



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 **June 24, 2024** at **7 p.m.** **Council Chambers, City Hall.**

CITY CLERK

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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 REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 10 JUNE 2024 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	T. Flynn, Director of Protective Services
Deputy Mayor	L. Chaisson	S. Maistry, Director of Finance and Administration <i>P. Robinson, Director of Recreation Services</i>
Councillors:	V. Granter	A. O'Brien, Manager of Engineering
	B. Griffin	<i>J. Smith, City Clerk</i>
	P. Keeping	<i>J. Alexander, Sergeant-At-Arms</i>
	C. Pender	

Absent with regrets: Councillor P. Gill, D. Charters, Acting City Manager and Director of Community Engineering Development and Planning, and D. Burden, Director of Public Works Water and Wastewater

24-79 Land Acknowledgement

Deputy Mayor L. Chaisson read the land acknowledgment.

24-80 Approval of Agenda

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

24-81 Approval of Minutes- Regular Meeting May 27, 2024

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** to approve the Minutes of the Regular Council of Meeting of May 27, 2024. **MOTION CARRIED.**

24-82 Business Arising From Minutes

The following business was brought forward from the minutes:

- Councillor C. Pender requested an update on minute #24-63 with regards to a previous inquiry regarding the maintenance plan for the Great Trail. The Manager of Engineering advised that the plan is to procure services to maintain the trail and they are currently waiting on pricing.
- Deputy Mayor L. Chaisson requested an update with regards to minute #24-78 and requested an update on the timeline for the completion of Mount Bernard Avenue Reconstruction. The Manager of Engineering advised that the project is scheduled to be complete mid to late July.

24-83 Proclamations and Events

The Mayor declared the following proclamations were made:

- June was declared Pride Month;
- May 30 was declared Provincial Francophonie Day;
- June 8 was declared World Oceans Day.

24-84 Trans Canada Highway Rollover Response

The Director of Recreation provided a report on the accident on the Trans Canada Highway near the Lewin Parkway exit on Wednesday, June 5, 2024 that resulted in both eastern and western lane closures of the highway. With Riverside Drive also being closed due to work to remediate from the landslide, staff had to find a solution to allow for access for emergency vehicles, as well as the general public. Ultimately, Riverside Drive was able to be opened and communication was put to the public to advise them of the detour. Once the highway was re-opened, Riverside Drive was once again closed that night to allow for work to continue. However, Riverside Drive re-opened permanently on Friday, June 7th and although work is still being done in the area, it will continue with temporary single lane closures when required and not a full closure.

24-85 Owner's Advisor - Regional Recreation Center Amendment No. 10

On motion by Deputy Mayor Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** that the City of Corner Brook Council approve PCA Amendment No. 10 in the amount of \$47,472.84 (HST Included) for Atkins Realis for the Owner's Advisor - Regional Recreation Center. **MOTION CARRIED.**

24-86 Mount Bernard Avenue Reconstruction - Change Order No. 15

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council approve change order No. 15 for the Mount Bernard Avenue Reconstruction in the amount of \$39,381.60 (HST included) for Marine Contractors Inc. **MOTION CARRIED.**

24-87 Mount Bernard Avenue Reconstruction Change Order No. 16

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council approve change order No. 16 for the Mount Bernard Avenue Reconstruction in the amount of \$28,450.920 (HST included) for Marine Contractors Inc. **MOTION CARRIED.**

24-88 Mount Bernard Avenue Reconstruction - Change Order No. 18

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that Corner Brook City Council approve Change Order No. 18 for the Mount Bernard Avenue Reconstruction in the amount of \$20,662.39 (HST included) for Marine Contractors Inc. **MOTION CARRIED.**

24-89 Lease Agreement - Corner Brook Arts Centre Association Inc. (Rotary Art Centre)

Councillor V. Granter requested a motion of Council to determine whether he was in a conflict of interest as he sits on the Board for Rotary Arts as a City Council representative.

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that Councillor V. Granter is not in a conflict of interest with regards to item 6.1 Rotary Arts Centre. **MOTION CARRIED.**

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** to approve the attached three-year lease with the Corner Brook Arts Centre Association Inc. (Rotary Arts Centre) from February 1, 2024 to January 31, 2027. **MOTION CARRIED.**

24-90 Purchase & Sale Agreement - City land behind 59 Carberry Road

Mayor J. Parsons requested a motion of Council to determine if he was in a conflict of interest with regards to this item as the applicant contributed to his campaign in 2017.

Deputy Mayor L. Chaisson chaired the meeting for this item.

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** that Mayor J. Parsons is in a conflict of interest with regards to item 6.2 Purchase and sale agreement - City land behind 59 Carberry's Road. **MOTION CARRIED.** [Councillor B. Griffin voted against the motion].

Mayor J. Parsons entered the gallery and abstained from discussion and voting on this item.

On motion by Councillor P. Keeping, seconded by Councillor V. Granter, it is **RESOLVED** to approve the execution of the purchase and sale agreement between the City of Corner Brook and the owner of 59 Carberrys Road for City land located behind 59 Carberrys Road. **MOTION CARRIED.**

24-91 Confirmation of Order - 2024-01

On motion by Councillor B. Griffin, seconded by Councillor C. Pender it is **RESOLVED** In accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2024-01. **MOTION CARRIED.**

24-92 Sidewalk and Curb Maintenance

Councillor V. Granter requested some information on how we prioritize sidewalk and curb maintenance. The Mayor advised that the Director of Public Works, Water and Wastewater could bring an update on that at the next meeting. The

Mayor also advised that the public should be calling into the complaints line (709-637-1666) to report any issues so staff has a record of it and can use that information to determine a plan for work that needs to be done.

ADJOURNMENT

The meeting adjourned at 7:30 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Water & Wastewater Summary

To: Donny Burden

Meeting: Committee of the Whole - 24 Jun 2024

Department: Water and Sewer

Staff Contact: Keith Costello,

Topic Overview: Update from April 12th, 2024, to June 16th, 2024.

BACKGROUND INFORMATION:

Water and Wastewater Work Summary April 12th to June 16th, 2024

Water & Wastewater Complaints	
Alarms	16
Clean Water Lines	6
Curb Stop Repair	13
High/Low Water Pressure	7
Locate Curb Stop	16
Maintain Hydrants & Valves	4
No Water	3
Noise on Line	2
Request for Water Shut Off and/or On	28
Resident Inquiries	11
Sewer Backup	6
Trace Waterlines	7
Water Leaks	15

Waterline Extension Request	1
Total	135

Water & Wastewater Notices	
Emergency Road Closures	1
Emergency Water Outage	3
Emergency Water Outage & Road Closure	2
Parking Lane Closure (Main Street)	1
Precautionary Boil Water Advisory	3
Road Closure	3
Water Outage & Lane Closure	2
Water Outage & Precautionary Boil Water Advisory	
Water Outage & Road Closure	10
Total	14

Water & Wastewater Recoverable Works	
New Sanitary Sewer (12A Tipping Pl)	1
New Service – 21 Edinburgh Ave	1
New Storm Lateral	1
Request to Turn Water Off	1
Request to Turn Water Off and On	15
Request to Turn Water On	10
Service Fire Hydrant	1
Total	15
Total Cost	\$25,903.91

Water & Wastewater Repairs	
Curb Stop Repairs	5
Sewer Lateral	3
Tie In	1
Valve Repair	3
Water Service Leaks	1
Water Main Leaks	2
Total	15

1. **Additional Maintenance**
Maintenance/Repairs

○ **Annual Maintenance Programs**

- Fire Hydrants – Started on April 22nd. 351 hydrants out of 746 complete.
- Watermain Flushing (Water Quality)- Started on May 7th. 8 areas out of 23 complete.
- Sanitary Sewer Flushing (Problem Areas) – Started on April 30th. 21 areas out of 24 complete.
- Splash Pad – Spring start-up complete. Scheduled to open June 24th.

○ **Upgrades & Deficiencies**

- SCADA system upgrades and deficiencies started but still ongoing.

2. **Upcoming Maintenance**

- Leak Detection – Upper Georgetown Road.
- Annual Maintenance Programs – Private hydrants, pressure reducing stations, pumphouses, reservoirs, intakes, and chlorination stations.
- Upgrade to Bio-Green Wastewater Treatment Plant.
- Curb stop and watermain valve repairs throughout city.

- Install Water & Sewer service lateral (43 Petries St.)

Water Treatment Plant Maintenance Summary

Overview

- The raw water quality was not affected by the rain and snow melting event in late March. We were able to close the inlet gate on the Corner Brook Stream which supplies Trout Pond long enough until the water quality in the stream improved before the valve was reopened. The only impact was an increase in raw water pH and alkalinity. Coagulant dosage rate was increased to offset the change. An increase in pH and alkalinity is typical in the spring of each year.
- Mid- April we encountered trouble with the flow control valve actuator to the plant (this valve controls the rate of flow entering the plant). Periodically it would trip out on motor start fault preventing the the actuator from working. On Saturday May 4th, a service technician was onsite to replace the motor contactor which solved the issue. On Tuesday May 7, the actuator failed again. This time the actuator failed on over torque. On Wed. May 8th a Service Technician was on site again to make some adjustments which we thought would solve the issue. Overnight the valve failed again and at which time the valve had to be manually controlled by the Operators until we could find a fix. On Fri. May 10th, we were able to find an interim solution to restore the actuator to automatic mode. Replacement parts were finalized and ordered on Wed. May 15th. The timeline to receive parts is 22 weeks. At no time was the water quality affected leaving the water treatment plant.
- Raw water temperature continued to climb throughout the month of May allowing for a decrease in polymer dosage rate. The raw water quality slowly improved but the raw color and alkalinity remained stable and higher than normal preventing any significant adjustments/reductions to coagulate dosage rate. The raw water quality is highly affected by the volume of water flowing into the Corner Brook Stream from Eastern Lake.

1. Maintenance

- Continued corrosion control coupon testing. The purpose of the testing is to determine if we are over or under dosing corrosion inhibitor chemical.
- Building siding and eave trough repairs is now complete.
- Administrative & process area LED lighting upgrade project is finished.
- Annual service of chlorination equipment is complete.
- The Streaming Current Analyzer trial tests ended with mixed results. We have decided to hold off on the upgrade and apply the Capital Out of Revenue funding to the Raw Water Flow Control Valve Repair.
- Scada system software and hardware upgrade is finished.

2. Upcoming Maintenance

- Replace Raw Water Flow Control - Actuator, Gearbox & Valve Stem. Waiting on parts to arrive.
- Collect weekly samples from coupon testing panels.
- Replace exhaust fan motor in Chlorination Room.
- Adjust cable tension on DAF (Dissolved Air Flootation) #1.
- Clean ben filters on Soda Ash Silo.
- Annual Inspection of DAF #1 or #3 scheduled for June.
- Investigate coagulation pump #1 fault failure.

City Clerk	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Public Works Summary

To: Donny Burden
Meeting: Committee of the Whole - 24 Jun 2024
Department: Public Works
Staff Contact: Rod Follett,
Topic Overview: From April 17th, 2024, to June 18th, 2024

BACKGROUND INFORMATION:

2024 Public Works Summary From April 17th to June 18th, 2024

Public Works:

- **Lawn Damage:** Repair list was finalized the week of the 10. Contractor is starting lawn repairs June 24. Estimate that repairs will take 4 to 6 weeks to complete.
- **Street sweeping:** 80% of streets have been swept once. Street sweeping will continue through the summer.
- **Traffic Line Painting:** Contractor should have contract completed by end of the month, weather dependent.
- **Riverside Dr :** Remaining work to be completed consist of asphalt patching, hydroseed and fencing. Estimate to have this work completed in second week of July.
- **Curb and Manhole repairs:** Work commenced the week of the June 17th and will continue to the end of September.
- **Hanging Flowers:** Staff began hanging the flower pots the week of June 10th. Flowers are watered daily.
- **Downtown Washdown:** The washdown began the week of May 27th and it is estimated to be completed the week of June 24th. Area washed include West street, Main Street, Herald Ave, and Broadway.

- **Service Requests from April 17th to June 18th , 2024th :**
 - 281 Calls received.
 - **Top three categories of requests:**
 - Potholes: 68
 - Lawn Repairs: 65
 - Road Maintenance: 39

City Clerk	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Protective Services Statistics for the Month of May 2024

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

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 to council and residents.

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 171 calls for services including as follows:

- By-Law Enforcement:**

46 Calls for service were received that included:

- Abandoned vehicle
- 13 Assistance
- 5 Assistance – Document service
- 4 Assistance – Document service legal
- 1 Garbage issues – Other
- 1 Garbage issues – Uncovered
- 3 Illegal dumping
- 1 Littering
- 3 Mobile vending permits
- 2 Noise
- 4 Pest issues (rats)
- 6 Untidy properties
- 1 Uncovered garbage - Violation

- Taxi Regulation:**

36 Taxi Calls for service that included:

- 27 Taxi driver permit
- 9 Taxi vehicle permit

- 3 Taxi vehicle permits

- **Animal Control:**

29 Calls for service were received that included:

- 4 Assistance – Other Issues
- 2 Cat – Assistance
- 1 Cat – Cage
- 3 Cat – Injured/Dead
- 6 Cat – Roaming
- 1 Dog – Biting
- 9 Dog – Roaming
- 1 Other animals – Injured /dead
- 2 Other animals – Roaming
- 1 Cat impound – Violation
- 2 Cat roaming – Violation
- 1 Dog unlicensed – Violation

- **Parking Enforcement:**

55 Parking-related violations where citations were issued that included:

- 2 Meter Collection
- 27 Meter malfunction
- 25 Expired parking meters - Violations
- 1 Impaired mobility permit required - Violation

2. CORNER BROOK FIRE DEPARTMENT

The CBFDD received 36 calls for service that included:

# of Incidents	Type
0	Structure Fire Residential
1	Structure Fire Commercial
3	Residential Alarm
1	Residential Alarm – Smoke Visible
11	Commercial Alarms
2	Commercial Alarms – Smoke Visible
2	Emergency Medical Call
1	Water Rescue
0	Vehicle Fire
2	MVC – Injury/Entrapment
0	MVC – fuel spill
1	Non-emergency – lift assist
3	Bonfire
4	Brush Fire – Grass Fire
4	Dumpster/Garbage Fire
1	Downed Power Line
36	

- **Fire Prevention and Inspection conducted:**

Commercial inspections and follow-up inspections that included the following:

- 1 apartment buildings

- 19 commercial businesses

Also conducted was:

- 1 Home Oxygen Inspection
- 3 Public Education – FireSmart, Municipal Awareness Day, School Visit
- 2 Capacity Orders processed

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for March was 6507.

The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Police	1,289
Ambulance	2,219
Fire	171
Crisis	10
RoCP	10
Northern 911	1
MRSC	5
TBD*	18
Total*	3,723

Volume of Non-Transferred 911 Calls: **2784**

Director of Protective Services	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Animal Control Program Review

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: The Director and the Animal Control Team are reviewing the Animal Control Program for the City.

BACKGROUND INFORMATION:

The Director is addressing some issues that have been experienced in our current animal control program including impounding and sheltering of aggressive animals, relationship and process with the SPCA, and training of Animal Control Officers, etc.

The Director and the animal control team met with the SPCA board on the evening of May 22, 2024, and discussed options on how we can work together to better the animal management program for the City. We believe this was a very productive meeting and discussions are continuing.

In the coming months, there will be revisions to our animal control regulations and policies that will be presented to council for review and approvals.

Upgrades are being made to our current City Impound to better shelter our impounded animals, including impounded aggressive/dangerous animals.

FINANCIAL IMPACT:

The Director has itemized a budget line item for the 2024 budget proposal for council that would be directed to the SPCA for care of City animals. It will also bring forward a COOR item to deal with housing of “aggressive and dangerous” impounded animals.

Director of Protective Services	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: HotSpot Parking App

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: The City is switching our parking app service provider from Honk Mobile to HotSpot.

BACKGROUND INFORMATION:

Because of the added functionality of the HotSpot Parking App, the City approved moving to this new mobile platform for parking fee payment. Its added functionality includes store owner being able to validate a customer's parking, enforcement features, etc.

Work is underway to implement, including installation of street signs and meter head labeling. Communications are going out the City residents via social media as well. The official transfer date is set for July 15th, 2024.

The HotSpot platform will be used for parking at the new Recreation Centre parking lot as well. It will have a service desk terminal access inside the rec center for patrons to pay for their parking, if they do not use the HotSpot app.

Because people will need to transition to this new app, Municipal Enforcement will run the two platforms for the 30 days, after the July 15th date. During this time, wiper leaflets will be placed on vehicles of the continued Honk users of the mobile parking app change.

Director of Protective Services Approved - 19 Jun 2024

Director of Community, Engineering,
Development & Planning Approved - 19 Jun 2024

Administrative Assistant Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

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 Capital and Engineering projects being undertaken in the City. The current project updates are as follows:

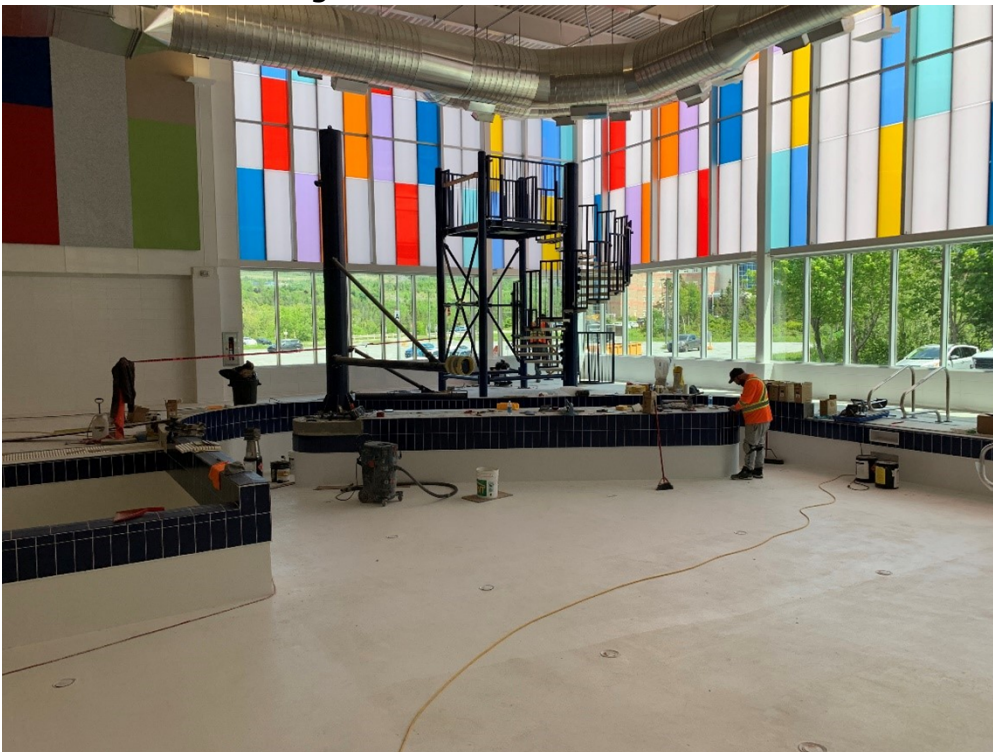
BACKGROUND INFORMATION:

Current Projects

Corner Brook Recreation Centre



- Approximately 95% complete with substantial completion anticipated by early July
- Elevator certification obtained
- Pool mechanical equipment installation is finishing up; some commissioning remaining.
- Pools have passed leak testing. Training pool lining installed. Leisure pool is epoxy coated. Trim tiles yet to be installed.
- The slide options will be sent to the engineer and the City this week.
- Cleaning of the pool area is almost complete. Cleaning of the gymnasium hasn't started yet.
- Contractor is beginning to clean up most areas.
- A building animation has been developed that will show the public what the inside of the building looks like.







- Contract awarded to Marine Contractors for the value of \$10,436,308.65 HST Incl.
- Dillon Consulting is Consultant for the project
- ICIP funding, 80/20 funding ratio, qualified as regional project
- Work includes new underground infrastructure, curb/gutter, side walk (1 side) and asphalt
- Approximately 85% of underground piping complete.
- Underground infrastructure upgrade has progressed into the Randolph intersection

2024 Projects

Deep Gulch Brook Culvert Replacement

- Project awarded to JCL Investments Inc.

- R.V. Anderson Associates Limited is consultant for the project
- Kickoff meeting occurred May 30th, 2024
- Mobilization to site is scheduled for late June 2024

Curling Street Retaining Wall Replacement

- Project awarded to West Coast Excavating & Equipment Co. Ltd
- Anderson Engineering is the consultant for the project
- Kickoff meeting occurred May 17th, 2024
- Project commenced June 3rd, full road closure on Curling Street commenced June 21st
- New waterline has been installed in construction limits thus far, slope stabilization to be completed with full road closure

Transportation Study

- Project has been awarded to Harbourside Transportation Consultants and is now well underway
- Some draft policies have been submitted for review
- Miovision Camera has been deployed to several intersections to obtain counts and movements
- Final Report expected in August 2024

Transit Accessibility Study and Implementation Plan

- RFP Close February 15th
- Project awarded to Dillon Consulting
- Startup Meeting occurred April 9th.
- Project is well underway
- Final Report expected late summer/early fall.

Intersection Improvements (Elizabeth Street/O'Connell Drive)

- Harbourside Transportation Consultants is the consultant for the project.
- Design is well underway.
- Fall 2024 tender planned with Spring 2025 installation.

Curling Street Storm Sewer

- Consulting awarded to Englobe
- Tenders closed, awaiting Council award
- Anticipated start in July 2024

Main Street Pedestrian Bridge

- Anderson Engineering is the consultant for the project.
- Tenders closed, awaiting Council award.

Old Humber Road Retaining Wall

- Consulting awarded to Englobe
- Startup meeting and site visit completed
- Project will be tendered before end of June.

2024 Paving Program

- Contract awarded to Marine Contractors
- Will utilize Gas tax and MYCW funding.
- Work commenced in the Curling Area week of June 10th.
- Currently milling on Park St. and West Valley Road

STAR Trail Design & Construction Services

- Design and Construction of Man in the Mountain and Cape Blow Me Down Hiking Trails

- Funding from several sources, City funds 10% of total cost
- Consultant in place for Phase 1 Trail Assessment & Design

City Hall Atrium Lighting

- Quote obtained, being reviewed.

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 20 Jun 2024

Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: To present the Finance & Administration Report

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Income Report - May 31, 2024](#)
[Expense Report - May 31, 2024](#)
[Total Accounts Outstanding - May 31, 2024](#)
[Accounts over \\$5K - May 31, 2024](#)
[Business Taxes Outstanding - May 31, 2024](#)
[Accounts over 365 days - May 31, 2024](#)

BACKGROUND INFORMATION:

Financial Update:

For the year to date ending May 2024, the total revenue amounted to \$35,868,799 compared to budget of \$34,307,035. The revenue sources making up this balance are as follows:

	<u>YTD MAY</u>	
	<u>BUDGET</u>	<u>ACTUALS</u>
Taxation	32,575,455	33,606,175
Government transfers	644,300	661,916
Sales of goods and services	884,635	824,196
Interest income	192,000	752,293
Other revenue	10,645	24,219
	<u>34,307,035</u>	<u>35,868,799</u>

Total expenses for the same period amounted to \$13,053,750 compared to the budget of \$15,408,846. The breakdown of this is:

	<u>YTD MAY</u>	
	<u>BUDGET</u>	<u>ACTUAL</u>
General Government	473,317	420,333

Finance & Administration	1,139,494	1,108,120
Community Engineering, Planning and Development	1,038,982	989,754
Protective Services	2,301,792	2,287,240
Public Works	4,239,428	4,177,165
Water and Waste Water	1,953,376	1,741,144
Parks and Recreation	148,315	100,056
Corner Brook Transit	215,458	171,628
Corner Brook Civic Centre	1,288,307	1,148,984
Grants	113,375	103,413
Long-term debt interest	1,487,835	406,505
COOR	1,009,167	399,408
Total Expenses	15,408,846	13,053,750

As we head into the summer month, the operational cost budget will lean towards sidewalk and curb maintenance, clean-ups and litter management, as well as general beautification of the City.

Capital Out of Revenue : Public Works have purchased the Asphalt Recycler that was accounted for during the budget process.

Land Management:

The Land Management department concluded a few land sales during the year. Should the public require details around the process for purchasing land, please contact the Land Management department on 637-1666 or 637 1544 .

Director of Finance and Administration	Approved - 20 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 21 Jun 2024
Administrative Assistant	Approved - 21 Jun 2024

City Manager

Income Statement Detail - Revenues 2024

City of Corner Brook

1 of 3
2024-06-19
8:41 AM

	May 2024 BUDGET	May 2024 ACTUAL	MTD VARIANCE	May 2024 YTD BUDGET	May 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$3,566	\$3,566	\$14,674,226	\$15,037,533	\$363,307	\$14,973,700	\$63,833
Tax revenues, Unit charge residential	0	414	414	5,021,324	5,162,767	141,443	5,123,800	38,967
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	0	0	0	912,968	933,200	20,232	931,600	1,600
Gross Residential Tax	0	3,980	3,980	20,608,518	21,133,500	524,982	21,029,100	104,400
Tax revenues, Municipal tax commercial	0	2,872	2,872	3,835,034	3,984,248	149,214	3,913,300	70,948
Tax revenues, Unit charge commercial	0	0	0	630,042	662,080	32,038	642,900	19,180
Tax revenues, Water levy commercial	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy commercial	0	0	0	96,922	98,200	1,278	98,900	-700
Gross Commerical Tax	0	2,872	2,872	4,561,998	4,744,528	182,530	4,655,100	89,428
Gross Property Tax	0	6,852	6,852	25,170,516	25,878,028	707,512	25,684,200	193,828
Tax revenues, Seniors discount	-10,000	-9,445	555	-180,000	-166,479	13,521	-200,000	33,521
Tax revenues, Municipal tax discount	0	-1,961	-1,961	-200,000	-217,861	-17,861	-200,000	-17,861
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
Total Property Tax Discounts	-10,000	-11,406	-1,406	-380,000	-384,340	-4,339	-400,000	15,661
Net Property Tax	-10,000	-4,554	5,446	24,790,516	25,493,688	703,173	25,284,200	209,489
Tax revenues, Business tax levy	0	1,391	1,391	5,889,996	5,944,667	54,671	6,010,200	-65,533
Tax revenues, Business tax discount	0	0	0	-35,000	-20,724	14,276	-35,000	14,276
Tax revenues, Business credit - COVID	0	0	0	0	0	0	0	0
Tax revenues, Business Restoration credit	0	0	0	0	0	0	-60,000	60,000
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
Business Tax	0	1,391	1,391	5,854,996	5,923,943	68,947	5,915,200	8,743
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	6,702	23,023	16,321	180,943	348,613	167,670	670,150	-321,537
Other Taxes	6,702	23,023	16,321	180,943	348,613	167,670	670,150	-321,537
Utility tax, NF Power	0	0	0	885,000	964,502	79,502	885,000	79,502
Utility tax, Matrix	0	0	0	0	0	0	0	0
Utility tax, Aliant	0	0	0	210,000	209,349	-651	210,000	-651
Utility tax, Rogers	0	0	0	86,000	78,747	-7,253	86,000	-7,253
Utility tax, Telus	0	0	0	20,000	40,838	20,838	20,000	20,838
Utility tax, Other	0	0	0	3,000	478	-2,522	3,000	-2,522
Utility Taxes	0	0	0	1,204,000	1,293,914	89,914	1,204,000	89,914
Contributions, Federal Govt	0	0	0	108,000	115,596	7,596	108,000	7,596
Contributions, Prov of NL	0	83,026	83,026	83,050	83,026	-24	166,100	-83,074
Contributions, Prov of NL - Debt	0	0	0	0	0	0	0	0
Contributions, CBC	0	0	0	5,000	5,472	472	5,000	472
Contributions, CBP&P Water	0	0	0	90,000	90,000	0	90,000	0
Contributions, CBP&P Grant	0	0	0	210,000	224,325	14,325	1,050,000	-825,675
Contributions, Contributions - Memorial Uni	0	0	0	245,000	231,692	-13,308	245,000	-13,308
Contributions, Secondary Fire	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2024

City of Corner Brook

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	May 2024 BUDGET	May 2024 ACTUAL	MTD VARIANCE	May 2024 YTD BUDGET	May 2024 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	448,250	457,822	9,572	896,500	-438,678
Contributions	0	83,026	83,026	1,189,300	1,207,933	18,633	2,560,600	-1,352,667
Permits and licenses, Mobile vending	100	325	225	300	538	238	1,000	-463
Permits and licenses, Dog Licenses	125	165	40	625	756	131	1,500	-744
Permits and licenses, Bldg Permits	12,600	1,495	-11,105	23,400	33,494	10,094	90,000	-56,506
Permits and licenses, Parking Meter Collections	1,890	675	-1,215	5,670	8,294	2,624	18,900	-10,606
Permits and licenses, Impounding charges	0	60	60	200	120	-80	800	-680
Permits and licenses, Taxi Licenses	0	1,175	1,175	7,100	4,200	-2,900	7,100	-2,900
Permits and licenses, Develop application	1,560	550	-1,010	4,680	4,076	-604	15,600	-11,524
Permits and licenses, Compliance Letters	3,444	2,800	-644	10,332	10,300	-32	28,700	-18,400
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	19,719	7,245	-12,474	52,307	61,778	9,471	163,600	-101,822
Fines/Tickets, Parking tickets	267	195	-72	1,335	1,610	275	3,200	-1,590
Fines/Tickets, Parking tickets - Courts	1,725	2,000	275	8,625	4,342	-4,283	20,700	-16,358
Fines/Tickets, Municipal ticketing	0	50	50	100	75	-25	400	-325
Fines & Tickets	1,992	2,245	253	10,060	6,027	-4,033	24,300	-18,273
Interest, Tax Interest	42,000	31,052	-10,948	168,000	283,341	115,341	350,000	-66,659
Interest, Bank Interest	6,000	141,937	135,937	24,000	468,952	444,952	50,000	418,952
Interest	48,000	172,989	124,989	192,000	752,293	560,293	400,000	352,293
Facility Rentals, Curling Club Rental	0	0	0	9,000	9,000	0	9,000	0
Facility Rentals, Curling Club Electricity	0	102	102	12,000	12,257	257	24,000	-11,743
Facility Rentals, City Hall Rental	16,667	16,472	-195	83,335	82,362	-973	200,000	-117,638
Facility Rental, Rotary Arts	167	4,877	4,710	835	4,877	4,042	2,000	2,877
Facility Rentals	16,834	21,451	4,617	105,170	108,496	3,327	235,000	-126,503
Facility Agreement - 911 PSAP	0	0	0	223,875	26,420	-197,455	895,500	-869,080
Civic Centre, Ice Rental	11,282	25,587	14,305	282,050	302,175	20,125	564,100	-261,925
Civic Centre, Room Rental Civic Centre	2,500	2,478	-23	7,500	10,138	2,638	25,000	-14,862
Civic Centre, Annex Rental	1,333	2,848	1,515	6,665	5,682	-983	16,000	-10,318
Civic Centre, Skybox	0	0	0	0	0	0	5,300	-5,300
Civic Centre, Studio Rec. Usage	5,417	1,943	-3,474	27,085	49,573	22,488	65,000	-15,427
Civic Centre, Catering	0	224	224	0	2,912	2,912	147,600	-144,688
Civic Centre, Concessions	833	0	-833	4,165	6,674	2,509	10,000	-3,326
Civic Centre, Holding Seats	0	0	0	0	65	65	2,600	-2,535
Civic Centre, Indoor Advertising	0	130	130	0	12,680	12,680	60,000	-47,320
Civic Centre, Outdoor Advertising	0	0	0	3,500	2,588	-912	14,000	-11,412
Civic Centre, Leases Civic Centre	9,942	10,856	914	49,710	50,532	822	119,300	-68,768
Civic Centre, Security	292	358	66	1,460	642	-818	3,500	-2,858
Civic Centre, Electricity	217	198	-19	1,085	931	-154	2,600	-1,669
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	0	0	0	0	-560	-560	120,000	-120,560
Civic Centre, Home Show	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2024

City of Corner Brook

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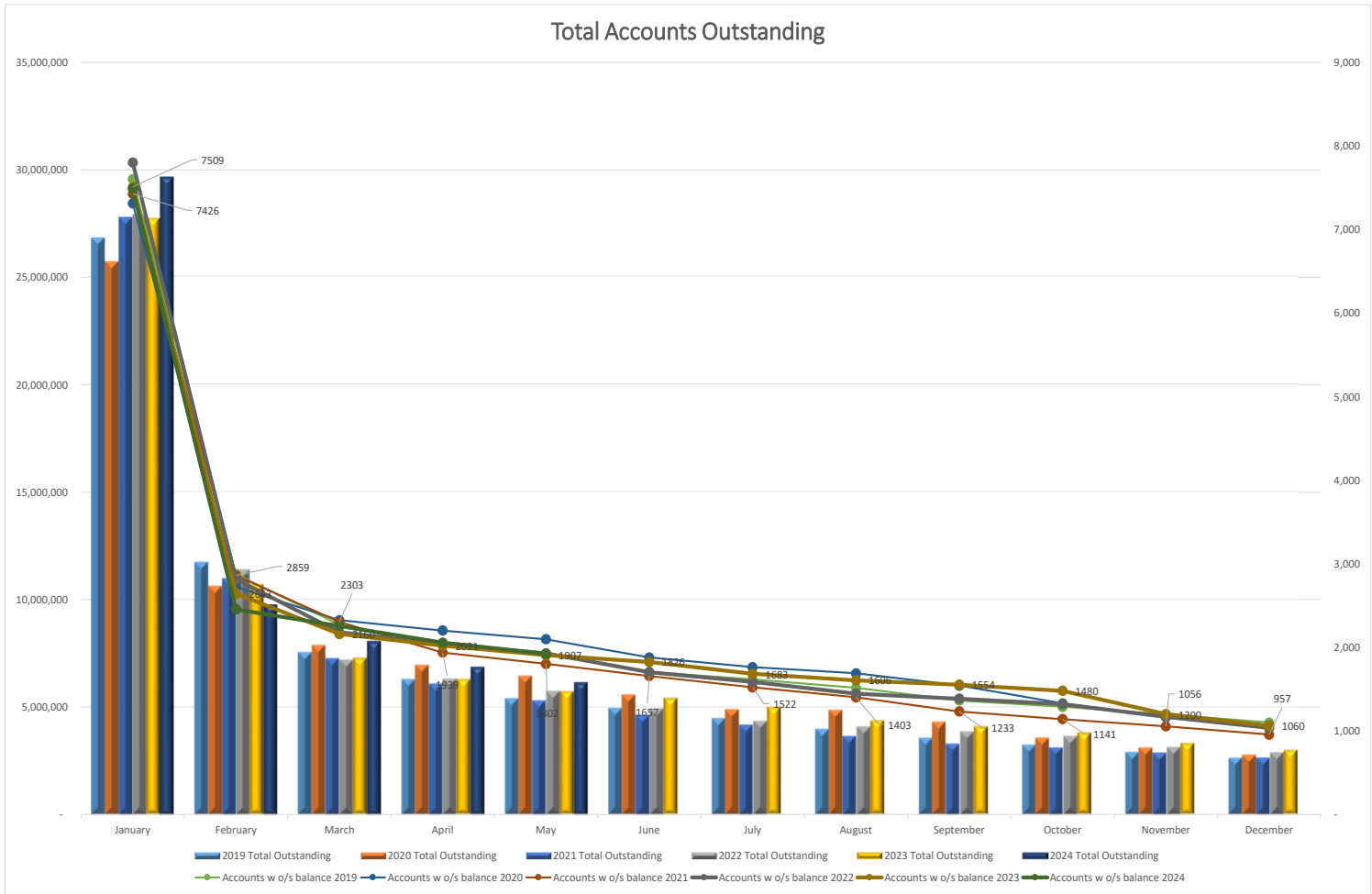
	May 2024 BUDGET	May 2024 ACTUAL	MTD VARIANCE	May 2024 YTD BUDGET	May 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, Royals Hockey Games	0	0	0	24,750	85,380	60,630	49,500	35,880
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0
Civic Centre, General Skating	0	0	0	8,001	8,279	278	16,000	-7,721
Civic Centre, Silver Blades	8,500	9,031	531	8,500	26,213	17,713	8,500	17,713
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	250	-22	-272	1,250	10,368	9,118	3,000	7,368
Civic Centre	40,566	53,631	13,065	425,721	574,272	148,550	1,232,000	-657,729
Revenues, Recreation Centre, Misc Revenue	0	0	0	0	0	0	287,540	-287,540
Land Revenues, Sales - Land	0	0	0	37,500	25,000	-12,500	150,000	-125,000
Land Revenues, Land Leases	658	372	-286	3,290	2,084	-1,206	7,900	-5,816
Land Reserves	658	372	-286	40,790	27,084	-13,706	157,900	-130,816
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	2,800	508	11,460	9,350	-2,110	27,500	-18,150
Fees, Tender documents	0	0	0	0	0	0	0	0
Fees, Appeal fees	0	0	0	0	2,450	2,450	0	2,450
Fees, Insurance User Groups	42	0	-42	210	0	-210	500	-500
Fees	2,334	2,800	466	11,670	11,800	130	28,000	-16,200
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	12,375	-403	-12,778	12,375	-403	-12,778	16,500	-16,903
Park revenue, Ball Field Lighting	2,667	1,331	-1,336	2,667	8,722	6,055	16,000	-7,278
Park revenue, Canada Day Revenue	0	0	0	0	0	0	0	0
Park revenue, Misc Revenue	0	0	0	0	0	0	0	0
Park & Recreation Revenue	15,042	928	-14,113	15,042	8,319	-6,722	32,500	-24,180
Misc revenue, Garbage tags	0	167	167	225	464	239	900	-436
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	1,667	1,694	27	8,335	9,217	882	20,000	-10,784
Misc revenue, Bus Shelter Advertising	417	1,230	813	2,085	11,903	9,818	5,000	6,903
Misc revenue, Recycling metal	0	38	38	0	353	353	0	353
Misc revenue, Train revenue	0	0	0	0	880	880	80,000	-79,120
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	0	175	175	0	1,054	1,054	1,500	-446
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	348	348	0	348	348	0	348
Misc Revenue	2,084	3,652	1,567	10,645	24,219	13,573	107,400	-83,182
Total Revenues	143,931	368,199	224,269	34,307,035	35,868,799	1,561,764	39,197,890	-3,329,091

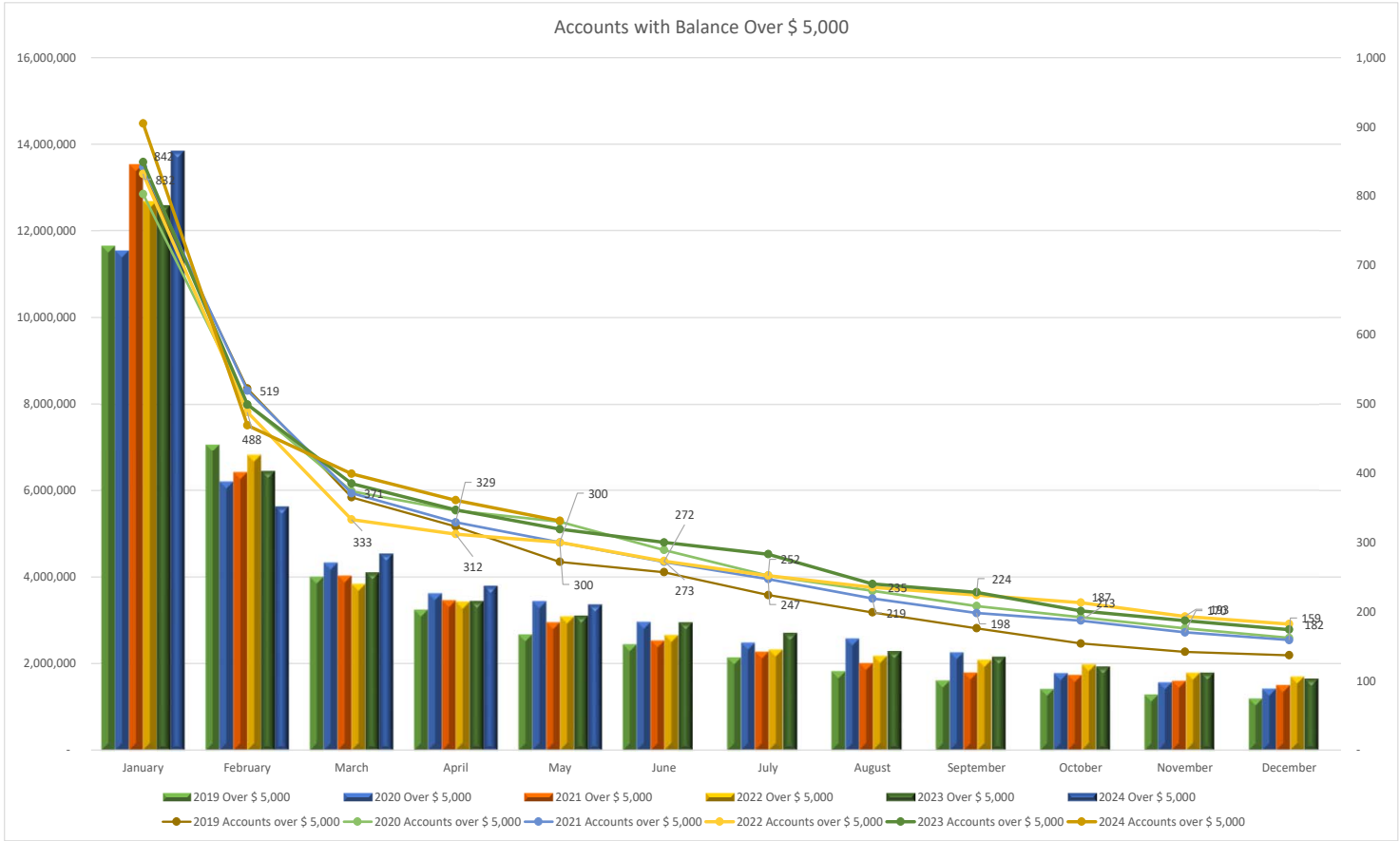
City of Corner Brook
May 31, 2024

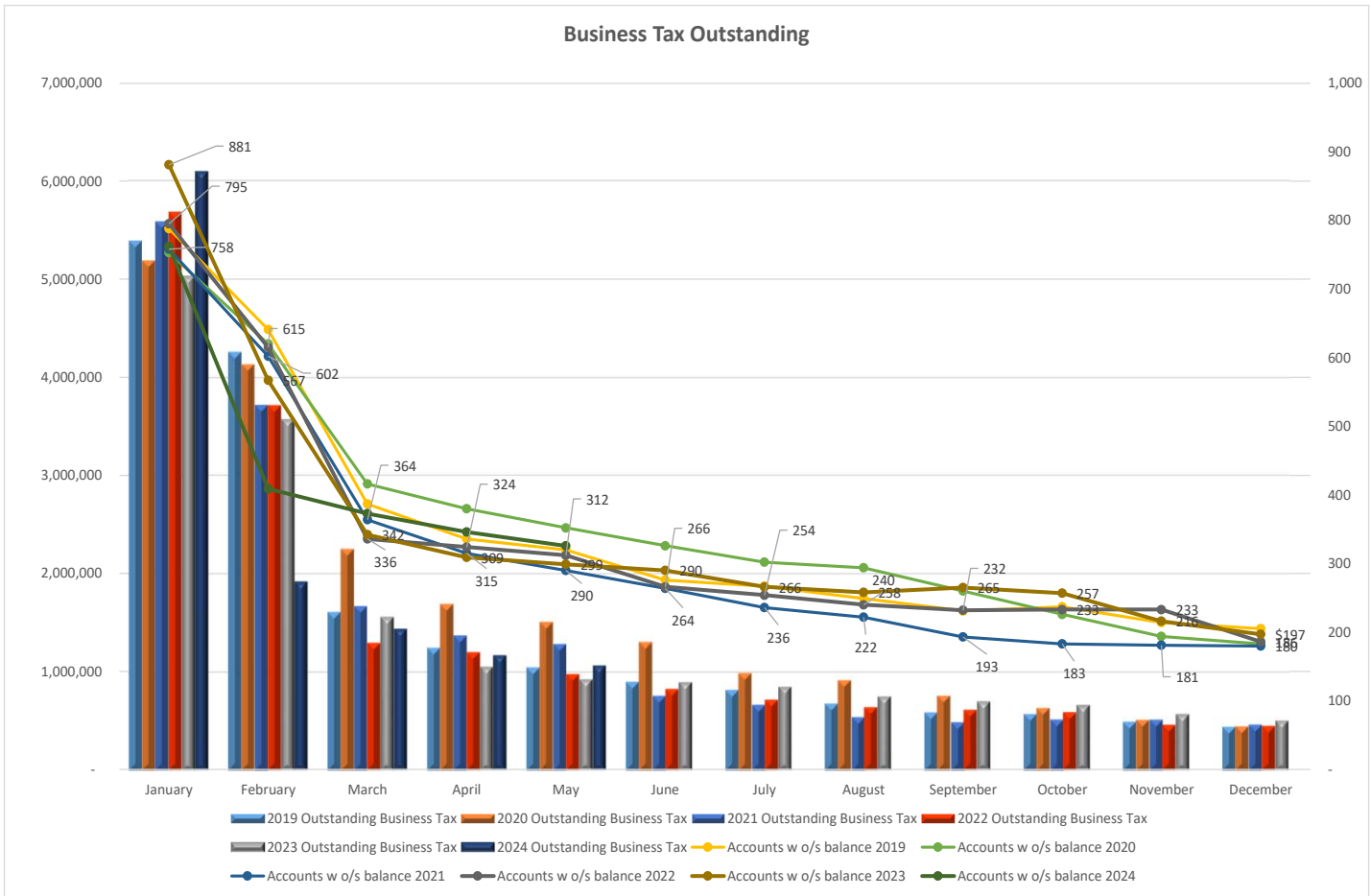
Account	MTD Budget May2024	MTD Actual May2024	MTD Variance	YTD Budget May2024	YTD Actual May2024	YTD Variance	Annual Budget	Remaining Budget
General Government								
Executive & Legislative	\$25,705	\$22,684	\$3,021	\$128,525	\$115,364	\$13,161	\$308,440	\$193,076
Early Retirees	2,300	0	2,300	11,500	0	11,500	27,600	27,600
City Manager & Legal	66,658	57,154	9,504	333,292	304,969	28,322	798,400	493,431
	94,663	79,838	14,825	473,317	420,333	52,983	1,134,440	714,106
Finance & Administration Department								
Finance & Administration	202,699	212,468	-9,769	1,139,494	1,108,120	31,373	2,684,900	1,576,780
Protective Services Department								
Fire Protection	352,858	399,904	-47,045	1,764,292	1,717,187	47,105	4,234,300	2,517,113
PSAP	75,375	104,178	-28,803	376,875	383,726	-6,851	904,500	520,774
Municipal Enforcement	31,225	39,168	-7,943	156,125	181,448	-25,323	374,700	193,252
Animal Control	0	1,485	-1,485	4,500	4,879	-379	18,000	13,121
	459,458	544,735	-85,276	2,301,792	2,287,240	14,552	5,531,500	3,244,260
Community, Engineering, Development & Planning								
Community, Development & Planning Admin	31,433	37,569	-6,136	157,167	150,453	6,713	375,700	225,247
Development & Planning	14,900	7,635	7,265	74,500	32,428	42,072	178,800	146,372
Building Inspection	36,742	59,262	-22,521	183,708	209,191	-25,482	440,900	231,709
Business	11,197	14,273	-3,076	55,985	49,524	6,461	134,350	84,826
Tourism	17,658	38,263	-20,605	88,290	94,285	-5,995	271,900	177,615
Sustainable Development	12,283	-710	12,993	61,417	51,211	10,205	147,400	96,189
Engineering	74,658	100,207	-25,549	373,290	367,672	5,618	895,900	528,228
GIS	8,925	9,550	-625	44,625	34,990	9,635	107,100	72,110
	207,796	266,049	-58,254	1,038,982	989,754	49,227	2,552,050	1,562,295
Recreation & Civic Centre								
Recreation & Leisure	86,941	59,704	27,237	225,707	168,299	57,408	1,293,400	1,125,101
Civic Centre	209,400	182,299	27,101	1,062,600	980,685	81,915	2,551,800	1,571,115
	296,341	242,003	54,338	1,288,307	1,148,984	139,323	3,845,200	2,696,216
Public Works								
Supervision & Administration	140,816	180,547	-39,731	704,080	631,009	73,071	1,689,800	1,058,791
Other Operations Payroll	53,183	60,897	-7,714	265,917	218,461	47,455	638,200	419,739
Building Maintenance	65,717	50,764	14,952	328,583	353,662	-25,079	788,600	434,938
Street Lighting	57,250	48,497	8,753	286,250	268,740	17,510	687,000	418,260
Street Maintenance	105,209	71,504	33,705	364,543	231,207	133,336	1,275,000	1,043,793
Snow Clearing	2,500	981	1,519	1,373,475	1,351,872	21,603	1,974,250	622,378
Traffic Control	65,041	11,597	53,444	129,873	68,894	60,979	341,000	272,106
Drainage	8,208	23,535	-15,326	41,042	147,361	-106,320	98,500	-48,861
Street & Sewer Cleaning	80,833	48,638	32,195	125,665	81,378	44,287	369,500	288,122
Waste Removal	124,000	0	124,000	620,000	425,725	194,275	1,488,000	1,062,275
Garage	0	134,455	-134,455	0	398,856	-398,856	0	-398,856

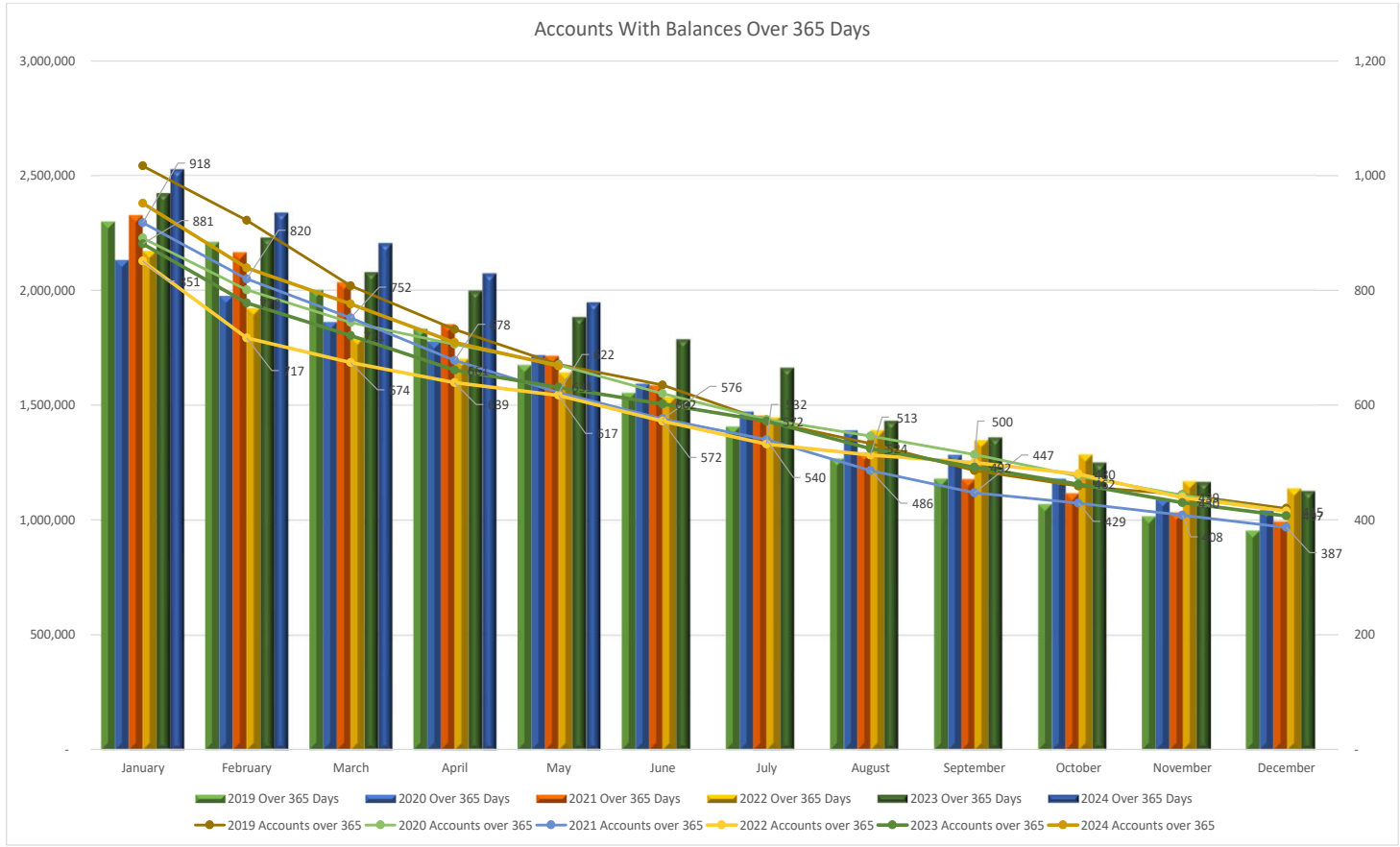
City of Corner Brook
May 31, 2024

Account	MTD Budget May2024	MTD Actual May2024	MTD Variance	YTD Budget May2024	YTD Actual May2024	YTD Variance	Annual Budget	Remaining Budget
	702,757	631,415	71,342	4,239,428	4,177,165	62,263	9,349,850	5,172,685
Water & Waste Water								
Water Treatment Plant	190,300	117,660	72,640	951,500	866,413	85,087	2,283,600	1,417,187
Purification Treatment	12,667	7,595	5,072	63,335	45,257	18,078	152,000	106,743
Water Mains & Hydrants	113,292	108,851	4,441	566,458	548,881	17,577	1,359,500	810,619
Sainitary System	43,917	30,872	13,044	219,583	153,805	65,778	527,000	373,195
Regulations & Meters	14,958	5,804	9,154	74,792	55,645	19,147	179,500	123,855
Reservoirs & Intakes	6,792	5,902	890	33,958	38,232	-4,274	100,500	62,268
Pumphouse	8,750	5,467	3,283	43,750	32,911	10,839	105,000	72,089
	390,676	282,151	108,524	1,953,376	1,741,144	212,234	4,707,100	2,965,957
Corner Brook Transit	43,092	43,653	-561	215,458	171,628	43,830	517,100	345,472
Parks & Recreation	85,147	40,818	44,329	148,315	100,056	48,259	526,900	426,844
Grants	3,875	49,250	-45,375	113,375	103,413	9,962	255,000	151,587
Total Operating Expenses	2,486,504	2,392,380	94,123	12,911,844	12,247,837	664,005	31,104,040	18,856,202
Capital Out Of Revenue	201,833	229,687	-27,853	1,009,167	399,408	609,758	2,422,000	2,022,592
Debt Charges & Bad Debt	297,567	80,886	216,681	1,487,835	406,505	1,081,330	3,570,800	3,164,295
Allocation of Reserves	0	0	0	0	0	0	2,101,050	2,101,050
Total Capital & Debt Expenditure	499,400	310,573	188,827	2,497,002	805,913	1,691,088	8,093,850	7,287,937
Total Expenditures	2,985,904	2,702,953	282,950	15,408,846	13,053,750	2,355,093	39,197,890	26,144,138











Information Report (IR)

Subject: Development, Planning and Community Services

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

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

8 Grenfell Drive

- Service Station – Nearing Completion
- Fast food restaurant construction is scheduled to commence

29 Lundrigan Drive (Office/Warehouse)

- New building – Partial permits issued
- Foundations complete, needs discretionary use approval required at next meeting for office

40 North Shore Highway (Mt. Patricia Cemetery Extension)

- Permits Issued
- Sitework – new access road being constructed
- New Storage building being constructed

4 St. Marks Avenue- Fillatre's Funeral Home (Extension)

- Permit issued
- Construction progressing

339 O'Connell drive - Repair Garage (Extension)

- Permit issued
- Occupancy Issued - Project complete

Industrial Park Study

- A Request for Proposals (RFP) has been released for consulting services to:

- Determine where and how industrial park land can be developed and/or expanded
- Determine high level costing for such development

44 Confederation Drive

- New Car Dealership – Permit Pending

55 Lundrigan Drive

- Warehouse Expansion
- Permit Issued

Business Development

Downtown Business Improvement Association (BIA)

- All groundwork has been completed.
- Waiting for the approval for the name of the new entity (suggested “Downtown Corner Brook”) to the pave way for its incorporation.
- Once this is available, staff will call for a meeting of downtown businesses to commence the formal process to set up the Organization.

FACE, Blade Sign, AWESOME Programs

- More applications are being reviewed under these programs. A few additional inquiries have been received.

Sustainable Development

Food Cycler Pilot Project

- Units reduce food waste volume by up to 90%,
- Creates a disinfected, odorless and nutrient-rich soil amendment that can be used as a fertilizer for your plants or garden.
- 100 Units subsidized by City
- Units **sold out** very quickly with 98 residents on a waiting list
- Potential to procure 100 more units later this summer
- Staff to compile data after 12 weeks to determine amount of diverted waste

Green Roof Viewing Station

- Viewing station to be installed on Green Roof this month
- Made possible by a \$5000 donation from Pomerleau Inc.
- Includes Enchroma lenses to allow those who are colour blind to see the colours of Corner Brook in all its beauty.

WEC Dome Greenhouse

- Over 50 residents came out to celebrate the grand opening of the Dome on Saturday June 1st.
- Garden beds were filled with a combination of topsoil, compost and peat moss
- Goals include extending the growing season, learning about growing nonnative species in controlled environment
- Green house ambassador program includes seasoned WEC members and members from the Association of New Canadians (ANC)

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 21 Jun 2024

Approved - 21 Jun 2024

City Manager



Information Report (IR)

Subject: Recreation Services Update

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

Corner Brook Regional Recreation Centre

Work on the Corner Brook Regional Recreation Centre is progressing very well. It is expected that the project will achieve substantial completion in the first week of July. A design issue with the waterslide has caused a delay in the installation of the waterslide that may stretch beyond the anticipated opening date of the facility. Despite this the recreation centre is currently on track to be open to the public in September. Recreation services staff are working diligently on operational components of the recreation centre and information regarding pricing, programming, scheduling, etc. will be available later in the summer.

Lifeguards

The Recreation Services Department will be launching a lifeguard recruitment campaign in the coming days to ensure that we have the best lifeguards for the new recreation centre. Watch social media for more information regarding opportunities that will exist for current lifeguards, former lifeguards, those who have always wanted to be lifeguards, and those who have never considered being a lifeguard but may be interested in finding out what it is all about.

Margaret Bowater Park

Summer has arrived at Margaret Bowater park! The splash pad opened for the season on Thursday June 20 and the Margaret Bowater Pool will be open as of July 1.

Canada Day

City staff are finalizing the preparations for a full slate of Canada Day celebrations. Beginning with a flag raising ceremony at City Hall, followed by activities throughout the day at Margaret Bowater park and concluding with entertainment and fireworks, also at Margaret Bowater park, there will be something for everyone all day long.

Director of Recreation Services
Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 19 Jun 2024
Approved - 19 Jun 2024
Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Tourism Update

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Tourism

Staff Contact: Glenda Simms, Supervisor of Tourism

Topic Overview: The following is an update from the Tourism Department

BACKGROUND INFORMATION:

Mill Whistler

The past few weeks have been focused on getting the train ready for the road and getting training completed for the drivers and students. The Train started its season this past Saturday (June 22) and is prepared for a busy season. The schedule for the train and updates will be available on the City's website and the Train's twitter page.

Jiggs and Wheels

Schedule of events have been released and tickets are on sale now for the Blame it on Broadway Event for \$30 until the day of the event, which they will go up to \$35. Staff have acquired security services, as well as a cleanup crew for after the event. The itinerary of events for the whole week of the Jiggs and Wheels festival have been sent out to print and for dispersed through mail to homes in the Corner Brook, Pasadena and Humber Bay of Islands area. Events and details will be updated on the Jiggs and Wheels website at www.jigsandwheels.ca.

Branding and Marketing Project

The branding and marketing for STAR is complete. There were a total of 7 proposals received and after review and evaluation the Committee selected a preferred proposal as they had the highest grading in the evaluation criteria. This is being brought forward to tonight's meeting for approval. The project is pending approval for funding from ACOA.

Celebrate 75 - Confederation

The City received a grant for \$5000 to help the City mark the Celebration of 75 years of confederation. Staff are working with the museum staff to develop a display for the atrium in City Hall and are waiting on flags for the poles on Main Street and Broadway.

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 21 Jun 2024

Approved - 21 Jun 2024

City Manager



Information Report (IR)

Subject: Accessibility Advisory Committee

To: Jessica Smith

Meeting: Committee of the Whole - 24 Jun 2024

Department: Council

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

Topic Overview: The following is an update from the Accessibility Advisory Committee.

BACKGROUND INFORMATION:

The Accessibility Committee held a meeting on April 24, 2024 and discussed some accessibility issues in the City which included accessible barriers for transit, physical barriers in downtown businesses and the operation of the accessible taxi. The Committee was advised of the new accessible taxi subsidy program that was created to encourage more drivers for the accessible taxi. The Committee was also advised that the City recently began an accessible transit study that will be doing consultations with stakeholder groups and the public. Subsequently, the Committee met the consultant for the accessible transit study on June 11, 2024 and provided excellent feedback on current accessible issues with the current transit system and operations and what things the consultant should focus on during the review. These suggestions included:

- examining accessible stops - how to make them more accessible and looking at the most optimal placements for accessible stops
- examining the bus itself and how to make it more accessible - including proper training for drivers and use of the accessible lift
- examining the overall operations of the transit system - including routes, hours and operation, etc.
- examining accessible aids that could optimize accessibility - including the use of apps, auditory announcements and visual aids.

Staff have also created a working committee for the purpose of developing the City's Accessibility Plan, which is required for all public bodies, including municipalities as per the new Accessibility Act. The working committee met with the Advisory Committee to get feedback on what should be included in the plan and in what areas the City should focus on improving accessibility which include accessibility in parks and playgrounds, city events and other city infrastructure such as city buildings and sidewalks. The Committee has been meeting on a regular basis and are currently working to finalize the focus points of the plan and what accessibility goals they want to establish. The draft plan will be presented to the Accessible Advisory Committee prior to coming to council for review and approval.

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 21 Jun 2024

Approved - 21 Jun 2024

City Manager



Request for Decision (RFD)

Subject: 2023 Consolidated Financial Statements: City of Corner Brook

To: Darren Charters
Meeting: Committee of the Whole - 24 Jun 2024
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview: As per the City of Corner Brook Act, the City is required to prepare and adopt financial statements in a manner consistent with generally accepted accounting principles (GAAP) as established by the Public Sector Accounting Board
Attachments: [20231231 City of Corner Brook Draft Financial Statements](#)
[20231231 City of Corner Brook DRAFT letter to those charged with governance](#)

BACKGROUND INFORMATION:

The consolidated financial statements of the City of Corner Brook have been audited by BDO Canada, and in their opinion, the consolidated financial statements fairly present, in all material aspects, the financial position as of December 31, 2023. Also included for Council, is the final report detailing the audit process, the auditors responsibilities regarding the audit, as well as audit findings. This report should be read in conjunction with the audited financial statements.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the 2023 audited financial statements of the City of Corner Brook as attached.

FINANCIAL IMPACT:

The approval of the financial statements is required in order to continue to receive Gas Tax and Capital funding.

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
 108(1)

Legal Review: No

LEGAL REVIEW:

None – legal has been consulted by BDO as a part of their audit procedures.

RECOMMENDATION:

It is staff's recommendation for Council of the City of Corner Brook to approve the 2023 Financial Statements as attached.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the 2023 consolidated financial statements as presented. The statements reflect the financial position of the City.
2. That the Council of the City of Corner Brook not approve the 2023 consolidated financial statements. This would be an extreme measure and should only be undertaken if Council has a reason to not approve.

Director of Finance and Administration	Approved - 20 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 20 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



Information Report (IR)

Subject: Policy Review Update

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: City Manager

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The following is an update on the progress of the City's current policy review.

Attachments: [Flag Protocol and Proclamation Policy Draft](#)

BACKGROUND INFORMATION:

Recently staff have been conducting a policy review in order to ensure that our policies are current, effective, and reflect current practices. Staff have been reviewing all existing policies to identify those that necessitate substantial revisions. This process includes evaluating the relevance and effectiveness of each policy, as well as ensuring compliance with updated legal and regulatory standards. Another important aspect of this review is to examine the policies from an accessibility lens and ensure that the language used is inclusive. Furthermore, this review also involves identifying policies that are outdated or redundant. These policies will be recommended for repeal and a list of these policies will be brought forward for a council decision once that part of the review is completed.

Staff are also focusing on establishing efficient procedures that can be reflected in policy, as well as identifying gaps where a policy may be required or necessitated. This includes looking at current best practices that do not have a policy and therefore does not follow any formal guidelines. In these instances, implementing the best practice in the form of a policy will help maintain consistency and provide clear direction with regards to carrying out the appropriate process. One of the policies that was identified that should be established is concerning flag protocol, flag raising, and proclamations. The City often receives requests for proclamations, flag raisings and other inquiries related to flag protocol and we follow the best practice and look to our provincial and federal counterparts for guidance. However, this new policy is designed to provide clear guidelines on how the City of Corner Brook will handle these matters, ensuring consistency and maintaining appropriate decorum and reverence for the flag and significant events. This policy is attached here for to provide an opportunity for discussion and feedback that will be included in any further review that is necessitated and then will be brought forward to the following Council Meeting for decision.

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 21 Jun 2024

Approved - 21 Jun 2024

City Manager



Request for Decision (RFD)

Subject: Multi-Year Capital Works - 3 Year Allocation 2020-2023 Schedule A Amendment

To: Darren Charters
Meeting: Committee of the Whole - 24 Jun 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Corner Brook Schedule A - 2020-2023 Amended June 2024](#)

BACKGROUND INFORMATION:

The City of Corner Brook and the Department of Transportation and Infrastructure have agreed to amend the current funding agreement for the 2020-2023 Multi-Year Capital Works to reflect the revised amounts for the listed projects. In 2021 the City and the Department of Transportation and Infrastructure agreed upon projects and expected costs to be included in the 2020-2023 MYCW funding agreement. Since that time many of the projects have been completed and the actual costs in some cases are different than the amounts originally anticipated. In order to fully utilize the funding and to receive maximum funding on the MYCW projects, a reallocation of the funds by the project is required. As a result of this reallocation, there is no change in the total amount of funding from Transportation and Infrastructure, the amount of funding required from the City, or the projects to be funded. The only change is the amount of funding allocated to the specified projects.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook proceed with the cost-shared funding 2020-2023 Schedule A Amendment as outlined and approve re-allocating the balance of funding from Project Numbers 17-MYCW-22-00031, 17-MYCW-22-00032, 17-MYCW-22-00033, 17-MYCW-22-00035 under the 2020-23 MYCW program to project number 17-MYCW-24-00013.

The Corner Brook City Council authorizes the Mayor and City Manager to sign the 2020-2023 Municipal Infrastructure Agreement Amendment with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

The funding for the City's portion of the 2020-2023 has already been anticipated in City's budgetary plan.

Budget Code: 2020-2023 MYCW

Finance Type: Funding

Director of Community, Engineering, Development & Planning, Approved - 19 Jun 2024

Administrative Assistant

Approved - 20 Jun 2024

City Manager

City of Corner Brook
2020-2023 Multi Year

Schedule A Revised June 2024

Project	Project #	Original Funding \$	As Per Schedule A June 2024	GST/PST Rebate	Net Funding	Provincial Share	Municipal Share
Johnson's Avenue Storm Sewer	17-MYCW-22-00031	1,300,000	755,974	70,430	685,544	479,881	205,663
Retaining Walls Replacement	17-MYCW-22-00032	360,000	348,320	32,451	315,869	157,935	157,935
Street Resurfacing	17-MYCW-22-00033	2,229,728	2,064,077	192,300	1,871,777	935,889	935,889
Intersection Improvements	17-MYCW-22-00034	1,050,000	1,165,000	108,537	1,056,463	528,232	528,232
Blackwood's Hill Culvert/Bridge Replacement	17-MYCW-22-00035	1,610,000	1,400,787	130,505	1,270,282	889,197	381,085
Bells Brook Culvert	17-MYCW-22-00036	832,000	1,310,124	122,058	1,188,066	831,646	356,420
Citadel Drive PRV Upgrades	17-MYCW-22-00037	800,000	800,000	74,532	725,468	507,828	217,640
Transportation Study	17-MYCW-22-00038	75,000	85,000	7,919	77,081	38,541	38,541
Unallocated (transfer to 17-MYCW-24-00013)			437,000	40,713	396,287	198,144	198,144
TOTAL		8,256,728	8,366,282	779,445	7,586,837	4,567,293	3,019,549

6/20/2024



Request for Decision (RFD)

Subject: Bell's Brook Culvert - Phase 2 - Change Order No.6

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Contractor CO #6 Variance Report Combined Redacted](#)

BACKGROUND INFORMATION:

Quantity changes were required during the construction of the Bell's Brook Culvert Phase 2, this change order is for the variances in the following items:

- Environmental Requirements
- Traffic Regulations
- Reinstatement and Cleaning
- Sitework, Demolition & Removal of Structures
- Sitework and Site Grading
- Selected Granular Base & Sub Base Materials
- Rip-Rap Protection
- Supply and Installation of Guide Rails
- Pipe Culverts
- Concrete Walk, Curb & Gutters
- Asphalt Tack Coat
- Hot Mix Asphalt Concrete Paving
- Reshaping & Patching Asphalt Pavement
- Cold Planing
- Maintenance Holes, Catch Basins, Ditch Inlets & Valve Chambers
- Pipe Sewer Construction
- Chain Link Fences & Gates
- Geotextiles
- Cast-In-Place Concrete

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 6 for the Bell's Brook Culvert Phase 2 for C. Barnes Excavating Inc. in the amount of \$111,236.04 HST Included.

FINANCIAL IMPACT:

Authorized Contract Amount \$830,311.55 HST Inc.
Previous Change orders \$21,450.63 HST Inc.

Budget Code: 17-MYCW-22-00036

Finance Type: Funding

Director of Community, Engineering, Development & Planning	Approved - 21 Jun 2024
Administrative Assistant	Approved - 21 Jun 2024

City Manager

**Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice**

Page 1 of 3

September 2023

OWNER: City of Corner Brook **DATE:** June 18, 2024

PROJECT NAME: Bells Brook Culvert Phase 2

PROJECT #: 17-MYCW-22-00036 **CONTRACTOR:** C. Barnes Excavating Inc.

CHANGE ORDER NUMBER: 6

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Contractor shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Contractor shall return three signed copies of this document to the Engineer for approval. Should it be decided to proceed with the work, an approved copy will be returned to the Contractor. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

Quantity changes as per attached variance report.

.4 EFFECT OF CHANGE ON CONTRACT

This change order WILL or WILL NOT (circle one) affect the approved completion date.

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: _____ REVISED COMPLETION DATE: _____

The change described in Item 3 above will affect the current contract amount as follows:

- No Change
- Addition to Contract including HST payable by the Owner \$ 111,236.04
- Deduction from Contract including HST payable by the Owner \$ _____

Contractor: _____ (Signature)

Transportation and Infrastructure

**Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice**

Page 2 of 3

September 2023

Authorized Contract Amount (A)	\$	860,311.55
Change Order Limit (greater of 10 % of A or \$15,000)	\$	86,031.16
Previous Change Orders (B)	\$	21,450.63
This Change Order (C)	\$	111,236.04
New Approved Contract Amount (A+B+C)	\$	992,998.22

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

The Contractor is authorized to proceed with the changes for the amounts stated in Item 4 above.

DATE: June 18 2024 Consultant:

DATE: _____ Municipality /Owner: _____

DATE: _____ Regional Engineer: _____

(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

The Bonding Company and Insurance Company shall each be immediately notified by the Contractor of this change to the contract by being issued copies of the Change Order.

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order.

List below the attachments provided:

A copy of this document signed by the Owner and Consultant, (list on next page)

**Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice**

Page 3 of 3

September 2023

Note: Upon Regional Engineer approval, the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer’s signature will be returned to the Consultant for distribution to all applicable parties.

Division of Municipal Infrastructure
Form 20 - Variance Report

Page 1 of 2

2023 November

Projec Bells Brook Culvert Phase 2	MI Project : 17-MYCW-22-00036
Owner City of Corner Brook	Contractor C. Barnes Excavating Inc
Date: June 18 2024	Request No:

REQUEST FOR ADDITIONAL WORK AND/OR VARIANCE IN QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANTITIES			UNIT PRICE	\$ VALUE OF REVISED TOTAL
			ORIGINAL	VARIANCE + , - , or 0	REVISED TOTAL		
01010	Mobilization & Demobilization						
	1. Mobilization & Demobilization (not greater than 5% if on the Island, or 10% if in Labrador, or 15% north of Cartwright, of Sub-Total before HST)	Lump-Sum	1		1	35000	\$35,000.00
1020	Cash Allowance						
	1. Pole Relocation/Shoring/Bracing	Allowance	1		1	10000	\$10,000.00
01560	Environmental Requirements						
	1. Silt Fence	Meter	100	-70	30	\$32.00	\$960.00
01570	Traffic Regulations						
	1. Flagpersons Wages	Hour	1500	-1375	125	\$20.00	\$2,500.00
	2. Traffic Control (See Project Specific Specification , Traffic Control Plan to include all relevant components such as Fencing, Signage, Traffic Signals etc.)	Lump-Sum	1		1	\$43,000.00	\$43,000.00
01580	Projects Signs & Signposts & Installation						
	1. Project Sign	Lump-Sum	1		1	\$3,900.00	\$3,900.00
01710	Reinstatement and Cleaning						
	9. Supply & Placing 100mm Topsoil	Meter	300	687.6	987.6	\$16.00	\$15,801.60
	12. Supply & Placement of Sods	Meter	300	-108	192	\$16.00	\$3,072.00
02070	Sitework, Demolition & Removal of Structures						
	4. Removal of Combined Concrete curb/Sidewalk	Meter	37		37	\$33.00	\$1,221.00
	8. Removal of Guide Rails & Posts	Meter	38	-10.3	27.7	\$33.00	\$914.10
	11. Removal of Culverts	Meter	28	-10	18	\$33.00	\$594.00
	14. Removal of Mass Concrete - Headwall, Wingwalls, Footings and Apron	Lump-Sum	1		1	\$33,300.00	\$33,300.00
	15. Removal of Timber Wingwall	Lump-Sum	1		1	\$13,333.00	\$13,333.00
02111	Clearing & Grubbing						
	1. Clearing	Hectare	0.03		0.03	\$20,000.00	\$600.00
	6. Isolated Trees/Stump Clearing	Each	1		1	\$2,000.00	\$2,000.00
02215	Site Work & Site Grading						
	1. Mass Rock Excavation	Cubic Meter	50	18.9	68.9	\$60.00	\$4,134.00
	2. Mass Common Excavation	Cubic Meter	540	1392	1932	\$18.00	\$34,776.00
	3. Imported Mass Common Backfill	Cubic Meter	180	1688	1868	\$32.00	\$59,776.00
	4. Imported 19mm Washed Stone Backfill	Cubic Meter	360		360	\$71.00	\$25,560.00
02233	Selected Granular Base & Sub Base Materials						
	1. Class "A" Granular Base	Cubic Meter	12	86.6	98.6	\$61.00	\$6,014.60
	2. Class "B" Granular Sub-Base	Cubic Meter	18	102.7	120.7	\$59.00	\$7,121.30
02270	Rip-Rap Protection						
	1. Rip-Rap Hand Laid Dry Wall	Cubic Meter	1.5	-1.5	0	\$200.00	
02282	Supply & Installation of Guide Rail						
	1. Standard Type Guide Rail	Meter	38	7.8	45.8	\$151.00	\$6,915.80
02434	Pipe Culverts						
	Supply & Placement of Pipe Culverts (600mm CMP 2.0 thk)Including connections to 600mm CMP	Meter	30	-6	24	\$283.00	\$6,792.00
02528	Concrete Walk, Curb & Gutters						

	1. Supply & Place Granular Base Material	Cubic Meter	4	1	5	\$58.00	\$290.00
	2. Concrete walk (1350mm) (100mm)	Meter	27	15	42	\$210.00	\$8,820.00
	5. Curb and Gutter	Meter	27	24.3	51.3	\$180.00	\$9,234.00
02547	Asphalt Tack Coat						
	1. Supply & Placement of Asphalt Tack Coat	Meter	31	-31	0	\$20.00	
02552	Hot Mix Asphalt Concrete Paving						
	1.1 Asphaltic Concrete - Base Course	Tonne	14	36.1	50.1	\$290.00	\$14,529.00
	1.2 Asphaltic Concrete - Surface Course	Tonne	14	-14	0	\$290.00	
02574	Reshaping & Patching Asphalt Pavement						
	1. Removal of Asphalt Pavement	Meter	116	233.5	349.5	\$18.00	\$6,291.00
	5. Cutting of Asphalt Pavement	Meter	41	-24.8	16.2	\$12.00	\$194.40
02575	Cold Planing						
	1. Cold Planing	Meter	41	-41	0	\$60.00	
02601	Maintenance Holes, Catch Basins ,Ditch Inlets & Valve Chambers						
	1. Supply and Placement of Pre- Cast Maintenance Holes						
	1.4 Supply & Placement of Pre-Cast Manholes 1.2m Diameter - 4.5 m to 5 m	Each	1	-1	0	\$21,000.00	
02702	Pipe Sewer Construction						
	7. Break Into and Connect to Maintenance Hole	Each	3	-3	0	\$3,100.00	
02831	Chain Link Fences & Gates						
	1. Supply & Erection of Chain Link Fence, on Headwall and wingwalls per details on Drawings	Meter	30		30	\$517.00	\$15,510.00
02897	Filter Fabrics (Geotextile)						
	1. Supply & Install Non-Woven Geotextile Fabric	Meter	200	48	248	\$38.00	\$9,424.00
03300	Cast-In-Place Concrete						
	1. Cast-In-Place Concrete, Supply and Placement of Concrete Headwall and Wingwalls (work to include all rebar, dewatering, water/erosion control, form work, slit fences, berms and all other associated items required to complete this work and, per Drawings and Details	Cubic Meter	135	14.4	149.4	\$2,833.00	\$423,250.20
	2. Concrete apron (including as above)	Cubic Meter	12		12	\$3,333.00	\$39,996.00
	Change Order #1	Each	1		1	\$14,242.50	\$14,242.50
	Change Order #2	Each	1		1	\$3,752.50	\$3,752.50
	Change Order #3	Each	1		1	\$9,098.92	\$9,098.92
	Change Order #4	Each	1		1	\$4,422.00	\$4,422.00
	Change Order #5	Each	1		1	-\$12,863.21	-\$12,863.21
REVISED VALUE OF TENDER							\$863,476.71
ORIGINAL VALUE OF TENDER							\$766,749.72
VALUE OF ADDITIONAL WORK AND/OR VARIANCES							\$96,726.99

Transportation and Infrastructure

**Division of Municipal Infrastructure
Form 20 - Variance Report**

Page 2 of 2

2022 March

EXPLANATION WHY ADDITIONAL WORK IS REQUIRED OR QUANTITY VARIANCES ARE EXPECTED	
01010	Mobilization & Demobilization
	1. Mobilization & Demobilization (not greater than 5% if on the Island, or 10% if in Labrador, or 15% north of Cartwright, of Sub-Total before HST)
1020	Cash Allowance
	1. Pole Relocation/Shoring/Bracing
01560	Environmental Requirements
	1. Silt Fence
01570	Traffic Regulations
	-70

	1. Flagpersons Wages	-1375	
	2. Traffic Control (See Project Specific Specification , Traffic Control Plan to include all relevant components such as Fencing, Signage, Traffic Signals etc.)		
01580	Projects Signs & Signposts & Installation		
	1. Project Sign		
01710	Reinstatement and Cleaning		
	9. Supply & Placing 100mm Topsoil	687.6	
	12. Supply & Placement of Sods	-108	
02070	Sitework, Demolition & Removal of Structures		
	4. Removal of Combined Concrete curb/Sidewalk		
	8. Removal of Guide Rails & Posts	-10.3	
	11. Removal of Culverts	-10	
	14. Removal of Mass Concrete - Headwall, Wingwalls, Footings and Apron		
	15. Removal of Timber Wingwall		
02111	Clearing & Grubbing		
	1. Clearing		
	6. Isolated Trees/Stump Clearing		
02215	Site Work & Site Grading		
	1. Mass Rock Excavation	18.9	
	2. Mass Common Excavation	1392	
	3. Imported Mass Common Backfill	1688	
	4. Imported 19mm Washed Stone Backfill		
02233	Selected Granular Base & Sub Base Materials		
	1. Class "A" Granular Base	86.6	
	2. Class "B" Granular Sub-Base	102.7	
02270	Rip-Rap Protection		
	1. Rip-Rap Hand Laid Dry Wall	-1.5	
02282	Supply & Installation of Guide Rail		
	1. Standard Type Guide Rail	7.8	
02434	Pipe Culverts		
	Supply & Placement of Pipe Culverts (600mm CMP 2.0 thk)Including connections to 600mm CMP	-6	
02528	Concrete Walk, Curb & Gutters		
	1. Supply & Place Granular Base Material	1	
	2. Concrete walk (1350mm) (100mm)	15	
	5. Curb and Gutter	24.3	
02547	Asphalt Tack Coat		
	1. Supply & Placement of Asphalt Tack Coat	-31	
02552	Hot Mix Asphalt Concrete Paving		
	1.1 Asphaltic Concrete - Base Course	36.1	
	1.2 Asphaltic Concrete - Surface Course	-14	
02574	Reshaping & Patching Asphalt Pavement		
	1. Removal of Asphalt Pavement	233.5	
	5. Cutting of Asphalt Pavement	-24.8	
02575	Cold Planing		
	1. Cold Planing	-41	
02601	Maintenance Holes, Catch Basins ,Ditch Inlets & Valve Chambers		
	1. Supply and Placement of Pre- Cast Maintenance Holes		
	1.4 Supply & Placement of Pre-Cast Manholes 1.2m Diameter - 4.5 m to 5 m	-1	
02702	Pipe Sewer Construction		
	7. Break Into and Connect to Maintenance Hole	-3	
02831	Chain Link Fences & Gates		

	1. Supply & Erection of Chain Link Fence, on Headwall and wingwalls per details on Drawings		
02897	Filter Fabrics (Geotextile)		
	1. Supply & Install Non-Woven Geotextile Fabric	48	
03300	Cast-In-Place Concrete		
	1. Cast-In-Place Concrete, Supply and Placement of Concrete Headwall and Wingwalls (work to include all rebar, dewatering, water/erosion control, form work, slit fences, berms and all other associated items required to complete this work and, per Drawings and Detals	14.4	
	2. Concrete apron (including as above)		
	General Comment on Variance		Issues with trench slopes caused the contractor to have to widen the trench which resulted in additional excavation of mass and common and rock. The larger trench would have then caused an increase in quantities for other items related to the removal and reconstruction of the road.
FOR CONSULTANT USE		FOR MI USE	
RESIDENT SUPERVISOR: Peter Cook, Nathan Leroy, Zach Bartlett		PROJECT REPRESENTATIVE:	
PROJECT MANAGER: Garret Anderson		REGIONAL ENGINEER:	
DATE: June 18 2024		DATE:	

Transportation and Infrastructure



Request for Decision (RFD)

Subject: Trail Enhancements Phase 2 - Trans Canada Trail (TCT)

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Trans Canada Trail Agreement Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook has been granted funding from Trans Canada Trail (TCT) under the Roadway Conversion & Improvement Program stream (TFP) for the Great Trail Enhancement Phase 2.

Phase 2 is currently being funded by the Government of Canada through the PERMANENT PUBLIC TRANSIT PROGRAM - ACTIVE TRANSPORTATION FUND and is the follow-up to a project already funded by Infrastructure Canada (Project # 17-CCR-22-00000) with the goal of establishing a connective active transportation corridor through the City of Corner Brook. The project will see the active transportation trail established in Phase 1 extended along the eastern portion of the City's waterfront. The project includes upgrades to the sidewalk and paved trail (including replacement of existing assets, and addition of new assets), upgrades to a small section of gravel multi-use trail, installation of safer crossing points, installation of culvert and drainage assets, and general furnishings/signage for the entire active transportation route. The successful funding and completion of Phase 2 of this project will create a connected, safe, active transportation thoroughfare through the City, which is integrated into downtown sidewalks, and the City trail networks.

PROPOSED RESOLUTION:

Be it resolved that the Corner Brook City Council accept the funding as outlined in the Trans Canada Trail funding approval, to complete the project under the Roadway Conversion & Improvement Program. The Corner Brook City Council authorizes the Mayor and City Manager to sign the Trans Canada Trail contribution agreement on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

Total Cost (budget) \$2,200,000.00

Maximum contribution of \$25,000.00, which is based on 1.14% of the estimated total project cost.

Currently funded through Government of Canada on a 60/40 cost share funding.

Budget Code: Project No. 107194

Finance Type: Funding

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 20 Jun 2024

Approved - 20 Jun 2024

City Manager



Sent by e-mail: sremo@cornerbrook.com

June 6, 2024

City of Corner Brook
5 Park Street, P.O. Box 1080
Corner Brook, Newfoundland and Labrador
A2H 6E1

Object: NL - Corner Brook Trail Enhancements Phase 2, 107194

Dear Scott Remo,

I am pleased to inform you that the NL - Corner Brook Trail Enhancements Phase 2 project led by the City of Corner Brook (the "Recipient") has been selected to receive a financial contribution from Trans Canada Trail (TCT) through Roadway Conversion & Improvement Program, subject to the conditions detailed below.

Your project will be funded to a maximum of \$25000,00, which is based on 1,14% of your estimated total project costs and was calculated based on a percentage of eligible expenses, according to your detailed project budget and available national funding allocations. Please note that invoices detailing eligible project expenses may be required, at the sole discretion of TCT, before payments are made.

The financial contribution outlined in this letter is conditional to the following:

1. Signed Contribution Agreement is received by June 21st 2024
2. Official confirmation of start of the project is received by TCT no later than June 28th 2024
3. Trail will be signed with TCT branded signage featuring logo released in 2021

Failure to meet the above conditions could result in a loss of funding for this project.

In addition to the recognition requirements defined in the Contribution Agreement, it is important to inform TCT of any announcement(s) planned for this project and to offer TCT (including funders and supporters) the opportunity to speak at these events. If you have any questions, please contact Ryan Thom at rthom@tctrail.ca.

Trans Canada Trail
Sentier Transcanadien
321 rue de la Commune Ouest
Suite 300
Montréal QC H2Y 2E1

tctrail.ca
sentier.ca
1 800 465-3636
1 514 485-3959
info@tctrail.ca

On behalf of TCT staff and Board of Directors, I wish you the very best in the successful completion of your project and thank you for your support as we continue to maintain, develop, improve and expand the Trans Canada Trail from coast to coast to coast.

Sincerely,



Kristen Gabora,
Director, Trail Development and Volunteers



Trans Canada Trail
Contribution Agreement
Project Code: 107194

Contribution Agreement

Name of Organization: City of Corner Brook (the "Recipient")
Organization Representative: Scott Remo
Name of the Trail Operator: City of Corner Brook
Project Name: NL - Corner Brook Trail Enhancements Phase 2 (the "Project")
Province: Newfoundland and Labrador
Project Code: 107194
TCT Representative: Ryan Thom

SUMMARY

1. This project is being funded, in part, by Trans Canada Trail ("TCT"), under the Roadway Conversion & Improvement Program stream, (TFP).
2. TCT will fund 1.14% of actual eligible expenditures for the Project, up to the maximum contribution amount set out below.
3. The maximum contribution amount from TCT to the Recipient, to be put towards the completion of this Project, is \$25,000.00.
4. The term of this contribution agreement ("this Agreement") commences from the date of signature by TCT to , unless extended by TCT, in writing to the Recipient.
5. The **Scope of the Project** (including the purpose of the contribution, a brief summary of the Project, the eligible costs, Project schedule, Project budget, and expected results) is set out in **Appendix A**.
6. The **Scope of the Project** will not change without advance written approval from TCT.
7. The **Appendices** to this Agreement form part of this Agreement.

Trans Canada Trail

Contribution Agreement

Project Code: 107194

DEFINITIONS

TCT - Is the organization managing The Trans Canada Trail network.

The Trans Canada Trail Network - consists of more than 28,000 kilometres of multi-use trails, linking Canada and Canadians.

Trail Operator - Is the individual, entity, trail organization or government organization that is leading the planning, design, construction, maintenance, trail experience and general operation of a Trail Section.

Trail Section - is a defined type of infrastructure that is designed and used to enable one or more trail-based recreation activities. To be recognized as a trail, the infrastructure must meet the following criteria:

- Be approved by the public and/or private land manager
- Be mapped
- Marked with proper signage, and
- Be actively managed and maintained by a trail operator, or combination of operators, that has accepted the responsibility for the management and maintenance of the trail and associated infrastructure.
- For this Agreement, Trail Section refers to those operated by the Trail Operator.

Trail Code - TCT number of reference to identify the trail section.

THE RECIPIENT AND THE TRAIL OPERATOR ACKNOWLEDGE AND CONFIRM:

- (1) That before signing this Agreement, they concluded an agreement to clearly identify their roles and responsibilities in regard to this Project and the operation of the trail.
- (2) That, by submitting this project, they have read, understood and agreed to the latest guidelines related to the TFP program (including stream guidelines) which are incorporated by reference into this Agreement.
- (3) That, the Project is located on the Trans Canada Trail network, on a local trail system defined as a **Trails and Paths** and **Greenway**, with permitted activities on this section established by TCT's trail definitions and types at the time of the Project being submitted to TCT.
- (4) That:
 - A maintenance plan has been/will be implemented
 - Safety rules and trail etiquette are clearly set out in trail signage to users, and are enforced by local law enforcement or trail wardens.
 - Trail conditions are suitable for cyclists, paddlers or walkers/hikers to enjoy the best possible experience on the Trail.

Trans Canada Trail

Contribution Agreement

Project Code: 107194

- (5) That, the Trail is only being used for lawfully permitted activities, and as otherwise permitted by the major category and primary type under which the Trail section was built and registered with TCT - defined above in point (2). Prior to any change in the major category and primary type of a registered Trail section, the Recipient must first notify TCT and receive written advance approval for the proposed change. In the event of non-compliance with this provision, TCT may, at any time, require reimbursement by the Recipient for any contribution that has been provided by TCT. Within 14 days of any such reimbursement request sent to the Recipient by TCT, the Recipient will reimburse TCT the full amount of the request, up to the total amount indicated in the signed contribution agreement.
- (6) That, as Recipient, they have the full authority and permission from all the land owners, trail operators and trail managers to sign this Agreement, and conduct and manage the Project.

THE RECIPIENT AND THE TRAIL OPERATOR AGREE TO:

- (1) Complete each stage of the Project, as well as the entire Project, on time, as set out in **Appendix A**.
- (2) Comply with the requirements set out in **Appendix B**.
- (3) Comply with TCT's [acknowledgement guidelines](#).
- (4) Comply with TCT's signage guidelines with regards to wayfinders and other signage, for the area covered by the project. Contact project@tctrail.ca if a wayfinding project is being planned.
- (5) Post the following phrase on trailheads and signs of significance (rules of trail, etc.):

Recreational Trail | Sentier Récréatif
Use at Own Risk | À utiliser à vos propres risques
- (6) Comply with the reporting schedule set out in this Agreement.
- (7) Comply with all applicable federal, provincial/territorial and local legislation, bylaws, codes, regulations, and current best practices in relation to the Project and the area covered by the Project, including but not limited to these in relation to construction, health and safety, accessibility and environmental practices.
- (8) Obtain all approvals and permits required for the Project and local trail system.
- (9) Take full responsibility for the ownership, maintenance and repair of the Trail, infrastructure and signage, for the area covered by the Project, subject to this Agreement.
- (10) Take full responsibility when defining a Trail section as being accessible or universally accessible. Where a trail is defined as accessible or universally accessible, ensure an accessible or universally accessible standard is maintained, with appropriate signage, whenever the trail and all related infrastructure is open to users.
- (11) Comply with and respect TCT's guidelines and policies. The Recipient should contact its TCT representative to obtain the latest version of TCT's guidelines and policies.
- (12) Consent to the publication by TCT of any and all information related to the Project, including but not limited to, the amount and details of TCT's financial contribution, the name of the Recipient organization, the Project description and any other related information.

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Trans Canada Trail

Contribution Agreement

Project Code: 107194

REPORTING AND PAYMENT CONDITIONS

- (1) The Recipient must use TCT's [online template](#) to deliver all written progress reports for the Project to TCT in accordance with this Agreement, including Appendix A. Progress reports must include the following information:
 - Confirmation that each aspect of the Scope of the Project has not changed (an explanation, as well as advance approval from TCT, is required for any changes);
 - The previous month's expenses and total cost to date;
 - Any other information or documentation required by this Agreement;
 - Supporting documentation for any expenses incurred for the Project, as required by TCT, in its sole discretion.

- (2) The Recipient must use TCT's [online template](#) to deliver a final report for the Project to TCT within 30 days of the substantial completion of the Project. The final report must include the following information:
 - Pictures (before and after the Project);
 - Proof of insurance, with TCT identified as one of the insured entities;
 - Signage report, including final GIS locations and trail alignment;
 - Description of how TCT's contribution has been or will be recognized;
 - The previous month's expenses and total costs to date;
 - Matching funds sources;
 - In the case of a study, the final design, report or any other documentation produced during the study;
 - Any other information or documentation required by this Agreement
 - Maintenance plan;
 - Supporting documentation, as required by TCT, in its sole discretion.

- (3) If TCT does not receive progress reports, or a final report, in accordance with this Agreement, it may withhold payments until the reports are received and determined by TCT to be in accordance with this Agreement. Aside from all other available remedies, TCT may terminate this Agreement if any such report, otherwise in accordance with this Agreement, is not received by TCT within sixty (60) days of the date on which the report was due.

- (4) In addition to the scheduled reports, TCT, in its sole discretion, may require the Recipient to submit additional reports, verbally or in writing, on such timing as required by TCT.

- (5) During the term of this Agreement, the Recipient must demonstrate that it is overseeing the Project in accordance with this Agreement, including but not limited to, the Scope of the Project, and that it has the ability to complete the Project in accordance with this Agreement. The Recipient may be subject to work inspections and validation of financial data by TCT, in its sole discretion, which must be kept up to date throughout the Project.

- (6) The Recipient must maintain all records associated with the Project, and retain them for at least six (6) years after the expiry of this Agreement. If requested by TCT, the Recipient will provide any

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**Trans Canada Trail
Contribution Agreement
Project Code: 107194**

requested records, including pay stubs, to TCT for inspection, verification or copying, and must allow access to work sites for inspection. Staff, volunteers or subcontractors involved in the Project must be made available to TCT for interview purposes as required by TCT in its sole discretion.

- (7) The Recipient may be asked to participate in an evaluation or audit of the Project or contribution under this Agreement. In such case, the Recipient will make available any records required for such evaluations or audits.

PAYMENTS

- (1) Each payment will be made within 90 days of the signing of the contribution agreement and/or approval of a project report by Trans Canada Trail. Payments will be made according to the schedule in Appendix A.
- (2) The total contribution will be based on the actual approved Project expenditures up to the maximum contribution amount set out in this Agreement. The total contribution amount may be lower than originally specified, as set out in this Agreement, including if the eligible expenses incurred by the Recipient are less than those detailed in the Scope of the Project.
- (3) Spending on the Project by the Recipient must be within the agreed upon budget allocation included in the Scope of the Project (Appendix A). The Recipient must report any budget reallocation within the budget categories in the next progress report, as well as in the final report.
- (4) Any unspent funds must be returned to TCT, unless TCT has provided the Recipient with prior written approval for such funds to be spent on other items or activities that are consistent with the Project's purpose, in TCT's sole discretion.
- (5) All payments under this Agreement are conditional upon TCT receiving sufficient funding from its funding sources. The Recipient understands and agrees that if TCT determines, in its sole discretion, that it does not have sufficient funding for the amounts payable to the Recipient under this Agreement, TCT may reduce the payments or terminate this Agreement, without any further obligation or liability by TCT. In such case, the Recipient will have no recourse or rights against TCT.

DEFAULTS

- (1) Each of the following actions constitutes a default under this Agreement:
- Any named default in this Agreement;
 - False statements to TCT by the Recipient;
 - Failure of the Recipient to meet any term condition, requirement or obligation contained in this Agreement;
 - TCT determines, in its sole discretion, that the Recipient will be unable to complete the Project in an acceptable manner or otherwise in accordance with this Agreement.
- (2) TCT will deliver notice to the Recipient and the Trail Operator, in writing, of any such defaults (the "Default Notice"). The Recipient will be required to comply with the conditions set out in the Default Notice. Upon receipt of the Default Notice, the Recipient will have 30 days to remedy the default. If

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**Trans Canada Trail
Contribution Agreement
Project Code: 107194**

the Recipient does not remedy the default, or otherwise comply with the Default Notice to TCT's satisfaction, in its sole discretion, TCT may:

- Suspend or terminate this Agreement, including any payments required under this Agreement;
 - Suspend or terminate any other agreements between the Recipient and/or the Trail Operator and TCT, including any payments required under those agreements;
 - Refuse to support any future projects of the Recipient;
 - Recover some or all of TCT's contribution for the Project;
 - Remove Trans Canada Trail designation from any area associated with the Recipient and/or the Trail Operator;
 - Take any other action or remedy permitted under this Agreement or at law.
- (3) The failure by TCT to take any action in response to a default under this Agreement does not constitute a waiver of TCT's right to take future action with respect to said default.

CLAIMS, TRANSFER, TERMINATION AND RECOURSE

- (1) The Recipient and/or the Trail Operator will not make any claim against TCT for any delay or deficiency in the completion of the Project, nor for any inaccuracies in information provided to the Recipient and/or the Trail Operator under this Agreement or otherwise.
- (2) The Recipient and/or the Trail Operator shall release, indemnify and hold harmless TCT and its directors, officers, employees, agents, assigns and representatives from and against any and all costs, claims, demands, expenses, actions, and causes of action (the "Claims"), howsoever caused, which arise out of, relate to, or result from the Project, including but not limited to, TCT's contribution under this Agreement, including but not limited to any Claims for damage to property or injury to persons (including death). TCT also holds this indemnity in trust for parties who are not signatories to this Agreement.
- (3) TCT is not liable for any borrowings, leases or other obligations that the Recipient and/or the Trail Operator may have incurred with respect to any obligations or expenses towards which contribution under this Agreement is made.
- (4) In addition to any other available remedies, this Agreement may be terminated immediately by TCT if the Recipient and/or Trail Operator ceases operations, liquidates its business, is placed in receivership, becomes insolvent or declares bankruptcy.
- (5) In the event of a dispute arising from or in connection with this Agreement, the parties agree to engage in good faith discussions for 30 days, or such further period as may be agreed by the parties in writing, in an attempt to resolve the dispute. If the dispute is not resolved within the aforesaid period, either party may refer the matter to an arbitration.
- (6) This Agreement is not transferable by the Recipient and/or the Trail Operator.
- (7) This Agreement shall be governed solely by the laws of Ontario.

**Trans Canada Trail
Contribution Agreement
Project Code: 107194**

AUTHORIZED SIGNATURES

The undersigned hereby certify the following:

- I am duly authorized to bind our organization;
- The information included in this Agreement, including in the appendices, is accurate.

Name of Recipient Signing Authority

Name of TCT Signing Authority

Signature (Recipient)

Signature (TCT)

Date Signed

Date Signed

If different than the Recipient:

Name of Trail Operator Signing Authority

Signature (Operator)

Date Signed

Trans Canada Trail

Contribution Agreement

Project Code: 107194

APPENDIX A — SCOPE OF PROJECT

Information	
Project Name	NL - Corner Brook Trail Enhancements Phase 2
Total Cost (budget)	\$2,200,000.00
TCT max Contribution	\$25,000.00
% of total cost (contribution)	1.14%
Schedule	
Start date	2024/03/29
Completion date	2024/11/29
Expiration date	2024/12/31

Project Deliverables

Deliverable	Due Date
Contribution Agreement	2024/03/29
Progress Report 1	2024/07/16
Progress Report 2	2024/09/17
Signage Order Confirmed - reroute	2024/09/20
Final Report	2024/12/10

Payment schedule

Deliverable	% of the contribution
Contribution Agreement	25% of 100%
Progress report (50% completion stage)	50% of 100%
Final Report	25% of 100%

Description

Construction of a continuous AT and recreational route along the City of Corner Brook waterfront, from Mill Road to the Man in the Mountain Lookout.

**Trans Canada Trail
Contribution Agreement
Project Code: 107194**

APPENDIX B — Promotion and Recognition

Appendix B is provided to ensure that TCT (national) and the Recipient (local) benefit as much as possible from the unique and valuable relationship we share.

TCT recognizes that the Recipient commonly engages in a variety of fundraising activities, in addition to receiving financial support from TCT.

The Recipient recognizes that TCT also fundraises for local Trail projects in their provincial/territorial jurisdiction, in addition to providing fundraising advice and limited support to recipients requiring assistance.

Guiding Principles

Collaboration: TCT and the Recipient recognize their shared responsibility to collaborate on achieving their goals and priorities, and are committed to a multi-sector approach.

Stewardship: The Recipient recognizes that donors have entrusted TCT to invest their support in order to ensure the greatest impact. The Recipient will work with TCT to meet their commitment to donors.

This appendix is a commitment by the Recipient to TCT. The contribution provided through this agreement has been supplied, in part, through donations to Trans Canada Trail and TCT is committed to recognizing these donors for their support.

Trans Canada Trail agrees to:

- (1) Give a contribution to the Recipient for the completion of the Project, as set out in this Agreement.
- (2) At its sole discretion, promote trail sections, funded programs and initiatives within the Province/Territory through a variety of channels, including but not limited to: TCT's website, social media channels, as well as campaign and promotional materials.
- (3) When feasible, consult and provide guidance with respect to fundraising upon request in order to, among other things, reduce donor confusion.
- (4) Ensure regular and timely communications with the Recipient on any matter that may affect their relationship with TCT or the terms of this Agreement.

The Recipient and Trail Operator agree to:

- (1) Follow the acknowledgement requirement – [See TCT's acknowledgement guidelines](#).
- (2) Prepare or collaborate, as required, on the development of an event to acknowledge the Project (i.e. announcement of contribution, trail opening, etc.) and provide a speaking opportunity for a TCT representative.
- (3) Portray Trans Canada Trail positively in all verbal and written communication to the public.
- (4) Protect TCT's brand identity by following brand and logo usage guidelines.

Trans Canada Trail**Contribution Agreement****Project Code: 107194**

- (5) Display signage that is provided, recognizing Trans Canada Trail as a funder. This signage should be placed in a high-traffic area or at the construction site.
- (6) Collaborate with TCT throughout the term of this Agreement to support marketing and content materials such as blogs, newsletters and other engagement programs that help to demonstrate our work together in the Province/Territory.
- (7) Refrain from fundraising from national corporations who may have already given to TCT. TCT will, in turn, refrain from fundraising from local and provincial branches of similar national corporations. If there are questions about who these national corporate donors are, and/or if advice is required to coordinate a stronger approach to ensure success of your organization.
- (8) Participate in donor recognition initiatives, such as thanking donors, when appropriate, thereby making a tangible connection between donations to TCT and improvements to the Trans Canada Trail.
- (9) Provide, for TCT's review, any publication, printed recognition, or signage featuring the TCT logo, prior to publication, which will not occur without TCT's advance approval.
- (10) Notify TCT in advance of any public events related to the Project, and provide an opportunity for TCT representation and recognition at the event. Demonstrating tangible recognition of local donors who have contributed to the success of the Project, including notifying TCT, will reflect positively on the Recipient and will be considered in future funding requests submitted to TCT.

TCT also requires recipients to follow Trans Canada Trail on social media and share its content when possible, for the duration of the agreement.



Request for Decision (RFD)

Subject: Curling Street Storm Sewer 2024-13

To: Darren Charters
Meeting: Committee of the Whole - 24 Jun 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the Curling Street Storm Sewer, which includes the replacement of an existing large-diameter storm sewer across the intersection of Griffin Drive and Curling Street. Tenders for the Curling Street Storm Sewer Contract No. 2024-13, closed on June 11, 2024, with three bids received as follows (including 15% HST):

- | | |
|---|----------------|
| 1. Marine Contractors Inc. | \$977,026.20 |
| 2. West Coast Excavating & Equipment Co. Ltd. | \$1,035,029.90 |
| 3. JCL Investments Inc. | \$1,124,519.45 |

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the tender bid from Marine Contractors Inc. in the amount of \$977,026.20 HST Included for Contract No. 2024-13 Curling Street Storm Sewer

FINANCIAL IMPACT:

The available funding for construction for this contract was \$784,941.11 including 15% HST. Funding budgets will be adjusted within the 2023-2026 MYCW program to cover the additional cost.

Budget Code: 17-MYCW-24-0009

Finance Type: Funding

Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 19 Jun 2024

City Manager



Request for Decision (RFD)

Subject: Main Street Pedestrian Bridge Replacement 2024-15

To: Darren Charters
Meeting: Committee of the Whole - 24 Jun 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the Main Street Pedestrian Bridge Replacement, which includes replacement of the existing wooden girder pedestrian bridge with a prefabricated parallel chord truss painted steel pedestrian bridge.

Tenders for the Main Street Pedestrian Bridge Replacement Contract No. 2024-15, closed on June 17, 2024, with five bids received as follows (including 15% HST):

1. Brook Construction (2007) Inc.	\$213,785.00
2. Locke's Electrical Ltd.	\$234,003.15
3. West Coast Excavating & Equipment Co. Ltd.	\$251,849.98
4. Major's Contracting Limited	\$289,998.85
5. Floyd's Construction Limited	\$392,606.77

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the tender bid from Brook Construction (2007) Inc. in the amount of \$213,785.00 HST Included for Contract No. 2024-15 Main Street Pedestrian Bridge Replacement.

FINANCIAL IMPACT:

The available funding for construction for this project is \$124,441.25 HST Included. Funding budgets will be adjusted within the 2023-2026 MYCW program to cover the additional cost.

Budget Code: 17-MYCW-24-00014

Finance Type: Funding

Director of Community, Engineering, Development & Planning Approved - 19 Jun 2024
 Administrative Assistant Approved - 20 Jun 2024

City Manager



Request for Decision (RFD)

Subject: STAR Project - Corner Brook Humber-Bay of Islands Regional Brand Development

To: Darren Charters

Meeting: Committee of the Whole - 24 Jun 2024

Department: Tourism

Staff Contact: Glenda Simms, Supervisor of Tourism

Topic Overview:

Attachments: [Corner Brook Humber-Bay of Islands - Regional Brand Dev - Monogram Proposal_Redacted](#)

BACKGROUND INFORMATION:

The Humber-Bay of Islands Tourism Committee under the STAR project recently issued a RFP for the Corner Brook Humber-Bay of Islands Regional Brand Development Project. This project is to be co-funded by the City of Corner Brook, the Province, and ACOA as part of the STAR Committee and will consist of developing, creating and launching a regional brand. The successful entity is to work closely with the City of Corner Brook & STAR Committee to develop a shared and consistent narrative for the Corner Brook, Lower Humber-Bay of islands region that will influence a positive perception of the region.

The Committee and staff have reviewed and evaluated the proposals and recommending the attached proposal submitted by Monogram Communications & Consulting, Inc.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook accept the proposal submitted by Monogram Communications & Consulting, Inc. for \$128,411.00 (HST Included) for the Corner Brook Humber-Bay of Islands Regional Brand Development.

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

FINANCIAL IMPACT:

COOR = \$20,545.76

Budget Code: ACOA

Finance Type: Funding

Supervisor of Tourism	Approved - 19 Jun 2024
City Clerk	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



February 27, 2024

**REGIONAL BRAND
DEVELOPMENT – 2024**

PREPARED FOR

The City of Corner Brook, in cooperation with
the Corner Brook Humber-Bay of Islands
Tourism Committee

PREPARED BY

Alyson Gourley-Cramer, MA, APR
Principal and CEO
Monogram Communications & Consulting, Inc.

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1.0 AGENCY NAME AND ADDRESS

Business Name	Monogram Communications & Consulting, Inc.
Address	164 Nicholson St N, Prince George, BC V2M3G9
Phone	250-961-5366
Website	www.monogramcomms.ca



2.0 AGENCY OVERVIEW

Monogram Communication & Consulting is an award-winning, full-service public relations firm. We provide outstanding service to clients in a variety of sectors, including municipalities, First Nations, post-secondary education, non-profits, industry, sport and tourism. Areas of focus include public participation and community engagement; Indigenous relations, crisis and issues management; brand design and development; website/intranet design; communications strategy; strategic planning; event management; and project management.

Founded in 2019, our team works 100% virtually, with employees and associates across Canada, including Victoria, Vancouver, Prince George, Kelowna, Red Deer, Calgary, Toronto and St. John's. This allows us to keep costs down, and hire the best from across the country. Our team's professional experience ranges from five to 20 years. The firm also has trusted partners: creatives in graphic design, web development, video, photography, UX design, and copywriting, with whom we've worked since we began.

Our Principal and Founder, Alyson Gourley (-Cramer) [REDACTED] (starring in the 'Lunch Bunch' with Mayor Jim Parsons for two summers!), and knows how magical the city is, from it's natural beauty, to its quaint streets; its culturally-enriched concert halls, community theatre and art. She believes what makes the city unique should be prominently displayed through a rich brand and striking website, telling the stories of community-members and the city. We aim to combine a responsive, user-informed website with research and UX design, a stunning interface and practical functionality.

Over the past four years, Monogram Communications has completed 37 web design projects, and prior to launching her firm, Alyson won a national CPRS Award of Excellence for her 2015 Canada Winter Games' website and app project. Internationally, our rebrand and website redesign for the College of New Caledonia was recognized with four awards: gold and silver (x2), and the 2020 Virginia Carter Smith Grand Crystal Award winner as the most outstanding among nearly 400 entries in the Best of CASE VIII competition for excellence in post-secondary advancement communications and marketing.



We're proud of our client roster, having worked with purpose-driven organizations, and building substantial brands and marketing/awareness campaigns. Our recent work in Western NL includes Cabox GeoPark and Experience Qalipu. We have also worked with organizations across Canada including Canada Games, BC Games 2022, Canadian Centre for Diversity and Inclusion, Canadian Red Cross, FireCircle, Takla Outfitters, Tourism Prince George, City of Prince George, City of Fort St. John, and the City of Quesnel. Monogram Communications has also just been named one of Tourism BC's four agencies of record for content creation in 2024.

We're confident that our team has the right complement of experience in brand development, website design, communications strategy planning, and public relations to support the City of Corner Brook and the Humber-Bay of Islands Tourism Committee with this project.

3.0 AGENCY KEY CONTACT

Name	Alyson Gourley-Cramer, MA, APR
Phone	250-961-5366
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5.0 EXECUTIVE SUMMARY

The City of Corner Brook and the Corner Brook Humber-Bay of Islands Tourism Committee are seeking a proponent to develop a regional brand that captures the essence of the region. This includes development of a Brand Identity and accompanying Brand Assets, a Communications Strategy, a Website, a Brand Launch Strategy, and branded Wayfinding signage.

In 2018, the City of Corner Brook partnered with surrounding regional municipalities, stakeholder and funding bodies, to develop a regional tourism strategy. This resulted in the development of the Strategic Regional Tourism Plan Report (STAR) in 2019, and the establishment of the STAR Committee in 2021. Key program priorities recommended in the STAR report included the implementation of a new regional tourism brand.

The Brand Identity will visually represent the City of Corner Brook and the Humber-Bay of Islands region and celebrate the unique heritage, culture/traditions, and natural beauty of the area. The region is home to the Qalipu Nation, which offers a unique opportunity to tell a story about the region and its history and culture. “Big Nature” opportunities for outdoor adventure also paint a picture of the region and its immense natural beauty. The brand identity will encapsulate the region’s value propositions, and authentically embody a shared pride of place to inspire those who live, work and travel to the region.



The Marketing Strategy will be developed to promote awareness of tourism opportunities and help create a positive perception of the region locally, nationally and internationally, year-round. The brand assets/templates, website, wayfinding, and other marketing materials will build recognition of the region and set the tone for a positive vision of the future.

6.0 METHODOLOGY

The execution of the regional brand development, communications strategy, website development, and wayfinding will be informed through ongoing engagement and consultation with the project's working group and other stakeholders and partners to ensure we're meeting the information and communication needs of the target audiences.

The project is led by a Monogram Project Manager (MPM) who manages the timeline, deliverables, milestones and budget in sync with the client. The MPM will meet with key client project team members at the start of the project to define the project team, communications and reporting cadence, preferred methods of communication, approval and feedback processes and key milestone meetings. At this time the MPM also works together with the client to identify, evaluate and plan for possible risks in the project. By identifying risks early, actions can be taken to mitigate any possible changes to scope throughout the project.

At Monogram, we've managed projects of every size, and know that without dedicated focus, projects can stray from their intended goals. In order to maintain the flow and deliverables associated with any project, we follow these project management principles:

- Active listening
- Clear, consistent communication
- Regular updates
- Clear timelines to meet deliverables
- Using technology to stay on track: Asana and Slack
- Clear and concise budget updates
- Early identification of risk and mitigation

6.1 APPROACH TO DESIGNING A VISUAL IDENTITY

Monogram uses the brand identity pyramid to guide our work with clients to develop a new brand or visual identity, roll out the new brand standards and assets among internal and external audiences, and sustain the brand in the organization’s marketing communications materials.



1. DISCOVERY + RESEARCH

Monogram will review the STAR report, the current brand identity and assets and the experiences of key stakeholders, industry partners and the community. We will lead a comprehensive discovery session with the client team to review brand goals/objectives, key audiences, and other background information relevant to the brand development work.

To garner an in-depth understanding of the brand identity direction, Monogram first needs to understand what makes Corner Brook and the Lower-Humber-Bay of Islands region a unique and desirable place to visit, reside, conduct business, and work. Focus groups and online surveys will be conducted with the City of Corner Brook, the Corner Brook Humber-Bay of Islands Tourism Committee, neighbouring municipalities, key stakeholders, community residents, and local business owners, to substantiate the brand story with real life examples and proof points.



2. BRAND IDENTITY DEVELOPMENT

Monogram will review all data and insight from the Discovery and Research stage, and develop a shared and cohesive brand identity for the Corner Brook, Lower Humber-Bay of Islands region. We will write a brand manifesto and philosophy that captures the identity and essence of the brand, telling an inspiring story to the audience. We will then design brand mock-ups including logos, colour palettes, typography, and supporting graphics/iconography that encapsulate the region's key attributes.

Once a brand identity has been developed, the Monogram team will create a brand guidelines document that will outline design standards/conventions, brand manifesto/philosophy, acceptable and unacceptable usage, supporting graphic elements (colour palette, typography, iconography, etc), written style/tone, and application examples (including website, social media, and signage). This document will provide guidance and procedures on how to produce spoken, written, and (audio) visual materials.

3. BRAND IDENTITY RESOURCES & TEMPLATES

Based on the updated rules and styles, Monogram will design brand assets and templates for the committee and regional stakeholders. This includes business cards, letterhead, PPT template, email signatures, and a brochure/rack card. As value added we also recommend creating social media templates, newsletter templates, swag, and window decals.

Monogram is also available to assist with copywriting and design of internal and external materials as needed, whether they are digital, in print or through physical experiences.

6.2 PROJECT WORK PLAN

Timeline is approximate and final dates will be decided together with the organization.

BRAND IDENTITY	
BRAND DEVELOPMENT	TIMELINE
Discovery Discovery session with the client and key stakeholders to review brand goals/objectives, STAR report, and other background information relevant to the brand development work. Review proposed work plan and define key project team members and responsibilities.	week 1
Research In-depth research via online surveys and focus groups as follows: - Focus Groups: up to 5 focus groups consisting of 4-5 key stakeholders and committee members - Online Surveys: targeted to the Corner Brook and Lower Humber-Bay residents, businesses, and community members	weeks 1-4
BRAND IDENTITY AND ASSET DEVELOPMENT	TIMELINE
Brand Development Based on the discovery and research findings, we will develop a name, brand positioning, narrative/story, and key messages.	weeks 4-5
KEY MILESTONE: Presentation of brand name, positioning, narrative/story and key messages. Client and stakeholder feedback and revisions, final approval.	weeks 5-6
Designed Brand Mock-ups Up to 3 different logo mock-up options and colour story.	weeks 6-9
KEY MILESTONE: Presentation of brand mock-ups, client and stakeholder review and selection of chosen design, and up to 3 rounds of revisions.	weeks 9-11
Brand Style Guide Overall visual identity and brand guidelines document including design standards/conventions, brand manifesto/philosophy, acceptable and unacceptable usage, supporting graphic elements (colour palette, typography, iconography, etc), written style/tone, and application examples (including website, social media, signage).	weeks 11-12
KEY MILESTONE: Delivery of final brand logo files and style guide.	week 12
TEMPLATE DEVELOPMENT	TIMELINE
Brand Assets Package Includes design of a business card, letterhead, PPT template, and email signatures.	weeks 13-16

Brochure Writing and design of a brochure for use in Tourism Information Centres and other.	weeks 13-16
Value-added - Social media templates - Digital newsletter template - Business decals - Rack cards for local businesses	weeks 13-16
KEY MILESTONE: Presentation of designs and up to 3 rounds of client/stakeholder revisions. Followed by final delivery of all brand templates and designs.	weeks 16-18
PROJECT MANAGEMENT	TIMELINE
Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	ongoing
TOTAL WEEKS:	18

COMMUNICATIONS STRATEGY	TIMELINE
Discovery & Research 1-2 discovery session(s) with the client team and key stakeholders to review communications/marketing goals/objectives. Market and competitor research, review of existing/current marketing channels and materials.	weeks 9-11
Strategy Development Development of goals, objectives, and related key performance indicators; identification of target audiences; key messaging, communication channels, and outputs; recommendations for evaluation.	weeks 11-14
KEY MILESTONE: Presentation of strategy. Client/key stakeholder review, feedback and approval.	weeks 14-16
Value-added - Story starters - Annual editorial calendar	weeks 16-17
KEY MILESTONE: Delivery of final strategy and value-added deliverables.	week 17
Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	ongoing
TOTAL WEEKS:	13



WEBSITE	
RESEARCH, DISCOVERY + PLANNING	TIMELINE
<p>Website Discovery Meeting Two-hour meeting with our web and design team to learn more about your goals, visions, and current web pain points.</p>	week 12
<p>Competitor Analysis & Research Comprehensive competitor analysis of competitor/industry websites noting layout, design and functionality across multiple devices.</p>	weeks 12-13
<p>UX Research (Optional) Interactive UX research (i.e., focus groups, surveys, creation of user personas, user journey, card-sorting exercise)</p>	weeks 12-15
<p>Site Audit Full audit of current site layout, existing assets, page templates and Google analytics.</p>	weeks 12-15
<p>Navigation & Wireframes Creation of new site navigation and information architecture, recommendation on missing/required assets, and development of wireframes.</p>	weeks 15-16
<p>KEY MILESTONE: Presentation of research findings, asset requirements, proposed new site navigation (sitemap), and wireframes. Client and key stakeholder review and feedback (up to 3 rounds), and approval of proposed new navigation structure and asset requirements.</p>	weeks 16-20
CONTENT + DESIGN	TIMELINE
<p>Content Creation & Updates Copyediting of new content for up to 25 pages; includes meetings with key team members for content development. Copyediting and updating of existing content as needed.</p>	weeks 20-23
<p>Designed Page Mock-ups 6 full-colour mock ups of major page templates for review and discussion prior to website development.</p>	weeks 20-23
<p>KEY MILESTONE: Presentation of content and design mock-ups. Client/key stakeholder feedback and revisions (up to 3 rounds), and client approval of all content and design mock-ups. Client will also provide all agreed-upon required assets as outlined during the site audit.</p>	weeks 23-26



DEVELOPMENT	TIMELINE
<p>WordPress Website Development*</p> <p>Building and coding of a responsive website (ie. compatible with various user interfaces including desktop, mobile, tablet). Includes all new page templates, integrating new content and assets, setup of SEO tools and other softwares as required (i.e., Google Analytics & Tag Manager, registration widgets, etc.).</p> <p>*Note: does not include any special functionality</p>	weeks 26-34
<p>KEY MILESTONE: Presentation of a functional version of each page template with updated branding for review and testing prior to content migration. Client/key stakeholder review and feedback.</p>	weeks 35-37
<p>Content Migration</p> <p>Migration of content and assets from the current website.</p>	weeks 38-42
<p>KEY MILESTONE: Entire site presented in staging environment for testing and review by client. Client/key stakeholders provide feedback for any revisions or fixes.</p>	weeks 43-47
QUALITY ASSURANCE + LAUNCH	TIMELINE
<p>Revisions & Quality Assurance Testing</p> <p>Up to 3 rounds of edits and revisions (a max of 15 hours) will be made by the developer. Any requests or revisions that are not included in the scope of the original proposal and RFP will be quoted separately. Site is also quality tested and any bugs are fixed.</p>	weeks 43-47
<p>KEY MILESTONE: Site is approved and prepared for launch.</p>	week 48
<p>Launch & Orientation</p> <p>2 x 60min virtual training sessions for key client team members. These orientation sessions will be recorded and include PDF documentation on key site functionalities.</p>	week 49
<p>Value-added</p> <p>Setup of Google Analytics and Reporting Dashboard</p>	week 49
<p>Annual Website Hosting (Optional)</p> <p>Includes weekly website backups and maintenance, priority website support, website analytics with optional monthly reports, and 10 Hours of support/year.</p>	ongoing
<p>KEY MILESTONE: Website is launched and all applicable URL redirects are set in place, in alignment with the client’s communication launch plan.</p>	week 50
PROJECT MANAGEMENT	TIMELINE
<p>Dedicated Project Management</p> <p>Includes timeline, task, resource and budget management; bi-weekly client meetings, weekly team and client communications; and ongoing strategy development.</p>	ongoing
TOTAL WEEKS:	
38	



LAUNCH STRATEGY	TIMELINE
Internal & External Brand Launch Plan & Strategy Strategy, goals/objectives, tactics, key messaging, work plans and timelines.	weeks 26-29
KEY MILESTONE: Presentation of strategy. Client and key stakeholder review, feedback and approval.	weeks 29-31
Media Relations (Optional) Press Release, Key Messages & Media Brief, creation of targeted media list, newswire release and report.	weeks 32-35
KEY MILESTONE: Client and key stakeholder review, feedback and approval. Media launch (per the strategy) and distribution of press release, key messages & media brief.	week 50
Dedicated Media Monitoring & Interview Support (Optional) Set up of Google Alerts, tracking of media mentions, coordination of interviews.	weeks 50-52
KEY MILESTONE: Final summary report including media mentions and launch results.	week 53
Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	ongoing
TOTAL WEEKS:	12

WAYFINDING	TIMELINE
Discovery Discovery session with the client team to review wayfinding goals/objectives, potential locations, key stakeholders, and other relevant background information.	week 30
Research & Audit Identify existing signage locations, gaps, and priorities; and hierarchy of signage messaging and branding.	weeks 31-35
Strategy & Planning Includes a detailed map of signage locations, types of signage, work plan and timelines.	weeks 31-35
KEY MILESTONE: Presentation of Wayfinding strategy and workplan. Client and key stakeholder review, feedback, and approval.	weeks 35-38
Design Design of required signage for use as outlined in the wayfinding strategy. Includes utilizing QR codes. Fee includes design of up to 5 unique sign designs, additional designs can be added for an additional fee as needed.	weeks 38-42



<p>Value-added Vinyl decals, website icons/branding, or other low-cost signs (like sandwich boards) that businesses and other other organizations can use to share the brand or co-brand their own materials.</p>	<p>weeks 38-42</p>
<p>KEY MILESTONE: Presentation of sign designs. Client review/feedback (up to 3 rounds). Revisions and final artwork prepared for manufacturer.</p>	<p>weeks 42-45</p>
<p>Manufacturing & Installation To be carried out by external supplier.</p>	<p>weeks 45-49</p>
<p>KEY MILESTONE: Wayfinding signage installation complete</p>	<p>Week 49</p>
<p>Dedicated Project Management Client meetings as needed; timeline, task and budget management; email correspondence; meetings setup and coordination as required; obtaining permission and coordinating of manufacturing/installation of signage.</p>	<p>ongoing</p>
<p>TOTAL WEEKS:</p>	<p>19</p>



6.3 PROJECT RISKS, CONSTRAINTS, AND LIMITATIONS

RISKS	ACTION
Client team or working group not available to share information or review materials, causing project delays or timely support to the Monogram team, delaying project timeline.	Monogram will develop a strict timeline to meet the needs of the project for our team, and provide updates on progress during weekly progress meetings. Any delays or lack of support will be reported quickly so BC Housing can address the issue to project timelines and budget.
Monogram loses key team member(s) mid-project (team member leaves, sickness, leave of absence, etc.).	Monogram works closely with subcontractors to outline project timelines and scope, and gets sign-off on requirements before projects commence. In-case of loss of staff, Monogram has additional sub-contractors equally experienced available to take on the work.
Signage manufacturing and installation costs exceed the estimated budget of \$10,000.	Monogram will work within agreed upon budgets, and can request quotes from vendors to determine scope of signage installation. Other lower cost options (such as decals, co-branded signs, and digital signage) can complement physical signage in key locations.
Internal working group not aligned on brand options.	Monogram is experienced in facilitating conversations about brand options and incorporating feedback to meet the needs and preferences of clients and their internal stakeholders. On rare occasions, clients may choose to request an additional brand option at additional cost.
Scope and work exceed project budget.	Monogram works within the agreed upon scope and budget. If additional value-added work is requested or required, it will be negotiated in advance or within the project timeline with the client.

7.0 RELEVANT EXPERIENCE

The Monogram Communications team has extensive experience in planning and developing brand identities, communications strategies, websites, and public relations projects across Canada.

Experience Qalipu

Industry: Tourism, Indigenous Affairs

Services: Brand & Design

A tourism branch of the Qalipu First Nation, Experience Qalipu promotes Indigenous-led tourism opportunities run by the Mi'kmaq people of Newfoundland & Labrador.

The Ask

Through a partnership with the Deer Lake Airport Authority, Experience Qalipu wanted to create an immersive visitor experience that identified the Indigenous land and heritage, educated visitors, and promoted Qalipu destination experiences.

The Approach

Utilizing their existing brand, and following airport specifications, Monogram designed a bright and engaging series of graphics for the arrivals area of the airport including pole flags, a wall mural, tri-fold brochure and brand video with animation. As an extension of this work, Monogram also created a paid social advertising strategy including short form videos and content for organic and paid posts throughout peak tourism season.

Deliverables

- Digital video signage
- Pole flags
- Promotional video
- Social media strategy and content
- Tri-fold brochure
- Wall murals

WALL MURALS



BROCHURE



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The Indigenous Training and Skills Development Hub

Industry: Education, Fisheries, Indigenous

Services: Brand & Website Development

The Indigenous Training and Skills Development Hub, sponsored by the National Indigenous Fisheries Institute is an organization that offers community members training in the fisheries and oceans sector to prepare them for employment and career opportunities.

The Ask

The client wanted an innovative brand identity and website developed specific to the training and resources that they are developing for the fisheries and oceans sector; they also wanted it to be flexible enough to be expanded or used as a model for Indigenous training and skills development in other industries.

The Approach

- Monogram developed a new logo and accompanying brand collateral including email signatures, business card templates, letterhead, and a PowerPoint presentation design.
- Monogram developed a mobile-friendly bilingual (English-French) website with the capacity to be expanded with additional resources later. [See the website here.](#)



Takla Outfitters

Industry: Tourism, Indigenous Affairs

Services: Brand & Web Design

On the borders of the traditional Takla lands lies over 2,700 square kilometres of protected, remote wilderness, where the Takla people have hunted for thousands of generations. Takla Outfitters is where this tradition meets the northern hunting experience.

The Ask

Takla Nation, an Indigenous nation in northern BC was expanding their tourism operations and needed to create a brand, marketing booklet and website for the launch of their hunting outfit - Takla Outfitters. It was important the brand embodied the culture, tradition and spirit of traditional Indigenous Takla hunting practices, while appealing to a modernized hunting marketplace.

The Approach

Starting with the brand discovery, we worked closely with the client to identify industry competitors, and the unique elements they wanted to use to make their company stand out. We designed a new logo and comprehensive brand package which could easily translate from digital to print mediums like clothing and retail goods. Simultaneously, we started on the website strategy and SEO research which informed the content architecture and new page copy. The final responsive website and modern marketing booklet that showcased the beauty of their lands, the northern hunting excursion, and most importantly the Indigenous tradition and ceremony.

Deliverables:

- Logo and brand development
- Conference booth for international tourism tour
- Print and digital marketing booklet
- Website design, development and copywriting. [See the website here.](#)



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City of Quesnel

Industry: Municipal Government

Services: Website, Design, External Communications Strategy, Marketing

10,000 people call Quesnel home and another 13,000 live in the surrounding area. With affordable housing costs, accessible amenities, and short commutes, residents are able to enjoy this growing city to its fullest.

The Ask

The City of Quesnel approached Monogram with the task to increase the awareness and participation in community engagement for major strategic initiatives and projects. Following the launch of the new engagement strategy, Monogram was re-hired the following year to lead a community consultation and engagement campaign on ready-to-use designs for accessory dwelling units.

The Approach

This project started with a full audit of the City’s communication channels, including social media. Paired with research on industry best-practices, Monogram led the launch of a new community engagement web platform called Bang The Table. The platform formed the foundation of a new external communications strategy and work flow for community consultation and engagement.

Deliverables

- Campaign branding and identity
- Website ([see here](#))
- Digital and radio ads
- Campaign video
- Launch event - community scavenger hunt



College of New Caledonia

Industry: Education

Services: Rebrand and Web Design

The College of New Caledonia (CNC) is a post secondary educational institution that serves the residents of the central interior of British Columbia.

The Ask

Fourteen years of brand stagnation and web-user frustrations led to the redesign of CNC's website and a refresh for its visual identity.

The Deliverables

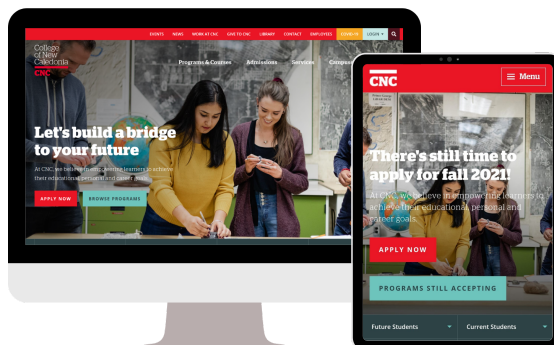
Led with an internal team, four contractors and with an emphasis on the user experience (UX), the project was completed on time for the College's 50th anniversary.

The rebranding process included creating a new visual identity after a deep-dive into the culture of the organization with interviews, primary research, and collaborative learning.

- New brand, brand guidelines, brand photography and CANVA templates, and brand video
- Internal launch and brand training for 40 staff, ongoing webinars for continuing education
- Brand asset audit and 3-year replacement strategy
- New website redesign including an SEO analysis, UX-informed, new content and images
- New intranet built for organization
- External brand and web launch, including media and government relations event, concurrently launched on all six campuses at once

The Results

This project won the CASE VIII Award in North America for best rebrand (gold) and website (silver), and the 2020 Virginia Carter Smith Grand Crystal Award winner as most outstanding among nearly 400 entries in the Best of CASE VIII: excellence in post-secondary advancement communications and marketing.



College
of New
Caledonia
CNC

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8.0 BUDGET

Fees do not include printing, distribution or photography costs. Any services outside of the Scope of Work will be considered additional services and can be quoted as needed. Agency hourly rates are listed below:

Hourly rates:

- Principal: \$200/hr
- Senior Comms: \$175/hr
- Jr. Comms: \$110/hr
- Graphic Designer: \$125/hr
- Web Developer: \$150/hr
- Admin: \$100/hr

BRAND IDENTITY	
BRAND DEVELOPMENT	FEE
Discovery Discovery session with the client team to review brand goals/objectives, STAR report, and other background information relevant to the brand development work.	\$970
Research In-depth research via online surveys and focus groups as follows: - Focus Groups: up to 5 focus groups consisting of 4-5 key stakeholders and committee members - Online Surveys: targeted to the Corner Brook and Lower Humber-Bay residents, businesses, and community members	\$4,775
BRAND IDENTITY AND ASSET DEVELOPMENT	FEE
Brand Development Based on the discovery and research findings, we will develop a name, brand positioning, narrative/story, and key messages.	\$1,275
Designed Brand Mock-ups Up to 3 different logo mock-up options with accompanying colour story, typography and applications mock-ups. Includes 3 rounds of revisions on selected design.	\$5,800
Brand Style Guide Overall visual identity and brand guidelines document including design standards/conventions, brand manifesto/philosophy, acceptable and unacceptable usage, supporting graphic elements (colour palette, typography, iconography, etc), written style/tone, and application examples (including website, social media, and signage).	\$450



TEMPLATE DEVELOPMENT	FEE
Brand Assets Package Includes design of a business card, letterhead, PPT template, and email signatures.	\$2,550
Brochure Writing and design of a tri-fold brochure for use in Tourism Information Centres and other.	\$2,025
Value-added - Social media templates - Digital newsletter template - Business decals - Rack cards for local businesses	\$0
PROJECT MANAGEMENT	FEE
Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	\$4,560
SUBTOTAL:	\$22,405
HST:	\$3,361
TOTAL COST:	\$25,766

COMMUNICATIONS STRATEGY	FEE
Discovery & Research 1-2 discovery session(s) with the client team and key stakeholders to review communications/marketing goals/objectives. Market and competitor research, review of existing/current marketing channels and materials.	\$2,750
Strategy Development Development of goals, objectives, and related key performance indicators; identification of target audiences; key messaging, communication channels, and outputs; recommendations for evaluation for an annual communications strategy.	\$2,350
Value-added - Story starters - Annual editorial calendar	\$0



Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	\$2,840
SUBTOTAL:	\$7,940
HST:	\$1,191
TOTAL COST:	\$9,131

WEBSITE	
RESEARCH, DISCOVERY + PLANNING	FEE
Website Discovery Meeting Two-hour meeting with our web and design team to learn more about your goals, visions, and current web pain points.	\$970
Competitor Analysis & Research Comprehensive competitor analysis of competitor/industry websites noting layout, design and functionality across multiple devices.	\$625
UX Research (Optional) Interactive UX research (i.e., focus groups, surveys, creation of user personas, user journey, card-sorting exercise)	\$3,425
Site Audit Full audit of current site layout, existing assets, page templates and Google analytics.	\$2,350
Navigation & Wireframes Creation of new site navigation and information architecture, recommendation on missing/required assets, and development of wireframes.	\$3,750
CONTENT + DESIGN	FEE
Content Creation & Updates Copyediting of new content for up to 25 pages; includes meetings with key team members for content development. Copyediting and updating of existing content as needed.	\$3,850
Designed Page Mock-ups 6 full-colour mock ups of major page templates for review and discussion prior to website development. Includes 3 rounds of design revisions.	\$4,770



DEVELOPMENT	FEE
<p>WordPress Website Development*</p> <p>Building and coding of a responsive website (ie. compatible with various user interfaces including desktop, mobile, tablet). Includes all new page templates, integrating new content and assets, setup of SEO tools and other softwares as required (i.e., Google Analytics & Tag Manager, registration widgets, etc.).</p> <p>*Note: does not include any special functionality, these can be added for an additional fee on request.</p>	\$11,745
<p>Content Migration*</p> <p>Migration of content and assets from current website.</p> <p>*Subsequent connective sites not included (i.e., external registration portals)</p>	\$6,895
QUALITY ASSURANCE + LAUNCH	FEE
<p>Revisions & Quality Assurance Testing</p> <p>Up to 3 rounds of edits and revisions (a max of 15 hours) will be made by the developer. Any requests or revisions that are not included in the scope of the original proposal and RFP will be quoted separately. Site is also tested for quality assurance and any bugs will be fixed.</p>	\$3,855
<p>Launch & Orientation</p> <p>2 x 60min virtual training sessions for key client team members. These orientation sessions will be recorded and include PDF documentation on key site functionalities.</p>	\$2,225
<p>Value-added</p> <p>Setup of Google Analytics and Reporting Dashboard</p>	\$0
<p>Annual Website Hosting (Optional)</p> <p>Includes weekly website backups and maintenance, priority website support, website analytics with optional monthly reports, and 10 Hours of support/year.</p>	\$1,287
PROJECT MANAGEMENT	FEE
<p>Dedicated Project Management</p> <p>Includes timeline, task, resource and budget management; bi-weekly client meetings, weekly team and client communications; product testing and quality management; and ongoing strategy development.</p>	\$7,045
SUBTOTAL:	\$52,792
HST:	\$7,919
TOTAL COST:	\$60,711



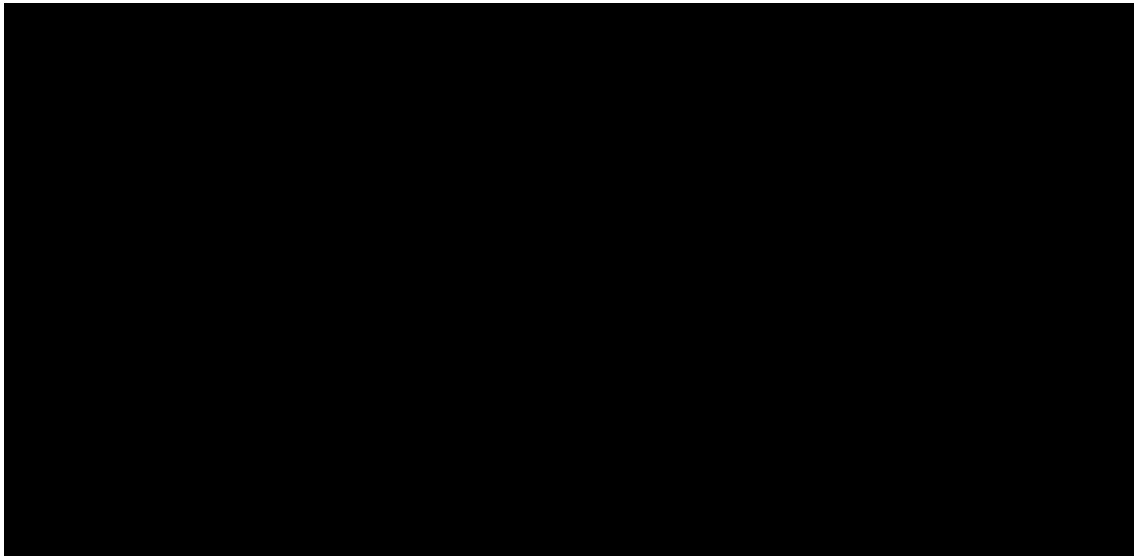
LAUNCH STRATEGY	FEE
Internal & External Brand Launch Plan & Strategy Strategy, goals/objectives, tactics, key messaging, work plans and timelines.	\$1,820
Media Relations (Optional) Press Release, Key Messages & Media Brief, creation of targeted media list, newswire release and report.	\$1,385
Dedicated Media Monitoring & Interview Support (Optional) Set up of Google Alerts, tracking of media mentions, coordination of interviews.	\$1,075
Dedicated Project Management Client meetings and communication; timeline, task and budget management; email correspondence; meetings setup and coordination as required.	\$1,730
SUBTOTAL:	\$6,010
HST:	\$902
TOTAL COST:	\$6,912

WAYFINDING	FEE
Discovery Discovery session with the client team to review wayfinding goals/objectives, potential locations, key stakeholders, and other relevant background information.	\$970
Research & Audit Identify existing signage locations, gaps, and priorities; and hierarchy of signage messaging and branding.	\$900
Strategy & Planning Includes a detailed map of signage locations, types of signage, work plan and timelines.	\$1,400
Design Design of required signage for use as outlined in the wayfinding strategy. Includes utilizing QR codes. Fee includes design of up to 5 unique sign designs, additional designs can be added for an additional fee as needed. Includes 3 rounds of design revisions.	\$6,025
Value-added Vinyl decals, website icons/branding, or other low-cost signs (like sandwich boards) that businesses and other organizations can use to share the brand or co-brand their own materials.	\$0



Manufacturing & Installation* Allowance to cover manufacturing and installation fees. *NOTE - this budget may need to be increased depending on quotes received from suppliers.	\$10,000
Dedicated Project Management Client meetings as needed; timeline, task and budget management; email correspondence; meetings setup and coordination as required; obtaining permission and coordinating of manufacturing/installation of signage.	\$3,175
SUBTOTAL:	\$22,470
HST:	\$3,371
TOTAL COST:	\$25,841

9.0 REFERENCES





Alyson Gourley-Cramer, MA, APR
164 Nicholson St N
Prince George, BC

alyson@monogramcomms.ca
www.monogramcomms.ca



Request for Decision (RFD)

Subject: Corner Brook Municipal Plan No. 24-01 & Development Regulations Amendment No. 24-01

To: Deon Rumbolt

Meeting: Committee of the Whole - 24 Jun 2024

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview: Amendment Approval

Attachments: [Corner Brook - Municipal Plan Amendment No. 24-01 - Section 23- Approval](#)
[Corner Brook - Development Regulations Amendment No. 24-01 - Section 23- Approval](#)

BACKGROUND INFORMATION:

The purpose of this map amendment is to rezone city-owned [land on the north side of Corporal Pinksen Memorial Drive from 'Mosaic Residential \(MR\)' to 'Innovation District \(ID\)'](#). This is an administrative housekeeping amendment brought forward by administration for the purpose of future land disposition. Pre-zoning the Subject Property would allow for increased development options and streamline the development approval process once the land disposition process and transfer are finalized.

Map amendments are required to support this proposed development. The City Connection: Infrastructure Goals (2.4.3) of the IMSP apply, as well as General Growth Planning Policies (3.3.3), Innovation District Policies (5.8.3) and Objectives (5.8.2). This proposal meets the requirements of the 2012 IMSP and DR.

This is the final council reading required to approve this amendment.

This Council request is for APPROVAL of Amendment No. 24-01. This amendment was adopted May 27, 2024, and a public hearing was scheduled for June 20, 2024. As no comments or objections were received by the date specified in the notice, the public hearing was cancelled, as per Section 17 of URPA 2000.

PROPOSED RESOLUTION:

The Corner Brook City Council RESOLVES to:

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

- (4) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under (3).

FINANCIAL IMPACT:

Cost of:

(1) NL Gazette publication and (2) newspaper publication (West Coast Wire)

GOVERNANCE IMPLICATIONS:

Legislation

Urban and Rural Planning Act

19-24

RECOMMENDATION:

Staff Recommend that the City of Corner Brook approve the proposed amendments as outlined above;

- (2) That the City of Corner Brook refuse to approve the proposed amendments as outlined above; or
- (3) That the City of Corner Brook postpone approval of the proposed amendments, requesting additional information from staff.

ALTERNATIVE IMPLICATIONS:

Alternatives

- (1) That the City of Corner Brook refuse to approve the proposed amendments as outlined above; or
- (2) That the City of Corner Brook postpone approval of the proposed amendments, requesting additional information from staff.

Approval of the proposed amendments is the second and final affirmative decision of Council (the first being adoption) prior to submitting the documents to the provincial government for ministerial approval and registration. If Council is not supportive of the proposal as is, Council should not proceed with approval.

	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager



CITY OF CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. 24-01

**RE-DESIGNATION OF VACANT CITY LANDS ON
CORPORAL PINKSEN MEMORIAL DRIVE**

June, 2024

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
AMENDMENT No. 24-01**

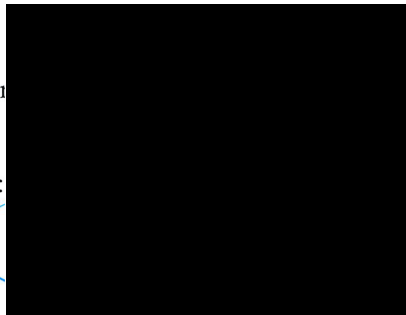
Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook adopts the Corner Brook Municipal Plan Amendment No. 24-01.

Adopted by the City Council of Corner Brook on the 07 day of May, 2024.

SIGNED AND SEALED this 10 day of June, 2024.

Mayor:

Clerk:



(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Municipal Plan Amendment No. 24-01 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP:



(MCIP Seal)

URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CCORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
AMENDMENT No. 24-01

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted the Municipal Plan Amendment No. 24-01 on the 27 day of May, 2024; and
- b) gave notice of the adoption of the Municipal Plan Amendment No. 24-01 by Notice placed on the 5 day of June and the 12 day of June, 2024 in, the West Coast Wire.
- c) set the 20 day of June at 7 p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the Municipal Plan Amendment No. 24-01 as adopted.

SIGNED AND SEALED this ____ day of _____, 2024.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 24-01
RE-DESIGNATION OF VACANT CITY LANDS ON
CORPORAL PINKSEN MEMORIAL DRIVE

Background

The purpose of this map amendment is to re-designate city-owned land on the north side of Corporal Pinksen Memorial Drive from ‘Residential (RES)’ to ‘Innovation District (ID).’ This amendment coincides with a map amendment to the City’s Development Regulations (see ‘Development Regulations Amendment No. 2024-01’).

This an administrative housekeeping amendment brought forward by administration for the purpose of future land disposition. Pre-zoning the Subject Property would allow for increased development options and streamline the development approval process once the land disposition process and transfer are finalized.

The Subject Property is 15 acres and is bound by vacant lands to the west and east, the former lands zoned ID and latter zoned ‘Open Space (OS).’ The developable portion is 12.3 acres. The new Western Long Term Care Home facility (zoned ‘Community Service (CS)’ is immediately east of and adjacent to the vacant lands zoned OS. The Subject Property thus represents an isolated area of vacant lands designated RES (zoned ‘Mosaic Residential (MR)’). Although the Subject Property is part of the broader MR zone, extending west into the established Sleepy Cove Subdivision neighbourhood, the Property is non-contiguous separated by Corporal Pinksen Memorial Drive.

The MR zone is a residential zone allowing a mix of residential uses and densities:

PERMITTED USE CLASSES - (see Regulation 127)

Single dwelling, double dwelling, row dwelling, apartment building and recreational open space.

DISCRETIONARY USE CLASSES - (see Regulations 26 and 128)

Place of worship, educational, convenience store, collective residential, child care, boarding house residential, antenna, home based occupation*.

*(See condition no. 7)

The ID zone is a mixed-use zone allowing mainly institutional uses with select residential and commercial uses:

PERMITTED USE CLASSES – (see Regulation 127)

Educational, cultural and civic, general assembly, theatre, place of worship, day care centre, recreational

open space, office, indoor assembly, outdoor assembly, police station, medical treatment and special care, medical and professional, personal service, general service, catering*, shop (as an accessory use)**, convenience store (as an accessory use), recreational open space, conservation.

*(See condition no. 8) **(See condition no.11)

DISCRETIONARY USE CLASSES – (see Regulations 26 and 128)

Passenger assembly, club and lodge, communications, collective residential, taxi stand, convenience store, antenna, funeral home, amusement, veterinary, apartment building, commercial residential, take-out food service, shop**, light industry, service station*.

*(See condition no. 9) ** (See condition no.11)

The Subject Property is fully serviced (water and wastewater) and within the Municipal Services Area (MSA).

Plan Policy Framework

Subsection 2.4.3 contains the broad servicing and infrastructure goals of the city. Goal II outlines the importance of steering growth to fully serviced areas of the city:

II. Ensure that development will be staged in a manner that makes full and best use of existing water, stormwater, sewer and emergency services to enhance the affordability and efficiency of infrastructure.

Subsection 3.3 contains the policy framework for Growth Planning. This subsection stresses the importance of focusing future urban developments within the Municipal Services Area (MSA) where significant investments have been made.

Subsection 5.8.1 of the Plan describes the ‘Innovation District’:

A cluster of land uses located around Mt. Bernard Avenue / O’Connell Drive are forming a focal area for innovation, with education, culture, recreation, health care and civic uses. Uses in the area include the Pepsi Centre, the College of the North Atlantic, Academy Canada, Corner Brook Regional High School, Grenfell Campus – Memorial University of Newfoundland, the Corner Brook Arts and Culture Centre, Margaret Bowater Park and the Corner Brook Stream Trail, offices of the Provincial Government of Newfoundland and Labrador and the Corner Brook Long Term Care Home. This clustering of uses creates an opportunity to build on the synergies already created between existing uses, and maximize the potential of the significant public investment already in place. The talent and research coming out of the area’s post-secondary institutions are potential magnets for new innovative businesses looking to locate in Western Newfoundland.

Subsection 5.8.3 of the Plan contains the policy framework for the ID designation. The intent of this designation is to enhance the area as a local and regional hub for education and innovation

(01) and to promote development synergies in the areas of healthcare and professional services (02).

Given the surrounding zoning, development to date, intent of the ID designation, and existing servicing investment in area, the proposed re-designation and rezoning is appropriate. Future development under the new ID zone would support the broader intent of the ID designation and zone with the aim of facilitating a mix of compatible uses, particularly with respect to healthcare and professional service uses.

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the West Coast Wire on February 21st, 2024, and The City Facebook Page advising of Council's intent to pursue the proposed amendment. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received no written comments or objections.

Provincial Release

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on April 1, 2024.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on May 27, 2024. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (June 20, 2024) was published in a locally circulated newspaper (West Coast Wire) on June 5, 2024 and June 12, 2024. Where no objections were received two (2) days before the tentative public hearing date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

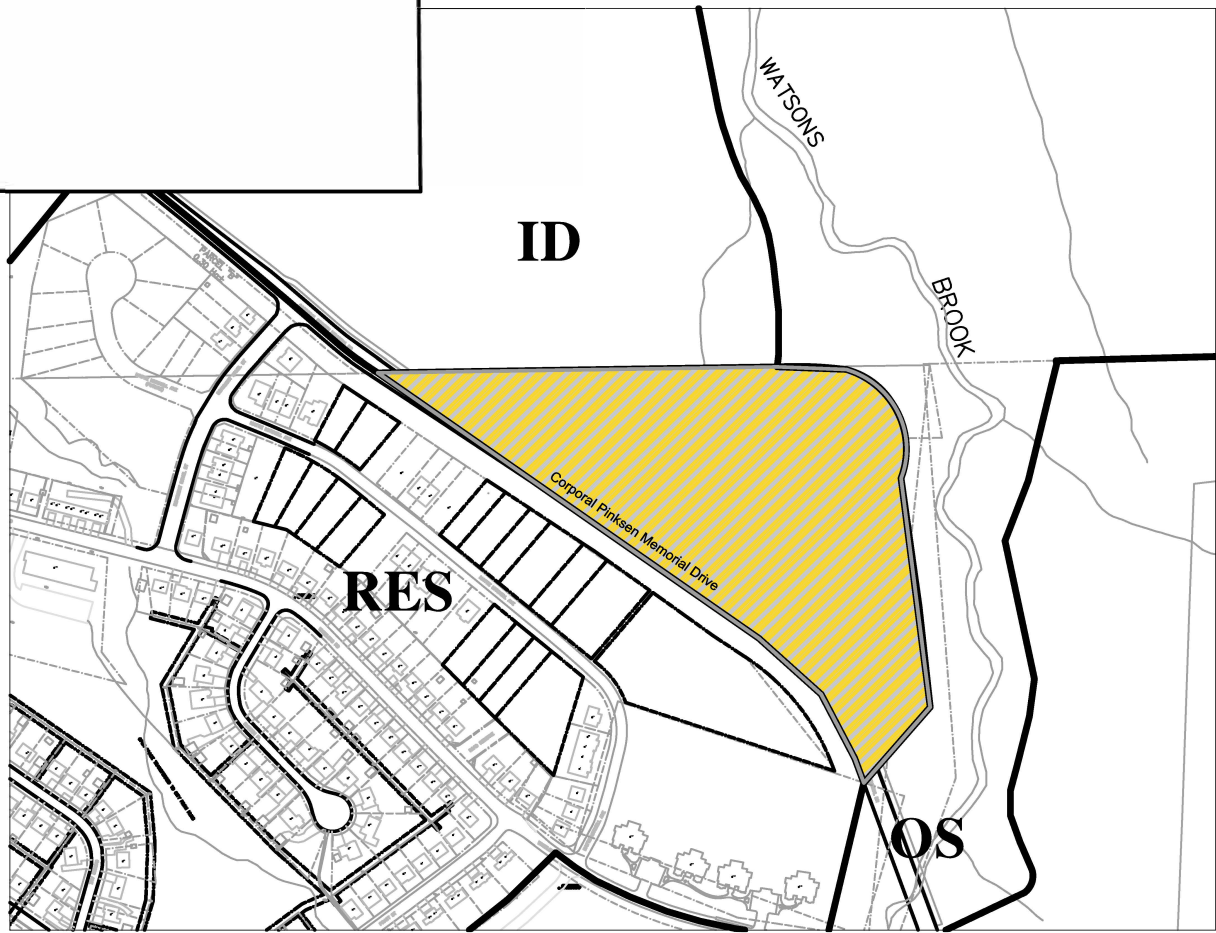
Approval by Council

T.B.D.

Municipal Plan Amendment No. 24-01

The Corner Brook Integrated Municipal Sustainability Plan is hereby amended by re-designating city-owned land on the north side of Corporal Pinksen Memorial Drive from 'Residential (RES)' to 'Innovation District (ID)' as per attached 'Generalized Future Land Use Map A – Amendment No. 24-01.'

REGISTRATION APPROVAL



LEGEND		DESIGNATION BOUNDARY	CHANGE FROM RES TO ID
Land Use Designations			
Residential	RES	Large Scale Commercial	LSC
Comprehensive Residential Development Area	CRDA	Waterfront Mixed Use	WMU
Townsite Heritage Conservation District	THCD	General Industrial	GI
Downtown	DT	Light Industrial	LI
General Commercial	GC	Hazardous Industrial	HI
Residential/Commercial Mix	RCM	Community Service	CS
Highway and Tourist Commercial	HTC	Innovation District	ID
Shopping Centre	SC	Open Space	OS
		Cemetery	C
		Environmental Protection	EP
		Environmental Conservation	EC
		Protected Water Supply Area	PWSA
		Rural	R
		Solid Waste/Scrap Yard	SW/SY
		Mineral Working	MW
		Special Management Area	SMA

CITY OF CORNER BROOK

PROJECT TITLE:
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:
GENERALIZED FUTURE LAND USE MAP A AMENDMENT NO. 24-01

City of Corner Brook
Community Services Department
Planning Division

DATE: MARCH 2024

SCALE: 1:5000

DESCRIPTION

LAND USE DESIGNATION TO CHANGE FROM RESIDENTIAL TO INNOVATION DISTRICT

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map A has been prepared in accordance with the requirements of the Urban and Rural Planning Act.

M.C.I.P. _____
DATE March 13, 2024



SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____, _____ (month) (year)

MAYOR _____
CLERK _____
DATE _____

(COUNCIL SEAL)



**CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 24-01**

**REZONING OF VACANT CITY LANDS ON
CORPORAL PINKSEN MEMORIAL DRIVE**

June, 2024

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 24-01**

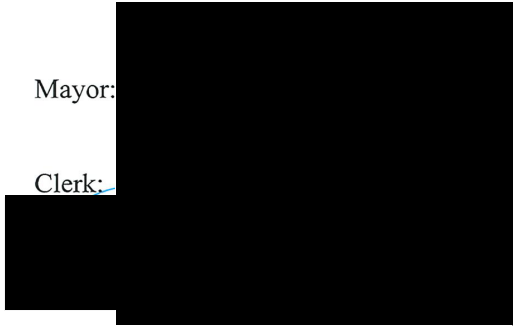
Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook adopts the Corner Brook Development Regulations Amendment No. 24-01.

Adopted by the City Council of Corner Brook on the 07 day of May, 2024.

SIGNED AND SEALED this 10 day of June, 2024.

Mayor:

Clerk:

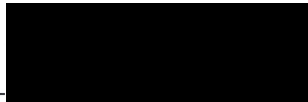


(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Development Regulations Amendment No. 24-01 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP:



(MCIP Seal)

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CCORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 24-01**

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted Development Regulations Amendment No. 24-01 on the 27 day of May, 2024; and
- b) gave notice of the adoption of the Development Regulations Amendment No. 24-01 by Notice placed on the 5 day of June and the 12 day of June, 2024 in the West Coast Wire.
- c) set the 20 day of June at 7 p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves Development Regulations Amendment No. 24-01 as adopted.

SIGNED AND SEALED this ____ day of _____, 2024.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 24-01
REZONING OF VACANT CITY LANDS ON
CORPORAL PINKSEN MEMORIAL DRIVE

Background

The purpose of this map amendment is to rezone city-owned land on the north side of Corporal Pinksen Memorial Drive from ‘Mosaic Residential (MR)’ to ‘Innovation District (ID).’ This amendment coincides with a map amendment to the City’s Integrated Municipal Sustainability Plan (see ‘IMSP Amendment No. 2024-01’).

This an administrative housekeeping amendment brought forward by administration for the purpose of future land disposition. Pre-zoning the Subject Property would allow for increased development options and streamline the development approval process once the land disposition process and transfer are finalized.

The Subject Property is 15 acres and is bound by vacant lands to the west and east, the former lands zoned ID and latter zoned ‘Open Space (OS).’ The developable portion is 12.3 acres. The new Western Long Term Care Home facility (zoned ‘Community Service (CS)’) is immediately east of and adjacent to the vacant lands zoned OS. The Subject Property thus represents an isolated area of vacant lands designated RES (zoned ‘Mosaic Residential (MR)’). Although the Subject Property is part of the broader MR zone, extending west into the established Sleepy Cove Subdivision neighbourhood, the Property is non-contiguous separated by Corporal Pinksen Memorial Drive.

The MR zone is a residential zone allowing a mix of residential uses and densities:

PERMITTED USE CLASSES - (see Regulation 127)

Single dwelling, double dwelling, row dwelling, apartment building and recreational open space.

DISCRETIONARY USE CLASSES - (see Regulations 26 and 128)

Place of worship, educational, convenience store, collective residential, child care, boarding house residential, antenna, home based occupation*.

*(See condition no. 7)

The ID zone is a mixed-use zone allowing mainly institutional uses with select residential and commercial uses:

PERMITTED USE CLASSES – (see Regulation 127)

Educational, cultural and civic, general assembly, theatre, place of worship, day care centre, recreational open space, office, indoor assembly, outdoor assembly, police station, medical treatment and special care, medical and professional, personal service, general service, catering*, shop (as an accessory use)**, convenience store (as an accessory use), recreational open space, conservation.

*(See condition no. 8) **(See condition no.11)

DISCRETIONARY USE CLASSES – (see Regulations 26 and 128)

Passenger assembly, club and lodge, communications, collective residential, taxi stand, convenience store, antenna, funeral home, amusement, veterinary, apartment building, commercial residential, take-out food service, shop**, light industry, service station*.

*(See condition no. 9) ** (See condition no.11)

The Subject Property is fully serviced (water and wastewater) and within the Municipal Services Area (MSA).

The supporting plan policy for this amendment is located in the corresponding ‘IMSP Amendment No. 2024-01.’

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City’s IMSP / Development Regulation Amendments web page, in the West Coast Wire on February 21st, 2024, and The City Facebook Page advising of Council’s intent to pursue the proposed amendment. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received no written comments or objections.

Provincial Release

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on April 1, 2024.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on May 27, 2024. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (June 20, 2024) was published in a locally circulated newspaper (West Coast Wire) on June 5, 2024 and June 12, 2024. Where no objections were received two (2) days before the tentative public

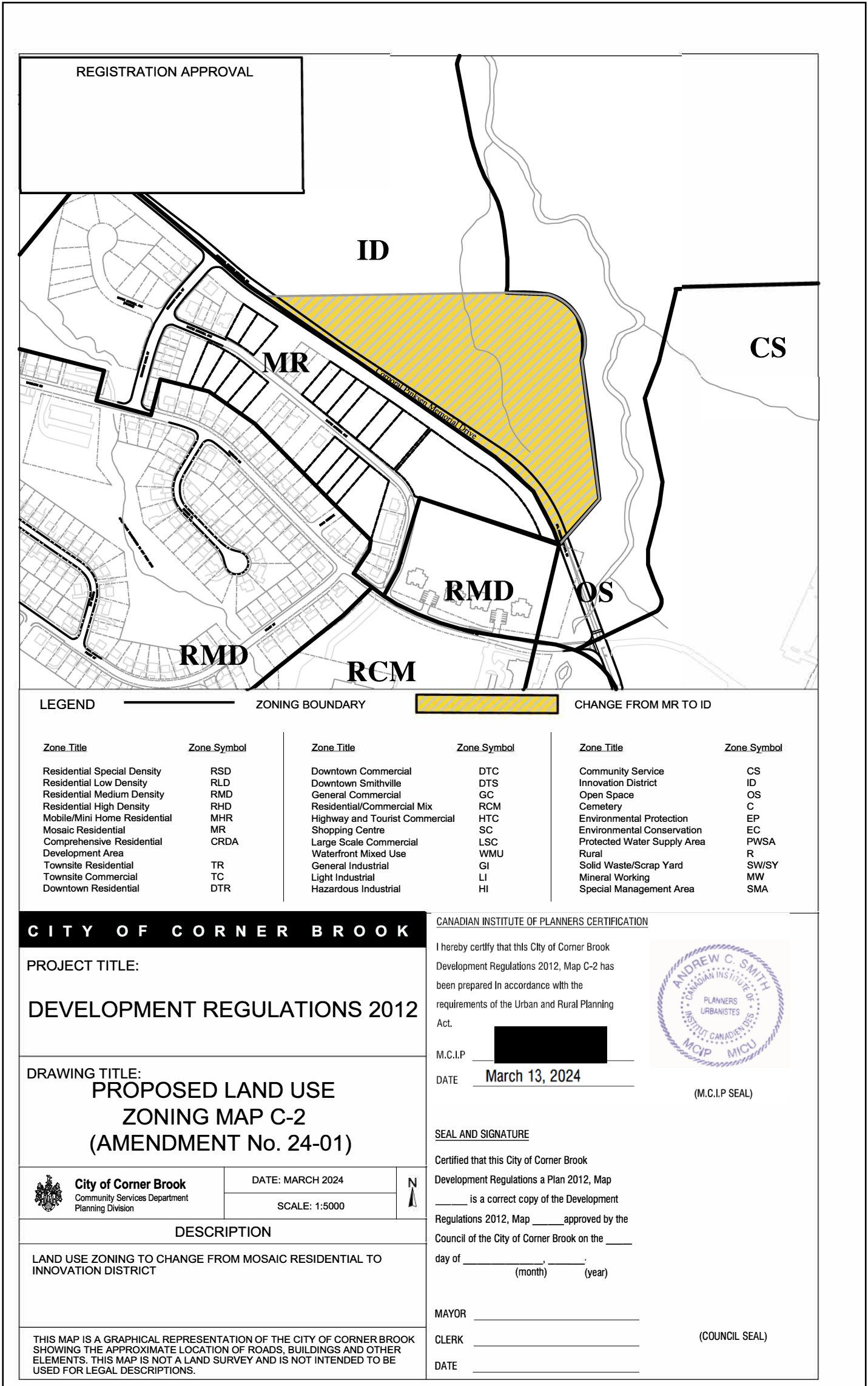
hearing date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

Approval by Council

T.B.D.

Development Regulations Amendment No. 24-01

The Corner Brook Development Regulations is hereby amended by rezoning city-owned land on the north side of Corporal Pinksen Memorial Drive from 'Mosaic Residential (MR)' to 'Innovation District (ID)' as per attached 'Proposed Land Use Zoning Map C-2 Amendment No. 24-01.'





Request for Decision (RFD)

Subject: Request to purchase City land behind 4 Domans Lane

To: Sievendra Maistry
Meeting: Committee of the Whole - 24 Jun 2024
Department: Finance and Administration
Staff Contact: Brandon Duffy, Land Management Supervisor
Topic Overview: To execute a purchase and sale agreement with the owners of 4 Domans Lane
Attachments: [4 Domans sketch](#)
[4 Domans PSA draft council](#)

BACKGROUND INFORMATION:

Land Management received a request from the owner of 4 Domans Lane to purchase a parcel of City land located behind their property for the purpose of expanding their back yard and beautification. The parcel of land is a part of a larger whole that the City obtained from a tax sale in 2021. The parcel is land locked by private properties with no road access and covered in natural vegetation. The parcel has an approximate area of 1,156 m² (12,441 ft²).

All neighbouring property owners were contacted to ascertain whether there is any interest in purchasing the aforementioned property. None were interested in this property.

If approved, the conditions of the sale would include:

1. Should a survey be needed to complete the sale, the Buyer bears responsibility for this,
2. The Buyer will apply to have the City land consolidated with their existing parcel.

PROPOSED RESOLUTION:

It is RESOLVED to approve the execution of the purchase and sale agreement between the City of Corner Brook and the owner of 4 Domans Lane for City land located behind 4 Domans Lane.

FINANCIAL IMPACT:

Price will be \$8,500.00.

GOVERNANCE IMPLICATIONS:

Policy
 Other
 City of Corner Brook Policy
 07-08-05

Legal Review: No

RECOMMENDATION:

Staff recommends Council approve the sale of City land to the owner of 4 Domans Lane for City land located behind their 4 Domans Laneproperty.

ALTERNATIVE IMPLICATIONS:

1.Sell the Land

- Advantage: Land will be maintained, additional tax revenue & revenue from the sale
- Disadvantage: City will lose control of the land

2. Don't Sell the Land

- Advantage: City will maintain control of the land for other possible developments in the future
- Disadvantage: Land will not be developed and loss of potential revenue


Director of Finance and Administration	Approved - 19 Jun 2024
Director of Community, Engineering, Development & Planning	Approved - 20 Jun 2024
Administrative Assistant	Approved - 20 Jun 2024

City Manager

Schedule "A"



LEGEND **NOTES**

Location of Land Survey Master		<ol style="list-style-type: none"> 1. Unless otherwise noted, all dimensions are in metres. 2. This map is a working copy and is not to be used as an official document. It is available for references purposes only and not to be reproduced without written approval from the City of Corner Brook. 3. 7.5 cm orthoimagery acquired in 2019. 4. Size and shape of parcel is approximate as no survey is available
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**Location of Land
Adjacent to 4 Domans Lane**

DRAWN BY:	DATE: 03-07-2022	SCALE: 1:500	FIGURE: 1
APPROVED BY: BDUFFY	COORD SYS: NAD 1983 MTM ZONE 3	ZONE: RMD	REVISION: 0

Project Path: E:\Users\bduffy\OneDrive\GIS\FreshWater_Map.dwg

AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT made in duplicate at the City of Corner Brook in the Province of Newfoundland and Labrador this _____ day of June, 2024.

BETWEEN **CITY OF CORNER BROOK**, a body corporate duly continued pursuant to the *City of Corner Brook Act*, RSNL 1990, c. C-15, as amended (hereinafter referred to as "the Seller")

AND **BUYER**, a resident of the City of Corner Brook, Province of Newfoundland and Labrador (hereinafter referred to as "the Buyer")

WHEREAS the Seller owns property located near Doman's Lane in the City of Corner Brook, Province of Newfoundland and Labrador, more particularly described in Schedule "A" annexed hereto (hereinafter referred to as "The Property");

AND WHEREAS the Seller desires to sell The Property and the Buyer wishes to purchase The Property;

NOW THEREFORE IN CONSIDERATION of the sum of \$1.00 and other valuable consideration (the receipt and sufficiency of is hereby acknowledged by both parties hereto) now paid by each party to the other, the parties hereby agree as follows:

PROPERTY AND PURCHASE PRICE

1. The Seller hereby agree to sell and the Buyer agrees to purchase the Property located near Doman's Lane in the City of Corner Brook, Province Newfoundland & Labrador, more particularly described in Schedule "A" annexed hereto (hereinafter referred to as "The Property") at a purchase price of Eight Thousand Five Hundred Dollars (\$8,500.00) plus taxes in accordance with paragraph 6(a) and paragraph 6(b) regarding HST (hereinafter referred to as "the Purchase Price").

DEPOSIT

2. The Buyer submits with this offer the sum of Eight Hundred and Fifty Dollars (\$850.00), payable to the Seller as a deposit to be held in trust, pending completion or other termination of this agreement and to be credited towards the purchase price on completion. The balance of the Purchase Price to be paid on Closing.

CLOSING

3. This agreement shall be completed on or before the 2nd day of August, 2024 (hereinafter called the "closing" or "closing date").

TITLE SEARCH

4. The Seller are to furnish the Buyer with a sketch of The Property which is the subject of this agreement within 5 days of signing this agreement, after receipt whereof the Buyer is allowed 30 days to investigate the title to The Property, which the Buyer shall do at its own expense. If within that time any valid objection to title is made in writing, to the Seller, which the Seller are unable or unwilling to remove, and which the Buyer will not waive, this agreement shall be null and void and the deposit herein shall be returned to the Buyer, without interest and without liability by the Buyer for any expenses incurred or damages sustained by the Seller.

CONVEYANCE

5. The conveyance of The Property which is the subject of this agreement shall be by warranty deed, drawn at the expense of the Seller, to be delivered on payment of the Purchase Price to the Buyer' lawyer on the closing date. The Property is to be conveyed subject to any existing right of ways or easements located on and under The Property which shall include but not be limited to waterlines, sanitary and storm sewer systems. The Buyer agrees to register the Deed with the Registry of Deeds for Newfoundland and Labrador forthwith after closing and to pay any costs of registration. In the event that the Buyer does not retain a lawyer to represent the Buyer on this purchase the Buyer agrees that the cost of registration of the Deed will be added to the Purchase Price payable by the Buyer to the Seller on closing and the Seller will arrange registration of the original Deed which would then be delivered to the Buyer immediately upon the Seller having received the Registered Deed from the Registry of Deeds.

ADJUSTMENTS AND HST

- 6.
- a) All interest, rentals, taxes and rates on the premises, and assessments are to be adjusted to the date of closing. For further clarity, while The Seller do not pay municipal taxes, The Buyer will pay municipal tax in the year of Closing based on the amount of municipal taxes that would have been levied against the property and business if The Buyer had owned the property on January 1st of the year of Closing. That sum would then be adjusted to the date of closing such that The Buyer would pay taxes prorated from the date of closing to the end of the year of Closing. The cost of municipal improvements, (including, but without limiting the generality of the phrase "municipal improvements", betterment charges and capital charges for utility or municipal services) completed as of the date of this agreement, are to be paid by the Seller on or before the closing date unless otherwise stated.
 - b) Except as otherwise provided in this agreement, if this transaction is subject to the harmonized sales tax, hereinafter referred to as HST, such HST shall be added to the Purchase Price and will be remitted in accordance with the applicable legislation.

SUBDIVISION/CONSOLIDATION

7. The Property is being sold on the condition that the Buyer will apply to the Seller's Community Services Department for consolidation with the Buyer' existing 4 Doman's Lane property. When consolidated the Buyer hereby agrees that the property will not be subdivided without written approval from the Seller

SURVEY

8. The Seller shall only supply the Buyer with the survey and legal description of the Property which it has in its possession and should a new survey and legal description be required to complete the transaction, it shall be at the expense of the Buyer.

EASEMENTS/RIGHT OF WAYS

9. That the Property contain or may contain in the future various infrastructure, including storm sewers, waterlines, sanitary sewers, lift stations, back-up generators, fiber optic cables, power-lines and poles (hereinafter collectively referred to as "Infrastructure"), which Infrastructure shall remain and run with the Property

TENDER

10. Any tender of documents to be delivered or money payable hereunder may be made upon the Seller or the Buyer or any party acting on their behalf. Money paid, shall be lawful money of Canada and paid by solicitors trust cheque, or certified cheque (or their equivalent) drawn on a Chartered Canadian Bank, Trust Company or Credit Union.

AS IS WHERE IS/BUYER ACCEPT LIABILITY

11. The Buyer hereby agrees to accept The Property "as is" along with any contaminants therein or thereon and the Buyer agree to indemnify and hold the Seller harmless in relation to any and all claims, demands, losses, costs, charges, expenses, actions and other proceedings made, brought against, suffered by or imposed on the Seller or the Property, whether foreseeable or not whatsoever arising from contaminants in or upon or originating from the Property, including but not limited to claims for loss, damage or injury (including injury resulting in death) to any person or property and any Orders or directives issued against the Seller(s) by the Government of Canada and/or Government of Newfoundland and Labrador and/or any requirements imposed on the Seller(s) by the Government of Canada and/or Government of Newfoundland and Labrador with respect to contamination on or in the Property.
- a) The Buyer acknowledges and agrees that the Property is being sold and The Buyer are purchasing The Property on an "as is" basis, and The Seller shall have no liability or obligation with respect to the value, state or condition of The Property and any deficiencies in the Property or repairs, replacements or other work required with respect to the Property, environmental or otherwise.
 - b) The Buyer acknowledges and agrees that the Seller make no representations or warranties of any kind express or implied that the present use or the future intended use by The Buyer are or will be lawful or permitted or as to the suitability of The Property for development.

SURVIVE CLOSING

- 12.
- c) The termination of this Agreement shall not affect the liability of either party to this Agreement to the other with respect to any obligation under this indenture which has accrued but not been properly satisfied or discharged. The Buyer acknowledge and agree that the provisions in this agreement for indemnifying and saving harmless the Seller from liability shall survive the Closing or other termination of this agreement.
 - d) All warranties, representations, indemnities, and "save harmless" provisions contained in this agreement shall survive closing unless otherwise stated in this agreement.

OVERDUE PAYMENTS

13. In the event that the Buyer does not pay any amounts owing to the Seller under the provisions of this Agreement within thirty (30) days of the Seller having provided notice to the Buyer that the amount is due and owing, including but not limited to any amounts due and owing under any indemnity and save harmless provisions of this agreement, the Seller may commence legal action to collect the sums owing and the Buyer shall pay any and all costs and expenses the Seller incur, including but not limited to the cost of the Seller' legal representation on a solicitor-client basis and compound interest on any amounts due and owing at a rate of 5% per annum commencing on the date the Seller first provide notice to the Buyer in accordance with this provision.

BINDING

14. This agreement shall enure to the benefit of and be binding upon the parties hereto, its heirs, executors, administrators, successors and assigns.

NON-WAIVER

15. No condonation, excusing or overlooking by the Seller of any default, breach or non-observance of any of the Buyer' obligations under this Agreement at any time shall affect the Seller' remedies or rights with respect to any subsequent (even if by way of continuation) default, breach or non-observance.

CUMULATIVE RIGHTS

16. All rights and remedies of the parties under this Agreement shall be cumulative and not alternative.

NO COLLATERAL AGREEMENTS

17. There are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this agreement other than as set out in this agreement, which constitutes the entire agreement between the parties, concerning the Property and which may be modified only by further written agreement under seal.

PAYMENTS

18. All Payments under this Agreement to be made to the Seller shall be to the attention of the City Solicitor:

City Hall
5 Park St, Suite 3130
P.O. Box 1080
Corner Brook, NL
A2H 6E1

SEVERABILITY

19. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable.

JURISDICTION

20. This Agreement shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by, the laws in effect in the Province of Newfoundland and Labrador, and the laws of Canada, as applicable. In the event any matter under this contract requires court action, the parties agree to attorn to the jurisdiction of the Supreme Court in the City of Corner Brook.

NOTICE

21. Any notice pursuant to any of the provisions of this Agreement shall be deemed to have been properly given if delivered in person, or mailed by prepaid registered post addressed:

e) In the case of notice to the Seller to:

City Solicitor
City of Corner Brook
5 Park St., Suite 3130
P.O. Box 1080
Corner Brook NL
A2H 6E1

f) In the case of notice to the Buyer to:

BUYER
4 Doman's Lane
Corner Brook, NL
A2H 3Y6

g) Or to such other address and/or addressee as either party may notify the other of, and in the case of mailing as aforesaid, such notice shall be deemed to have been received by the addressee,

in the absence of a major interruption in postal services affecting the handling or delivery thereof, on the fifth (5th) business day, excluding Saturdays, next following the date of mailing.

DOCUMENTS

22. The Buyer will, at any time, and from time to time execute and deliver to the other any document or documents that the other reasonably requires to give effect to the terms of this Agreement

GENDER/NUMBERS

23. This agreement is to be read with all changes of gender or number required of the context.

HEADINGS

24. The headings contained in this Agreement are for convenience only and do not affect the meaning of any of the provisions of this Agreement.

DATED AT _____ this ____ day of _____, 2024.

SIGNED, SEALED & DELIVERED
in the presence of:

IN WITNESS WHEREOF I have
hereunto set my hand and seal

Witness

Mayor or Deputy Mayor

Witness

City Clerk or City Manager

DATED AT _____ this ____ day of _____, 2024.

SIGNED, SEALED & DELIVERED
in the presence of:

IN WITNESS WHEREOF I have
hereunto set my hand and seal

Witness

BUYER