



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 **September 23, 2024 at 7 pm. City Hall Council Chambers.**

CITY CLERK

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11		OTHER BUSINESS
	11.1	In Camera Items (If Required)
12		ADJOURNMENT

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, 9 SEPTEMBER 2024 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	D. Charters, City Manager and Director of Community
Deputy Mayor	L. Chaisson	Engineering Development and Planning
		T. Flynn, Director of Protective Services
Councillors:	P. Gill	S. Maistry, Director of Finance and Administration
	V. Granter	<i>D. Burden, Director of Public Works Water and</i>
	B. Griffin	<i>Wastewater</i>
	P. Keeping	<i>P. Robinson, Director of Recreation Services</i>
		<i>J. Smith, City Clerk</i>
		<i>R. Teliz, Sergeant-At-Arms</i>

Absent with regrets: Councillor P. Pender

24-123 Land Acknowledgement

Deputy Mayor L. Chaisson read the land acknowledgment

24-124 Approval of Agenda

On motion by Councillor V. Granter, seconded by Councillor B, Griffin, it is **RESOLVED** to approve the agenda as circulated with the following additions:

- Councillor V. Granter requested an update on asphalt patching and water cuts;
- Councillor B. Griffin requested an update on the Curling Street Retaining Wall project.

MOTION CARRIED.

Councillor P. Gill entered at 7:02 P.M

24-125 Approval of Minutes- Regular Meeting August 19, 2024

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of August 19, 2024. **MOTION CARRIED.**

24-126 Business Arising From Minutes

No items were brought forward.

24-127 Asphalt Patching and Water Cut Update

The Director of Public Works, Water & Wastewater provided an update regarding the Asphalt Patching Contract that stated that there are still approximately 25 areas to be completed and the contractor is scheduled to reconvene work on September 17, 2024.

24-128 Curling Street Retaining Wall Replacement Update

The City Manager provided an update on the Curling Street Retaining Wall Replacement Contract. He advised that there was an initial delay in this project due to issues with rock material that was discovered once the area was excavated. Further delay has been due to with Bell Aliant Services infrastructure in the area. He advised that Bell Aliant has scheduled a switch over on Tuesday evening and the contractor is expected to reconvene work on this project the following day.

24-129 Proclamations and Events

The Mayor declared the following proclamations were made:

- September was declared Childhood Cancer Awareness Month
- September 17th was declared Schizophrenia Education and Awareness Day

24-130 Council Travel Report - July - December 2023

Councillor P. Gill presented the Council Travel Report of a total of \$12,286.11 from January to July 2024.

24-131 Rescind Stop Work Order 2024-01 - 68 Pratt Street

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook rescind Stop Work Order #2024-01 in accordance with Section 102(3) of the Urban and Rural Planning Act. **MOTION CARRIED.**

24-132 Recreational Vehicles Regulation, 2022 - Revised Schedule "A"

At the previous meeting, the following motion was postponed and is now being brought forward for decision:

On motion by Councillor C. Pender, seconded by Councillor P. Keeping, it is RESOLVED that Pursuant to the powers vested in it by virtue of Section 201 and 202 of the City of Corner Brook Act, 1990 and section 15 of the of the Offroad Vehicles Act, 2021 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:

- **West Valley Road to connect Confederation Drive to West Street,**
- **Sunnyslope Drive, Country Road, Poplar Road, and Caribou Road, to connect Lundrigan Drive to Broadway,**
- **For the 2025 ATV season, starting May 01st, 2025, Corporal Pinksen Drive, University**

Avenue, and Mt. Bernard Avenue connecting Elizabeth Street area to Main Street"

MOTION CARRIED. [Councillor P. Gill voted against the motion.]

24-133 Taxi Regulations 2018 - Repeal and Enact Revised Regulation

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that Pursuant to the powers vested in it by virtue of Section 229 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby adopts and enacts the Taxi Regulations 2024, and thereby repeals the City of Corner Brook Taxi Regulations 2018. **MOTION CARRIED.**

24-134 Council Remuneration Review

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** that pursuant to the powers vested in it by virtue of section 18 of the City of Corner Brook Act, 1991, and all other enabling powers, the Council of the City of Corner Brook, hereby amends the Council Remuneration and Reimbursement Regulations, Appendix "A" as proposed. **MOTION DEFEATED.**

[Deputy Mayor L. Chaisson and Councillor V. Granter voted against the motion.]

24-135 National Day for Truth and Reconciliation, September 30, 2024

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** that the City of Corner Brook approve the request for September 30, 2024, The National Day for Truth and Reconciliation, to be a holiday for City employees and grant City of Corner Brook staff the day of Monday, September 30, 2024, to reflect and commemorate the tragic history of residential schools in Canada. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:39 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Protective Services Statistics - August 2024

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview:

BACKGROUND INFORMATION:

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

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 132 calls for services including as follows:

- **By-Law Enforcement:**
 - 42 Calls for service were received that included:
 - 1 ATV - On Walking Trail
 - 11 Assistance
 - 5 Assistance – Document service
 - 8 Garbage Issues
 - 1 Garbage Issues – Uncovered
 - 1 Citation - Uncovered Garbage
 - 3 Illegal dumping
 - 3 Mobile Vending Permit
 - 3 Pest issues (rats)
 - 6 Untidy property
- **Taxi Regulation:**
 - 10 Taxi Calls for service that included:
 - 5 Taxi driver permit
 - 5 Taxi vehicle permit
- **Animal Control:**
 - 29 Calls for service were received that included:
 - 8 Assistance
 - 2 Cat - Injured/Dead
 - 5 Cat - Missing
 - 1 Cat - Roaming
 - 2 Dog - Noise
 - 5 Dog - Roaming
 - 3 Other animals - Injured/Dead
 - 1 Other animals - Roaming

- 1 Citation - DOG IMPOUNDING - CCB SOG REGS(16)
- 1 Citation - DOG ROAMING 1ST OFFENCE - LICENSED

- **Parking Enforcement:**

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

- 1 Illegal Parking
- 5 Meter Malfunction
- 41 Meter Expired
- 2 Ticket Voided

2. CORNER BROOK FIRE DEPARTMENT

The CBFDD received 55 calls for service that included:

# of Incidents	Type
	Structure Fire Residential
	Structure Fire Commercial
5	Residential Alarm
4	Residential Alarm – Smoke Visible
14	Commercial Alarms
	Commercial Alarms – Smoke Visible
2	Emergency Medical Call
2	Petroleum Spill / Propane Leak- Small
3	Vehicle Fire
11	MVC – Injury/Entrapment
3	MVC – fuel spill
	Non-emergency – lift assist
2	Water Rescue
1	Bonfire
1	Brush Fire – Grass Fire
5	Dumpster/Garbage Fire
1	Odor
1	HazMat
55	Total

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for August was 8984.

The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Ambulance	3,850
Crisis	3
Fire	289
MRSC	10
Natural Resources	2
Northern911	3

Parks Canada	1
Poison Control	2
Police	1,945
RoCP	12
TBD*	21
Total*	6,138

Volume of Non-Transferred 911 Calls: 2846

Director of Protective Services
Administrative Assistant

Approved - 20 Sep 2024
Approved - 20 Sep 2024

City Manager



Information Report (IR)

Subject: 2024 Public Works Summary From June 19th to September 6th, 2024

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Public Works

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

Topic Overview: 2024 Public Works Summary From June 19th to September 6th, 2024

BACKGROUND INFORMATION:

Public Works:

- **Lawn Damage:** Lawn repairs were completed.
- **Traffic Line Painting:** The contract was completed and the repainting of sections that were paved after the initial painting was completed last week of August.
- **Curb and Manhole repairs:** Work is ongoing. Work will continue into late fall.
- **Storm Sewer Cleaning/Flushing:** Crews have been cleaning catch basins that were identified as having excessive debris. Also, storm sewers in potential flood areas will be flushed in the coming weeks. Work will continue into late fall.
- **Ditching:** Crews rechanneled existing ditches on the following streets:
 - **Windsor Street**
 - **Ariceen Place**
 - **Confederation Drive**
 - Other areas that require ditching will be done in the month of October.

Storm Sewer Repairs:

- **Woodbine Avenue:** 24 meters of 600mm HDPE pipe was replaced.
- **Needle Disposal Bins:** 6 bins were installed onto existing garbage cans.
 - Locations:
 - Church Street
 - West Street
 - Main Street
 - Wellington Street

- Leggo’s Ave
- 2 on Broadway

- **Work Orders Completed:**

- 48 Carmen Ave: Storm Lateral
- 4 Cobb Lane: Driveway Widening
- 4 Pinegrove Avenue: Driveway Culvert
- 107 Reid’s Street: Storm Lateral
- 149 West Valley Road: Storm Lateral

- **Service Requests from June 19th to September 6th, 2024 :**

- **334 Calls received.**
- **Top three categories of requests:**
 - **Road Maintenance/Potholes: 144**
 - **Curb: 55**
 - **Lawn Repairs: 31**

Director of Public Works, Water and Wastewater	Approved - 16 Sep 2024
Director of Community, Engineering, Development & Planning	Approved - 16 Sep 2024
Administrative Assistant	Approved - 16 Sep 2024

City Manager



Information Report (IR)

Subject: Water and Wastewater Work Summary June 17th to September 6th, 2024

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Water and Sewer

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

Topic Overview: Water and Wastewater Work Summary June 17th to September 6th, 2024

PROPOSED RESOLUTION:

1.

Water & Wastewater Complaints	
Alarms	72
Clean Water Lines	4
Curb Stop Repair	16
High/Low Water Pressure	14
Locate Curb Stop	18
Main Line Repairs	3
Maintain Hydrants & Valves	5
No Water	10
Noise on Line	2
Request for Water Shut Off and/or On	33
Resident Inquiries	7
Sewer Backup	11
Trace Waterlines	1
Water Lateral Repairs	1
Water Leaks	21
Total	218

2.

Water & Wastewater Media Releases	
Emergency Road Closures	2
Emergency Water Outage	9
Emergency Water Outage & Road Closure	4
Lane Closure	2
Precautionary Boil Water Advisory	5
Road Closure	12
Water Outage	3
Water Outage & Precautionary Boil Water Advisory	1
Water Outage & Road Closure	6
Total	44

3.

Water & Wastewater Recoverable Works	
Request to Turn Water Off	5
Request to Turn Water Off and On	19
Request to Turn Water On	7
Service Fire Hydrant	1
Total	32
Total Cost	\$6,251.54

4.

Water & Wastewater Repairs	
Curb Stop Repairs	6
Feeder Main	1
Hydrant Repair	1
New Service (98 Fudges Road)	1
Sewer Main	1
Valve Repair	8
Total	18

5. Additional Maintenance

Maintenance/Repairs

- Annual Maintenance Programs
 - Hydrant Maintenance - 1st round completed on City owned and 1st & 2nd completed on private hydrants. Currently working on 2nd round (winterization) of City owned hydrants.
 - Trout Pond (Water Supply) – cleaned intake screens.
 - Corner Brook Stream (Water Supply) – inspected intake and trash rack. No issues found
 - Water Main Flushing (Water Quality Improvement) – program complete 2024.
 - Bio-Green Wastewater Treatment Plant – upgraded one treatment cell during the week of Aug 12th.
 - Sanitary Sewer Lift Stations (10) – 5 stations complete and 5 remaining.
 - Sanitary Sewer Flushing & Root Cutting (Problem Areas) – flushing complete and root cutting on hold until combination cleaner truck is repaired.
 - Splash Pad – closed on Aug 30th for the remainder of the season due to mechanical trouble (failure of water pump). Winterization to follow. Overall, another successful year.

Capital Works

- Provided support for various Capital Works Projects (Mt. Bernard Ave. - reconstruction, Curling St. - retaining wall, Deep Gulch - culvert replacement, Riverside Dr.- walking/biking trail upgrade, Old Humber Rd. - retaining wall etc..).

6. Upcoming Maintenance

- Repair 5 Watermain Valves.
- Complete Remaining Annual Maintenance Programs – City owned & private hydrants, pressure reducing stations, pumphouses, reservoirs, chlorination stations and sanitary sewer lift stations and root cutting.
- Winterize Splash Pad.

Water Treatment Plant Maintenance Summary

Overview

- Raw water temperature continued to climb throughout the month of June, July and August allowing for a decrease in polymer dosage rate. The raw water quality slowly improved to match historical records. The coagulant dosage rate is also on par with past historical records based on raw water quality.
- In June we encountered issues with both the Soda Ash system and the Orthophosphate system. Both issues were resolved in a timely manner.

1. Maintenance

June

- DAF (Dissolved Air Floatation) #2 & 3 – drained, cleaned and inspected chamber and equipment. Everything checked out fine.
- DAF #1 – shortened skimmer cable and reset tensioning device.

July

- DAF (Dissolved Air Flootation) #1 – drained, cleaned and inspected chamber and equipment. Everything checked out fine.
- Soda Ash System
 - Bin Vent Filters - removed, cleaned and inspected. No issues found.
 - Soda Ash Day and Batch Tanks - drained, cleaned and inspected. No issues found.
 - Soda Ash Silo – replaced Rotary Airlock Valve
- Replaced Chlorine Room Exhaust Fan.
- Polymer Day Tank # 1 and 2 – drained, cleaned and inspected. No issues found.
- Turbidity Analyzer – changed degassing chambers on all 3 filters to a smaller chamber. The larger chambers were creating an issue during filter backwash.
- Corrosion Control Coupon Testing – the first set of results came back with mixed results. The copper, lead and carbon steel coupons were good but the ductile iron coupons showed considerable corrosion. The corrosion inhibitor chemical (Orthophosphate) dosage rates seem to be working fine throughout the distribution system for all metals except for ductile iron (puzzling). Total Metal samples were collected and tested at the same time and did not show evidence of metals uptake (dissolved metals) in the system. Hoping to learn more from the second test.

August

- Completed ROV Inspection of filtered water tank. This is the first time it was inspected. No issues found.
- Replaced Coagulation pump #1 VFD (Variable Frequency Drive).
- Completed remaining annual service on chlorination equipment.

2. Upcoming Maintenance

- Filter and DAF Common Channel - drain, clean and inspection.
- Flash Mix Chamber - drain and inspection.
- Media Filter #2 - hypo scrub.
- Replace Flow Control Valve and Actuator. Scheduled for September 26th.
- Fall facility Clean-up
- Annual Back-up Generator Service
- 3 Grenfell students will be starting in September to complete another research project. The first visit and tour scheduled for September 12th.

City Manager



Information Report (IR)

Subject: Community Market Feasibility Study

To: Darren Charters
Meeting: Committee of the Whole - 23 Sep 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

Overview:

The City of Corner Brook, in partnership with the local funding agencies, is embarking on a Feasibility Study to evaluate the establishment of a community market space. This initiative aims to provide a vibrant venue that supports local commerce, community engagement, and cultural events.

Objectives of the Feasibility Study Include:

1. Examine current market needs and gaps that a new community market could address.
2. Analyze how other municipalities have successfully implemented similar venues.
3. Collaborate with local stakeholders such as the Port Authority, local farmers, and current pop-up market organizers.
4. Propose various operating models, including management structures and operational frameworks.
5. Conduct a detailed financial analysis to estimate start-up costs, operational expenses, and potential revenue streams.

Additional Components of the Project:

1. **Green Space:**
 - Integrate green space within the market area to provide vendors and community members with an outdoor area for relaxation and events.
 - Design this space to host community events and enhance the market's appeal.
2. **Community Room:**
 - Include a flexible community room available for rental by local groups and organizations.
3. **Venue for Cruise Ship Events:**
 - Design the market space to function as a venue for special events, particularly when cruise ships are in port.

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 17 Sep 2024

Approved - 17 Sep 2024

City Manager



Information Report (IR)

Subject: Development, Planning, and Community Services

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Development and Planning

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

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 – Occupancy permit issued
- Dairy Queen- Occupancy proposed for early November.

29 Lundrigan Drive (Office/Warehouse)

- New building – work ongoing

40 North Shore Highway (Mt. Patricia Cemetery Extension)

- Permits Issued- work ongoing

336 Curling Street – 4-unit apartment building

- Permits issued – work ongoing

4 St. Marks Avenue- Fillatre’s Funeral Home (Extensions)

- Permit issued for two extensions.
- Construction is progressing (Anticipated to be completed in a couple of months)

1 Mt. Bernard Avenue- Counter Balance Gym Extension

- Permit issued - Work progressing. (Completion anticipated in a few weeks).

4 Herald Avenue – Annex converted to Apartment Building.

- Architectural drawings received – Exterior work is slated to start this fall or spring of 2025.

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 Complete for Phase #1 (Civile Site Works). Anticipated to start spring of 2025.

55 Lundrigan Drive

- Warehouse Expansion
- Permits Issued for foundation and structural steel.

21 Mt. Bernard Avenue (33-unit apartment building)

- Partial permit issued for site works & foundation– work ongoing

86 West Street – New eatery (Bread & Butter)

- Occupancy 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.

Director of Public Works, Water and
Wastewater
Administrative Assistant

Approved - 20 Sep 2024

Approved - 20 Sep 2024

City Manager



Information Report (IR)

Subject: Financial Update - August

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Income Statement - August](#)
[Expense Report - August](#)
[Total Accounts Outstanding - August](#)
[Accounts over \\$5K - August](#)
[Business Taxes Outstanding](#)

BACKGROUND INFORMATION:

For the period ending August 2024, total revenues reported amounted to \$37,303,446 compared to the year to date budget of \$36,042,573.

The breakdown is as follows:

\$'m	YTD AUGUST	
	BUDGET	ACTUALS
TAXATION	33.2m	34.1m
GOVERNMENT TRANSFERS	0.64m	0.66m
SALE OF GOODS AND SERVICES	1.8m	1.6m
INTEREST INCOME	0.3m	0.9m
OTHER INCOME	0.08m	0.07m
	36,.0m	37.3m

Total expenses for the same period amounted to \$21,444,500 compared to the budget of \$25,441,222.

\$'m	BUDGET	YTD AUG	
			ACTUAL
EXECUTIVE AND LEGISLATIVE CITY MANAGER AND CITY CLERK OFFICE		0.21	0.19
FINANCE & ADMINISTRATION		0.48	0.38
COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING		1.88	1.84
PROTECTIVE SERVICES		1.52	1.44
		3.68	3.82

PUBLIC WORKS, WATER & WASTEWATER	9.13	8.95
GARBAGE COLLECTION	0.99	0.96
RECREATION	3.02	2.23
TRANSIT	0.34	0.30
GRANTS	0.19	0.17
CAPITAL AND FUNDING	4.00	1.17
	<hr/>	<hr/>
	25.4	21.4

During the past summer months, Public Works included concentrated efforts on street maintenance, including curb and sidewalk, street markings, as well as the stormwater drainage system.

The Public Works team also allocated time to beautification maintenance across the City, including mowing, field maintenance, etc.

Accounts Receivable

City staff have sent out reminders in August to residents regarding outstanding taxes. Residents with pre-authorized payment plans have also been contacted to review their monthly payment plans.

The City Collector is available on 709 637 1568 should residents with outstanding balances wish to discuss payment plans.

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

City Manager

Income Statement Detail - Revenues 2024

City of Corner Brook

1 of 2
2024-09-19
8:42 AM

	August 2024 BUDGET	August 2024 ACTUAL	MTD VARIANCE	August 2024 YTD BUDGET	August 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$2,742	\$2,742	\$14,823,963	\$15,047,918	\$223,955	\$14,973,700	\$74,218
Tax revenues, Unit charge residential	0	1,246	1,246	5,072,562	5,164,950	92,388	5,123,800	41,150
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	0	0	0	922,284	933,200	10,916	931,600	1,600
Gross Residential Tax	0	3,988	3,988	20,818,809	21,146,068	327,259	21,029,100	116,968
Tax revenues, Municipal tax commercial	0	0	0	3,874,167	4,000,267	126,100	3,913,300	86,967
Tax revenues, Unit charge commercial	0	0	0	636,471	662,080	25,609	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	97,911	98,200	289	98,900	-700
Gross Commercial Tax	0	0	0	4,608,549	4,760,547	151,998	4,655,100	105,447
Gross Property Tax	0	3,988	3,988	25,427,358	25,906,615	479,257	25,684,200	222,415
Tax revenues, Seniors discount	0	-2,883	-2,883	-200,000	-181,227	18,773	-200,000	18,773
Tax revenues, Municipal tax discount	0	-37	-37	-200,000	-219,197	-19,197	-200,000	-19,197
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
Total Property Tax Discounts	0	-2,920	-2,920	-400,000	-400,424	-423	-400,000	-423
Net Property Tax	0	1,068	1,068	25,027,358	25,506,191	478,833	25,284,200	221,991
Tax revenues, Business tax levy	0	-627	-627	5,950,098	6,006,481	56,383	6,010,200	-3,719
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	-12,000	-10,000	2,000	-36,000	-10,991	25,009	-60,000	49,009
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
Business Tax	-12,000	-10,627	1,374	5,879,098	5,974,766	95,668	5,915,200	59,566
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	12,897	6,195	348,482	522,815	174,333	670,150	-147,335
Other Taxes	6,702	12,897	6,195	348,482	522,815	174,333	670,150	-147,335
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	0	0	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	314,325	224,325	90,000	224,325
Contributions, CBP&P Grant	0	0	0	420,000	224,325	-195,675	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
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	0	0	1,399,300	1,432,258	32,958	2,560,600	-1,128,342
Permits and licenses, Mobile vending	100	563	463	600	1,350	750	1,000	350
Permits and licenses, Dog Licenses	125	81	-44	1,000	988	-12	1,500	-512
Permits and licenses, Bldg Permits	12,600	5,457	-7,143	64,800	59,442	-5,358	90,000	-30,558
Permits and licenses, Parking Meter Collections	1,890	2,471	581	11,340	11,399	59	18,900	-7,501
Permits and licenses, Impounding charges	0	60	60	400	425	25	800	-375
Permits and licenses, Taxi Licenses	0	375	375	7,100	5,000	-2,100	7,100	-2,100
Permits and licenses, Develop application	1,560	500	-1,060	9,360	8,176	-1,184	15,600	-7,424
Permits and licenses, Compliance Letters	3,444	3,500	56	20,664	19,200	-1,464	28,700	-9,500
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	19,719	13,007	-6,712	115,264	105,980	-9,283	163,600	-57,619
Fines/Tickets, Parking tickets	267	250	-17	2,136	2,485	349	3,200	-715
Fines/Tickets, Parking tickets - Courts	1,725	0	-1,725	13,800	5,147	-8,653	20,700	-15,553
Fines/Tickets, Municipal ticketing	0	1,210	1,210	200	1,285	1,085	400	885
Fines & Tickets	1,992	1,460	-532	16,136	8,917	-7,219	24,300	-15,383
Interest, Tax Interest	28,000	32,702	4,702	266,000	397,949	131,949	350,000	47,949
Interest, Bank Interest	4,000	0	-4,000	38,000	506,819	468,819	50,000	456,819
Interest	32,000	32,702	702	304,000	904,768	600,768	400,000	504,768
Facility Rentals, Curling Club Rental	0	0	0	9,000	9,000	0	9,000	0
Facility Rentals, Curling Club Electricity	0	0	0	12,000	12,257	257	24,000	-11,743
Facility Rentals, City Hall Rental	16,667	16,472	-195	133,336	131,780	-1,556	200,000	-68,220
Facility Rental, Rotary Arts	167	0	-167	1,336	4,877	3,541	2,000	2,877
Facility Rentals	16,834	16,472	-362	155,672	157,914	2,242	235,000	-77,086
Facility Agreement - 911 PSAP	0	231,150	231,150	447,750	480,653	32,903	895,500	-414,847
Civic Centre, Ice Rental	22,564	26,633	4,069	321,537	378,549	57,012	564,100	-185,551
Civic Centre, Room Rental Civic Centre	2,500	0	-2,500	15,000	20,822	5,822	25,000	-4,178
Civic Centre, Annex Rental	1,333	0	-1,333	10,664	8,732	-1,932	16,000	-7,268
Civic Centre, Skybox	0	0	0	0	0	0	5,300	-5,300
Civic Centre, Studio Rec. Usage	5,417	1,328	-4,089	43,336	55,053	11,717	65,000	-9,947
Civic Centre, Catering	21,086	6,800	-14,286	63,258	11,147	-52,111	147,600	-136,453

Income Statement Detail - Revenues 2024

City of Corner Brook

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	August 2024 BUDGET	August 2024 ACTUAL	MTD VARIANCE	August 2024 YTD BUDGET	August 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, Concessions	833	0	-833	6,664	6,674	10	10,000	-3,326
Civic Centre, Holding Seats	0	0	0	0	65	65	2,600	-2,535
Civic Centre, Indoor Advertising	12,000	630	-11,370	12,000	19,545	7,545	60,000	-40,455
Civic Centre, Outdoor Advertising	0	0	0	7,000	4,576	-2,424	14,000	-9,424
Civic Centre, Leases Civic Centre	9,942	9,856	-86	79,536	80,101	565	119,300	-39,199
Civic Centre, Security	292	0	-292	2,336	642	-1,694	3,500	-2,858
Civic Centre, Electricity	217	584	367	1,736	1,920	184	2,600	-680
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	17,143	0	-17,143	51,429	33,430	-17,999	120,000	-86,570
Civic Centre, Home Show	0	0	0	0	0	0	0	0
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	0	0	0	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	0	-250	2,000	10,368	8,368	3,000	7,368
Civic Centre	93,577	45,831	-47,745	657,747	751,496	93,749	1,232,000	-480,504
Revenues, Recreation Centre, Misc Revenue	0	0	0	287,540	0	-287,540	287,540	-287,540
Land Revenues, Sales - Land	0	8,500	8,500	75,000	35,490	-39,510	150,000	-114,510
Land Revenues, Land Leases	658	372	-286	5,264	3,199	-2,065	7,900	-4,701
Land Reserves	658	8,872	8,214	80,264	38,689	-41,575	157,900	-119,211
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	3,200	908	18,336	18,450	114	27,500	-9,050
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	336	0	-336	500	-500
Fees	2,334	3,200	866	18,672	20,900	2,228	28,000	-7,100
Park revenue, Summer Program	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	7,000	7,000	0	7,000	7,000	0	7,000
Park revenue, Field Rentals	0	1,750	1,750	12,375	12,848	473	16,500	-3,653
Park revenue, Ball Field Lighting	2,667	2,338	-329	10,668	13,378	2,710	16,000	-2,622
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	2,667	11,088	8,421	23,043	33,226	10,182	32,500	725
Misc revenue, Garbage tags	0	122	122	450	726	276	900	-174
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	1,667	1,743	76	13,336	14,949	1,613	20,000	-5,051
Misc revenue, Bus Shelter Advertising	417	2,355	1,938	3,336	15,488	12,152	5,000	10,488
Misc revenue, Recycling metal	0	0	0	0	353	353	0	353
Misc revenue, Train revenue	20,000	4,275	-15,725	60,000	27,214	-32,786	80,000	-52,786
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	375	5,331	4,956	1,125	9,670	8,545	1,500	8,170
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	748	748	0	2,559	2,559	0	2,559
Misc Revenue	22,459	14,574	-7,885	78,247	70,959	-7,289	107,400	-36,442
Total Revenues	186,942	381,694	194,753	36,042,573	37,303,446	1,260,874	39,197,890	-1,894,443

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Council, Salary and related costs	\$18,385	\$19,281	(\$896)	\$147,080	\$154,107	(\$7,027)	\$220,620	\$66,513
Council, Business Travel	1,000	0	1,000	8,000	4,918	3,082	12,000	7,082
Council, Meeting expenses	833	0	833	6,664	1,025	5,639	10,000	8,975
Council, Public Receptions	417	0	417	3,336	1,263	2,073	5,000	3,737
Council, Office supplies	125	0	125	1,000	0	1,000	1,500	1,500
Council, Promo materials	667	0	667	5,336	7,529	-2,193	8,000	471
Council, Subscriptions	50	0	50	400	1,367	-967	600	-767
Council, Advertising	917	338	579	7,336	8,278	-942	11,000	2,722
Council, Donations	583	100	483	4,664	2,969	1,695	7,000	4,031
Council, Registration fees	250	2,200	-1,950	2,000	2,721	-721	3,000	279
Council, Cell phone	42	0	42	336	219	117	500	281
Council, Municipal Associations	1,667	0	1,667	13,336	0	13,336	20,000	20,000
Council, Staff recognition	333	150	183	2,664	4,283	-1,619	4,000	-283
Council, Conference fees	50	0	50	400	2,921	-2,521	600	-2,321
Council, Municipal Awareness Day	250	0	250	2,000	2,669	-669	3,000	331
Council, Other	178	0	178	1,424	819	605	2,120	1,301
Total Council	25,747	22,069	3,678	205,976	195,088	10,886	308,940	113,850
Early Retirees, Salary and related costs and related costs	2,300	0	2,300	18,400	0	18,400	27,600	27,600
Total Early Retirees	2,300	0	2,300	18,400	0	18,400	27,600	27,600
CM Admin, Salary and related costs	45,042	29,384	15,657	360,333	293,353	66,980	540,500	247,147
CM Admin, Business Travel	1,000	812	188	8,000	10,836	-2,836	12,000	1,164
CM Admin, Office supplies	208	0	208	1,667	1,323	344	2,500	1,177
CM Admin, Other supplies	83	0	83	667	900	-234	1,000	100
CM Admin, Document Mgmt	1,167	0	1,167	9,333	13,105	-3,772	14,000	895
CM Admin, Photocopier expenses	333	272	61	2,667	1,910	757	4,000	2,090
CM Admin, Subscriptions	83	0	83	667	610	56	1,000	390
CM Admin, Registration fees	125	0	125	1,000	1,233	-233	1,500	267
CM Admin, Telephone	167	981	-815	1,333	981	352	2,000	1,019
CM Admin, Cell phone	0	0	0	0	717	-717	0	-717
CM Admin, Postage/Courier	500	500	0	4,000	4,036	-36	6,000	1,964
CM Admin, Recruitment	0	0	0	0	19,560	-19,560	0	-19,560
CM Admin, Special Projects	4,167	10,574	-6,407	33,333	26,714	6,619	48,500	21,786
CM Admin, Membership fees	125	0	125	1,000	5,758	-4,758	1,500	-4,258
CM Admin, Conference fees	167	0	167	1,333	590	744	2,000	1,410
CM Admin, EMO Exercise	167	0	167	1,333	0	1,333	2,000	2,000
CM Admin, Training	0	0	0	0	1,244	-1,244	0	-1,244
CM Admin, Consulting fees	3,750	0	3,750	30,000	0	30,000	45,000	45,000
CM Admin, Other	83	156	-73	667	476	191	1,000	524
Total City Manager Admin	57,084	42,523	14,560	456,666	382,870	73,795	683,500	300,628
Total City Manager	57,084	42,523	14,560	456,666	382,870	73,795	683,500	300,628
F&A Admin, Salary and related costs	18,758	16,456	2,302	150,064	146,509	3,555	225,100	78,591
F&A Admin, Business Travel	1,083	0	1,083	8,664	6,825	1,839	13,000	6,175
F&A Admin, Vehicle allowance	0	0	0	0	34	-34	0	-34
F&A Admin, Office supplies	1,958	1,378	580	15,664	9,538	6,126	23,500	13,962
F&A Admin, Other supplies	83	19	64	664	966	-302	1,000	34
F&A Admin, Photocopier expenses	833	3,384	-2,551	6,664	7,100	-436	10,000	2,900
F&A Admin, Subscriptions	467	0	467	3,736	3,590	146	5,600	2,010
F&A Admin, Telephone	2,750	2,996	-246	22,000	23,396	-1,396	33,000	9,604
F&A Admin, Cell phone	292	0	292	2,336	959	1,377	3,500	2,541
F&A Admin, Postage/Courier	1,667	0	1,667	13,336	1,953	11,383	20,000	18,047
F&A Admin, Membership fees	917	0	917	7,336	6,997	339	11,000	4,003
F&A Admin, Training	583	0	583	4,664	3,589	1,076	7,000	3,412
F&A Admin, Insurance Claims Deductible	1,842	0	1,842	14,736	964	13,772	22,100	21,136
F&A Admin, Assessment fees	0	0	0	182,250	182,072	179	243,000	60,929
F&A Admin, Audit fees	4,250	0	4,250	34,000	33,852	148	51,000	17,148
F&A Admin, Consulting fees	3,500	313	3,187	28,000	49,350	-21,350	42,000	-7,350
F&A Admin, Insurance	22,083	24,285	-2,202	176,664	198,818	-22,154	265,000	66,182
F&A Admin, Legal fees	583	0	583	4,664	7,485	-2,821	7,000	-485
F&A Admin, Local appeal board	833	0	833	6,664	11,306	-4,642	10,000	-1,306
Total Finance & Admin	62,482	48,831	13,653	682,106	695,303	-13,197	992,800	297,497
F&A HR, Salary and related costs	41,933	34,825	7,109	335,467	296,731	38,736	503,200	206,469
F&A HR, Safety Program	208	0	208	1,667	589	1,077	2,500	1,911
F&A HR, City Equip	500	0	500	4,000	3,660	341	6,000	2,341

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
F&A HR, HR Program	1,167	125	1,042	9,333	7,426	1,907	14,000	6,574
F&A HR, Staff Social Events	0	0	0	0	0	0	5,000	5,000
F&A HR, Recruitment	1,250	0	1,250	10,000	1,622	8,378	15,000	13,378
F&A HR, Staff Recognition	500	0	500	4,000	2,575	1,425	6,000	3,425
F&A HR, Wellness	0	60	-60	4,500	809	3,691	4,500	3,691
F&A HR, Training	1,167	1,931	-764	9,336	23,316	-13,980	14,000	-9,316
F&A HR, Medicals	83	0	83	664	428	237	1,000	573
Total F&A HR	46,808	36,941	9,868	378,967	337,156	41,812	571,200	234,045
F&A Treasury, Salary and related costs	31,850	29,338	2,512	254,800	249,488	5,312	382,200	132,712
Total F&A Treasury	31,850	29,338	2,512	254,800	249,488	5,312	382,200	132,712
F&A IT, Salary and related costs	20,400	17,896	2,504	163,200	156,153	7,047	244,800	88,647
F&A IT, Comp software maint	19,167	5,231	13,936	153,333	160,316	-6,982	230,000	69,684
F&A IT, Comp network costs	1,367	0	1,367	10,933	10,596	337	16,400	5,804
Total F&A IT	40,934	23,127	17,807	327,466	327,065	401	491,200	164,135
F&A CSR, Salary and related costs	11,433	9,935	1,498	91,467	82,672	8,794	137,200	54,528
Total F&A CSR	11,433	9,935	1,498	91,467	82,672	8,794	137,200	54,528
F&A Land, Salary and related costs	7,942	7,565	377	63,533	63,731	-197	95,300	31,569
F&A Land, Professional fees	1,250	-132	1,382	10,000	3,791	6,209	15,000	11,209
Total F&A Land	9,192	7,433	1,759	73,533	67,522	6,012	110,300	42,779
F&A Legal, Salary and related costs	9,492	8,956	536	75,933	76,164	-231	113,900	37,736
Total F&A Legal	9,492	8,956	536	75,933	76,164	-231	113,900	37,736
Total Finance & Administration	212,191	164,561	47,633	1,884,272	1,835,370	48,904	2,798,800	963,431
CEDP Admin, Salary and related costs	22,892	23,059	-167	183,133	188,288	-5,154	274,700	86,412
CEDP Admin, Business Travel	2,083	997	1,086	16,667	9,101	7,566	25,000	15,899
CEDP Admin, Office supplies	1,250	430	820	10,000	7,166	2,834	15,000	7,834
CEDP Admin, Photocopier expenses	333	470	-136	2,667	3,394	-728	4,000	606
CEDP Admin, Subscriptions	292	0	292	2,333	2,952	-619	3,500	548
CEDP Admin, Cell phone	500	0	500	4,000	2,117	1,883	6,000	3,883
CEDP Admin, Membership fees	0	0	0	0	1,363	-1,363	0	-1,363
CEDP Admin, Training	333	1,936	-1,603	2,667	6,409	-3,742	4,000	-2,409
CEDP Admin, Consulting fees	2,083	2,811	-727	16,667	20,547	-3,880	23,500	2,953
CPD Admin, Comp software maint	1,667	0	1,667	13,333	300	13,033	20,000	19,700
CEDP Admin, Other	0	0	0	0	126	-126	0	-126
Total CEDP Admin	31,433	29,703	1,731	251,467	241,763	9,705	375,700	133,938
CEDP Planning, Salary and related costs	14,400	5,848	8,552	115,200	47,657	67,543	172,800	125,143
CEDP Planning, Advertising	83	0	83	664	0	664	1,000	1,000
CEDP Planning, Professional fees	417	0	417	3,336	2,750	586	5,000	2,250
Total CEDP Planning	14,900	5,848	9,052	119,200	50,407	68,793	178,800	128,393
CEDP Bldg Inspect, Salary and related costs	35,742	37,850	-2,108	285,933	315,281	-29,347	428,900	113,619
CEDP Bldg Inspect, City Equip	1,000	0	1,000	8,000	12,028	-4,028	12,000	-28
Total Building Inspection	36,742	37,850	-1,108	293,933	327,309	-33,375	440,900	113,591
CEDP Business, Salary and related costs	8,883	8,395	488	71,064	71,089	-25	106,600	35,511
CEDP Business, Business Travel	250	0	250	2,000	0	2,000	3,000	3,000
CEDP Business, Promo materials	167	0	167	1,336	1,689	-353	2,000	311
CEDP Business, Advertising	167	0	167	1,336	0	1,336	2,000	2,000
CEDP Business, Cell phone	63	0	63	504	280	224	750	470
CEDP Business, Special Projects	1,000	933	67	8,000	6,210	1,790	12,000	5,790

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
CEDP Business, Membership fees	250	0	250	2,000	0	2,000	3,000	3,000
CEDP Business, Business Facilitating	417	0	417	3,336	4,003	-667	5,000	997
Total Business Resource Centre	11,197	9,328	1,869	89,576	83,271	6,304	134,350	51,078
CEDP - Sust Develop, Salary and related costs	6,117	5,018	1,099	48,933	42,434	6,499	73,400	30,966
CEDP - Sust Develop, Compost Bins	0	0	0	0	-539	539	0	539
CEDP - Sust Develop, Special Projects	1,250	9,135	-7,885	10,000	2,812	7,188	15,000	12,188
CEDP - Sust Develop, Recycling bins	417	0	417	3,333	0	3,333	5,000	5,000
CEDP - Sust Develop, Fall Leaf	167	0	167	1,333	0	1,333	2,000	2,000
CEDP - Sust Develop, Water conservation	250	0	250	2,000	0	2,000	3,000	3,000
CEDP - Sust Develop, Community Education	3,333	5,000	-1,667	26,667	24,568	2,099	40,000	15,432
CEDP - Sust Develop, Green Team	333	0	333	2,667	0	2,667	4,000	4,000
CEDP - Sust Develop, Clean up Corner Brook	417	0	417	3,333	4,295	-961	5,000	705
Total Sustainable Development	12,284	19,153	-6,869	98,266	73,570	24,698	147,400	73,831
CEDP - Eng, Salary and related costs	72,533	77,266	-4,733	580,264	583,541	-3,277	870,400	286,859
CEDP - Eng, City Equip	2,125	0	2,125	17,000	17,553	-553	25,500	7,947
CEDP - Eng, Other	0	0	0	0	383	-383	0	-383
Total Engineering	74,658	77,266	-2,608	597,264	601,477	-4,213	895,900	294,423
CEDP - GIS, Salary and related costs	6,842	10,027	-3,185	54,733	60,943	-6,209	82,100	21,157
CEDP - GIS, Professional fees	2,083	0	2,083	16,667	0	16,667	25,000	25,000
Total GIS	8,925	10,027	-1,102	71,400	60,943	10,457	107,100	46,157
Total Community, Engineering, Development & Planning	190,139	189,175	965	1,521,106	1,438,740	82,370	2,280,150	841,413
PS MEO, Salary and related costs	25,933	23,047	2,886	207,467	226,217	-18,751	311,200	84,983
PS MEO, Clothing/uniforms	333	777	-444	2,667	4,471	-1,805	4,000	-471
PS MEO, City Equip	1,833	0	1,833	14,667	21,452	-6,785	22,000	548
PS MEO, Maint supplies	417	0	417	3,333	1,084	2,249	5,000	3,916
PS MEO, Office supplies	333	26	308	2,667	3,652	-985	4,000	348
PS MEO, Inventory	208	0	208	1,667	1,432	235	2,500	1,068
PS MEO, Hired contractor	625	9,736	-9,111	5,000	17,514	-12,514	7,500	-10,014
PS MEO, Cell phone	292	0	292	2,333	1,092	1,242	3,500	2,408
PS MEO, Electrical	583	0	583	4,667	0	4,667	7,000	7,000
PS MEO, Membership fees	42	0	42	333	223	110	500	277
PS MEO, Training	333	-12	345	2,667	4,634	-1,968	4,000	-634
PS MEO, Professional fees	292	0	292	2,333	0	2,333	3,500	3,500
Total Municipal Enforcement	31,224	33,574	-2,348	249,801	281,771	-31,971	374,700	92,929
PS Animal, Maint supplies	0	0	0	0	2,326	-2,326	0	-2,326
PS Animal, Inventory	0	0	0	0	20	-20	0	-20
PS Animal, Hired equipment	0	0	0	9,000	0	9,000	18,000	18,000
PSAnimal, Electrical	0	65	-65	0	4,911	-4,911	0	-4,911
Total Animal Control	0	65	-65	9,000	7,257	1,743	18,000	10,743
Fire Admin, Salary and related costs	27,975	17,829	10,146	223,800	155,477	68,323	335,700	180,223
Fire Admin, Business Travel	833	288	546	6,667	7,583	-917	10,000	2,417
Fire Admin, Fire Prevention and Education	1,250	0	1,250	10,000	708	9,292	15,000	14,292
Fire Admin, Clothing/uniforms	250	0	250	2,000	1,367	634	3,000	1,634
Fire Admin, Furniture and Equip	167	0	167	1,333	687	646	2,000	1,313

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Fire Admin, Maint supplies	42	626	-584	333	5,575	-5,242	500	-5,075
Fire Admin, Meeting expenses	83	0	83	667	1,008	-342	1,000	-8
Fire Admin, Office supplies	167	0	167	1,333	1,126	207	2,000	874
Fire Admin, Other supplies	83	0	83	667	1,631	-965	1,000	-631
Fire Admin, Photocopier expenses	333	1,171	-837	2,667	3,139	-472	4,000	861
Fire Admin, Subscriptions	125	0	125	1,000	578	422	1,500	922
Fire Admin, Registration fees	167	0	167	1,333	0	1,333	2,000	2,000
Fire Admin, Telephone	250	0	250	2,000	1,437	563	3,000	1,563
Fire Admin, Cell phone	167	0	167	1,333	979	354	2,000	1,021
Fire Admin, Recruitment	833	0	833	6,667	0	6,667	10,000	10,000
Fire Admin, Special Projects	1,333	118,419	-117,086	10,667	169,117	-158,451	16,000	-153,117
Fire Admin, Membership fees	125	0	125	1,000	1,383	-383	1,500	117
PS Fire Admin, EMO Excercise	208	0	208	1,667	0	1,667	2,500	2,500
Fire Admin, Other	75	0	75	600	313	287	900	587
Total Fire Department Admin	34,466	138,333	-103,865	275,734	352,108	-76,376	413,600	61,491
PS Fire Operations, AP Severance	0	14,000	-14,000	0	28,000	-28,000	0	-28,000
Fire Operations, Salary and related costs	285,950	359,193	-73,243	2,287,600	2,336,474	-48,874	3,431,400	1,094,926
Fire Operations, Clothing/uniforms	2,917	4,514	-1,598	23,333	16,380	6,953	35,000	18,620
Fire Operations, Furniture and Equip	417	63	354	3,333	597	2,737	5,000	4,403
Fire Operations, Maint supplies	5,000	381	4,619	40,000	9,117	30,883	60,000	50,883
Fire Operations, Inventory	417	532	-116	3,333	14,144	-10,810	5,000	-9,144
Fire Operations, Hired contractor	417	517	-100	3,333	2,263	1,070	5,000	2,737
Fire Operations, Out of Jurisdiction	0	0	0	0	-18,498	18,498	0	18,498
Fire Operations, Meal Vouchers	750	1,245	-495	6,000	8,894	-2,894	9,000	106
Fire Operations, Training	4,167	0	4,167	33,333	2,529	30,805	50,000	47,471
Fire Operations, Lease	3,183	0	3,183	25,467	38,167	-12,701	38,200	33
Fire Operations, Medicals	2,500	0	2,500	20,000	80	19,920	30,000	29,920
Total Fire Department Operations	305,718	380,445	-74,728	2,445,732	2,438,147	7,586	3,668,600	1,230,453
Fire Bldg Maint, Salary and related costs	50	0	50	400	3,878	-3,478	600	-3,278
Fire Bldg Maint, City Equip	0	0	0	0	876	-876	0	-876
Fire Bldg Maint, Maint supplies	1,667	1,351	315	13,333	18,953	-5,619	20,000	1,047
Fire Bldg Maint, Cleaning services	1,292	0	1,292	10,333	4,624	5,709	15,500	10,876
Fire Bldg Maint, Hired contractor	1,667	1,952	-285	13,333	36,214	-22,880	20,000	-16,214
Fire Bldg Maint, Electrical	3,333	1,570	1,763	26,667	28,819	-2,152	40,000	11,181
Total Fire Department Building Maintenance	8,009	4,873	3,134	64,066	93,364	-29,297	96,100	2,736
Fire Dept Equipment, Salary and related costs	1,667	1,152	514	13,333	19,702	-6,368	20,000	298
Fire Dept Equipment, Maint supplies	3,000	-1,538	4,538	24,000	34,144	-10,144	36,000	1,856
Total Fire Department Equipment Cost	4,667	-386	5,052	37,333	53,846	-16,512	56,000	2,155
Total Fire Department Expense	352,860	523,265	-170,406	2,822,865	2,937,465	-114,598	4,234,300	1,296,835
911 Operations, Salary and related costs	71,667	65,294	6,373	573,333	579,152	-5,819	860,000	280,848
911 Operations, Computer Supplies	417	0	417	3,333	2,044	1,290	5,000	2,956
911 Operations, Meeting expenses	83	0	83	667	122	545	1,000	878
911 Operations, Office supplies	250	0	250	2,000	3,262	-1,262	3,000	-262
911 Operations, Computer Supplies	417	0	417	3,333	3,947	-613	5,000	1,053
PS 911 Operations, Promo materials	167	0	167	1,333	511	822	2,000	1,489
911 Operations, Comp software maint	417	0	417	3,333	0	3,333	5,000	5,000
911 Operations, Cleaning services	208	115	93	1,667	923	743	2,500	1,577
911 Operations, Telephone	1,250	0	1,250	10,000	2,850	7,150	15,000	12,150
911 Operations, Training	500	0	500	4,000	0	4,000	6,000	6,000
Total 911 Operations	75,376	65,409	9,966	602,999	592,811	10,189	904,500	311,689
Total Protective Services	459,460	622,313	-162,854	3,684,665	3,819,304	-134,637	5,531,500	1,712,196

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Recreation Centre, Maint supplies	0	170	-170	532,600	9,144	523,456	532,600	523,456
CEDP Recreation , Salary and related costs	25,358	40,322	-14,964	202,864	249,976	-47,112	304,300	54,324
CEDP Recreation , Activity Guide	0	0	0	5,000	0	5,000	5,000	5,000
CEDP Recreation , Summer Concert Series	5,000	1,400	3,600	20,000	6,846	13,154	20,000	13,154
CEDP Recreation , Recreation improvements	42,500	4,536	37,964	177,500	1,225	176,275	203,500	202,275
CEDP Recreation , Canada Day	0	0	0	20,000	18,473	1,527	20,000	1,527
CEDP Recreation , Corner Brook Day	0	15,682	-15,682	20,000	20,607	-607	20,000	-607
CEDP Recreation , Margaret Bowater Park	6,000	18,900	-12,900	23,000	20,130	2,870	28,000	7,870
CEDP Recreation , Special Events Grants	2,083	14,042	-11,959	16,667	15,270	1,396	25,000	9,730
CEDP MBP, Salary and related costs	12,000	23,230	-11,230	41,000	42,842	-1,842	53,000	10,158
CPD MBP, Maint supplies	1,000	289	711	4,000	2,286	1,715	5,000	2,715
CEDP MBP, Security	11,667	17,625	-5,958	35,000	46,027	-11,027	35,000	-11,027
CEDP Activity Staffing, Salary and related costs	3,500	1,272	2,228	28,000	19,818	8,182	42,000	22,182
Total Recreation & Leisure	109,108	137,298	-28,191	593,031	443,500	149,530	760,800	317,300
Tourism, Salary and related costs	12,308	13,231	-923	98,464	93,845	4,619	147,700	53,855
Tourism, Promo materials	750	0	750	6,000	2,177	3,823	9,000	6,823
Tourism, Advertising	667	0	667	5,336	4,315	1,021	8,000	3,685
Tourism, Special Projects	3,333	766	2,567	26,664	14,348	12,316	40,000	25,652
Tourism, Jigs and Wheels	25,000	7,499	17,501	50,000	55,532	-5,532	50,000	-5,532
Tourism, Membership fees	83	0	83	664	5,500	-4,836	1,000	-4,500
Tourism, Conference fees	167	0	167	1,336	4,002	-2,666	2,000	-2,002
Tourism, Business Facilitating	83	0	83	664	302	362	1,000	698
Tourism, Newcomers Guide	167	0	167	1,336	2,212	-876	2,000	-212
Train, Salary and related costs	2,000	10,606	-8,606	6,000	24,263	-18,263	8,000	-16,263
Train, Maint supplies	0	142	-142	0	246	-246	0	-246
Train, Special Projects	500	450	50	1,500	2,681	-1,181	2,000	-681
Tourism, Other	100	56	44	800	372	428	1,200	828
Total Tourism	45,158	32,750	12,408	198,764	209,795	-11,030	271,900	62,106
Civic Centre Admin, Salary and related costs	37,525	25,107	12,418	300,200	238,309	61,891	450,300	211,991
Civic Centre Admin, Office supplies	542	753	-211	4,333	2,603	1,730	6,500	3,897
Civic Centre Admin, Photocopier expenses	350	203	147	2,800	2,473	327	4,200	1,727
Civic Centre Admin, Promo materials	3,333	2,500	833	26,667	9,401	17,265	40,000	30,599
Civic Centre Admin, Subscriptions	175	0	175	1,400	1,376	24	2,100	724
Civic Centre Admin, Comp network costs	2,550	0	2,550	20,400	12,930	7,470	30,600	17,670
Civic Centre Admin, Telephone	367	0	367	2,933	2,197	736	4,400	2,203
Civic Centre Admin, Cell phone	242	0	242	1,933	1,435	499	2,900	1,465
Civic Centre Admin, Membership fees	0	0	0	0	443	-443	0	-443
Civic Centre Admin, Training	833	1,920	-1,087	6,667	19,692	-13,025	10,000	-9,692
Civic Centre Admin, Bank Charges	1,667	0	1,667	13,333	11,338	1,995	20,000	8,662
Civic Centre Operations, Salary and related costs	71,567	85,103	-13,537	572,533	546,099	26,434	858,800	312,701
Civic Centre Operations, Cleaning Supplies	2,333	3,187	-854	18,667	17,367	1,300	28,000	10,633
Civic Centre Operations, Clothing/uniforms	583	462	121	4,667	3,068	1,599	7,000	3,932
Civic Centre Operations, City Equip	1,450	0	1,450	11,600	14,942	-3,342	17,400	2,458
Civic Centre Operations, Catering	9,775	0	9,775	78,200	-1,491	79,691	117,300	118,791
Civic Centre Operations, Fire Alarm	500	0	500	4,000	1,058	2,942	6,000	4,942
Civic Centre Operations, Propane/Nitrogen	1,542	2,565	-1,023	12,333	12,768	-435	18,500	5,732
Civic Centre Operations, Heating Oil	4,167	17,037	-12,870	33,333	30,707	2,626	50,000	19,293
Civic Centre Operations, Maint supplies	6,250	7,279	-1,029	50,000	46,949	3,051	75,000	28,051
Civic Centre Operations, Elevator Maintenance	1,167	3,471	-2,304	9,333	9,324	9	14,000	4,676
Civic Centre Operations, Repairs	833	3,042	-2,208	6,667	11,868	-5,202	10,000	-1,868
Civic Centre Operations, Snowclearing	5,833	0	5,833	46,667	44,079	2,588	70,000	25,921

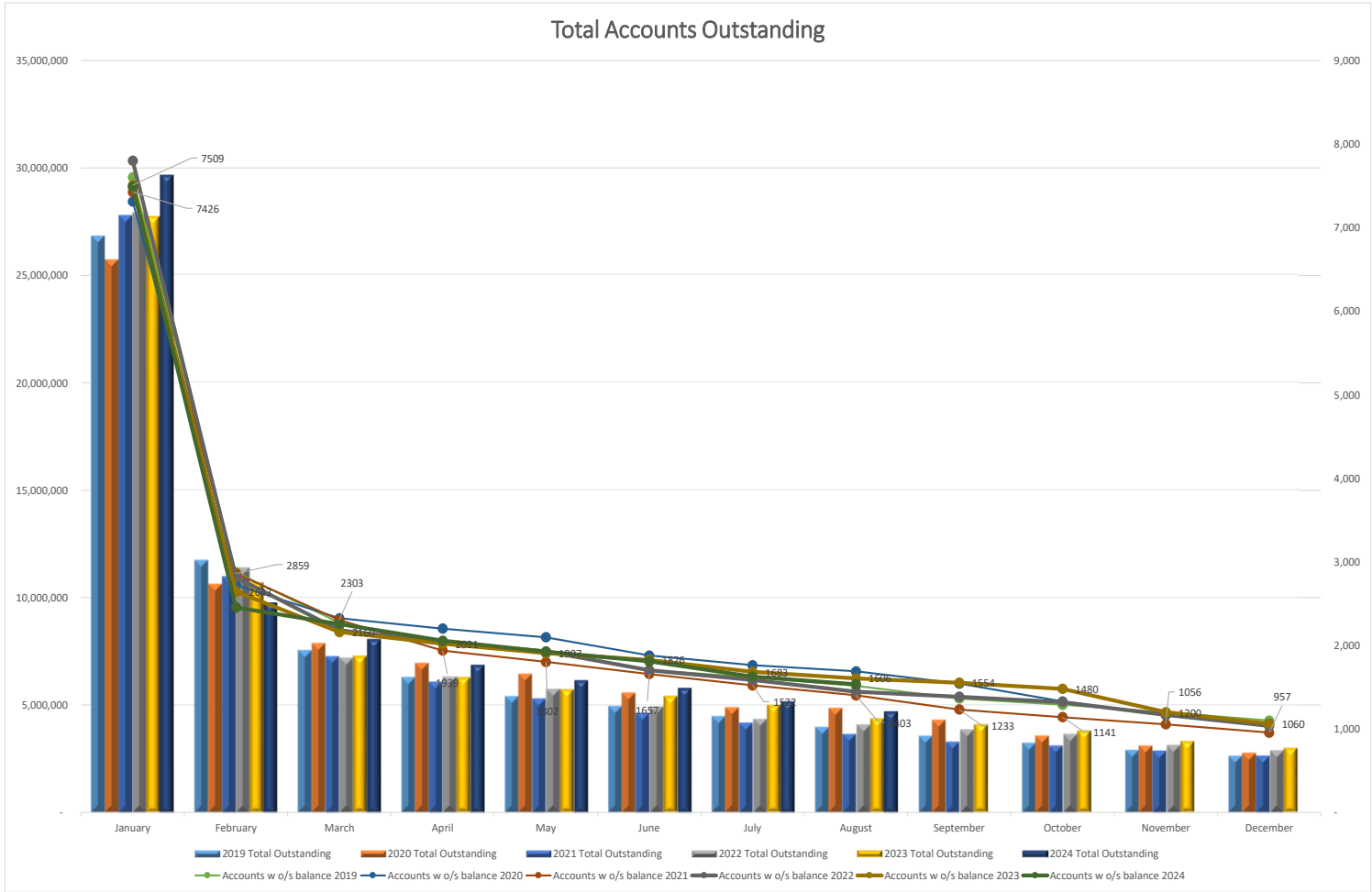
Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Operations, Hired equipment	1,083	4,750	-3,667	8,667	5,124	3,543	13,000	7,876
Civic Centre Operations, Hired contractor	6,667	52,482	-45,815	53,333	79,421	-26,088	80,000	579
Civic Centre Operations, Hired Electrician	2,083	0	2,083	16,667	0	16,667	25,000	25,000
Civic Centre Operations, Senior Hockey expenses	0	0	0	15,600	63,849	-48,249	39,000	-24,849
Civic Centre Operations, Electrical	30,567	27,488	3,078	244,533	255,078	-10,544	366,800	111,722
Civic Centre Operations, Security	4,583	0	4,583	36,667	29,946	6,720	55,000	25,054
Civic Centre Operations, Special Events	0	0	0	0	48,336	-48,336	0	-48,336
Civic Centre Building Maint, Maint supplies	7,500	0	7,500	60,000	32,314	27,686	90,000	57,686
Civic Centre Special Events, Home Show CC	3,333	0	3,333	26,667	11,147	15,519	40,000	28,853
Civic Centre Buidling Maintena, Salary and related costs	0	201	-201	0	201	-201	0	-201
Total Civic Centre	209,400	237,550	-28,150	1,690,800	1,564,351	126,448	2,551,800	987,448
Total Recreation Services	363,666	407,768	-44,103	3,015,195	2,226,790	788,404	4,117,100	1,890,310
PWWW - Admin, Salary and related costs	174,533	184,888	-10,355	1,396,264	1,264,309	131,955	2,094,400	830,091
PWWW - Admin, Business Travel	1,000	0	1,000	8,000	1,877	6,123	12,000	10,123
PWWW - Admin, Safety Program	208	1,429	-1,220	1,667	2,848	-1,182	2,500	-348
PWWW - Admin, City Equip	10,667	3,650	7,017	85,333	98,085	-12,751	128,000	29,915
PWWW - Admin, Maint supplies	167	0	167	1,333	438	895	2,000	1,562
PWWW - Admin, Office supplies	1,208	1,811	-603	9,664	23,468	-13,804	14,500	-8,968
PWWW - Admin, Photocopier expenses	358	853	-494	2,867	3,431	-564	4,300	869
PWWW - Admin, Subscriptions	417	0	417	3,333	0	3,333	5,000	5,000
PWWW - Admin, Inventory	1,808	1,334	475	14,467	14,408	58	21,700	7,292
PWWW - Admin, Tools and minor equip	333	2,991	-2,658	2,667	4,613	-1,946	4,000	-613
PWWW - Admin, Telephone	417	0	417	3,333	3,220	113	5,000	1,780
PWWW - Admin, Cell phone	583	0	583	4,667	3,946	721	7,000	3,054
PWWW - Admin, Membership fees	175	0	175	1,400	1,156	244	2,100	944
PWWW - Admin, Training	1,500	0	1,500	12,000	286	11,714	18,000	17,714
PWWW - Admin Other	50	0	50	400	567	-167	600	33
PWWW - Admin, Special Events	150	0	150	1,200	0	1,200	1,800	1,800
Grants	342	185	156	2,733	3,385	-652	4,100	715
PWWW - PPE	83	0	83	667	1,441	-775	1,000	-441
Total PWWW Admin	193,999	197,141	-3,142	1,551,995	1,427,478	124,517	2,328,000	900,522
PWWW - Bldg, Salary and related costs	1,805	9,510	-7,705	14,440	57,844	-43,404	21,660	-36,184
PWWW - Bldg, City Equip	168	0	168	1,347	2,920	-1,573	2,020	-900
PWWW Bldg, Maint supplies - 1	18,460	38,899	-20,439	147,680	176,535	-28,855	221,520	44,985
PWWW Bldg, Maint supplies - 2	992	682	310	7,933	9,364	-1,431	11,900	2,536
PWWW - Bldg, Electrical - 1	27,808	16,884	10,925	222,467	199,686	22,780	333,700	134,014
PWWW - Bldg, Electrical - 2	1,567	1,501	66	12,533	24,184	-11,650	18,800	-5,384
PWWW - Bldg, Heating Oil	708	0	708	5,667	11,143	-5,477	8,500	-2,643
PWWW - Bldg, Inventory	117	112	5	933	624	309	1,400	776
PWWW - Bldg, Cleaning services	12,667	10,194	2,472	101,333	86,607	14,727	152,000	65,393
PWWW - Bldg, Hired contractor	0	0	0	0	5,718	-5,718	0	-5,718
PWWW - Bldg, Security	175	0	175	1,400	856	544	2,100	1,244
PWWW - Bldg - City Hall, Snowclearing	1,250	0	1,250	10,000	6,189	3,811	15,000	8,811
Total Building Maintenance	65,717	77,782	-12,065	525,733	581,670	-55,938	788,600	206,929
PWWW - Street Lights, Electrical	53,333	49,188	4,145	426,667	389,831	36,836	640,000	250,169
PWWW - Heritage lights, Maint supplies	417	0	417	3,333	2,640	693	5,000	2,360
PWWW - Heritage lights, Hired contractor	2,500	0	2,500	20,000	22,617	-2,617	30,000	7,383
PWWW - Heritage lights, Electrical	1,000	851	149	8,000	8,315	-315	12,000	3,685

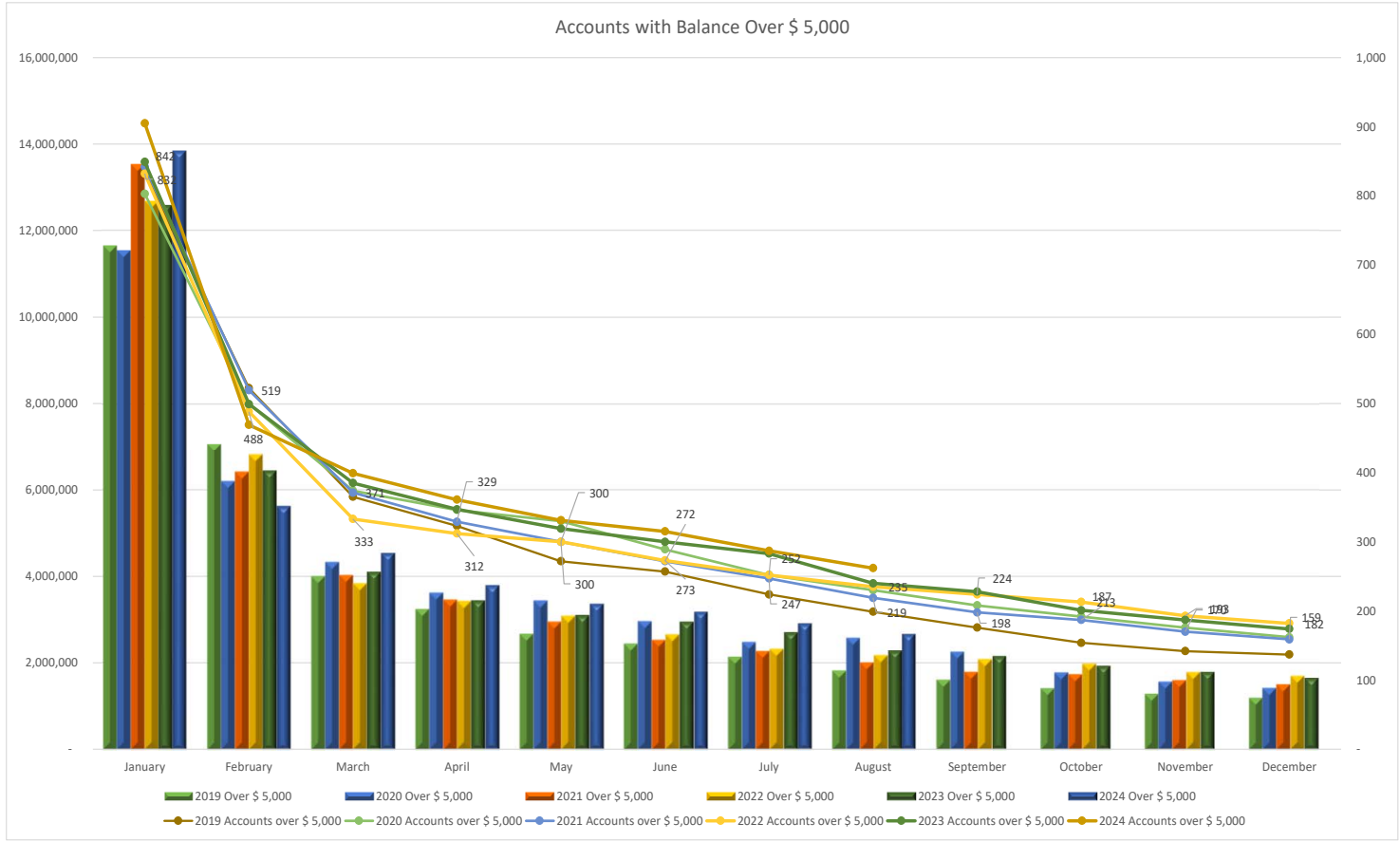
Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Total Street Lighting	57,250	50,039	7,210	458,000	423,403	34,597	687,000	263,597
PWWW- Gravel St Main	7,167	0	7,167	21,500	1,942	19,558	21,500	19,558
PWWW - Street Maint,	40,417	31,626	8,791	253,336	294,153	-40,817	385,000	90,847
PWWW - W/S Pavement Cuts	54,500	3,490	51,010	385,000	198,053	186,947	474,000	275,947
PWWW - Sod repair	21,000	46,960	-25,960	64,000	59,547	4,453	64,000	4,453
PWWW - Curb & Sidewalk	66,667	54,724	11,943	200,000	89,149	110,851	200,000	110,851
PWWW - Maint Manhole/catch bas.	12,592	11,329	1,263	66,233	46,615	19,619	92,500	45,885
PWWW - Guardrails	9,250	0	9,250	27,750	1,708	26,042	37,000	35,292
PWWW - Maint of steps/walkways	0	0	0	1,000	0	1,000	1,000	1,000
Total Street Maintenance	211,593	148,129	63,462	1,018,819	691,167	327,654	1,275,000	583,834
PWWW - Street Snow	2,500	0	2,500	806,800	726,613	80,187	1,154,000	427,387
PWWW - Sanding	0	0	0	155,050	235,321	-80,271	221,500	-13,821
PWWW - Salting	0	0	0	329,700	318,387	11,313	471,000	152,613
PWWW - Snow/Business Area	0	0	0	12,250	13,340	-1,090	17,500	4,160
PWWW - Ice Cutting/Remove	0	0	0	8,750	5,895	2,855	12,500	6,605
PWWW - Snow Remove City Parking	0	0	0	2,100	226	1,874	3,000	2,774
PWWW - Snow Clearing contracts	0	0	0	52,500	52,143	357	75,000	22,857
PWWW - Damage Claims	0	0	0	3,500	318	3,182	5,000	4,682
PWWW - Step/walkways	0	0	0	4,025	2,303	1,722	5,750	3,447
PWWW - MAint/Construction	0	0	0	6,300	15,242	-8,942	9,000	-6,242
Total Snow Clearing	2,500	0	2,500	1,380,975	1,369,788	11,187	1,974,250	604,462
PWWW - Traffic control - Payroll	11,250	21,622	-10,372	90,000	100,221	-10,221	135,000	34,779
PWWW - Traffic control, City Equip	1,542	0	1,542	12,333	10,332	2,001	18,500	8,168
PWWW - Traffic control, Maint supplies	83	125,867	-125,783	2,167	126,624	-124,457	2,500	-124,124
PWWW - Traffic control, Hired contractor	2,500	8,810	-6,310	165,000	17,897	147,103	175,000	157,103
PWWW - Traffic control, Electrical	833	929	-96	6,664	8,265	-1,601	10,000	1,735
PWWW -Traffic control, Inventory	0	0	0	0	367	-367	0	-367
Total Traffic Control	16,208	157,228	-141,019	276,164	263,706	12,459	341,000	77,295
PWWW - Drainage, Salary and related costs	5,417	6,110	-693	43,333	82,169	-38,836	65,000	-17,169
PWWW - Drainage, City Equip	917	0	917	7,333	18,724	-11,391	11,000	-7,724
PWWW - Drainage, Maint supplies	208	0	208	1,667	17,153	-15,486	2,500	-14,653
PWWW - Drainage, Inventory	83	110	-27	667	1,051	-385	1,000	-51
PWWW - Drainage, Hired equipment	1,583	542	1,041	12,667	45,213	-32,547	19,000	-26,213
PWWW - Drainage, Meal Vouchers	0	0	0	0	51	-51	0	-51
Total Drainage	8,208	6,762	1,446	65,667	164,361	-98,695	98,500	-65,862
PWWW - Storm Sewer Cleaning, Salary and related costs	10,333	16,902	-6,569	193,164	154,642	38,522	214,500	59,858
PWWW - Storm Sewer Cleaning, City Equip	6,167	0	6,167	83,333	57,170	26,163	90,000	32,830
PWWW - Storm Sewer Cleaning, Maint supplies	2,208	12,963	-10,755	21,167	25,287	-4,121	29,500	4,213
PWWW - Storm Sewer Cleaning, Inventory	42	118	-77	333	140	193	500	360
PWWW - Storm Sewer Cleaning, Hired equipment	2,083	2,391	-308	16,667	2,673	13,994	25,000	22,327
PWWW - Storm Sewer Cleaning, Fall Leaf	0	0	0	0	0	0	10,000	10,000
Total Storm Sewer Cleaning	20,833	32,374	-11,541	314,664	239,912	74,752	369,500	129,588
Total Public Works	316,592	394,532	-77,941	3,514,289	3,152,337	361,952	4,745,250	1,592,913
Garbage collect, Tipping fees	62,500	57,682	4,818	500,000	488,888	11,112	750,000	261,112
Garbage collect, Hired contractor	61,500	63,324	-1,824	492,000	467,014	24,986	738,000	270,986
Total Garbage Collect & Disposal	124,000	121,006	2,993	992,000	955,902	36,098	1,488,000	532,098
Water treat plant, Salary and related costs	30,850	34,745	-3,895	246,800	237,390	9,410	370,200	132,810
Water treat plant, Computer Supplies	4,350	2,046	2,304	34,800	31,477	3,323	52,200	20,723

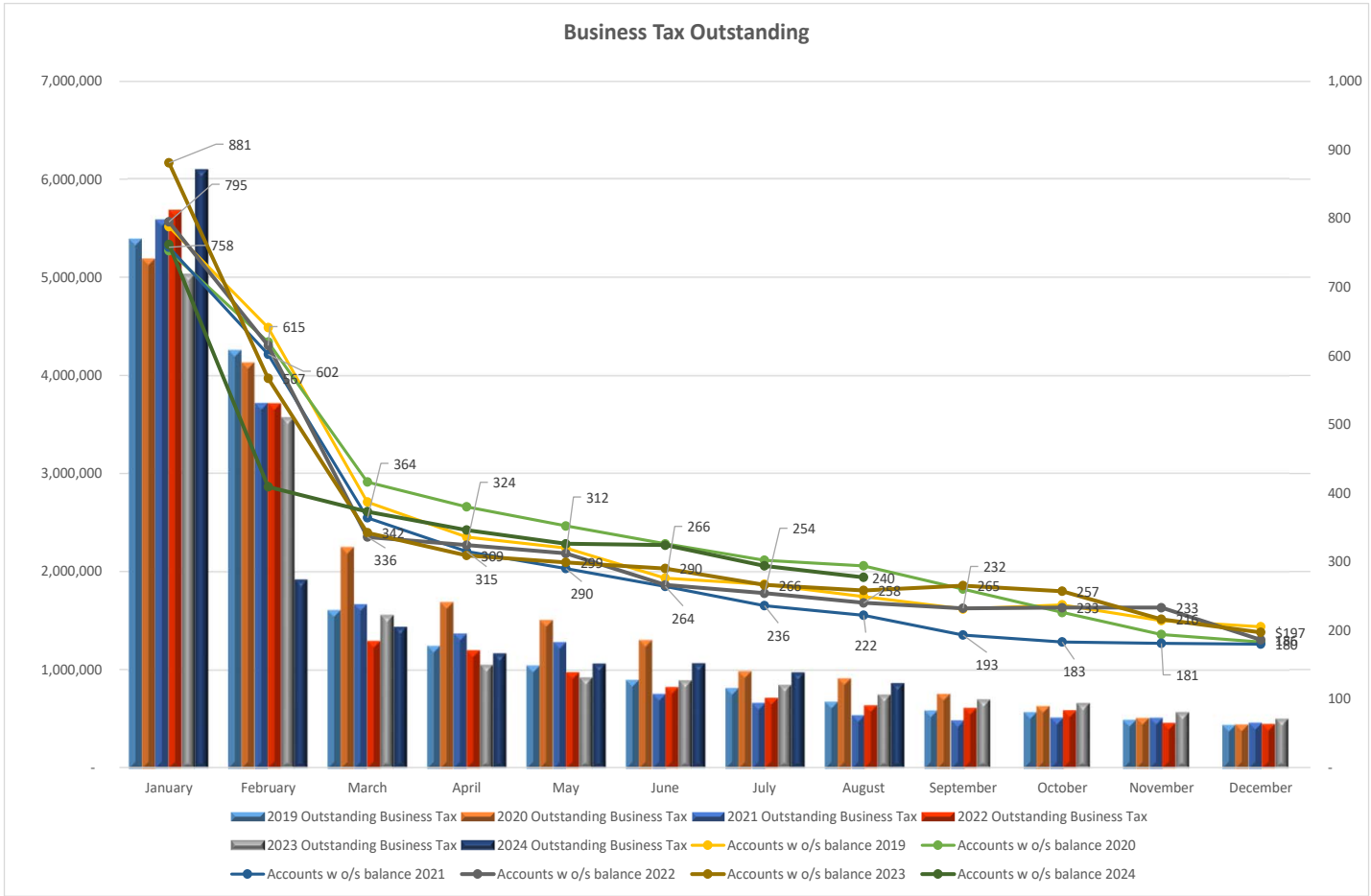
Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Water treat plant, Other chemicals	111,367	123,303	-11,936	890,933	829,192	61,742	1,336,400	507,208
Water treat plant, City Equip	525	0	525	4,200	3,535	665	6,300	2,765
Water treat plant, Maint supplies	21,667	21,397	270	173,333	190,745	-17,411	260,000	69,255
Water treat plant, Inventory	1,667	195	1,471	13,333	12,259	1,074	20,000	7,741
Water treat plant, Comp software maint	625	0	625	5,000	0	5,000	7,500	7,500
Water treat plant, Telephone	500	0	500	4,000	3,066	934	6,000	2,934
Water treat plant, Electrical	18,750	-956	19,706	150,000	136,098	13,902	225,000	88,902
Total Water Treatment Plant	190,301	180,730	9,570	1,522,399	1,443,762	78,639	2,283,600	839,839
PWWWW - Chlorine/Feeders, Salary and related costs	6,500	7,991	-1,491	52,000	41,664	10,336	78,000	36,336
PWWWW - Chlorine/Feeders, Chlorine	500	0	500	4,000	0	4,000	6,000	6,000
PWWWW - Chlorine/Feeders, City Equip	1,250	0	1,250	10,000	4,192	5,808	15,000	10,808
PWWWW - Chlorine/Feeders, Maint supplies	2,667	606	2,061	21,336	17,906	3,430	32,000	14,094
PWWWW - Chlorine/Feeders, Inventory	0	26	-26	0	164	-164	0	-164
PWWWW - Chlorine/Feeders, Hired equipment	0	0	0	0	1,028	-1,028	0	-1,028
PWWWW - Chlorine/Feeders, Electrical	1,750	454	1,296	14,000	13,825	175	21,000	7,175
Total Purification Treatment	12,667	9,077	3,591	101,336	78,779	22,556	152,000	73,220
PWWWW - Maint Hydrants/valves	12,083	20,001	-7,918	96,667	83,797	12,869	145,000	61,203
PWWWW - Main Line Repairs	23,000	20,849	2,151	184,000	193,354	-9,354	276,000	82,646
PWWWW - Maint Feeder	10,417	2,161	8,256	83,333	48,617	34,716	125,000	76,383
PWWWW - Water Lateral Repairs	41,000	44,634	-3,634	328,000	342,989	-14,989	492,000	149,011
PWWWW - Hydrant Snowclearing	6,250	0	6,250	50,000	45,810	4,190	75,000	29,190
PWWWW - Thaw Water Lines	1,250	0	1,250	10,000	0	10,000	15,000	15,000
PWWWW - Clean Water Lines	7,667	17,405	-9,739	61,333	79,127	-17,794	92,000	12,873
PWWWW - Flow Testing Program	3,708	0	3,708	29,667	24,617	5,050	44,500	19,883
PWWWW - Traffic Flaggers	7,917	11,861	-3,944	63,333	75,267	-11,934	95,000	19,733
Total Water Mains & Hydrants	113,292	116,911	-3,619	906,333	893,578	12,754	1,359,500	465,921
PWWWW - Maint Sewer Mains	13,500	13,137	363	108,000	93,513	14,487	162,000	68,487
PWWWW - Maint Sewer Laterals	7,583	2,672	4,912	60,667	46,639	14,027	91,000	44,361
PWWWW - Sewer Treatment Plants	5,250	24,276	-19,026	42,000	46,710	-4,710	63,000	16,290
PWWWW - Sewer Pump Stat	12,833	22,220	-9,387	102,667	84,170	18,497	154,000	69,830
PWWWW - Flow Tester	4,750	2,888	1,862	38,000	36,189	1,811	57,000	20,811
Total Sanitary Systems	43,916	65,193	-21,276	351,334	307,221	44,112	527,000	219,779
PWWWW - Maint of Regulators,	10,500	4,115	6,385	84,000	65,804	18,196	126,000	60,196
PWWWW - Maint of water meters	4,167	555	3,612	33,333	15,385	17,949	50,000	34,615
PWWWW - Massey Drive	292	40	252	2,333	1,680	653	3,500	1,820
Total Regulations & Meters	14,959	4,710	10,248	119,666	82,869	36,798	179,500	96,631
PWWWW - Maint of Reservoirs, Payroll	5,333	3,920	1,414	42,667	34,099	8,568	64,000	29,901
PWWWW - Maint of Reservoirs, City Equip	1,000	0	1,000	2,000	4,345	-2,345	4,000	-345
PWWWW - Maint of Reservoirs, Maint supplies	3,750	0	3,750	7,500	7,183	317	15,000	7,817
PWWWW - Maint of Reservoirs, Telephone	83	0	83	667	0	667	1,000	1,000
PWWWW - Maint of Reservoirs, Electrical	542	129	413	4,333	4,228	106	6,500	2,272
PWWWW - Maint of Intakes, Hired equipment	833	0	833	6,667	7,451	-784	10,000	2,549
Total Reservoirs & Intakes	11,541	4,049	7,493	63,834	57,306	6,529	100,500	43,195
PWWWW - Pumphouse, Payroll	3,333	1,587	1,747	26,667	20,147	6,520	40,000	19,853
PWWWW - Pumphouse, City Equip	417	0	417	3,333	1,825	1,508	5,000	3,175
PWWWW - Pumphouse, Maint supplies	2,500	530	1,970	20,000	3,529	16,471	30,000	26,471

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
PWWW - Pumphouse, Inventory	0	196	-196	0	196	-196	0	-196
PWWW - Pumphouse, Hired equipment	0	1,032	-1,032	0	6,367	-6,367	0	-6,367
PWWW - Pumphouse, Electrical	2,500	1,979	521	20,000	16,961	3,039	30,000	13,039
Total Pumphouse	8,750	5,324	3,427	70,000	49,025	20,976	105,000	55,976
Total W&S	395,426	385,994	9,434	3,134,902	2,912,540	222,363	4,707,100	1,794,560
Transit, Hired contractor	42,967	39,827	3,140	343,733	299,417	44,316	515,600	216,183
Transit, Electrical	125	57	68	1,000	742	258	1,500	758
Total Corner Brook Transit	43,092	39,884	3,208	344,733	300,159	44,575	517,100	216,941
PWWW - Jubilee Field,	9,700	2,054	7,646	38,800	39,924	-1,124	48,500	8,576
PWWW - MBP,	3,550	5,938	-2,388	14,200	8,129	6,071	17,750	9,621
PWWW - War Memorials,	160	21	139	640	997	-357	800	-197
PWWW - Skateboard Park	100	0	100	400	18	382	500	482
PWWW - Majestic Lawn	200	27	173	800	1,144	-344	1,000	-144
PWWW - Athletic field maint,	16,020	19,689	-3,669	64,080	69,225	-5,145	80,100	10,875
PWWW - Bash A&B, Electrical	200	297	-97	800	847	-47	1,000	153
PWWW - Ambrose O'Rielly, Electrical	400	75	325	1,600	1,166	434	2,000	834
PWWW - Playground maint,	4,000	4,413	-413	16,000	20,427	-4,427	20,000	-427
PWWW - Wellington,	4,800	1,193	3,607	19,200	36,256	-17,056	24,000	-12,256
PWWW - Tennis courts,	150	0	150	600	3,930	-3,330	750	-3,180
PWWW - Beautification,	17,400	12,745	4,655	69,600	51,618	17,982	87,000	35,382
PWWW -Dog Park,	1,100	0	1,100	4,400	5,475	-1,075	5,500	25
PWWW - Mowing,	8,400	14,465	-6,065	33,600	52,438	-18,838	42,000	-10,438
PWWW - Tree Maintenance,	4,000	7,483	-3,483	16,000	8,532	7,468	20,000	11,468
PWWW - Turf Maintenance,	2,300	0	2,300	9,200	0	9,200	11,500	11,500
PWWW - Winter carnival, Salary and related costs	0	0	0	12,500	13,609	-1,109	12,500	-1,109
PWWW - Watchman, Salary and related costs	2,917	6,215	-3,298	23,333	22,953	381	35,000	12,048
PWWW - Parades and Special Events, Salary and related costs	2,875	24,302	-21,427	23,000	38,758	-15,758	34,500	-4,258
PWWW - Garbage collect - Public Space,	5,208	7,733	-2,524	41,667	53,846	-12,179	62,500	8,654
Splashpad,	1,667	149	1,519	13,336	4,844	8,492	20,000	15,156
Total Parks & Recreation	85,147	106,799	-21,651	403,756	434,136	-30,379	526,900	92,765
Recover - Garage exp, Salary and related costs	0	46,464	-46,464	0	406,151	-406,151	0	-406,151
Recover - Garage exp, Gas/Oil	0	28,700	-28,700	0	358,593	-358,593	0	-358,593
Recover - Garage exp, Maint supplies	0	39,342	-39,342	0	324,198	-324,198	0	-324,198
Recover - Garage exp, Other supplies	0	5,592	-5,592	0	23,493	-23,493	0	-23,493
Recover - Garage exp, Inventory	0	2,304	-2,304	0	29,520	-29,520	0	-29,520
Recover - Garage exp, Meal Vouchers	0	0	0	0	11	-11	0	-11
Recover - Garage rev, Misc Revenue	0	0	0	0	-678,970	678,970	0	678,970
Total Garage	0	122,402	-122,401	0	462,996	-462,997	0	-462,997
Total Public Works, Water & Waste Water	1,056,881	1,162,248	-105,365	9,130,675	8,508,161	622,516	13,095,850	4,587,690
Grants, Corner Brook Stream	0	0	0	97,500	97,500	0	130,000	32,500
Grants, Museum Grant	0	0	0	11,250	11,250	0	15,000	3,750
Grants, Museum -Shared Postion	0	0	0	17,250	20,250	-3,000	23,000	2,750
Grants, Misc Grants	3,875	0	3,875	31,000	10,300	20,700	46,500	36,200
Grants, Winter Carnival	0	0	0	10,000	9,913	87	10,000	87
Grants, Tourism Bureau	5,500	9,395	-3,895	16,500	9,395	7,105	22,000	12,605
Grants, CNA Scholarhsip	0	0	0	1,000	1,000	0	1,000	0
Grants, Hospital Foundation	0	0	0	1,000	0	1,000	1,000	1,000
Grants, MUN Scholarship	0	0	0	1,000	0	1,000	1,000	1,000
Grants, CBRH Scholarship	0	0	0	1,000	2,000	-1,000	1,000	-1,000
Grants, Corner Brook Running Club	0	0	0	2,000	2,000	0	2,000	0
Grants, Craig Hiscock Memorial	0	0	0	500	500	0	500	0

Account	MTD Budget August2024	MTD Actual August2024	MTD Variance	YTD Budget August2024	YTD Actual August2024	YTD Variance	Annual Budget	Remaining Budget
Grants, Railway Society	0	0	0	2,000	2,000	0	2,000	0
Grants, Total	0	0	0	97,500	97,500	0	130,000	32,500
Total Grants	9,375	9,395	-20	192,000	166,108	25,892	255,000	88,892
COOR, Capital out of revenue	127,117	14,823	112,294	1,016,933	573,544	443,390	1,525,400	951,856
COOR, Gas Tax	74,717	0	74,717	597,733	0	597,733	896,600	896,600
Total COOR	201,834	14,823	187,011	1,614,666	573,544	1,041,123	2,422,000	1,848,456
Debt charges,	297,567	10,000	287,567	2,380,536	601,279	1,779,257	3,570,800	2,969,521
Total Debt Charges	297,567	10,000	287,567	2,380,536	601,279	1,779,257	3,570,800	2,969,521
Reserves,	0	0	0	0	0	0	2,101,050	2,101,050
Total Reserves	0	0	0	0	0	0	2,101,050	2,101,050
Total Expenses	3,043,336	2,928,167	115,171	25,440,890	21,466,311	3,974,586	39,197,390	17,731,081
Recover - Garage exp, Other supplies	0	122,401	-122,401	0	1,141,967	-1,141,967	0	-1,141,967
Recover - Garage revenues	0	0	0	0	-678,970	678,970	0	678,970









Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Engineering

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

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 mid-late November
- Pool mechanical equipment installation is finished
- Pools are undergoing further testing to determine source of leaks in the training & leisure pools
- Waiting on Pomerleau to provide an update on delivery of the slide components
- Cleaning of the gymnasium is complete; with the exception of a small area used for lay-down
- Deficiencies are being worked on





Mount Bernard Reconstruction



- 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
- Road opened to through traffic August 25th
- Remainder of surface asphalt Spring 2025. (CBP&P tank farm to O'Connell Drive)

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
- Rip Rap at outfall placed
- Constructing Endwall, Footing pour scheduled for September 17th

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 is to be completed with full road closure
- Existing bedrock deeper than expected, redesign was required.
- Bell underground concrete duct bank required removal to facilitate work
- Contractor has remobilized back to site and has completed the removal of ductbank on September 16th
- Anticipated completion Mid-End of October

Transportation Study

- The 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 now expected by the end of September

Transit Accessibility Study and Implementation Plan

- The study continues, and the final report is expected in early-mid October. Council briefing to follow once received

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
- Issued for review drawings returned to Consultant September 3rd

Curling Street Storm Sewer

- Consulting awarded to Englobe
- Contract awarded to Marine Contractors

- Construction started August 23rd
- Project approximately 50% complete

Main Street Pedestrian Bridge

- Anderson Engineering is the consultant for the project
- Contract awarded to Brook Construction (2007)
- Construction started September 16th. Old bridge has been removed

Old Humber Road Retaining Wall

- Consulting awarded Englobe
- Contract awarded to West Coast Excavating & Equipment Co. Ltd
- Project commenced August 26th
- Project approximately 50% complete

2024 Paving Program

- Contract awarded to Marine Contractors
- Will utilize Gas tax and MYCW funding
- Asphalt portion is 95% complete with one street remaining

Great Trail Phase II

- Contract awarded to West Coast Excavating
- Excavation and Curb work continues
- Anticipated completion November 2024

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
- Final Report expected in Mid-October. Once received, funding application will be drafted to obtain funding for the construction of the two trails

City Hall Atrium Lighting

- Trials are being conducted in Atrium to determine the optimal product for desired effect

City Manager



Information Report (IR)

Subject: Civic Centre Summer Update

To: Peter Robinson
Meeting: Committee of the Whole - 23 Sep 2024
Department: Recreation
Staff Contact: Willie Smith, General Manager
Topic Overview:

BACKGROUND INFORMATION:

Summer 2024

Civic Centre Events

There were a number of exciting events held at the Civic Centre over the summer including:

- Michelle Russell – Canada’s Top Psychic
- Canada’s Circus Spectacular
- Gerroid McCarthy - Irish concert
- Autocross
- Thomas Amusements.
- Hockey Newfoundland and Labrador’s High Performance Program (HPP) - male and female provincial team selections U14, U15 & U16. The HPP camp hosted over 300 athletes, coaching and training staff with housing and meals provided at Grenfell Campus. There were over 1,000 visitors to Corner Brook throughout the camp.

Activities and Programming

- Ball hockey programming continued to grow with programming offered to U9, U11, U13, U15, and this year programming was extended to U18.
- The Studio was host to a number of Grenfell Summer Camps including a variety of sports camps focusing on volleyball and basketball.
- The Civic Centre and Studio played host to several graduations and ceremonies including the Western Regional School of Nursing graduation ceremony and banquet, College of the North Atlantic graduation, Corner Brook Regional High cap and gown ceremony, as well as the grand march and dance and a number of elementary school graduations.

- The meeting spaces were busy with banquets for Corner Brook Minor Hockey, Saltos and Special Olympics Torch Run. Additionally they were used by Grenfell Campus faculty and students during upgrades to their network and all RN exams for nursing students. Numerous training sessions for a variety of organizations were also held in these spaces
- Summer ice remained very busy with hockey and figure skating camps. The Kinsmen arena had ice for the first skate of summer on Friday, July 12th and has remained on for the season.

Fall 2024

ICE

- Silver Blades started their regular season on Wednesday Sept 4th. Other Fall ice programming includes several hockey camps, youth tournament, a figure skating seminar and tryouts for minor AAA programming for both male and female.
- Corner Brook Minor Hockey starts their 2024-25 season on October 7th with tournaments being finalized for the season. Corner Brook will also play host to several AAA tournaments, league play and regular practices throughout the fall and winter. The Western Kings AAA held tryouts, started practices and hosted their first weekend of the season on September 13th.
- The Corner Brook Senior Royals will be hosting tryouts for the 2024-25 season in September and throughout October. It is expected the senior hockey season will begin in November.

Meetings and Events

- The fall is busy with craft fairs, meetings, training seminars and Senior’s Day on October 1st.
- The Civic Centre was thrilled to host the Agrifoods Show on September 20 -22. This show highlighted the best of agriculture in the province and was fun for all ages.
- Tom Green comedy will take place on Oct 3rd in Canada House.

Studio

- Regular programming started in the studio after Labor Day weekend for Active Tots, Seniors, Pickleball, Grenfell recreation and others.
- The Civic Centre Studio will also play host to Volley West in October.

Director of Recreation Services	Approved - 19 Sep 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Sep 2024
Administrative Assistant	Approved - 19 Sep 2024

City Manager



Information Report (IR)

Subject: Recreation Services Update

To: Peter Robinson

Meeting: Committee of the Whole - 23 Sep 2024

Department: Recreation

Staff Contact: Jessica Parsons, Supervisor of Recreation Services

Topic Overview: The Recreation Services Department would like to discuss a number of summer 2024 highlights.

BACKGROUND INFORMATION:

June is Recreation Month

To celebrate Recreation NL's June is Recreation Month Campaign, City Recreation Staff created it's annual June is Recreation Month contest to challenge residents to spend time outside, try new fitness activities and focus on their well-being. Many residents participated and three winners received a prize for their efforts.

City Recreation Events

Sounds of Summer kicked off in June with The Griffin's playing at Bartlett's Point Park, followed by performances within Jigs N Wheels and ending with an Orientation concert for returning Students in Margaret Bowater Park.

Canada Day was a great day overall as we celebrated our country, Memorial Day in Newfoundland and opened Margaret Bowater Park pool. Thank you to the Government of Canada for their support on this event and the YMCA for hosting the Community Breakfast.

Corner Brook Day took place in collaboration with Jigs N Wheels and brought a number of participants to Margaret Bowater Park, Majestic Lawn and West Street. There was live entertainment, vendors and children's activities all over the City.

The 5th Annual Ribfest event took place August 9-11th in Margaret Bowater Park. The combination of food, music and fireworks brought out record crowds. It was by far the most successful Ribfest the City has hosted and we are already planning for next year!

Margaret Bowater Park Pool

Margaret Bowater Park Pool opened July 1st and closed on August 27th. It was a successful summer with an active, professional lifeguarding staff paired with canteen services by Humber Valley Employment Corporation.

Sport Tourism

Some sport tourism highlights for summer 2024 include the Corner Brook Baseball Association's Mary Tavenor tournament hosting 40 teams at Jubilee field and Corner Brook United Soccer Club's

U13 boys and girls Mega Tournament which brought 27 teams and their families to Corner Brook. Outdoor pickleball is also on the rise and the club hosted the 2nd annual Marina Redmond Memorial Pickleball tournament this summer at the Corner Brook Tennis Club Courts.

Director of Recreation Services	Approved - 19 Sep 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Sep 2024
Administrative Assistant	Approved - 19 Sep 2024

City Manager



Request for Decision (RFD)

Subject: Retaining Wall - Curling Street - Change Order No. 4

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [CO#4 17-RNC-24-00002 \(signed by AECL\) Redacted](#)

BACKGROUND INFORMATION:

Due to geotechnical challenges, the project's design needed to be revised to accommodate the increased depth required to achieve suitable subgrade conditions. This revision necessitates the following:

- Remove and dispose of concrete encased fibre cable
- Supply and place Compact Blast Rock
- Supply and install Geogrid
- Supply and place 28" Bottom Blocks
- Supply and place 28" Middle Blocks
- Supply and place 28" Half Blocks
- Traffic control for 8 weeks

The design change also involved a **credit** of \$39,077.00 due to unused materials from the original design (CO#3). This amount in **not** included in the amount below.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order no. 4 for the Retaining Wall, Curling Street for West Coast Excavating & Equipment Co. Ltd. in the amount of \$169,756.10 HST Included.

Director of Community, Engineering, Development & Planning	Approved - 16 Sep 2024
Administrative Assistant	Approved - 17 Sep 2024

City Manager

Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice

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September 2023

OWNER: City of Corner Brook DATE: September 9, 2024
PROJECT NAME: Retaining Wall, Curling Street
PROJECT #: 17-RNC-24-00002 CONTRACTOR: West Coast Excavating
CHANGE ORDER NUMBER: 4

.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

Quantities required for design change August 29, 2024.	
Reference #02070	17. Remove and dispose of concrete encased fiber cable,
Reference #02215	5. Supply & place compact blast rock,
Reference #02224	5. Supply and install geogrid,
Reference #03300	7. Supply and place 28" bottom blocks
	8. Supply and place 28" middle blocks
	9. Supply and place 28" half blocks,
Reference #01570	2. Traffic control, 8 weeks

.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: 15 REVISED COMPLETION DATE: TBD

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 \$ 169,756.10

Deduction from Contract including HST payable by the Owner \$ _____

Contractor: _____ (Signature)
Transportation and Infrastructure



Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice

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September 2023

Authorized Contract Amount (A)	\$	<u>889,974.65</u>
Change Order Limit (greater of 10 % of A or \$15,000)	\$	<u>88,997.46</u>
Previous Change Orders (B)	\$	<u>-36,400.93</u>
This Change Order (C)	\$	<u>169,756.10</u>
New Approved Contract Amount (A+B+C)	\$	<u>1,023,329.82</u>

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: Sept 9/24 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)

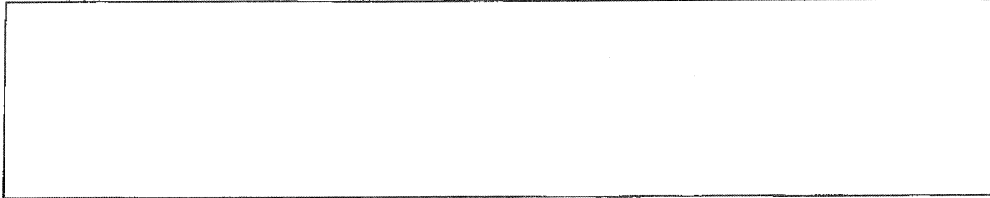
Transportation and Infrastructure



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

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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



Request for Decision (RFD)

Subject: 2024-22 City Hall Cleaning Service

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Blair Holdings Limited Bid Submission Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the City Hall Cleaning Services for a 3-year Contract.

The Tender for the City Hall Cleaning Contract No. 2024-22 closed on September 17, 2024 at 12 noon, with one bid received for a 3-year Contract.

Blair Holdings Limited \$483,808.26 HST Included per 36-month term.

This contract will be billed monthly at \$13,439.12 (HST included)

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award the Tender to Blair Holdings Limited in the amount of \$483,808.26 (HST Included) for the 36-month term, for the City Hall Cleaning Services 2024-22.

FINANCIAL IMPACT:

2021-2024 Contract amount \$409,288.29 (HST Included) 3-year total

2024-2027 Contract amount \$483,808.26 (HST Included) 3-year total

The current bid represents an increase of 18.2% compared to the previous contract.

Finance Type: Budget

Director of Community, Engineering,
Development & Planning

Approved - 17 Sep 2024

Administrative Assistant

Approved - 18 Sep 2024

City Manager

TENDER FORM

Tender for: City Hall Cleaning Service
Contract No: 2024-22

To: City of Corner Brook
P.O. Box 1080
Corner Brook, NL
A2H 6E1

To Whom It May Concern:

- 1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the Contract Documents including the Specifications, all Drawings listed in the Specifications, (if drawings are not listed in the specifications such a list appears as Appendix II) all Addenda, and the Instructions to Bidders for this project,

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

Four hundred eighty-three thousand eight hundred eight dollars and twenty-six cents

(\$ 483,808.²⁶) in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes in force at this date, except as otherwise provided in the tendering documents.

- 2. The Work will be substantially performed within 36 months from the date of notification of award of contract.
- 3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:

A certified cheque drawn upon a chartered bank licensed to carry on business in Canada in the amount of two thousand dollars (\$2,000.00).

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.



4. IF NOTIFIED IN WRITING BY THE CITY OF CORNER BROOK OF THE ACCEPTANCE OF THIS TENDER WITHIN 30 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL:
- (a) execute the Form of Agreement;
 - (b) furnish Performance Security and Labour & Material Security in accordance with Clause 3 of the Instructions to Bidders;
 - (c) complete substantially all work included in the Contract within the time and under conditions specified.
5. 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.
6. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.
7. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the Contract Documents.
8. WE agree to authorize the City of Corner Brook to release the names of sub-contractors used in our tender where such information is requested from the City of Corner Brook.
9. WE reserve to us the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the City of Corner Brook and contingent upon satisfactory evidence of bankruptcy.
10. WE understand and agree that the City of Corner Brook may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the Contract Documents.
11. WE understand and agree that the financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
12. WE understand and agree that this procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.

13. WE understand and agree that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.

14. WE hereby acknowledge receipt of the following addenda:

Addendum Numbers: _____ , _____ , _____ , _____ , _____

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 : Blair Holdings Limited

Address : 121 Country Road
Comer Brook, NL

Postal Code: A2H 4M5 E-mail: 

Telephone No.: 

Fax No.: 

Signing Officer

Signing Officer

Corporate Seal

Witnessed by





Request for Decision (RFD)

Subject: Supply of Water Treatment Chemicals - Soda Ash 2024-20

To: Darren Charters
Meeting: Committee of the Whole - 23 Sep 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [2024-20-Soda Ash signed Redacted](#)

BACKGROUND INFORMATION:

The Tender for the Supply of Water Treatment Chemicals - Soda Ash - Contract No. 2024-20 closed on September 3, 2024 at 12 noon, with one bid received for a 2-year standing offer: Quadra Chemicals Ltd. \$158,700.00 (HST Included)

PROPOSED RESOLUTION:

Be it resolved that the Corner Brook City Council award the Contract for the Supply of Water Treatment Chemicals - Soda Ash - 2024-20 to Quadra Chemicals Ltd. at the Tender price of \$158,700.00 (HST Included) per year for a 2-year standing offer.

FINANCIAL IMPACT:

2022-2024 - \$167,900.00 (HST Included) per year
2024-2026 - \$158,700.00 (HST Included) per year

Finance Type: Budget

Director of Community, Engineering, Approved - 13 Sep 2024
Development & Planning
Administrative Assistant Approved - 13 Sep 2024

City Manager

CITY OF CORNER BROOK

Supply of Water Treatment Chemical:
Soda Ash
Contract No. 2024-20



TENDER/CONTRACT FORM

PROJECT: Supply of Water Treatment Chemical: Soda Ash (Standing Offer)

PROJECT No. 2024-20

TENDER CLOSING TIME: 12:00 noon, September 3, 2024

TENDER ADDRESS: tender-rfp@cornerbrook.com

OWNER: City of Corner Brook

CONTRACTOR: Quadra Chemical Ltd

1. TENDER AND CONTRACT AGREEMENT

Having carefully examined the attached materials, specifications, and all drawings listed in the specifications, WE, THE UNDERSIGNED, hereby offer to supply on a 'Standing Offer' basis the material listed F.O.B. Corner Brook Water Treatment Plant, Newfoundland, for the sum of

One-hundred-fifty-eight-thousand-seven-hundred-dollars
(\$158,700.00) in lawful money of Canada which includes all Government sales or excise taxes in force at this date.

The Contractor agrees that this Tender/Contract Form, subject to all provisions contained herein, when accepted and executed on behalf of the Owner shall constitute a binding Contract between the Contractor and the Owner.

2. TENDER UNIT RATE

The Contractor declares that the unit rate set forth includes and covers all contingencies and provisional sums and all duties, taxes, handling charges and all transportation, delivery and offloading charges, container return and or disposal charges, and all other charges.



CITY OF CORNER BROOK

Supply of Water Treatment Chemical:
Soda Ash
Contract No. 2024-20



TENDER/CONTRACT FORM

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3. GENERAL AGREEMENT

The Contractor also agrees that:

- this tender shall remain effective for a period of 45 days from the closing date;
- the Owner may reject any and all tenders and that the lowest tender may not necessarily be accepted;
- the unit rates herein tendered include all sales taxes, royalties, custom duties, foreign exchange, transportation, travelling costs, all overhead and profit, all co-ordination fees, insurance premiums, fuel surcharge, offloading and delivery charges, and all other charges;
- failure to enter into a contract with the Owner if this tender is accepted may necessitate forfeiture of the tender security, if such security is required.

4. ADDENDA

The Contractor acknowledges receipt of the following Addenda:

Numbers: _____, _____, _____, _____, _____, _____.

5. PERIOD OF AGREEMENT

This standing offer shall be valid to September 30, 2026.

6. PAYMENT

Subject to applicable legislation respecting holdback percentages and in accordance with the provisions of the Terms & Conditions for Purchasing, the Owner shall make payments to the Contractor under such arrangements as may be agreed to by both the Contractor and the Owner.

Payment will be made based on each delivery using actual quantities of the material delivered and unit rates quoted herein.

CITY OF CORNER BROOK

Supply of Water Treatment Chemical:
Soda Ash
Contract No. 2024-20



TENDER/CONTRACT FORM

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7. UNIT RATE ADJUSTMENTS

Unit rates are fixed for the duration of the standing offer period as defined in the Terms and Conditions as two (2) years from the date of contract award.

CONTRACTORS SIGNATURE

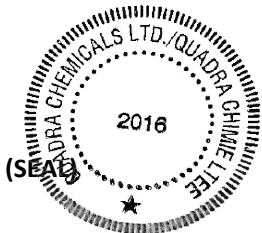
Quadra Chemicals Ltd _____

Contractors Name

3901 FX Tessier _____

Vaudreuil-Dorion, QC J7V 5V5 _____

Contractors Address



OWNER'S ACCEPTANCE

Accepted on behalf of the Owner

Owner's Signature

Witnessed by

Date



APPENDIX "A"

Owner: CITY OF CORNER BROOK
Project: Contract No. 2024-20
Supply of Water Treatment Chemical, Soda Ash

SCHEDULE "A" - QUANTITIES AND PRICES

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

ITEM No.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Soda Ash	tonnes	100	<u>\$1,380.00</u>	<u>\$138,000.00</u>

a) **SUB TOTAL** \$138,000.00
b) **H.S.T. 15% of a.** \$20,700.00
c) **GRAND TOTAL** \$158,700.00
(Carry forward to Item 1 of the Tender / Contract form)



Request for Decision (RFD)

Subject: Supply of Water Treatment Chemicals - Polyaluminium Chloride Coagulant 2024-21

To: Darren Charters
Meeting: Committee of the Whole - 23 Sep 2024
Department: Engineering
Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [RSO#2024-21 by Kemira Water Solutions Canada Inc](#) [Redacted](#)

BACKGROUND INFORMATION:

The Tender for the Supply of Water Treatment Chemicals - Polyaluminium Chloride Coagulant Contract No. 2024-21 closed on September 3, 2024 at 12 noon, with one bid received for a 2-year standing offer:

Kemira Water Solutions Canada Inc. \$773,547.50 (HST Included)

PROPOSED RESOLUTION:

Be it resolved that the Corner Brook City Council award the Supply of Water Treatment Chemicals - Polyaluminium Chloride Coagulant 2024-21 to Kemira Water Solutions Canada Inc. at the Tender price of \$773,547.50 (HST Included) per year for a 2-year standing offer.

FINANCIAL IMPACT:

2022-2024 - \$763,427.50 per year(HST Included)

2024-2026 - \$773,547.50 per year(HST Included)

Finance Type: Budget

Director of Community, Engineering, Development & Planning Approved - 13 Sep 2024

Administrative Assistant Approved - 13 Sep 2024

City Manager

CITY OF CORNER BROOK

**Supply of Water Treatment Chemical:
Polyaluminum Chloride Coagulant
Contract No. 2024-21**



TENDER/CONTRACT FORM

PROJECT: Supply of Water Treatment Chemical: Polyaluminum Chloride Coagulant
(Standing Offer)

PROJECT No. 2024-21

TENDER CLOSING TIME: 12:00 noon, September 3, 2024

TENDER ADDRESS: tender-rfp@cornerbrook.com

OWNER: City of Corner Brook

CONTRACTOR: [KEMIRA WATER SOLUTIONS CANADA INC.](#)

1. TENDER AND CONTRACT AGREEMENT

Having carefully examined the attached materials, specifications, and all drawings listed in the specifications, WE, THE UNDERSIGNED, hereby offer to supply on a 'Standing Offer' basis the material listed F.O.B. Corner Brook Water Treatment Plant, Newfoundland, for the sum of

seven hundred seventy-three thousand five hundred forty-seven dollars and fifty cents

(\$773,547.50xxxxxxxx) in lawful money of Canada which includes all Government sales or excise taxes in force at this date.

The Contractor agrees that this Tender/Contract Form, subject to all provisions contained herein, when accepted and executed on behalf of the Owner shall constitute a binding Contract between the Contractor and the Owner.

2. TENDER UNIT RATE

The Contractor declares that the unit rate set forth includes and covers all contingencies and provisional sums and all duties, taxes, handling charges and all transportation, delivery and offloading charges, container return and or disposal charges, and all other charges.

CITY OF CORNER BROOK

**Supply of Water Treatment Chemical:
Polyaluminum Chloride Coagulant
Contract No. 2024-21**



TENDER/CONTRACT FORM

Page 5 of 13

3. GENERAL AGREEMENT

The Contractor also agrees that:

- this tender shall remain effective for a period of 45 days from the closing date;
- the Owner may reject any and all tenders and that the lowest tender may not necessarily be accepted;
- the unit rates herein tendered include all sales taxes, royalties, custom duties, foreign exchange, transportation, travelling costs, all overhead and profit, all co-ordination fees, insurance premiums, fuel surcharge, offloading and delivery charges, and all other charges;
- failure to enter into a contract with the Owner if this tender is accepted may necessitate forfeiture of the tender security, if such security is required.

4. ADDENDA

The Contractor acknowledges receipt of the following Addenda:

Numbers: N/A, _____, _____, _____, _____.

5. PERIOD OF AGREEMENT

This standing offer shall be valid to September 30, 2026.

6. PAYMENT

Subject to applicable legislation respecting holdback percentages and in accordance with the provisions of the Terms & Conditions for Purchasing, the Owner shall make payments to the Contractor under such arrangements as may be agreed to by both the Contractor and the Owner.

Payment will be made based on each delivery using actual quantities of the material delivered and unit rates quoted herein.

CITY OF CORNER BROOK

Supply of Water Treatment Chemical:
Polyaluminum Chloride Coagulant
Contract No. 2024-21



TENDER/CONTRACT FORM

Page 6 of 13

7. UNIT RATE ADJUSTMENTS

Unit rates are fixed for the duration of the standing offer period as defined in the Terms and Conditions as two (2) years from the date of contract award.

CONTRACTORS SIGNATURE

KEMIRA WATER SOLUTIONS CANADA INC.

Contractors Name

3405, Marie-Victorin Rte

Varenes, Qc, J3X 0J4

Contractors Address

Claire Dessureault

Signed by

Isabelle Paquet/

Witnessed by

August 29th, 2024

Date



(SEAL)

OWNER'S ACCEPTANCE

Accepted on behalf of the Owner

Owner's Signature

Witnessed by

Date

APPENDIX "A"

Owner: CITY OF CORNER BROOK
Project: Contract No. 2024-21
Supply of Water Treatment Chemical, Polyaluminum Chloride

SCHEDULE "A" - QUANTITIES AND PRICES

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

ITEM No.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Polyaluminum Chloride PAX-XL6	tonnes	550	<u>1,223.00\$</u>	<u>672,650.00\$</u>

a) SUB TOTAL 672,650.00\$
b) H.S.T. 15% of a. 100,897.50\$
c) GRAND TOTAL 773,547.50\$
 (Carry forward to Item 1 of the Tender / Contract form)



Request for Decision (RFD)

Subject: RouteSmart Technologies 1 Year Subscription for ArcGIS Pro - Street Service Routing

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Public Works

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

Topic Overview: Software purchase to optimize snow clearing and deicing routes.

Attachments: [Documents for your DocuSign Signature](#)

BACKGROUND INFORMATION:

The snow clearing and deicing routes currently used by Public Works have never been optimized. Although we believe the current number of routes and locations has been effective in the past, GIS software now exists that allows us to optimize the number and location of snow clearing and deicing routes for better efficiency. RouteSmart Technologies is a software that when used in conjunction with our current GIS software allows us to optimize routes, test the results for efficiency, and modify as needed. The goal of using this software is to reduce snow clearing and deicing times and save money on fuel and overtime.

PROPOSED RESOLUTION:

Be it RESOLVED that the council approve the 1 year subscription of ArcGIS Pro- Street Service Routing from RouteSmart Technologies for the price of 11,880 USD (HST excluded),

FINANCIAL IMPACT:

Route Smart Technology software will be paid for using unused snow clearing budget.

Finance Type: Budget

ENVIRONMENTAL IMPLICATIONS:

Potential save on fuel and carbon emissions.

Legal Review: No

Director of Public Works, Water and Wastewater Approved - 17 Sep 2024

Director of Community, Engineering, Approved - 17 Sep 2024

Development & Planning
Administrative Assistant

Approved - 17 Sep 2024

City Manager

DocuSign Envelope ID: D584EC9F-B709-4ECC-8136-9932D4E9FA88



RouteSmart Technologies, Inc.
8850 Stanford Blvd.
Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

Quotation # 7709122024-A
Date: 09/12/2024
Customer #: Contract #

City of Corner Brook
Attn: Donald Burden, P.Eng
5 Park Street
P.O Box 1080
Corner Brook, NL
A2H 6E1

Attention: Donald Burden, P.Eng – Director of Public Works,
Water, and Wastewater
PHONE: 709-736-1111
EMAIL: dburden@cornerbrook.com

Quote is valid from: 09/12/2024 To: 10/31/2024

<input type="checkbox"/>	<input type="checkbox"/> RouteSmart for ArcGIS Pro – Street Service Routing Subscription – 1 Year Agreement		
<input type="checkbox"/>	<ul style="list-style-type: none"> • <input type="checkbox"/> This subscription permits up to 10 vehicles for snow removal. The price of your subscription is subject to change if your vehicle fleet size changes. The fee for additional vehicles under this subscription will be \$99.00 per vehicle per month for vehicles 11-20 if required to be added. Fleet size will be evaluated on an annual basis. • <input type="checkbox"/> RouteSmart Technologies will provide training and consultative onboarding assistance to implement RouteSmart for ArcGIS Pro in support of route planning for City of Corner Brook. • <input type="checkbox"/> HERE Technologies Quarterly Map data included in subscription • <input type="checkbox"/> All ongoing support is provided remotely and included in the price. • <input type="checkbox"/> Service Area – City of Corner Brook, Newfoundland • <input type="checkbox"/> Tentative Training Start Date – October 7, 2024 • <input type="checkbox"/> Subscription Agreement Start Date – Upon initial date of invoice • <input type="checkbox"/> City of Corner Brook Project Coordinator – Robyn Snook - rsnook@cornerbrook.com 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<ul style="list-style-type: none"> • <input type="checkbox"/> Service Period 1 Annual Payment - \$11,880 USD 		

***CANCELLATION POLICY:** The Subscription Services ordered under this Quotation (and the related payment obligations) are non-cancelable; fees paid are non-refundable.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com

This offer is limited to the terms and conditions incorporated and attached herein.

DocuSign Envelope ID: D584EC9F-B709-4ECC-8136-9932D4E9FA88



Quotation # 7709122024-A
Date: 09/12/2024
Customer #: Contract #

RouteSmart Technologies, Inc.
8850 Stanford Blvd.
Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

City of Corner Brook
Attn: Donald Burden, P.Eng
5 Park Street
P.O Box 1080
Corner Brook, NL
A2H 6E1

Attention: Donald Burden, P.Eng – Director of Public Works,
Water, and Wastewater
PHONE: 7057777777
EMAIL: dburden@cornerbrook.com

Quote is valid from: 09/12/2024 To: 10/31/2024

BY SIGNING BELOW, YOU ARE INDICATING THAT YOU ARE AUTHORIZED TO ACCEPT THE PROVISIONS OF THIS QUOTATION AND THOSE OF THE ANCILLARY AGREEMENTS, AND THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION. DO NOT USE THIS FORM FOR ORDER ACTIVATION IF YOUR ORGANIZATION WILL NOT HONOR AND PAY AN INVOICE THAT HAS BEEN ISSUED AT YOUR DIRECTION WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

You must execute this Quotation and return it to RouteSmart to indicate your acceptance of these terms and to initiate the processing of your order.

By submitting this Quotation, you agree to be bound by the provision of this Quotation and by the provisions of the documents listed below (the "Ancillary Agreements"). Acceptance of this Quotation by RouteSmart Technologies is subject to your compliance with this Quotation and all Ancillary Agreements.

Any additional or different terms in this Quotation or in any separate purchase order or other document that you may submit are deemed rejected unless expressly accepted in writing and signed by RouteSmart Technologies. Notwithstanding the foregoing, if this Quotation or any supplemental purchase order is placed under an existing signed agreement between you and RouteSmart Technologies (e.g., a Master Purchase Agreement) and such Quotation or supplemental Purchase Order specifically identifies the existing agreement, the terms and conditions of such existing agreement shall govern the subject matter of the purchase order. This Quotation should be attached to and submitted with your purchase order where applicable.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com

This offer is limited to the terms and conditions incorporated and attached herein.

DocuSign Envelope ID: D584EC9F-B709-4ECC-8136-9932D4E9FA88



Quotation # 7709122024-A
Date: 09/12/2024
Customer #: Contract #

RouteSmart Technologies, Inc.
8850 Stanford Blvd.
Suite 3250
Columbia, MD 21045
Phone: 800/977-7284

City of Corner Brook
Attn: Donald Burden, P.Eng
5 Park Street
P.O Box 1080
Corner Brook, NL
A2H 6E1

Attention: Donald Burden, P.Eng – Director of Public Works,
Water, and Wastewater
PHONE: 7097777777
EMAIL: dburden@cornerbrook.com

Quote is valid from: 09/12/2024 To: 10/31/2024

The following Ancillary Agreements*, which are available for review at trust.routesmart.com, apply to this Quotation:

- Subscription Agreement for Use of RouteSmart Routing as a Service
- Fair Usage Policy (FUP) **
- System Integrator Agreement
- Service Level Agreement for Hosted Solutions
- Technical Support Services Policy
- Third Party Technology Terms and Conditions***

* Additional Ancillary Agreements are available for review at trust.routesmart.com. RouteSmart Technologies reserves the right to modify the existing Ancillary Agreements and/or add or remove Ancillary Agreements from time-to-time

** Your usage limits are allocated in accordance with the FUP

*** The Third Party Technology Terms and Conditions applicable to your order are detailed at trust.routesmart.com

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com

This offer is limited to the terms and conditions incorporated and attached herein.

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Quotation # 7709122024-A
Date: 09/12/2024
Customer #: Contract #

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Water, and Wastewater
PHONE: 7097777777
EMAIL: dburden@cornerbrook.com

Quote is valid from: 09/12/2024 To: 10/31/2024

By signing below, you are confirming your acceptance of the provisions of this Quotation and those contained in each Ancillary Agreement. Further, you are authorizing RouteSmart Technologies to issue invoices for the fees described in this Quotation in the amount of \$11,880, plus travel expenses and sales taxes if applicable.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt, please contact me if exempt information is not currently on file with RouteSmart Technologies.

Signature of Authorized Representative

Date

Donny Burden

Name (Please Print)

Title

Barcode area containing tracking information.

Quoted by: Jon Knazur	Account Manager: Jon Knazur
Email: jknazur@routesmart.com	Email: jknazur@routesmart.com
Barcode area containing tracking information.	

This offer is limited to the terms and conditions incorporated and attached herein.



Request for Decision (RFD)

Subject: Green & Inclusive Community Buildings Program

To: Darren Charters

Meeting: Council in Committee Meeting - 23 Sep 2024

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview: Exploring the potential to apply for funding from the Green & Inclusive Community Buildings Program

Attachments: [Green and Inclusive Community Buildings Grant](#)

BACKGROUND INFORMATION:

In 2020, the Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the Green and Inclusive Community Buildings (GICB) program.

On April 16, 2024, the Government of Canada released [Budget 2024](#) which provided a \$500 million top-up and extended the program until March 2029.(See attached)

Staff are recommending that an application be submitted to access funding for this program for the purpose of retrofitting the Corner Brook Civic Centre with a focus on improving and upgrading elements such as the dehumidification system, air handling system, elevators and converting all lighting to LED lighting. These upgrades will serve to reduce the carbon footprint of the Civic Centre, improve accessibility, improve the efficiency and reduce the strain on existing infrastructure as well as provide an improved experience for all users of the facility.

PROPOSED RESOLUTION:

Be it RESOLVED that the council of the City of Corner Brook authorize staff to submit an application for funding through the Green and Inclusive Community Buildings Grant for the purpose of retrofitting the Corner Brook Civic Centre.

FINANCIAL IMPACT:

- Up to \$25,000,000.00 in funding is available.
- The City will be responsible or 20 - 40% of the project cost.

RECOMMENDATION:

Staff are recommending that an application be submitted for the available funding.

ALTERNATIVE IMPLICATIONS:

1. Council approves the staff recommendation,

2. Council does not approve the staff recommendation.

Director of Recreation Services	Approved - 19 Sep 2024
Director of Community, Engineering, Development & Planning	Approved - 19 Sep 2024
Administrative Assistant	Approved - 19 Sep 2024

City Manager

In 2020, the Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the Green and Inclusive Community Buildings (GICB) program.

On April 16, 2024, the Government of Canada released [Budget 2024](#) which provided a \$500 million top-up and extended the program until March 2029.

The GICB Program supports the first pillar of the [Strengthened Climate Plan](#) by improving the places Canadians live and gather by cutting pollution (e.g. reducing GHG emissions, increasing energy efficiency, building resiliency to climate change and encouraging new builds to net zero standards), making life more affordable and supporting thousands of good jobs.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below [“Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings”](#).
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres; public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors activity centres)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses, and food banks; community health centres; addiction and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. short-term medical recovery facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, adult learning centres, early childhood and daycares)

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.

Table 1: Project cost share, by project type and size

Total Eligible Project Cost	General Program (up to % max from Program)	In the territories and for Indigenous* communities (up to % max from Program**)
Total Eligible Project Cost	General Program (up to % max from Program)	In the territories and for Indigenous* communities (up to % max from Program**)
Retrofits up to \$9,999,999	80%	100%
Retrofits cost \$10,000,000 +	60%	100%



Request for Decision (RFD)

Subject: The Ultimate Recipient Canada Community-Building Fund (CCBF) Agreement

To: Darren Charters

Meeting: Committee of the Whole - 23 Sep 2024

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Combined Retention Schedule for Records](#)

BACKGROUND INFORMATION:

The Ultimate Recipient Canada Community-Building Fund (CCBF) which is administered by the Federal Government has been renewed for the period 2024 – 2034. This program provides capital funding for eligible programs which are detailed in Schedule B of the attached agreement.

Under the previous agreement, the City of Corner Brook received funding as follows:

2014/15-2018/19 - \$4,194,516

2020/21-2023/24 - \$5,263,262

Under the new agreement, the City of Corner Brook is due to receive \$4,647,712 as follows:

2024/25 - \$ 885,278

2025/26 - \$ 922,165

2026/27 - \$ 922,165

2027/28 - \$959,052

2028/29 - \$959,052

The CCBF program is managed by the Province of Newfoundland and Labrador Department of Municipal and Provincial Affairs.

PROPOSED RESOLUTION:

IT IS RESOLVED to execute the 2024-2034 Ultimate Canada Community Building Fund Agreement as presented.

Director of Finance and Administration Approved - 17 Sep 2024

Director of Community, Engineering,
Development & Planning
Administrative Assistant

Approved - 17 Sep 2024

Approved - 18 Sep 2024

City Manager

**Ultimate Recipient Canada Community-Building
Fund Administrative Agreement 2024-2034**

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BETWEEN: □

HIS MAJESTY THE KING, □
M □ (the "Province") □

OF THE FIRST PART □

□

□ (the "Recipient") □

OF THE SECOND PART □

WHEREAS □
□

WHEREAS □
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WHEREAS □

WHEREAS □

WHEREAS □

NOW THEREFORE □
□

1. INTERPRETATION □

1.1. Definitions □

"Asset Management" □

"Canada Community-Building Fund" (CCBF) □
Keeping Canada's Economy and Jobs Growing Act, □
Economic Action Plan 2013 Act, No. 1, □
Budget Implementation Act, 2021, No. 1.

"Capital Investment Plan" (CIP) □

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“Contract” means any agreement or arrangement entered into by the Recipient and the Government or any other party, including any agreement or arrangement entered into by the Recipient or any other party, in connection with the Public Procurement Act.

“Eligible Expenditures” means any expenditure incurred by the Recipient in connection with the Project that is eligible for funding under the Agreement.

“Eligible Projects” means any project that is eligible for funding under the Agreement.

“Gender Based Analysis Plus” (GBA Plus or GBA+) means the process of analyzing the potential impacts of government programs, policies, and initiatives on different groups of people, including women and men, and taking those impacts into account in the design and implementation of those programs, policies, and initiatives. The “plus” in GBA Plus refers to the additional analysis and actions required to address the specific needs and challenges of women and men, and to ensure that government programs, policies, and initiatives are equitable and inclusive for all.

“Housing Needs Assessment” means a study or report that identifies the housing needs of a community or region, and provides recommendations for addressing those needs.

“Ineligible Expenditures” means any expenditure incurred by the Recipient that is not eligible for funding under the Agreement.

“Infrastructure” means any physical structure or system that is used to provide a service or facility, including roads, bridges, water supply, and sewerage systems.

“Local Government” means a city, town, local service district or region pursuant to the *Municipalities Act*, *City of St. John's Act*, *City of Corner Brook Act*, *City of Mount Pearl Act*, *Regional Service Boards Act*, or any other Act of the Government of Newfoundland and Labrador that provides for the incorporation of a local government.

“Municipal Allocation” means any amount of money that is allocated to a local government by the Government of Newfoundland and Labrador.

“Previous Agreements” means any agreement or arrangement entered into by the Recipient and the Government or any other party, including any agreement or arrangement entered into by the Recipient or any other party, in connection with the Project, that was entered into before the date of the Agreement.

“Statement of Priorities” means a document that identifies the priorities of the Recipient and the Government, and provides a framework for the Recipient to develop and implement the Project.

“Third Party” means any person or entity that is not the Recipient or the Government, including any individual, organization, or company.

“Ultimate Recipient”

means the organization that receives the funding and reports on the use of the funding to the RSCB, regardless of whether the organization is a public or private entity, and regardless of whether the organization is a non-profit or for-profit entity. For the purposes of this definition, the organization that receives the funding is the Ultimate Recipient, whether or not the organization is the legal owner of the property or the legal holder of the funds.

“Ultimate Recipient Audited Annual Expenditure Report” means a report prepared by the RSCB or the Ultimate Recipient, which details the expenditures of the Ultimate Recipient for the fiscal year, and which has been audited by a Chartered Accountant or a Certified Public Accountant.

“Ultimate Recipient Canada Community-Building Fund Administrative Agreement” means the agreement between the RSCB and the Ultimate Recipient, which sets out the terms and conditions of the funding, and which is subject to the terms and conditions of this Agreement.

“Ultimate Recipient Housing Report” means a report prepared by the Ultimate Recipient, which details the progress of the housing program, and which is subject to the terms and conditions of this Agreement.

“Ultimate Recipient Outcomes Report” means the progress report to be delivered annually by the RSCB or the Ultimate Recipient, which details the progress of the program, and which is subject to the terms and conditions of this Agreement.

“Unspent Funds” means the funds that have been allocated to the Ultimate Recipient, but which have not yet been spent, and which are subject to the terms and conditions of this Agreement.

1.2 Entire Agreement

This Agreement, together with the Schedules, constitutes the entire agreement between the Parties and supersedes all previous agreements, understandings, negotiations, discussions, correspondence, and oral or written representations, whether made before or after the date of this Agreement.

1.3 Schedules

The following schedules are attached to form part of this Agreement:

- Schedule A - Ultimate Recipient Requirements**
- Schedule B - Eligible Project Categories**
- Schedule C - Eligible and Ineligible Expenditures**
- Schedule D - Program Reporting**
- Schedule E - Communications Protocol**
- Schedule F - Asset Management**
- Schedule G - Housing Report**
- Schedule H - Funds Allocated**

2. Purpose

The Parties agree that the purpose of this Agreement is to provide funding to the Ultimate Recipient for the purpose of carrying out the project described in Schedule A.

3. Access and Use of Funds

The Ultimate Recipient shall use the funds provided under this Agreement for the purpose of carrying out the project described in Schedule A.

The Ultimate Recipient shall not use the funds provided under this Agreement for any other purpose, including but not limited to the payment of salaries, benefits, or other personnel costs.

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4. RESPONSIBILITIES

4.1. Provincial Responsibilities

The Province shall provide funding to the Ultimate Recipient for the purpose of carrying out the project described in Schedule A.

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8. MISCELLANEOUS

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8.1. Binding Obligations

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8.2. Precedence

8. MISCELLANEOUS

8.1. Binding Obligations

8.1. Binding Obligations

8.2. Precedence

8.2. Precedence

8.3. Amendments to the Ultimate Recipient Canada Community-Building Fund Agreement

8.3. Amendments to the Ultimate Recipient Canada Community-Building Fund Agreement

8.4. Indemnity

8.4. Indemnity

8.4.1. Indemnification

8.4.1. Indemnification

8.4.2. Release

8.4.3. Release

8.4.4. Release

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SCHEDULE A - Ultimate Recipient Requirements

Ultimate Recipients will be required to:

- 1. The Ultimate Recipient shall be a Canadian citizen, a corporation organized under the laws of Canada, or a partnership, trust, or other legal entity that is controlled by Canadian citizens.
- 2. The Ultimate Recipient shall be a non-profit organization as defined in the Income Tax Act (R.C.S. (1985), c. 187).
- 3. The Ultimate Recipient shall have been in existence for at least one year prior to the date of the Agreement.
- 4. The Ultimate Recipient shall have a net worth of less than \$500,000.
- 5. The Ultimate Recipient shall not be a member of a political party or an organization that is primarily engaged in political activities.
- 6. The Ultimate Recipient shall not be a member of a trade union or a labor organization.
- 7. The Ultimate Recipient shall not be a member of a religious organization.
- 8. The Ultimate Recipient shall not be a member of a fraternal organization.
- 9. The Ultimate Recipient shall not be a member of a professional association.
- 10. The Ultimate Recipient shall not be a member of a business association.
- 11. The Ultimate Recipient shall not be a member of a social or recreational organization.
- 12. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in commercial or profit-making activities.
- 13. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in charitable or social service activities.
- 14. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in educational or research activities.
- 15. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in health or medical services.
- 16. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in environmental or conservation activities.
- 17. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in cultural or artistic activities.
- 18. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in sports or recreational activities.
- 19. The Ultimate Recipient shall not be a member of an organization that is primarily engaged in any other activity that is not consistent with the purposes of the Agreement.

Complete Eligible Projects in accordance with Newfoundland and Labrador's Municipalities Act, 1999

Complete Eligible Projects in accordance with Newfoundland and Labrador's Municipalities Act, 1999

Complete Eligible Projects in accordance with Newfoundland and Labrador's Municipalities Act, 1999

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Complete Eligible Projects in accordance with Newfoundland and Labrador's Municipalities Act, 1999

The recipient shall be responsible for the payment of all taxes and fees that may be levied on the recipient in connection with the receipt, use, or disposal of the funds. The recipient shall also be responsible for the payment of all taxes and fees that may be levied on the recipient in connection with the receipt, use, or disposal of the funds.

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SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

Expenditures incurred by the Ultimate Recipient for the purposes of the Agreement are eligible for reimbursement.

Expenditures for the purchase of land, buildings, or other real property are eligible for reimbursement.

Expenditures for the purchase of equipment are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or equipment used for the purposes of the Agreement are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

2. Ineligible Expenditures

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

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Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

Expenditures for the purchase of services are eligible for reimbursement.

d. The Recipient shall not be entitled to any of the following:
 (i) any of the Recipient's assets, including but not limited to its cash, bank accounts, investments, real estate, personal property, or other assets;
 (ii) any of the Recipient's intellectual property, including but not limited to its patents, trademarks, copyrights, trade secrets, or other confidential information;
 (iii) any of the Recipient's contracts, including but not limited to its contracts with customers, suppliers, or other third parties;
 (iv) any of the Recipient's employee records, including but not limited to its employee lists, resumes, or other personnel files;
 (v) any of the Recipient's financial records, including but not limited to its tax returns, financial statements, or other financial documents;
 (vi) any of the Recipient's legal records, including but not limited to its contracts, pleadings, or other legal documents;
 (vii) any of the Recipient's other confidential information, including but not limited to its business plans, marketing strategies, or other proprietary information.

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SCHEDULE D - Program Reporting

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1. Ultimate Recipient Audited Annual Expenditure Report

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2. Ultimate Recipient Outcomes Report

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3. Asset Management - Progress Report

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Ultimate Recipient Housing Report

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SCHEDULE E- Communications Protocol

1. Purpose

1.1 The purpose of this protocol is to establish a framework for the communication between the Recipient and the Government of Canada regarding the use of CCBF funding. This includes the development of a communication plan, the identification of key stakeholders, and the establishment of a regular communication schedule. The Recipient shall ensure that all communication is accurate, timely, and consistent with the CCBF funding agreement.

1.2 The Recipient shall provide the Government of Canada with a communication plan that outlines the Recipient's communication strategy, including the identification of key messages, target audiences, and communication channels. The Recipient shall also provide the Government of Canada with a list of key stakeholders and a regular communication schedule.

1.3 The Recipient shall ensure that all communication is consistent with the CCBF funding agreement and the Government of Canada's communication strategy. The Recipient shall also ensure that all communication is accurate, timely, and consistent with the CCBF funding agreement.

2. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

2.1 The Recipient shall inform the Government of Canada of the allocation and intended use of CCBF funding for communications planning purposes. This information shall be provided in a timely and accurate manner, and shall include a breakdown of the funding by project and by communication activity.

- The Recipient shall ensure that the information provided to the Government of Canada is accurate, timely, and consistent with the CCBF funding agreement. The Recipient shall also ensure that the information is provided in a format that is accessible to the Government of Canada.
- Canada will link to the Recipient's CCBF websites where this information will be accessible to the public.

2.2 The Recipient shall ensure that the information provided to the Government of Canada is accurate, timely, and consistent with the CCBF funding agreement. The Recipient shall also ensure that the information is provided in a format that is accessible to the Government of Canada.

3. Announcements and media events for Eligible Projects

3.1 The Recipient shall ensure that all announcements and media events for eligible projects are consistent with the CCBF funding agreement and the Government of Canada's communication strategy. The Recipient shall also ensure that all announcements and media events are accurate, timely, and consistent with the CCBF funding agreement.

3.2 The Recipient shall ensure that all announcements and media events for eligible projects are consistent with the CCBF funding agreement and the Government of Canada's communication strategy. The Recipient shall also ensure that all announcements and media events are accurate, timely, and consistent with the CCBF funding agreement.

10.7.1 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.2 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.3 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.4 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.5 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.6 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.7 All joint communications material for funding announcements must reflect Canada's Policy on Official

10.7.8 All joint communications material for funding announcements must reflect Canada's Policy on Official

10.7.9 Program communications

10.7.10 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.11 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.12 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.13 The requester of a media event or an announcement will provide at least 15 working days' notice to

10.7.14 The requester of a media event or an announcement will provide at least 15 working days' notice to

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5. Operational communications

The Recipient shall be responsible for ensuring that all communications materials developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

should include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

The Recipient shall be responsible for ensuring that all communications materials developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

6. Communicating success stories

The Recipient shall be responsible for ensuring that all communications materials developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

7. Advertising campaigns

The Recipient shall be responsible for ensuring that all advertising campaigns developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

8. Digital Communications, Websites, and webpages

The Recipient shall be responsible for ensuring that all digital communications, websites, and webpages developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

The Recipient shall be responsible for ensuring that all digital communications, websites, and webpages developed under the Agreement shall include, where appropriate, the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable. The Canada wordmark or digital sign must link to Canada's website, at www.canada.ca and language requirements are published on Canada's website, at www.canada.ca/eng/about/branding/branding.html.

9. Project signage

The Recipient shall be responsible for ensuring that all project signage developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

The Recipient shall be responsible for ensuring that all project signage developed under the Agreement shall include, where appropriate, the following statement, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada", as applicable.

SCHEDULE G – Ultimate Recipient Housing Report

□ The Ultimate Recipient (UR) shall provide a Housing Report to the CCBF within 90 days of the end of the reporting period. The Housing Report shall include the following information:

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- □ The UR shall provide a copy of the Housing Report to the CCBF and to the relevant community organizations within 30 days of the end of the reporting period. The Housing Report shall include the following information:

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