



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 **October 21, 2024** at **7:00 P.M. City Hall, Council Chambers.**

CITY CLERK

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Land Acknowledgement

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

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 7 OCTOBER, 2024 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	D. Charters, City Manager
Deputy Mayor	L. Chaisson	T. Flynn, Director of Protective Services
		S. Maistry, Director of Finance and Administration
Councillors:	B. Griffin	D. Burden, Director of Engineering, Development and Operations
	P. Keeping	P. Robinson, Director of Recreation Services
	C. Pender	<i>J. Smith, City Clerk</i>
		<i>Sergeant-At-Arms - Absent</i>

Absent with regrets: Councillor V. Granter, and Councillor P. Gill

24-136 Land Acknowledgement

Deputy Mayor L. Chaisson read the land acknowledgement.

24-137 Approval of Agenda

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

- 3.2 Community Market Feasibility Study - ACOA Funding

MOTION CARRIED.

24-138 Approval of Minutes- Committee of the Whole September 23, 2024

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting September 23, 2024. **MOTION CARRIED.**

24-139 Business Arising From the Minutes

The following items were brought forward from the minutes:

- Councillor B. Griffin requested an update on McLeod's Lane. The Director of Engineering, Development and Operations advised that the remaining paving work is intended to begin on October 15, 2024 with McLeod's Lane at high priority to be done;
- Deputy Mayor L. Chaisson requested an update on the procedure for residents to follow when they find rats. The Director of Protective Services advised that residents are encouraged to call the 637-1666 number to report rats and the Municipal Enforcement Officers will follow up;

- Deputy Mayor L. Chaisson requested an update regarding the water fountain at Blomidon Golf Course being turned off. The Director of Engineering, Development and Operations advised that the valve was turned off to do maintenance at the water treatment plant, however, it was identified that there is a large volume of water being utilized by the fountain that is being wasted. Staff are looking into this for other sustainable solutions before turning it back on;
- Deputy Mayor L. Chaisson requested an update on the new Recreation Centre. The Mayor advised that the contractor is addressing deficiencies and there are no new dates since the last update at the Committee of the Whole.

24-140 Community Market Feasibility Study - ACOA Funding Approval

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook accept the funding provided by ACOA for the Community Market Feasibility Study in the amount of \$19,500.00 (HST Included). The Corner Brook City Council authorizes the City Manager to sign the Offer of Assistance under the Regional Innovation Ecosystem Fund through ACOA. **MOTION CARRIED.**

24-141 Proclamations and Events

The Mayor declared the following proclamations were made:

- October 1-4, 2024 was declared Cadet Week
- October was declared Foster Families Month
- October 6-12, 2024 was declared Fire Prevention Week

24-142 Confederation Drive Lane Reduction and Improvements - Consultant Fee Request

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook accept the proposal submitted by Englobe Corp. for the Confederation Drive Lane Reduction and Intersection Improvements in the amount of \$68,916.41 (HST Included). The Corner Brook City Council authorizes the City Manager to sign the PCA agreement with the Consultant, Englobe Corp. on behalf of the City of Corner Brook. **MOTION CARRIED.**

24-143 Corner Brook Curling Association Lease Agreement

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook lease the space at the Corner Brook Curling Club to the Corner Brook Curling Association Inc. for the period of October 2024 - September 2025 for the amount of \$9,000.00, plus HST annually. **MOTION CARRIED.**

24-144 Discretionary Use - 104 Valley Road - Home Based Business Office

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 104 Valley Road in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

24-145 Wastewater Service Repair Policy

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Keeping, it is **RESOLVED** to rescind the "Plugged Laterals" Policy, #06-01-12 and replace it with the Wastewater Service Repair Policy, #06-01-12. **MOTION CARRIED.**

24-146 City of Corner Brook Cellphone Policy

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that the Council for the City of Corner Brook approve the cellphone policy that includes the option of a City owned cellphone or a cellphone allowance for eligible staff. **MOTION CARRIED.**

24-147 Western Regional Service Board Appointment

Mayor J. Parsons declared a conflict of interest regarding this item, entered the gallery, and did not participate in the debate and discussion.

On motion by Councillor B. Griffin, seconded by Councillor P. Keeping, it is **RESOLVED** to appoint Mayor Jim Parsons as a City of Corner Brook Council representative on the Western Regional Service Board.

TIE VOTE. [Deputy Mayor L. Chaisson and Councillor C. Pender voted against the motion].

MOTION WILL BE BROUGHT FORWARD AT THE NEXT COUNCIL MEETING.

24-148 Election of Deputy Mayor

The Mayor called for nominations for the position of Deputy Mayor. Councillor B. Griffin nominated L. Chaisson for the position of Deputy Mayor. No other nominations were received. L. Chaisson was elected as Deputy Mayor by acclamation.

ADJOURNMENT

The meeting was adjourned at 7:54 p.m.

City Clerk

Mayor



Request for Decision (RFD)

Subject: Ratification of Decisions

To: Darren Charters
Meeting: Committee of the Whole - 21 Oct 2024
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: Ratification of Decisions

BACKGROUND INFORMATION:

In accordance with section 41 (3) of the City of Corner Brook Act, "Where a decision is made by the councilors at a privileged meeting, the decision, in order to be valid, shall be ratified at a public meeting of the council.", the following minutes are being brought forward for ratification:

Council in Committee Meeting- September 23, 2024

CC24-039 Approval of Agenda

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

CC24-041 Contribution Agreement for Project #226273

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook accept the funding provided by ACOA for the Regional Branding Project #226273 in the amount of \$245,475. The Corner Brook City Council authorizes the City Manager to sign the Offer of Assistance under the Regional Innovation Ecosystem Fund through ACOA. **MOTION CARRIED.**

PROPOSED RESOLUTION:

It is **RESOLVED** to ratify minute CC24-039 Approval of Agenda
 It is **RESOLVED** to ratify minute CC24-041 Contribution Agreement for Project #226273

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
 41(3)

City Clerk	Approved - 17 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 17 Oct 2024
Administrative Assistant	Approved - 18 Oct 2024

City Manager



Information Report (IR)

Subject: Proclamations and Events

To: Darren Charters
Meeting: Committee of the Whole - 21 Oct 2024
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.
Attachments: [SBW proclamation 2024 Corner Brook](#)
[International credit union day](#)

BACKGROUND INFORMATION:

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

- **October 20-26, 2024 was declared Small Business Week-** small businesses represent a tradition of hard-working, dedicated individuals, striving to provide for their families, create job opportunities for their neighbors and make invaluable contributions to their community
- **Oct 17 2024 was declared International Credit Union Day-** credit unions have championed the idea that people from all walks of life should have access to affordable financial services offered by credit unions to empower people to improve their economic situations.

City Clerk	Approved - 17 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 17 Oct 2024
Administrative Assistant	Approved - 18 Oct 2024

City Manager



WHEREAS, Small Business Week is a significant moment in the year to salute our small businesses for their countless contributions to our community; and

WHEREAS, small businesses are at the heart of every city, preserving traditional values while providing new ideas, new jobs, and increased sustainability; and

WHEREAS, small businesses represent a tradition of hard-working, dedicated individuals, striving to provide for their families, create job opportunities for their neighbors and make invaluable contributions to their community; and

WHEREAS, small businesses are a vibrant and vital segment of our economy and an influential economic force; and

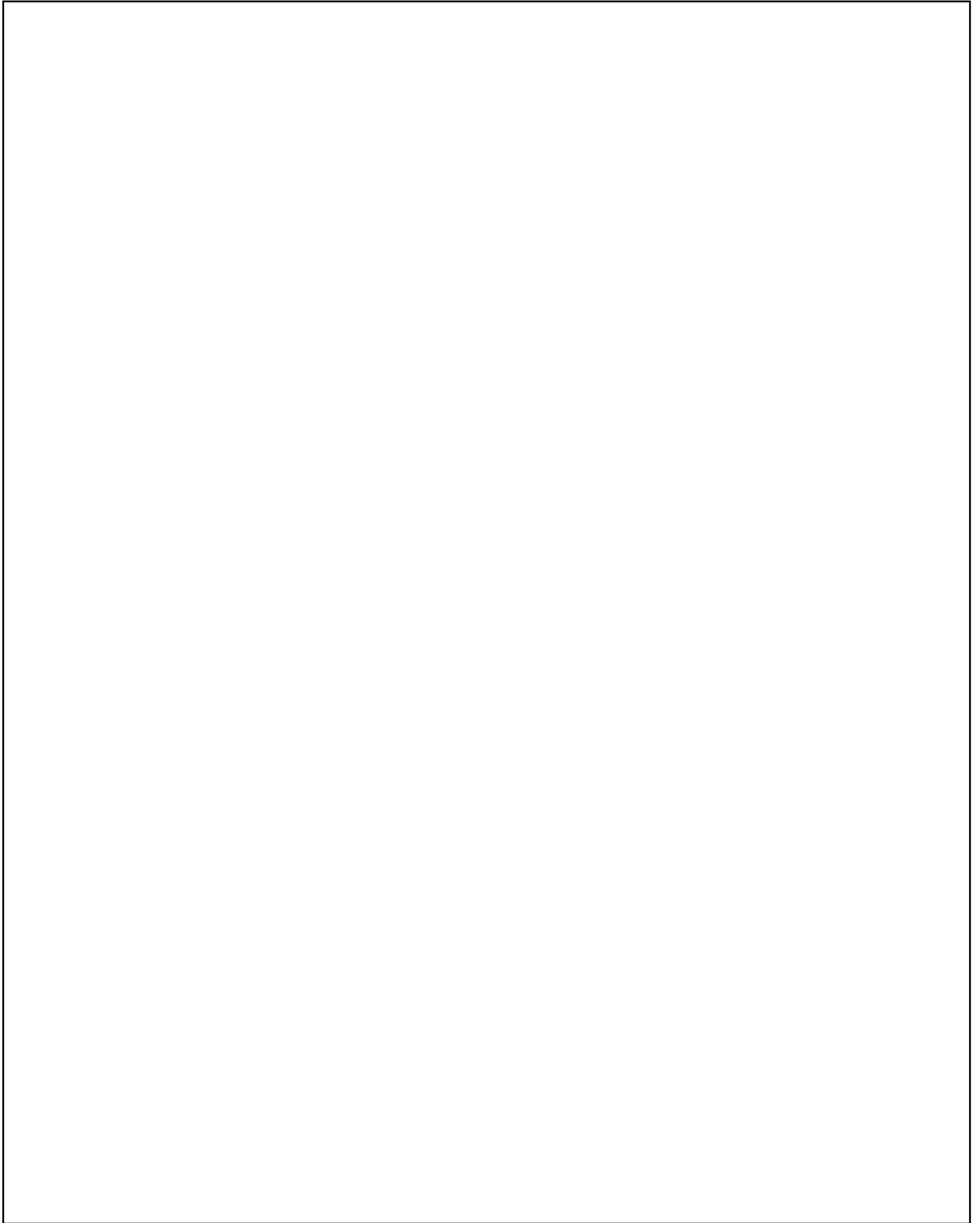
WHEREAS the City of Corner Brook recognizes the value of small businesses within our community and their priceless contributions.

NOW, THEREFORE, we, and our fellow members of the City of Corner Brook business community, do hereby proclaim the week of October 20 - 26, 2024 as **Small Business Week**.

 Jim Parsons
 Mayor, City of Corner Brook

 John George
 BDC

 Ray Brake
 GCBBT





INTERNATIONAL CREDIT UNION DAY: PROCLAMATION

WHEREAS, credit unions are financial cooperatives, democratically owned and operated and founded by people working together toward economic advancement; and

WHEREAS, credit unions embrace a “people-helping-people” philosophy through the pooling of personal resources and leadership abilities for the good of the cooperative, empowering members to improve their financial futures and uniting to help those in need; and

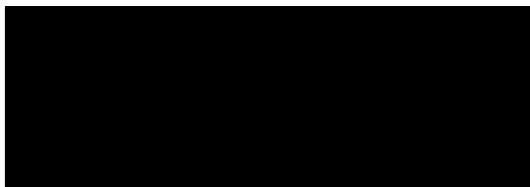
WHEREAS, credit unions have championed the idea that people from all walks of life should have access to affordable financial services offered by credit unions; and

WHEREAS, credit unions empower people to improve their economic situations in 118 nations around the world at more than 87,000 credit unions that serve the financial needs of approximately 400 million members, including more than 20,000 NLCU members in Newfoundland and Labrador; and

WHEREAS, credit unions are developing strong alliances that make financial democracy possible in many countries throughout the world.

NOW, THEREFORE, BE IT RESOLVED, that Thursday, October 17, 2024, be proclaimed as International Credit Union Day in CORNER BROOK NL, and that all citizens recognize the many contributions NLCU and other credit unions have made to the communities in this province, and honor and express appreciation for their service and commitment.

SIGNED:



DATED: October 17, 2024



Information Report (IR)

Subject: Protective Services Statistics - September 2024

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 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 154 calls for services including as follows:

- **By-Law Enforcement:**
 - 43 Calls for service were received that included:
 - 3 Abandoned Vehicle
 - 6 Assistance
 - 3 Assistance – Document service
 - 2 Assistance - Document service legal
 - 3 Garbage Issues
 - 7 Mobile Vending Permit
 - 1 Noise
 - 7 Pest issues (rats)
 - 1 Citation - Garbage issues
 - 6 Untidy property
- **Taxi Regulation:**
 - 13 Taxi Calls for service that included:
 - 1 Taxi driver conduct
 - 11 Taxi driver permit
 - 1 Taxi vehicle permit
- **Animal Control:**
 - 30 Calls for service were received that included:
 - 5 Assistance
 - 2 Cat - Injured/Dead
 - 0 Cat - Missing
 - 4 Cat - Roaming
 - 1 Dog - Noise
 - 5 Dog - Roaming

- 5 Other animals - Injured/Dead
- 1 Citation - CAT IMPOUNDING - CCB SOG REGS(16)
- 1 Citation - CAT ROAMING 1ST OFFENCE - LICENSED
- 2 Citation - DOG IMPOUNDING - CCB SOG REGS(16)
- 2 Citation - DOG ROAMING 1ST OFFENCE - LICENSED

- **Parking Enforcement:**

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

- 2 Illegal Parking
- 1 Meter Collection
- 1 Meter Malfunction
- 1 Citation - Parking on sidewalk
- 54 Meter Expired
- 1 Citation - Failure to remove vehicle from highway HTA 143(3)
- 1 Citation - Impaired mobility permit required - 3(1)
- 4 Citation - No parking HTA 106(27)
- 1 Citation - Parking on private land without permission - HTA 143(1)
- 3 Ticket Voided

2. CORNER BROOK FIRE DEPARTMENT

The CBFDD received 41 calls for service that included:

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

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for August was 7860.

The calls are broken out as follows:

Primary Agency	Number of Transferred
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	Calls
Ambulance	3,594
Crisis	3
Fire	254
MRSC	2
Natural Resources	1
Northern911	5
Parks Canada	0
Poison Control	1
Police	1,544
RoCP	16
TBD*	14
Total*	5,434

Volume of Non-Transferred 911 Calls: 2426

Director of Protective Services	Approved - 16 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 16 Oct 2024
Administrative Assistant	Approved - 17 Oct 2024

City Manager



Information Report (IR)

Subject: Water and Wastewater Work Summary

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: Water and Sewer

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

Topic Overview: Water and Wastewater Work Summary September 6th to October 11th, 2024

BACKGROUND INFORMATION:

1.

Water & Wastewater Complaints	
Alarms	29
Clean Water Lines	1
Curb Stop Repair	16
High/Low Water Pressure	14
Locate Curb Stop	11
Main Line Repairs	2
Maintain Hydrants & Valves	1
No Water	13
Noise on Line	2
Request for Water Shut Off and/or On	12
Sewer Backup	6
Water Lateral Repairs	1
Water Leaks	3
Total	111

2.

Water & Wastewater Media Releases	
Emergency Road Closures	2
Emergency Water Outage & Road Closure	2
Precautionary Boil Water Advisory	4
Road Closure	4
Water Outage & Precautionary Boil Water Advisory	2
Water Outage & Road Closure	9
Total	23

3.

Water & Wastewater Recoverable Works	
Request to Turn Water Off	3
Request to Turn Water Off and On	6
Request to Turn Water On	1
Total	10
Total Cost	1936.06

4.

Water & Wastewater Repairs	
Curb Stop Repairs	4
Feeder Main	0
Hydrant Repair	0
New Service (98 Fudges Road)	0
Sewer Main	1
Valve Repair	3
Total	8

5. Additional Maintenance

Maintenance/Repairs

- Annual Maintenance Programs
 - Hydrant Maintenance – 2nd round completed on City-owned and private hydrants. Currently working on deficiencies.
 - Sanitary Sewer Lift Stations (10) – service complete for 2024.
 - Water Supply Intake Screens – Cleaned screens at Burnt Pond and Second Pond.
 - Chlorination Station – completed service at Eastside Station.
 - Splash Pad – winterization complete.

6. Maintenance/Repairs - Ongoing

- Annual Maintenance Programs – City-owned & private hydrants, pressure-reducing stations, pumphouses, reservoirs, intake screens, and chlorination stations.
- Mainline Valve Repair – 53 Fudge's Rd. & 1 Wheeler's Rd.
- Leak Detection – Curling Area (Zone B).
- Wastewater flow monitoring (Basin G, Main St.) & sampling (bi-weekly).
- Completing request work for other departments and outside sources such as capital works projects, NL Power – utility installation clearances, turn off & on water, tracing existing W&S services, rodding sewer laterals etc.
- Installation of valve signage on Feeder Main Valves next to TCH above Massey Dr.

- Add reflective marker tape to air relief/vacuum breaker chambers vents pipes – O’Connell Dr.
- Fall Facility Clean Up - Remote stations.

7. Upcoming Maintenance/Repairs

- Install New Water & Sewer Service – 33 Dove’s Rd.
- Install New Flow Meters – Lundrigan Dr. & Sunnyslope Dr. Chlorination Station and Wellington St. PRV Station.
- Sanitary Sewer Root Cutting (Problem Areas) – Scheduled to start the week of Oct 14th.
- Cap Sprinkler Waterline – 71 Humber Rd.

Water Treatment Plant Maintenance Summary

Overview

- Raw water quality is stable and slowly improving which allowed for coagulant dose cuts to the lowest all year. In late September the Raw water temperature started dropping steadily but not low enough which affected the treatment process.
- On September 5 the plant experienced a chlorine gas leak. CBFDD was called for a HAZMAT response. The leak was found to be from the vacuum regulator on tonner #2. It occurred because of an improperly sealed threaded connection on the regulator. The leak was determined to be small, and the concentration of Chlorine gas was low, with maximum readings of 4-6ppm. In accordance with the WTP Chlorine Gas Leak Response Plan, it was determined it would be safe for WTP staff to enter the room in a level B suit, less than 25 ppm. ██████████ entered the tonner room in a level B hazmat suit escorted by CBFDD to help investigate the leak. ██████████ was able to find the leak almost immediately and isolated tonner #2 stopping the leak. The regulator was removed and replaced with the spare unit and sent out for inspection.
- Air Saturation Compressor #1 went into fault several times and it was determined the pressure relief valve was faulty releasing pressure well below the design pressure. The relieve valve was replaced and is working properly.
- On September 26 the plant was shut down overnight (approx. 3.5hrs.) to replace the Raw Water Flow Control Valve. The old valve was removed, and the new valve was installed with a temporary manual hand wheel operating gearbox. The new actuator and gearbox will be installed later once the new valve operating extension shaft is fabricated.
- Soda Ash Screw feeder fault. The reason for the fault is being investigated.
- Memorial University is starting a new ██████████ project with 3 students. We will be investigating whether it’s possible to achieve Langelier Index neutral by increasing the soda ash dose to obtain corrosion protection.

1. Maintenance/Repairs

- Completed Annual Generator Service. Issues with fuel hoses were discovered. The hoses were changed out along with the door seals. The load bank test and transfer switch maintenance are scheduled for October.
- Filter #2 Hypo Scrub was completed without any issues or concerns.
- Asphalt Paving – Increased the size of the parking lot by 168m² and repaired two emergency fire exit walkways at the rear of the building.

2. Upcoming Maintenance

- Start winterizing the property.

- Generator load bank testing and transfer switch maintenance.
- Flow Control Valve – Installation of new operating stem and valve actuator (waiting for new valve operating stem to be manufactured).
- Flash Mix and DAF common Channel drain, clean and inspection. (Maintenance to be scheduled after the new Flow Control Valve Actuator has been installed).

City Manager



Information Report (IR)

Subject: 2024 Public Works Summary

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: Public Works

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

Topic Overview: 2024 Public Works Summary From September 9th to October 9th, 2024.

BACKGROUND INFORMATION:

Public Works:

- **Storm Installation:** 50 meters of 375mm HDPE storm pipe was installed between September 23rd and October 1st on Batstone's Road from Osmond Ave intersection past Veterans Square. 103 meters of curb and gutter were poured on October 8th and 9th.
- **Curb and Manhole Repairs:** Work is ongoing. Work will continue into late fall.
- **Guide Rail:** The installation of a guide rail on Curling Street east of the war memorial was done on the week of Oct 7th.

Other areas that require guide rail will be completed by the end of October.

- **Ditching:** Crews rechanneled existing ditches on the following streets:
 - Kawaja Drive
 - Petries Street
 - Crane's Ave

Other areas that require ditching will be completed by the end of October.

- **Parks:** Park operations have wound down with staff completing turf repairs at Eastside and Atlantic soccer fields. Fields were seeded, limed and fertilized between October 1st and 7th.
- **Winter Preparations:** Garage staff have been working at ensuring our snow-clearing equipment is inspected and all necessary repairs are completed over the next few weeks.
- **Service Requests from Sept 9th to October 9th, 2024 :**
 - **116 Calls received.**
 - **Top three categories of requests:**
 - **Road Maintenance/Potholes: 64**

- **Curb: 25**
- **Broken / Missing Signage: 7**

Director of Public Works, Water and Wastewater	Approved - 16 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 17 Oct 2024
Administrative Assistant	Approved - 17 Oct 2024

City Manager



Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 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

- Substantial completion anticipated by the end of the year
- Delivery of the slide is expected in the next 25 days.
- Deficiencies are anticipated to be rectified by mid-Dec



Mount Bernard Reconstruction

- Contract awarded to Marine Contractors for the value of \$10,436,308.65 HST Incl.
- Dillon Consulting is the Consultant for the project
- ICIP funding, 80/20 funding ratio, qualified as a regional project
- Work includes new underground infrastructure, curb/gutter, sidewalk (1 side) and asphalt
- The road opened to through traffic on 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 the consultant for the project

- The kickoff meeting occurred on May 30th, 2024
- Rip Rap at outfall placed
- Endwall completed, large diameter culvert being installed in areas of water transmission mains

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
- The project commenced June 3rd, and full road closure on Curling Street commenced June 21st
- A new waterline has been installed in construction limits thus far, and slope stabilization is to be completed with full road closure
- The existing bedrock was deeper than expected, and a redesign was required.
- Bell underground concrete duct bank required removal to facilitate work.
- The contractor has remobilized back to the site and completed the removal of the duct bank on September 16th.
- Anticipated completion mid-November.

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
- Waiting on the draft report

Transit Accessibility Study and Implementation Plan

- The study continues, 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.
- The design is well underway.
- Fall 2024 tender planned with Spring 2025 installation.
- Issued for tender drawings returned to Consultant October 14th

Curling Street Storm Sewer

- Consulting awarded to Englobe
- Contract awarded to Marine Contractors
- Construction started on August 23rd
- Project approximately 90% complete
- Asphalt during October 14th -24th

Main Street Pedestrian Bridge

- Anderson Engineering is the consultant for the project.

- Contract awarded to Brook Construction (2007).
- Construction started September 16th.
- Bridge in place, reinstatement in progress

Old Humber Road Retaining Wall

- Consulting awarded Englobe
- Contract awarded to West Coast Excavating & Equipment Co. Ltd
- The project commenced August 26th
- Project is approximately 99% complete, safety railing to be installed

2024 Paving Program

- Contract awarded to Marine Contractors
- Will utilize Gas tax and MYCW funding.
- The 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
- Project approximately 70% complete

STAR Trail Design & Construction Services

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

- Funding from several sources, the City funds 10% of the total cost
- Draft final report received, meeting with stakeholders to review on October 15, 2024.

City Hall Atrium Lighting

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

Community Market Feasibility

- Funding has been obtained to conduct a feasibility study in the City of Corner Brook surrounding a community market. This project will engage residents, business owners, event organizers and local farmers to understand the interests as well as wants and needs of this type of venue.
- RFP Closes October 16, 2024. An evaluation will take place and RFD will be submitted to the next council meeting for the award.

Bartlett's Point Park Bandstand

- Funding has been applied to construct a bandstand performing area as well as parking lot upgrades to Bartlett's Point Park. This will see more accessible access for residents to use the

park as well as a performing area looking out over the Bay of Islands. If funding is approved, the first phase of the project will take place which consists of the design of the upgrades.

- Awaiting the results of funding applications.

Confederation Drive Intersection Design

- This project will see Confederation Drive from the Northeast of the plaza intersection to the roundabout redesigned to make the intersections in this area much safer. Work will include lane reductions and installation of a multi-use sidewalk. Future funding is required for the completion of work. This portion of the project is design only and will bring the project to a shovel-ready state. Funded by City COR.
- Design awarded to Englobe, Startup meeting to take place soon.

Kinsmen Park Well Upgrade

- The City of Corner Brook Contributed \$10,000 to the Kinsmen Prince Edward Park to facilitate a Well upgrade.

Director of Public Works, Water and
Wastewater

Approved - 16 Oct 2024

Administrative Assistant

Approved - 17 Oct 2024

City Manager



Information Report (IR)

Subject: Sustainable Development Updates

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: Engineering

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

Topic Overview: A brief description and the status of each project are listed below

BACKGROUND INFORMATION:

2 Billion Tree (2BT) Project:

Aerial imagery combined with on-the-ground LiDAR imagery collected throughout the last 18 months has been able to construct an urban forest inventory of Corner Brook; the imagery is able to provide and validate information on tree location, health, canopy, and other tree attributes with a high resolution of 3-7 centimetres. Alongside technical data, we have been able to conduct a public survey to gain insight into the attitudes towards and influence of the urban forest on residents in Corner Brook. Project partner [REDACTED] will be presenting the findings of the imagery and social survey of the 2BT project as a main speaker for the *Canadian Urban Forest Conference 2024* from October 15th to October 18th in Winnipeg, Manitoba.

Corner Brook Clean Up with Clean Swell app:

Planning an open clean-up operation of the City of Corner Brook while encouraging residents to clean up using the **Clean Swell app**. The Clean Swell app is a tool that is used across Canada for organizing beach and community clean-ups; the app allows users to track their time and mileage for the overall clean-up while additionally allowing the number of and type of garbage items to be selected from a list of 45 commonly found littered items.

Food Cycler Pilot Program:

In May 2024 the Food Cycler Pilot Program was introduced to the City of Corner Brook; an indoor composting program which offers residents the opportunity to purchase a Food Cycler for a subsidized price through partnerships with Food Cycler and Impact Canada. The pilot program allowed 100 residents to purchase a Food Cycler and track their daily usage of the indoor composter over a 12-week period. The first round of the Food Cycler program wrapped up at the end of September 2024 and there will be a public presentation of the project to present the total amount of organic waste that was diverted from the landfill by using the Food Cycler. As a result of the success of the first program, there will be a second round of the Food Cycler program which will begin at the beginning of November. If interested in participating, please contact Kirstin.

Fall Leaf Collection 2024:

Third Pond Access will be opened for residents to drop off their leaves and branches into outdoor piles that are designated for natural decomposition. In addition, between November 4th and November 8th there will be regular curbside collection for leaves and branches. As mentioned, residents will also have the option to avail of the Third Pond Access leaf drop-off from November 4th until November 15th. There will be a dumpster on site for residents to discard their plastic and/or paper leaf bags following dumping their contents in the natural decomposition pile.

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

Director of Community, Engineering, Development & Planning Approved - 17 Oct 2024

Administrative Assistant Approved - 18 Oct 2024

City Manager



Information Report (IR)

Subject: Development & Planning Updates

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 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 Projects. The current project updates are as follows:

BACKGROUND INFORMATION:

The Planning Department is currently working with Dillon Consulting on an Industrial Park Study. There are only three pieces of easily developable industrial land remaining in Corner Brook, this presents both a challenge and an opportunity for strategic economic planning. An industrial park study in Corner Brook can significantly bolster economic development by identifying optimal locations for new businesses and industries, streamlining infrastructure needs, and attracting investment. By analyzing factors such as land availability, existing infrastructure, transportation access, and resource utilization, the study can pinpoint strategic areas where an industrial park would be most beneficial. The planning department is also currently working to finalize the last draft documents of the 2025-2035 Integrated Municipal Sustainability Plan, which we are hoping will be out for public review early in the new year.

Development staff are busy with multiple large commercial projects ongoing, as well as multiple new builds. A couple of exciting projects the team are working on include an extension to an existing Gym, construction of multiple new apartment buildings, as well as finalizing work on a fast food restaurant with completion expected early next month.

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

Director of Community, Engineering, Development & Planning Approved - 17 Oct 2024

Administrative Assistant Approved - 18 Oct 2024

City Manager



Information Report (IR)

Subject: Finance & Administration Update

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Income Report - September 2024](#)

[Expense Report - September 2024](#)

[Total Accounts Receivable - September 2024](#)

[Total Business Taxes Outstanding - September 2024](#)

[Accounts over \\$5K - September 2024](#)

[Accounts over 365 Days - September 2024](#)

BACKGROUND INFORMATION:

Financial Update

The detail financial statements are attached. The summary of the income and expenses for the period ending September 2024 are as follows:

Total revenues reported amounted to \$37,303,446 compared to the year-to-date budget of \$36,042,573.

A summary breakdown of revenues are:

\$'m	YTD SEPT	
	BUDGET	ACTUALS
TAXATION	33.57	34.28
GOVERNMENT TRANSFERS	0.64	0.66
SALE OF GOODS AND SERVICES	2.23	1.77
INTEREST INCOME	0.33	0.95
OTHER INCOME	0.10	0.08
	36.87	37.75

Total expenses amounted to \$ 23,925,925 compared to the budget of \$28,284,472.

\$m	<u>BUDGET</u>	<u>YTD SEPT</u>	
			<u>ACTUAL</u>
EXECUTIVE AND LEGISLATIVE		0.23	0.22
CITY MANAGER AND CITY CLERK OFFICE		0.54	0.43
FINANCE & ADMINISTRATION		2.10	2.04
COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING		1.71	1.60
PROTECTIVE SERVICES		4.15	4.23
PUBLIC WORKS, WATER & WASTEWATER		10.05	9.98
GARBAGE COLLECTION		1.12	1.07
RECREATION		3.31	2.47
TRANSIT		0.39	0.34
GRANTS		0.20	0.17
CAPITAL AND FUNDING		4.49	1.37
		28.3	23.9

Director of Finance and Administration Approved - 17 Oct 2024
 Director of Community, Engineering,
 Development & Planning Approved - 17 Oct 2024
 Administrative Assistant Approved - 17 Oct 2024

City Manager

Income Statement Detail - Revenues 2024

City of Corner Brook

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	September 2024 BUDGET	September 2024 ACTUAL	MTD VARIANCE	September 2024 YTD BUDGET	September 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	(\$1,650)	(\$1,650)	\$14,823,963	\$15,046,268	\$222,305	\$14,973,700	\$72,568
Tax revenues, Unit charge residential	0	80	80	5,072,562	5,165,030	92,468	5,123,800	41,230
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	-1,570	-1,570	20,818,809	21,144,498	325,689	21,029,100	115,398
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	-1,570	-1,570	25,427,358	25,905,045	477,687	25,684,200	220,845
Tax revenues, Seniors discount	0	-1,178	-1,178	-200,000	-182,404	17,596	-200,000	17,596
Tax revenues, Municipal tax discount	0	-34	-34	-200,000	-219,231	-19,231	-200,000	-19,231
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
Total Property Tax Discounts	0	-1,212	-1,212	-400,000	-401,635	-1,635	-400,000	-1,635
Net Property Tax	0	-2,782	-2,782	25,027,358	25,503,410	476,052	25,284,200	219,210
Tax revenues, Business tax levy	0	-6,690	-6,690	5,950,098	5,999,790	49,692	6,010,200	-10,410
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	0	12,000	-48,000	-10,991	37,009	-60,000	49,009
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
Business Tax	-12,000	-6,690	5,310	5,867,098	5,968,075	100,978	5,915,200	52,876
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	154,135	0	-154,135	502,617	522,815	20,198	670,150	-147,335
Other Taxes	154,135	0	-154,135	502,617	522,815	20,198	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	224,325	224,325	90,000	538,650	448,650	90,000	448,650
Contributions, CBP&P Grant	210,000	0	-210,000	630,000	224,325	-405,675	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	210,000	224,325	14,325	1,609,300	1,656,583	47,283	2,560,600	-904,017
Permits and licenses, Mobile vending	100	233	133	700	1,583	883	1,000	583

Income Statement Detail - Revenues 2024

City of Corner Brook

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	September 2024	September 2024	MTD	September 2024	September 2024	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Permits and licenses, Dog Licenses	125	137	12	1,125	1,125	0	1,500	-375
Permits and licenses, Bldg Permits	7,200	14,039	6,839	72,000	73,481	1,481	90,000	-16,519
Permits and licenses, Parking Meter Collections	1,890	8,833	6,943	13,230	20,233	7,003	18,900	1,333
Permits and licenses, Impounding charges	200	160	-40	600	585	-15	800	-215
Permits and licenses, Taxi Licenses	0	350	350	7,100	5,350	-1,750	7,100	-1,750
Permits and licenses, Develop application	1,560	1,400	-160	10,920	9,576	-1,344	15,600	-6,024
Permits and licenses, Compliance Letters	3,444	3,600	156	24,108	22,800	-1,308	28,700	-5,900
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	14,519	28,752	14,232	129,783	134,733	4,949	163,600	-28,868
Fines/Tickets, Parking tickets	267	775	508	2,403	3,260	857	3,200	60
Fines/Tickets, Parking tickets - Courts	1,725	1,132	-593	15,525	6,279	-9,246	20,700	-14,421
Fines/Tickets, Municipal ticketing	100	0	-100	300	1,285	985	400	885
Fines & Tickets	2,092	1,907	-185	18,228	10,824	-7,404	24,300	-13,476
Interest, Tax Interest	21,000	28,204	7,204	287,000	426,153	139,153	350,000	76,153
Interest, Bank Interest	3,000	0	-3,000	41,000	514,385	473,385	50,000	464,385
Interest	24,000	28,204	4,204	328,000	940,538	612,538	400,000	540,538
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	150,003	148,252	-1,751	200,000	-51,748
Facility Rental, Rotary Arts	167	0	-167	1,503	4,877	3,374	2,000	2,877
Facility Rentals	16,834	16,472	-362	172,506	174,386	1,881	235,000	-60,613
Facility Agreement - 911 PSAP	223,875	0	-223,875	671,625	480,653	-190,972	895,500	-414,847
Civic Centre, Ice Rental	39,487	70,262	30,775	361,024	447,767	86,743	564,100	-116,333
Civic Centre, Room Rental Civic Centre	2,500	9,416	6,916	17,500	30,238	12,738	25,000	5,238
Civic Centre, Annex Rental	1,333	0	-1,333	11,997	8,732	-3,265	16,000	-7,268
Civic Centre, Skybox	5,300	0	-5,300	5,300	0	-5,300	5,300	-5,300
Civic Centre, Studio Rec. Usage	5,417	5,038	-379	48,753	60,091	11,338	65,000	-4,909
Civic Centre, Catering	21,086	3,148	-17,938	84,344	14,296	-70,048	147,600	-133,304
Civic Centre, Concessions	833	0	-833	7,497	6,674	-823	10,000	-3,326
Civic Centre, Holding Seats	1,300	1,680	380	1,300	1,745	445	2,600	-855
Civic Centre, Indoor Advertising	12,000	9,870	-2,130	24,000	29,415	5,415	60,000	-30,585
Civic Centre, Outdoor Advertising	3,500	6,145	2,645	10,500	10,721	221	14,000	-3,279
Civic Centre, Leases Civic Centre	9,942	9,856	-86	89,478	89,958	480	119,300	-29,342
Civic Centre, Security	292	468	176	2,628	1,109	-1,519	3,500	-2,391
Civic Centre, Electricity	217	356	139	1,953	2,276	323	2,600	-324
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	17,143	0	-17,143	68,572	33,430	-35,142	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	2,250	10,368	8,118	3,000	7,368
Civic Centre	120,600	116,239	-4,360	778,347	866,692	88,345	1,232,000	-365,308
Revenues, Recreation Centre, Misc Revenue	0	0	0	287,540	0	-287,540	287,540	-287,540

Income Statement Detail - Revenues 2024

City of Corner Brook

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	September 2024 BUDGET	September 2024 ACTUAL	MTD VARIANCE	September 2024 YTD BUDGET	September 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Land Revenues, Sales - Land	37,500	2,300	-35,200	112,500	37,790	-74,710	150,000	-112,210
Land Revenues, Land Leases	658	372	-286	5,922	3,571	-2,351	7,900	-4,329
Land Reserves	38,158	2,672	-35,486	118,422	41,361	-77,061	157,900	-116,539
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	3,800	1,508	20,628	22,250	1,622	27,500	-5,250
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	378	0	-378	500	-500
Fees	2,334	3,800	1,466	21,006	24,700	3,694	28,000	-3,300
Park revenue, Summer Program	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	0	0	0	7,000	7,000	0	7,000
Park revenue, Field Rentals	4,125	0	-4,125	16,500	12,848	-3,653	16,500	-3,653
Park revenue, Ball Field Lighting	2,667	1,930	-737	13,335	15,577	2,242	16,000	-423
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	6,792	1,930	-4,862	29,835	35,425	5,590	32,500	2,925
Misc revenue, Garbage tags	225	40	-185	675	766	91	900	-134
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	1,667	1,740	73	15,003	16,689	1,686	20,000	-3,312
Misc revenue, Bus Shelter Advertising	417	5,120	4,703	3,753	20,608	16,855	5,000	15,608
Misc revenue, Recycling metal	0	0	0	0	353	353	0	353
Misc revenue, Train revenue	20,000	0	-20,000	80,000	27,214	-52,786	80,000	-52,786
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	375	1,175	800	1,500	10,845	9,345	1,500	9,345
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	2,291	2,291	0	4,850	4,850	0	4,850
Misc Revenue	22,684	10,366	-12,318	100,931	81,325	-19,607	107,400	-26,076
Total Revenues	824,023	425,195	-398,828	36,866,596	37,735,434	868,838	39,197,890	-1,462,456

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Council, Salary and related costs	\$18,385	\$19,281	(\$896)	\$165,465	\$173,388	(\$7,923)	\$220,620	\$47,232
Council, Business Travel	1,000	0	1,000	9,000	4,918	4,082	12,000	7,082
Council, Meeting expenses	833	328	505	7,497	2,644	4,853	10,000	7,356
Council, Public Receptions	417	0	417	3,753	1,263	2,490	5,000	3,737
Council, Office supplies	125	0	125	1,125	0	1,125	1,500	1,500
Council, Promo materials	667	-1,020	1,687	6,003	6,508	-505	8,000	1,492
Council, Subscriptions	50	0	50	450	1,367	-917	600	-767
Council, Advertising	917	778	139	8,253	9,056	-803	11,000	1,944
Council, Donations	583	1,500	-917	5,247	4,569	678	7,000	2,431
Council, Registration fees	250	150	100	2,250	3,390	-1,140	3,000	-390
Council, Cell phone	42	0	42	378	292	86	500	208
Council, Municipal Associations	1,667	0	1,667	15,003	0	15,003	20,000	20,000
Council, Staff recognition	333	0	333	2,997	4,283	-1,286	4,000	-283
Council, Conference fees	50	0	50	450	2,921	-2,471	600	-2,321
Council, Municipal Awareness Day	250	0	250	2,250	2,669	-419	3,000	331
Council, Other	178	0	178	1,602	1,059	543	2,120	1,061
Total Council	25,747	21,017	4,731	231,723	218,327	13,394	308,940	90,611
Early Retirees, Salary and related costs and related	2,300	0	2,300	20,700	0	20,700	27,600	27,600
Total Early Retirees	2,300	0	2,300	20,700	0	20,700	27,600	27,600
CM Admin, Salary and related costs	45,042	26,820	18,222	405,375	320,173	85,202	540,500	220,327
CM Admin, Business Travel	1,000	0	1,000	9,000	10,836	-1,836	12,000	1,164
CM Admin, Office supplies	208	339	-130	1,875	2,025	-150	2,500	475
CM Admin, Other supplies	83	0	83	750	1,291	-542	1,000	-291
CM Admin, Document Mgmt	1,167	0	1,167	10,500	13,105	-2,605	14,000	895
CM Admin, Photocopier expenses	333	208	126	3,000	2,118	882	4,000	1,882
CM Admin, Subscriptions	83	0	83	750	692	58	1,000	308
CM Admin, Registration fees	125	0	125	1,125	1,233	-108	1,500	267
CM Admin, Telephone	167	0	167	1,500	981	519	2,000	1,019
CM Admin, Cell phone	0	0	0	0	953	-953	0	-953
CM Admin, Postage/Courier	500	500	0	4,500	4,536	-36	6,000	1,464
CM Admin, Recruitment	0	0	0	0	19,560	-19,560	0	-19,560
CM Admin, Special Projects	4,167	10,000	-5,833	37,500	42,139	-4,639	48,500	6,361
CM Admin, Membership fees	125	0	125	1,125	5,758	-4,633	1,500	-4,258
CM Admin, Conference fees	167	1,095	-928	1,500	1,685	-185	2,000	315
CM Admin, EMO Exccercise	167	0	167	1,500	0	1,500	2,000	2,000
CM Admin, Training	0	0	0	0	1,244	-1,244	0	-1,244
CM Admin, Consulting fees	3,750	3,989	-239	33,750	3,989	29,761	45,000	41,011
CM Admin, Other	83	0	83	750	476	274	1,000	524
Total City Manager Admin	57,084	42,951	14,133	513,750	432,318	81,431	683,500	251,181
Total City Manager	57,084	42,951	14,133	513,750	432,318	81,431	683,500	251,181

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
F&A Admin, Salary and related costs	18,758	16,445	2,313	168,822	162,954	5,868	225,100	62,146
F&A Admin, Business Travel	1,083	0	1,083	9,747	6,825	2,922	13,000	6,175
F&A Admin, Vehicle allowance	0	0	0	0	34	-34	0	-34
F&A Admin, Office supplies	1,958	673	1,285	17,622	10,318	7,304	23,500	13,182
F&A Admin, Other supplies	83	248	-165	747	1,521	-774	1,000	-521
F&A Admin, Photocopier expenses	833	180	653	7,497	7,622	-125	10,000	2,378
F&A Admin, Subscriptions	467	0	467	4,203	3,775	428	5,600	1,825
F&A Admin, Telephone	2,750	1,723	1,027	24,750	28,197	-3,447	33,000	4,803
F&A Admin, Cell phone	292	0	292	2,628	1,311	1,317	3,500	2,189
F&A Admin, Postage/Courier	1,667	831	836	15,003	2,785	12,218	20,000	17,215
F&A Admin, Membership fees	917	0	917	8,253	6,997	1,256	11,000	4,003
F&A Admin, Training	583	0	583	5,247	3,589	1,659	7,000	3,412
F&A Admin, Insurance Claims Deductible	1,842	0	1,842	16,578	964	15,614	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	38,250	33,852	4,398	51,000	17,148
F&A Admin, Consulting fees	3,500	417	3,083	31,500	51,939	-20,439	42,000	-9,939
F&A Admin, Insurance	22,083	27,372	-5,289	198,747	226,190	-27,443	265,000	38,810
F&A Admin, Legal fees	583	10	573	5,247	7,495	-2,248	7,000	-495
F&A Admin, Local appeal board	833	0	833	7,497	11,306	-3,809	10,000	-1,306
Total Finance & Admin	62,482	47,899	14,583	744,588	749,746	-5,157	992,800	243,055
F&A HR, Salary and related costs	41,933	34,793	7,140	377,400	331,524	45,876	503,200	171,676
F&A HR, Safety Program	208	0	208	1,875	589	1,286	2,500	1,911
F&A HR, City Equip	500	14	486	4,500	3,673	827	6,000	2,327
F&A HR, HR Program	1,167	2,977	-1,810	10,500	10,403	97	14,000	3,597
F&A HR, Staff Social Events	0	0	0	0	0	0	5,000	5,000
F&A HR, Recruitment	1,250	167	1,083	11,250	1,789	9,461	15,000	13,211
F&A HR, Staff Recognition	500	0	500	4,500	2,675	1,825	6,000	3,325
F&A HR, Wellness	0	-60	60	4,500	861	3,639	4,500	3,639
F&A HR, Training	1,167	1,095	72	10,503	24,411	-13,908	14,000	-10,411
F&A HR, Medicals	83	0	83	747	428	320	1,000	573
Total F&A HR	46,808	38,986	7,823	425,775	376,353	49,422	571,200	194,847
F&A Treasury, Salary and related costs	31,850	28,953	2,897	286,650	278,441	8,209	382,200	103,759
Total F&A Treasury	31,850	28,953	2,897	286,650	278,441	8,209	382,200	103,759
F&A IT, Salary and related costs	20,400	18,376	2,024	183,600	174,530	9,070	244,800	70,270
F&A IT, Comp software maint	19,167	21,091	-1,925	172,500	182,865	-10,365	230,000	47,135
F&A IT, Comp network costs	1,367	0	1,367	12,300	16,772	-4,472	16,400	-372
Total F&A IT	40,934	39,467	1,466	368,400	374,167	-5,766	491,200	117,034
F&A CSR, Salary and related costs	11,433	13,592	-2,158	102,900	96,264	6,636	137,200	40,936

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Total F&A CSR	11,433	13,592	-2,158	102,900	96,264	6,636	137,200	40,936
F&A Land, Salary and related costs	7,942	7,610	331	71,475	71,341	134	95,300	23,959
F&A Land, Professional fees	1,250	3,108	-1,858	11,250	6,899	4,351	15,000	8,101
Total F&A Land	9,192	10,718	-1,527	82,725	78,240	4,485	110,300	32,060
F&A Legal, Salary and related costs	9,492	8,664	828	85,425	84,828	597	113,900	29,072
Total F&A Legal	9,492	8,664	828	85,425	84,828	597	113,900	29,072
Total Finance & Administration	212,191	188,279	23,911	2,096,463	2,038,039	58,426	2,798,800	760,762
CEDP Admin, Salary and related costs	22,892	22,941	-49	206,025	211,228	-5,203	274,700	63,472
CEDP Admin, Business Travel	2,083	1,097	986	18,750	11,146	7,604	25,000	13,854
CEDP Admin, Office supplies	1,250	485	765	11,250	7,724	3,526	15,000	7,276
CEDP Admin, Photocopier expenses	333	422	-88	3,000	3,816	-816	4,000	184
CEDP Admin, Subscriptions	292	454	-162	2,625	3,591	-966	3,500	-91
CEDP Admin, Cell phone	500	0	500	4,500	2,806	1,694	6,000	3,194
CEDP Admin, Membership fees	0	250	-250	0	1,613	-1,613	0	-1,613
CEDP Admin, Training	333	0	333	3,000	6,409	-3,409	4,000	-2,409
CEDP Admin, Consulting fees	2,083	0	2,083	18,750	20,547	-1,797	23,500	2,953
CPD Admin, Comp software maint	1,667	0	1,667	15,000	300	14,700	20,000	19,700
CEDP Admin, Other	0	0	0	0	126	-126	0	-126
Total CEDP Admin	31,433	25,649	5,785	282,900	269,306	13,595	375,700	106,395
CEDP Planning, Salary and related costs	14,400	8,034	6,366	129,600	55,691	73,909	172,800	117,109
CEDP Planning, Advertising	83	0	83	747	0	747	1,000	1,000
CEDP Planning, Professional fees	417	0	417	3,753	2,750	1,003	5,000	2,250
Total CEDP Planning	14,900	8,034	6,866	134,100	58,441	75,659	178,800	120,359
CEDP Bldg Inspect, Salary and related costs	35,742	34,941	801	321,675	350,222	-28,547	428,900	78,678
CEDP Bldg Inspect, City Equip	1,000	3,213	-2,213	9,000	15,241	-6,241	12,000	-3,241
Total Building Inspection	36,742	38,154	-1,412	330,675	365,463	-34,788	440,900	75,437
CEDP Business, Salary and related costs	8,883	8,349	534	79,947	79,438	509	106,600	27,162
CEDP Business, Business Travel	250	0	250	2,250	0	2,250	3,000	3,000
CEDP Business, Office supplies	0	0	0	0	100	-100	0	-100
CEDP Business, Promo materials	167	0	167	1,503	1,689	-186	2,000	311
CEDP Business, Advertising	167	0	167	1,503	0	1,503	2,000	2,000
CEDP Business, Cell phone	63	0	63	567	353	214	750	397
CEDP Business, Special Projects	1,000	834	166	9,000	7,045	1,955	12,000	4,955

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
CEDP Business, Membership fees	250	0	250	2,250	0	2,250	3,000	3,000
CEDP Business, Business Facilitating	417	0	417	3,753	4,003	-250	5,000	997
Total Business Resource Centre	11,197	9,183	2,014	100,773	92,628	8,145	134,350	41,722
CEDP - Sust Develop, Salary and related costs	6,117	5,018	1,099	55,050	47,452	7,598	73,400	25,948
CEDP - Sust Develop, Compost Bins	0	0	0	0	-539	539	0	539
CEDP - Sust Develop, Special Projects	1,250	-6,250	7,500	11,250	-3,438	14,688	15,000	18,438
CEDP - Sust Develop, Recycling bins	417	0	417	3,750	0	3,750	5,000	5,000
CEDP - Sust Develop, Fall Leaf	167	0	167	1,500	0	1,500	2,000	2,000
CEDP - Sust Develop, Water conservation	250	0	250	2,250	0	2,250	3,000	3,000
CEDP - Sust Develop, Community Education	3,333	0	3,333	30,000	24,568	5,432	40,000	15,432
CEDP - Sust Develop, Green Team	333	0	333	3,000	0	3,000	4,000	4,000
CEDP - Sust Develop, Clean up Corner Brook	417	0	417	3,750	4,295	-545	5,000	705
Total Sustainable Development	12,284	-1,232	13,515	110,550	72,338	38,213	147,400	75,063
CEDP - Eng, Salary and related costs	72,533	74,162	-1,629	652,797	657,703	-4,906	870,400	212,697
CEDP - Eng, City Equip	2,125	0	2,125	19,125	17,553	1,572	25,500	7,947
CEDP - Eng, Other	0	0	0	0	383	-383	0	-383
Total Engineering	74,658	74,162	496	671,922	675,639	-3,717	895,900	220,261
CEDP - GIS, Salary and related costs	6,842	9,296	-2,454	61,575	70,238	-8,663	82,100	11,862
CEDP - GIS, Professional fees	2,083	0	2,083	18,750	0	18,750	25,000	25,000
Total GIS	8,925	9,296	-371	80,325	70,238	10,087	107,100	36,862
Total Community, Engineering, Development & Planning	190,139	163,246	26,893	1,711,245	1,604,053	107,194	2,280,150	676,100
PS MEO, Salary and related costs	25,933	26,171	-238	233,400	252,388	-18,988	311,200	58,812
PS MEO, Clothing/uniforms	333	105	228	3,000	4,577	-1,577	4,000	-577
PS MEO, City Equip	1,833	0	1,833	16,500	21,489	-4,989	22,000	511
PS MEO, Maint supplies	417	0	417	3,750	1,122	2,628	5,000	3,878
PS MEO, Office supplies	333	0	333	3,000	3,713	-713	4,000	287
PS MEO, Inventory	208	7,767	-7,558	1,875	9,199	-7,324	2,500	-6,699
PS MEO, Hired contractor	625	838	-213	5,625	18,352	-12,727	7,500	-10,852
PS MEO, Cell phone	292	0	292	2,625	1,462	1,163	3,500	2,038
PS MEO, Electrical	583	0	583	5,250	0	5,250	7,000	7,000
PS MEO, Membership fees	42	0	42	375	223	152	500	277
PS MEO, Training	333	0	333	3,000	5,752	-2,752	4,000	-1,752
PS MEO, Professional fees	292	249	42	2,625	249	2,376	3,500	3,251
Total Municipal Enforcement	31,224	35,130	-3,905	281,025	318,526	-37,501	374,700	56,174

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
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	4,500	0	4,500	13,500	3,615	9,885	18,000	14,385
PSAnimal, Electrical	0	75	-75	0	4,986	-4,986	0	-4,986
Total Animal Control	4,500	75	4,425	13,500	10,947	2,553	18,000	7,053
Fire Admin, Salary and related costs	27,975	20,345	7,630	251,775	175,822	75,953	335,700	159,878
Fire Admin, Business Travel	833	361	473	7,500	12,574	-5,074	10,000	-2,574
Fire Admin, Fire Prevention and Education	1,250	0	1,250	11,250	708	10,542	15,000	14,292
Fire Admin, Clothing/uniforms	250	0	250	2,250	1,513	737	3,000	1,487
Fire Admin, Furniture and Equip	167	0	167	1,500	687	813	2,000	1,313
Fire Admin, Maint supplies	42	0	42	375	5,745	-5,370	500	-5,245
Fire Admin, Meeting expenses	83	0	83	750	1,763	-1,013	1,000	-763
Fire Admin, Office supplies	167	0	167	1,500	1,502	-2	2,000	498
Fire Admin, Other supplies	83	0	83	750	1,631	-881	1,000	-631
Fire Admin, Photocopier expenses	333	0	333	3,000	3,671	-671	4,000	329
Fire Admin, Subscriptions	125	0	125	1,125	578	547	1,500	922
Fire Admin, Registration fees	167	0	167	1,500	874	626	2,000	1,126
Fire Admin, Telephone	250	0	250	2,250	1,676	575	3,000	1,325
Fire Admin, Cell phone	167	0	167	1,500	1,397	103	2,000	603
Fire Admin, Recruitment	833	0	833	7,500	0	7,500	10,000	10,000
Fire Admin, Special Projects	1,333	0	1,333	12,000	169,117	-157,117	16,000	-153,117
Fire Admin, Membership fees	125	0	125	1,125	1,383	-258	1,500	117
PS Fire Admin, EMO Exercise	208	21	188	1,875	875	1,000	2,500	1,625
Fire Admin, Other	75	0	75	675	313	362	900	587
Total Fire Department Admin	34,466	20,727	13,740	310,200	381,829	-71,631	413,600	31,770
PS Fire Operations, AP Severance	0	0	0	0	28,000	-28,000	0	-28,000
Fire Operations, Salary and related costs	285,950	258,077	27,873	2,573,550	2,594,551	-21,001	3,431,400	836,849
Fire Operations, Clothing/uniforms	2,917	0	2,917	26,250	16,729	9,521	35,000	18,271
Fire Operations, Furniture and Equip	417	0	417	3,750	1,895	1,855	5,000	3,105
Fire Operations, Maint supplies	5,000	3,776	1,224	45,000	17,234	27,766	60,000	42,766
Fire Operations, Inventory	417	146	271	3,750	14,646	-10,896	5,000	-9,646
Fire Operations, Hired contractor	417	0	417	3,750	2,263	1,487	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	465	285	6,750	9,394	-2,644	9,000	-394
Fire Operations, Training	4,167	70	4,097	37,500	3,178	34,322	50,000	46,822
Fire Operations, Lease	3,183	0	3,183	28,650	38,167	-9,517	38,200	33
Fire Operations, Medicals	2,500	0	2,500	22,500	222	22,278	30,000	29,778
Total Fire Department Operations	305,718	262,534	43,182	2,751,450	2,707,781	43,668	3,668,600	960,818

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Fire Bldg Maint, Salary and related costs	50	0	50	450	3,878	-3,428	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	15,000	20,567	-5,567	20,000	-567
Fire Bldg Maint, Cleaning services	1,292	0	1,292	11,625	4,624	7,001	15,500	10,876
Fire Bldg Maint, Hired contractor	1,667	0	1,667	15,000	36,214	-21,214	20,000	-16,214
Fire Bldg Maint, Electrical	3,333	1,558	1,775	30,000	30,377	-377	40,000	9,623
Total Fire Department Building Maintenance	8,009	2,909	5,099	72,075	96,536	-24,461	96,100	-436
Fire Dept Equipment, Salary and related costs	1,667	2,549	-883	15,000	22,251	-7,251	20,000	-2,251
Fire Dept Equipment, Maint supplies	3,000	20	2,980	27,000	34,163	-7,163	36,000	1,837
Total Fire Department Equipment Cost	4,667	2,569	2,098	42,000	56,414	-14,414	56,000	-414
Total Fire Department Expense	352,860	288,739	64,118	3,175,725	3,242,560	-66,837	4,234,300	991,737
911 Operations, Salary and related costs	71,667	65,210	6,456	645,000	644,363	637	860,000	215,637
911 Operations, Computer Supplies	417	0	417	3,750	1,972	1,778	5,000	3,028
911 Operations, Meeting expenses	83	0	83	750	147	603	1,000	853
911 Operations, Office supplies	250	0	250	2,250	4,238	-1,988	3,000	-1,238
911 Operations, Computer Supplies	417	0	417	3,750	3,947	-197	5,000	1,053
PS 911 Operations, Promo materials	167	0	167	1,500	480	1,020	2,000	1,520
911 Operations, Comp software maint	417	0	417	3,750	0	3,750	5,000	5,000
911 Operations, Cleaning services	208	115	93	1,875	1,039	836	2,500	1,461
911 Operations, Telephone	1,250	0	1,250	11,250	2,965	8,285	15,000	12,035
911 Operations, Training	500	0	500	4,500	0	4,500	6,000	6,000
Total 911 Operations	75,376	65,325	10,049	678,375	659,151	19,225	904,500	245,350
Total Protective Services	463,960	389,269	74,687	4,148,625	4,231,184	-82,560	5,531,500	1,300,315
Recreation Centre, Maint supplies	0	995	-995	532,600	10,139	522,461	532,600	522,461
CEDP Recreation , Salary and related costs	25,358	40,726	-15,368	228,222	290,702	-62,480	304,300	13,598
CEDP Recreation , Activity Guide	0	0	0	5,000	0	5,000	5,000	5,000
CEDP Recreation , Summer Concert Series	0	2,397	-2,397	20,000	9,243	10,757	20,000	10,757
CEDP Recreation , Recreation improvements	20,000	0	20,000	197,500	1,444	196,056	203,500	202,056
CEDP Recreation , Canada Day	0	1,773	-1,773	20,000	20,365	-365	20,000	-365
CEDP Recreation , Corner Brook Day	0	1,130	-1,130	20,000	21,830	-1,830	20,000	-1,830
CEDP Recreation , Margaret Bowater Park	5,000	900	4,100	28,000	21,030	6,970	28,000	6,970
CEDP Recreation , Special Events Grants	2,083	-44	2,127	18,750	15,993	2,757	25,000	9,007
CEDP MBP, Salary and related costs	12,000	896	11,104	53,000	43,738	9,262	53,000	9,262

Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
CPD MBP, Maint supplies	1,000	2,121	-1,121	5,000	4,526	474	5,000	474
CEDP MBP, Security	0	7,437	-7,437	35,000	53,464	-18,464	35,000	-18,464
CEDP Activity Staffing, Salary and related costs	3,500	-209	3,709	31,500	19,609	11,891	42,000	22,391
Total Recreation & Leisure	68,941	57,127	11,815	661,972	501,944	160,028	760,800	258,856
Tourism, Salary and related costs	12,308	15,290	-2,982	110,772	109,135	1,637	147,700	38,565
Tourism, Promo materials	750	0	750	6,750	2,177	4,573	9,000	6,823
Tourism, Advertising	667	0	667	6,003	4,315	1,688	8,000	3,685
Tourism, Special Projects	3,333	13,213	-9,880	29,997	27,566	2,431	40,000	12,434
Tourism, Jigs and Wheels	0	-4,178	4,178	50,000	61,288	-11,288	50,000	-11,288
Tourism, Membership fees	83	0	83	747	5,500	-4,753	1,000	-4,500
Tourism, Conference fees	167	0	167	1,503	4,002	-2,499	2,000	-2,002
Tourism, Business Facilitating	83	0	83	747	368	379	1,000	632
Tourism, Newcomers Guide	167	0	167	1,503	2,212	-709	2,000	-212
Train, Salary and related costs	2,000	310	1,690	8,000	24,573	-16,573	8,000	-16,573
Train, Gas/Oil	0	0	0	0	492	-492	0	-492
Train, Maint supplies	0	0	0	0	246	-246	0	-246
Train, Special Projects	500	0	500	2,000	3,277	-1,277	2,000	-1,277
Tourism, Other	100	0	100	900	395	505	1,200	805
Total Tourism	20,158	24,635	-4,478	218,922	245,546	-26,625	271,900	26,353
Civic Centre Admin, Salary and related costs	37,525	23,932	13,593	337,725	262,241	75,483	450,300	188,059
Civic Centre Admin, Office supplies	542	189	353	4,875	2,961	1,914	6,500	3,539
Civic Centre Admin, Photocopier expenses	350	295	55	3,150	2,769	381	4,200	1,431
Civic Centre Admin, Promo materials	3,333	83	3,251	30,000	9,484	20,516	40,000	30,516
Civic Centre Admin, Subscriptions	175	0	175	1,575	1,411	164	2,100	689
Civic Centre Admin, Comp network costs	2,550	1,599	951	22,950	15,490	7,460	30,600	15,110
Civic Centre Admin, Telephone	367	0	367	3,300	2,929	371	4,400	1,471
Civic Centre Admin, Cell phone	242	0	242	2,175	1,850	325	2,900	1,050
Civic Centre Admin, Membership fees	0	0	0	0	443	-443	0	-443
Civic Centre Admin, Training	833	1,280	-447	7,500	21,459	-13,959	10,000	-11,459
Civic Centre Admin, Bank Charges	1,667	0	1,667	15,000	11,338	3,662	20,000	8,662
Civic Centre Operations, Salary and related costs	71,567	65,371	6,196	644,100	611,470	32,630	858,800	247,330
Civic Centre Operations, Cleaning Supplies	2,333	1,784	549	21,000	19,201	1,799	28,000	8,799
Civic Centre Operations, Clothing/uniforms	583	0	583	5,250	3,308	1,942	7,000	3,692
Civic Centre Operations, City Equip	1,450	0	1,450	13,050	14,942	-1,892	17,400	2,458
Civic Centre Operations, Catering	9,775	0	9,775	87,975	-1,491	89,466	117,300	118,791
Civic Centre Operations, Fire Alarm	500	0	500	4,500	1,058	3,442	6,000	4,942
Civic Centre Operations, Propane/Nitrogen	1,542	1,744	-202	13,875	14,512	-637	18,500	3,988
Civic Centre Operations, Heating Oil	4,167	0	4,167	37,500	30,707	6,793	50,000	19,293
Civic Centre Operations, Maint supplies	6,250	802	5,448	56,250	48,560	7,690	75,000	26,440
Civic Centre Operations, Elevator Maintenance	1,167	277	890	10,500	9,601	899	14,000	4,399
Civic Centre Operations, Repairs Recreation Equip	833	949	-116	7,500	12,818	-5,318	10,000	-2,818
Civic Centre Operations, Snowclearing	5,833	0	5,833	52,500	44,079	8,421	70,000	25,922
Civic Centre Operations, Hired equipment	1,083	0	1,083	9,750	5,124	4,626	13,000	7,876
Civic Centre Operations, Hired contractor	6,667	12,655	-5,989	60,000	92,076	-32,076	80,000	-12,076
Civic Centre Operations, Hired Electrician	2,083	0	2,083	18,750	0	18,750	25,000	25,000

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Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
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	24,896	5,671	275,100	279,974	-4,874	366,800	86,826
Civic Centre Operations, Security	4,583	452	4,131	41,250	30,398	10,852	55,000	24,602
Civic Centre Operations, Special Events	0	3,243	-3,243	0	51,637	-51,637	0	-51,637
Civic Centre Building Maint, Maint supplies	7,500	0	7,500	67,500	32,314	35,186	90,000	57,686
Civic Centre Special Events, Home Show CC	3,333	0	3,333	30,000	11,147	18,853	40,000	28,853
Civic Centre Buidling Maintena, Salary and related costs	0	0	0	0	201	-201	0	-201
Total Civic Centre	209,400	139,551	69,847	1,900,200	1,707,860	192,340	2,551,800	843,940
Total Recreation Services	298,499	222,308	76,189	3,313,694	2,465,489	848,204	4,117,100	1,651,611
PWWWW - Admin, Salary and related costs	174,533	151,473	23,060	1,570,797	1,415,783	155,015	2,094,400	678,617
PWWWW - Admin, Business Travel	1,000	0	1,000	9,000	2,439	6,561	12,000	9,561
PWWWW - Admin, Safety Program	208	188	21	1,875	3,448	-1,573	2,500	-948
PWWWW - Admin, City Equip	10,667	0	10,667	96,000	98,085	-2,085	128,000	29,915
PWWWW - Admin, Maint supplies	167	0	167	1,500	438	1,062	2,000	1,562
PWWWW - Admin, Office supplies	1,208	165	1,043	10,872	24,706	-13,834	14,500	-10,206
PWWWW - Admin, Photocopier expenses	358	0	358	3,225	3,565	-340	4,300	735
PWWWW - Admin, Subscriptions	417	0	417	3,750	0	3,750	5,000	5,000
PWWWW - Admin, Inventory	1,808	2,978	-1,170	16,275	17,386	-1,111	21,700	4,314
PWWWW - Admin, Tools and minor equip	333	132	202	3,000	4,745	-1,745	4,000	-745
PWWWW - Admin, Telephone	417	0	417	3,750	4,293	-543	5,000	707
PWWWW - Admin, Cell phone	583	0	583	5,250	5,360	-110	7,000	1,640
PWWWW - Admin, Membership fees	175	751	-576	1,575	1,907	-332	2,100	193
PWWWW - Admin, Training	1,500	0	1,500	13,500	286	13,214	18,000	17,714
PWWWW - Admin Other	50	469	-419	450	1,037	-587	600	-437
PWWWW - Admin, Special Events Grants	150	0	150	1,350	0	1,350	1,800	1,800
PWWWW - PPE	342	277	65	3,075	3,662	-587	4,100	438
PWWWW - Admin, Medicals	83	100	-17	750	1,541	-791	1,000	-541
Total PWWWW Admin	193,999	156,533	37,467	1,745,994	1,588,681	157,315	2,328,000	739,321
PWWWW - Bldg, Salary and related costs	1,805	7,534	-5,729	16,245	65,379	-49,134	21,660	-43,719
PWWWW - Bldg, City Equip	168	0	168	1,515	2,920	-1,405	2,020	-900
PWWWW Bldg, Maint supplies - 1	18,460	15,528	2,932	166,140	192,950	-26,810	221,520	28,570
PWWWW Bldg, Maint supplies - 2	992	0	992	8,925	9,364	-439	11,900	2,536
PWWWW - Bldg, Electrical - 1	27,808	18,038	9,771	250,275	217,724	32,551	333,700	115,976
PWWWW - Bldg, Electrical - 2	1,567	1,544	22	14,100	25,728	-11,628	18,800	-6,928
PWWWW - Bldg, Heating Oil	708	4,093	-3,385	6,375	15,236	-8,861	8,500	-6,736
PWWWW - Bldg, Inventory	117	228	-112	1,050	852	198	1,400	548
PWWWW - Bldg, Cleaning services	12,667	10,172	2,495	114,000	96,778	17,222	152,000	55,222
PWWWW - Bldg, Hired contractor	0	0	0	0	5,718	-5,718	0	-5,718
PWWWW - Bldg, Security	175	0	175	1,575	1,362	213	2,100	738
PWWWW - Bldg - City Hall, Snowclearing	1,250	0	1,250	11,250	6,189	5,061	15,000	8,811

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Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Total Building Maintenance	65,717	57,137	8,579	591,450	640,200	-48,752	788,600	148,398
PWWWW - Street Lights, Electrical	53,333	49,183	4,150	480,000	439,014	40,986	640,000	200,986
PWWWW - Heritage lights, Maint supplies	417	0	417	3,750	2,640	1,110	5,000	2,360
PWWWW - Heritage lights, Hired contractor	2,500	0	2,500	22,500	22,617	-117	30,000	7,383
PWWWW - Heritage lights, Electrical	1,000	922	78	9,000	9,237	-237	12,000	2,763
Total Street Lighting	57,250	50,105	7,145	515,250	473,508	41,742	687,000	213,492
PWWWW- Gravel St Main	0	278	-278	21,500	2,220	19,280	21,500	19,280
PWWWW - Street Maint,	40,417	25,997	14,420	293,753	320,315	-26,562	385,000	64,685
PWWWW - W/S Pave Cuts	23,500	2,953	20,547	408,500	201,005	207,495	474,000	272,995
PWWWW - Sod repair	0	2,321	-2,321	64,000	61,868	2,132	64,000	2,132
PWWWW - Curb & Sidewalk	0	34,023	-34,023	200,000	123,172	76,828	200,000	76,828
PWWWW - Maint Manhole/catch bas.	8,592	23,219	-14,627	74,825	69,833	4,992	92,500	22,667
PWWWW - Guardrails	9,250	573	8,677	37,000	2,281	34,719	37,000	34,719
PWW - Maint of steps/walkways	0	0	0	1,000	0	1,000	1,000	1,000
Total Street Maintenance	81,759	89,364	-7,606	1,100,578	780,694	319,884	1,275,000	494,306
PWWWW - Street Snow	2,500	0	2,500	809,300	726,613	82,687	1,154,000	427,387
PWWWW - Sanding	0	0	0	155,050	235,321	-80,271	221,500	-13,821
PWWWW - Salting	0	7,349	-7,349	329,700	325,736	3,964	471,000	145,264
PWWWW - Snow/Business Area	0	0	0	12,250	13,340	-1,090	17,500	4,160
PWWWW - Ice Cutting/Remove	0	0	0	8,750	5,895	2,855	12,500	6,605
PWWWW - Snow Remove City Parking	0	102	-102	2,100	328	1,772	3,000	2,672
PWWWW - Snow Clearing contracts	0	0	0	52,500	52,143	357	75,000	22,857
PWWWW - Damage Claims	0	1,041	-1,041	3,500	1,359	2,141	5,000	3,641
PWWWW - Step/walkways	0	0	0	4,025	2,303	1,722	5,750	3,447
PWWWW - MAint/Construction	0	0	0	6,300	15,242	-8,942	9,000	-6,242
Total Snow Clearing	2,500	8,492	-5,991	1,383,475	1,378,280	5,195	1,974,250	595,970
PWWWW - Traffic control - Payroll	11,250	20,176	-8,926	101,250	120,397	-19,147	135,000	14,603
PWWWW - Traffic control, City Equip	1,542	0	1,542	13,875	10,332	3,543	18,500	8,168
PWWWW - Traffic control, Maint supplies	83	13,006	-12,923	2,250	139,630	-137,380	2,500	-137,130
PWWWW - Traffic control, Hired contractor	2,500	2,025	475	167,500	20,047	147,453	175,000	154,953
PWWWW - Traffic control, Electrical	833	965	-132	7,497	9,230	-1,733	10,000	770
PWWWW -Traffic control, Inventory	0	0	0	0	367	-367	0	-367
Total Traffic Control	16,208	36,172	-19,965	292,372	300,003	-7,632	341,000	40,997
PWWWW - Drainage, Salary and related costs	5,417	3,046	2,371	48,750	85,215	-36,464	65,000	-20,215
PWWWW - Drainage, City Equip	917	0	917	8,250	18,724	-10,475	11,000	-7,724
PWWWW - Drainage, Maint supplies	208	0	208	1,875	17,153	-15,278	2,500	-14,653
PWWWW - Drainage, Inventory	83	0	83	750	1,051	-301	1,000	-51
PWWWW - Drainage, Hired equipment	1,583	1,477	107	14,250	46,690	-32,440	19,000	-27,690
PWWWW - Drainage, Meal Vouchers	0	0	0	0	51	-51	0	-51

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Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Total Drainage	8,208	4,523	3,686	73,875	168,884	-95,009	98,500	-70,384
PWWWW - Storm Sewer Cleaning, Salary and related costs	5,333	16,313	-10,980	198,497	170,955	27,542	214,500	43,545
PWWWW - Storm Sewer Cleaning, City Equip	1,667	0	1,667	85,000	57,170	27,830	90,000	32,830
PWWWW - Storm Sewer Cleaning, Maint supplies	2,083	5,382	-3,298	23,250	30,669	-7,419	29,500	-1,169
PWWWW - Storm Sewer Cleaning, Inventory	42	19	22	375	160	215	500	340
PWWWW - Storm Sewer Cleaning, Hired equipment	2,083	2,900	-817	18,750	5,573	13,177	25,000	19,427
PWWWW - Storm Sewer Cleaning, Fall Leaf	0	0	0	0	0	0	10,000	10,000
Total Storm Sewer Cleaning	11,208	24,614	-13,406	325,872	264,527	61,346	369,500	104,974
Total Public Works	177,133	213,270	-36,138	3,691,422	3,365,896	325,525	4,745,250	1,379,353
Garbage collect, Tipping fees	62,500	51,977	10,523	562,500	540,865	21,635	750,000	209,135
Garbage collect, Hired contractor	61,500	63,324	-1,824	553,500	530,338	23,162	738,000	207,662
Total Garbage Collect & Disposal	124,000	115,301	8,699	1,116,000	1,071,203	44,797	1,488,000	416,797
Water treat plant, Salary and related costs	30,850	29,998	852	277,650	267,387	10,263	370,200	102,813
Water treat plant, Computer Supplies	4,350	471	3,879	39,150	32,054	7,096	52,200	20,146
Water treat plant, Other chemicals	111,367	129,670	-18,303	1,002,300	958,861	43,439	1,336,400	377,539
Water treat plant, City Equip	525	0	525	4,725	3,535	1,190	6,300	2,765
Water treat plant, Maint supplies	21,667	7,080	14,587	195,000	198,204	-3,204	260,000	61,796
Water treat plant, Inventory	1,667	552	1,115	15,000	12,845	2,155	20,000	7,155
Water treat plant, Comp software maint	625	1,267	-642	5,625	1,267	4,358	7,500	6,233
Water treat plant, Telephone	500	0	500	4,500	4,088	412	6,000	1,912
Water treat plant, Electrical	18,750	15,003	3,747	168,750	151,101	17,649	225,000	73,899
Total Water Treatment Plant	190,301	184,041	6,260	1,712,700	1,629,342	83,358	2,283,600	654,257
PWWWW - Chlorine/Feeders, Salary and related costs	6,500	3,810	2,690	58,500	45,474	13,026	78,000	32,526
PWWWW - Chlorine/Feeders, Chlorine	500	0	500	4,500	0	4,500	6,000	6,000
PWWWW - Chlorine/Feeders, City Equip	1,250	0	1,250	11,250	4,192	7,058	15,000	10,808
PWWWW - Chlorine/Feeders, Maint supplies	2,667	239	2,428	24,003	18,354	5,649	32,000	13,646
PWWWW - Chlorine/Feeders, Inventory	0	113	-113	0	278	-278	0	-278
PWWWW - Chlorine/Feeders, Hired equipment	0	0	0	0	1,028	-1,028	0	-1,028
PWWWW - Chlorine/Feeders, Electrical	1,750	499	1,251	15,750	14,324	1,426	21,000	6,676
Total Purification Treatment	12,667	4,661	8,006	114,003	83,650	30,353	152,000	68,350
PWWWW - Maint Hydrants/valves	12,083	20,618	-8,535	108,750	104,790	3,960	145,000	40,210
PWWWW - Main Line Repairs	23,000	37,467	-14,467	207,000	230,842	-23,842	276,000	45,158
PWWWW - Maint Feeder	10,417	1,731	8,686	93,750	50,482	43,268	125,000	74,518
PWWWW - Water Lateral Repairs	41,000	34,616	6,384	369,000	377,605	-8,605	492,000	114,395

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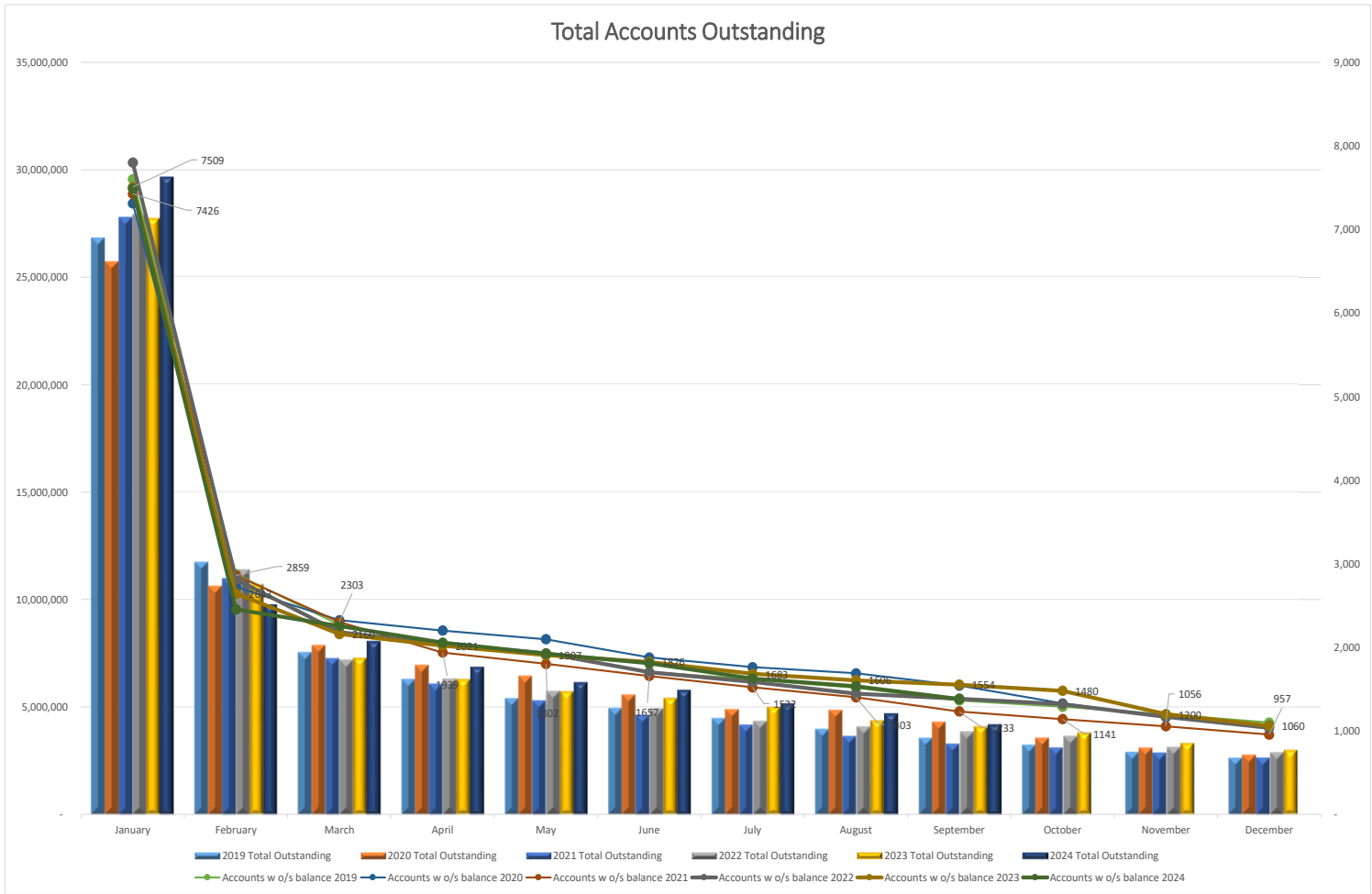
Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
PWWWW - Hydrant Snowclearing	6,250	0	6,250	56,250	45,810	10,440	75,000	29,190
PWWWW - Thaw Water Lines	1,250	0	1,250	11,250	0	11,250	15,000	15,000
PWWWW - Clean Water Lines	7,667	10,083	-2,417	69,000	89,210	-20,210	92,000	2,790
PWWWW - Flow Testing Program	3,708	2,698	1,010	33,375	27,315	6,060	44,500	17,185
PWWWW - Traffic Flaggers	7,917	10,762	-2,845	71,250	86,029	-14,779	95,000	8,971
Total Water Mains & Hydrants	113,292	117,975	-4,685	1,019,625	1,012,083	7,540	1,359,500	347,416
PWWWW - Maint Sewer Mains	13,500	12,826	674	121,500	106,339	15,161	162,000	55,661
PWWWW - Maint Sewer Laterals	7,583	1,368	6,216	68,250	48,007	20,243	91,000	42,993
PWWWW - Sewer Treatment Plants	5,250	3,597	1,653	47,250	50,306	-3,056	63,000	12,694
PWWWW - Sewer Pump Stat	12,833	9,331	3,503	115,500	94,436	21,064	154,000	59,564
PWWWW - Flow Tester	4,750	4,347	403	42,750	40,536	2,214	57,000	16,464
Total Sanitary Systems	43,916	31,469	12,449	395,250	339,624	55,626	527,000	187,376
PWWWW - Maint of Regulators,	10,500	3,262	7,238	94,500	74,979	19,521	126,000	51,021
PWWWW - Maint of water meters	4,167	0	4,167	37,500	15,385	22,115	50,000	34,615
PWWWW - Massey Drive	292	50	241	2,625	1,939	686	3,500	1,561
Total Regulations & Meters	14,959	3,312	11,646	134,625	92,303	42,322	179,500	87,197
PWWWW - Maint of Reservoirs, Payroll	5,333	3,657	1,676	48,000	37,756	10,244	64,000	26,244
PWWWW - Maint of Reservoirs, City Equip	1,000	0	1,000	3,000	4,345	-1,345	4,000	-345
PWWWW - Maint of Reservoirs, Maint supplies	3,750	0	3,750	11,250	8,623	2,627	15,000	6,377
PWWWW - Maint of Reservoirs, Telephone	83	0	83	750	0	750	1,000	1,000
PWWWW - Maint of Reservoirs, Electrical	542	136	405	4,875	4,364	511	6,500	2,136
PWWWW - Maint of Intakes, Hired equipment	833	0	833	7,500	7,451	49	10,000	2,549
Total Reservoirs & Intakes	11,541	3,793	7,748	75,375	62,539	12,837	100,500	37,962
PWWWW - Pumphouse, Payroll	3,333	2,466	867	30,000	22,613	7,387	40,000	17,387
PWWWW - Pumphouse, City Equip	417	0	417	3,750	1,825	1,925	5,000	3,175
PWWWW - Pumphouse, Maint supplies	2,500	0	2,500	22,500	4,337	18,163	30,000	25,663
PWWWW - Pumphouse, Inventory	0	0	0	0	196	-196	0	-196
PWWWW - Pumphouse, Hired equipment	0	0	0	0	6,367	-6,367	0	-6,367
PWWWW - Pumphouse, Electrical	2,500	1,946	554	22,500	18,906	3,594	30,000	11,094
Total Pumphouse	8,750	4,412	4,339	78,750	54,244	24,507	105,000	50,757
Total W&S	395,426	349,663	45,763	3,530,328	3,273,785	256,543	4,707,100	1,433,315
Transit, Hired contractor	42,967	41,805	1,161	386,700	344,122	42,578	515,600	171,478
Transit, Electrical	125	65	60	1,125	806	319	1,500	694

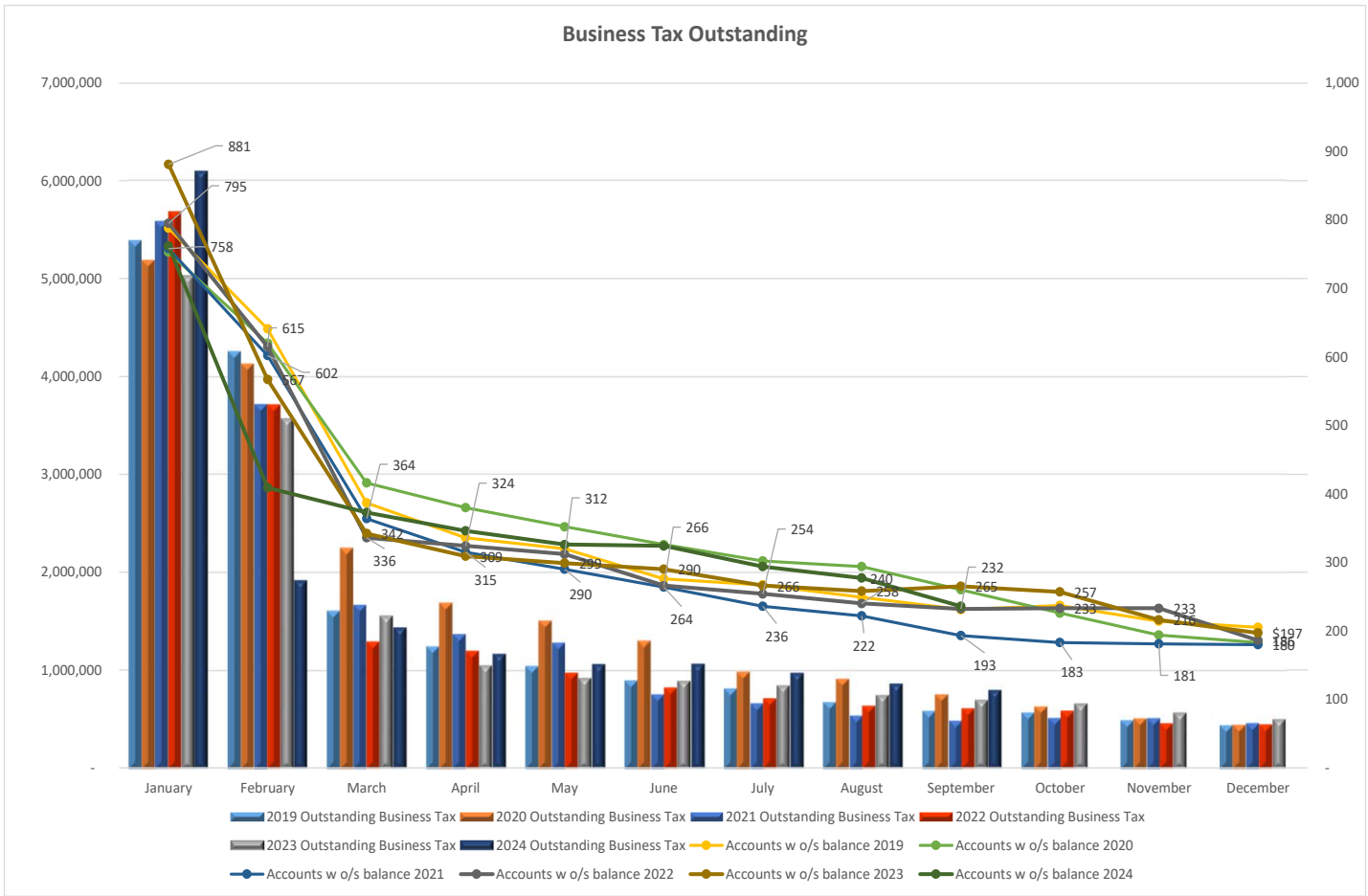
Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Total Corner Brook Transit	43,092	41,870	1,222	387,825	344,928	42,896	517,100	172,171
PWWW - Jubilee Field,	9,700	5,501	4,199	48,500	45,425	3,075	48,500	3,075
PWWW - MBP,	3,550	1,722	1,828	17,750	9,851	7,899	17,750	7,899
PWWW - War Memorials,	160	21	139	800	1,018	-218	800	-218
PWWW - Skateboard Park	100	0	100	500	18	482	500	482
PWWW - Majestic Lawn	200	28	172	1,000	1,172	-172	1,000	-172
PWWW - Athletic field maint,	16,020	21,837	-5,817	80,100	91,117	-11,017	80,100	-11,017
PWWW - Bash A&B, Electrical	200	502	-302	1,000	1,349	-349	1,000	-349
PWWW - Ambrose O'Rielly, Electrical	400	80	320	2,000	1,246	754	2,000	754
PWWW - Playground maint,	4,000	3,003	997	20,000	23,429	-3,429	20,000	-3,429
PWWW - Wellington,	4,800	4,858	-58	24,000	41,114	-17,114	24,000	-17,114
PWWW - Tennis courts,	150	0	150	750	3,930	-3,180	750	-3,180
PWWW - Beautification,	17,400	10,485	6,915	87,000	62,374	24,626	87,000	24,626
PWWW -Dog Park,	1,100	0	1,100	5,500	5,475	25	5,500	25
PWWW - Mowing,	8,400	7,503	897	42,000	59,941	-17,941	42,000	-17,941
PWWW - Tree Maintenance,	4,000	0	4,000	20,000	8,532	11,468	20,000	11,468
PWWW - Turf Maintenance,	2,300	0	2,300	11,500	0	11,500	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	4,554	-1,637	26,250	27,506	-1,256	35,000	7,494
PWWW - Parades and Special Events, Salary and	2,875	1,570	1,305	25,875	43,874	-17,999	34,500	-9,374
PWWW - Garbage collect - Public Space,	5,208	5,732	-524	46,875	59,578	-12,703	62,500	2,922
Splashpad,	1,667	528	1,139	15,003	5,373	9,630	20,000	14,627
Total Parks & Recreation	85,147	67,924	17,224	488,903	505,931	-17,027	526,900	20,970
Recover - Garage exp, Salary and related costs	0	39,065	-39,065	0	445,217	-445,217	0	-445,217
Recover - Garage exp, Gas/Oil	0	25,608	-25,608	0	384,201	-384,201	0	-384,201
Recover - Garage exp, Maint supplies	0	29,672	-29,672	0	355,038	-355,038	0	-355,038
Recover - Garage exp, Other supplies	0	2,849	-2,849	0	26,342	-26,342	0	-26,342
Recover - Garage exp, Inventory	0	1,800	-1,800	0	31,320	-31,320	0	-31,320
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	98,994	-98,994	0	563,159	-563,158	0	-563,158
Total Public Works, Water & Waste Water	917,422	844,527	72,895	10,048,097	9,374,493	673,604	13,095,850	3,721,357
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	3,500	375	34,875	13,800	21,075	46,500	32,700
Grants, Winter Carnival	0	0	0	10,000	9,913	87	10,000	87
Grants, Tourism Bureau	5,500	0	5,500	22,000	9,395	12,605	22,000	12,605
Grants, CNA Scholarship	0	0	0	1,000	1,000	0	1,000	0
Grants, Hospital Foundation	0	1,000	-1,000	1,000	1,000	0	1,000	0
Grants, MUN Scholarship	0	0	0	1,000	0	1,000	1,000	1,000

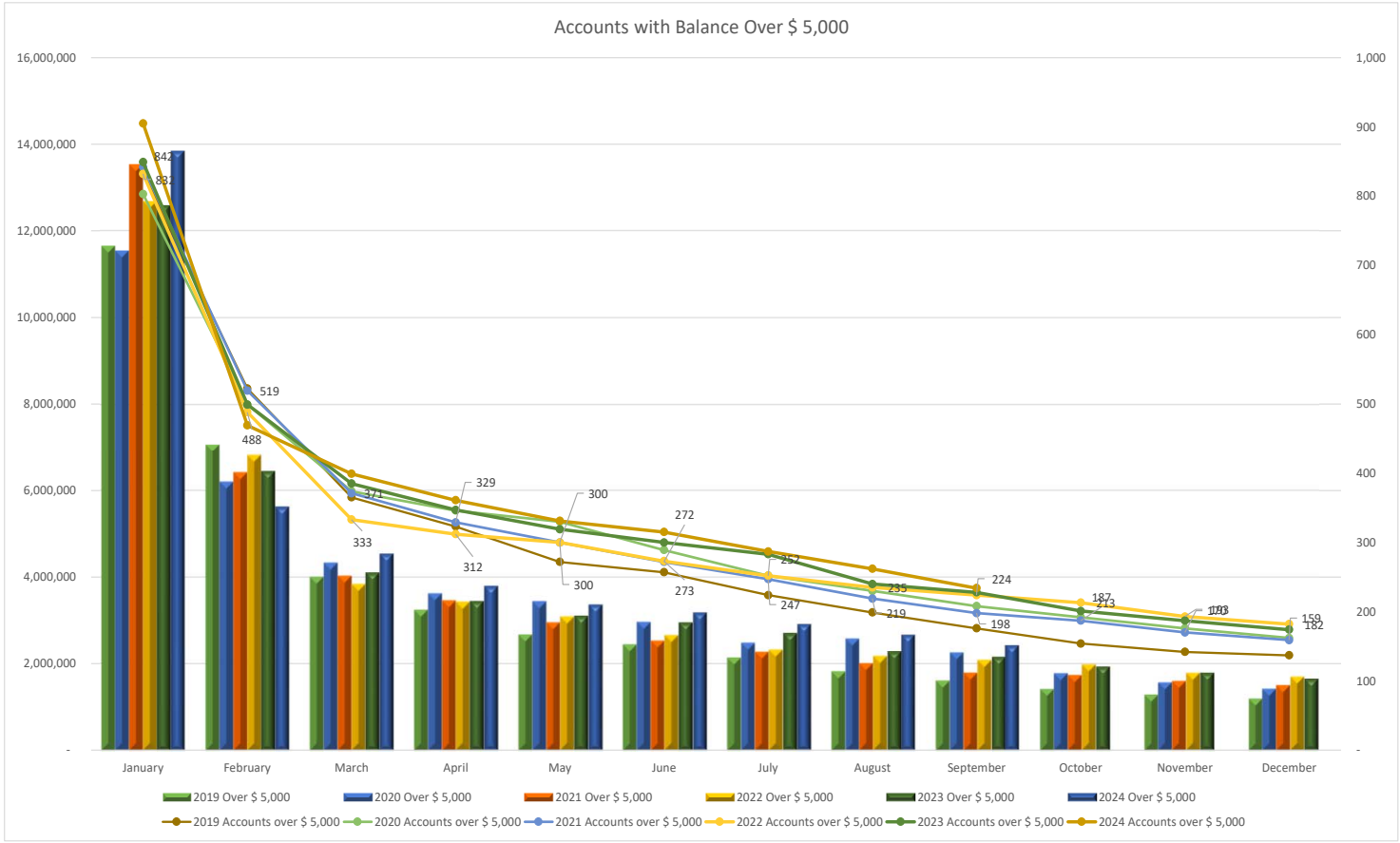
City of Corner Brook
For the Nine Months Ending September 30, 2024

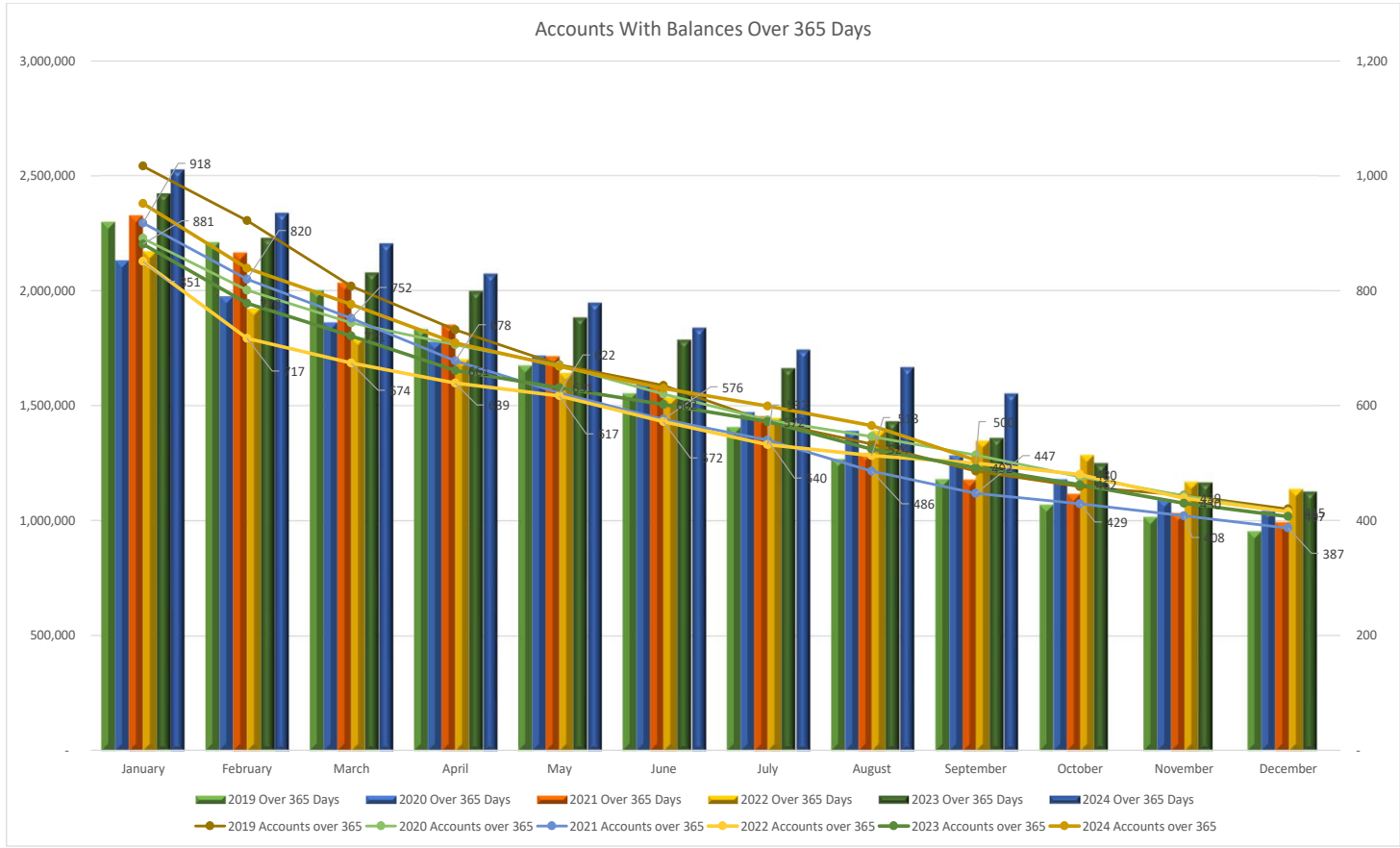
13 of 13
2024-10-15
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Account	MTD Budget September2024	MTD Actual September2024	MTD Variance	YTD Budget September2024	YTD Actual September2024	YTD Variance	Annual Budget	Remaining Budget
Grants, CBRH Scholarship	0	0	0	1,000	2,000	-1,000	1,000	-1,000
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
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	4,500	4,875	201,375	170,608	30,767	255,000	84,392
COOR, Capital out of revenue	127,117	107,109	20,008	1,144,050	684,214	459,836	1,525,400	841,186
COOR, Gas Tax	74,717	0	74,717	672,450	0	672,450	896,600	896,600
Total COOR	201,834	107,109	94,725	1,816,500	684,214	1,132,286	2,422,000	1,737,786
Debt charges,	297,567	10,000	287,567	2,678,103	688,564	1,989,539	3,570,800	2,882,236
Total Debt Charges	297,567	10,000	287,567	2,678,103	688,564	1,989,539	3,570,800	2,882,236
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	2,843,210	2,249,371	593,831	28,284,100	23,886,579	4,397,521	39,197,390	15,310,811
Recover - Garage exp, Other supplies	0	98,994	-98,994	0	1,242,128	-1,242,128	0	-1,242,128
Recover - Garage revenues	0	0	0	0	-678,970	678,970	0	678,970











Information Report (IR)

Subject: Recreation Update

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

As the summer recreation season is drawing to a close a number of recreation projects are occurring in anticipation of summer 2025. These projects include:

- **Margaret Bowater Park:** The swimming pool deck at Margaret Bowater Park is being upgraded in the coming weeks.
- **Windsor Street Basketball Court:** The Windsor Street Basketball Court has been cleaned up and new basketball nets are being installed.
- **Softball/Baseball Netting:** A number of the protective nets surrounding the softball and baseball diamonds are being replaced and upgraded.
- **Carberry's Playground:** Carberry's playground will be updated and upgraded in the coming weeks.

Additionally, a significant number of fall and winter programs have begun at the Civic Center and the Studio including:

- Minor Hockey
- Silver Blades Skating Club
- Pickleball
- Nora's Fitness
- Corner Brook Curling Association

Events

This past weekend Corner Brook played host to the annual VolleyWest volleyball tournament where our city welcomed more than 50 volleyball teams to our city.

Coming up on December 3, 2024 the Civic Centre will be hosting the 2024 Stars on Ice Holiday Tour featuring headline skaters Elvis Stojko and Kaetlyn Osmond. Tickets are available through the Civic Centre.

Director of Recreation Services	Approved - 18 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 18 Oct 2024
Administrative Assistant	Approved - 18 Oct 2024

City Manager



Information Report (IR)

Subject: Regional Service Board Representation

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: City Manager

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

Topic Overview: This report is intended to provide Council with information regarding representation on the Western Regional Service Board (WRSB)

Attachments: [WRSB Governance Model Rationale](#)

BACKGROUND INFORMATION:

In July of 2012, the recommended Governance Structure for the Western Regional Service Board was approved by the Minister of Municipal Affairs. This structure included 11 regular members and a chair which represents nine (9) sub regions that are based on population, geography, and operation (see attached documents). As such, the City of Corner Brook has two (2) representatives on the WRSB as it is the largest sub region with the highest population.

In more recent years, the Provincial Government has indicated that regional service boards across the Province should take a broader role in coordinating and providing other services.

At the Regular Council meeting held on October 7th, a motion was put forward to appoint Mayor Parsons to the WRSB. The vote on the motion was tied and is required to be voted upon again at the next Council meeting. During the discussion on the matter, the question was raised whether the City requires two (2) members on the Board, so I felt it was appropriate to address the issue in this report.

As noted above, the Governance structure of the WRSB allows for two (2) municipal representatives that must be members of Council, as dictated by the Regional Service Board Act. The role of the board members is to represent the interests of the City with respect to decisions concerning the services the board provides or could provide in the future. Although the representatives are expected to promote the City's interests, the members cannot commit the City of Corner Brook to any obligation such as an agreement to provide

services to other member communities. Any such agreements or obligations must be approved by the Council of the City of Corner Brook.

It is very important to have the 2 members on the board as the City of Corner Brook should have the strongest voice at the table as any decisions made by the board have a significant impact on the City both financially and operationally. Having any less than two (2) representatives on the board would not be in the best interests of the City and would not effectively represent the residents of the City.

The Regional Service Board Act also outlines rules determining conflict of interest for the members of the board. It specifically states that conflicts arise when the member has a monetary interest, but the interest must be "*distinct from an interest arising from his or her function as a member*" (s10.1(a)). In other words, a monetary interest you may have because you are related to someone who owns a waste collection company **would** put you in a conflict, however, voting on an issue that has monetary impacts on the City of Corner Brook most certainly **does not** put you in a conflict. You are a member of that board because you are an elected member of Council and you are on the board precisely to represent the interests of the City.

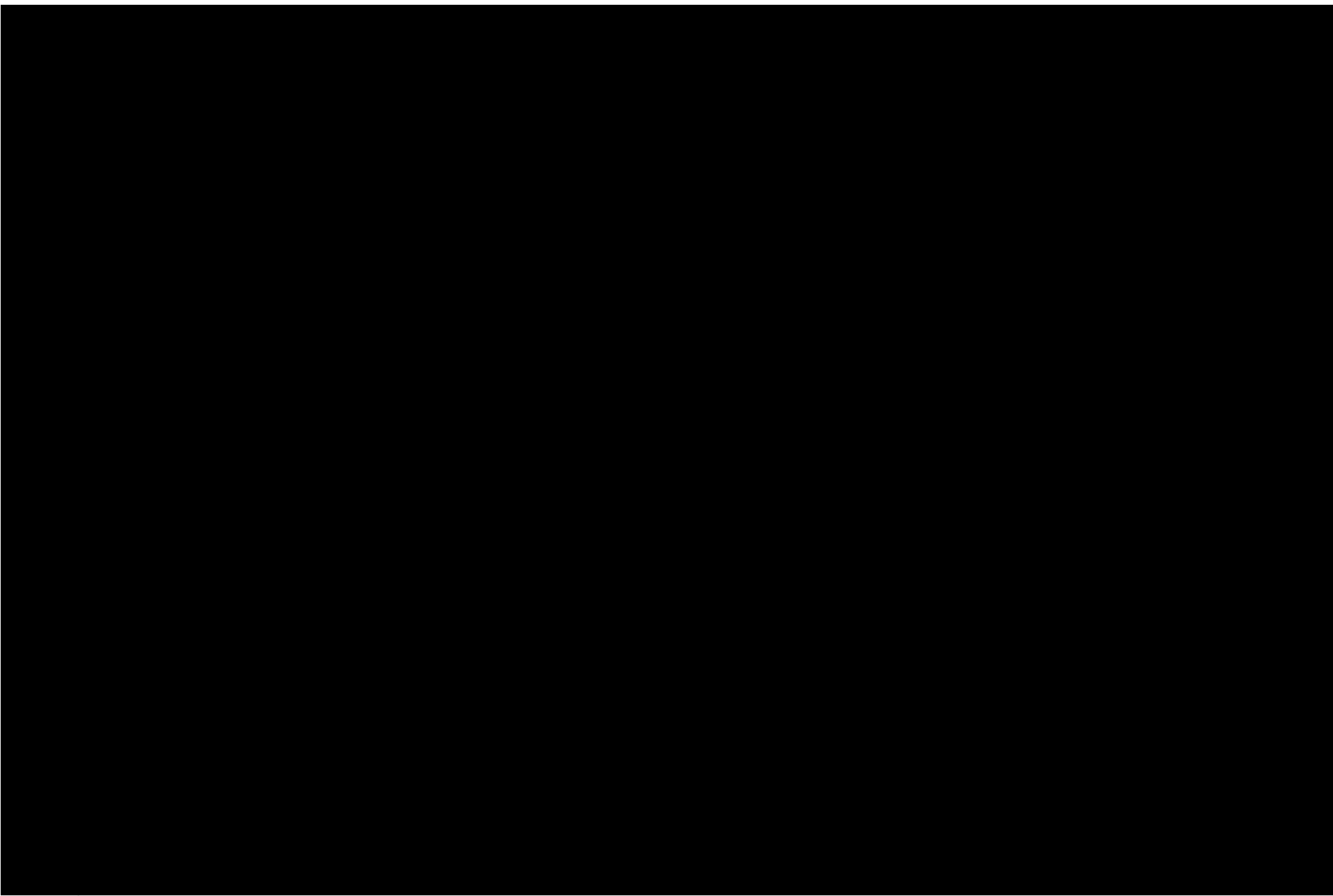
Director of Community, Engineering,
Development & Planning

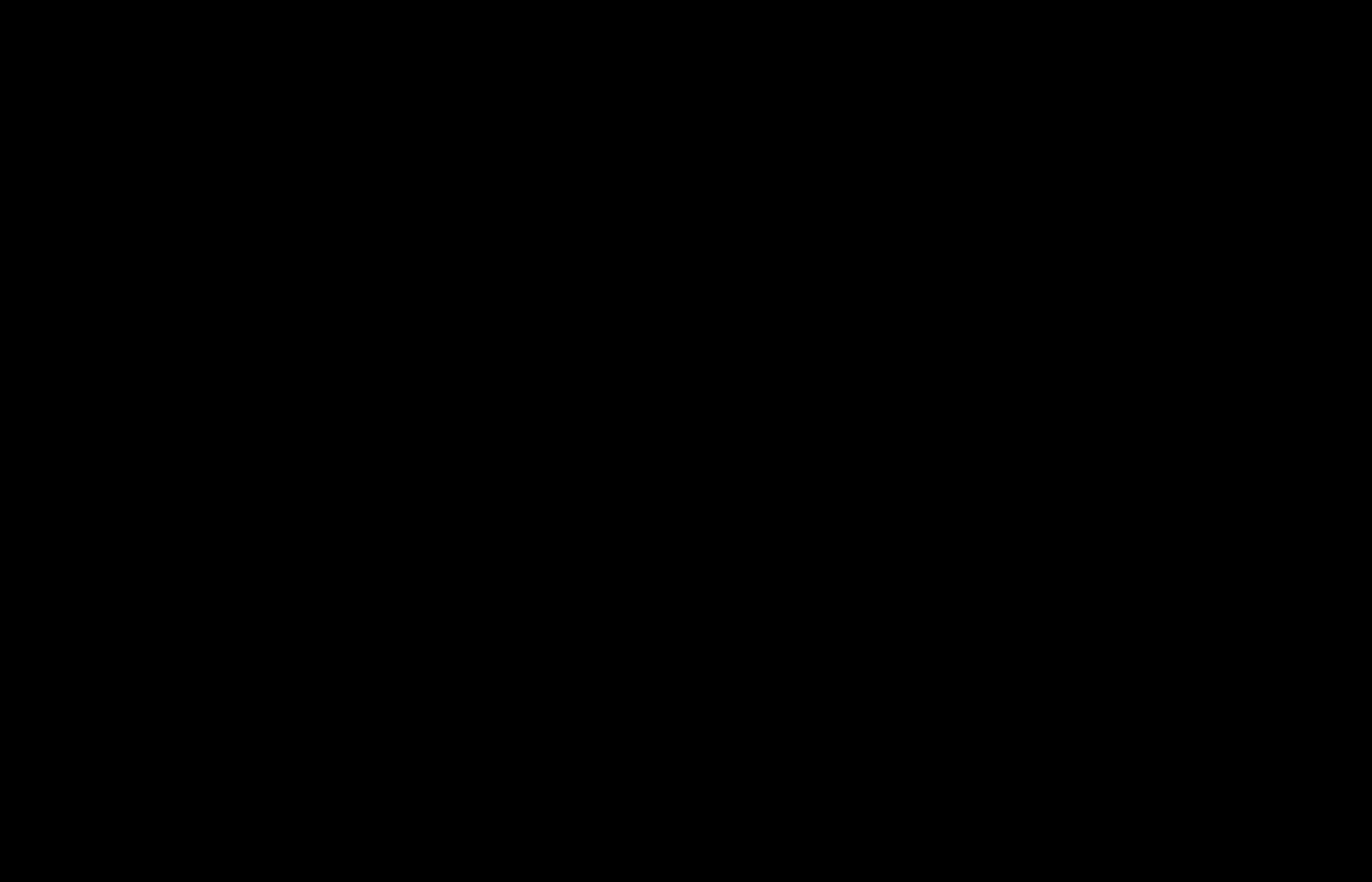
Approved - 18 Oct 2024

Legislative Assistant

Approved - 18 Oct 2024

City Manager







Request for Decision (RFD)

Subject: Western Regional Service Board Appointment

To: Darren Charters

Meeting: Committee of the Whole - 21 Oct 2024

Department: City Manager

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The following item addresses appointment of a Council representative to the Western Regional Service Board

BACKGROUND INFORMATION:

At the last Regular Meeting of October 7, 2024 the motion below was made and resulted in a tie vote. In accordance with section 36(3), of the City of Corner Brook, "where there is a tie vote on a question, the question shall be raised at the next meeting of the councillors and if the vote on the question at that meeting is a tie vote, the motion shall be considered to be lost.

On motion by Councillor B. Griffin, seconded by Councillor P. Keeping, it is RESOLVED to appoint Mayor Jim Parsons as a City of Corner Brook Council representative on the Western Regional Service Board.

GOVERNANCE IMPLICATIONS:

Legislation

City of Corner Brook Act

36(3)

Director of Community, Engineering,
Development & Planning

Approved - 17 Oct 2024

Administrative Assistant

Approved - 18 Oct 2024

City Manager



Request for Decision (RFD)

Subject: Crown Land Application - Near Massey Drive

To: Deon Rumbolt
Meeting: Committee of the Whole - 21 Oct 2024
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Crown Land Application
Attachments: [Figure 1 - Map - Near Tipping's Pond](#)
[Application - Crown Land - Near Tipping's Pond](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received a Crown Land application pertaining to a portion of land adjacent to Tipping's Pond in Massey Drive, NL that is located within the planning boundaries of the City of Corner Brook.. An existing 2 km walking/hiking trail along with a parking area was constructed by the Town of Massey Drive during the period of 1998 - 2000 around Tipping's Pond. At that time no license to occupy was applied for or issued. The town is now seeking a license to occupy for the existing trail. A portion of the trail system is located within the City of Corner Brook planning area and as a result an application was made to the City. In an effort to resolve the issue, the applicant has applied to the Crown to acquire a license to occupy the land in question. The land is located in a Rural Zone where a trail, as a recreational open space classification of use, is a "Permitted Use" of the City of Corner Brook Development Regulations. This application was considered by internal staff and there are no concerns.

PROPOSED RESOLUTION:

It is RESOLVED to approve the crown land application for the existing walking/hiking trail for a portion of land in the vicinity of Tipping's Pond, Massey Drive, NL which falls within the City of Corner Brook planning boundaries.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the crown land application for the existing walking/hiking trail for a portion of land in the vicinity of Tipping's Pond, Massey Drive, NL which falls within the City of Corner Brook planning boundaries.
2. That Council not approve the crown land application for the existing walking/hiking trail for a portion of land in the vicinity of Tipping's Pond, Massey Drive, NL which falls within the City of Corner Brook planning boundaries.
3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 16 Oct 2024
Director of Public Works, Water and Wastewater	Approved - 16 Oct 2024
Administrative Assistant	Approved - 17 Oct 2024

City Manager



City of Corner Brook
Community Services Department
Planning Division

5 Park St, Corner Brook, NL (PO Box 1080)
Corner Brook, NL, Canada, A2H 6E1
709-637-1666 city.hall@cornerbrook.com

PROJECT: Crown Land Application

TITLE: License to Occupy

THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

NOTES:

LOCATION: Near Tipping's Pond, Massey Drive, NL

PREPARED BY: J. King

DEPARTMENT: Development & Planning

DATE: 2024-10-16

PAGE: 1 OF 1

VERSION: 1



 <p>City of Corner Brook Community Services Department Planning Division</p> <p>5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com</p>	<p>PROJECT: Crown Land Application</p>	<p>NOTES:</p>	<p>LOCATION: Near Tipping's Pond, Massey Drive, NL</p>	
	<p>TITLE: License to Occupy</p>		<p>PREPARED BY: J. King</p>	
	<p>THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.</p>		<p>DEPARTMENT: Development & Planning</p>	
			<p>DATE: 2024-10-16</p>	
			<p>PAGE: 2 OF 2</p>	<p>VERSION: 1</p>

From: ONLINE PERMIT SUBMISSION <website@cornerbrook.com>
Sent: September 16, 2024 3:45 PM
To: Barker, Shelley
Subject: Online Permit Submission

Follow Up Flag: Follow up
Flag Status: Flagged

Date

09/16/2024

Owner Name

Town of Massey Drive c/o Rodger Hunt

Phone Number

(709) 634-2742

Emailtownmanager@masseydrive.com**Owner / Applicant Address**

85 Massey Drive
 Massey Drive, Newfoundland and Labrador A2H 7A2
 Canada
[Map It](#)

Property Address

85 Massey Drive
 Massey Drive, Newfoundland and Labrador A2H 7A2
 Canada
[Map It](#)

Builder Name

Rodger Hunt

Builder Address

Newfoundland and Labrador
 Canada
[Map It](#)

Description of Work

Crown Lands Application for License to Occupy existing trail around Tippings Pond.

Estimated Construction Value (MATERIALS & LABOUR)

\$ 1.00 CAD

DECLARATION I agree to terms in the declaration**Upload an attachment**

- [Tippings-Pond-Trail-map.png](#)

Consent

I agree to the privacy policy stated below.



Request for Decision (RFD)

Subject: Mount Bernard Avenue Reconstruction - Amendment No. 1

To: Donny Burden
Meeting: Committee of the Whole - 21 Oct 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [PCA-Amendment-Change-Order-Notice No. 1 - Dillon Consulting 16Oct2024 Redacted](#)
[Dillon Consulting PCA CO No.1 Justification](#)

BACKGROUND INFORMATION:

Due to unforeseen site conditions and difficulties during construction, considerable re-design and construction administration was required as construction progressed in the 2023 season. Throughout the project issues regarding Bell Aliant Infrastructure and the condition of existing storm sewer required Dillon Consulting to perform additional design work. This was required for work to progress. Work included the full redesign of the roadway and storm infrastructure in some areas on Mount Bernard. As such, this change order is to reimburse Dillon Consulting for this work. Detailed descriptions can be found in the attached supporting documentation.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Amendment No. 1 for the Mount Bernard Avenue Reconstruction for Dillon Consulting Limited in the amount of \$134,080.41 HST Included.

FINANCIAL IMPACT:

Original Agreement amount \$451,852.25 (HST Included)
 A total of \$1,215,219.98 in extra funding was approved by Transportation and Infrastructure in July 2024 for this project. The Engineering amendment was accounted for in extra funding granted

Budget Code: 17-GI-23-00001

Finance Type: Funding

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

Director of Community, Engineering, Development & Planning Approved - 18 Oct 2024

Administrative Assistant Approved - 18 Oct 2024

City Manager

**Division of Municipal Infrastructure
Form 5A - PCA Amendment – Change Order Notice**

Page 1 of 3

September 2023

OWNER: _____ **DATE:** _____

PROJECT NAME: _____

PROJECT #: _____ **CONSULTANT:** _____

CHANGE ORDER NUMBER: _____

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Consultant 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 Consultant shall return a signed copies of this document along with a revised Schedule II and III as per Item 7 below to the Regional Engineer for review and approval. Should it be decided to proceed with the work, an approved copy will be returned to the Consultant with Regional Engineer’s Signature. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

.4 EFFECT OF CHANGE ON CONTRACT

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

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

WORKING DAYS: _____ **REVISED COMPLETION DATE:** _____

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

No Change

Addition to Contract including HST payable by the Owner \$ _____

**Division of Municipal Infrastructure
Form 5A - PCA Amendment – Change Order Notice**

Page 2 of 3

September 2023

Deduct _____ including HST payable by the Owner \$ _____

Consultant: _____ (Signature)

Authorized Contract Amount (A) \$ _____

Change Order Limit (greater of 10% of A or \$15,000) \$ _____

Previous Change Orders (B) \$ _____

This Change Order (C) \$ _____

New Approved Contract Amount (A+B+C) \$ _____

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

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

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: _____ Municipality/Owner: _____

.7 ENCLOSED DOCUMENTS

To expedite the process please submit the following documents to the Regional Engineer for review and approval:

- A copy of this document signed by the Owner and Consultant.
- An up to date Schedule II and III of current approved Prime Consultant Agreement (PCA) including all previous approved change orders.

Transportation and Infrastructure

Include Appendix "A" and "B" Below

**Division of Municipal Infrastructure
Form 5A - PCA Amendment – Change Order Notice**

Page 3 of 3

September 2023

Either:

- “Appendix A” – Water, Sewer, and Municipal Roads, or
- “Appendix B” – Building & Treatment Facilities

Outlining requested changes to specific line items identified in Schedule II and III, and a revised PCA Schedule II and III based on requested changes. (This information is necessary for Project Representatives to update MSIS.)

- Any additional supporting documentation as necessary.

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

Include Appendix “A” and “B” Below

Appendix A
 SCHEDULE II – Municipal Water, Sewer, & Roads
 Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Basic Service			
- Preliminary Engineering			
- Design Development			
- Contract Documents			
- Tendering and Contracts Award			
- Contract Administration			
- Project Completion Phase and Project Record Drawings			
• Other Additional Services:			
- Resident Services during construction			
- Commissioning			
-			
-			
- Prime Consultant Project Expenses for Above Services			
Sub-Total Services Fees			
• Reimbursable Expenses			
- Meals*			
- Travel*			
- Accommodation*			
- Permits			
Sub-Total Reimbursable Expenses			
Total Additional Reimbursable Allowances (From Schedule III)			
Total Service Fee (Less HST) (Total Schedules II + III)			
HST			
Total Service Fee (Including HST)			

* per Treasury Board Rates at time of signing contract

Appendix A
 SCHEDULE III – Municipal Water, Sewer, & Roads
 Additional Reimbursable Allowances

List below allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Site Surveys			
• Geotechnical Investigations			
• Materials Testing			
- Asphalt Extractions			
- Concrete Testing			
- Compaction Testing			
-			
-			
• Water Main Leakage Detection			
• Sewer Main Infiltration Detection			
•			
•			
Total Additional Reimbursable Allowances			

CHANGE IN SCOPE – CLIENT APPROVAL



Client: City of Corner Brook

Project Name: Mount Bernard Avenue Reconstruction

Project number: 21-3090

Date: October 7, 2024

Change in Scope No.: 1

Dillon Consulting Limited (“Dillon”) requests authorization to proceed with the work outlined below (the “Additional Services”) for the above-mentioned project. The Additional Services shall be governed by the agreement entered into between Dillon and the Client on January 26th, 2022 for the project and any amendments thereto expressly agreed to in writing by Dillon and the Client.

The Additional Services:

Contract Documents (Phase 3000) & Contract Administration (Phase 5000)

Due to unforeseen site conditions and difficulties during construction, considerable re-design and construction administration was required as construction progressed in the 2023 season. Justification includes the following:

- 1) Near Station 0+230 an existing 700mm Concrete Storm sewer crossed Mount Bernard. This structure was scheduled to remain. Upon inspection in the field, it was determined that leaving this structure in the ground would be a future risk to the new infrastructure above it. Considerable Storm Sewer revisions were required.
- 2) Throughout Mount Bernard Ave, there is a Bell Aliant concrete duct bank that had to remain. At Construction, this duct bank was found to be extremely shallow. This necessitated the re-grading of the Design CL grades for Mount Bernard. All structures required revisions. Due to the CL grade raise, more work was required at all intersections, as tie in points were forced further back into the roads.
- 3) Similar to #2 above, a number of Bell Aliant Chambers were found to be larger than anticipated with considerably more buried linear infrastructure coming in and leaving each chamber. The available space in the road ROW for new linear infrastructure was reduced dramatically. Routing for new watermains, storm and sanitary had to be re designed, both in the vertical and the horizontal.
- 4) Approximately Station 0+840. Large Structural Plate Storm sewer was originally scheduled to remain. It was determined that this structure needed to be removed and replaced. Twin 1400 HDPE pipes were designed and installed along with a custom concrete chamber at the inlet and large headwall at the outlet. Depths of watermains, Storm sewers and Sanitary Sewers re-designed to suit. All Plans and Profile drawings re-designed in the immediate area, upstream and downstream.

- 5) Throughout the project, unknown, undocumented underground linear infrastructure was found. Design changes were required as construction proceeded. The horizontal and vertical alignment of nearly all infrastructure was re-designed multiple times.
- 6) PCA was signed on the understanding that all work would be completed in the 2023 Construction Season. Work will now continue into 2024 and even 2025. Hours in 2024 & 2025 will be subject to 2% inflation. Inflation is considered in the cost below.

Resident Services During Construction (Phase 7000)

The total number of hours approved in the contract is 2800 hrs. The total number of hours incurred is 2981.25. We are over the allotted amount by 181.25hrs. Additionally, it is anticipated that there will be 5 days of construction remaining in 2025. 50hrs have been assumed for 2025. Total number of hours requested is 181.25+50=231.25 hrs. Rate maintained at \$60/hr. Backup Included below.

Prime Consultant Project Expenses (Phase 9001)

1) Resident Inspector, [REDACTED] on site for 22 days more than current approved amount. Expenses are required for Vehicle Allowance (\$20/day) and Phone Allowance (\$5/day).

2) A trip to site was required by [REDACTED] This trip was approved by the City of Corner Brook. Breakdown and Back up below.

The compensation for the Additional Services shall be:

Change Requested		
Phase 3000	Contract Documents	\$ 71,604.00
Phase 5000	Contract Administration	\$ 28,560.00
Phase 7000	Resident Services During Construction	\$ 13,875.00
Phase 9001	Prime Consultant Project Expenses	\$ 2,552.66
Subtotal		\$116,591.66
HST		\$ 17,488.75
Total		\$134,080.41

See attached Backup Calculations.

The Client hereby agrees to and authorizes Dillon to proceed with the Additional Services in accordance with the terms of this agreement.

City of Corner Brook

DILLON CONSULTING LIMITED

Signature: _____ <i>/We have authority to bind the Client.</i> Name (print): _____ Title: _____ Date: _____ Signature: _____ <i>/We have authority to bind the Client.</i> Name (print): _____ Title: _____ Date: _____	Signature: _____ <i>/We have authority to bind Dillon Consulting Limited.</i> Name (print): _____ Title: Steven Greeley, P.Eng. Date: February 26, 2024 Signature: _____ <i>/We have authority to bind Dillon Consulting Limited.</i> Name (print): _____ Title: _____ Date: _____
--	---

Back Up Calculations:

Contract Documents (Phase 3000)				
	Contract Rate	Rate Considering Inflation (2%)	Hrs	Total
	\$ 160.00	\$ 163.20	120	\$ 19,584.00
	\$ 120.00	\$ 122.40	425	\$ 52,020.00
	\$ 120.00	\$ 122.40	0	\$ -
Total				\$ 71,604.00

Contract Administration (Phase 5000)				
	Contract Rate	Rate Considering Inflation (2%)	Hrs	Total
	\$ 160.00	\$ 163.20	40	\$ 6,528.00
	\$ 120.00	\$ 122.40	0	\$ -
	\$ 120.00	\$ 122.40	180	\$ 22,032.00
Total				\$ 28,560.00

Resident Inspection Services During Construction (Phase 7000)		
Total # hrs incurred	2981.25	
Hrs Approved in Contract	2800	
Additional Hrs Incurred (A)	181.25	
Estimated Hrs Required next year (B)	50	5 days x 10hrs/day
Total Change Required (A+B)	231.25	
Approved Contract Rate	\$ 60.00	
Cost At \$60/hr	\$13,875.00	C/O Required for Phase 7000

Prime Consultant Project Expenses (Phase 9001)		
Tinotenda Mudunge Trip (A)		
1	Hotel	\$ 370.49
2	Airfare	\$ 1,113.48
3	Car	\$ 404.69
4	Meals	\$ 114.00
Subtotal A		\$ 2,002.66
Mark Connolly Additional Expenses (B)		
1	Vehicle Allowance (\$20/day x 22 days)	\$ 440.00
2	Phone Allowance (\$5/day x 22 days)	\$ 110.00
Subtotal B		\$ 550.00
Total (A+B)		\$ 2,552.66

Detailed justification of redesign work required by Dillon Consulting is as follows:

1) Near Station 0+230 an existing 700mm Concrete Storm sewer crossed Mount Bernard. This structure was scheduled to remain. Upon inspection in the field, it was determined that leaving this structure in the ground would be a future risk to the new infrastructure above it. Considerable Storm Sewer revisions were required.

2) Throughout Mount Bernard Ave, there is a Bell Aliant concrete duct bank that had to remain. At Construction, this duct bank was found to be extremely shallow. This necessitated the re-grading of the road surface on Mount Bernard. All structures in the roadway required revisions. Due to the road redesign, more work was required at all intersections, as tie in points were forced further back into the adjacent roads.

3) Similar to #2 above, a number of Bell Aliant Chambers were found to be larger than anticipated with considerably more buried linear infrastructure coming in and leaving each chamber. The available space in the road ROW for new linear infrastructure was reduced dramatically. Routing for new watermains, storm and sanitary had to be re designed, both in the vertical and the horizontal.

4) Approximately Station 0+840. A Large structural plate storm sewer was originally scheduled to remain. It was determined that this structure needed to be removed and replaced. Twin 1400 HDPE pipes were designed and installed along with a custom concrete chamber at the inlet and large headwall at the outlet. Depths of watermains, Storm sewers and Sanitary Sewers were re-designed as a result of the new infrastructure. All plans and profile drawings were re-designed in the immediate area, upstream and downstream.

5) Throughout the project, unknown, undocumented underground linear infrastructure was found. Design changes were required as construction proceeded. The horizontal and vertical alignment of nearly all infrastructure was re-designed multiple times.

6) PCA was signed on the understanding that all work would be completed in the 2023 Construction Season. Work will now continue into 2024 and even 2025. Hours in 2024 & 2025 will be subject to 2% inflation.

7) Resident Services During Construction - The total number of hours approved in the contract is 2800 hrs. The total number of hours incurred is 2981.25. We are over the allotted amount by 181.25hrs. Additionally, it is anticipated that there will be 5 days of construction remaining in 2025 (Surface asphalt placement). 50hrs have been assumed for 2025. Total number of hours requested is $181.25+50=231.25$ hrs. Rate maintained at \$60/hr.



Request for Decision (RFD)

Subject: Broadway Storm Sewer - Consulting Services

To: Donny Burden

Meeting: Committee of the Whole - 21 Oct 2024

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Consultant Fee Proposal 17-MYCW-24-00008 \(signed\) Redacted](#)

BACKGROUND INFORMATION:

This RFD is intended to address the selection of a Prime Consultant related to the Broadway Storm Sewer. This project is funded under the 2023-2026 Multi-Year Capital Works Program and consists of replacement of approximately 90 meters of CMP storm pipe, curb/gutter, sidewalk, and asphalt patching. The City of Corner Brook requested proposals to select a Prime Consultant for the project.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook accept the proposal submitted by Anderson Engineering Consultants Ltd. for the Broadway Storm Sewer in the amount of \$42,644.30 HST included.

The Corner Brook City Council authorizes the City Manager to sign the PCA agreement with the Consultant, Anderson Engineering Consultants Ltd. on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

Funding estimate for Consulting - \$58,618.09 HST Included

Budget Code: 17-MYCW-24-00008

Finance Type: Funding

Director of Public Works, Water and Wastewater Approved - 18 Oct 2024

Director of Community, Engineering, Development & Planning Approved - 18 Oct 2024

Legislative Assistant Approved - 18 Oct 2024

City Manager

**CONSULTANT FEE PROPOSAL FOR PRIME CONSULTANT SERVICES
BROADWAY STORM SEWER**

**CITY OF CORNER BROOK
17-MYCW-24-00008**

PREPARED FOR: **City of Corner Brook**
P.O. Box 1080
Corner Brook, NL
A2H 6E1

PREPARED BY: **Anderson Engineering Consultants Ltd.**
Suite 103, 3 Union Street
Corner Brook, NL
A2H 5M7

PRIMARY CONTACT: **Walter Anderson, P.Eng.**
Phone: (709) 634-9944, ext. 202

email: andersoneng.wa@nfld.net

DATE: **October 2024**



CONSULTANT FEE PROPOSAL

Project Name	Broadway Storm Sewer - City of Corner Brook – 17-MYCW-24-00008
City Representative	Erik Neilson
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 17, 2024

Consultant Fee Proposal

Schedule II in PCA	Fee
Basic Services	
Preliminary Engineering	\$ 3,400
Design and Contract Documents	\$ 7,790
Tendering and Contracts Award	\$ 835
Contract Administration	\$ 3,104
Project Completion Phase and Record Drawings	\$ 957
Other Additional Services (at cost) - List Additional Required Services as required:	
Resident Services during Construction – 200 hrs as per consultant fee request.	\$ 10,400
Commissioning	\$ 416
Prime Consultant Project Expenses for Above Services	\$ 680
Sub Total Service Fees	\$ 11,496
<p>Reimbursable Expenses: ENSURE YOU CONFORM TO POSTED GOVERNMENT RATES AND HST APPLICABILITY. Please note that meal rates and mileage rates as posted on the government sites INCLUDE HST so exercise caution on how expenses are calculated. Expenses incurred by your own company (included above) such as photocopying, etc. are eligible for adding HST. Please use correct numbers if you will be adding HST to expenses for mileage and meals.</p>	
<p>Meals - Rates - https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/ Breakfast- \$9.60, Lunch - \$16.80, Dinner- \$26.04 (all HST Included) Breakfast- \$8.34, Lunch - \$14.60, Dinner- \$22.64 (all HST excluded)</p>	\$ 0.00
<p>Travel – for the following visits. Preliminary Site Visit – 1 Visit, Substantial and Final Inspection plus Commissioning – 1 Visit, Warranty Inspection – 1 Visit. Total of 3 Visits.</p> <p>Automobile Reimbursement Rates - https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/ October 1 – October 30, 2022- \$0.0000 (HST included) - \$0.0000 (HST excluded)</p>	
Accommodation	
Sub Total Reimbursable Expenses	\$ 0.00

CONSULTANT FEE PROPOSAL

Project Name	Broadway Storm Sewer - City of Corner Brook – 17-MYCW-24-00008
City Representative	Erik Neilson
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 17, 2024

Schedule III in PCA	
Additional Reimbursable Allowances	
Site Survey (Include in Level of Effort unless 3 rd party include here)	\$ 0.00
Materials Testing	\$ 2500
Concrete Testing	\$ 2500
Compaction Testing	\$ 2500
Environmental Permits	\$ 2000
Sub Total Additional Reimbursable Allowances (Transfer to Schedule II of PCA)	\$ 9,500
Sub – Total (excluding HST)	\$37,082.00
HST (on subtotal above)	\$5,562.30
Reimbursable Expenses (Only use this line if your reimbursable expenses were calculated with HST included rates, otherwise use the line item above)	
Total fee – (HST Inclusive)	\$42,644.30

Please note that bidders shall provide level of effort costing on a separate sheet. Bidders will be responsible for itemizing all costs for all work, and to subdivide total fee into the line items identified in the Fee Proposal.

CONSULTANT FEE PROPOSAL

Project Name	Broadway Storm Sewer - City of Corner Brook – 17-MYCW-24-00008
City Representative	Erik Neilson
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 17, 2024

Hourly Rates for this Project		
Additional work or changes in scope may occur. Please provide hourly rates for all discipline staff that will be assigned to this project and the fee for any additional work on an hourly basis. These fees will be in force for the entire duration of the project. Changes to the project team shall not be made without written approval from Transportation and Infrastructure.		
Professional	Rate	Assigned Team member
Senior Engineer	\$170.00	
Intermediate Engineer		
Junior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician	\$85.00	
Intermediate Technician		
Junior Technician		
Administrator	\$48.00	
Other: Inspector	\$52.00	

Schedule
<input checked="" type="checkbox"/> We have resources available to complete the design within the prescribed schedule. <input type="checkbox"/> We propose the following schedule: - Please provide schedule.

CONSULTANT FEE PROPOSAL

Project Name	Broadway Storm Sewer - City of Corner Brook – 17-MYCW-24-00008
City Representative	Erik Neilson
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 17, 2024

Other Comments

Consultant Representative

Walter J. Anderson, P.Eng.
Name

Signature -

President
Title



Request for Decision (RFD)

Subject: Petries Street Bridge Replacement

To: Donny Burden
Meeting: Committee of the Whole - 21 Oct 2024
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [20241018150717929 Redacted](#)

PROPOSED RESOLUTION:

This RFD is intended to address the selection of a Prime Consultant related to the Petries Street Bridge Replacement. This project is funded under the 2023-2026 Multi-Year Capital Works Program and consists of removal and replacement of a 12 meter long concrete bridge. This includes the water and sewer infrastructure, curb/gutter, sidewalk and associated asphalt. Buried infrastructure in the immediate area will need to be removed and replaced to facilitate bridge/culvert installation.

The City of Corner Brook requested proposals to select a Prime Consultant for the project.

FINANCIAL IMPACT:

Be it resolved that the Council of the City of Corner Brook accept the proposal submitted by Englobe Corp. for the Petries Street Bridge Replacement in the amount of \$73,817.59 HST included. The Corner Brook City Council authorizes the City Manager to sign the PCA agreement with the Consultant, Englobe Corp. on behalf of the City of Corner Brook.

Budget Code: 17-MYCW-24-00005

Finance Type: Funding

Director of Public Works, Water and Wastewater	Approved - 18 Oct 2024
Director of Community, Engineering, Development & Planning	Approved - 18 Oct 2024
Legislative Assistant	Approved - 18 Oct 2024

City Manager

CONSULTANT FEE PROPOSAL

Project Name	Petries Street Bridge Replacement - City of Corner Brook – 17-MYCW-24-00005
Town Representative	Erik Neilson
Firm	Englobe Corp
Date Submitted	October 17, 2024

Consultant Fee Proposal

Schedule II in PCA	Fee
Basic Services	
Preliminary Engineering	\$10,050.00
Design and Contract Documents	\$9,595.00
Tendering and Contracts Award	\$1,210.00
Contract Administration	\$4,240.00
Project Completion Phase and Record Drawings	\$2,890.00
Other Additional Services (at cost) - List Additional Required Services as required:	
Resident Services during Construction – 300 hrs as per consultant fee request.	\$18,000.00
Commissioning	\$0.00
Prime Consultant Project Expenses for Above Services	\$1,200.00
Sub Total Service Fees	\$47,158.00
<p>Reimbursable Expenses: ENSURE YOU CONFORM TO POSTED GOVERNMENT RATES AND HST APPLICABILITY. Please note that meal rates and mileage rates as posted on the government sites INCLUDE HST so exercise caution on how expenses are calculated. Expenses incurred by your own company (included above) such as photocopying, etc. are eligible for adding HST. Please use correct numbers if you will be adding HST to expenses for mileage and meals.</p>	
Meals - Rates - https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/ Breakfast - \$9.60, Lunch - \$16.80, Dinner - \$26.04 (all HST Included) Breakfast - \$8.34, Lunch - \$14.60, Dinner - \$22.64 (all HST excluded)	\$105.81
Travel – for the following visits. Preliminary Site Visit – 1 Visit, Substantial and Final Inspection plus Commissioning – 1 Visit, Warranty Inspection – 1 Visit. Total of 3 Visits. Automobile Reimbursement Rates - https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/ October 1 – 30, 2022 - \$0.0000 (HST Included) - \$0.0000 (HST Excluded)	\$598.40
Accommodation	\$300.00
Sub Total Reimbursable Expenses	\$1,004.21

CONSULTANT FEE PROPOSAL

Project Name	Petries Street Bridge Replacement - City of Corner Brook – 17-MYCW-24-00005
MI Representative	Erik Neilson
Firm	Englobe Corp
Date Submitted	October 17, 2024

Schedule III in PCA	
Additional Reimbursable Allowances	
Site Surveys (Include in Level of Effort unless 3 rd party include here)	
Materials Testing	\$2,500
Concrete Testing	\$3,500
Compaction Testing	\$2,500
Geotechnical	\$5,000
Environmental Permits	\$2,500
Sub Total Additional Reimbursable Allowances (Transfer to Schedule II of PCA)	\$16,000.00
Sub – Total (excluding HST)	\$64,189.21
HST (on subtotal above)	\$9,628.38
Reimbursable Expenses (Only use this line if your reimbursable expenses were calculated with HST included rates, otherwise use the line item above)	N/A
Total fee – (HST Inclusive)	\$73,817.59

Please note that bidders shall provide level of effort costing on a separate sheet. Bidders will be responsible for itemizing all costs for all work, and to subdivide total fee into the line items identified in the Fee Proposal.

CONSULTANT FEE PROPOSAL

Project Name	Petries Street Bridge Replacement - City of Corner Brook – 17-MYCW-24-00005
MI Representative	Erik Neilson
Firm	Englobe Corp
Date Submitted	October 17, 2024

Hourly Rates for this Project		
Additional work or changes in scope may occur. Please provide hourly rates for all discipline staff that will be assigned to this project and the fee for any additional work on an hourly basis. These fees will be in force for the entire duration of the project. Changes to the project team shall not be made without written approval from Transportation and Infrastructure.		
Professional	Rate	Assigned Team member
Senior Advisor	\$175.00	
Senior Engineer	\$125.00	
Intermediate Engineer III	\$115.00	
Intermediate Engineer II	\$100.00	
Intermediate Engineer I / PM	\$100.00	
Junior Engineer	\$75.00	
Intermediate Technologist	\$100.00	
Junior Technologist	\$60.00	
Field Technologist II	\$75.00	
Administrator	\$65.00	
Other: Resident Site Inspector	\$60.00	
Other: Project Manager	\$85.00	

Schedule
<input checked="" type="checkbox"/> We have resources available to complete the design within the prescribed schedule. <input type="checkbox"/> We propose the following schedule: - Please provide schedule.
Other Comments

CONSULTANT FEE PROPOSAL

Project Name	Petries Street Bridge Replacement - City of Corner Brook – 17-MYCW-24-00005
MI Representative	Erik Neilson
Firm	Englobe Corp
Date Submitted	October 17, 2024

Consultant Representative

Mark Keel, PMP
Name

Signature

Senior Project Manager / Team Lead
Title