook
For the One Month Ending January 31, 2023

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Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
CM Admin, Training		167	0	167	167	0	167	2,000	2,000
CM Admin, Consulting fees		3,750	0	3,750	3,750	0	3,750	45,000	45,000
Total City Manager Admin		55,410	40,529	14,880	55,410	40,529	14,880	664,900	624,371
Total City Manager		55,410	40,529	14,880	55,410	40,529	14,880	664,900	624,371
F&A Admin, Salary		13,350	13,500	-150	13,350	13,500	-150	160,200	146,700
F&A Admin, Vacation		1,192	0	1,192	1,192	0	1,192	14,300	14,300
F&A Admin, Sick		300	203	97	300	203	97	3,600	3,397
F&A Admin, Group Insurance		575	354	221	575	354	221	6,900	6,546
F&A Admin, Pension		1,100	822	278	1,100	822	278	13,200	12,378
F&A Admin, CPP/EI/WCB/HAPSET		1,275	1,627	-352	1,275	1,627	-352	15,300	13,673
F&A Admin, Business Travel		1,083	0	1,083	1,083	0	1,083	13,000	13,000
F&A Admin, Office supplies		1,917	1,599	318	1,917	1,599	318	23,000	21,401
F&A Admin, Other supplies		0	123	-123	0	123	-123	0	-123
F&A Admin, Photocopier expenses		192	837	-645	192	837	-645	2,300	1,463
F&A Admin, Subscriptions		433	0	433	433	0	433	5,200	5,200
F&A Admin, Telephone		2,627	1,880	747	2,627	1,880	747	31,520	29,640
F&A Admin, Cell phone		283	0	283	283	0	283	3,400	3,400
F&A Admin, Postage/Courier		933	0	933	933	0	933	11,200	11,200
F&A Admin, Membership fees		875	0	875	875	0	875	10,500	10,500
F&A Admin, Training		333	0	333	333	0	333	4,000	4,000
F&A Admin, Insurance Claims Deductible		1,667	0	1,667	1,667	0	1,667	20,000	20,000
F&A Admin, Assessment fees		60,525	60,515	10	60,525	60,515	10	242,100	181,585
F&A Admin, Audit fees		0	0	0	0	0	0	45,000	45,000
F&A Admin, Consulting fees		3,500	0	3,500	3,500	0	3,500	42,000	42,000
F&A Admin, Insurance		22,500	23,426	-926	22,500	23,426	-926	270,000	246,574
F&A Admin, Legal fees		575	9,738	-9,163	575	9,738	-9,163	6,900	-2,838
F&A Admin, Local appeal board		292	0	292	292	0	292	3,500	3,500
Total Finance & Admin		115,527	114,624	902	115,527	114,624	902	947,120	832,495
F&A HR, Salary		26,558	24,104	2,454	26,558	24,104	2,454	318,700	294,596
F&A HR, Overtime		192	0	192	192	0	192	2,300	2,300
F&A HR, Vacation		2,375	812	1,563	2,375	812	1,563	28,500	27,688
F&A HR, Sick		592	2,644	-2,052	592	2,644	-2,052	7,100	4,456
F&A HR, Group Insurance		1,225	1,209	16	1,225	1,209	16	14,700	13,491
F&A HR, Pension		1,783	1,659	124	1,783	1,659	124	21,400	19,741
F&A HR, Severance		4,167	0	4,167	4,167	0	4,167	50,000	50,000
F&A HR, CPP/EI/WCB/HAPSET		3,100	3,268	-168	3,100	3,268	-168	37,200	33,932
F&A HR, Safety Program		208	0	208	208	0	208	2,500	2,500
F&A HR, City Equip		525	0	525	525	0	525	6,300	6,300
F&A HR, HR Program		1,100	0	1,100	1,100	0	1,100	13,200	13,200
F&A HR, Staff Social Events		0	-279	279	0	-279	279	5,000	5,279
F&A HR, Recruitment		833	0	833	833	0	833	10,000	10,000
F&A HR, Staff Recognition		200	0	200	200	0	200	2,400	2,400
F&A HR, Training		1,367	0	1,367	1,367	0	1,367	16,400	16,400

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
F&A HR, Medicals	1060-65600	83	40	43	83	40	43	1,000	960
Total F&A HR		44,308	33,457	10,851	44,308	33,457	10,851	536,700	503,243
F&A Treasury, Salary		22,625	20,766	1,859	22,625	20,766	1,859	271,500	250,734
F&A Treasury, Overtime		167	1,260	-1,093	167	1,260	-1,093	2,000	740
F&A Treasury, Vacation		2,025	1,598	427	2,025	1,598	427	24,300	22,702
F&A Treasury, Sick		508	871	-363	508	871	-363	6,100	5,229
F&A Treasury, Group Insurance		1,100	1,026	74	1,100	1,026	74	13,200	12,174
F&A Treasury, Pension		1,517	1,394	123	1,517	1,394	123	18,200	16,806
F&A Treasury, CPP/EI/WCB/HAPSET		2,842	2,873	-31	2,842	2,873	-31	34,100	31,227
Total F&A Treasury		30,784	29,788	996	30,784	29,788	996	369,400	339,612
F&A IT, Salary		14,433	13,614	819	14,433	13,614	819	173,200	159,586
F&A IT, Overtime		217	197	20	217	197	20	2,600	2,403
F&A IT, Vacation		1,300	679	621	1,300	679	621	15,600	14,921
F&A IT, Sick		325	135	190	325	135	190	3,900	3,765
F&A IT, Group Insurance		467	370	97	467	370	97	5,600	5,230
F&A IT, Pension		967	887	80	967	887	80	11,600	10,713
F&A IT, CPP/EI/WCB/HAPSET		1,825	1,766	59	1,825	1,766	59	21,900	20,134
F&A IT, Comp software maint		17,267	34,177	-16,911	17,267	34,177	-16,911	207,200	173,023
F&A IT, Comp network costs		1,367	0	1,367	1,367	0	1,367	16,400	16,400
Total F&A IT		38,168	51,825	-13,659	38,168	51,825	-13,659	458,000	406,175
F&A CSR, Salary		7,700	5,099	2,601	7,700	5,099	2,601	92,400	87,301
F&A CSR, Overtime		417	480	-63	417	480	-63	5,000	4,520
F&A CSR, Vacation		725	397	328	725	397	328	8,700	8,303
F&A CSR, Sick		183	2,384	-2,201	183	2,384	-2,201	2,200	-184
F&A CSR, Group Insurance		225	167	58	225	167	58	2,700	2,533
F&A CSR, Pension		517	477	40	517	477	40	6,200	5,723
F&A CSR, CPP/EI/WCB/HAPSET		1,083	956	127	1,083	956	127	13,000	12,044
Total F&A CSR		10,850	9,960	890	10,850	9,960	890	130,200	120,240
F&A Land, Salary		5,742	5,298	443	5,742	5,298	443	68,900	63,602
F&A Land, Vacation		508	589	-80	508	589	-80	6,100	5,511
F&A Land, Sick		125	0	125	125	0	125	1,500	1,500
F&A Land, Group Insurance		117	165	-49	117	165	-49	1,400	1,235
F&A Land, Pension		383	353	30	383	353	30	4,600	4,247
F&A Land, CPP/EI/WCB/HAPSET		642	697	-55	642	697	-55	7,700	7,003
F&A Land, Professional fees		1,250	468	782	1,250	468	782	15,000	14,532
Total F&A Land		8,767	7,570	1,196	8,767	7,570	1,196	105,200	97,630

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
F&A Legal, Salary	1110-50000	6,933	5,684	1,249	6,933	5,684	1,249	83,200	77,516
F&A Legal, Vacation	1110-50200	617	1,421	-804	617	1,421	-804	7,400	5,979
F&A Legal, Sick	1110-50300	150	0	150	150	0	150	1,800	1,800
F&A Legal, Group Insurance	1110-51000	142	88	54	142	88	54	1,700	1,612
F&A Legal, Pension	1110-51100	458	426	32	458	426	32	5,500	5,074
F&A Legal, CPP/EI/WCB/HAPSET	1110-51500	667	844	-177	667	844	-177	8,000	7,156
Total F&A Legal		8,967	8,463	502	8,967	8,463	502	107,600	99,135
Total Finance & Administration		257,371	255,687	1,680	257,371	255,687	1,680	2,654,220	2,398,530
CEDP Admin, Salary		16,542	13,084	3,457	16,542	13,084	3,457	198,500	185,416
CEDP Admin, Overtime		83	0	83	83	0	83	1,000	1,000
CEDP Admin, Vacation		1,475	1,164	311	1,475	1,164	311	17,700	16,536
CEDP Admin, Sick		367	2,015	-1,648	367	2,015	-1,648	4,400	2,385
CEDP Admin, Group Insurance		700	654	46	700	654	46	8,400	7,746
CEDP Admin, Pension		1,100	1,017	83	1,100	1,017	83	13,200	12,183
CEDP Admin, CPP/EI/WCB/HAPSET		1,675	2,005	-330	1,675	2,005	-330	20,100	18,095
CEDP Admin, Business Travel		2,083	0	2,083	2,083	0	2,083	25,000	25,000
CEDP Admin, Office supplies		1,250	1,415	-165	1,250	1,415	-165	15,000	13,585
CEDP Admin, Photocopier expenses		333	295	38	333	295	38	4,000	3,705
CEDP Admin, Subscriptions		292	0	292	292	0	292	3,500	3,500
CEDP Admin, Cell phone		500	0	500	500	0	500	6,000	6,000
CEDP Admin, Postage/Courier		0	171	-171	0	171	-171	0	-171
CEDP Admin, Training		333	0	333	333	0	333	4,000	4,000
CEDP Admin, Consulting fees		2,083	417	1,666	2,083	417	1,666	25,000	24,583
CPD Admin, Comp software maint		1,667	0	1,667	1,667	0	1,667	20,000	20,000
Total CEDP Admin		30,483	22,237	8,245	30,483	22,237	8,245	365,800	343,562
CEDP Planning, Salary		9,958	8,592	1,367	9,958	8,592	1,367	119,500	110,908
CEDP Planning, Overtime		125	0	125	125	0	125	1,500	1,500
CEDP Planning, Vacation		900	458	442	900	458	442	10,800	10,342
CEDP Planning, Sick		225	115	110	225	115	110	2,700	2,585
CEDP Planning, Group Insurance		217	299	-82	217	299	-82	2,600	2,301
CEDP Planning, Pension		667	550	117	667	550	117	8,000	7,450
CEDP Planning, CPP/EI/WCB/HAPSET		1,250	1,078	172	1,250	1,078	172	15,000	13,922
CEDP Planning, Advertising		83	0	83	83	0	83	1,000	1,000
CEDP Planning, Special Projects		8,333	0	8,333	8,333	0	8,333	100,000	100,000
CEDP Planning, Professional fees		417	0	417	417	0	417	5,000	5,000
Total CEDP Planning		22,175	11,092	11,084	22,175	11,092	11,084	266,100	255,009
CEDP Bldg Inspect, Salary		25,417	20,123	5,294	25,417	20,123	5,294	305,000	284,877
CEDP Bldg Inspect, Overtime		417	0	417	417	0	417	5,000	5,000
CEDP Bldg Inspect, Vacation		2,300	1,052	1,248	2,300	1,052	1,248	27,600	26,548
CEDP Bldg Inspect, Sick		575	355	220	575	355	220	6,900	6,545
CEDP Bldg Inspect, Group Insurance		808	637	171	808	637	171	9,700	9,063

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
CEDP Bldg Inspect, Pension		1,700	1,292	408	1,700	1,292	408	20,400	19,108
CEDP Bldg Inspect, CPP/EI/WCB/HAPSET		3,125	2,543	582	3,125	2,543	582	37,500	34,957
CEDP Bldg Inspect, City Equip		1,000	0	1,000	1,000	0	1,000	12,000	12,000
Total Building Inspection		35,342	26,002	9,339	35,342	26,002	9,339	424,100	398,098
CEDP Business, Salary		6,558	5,962	596	6,558	5,962	596	78,700	72,738
CEDP Business, Vacation		583	625	-42	583	625	-42	7,000	6,375
CEDP Business, Sick		150	144	6	150	144	6	1,800	1,656
CEDP Business, Group Insurance		283	268	16	283	268	16	3,400	3,132
CEDP Business, Pension		442	404	38	442	404	38	5,300	4,896
CEDP Business, CPP/EI/WCB/HAPSET		658	799	-141	658	799	-141	7,900	7,101
CEDP Business, Business Travel		250	0	250	250	0	250	3,000	3,000
CEDP Business, Promo materials		167	0	167	167	0	167	2,000	2,000
CEDP Business, Advertising		167	0	167	167	0	167	2,000	2,000
CEDP Business, Cell phone		63	0	63	63	0	63	750	750
CEDP Business, Special Projects		167	0	167	167	0	167	2,000	2,000
CEDP Business, Membership fees		250	0	250	250	0	250	3,000	3,000
CEDP Business, Conference fees		208	0	208	208	0	208	2,500	2,500
CEDP Business, Business Facilitating		417	0	417	417	0	417	5,000	5,000
Total Business Resource Centre		10,363	8,202	2,161	10,363	8,202	2,161	124,350	116,148
Tourism, Salary		8,400	6,101	2,299	8,400	6,101	2,299	100,800	94,699
Tourism, Vacation		750	995	-245	750	995	-245	9,000	8,005
Tourism, Sick		183	1,423	-1,240	183	1,423	-1,240	2,200	777
Tourism, Group Insurance		392	235	157	392	235	157	4,700	4,465
Tourism, Pension		558	511	47	558	511	47	6,700	6,189
Tourism, CPP/EI/WCB/HAPSET		1,100	1,000	100	1,100	1,000	100	13,200	12,200
Tourism, Promo materials		667	0	667	667	0	667	8,000	8,000
Tourism, Advertising		667	0	667	667	0	667	8,000	8,000
Tourism, Special Projects		6,667	11	6,656	6,667	11	6,656	80,000	79,989
Train, Salary		0	0	0	0	0	0	7,200	7,200
Total Tourism		19,384	10,276	9,109	19,384	10,276	9,109	239,800	229,525
CEDP - Sust Develop, Salary		3,875	3,973	-98	3,875	3,973	-98	46,500	42,527
CEDP - Sust Develop, Vacation		342	0	342	342	0	342	4,100	4,100
CEDP - Sust Develop, Sick		83	0	83	83	0	83	1,000	1,000
CEDP - Sust Develop, Group Insurance		142	107	35	142	107	35	1,700	1,593
CEDP - Sust Develop, Pension		258	238	20	258	238	20	3,100	2,862
CEDP - Sust Develop, CPP/EI/WCB/HAPSET		542	465	77	542	465	77	6,500	6,035
CEDP - Sust Develop, Special Projects		2,083	0	2,083	2,083	0	2,083	25,000	25,000
CEDP - Sust Develop, Recycling bins		417	0	417	417	0	417	5,000	5,000
CEDP - Sust Develop, Fall Leaf		167	0	167	167	0	167	2,000	2,000
CEDP - Sust Develop, Water conservation		250	0	250	250	0	250	3,000	3,000
CEDP - Sust Develop, Community Education		1,167	0	1,167	1,167	0	1,167	14,000	14,000
CEDP - Sust Develop, Green Team		333	0	333	333	0	333	4,000	4,000
CEDP - Sust Develop, Clean up Corner Brook		417	0	417	417	0	417	5,000	5,000

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Total Sustainable Development		10,076	4,783	5,292	10,076	4,783	5,292	120,900	116,116
CEDP - Eng, Salary		48,758	41,020	7,738	48,758	41,020	7,738	585,100	544,080
CEDP - Eng, Overtime		0	421	-421	0	421	-421	0	-421
CEDP - Eng, Vacation		4,333	2,570	1,764	4,333	2,570	1,764	52,000	49,430
CEDP - Eng, Sick		1,083	1,363	-280	1,083	1,363	-280	13,000	11,637
CEDP - Eng, Group Insurance		2,175	1,446	729	2,175	1,446	729	26,100	24,654
CEDP - Eng, Pension		3,250	2,221	1,029	3,250	2,221	1,029	39,000	36,779
CEDP - Eng, CPP/EI/WCB/HAPSET		5,950	5,271	679	5,950	5,271	679	71,400	66,129
CEDP - Eng, City Equip		2,125	0	2,125	2,125	0	2,125	25,500	25,500
Total Engineering		67,674	54,312	13,363	67,674	54,312	13,363	812,100	757,788
CEDP - GIS, Salary		4,950	4,826	124	4,950	4,826	124	59,400	54,574
CEDP - GIS, Vacation		442	0	442	442	0	442	5,300	5,300
CEDP - GIS, Sick		108	254	-146	108	254	-146	1,300	1,046
CEDP - GIS, Group Insurance		258	247	11	258	247	11	3,100	2,853
CEDP - GIS, Pension		333	305	28	333	305	28	4,000	3,695
CEDP - GIS, CPP/EI/WCB/HAPSET		617	599	18	617	599	18	7,400	6,801
CEDP - GIS, Professional fees		2,083	0	2,083	2,083	0	2,083	25,000	25,000
Total GIS		8,791	6,231	2,560	8,791	6,231	2,560	105,500	99,269
Total Community, Engineering, Development &		204,288	143,135	61,153	204,288	143,135	61,153	2,458,650	2,315,514
PS MEO, Salary		17,792	19,015	-1,223	17,792	19,015	-1,223	213,500	194,485
PS MEO, Overtime		333	337	-4	333	337	-4	4,000	3,663
PS MEO, Vacation		1,583	244	1,339	1,583	244	1,339	19,000	18,756
PS MEO, Sick		392	4,755	-4,364	392	4,755	-4,364	4,700	-55
PS MEO, Other leave		0	426	-426	0	426	-426	0	-426
PS MEO, Group Insurance		742	658	83	742	658	83	8,900	8,242
PS MEO, Pension		1,158	1,072	86	1,158	1,072	86	13,900	12,828
PS MEO, CPP/EI/WCB/HAPSET		2,267	2,868	-601	2,267	2,868	-601	27,200	24,332
PS MEO, Clothing/uniforms		292	0	292	292	0	292	3,500	3,500
PS MEO, City Equip		1,917	0	1,917	1,917	0	1,917	23,000	23,000
PS MEO, Maint supplies		417	0	417	417	0	417	5,000	5,000
PS MEO, Office supplies		375	0	375	375	0	375	4,500	4,500
PS MEO, Inventory		208	0	208	208	0	208	2,500	2,500
PS MEO, Hired contractor		625	3	622	625	3	622	7,500	7,497
PS MEO, Cell phone		167	0	167	167	0	167	2,000	2,000
PS MEO, Electrical		583	0	583	583	0	583	7,000	7,000
PS MEO, Membership fees		42	0	42	42	0	42	500	500
PS MEO, Training		333	0	333	333	0	333	4,000	4,000
PS MEO, Professional fees		292	521	-230	292	521	-230	3,500	2,979
Total Municipal Enforcement		29,518	29,899	-383	29,518	29,899	-383	354,200	324,300

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PSAnimal, Electrical		0	867	-867	0	867	-867	0	-867
Total Animal Control		0	867	-867	0	867	-867	0	-867
Fire Admin, Salary		19,842	20,285	-443	19,842	20,285	-443	238,100	217,815
Fire Admin, Overtime		0	148	-148	0	148	-148	0	-148
Fire Admin, Vacation		1,733	0	1,733	1,733	0	1,733	20,800	20,800
Fire Admin, Sick		433	788	-355	433	788	-355	5,200	4,412
Fire Admin, Group Insurance		858	617	242	858	617	242	10,300	9,683
Fire Admin, Pension		1,300	1,232	68	1,300	1,232	68	15,600	14,368
Fire Admin, CPP/EI/WCB/HAPSET		1,983	2,518	-535	1,983	2,518	-535	23,800	21,282
Fire Admin, Business Travel		833	855	-21	833	855	-21	10,000	9,145
Fire Admin, Staff Social Events		42	0	42	42	0	42	500	500
Fire Admin, Fire Prevention and Education		1,250	0	1,250	1,250	0	1,250	15,000	15,000
Fire Admin, Clothing/uniforms		208	0	208	208	0	208	2,500	2,500
Fire Admin, Furniture and Equip		208	0	208	208	0	208	2,500	2,500
Fire Admin, Maint supplies		42	151	-110	42	151	-110	500	349
Fire Admin, Meeting expenses		83	0	83	83	0	83	1,000	1,000
Fire Admin, Office supplies		167	46	121	167	46	121	2,000	1,954
Fire Admin, Other supplies		125	0	125	125	0	125	1,500	1,500
Fire Admin, Photocopier expenses		333	0	333	333	0	333	4,000	4,000
Fire Admin, Subscriptions		108	0	108	108	0	108	1,300	1,300
Fire Admin, Registration fees		250	0	250	250	0	250	3,000	3,000
Fire Admin, Telephone		167	0	167	167	0	167	2,000	2,000
Fire Admin, Cell phone		292	0	292	292	0	292	3,500	3,500
Fire Admin, Postage/Courier		25	0	25	25	0	25	300	300
Fire Admin, Recruitment		833	0	833	833	0	833	10,000	10,000
Fire Admin, Special Projects		1,333	8,257	-6,923	1,333	8,257	-6,923	16,000	7,743
Fire Admin, Membership fees		125	0	125	125	0	125	1,500	1,500
PS Fire Admin, EMO Exercise		208	0	208	208	0	208	2,500	2,500
Total Fire Department Admin		32,781	34,897	-2,113	32,781	34,897	-2,113	393,400	358,504
Fire Operations, Salary		222,392	201,089	21,303	222,392	201,089	21,303	2,668,700	2,467,611
Fire Operations, Overtime		6,250	13,492	-7,242	6,250	13,492	-7,242	75,000	61,508
Fire Operations, Vacation		4,167	0	4,167	4,167	0	4,167	50,000	50,000
Fire Operations, Sick		4,167	0	4,167	4,167	0	4,167	50,000	50,000
Fire Operations, Group Insurance		8,000	7,198	802	8,000	7,198	802	96,000	88,802
Fire Operations, Pension		12,517	11,076	1,440	12,517	11,076	1,440	150,200	139,124
Fire Operations, CPP/EI/WCB/HAPSET		23,533	23,811	-278	23,533	23,811	-278	282,400	258,589
Fire Operations, Clothing/uniforms		833	2,661	-1,828	833	2,661	-1,828	10,000	7,339
Fire Operations, Furniture and Equip		417	0	417	417	0	417	5,000	5,000
Fire Operations, Maint supplies		5,000	690	4,310	5,000	690	4,310	60,000	59,310

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Fire Operations, Inventory		417	212	205	417	212	205	5,000	4,788
Fire Operations, Hired contractor		833	0	833	833	0	833	10,000	10,000
Fire Operations, Meal Vouchers		417	0	417	417	0	417	5,000	5,000
Fire Operations, Training		4,167	0	4,167	4,167	0	4,167	50,000	50,000
Fire Operations, Lease		3,183	0	3,183	3,183	0	3,183	38,200	38,200
Fire Operations, Medicals		1,667	8,194	-6,528	1,667	8,194	-6,528	20,000	11,806
Total Fire Department Operations		297,960	268,423	29,535	297,960	268,423	29,535	3,575,500	3,307,077
Fire Bldg Maint, Maint supplies		1,667	0	1,667	1,667	0	1,667	20,000	20,000
Fire Bldg Maint, Cleaning services		1,250	1,293	-43	1,250	1,293	-43	15,000	13,707
Fire Bldg Maint, Hired contractor		1,667	0	1,667	1,667	0	1,667	20,000	20,000
Fire Bldg Maint, Electrical		3,333	5,102	-1,769	3,333	5,102	-1,769	40,000	34,898
Total Fire Department Building Maintenance		7,917	6,395	1,522	7,917	6,395	1,522	95,000	88,605
Fire Dept Equipment, Salary		1,000	244	756	1,000	244	756	12,000	11,756
Fire Dept Equipment, Overtime		333	0	333	333	0	333	4,000	4,000
Fire Dept Equipment, Group Insurance		83	9	74	83	9	74	1,000	991
Fire Dept Equipment, Pension		83	15	68	83	15	68	1,000	985
Fire Dept Equipment, CPP/EI/WCB/HAPSET		167	32	135	167	32	135	2,000	1,968
Fire Dept Equipment, Maint supplies		2,500	29	2,471	2,500	29	2,471	30,000	29,971
Total Fire Department Equipment Cost		4,166	329	3,837	4,166	329	3,837	50,000	49,671
Total Fire Department Expense		342,824	310,044	32,781	342,824	310,044	32,781	4,113,900	3,803,857
911 Operations, Salary		49,742	46,016	3,726	49,742	46,016	3,726	596,900	550,884
911 Operations, Overtime		2,200	2,998	-798	2,200	2,998	-798	26,400	23,402
911 Operations, Vacation		4,425	3,513	912	4,425	3,513	912	53,100	49,587
911 Operations, Sick		1,108	2,751	-1,642	1,108	2,751	-1,642	13,300	10,549
911 Operations, Group Insurance		2,083	1,815	268	2,083	1,815	268	25,000	23,185
911 Operations, Pension		3,133	2,705	428	3,133	2,705	428	37,600	34,895
911 Operations, CPP/EI/WCB/HAPSET		6,100	6,269	-169	6,100	6,269	-169	73,200	66,931
911 Operations, Computer Supplies		5,000	64	4,936	5,000	64	4,936	60,000	59,936
911 Operations, Meeting expenses		83	21	63	83	21	63	1,000	980
911 Operations, Office supplies		333	0	333	333	0	333	4,000	4,000
911 Operations, Computer Supplies		125	0	125	125	0	125	1,500	1,500
911 Operations, Comp software maint		500	0	500	500	0	500	6,000	6,000
911 Operations, Cleaning services		192	115	76	192	115	76	2,300	2,185
911 Operations, Telephone		1,000	0	1,000	1,000	0	1,000	12,000	12,000
911 Operations, Training		500	0	500	500	0	500	6,000	6,000
Total 911 Operations		76,524	66,267	10,257	76,524	66,267	10,257	918,300	852,032

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Total Protective Services		448,866	407,077	41,788	448,866	407,077	41,788	5,386,400	4,979,322
CEDP Recreation , Salary		18,675	6,492	12,183	18,675	6,492	12,183	224,100	217,608
CEDP Recreation , Overtime		417	22	395	417	22	395	5,000	4,978
CEDP Recreation , Vacation		1,658	72	1,586	1,658	72	1,586	19,900	19,828
CEDP Recreation , Sick		417	0	417	417	0	417	5,000	5,000
CEDP Recreation , Group Insurance		1,208	0	1,208	1,208	0	1,208	14,500	14,500
CEDP Recreation , Pension		1,475	107	1,368	1,475	107	1,368	17,700	17,593
CEDP Recreation , CPP/EI/WCB/HAPSET		1,958	763	1,195	1,958	763	1,195	23,500	22,737
CEDP Recreation , Activity Guide		0	0	0	0	0	0	5,000	5,000
CEDP Recreation , Summer Concert Series		0	0	0	0	0	0	20,000	20,000
CEDP Recreation , Recreation improvements		2,000	0	2,000	2,000	0	2,000	180,000	180,000
CEDP Recreation , Canada Day		0	0	0	0	0	0	20,000	20,000
CEDP Recreation , Corner Brook Day		0	0	0	0	0	0	17,000	17,000
CEDP Recreation , Margaret Bowater Park		0	0	0	0	0	0	26,000	26,000
CEDP Recreation , Special Events Grants		1,667	0	1,667	1,667	0	1,667	20,000	20,000
CEDP MBP, Salary		0	0	0	0	0	0	55,000	55,000
CPD MBP, Maint supplies		0	0	0	0	0	0	5,000	5,000
CEDP MBP, Security		0	0	0	0	0	0	24,000	24,000
CEDP Activity Staffing, Salary		2,917	2,215	702	2,917	2,215	702	35,000	32,785
CEDP Activity Staffing, Overtime		0	23	-23	0	23	-23	0	-23
CEDP Activity Staffing, Vacation		0	89	-89	0	89	-89	0	-89
CEDP Activity Staffing, CPP/EI/WCB/HAPSET		0	240	-240	0	240	-240	0	-240
Total Recreation & Leisure		32,392	10,023	22,369	32,392	10,023	22,369	716,700	706,677
Civic Centre Admin, Salary		26,425	27,274	-849	26,425	27,274	-849	317,100	289,826
Civic Centre Admin, Overtime		833	2,631	-1,798	833	2,631	-1,798	10,000	7,369
Civic Centre Admin, Vacation		2,350	624	1,726	2,350	624	1,726	28,200	27,576
Civic Centre Admin, Sick		583	1,802	-1,219	583	1,802	-1,219	7,000	5,198
Civic Centre Admin, Group Insurance		1,100	1,047	53	1,100	1,047	53	13,200	12,153
Civic Centre Admin, Pension		1,692	1,758	-66	1,692	1,758	-66	20,300	18,542
Civic Centre Admin, CPP/EI/WCB/HAPSET		3,267	3,546	-279	3,267	3,546	-279	39,200	35,654
Civic Centre Admin, Office supplies		542	212	330	542	212	330	6,500	6,288
Civic Centre Admin, Photocopier expenses		225	416	-191	225	416	-191	2,700	2,284
Civic Centre Admin, Promo materials		2,083	600	1,483	2,083	600	1,483	25,000	24,400
Civic Centre Admin, Subscriptions		175	0	175	175	0	175	2,100	2,100
Civic Centre Admin, Comp network costs		2,192	0	2,192	2,192	0	2,192	26,300	26,300
Civic Centre Admin, Telephone		350	0	350	350	0	350	4,200	4,200
Civic Centre Admin, Cell phone		283	0	283	283	0	283	3,400	3,400
Civic Centre Admin, Membership fees		0	336	-336	0	336	-336	0	-336
Civic Centre Admin, Training		833	0	833	833	0	833	10,000	10,000
Civic Centre Admin, Bank Charges		1,083	0	1,083	1,083	0	1,083	13,000	13,000
Civic Centre Operations, Salary		54,625	54,525	100	54,625	54,525	100	655,500	600,975
Civic Centre Operations, Overtime		4,167	10,722	-6,555	4,167	10,722	-6,555	50,000	39,278
Civic Centre Operations, Vacation		417	0	417	417	0	417	5,000	5,000
Civic Centre Operations, Sick		125	0	125	125	0	125	1,500	1,500
Civic Centre Operations, Group Insurance		2,200	1,909	291	2,200	1,909	291	26,400	24,491
Civic Centre Operations, Pension		2,833	2,846	-13	2,833	2,846	-13	34,000	31,154

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Operations, CPP/EI/WCB/HAPSET		6,150	7,819	-1,669	6,150	7,819	-1,669	73,800	65,981
Civic Centre Operations, Cleaning Supplies		2,083	3,943	-1,860	2,083	3,943	-1,860	25,000	21,057
Civic Centre Operations, Clothing/uniforms		583	0	583	583	0	583	7,000	7,000
Civic Centre Operations, City Equip		1,450	0	1,450	1,450	0	1,450	17,400	17,400
Civic Centre Operations, Catering		10,583	0	10,583	10,583	0	10,583	127,000	127,000
Civic Centre Operations, Fire Alarm		417	1,853	-1,436	417	1,853	-1,436	5,000	3,147
Civic Centre Operations, Propane/Nitrogen		1,458	2,494	-1,036	1,458	2,494	-1,036	17,500	15,006
Civic Centre Operations, Heating Oil		4,167	0	4,167	4,167	0	4,167	50,000	50,000
Civic Centre Operations, Maint supplies		6,250	3,570	2,680	6,250	3,570	2,680	75,000	71,430
Civic Centre Operations, Elevator Maintenance		1,083	261	822	1,083	261	822	13,000	12,739
Civic Centre Operations, Repairs Recreation Equip		833	0	833	833	0	833	10,000	10,000
Civic Centre Operations, Snowclearing		5,833	11,825	-5,992	5,833	11,825	-5,992	70,000	58,175
Civic Centre Operations, Hired equipment		667	0	667	667	0	667	8,000	8,000
Civic Centre Operations, Hired contractor		6,667	1,588	5,079	6,667	1,588	5,079	80,000	78,412
Civic Centre Operations, Hired Electrician		2,083	0	2,083	2,083	0	2,083	25,000	25,000
Civic Centre Operations, Senior Hockey expenses		2,083	3,446	-1,363	2,083	3,446	-1,363	25,000	21,555
Civic Centre Operations, Electrical		29,092	32,254	-3,162	29,092	32,254	-3,162	349,100	316,846
Civic Centre Operations, Security		3,750	5,126	-1,376	3,750	5,126	-1,376	45,000	39,874
Civic Centre Building Maint, Maint supplies		8,333	0	8,333	8,333	0	8,333	100,000	100,000
Civic Centre Special Events, Home Show CC		3,333	0	3,333	3,333	0	3,333	40,000	40,000
Total Civic Centre		205,281	184,427	20,854	205,281	184,427	20,854	2,463,400	2,278,973
PWWWW - Admin, Salary		9,408	10,151	-743	9,408	10,151	-743	112,900	102,749
PWWWW - Admin, Vacation		833	0	833	833	0	833	10,000	10,000
PWWWW - Admin, Sick		208	0	208	208	0	208	2,500	2,500
PWWWW - Admin, Group Insurance		200	197	3	200	197	3	2,400	2,203
PWWWW - Admin, Pension		625	609	16	625	609	16	7,500	6,891
PWWWW - Admin, CPP/EI/WCB/HAPSET		725	1,212	-487	725	1,212	-487	8,700	7,488
PWWWW - Admin, Business Travel		1,000	0	1,000	1,000	0	1,000	12,000	12,000
PWWWW - Admin, Safety Program		208	0	208	208	0	208	2,500	2,500
PWWWW - Admin, City Equip		10,417	0	10,417	10,417	0	10,417	125,000	125,000
PWWWW - Admin, Maint supplies		167	0	167	167	0	167	2,000	2,000
PWWWW - Admin, Office supplies		625	0	625	625	0	625	7,500	7,500
PWWWW - Admin, Photocopier expenses		83	0	83	83	0	83	1,000	1,000
PWWWW - Admin, Subscriptions		417	0	417	417	0	417	5,000	5,000
PWWWW - Admin, Tools and minor equip		333	0	333	333	0	333	4,000	4,000
PWWWW - Admin, Telephone		417	0	417	417	0	417	5,000	5,000
PWWWW - Admin, Cell phone		583	0	583	583	0	583	7,000	7,000
PWWWW - Admin, Membership fees		175	366	-191	175	366	-191	2,100	1,734
PWWWW - Admin, Conference fees		46	0	46	46	0	46	550	550
PWWWW - Admin, Training		1,500	0	1,500	1,500	0	1,500	18,000	18,000
PWWWW - Training		1,000	0	1,000	1,000	0	1,000	12,000	12,000
Total PWWWW Admin		28,970	12,535	16,435	28,970	12,535	16,435	347,650	335,115
PWWWW - P/W Admin, Salary		49,192	49,748	-556	49,192	49,748	-556	590,300	540,552
PWWWW - P/W Admin, Overtime		3,258	2,420	838	3,258	2,420	838	39,100	36,680
PWWWW - P/W Admin, Vacation		4,375	2,003	2,372	4,375	2,003	2,372	52,500	50,497

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - P/W Admin, Sick		1,092	3,091	-2,000	1,092	3,091	-2,000	13,100	10,009
PWWW - P/W Admin, Other leave		0	215	-215	0	215	-215	0	-215
PWWW - P/W Admin, Group Insurance		2,092	2,090	2	2,092	2,090	2	25,100	23,010
PWWW - P/W Admin, Pension		3,375	3,070	305	3,375	3,070	305	40,500	37,430
PWWW - P/W Admin, CPP/EI/WCB/HAPSET		6,033	6,580	-547	6,033	6,580	-547	72,400	65,820
PWWW - P/W Admin, Office supplies		667	1,064	-398	667	1,064	-398	8,000	6,936
PWWW - P/W Admin, Photocopier expenses		275	40	235	275	40	235	3,300	3,260
PWWW - P/W Admin, Special Events Grants		150	0	150	150	0	150	1,800	1,800
Total Public Works Payroll		70,509	70,321	187	70,509	70,321	187	846,100	775,778
Special Events, Salary		833	0	833	833	0	833	10,000	10,000
Special Events, Overtime		417	0	417	417	0	417	5,000	5,000
Special Events, Vacation		42	0	42	42	0	42	500	500
Special Events, Group Insurance		33	0	33	33	0	33	400	400
Special Events, Pension		42	0	42	42	0	42	500	500
Special Events, CPP/EI/WCB/HAPSET		167	0	167	167	0	167	2,000	2,000
Special Events, City Equip		250	0	250	250	0	250	3,000	3,000
Special Events, Inventory		8	17	-9	8	17	-9	100	83
Total Special Events Salary		1,792	17	1,775	1,792	17	1,775	21,500	21,483
PWWW - W/S Admin, Salary		24,358	21,460	2,898	24,358	21,460	2,898	292,300	270,840
PWWW - W/S Admin, Overtime		750	699	51	750	699	51	9,000	8,301
PWWW - W/S Admin, Vacation		2,167	3,506	-1,340	2,167	3,506	-1,340	26,000	22,494
PWWW - W/S Admin, Sick		542	1,192	-650	542	1,192	-650	6,500	5,308
PWWW - W/S Admin, Group Insurance		917	1,215	-298	917	1,215	-298	11,000	9,785
PWWW - W/S Admin, Pension		1,625	1,592	33	1,625	1,592	33	19,500	17,908
PWWW - W/S Admin, CPP/EI/WCB/HAPSET		2,833	3,133	-300	2,833	3,133	-300	34,000	30,867
PWWW - W/S Admin, Office supplies		8	0	8	8	0	8	100	100
Total Water & Sewer Salary		33,200	32,797	402	33,200	32,797	402	398,400	365,602
Clothing allowance, Inventory		1,667	1,682	-15	1,667	1,682	-15	20,000	18,318
Total Clothing Allowance		1,667	1,682	-15	1,667	1,682	-15	20,000	18,318
IPW - Other payroll, AP Severance		11,450	31,248	-19,798	11,450	31,248	-19,798	137,400	106,152
PWWW - Other payroll, Salary		500	944	-444	500	944	-444	6,000	5,056
PWWW - Other payroll, Overtime		15,175	8,756	6,419	15,175	8,756	6,419	182,100	173,344
PWWW - Other payroll, Vacation		15,417	8,445	6,972	15,417	8,445	6,972	185,000	176,555
PWWW - Other payroll, Sick		442	535	-93	442	535	-93	5,300	4,765
PWWW - Other payroll, Other leave		1,425	1,835	-410	1,425	1,835	-410	17,100	15,265
PWWW - Other payroll, Group Insurance		1,683	2,696	-1,013	1,683	2,696	-1,013	20,200	17,504
PWWW - Other payroll, Pension		3,683	5,629	-1,946	3,683	5,629	-1,946	44,200	38,572
PWWW - Other payroll, CPP/EI/WCB/HAPSET		342	61	281	342	61	281	4,100	4,039

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Other payroll, Inventory		133	40	93	133	40	93	1,600	1,560
PWWW - Other payroll, Medicals		83	0	83	83	0	83	1,000	1,000
TotalPWWW Other Payroll		50,333	60,189	-9,856	50,333	60,189	-9,856	604,000	543,811
Total PWWW Admin		186,471	177,541	8,928	186,471	177,541	8,928	2,237,650	2,060,107
PWWW - Brook Street Building, Maint supplies		125	0	125	125	0	125	1,500	1,500
PWWW - Brook Street Building, Electrical		1,000	768	232	1,000	768	232	12,000	11,232
PWWW - Bldg - Charles St, Salary		833	0	833	833	0	833	10,000	10,000
PWWW - Bldg - Charles St, Heating Oil		833	1,833	-1,000	833	1,833	-1,000	10,000	8,167
PWWW - Bldg - Charles St, Maint supplies		2,917	1,667	1,250	2,917	1,667	1,250	35,000	33,333
PWWW - Bldg - Charles St, Inventory		167	166	1	167	166	1	2,000	1,834
PWWW - Bldg - Charles St, Cleaning services		2,500	2,621	-121	2,500	2,621	-121	30,000	27,379
PWWW - Bldg - Charles St, Electrical		6,250	8,189	-1,939	6,250	8,189	-1,939	75,000	66,811
PWWW - Bldg - City Hall, Salary		0	-158	158	0	-158	158	0	158
PWWW - Bldg - City Hall, Maint supplies		10,417	3,553	6,864	10,417	3,553	6,864	125,000	121,447
PWWW - Bldg - City Hall, Cleaning services		11,500	10,194	1,306	11,500	10,194	1,306	138,000	127,806
PWWW - Bldg - City Hall, Snowclearing		708	3,371	-2,663	708	3,371	-2,663	8,500	5,129
PWWW - Bldg - City Hall, Electrical		15,417	17,179	-1,762	15,417	17,179	-1,762	185,000	167,821
PWWW - Other Bldgs, Salary		208	0	208	208	0	208	2,500	2,500
PWWW - Other Bldgs, City Equip		83	0	83	83	0	83	1,000	1,000
PWWW - Other Bldgs, Maint supplies		600	0	600	600	0	600	7,200	7,200
PWWW - 2 Allens Rd, Electrical		417	1,059	-642	417	1,059	-642	5,000	3,941
PWWW - 77 Premier Dr, Electrical		708	1,057	-349	708	1,057	-349	8,500	7,443
PWWW - Connors Rd, Salary		208	0	208	208	0	208	2,500	2,500
PWWW - Connors Rd, City Equip		208	0	208	208	0	208	2,500	2,500
PWWW - Connors Rd, Maint supplies		83	0	83	83	0	83	1,000	1,000
PWWW - Connors Rd, Electrical		667	82	585	667	82	585	8,000	7,918
PWWW - Curling Club, Maint supplies		0	28	-28	0	28	-28	0	-28
PWWW - Curling Club, Electrical		2,917	3,752	-835	2,917	3,752	-835	35,000	31,248
PWWW - Wellington Street Compl, Salary		583	0	583	583	0	583	7,000	7,000
PWWW - Wellington Street Compl, Maint suppli		417	0	417	417	0	417	5,000	5,000
PWWW - Wellington Street Compl, Electrical		1,125	1,955	-830	1,125	1,955	-830	13,500	11,545
PWWW - Bldg MBP, Maint supplies		167	75	92	167	75	92	2,000	1,925
PWWW - Bldg MBP, Electrical		1,250	788	462	1,250	788	462	15,000	14,212
PWWW - Museum, Maint supplies		417	0	417	417	0	417	5,000	5,000
PWWW - Bldg Bartlett's Pt, Maint supplies		417	0	417	417	0	417	5,000	5,000
PWWW - Bldg Bartlett's Pt, Electrical		150	139	11	150	139	11	1,800	1,661
PWWW - New Salt Shed, Maint supplies		83	0	83	83	0	83	1,000	1,000
PWWW - New Salt Shed, Electrical		292	418	-126	292	418	-126	3,500	3,082
Total Building Maintenance		63,667	58,736	4,930	63,667	58,736	4,930	764,000	705,263
PWWW - Street Lights, Electrical		53,333	48,887	4,447	53,333	48,887	4,447	640,000	591,113
PWWW - Heritage lights, Maint supplies		417	5,164	-4,748	417	5,164	-4,748	5,000	-164
PWWW - Heritage lights, Hired contractor		2,500	329	2,171	2,500	329	2,171	30,000	29,671
PWWW - Heritage lights, Electrical		1,000	1,285	-285	1,000	1,285	-285	12,000	10,715

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Total Street Lighting		57,250	55,665	1,585	57,250	55,665	1,585	687,000	631,335
PWWW - Gravel St Main, Salary		0	0	0	0	0	0	1,000	1,000
PWWW - Gravel St Main, Maint supplies		0	0	0	0	0	0	10,000	10,000
PWWW - Gravel St Main, Hired equipment		0	0	0	0	0	0	10,000	10,000
PWWW - Streets Maint, Salary		5,000	13,054	-8,054	5,000	13,054	-8,054	200,000	186,946
PWWW - Streets Maint, City Equip		5,000	0	5,000	5,000	0	5,000	60,000	60,000
PWWW - Streets Maint, Maint supplies		8,333	631	7,702	8,333	631	7,702	100,000	99,369
PWWW - Streets Maint, Inventory		417	149	268	417	149	268	5,000	4,851
PWWW - Streets Maint, Hired equipment		833	0	833	833	0	833	10,000	10,000
PWWW - W/S Pave Cuts, Salary		0	1,743	-1,743	0	1,743	-1,743	50,000	48,257
PWWW - W/S Pave Cuts, City Equip		0	0	0	0	0	0	20,000	20,000
PWWW - W/S Pave Cuts, Maint supplies		0	0	0	0	0	0	10,000	10,000
PWWW - W/S Pave Cuts, Hired equipment		0	0	0	0	0	0	4,000	4,000
PWWW - W/S Pave Cuts, Hired contractor		20,000	0	20,000	20,000	0	20,000	400,000	400,000
PWWW - Sod repair, Salary		0	0	0	0	0	0	1,500	1,500
PWWW - Sod repair, Maint supplies		0	0	0	0	0	0	1,500	1,500
PWWW - Sod repair, Hired equipment		0	0	0	0	0	0	500	500
PWWW - Sod repair, Hired contractor		0	0	0	0	0	0	50,000	50,000
PWWW - Curb and sidewalk main, Salary		0	0	0	0	0	0	100,000	100,000
PWWW - Curb and sidewalk main, City Equip		0	0	0	0	0	0	10,000	10,000
PWWW - Curb and sidewalk main, Maint supplies		0	0	0	0	0	0	45,000	45,000
PWWW - Curb and sidewalk main, Hired equipmen		0	0	0	0	0	0	10,000	10,000
Oper - Curb and sidewalk main, Hired contractor		1,000	0	1,000	1,000	0	1,000	35,000	35,000
PWWW - Maint Manhole/catch bas, Salary		3,000	271	2,729	3,000	271	2,729	50,000	49,729
PWWW - Maint Manhole/catch bas, City Equip		400	0	400	400	0	400	10,000	10,000
PWWW - Maint Manhole/catch bas, Maint supplies		1,000	0	1,000	1,000	0	1,000	25,000	25,000
PWWW - Maint Manhole/catch bas, Inventory		100	0	100	100	0	100	4,000	4,000
PWWW - Maint Manhole/catch bas, Hired equipme		167	0	167	167	0	167	2,000	2,000
PWWW - Maint of Guardrails, Salary		0	0	0	0	0	0	18,000	18,000
PWWW - Maint of Guardrails, City Equip		0	0	0	0	0	0	10,000	10,000
PWWW - Maint of Guardrails, Maint supplies		0	0	0	0	0	0	18,000	18,000
PWWW - Maint of Guardrails, Hired equipment		0	0	0	0	0	0	3,500	3,500
PWWW - Maint of steps/walkways, Salary		0	0	0	0	0	0	500	500
PWWW - Maint of steps/walkways, City Equip		0	0	0	0	0	0	200	200
PWWW - Maint of steps/walkways, Maint supplies		0	0	0	0	0	0	300	300
Total Street Maintenance		45,250	15,848	29,403	45,250	15,848	29,403	1,275,000	1,259,153
PWWW - Streets-Snow, Salary		96,250	57,784	38,466	96,250	57,784	38,466	385,000	327,216
PWWW - Streets-Snow, City Equip		71,000	0	71,000	71,000	0	71,000	290,000	290,000
PWWW - Streets-Snow, Maint supplies		12,500	0	12,500	12,500	0	12,500	50,000	50,000
PWWW - Streets-Snow, Hired equipment		5,000	1,755	3,245	5,000	1,755	3,245	20,000	18,245
PWWW - Streets-Snow, Meal Vouchers		875	407	468	875	407	468	3,500	3,093
PWWW - Streets-Snow, Damage claims		1,875	0	1,875	1,875	0	1,875	7,500	7,500
PWWW - Streets-Snow, Lease		90,000	95,444	-5,444	90,000	95,444	-5,444	360,000	264,556
PWWW - Sanding, Salary		27,500	26,628	872	27,500	26,628	872	110,000	83,372
PWWW - Sanding, City Equip		18,750	0	18,750	18,750	0	18,750	75,000	75,000
PWWW - Sanding, Maint supplies		500	94	406	500	94	406	2,000	1,906
PWWW - Sanding, Inventory		8,750	40	8,710	8,750	40	8,710	35,000	34,960

Account	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Salting, Salary	36,250	33,223	3,027	36,250	33,223	3,027	145,000	111,777
PWWW - Salting, City Equip	15,000	0	15,000	15,000	0	15,000	60,000	60,000
PWWW - Salting, Maint supplies	250	185	65	250	185	65	1,000	815
PWWW - Salting, Inventory	66,250	0	66,250	66,250	0	66,250	265,000	265,000
PWWW - Snow/Business Area, Salary	2,500	1,251	1,249	2,500	1,251	1,249	10,000	8,749
PWWW - Snow/Business Area, City Equip	3,750	0	3,750	3,750	0	3,750	15,000	15,000
PWWW - Ice cutting/remove, Salary	3,000	0	3,000	3,000	0	3,000	12,000	12,000
PWWW - Ice cutting/remove, City Equip	3,750	0	3,750	3,750	0	3,750	15,000	15,000
PWWW - Snow Remove City Parking, Salary	500	0	500	500	0	500	2,000	2,000
PWWW - Snow Remove City Parking, Hired	250	0	250	250	0	250	1,000	1,000
PWWW - Snow clearing Contracts, Hired	15,000	0	15,000	15,000	0	15,000	60,000	60,000
PWWW - Damage Claims, Maint supplies	2,125	0	2,125	2,125	0	2,125	8,500	8,500
PWWW - Damage Claims, Hired equipment	0	418	-418	0	418	-418	0	-418
PWWW - Steps/walkways, Salary	1,250	2,737	-1,487	1,250	2,737	-1,487	5,000	2,263
PWWW - Steps/walkways, City Equip	250	0	250	250	0	250	1,000	1,000
Ice Rinks - Maint/Construction, Salary	0	3,116	-3,116	0	3,116	-3,116	0	-3,116
Ice Rinks - Maint/Construction, City Equip	375	0	375	375	0	375	1,500	1,500
Ice Rinks - Maint/Construction, Maint supplies	625	0	625	625	0	625	2,500	2,500
Total Snow Clearing	484,125	223,082	261,044	484,125	223,082	261,044	1,942,500	1,719,419
PWWW - Traffic lights, Hired contractor	2,500	4,671	-2,171	2,500	4,671	-2,171	30,000	25,329
PWWW - Traffic lights, Electrical	833	1,090	-257	833	1,090	-257	10,000	8,910
PWWW -Street Sign Maint, Salary	4,167	3,551	616	4,167	3,551	616	50,000	46,449
PWWW -Street Sign Maint, City Equip	833	0	833	833	0	833	10,000	10,000
PWWW -Street Sign Maint, Maint supplies	83	0	83	83	0	83	1,000	1,000
PWWW -Street Sign Maint, Inventory	42	0	42	42	0	42	500	500
PWWW -Street markings, Salary	0	0	0	0	0	0	3,000	3,000
PWWW -Street markings, City Equip	0	0	0	0	0	0	500	500
PWWW -Street markings, Maint supplies	0	0	0	0	0	0	1,500	1,500
PWWW -Street markings, Hired contractor	0	0	0	0	0	0	135,800	135,800
PWWW - Traffic flaggers, Salary	0	7,094	-7,094	0	7,094	-7,094	90,000	82,906
PWWW - Traffic flaggers, City Equip	833	0	833	833	0	833	10,000	10,000
Total Traffic Control	9,291	16,406	-7,114	9,291	16,406	-7,114	342,300	325,895
PWWW - Maint open ditches, Salary	833	0	833	833	0	833	10,000	10,000
PWWW - Maint open ditches, City Equip	83	0	83	83	0	83	1,000	1,000
PWWW - Maint open ditches, Maint supplies	167	0	167	167	0	167	2,000	2,000
PWWW - Maint open ditches, Hired equipment	833	320	513	833	320	513	10,000	9,680
PWWW - Flood control, Salary	3,888	3,730	158	3,888	3,730	158	46,650	42,920
PWWW - Flood control, City Equip	625	0	625	625	0	625	7,500	7,500
PWWW - Flood control, Maint supplies	417	10	406	417	10	406	5,000	4,990
PWWW - Flood control, Inventory	83	44	39	83	44	39	1,000	956
PWWW - Flood control, Hired equipment	833	0	833	833	0	833	10,000	10,000
Total Drainage	7,762	4,104	3,658	7,762	4,104	3,658	93,150	89,046
PWWW - Dust control, Salary	0	0	0	0	0	0	700	700
PWWW - Dust control, City Equip	0	0	0	0	0	0	500	500

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Street cleaning, Salary		0	0	0	0	0	0	60,000	60,000
PWWW - Street cleaning, City Equip		0	0	0	0	0	0	30,000	30,000
PWWW - Street cleaning, Maint supplies		0	0	0	0	0	0	500	500
PWWW - Street cleaning, Fall Leaf		0	0	0	0	0	0	10,000	10,000
PWWW - Spring clean up, Salary		0	0	0	0	0	0	85,000	85,000
PWWW - Spring clean up, City Equip		0	0	0	0	0	0	40,000	40,000
PWWW - Storm sewer repair, Salary		2,542	140	2,402	2,542	140	2,402	30,500	30,360
PWWW - Storm sewer repair, City Equip		500	0	500	500	0	500	6,000	6,000
PWWW - Storm sewer repair, Maint supplies		2,125	0	2,125	2,125	0	2,125	25,500	25,500
PWWW - Storm sewer repair, Inventory		42	0	42	42	0	42	500	500
PWWW - Storm sewer repair, Hired equipment		1,250	960	290	1,250	960	290	15,000	14,040
PWWW - Storm sewer cleaning, Salary		2,917	621	2,296	2,917	621	2,296	35,000	34,379
PWWW - Storm sewer cleaning, City Equip		3,333	0	3,333	3,333	0	3,333	40,000	40,000
Total Storm Sewer Cleaning		12,709	1,721	10,988	12,709	1,721	10,988	379,200	377,479
Total Public Works		616,387	316,826	299,564	616,387	316,826	299,564	4,719,150	4,402,327
Garbage collect, Tipping fees		58,333	57,389	945	58,333	57,389	945	700,000	642,611
Garbage collect, Hired contractor		56,250	56,348	-98	56,250	56,348	-98	675,000	618,652
Total Garbage Collect & Disposal		114,583	113,737	847	114,583	113,737	847	1,375,000	1,261,264
Water treat plant, Salary		18,492	17,093	1,399	18,492	17,093	1,399	221,900	204,807
Water treat plant, Overtime		1,250	1,657	-407	1,250	1,657	-407	15,000	13,343
Water treat plant, Vacation		1,567	0	1,567	1,567	0	1,567	18,800	18,800
Water treat plant, Sick		392	183	208	392	183	208	4,700	4,517
Water treat plant, Group Insurance		592	661	-69	592	661	-69	7,100	6,439
Water treat plant, Pension		1,175	1,032	143	1,175	1,032	143	14,100	13,068
Water treat plant, CPP/EI/WCB/HAPSET		1,958	2,328	-370	1,958	2,328	-370	23,500	21,172
Water treat plant, Computer Supplies		3,333	11,340	-8,006	3,333	11,340	-8,006	40,000	28,660
Water treat plant, Other chemicals		92,500	131,337	-38,837	92,500	131,337	-38,837	1,110,000	978,663
Water treat plant, City Equip		625	0	625	625	0	625	7,500	7,500
Water treat plant, Maint supplies		18,333	16,063	2,270	18,333	16,063	2,270	220,000	203,937
Water treat plant, Inventory		1,667	559	1,108	1,667	559	1,108	20,000	19,441
Water treat plant, Telephone		167	0	167	167	0	167	2,000	2,000
Water treat plant, Electrical		17,083	19,146	-2,063	17,083	19,146	-2,063	205,000	185,854
Total Water Treatment Plant		159,134	201,399	-42,266	159,134	201,399	-42,266	1,909,600	1,708,200
PWWW - Chlorine/Feeders, Salary		5,000	7,509	-2,509	5,000	7,509	-2,509	60,000	52,491
PWWW - Chlorine/Feeders, Chlorine		500	0	500	500	0	500	6,000	6,000
PWWW - Chlorine/Feeders, City Equip		833	0	833	833	0	833	10,000	10,000
PWWW - Chlorine/Feeders, Maint supplies		2,667	604	2,063	2,667	604	2,063	32,000	31,396
PWWW - Chlorine/Feeders, Electrical		1,667	1,764	-97	1,667	1,764	-97	20,000	18,236
Total Purification Treatment		10,667	9,877	790	10,667	9,877	790	128,000	118,123

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint Hydrants/valves, Salary		5,833	867	4,966	5,833	867	4,966	70,000	69,133
PWWW - Maint Hydrants/valves, City Equip		1,667	0	1,667	1,667	0	1,667	20,000	20,000
PWWW - Maint Hydrants/valves, Maint supplies		4,583	2,626	1,957	4,583	2,626	1,957	55,000	52,374
PWWW - Maint Hydrants/valves, Inventory		0	45	-45	0	45	-45	0	-45
PWWW - Main Line Repairs, Salary		7,500	11,342	-3,842	7,500	11,342	-3,842	90,000	78,658
PWWW - Main Line Repairs, City Equip		1,667	0	1,667	1,667	0	1,667	20,000	20,000
PWWW - Main Line Repairs, Maint supplies		2,917	1,144	1,773	2,917	1,144	1,773	35,000	33,856
PWWW - Main Line Repairs, Inventory		667	473	193	667	473	193	8,000	7,527
PWWW - Main Line Repairs, Hired equipment		5,417	3,978	1,439	5,417	3,978	1,439	65,000	61,022
PWWW - Main Line Repairs, Media annouce		167	0	167	167	0	167	2,000	2,000
PWWW - Maint Feeder, Salary		4,583	3	4,581	4,583	3	4,581	55,000	54,997
PWWW - Maint Feeder, City Equip		1,667	0	1,667	1,667	0	1,667	20,000	20,000
PWWW - Maint Feeder, Maint supplies		2,083	1,042	1,042	2,083	1,042	1,042	25,000	23,958
PWWW - Maint Feeder, Inventory		833	159	674	833	159	674	10,000	9,841
PWWW - Maint Feeder, Hired equipment		1,250	0	1,250	1,250	0	1,250	15,000	15,000
PWWW - Maint Feeder, Media annouce		167	0	167	167	0	167	2,000	2,000
PWWW - Water Lateral Repairs, Salary		20,833	14,878	5,956	20,833	14,878	5,956	250,000	235,122
PWWW - Water Lateral Repairs, City Equip		4,583	0	4,583	4,583	0	4,583	55,000	55,000
PWWW - Water Lateral Repairs, Maint supplies		5,000	1,009	3,991	5,000	1,009	3,991	60,000	58,991
PWWW - Water Lateral Repairs, Inventory		2,083	367	1,717	2,083	367	1,717	25,000	24,633
PWWW - Water Lateral Repairs, Hired equipment		6,667	1,815	4,852	6,667	1,815	4,852	80,000	78,185
PWWW - Water Lateral Repairs, Media annouce		167	0	167	167	0	167	2,000	2,000
PWWW - Water Lateral Repairs, Damage claims		417	0	417	417	0	417	5,000	5,000
PWWW - Hydrant Snowclearing, Salary		6,250	0	6,250	6,250	0	6,250	75,000	75,000
PWWW - Thaw Water Lines, Salary		417	0	417	417	0	417	5,000	5,000
PWWW - Thaw Water Lines, City Equip		167	0	167	167	0	167	2,000	2,000
PWWW - Thaw Water Lines, Maint supplies		292	0	292	292	0	292	3,500	3,500
PWWW - Thaw Water Lines, Hired equipment		375	0	375	375	0	375	4,500	4,500
PWWW - Clean Water Lines, Salary		5,417	405	5,011	5,417	405	5,011	65,000	64,595
PWWW - Clean Water Lines, City Equip		1,250	0	1,250	1,250	0	1,250	15,000	15,000
PWWW - Clean Water Lines, Maint supplies		833	0	833	833	0	833	10,000	10,000
PWWW - Clean Water Lines, Media annouce		167	0	167	167	0	167	2,000	2,000
PWWW - Flow Testing Program, Salary		2,083	4,868	-2,785	2,083	4,868	-2,785	25,000	20,132
PWWW - Flow Testing Program, City Equip		417	0	417	417	0	417	5,000	5,000
PWWW - Flow Testing Program, Maint supplies		333	0	333	333	0	333	4,000	4,000
PWWW - Water Traffic flaggers, Salary		5,417	4,856	560	5,417	4,856	560	65,000	60,144
PWWW - Water Traffic flaggers, City Equip		833	0	833	833	0	833	10,000	10,000
Total Water Mains & Hydrants		105,002	49,877	55,123	105,002	49,877	55,123	1,260,000	1,210,123
PWWW - Maint Sewer Mains, Salary		6,250	3,068	3,182	6,250	3,068	3,182	75,000	71,932
PWWW - Maint Sewer Mains, Vacation		0	15	-15	0	15	-15	0	-15
PWWW - Maint Sewer Mains, Group Insurance		0	156	-156	0	156	-156	0	-156
PWWW - Maint Sewer Mains, Pension		0	183	-183	0	183	-183	0	-183
PWWW - Maint Sewer Mains,		0	374	-374	0	374	-374	0	-374
PWWW - Maint Sewer Mains, City Equip		4,167	0	4,167	4,167	0	4,167	50,000	50,000
PWWW - Maint Sewer Mains, Maint supplies		2,083	217	1,866	2,083	217	1,866	25,000	24,783
PWWW - Maint Sewer Mains, Hired equipment		833	0	833	833	0	833	10,000	10,000
PWWW - Maint Sewer Laterals, Salary		2,500	2,422	78	2,500	2,422	78	30,000	27,578

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint Sewer Laterals, Overtime		0	114	-114	0	114	-114	0	-114
PWWW - Maint Sewer Laterals, Vacation		0	1	-1	0	1	-1	0	-1
PWWW - Maint Sewer Laterals, Group Insurance		0	134	-134	0	134	-134	0	-134
PWWW - Maint Sewer Laterals, Pension		0	129	-129	0	129	-129	0	-129
PWWW - Maint Sewer Laterals,		0	325	-325	0	325	-325	0	-325
PWWW - Maint Sewer Laterals, City Equip		1,250	0	1,250	1,250	0	1,250	15,000	15,000
PWWW - Maint Sewer Laterals, Maint supplies		1,083	0	1,083	1,083	0	1,083	13,000	13,000
PWWW - Maint Sewer Laterals, Inventory		250	0	250	250	0	250	3,000	3,000
PWWW - Maint Sewer Laterals, Hired equipment		2,500	3,296	-796	2,500	3,296	-796	30,000	26,704
PWWW - Maint Sewer Laterals, Damage claims		833	1,078	-245	833	1,078	-245	10,000	8,922
PWWW - Sewer Treat Plants, Salary		1,917	1,549	368	1,917	1,549	368	23,000	21,451
PWWW - Sewer Treat Plants, Overtime		0	605	-605	0	605	-605	0	-605
PWWW - Sewer Treat Plants, Group Insurance		0	94	-94	0	94	-94	0	-94
PWWW - Sewer Treat Plants, Pension		0	95	-95	0	95	-95	0	-95
PWWW - Sewer Treat Plants,		0	245	-245	0	245	-245	0	-245
PWWW - Sewer Treat Plants, City Equip		500	0	500	500	0	500	6,000	6,000
PWWW - Sewer Treat Plants, Maint supplies		2,083	0	2,083	2,083	0	2,083	25,000	25,000
PWWW - Sewer Treat Plants, Hired equipment		167	0	167	167	0	167	2,000	2,000
PWWW - Sewer Pump Stat, Salary		3,917	4,069	-152	3,917	4,069	-152	47,000	42,931
PWWW - Sewer Pump Stat, Overtime		0	1,947	-1,947	0	1,947	-1,947	0	-1,947
PWWW - Sewer Pump Stat, Vacation		0	10	-10	0	10	-10	0	-10
PWWW - Sewer Pump Stat, Group Insurance		0	308	-308	0	308	-308	0	-308
PWWW - Sewer Pump Stat, Pension		0	249	-249	0	249	-249	0	-249
PWWW - Sewer Pump Stat, CPP/EI/WCB/HAPSE		0	828	-828	0	828	-828	0	-828
PWWW - Sewer Pump Stat, City Equip		1,250	0	1,250	1,250	0	1,250	15,000	15,000
PWWW - Sewer Pump Stat, Maint supplies		2,917	3,205	-288	2,917	3,205	-288	35,000	31,795
PWWW - Sewer Pump Stat, Hired equipment		333	0	333	333	0	333	4,000	4,000
PWWW - Sewer Pump Stat, Telephone		167	0	167	167	0	167	2,000	2,000
PWWW - Sewer Pump Stat, Electrical		2,917	3,010	-93	2,917	3,010	-93	35,000	31,990
PWWW - Sewer Flow Test, Salary		1,250	997	253	1,250	997	253	15,000	14,003
PWWW - Sewer Flow Test, Vacation		0	4	-4	0	4	-4	0	-4
PWWW - Sewer Flow Test, Group Insurance		0	50	-50	0	50	-50	0	-50
PWWW - Sewer Flow Test, Pension		0	60	-60	0	60	-60	0	-60
PWWW - Sewer Flow Test, CPP/EI/WCB/HAPSE		0	123	-123	0	123	-123	0	-123
PWWW - Sewer Flow Test, City Equip		333	0	333	333	0	333	4,000	4,000
PWWW - Sewer Flow Test, Maint supplies		1,667	3,299	-1,632	1,667	3,299	-1,632	20,000	16,701
Total Sainitary Systems		41,167	32,259	8,907	41,167	32,259	8,907	494,000	461,740
PWWW - Maint of Regulators, Salary		3,333	1,973	1,360	3,333	1,973	1,360	40,000	38,027
PWWW - Maint of Regulators, Overtime		0	954	-954	0	954	-954	0	-954
PWWW - Maint of Regulators, Group Insurance		0	111	-111	0	111	-111	0	-111
PWWW - Maint of Regulators, Pension		0	117	-117	0	117	-117	0	-117
PWWW - Maint of Regulators,		0	338	-338	0	338	-338	0	-338
PWWW - Maint of Regulators, City Equip		833	0	833	833	0	833	10,000	10,000
PWWW - Maint of Regulators, Maint supplies		3,750	0	3,750	3,750	0	3,750	45,000	45,000
PWWW - Maint of Regulators, Inventory		83	0	83	83	0	83	1,000	1,000
PWWW - Maint of Regulators, Electrical		2,500	2,307	193	2,500	2,307	193	30,000	27,693
PWWW - Maint of water meters, Salary		1,667	0	1,667	1,667	0	1,667	20,000	20,000
PWWW - Maint of water meters, City Equip		417	0	417	417	0	417	5,000	5,000

Account	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint of water meters, Maint supplies	2,083	2,787	-703	2,083	2,787	-703	25,000	22,213
PWWW - Massey Drive Water Meters, Telephone	167	0	167	167	0	167	2,000	2,000
PWWW - Massey Drive Water Meters, Electrical	125	133	-8	125	133	-8	1,500	1,367
Total Regulations & Meters	14,958	8,720	6,239	14,958	8,720	6,239	179,500	170,780
PWWW - Maint of Reservoirs, Payroll	2,500	1,619	881	2,500	1,619	881	30,000	28,381
PWWW - Maint of Reservoirs, City Equip	0	0	0	0	0	0	4,000	4,000
PWWW - Maint of Reservoirs, Maint supplies	0	0	0	0	0	0	15,000	15,000
PWWW - Maint of Reservoirs, Hired equipment	833	1,833	-1,000	833	1,833	-1,000	10,000	8,167
PWWW - Maint of Reservoirs, Telephone	83	0	83	83	0	83	1,000	1,000
PWWW - Maint of Reservoirs, Electrical	517	533	-16	517	533	-16	6,200	5,667
PWWW - Maint of Intakes, Payroll	2,083	1,089	994	2,083	1,089	994	25,000	23,911
Total Reservoirs & Intakes	6,016	5,074	942	6,016	5,074	942	91,200	86,126
PWWW - Pumphouse, Payroll	2,500	3,222	-722	2,500	3,222	-722	30,000	26,778
PWWW - Pumphouse, City Equip	417	0	417	417	0	417	5,000	5,000
PWWW - Pumphouse, Maint supplies	2,500	0	2,500	2,500	0	2,500	30,000	30,000
PWWW - Pumphouse, Hired equipment	0	396	-396	0	396	-396	0	-396
PWWW - Pumphouse, Telephone	83	0	83	83	0	83	1,000	1,000
PWWW - Pumphouse, Electrical	2,500	1,919	581	2,500	1,919	581	30,000	28,081
Total Pumphouse	8,000	5,537	2,463	8,000	5,537	2,463	96,000	90,463
Total W&S	344,944	312,743	32,197	344,944	312,743	32,197	4,158,300	3,845,555
Transit, Hired contractor	42,965	224	42,741	42,965	224	42,741	515,580	515,356
Transit, Electrical	125	113	12	125	113	12	1,500	1,387
Total Corner Brook Transit	43,090	337	42,753	43,090	337	42,753	517,080	516,743
PWWW - Jubilee Field, Payroll	0	0	0	0	0	0	5,000	5,000
PWWW - Jubilee Field, City Equip	0	0	0	0	0	0	500	500
PWWW - Jubilee Field, Maint supplies	0	120	-120	0	120	-120	2,000	1,880
PWWW - Jubilee Field, Hired equipment	0	0	0	0	0	0	500	500
PWWW - Jubilee Field, Hired contractor	0	0	0	0	0	0	20,000	20,000
PWWW - Jubilee Field, Electrical	0	438	-438	0	438	-438	10,000	9,562
PWWW - MBP, Payroll	0	0	0	0	0	0	10,000	10,000
PWWW - MBP, City Equip	0	0	0	0	0	0	1,000	1,000
PWWW - MBP, Maint supplies	0	0	0	0	0	0	7,500	7,500
PWWW - War Memorials, Payroll	0	0	0	0	0	0	250	250
PWWW - War Memorials, Electrical	0	0	0	0	0	0	300	300
PWWW - Skateboard Park Payroll	0	0	0	0	0	0	250	250
PWWW - Skateboard park, Maint supplies	0	0	0	0	0	0	250	250
PWWW - Majestic Lawn - Payroll	0	0	0	0	0	0	500	500

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Majestic Lawn, Electrical		0	59	-59	0	59	-59	500	441
PWWW - Athletic field maint, Payroll		0	0	0	0	0	0	40,000	40,000
PWWW - Athletic field maint, City Equip		0	0	0	0	0	0	4,000	4,000
PWWW - Athletic field maint, Maint supplies		0	0	0	0	0	0	18,000	18,000
PWWW - Athletic field maint, Inventory		0	0	0	0	0	0	250	250
PWWW - Athletic field maint, Hired equipment		0	0	0	0	0	0	1,000	1,000
PWWW - Bash A&B, Electrical		0	20	-20	0	20	-20	2,000	1,980
PWWW - Ambrose O'Rielly, Electrical		0	210	-210	0	210	-210	2,000	1,790
PWWW - Playground maint, Payroll		0	0	0	0	0	0	8,500	8,500
PWWW - Playground maint, City Equip		0	0	0	0	0	0	1,500	1,500
PWWW - Playground maint, Maint supplies		0	0	0	0	0	0	8,000	8,000
PWWW - Wellington, Payroll		0	0	0	0	0	0	1,000	1,000
PWWW - Wellington, Maint supplies		0	0	0	0	0	0	1,000	1,000
PWWW - Wellington, Hired contractor		0	0	0	0	0	0	15,000	15,000
PWWW - Wellington, Electrical		0	792	-792	0	792	-792	8,000	7,208
PWWW - Tennis courts, Payroll		0	0	0	0	0	0	250	250
PWWW - Tennis courts, Maint supplies		0	0	0	0	0	0	500	500
PWWW - Beautification, Payroll		0	0	0	0	0	0	45,000	45,000
PWWW - Beautification, City Equip		0	0	0	0	0	0	6,500	6,500
PWWW - Beautification, Maint supplies		0	417	-417	0	417	-417	12,000	11,583
PWWW - Beautification, Inventory		0	0	0	0	0	0	1,000	1,000
PWWW - Beautification, Hired equipment		0	0	0	0	0	0	10,000	10,000
PWWW -Dog Park, Payroll		0	0	0	0	0	0	500	500
PWWW - Mowing, Payroll		0	0	0	0	0	0	39,000	39,000
PWWW - Mowing, City Equip		0	0	0	0	0	0	3,000	3,000
PWWW - Tree Maintenance, Hired contractor		0	0	0	0	0	0	20,000	20,000
PWWW - Turf Maintenance, Salary		0	0	0	0	0	0	3,500	3,500
PWWW - Turf Maintenance, Maint supplies		0	0	0	0	0	0	4,000	4,000
PWWW - Winter carnival, Salary		0	2,209	-2,209	0	2,209	-2,209	2,500	291
PWWW - Winter carnival, Overtime		0	38	-38	0	38	-38	0	-38
PWWW - Winter carnival, Payroll		0	497	-497	0	497	-497	0	-497
PWWW - Winter carnival, City Equip		0	0	0	0	0	0	1,500	1,500
PWWW - Winter carnival, Maint supplies		0	1,047	-1,047	0	1,047	-1,047	1,500	453
PWWW - Watchman, Salary		2,917	0	2,917	2,917	0	2,917	35,000	35,000
PWWW - Parades and Special Events, Salary		1,042	0	1,042	1,042	0	1,042	12,500	12,500
PWWW - Parades & Special Events, Overtime		500	0	500	500	0	500	6,000	6,000
PWWW - Parades and Special Events, City Equip		167	0	167	167	0	167	2,000	2,000
IPW - Parades & Special Events, Hired contractor		83	0	83	83	0	83	1,000	1,000
PWWW - Garbage collect - Public Space, Salary		4,333	3,597	736	4,333	3,597	736	52,000	48,403
Garbage collect - Public Space, City Equip		625	0	625	625	0	625	7,500	7,500
Splashpad, Salary		1,667	0	1,667	1,667	0	1,667	20,000	20,000
Total Parks & Recreation		11,334	9,444	1,891	11,334	9,444	1,891	455,550	446,108
Recover - Garage exp, Salary		0	31,088	-31,088	0	31,088	-31,088	0	-31,088
Recover - Garage exp, Overtime		0	4,204	-4,204	0	4,204	-4,204	0	-4,204
Recover - Garage exp, Vacation		0	2,305	-2,305	0	2,305	-2,305	0	-2,305
Recover - Garage exp, Sick		0	3,307	-3,307	0	3,307	-3,307	0	-3,307
Recover - Garage exp, Group Insurance		0	1,408	-1,408	0	1,408	-1,408	0	-1,408
Recover - Garage exp, Pension		0	2,152	-2,152	0	2,152	-2,152	0	-2,152
Recover - Garage exp, CPP/EI/WCB/HAPSET		0	4,649	-4,649	0	4,649	-4,649	0	-4,649

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Recover - Garage exp, Gas/Oil		0	69,402	-69,402	0	69,402	-69,402	0	-69,402
Recover - Garage exp, Maint supplies		0	29,309	-29,309	0	29,309	-29,309	0	-29,309
Recover - Garage exp, Inventory		0	7,708	-7,708	0	7,708	-7,708	0	-7,708
Recover - Garage exp, Meal Vouchers		0	10	-10	0	10	-10	0	-10
Total Garage		0	155,542	-155,544	0	155,542	-155,544	0	-155,544
Total Public Works, Water & Waste Water		1,222,803	875,290	347,510	1,222,803	875,290	347,510	12,334,650	11,459,360
Grants, Corner Brook Stream		27,500	27,500	0	27,500	27,500	0	110,000	82,500
Grants, Museum Grant		3,750	3,750	0	3,750	3,750	0	15,000	11,250
Grants, Museum -Shared Postion		5,750	5,750	0	5,750	5,750	0	23,000	17,250
Grants, Misc Grants		5,895	0	5,895	5,895	0	5,895	70,735	70,735
Grants, Winter Carnival		7,500	0	7,500	7,500	0	7,500	15,000	15,000
Grants, Tourism Bureau		0	0	0	0	0	0	22,000	22,000
Grants, CNA Scholarhsip		0	0	0	0	0	0	1,000	1,000
Grants, Hospital Foundation		0	0	0	0	0	0	1,000	1,000
Grants, MUN Scholarship		0	0	0	0	0	0	1,000	1,000
Grants, CBRH Scholarship		0	0	0	0	0	0	1,000	1,000
Grants, Corner Brook Running Club		0	0	0	0	0	0	2,000	2,000
Grants, Craig Hiscock Memorial		0	0	0	0	0	0	500	500
Grants, Railway Society		0	0	0	0	0	0	2,000	2,000
Total Grants		50,395	37,000	13,395	50,395	37,000	13,395	264,235	227,235
COOR, Capital out of revenue		104,350	56,228	48,122	104,350	56,228	48,122	1,252,200	1,195,972
COOR, Gas Tax		74,717	0	74,717	74,717	0	74,717	896,600	896,600
Total COOR		179,067	56,228	122,839	179,067	56,228	122,839	2,148,800	2,092,572
Debt charges, Allow for uncollect		10,000	10,000	0	10,000	10,000	0	120,000	110,000
Debt charges, Bank Charges		1,083	966	117	1,083	966	117	13,000	12,034
Debt charges, FCM prin		2,500	0	2,500	2,500	0	2,500	30,000	30,000
Debt charges, FCM Int		325	0	325	325	0	325	3,900	3,900
Debt charges, CMHC prin		135,158	0	135,158	135,158	0	135,158	1,621,900	1,621,900
Debt charges, CMHC int		10,975	0	10,975	10,975	0	10,975	131,700	131,700
Debt charges, Principal 2017/18		68,975	68,151	824	68,975	68,151	824	827,700	759,549
Debt charges, Interest 2017/18		1,917	2,736	-819	1,917	2,736	-819	23,000	20,264
Debt charges, 2020 Borrowing principal		11,075	0	11,075	11,075	0	11,075	132,900	132,900
Debt charges, 2020 Borroiwng Interest		3,075	0	3,075	3,075	0	3,075	36,900	36,900
Debt charges, Principal RAC		40,850	0	40,850	40,850	0	40,850	490,200	490,200
Debt charges, Interest RAC		11,675	0	11,675	11,675	0	11,675	140,100	140,100
Total Debt Charges		297,608	81,853	215,756	297,608	81,853	215,756	3,571,300	3,489,448
Reserves, Reserve Capital		0	0	0	0	0	0	1,500,000	1,500,000
Reserves, Reserve W/S		0	0	0	0	0	0	1,030,700	1,030,700
Total Reserves		0	0	0	0	0	0	2,530,700	2,530,700

Account	Account #	MTD Budget January2023	MTD Actual January2023	MTD Variance	YTD Budget January2023	YTD Actual January2023	YTD Variance	Annual Budget	Remaining Budget
Total Expenses		3,138,554	2,226,883	911,662	3,138,554	2,226,883	911,662	37,414,835	35,187,949
Recover - Garage exp, Other supplies		0	155,544	-155,544	0	155,544	-155,544	0	-155,544

CITY OF CORNER BROOK
Summary of All Units
For the One Month Ending January 31, 2023

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	January 2023 BUDGET	January 2023 ACTUAL	MTD VARIANCE	January 2023 YTD BUDGET	January 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, Ice Rental	(\$77,420.00)	(\$73,535.68)	\$3,884.32	(\$77,420.00)	(\$73,535.68)	\$3,884.32	(\$553,000.00)	\$479,464.32
Civic Centre, Room Rental Civic Centre	-2,500.00	-52.17	2,447.83	-2,500.00	-52.17	2,447.83	-40,000.00	39,947.83
Civic Centre, Annex Rental	-1,083.00	0.00	1,083.00	-1,083.00	0.00	1,083.00	-13,000.00	13,000.00
Civic Centre, Skybox rental	0.00	-3,800.00	-3,800.00	0.00	-3,800.00	-3,800.00	-5,300.00	1,500.00
Civic Centre, Studio recreation	-5,417.00	-14,109.94	-8,692.94	-5,417.00	-14,109.94	-8,692.94	-65,000.00	50,890.06
Civic Centre, Catering	0.00	0.00	0.00	0.00	0.00	0.00	-153,000.00	153,000.00
Civic Centre, Concessions	-833.00	0.00	833.00	-833.00	0.00	833.00	-10,000.00	10,000.00
Civic Centre, Holding Seats	0.00	-989.78	-989.78	0.00	-989.78	-989.78	-7,000.00	6,010.22
Civic Centre, Indoor Advertising	0.00	-3,295.00	-3,295.00	0.00	-3,295.00	-3,295.00	-60,000.00	56,705.00
Civic Centre, Outdoor Advertising	0.00	-608.70	-608.70	0.00	-608.70	-608.70	-14,000.00	13,391.30
Civic Centre, Leases Civic Centre	-10,250.00	-9,856.42	393.58	-10,250.00	-9,856.42	393.58	-123,000.00	113,143.58
Civic Centre, Security	-292.00	0.00	292.00	-292.00	0.00	292.00	-3,500.00	3,500.00
Civic Centre, Electricity	-333.00	-246.02	86.98	-333.00	-246.02	86.98	-4,000.00	3,753.98
Civic Centre, Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Special Events	0.00	-1,029.65	-1,029.65	0.00	-1,029.65	-1,029.65	-150,000.00	148,970.35
Civic Centre, Home Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Royals Hockey Games	-4,500.00	-70,615.00	-66,115.00	-4,500.00	-70,615.00	-66,115.00	-27,000.00	-43,615.00
Civic Centre, Royals Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, General Skating	-2,500.00	-5,739.14	-3,239.14	-2,500.00	-5,739.14	-3,239.14	-15,000.00	9,260.86
Civic Centre, Silver Blades	0.00	0.00	0.00	0.00	0.00	0.00	-8,500.00	8,500.00
Civic Centre, Misc Revenue	-1,083.00	-0.01	1,082.99	-1,083.00	-0.01	1,082.99	-13,000.00	12,999.99
Total Civic Centre Revenue	-106,211.00	-183,877.51	-77,666.51	-106,211.00	-183,877.51	-77,666.51	-1,264,300.00	1,080,422.49
Civic Centre Admin, Salary	26,425.00	27,273.87	848.87	26,425.00	27,273.87	848.87	317,100.00	-289,826.13
Civic Centre Admin, Overtime	833.00	2,630.72	1,797.72	833.00	2,630.72	1,797.72	10,000.00	-7,369.28
Civic Centre Admin, Vacation	2,350.00	624.16	-1,725.84	2,350.00	624.16	-1,725.84	28,200.00	-27,575.84
Civic Centre Admin, Sick	583.00	1,801.79	1,218.79	583.00	1,801.79	1,218.79	7,000.00	-5,198.21
Civic Centre Admin, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Group Insurance	1,100.00	1,047.48	-52.52	1,100.00	1,047.48	-52.52	13,200.00	-12,152.52
Civic Centre Admin, Pension	1,692.00	1,758.48	66.48	1,692.00	1,758.48	66.48	20,300.00	-18,541.52
Civic Centre Admin, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, CPP/EI/WCB/HAPSET	3,267.00	3,546.07	279.07	3,267.00	3,546.07	279.07	39,200.00	-35,653.93
Civic Centre Admin, Office supplies	542.00	211.86	-330.14	542.00	211.86	-330.14	6,500.00	-6,288.14
Civic Centre Admin, Photocopier expenses	225.00	416.17	191.17	225.00	416.17	191.17	2,700.00	-2,283.83
Civic Centre Admin, Promo materials	2,083.00	600.00	-1,483.00	2,083.00	600.00	-1,483.00	25,000.00	-24,400.00
Civic Centre Admin, Subscriptions	175.00	0.00	-175.00	175.00	0.00	-175.00	2,100.00	-2,100.00
Civic Centre Admin, Comp network costs	2,192.00	0.00	-2,192.00	2,192.00	0.00	-2,192.00	26,300.00	-26,300.00
Civic Centre Admin, Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Telephone	350.00	0.00	-350.00	350.00	0.00	-350.00	4,200.00	-4,200.00
Civic Centre Admin, Cell phone	283.00	0.00	-283.00	283.00	0.00	-283.00	3,400.00	-3,400.00
Civic Centre Admin, Postage/Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Membership fees	0.00	336.00	336.00	0.00	336.00	336.00	0.00	336.00
Civic Centre Admin, Training	833.00	0.00	-833.00	833.00	0.00	-833.00	10,000.00	-10,000.00
Civic Centre Admin, Bank Charges	1,083.00	0.00	-1,083.00	1,083.00	0.00	-1,083.00	13,000.00	-13,000.00
Civic Centre Operations, Salary	54,625.00	54,524.52	-100.48	54,625.00	54,524.52	-100.48	655,500.00	-600,975.48
Civic Centre Operations, Overtime	4,167.00	10,722.24	6,555.24	4,167.00	10,722.24	6,555.24	50,000.00	-39,277.76

CITY OF CORNER BROOK
 Summary of All Units
 For the One Month Ending January 31, 2023

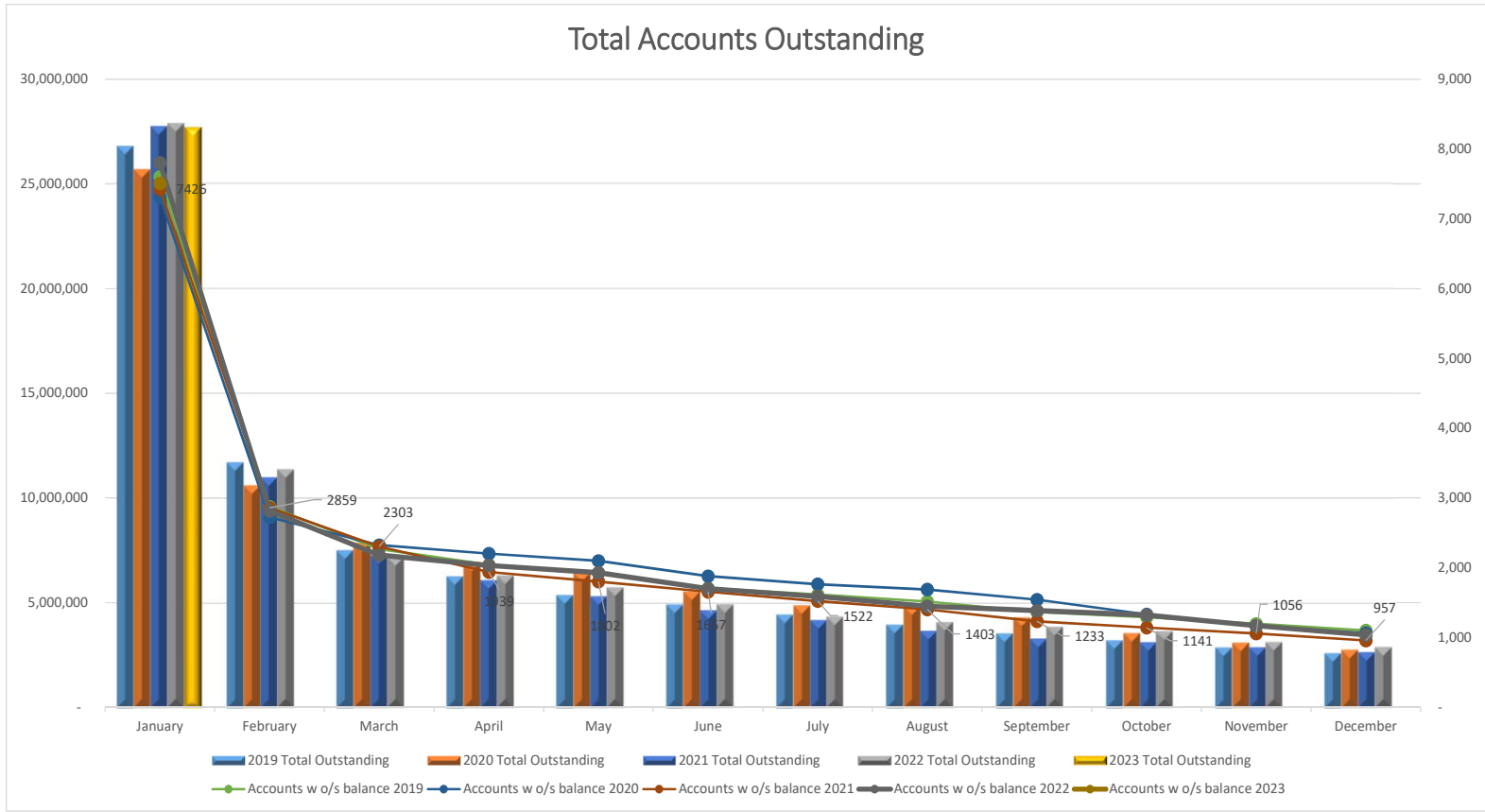
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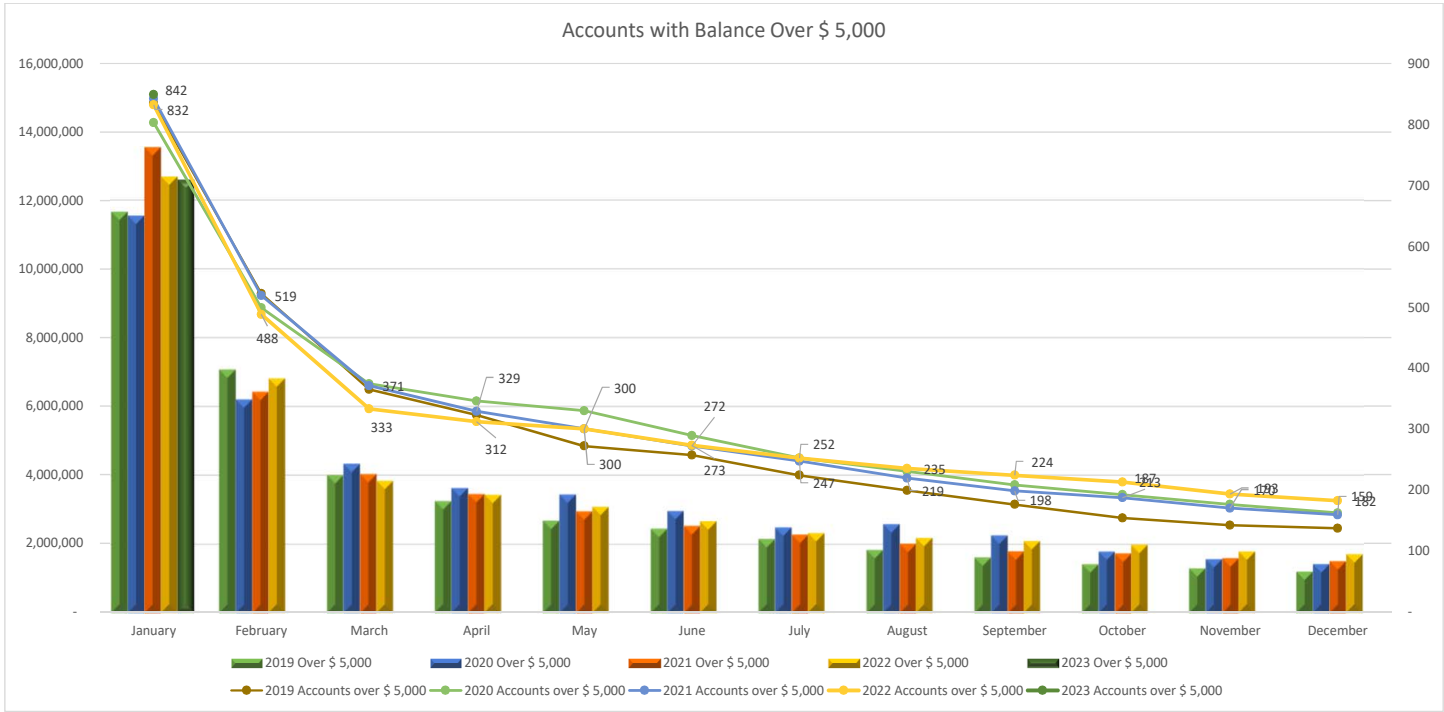
	January 2023	January 2023	MTD	January 2023	January 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre Operations, Vacation	417.00	0.00	-417.00	417.00	0.00	-417.00	5,000.00	-5,000.00
Civic Centre Operations, Sick	125.00	0.00	-125.00	125.00	0.00	-125.00	1,500.00	-1,500.00
Civic Centre Operations, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Group Insurance	2,200.00	1,909.45	-290.55	2,200.00	1,909.45	-290.55	26,400.00	-24,490.55
Civic Centre Operations, Pension	2,833.00	2,845.55	12.55	2,833.00	2,845.55	12.55	34,000.00	-31,154.45
Civic Centre Operations, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, CPP/EI/WCB/HAPSET	6,150.00	7,819.44	1,669.44	6,150.00	7,819.44	1,669.44	73,800.00	-65,980.56
Civic Centre Operations, Cleaning Supplies	2,083.00	3,943.25	1,860.25	2,083.00	3,943.25	1,860.25	25,000.00	-21,056.75
Civic Centre Operations, Clothing/uniforms	583.00	0.00	-583.00	583.00	0.00	-583.00	7,000.00	-7,000.00
Civic Centre Operations, City Equip	1,450.00	0.00	-1,450.00	1,450.00	0.00	-1,450.00	17,400.00	-17,400.00
Civic Centre Operations, Catering	10,583.33	0.00	-10,583.33	10,583.33	0.00	-10,583.33	127,000.00	-127,000.00
Civic Centre Operations, Fire Alarm	417.00	1,852.85	1,435.85	417.00	1,852.85	1,435.85	5,000.00	-3,147.15
Civic Centre Operations, Propane/Nitrogen	1,458.00	2,494.21	1,036.21	1,458.00	2,494.21	1,036.21	17,500.00	-15,005.79
Civic Centre Operations, Heating Oil	4,167.00	0.00	-4,167.00	4,167.00	0.00	-4,167.00	50,000.00	-50,000.00
Civic Centre Operations, Maint supplies	6,250.00	3,570.00	-2,680.00	6,250.00	3,570.00	-2,680.00	75,000.00	-71,430.00
Civic Centre Operations, Elevator Maintenance	1,083.00	261.03	-821.97	1,083.00	261.03	-821.97	13,000.00	-12,738.97
Civic Centre Operations, Repairs Recreation Equip	833.00	0.00	-833.00	833.00	0.00	-833.00	10,000.00	-10,000.00
Civic Centre Operations, Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Waste Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowclearing	5,833.00	11,825.40	5,992.40	5,833.00	11,825.40	5,992.40	70,000.00	-58,174.60
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Hired equipment	667.00	0.00	-667.00	667.00	0.00	-667.00	8,000.00	-8,000.00
Civic Centre Operations, Hired contractor	6,667.00	1,587.51	-5,079.49	6,667.00	1,587.51	-5,079.49	80,000.00	-78,412.49
Civic Centre Operations, Hired Electrician	2,083.00	0.00	-2,083.00	2,083.00	0.00	-2,083.00	25,000.00	-25,000.00
Civic Centre Operations, Senior Hockey expenses	2,083.00	3,445.50	1,362.50	2,083.00	3,445.50	1,362.50	25,000.00	-21,554.50
Civic Centre Operations, Electrical	29,092.00	32,253.96	3,161.96	29,092.00	32,253.96	3,161.96	349,100.00	-316,846.04
Civic Centre Operations, Security	3,750.00	5,125.63	1,375.63	3,750.00	5,125.63	1,375.63	45,000.00	-39,874.37
Civic Centre Operations, Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, City Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Maint supplies	8,333.00	0.00	-8,333.00	8,333.00	0.00	-8,333.00	100,000.00	-100,000.00
Civic Centre Building Maint, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Paint and Plaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Hired Electrician	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Engineering fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Royals Hockey Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

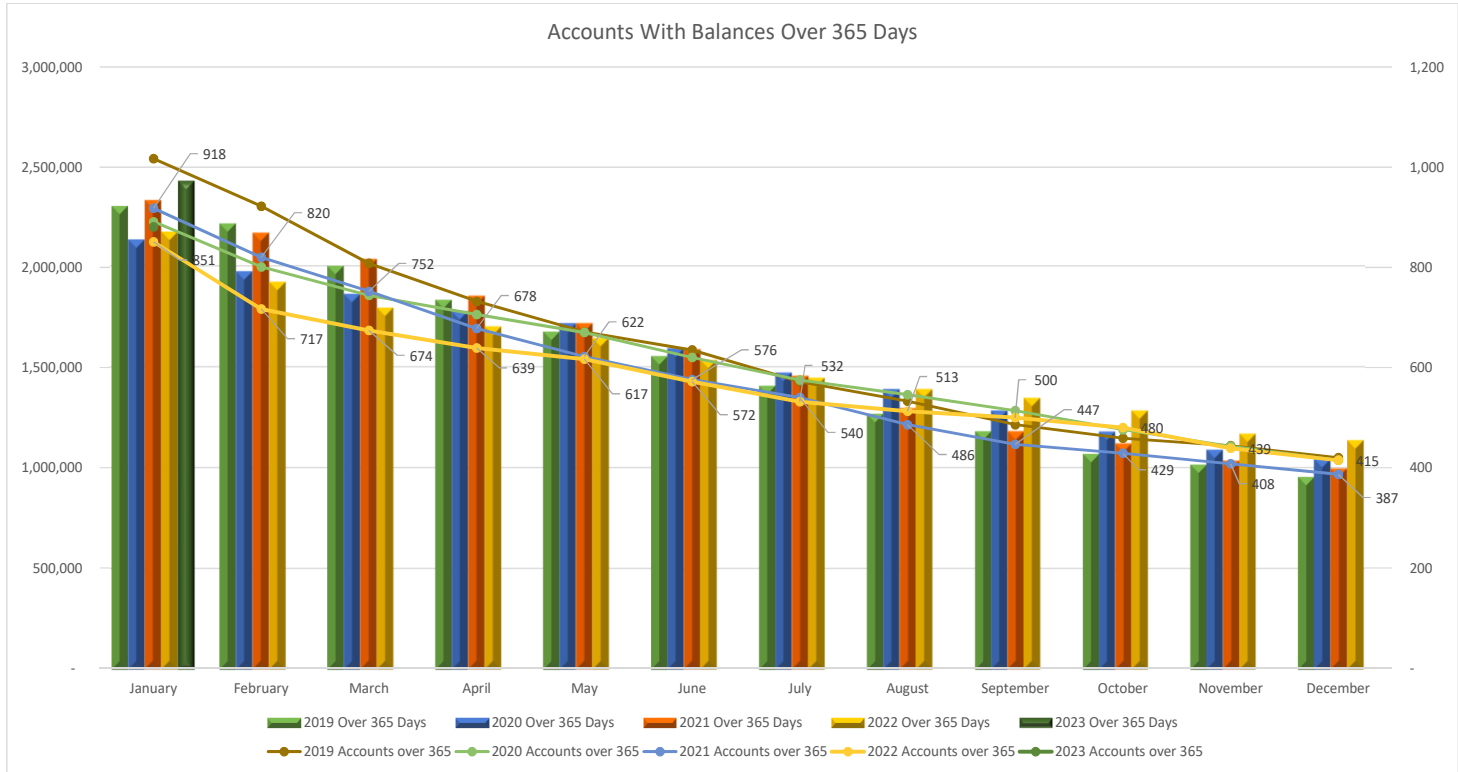
CITY OF CORNER BROOK
 Summary of All Units
 For the One Month Ending January 31, 2023

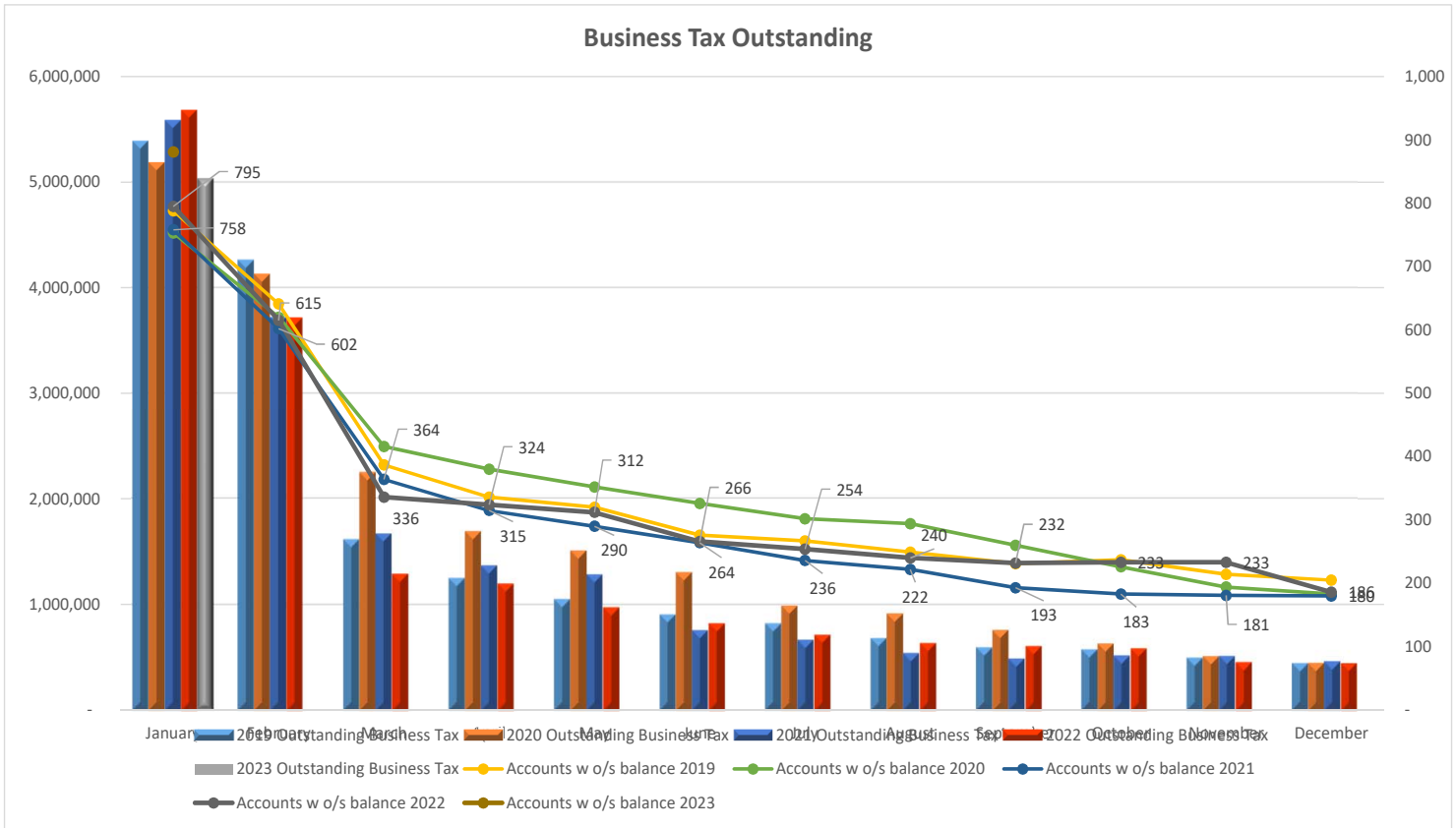
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	<u>January 2023</u> BUDGET	January 2023 ACTUAL	MTD VARIANCE	<u>January 2023</u> YTD BUDGET	January 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre Special Events, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Maint supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Home Show CC	3,333.00	0.00	-3,333.00	3,333.00	0.00	-3,333.00	40,000.00	-40,000.00
Civic Centre Admin, Legal fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Civic Centre Expenses	205,281.33	184,427.14	-20,854.19	205,281.33	184,427.14	-20,854.19	2,463,400.00	-2,278,972.86
Net (Income)/Loss	99,070.33	549.63	-98,520.70	99,070.33	549.63	-98,520.70	1,199,100.00	-1,198,550.37









CITY OF CORNER BROOK
 Summary of All Units
 For the One Month Ending January 31, 2023

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	<u>January 2023</u>	January 2023	MTD	<u>January 2023</u>	January 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre, Ice Rental	(\$77,420.00)	(\$73,535.68)	\$3,884.32	(\$77,420.00)	(\$73,535.68)	\$3,884.32	(\$553,000.00)	\$479,464.32
Civic Centre, Room Rental Civic Centre	-2,500.00	-52.17	2,447.83	-2,500.00	-52.17	2,447.83	-40,000.00	39,947.83
Civic Centre, Annex Rental	-1,083.00	0.00	1,083.00	-1,083.00	0.00	1,083.00	-13,000.00	13,000.00
Civic Centre, Skybox rental	0.00	-3,800.00	-3,800.00	0.00	-3,800.00	-3,800.00	-5,300.00	1,500.00
Civic Centre, Studio recreation	-5,417.00	-14,109.94	-8,692.94	-5,417.00	-14,109.94	-8,692.94	-65,000.00	50,890.06
Civic Centre, Catering	0.00	0.00	0.00	0.00	0.00	0.00	-153,000.00	153,000.00
Civic Centre, Concessions	-833.00	0.00	833.00	-833.00	0.00	833.00	-10,000.00	10,000.00
Civic Centre, Holding Seats	0.00	-989.78	-989.78	0.00	-989.78	-989.78	-7,000.00	6,010.22
Civic Centre, Indoor Advertising	0.00	-3,295.00	-3,295.00	0.00	-3,295.00	-3,295.00	-60,000.00	56,705.00
Civic Centre, Outdoor Advertising	0.00	-608.70	-608.70	0.00	-608.70	-608.70	-14,000.00	13,391.30
Civic Centre, Leases Civic Centre	-10,250.00	-9,856.42	393.58	-10,250.00	-9,856.42	393.58	-123,000.00	113,143.58
Civic Centre, Security	-292.00	0.00	292.00	-292.00	0.00	292.00	-3,500.00	3,500.00
Civic Centre, Electricity	-333.00	-246.02	86.98	-333.00	-246.02	86.98	-4,000.00	3,753.98
Civic Centre, Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Special Events	0.00	-1,029.65	-1,029.65	0.00	-1,029.65	-1,029.65	-150,000.00	148,970.35
Civic Centre, Home Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Royals Hockey Games	-4,500.00	-70,615.00	-66,115.00	-4,500.00	-70,615.00	-66,115.00	-27,000.00	-43,615.00
Civic Centre, Royals Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, General Skating	-2,500.00	-5,739.14	-3,239.14	-2,500.00	-5,739.14	-3,239.14	-15,000.00	9,260.86
Civic Centre, Silver Blades	0.00	0.00	0.00	0.00	0.00	0.00	-8,500.00	8,500.00
Civic Centre, Misc Revenue	-1,083.00	-0.01	1,082.99	-1,083.00	-0.01	1,082.99	-13,000.00	12,999.99
Total Civic Centre Revenue	-106,211.00	-183,877.51	-77,666.51	-106,211.00	-183,877.51	-77,666.51	-1,264,300.00	1,080,422.49
Civic Centre Admin, Salary	26,425.00	27,273.87	848.87	26,425.00	27,273.87	848.87	317,100.00	-289,826.13
Civic Centre Admin, Overtime	833.00	2,630.72	1,797.72	833.00	2,630.72	1,797.72	10,000.00	-7,369.28
Civic Centre Admin, Vacation	2,350.00	624.16	-1,725.84	2,350.00	624.16	-1,725.84	28,200.00	-27,575.84
Civic Centre Admin, Sick	583.00	1,801.79	1,218.79	583.00	1,801.79	1,218.79	7,000.00	-5,198.21
Civic Centre Admin, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Group Insurance	1,100.00	1,047.48	-52.52	1,100.00	1,047.48	-52.52	13,200.00	-12,152.52
Civic Centre Admin, Pension	1,692.00	1,758.48	66.48	1,692.00	1,758.48	66.48	20,300.00	-18,541.52
Civic Centre Admin, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, CPP/EI/WCB/HAPSET	3,267.00	3,546.07	279.07	3,267.00	3,546.07	279.07	39,200.00	-35,653.93
Civic Centre Admin, Office supplies	542.00	211.86	-330.14	542.00	211.86	-330.14	6,500.00	-6,288.14
Civic Centre Admin, Photocopier expenses	225.00	416.17	191.17	225.00	416.17	191.17	2,700.00	-2,283.83
Civic Centre Admin, Promo materials	2,083.00	600.00	-1,483.00	2,083.00	600.00	-1,483.00	25,000.00	-24,400.00
Civic Centre Admin, Subscriptions	175.00	0.00	-175.00	175.00	0.00	-175.00	2,100.00	-2,100.00
Civic Centre Admin, Comp network costs	2,192.00	0.00	-2,192.00	2,192.00	0.00	-2,192.00	26,300.00	-26,300.00
Civic Centre Admin, Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Telephone	350.00	0.00	-350.00	350.00	0.00	-350.00	4,200.00	-4,200.00
Civic Centre Admin, Cell phone	283.00	0.00	-283.00	283.00	0.00	-283.00	3,400.00	-3,400.00
Civic Centre Admin, Postage/Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Membership fees	0.00	336.00	336.00	0.00	336.00	336.00	0.00	336.00
Civic Centre Admin, Training	833.00	0.00	-833.00	833.00	0.00	-833.00	10,000.00	-10,000.00
Civic Centre Admin, Bank Charges	1,083.00	0.00	-1,083.00	1,083.00	0.00	-1,083.00	13,000.00	-13,000.00
Civic Centre Operations, Salary	54,625.00	54,524.52	-100.48	54,625.00	54,524.52	-100.48	655,500.00	-600,975.48
Civic Centre Operations, Overtime	4,167.00	10,722.24	6,555.24	4,167.00	10,722.24	6,555.24	50,000.00	-39,277.76

CITY OF CORNER BROOK
 Summary of All Units
 For the One Month Ending January 31, 2023

	<u>January 2023</u>	January 2023	MTD	<u>January 2023</u>	January 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre Operations, Vacation	417.00	0.00	-417.00	417.00	0.00	-417.00	5,000.00	-5,000.00
Civic Centre Operations, Sick	125.00	0.00	-125.00	125.00	0.00	-125.00	1,500.00	-1,500.00
Civic Centre Operations, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Group Insurance	2,200.00	1,909.45	-290.55	2,200.00	1,909.45	-290.55	26,400.00	-24,490.55
Civic Centre Operations, Pension	2,833.00	2,845.55	12.55	2,833.00	2,845.55	12.55	34,000.00	-31,154.45
Civic Centre Operations, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, CPP/EI/WCB/HAPSET	6,150.00	7,819.44	1,669.44	6,150.00	7,819.44	1,669.44	73,800.00	-65,980.56
Civic Centre Operations, Cleaning Supplies	2,083.00	3,943.25	1,860.25	2,083.00	3,943.25	1,860.25	25,000.00	-21,056.75
Civic Centre Operations, Clothing/uniforms	583.00	0.00	-583.00	583.00	0.00	-583.00	7,000.00	-7,000.00
Civic Centre Operations, City Equip	1,450.00	0.00	-1,450.00	1,450.00	0.00	-1,450.00	17,400.00	-17,400.00
Civic Centre Operations, Catering	10,583.33	0.00	-10,583.33	10,583.33	0.00	-10,583.33	127,000.00	-127,000.00
Civic Centre Operations, Fire Alarm	417.00	1,852.85	1,435.85	417.00	1,852.85	1,435.85	5,000.00	-3,147.15
Civic Centre Operations, Propane/Nitrogen	1,458.00	2,494.21	1,036.21	1,458.00	2,494.21	1,036.21	17,500.00	-15,005.79
Civic Centre Operations, Heating Oil	4,167.00	0.00	-4,167.00	4,167.00	0.00	-4,167.00	50,000.00	-50,000.00
Civic Centre Operations, Maint supplies	6,250.00	3,570.00	-2,680.00	6,250.00	3,570.00	-2,680.00	75,000.00	-71,430.00
Civic Centre Operations, Elevator Maintenance	1,083.00	261.03	-821.97	1,083.00	261.03	-821.97	13,000.00	-12,738.97
Civic Centre Operations, Repairs Recreation Equip	833.00	0.00	-833.00	833.00	0.00	-833.00	10,000.00	-10,000.00
Civic Centre Operations, Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Waste Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowclearing	5,833.00	11,825.40	5,992.40	5,833.00	11,825.40	5,992.40	70,000.00	-58,174.60
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Hired equipment	667.00	0.00	-667.00	667.00	0.00	-667.00	8,000.00	-8,000.00
Civic Centre Operations, Hired contractor	6,667.00	1,587.51	-5,079.49	6,667.00	1,587.51	-5,079.49	80,000.00	-78,412.49
Civic Centre Operations, Hired Electrician	2,083.00	0.00	-2,083.00	2,083.00	0.00	-2,083.00	25,000.00	-25,000.00
Civic Centre Operations, Senior Hockey expenses	2,083.00	3,445.50	1,362.50	2,083.00	3,445.50	1,362.50	25,000.00	-21,554.50
Civic Centre Operations, Electrical	29,092.00	32,253.96	3,161.96	29,092.00	32,253.96	3,161.96	349,100.00	-316,846.04
Civic Centre Operations, Security	3,750.00	5,125.63	1,375.63	3,750.00	5,125.63	1,375.63	45,000.00	-39,874.37
Civic Centre Operations, Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, City Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Maint supplies	8,333.00	0.00	-8,333.00	8,333.00	0.00	-8,333.00	100,000.00	-100,000.00
Civic Centre Building Maint, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Paint and Plaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Hired Electrician	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Engineering fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Royals Hockey Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF CORNER BROOK
 Summary of All Units
 For the One Month Ending January 31, 2023

3 of 3
 2023-02-23
 9:47 AM

	<u>January 2023</u>	January 2023	MTD	<u>January 2023</u>	January 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre Special Events, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Maint supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Home Show CC	3,333.00	0.00	-3,333.00	3,333.00	0.00	-3,333.00	40,000.00	-40,000.00
Civic Centre Admin, Legal fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Civic Centre Expenses	205,281.33	184,427.14	-20,854.19	205,281.33	184,427.14	-20,854.19	2,463,400.00	-2,278,972.86
Net (Income)/Loss	99,070.33	549.63	-98,520.70	99,070.33	549.63	-98,520.70	1,199,100.00	-1,198,550.37



Information Report (IR)

Subject: Recreation and Tourism Update

To: Rodney Cumby
Meeting: Committee of the Whole - 27 Feb 2023
Department: Recreation
Staff Contact: Kim Patten, Director of Recreation
Topic Overview: Recreation and Tourism Update

BACKGROUND INFORMATION:

Recreation

The Civic Centre rinks and Studio continue to be very busy with regular programming and user groups.

This month there have been a few cancellations due to weather and on February 8th the Civic Centre had two separate equipment failures that resulted in closure of activities for the users and general public:

The Centre's main circulating pump for the hot water loop failed early Wednesday morning. Staff identified the issue and parts were replaced by Thursday afternoon. The pump failure resulted in the cancellation of public skates on Thursday; however, post installation, public skating resumed the next day. There was minimal disruption to regular ice users.

As a matter of coincidence, a sprinkler head failed in the main electrical room in the Studio resulting in the immediate and unexpected closure of the building and all activity for 48 hours. Staff, Corner Brook Fire Department and contractors reacted immediately and their quick reaction prevented any significant damages; allowing the Studio to reopen on Friday morning for regular activity.

On February 17th and 18th the Studio played host to the U16 Female Provincial Volleyball Championships which saw 14 teams from around the province participate in the tournament. Upcoming on March 3rd and 4th, the Studio will also be a venue for the U15 Male and Female Provincial Volleyball Championships taking place in the Corner brook area consisting of 50 teams from various parts of Newfoundland and Labrador.

Senior Hockey also continues this coming weekend with the CB Royals playing the PAB Mariners on Friday March 3rd . The game that was scheduled on February 4th and cancelled due to weather, will now take place on Friday March 10th. Tickets sold for February 4th will be honored at the March 10th game.

Tourism

Jiggs and Wheels

The Jigs and Wheels festival is scheduled this year from **July 28th – August 6th. We are pleased to announce that Blame it on Broadway will be returning as the kick off event on Friday July 28th from 7pm – 12am.**

The theme will be Bring Back the 80's and will include performances by the Cover Girls, MAZE Reunion and the Mixed Tapes. Details on where to buy tickets as well as other festival events will be available in the coming weeks.

Mill Whistler Road Train

Also returning this summer is the Mill Whistler Train and a call will be issued on Friday February 24th for drivers and tour guides for the 2023 season. Anyone interested in applying for the positions can visit the City Website for more information.

STAR (Strategic Tourism for Areas and Regions)

The STAR Implementation Committee met on February 15th

- The Leadership subcommittee presented Terms of Reference Draft to the Implementation Committee. Feedback was recorded and a second Draft will be presented on March 15th.
- A significant amount of time was scheduled to discuss the Terms of Reference Draft, as a result the Draft branding Request for Proposals (RFP) is now scheduled to be presented & discussed on March 15th.
- Trails update- LTO's (License to Occupy) approval is in process, a subcommittee meeting is scheduled for Feb 28th to discuss the LTOS. The Draft Request for Proposals (RFP) for the Trail Consultant will be presented to the Implementation Committee on March 15th along with the Sub Committees update on the Trail LTO's progress.
- Also, during the Feb 15th meeting, the committee reviewed the remaining recommendations from the STAR reports. A process that was started at previous meetings viewing the original recommendations with a post Covid-19 Lens. Feedback was provided from the implementation Committee.

Priority Areas for the Committee continue to be

- Developing a Brand
- Developing a marketing plan
- Trail Development
- Supporting Aspiring Geopark
- Coordinating Regional Events

Administrative Assistant to the City
Manager

Approved - 23 Feb 2023

City Manager



Request for Decision (RFD)

Subject: Confirmation of Order - 2023-02

To: Deon Rumbolt
Meeting: Committee of the Whole - 27 Feb 2023
Department: Development and Planning
Staff Contact: Charlotte Patterson, Development Inspector
Topic Overview:
Attachments: [Order 2023-02 Redacted](#)

BACKGROUND INFORMATION:

Since the previous meeting of Council the following Order was issued by the Department of Community, Engineering, Development & Planning and therefore must be confirmed by Council pursuant to Section 109(4) of the Urban and Rural Planning Act:

Order #	Date of Issue	Civic Address/Location	Violation/Section	Order
2023-02	February 23, 2023	18 Humber Road	Section 8 of the City of Corner Brook Development Regulations	Stop Work Order

Section 109(4) of the Urban and Rural Planning Act 2000 requires that all orders issued by the Authority be confirmed by a majority of Council at the next meeting of the Council after the order is made. If the order is not confirmed by Council in this manner, it shall be considered to be cancelled.

PROPOSED RESOLUTION:

In accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2023-02.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 8

RECOMMENDATION:

City staff recommend that Council confirm this Stop Work Order.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook confirm Order #2023-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.
2. That the Council of the City of Corner Brook not confirm Order #2023-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.
3. That the Council of the City of Corner Brook give other direction to Staff.

	Approved - 23 Feb 2023
Director of Community, Engineering, Development & Planning	Approved - 23 Feb 2023
Administrative Assistant to the City Manager	Approved - 24 Feb 2023

City Manager

2023-02



STOP WORK ORDER

To: [Redacted]

WHEREAS you are identified as the owner of the property located at 18 Humber Road, Corner Brook, NL; (hereinafter called “the Property”)

WHEREAS the City of Corner Brook has concluded that you are carrying out development by completing interior renovations on the Property, and interior demolition has also occurred;

AND WHEREAS no permit has been issued for the interior renovations on the Property as required by Section 8 of the City of Corner Brook Development Regulations;

YOU ARE HEREBY ORDERED under Section 102 of the Urban and Rural Planning Act to stop all work immediately and obtain the required permit(s) for any work on the Property.

Under Section 106 of the Urban and Rural Planning Act, 2000 any person who contravenes an order made under the act is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1000 for the first offence, or in default of payment a period of imprisonment not exceeding three months, and a fine of not less than \$2000 and not more than \$5000 for a subsequent offence, or in default of payment a period of imprisonment not exceeding six months.

Under Section 102 (5) of the Urban and Rural Planning Act, 2000 where a person to whom an order is directed under this section does not comply with the order or part of it, the council, regional authority, authorized administrator or minister may take the action that it considers necessary to carry out the order and any costs, expenses or charges incurred by the council, regional authority, authorized administrator or minister in carrying out the order are recoverable against the person against whom the order was made as a debt owed to the council, regional authority, authorized administrator or the Crown.

You have the right to appeal this Order within fourteen (14) days of its receipt by completing and submitting the attached appeal form, the appeal fee of \$230 (\$200+HST) and supporting documentation to:

West Newfoundland Regional Appeal Board
4th Floor (West Block)
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Dated at the City of Corner Brook, this 23rd day of February, 2023 A.D.

[Redacted Signature]
City Clerk
City of Corner Brook
[Redacted]





Request for Decision (RFD)

Subject: Council Code of Conduct - Policy

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The Code of Conduct for Council is coming forward for council decision.

Attachments: [Code of Conudct - Council 2023](#)
[Memo code of conduct](#)
[Municipal Code of Conduct Act](#)
[NLR 59 22 - Municipal Conduct Regulations under the Municipal Conduct Act](#)

BACKGROUND INFORMATION:

At the Regular Meeting of February 13, 2023 the following motion was brought forward to approve the new Code of Conduct for Council:

"On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to rescind the current Code of Conduct Policy and replace it with the attached Code of Conduct Policy in accordance with the Municipal Conduct Act."

Subsequently the following motion was made to postpone the previous motion:

"On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to postpone the motion of the Code of Conduct Policy until the next Public Meeting. [Deputy Mayor L. Chaisson, Councillor V. Granter and Councillor C. Pender voted against]. **MOTION CARRIED.**

Therefore the initial motion is coming forward once again for decision.

As per the Municipal Code of Conduct Act, 2021 which came into effect in September, all municipalities are required to have a Code of Conduct for Council and Municipal Officials in place by March 1, 2023 that falls under the requirements of the Act and the accompanying Regulations. Following the enactment of the Act the province released templates for each code of conduct to assist municipalities and outline the requirements of the Act. Staff started on the development of the Code of Conduct by attending information and training sessions on the development of the code of conduct, analyzing the template and our current code of conduct to make comparisons and determine what was required to be legislatively compliant. After conducting a jurisdictional scan of the how other municipalities were proceeding with their code of conduct development, it was identified that many of the larger municipalities in the province were either drafting their own code of conduct, making

adjustments to their current code of conduct based on the legislation or adopting the template provided by the province with modifications.

After extensive analysis of the template and legal review, staff identified several sections that prescribed Council conduct, in both private and in their role as council, of which the parameters of the conduct were ambiguous and may set impractical expectations of council. This could prove to be very convoluted when breaches of code of conduct and interpretation of the policy are put to Council to decide. Therefore, it was determined the best course of action to proceed was to review our current policy and make changes where necessary that would align with the overall intention of the template, as well as the Act.

The Act sets out procedural requirements for how to process and administer Code of Conduct complaints, as well as specific criteria that must be outlined in the City's Code of Conduct including clauses related to standards of professional behavior, use of influence, confidentiality, harassment and bullying, use of social media, use of public resources and fraud, compliance with applicable legislation, prevention of reprisals, as well as the establishment of a process for filing and resolving complaints and reports related to complaints. Part of the procedural requirements outlines the requirements of providing a report to council of a complaint and council decision by way of resolution on the determination of a contravention of the code of conduct by the Councillor. While the review of these reports occur in a privileged meeting of council, the decision is to be made in a public meeting of council. Council will also make the decision as to what punishment, if any, council decided to impose on the Councillor if they have decided a contravention has occurred. Also important to note, section 14(6) of the act states "*A complaint filed under this section against a councillor or former councillor by a member of the public or another councillor is not considered a workplace investigation for the purposes of section 33 of the Access to Information and Protection of Privacy Act, 2015.*"

The Act also requires for Council

- to be trained on the Code of Conduct within three months of it being enacted
- to undergo orientation training within one year of the act being enacted - (Council has already completed the ATTIP module of this training, the remaining required training modules will be put off by the City at a later date)
- to file disclosure statements by March 1st, 2023 that are accessible for public viewing
- as well as prescribes what is defined as a conflict of interest, how to proceed with a conflict of interest, procedure for a conflict of interest complaint and penalties for if it is determined whether a Councillor acted in a conflict of interest.

Therefore a final version of the Council Code of Conduct is coming forward for council approval and is attached hereto. A copy of the Municipal Conduct Act and the Municipal Conduct Regulations and a memo that was previously circulated to council are attached for reference as well.

PROPOSED RESOLUTION:

Be it RESOLVED to rescind the current Code of Conduct Policy and replace it with the attached Code of Conduct Policy in accordance with the Municipal Conduct Act.

GOVERNANCE IMPLICATIONS:

Legislation

Other

Municipal Conduct Act, Municipal Conduct Regulations and Policy

Legal Review: Yes

LEGAL REVIEW:

The policy and the overall process was done with extensive legal review by the City Solicitor and followed the requirements as set out in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations, NL.

RECOMMENDATION:

It is the recommendation of staff to approve the Code of Conduct for Council Policy as presented.

ALTERNATIVE IMPLICATIONS:

Option 1: Council can approve the Code of Conduct for Council Policy as presented. This policy will be provided to the province as well as confirmation that we have adopted the policy and will need to provide confirmation that council has been trained on the policy.

Option 2: If Council does not pass the Code of Conduct Policy for Council as presented, we would not meet the requirements set forth by the Act to have our Code of Conduct that is legislatively compliant to the Act and accompanying regulations by March 1, 2023. Staff would have to consult with the Department of Municipal Affairs to determine how best to proceed. Council would need to provide direction on how to proceed as well.

Administrative Assistant to the City
Manager

Approved - 24 Feb 2023

City Manager



CITY OF CORNER BROOK

Policy Statement

Index	Council and Administration	Section	Procedure		
Title	Code of Conduct for Mayor and Councillors	Policy Number	13-02-06	Authority	Council
Approval Date		Effective Date		Revision Date	

1. Purpose and Application

1.1 The purpose of this policy is to establish standards for the ethical conduct of Councillors relating to their roles and obligations as the elected representatives of their community and a procedure for the investigation and enforcement of those standards in accordance with the Municipal Conduct Act, 2021.

2. Definitions

2.1 The following words when used in this Policy shall have the following meaning unless otherwise indicated:

2.1.1 The “City” shall mean the City of Corner Brook as incorporated & continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*;

2.1.2 “Council” shall mean the Corner Brook City Council as incorporated and continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*; and

2.1.3 “Councillor(s)” shall include the Mayor and Deputy Mayor unless the context indicates otherwise.

2.2 Other definitions as stated in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations shall carry the same meaning when used in this Policy.

3. Representing Constituents

3.1 Standards of Professional Behaviour

- 3.1.1 Councillors shall act honestly and, in good faith, serve the greater good of their community;
- 3.1.2 Councillors shall perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 3.1.3 Councillors shall conduct themselves in a professional manner and refrain from any conduct that may be considered to be irregular, improper or improvident conduct of a municipal Councillor; and
- 3.1.4 Councillors shall not be derelict in their duties and make every effort to participate in the meetings of Council, committees of Council and other bodies to which they are appointed by Council.

3.2 Use of Influence

- 3.2.1 No Councillor shall use the influence of the Councillor's office for any purpose other than for the exercise of the Councillor's official duties.
- 3.2.2 Councillors shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 3.2.3 Councillors may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligations, provided that the value of the hospitality, gift or benefit does not exceed \$100.
- 3.2.4 Gifts received by a Councillor may exceed \$100.00 provided that the gift is received on behalf of the City as a matter of official protocol and it is subsequently deposited with the Office of the City Clerk within 45 days of receipt.

3.3 Misuse of Public Resources, Remuneration and Expenses and Fraud

- 3.3.1 Councillors shall use municipal property, equipment, services, supplies and staff resources only for the performances of their duties as a Councillor, subject to the following limited exceptions:
 - a) Municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Councillor for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and

b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the City to a Councillor, may be used by the Councillor for limited personal use, provided that the use is not for personal gain, offensive or inappropriate.

3.3.2 Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal regulations, policies and procedures regarding claims for remuneration and expenses. Any fraudulent activity shall result in suspension of the Councilor for such time as Council deems appropriate up to a maximum period of 3 months and/or action to vacate the Councilors seat.

3.4 Confidentiality

3.4.1 Councillors must keep in confidence matters disclosed in private at a meeting of Council until the matter is discussed at a meeting held in public or once the matter is communicated by City staff to the public via media release or social media post.

3.4.2 Councillors shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

3.4.3 No Councillor shall use confidential information for personal benefit or for the benefit of any other individual or any other organization.

3.4.4 Confidential information includes information in the possession of, or received in confidence by the City, that the City is prohibited from disclosing pursuant to legislation, court order or by contract or is required to refuse to disclose under Access to Information and Protection of Privacy Act or any other legislation, or any other information that pertains to the business of the City, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) The security of the property of the City;
- b) A proposal for development or pending acquisition or disposition of land or other property;
- c) A tender that has or will be issued but has not been awarded;
- d) Contract negotiations;
- e) Employment and labour relations;

- f) Draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) Law enforcement matters;
- h) Litigation or potential litigations, including matters before administrative tribunals; and
- i) Advice that is subject to solicitor-client privilege.

3.5 Social Media

- 3.5.1 Councillors must comply with the City's Social Media Use Policy.

3.6 Conducting City Business Electronically

- 3.6.1 Councillors must, where possible, conduct municipal business through official accounts and devices and avoid conducting council business on personal devices or through personal account.

3.7 Communicating on Behalf of the City

- 3.7.1 A Councillor must not claim to speak on behalf of the Council or the City unless authorized to do so. Unless Council otherwise authorizes, the Mayor is the official spokesperson for the City and Council and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official position of the City or Council on an issue shall be referred to the official spokesperson, in accordance with the City's Media Relations-News Media Policy.
- 3.7.2 A Councillor who is authorized to act as official spokesperson must ensure that their comments accurately reflect the official position and will of the City and/or Council, even if the Councillor personally disagrees with and/or voted against the official position. However, nothing herein prevents a Councillor from indicating that they voted against the official position of the City and/or Council and their reasons why.
- 3.7.3 No Councillor shall make a statement as official spokesperson when they know the statement is false.
- 3.7.4 No Councillor shall make a statement as official spokesperson with the intent to mislead Council or members of the public.

3.8 Respectful Workplace

- 3.8.1 Councillors shall treat one another in a respectful and professional manner befitting of a municipal Councillor.
- 3.8.2 In interaction with employees and contractors of the City, Councillors shall comply with all contracts/collective bargaining agreements that are in place between the City and its employees/contractors, and shall comply with all policies of the City, including but not limited to those policies & contract/collective bargaining provisions that provide for respectful workplaces that are free from harassment and bullying.
- 3.8.3 No Councillor shall act in the course of their duties in a manner that is discriminatory to any individual based on the person's race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, mental or physical disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income or political opinion.
- 3.8.4 Councillors must not:
- a) Involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager;
 - b) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the City with the intent of interfering in the employee's duties; or
 - c) Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the City.

3.9 Legislative Compliance

- 3.9.1 In the course of fulfilling their duties as an elected official, Councillors shall abide by all applicable laws, including those established by the Government of Canada, the Government of Newfoundland and Labrador and the Regulations of the City of Corner Brook including but not limited to the following & any similar or successor legislation and Regulations enacted thereunder:
- a) *City of Corner Brook Act, RSNL 1990 ch. C-15*, including those provisions respecting, dereliction of duties & tax arrears;

- b) *Municipal Conduct Act SNL 2021, C. M-20.01 & Municipal Conduct Regulations, NL Regulation 59/22*
- c) *Municipal Elections Act SNL 2001, C. M-20.2*
- d) *Public Procurement Act SNL 2016, C. P-41.001*
- e) *Urban and Rural Planning Act SNL 2000, C. U-8*
- f) *Occupational Health and Safety Act RSNL 1990, C. 0-3*
- g) *Criminal Code of Canada, RSC 1985 c. C-46*, including those provisions respecting influence peddling, hate propaganda, harassment, defamatory libel, sedition, and uttering threats;
- h) *Municipal Affairs Act, 1995 Ch. M-20.1*,
- i) *The Constitution Act 1982* (the Canadian Charter of Rights & Freedoms);
- j) *Human Rights Act, 2010 SNL 2010 Ch. H-13.1*; and
- k) *Access to Information and Protection of Privacy Act, 2015 SNL 2015 Ch. A-1.23.8.2*

3.9.2 A Councillor must not encourage disobedience of any Regulations of the City in responding to members of the public, as this undermines public confidence in the City and in the rule of law.

3.10 No Adverse Action or Reprisals

3.10.1 No Councillor shall:

- a) undertake any act of reprisal or threaten reprisal against a municipal official or member of the public for filing a complaint or providing relevant information to Council or to any other person engaged in investigation and/or handling a complaint in accordance with this Policy; or
- b) obstruct Council, or any other person, in carrying out the objectives or requirement of this policy.

3.11 Respecting the Decision-Making Process

3.11.1 Decision making authority lies with Council, and not with any individual Councillor.

3.11.2 No Councillor shall, unless authorized by Council, make any promise or offer any favour on behalf of the City, attempt to bind the City, or give direction to employees, agents, contractors, consultants or other service providers or prospective vendors to the City.

3.11.3 Councillors shall approach decision-making with an open mind that is capable of persuasion and free from considerations that would result in a judicial finding of influence peddling and/or abuse of power.

3.12 Conflicts of Interest

3.12.1 Councillors shall comply with the statutory duties prescribed in sections the Municipal Conduct Act regarding Conflict of Interest and Disclosure Statements.

3.13 Orientation and Other Training Attendance

3.13.1 Every Councillor must complete orientation training as prescribed by the Municipal Conduct Act.

3.14 Election Campaigns

3.14.1 No Councilor shall use any facilities, equipment, supplies, services, municipal logo or other resources of the City for any election campaign or campaign-related activity.

4. Code of Conduct Complaint, Mediation and Investigation Process

4.1 Filing a Complaint

4.1.1 Any individual who has identified or witnessed conduct by a Councillor that the person reasonably believes, in good faith, is in contravention of this policy may file a formal complaint in accordance with the following procedure:

- a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual, and in the form prescribed from time to time by the City Manager;
- b) All complaints shall be addressed to the City Manager;
- c) The complaint must set out reasonable and probable grounds for the allegation that the Councillor (the Respondent) has contravened this policy, including a detailed description of the facts, as they are known, giving rise to the allegation and the dates and locations of the alleged contraventions as well as the names of any other witnesses of the alleged contraventions;
- d) A person may file a complaint within one (1) year of becoming aware of a Code of Conduct violation.

- e) If the facts, as reported, include the name of one or more Councillors who are alleged to be responsible for the breach of this policy, the Councillor or Councillors concerned shall receive a copy of the complaint submitted to the City Manager and be provided with a period of fourteen (14) days to provide a written response to the City Manager;

4.1.2 Upon review of the complaint and response, if any, the City Manager shall within thirty (30) days of the complaint having been filed, offer for the Complainant and Respondent to participate in mediation with the City Manager and/or his/her delegate to see if the matter may be either:

- a) satisfactorily resolved;
- b) or an agreement reached on the relevant facts; and

if so, the City Manager shall then submit a report to Council within thirty (30) days of conclusion of the mediation in accordance with Section 14(2) of the Municipal Conduct Act. Where the matter has been satisfactorily resolved, the report shall provide a brief synopsis outlining the key facts of the complaint, response, and the parties agreed upon resolution. Where the matter has not been satisfactorily resolved, but the parties have agreed on the relevant facts, the report shall provide a brief outline of the complaint and response, a statement that the parties were unable to reach a satisfactory resolution, and should append a statement of facts agreed to and signed by the complainant and respondent as well as a copy of the original complaint and response.

4.1.3 Where mediation has not resulted in resolution of the matter and there remains a dispute in relation to relevant facts, the City Manager shall advise the parties and Council that the matter has not been resolved and subsequently the City Manager shall appoint an investigator to conduct an investigation in accordance with Section 14(3) of the Municipal Conduct Act.

4.1.4 Where the matter proceeds to investigation, the assigned Investigator shall:

- a) review the complaint and this policy;
- b) in collaboration with the City Manager or his/her delegate, identify and interview appropriate witnesses;
- c) provide an opinion as to whether the Respondent has contravened this policy;

- d) provide Council, the Complainant, and the Respondent, with the results of their investigation in the form of a written report that shall at a minimum outline the investigative process, findings of facts, analysis, test (an assessment of the facts relative to the code of conduct), conclusion and recommendations.

- 4.1.5 The Investigator shall have no longer than 90 business days from the date of their engagement as an Investigator to complete the investigation of the complaint and submit a report to Council in accordance with Section 14(3) of the Municipal Conduct Act. Extensions to the timeline may be granted at the sole discretion of the City Manager in consideration of the complexity of the matter, number of witnesses and documentation involved or other extenuating circumstances.
- 4.1.6 Subject to any requirement to release documents and information under the *Municipal Conduct Act*, the *Access to Information and Protection of Privacy Act*, the *City of Corner Brook Act*, and any similar or successor legislation or requirement of law, all proceedings of the Investigator regarding the investigation shall be confidential until the matter is brought forward at a public meeting for a decision.
- 4.1.7 The Respondent is entitled to be represented by legal counsel, at the Councillor's sole expense.

4.2 Complaint Resolution

- 4.2.1 Following the submission of a report to Council from the City Manager and/or an Investigator, Council shall review and discuss said report in a privileged meeting of Council, which shall exclude the complainant and the respondent, within 30 days of receiving the report.
- 4.2.2 Following the conclusion of the review of the report, Council shall bring the matter forward at the next public meeting of Council and shall by Resolution make a determination whether or not the Respondent contravened the Code of Conduct Policy as per the procedure outlined in Section 14 of the Municipal Conduct Act.
- 4.2.3 If it is determined that the Respondent has contravened the Code of Conduct, Council may allow the Respondent and/or Complainant to make a statement prior to a determination of any penalties.
- 4.2.4 If Council finds that the Respondent has contravened the Code of Conduct, Council may by Resolution issue such penalties as prescribed in Section 15 of the Municipal Conduct Act and any similar or successor legislation.

Reference:

Approved: Minute COW-084 (May 10, 2021)

Municipal Conduct Act SNL 2021, C. M-20.01

Municipal Conduct Regulations, NL Regulation 59/22

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

MAYOR

CITY CLERK

**CITY OF CORNER BROOK
MEMO**

TO: COUNCIL

FROM: CITY CLERK'S OFFICE

DATE: THURSDAY, FEBRUARY 16TH, 2023

SUBJECT: CODE OF CONDUCT

BACKGROUND:

The Municipal Conduct Act came into effect in September 2022 and shortly after the province released their templates, one for Code of Conduct for Council and one for Code of Conduct for Municipal Officials. Staff started on the development of the Code of Conduct by analyzing the template and our current Code of Conduct Policy that was passed by Council in May 2021 to make comparisons and determine what was required to be legislatively compliant.

Following the passage of the Act, staff attended information sessions and training facilitated by PMA and the provincial government on the development and implementation of the Code of Conduct. The acting clerk, Ms. Smith and the acting Legislative Assistant, [REDACTED] attended a session by PMA and the province on October 13, 2022. Subsequently, [REDACTED] was joined by the Clerk, [REDACTED] and the City Solicitor, [REDACTED] at a training session presented by the Department of Provincial and Municipal Affairs on October 28, 2022.

After review of the template and completion of the training, staff and the City solicitor determined that the best course of action would be to amend our current policy to incorporate the requirements from the Act and the accompanying Regulations, as well as aspects of the template. Staff also consulted with several other municipalities to determine how they were proceeding with the development of their Code of Conduct. Many of the larger municipalities, including St. John's, Paradise, Torbay, Pasadena, and Happy Valley-Goose Bay, either modified their existing policies or modified the template.

Questions brought up at the meeting:

The following are some points that were brought up at the Regular Council Meeting:

- Code of Conduct for Councilors v. Code of Conduct for Municipal Officials – These are two different policies. The province provided two separate templates for each of these, and many municipalities have elected to have them as separate documents
- Clause in reference to media – We condensed what is in our pre-existing code of conduct already. Also, section 3.4.2 of the template did include a clause in relation to communication on behalf of the city – “Councillors must not communicate on behalf of the Municipality unless authorized by council or by virtue of a position or role the

councillor has been authorized to undertake by council.” This is comparative to our clause in which we make reference to as per our media policy.

- Legislative – Municipal Affairs Act and Constitution, although they are not listed in the templates these were in our pre-existing code of conduct.
- The reference to bringing the complaint to a public meeting – this is in the template and the sections we have drafted are very similar. Bringing forward a complaint to a public meeting is prescribed in the Act itself and is not something that we can modify.
- Comments included on the document that was circulated on Wednesday – All of these comments have been addressed, either by making the corresponding suggestion or through workings with the city solicitor.
- Reference to comment under complaint resolution – [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED] – we provided a timeline in section that states that the report shall be reviewed at a privileged meeting within 30 days of obtaining the report, and that the matter shall be brought forward to the next public council meeting (although this doesn’t state specific timelines, we are required to have at least one schedule council meeting a month and currently have at least two including the Committee of the Whole). Lastly, we specify that council may allow the respondent to make a statement prior to a determination of any penalties as the comment suggests.

- References to accepting gifts under and over \$100. This is to put limitations on value of a “hospitality, gift or benefit” that council may receive in the course of their role as a Councillor through social obligation or protocol. This was in our pre-existing policy.
- Devices for personal use – this was included in the pre-existing policy. It essentially outlines that city property cannot be used for personal use when it is for personal gain, offensive or inappropriate.

This is an official version.

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Important Information

(Includes details about the availability of printed and electronic versions of the Statutes.)

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SNL2021 CHAPTER M-20.01

MUNICIPAL CONDUCT ACT

CHAPTER M-20.01

AN ACT RESPECTING THE CONDUCT OF MUNICIPAL OFFICIALS

(Assented to November 4, 2021)

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Be it enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

Short title

1. This Act may be cited as the *Municipal Conduct Act*.

[2021 cM-20.01 s1](#)

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Definitions

2. In this Act

- (a) "administrator" means an administrator appointed under section 250 of the *Municipalities Act, 1999* ;
- (b) "business day" means a day that is not a Saturday, Sunday or a holiday;
- (c) "chief administrative officer" means
- (i) a manager or acting manager appointed under the *Municipalities Act, 1999* ,
 - (ii) the city manager or acting city manager appointed under the *City of Corner Brook Act*,
 - (iii) the city manager or acting city manager appointed under the *City of Mount Pearl Act* , and
 - (iv) the city manager or acting city manager appointed under the *City of St. John's Act* ;
- (d) "code of conduct" means a code of conduct established in accordance with section 12 or 18;

- (e) "cohabiting partner" means a person with whom a municipal official is living in a conjugal relationship outside of marriage;
- (f) "complainant" means a person making a complaint;
- (g) "complaint" means a written document alleging that a municipal official acted in a conflict of interest or contravened the code of conduct;
- (h) "council" means a council of a municipality;
- (i) "councillor" means a member of a council;

- (j) "department" means the department presided over by the minister;
- (k) "disclosure statement" means a statement required to be filed under section 4;
- (l) "employee" means a person employed by a municipality;
- (m) "excluded private interest" means
 - (i) cash on hand or on deposit with a financial institution that is lawfully entitled to accept deposits,
 - (ii) a position of director or executive officer in a municipal entity or municipal corporation,
 - (iii) membership in a council committee,
 - (iv) purchase or ownership of a municipal debenture,
 - (v) fixed value securities issued by a government or municipality in Canada or an agency of a government or municipality in Canada, and
 - (vi) a benefit or award of a value less than an amount prescribed in the regulations;
- (n) "local service district" means a local service district established under the *Municipalities Act, 1999* ;
- (o) "minister" means the minister appointed under the *Executive Council Act* to administer this Act;
- (p) "municipal official" means, unless the context indicates otherwise,
 - (i) a councillor,
 - (ii) a chief administrative officer,
 - (iii) an administrator,
 - (iv) an employee of a municipality, and
 - (v) any person acting, with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality;
- (q) "municipality" means
 - (i) a town continued or incorporated under the *Municipalities Act, 1999* ,

- (ii) the City of Corner Brook continued under the *City of Corner Brook Act* ,
 - (iii) the City of Mount Pearl continued under the *City of Mount Pearl Act* , and
 - (iv) the City of St. John's continued under the *City of St. John's Act* ;
- (r) "private interest" includes
- (i) an asset, liability or financial interest,
 - (ii) a source of income,
 - (iii) a position of director or executive officer in a corporation, association or trade union, whether for profit or not for profit,
 - (iv) membership in a board, commission or agency of the Crown in right of Canada or a province,
 - (v) membership in or employment by a trade union where the trade union has entered into or is seeking to enter into a collective agreement with a council or an entity of a council, with respect to any matter related to the administration or negotiation of the collective agreement, and
 - (vi) a benefit or award,
- but does not include an excluded private interest;
- (s) "privileged meeting" means a privileged meeting referred to in
- (i) section 213 of the *Municipalities Act, 1999* ,
 - (ii) section 41 of the *City of Corner Brook Act* ,
 - (iii) section 41 of the *City of Mount Pearl Act* , or
 - (iv) section 38 of the *City of St. John's Act* ;
- (t) "relative" means
- (i) a spouse or cohabiting partner,
 - (ii) a child, step-child, parent, step-parent, sibling, step-sibling, parent-in-law or sibling-in-law of the municipal official, and
 - (iii) a person not referred to in subparagraphs (i) and (ii) who resides with the municipal official;
- (u) "respondent" means a municipal official against whom a complaint has been made;
- (v) "source of income" means
- (i) in the case of employment, the employer, and
 - (ii) in the case of income arising from a business or profession, the business or profession; and
- (w) "spouse" means a person to whom a municipal official is married, unless the person and the municipal official have made a separation agreement or their support obligations and family property have been dealt with by a court order.

[2021 cM-20.01 s2](#)

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Application

3. This Act applies to municipal officials when the municipal officials are acting in their capacity as municipal officials.

[2021 cM-20.01 s3](#)

**PART I
DISCLOSURE STATEMENT**

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Disclosure statement

4. (1) A councillor shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of taking office after the councillor's election; and
- (b) each year on or before March 1.

(2) A chief administrative officer shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of commencing employment; and
- (b) each year on or before March 1.

(3) A disclosure statement referred to in subsections (1) and (2) shall include the following information in relation to a councillor, chief administrative officer and a councillor's and chief administrative officer's spouse or cohabiting partner:

- (a) ownership of real property or an interest in real property within the municipality;
- (b) corporations in which 10% or more shares are held;
- (c) partnerships and sole proprietorships in which 10% or more interest is held;
- (d) ownership of businesses located within the municipality;
- (e) corporations, associations or trade unions in which a position of director or executive officer is held;
- (f) sources of income; and
- (g) any other information the council determines necessary.

(4) Where there is a change in the information contained in a disclosure statement filed under subsection (1) or (2), the councillor or chief administrative officer shall report the change to the council no later than 60 days after the change occurred.

(5) A disclosure statement filed under this section shall be

- (a) retained by the clerk of the council; and
- (b) reviewed at a privileged meeting of the council no later than 30 days after the date required for filing under this section.

(6) The council shall make disclosure statements filed under subsection (1) available for public inspection during normal business hours of the council.

[2021 cM-20.01 s4](#)

PART II CONFLICT OF INTEREST

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Conflict of interest

5. (1) A municipal official has a conflict of interest where i n the making, or involvement in the making, of a decision

- (a) the municipal official's private interests are affected; or
 - (b) the municipal official is unable to act impartially on behalf of the municipality due to the municipal official's personal relationships.
- (2) For the purposes of paragraph (1)(a)
- (a) a decision may affect, directly or indirectly, a private interest, where the decision may result in a gain or loss to the municipal official's private interests or the private interests of a relative; and
 - (b) a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public.

(3) For the purposes of paragraph (1)(b) a municipal official is unable to act impartially where a reasonable person may conclude that the municipal official's personal relationship would result in favoritism or prejudice to the person to whom the municipal official has a personal relationship.

[2021 cM-20.01 s5](#)

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Conflict of interest re: councillors

6. (1) Where a councillor knows or ought reasonably to know that the councillor has a conflict of interest in a matter before council, the councillor shall, where present,

- (a) declare the conflict of interest before any consideration or discussion of the matter;
- (b) disclose the general nature of the conflict of interest;
- (c) refrain from participating in any discussion relating to the matter;
- (d) refrain from voting on any question, decision, recommendation or other action to be taken relating to the matter; and
- (e) leave the room in which the meeting is held for the duration of the consideration of the matter.

(2) Notwithstanding paragraph (1)(e), where the meeting referred to in subsection (1) is open to the public, the councillor may remain in the part of the room set aside for the general public.

(3) A councillor referred to in subsection (1) shall not attempt, in any way, before, during or after the meeting, to influence

- (a) the vote of other councillors; or
- (b) any policy advice provided to council regarding the matter.

(4) A declaration of conflict of interest under subsection (1) and the general nature of the conflict of interest shall be recorded in the minutes of council or a committee of council, where the declaration was made at a committee meeting.

(5) Where a councillor is uncertain as to whether or not the councillor has a conflict of interest, the councillor shall disclose the nature of the possible conflict of interest to the council and the council may decide by a majority vote.

(6) A councillor whose possible conflict of interest is being voted on is not entitled to vote.

(7) Where the vote referred to in subsection (5) is a tied vote, the councillor shall be considered to have a conflict of interest.

(8) Where the council determines by a majority vote under subsection (5) that a councillor does not have a conflict of interest and a complaint is subsequently filed under this Act and it is determined that a councillor did have a conflict of interest, the council may invalidate the decision of council in which the councillor acted in a conflict of interest but shall not impose any other penalties under this Act against the councillor.

[2021 cM-20.01 s6](#)

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Reduced quorum

7. (1) Where one or more councillors have declared a conflict of interest under subsection 6(1) and the number of councillors remaining at the meeting is not sufficient to constitute a quorum then, notwithstanding any other Act, regulations or a regulation of council, the number of councillors remaining, where not less than 2, shall be considered to constitute a quorum for purposes of discussion and voting on the matter being considered by the council.

(2) Where in the circumstances referred to in subsection (1) there would be less than 2 councillors remaining at a meeting, council shall request direction from the minister and the minister may order that

- (a) the one remaining councillor vote on the matter as if the councillor constituted a quorum; or
 - (b) the councillors are exempted from subsection 6(1) in the matter and allow the councillors to vote on the matter.
- (3) The minister may impose terms and conditions on an order issued under subsection (2).

[2021 cM-20.01 s7](#)

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Complaint of conflict of interest re: councillors and former councillors

8. (1) Where a person is of the opinion that a councillor or former councillor has acted in a conflict of interest, the person may file a complaint with the chief administrative officer within 6 months of the person becoming aware of the potential conflict of interest.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the councillor's or former councillor's actions in relation to the conflict of interest; and
- (c) any other information the chief administrative officer determines necessary.

(3) The chief administrative officer shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the chief administrative officer no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the chief administrative officer shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) The chief administrative officer shall review the complaint and the respondent's written response no later than 10 business days after receipt of the written response, or where a written response is not filed the chief administrative officer shall review the complaint no later than 10 business days after the time period to file the written response has expired, and shall

- (a) prepare a written report regarding the complaint;
- (b) refer the complaint to council;
- (c) provide a copy of the report referred to in paragraph (a) to the council at the time the complaint is referred to council; and
- (d) give written notice of the referral to the complainant and the respondent.

(7) No later than 15 business days after receiving the report referred to in subsection (6), the council shall consider both the complaint and the report provided under subsection (6) and may, by resolution,

- (a) dismiss the complaint;
- (b) make a determination that the councillor or former councillor acted in a conflict of interest; or
- (c) order any investigation to determine whether the councillor or former councillor acted in a conflict of interest.

(8) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (7)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(9) A person conducting an investigation under paragraph (7)(c) shall prepare a report regarding the investigation and submit it to the council.

(10) Following review of the report referred to in subsection (9) the council may, by resolution,

- (a) dismiss the complaint; or
- (b) make a determination that the councillor or former councillor acted in a conflict of interest.

(11) A report referred to in subsection (9) shall be tabled at a public meeting.

[2021 cM-20.01 s8](#)

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Penalties for conflict of interest re: councillors and former councillors

9. (1) Where a council determines that a councillor has acted in a conflict of interest, the council

- (a) shall, by resolution, require the councillor to vacate the councillor's seat on council and declare that the councillor is not eligible to be nominated as a candidate until the nomination period for the next general election; and
- (b) may, by resolution, invalidate the decision of the council in which the councillor acted in a conflict of interest.

(2) Notwithstanding subsection (1), where the council determines that a councillor acted in a conflict of interest through inadvertence or a genuine error in judgment, the council may, by resolution, allow the councillor to keep the councillor's seat on council and may do one or more of the following:

- (a) reprimand the councillor;
- (b) invalidate the decision of the council in which the councillor acted in a conflict of interest;
- (c) require the councillor to attend training as determined by the council;
- (d) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months; and
- (e) suspend the councillor from council, without remuneration, for a period of no more than 3 months.

(3) Where the council determines that a former councillor has acted in a conflict of interest, the council may do one or more of the following:

- (a) reprimand the former councillor;
- (b) invalidate the decision of council in which the former councillor acted in a conflict of interest; and
- (c) declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election.

(4) Where a councillor is unable to attend regular public meetings of the council for 3 successive months because of a suspension under paragraph (2)(e), the councillor's absence from the public meetings is considered to be with leave of the council for the purposes of subparagraph 20(2)(e)(ii) of the *City of Corner Brook Act*, subparagraph 20(2)(e)(ii) of the *City of Mount Pearl Act*, subparagraph 206(1)(f)(ii) of the *Municipalities Act, 1999* and a regulation made under subparagraph 340.5(4)(i) of the *City of St. John's Act*.

[2021 cM-20.01 s9](#)

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Complaint of conflict of interest re: administrators

10. (1) Where a person is of the opinion that an administrator has acted in a conflict of interest, the person may file a complaint with the minister.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the administrator's actions in relation to the conflict of interest; and
- (c) any other information the minister determines necessary.

(3) The minister shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the minister no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the minister shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) No later than 15 business days after the minister receives the written response, or where a written response is not filed, no later than 15 business days after the time period to file a written response has expired the minister may

- (a) dismiss the complaint;
- (b) make a determination that the administrator acted in a conflict of interest; or
- (c) order an investigation to determine whether the administrator acted in a conflict of interest.

(7) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (6)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(8) A person conducting an investigation under paragraph (6)(c) shall prepare a report regarding the investigation and submit it to the minister.

(9) Following review of the report referred to in subsection (8) the minister may

- (a) dismiss the complaint; or
- (b) make a determination that the administrator acted in a conflict of interest.

[2021 cM-20.01 s10](#)

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Penalties for conflict of interest re: administrators

11. Where the minister determines that the administrator has acted in a conflict of interest, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) invalidate the decision of the administrator in which the administrator acted in a conflict of interest;
- (c) require the administrator to attend training as determined by the minister; and
- (d) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s11](#)

**PART III
CODE OF CONDUCT**

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Code of conduct for councillors

12. (1) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct that applies to all councillors.

(2) A code of conduct referred to in subsection (1) shall set guidelines that define the standards and values that the council expects councillors to meet in their dealings with each other, employees of the municipality and the public.

(3) A code of conduct referred to in subsection (1) shall

(a) include provisions relating to

(i) standards of professional behaviour,

(ii) use of influence,

(iii) confidentiality,

(iv) harassment and bullying, and

(v) any other matter prescribed in the regulations;

(b) establish the process for filing complaints relating to a contravention of the code of conduct, including

(i) designating to whom the complaint shall be filed,

(ii) the information to be included in a complaint, and

(iii) the time period for filing a complaint;

(c) establish the process for resolving complaints, including referral of complaints for mediation and investigation;

(d) provide for reports related to the complaint, including

(i) the form of the report,

(ii) the information required to be included in the report, and

(iii) the time period for submitting the report.

(4) Each councillor shall comply with the code of conduct.

(5) Where an administrator is appointed for a municipality, the administrator shall comply with the code of conduct established by the council under subsection (1).

[2021 cM-20.01 s12](#)

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Code of conduct training

13. (1) A municipality shall arrange training relating to the code of conduct for councillors within 3 months of the establishment of a code of conduct and all councillors shall attend the training.

(2) A municipality shall arrange training relating to the code of conduct for a councillor within 3 months of a councillor being elected and the councillor shall attend the training.

(3) A councillor who does not attend the code of conduct training within the time period referred to in subsection (1) or (2) shall not carry out a power, duty or function as a councillor until the councillor has completed the training.

[2021 cM-20.01 s13](#)

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Code of conduct complaint process re: councillors and former councillors

14. (1) Where a person is of the opinion that a councillor or former councillor has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct.

(2) Where a complaint referred to in subsection (1) is

(a) satisfactorily resolved; or

(b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

the chief administrative officer or a person designated by the chief administrative officer shall submit a report to the council in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the council in the form and manner set out in the code of conduct.

(4) A report referred to in subsection (2) or (3) shall be reviewed at a privileged meeting of the council following receipt of the report.

(5) Following review of a report under subsection (4), the council shall open the meeting to the public and shall, by resolution,

(a) dismiss the complaint; or

(b) make a determination that the councillor or former councillor contravened the code of conduct.

(6) A complaint filed under this section against a councillor or former councillor by a member of the public or another councillor is not considered a workplace investigation for the purposes of section 33 of the *Access to Information and Protection of Privacy Act, 2015*.

[2021 cM-20.01 s14](#)

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Penalties for contravention of code of conduct re: councillors and former councillors

15. (1) Where a council determines that a councillor has contravened the code of conduct or failed to comply with a penalty imposed under this section, the council may, by resolution, do one or more of the following:

(a) reprimand the councillor;

- (b) require the councillor to attend training as determined by the council;
- (c) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months;
- (d) suspend the councillor from council, without remuneration, for a period of no more than 3 months; and
- (e) where one or more of the following apply, make an application to court seeking that the councillor vacate the councillor's seat on council and that the councillor not be eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the councillor has contravened the code of conduct more than once and has refused to comply with the penalties imposed.

(2) Where the council determines that a former councillor has contravened the code of conduct, the council may, by resolution, do one or both of the following:

- (a) reprimand the former councillor; and
- (b) where one or more of the following apply, declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the former councillor has contravened the code of conduct more than once and has refused to comply with penalties imposed.

[2021 cM-20.01 s15](#)

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Code of conduct complaint process re: administrators

16. (1) Where a person is of the opinion that an administrator has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct except that the complaint shall be filed with the minister.

- (2) Where a complaint referred to in subsection (1) is
 - (a) satisfactorily resolved; or
 - (b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

a person designated by the minister shall submit a report to the minister in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the minister in the form and manner set out in the code of conduct.

- (4) Following review of a report referred to in subsection (2) or (3) the minister may
 - (a) dismiss the complaint; or
 - (b) make a determination that the administrator contravened the code of conduct.

[2021 cM-20.01 s16](#)

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Penalties for contravention of code of conduct re: administrators

17. Where the minister determines that the administrator has contravened the code of conduct, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) require the administrator to attend training as determined by the minister; and
- (c) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s17](#)

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Code of conduct for other municipal officials

18. (1) In this section "municipal official" does not include a councillor or an administrator.

(2) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct for municipal officials.

- (3) A code of conduct referred to in subsection (2), shall include
 - (a) the information and processes prescribed in subsection 12(3); and
 - (b) provisions relating to conflict of interest.
- (4) The provisions relating to conflict of interest shall
 - (a) specify the procedures that a municipal official is required to follow where the municipal official suspects that the municipal official may be in a conflict of interest;
 - (b) specify the procedures for a person making a complaint regarding a municipal official who may have a conflict of interest; and
 - (c) specify the procedure for resolving the conflict.

(5) In addition to the requirements in subsection (4), the code of conduct provisions relating to a conflict of interest of a chief administrative officer shall allow a chief administrative officer, within the scope of the chief administrative officer's employment, to provide advice to council on a matter in which the chief administrative officer has a conflict of interest where

- (a) the chief administrative officer disclosed the conflict of interest and the nature of the conflict of interest to the council; and
 - (b) the council made the request for advice knowing of the chief administrative officer's conflict of interest.
- (6) Each municipal official shall comply with the code of conduct.

(7) A municipality shall arrange training relating to the code of conduct for municipal officials within 3 months of the establishment of a code of conduct and all municipal officials shall attend the training.

(8) A municipality shall arrange training relating to the code of conduct referred to in subsection (2) for a municipal official within 3 months of a municipal official commencing employment with a municipality or acting under the direction of a municipality and the municipal official shall attend the training.

(9) Where a code of conduct has been amended the municipality shall notify municipal officials of the changes within one month of the changes being made.

[2021 cM-20.01 s18](#)

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Code of conduct for local service districts

19. (1) The minister may establish a code of conduct for local service districts.

(2) Members of local service district committees and employees of a local service district shall comply with the code of conduct established by the minister.

[2021 cM-20.01 s19](#)

PART IV APPEALS

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Appeal

20. (1) A complainant or respondent may appeal a decision made under paragraphs 8(7)(a) and (b), subsections 8(10) and paragraphs 9(1)(a), 9(2)(e) and 9(3)(c) to the Supreme Court of Newfoundland and Labrador by filing a notice of appeal with the Supreme Court of Newfoundland and Labrador.

(2) An appeal shall be commenced no later than 21 days after the complainant or respondent receives the decision being appealed.

[2021 cM-20.01 s20](#)

PART V ORIENTATION TRAINING

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Orientation training

21. (1) A councillor and chief administrative officer shall complete orientation training approved by the minister within the time period prescribed in the regulations.

(2) The orientation training referred to in subsection (1) shall include the following:

- (a) information related to the roles and responsibilities of a councillor and chief administrative officer;
- (b) information related to meetings and procedures of council;
- (c) information related to council budgets and financial management;

- (d) information related to access to information and protection of privacy; and
- (e) any other information prescribed in the regulations.

(3) A councillor or chief administrative officer who does not attend the orientation training within the time period prescribed in the regulations shall not carry out a power, duty or function as a councillor or chief administrative officer until the councillor or chief administrative officer has completed the training.

[2021 cM-20.01 s21](#)

PART VI REGULATIONS

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Regulations

- 22.** The minister may make regulations
- (a) prescribing an amount for the purposes of subparagraph (2)(m)(vi);
 - (b) prescribing additional matters to be included in the provisions of a code of conduct;
 - (c) prescribing the time period in which orientation training is required to be completed;
 - (d) prescribing additional information to be included in orientation training;
 - (e) defining a word or phrase used but not defined in this Act; and
 - (f) generally, to give effect to this Act.

[2021 cM-20.01 s22](#)

PART VII CONSEQUENTIAL AMENDMENTS, REPEAL AND COMMENCEMENT

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RSNL1990 cC-15 Amdt.

- 23. (1) Paragraph 20(2)(a) of the *City of Corner Brook Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

[2021 cM-20.01 s23](#)

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RSNL1990 cC-16 Amdt.

- 24. (1) Paragraph 20(2)(a) of the *City of Mount Pearl Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

[2021 cM-20.01 s24](#)

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RSNL1990 cC-17 Amdt.

25. Section 44 of the *City of St. John's Act* is repealed.

[2021 cM-20.01 s25](#)

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SNL2001 cM-20.2

Amdt.

26. Paragraph 15(3)(b) of the *Municipal Elections Act* is repealed and the following substituted:

(b) his or her seat as a councillor was declared vacant under subsection 20(2) of the *City of Corner Brook Act* or the *City of Mount Pearl Act* or section 11 of the *City of St. Johns Act*

[2021 cM-20.01 s26](#)

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SNL1999 cM-24 Amdt.

27. (1) Paragraph 206(1)(i) of the *Municipalities Act, 1999* is repealed.

(2) Subsection 206(2) of the Act is repealed.

(3) Sections 207 to 210 of the Act are repealed.

(4) Subsection 410(1) of the Act is repealed and the following substituted:

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Appeal to Trial Division

410. (1) A councillor whose seat has been vacated under paragraphs 206(1)(c), (d), (e), (f), (g) or (h) may appeal to a judge of the Trial Division by filing a notice of appeal with the court within 21 days of the date on which he or she is notified by the clerk of the council that his or her position as councillor is vacant and upon paying into the court a sum, or upon giving a bond for the sum, that the judge considered sufficient to defray the costs of the appeal.

[2021 cM-20.01 s27](#)

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Commencement

28. This Act, or a section, subsection, paragraph or subparagraph of this Act, comes into force on a day or days to be proclaimed by the Lieutenant-Governor in Council.

(In force Sept. 1/22)

[2021 cM-20.01 s28](#)

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Important Information

(Includes details about the availability of printed and electronic versions of the Statutes.)

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[How current is this regulation?](#)

**NEWFOUNDLAND AND LABRADOR
REGULATION 59/22**

Municipal Conduct Regulations
under the
Municipal Conduct Act

(Filed August 29, 2022)

Under the authority of section 22 of the *Municipal Conduct Act*, I make the following regulations.

Dated at St. John's, August 11, 2022.

Krista Lynn Howell
Minister of Municipal and Provincial Affairs

REGULATIONS

Analysis

- [1. Short title](#)
- [2. Definitions](#)
- [3. Definition for the purposes of the Act](#)
- [4. Excluded private interest](#)
- [5. Code of conduct](#)
- [6. Harassment and bullying](#)
- [7. Process where no manager appointed](#)
- [8. Orientation training](#)
- [9. Commencement](#)

Short title

1. These regulations may be cited as the *Municipal Conduct Regulations* .

[59/22 s1](#)

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Definitions

2. In these regulations,

- (a) "Act" means the *Municipal Conduct Act* ;
- (b) "clerk" means a clerk appointed under the *Municipalities Act, 1999* , the *City of Corner Brook Act* , the *City of Mount Pearl Act* or the *City of St. John's Act* ; and
- (c) "orientation training" means the training required to be completed by a councillor and chief administrative officer under subsection 21(1) of the Act.

[59/22 s2](#)

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Definition for the purposes of the Act

3. In the Act, "reprimand" means a statement presented at a meeting of the council stating that a councillor or former councillor acted in a conflict of interest or contravened the code of conduct.

[59/22 s3](#)

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Excluded private interest

4. For the purposes of subparagraph 2(m)(vi) of the Act, a benefit or award less than \$500 is an excluded private interest.

[59/22 s4](#)

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Code of conduct

5. In addition to the matters prescribed in paragraph 12(3) of the Act, a code of conduct referred to in subsection 12(1) of the Act shall include provisions relating to

- (a) the use of public resources and fraud;
- (b) compliance with applicable legislation;
- (c) the use of social media; and
- (d) the prevention of reprisals against municipal officials and members of the general public who file a complaint.

[59/22 s5](#)

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Harassment and bullying

6. Harassment and bullying provisions referred to in subparagraph 12(3)(a)(iv) of the Act shall not be inconsistent with section 24.1 of the *Occupational Health and Safety Regulations, 2012* .

[59/22 s6](#)

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Process where no manager appointed

7. Where a municipality has not appointed a manager, acting manager, city manager or acting city manager, the duties of a chief administrative officer prescribed in sections 8 and 14 of the Act shall be performed by the clerk.

[59/22 s7](#)

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Orientation training

8. (1) In addition to the information prescribed in subsection 21(2) of the Act, orientation training shall include information relating to conflict of interest.

(2) A councillor shall complete orientation training within

(a) one year of the coming into force of the Act; or

(b) 60 days of being sworn or affirmed into office, where a councillor becomes a councillor more than one year after the coming into force of the Act.

(3) A chief administrative officer shall complete orientation training within

(a) one year of the coming into force of the Act; or

(b) 60 days of commencing employment where the chief administrative officer commences employment more than one year after the coming into force of the Act.

(4) Notwithstanding paragraph (2)(b), the minister may extend the 60 day time period at the request of a councillor.

[59/22 s8](#)

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Commencement

9. These regulations come into force on the day the Act comes into force.

[59/22 s9](#)

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Request for Decision (RFD)

Subject: Municipal Official Code of Conduct - Policy

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The Code of Conduct for Municipal Officials is coming forward for council decision.

Attachments: [Code of Conduct - Municipal Officials 2023](#)
[Municipal Code of Conduct Act](#)
[NLR 59 22 - Municipal Conduct Regulations under the Municipal Conduct Act](#)

BACKGROUND INFORMATION:

Along with a Code of Conduct for Council, municipalities were also required to develop a Code of Conduct for Municipal officials as per the Municipal Code of Conduct Act. Same as the Council Code of Conduct, the Act set out provisions that are required in the code of conduct for municipal officials. While the City of Corner Brook did not have a pre-existing Code of Conduct to work from, staff reviewed the template provided by the province, process of development of the municipal official code of conduct for other municipalities as well as an extensive review and comparison to current Human Resources policies in line with. Staff proceeded with developing our own code of conduct that is legislatively compliant and is in line with current Human Resource practices and policies when dealing with complaints regarding municipal officials, as well as the Occupational Health and Safety Act.

For the Municipal Official Code of Conduct, the Act sets out similar requirements of the code of conduct for Councillors such as the provisions for standards of professional behavior, use of influence, confidentiality, harassment and bullying, as well as the establishment of a process for filing and resolving complaints and reports related to complaints.

However the Municipal Official Code of Conduct is significantly different compared to the Council Code of Conduct in terms of the parameters in relation to process of complaint and investigation process, as well as conflict of interest and does not prescribe any set penalties for municipal officials. Due to the differing structure and applications of the code of conduct based upon the Act, the City developed the Municipal Official Code of Conduct separate from the Code of Conduct for Council, attune to the two different templates provided by the province. The Act states that the Municipal Official Code of Conduct must include provisions relating to conflict of interest and that it shall:

- (a) specify the procedures that a municipal official is required to follow where the municipal official suspects that the municipal official may be in a conflict of interest;
- (b) specify the procedures for a person making a complaint regarding a municipal official who may have a conflict of interest; and
- (c) specify the procedure for resolving the conflict.

It also prescribes that the provisions on conflict of interest must allow for procedure to allow for a conflict of interest of the City Manager to prevent the City Manager from providing advice to Council on matter where:

- (a) the chief administrative officer disclosed the conflict of interest and the nature of the conflict of interest to the council; and
- (b) the council made the request for advice knowing of the chief administrative officer's conflict of interest.

The Act also requires for Municipal Officials:

- to be trained on the Code of Conduct within three months of it being enacted
- as well as prescribes what is defined as a conflict of interest, how to proceed with a conflict of interest and requirements in the Code of Conduct in relation to Conflict of Interest complaints for Municipal Officials
- to be trained on any changes made to the Code of Conduct within 1 month of those changes being enacted.

Therefore a final version of the Municipal Official Code of Conduct is coming forward for council approval and is attached hereto. A copy of the Municipal Conduct Act and the Municipal Conduct Regulations are attached for reference as well.

PROPOSED RESOLUTION:

Be it RESOLVED to adopt the Municipal Officials Code of Conduct Policy as presented, in accordance with the Municipal Conduct Act.

GOVERNANCE IMPLICATIONS:

Legislation

Other

Municipal Conduct Act, Municipal Conduct Regulations and Policy

Legal Review: Yes

LEGAL REVIEW:

The policy and the overall process was done with in accordance with the requirements as set out in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations, NL as well as legal review by the City Solicitor in conjunction with the Human Resources Manager.

RECOMMENDATION:

It is the recommendation of staff to approve the Municipal Officials Code of Conduct Policy as presented.

ALTERNATIVE IMPLICATIONS:

Option 1: Council can approve the Code of Conduct for Municipal Officials Policy as presented. This policy will be provided to the province as well as confirmation that we have adopted the policy and will need to provide confirmation that council has been trained on the policy.

Option 2: If Council does not pass the Code of Conduct Policy for Municipal Officials as presented, we would not meet the requirements set forth by the Act to have our Code of Conduct that is legislative complaint to the Act and accompanying regulations by March 1, 2023. Staff would have to consult with the Department of Municipal Affairs to determine how best to proceed. Council would need to provide direction on how to proceed as well.

Administrative Assistant to the City Manager Approved - 24 Feb 2023

City Manager



CITY OF CORNER BROOK

Policy Statement

Index		Section	
Title	Municipal Officials Code of Conduct	Policy Number	Authority Council
Approval Date		Effective Date	Revision Date

PURPOSE

The purpose of this policy is to establish standards for the ethical and professional conduct of Municipal Officials. Municipal Officials are expected to conduct themselves in accordance with this Code of Conduct and work within the underlying principles of integrity, honesty, impartiality, responsibility and accountability.

APPLICATION

1. This policy applies to Municipal Officials acting in their official capacity (on-duty) as Municipal Officials as well as their off-duty conduct where that conduct is sufficiently connected to a Municipal Officials position or could reasonably discredit the reputation of the Municipality.
2. This policy is intended to set out the expectations of Municipal Officials and to be read in conjunction with the Respectful Workplace Policy, Harassment Prevention Plan, and any other applicable policies and/or Collective Agreements.

DEFINITIONS

3. The following words when used in this Policy shall have the following meaning unless otherwise indicated:
 - a) **Annual Disclosure Statement** means a disclosure statement filed pursuant to the Municipal Conduct Act.

- b) **ATIPPA** means the *Access to Information and Protection of Privacy Act*, 2015, SNL 2015 c A-1.2 as may be amended from time to time.
- c) **City Manager** means the City Manager or Acting City manager appointed under the *City of Corner Brook Act* who may also be referred to as the Chief Administrative Officer.
- d) **Code of Conduct** means a code of conduct established in accordance with section 18 of the *Municipal Conduct Act, 2021*.
- e) **Cohabiting Partner** means a person with whom a Municipal Official is living in a conjugal relationship outside of marriage.
- f) **Complaint** means a written document alleging that a Municipal Official acted in a conflict of interest or committed a Wrongdoing, in contradiction to this Code of Conduct.
- g) **Complainant** means any person making a Complaint, including members of the public.
- h) **Conflict of Interest** means a Conflict of Interest as prescribed by the Municipal Conduct Act or any similar or successor legislation.
- i) **Council** means the Corner Brook City Council as incorporated and continued under the *City of Corner Brook Act* RSNL 1990 Ch. C-15.
- j) **Councillor(s)** means a member of Council and shall include the Mayor and Deputy Mayor unless the context indicates otherwise.
- k) **Employee** means a person employed by the City of Corner Brook on a part-time, temporary, full-time, permanent, or contractual basis.
- l) **External Investigator** means an independent, qualified, third party hired to investigate a Complaint.
- m) **Harassment Prevention Plan (HPP)** means the document that states the commitments and obligations of the employer, supervisor, and worker and outlines the process and procedures for dealing with a harassment complaint. The HPP includes the reporting process for complaints, the investigation process of complaints, and the notification process for those involved in the investigation.
- n) **Human Rights Act** means *the Human Rights Act*, 2010, SNL 2010 c H-13.1 as may be amended from time to time.

- o) **Municipal Official** means, unless the context indicates otherwise, an Employee of the City of Corner Brook, or any person acting with or without remuneration, under the direction of the municipality, including the City Manager, Fire Chief, and Fire fighters, providing services for or to the City of Corner Brook.
- p) **Protected Ground** are those grounds of discrimination outlined in subsection 9(1) of the *Human Rights Act*.
- q) **Report** means any written reports generated through the Complaint process.
- r) **Reprisal** means any negative or inappropriate action taken or threatened against a Municipal Official as a result of making or being suspected of making a complaint against a Councillor or Municipal Official pursuant to the Municipal Conduct Act or this Policy or participating in or being suspected of participating in an investigation of such complaint.
- s) **Respondent** means a Municipal Official against whom a complaint has been made.
- t) **Spouse** means a person to whom a Municipal Official is married, unless the person and the Municipal Official have made a separation agreement, or their support obligations and family property have been dealt with by a Court order.
- u) **Wrongdoing** means:
 - i) An act or omission constituting an offence under an Act of the Legislature or the Parliament of Canada, or a regulation made under an Act, including municipal by-law, regulation, or policy; or
 - ii) Any breach of this Code whatsoever.

3.2 Other definitions as stated in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations shall carry the same meaning when used in this Policy.

RULE OF LAW:

- 4.1 In the course of fulfilling their duties, Municipal Officials shall abide by all applicable laws, including those established by the Government of Canada, the Government of Newfoundland and Labrador and the Regulations of the City of Corner Brook including but not limited to the following & any similar or successor legislation and Regulations enacted thereunder:
 - a) *City of Corner Brook Act, RSNL 1990 ch. C-15;*
 - b) *Municipal Conduct Act SNL 2021, C. M-20.01 & Municipal Conduct Regulations, NL Regulation 59/22*
 - c) *Municipal Elections Act SNL 2001, C. M-20.2*
 - d) *Public Procurement Act SNL 2016, C. P-41.001*

- e) *Urban and Rural Planning Act SNL 2000, C. U-8*
- f) *Occupational Health and Safety Act RSNL 1990, C. 0-3*
- g) *Criminal Code of Canada, RSC 1985 c. C-46;*
- h) *Municipal Affairs Act, 1995 Ch. M-20.1,*
- i) *The Constitution Act 1982 (the Canadian Charter of Rights & Freedoms);*
- j) *Human Rights Act, 2010 SNL 2010 Ch. H-13.1; and*
- k) *Access to Information and Protection of Privacy Act, 2015 SNL 2015 Ch. A-1.23.8.2*

4.2 A Municipal Official must not encourage disobedience of any rule of law including Regulations of the City in responding to members of the public.

PART I
ETHICS

CONDUCT AND RESPECT

5. All Municipal Officials shall abide by and are bound by the City's Respectful Workplace Policy. A breach of the Respectful Workplace Policy shall be deemed a breach of this Code.

STANDARD OF CONDUCT

6. Municipal Officials must adhere to the policies and procedures of the City of Corner Brook.
7. Municipal Officials must work in the best interest of the City of Corner Brook without regard for their Private Interests.
8. Save and except for those Municipal Officials who hold office at the pleasure of Council in accordance with the City of Corner Brook Act, Municipal Officials shall not solicit members of Council directly or indirectly in order to obtain preferential consideration in connection with any appointment to the municipal service. Such conduct will disqualify the candidate from further consideration for the appointment.
9. Municipal Officials shall not grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
10. Municipal Officials shall not exceed their authority.

USE OF INFLUENCE

11. Municipal Officials must only use the influence of their position for the exercise of their official duties.
12. Municipal Officials shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
13. Municipal Officials may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligations, provided that the value of the hospitality, gift or benefit does not exceed \$100.
14. Gifts received by a Municipal Official may exceed \$100.00 provided that the gift is received on behalf of the City as a matter of official protocol and it is subsequently deposited with the Office of the City Clerk within 45 days of receipt.

MISUSE OF PUBLIC ASSETS AND FRAUD

15. No Municipal Official shall request or permit the use of City-owned vehicles, equipment, materials, supplies, services, staff resources, city vehicles or property for personal use or profit, except where such privileges are granted to the general public and then only on the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges.
16. No Municipal Official shall obtain personal gain, financial or otherwise, from the use or sale of City property, including but not limited to, intellectual property, computer programs, technical innovations, or other items capable of being patented, except with the written permission of the City Manager or Council.
17. No Municipal Official shall obtain any personal gain, financial or otherwise, from the use or sale of information obtained through their position with the City.
18. A Municipal Official shall not engage in any conduct for any other organization other than the City during their work hours, except with the permission of their manager.
19. Municipal Officials shall follow all policies and procedures regarding the handling and accounting of City property.
20. Municipal Officials must report all expenses promptly, accurately, and with sufficient detail as required from time to time by the City. A Municipal Official shall maintain all receipts, invoices, and other relevant financial records and details when claiming expenses. Original documentation must be provided to support all expense claims.

SOCIAL MEDIA AND CITY DEVICES

21. Municipal Officials must comply with the City's Social Media Use Policy.
22. Municipal Officials must, where possible, conduct municipal business with residents through official accounts and devices and avoid conducting City business on personal devices or through personal accounts.
23. Municipal Officials must not engage in conduct on personal or official social media platforms which would bring the integrity of the council, or the City of Corner Brook into disrepute.
24. Municipal Officials are restricted from making social media posts regarding the following:
 - a) Proprietary and confidential information of Council or the City, including any information that may pertain to the Employer/Employee relationship;

- b) Discriminatory, harassing, Inappropriate, or derogatory statements or innuendos regarding other Municipal Officials, the Mayor and Council, Management, City Residents, City Contractors, City Contract Competitors, or City Vendors;
25. A Municipal Official making a comment or alluding to information relating to the City of Corner Brook operation or structure, is required to include a disclaimer stating that “any opinions expressed are the individual’s own and do not represent the City’s positions, strategies, or opinions.”
 26. Municipal Officials are prohibited from using the City of Corner Brook protected materials (copyright material, branding, and/or logo(s)) without prior express written permission.
 27. Municipal Officials are prohibited from speaking on behalf of the City, releasing confidential information, releasing news, or communicating as a representative of the City without prior authorization to act as a designated City representative in accordance with the City’s Social Media Policy.
 28. Municipal Officials are prohibited from using City owned computer resources for social media unless directed by a supervisor. The use of illegal download or upload of copyright materials without express written permission and authorization from the copyright holder is also prohibited.

CONTRACTS WITH THE CITY

29. No Municipal Official shall have any interest, direct or indirect, in any legal municipal contract issued by them or by any public committee, board, commission, or department of which they are a member, agent, or employee. However, a Municipal Official may enter into a legal contract with the City or any agency thereof for the sale and purchase of supplies, land, materials, or equipment or for the construction of public improvements if:
 - a. They are not authorized by law to act on behalf of the City or any agent thereof in the awarding of the contract;
 - b. The procurement was conducted in a written, public, and openly competitive manner;
 - c. All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for a least three (3) months following the date of the awarding of the contract; and,
 - d. Any Municipal Official who has a financial or personal interest in any proposed Council legislation and who participates in discussion with or gives an official opinion to Council, shall disclose on the records of Council the nature and extent of the interest.

PART II
CONFLICTS OF INTEREST

30. Municipal Officials shall ensure that in the course of their duties for the City they do not act in a conflict of interest as prescribed by section 5 of the Municipal Conduct Act or any similar or successor legislation.
31. No Municipal Official shall use his or her position to promote the hiring of Relatives or Friends, to discipline a Relative or Friend, or to participate in hiring decisions affecting Relatives or Friends except with the permission of the Manager of Human Resources or the City Manager.
32. No Municipal Official shall work on or speak to any matter before the Council or any committee thereof where they have a Conflict of Interest save and except for the City Manager where there has been compliance with section 18(5) of the Municipal Conduct Act or any similar or successor legislation.

OBLIGATION TO DISCLOSE

33. The City Manager will file a disclosure statement in accordance with section 4 of the *Municipal Conduct Act* or any similar or successor legislation

SUSPICION OF CONFLICT OF INTEREST

34. Where a Municipal Official believes they may be in a Conflict of Interest as defined by section 5 of the *Municipal Conduct Act* they must do as follows:
 - a) If the Official is the City Manager or an Official that reports directly to Council, the City Manager or Official must disclose the suspected Conflict of Interest directly to Council and Council shall determine, within a privileged meeting, whether the City Manager or Official is in a Conflict of Interest;
 - b) All other Municipal Officials, must disclose their potential Conflict of Interest to the City Manager, and the City Manager shall determine whether the Municipal Official is in a Conflict of Interest and then notify the Municipal Official in writing either stating that the City does not consider the Municipal Official to be in a Conflict of Interest or stating that the City does consider the Municipal Official to be in a Conflict of Interest and set out the parameters of the involvement, if any, that the Municipal Official may have in the matter .

PART III
REPORTING WRONGDOING

BULLYING & HARASSMENT

35. Municipal Officials must not engage in Harassment or Bullying. All Municipal Officials are to refer to the City's *Respectful Workplace Policy* and *Harassment Prevention Plan* as per **the Occupational Health and Safety Regulations**, specifically, section 24.1, regarding harassment and bullying rights, responsibilities, complaints procedure, etc.
36. A Complainant may withdraw their Complaint in writing or by other means. The City Manager or investigator may continue investigating where it is reasonable to do so, taking into account the public interest and interests of City staff.
37. A Complainant shall not file a Complaint that is retributive, made in bad faith, vexatious, frivolous or with malicious intent.
38. A Complainant shall make a Complaint within 6 months of becoming aware of a Code of Conduct violation. The City Manager may accept Complaints outside of that timeframe in instances of harassment, bullying, use of public resources, or fraud, and/or where it is reasonable to do so, taking into account the public interest.
39. Where a Complaint is received alleging criminal behaviour, or at any point it becomes apparent that criminal behaviour may have occurred, the City Manager and/or their designate shall refer the matter to the Royal Newfoundland Constabulary or Royal Canadian Mounted Police in addition to dealing with the matter internally.
40. The City Manager may, at their discretion, designate an individual to review and investigate the Complaint.
41. Where in the opinion of the City Manager, or their designate, the Complaint has no reasonable prospect of being substantiated, the City Manager, or their designate, may dismiss the Complaint and provide notice of the dismissal to the Complainant. Where the Municipal Official is one who holds their position at the pleasure of Council or reports to Council, the City Manager, shall submit a Report to a privileged meeting of Council providing a summary of the matter with confidential information withheld.
42. In cases where a Complaint relates to theft, fraud, or any misappropriation of funds the Complaint shall be addressed by the City's Director of Finance & Administration. Where in the opinion of the Director of Finance & Administration, the Complaint has no reasonable prospect of being substantiated, the Director may dismiss the Complaint and provide notice of the dismissal to the Complainant. The City Manager shall submit a Report to a Privileged meeting of Council providing a summary of the matter with Confidential Information withheld.

INFORMAL RESOLUTION

43. Where the City Manager determines the Complaint to be interpersonal in nature, or relates to a disagreement, the City Manager may ask the parties if they wish to resolve the complaint through mediation, or another form of Alternative Dispute Resolution (ADR).
44. ADR must not be used where there is a significant power imbalance between the Complainant and Respondent, where there is a reasonable apprehension of harm, where the allegations involve issues of financial impropriety, sexual harassment, violence, criminality, where either party does not consent, or where other circumstances would prevent the success of ADR.
45. Nothing in this Code prohibits a Complainant from pursuing the following remedies:
 - a. A Municipal Official filing a union grievance under the appropriate articles of the applicable Collective Agreement;
 - b. Filing a human rights complaint under the *Human Rights Act*; or
 - c. Pursuing a criminal charge under the *Criminal Code of Canada*.
46. In the event that a Human Rights complaint or a grievance is filed by an eligible Municipal Official, any Complaint filed with respect to the same matter will not be investigated under this Code.

COMPLAINTS AGAINST THE CITY MANAGER

47. Where an individual believes the City Manager was or is in breach of this Code of Conduct, the individual may file a Complaint with the City Clerk within 6 months of becoming aware of the potential Conflict of Interest.
48. A Complaint alleging a breach of this Code of Conduct shall be in writing and include the following information:
 - a. The Complainant's name;
 - b. The name(s) of the person or persons the complaint is about;
 - c. A summary of the Complaint, and any steps taken to resolve it;
 - d. The date that the breach of the Code of Conduct occurred, if known;
 - e. A description of how the Complaint can be resolved, if applicable;
 - f. The nature of the breach of this Code of Conduct;
 - g. The Municipal Official's actions in relation to breach of this Code of Conduct; and,
 - h. Any other information that Council or their designate determines necessary.

INVESTIGATIONS INVOLVING THE CITY MANAGER

49. For Complaints relating to the City Manager the following procedure will be followed:
50. The City Clerk shall send a copy of the Complaint to the City Manager no later than five business days after receipt of the Complaint and shall advise Council that a complaint has been received.
51. The City Manager may provide a written response to Council no later than 20 business days after the City Manager has received a copy of the Complaint.
52. Where there is a written response, the City Clerk shall within ten business days after receipt of the written response:
 - a. send a copy of the response to the Complainant with redactions to protect privileged information and information that the City may not disclose pursuant to the *Access to Information and Protection of Privacy Act* and any similar or successor legislation; and,
 - b. send a copy of the complaint and the response to Council
53. No later than 15 business days after receiving the Complaint and Response, Council shall consider both in a privileged meeting of Council, and shall, by resolution either:
 - a. Dismiss the Complaint;
 - b. Make a determination that the City Manager acted in a breach of the Code of Conduct; or,
 - c. Order an investigation by an External Investigator to determine whether the City Manager acted in a breach of the Code of Conduct.
54. If an external Investigator is retained, they shall conduct a thorough investigation and shall prepare a Report within 45 business days summarizing the investigation and findings and submit it to Council during a privileged meeting of Council.
55. Following review of the Report submitted, Council may, by resolution at a privileged meeting:
 - a. Dismiss the Complaint; or,
 - b. Make a determination that the City Manager has breach the Code of Conduct.
56. Where Council decides that the City Manager has breached this Code, Council may issue any combination of:
 - a. A written reprimand to the City Manager;
 - b. A suspension, with or without pay;
 - c. A termination notice for the City Manager's employment; or,
 - d. Any other relief as they deem appropriate for the circumstances.

COMPLAINTS AGAINST MUNICIPAL OFFICIALS, EXCLUDING THE CITY MANAGER

57. In this Part, a Municipal Official does not include the City Manager
58. Where an individual believes a Municipal Official, was or is in breach of this Code of Conduct, the individual may file a Complaint with the City Manager within 6 months of becoming aware of the alleged Conflict of Interest. The Complainant shall be advised that a copy of their complaint will be provided to the Respondent.
59. The City Manager, at their discretion, may assign a designate to investigate a Complaint.
60. A Complaint alleging a breach of this Code of Conduct shall be in writing and include the following information:
- a. The Complainant's name;
 - b. The name(s) of the person or persons the complaint is about;
 - c. A summary of the Complaint, and any steps taken to resolve it;
 - d. The date that the breach of the Code of Conduct occurred, if known;
 - e. A description of how the Complaint can be resolved, if applicable;
 - f. The nature of the breach of this Code of Conduct;
 - g. The Municipal Official's actions in relation to breach of this Code of Conduct; and,
 - h. Any other information that Council or their designate determines necessary.

PROCEDURE FOR COMPLAINTS INVOLVING MUNICIPAL OFFICIALS

61. For Complaints relating to Municipal Officials the following procedure will be followed:
62. A designate, appointed by the City Manager shall send a copy of the Complaint to the Municipal Official (Respondent) no later than 5 business days after receipt of the Complaint.
63. The Municipal Official may provide a written response to the City Manager's designate no later than 20 business days after receipt of a copy of the Complaint. The Municipal Official shall be advised that their response will be provided to the Complainant, with redactions to protect privileged information and information that the City may not disclose pursuant to the *Access to Information and Protection of Privacy Act* and any similar or successor legislation.
64. Where there is a written response, the City Manager's designate shall send a copy to the Complainant within ten business days after receipt of the written response with redactions to protect privileged information and information that the City may not disclose pursuant to the *Access to Information and Protection of Privacy Act* and any similar or successor legislation.
65. No later than 15 business days after receiving the Complaint and Response, the City Manager shall review the complaint and response and either:
- a. Dismiss the Complaint;

- b. Make a determination that the Municipal Official is, or was, in a Conflict of Interest; or,
 - c. Order an investigation by City Staff or an External Investigator to determine whether the Municipal Official acted in a Conflict of Interest.
- 66. If an external Investigator is retained, they shall conduct a thorough investigation and shall prepare a Report within 45 business days summarizing the investigation and findings and submit it to the City Manager.
- 67. Following review of the Report submitted, the City Manager may:
 - a. Dismiss the Complaint; or,
 - b. Make a determination that the Municipal Official acted in breach of this Code of Conduct.
- 68. Where the City Manager decides that the Municipal Official has breached this Code of Conduct, the City Manager may issue any combination of:
 - a. a written reprimand to the Municipal Official;
 - b. a suspension, with or without pay;
 - c. a termination notice for the Municipal Official's employment; or,
 - d. any other measure as they deem appropriate for the circumstances.

WHISTLE BLOWER PROTECTION:

- 69. No Municipal Official may undertake any act of Reprisal or threaten reprisal against a Municipal Official or member of the public for filing a complaint or providing relevant information to any other person engaged in investigation and/or handling a complaint in accordance with this Policy.
- 70. A Municipal Official shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass, or fail to cooperate with anyone conducting an investigation in the exercise of that person's duties or functions under this Policy or the *Municipal Conduct Act or Regulations*.
- 71. No Municipal Official shall make or file a malicious, frivolous, or vexatious Complaint and to do so is a breach of this Policy.

PART IV
MISCELLANEOUS

COMPLIANCE WITH OTHER ACTS

72. Where a conflict exists between this Code and any Provincial law or regulation, the Provincial law or regulation shall govern to the extent to which there is a conflict.

Reference:

Approved:

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

MAYOR

CITY CLERK

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Important Information

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SNL2021 CHAPTER M-20.01

MUNICIPAL CONDUCT ACT

CHAPTER M-20.01

AN ACT RESPECTING THE CONDUCT OF MUNICIPAL OFFICIALS

(Assented to November 4, 2021)

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Be it enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

Short title

1. This Act may be cited as the *Municipal Conduct Act*.

[2021 cM-20.01 s1](#)

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Definitions

2. In this Act

- (a) "administrator" means an administrator appointed under section 250 of the *Municipalities Act, 1999* ;
- (b) "business day" means a day that is not a Saturday, Sunday or a holiday;
- (c) "chief administrative officer" means
- (i) a manager or acting manager appointed under the *Municipalities Act, 1999* ,
 - (ii) the city manager or acting city manager appointed under the *City of Corner Brook Act*,
 - (iii) the city manager or acting city manager appointed under the *City of Mount Pearl Act* , and
 - (iv) the city manager or acting city manager appointed under the *City of St. John's Act* ;
- (d) "code of conduct" means a code of conduct established in accordance with section 12 or 18;

- (e) "cohabiting partner" means a person with whom a municipal official is living in a conjugal relationship outside of marriage;
- (f) "complainant" means a person making a complaint;
- (g) "complaint" means a written document alleging that a municipal official acted in a conflict of interest or contravened the code of conduct;
- (h) "council" means a council of a municipality;
- (i) "councillor" means a member of a council;

- (j) "department" means the department presided over by the minister;
- (k) "disclosure statement" means a statement required to be filed under section 4;
- (l) "employee" means a person employed by a municipality;
- (m) "excluded private interest" means
 - (i) cash on hand or on deposit with a financial institution that is lawfully entitled to accept deposits,
 - (ii) a position of director or executive officer in a municipal entity or municipal corporation,
 - (iii) membership in a council committee,
 - (iv) purchase or ownership of a municipal debenture,
 - (v) fixed value securities issued by a government or municipality in Canada or an agency of a government or municipality in Canada, and
 - (vi) a benefit or award of a value less than an amount prescribed in the regulations;
- (n) "local service district" means a local service district established under the *Municipalities Act, 1999* ;
- (o) "minister" means the minister appointed under the *Executive Council Act* to administer this Act;
- (p) "municipal official" means, unless the context indicates otherwise,
 - (i) a councillor,
 - (ii) a chief administrative officer,
 - (iii) an administrator,
 - (iv) an employee of a municipality, and
 - (v) any person acting, with or without remuneration, under the direction of a municipality, including fire chiefs and fire fighters providing services for or to a municipality;
- (q) "municipality" means
 - (i) a town continued or incorporated under the *Municipalities Act, 1999* ,

- (ii) the City of Corner Brook continued under the *City of Corner Brook Act* ,
 - (iii) the City of Mount Pearl continued under the *City of Mount Pearl Act* , and
 - (iv) the City of St. John's continued under the *City of St. John's Act* ;
- (r) "private interest" includes
- (i) an asset, liability or financial interest,
 - (ii) a source of income,
 - (iii) a position of director or executive officer in a corporation, association or trade union, whether for profit or not for profit,
 - (iv) membership in a board, commission or agency of the Crown in right of Canada or a province,
 - (v) membership in or employment by a trade union where the trade union has entered into or is seeking to enter into a collective agreement with a council or an entity of a council, with respect to any matter related to the administration or negotiation of the collective agreement, and
 - (vi) a benefit or award,
- but does not include an excluded private interest;
- (s) "privileged meeting" means a privileged meeting referred to in
- (i) section 213 of the *Municipalities Act, 1999* ,
 - (ii) section 41 of the *City of Corner Brook Act* ,
 - (iii) section 41 of the *City of Mount Pearl Act* , or
 - (iv) section 38 of the *City of St. John's Act* ;
- (t) "relative" means
- (i) a spouse or cohabiting partner,
 - (ii) a child, step-child, parent, step-parent, sibling, step-sibling, parent-in-law or sibling-in-law of the municipal official, and
 - (iii) a person not referred to in subparagraphs (i) and (ii) who resides with the municipal official;
- (u) "respondent" means a municipal official against whom a complaint has been made;
- (v) "source of income" means
- (i) in the case of employment, the employer, and
 - (ii) in the case of income arising from a business or profession, the business or profession; and
- (w) "spouse" means a person to whom a municipal official is married, unless the person and the municipal official have made a separation agreement or their support obligations and family property have been dealt with by a court order.

[2021 cM-20.01 s2](#)

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Application

3. This Act applies to municipal officials when the municipal officials are acting in their capacity as municipal officials.

[2021 cM-20.01 s3](#)

**PART I
DISCLOSURE STATEMENT**

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Disclosure statement

4. (1) A councillor shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of taking office after the councillor's election; and
- (b) each year on or before March 1.

(2) A chief administrative officer shall file with the council a disclosure statement in the form set by the council

- (a) within 30 days of commencing employment; and
- (b) each year on or before March 1.

(3) A disclosure statement referred to in subsections (1) and (2) shall include the following information in relation to a councillor, chief administrative officer and a councillor's and chief administrative officer's spouse or cohabiting partner:

- (a) ownership of real property or an interest in real property within the municipality;
- (b) corporations in which 10% or more shares are held;
- (c) partnerships and sole proprietorships in which 10% or more interest is held;
- (d) ownership of businesses located within the municipality;
- (e) corporations, associations or trade unions in which a position of director or executive officer is held;
- (f) sources of income; and
- (g) any other information the council determines necessary.

(4) Where there is a change in the information contained in a disclosure statement filed under subsection (1) or (2), the councillor or chief administrative officer shall report the change to the council no later than 60 days after the change occurred.

(5) A disclosure statement filed under this section shall be

- (a) retained by the clerk of the council; and
- (b) reviewed at a privileged meeting of the council no later than 30 days after the date required for filing under this section.

(6) The council shall make disclosure statements filed under subsection (1) available for public inspection during normal business hours of the council.

[2021 cM-20.01 s4](#)

PART II CONFLICT OF INTEREST

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Conflict of interest

5. (1) A municipal official has a conflict of interest where i n the making, or involvement in the making, of a decision

- (a) the municipal official's private interests are affected; or
 - (b) the municipal official is unable to act impartially on behalf of the municipality due to the municipal official's personal relationships.
- (2) For the purposes of paragraph (1)(a)
- (a) a decision may affect, directly or indirectly, a private interest, where the decision may result in a gain or loss to the municipal official's private interests or the private interests of a relative; and
 - (b) a decision does not affect, directly or indirectly, a private interest where the decision affects the municipal official or a relative of a municipal official as one of a broad class of the public.

(3) For the purposes of paragraph (1)(b) a municipal official is unable to act impartially where a reasonable person may conclude that the municipal official's personal relationship would result in favoritism or prejudice to the person to whom the municipal official has a personal relationship.

[2021 cM-20.01 s5](#)

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Conflict of interest re: councillors

6. (1) Where a councillor knows or ought reasonably to know that the councillor has a conflict of interest in a matter before council, the councillor shall, where present,

- (a) declare the conflict of interest before any consideration or discussion of the matter;
- (b) disclose the general nature of the conflict of interest;
- (c) refrain from participating in any discussion relating to the matter;
- (d) refrain from voting on any question, decision, recommendation or other action to be taken relating to the matter; and
- (e) leave the room in which the meeting is held for the duration of the consideration of the matter.

(2) Notwithstanding paragraph (1)(e), where the meeting referred to in subsection (1) is open to the public, the councillor may remain in the part of the room set aside for the general public.

(3) A councillor referred to in subsection (1) shall not attempt, in any way, before, during or after the meeting, to influence

- (a) the vote of other councillors; or
- (b) any policy advice provided to council regarding the matter.

(4) A declaration of conflict of interest under subsection (1) and the general nature of the conflict of interest shall be recorded in the minutes of council or a committee of council, where the declaration was made at a committee meeting.

(5) Where a councillor is uncertain as to whether or not the councillor has a conflict of interest, the councillor shall disclose the nature of the possible conflict of interest to the council and the council may decide by a majority vote.

(6) A councillor whose possible conflict of interest is being voted on is not entitled to vote.

(7) Where the vote referred to in subsection (5) is a tied vote, the councillor shall be considered to have a conflict of interest.

(8) Where the council determines by a majority vote under subsection (5) that a councillor does not have a conflict of interest and a complaint is subsequently filed under this Act and it is determined that a councillor did have a conflict of interest, the council may invalidate the decision of council in which the councillor acted in a conflict of interest but shall not impose any other penalties under this Act against the councillor.

[2021 cM-20.01 s6](#)

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Reduced quorum

7. (1) Where one or more councillors have declared a conflict of interest under subsection 6(1) and the number of councillors remaining at the meeting is not sufficient to constitute a quorum then, notwithstanding any other Act, regulations or a regulation of council, the number of councillors remaining, where not less than 2, shall be considered to constitute a quorum for purposes of discussion and voting on the matter being considered by the council.

(2) Where in the circumstances referred to in subsection (1) there would be less than 2 councillors remaining at a meeting, council shall request direction from the minister and the minister may order that

- (a) the one remaining councillor vote on the matter as if the councillor constituted a quorum; or
- (b) the councillors are exempted from subsection 6(1) in the matter and allow the councillors to vote on the matter.

(3) The minister may impose terms and conditions on an order issued under subsection (2).

[2021 cM-20.01 s7](#)

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Complaint of conflict of interest re: councillors and former councillors

8. (1) Where a person is of the opinion that a councillor or former councillor has acted in a conflict of interest, the person may file a complaint with the chief administrative officer within 6 months of the person becoming aware of the potential conflict of interest.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the councillor's or former councillor's actions in relation to the conflict of interest; and
- (c) any other information the chief administrative officer determines necessary.

(3) The chief administrative officer shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the chief administrative officer no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the chief administrative officer shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) The chief administrative officer shall review the complaint and the respondent's written response no later than 10 business days after receipt of the written response, or where a written response is not filed the chief administrative officer shall review the complaint no later than 10 business days after the time period to file the written response has expired, and shall

- (a) prepare a written report regarding the complaint;
- (b) refer the complaint to council;
- (c) provide a copy of the report referred to in paragraph (a) to the council at the time the complaint is referred to council; and
- (d) give written notice of the referral to the complainant and the respondent.

(7) No later than 15 business days after receiving the report referred to in subsection (6), the council shall consider both the complaint and the report provided under subsection (6) and may, by resolution,

- (a) dismiss the complaint;
- (b) make a determination that the councillor or former councillor acted in a conflict of interest; or
- (c) order any investigation to determine whether the councillor or former councillor acted in a conflict of interest.

(8) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (7)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(9) A person conducting an investigation under paragraph (7)(c) shall prepare a report regarding the investigation and submit it to the council.

(10) Following review of the report referred to in subsection (9) the council may, by resolution,

- (a) dismiss the complaint; or
- (b) make a determination that the councillor or former councillor acted in a conflict of interest.

(11) A report referred to in subsection (9) shall be tabled at a public meeting.

[2021 cM-20.01 s8](#)

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Penalties for conflict of interest re: councillors and former councillors

9. (1) Where a council determines that a councillor has acted in a conflict of interest, the council

- (a) shall, by resolution, require the councillor to vacate the councillor's seat on council and declare that the councillor is not eligible to be nominated as a candidate until the nomination period for the next general election; and
- (b) may, by resolution, invalidate the decision of the council in which the councillor acted in a conflict of interest.

(2) Notwithstanding subsection (1), where the council determines that a councillor acted in a conflict of interest through inadvertence or a genuine error in judgment, the council may, by resolution, allow the councillor to keep the councillor's seat on council and may do one or more of the following:

- (a) reprimand the councillor;
- (b) invalidate the decision of the council in which the councillor acted in a conflict of interest;
- (c) require the councillor to attend training as determined by the council;
- (d) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months; and
- (e) suspend the councillor from council, without remuneration, for a period of no more than 3 months.

(3) Where the council determines that a former councillor has acted in a conflict of interest, the council may do one or more of the following:

- (a) reprimand the former councillor;
- (b) invalidate the decision of council in which the former councillor acted in a conflict of interest; and
- (c) declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election.

(4) Where a councillor is unable to attend regular public meetings of the council for 3 successive months because of a suspension under paragraph (2)(e), the councillor's absence from the public meetings is considered to be with leave of the council for the purposes of subparagraph 20(2)(e)(ii) of the *City of Corner Brook Act*, subparagraph 20(2)(e)(ii) of the *City of Mount Pearl Act*, subparagraph 206(1)(f)(ii) of the *Municipalities Act, 1999* and a regulation made under subparagraph 340.5(4)(i) of the *City of St. John's Act*.

[2021 cM-20.01 s9](#)

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Complaint of conflict of interest re: administrators

10. (1) Where a person is of the opinion that an administrator has acted in a conflict of interest, the person may file a complaint with the minister.

(2) A complaint shall be in writing and shall include the following information:

- (a) the nature of the conflict of interest;
- (b) the administrator's actions in relation to the conflict of interest; and
- (c) any other information the minister determines necessary.

(3) The minister shall send a copy of the complaint to the respondent no later than 5 business days after receipt of the complaint.

(4) The respondent may provide a written response respecting the complaint to the minister no later than 20 business days after receipt of a copy of the complaint.

(5) Where the respondent provides a written response under subsection (4), the minister shall send a copy of the written response to the complainant within one business day after receipt of the written response.

(6) No later than 15 business days after the minister receives the written response, or where a written response is not filed, no later than 15 business days after the time period to file a written response has expired the minister may

- (a) dismiss the complaint;
- (b) make a determination that the administrator acted in a conflict of interest; or
- (c) order an investigation to determine whether the administrator acted in a conflict of interest.

(7) A person shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under paragraph (6)(c) in the exercise of that person's duties or functions under this Act or the regulations.

(8) A person conducting an investigation under paragraph (6)(c) shall prepare a report regarding the investigation and submit it to the minister.

(9) Following review of the report referred to in subsection (8) the minister may

- (a) dismiss the complaint; or
- (b) make a determination that the administrator acted in a conflict of interest.

[2021 cM-20.01 s10](#)

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Penalties for conflict of interest re: administrators

11. Where the minister determines that the administrator has acted in a conflict of interest, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) invalidate the decision of the administrator in which the administrator acted in a conflict of interest;
- (c) require the administrator to attend training as determined by the minister; and
- (d) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s11](#)

**PART III
CODE OF CONDUCT**

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Code of conduct for councillors

12. (1) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct that applies to all councillors.

(2) A code of conduct referred to in subsection (1) shall set guidelines that define the standards and values that the council expects councillors to meet in their dealings with each other, employees of the municipality and the public.

(3) A code of conduct referred to in subsection (1) shall

(a) include provisions relating to

(i) standards of professional behaviour,

(ii) use of influence,

(iii) confidentiality,

(iv) harassment and bullying, and

(v) any other matter prescribed in the regulations;

(b) establish the process for filing complaints relating to a contravention of the code of conduct, including

(i) designating to whom the complaint shall be filed,

(ii) the information to be included in a complaint, and

(iii) the time period for filing a complaint;

(c) establish the process for resolving complaints, including referral of complaints for mediation and investigation;

(d) provide for reports related to the complaint, including

(i) the form of the report,

(ii) the information required to be included in the report, and

(iii) the time period for submitting the report.

(4) Each councillor shall comply with the code of conduct.

(5) Where an administrator is appointed for a municipality, the administrator shall comply with the code of conduct established by the council under subsection (1).

[2021 cM-20.01 s12](#)

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Code of conduct training

13. (1) A municipality shall arrange training relating to the code of conduct for councillors within 3 months of the establishment of a code of conduct and all councillors shall attend the training.

(2) A municipality shall arrange training relating to the code of conduct for a councillor within 3 months of a councillor being elected and the councillor shall attend the training.

(3) A councillor who does not attend the code of conduct training within the time period referred to in subsection (1) or (2) shall not carry out a power, duty or function as a councillor until the councillor has completed the training.

[2021 cM-20.01 s13](#)

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Code of conduct complaint process re: councillors and former councillors

14. (1) Where a person is of the opinion that a councillor or former councillor has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct.

(2) Where a complaint referred to in subsection (1) is

(a) satisfactorily resolved; or

(b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

the chief administrative officer or a person designated by the chief administrative officer shall submit a report to the council in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the council in the form and manner set out in the code of conduct.

(4) A report referred to in subsection (2) or (3) shall be reviewed at a privileged meeting of the council following receipt of the report.

(5) Following review of a report under subsection (4), the council shall open the meeting to the public and shall, by resolution,

(a) dismiss the complaint; or

(b) make a determination that the councillor or former councillor contravened the code of conduct.

(6) A complaint filed under this section against a councillor or former councillor by a member of the public or another councillor is not considered a workplace investigation for the purposes of section 33 of the *Access to Information and Protection of Privacy Act, 2015*.

[2021 cM-20.01 s14](#)

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Penalties for contravention of code of conduct re: councillors and former councillors

15. (1) Where a council determines that a councillor has contravened the code of conduct or failed to comply with a penalty imposed under this section, the council may, by resolution, do one or more of the following:

(a) reprimand the councillor;

- (b) require the councillor to attend training as determined by the council;
- (c) suspend the councillor from council committees or other additional activities or duties for a period of no more than 3 months;
- (d) suspend the councillor from council, without remuneration, for a period of no more than 3 months; and
- (e) where one or more of the following apply, make an application to court seeking that the councillor vacate the councillor's seat on council and that the councillor not be eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the councillor has contravened the code of conduct more than once and has refused to comply with the penalties imposed.

(2) Where the council determines that a former councillor has contravened the code of conduct, the council may, by resolution, do one or both of the following:

- (a) reprimand the former councillor; and
- (b) where one or more of the following apply, declare that the former councillor is not eligible to be nominated as a candidate until the nomination period for the next general election:
 - (i) the contravention of the code of conduct resulted in loss of public trust,
 - (ii) the contravention of the code of conduct consisted of violence or the credible threat of violence, and
 - (iii) the former councillor has contravened the code of conduct more than once and has refused to comply with penalties imposed.

[2021 cM-20.01 s15](#)

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Code of conduct complaint process re: administrators

16. (1) Where a person is of the opinion that an administrator has contravened the code of conduct, the person may file a complaint in accordance with the process set out in the code of conduct except that the complaint shall be filed with the minister.

- (2) Where a complaint referred to in subsection (1) is
 - (a) satisfactorily resolved; or
 - (b) is not satisfactorily resolved but the complainant and respondent agree on the facts,

a person designated by the minister shall submit a report to the minister in the form and manner set out in the code of conduct.

(3) Where subsection (2) does not apply, the complaint shall be investigated in accordance with the code of conduct and the person conducting the investigation shall submit a report to the minister in the form and manner set out in the code of conduct.

- (4) Following review of a report referred to in subsection (2) or (3) the minister may
 - (a) dismiss the complaint; or
 - (b) make a determination that the administrator contravened the code of conduct.

[2021 cM-20.01 s16](#)

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Penalties for contravention of code of conduct re: administrators

17. Where the minister determines that the administrator has contravened the code of conduct, the minister may do one or more of the following:

- (a) reprimand the administrator;
- (b) require the administrator to attend training as determined by the minister; and
- (c) revoke the administrator's appointment as administrator.

[2021 cM-20.01 s17](#)

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Code of conduct for other municipal officials

18. (1) In this section "municipal official" does not include a councillor or an administrator.

(2) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct for municipal officials.

- (3) A code of conduct referred to in subsection (2), shall include
 - (a) the information and processes prescribed in subsection 12(3); and
 - (b) provisions relating to conflict of interest.
- (4) The provisions relating to conflict of interest shall
 - (a) specify the procedures that a municipal official is required to follow where the municipal official suspects that the municipal official may be in a conflict of interest;
 - (b) specify the procedures for a person making a complaint regarding a municipal official who may have a conflict of interest; and
 - (c) specify the procedure for resolving the conflict.

(5) In addition to the requirements in subsection (4), the code of conduct provisions relating to a conflict of interest of a chief administrative officer shall allow a chief administrative officer, within the scope of the chief administrative officer's employment, to provide advice to council on a matter in which the chief administrative officer has a conflict of interest where

- (a) the chief administrative officer disclosed the conflict of interest and the nature of the conflict of interest to the council; and
 - (b) the council made the request for advice knowing of the chief administrative officer's conflict of interest.
- (6) Each municipal official shall comply with the code of conduct.

(7) A municipality shall arrange training relating to the code of conduct for municipal officials within 3 months of the establishment of a code of conduct and all municipal officials shall attend the training.

(8) A municipality shall arrange training relating to the code of conduct referred to in subsection (2) for a municipal official within 3 months of a municipal official commencing employment with a municipality or acting under the direction of a municipality and the municipal official shall attend the training.

(9) Where a code of conduct has been amended the municipality shall notify municipal officials of the changes within one month of the changes being made.

[2021 cM-20.01 s18](#)

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Code of conduct for local service districts

19. (1) The minister may establish a code of conduct for local service districts.

(2) Members of local service district committees and employees of a local service district shall comply with the code of conduct established by the minister.

[2021 cM-20.01 s19](#)

PART IV APPEALS

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Appeal

20. (1) A complainant or respondent may appeal a decision made under paragraphs 8(7)(a) and (b), subsections 8(10) and paragraphs 9(1)(a), 9(2)(e) and 9(3)(c) to the Supreme Court of Newfoundland and Labrador by filing a notice of appeal with the Supreme Court of Newfoundland and Labrador.

(2) An appeal shall be commenced no later than 21 days after the complainant or respondent receives the decision being appealed.

[2021 cM-20.01 s20](#)

PART V ORIENTATION TRAINING

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Orientation training

21. (1) A councillor and chief administrative officer shall complete orientation training approved by the minister within the time period prescribed in the regulations.

(2) The orientation training referred to in subsection (1) shall include the following:

- (a) information related to the roles and responsibilities of a councillor and chief administrative officer;
- (b) information related to meetings and procedures of council;
- (c) information related to council budgets and financial management;

- (d) information related to access to information and protection of privacy; and
- (e) any other information prescribed in the regulations.

(3) A councillor or chief administrative officer who does not attend the orientation training within the time period prescribed in the regulations shall not carry out a power, duty or function as a councillor or chief administrative officer until the councillor or chief administrative officer has completed the training.

[2021 cM-20.01 s21](#)

PART VI REGULATIONS

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Regulations

- 22.** The minister may make regulations
- (a) prescribing an amount for the purposes of subparagraph (2)(m)(vi);
 - (b) prescribing additional matters to be included in the provisions of a code of conduct;
 - (c) prescribing the time period in which orientation training is required to be completed;
 - (d) prescribing additional information to be included in orientation training;
 - (e) defining a word or phrase used but not defined in this Act; and
 - (f) generally, to give effect to this Act.

[2021 cM-20.01 s22](#)

PART VII CONSEQUENTIAL AMENDMENTS, REPEAL AND COMMENCEMENT

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RSNL1990 cC-15 Amdt.

- 23. (1) Paragraph 20(2)(a) of the *City of Corner Brook Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

[2021 cM-20.01 s23](#)

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RSNL1990 cC-16 Amdt.

- 24. (1) Paragraph 20(2)(a) of the *City of Mount Pearl Act* is repealed.**
- (2) Sections 22 to 26 of the Act are repealed.**

[2021 cM-20.01 s24](#)

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RSNL1990 cC-17 Amdt.

25. Section 44 of the *City of St. John's Act* is repealed.

[2021 cM-20.01 s25](#)

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SNL2001 cM-20.2

Amdt.

26. Paragraph 15(3)(b) of the *Municipal Elections Act* is repealed and the following substituted:

(b) his or her seat as a councillor was declared vacant under subsection 20(2) of the *City of Corner Brook Act* or the *City of Mount Pearl Act* or section 11 of the *City of St. Johns Act*

[2021 cM-20.01 s26](#)

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SNL1999 cM-24 Amdt.

27. (1) Paragraph 206(1)(i) of the *Municipalities Act, 1999* is repealed.

(2) Subsection 206(2) of the Act is repealed.

(3) Sections 207 to 210 of the Act are repealed.

(4) Subsection 410(1) of the Act is repealed and the following substituted:

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Appeal to Trial Division

410. (1) A councillor whose seat has been vacated under paragraphs 206(1)(c), (d), (e), (f), (g) or (h) may appeal to a judge of the Trial Division by filing a notice of appeal with the court within 21 days of the date on which he or she is notified by the clerk of the council that his or her position as councillor is vacant and upon paying into the court a sum, or upon giving a bond for the sum, that the judge considered sufficient to defray the costs of the appeal.

[2021 cM-20.01 s27](#)

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Commencement

28. This Act, or a section, subsection, paragraph or subparagraph of this Act, comes into force on a day or days to be proclaimed by the Lieutenant-Governor in Council.

(In force Sept. 1/22)

[2021 cM-20.01 s28](#)

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Important Information

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**NEWFOUNDLAND AND LABRADOR
REGULATION 59/22**

Municipal Conduct Regulations
under the
Municipal Conduct Act

(Filed August 29, 2022)

Under the authority of section 22 of the *Municipal Conduct Act*, I make the following regulations.

Dated at St. John's, August 11, 2022.

Krista Lynn Howell
Minister of Municipal and Provincial Affairs

REGULATIONS

Analysis

- [1. Short title](#)
- [2. Definitions](#)
- [3. Definition for the purposes of the Act](#)
- [4. Excluded private interest](#)
- [5. Code of conduct](#)
- [6. Harassment and bullying](#)
- [7. Process where no manager appointed](#)
- [8. Orientation training](#)
- [9. Commencement](#)

Short title

1. These regulations may be cited as the *Municipal Conduct Regulations* .

[59/22 s1](#)

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Definitions

2. In these regulations,

- (a) "Act" means the *Municipal Conduct Act* ;
- (b) "clerk" means a clerk appointed under the *Municipalities Act, 1999* , the *City of Corner Brook Act* , the *City of Mount Pearl Act* or the *City of St. John's Act* ; and
- (c) "orientation training" means the training required to be completed by a councillor and chief administrative officer under subsection 21(1) of the Act.

[59/22 s2](#)

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Definition for the purposes of the Act

3. In the Act, "reprimand" means a statement presented at a meeting of the council stating that a councillor or former councillor acted in a conflict of interest or contravened the code of conduct.

[59/22 s3](#)

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Excluded private interest

4. For the purposes of subparagraph 2(m)(vi) of the Act, a benefit or award less than \$500 is an excluded private interest.

[59/22 s4](#)

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Code of conduct

5. In addition to the matters prescribed in paragraph 12(3) of the Act, a code of conduct referred to in subsection 12(1) of the Act shall include provisions relating to

- (a) the use of public resources and fraud;
- (b) compliance with applicable legislation;
- (c) the use of social media; and
- (d) the prevention of reprisals against municipal officials and members of the general public who file a complaint.

[59/22 s5](#)

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Harassment and bullying

6. Harassment and bullying provisions referred to in subparagraph 12(3)(a)(iv) of the Act shall not be inconsistent with section 24.1 of the *Occupational Health and Safety Regulations, 2012* .

[59/22 s6](#)

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Process where no manager appointed

7. Where a municipality has not appointed a manager, acting manager, city manager or acting city manager, the duties of a chief administrative officer prescribed in sections 8 and 14 of the Act shall be performed by the clerk.

[59/22 s7](#)

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Orientation training

8. (1) In addition to the information prescribed in subsection 21(2) of the Act, orientation training shall include information relating to conflict of interest.

(2) A councillor shall complete orientation training within

(a) one year of the coming into force of the Act; or

(b) 60 days of being sworn or affirmed into office, where a councillor becomes a councillor more than one year after the coming into force of the Act.

(3) A chief administrative officer shall complete orientation training within

(a) one year of the coming into force of the Act; or

(b) 60 days of commencing employment where the chief administrative officer commences employment more than one year after the coming into force of the Act.

(4) Notwithstanding paragraph (2)(b), the minister may extend the 60 day time period at the request of a councillor.

[59/22 s8](#)

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Commencement

9. These regulations come into force on the day the Act comes into force.

[59/22 s9](#)

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Request for Decision (RFD)

Subject: Building Age-Friendly Communities Grant

To: Rodney Cumby

Meeting: Committee of the Whole - 27 Feb 2023

Department: Recreation

Staff Contact: Kim Patten, Director of Recreation

Topic Overview: Seeking approval to apply for the "Building Age-Friendly Communities Grant" to improve accessibility at Bartlett's Point Park

BACKGROUND INFORMATION:

The Department of Municipal and Provincial Affairs (MPA) has created the Building Age-Friendly Communities grant to assist communities in funding small scale infrastructure improvements to promote inclusivity of seniors. The Recreation Department is applying for funding under this grant to make Bartlett's Point Park more accessible for seniors and individuals of all abilities. Under the guidelines of the Grant application, a motion of Council is required to approve the submission of this application in order for it to move forward in the process outlined by MPA.

Currently Bartlett's Point Park has accessibility limitations. There are two entrances to the park. One entrance is accessed via the Yacht Club which requires a user to walk up a steep incline. The second entrance is located on Petries St. which at the moment is mainly a drop off point. The Recreation Department would like to use this provincial grant to improve accessibility to the park.

PROPOSED RESOLUTION:

Be it **RESOLVED** to approve the submission of the application for the Building Age-Friendly Communities Grant as stated.

FINANCIAL IMPACT:

Estimated cost of project if we were successful in receiving the grant would be \$22,037.50 plus HST with a 90/ 10 split between province and City of Corner Brook.

ENVIRONMENTAL IMPLICATIONS:

Proposed parking pad and pathway will be made using excavation, backfill and asphalt.

Legislative Assistant
Administrative Assistant to the City
Manager

Approved - 24 Feb 2023
Approved - 24 Feb 2023

City Manager