



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **July 15, 2024** at **5 p.m. City Hall Council Chambers.**

CITY CLERK

Page

1 CALL MEETING TO ORDER

3 1.1 Land Acknowledgement

2 APPROVALS

2.1 Approval of Agenda

5 - 14 2.2 Approval of Minutes- Committee of the Whole June 24, 2024

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 REPORTS

15 4.1 Lewin Parkway and Massey Drive On-Ramp Construction

17 4.2 Recreation Centre Update

5 CONTRACTS

19 - 35 5.1 Collection of Garbage and Refuse Contract: 2024-14

6 CAPITAL WORKS

37 - 44 6.1 Mount Bernard Avenue Reconstruction - Change Order No. 19

7 RECREATION SERVICES

45 - 53 7.1 RFP - Corner Brook Regional Recreation Centre Fitness Equipment Supplier

8 PLANNING AND DEVELOPMENT

55 - 59 8.1 9 Highland Avenue (3 Unit Apartment Building - Discretionary Use)

Land Acknowledgement

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

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

PRESENT:

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

Absent with regrets: Councillor V. Granter

COW24-53 Land Acknowledgement

Councillor P. Gill read the Land Acknowledgement.

COW24-54 Approval of Agenda

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

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

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

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

COW24-56 Business Arising From Minutes

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

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

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

COW24-57 Stephenville Synergy Session Update

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

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

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

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

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

COW24-58 Water & Wastewater Summary

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

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

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

COW24-59 Public Works Summary

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

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

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

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

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

COW24-61 Animal Control Program Review

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

COW24-62 HotSpot Parking App

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

COW24-63 Capital Project and Engineering Committee Updates

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

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

COW24-64 Finance & Administration Report

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

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

COW24-65 Development, Planning and Community Services

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

Development and Planning

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

Business Development

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

Sustainable Development

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

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

COW24-66 Recreation Services Update

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

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

COW24-67 Tourism Update

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

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

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

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

COW24-68 Accessibility Advisory Committee

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

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

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

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

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

COW24-70 Policy Review Update

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

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

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

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

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

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

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

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

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

COW24-74 Curling Street Storm Sewer 2024-13

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

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

COW24-75 Main Street Pedestrian Bridge Replacement 2024-15

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

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

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

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

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

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

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

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

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

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

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

ADJOURNMENT

The meeting adjourned at 8:33 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Lewin Parkway and Massey Drive On-Ramp Construction

To: Darren Charters
Meeting: Regular Meeting - 15 Jul 2024
Department: Engineering
Staff Contact: Lesley Alexander, Administrative Assistant
Topic Overview:

BACKGROUND INFORMATION:

Lewin Parkway/ Main Street Overpass: Work continues on the bearings of the north structure with the West end being completed and the East now underway. Work is anticipated to take another two months. The overpass will remain closed for this duration.

Massey Drive Exit 5 On-Ramp: Work is anticipated to be completed in the next two weeks at which time the onramp for the TCH West will be reopened.

Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024
Legislative Assistant	Approved - 11 Jul 2024

City Manager

Information Report (IR)



Subject: Recreation Centre Update

To: Darren Charters

Meeting: Regular Meeting - 15 Jul 2024

Department: City Manager

Staff Contact:

Topic Overview: This report is intended to provide Council and the public with an update regarding the Corner Brook Recreation Centre.

BACKGROUND INFORMATION:

The contractor is now in the final phases of the project and recently submitted a schedule for the plan to close out the project.

The City of Corner Brook has been informed by the contractor that the new Regional Recreation Centre is nearing completion, however it is not likely that the keys will be handed over to the City before September. This is later than the most recent estimate that was provided of July, and as such it will mean a delay in opening the facility to the public. We don't like to be delayed and we are eager to get into the space, but we are pleased to note that this will not mean any negative impact on cost.

Meanwhile, great progress is being made hiring staff and developing programming. We look forward to sharing information on memberships, space rentals and schedules.

The Humber Community YMCA is continuing with preparation for its daycare facility located at the centre (licensing, staffing, furnishing and more). More information will be coming from them in the subsequent months on the daycare operation and registration procedures.

Administrative Assistant

Approved - 15 Jul 2024

City Manager



Request for Decision (RFD)

Subject: Collection of Garbage and Refuse Contract: 2024-14

To: Darren Charters

Meeting: Regular Meeting - 15 Jul 2024

Department: Engineering

Staff Contact: Melody Roberts,

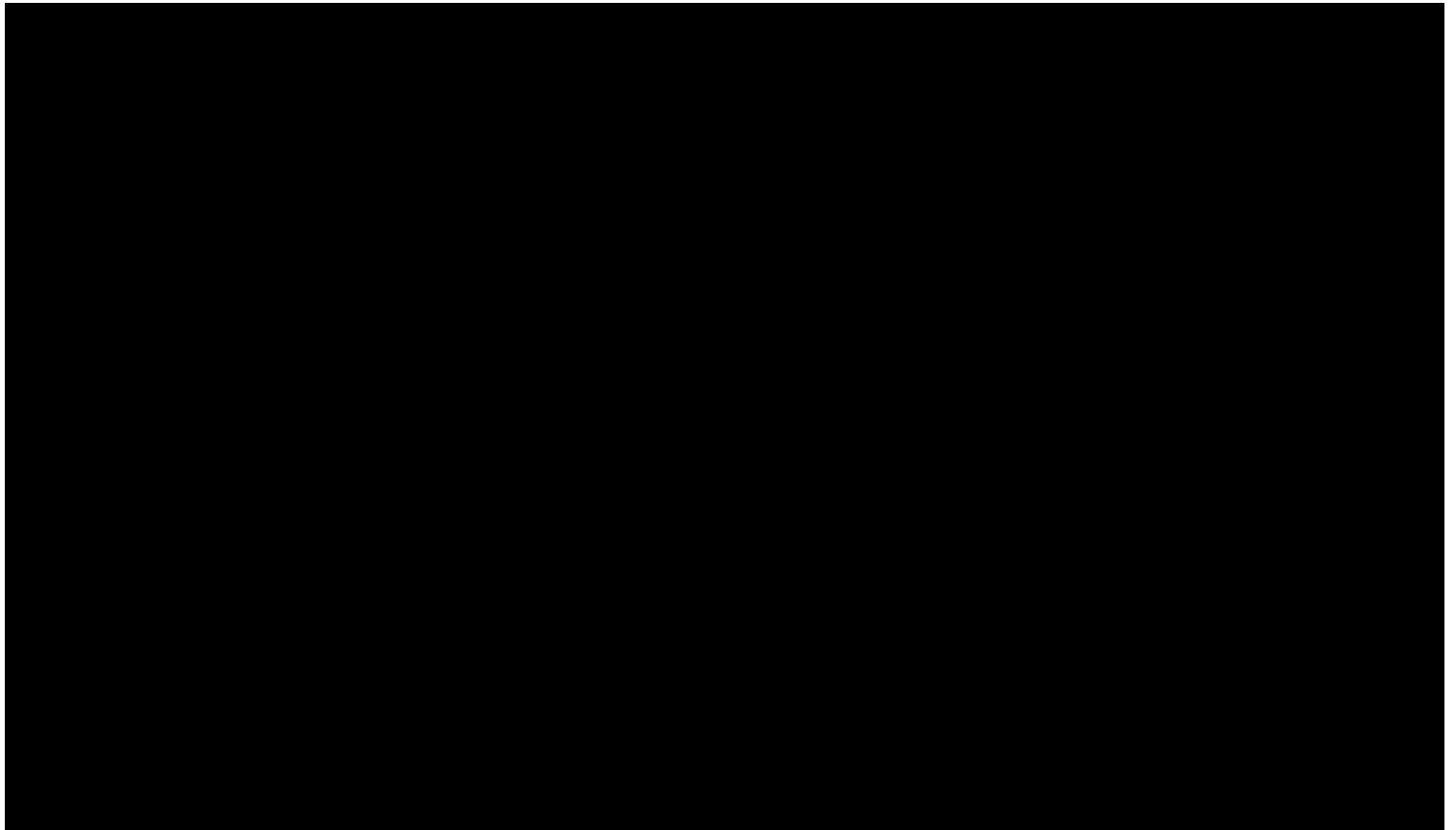
Topic Overview: Collection of Garbage and Refuse Contract: 2024-14

Attachments: [Murphy Brothers Bld - Collection of Garbage and Recycling Redacted](#)

BACKGROUND INFORMATION:

The City's Garbage and Refuse contract expired in June of 2024. As such, a tender was advertised to provide collection services for the period of 12 months. One bid was received and is detailed below:

Murphy Brothers Ltd. \$946,519.00 HST Included



Due to the large increase in cost, Spring Cleanup and Christmas Bulk is under review and will not be included in this Request for Decision. Once a proposed resolution for these services is solidified, this will be brought forward to council.

Again, the proposed resolution does not include the contractors' bid amounts for Spring Cleanup and Christmas Bulk.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award Contract 2024-14 Collection of Garbage and Refuse to Murphy Brother Ltd. in the amount of \$837,959.00 (HST included).

FINANCIAL IMPACT:

Contract amount: \$837,959.00 HST Included

Director of Community, Engineering, Development & Planning	Approved - 12 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

City Manager

TENDER FORM

STIPULATED PRICE CONTRACT

Tender for: Collection of Garbage and Refuse
Contract No: 2024-14

To: City of Corner Brook
Tender-rfp@cornerbrook.com

1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the contract documents including the Specifications, all drawings listed in the Specifications, all Addenda, and all the Instructions to Bidders for this project:

WE THE UNDERSIGNED, hereby offer to furnish all necessary labour, materials, supervision, plant, tools and equipment, and everything else required to perform expeditiously and complete in a satisfactory manner the work for the following sums itemized and totaled as set forth below:

Tender price for the collection of all garbage and recycling from within the City of Corner Brook as per Section C5 of Appendix "C" of the contract

Nine Hundred & forty Six Thousand Five Hundred & Nineteen
Dollars & Zero Cents

(\$ 946,519.00)

in lawful money of Canada which includes all prime costs, allowances, and Government sales or excise taxes in force at this date, except as otherwise provided in the tendering documents.

This price is a lump sum price of all work set out in the contract for a period from July 1, 2024 to July 1, 2025, inclusive and there after shall be escalated annually during the contract period in accordance with the escalation formula set out.

2. WE ENCLOE HEREWITH if required by the Instructions to Bidders
- a. A bid bond issued by an approved Surety Company licensed to do business in the Province of Newfoundland and Labrador and made out in favour of the City of Corner Brook. The bid bond shall be at least ten percent (10%) of the first years tendered amount; **OR**
 - b. A certified cheque drawn upon a chartered bank licensed to carry on business in Canada in the amount of at least 10 percent (10%) of the first years tendered amount; **OR**
 - c. An irrevocable letter of credit satisfactory to the City of Corner Brook in the amount of at least ten percent (10%) of the first years tendered

amount. The bidding security will be returned to bidders in accordance with the Notice of Tender.

In the event of this tender being accepted within the time stated in Section 3 below and our failure to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may at the option of the City of Corner Brook be forfeited. The forfeiting of the security does not limit the right of action of the City of Corner Brook against us for failure or refusal to enter into a contract.

3. IF NOTIFIED IN WRITING BY THE CITY OF CORNER BROOK OF THE ACCEPTANCE OF THIS TENDER WITHIN 30 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL: -
 1. execute the Form of Agreement.
 2. furnish Performance Security and Labour & Material Security in accordance with Clause 3 of the Instructions to Bidders.
 3. perform all the work included in the contract for a period of one year commencing on July 1, 2024 and terminating on July 1, 2025, inclusive.
4. WE understand that Performance Security, Labour and Materials Security and Insurance as required by the contract documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the City of Corner Brook.
5. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.
6. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the contract documents.
7. WE understand and agree to list the names of sub-contractors and suppliers whose bids have been used in the preparation of this tender price in Appendix 'A'. This list will be subject to the approval of the City of Corner Brook. Blanks on Appendix "A" shall be considered an incomplete bid.
8. WE agree to authorize the City of Corner Brook to release the names of sub-contractors used in our tender where such information is requested from the City of Corner Brook.

9. WE understand and agree to list the equipment to be made available for the completion of work in Appendix 'B'. We understand that the City of Corner Brook shall be the final judge as to the sufficiency of such equipment and this list will in no way prejudice the City of Corner Brook's right to demand more or different equipment at any time before or during the duration of this contract. Blanks in Appendix "B" shall be considered an incomplete bid.
10. WE reserve the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the City of Corner Brook and contingent upon satisfactory evidence of bankruptcy.
11. WE understand and agree that the City of Corner Brook may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the contract documents.
12. We understand and agree to submit the following information with our tender to assist the City of Corner Brook in determining that the bidder is a reputable company possessing the necessary equipment and personnel required to satisfactorily perform the work:
 1. Verification that the bidder is or will be forming a limited liability company. If the bidder is a limited liability company, the corporate seal should be affixed to the form of tender.
 2. List of the principals of the company.
 3. Identify the share capital and equity in the company.
 4. Anticipated cash flow statement for the Contract.
 5. Description of method of operation including:
 1. Type and age of equipment to be used.
 2. The names of the management and supervisory staff.
 2. The number of employees for this Contract.
 3. The arrangements for equipment storage and maintenance.
 4. Office location.
13. WE understand and agree that during the period of the Contract, the City of Corner Brook may at its sole and absolute discretion elect to provide additional Christmas Holiday Collection in accordance with section 1.09 of the Specifications, and for the annual Lump Sum price below.

Additional Christmas Holiday Collection

(2 Days Annually)

\$ 25,000.00 HST excluded

We agree that this is a lump sum annual price to provide regular garbage collection for the two routes missed due to the Christmas Day and the Boxing Day holidays.

14. WE hereby acknowledge receipt of the following addenda:

Addendum Number: 1 , _____ , _____ , _____

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

Bidder Name: Murphy Brothers Ltd

Address: 1 Ariceen Pl, PO BOX 411

Corner Brook, NL, A2H 6E3

[Redacted Signature]

Signing Officer

Signing Officer

[Redacted Signature]

Witnessed by
Corporate Seal



APPENDIX 'A'

Hereunder is the list of sub-contractors referred to in Section 7 of the Tender Form submitted by _____

to the City of Corner Brook which forms an integral part of the above noted tender. If no subcontractors will be used in completion of the work, please initial here. ____



Division/ Work

Names and Addresses of Sub-Contractors and Suppliers included in our Tender Price

APPENDIX 'B'

Herewith is the list of Equipment referred to in Section 9 of the Tender Form submitted by Murphy Brothers Ltd. to the City of Corner Brook dated June 4th, 2024 and which is an integral part of the above noted tender.

City Waste + Recycling Collection Equipment

2	2019	Dual Stream	60/40	split	Garbage Truck
2	2013	Dual Stream	60/40	split	Garbage Truck
1	2013	Dual Stream	60/40	split	Garbage Truck

Clean Up + Special Collections

3 Rear Load Garbage Trucks

Bulk Waste Containers

3 front load Garbage Trucks
4 Roll off Trucks

6	front	End load	6yrd	Waste Containers
1	front	End load	4yrd	Waste Container
1	front	End load	6yrd	Cardboard / Paper Container
1	front	End load	4yrd	Cardboard / Paper Container

Christmas Holiday Bulk Waste

6 35yrd Roll off Containers

APPENDIX 'C'
TENDER PRICE TABLE

Sections	Description	Amount (\$)
C1	Base Tender	
C2	Separate Prices	
	1 Christmas Tree Collection	
	2 Leaf Collection	
	3 Spring Clean Up Period	
	4 Christmas Bulk Waste	
	Subtotal Separate Prices	
C3	Subtotal Tender Prices (Sum of Sections C1 – C2)	
C4	Harmonized Sales Tax (HST) (Multiply Section C3 by 15%)	
C5	TOTAL TENDER AMOUNT (ADD Sections C3 +C4 and transfer this amount to Section 1 on page 1 of the Tender Form)	

NOTES:

1. For the purposes of the Public Procurement Act and the evaluation of the tenders received, the bid shall be the Total Tender Amount.
2. Work associated with the Separate Prices (C2) may be deleted at the sole discretion of the Owner at the time of contract award and a deduction(s) will be made to the Total Tender Amount equal to the amount(s) in C2 of the Tender Price Table.

APPENDIX 'D'
Revision 1

For information purposes only, Appendix "D" provides additional information regarding quantities of garbage, refuse, special garbage and metals as collected in past years. These quantities are included to provide Bidders with an approximate scale of work required.

METALS COLLECTION DURING CLEAN UP PERIOD

Quantities are approximate.

1.	Year	2.	Tonnes
3.	2019	4.	105
5.	2020	6.	120
7.	2021	8.	130
9.	2022	10.	127.5
11.	2023	12.	125

EXTRA GARBAGE DURING CLEAN UP PERIOD

Quantities are approximate.

13.	Year	14.	Tonnes
15.	2019	16.	340
17.	2020	18.	390
19.	2021	20.	235
21.	2022	22.	315
23.	2023	24.	311

BULK GARBAGE CONTAINERS

Quantities are approximate.

25.	Location	26.	Monthly Tonnes
27.	Public Works	28.	14
29.	Fire Hall	30.	2.5
31.	Water Treatment	32.	.5
33.	Civic Centre	34.	11



PO BOX 411, Corner Brook, NL, A2H 6E3 Tel: (709) 634 – 3345 Fax (709) 634 – 0163 murphybrothers@nf.aibn.com

Principals of Company: David Murphy President
 Ethan Murphy Sec/Tres

Share Capital and Equity:

Capital Stock	201,745.00
Contributed Surplus	105,557.00
Retained Earnings	1,535,515.00

Company is currently providing waste removal service to commercial customers in the Bay of Islands and Humber Valley areas as well as residential collection for 7 other communities. We have been in the waste haulage business since 1958 and our principals have accumulated in excess of 70 years aggregate experience in this field.

Method of Operation

1. 2, 2019 Split-Body 60/40, Side Load Compactor Trucks will perform the weekly collections, spare Split-Body Side Load Compactor Trucks will be available in case of equipment failure/maintenance.
2. 2001 and 1, 2011 Rear load compactor trucks will be utilized for Spring Clean Up and other Special Collections, pick up truck will be used for sideroads in the winter.
2. Principals will supply management, supervisory staff Daniel Murphy and Stephanie Jenkins.
3. Employees required for collection 2, plus support and administration 2, 1 seasonal for winter
4. Equipment maintenance and storage will be at our facility at 1 Ariceen Place in the Watson’s Pond Industrial Park.
5. Office will be located at 1 Ariceen Place in the Watson’s Pond Industrial Park.

Equipment

- | | | |
|---|--|----------|
| 2 | 2019 Split-Body 60/ 40, Side Load Compactor Trucks | |
| 3 | 2013 Split-Body 60/ 40, Side Load Compactor Trucks | |
| 2 | 2000 Int Rear Load Trucks | 35 cu/yd |
| 1 | 2024 Front End Load Truck | 35 cu/yd |
| 1 | 2018 Front End Load Truck | 40 cu/yd |
| 1 | 2012 Front End Load Truck | 40 cu/yd |
| 1 | 2010 Front End Load Truck | 40 cu/yd |



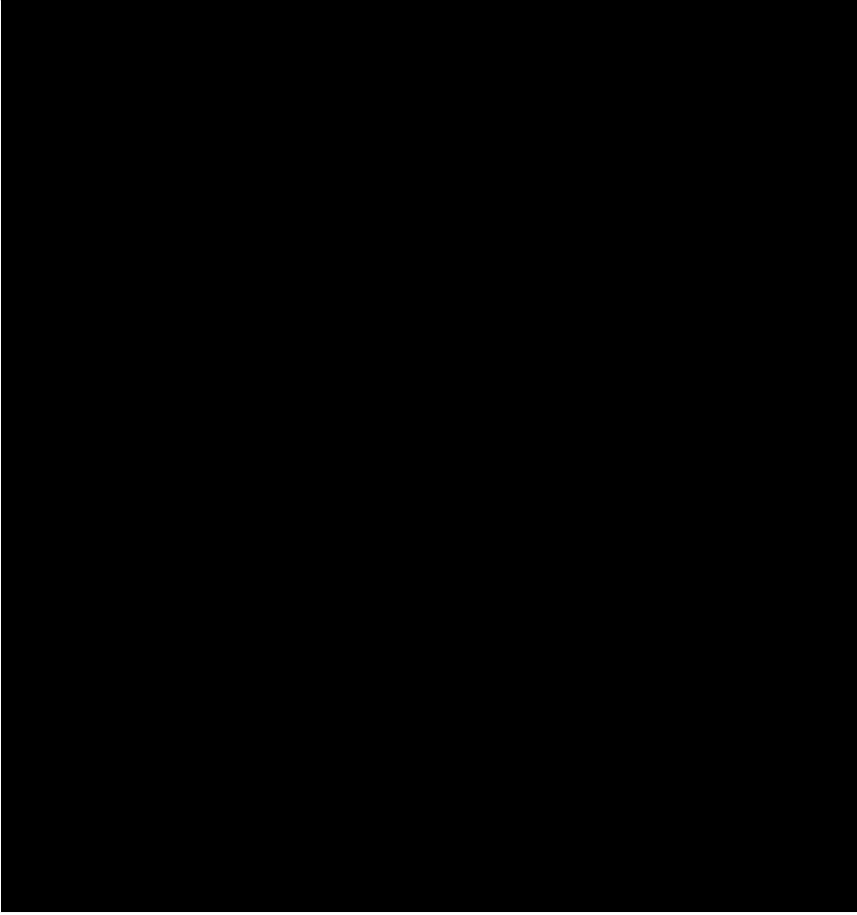
- 1 2023 Roll Off Truck
- 1 2016 Roll Off Truck
- 1 2011 Roll Off Truck
- 1 2007 Roll Off Truck

Bulk Waste Containers

Christmas Holiday Bins
6 35 yrd Roll Off Containers

Waste Containers
6 6 yrd Front End Load Containers
1 4 yrd Front End Load Containers

Cardboard/Paper Recycling Containers
1, 4 yrd 1, 6 yrd



BID BOND



CCDC 220 - 2002

No. 697298-001-24

Bond Amount \$10% Of Tender

Murphy Brothers Limited. as Principal, hereinafter called the Principal, and **Aviva Insurance Company of Canada** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and Territories in Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City Of Corner Brook** as Obligee, hereinafter called the Obligee, in the amount of **Ten Percent Of Tender Dollars (\$10%of Tender)** lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated 5th day of June, in the year 2024 for Residential Garbage and Recycling Collection

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within **Thirty (30)** days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated 31st day of May, in the year 2024.

SIGNED and SEALED

Murphy Brothers Limited

in the presence of

[Redacted]

[Redacted Signature] Signature

Witness

Aviva Insurance Company of Canada

[Redacted]

[Redacted Signature]

Witness



Copyright 2002

(CCDC 220 – 2002 has been approved by the Surety Association of Canada)

Canadian Construction Documents Committee

WorkplaceNL

Health | Safety | Compensation

Assessment Services Department

JUNE 04 2024

MURPHY BROTHERS LIMITED
P O BOX 411
CORNER BROOK NL A2H 6E3

Clearance Letter Confirmation Number: 0717308

TO: CITY OF CORNER BROOK

RE: MURPHY BROTHERS LIMITED

Request Purpose: Contract Work – Current Year

This confirms that the above referenced employer is in good standing with WorkplaceNL as of today's date for contract work. This clearance is provided for the purposes of Section 144 of the *Workplace Health, Safety and Compensation Act, 2022* only, which indicates that a person using a contractor or subcontractor to perform work may be responsible for unpaid assessments of the contractor or subcontractor.

This clearance letter expires 45 days from the date of issue. If the contract work has not been completed by that date, we recommend that you request another clearance letter to protect your business from any potential assessment liability related to this employer.

If you have any questions, please call us at 709.778.2902 or you may use our toll free number 1.800.563.9000 (ext. 2902) if calling within Newfoundland and Labrador.

Sincerely,

Assessment Services Department

To alter this document constitutes fraud

WL1

146-148 Forest Road, P.O. Box 9000, St. John's, NL A1A 3B8
t 709.778.1000 t 1.800.563.9000 f 709.778.1110 w workplacnl.ca

N L C S A



NEWFOUNDLAND
& LABRADOR
CONSTRUCTION
SAFETY
ASSOCIATION

Letter of Good Standing

Certificate of Recognition® Program

July 27, 2023

Murphy Brothers Ltd.
PO Box 411
Corner Brook, NL, A2H 6E3

Based upon a review of NLCSA records

Murphy Brothers Ltd.

is an active participant in the Certificate of Recognition®(COR®) Program. This letter is issued to the above noted company based on information available as of the date listed above. The current state of the company is noted below.

Commencement Date: **January 17, 2000** Expiry Date: **July 22, 2024**

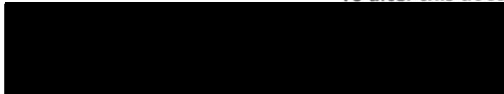
Certificate of Recognition®

COR Certificate Number **2012 - 1401** ®

Audit Pending

Note: NLCSA's records are compiled from information gathered during a firm's participation in NLCSA programs, which information is believed to be correct. This letter is based on information currently available to the NLCSA, and is not certified or warranted for accuracy. NLCSA assumes no responsibility or liability for the information contained in this letter.

To alter this document constitutes fraud.



NLCSA Representative

80 GLENCOE DRIVE, DONOVAN'S INDUSTRIAL PARK, MOUNT PEARL, NL A1N 4S9
T: 709 739 7000 F: 709 739 7001 TOLL FREE 1 888 681 SAFE (7233)
INFO@NLCSA.COM WWW.NLCSA.COM

AMENDMENT NO. 1

Owner: City of Corner Brook

Project Name: Collection of Garbage & Recycling

Project Number: 2024-11

Date Issued: May 31, 2024

1. This Amendment shall form an integral part of the specification to be read in conjunction therewith. This Amendment shall take precedence over all forms of the aforementioned specification with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

2. The General Conditions and all documents issued with this specification shall apply to govern all phases of the work covered by this Amendment.

3. The purpose of this Amendment is to inform bidders of clarifications to the contract documents.

To advise Consultants of the following clarifications:

1. Reference Specifications:

Add the following under Section 3.10 DISPOSAL SITE

3. The Contractor is required to offload garbage and recycling at the disposal site in a manner that allows the mass of garbage and recycling to be collected separately.

Bidders are advised to acknowledge receipt of this Amendment as per the Instructions to Bidders.

END

Page 1 of 1



Request for Decision (RFD)

Subject: Mount Bernard Avenue Reconstruction - Change Order No. 19

To: Darren Charters
Meeting: Regular Meeting - 15 Jul 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Change Order Notice No. 19](#)

BACKGROUND INFORMATION:

Costs associated with repair of water transmission main break On November 16th, 17th, 18th 2023. Existing 16-inch diameter water main broke over night beyond the limits of the construction. Water main was repressurized previous day for the end of the construction season. It was decided to have the contractor repair this main instead of City Forces due to the complexity of the excavation around Bell Infrastructure in the ground. For the information of Council, a credit of \$67,730.40 was recently applied to this contract.

PROPOSED RESOLUTION:

Be it resolved that Corner Brook City Council approve Change Order No. 19 for the Mount Bernard Avenue Reconstruction for \$39,046.87 HST included for Marine Contractors Inc.

FINANCIAL IMPACT:

Authorized Contract Amount - \$10,436,308.65 HST Inc.

Previous Change Orders \$444,736.90 HST Inc.

Budget Code: 17-GI-23-00001

Finance Type: Funding

Director of Community, Engineering, Development & Planning Approved - 10 Jul 2024

Legislative Assistant Approved - 12 Jul 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 12, 2024
PROJECT NAME: Mount Bernard Avenue Reconstruction, Corner Brook
PROJECT #: 17-GI-23-00001 CONTRACTOR: Marine Contractors Inc.
CHANGE ORDER NUMBER: 19

.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

Provide a Force Account Breakdown for the feedermain break repair on November 16th, 17th and 18th, 2023. Breakdown to include labour, materials, equipment, overhead and profit.

.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: 3 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 \$ 39,046.87
- Deduction from Contract including HST payable by the Owner \$ _____

Contractor: [Redacted Signature] (Signature)
Transportation and Infrastructure

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

Page 2 of 3

September 2023


Authorized Contract Amount (A)	\$	10,436,308.65
Change Order Limit (greater of 10 % of A or \$15,000)	\$	1,043,630.87
Previous Change Orders (B)	\$	444,736.90
This Change Order (C)	\$	39,046.87
New Approved Contract Amount (A+B+C)	\$	10,920,092.42

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 12, 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)

Transportation and Infrastructure

**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.

Transportation and Infrastructure

Daily Force Account Report

Force Acc	Date:	November 17, 2023
Contracto Marine Contractors Inc	Project #:	22-042
Project Name: Mount Bernard Road Reconstruction		

Description of Work
 Repair of Main Line break on existing system

Classification	No.	Hrs. Each	Man Hrs.	Rate	Total
Labourer-	1	10.5	10.5	29.00	304.50
Operator	1	10.5	10.5	30.90	324.45
Working Foreman	1	13	13	53.73	698.49
Pipefitter	1	6.5	6.5	26.25	170.63
Pipefitter -	1	6.5	6.5	28.40	184.60
Pipefitter Assistant -	1	4.5	4.5	27.50	123.75
Pipefitter Assistant	1	6.5	6.5	27.50	178.75
Labourer -	1	10.5	10.5	25.00	262.50
Subtotal Labour					2,247.67

Equipment	Make, Model & Type	Capacity	Measure	Quantity	Rate	Total
Excavator - 20 tonne		1.15	m3	10.5	170.50	1,790.25
Site Pick Up		4500	kg	10	20.48	204.80
Loader - Cat 938		2.29	m3	1	95.43	95.43
Tandem Tandem - Dump Truck		20	tonne	10	120.00	1,200.00
Subtotal Equipment					3,290.48	

Materials	Type	Measure	Quantity	Unit Price	Total
RCMP					-
4" DR18 Blue Brute		m	4	92.29	369.16
4" MJ Joiner		ea	2	84.81	169.62
4" Megalugs		ea	4	99.39	397.56
6" SDR28		m	4	65.53	262.12
6" PVC to Concrete Joiner		ea	2	40.36	80.72
Mount Bernard					-
16" DI Pipe		m	5.5	855.40	4,704.70
16" MJ Joiner		ea	2	1,090.05	2,180.10
16" Mega Lugs		ea	4	576.30	2,305.20
Roadway					-
Class A		tonne	0	13.00	-
Class B		tonne	0	12.00	-
Subtotal Materials					10,469.18

Summary

Item	Amount
Labour (incl. 35% payroll burden)	3,034.35
Materials	10,469.18
Subtotal	13,503.53
10% Overhead	1,350.35
Subtotal	14,853.88
Sub-Contractor	
Subtotal	14,853.88
10% Profit (Contractor)	1,485.39
Subtotal	16,339.27
Equipment	3,290.48
Total	19,629.75

 Engineer's Representative

 Contractor



Request for Decision (RFD)

Subject: RFP - Corner Brook Regional Recreation Centre Fitness Equipment Supplier

To: Darren Charters
Meeting: Regular Meeting - 15 Jul 2024
Department: Recreation
Staff Contact: Peter Robinson, Director of Recreation Services
Topic Overview:
Attachments: [Fitness RFP - Pricing Form](#)
[Fitness RFP - Proposal](#)

BACKGROUND INFORMATION:

An RFP was posted by the City of Corner Brook on June 10, 2024 for the layout, supply, and install of fitness equipment at the Corner Brook Regional Recreation Centre. The RFP closed on July 5, 2024 and there were five proposals that were received.

PROPOSED RESOLUTION:

Be it RESOLVED that the council of the City of Corner Brook accept the proposal by Johnson Health Technologies Canada for the layout, supply and install of fitness equipment at the Corner Brook Regional Recreation Centre in the amount of \$194,218.90 HST included.

Be it further RESOLVED that the council of the City of Corner Brook authorizes the acting City Manager to sign the proposal provided by Johnson Health Technologies Canada on behalf of the City of Corner Brook.

RECOMMENDATION:

it is recommended by staff that council approve the proposal from Johnson Health Technologies Canada.

ALTERNATIVE IMPLICATIONS:

1. Council approves the recommended proposal.
2. Council does not approve the recommended proposal.
3. Council provides alternate instructions.

Director of Recreation Services	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024

Legislative Assistant

Approved - 11 Jul 2024

City Manager



Request for Decision (RFD)

Subject: 9 Highland Avenue (3 Unit Apartment Building - Discretionary Use)

To: Deon Rumbolt
Meeting: Regular Meeting - 15 Jul 2024
Department: Development and Planning
Staff Contact: Darryl Skinner, Development Skinner
Topic Overview:
Attachments: [9 Highland Avenue \(memo \)](#)
[Attachment #1](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application from the property owner of 9 Highland Avenue, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The building is located in a Residential Low-Density Zone where the proposed use, (Apartment Building) is considered a “Discretionary Use” of the City of Corner Brook’s Development Regulations.

On February 13th, 2024 the application was placed on the City of Corner Brook’s website and a Notice Occupant memo was sent to the neighbors in the surrounding area. Also on February 21st, 2024 it was advertised in the local newspaper giving the general public a chance to express any concerns that they may have with this development. The city did receive responses both supporting and against the proposed development. A summary can be found in the attached memo.

PROPOSED RESOLUTION:

Be it resolved that Council of the City of Corner Brook in its Authority approve the application for the proposed 3 unit Apartment building at 9 Highland Avenue, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the proposed application and location, staff does not feel that the 3 unit Apartment Building will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue as recommended.
2. That the Council of the City of Corner Brook not approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue.
3. That the Council of the City of Corner Brook to give other direction to Staff.

	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024
Legislative Assistant	Approved - 11 Jul 2024

City Manager

Memo

Community Services Department

To: Rumbolt, Manager of Development and Planning:

From: Darryl Skinner, Development Inspector III

Date: July 3, 2024

Re: Discretionary Use / 3 Unit Apartment Building at 9 Highland Avenue

The City of Corner Brook has received an application from the property owner of 9 Highland Avenue, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The building is located in a Residential Low-Density Zone where the proposed use, (Apartment Building) is considered a “**Discretionary Use**” of the City of Corner Brook’s Development Regulations.

The footprint of the existing dwelling will not change since the third unit is proposed to be located in the basement. The original design of the dwelling was constructed with a 2nd unit in the basement which was occupied by the caretaker of the property. The current owner is occupying the main floor and the basement level as one unit but would like to re-instate a section of the basement as a separate unit. The property owner has recently obtained an occupancy permit for a 2nd unit on the main floor, (rear of the garage). Therefore, adding the 3rd unit in the basement would classify the building as a three (3) unit apartment building.

On February 13, 2024, the application was placed on the City of Corner Brook’s website and a Notice Occupant memo was sent to the neighbors in the surrounding area. Also on February 21, 2024, it was advertised in the local newspaper giving the public a chance to express any concerns that they may have with this development. The city did receive both support and objections to the proposed development as outlined below.

Concerns with the development:

1. The road is too narrow which causes snow clearing issues.
2. Increase in traffic flow.
3. Increase in taxes for neighbours.
4. Do not want increase density for the street.
5. Parking issues on the street.

Staff considered the above concerns and also had discussions with the engineering department regarding the street width. The lot exceeds the required parking spaces needed for a three-unit apartment building. After much consideration and reviewing the proposed application & location, staff does not feel that a 3 Unit Apartment Building will have any negative impacts on the surrounding area.

Therefore, it is recommended that Council approve the application for the proposed 3 Unit Apartment Building at 9 Highland Avenue, Corner Brook, NL.

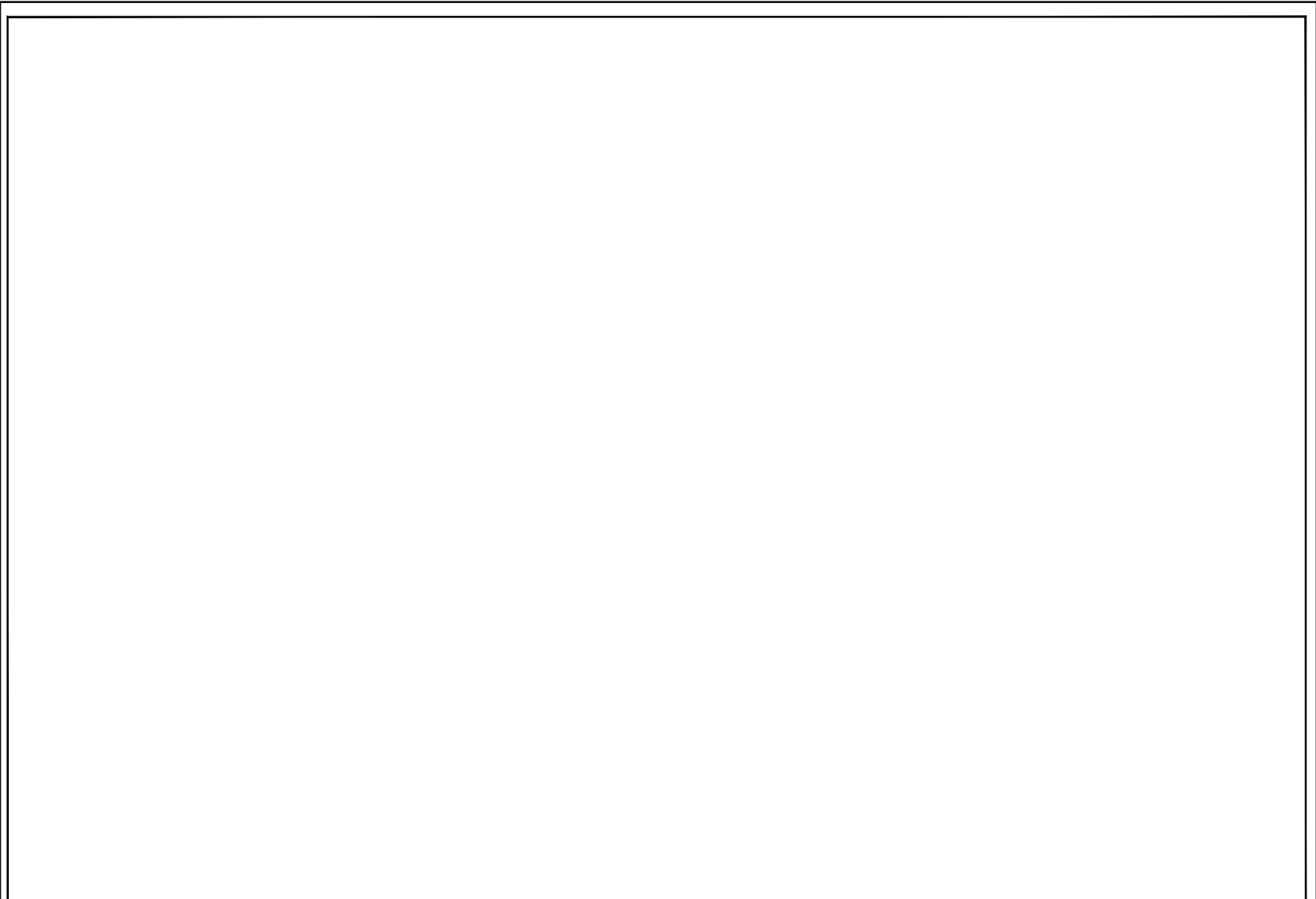
Sincerely,



Darryl Skinner
Development Inspector III

Attachments:

1. Picture of Lot Location
2. RFD



 <p>City of Corner Brook Community Services Department Planning Division</p> <p>5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com</p>	PROJECT:	NOTES:	LOCATION:		
	TITLE:		PREPARED BY:		
			DEPARTMENT:		
			DATE:		
			PAGE:	OF	VERSION:



Request for Decision (RFD)

Subject: Crown Land Application - North Side of Humber River Across From Steady Brook

To: Deon Rumbolt
Meeting: Regular Meeting - 15 Jul 2024
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Crown Land Application
Attachments: [Memo - Crown Land Application - North Side of Humber River Across From Steady Brook](#)
[Figure 1 - Crown Land Application - North Side of Humber River Across From Steady Brook.png](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received a Crown Land application pertaining to a grant of land under Section 36 of the Lands Act (Provincial legislation). This deals with persons acquiring land which they have occupied for a twenty (20) year period in open, notorious, continuous and exclusive possession immediately prior to the 1st day of January 1977 and up to the present time (commonly known as Squatter's Rights). It has been brought to the owner's attention that the title of a parcel of property located on the north side of the Humber River, across from Steady Brook, falls under the ownership of the Crown. In an effort to resolve the issue, the owner has applied to the Crown to acquire the land in question. This application was considered by internal staff and there are no concerns.

PROPOSED RESOLUTION:

It is RESOLVED to approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 Other
 City of Corner Brook Crown Land Acquisition Policy

RECOMMENDATION:

Staff recommends option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.
2. That Council not approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.
3. That the Council of the City of Corner Brook provides other direction to staff.

Director of Community, Engineering,
Development & Planning

Approved - 10 Jul 2024

Approved - 10 Jul 2024

City Manager

MEMO

To: Manager of Development & Planning
Fr: Development Inspector I
Subject: **Crown Land Application – Land North Side of Humber River
Across From Steady Brook**
Date: June 25, 2024

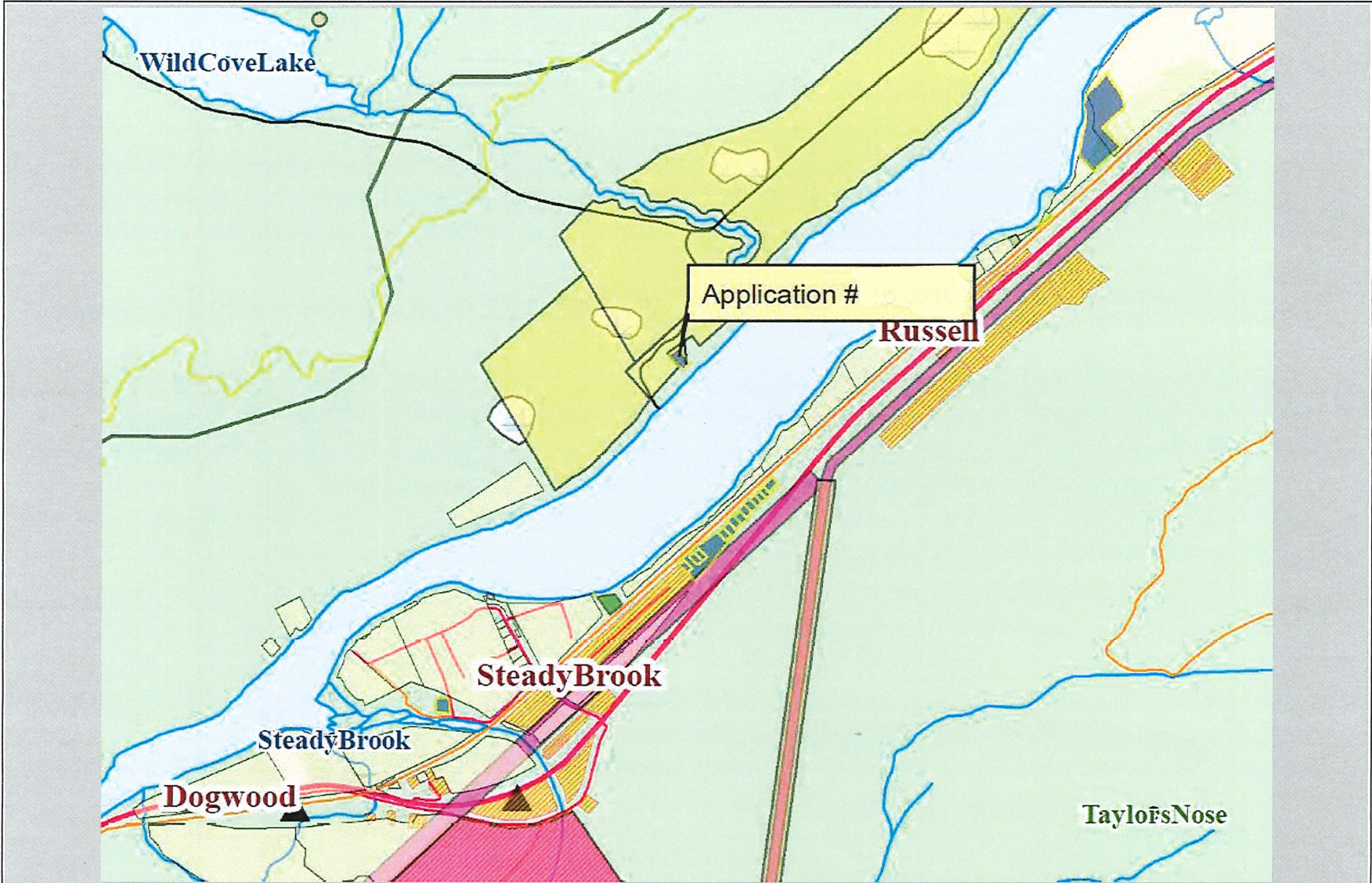
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It has been brought to the owner's attention that the title of a property situate located on the north side of the Humber River across from Steady Brook falls under the ownership of the Crown. In an effort to resolve the issue, the owner has applied to the Crown to acquire the land in question. This application was considered by internal staff and there are no concerns.

After review of the application, it is recommended that the Council of the City of Corner Brook approve this application.

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

Signed: _____
James King, CET, CPT



 <p>City of Corner Brook Community Services Department Planning Division</p> <p>5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com</p>	PROJECT: Crown Land Application	NOTES:	LOCATION: North of Humber River Across From Steady Brook	
	TITLE:		PREPARED BY: J. King	
	THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.		DEPARTMENT: Development & Planning	
			DATE: 2024-07-09	
			PAGE: 1 OF 1	VERSION: 1



Request for Decision (RFD)

Subject: Rescind Stop Work Order 2022-04 - Failure to Develop in Accordance with Subdivision Drawings

To: Deon Rumbolt
Meeting: Regular Meeting - 15 Jul 2024
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Rescind Stop Work Order
Attachments: [Stop Work Order - Pratt Street Subdivision](#)

BACKGROUND INFORMATION:

A stop work order was issued to Valleyview Estates Limited on August 18, 2023 for failing to develop land in accordance with subdivision drawings. City staff has worked with Valleyview Estates Limited for the past several months to come up with an acceptable plan on how to move forward and remediate this matter. As a result, staff is now in the position to recommend to Council that the Stop Work Order be rescinded.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook rescind Stop Work Order #2022-04 in accordance with Section 102(3) of the Urban and Rural Planning Act.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 Urban and Rural Planning Act
 102(3)

RECOMMENDATION:

Staff recommends Option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council revoke Order #2022-04 as recommended by staff.
2. That Council not revoke Order #2022-04.
3. That Council provide other direction to City staff.

Approved - 10 Jul 2024

Director of Community, Engineering,
Development & Planning
Legislative Assistant

Approved - 10 Jul 2024

Approved - 11 Jul 2024

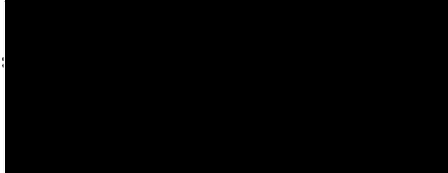
City Manager



STOP WORK ORDER

2022-04

To:



WHEREAS a Development Permit was issued to Valleyview Estates Limited on May 31, 2022 to carry out development of a subdivision known as Pratt Street Subdivision Phase III;

AND WHEREAS the aforementioned Development Permit was subject to a condition to develop in accordance with design drawings dated May 10, 2022 and numbered C-01 to C-07 that were reviewed and approved by the City (the "Subdivision Drawings");

AND WHEREAS the City of Corner Brook has concluded that you are carrying out the development at Pratt Street Subdivision Phase III in contravention of the Subdivision Drawings by failing to install two of the catch basins that were required in the Subdivision Drawings;

AND WHEREAS pursuant to section 8(2) of the *City of Corner Brook Development Regulations*, it is an offence to develop within the City of Corner Brook planning area contrary to any conditions set out in a development permit;

AND WHEREAS pursuant to section 24(7) of the *City of Corner Brook Development Regulations* it is an offence to erase, alter or modify any drawing or specification upon which a development permit has been issued;

NOW THEREFORE YOU ARE HEREBY ORDERED under Section 102 of the Urban and Rural Planning Act **to stop all work immediately** with respect to the ongoing subdivision until a plan for rectification of the above noted failure to develop in accordance with the Subdivision Drawings has been submitted to and approved by the City of Corner Brook. ;

Failure to comply with this Order may result in revocation of your development permit pursuant to section 24(6) of the *City of Corner Brook Development Regulations* and charges being laid against you. Pursuant to section 106 of the *Urban and Rural Planning Act, 2000* penalties include a fine of not less than \$500 and not more than \$1000 for each first offence, or in default of payment a period of imprisonment not exceeding three months, and a fine of not less than \$2000 and not more than \$5000 for each subsequent offence, or in default of payment a period of imprisonment not exceeding six months.

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

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

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

Dated at the City of Corner Brook, this 18th day of August, 2022 A.D.



[Handwritten Signature]
City Clerk
City of Corner Brook



Information Report (IR)

Subject: Notice of Motion--Recreational Vehicle Regulations 2022

To: Darren Charters

Meeting: Regular Meeting - 15 Jul 2024

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: Notice of Motion--Recreational Vehicle Regulations 2022 Route Addition Amendment

Attachments: [Schedule A 2024](#)

BACKGROUND INFORMATION:

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

Whereas sections 201 and 202 of the City of Corner Brook Act authorize Council to make regulations:

- Prohibiting or controlling the operation of recreational vehicles not licenced under the Highway Traffic Act on public roads and bridges;

And further, Section 15 of the Off-Road Vehicles Act, 2021, authorizes Council to make regulations:

- Permitting the driving of vehicles or a class of vehicles along or across a highway or part of a highway in a municipality;

Notice is hereby given that at the Public Council Meeting on August **19th**, 2024, the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of Section 201 and 202 of the City of Corner Brook Act, 1990, and section 10 of the Motorized Snow Vehicles and All-Terrain Vehicles Act, 1990, and all other enabling powers, the Council of the City of Corner Brook hereby amends the Recreational Vehicles Regulation 2019, by adding a revised Schedule A which will permit operation on more streets as follows:

1. **West Valley Road to connect Confederation Drive to West Street,**
2. **Sunnyslope Drive, Country Road, Popular Road, and Caribou Road, to connect Lundrigan Drive to Broadway,**

- 3. **For the 2025 ATV season, starting May 01st, 2025, Elizabeth Street, Grenfell Drive, University Avenue, and Mt. Bernard Avenue to connect Elizabeth Street area to Main Street.**

Director of Protective Services	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

City Manager

Schedule "A"

Permitted All-Terrain Vehicle Routes

All-terrain vehicles are permitted to travel on or along the following highways:

- Riverside Drive (west from intersection of the Northshore Highway)
- Main Street
- Herald Avenue
- Broadway
- Pier Road
- Griffin Drive
- Petries Street (from the intersection of Curling Street to the intersection of Hilliards Road)
- Hilliards Road
- Confederation Drive
- Massey Drive
- Lundrigan Drive
- Sunnyslope Drive
- Country Road
- Popular Road
- Caribou Road (from intersection of Popular Road to Broadway)
- West Valley Road

- Effective May 01st, 2025:
 - Elizabeth Street (from north of Charles Street intersection)
 - Grenfell Drive
 - University Avenue (from intersection of Grenfell Drive south to O'Connell Drive)
 - Mt. Bernard Avenue

All-terrain vehicles are permitted to travel on or along the following public pathways:

- Trail between the end of Pier Road and Griffin Drive.

All-terrain vehicles can travel the designated one-kilometer zone/s on the provincially owned highways as follows:

- Lewin Parkway to access the designated route of Lundrigan Drive;
- O'Connell Drive extension to access the designated route of Hilliards Road;
- North Shore Highway (Route 440) to access the Hughes Brook trailhead.



Request for Decision (RFD)

Subject: Flag Protocol and Proclamations- Policy 13-02-07

To: Darren Charters
Meeting: Regular Meeting - 15 Jul 2024
Department: City Manager
Staff Contact: Jessica Smith, City Clerk
Topic Overview: The Flag Protocol and Proclamations policy is coming forward for council decision
Attachments: [Flag Protocol and Proclamation Policy Draft](#)

BACKGROUND INFORMATION:

At the Committee of the Whole Council Meeting of June 24, 2024, Council were presented with a draft Flag Protocol and Proclamations Policy to provide an opportunity for discussion and feedback. No further feedback has been received and the policy is now coming forward for decision.

This new policy is designed to provide clear guidelines on how the City of Corner Brook will handle requests for proclamation, flag raisings and other inquiries related to flag protocol, ensuring consistency and maintaining appropriate decorum and reverence for the flag and significant events.

PROPOSED RESOLUTION:

It is **RESOLVED** that the Corner Brook City Council approve the Flag Protocol and Proclamation Policy as attached.

GOVERNANCE IMPLICATIONS:

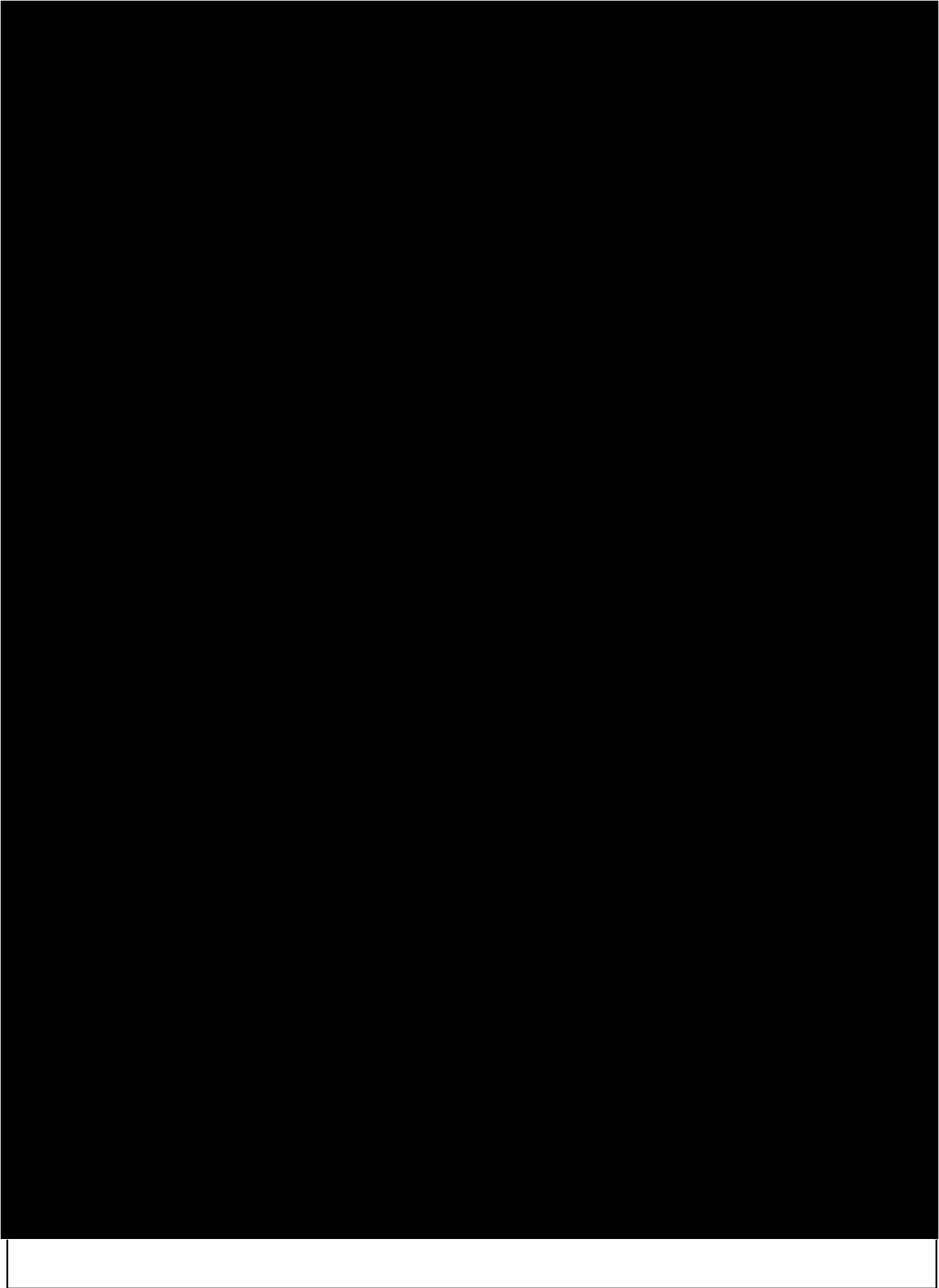
Policy

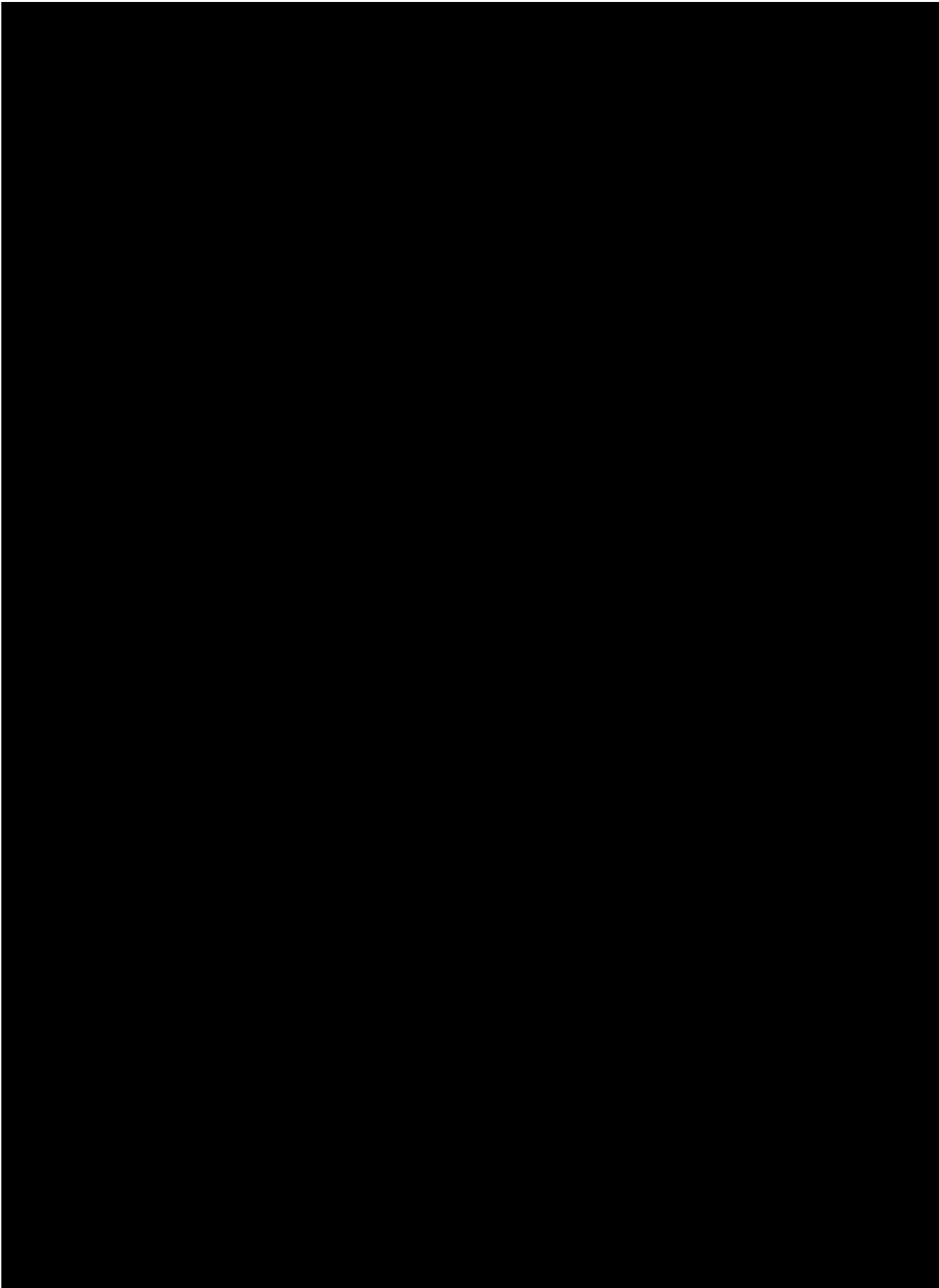
RECOMMENDATION:

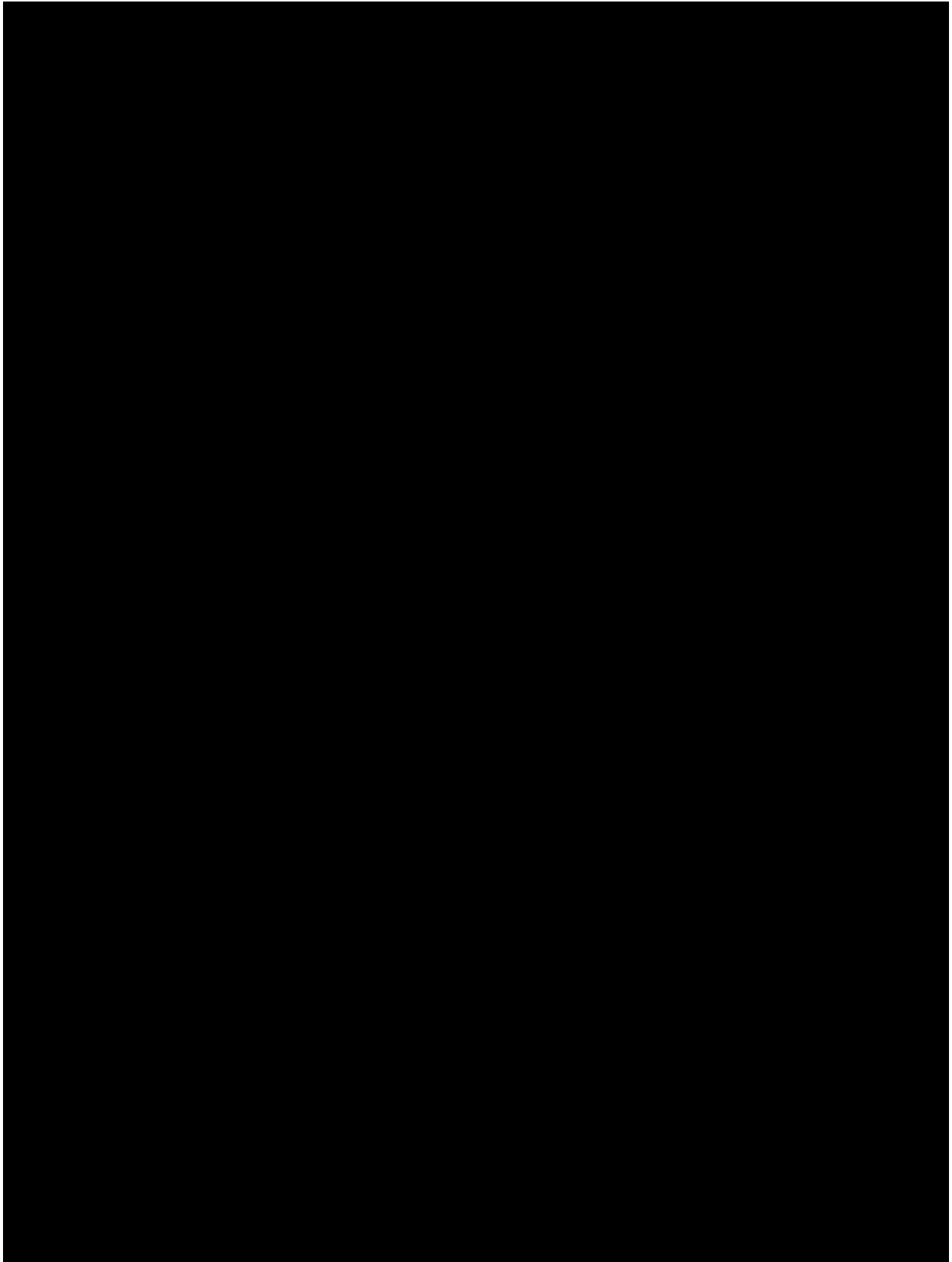
Staff recommend the approval of this policy.

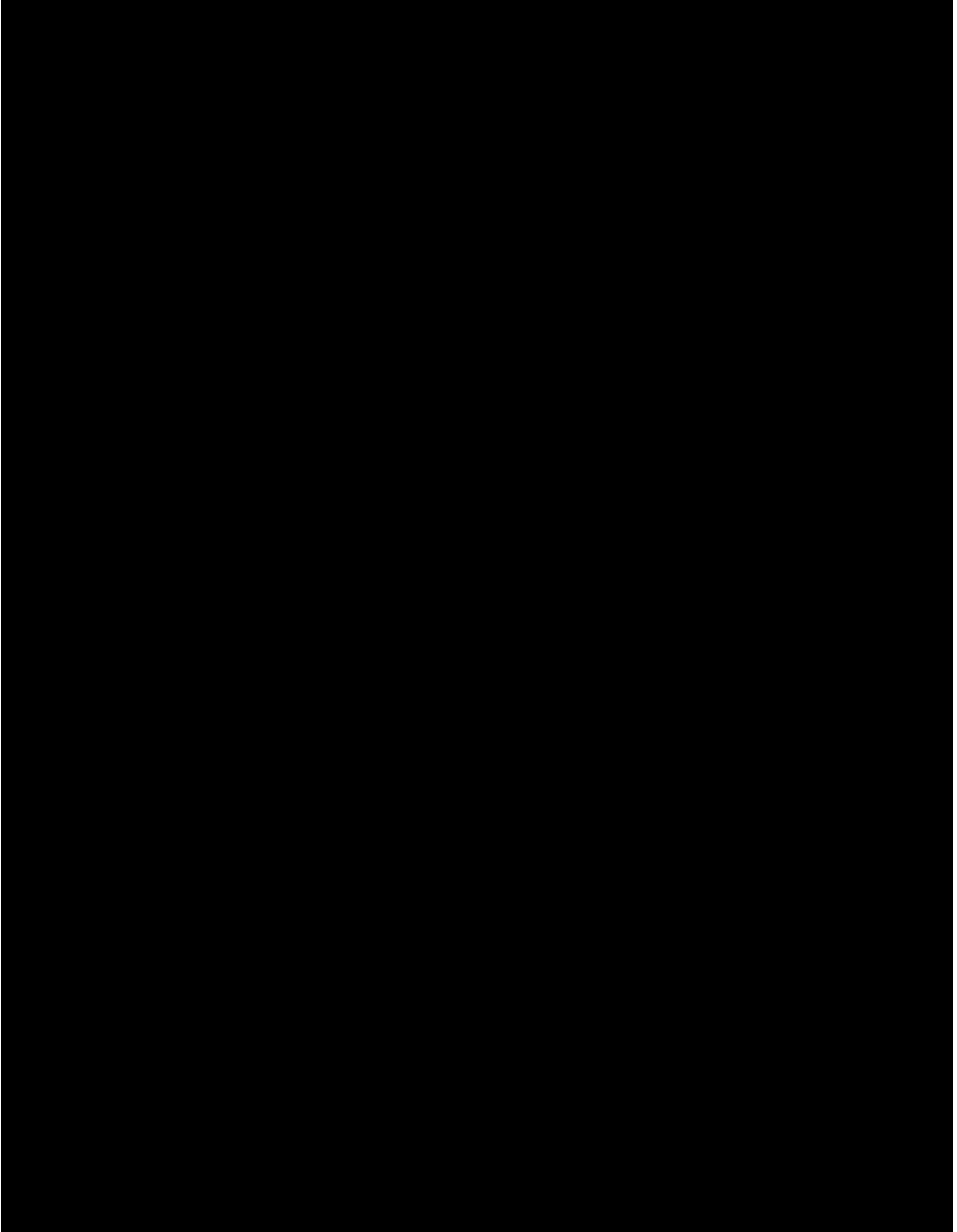
City Clerk	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 12 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

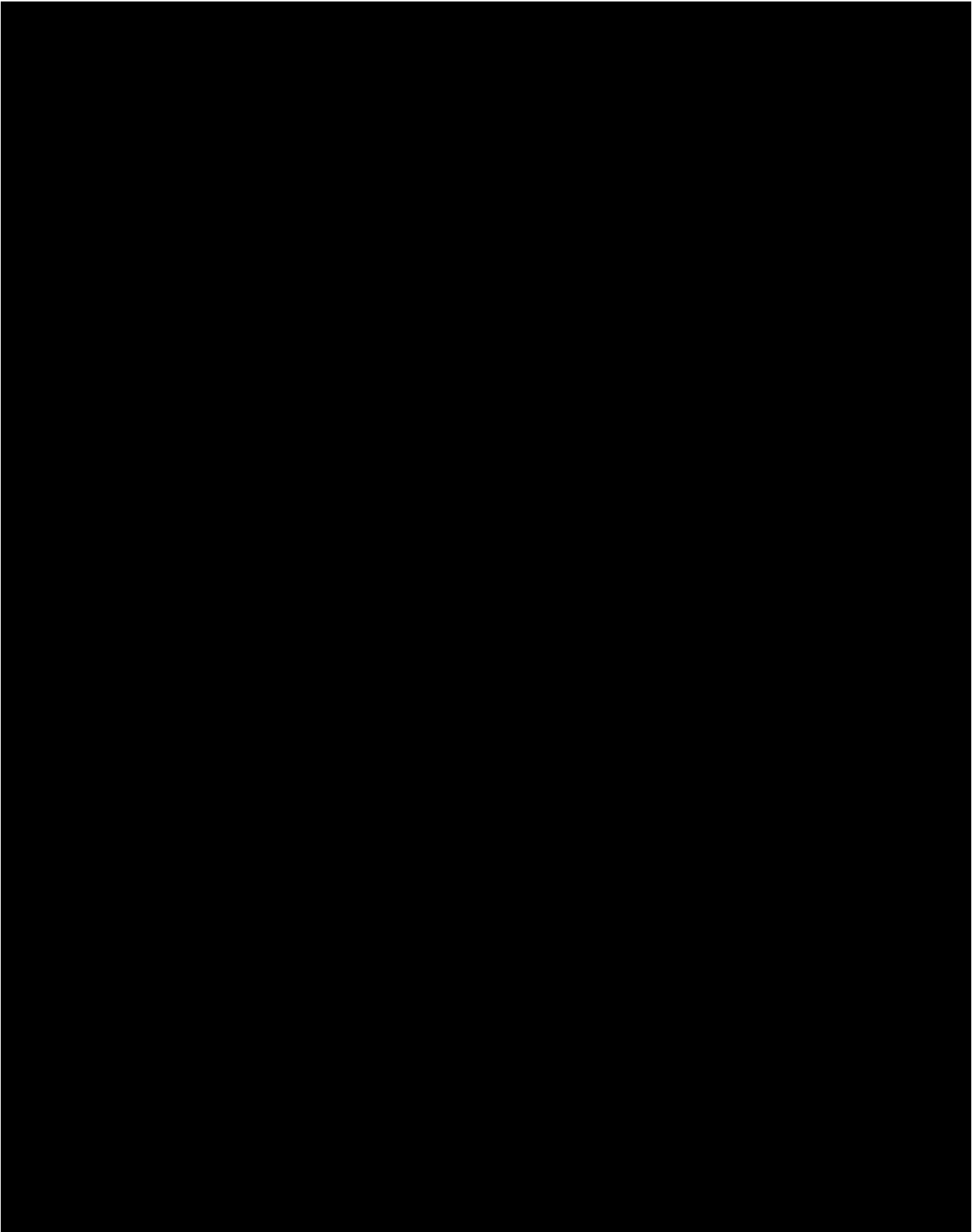
City Manager

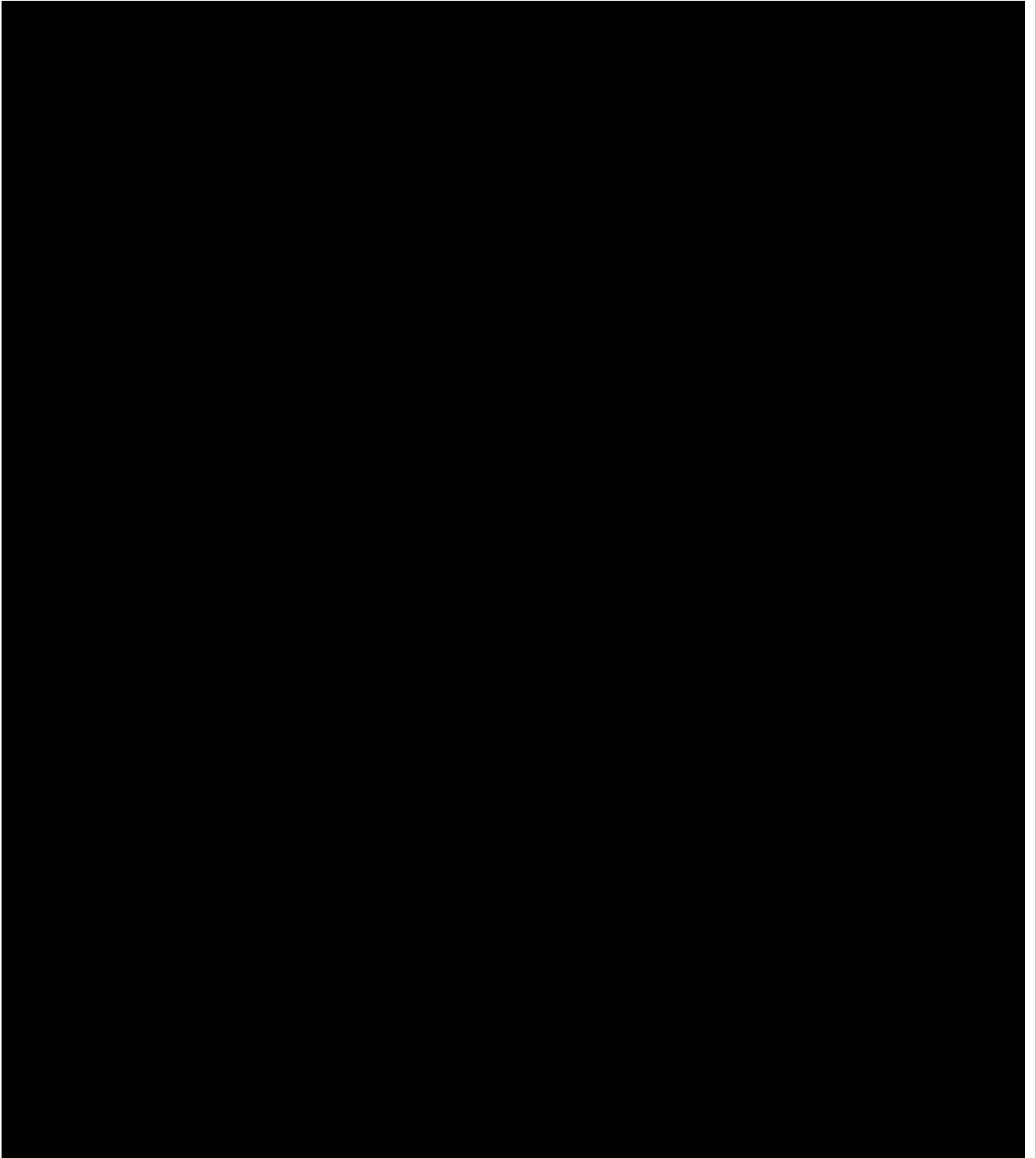














Request for Decision (RFD)

Subject: Traffic Calming Policy

To: Darren Charters

Meeting: Regular Meeting - 15 Jul 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [242002 Corner Brook Traffic Calming Policy Draft for Town Completion](#)
[242002 Corner Brook - Process for Traffic Calming Rev1 24May2024](#)

BACKGROUND INFORMATION:

This policy shall provide the City of Corner Brook with a standard process to manage public requests for traffic calming to ensure that a transparent approach and objective criteria are used to evaluate traffic calming needs throughout the City. The policy outlines the process for the initiation, assessment, development and implementation of traffic calming plans on city streets.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council adopt this policy on Traffic Calming.

GOVERNANCE IMPLICATIONS:

Policy

Director of Community, Engineering, Development & Planning Approved - 12 Jul 2024

Legislative Assistant Approved - 12 Jul 2024

City Manager

