



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **November 20, 2023 at 7 p.m.. City Hall Council Chambers.**

CITY CLERK

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37 - 41 7.3 Discretionary Use - Home Based Business Office - 21 Osmond's Ave

8 ADJOURNMENT

The meeting adjourned at

Land Acknowledgement

We respectfully acknowledge the City of Corner Brook as the ancestral homeland of different populations of Indigenous people. We also acknowledge with respect, the rich histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of the Province of Newfoundland and Labrador

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 30 OCTOBER, 2023 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	S. Maistry, Director of Finance and Administration
	P. Keeping	Director of Recreation Services - vacant
	C. Pender	J. Smith, City Clerk
		Jamie Alexander, Sergeant-At-Arms

Absent with regrets: Councillor B. Griffin and D. Burden, Director of Public Works, Water and Waste Water Services

COW23-109 Land Acknowledgement

Councillor P. Gill read the land acknowledgement.

COW23-110 Approval of Agenda

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

COW23-111 Approval of Minutes- Regular Meeting October 16, 2023

On motion by Councillor P. Gill, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the minutes of the Regular Council Meeting on October 16, 2023. **MOTION CARRIED.**

COW23-112 Business Arising From Minutes

Councillor V. Granter inquired about the parking restrictions on Humber Park and the report provided by staff regarding an assessment of parking and traffic following the request of Council at the Regular Council Meeting of October 16, 2023. The Director of Community, Engineering, Development and Planning advised that staff conducted the study in accordance with requirements under the Highway Traffic Act and the Transportation Association Guidelines considering safety as the main concern and it was assessed to keep it no-parking in that area. The Director also advised that there is a plan to conduct a transportation study to determine traffic patterns once the hospital is relocated. Councillor

V. Granter asked if there was a previous decision of Council to have the no parking on either side of the street. The Director advised that he wasn't aware of any previous decision of Council, however the report stated that the no parking signs have been in place since 2009.

COW23-113 Proclamations and Events

The Mayor declared the following proclamations were made:

- October was declared National Child Abuse Prevention Month;
- October was Occupational Therapy Month and October 27th was declared World Occupational Therapy Day;
- November 1-11 was declared Remembrance Period.

COW23-114 Public Works Summary

Deputy Mayor L. Chaisson presented a report from the Public Works Division, as follows:

- **Tree Maintenance:** Contractor is in the process of finalizing the tree trimming list that was generated;
- **Patching:** Contractor is expected to complete patching list over the next two weeks. City crews have been completing asphalt infills around repaired manholes and newly installed curb and gutter;
- **Storm Sewer flushing:** Storm sewer flushing program is underway for the past month and will continue into late November;
- **Curb & Sidewalks:** Curb work is scheduled to end November 3;
- **Ditching:** Crews have been rechanneling existing open ditches. Locations include: Robertson's Road, Canada Games Place, Lundrigan Drive, Confederation Drive, Griffin Drive and O'Connell Drive;
- **Leaf Clean up:** Crews have begun the cleanup of leaves in the Downtown area, extra staff will be assigned to expedite the cleanup as the season progresses;
- **Street Sweeper:** Sweeper continued its rounds of sweeping the street and keeping the gutter free of litter and debris/leaves and will run until late November;
- **Athletic Fields:** All sports fields are closed for the winter. Nets have been removed and are in storage;
- **Snow clearing Preparation:** City sanders and leased loaders are in the shop receiving pre winter maintenance and will be on going throughout the fall. To date 5 loaders and three sanders are ready to be used as required;
- **Rain Event:** October 20th to 22nd the city received 56mm of rain. Only minor wash outs were reported. No storm sewer issues identified;
- **Service Requests from September 20th to October 24th:** there were 74 calls received from September 20 - October 24 with the top three categories being Road Maintenance, Wash outs, and Potholes.

COW23-115 Water & Wastewater Work Summary

Deputy Mayor L. Chaisson presented a report from the Water and Wastewater Division from September 19 - October 24, 2023, as follows:

- received a total of 43 complaints;
- 31 media releases for water outages and road closures;
- recoverable works totaled \$23901.66;
- completed 16 water & wastewater repairs (2 curb stop repair, 1 hydrant repair, 2 main line valve repairs, 6 sewer repairs, and 1 water main leaks;
- hydrant Maintenance - 2nd & 3rd rounds complete on both City owned and private hydrants. Currently working on deficiencies of City owned hydrants;
- splash pad has been winterized
- chlorination Stations – completed annual service at Trout Pond Chlorination Station, 3 Stations remaining;
- provided support for Capital Works Projects (Mt. Bernard Ave. reconstruction & Citadel Drive PRV Station upgrade);
- Upcoming maintenance includes: repair of 5 watermain valves, service remaining sanitary sewer lift stations, winterize tourist chalet dumping station, clean intake screens at Second Pond water supply;
- Water Treatment plant update as follows: completed annual maintenance on UV #1, cleaned and inspected DAF (dissolved air floatation) #2, Scada System upgraded, polymer tank to be cleaned and soda ash tank will be cleaned and flushed.

COW23-116 Protective Services Statistics for month of September 2023

Councillor V. Granter presented the Protective Services Statistics for the month of September 2023 as follows:

- Municipal Enforcement received 80 calls for services;
- Corner Brook Fire Department received 26 calls for service;
- The Public Safety Answering Point (PSAP) received 6057 calls, of which 3258 were transferable.

COW23-117 Capital Project and Engineering Committee Updates

Councillor C. Pender presented a report on the Capital Works and Engineering Division, as follows:

- **Recreation Centre** - Project is 85% complete, all pool concrete has been completed, Natari curb (pool system) is in place and will be grouted in place next week, all drywall installed with the exception of small areas, paint and plaster is well underway, interior masonry nearing completion with some small areas still remaining, some wall tiles installed in locker rooms and washrooms, contractor is prepping for siding alongside the maintenance laneway, electrical and mechanical work ongoing, nearly all fencing installed for the daycare playground, landscaping about 80% complete; hydro-seeding done in most areas and plantings installed in front of the building.

- **Mt Bernard Avenue Reconstruction** - Work includes new underground infrastructure, curb/gutter, side walk (1 side) and asphalt, approximately 80% of underground piping complete, work Zone 2 opened to traffic September 6th (up to Wellington St), reinstatement occurring in Work Zone 4 and 5, currently working in Work Zone 5, asphalt being installed for work zones 3 and 4 on October 26th, work will likely stop at Randolph Street for 2023 and commence again in Spring 2024 to finish project (approximately 200 meters).
- **Great Trail Enhancement Phase 1** - Work commenced May 23rd, 2023, miscellaneous items such as fence, gates being completed, anticipated completion date for the project is the end of October 2023.
- **O'Connell Drive Pedestrian Crossing** - All underground and reinstatement work complete, waiting on new poles, existing signals will be removed when new is completed, new pedestrian signals will meet current standards, anticipated completion date for the project, end of October 2023.
- **New projects with winter 2024 Tender Call** - include Deep Gulch Brook Culvert Replacement, Curling Street Retaining Wall Replacement, and Great Trail Enhancement Phase 2.
- **Multi Year Capital (MYCW 2023-2026)** - Funding agreement approved and submitted for signature.

Mayor Parsons advised that he received an update from the Province regarding some of the major work that is affecting the residents as follows:

- Lewin Parkway Overpass - was originally supposed to start construction this fall, but is delayed until after the new year as they are still waiting on bearing that will not be received until January;
- Massey Drive/Highway Access Ramp - is supposed to go out for tender over the winter.

COW23-118 Finance & Administration Update - September 2023

Councillor P. Gill presented a report from the Finance and Administration Department as follows:

- revenue year to month end of September was \$35,800,000;
- expenses year to month end of September \$24,700,000;
- total number of accounts outstanding is 1606 for a total of \$4,100,000
- A number of City facilities have deteriorated due to wear and tear, with some reaching or nearing end of life usage. Significant costs are being incurred to repair, as well as for the general upkeep of these facilities. Replacement of some of them is warranted in the near future. During the summer and fall months, the City incurred a fair amount of costs for the beautification, cleanup and general upkeep of the City. As we head towards winter, snow clearing activities will resume which will in most likelihood exhaust this component of the expense budget. Overall, upward pressures are

being experienced on the expense budget due to the impact of inflation on the price of goods and services across the cost base of the City.

COW23-119 Development, Planning and Community Services Update

Councillor B. Griffin presented a report from Community Services, Development and Planning as follows:

Development and Planning

- 22 University Drive (new Rec Centre) - all permits issued;
- 167 Country Road (Crematorium) - new permit issue for site development, new site plan approved;
- 101 Healthcare Crescent (CH Acute Care Hospital) - conditional occupancy issues, small outstanding issues being addressed, building is scheduled to be occupied by Spring to Summer of 2024;
- 106 West Street (Western Star/apartment building) - construction is well underway, permits Issued for Structural Steel , building envelope and interior fit-up;
- 1 Mount Bernard Avenue (Sobeys) - interior renovation, permits issued, work nearing completion;
- 8 Grenfell Drive (Gas Station/Fast Food) - foundation permit issued, site and foundation work progressing;
- 71 Humber Rd – Partially Vacant Building- major renovation proposed, 6 Unit apartment building and 1 Commercial Space, all permits issued;
- 1 Ariceen Place (Murphy Brothers – New Industrial Building) - permits issued, work progressing;
- 16 Confederation Drive - major renovation and extension, permits issued;
- 22 Confederation Drive (Western Motorsports) - permits issued, occupancy expected soon;
- 40 North Shore Highway (Mt. Patricia Cemetery Extension) - permits issued, sitework – new access road being constructed.

New IMSP and Development Regulations

- Development Staff will be giving Council a refresher and update on the IMSP and Development Regulations early next month;
- The consultant will be meeting with Council to discuss feedback that was provided on the documents;
- Once discussion with council has taken place, the consultant will submit a final draft of the documents.

Business Development

- **Downtown Business Improvement Association (BIA)** - a short random survey (ongoing) to ascertain the interest of Downtown Businesses in the new BIA reveals that 88% very interested and 12% interested, most important issues are being identified, research findings are being compiled for a statistical representation

of needs and expectations of businesses, a strategy document is also being prepared highlighting the immediate priority areas for the new BIA, staff is working with Downtown Atlantic Canada and Downtown St. John's to utilize their experience and suggestions.

- **New Economic development program** - a new economic development program is being developed exclusively for indigenous youth persons (<35 years) in the City, the draft will be finalized after a meeting with the Qalipu Chief, it is proposed that Navigate be involved in the program in some capacity, as it pertains to youth.
- **Assistance for Women Entrepreneurs of Small or Medium Enterprises (AWESOME)** - eight (8) businesses have been approved so far under this program, three (3) more inquiries have been received, those interested in the program are encourage to reach out to our Business Development officer for program details.

Sustainable Development

- 2024 Garbage and Recycling Schedule - the new schedule has been modified to highlight more important information, the schedule was sent to printer on October 19th and will be circulated to the public during last week of November;
- 2 Billion Trees Project - Staff is currently collaborating with Grenfell Forestry Department and Ontario Social Sciences division to create a survey for the public regarding thoughts and beliefs on the benefits of forested areas and having trees accessible throughout the City of Corner Brook. This is the third step in the 2BT agenda and will be able to provide information for a better understanding of co-benefits the project provides. The information gathered will then be cross examined with the urban tree inventory which is currently being compiled from the ground and above ground data collected through the last several months;
- Fall Leaf Collection (November 6th-10th) - Staff is rolling out informative and easy to access posters about the dates for fall leaf collection and FAQ's (i.e. what type of bags, when to put out bags, etc.), staff are working on a survey for the public to gain information as to how the leaf collection program can be improved;
- Transit Digital Payment System (M-Card) - the new digital payment system uses a reloadable smart card (The M-Card) to pay your fare for transit rides, the M-Cards are now available at the City Hall customer service desk.

COW23-120 Recreation/Tourism Update

Councillor P. Keeping presented a report from the Recreation and Tourism Department as follows:

- the Civic Centre recently hosted the Newfoundland and Labrador Volleyball Association's Volley West which saw 39 teams playing in Corner Brook October 20-21, and Baseball NL hosted training sessions at our facility October 27-29th;

- Daytime programming has started off strong: Pickleball and Active Tots have seen steady numbers and the Older Adult Fitness Class with Nora Lundrigan has been averaging 40-50 participants every class;
- National Seniors Day event took place on October 4th and was a success with over 100 seniors attending. Staff are planning a Seniors Christmas event that will take place in December;
- National Childs Day event is on November 5th, 9am-11am in the Civic Centre Studio Gym. The event is open to children of all ages and will include bouncy castles, gym equipment, and light snacks. Admission is free;
- The Farmer's Market Agriculture Expo took place Oct 13-15th. This family event included crafts, a petting farm, worm experience, food demonstrations and fresh local food;
- A Craft Fair was held on Saturday Oct 21st;
- U13, U15 and U18 female AAA kickoff tournament over the weekend, October 27-29th, Western Kings AAA U18 boys played their first home games of the season vs the Central Impact on October 21 and 22, Corner Brook Minor Hockey Association resumed regular programming in September and House League tournaments begin in November;
- The Western Warriors U18 Female AAA hockey team (host the U18 AAA Female Atlantics) will also host their first league play home games December 1-3, the Kings will host the St. John's Growlers November 3, 4 and 5 and the East Coast Blizzard November 10-12, U15 AAA boys will host a western regional tournament on November 3-5 in conjunction with U18, CBMHA programming and figure skating, and Senior hockey is going ahead for the 2023-24 season with the Corner Brook Royals are hosting the Deer Lake Red Wings in their home opener on Friday, November 10th, followed by the Stephenville Lightening on November 17th;
- The Christmas Craft Fair will be in the Studio and meeting rooms Nov 18th, including an attraction of a Santa Claus photo booth, Western Health Job Fair is scheduled for Nov 25th in the meeting rooms and the return of the Hospital Gala in the Studio for the first-time post pandemic;
- Colours of Corner Brook was a great success, and the Mill Whistler had a successful 2023 season and is now off the road until next year.

COW23-121 Request for Proposal - Provision for Insurance Services

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** to award the Request for Proposals for the Provision of Insurance Services to Cal Legrow Insurance and Financial Group.
MOTION CARRIED.

COW23-122 Crown Land Application - O'Connell Drive - Office Building

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to approve the application to obtain Crown Land on O'Connell Drive across from the Allen's Road/O'Connell Drive Intersection for the purpose of constructing an office/light industry building on the property. **MOTION CARRIED.**

COW23-123 Land Conservation Partnership with Nature Conservancy of Canada (NCC)

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. Enter into a non-binding Memorandum of Understanding with Nature Conservancy of Canada to acknowledge the work for the City of Corner Brook has done in conservation and stewardship of ecologically important land.
2. Allow staff to continue to work with the NCC to include Corner Brook's conserved lands, as shown in Schedule A of the agreement, into Canada's target to protect 30% of its lands and oceans by 2030.

MOTION CARRIED.

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Jessica Smith
Meeting: Regular Meeting - 20 Nov 2023
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.
Attachments: [Crohn's and Colitis Awareness Month - November 2023](#)
[TDOR Nov 2023](#)

BACKGROUND INFORMATION:

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

- **November was declared Crohn's and Colitis Awareness Month-** Crohn's disease and ulcerative colitis are chronic autoimmune diseases that causes the body to attack healthy tissue, leading to inflammation of part of or all of the digestive system.
- **November 20th was declared Transgender Day of Remembrance-** Transgender Day of Remembrance helps bring public awareness to transphobic hate crimes and honors the memory of those hurt and killed by acts of transphobic violence each year

Legislative Assistant
 Administrative Assistant

Approved - 15 Nov 2023
 Approved - 15 Nov 2023

City Manager

PROCLAMATION

Crohn's and Colitis Awareness Month

November 2023

WHEREAS Crohn's and Colitis Canada is a national, volunteer-based, non-profit organization supporting more than 322,000 Canadians living with Crohn's disease and ulcerative colitis, chronic autoimmune diseases that causes the body to attack healthy tissue, leading to inflammation of part of or all of the digestive system;

WHEREAS people living with IBD routinely endure abdominal pain, cramping, fatigue, internal bleeding and frequent and urgent bowel movements – in some cases more than 20 times a day. While more than five million people globally live with IBD, Canada has one of the highest prevalence rates in the world, with the Atlantic provinces having the highest rates in the country. By 2035, experts predict the number of Canadians living with IBD to exceed 470,000 – over one per cent of the population. Currently there is no cure for Crohn's disease or ulcerative colitis;

WHEREAS Crohn's and Colitis Canada focuses on improving the lives of people affected by Crohn's disease and ulcerative colitis – at all stages of life, from every corner of the country. This is why Crohn's and Colitis Canada is on a relentless journey to find a cure for these lifelong diseases, and improve the quality of life of everyone in Canada affected by these diseases.

THEREFORE I, Jim Parsons, Mayor of the City of Corner Brook, proclaim the month of November 2023 to be Crohn's and Colitis Awareness Month.

FURTHERMORE, I urge people to learn more about Crohn's and Colitis Canada and the work the organization does by visiting their website: www.crohnsandcolitis.ca

X

Mayor Jim Parsons



Transgender Day of Remembrance

Official declaration by the City of Corner Brook that November 20th, 2023 shall be designated as *Transgender Day of Remembrance 2023*.

Motion presented before the Municipal Council of the City of Corner Brook by Corner Brook and Bay of Islands Pride on November 20th, 2023.

WHEREAS the Transgender Day of Remembrance known as TDOR is recognized annually on November 20th through vigil and solidarity in honor of those who are no longer with us;

WHEREAS Transgender Day of Remembrance helps bring public awareness to transphobic hate crimes and honors the memory of those hurt and killed by acts of transphobic violence each year;

WHEREAS the *Canadian Human Rights Act* recognizes that no discrimination and violence on the basis of gender expression and gender identity shall be made;

WHEREAS Newfoundland and Labrador is a society open to everyone, including those who identify within the Transgender community;

WHEREAS discrimination and violence targeting the Transgender community remains present in society despite efforts to the contrary;

WHEREAS there is a widespread general agreement opposing discrimination and violence targeting the Transgender community;

WHEREAS Corner Brook recognizes November 20th, 2023 as *Transgender Day of Remembrance*;

The decision has been made to declare the day of November 20, 2023 as “TRANSGENDER DAY OF REMEMBRANCE.”

Jim Parsons, Mayor
City of Corner Brook

Date

Executive Committee, Corner Brook Pride



Request for Decision (RFD)

Subject: Maintenance & Cleaning Services - City Buildings - 2023-16 (2-year contract)

To: Darren Charters

Meeting: Regular Meeting - 20 Nov 2023

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [K and D Commercial Maintenance Limited - Bid Submission Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the maintenance and cleaning of City buildings (Public Works Depot, Fire Department, and Water Treatment Plant). Tenders closed on November 14, 2023, with one bid received from K and D Commercial Maintenance Limited in the amount of \$58,776.50 HST included, per annum.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award Contract No. 2023-16 Maintenance & Cleaning Service - City Buildings to K and D Commercial Maintenance Limited in the amount of \$58,776.50 HST included per annum.

FINANCIAL IMPACT:

The low bidder above represents an increase of 11.1% compared to the current 2-year cleaning contract.

Finance Type: Budget

Legislative Assistant

Approved - 16 Nov 2023

Administrative Assistant

Approved - 16 Nov 2023

City Manager

12:08 pm
[Redacted]
Nov. 14/2023
[Redacted]

TENDER FORM

Tender for: Maintenance and Cleaning Services
City Buildings
Contract No: 2023-16

To: City Clerk
City of Corner Brook
2nd Floor, City Hall
P.O. Box 1080
5 Park Street
Corner Brook, NL A2H 2W8

To Whom It May Concern:

1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the Contract Documents including the Specifications, all Addenda, and the Instructions to Bidders for this project,

WE, THE UNDERSIGNED, hereby offer to furnish all necessary labour, materials, superintendence, plant, tools and equipment, and everything else required to perform expeditiously and complete in a satisfactory manner the work for the lump sum price of

Fifty Eight thousand, Seven hundred Seventy
Six dollars 3 fifty Cents

(\$ 58,776.50) per Annum in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes in force at this date, except as otherwise provided in the tendering documents.

2. The Work will be substantially performed by November 30, 2025.

3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:

A Bid Security in the amount of \$1,000.00 with the Tender. This Security shall be in the form of a Certified Cheque or Bank Draft from a recognized financial institution registered to do business in the province of Newfoundland and Labrador, made payable to the City of Corner Brook.

In the event of this Tender being accepted within the time stated in Section 4 below and our failure to enter into a Contract in the form hereinafter mentioned for the amount of our Tender, the said Security will be forfeited. The forfeiting of the Security does not limit

the right of action of the City of Corner Brook against us for failure or refusal to enter into a Contract.

4. IF NOTIFIED IN WRITING BY THE CITY OF CORNER BROOK OF THE ACCEPTANCE OF THIS TENDER WITHIN 30 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL:

- (a) execute the Form of Agreement;
- (b) substantially complete all work included in the contract within the time and under conditions specified.

5. WE understand that Insurance as required by the Contract Documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the City of Corner Brook.

6. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.

7. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the Contract Documents.

8. WE agree to authorize the City of Corner Brook to release the names of sub-contractors used in our tender where such information is requested from the City of Corner Brook.

9. WE reserve to use the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the City of Corner Brook and contingent upon satisfactory evidence of bankruptcy.

10. WE understand and agree that the City of Corner Brook may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the Contract Documents.

11. We understand that this procurement process is subject to the Access to Information and Protection of Privacy Act, 2015 and agree that the financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.

12. We understand and agree that the procurement is subject to trade agreements, if applicable.

13. WE hereby acknowledge receipt of the following addenda:

Addendum Numbers: _____ , _____ , _____ , _____

14. In order for a Tender to be valid, it must be signed by duly authorized officials as indicated in the Instructions to Bidders.

SIGNATURE OF TENDERER

Firm Name: K 3 D Commercial Maintenance Ltd

Address: 5 Warehams Road, Corner Brook

Postal Code: A2H 7G5

Email: [Redacted]

Phone #: [Redacted]

Fax #: N/A

[Redacted]
Signing Officer (Dawn Mizuguchi)

Signing Officer

Corporate Seal

[Redacted]
Witnessed By (Keith Penney)

APPENDIX "A"

SCHEDULE OF QUANTITIES AND PRICES

The quantities set out in this schedule are estimated quantities only and are not to be taken as final quantities by the Contractor. The unit prices bid shall include all labour, plant, materials, overhead, duties, and profit and all other obligations and liabilities under the Contract. H.S.T. is to be applied. Totals shall be determined by multiplying the quantity by the tendered unit price.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>AMOUNT PER ANNUM</u>
1.	Public Works Depot	Lump Sum	\$ 29,450.00
2.	Central Fire Station	Lump Sum	\$ 15,550.00
3.	Water Treatment Plant	Lump Sum	\$ 610.00

SUBTOTAL \$ 51,110.00

HST 15% \$ 7666.50

TOTAL ANNUAL TENDER AMOUNT: \$ 58,776.50

(Report this total amount on the Tender Form)

WEEKLY WORK SCHEDULE

Each bidder shall indicate on this form the number of personnel he/she intends to assign to the cleaning of each building and the hours that they will be working. The Contractor shall maintain as a minimum the number of personnel and hours of work as per this Schedule unless otherwise revised by the Contractor and approved by the Director of Public Works, Water & Wastewater or designate.

<u>BUILDING</u>	<u>NUMBER OF PERSONNEL</u>	<u>COMBINED TOTAL HOURS OF WORK PER WEEK</u>
Public Works Depot	2	15
Central Fire Station	2	10
Water Treatment Plant	2	2



Request for Decision (RFD)

Subject: Extension for Phosphates for Corrosion Control 2022-28

To: Darren Charters

Meeting: Regular Meeting - 20 Nov 2023

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Quotation - Corner Brook RFQ 2022-28 Phosphates for Corrosion Control Redacted](#)

BACKGROUND INFORMATION:

Shannon Chemical Corporation were requested to provide a quotation for an extension to the Phosphates for Corrosion Control Contract 2022-28 for a one (1) year period ending November 30, 2024. Shannon Chemical had provided a quotation in the amount of \$8.37/kilogram for an estimated annual quantity of 12,000 kilogram; totaling \$100,440.00 US Dollars (\$137,733.37 CAD - based off current rates).

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the quotation for the Phosphates for Corrosion Control 2022-28 extension for one (1) year to November 30, 2024, to Shannon Chemical Corporation.

FINANCIAL IMPACT:

No change in unit price of \$8.37/kg from previous year

Finance Type: Budget


Legislative Assistant

Approved - 16 Nov 2023

Administrative Assistant

Approved - 16 Nov 2023

City Manager

 CITY OF CORNER BROOK REQUEST FOR QUOTATION CORROSION CONTROL	DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
	November 3, 2023	2022-28	November 17, 2023
DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Erik Neilson TELEPHONE: (709)637-1638 E-MAIL: eneilson@cornerbrook.com			

TO: Shannon Chemical Corporation P.O. Box 376 Malvern, PA 19355 Attention: Daniel Flynn	PLEASE QUOTE PRICES FOR DESTINATION GOODS/SERVICES TO BE DELIVERED TO: City of Corner Brook
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Quotations must be submitted to the following email address by closing time to: tender-rfp@cornerbrook.com Emails Containing Quotations should show the Quotation number, Quotation Name and Firm's Name.	Phone: (709) 637-1638 Fax: (709) 637-1502
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

The supplier agrees to sell and supply the goods listed at the prices set out herein subject to the terms and conditions stated in the contract.

The unit price bid price shall include all labour, plant, materials, freight, overhead and profit and all other obligations and liabilities under the Contract including any shipping and handling charges related to the return of the empty cylinders, containers, pallets etc. to the Contractors site, with the exception of brokerage fees, excise taxes and duty, Province of Newfoundland and Government of Canada sales taxes. The unit price bid is based on the percentage (% w/w) of orthophosphate content, where the orthophosphate content is that stipulated on the CERTIFICATE OF ANALYSIS. The bulk product shall not contain less than 50% (w/w) orthophosphate.

Prices shall be F.O.B. destination City of Corner Brook, Water Treatment Plant.

The quantities shown are only estimates of the City of Corner Brook's annual requirements; the City does not guarantee purchase of these amounts. Payment will be made on the basis of the unit prices included herein applied to the actual quantities supplied in accordance with the Specifications.

The City of Corner Brook reserves the right to increase or decrease total annual consumption at the quoted unit price.

Prices shall be in U.S DOLLARS, ALL TAXES EXCLUDED

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	ESTIMATED ANNUAL QUANTITY (ORTHOPHOSPHATE PORTION)	UNIT PRICE Note 1,2	EXTENDED PRICE
1.	Zinc Orthophosphate (bulk)	Kg	12,000	\$8.37/kg	\$100,440.00

Total Tender Amount U.S. DOLLARS					\$100,440.00
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¹ The unit price bid is based on the percentage (% w/w) of the bulk product which is orthophosphate where the orthophosphate content is that stipulated on the CERTIFICATE OF ANALYSIS. The bulk product shall not contain less than 50% (w/w) orthophosphate.

Example: if a product is 50% orthophosphate with a bulk product price of \$5/kg, the unit price bid shall be calculated as follows:

$$\text{Bid Unit Price} = \frac{\$5/\text{kg}}{50\% \text{ Orthophosphate}} = \frac{\$10}{\text{kg Orthophosphate}}$$



\$10 is therefore the bid unit price.

The total bid price is therefore calculated as follows:

$$\text{Total Bid Price} = \frac{\$10}{\text{kg Orthophosphate}} * 12,000 \text{ kg Orthophosphate} = \$120,000$$

The total bid price is therefore \$120,000.

² Payment shall be based on the orthophosphate content of each delivery as documented by a CERTIFICATE OF ANALYSIS.

NAME OF OFFICIAL (PLEASE PRINT) Daniel C. Flynn, V.P.-Operations	SIGNATURE 	DATE 11/03/23
TELEPHONE NUMBER 	DELIVERY DATE 21 Days ARO	
The bidder hereby offers to sell and/or supply upon the terms and conditions set out herein (and on any enclosed sheets) the supplies and/or services listed above (and on any attached sheets) at the prices quoted. All prices are accepted as net prices (excluding Goods and Services Tax and Harmonized Sales Tax). Applicable taxes shall be applied at the invoicing stage. The Bidder hereby certifies that the prices quoted are not in excess of those charged anyone else, including their most favoured customer, for like quantity and quality of the items.		
IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED ADDITIONAL DOCUMENTS, CONSTITUTE PART OF THE QUOTATION.		



Shannon Chemical Corporation

*Specializing in **LEAD** and **COPPER** Corrosion Control*

Stewardship Programs

SHANNON CHEMICAL CORPORATION participates in several programs designed to educate and provide Continuing Education Units (CEU's) for water plant operators.

SHANNON CHEMICAL CORPORATION, through Mr. Herb Spencer, offers classes to local and state water organizations on all of our phosphate products and treatment programs or strategies. **SHANNON CHEMICAL CORPORATION** also educates operators on the chemistry of phosphates and corrosion control.

SHANNON CHEMICAL CORPORATION'S safety and MSDS safety training are approved and certified by the State of Ohio EPA.

Post Office Box 376 • Malvern, Pennsylvania 19355 • (610) 363-9090 • Fax: (610) 524-6050



Request for Decision (RFD)

Subject: Expression of Interest - Assessment Review Commissioner 2024

To: Rodney Cumby
Meeting: Regular Meeting - 20 Nov 2023
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview:

BACKGROUND INFORMATION:

Pursuant to Section 31(1) of the *Assessment Act*, the City of Corner Brook is required to appoint a person to the position of Assessment Review Commissioner for 2024. The City has solicited expressions of interest in the position of Assessment Review Commissioner and one submission was received.

Mr. Waterman has held a number of positions in his career in which he was responsible for property acquisition and disposition. He has served on several panels and hearing in relation to statutes and regulations. He has served as the City's commissioner for the past ten years.

PROPOSED RESOLUTION:

It is RESOLVED to appoint Mr. Dennis Waterman as the Assessment Review Commissioner for 2024.

FINANCIAL IMPACT:

The cost is variable based on the number of hearings and prep that is required. The proposed rate for 2024 is \$650 per day and includes all administrative and secretary support. This rate is the same as 2023. It is proposed that \$10,000 be carried in the 2024 budget for this service.

Budget Code: 01-300-1050-65700

Finance Type: Budget

GOVERNANCE IMPLICATIONS:

Policy
 Other
 Assessment Act
 Section 31(1)

RECOMMENDATION:

It is staff recommendation to appointment Mr. Waterman as the Assessment Review Commissioner for the 2024 tax year.

ALTERNATIVE IMPLICATIONS:

- 1. Approve the appointment of Mr. Waterman as Assessment Review Commissioner
- 2. Reject the appointment, and advertise again

Director of Finance and Administration	Approved - 16 Nov 2023
Administrative Assistant	Approved - 16 Nov 2023

City Manager



Request for Decision (RFD)

Subject: Confirmation of Order - 2023-05

To: Rodney Cumby
Meeting: Regular Meeting - 20 Nov 2023
Department: Development and Planning
Staff Contact: Christina Pye,
Topic Overview:
Attachments: [Stop Work Order - 2023-05](#)

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
2023-05	November 10, 2023	Lewin Parkway, near Watson's Pond	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 #2023-05.

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 #2023-05 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 #2023-05 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.

Legislative Assistant
Administrative Assistant

Approved - 16 Nov 2023
Approved - 16 Nov 2023

City Manager



STOP WORK ORDER

2023-05

To: ValleyView Estates Ltd. & GDR Enterprises Limited
C/O Marine Contractors Inc.
4 White Lakes Drive
Corner Brook, NL
A2H6G1

WHEREAS the City of Corner Brook has concluded that you are carrying out development by excavating land that is not contained within your private property boundary (hereinafter called “the Impacted Property”);

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

AND WHEREAS the City of Corner Brook has concluded that you have a permit to develop lands as a quarry adjacent to the Impacted Property (hereinafter called the “Quarry Lands”);

AND WHEREAS the permit issued to you for the Quarry Lands states, inter alia that suitable screens must be maintained in a manner that ensures the quarry is not visible from the Lewin Parkway and as the quarry is visible from the Lewin Parkway you are in breach of this permit condition;

AND WHEREAS Section 8(2) of the City of Corner Brook Development Regulations provides that development shall be carried out in accordance with conditions set out in a development permit and Section 31 of the City of Corner Brook Development Regulations provides that where a development for which a permit has been issued is not fully executed according to the conditions of the permit the City of Corner Brook may order a developer to restore land by filling in excavations and landscaping;

AND WHEREAS 8(1) of the City of Corner Brook Development Regulations states development may not occur without a permit;

AND WHEREAS Section 102 of the Urban and Rural Planning Act, 2000 provides that where contrary to development regulations, a person has undertaken development, the City may order that the person restore the site or area to its original state;

YOU ARE HEREBY ORDERED under Section 31 of the City of Corner Brook Development Regulations and Section 102 of the Urban and Rural Planning Act to stop all work immediately on the Impacted Property, fill in the development on the Impacted Property, and restore the Impacted Property to its original state that existed prior to the aforementioned work taking place **OR** get all appropriate approvals and permits.

AND YOU ARE HEREBY ORDERED to provide the City of Corner Brook with a plan for screening the Quarry Lands to ensure that the quarry is not visible from the Lewin Parkway on or before December 15, 2023

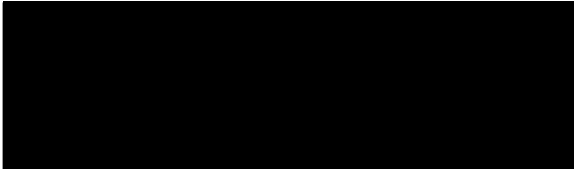
Under Section 106 of the Urban and Rural Planning Act, 2000 any person who contravenes an order made under the act is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1000 for the first offence, or in default of payment a period of imprisonment not exceeding three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

Appeals Officer
c/o Department of Municipal and Provincial Affairs 4th Floor (West Block)
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Dated at the City of Corner Brook, this 10th day of November, 2023 A.D.



City Clerk
City of Corner Brook

[Handwritten signature]



Request for Decision (RFD)

Subject: 118A Station Road - Discretionary Use - 4 Unit Apartment Buildings (x2)

To: Deon Rumbolt
Meeting: Regular Meeting - 20 Nov 2023
Department: Development and Planning
Staff Contact: James King,
Topic Overview: 118A Station Road - Discretionary Use - 2 - 4-unit Apartment Buildings
Attachments: [Figure 1 - 118A Station Road](#)
[Memo - Discretionary Use - 118A Station Road.doc](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to construct two (2) four (4) unit apartment buildings (an 18.85 m x 10.67 m building subdivided with four units on each side of the firewall) on the property located at 118A Station Road. This property is located in a Residential Medium Density Zone. An apartment building classification of use is a "Discretionary Use" of the City of Corner Brook's Development Regulations for this zone. A public notice was placed in the local newspaper and on the City's website. As a result of these notices, no submissions were received.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to construct two (2) four (4) unit apartment buildings on the property located at 118A Station Road accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 11

RECOMMENDATION:

Staff recommends option #1.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the application to construct two (2) four (4) unit apartment buildings on the property located at 118A Station Road in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That the Council of the City of Corner Brook not approve the application to construct two (2) four (4) unit apartment buildings on the property located at 118A Station Road in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook to give other direction to Staff.

Legislative Assistant
Administrative Assistant

Approved - 16 Nov 2023
Approved - 16 Nov 2023

City Manager

		LOCATION: 118A Station Road PREPARED BY: J. King DEPARTMENT: Development & Planning DATE: 2023-11-16 PAGE: 1 OF 1 VERSION: 1	
		NOTES:	
PROJECT: Discretionary Use - 118A Station Road TITLE: Proposed 2 - 4-unit Apartment Buildings THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.		City of Corner Brook Community Services Department Planning Division 5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hal@cornerbrook.com	

MEMO

To: Manager of Development & Planning
Fr: Development Inspector I
Subject: **118A Station Road – Discretionary Use**
Date: November 16, 2023

The City of Corner Brook has received an application to construct two (2) four (4) unit apartment buildings (an 18.85 m x 10.67 m building subdivided with four units on each side of the firewall) on the property located at 118A Station Road.

This property is located in a Residential Medium Density Zone. An apartment building classification of use is a “Discretionary Use” of the City of Corner Brook’s Development Regulations for this zone. A public notice was placed in the local newspaper and on the City’s website. As a result of these notices, no submissions were received.

After review of the application and the results to the public notice, it is recommended that the Council of the City of Corner Brook approve this application.

Should you require further information, please contact me at your convenience.

Signed: _____
James King, CET, CPT



Request for Decision (RFD)

Subject: Discretionary Use - Home Based Business Office - 21 Osmond's Ave

To: Kelsey Smith

Meeting: Regular Meeting - 20 Nov 2023

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview: Home Based Business Office - 21 Osmond's Ave - Online Used Car Sales - No Vehicle Storage

Attachments: [Memo - Home Based Office - 21 Osmond's Ave](#)
[RFD - HBB - Use Template - 21 Osmond's Ave](#)
[RFD - HBB - Application - 21 Osmond's Ave](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business office from the dwelling located at 21 Osmond's Ave which is located in a Residential Medium Density Zone. A home based business office is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. The office will be used to for an online car sales business, which will not be permitted to have any vehicles stored/parked at property. It is also not proposed to have anyone visit the property. A notice was delivered to the residents in the immediate area of 21 Osmond's Ave indicating the above mentioned request. As a result of this notice, no comments were received.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to operate a home based business office from the dwelling located at 21 Osmond's Ave in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 11

RECOMMENDATION:

Staff recommends option 1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based business office from the dwelling located at 21 Osmond's Ave in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business office from the dwelling located at 21 Osmond's Ave in accordance with Regulation 11 - Discretionary Powers of Authority.

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

Administrative Assistant

Approved - 17 Nov 2023

City Manager

MEMO

To: City Manager
Fr: Christina Pye
Subject: **21 Osmond's Ave – Home Based Office**
Date: Nov. 16, 2023

The City of Corner Brook has received an application to operate a home based office (online vehicle sales) from the dwelling located at 21 Osmond's Ave which is located in a Residential Medium Density Zone.

A home based business is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 21 Osmond's Ave indicating the above mentioned request. As a result of this notice, the City has not received any objections.

It is proposed that no clients will visit the premises, and no vehicles are to be stored on site. This location has a subsidiary apartment. If approved, there will be a condition that if complaints are received with visitors/parking issues, the approval may be revoked.

After review of the application and the results to the notice to occupants, approval is recommended.

Should you require further information, please contact me at your convenience.

Christina Pye
Planning Tech



City of Corner Brook

Community, Engineering, Development and Planning



CITY OF CORNER BROOK

ADDRESS:

21 Osmond's Ave

USE APPROVAL:

Discretionary Use - Home Based Office

ZONING:

Residential Medium Density

CITY OF CORNER BROOK

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

RESERVED FOR OFFICE USE	
PROPERTY ID _____ -	PERMIT NUMBER _____ -

OWNER/ APPLICANT:	DATE: <u>October 3, 2023</u>
ADDRESS: <u>21 Osmonds Avenue</u>	
CITY: <u>Corner Brook</u>	
POSTAL CODE: <u>A2H 1T4</u>	

PROPERTY LOCATION: 21 Osmonds Ave

<input type="radio"/> ASSEMBLY	<input type="radio"/> ERECT (NEW)	<input type="radio"/> CARPORT/ GARAGE
<input type="radio"/> INSTITUTIONAL	<input type="radio"/> REPAIR	<input type="radio"/> ACCESSORY BUILDING
<input type="radio"/> RESIDENTIAL	<input type="radio"/> EXTEND	<input type="radio"/> APARTMENT
<input type="radio"/> BUSINESS/ SERVICE	<input type="radio"/> ALTERATION	<input type="radio"/> RETAINING WALL
<input type="radio"/> MERCANTILE	<input type="radio"/> SIGN	<input type="radio"/> DRIVEWAY
<input type="radio"/> INDUSTRIAL	<input type="radio"/> POOL	<input type="radio"/> OTHER

DEVELOPMENT APPLICATION (Please check appropriate box)	<input type="radio"/> SITE DEVELOPMENT
	<input type="radio"/> HOME BASED BUSINESS
TYPE	<input type="radio"/> NEW BUSINESS
[REDACTED] <input type="radio"/>	<input type="radio"/> CHANGE OF USE
[REDACTED] <input type="radio"/>	<input type="radio"/> RELOCATION OF BUILDING
[REDACTED] <input type="radio"/>	<input type="radio"/> OTHER

DESCRIPTION OF WORK:

Sale of used cars

Address of dealership = _____

ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ _____

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

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

SIGNED BY: _____ **APPLICANT:** _____

PROPERTY OWNER: _____ **WITNESS:** _____

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