



## 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 **December 16 2024** at **7 PM**. **City Hall Council Chambers**

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CITY CLERK

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**1 CALL MEETING TO ORDER**

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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, 2 DECEMBER 2024 AT 7:00 PM**

**PRESENT:**

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

Absent with regrets: Councillor P. Gill

**24-172 Land Acknowledgement**

Deputy Mayor L. Chaisson read the Land Acknowledgement.

**24-173 Approval of Agenda**

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

**24-174 Approval of Minutes- Regular Meeting November 18, 2024**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of November 18, 2024. **MOTION CARRIED.**

**24-175 Business Arising From Minutes**

No items were brought forward.

**24-176 2025 City of Corner Brook Budget**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** that the City of Corner Brook, in accordance with The City of Corner Brook Act, approve the attached tax rates for the 2025 taxation year.

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **FURTHER RESOLVED** that the City of Corner Brook Act, approve the attached Schedule of Rates & Fees, to take effect January 1, 2025.

On motion by Councillor C. Pender, seconded by Councillor B. Griffin, it is **FURTHER RESOLVED** that the City of Corner Brook, in accordance with The City of Corner Brook Act, approve an annual rate of interest of 10.5% to be levied on all past due taxes and accounts receivable on a monthly basis in 2025.

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **FURTHER RESOLVED** that the City of Corner Brook, in accordance with The City of Corner Brook Act, approve the 2025 Budget with operating Revenues and Expenditures totaling \$41, 910,900.

ADJOURNMENT

The meeting adjourned at 7:21 p.m.

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City Clerk

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Mayor



# Information Report (IR)

**Subject:** Protective Services Statistics for month of November 2024

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** Each month, Protective Services compiles statistics to report to the council and inform the residents of Corner Brook about the work being done by the Protective Services Department

## BACKGROUND INFORMATION:

### 1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 158 calls for services including as follows:

- **By-Law Enforcement:**

- 54 Calls for service were received that included:
  - 2 Abandoned Vehicle
  - 2 Assistance
  - 17 Assistance – Document service
  - 3 Assistance – Document service legal
  - 1 Development without a permit
  - 1 Fire
  - 3 Garbage Issues
  - 2 Illegal dumping
  - 3 Mobile Vending Permit
  - 1 Noise
  - 4 Pest issues (rats)
  - 8 Untidy property
  - 7 Citation - Untidy property - Section 5

- **Taxi Regulation:**

- 13 Taxi Calls for service, which included:
  - 8 Taxi driver permit
  - 3 Taxi Inspection
  - 2 Taxi vehicle permit

- **Animal Control:**
  - 10 Calls for service were received that included:
    - 2 Assistance
    - 1 Cat - Assistance
    - 3 Cat – Roaming
    - 1 Dog – Missing
    - 2 Dog – Roaming
    - 1 Citation - DOG ROAMING 1ST OFFENCE - LICENSED
- **Parking Enforcement:**
  - 81 Parking-related violations where citations were issued that included:
    - 5 Illegal Parking
    - 1 Meter Malfunction
    - 70 Expired Parking Meter
    - 1 Citation - Failure to remove vehicle from highway HTA 149(3)
    - 1 Citation - No parking HTA 106(27)
    - 3 Tickets Voided

## 2. CORNER BROOK FIRE DEPARTMENT

The CBFD received 39 calls for service that included:

| # of Incidents | Type                              |
|----------------|-----------------------------------|
| 1              | Structure Fire Residential        |
| 1              | Structure Fire Commercial         |
| 4              | Residential Alarm                 |
| 2              | Residential Alarm – Smoke Visible |
| 15             | Commercial Alarms                 |
| 1              | Commercial Alarms – Smoke Visible |
| 1              | Emergency Medical Call            |
| 6              | MVC – Injury/Entrapment           |
| 1              | MVC – fuel spill                  |
| 2              | Extra Service                     |
| 1              | Water Rescue                      |
| 1              | Bonfire                           |
| 1              | Brush Fire – Grass Fire           |
| 1              | Odor                              |
| 1              | Chimney Fire                      |
| 39             | Total                             |

- **The fire Prevention and Inspection report is unavailable for September.**

## 3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for November was 7160. The calls are broken out as follows:



| <b>Primary Agency</b> | <b>Number of Transferred Calls</b> |
|-----------------------|------------------------------------|
| Ambulance             | 3421                               |
| Crisis                | 12                                 |
| Fire                  | 233                                |
| Northern911           | 6                                  |
| Poison Control        | 1                                  |
| Police                | 1369                               |
| MRSC                  | 1                                  |
| RoCP                  | 12                                 |
| <b>Total</b>          | <b>5055</b>                        |

Volume of non-transferred 911 Calls: 2105

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City Manager





# Information Report (IR)

**Subject:** Adopt a Hydrant Contest 2023-24

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** In 2023-4, this contest saw participation by 117 representing 15% of hydrants covered which is 10% less than our 25% goal (187 of our 748 hydrants).

## BACKGROUND INFORMATION:

Protective Services is planning to run an “Adopt-a-Hydrant” contest again this winter season. The Adopt-a-Hydrant contest will be run for from December 17th, 2024, through to March 31st, 2025. Residents, businesses, families, community organizations can become involved to ensure a safer neighbourhood by keeping fire hydrants clear of snow and easily accessible to the Fire Dept. in case of emergencies.

Participants must register and be assigned one or more of the City’s 748 fire hydrants. They can do this on the City’s website, by filling out the paper form at the City Hall front desk, or by calling 637-1616. Full instructions on how to participate in the program can be found on the City’s website.

The fire department will be passing out gift certificates to random participants throughout the season, that have cleaned their hydrants. The grand prize this year will be a travel gift certificate valued at a minimum of \$2500.00 and will increase to up to \$4000.00 proportionate to the number of participants in the program.

## FINANCIAL IMPACT:

Total of \$5500.00 to be spent as follows:

16 weeks for contest x \$50.00 gift cards = \$800.00;

Travel Gift Certificate = \$2500.00;

Advertising: \$1500.00

**Budget Code:** 01-600-2100-50000

**Finance Type:** Budget

## RECOMMENDATION:

The objective of this program is to create awareness amongst our residents as to the need to keep fire hydrants clear of snow so to be readily accessible by the fire department in the event of a fire.

This translates to a savings for the City given that a portion of the City hydrants are cleared by residents and staff resources can be applied to other work.

**ALTERNATIVE IMPLICATIONS:**

**Options:**

- 1. Not run the program resulting in staff resources needing to be deployed to clear all hydrants. No opportunity for savings will be realized.
- 2. Run the program with an increased goal of having residents clear 25% of the City’s hydrants. This has created community awareness and winter community spirit competing for random gift certificates and grand prize. The contest should translate to significant savings for the City for hydrant clearing budget.

|   |                        |
|---|------------------------|
| Director of Protective Services                               | Approved - 12 Dec 2024 |
| Director of Community, Engineering,<br>Development & Planning | Approved - 13 Dec 2024 |
| Administrative Assistant                                      | Approved - 13 Dec 2024 |

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City Manager



# Information Report (IR)

**Subject:** 2024 Public Works Summary From October 10th to December 9th, 2024.

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Public Works

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

**Topic Overview:**

## BACKGROUND INFORMATION:

### Public Works:

- **Curb and Manhole repairs:** Curb work for the year ended on Nov 15. Manhole repairs will continue as required due to snow-clearing damage throughout the winter.
- **Storm Sewer repair:**
  - Bayview Heights
  - Golden Glow Ave
  - Forestside Street
- **Vactor / Storm Sewer Flushing:** Crews finished up on Nov 29th for the season.
- **Asphalt Patching:** Contractor finished the patching list on the week of Nov 18th.
- **Pothole Repairs / New Reclaimer:** Have been ongoing. Now that the asphalt plant is closed, staff will be using the new asphalt reclaimer when weather permits.
- **Kinsman Building Washroom Renovation:** Public Works staff began renovating the existing washroom on Nov 19th. Tentative completion date is Dec 20th. Exterior work including asphalt walkway improvements will be completed in spring.
- **Snow Clearing:** First extended snow event occurred Dec 6th to 8th.
- **Service Requests from October 10th to December 9th, 2024:**
  - 283 Calls received.
  - Top three categories of requests:
    - Salt / Sand requests: 68
    - Potholes: 47

- Snow Clearing: 30

Director of Public Works, Water and Wastewater      Approved - 09 Dec 2024

Director of Community, Engineering, Development & Planning      Approved - 09 Dec 2024

Administrative Assistant      Approved - 09 Dec 2024

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City Manager



# Information Report (IR)

**Subject:** Water and Wastewater Work Summary October 11th to Dec 6th, 2024

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Water and Sewer  
**Staff Contact:** Donny Burden, Director of Public Works, Water and Wastewater  
**Topic Overview:** Water and Wastewater Work Summary October 11th to Dec 6th, 2024

## BACKGROUND INFORMATION:

### Water & Wastewater Complaints

|       |     |
|-------|-----|
| Total | 154 |
|-------|-----|

### Water & Wastewater Media Releases

|       |    |
|-------|----|
| Total | 33 |
|-------|----|

### Water & Wastewater Recoverable Works

|       |    |
|-------|----|
| Total | 26 |
|-------|----|

|            |           |
|------------|-----------|
| Total Cost | 11,834.74 |
|------------|-----------|

### Water & Wastewater Repairs

|       |    |
|-------|----|
| Total | 19 |
|-------|----|

### Additional Maintenance

## Maintenance/Repairs

- Annual Maintenance Programs
  - Hydrant Maintenance – Service complete for 2024.
  - Pressure Reducing Station – Serviced 5 out of 20 stations.
  - Sanitary Sewer Root Cutting – Program complete for 2024
- Sanitary Lift Station
  - Humber Rd. - Installed one new and one rebuilt pump.
  - Fire Dept. – Serviced station.
- Water Flow Meter – Repaired flow meter on Main St. that records usage to The CB Pulp & Paper Mill.

## Maintenance/Repairs - Ongoing

- Annual Maintenance Programs – Pressure Reducing Stations, and Chlorination Stations.
- Leak Detection – Westside (Union St.)
- Wastewater flow monitoring & sampling.

## Upcoming Maintenance/Repairs

- Install New Water Flow Meter – Lundrigan Dr. & Sunnyslope Dr. Chlorination Station, Wellington St. and West Valley Rd. PRV Station.

## Water Treatment Plant Maintenance Summary

### Overview

- Watermain repair completed on Woodcrest in October reduced the overcall city usage by approximately 1 million liters/day. The average flow for November was down to 21 million liters/day.

### 1. Maintenance/Repairs

- Completed the annual service on water analyzers and lab equipment.
- Repaired heating system in the administration area.
- Completed winterization work around property.

### 2. Upcoming Maintenance

- Generator load bank testing and transfer switch maintenance.
- Flow Control Valve – Installation of new valve actuator.
- Flash Mix and DAF common Channel drain, clean and inspection.
- Full Flush of Soda Ash System.
- Clean out Polymer Batch Tank.

Director of Public Works, Water and  
Wastewater

Approved - 10 Dec 2024

Director of Community, Engineering,  
Development & Planning

Approved - 10 Dec 2024

Administrative Assistant

Approved - 11 Dec 2024



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City Manager





# Information Report (IR)

**Subject:** Development, Planning and Community Services

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Development and Planning

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

**Topic Overview:** This report is intended to serve as an update to Council and the public regarding the various Development, Planning and Community Services. The current project updates are as follows:

## BACKGROUND INFORMATION:

### Development and Planning

#### **29 Lundrigan Drive (Office/Warehouse)**

- New building – work ongoing

#### **40 North Shore Highway (Mt. Patricia Cemetery Extension)**

- Permits Issued- work ongoing

#### **336 Curling Street – 4-unit apartment building**

- Permits issued – work ongoing

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

- Permit issued for two extensions.
- One extension is complete, the second one is progressing (Anticipate to be completed in a couple of months).



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

#### **44 Confederation Drive**

- Permit Complete for Phase #1 (Civil/ Site Works). Anticipated to start spring of 2025.

#### **55 Lundrigan Drive**

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

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

- Partial permit issued for site works, foundation, & exterior shell- Work Ongoing

#### **67 Lundrigan Drive – New building (warehouse)**

- Building permits issued - Work ongoing

#### **12 Confederation Drive – Cosmetic Hotel Renovation**

- Drawing Review Started

#### **28 Murphy Square – Significant Interior Renovation**

- Permit Issued

#### **71 Philip Drive – Interior Repair for Private School**

- Permit Issued

Director of Public Works, Water and Wastewater      Approved - 11 Dec 2024

Director of Community, Engineering, Development & Planning      Approved - 11 Dec 2024

Administrative Assistant      Approved - 11 Dec 2024

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City Manager





# Information Report (IR)

**Subject:** Finance & Administration update

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Finance and Administration  
**Staff Contact:** Sievendra Maistry, Director of Finance and Administration  
**Topic Overview:** Year to date financial report for period ending November 30th, 2024  
**Attachments:** [Income Report - November 30,2024](#)  
[Expense Report - November 30,2024](#)  
[Total Accounts Receivable - November 30 2024](#)  
[Business Taxes owing - November 30, 2024](#)

## BACKGROUND INFORMATION:

### Financial Update:

For the eleven months to November 2024, the City generated \$38.94 million in revenues of which \$34.66 million were from property and business taxes, and water and sewer fees.

Below is a summary of the revenues:

| \$ M                        | YTD NOV      |              | FULL YEAR    |
|-----------------------------|--------------|--------------|--------------|
|                             | BUDGET       | ACTUALS      | BUDGET       |
| Taxation                    | 34.09        | 34.66        | 34.46        |
| Government transfers        | 1.18         | 0.66         | 1.18         |
| Sales of goods and services | 2.63         | 2.51         | 3.06         |
| Interest income             | 0.38         | 1.02         | 0.40         |
| Other revenue               | 0.11         | 0.09         | 0.11         |
|                             | <b>38.38</b> | <b>38.94</b> | <b>39.20</b> |

Total expenses for the same period amounted to \$31.10 million. The breakdown of expenses as follows:

| \$'M   | YTD NOV     |             | FULL YEAR   |
|--|-------------|-------------|-------------|
|  | BUDGET      | ACTUAL      | BUDGET      |
| EXECUTIVE AND LEGISLATIVE                      | 0.28        | 0.26        | 0.31        |
| CITY MANAGER AND CITY CLERK OFFICE             | 0.65        | 0.54        | 0.71        |
| FINANCE & ADMINISTRATION                       | 2.58        | 2.52        | 2.80        |
| COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING | 2.09        | 1.99        | 2.28        |
| PROTECTIVE SERVICES                            | 5.07        | 5.22        | 5.53        |
| PUBLIC WORKS, WATER & WASTEWATER               | 11.89       | 12.02       | 13.10       |
| GARBAGE COLLECTION                             | 1.36        | 1.33        | 1.49        |
| RECREATION                                     | 3.85        | 3.13        | 4.12        |
| TRANSIT  | 0.47        | 0.43        | 0.52        |
| GRANTS   | 0.25        | 0.23        | 0.26        |
| COOR   | 2.22        | 0.98        | 2.42        |
| FUNDING  | 3.27        | 2.39        | 3.57        |
| RESERVES                                       | -           | 2.10        | 2.10        |
|  | <b>34.0</b> | <b>31.1</b> | <b>39.2</b> |

There are expense items that the Finance department processes at year end as part of the year end financial close. These items will bring the actual expenses more in line with the budget.

Detailed financial reports are attached.

|   |      |
|---|------|
| City Clerk  | None |
| Director of Community, Engineering,<br>Development & Planning | None |
| Administrative Assistant                                      | None |

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City Manager



### Income Statement Detail - Revenues 2024

City of Corner Brook

1 of 3  
2024-12-09  
10:21 AM

|   | November 2024<br>BUDGET | November 2024<br>ACTUAL | MTD<br>VARIANCE | November 2024<br>YTD BUDGET | November 2024<br>YTD ACTUAL | YTD<br>VARIANCE | ANNUAL<br>BUDGET  | REMAINING<br>BUDGET |
|---|-------------------------|-------------------------|-----------------|-----------------------------|-----------------------------|-----------------|-------------------|---------------------|
| Tax revenues, Municipal tax residential     | \$0                     | \$0                     | \$0             | \$14,973,700                | \$15,048,153                | \$74,453        | \$14,973,700      | \$74,453            |
| Tax revenues, Unit charge residential       | 0                       | -1,440                  | -1,440          | 5,123,800                   | 5,162,333                   | 38,533          | 5,123,800         | 38,533              |
| Tax revenues, Water levy residential        | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Tax revenues, Sewer levy residential        | 0                       | 0                       | 0               | 931,600                     | 933,200                     | 1,600           | 931,600           | 1,600               |
| <b>Gross Residential Tax</b>                | <b>0</b>                | <b>-1,440</b>           | <b>-1,440</b>   | <b>21,029,100</b>           | <b>21,143,686</b>           | <b>114,586</b>  | <b>21,029,100</b> | <b>114,586</b>      |
| Tax revenues, Municipal tax commercial      | 0                       | 0                       | 0               | 3,913,300                   | 4,000,267                   | 86,967          | 3,913,300         | 86,967              |
| Tax revenues, Unit charge commercial        | 0                       | 0                       | 0               | 642,900                     | 662,080                     | 19,180          | 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               | 98,900                      | 98,200                      | -700            | 98,900            | -700                |
| <b>Gross Commercial Tax</b>                 | <b>0</b>                | <b>0</b>                | <b>0</b>        | <b>4,655,100</b>            | <b>4,760,547</b>            | <b>105,447</b>  | <b>4,655,100</b>  | <b>105,447</b>      |
| <b>Gross Property Tax</b>                   | <b>0</b>                | <b>-1,440</b>           | <b>-1,440</b>   | <b>25,684,200</b>           | <b>25,904,233</b>           | <b>220,033</b>  | <b>25,684,200</b> | <b>220,033</b>      |
| Tax revenues, Seniors discount              | 0                       | -1,291                  | -1,291          | -200,000                    | -186,476                    | 13,524          | -200,000          | 13,524              |
| Tax revenues, Municipal tax discount        | 0                       | -96                     | -96             | -200,000                    | -219,519                    | -19,519         | -200,000          | -19,519             |
| Tax revenues, New Home Incentives Discount  | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| <b>Total Property Tax Discounts</b>         | <b>0</b>                | <b>-1,387</b>           | <b>-1,387</b>   | <b>-400,000</b>             | <b>-405,995</b>             | <b>-5,995</b>   | <b>-400,000</b>   | <b>-5,995</b>       |
| <b>Net Property Tax</b>                     | <b>0</b>                | <b>-2,827</b>           | <b>-2,827</b>   | <b>25,284,200</b>           | <b>25,498,238</b>           | <b>214,038</b>  | <b>25,284,200</b> | <b>214,038</b>      |
| Tax revenues, Business tax levy             | 0                       | 4,293                   | 4,293           | 6,010,200                   | 5,998,646                   | -11,554         | 6,010,200         | -11,554             |
| Tax revenues, Business tax discount         | 0                       | 0                       | 0               | -35,000                     | -20,724                     | 14,276          | -35,000           | 14,276              |
| Tax revenues, Business credit - COVID       | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Tax revenues, Business Restoration credit   | 0                       | 0                       | 0               | -60,000                     | -15,658                     | 44,342          | -60,000           | 44,342              |
| Tax revenues, Business tax surcharge        | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| <b>Business Tax</b>                         | <b>0</b>                | <b>4,293</b>            | <b>4,293</b>    | <b>5,915,200</b>            | <b>5,962,264</b>            | <b>47,064</b>   | <b>5,915,200</b>  | <b>47,064</b>       |
| Tax revenues, Poll tax                      | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Tax revenues, School water levy             | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Tax revenues, Meter supply levy             | 6,702                   | 4,870                   | -1,832          | 516,021                     | 690,819                     | 174,798         | 670,150           | 20,669              |
| <b>Other Taxes</b>                          | <b>6,702</b>            | <b>4,870</b>            | <b>-1,832</b>   | <b>516,021</b>              | <b>690,819</b>              | <b>174,798</b>  | <b>670,150</b>    | <b>20,669</b>       |
| 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              |
| <b>Utility Taxes</b>                        | <b>0</b>                | <b>0</b>                | <b>0</b>        | <b>1,204,000</b>            | <b>1,293,914</b>            | <b>89,914</b>   | <b>1,204,000</b>  | <b>89,914</b>       |
| Contributions, Federal Govt                 | 0                       | 0                       | 0               | 108,000                     | 115,596                     | 7,596           | 108,000           | 7,596               |
| Contributions, Prov of NL                   | 0                       | 0                       | 0               | 166,100                     | 83,026                      | -83,074         | 166,100           | -83,074             |
| Contributions, Prov of NL- Debt             | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Contributions, CBC                          | 0                       | 0                       | 0               | 5,000                       | 5,472                       | 472             | 5,000             | 472                 |
| Contributions, CBP&P Water                  | 0                       | 0                       | 0               | 90,000                      | 538,650                     | 448,650         | 90,000            | 448,650             |
| Contributions, CBP&P Grant                  | 210,000                 | 224,325                 | 14,325          | 840,000                     | 448,650                     | -391,350        | 1,050,000         | -601,350            |
| Contributions, Contributions - Memorial Uni | 0                       | 0                       | 0               | 245,000                     | 231,692                     | -13,308         | 245,000           | -13,308             |
| Contributions, Secondary Fire               | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |

## Income Statement Detail - Revenues 2024

City of Corner Brook

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|   | November 2024<br>BUDGET | November 2024<br>ACTUAL | MTD<br>VARIANCE | November 2024<br>YTD BUDGET | November 2024<br>YTD ACTUAL | YTD<br>VARIANCE | ANNUAL<br>BUDGET | REMAINING<br>BUDGET |
|---|-------------------------|-------------------------|-----------------|-----------------------------|-----------------------------|-----------------|------------------|---------------------|
| Contributions, Western Health                   | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                | 0                   |
| Contributions, Federal Gas Tax Program          | 0                       | 0                       | 0               | 896,500                     | 457,822                     | -438,678        | 896,500          | -438,678            |
| <b>Contributions</b>                            | <b>210,000</b>          | <b>224,325</b>          | <b>14,325</b>   | <b>2,350,600</b>            | <b>1,880,908</b>            | <b>-469,692</b> | <b>2,560,600</b> | <b>-679,692</b>     |
| Permits and licenses, Mobile vending            | 100                     | 176                     | 76              | 900                         | 2,884                       | 1,984           | 1,000            | 1,884               |
| Permits and licenses, Dog Licenses              | 125                     | 110                     | -15             | 1,375                       | 1,325                       | -50             | 1,500            | -175                |
| Permits and licenses, Bldg Permits              | 7,200                   | 6,832                   | -368            | 86,400                      | 80,378                      | -6,022          | 90,000           | -9,622              |
| Permits and licenses, Parking Meter Collections | 1,890                   | 378                     | -1,512          | 17,010                      | 36,391                      | 19,381          | 18,900           | 17,491              |
| Permits and licenses, Impounding charges        | 0                       | 50                      | 50              | 600                         | 785                         | 185             | 800              | -15                 |
| Permits and licenses, Taxi Licenses             | 0                       | 300                     | 300             | 7,100                       | 6,025                       | -1,075          | 7,100            | -1,075              |
| Permits and licenses, Develop application       | 1,560                   | 1,800                   | 240             | 14,040                      | 12,276                      | -1,764          | 15,600           | -3,324              |
| Permits and licenses, Compliance Letters        | 1,148                   | 1,800                   | 652             | 27,552                      | 28,400                      | 848             | 28,700           | -300                |
| Permits and licenses, Occupancy Permits         | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                | 0                   |
| <b>Permits &amp; Licenses</b>                   | <b>12,023</b>           | <b>11,446</b>           | <b>-577</b>     | <b>154,977</b>              | <b>168,464</b>              | <b>13,486</b>   | <b>163,600</b>   | <b>4,863</b>        |
| Fines/Tickets, Parking tickets                  | 267                     | 595                     | 328             | 2,937                       | 4,105                       | 1,168           | 3,200            | 905                 |
| Fines/Tickets, Parking tickets - Courts         | 1,725                   | 578                     | -1,147          | 18,975                      | 6,857                       | -12,118         | 20,700           | -13,843             |
| Fines/Tickets, Municipal ticketing              | 0                       | 0                       | 0               | 300                         | 1,285                       | 985             | 400              | 885                 |
| <b>Fines &amp; Tickets</b>                      | <b>1,992</b>            | <b>1,173</b>            | <b>-819</b>     | <b>22,212</b>               | <b>12,247</b>               | <b>-9,965</b>   | <b>24,300</b>    | <b>-12,053</b>      |
| Interest, Tax Interest                          | 21,000                  | 26,686                  | 5,686           | 329,000                     | 478,548                     | 149,548         | 350,000          | 128,548             |
| Interest, Bank Interest                         | 3,000                   | 0                       | -3,000          | 47,000                      | 541,573                     | 494,573         | 50,000           | 491,573             |
| <b>Interest</b>                                 | <b>24,000</b>           | <b>26,686</b>           | <b>2,686</b>    | <b>376,000</b>              | <b>1,020,121</b>            | <b>644,121</b>  | <b>400,000</b>   | <b>620,121</b>      |
| Facility Rentals, Curling Club Rental           | 0                       | 0                       | 0               | 9,000                       | 9,000                       | 0               | 9,000            | 0                   |
| Facility Rentals, Curling Club Electricity      | 4,000                   | 0                       | -4,000          | 20,000                      | 14,059                      | -5,941          | 24,000           | -9,941              |
| Facility Rentals, City Hall Rental              | 16,667                  | 16,472                  | -195            | 183,337                     | 181,197                     | -2,140          | 200,000          | -18,803             |
| Facility Rental, Rotary Arts                    | 167                     | 0                       | -167            | 1,837                       | 4,877                       | 3,040           | 2,000            | 2,877               |
| <b>Facility Rentals</b>                         | <b>20,834</b>           | <b>16,472</b>           | <b>-4,362</b>   | <b>214,174</b>              | <b>209,133</b>              | <b>-5,041</b>   | <b>235,000</b>   | <b>-25,867</b>      |
| <b>Facility Agreement - 911 PSAP</b>            | <b>0</b>                | <b>223,992</b>          | <b>223,992</b>  | <b>671,625</b>              | <b>704,645</b>              | <b>33,020</b>   | <b>895,500</b>   | <b>-190,855</b>     |
| Civic Centre, Ice Rental                        | 78,974                  | 80,575                  | 1,601           | 518,972                     | 599,000                     | 80,028          | 564,100          | 34,900              |
| Civic Centre, Room Rental Civic Centre          | 2,500                   | 7,000                   | 4,500           | 22,500                      | 39,463                      | 16,963          | 25,000           | 14,463              |
| Civic Centre, Annex Rental                      | 1,333                   | 9,550                   | 8,217           | 14,663                      | 21,115                      | 6,452           | 16,000           | 5,115               |
| Civic Centre, Skybox                            | 0                       | 12,000                  | 12,000          | 5,300                       | 12,000                      | 6,700           | 5,300            | 6,700               |
| Civic Centre, Studio Rec. Usage                 | 5,417                   | 8,891                   | 3,474           | 59,587                      | 76,461                      | 16,874          | 65,000           | 11,461              |
| Civic Centre, Catering                          | 21,086                  | 49,190                  | 28,104          | 126,516                     | 63,797                      | -62,719         | 147,600          | -83,803             |
| Civic Centre, Concessions                       | 833                     | 1,500                   | 667             | 9,163                       | 8,174                       | -989            | 10,000           | -1,826              |
| Civic Centre, Holding Seats                     | 0                       | 155                     | 155             | 2,600                       | 2,895                       | 295             | 2,600            | 295                 |
| Civic Centre, Indoor Advertising                | 12,000                  | 7,745                   | -4,255          | 48,000                      | 58,505                      | 10,505          | 60,000           | -1,495              |
| Civic Centre, Outdoor Advertising               | 0                       | 0                       | 0               | 10,500                      | 10,721                      | 221             | 14,000           | -3,279              |
| Civic Centre, Leases Civic Centre               | 9,942                   | 9,856                   | -86             | 109,362                     | 109,671                     | 309             | 119,300          | -9,629              |
| Civic Centre, Security                          | 292                     | 1,872                   | 1,580           | 3,212                       | 3,161                       | -51             | 3,500            | -339                |
| Civic Centre, Electricity                       | 217                     | 213                     | -4              | 2,387                       | 2,748                       | 361             | 2,600            | 148                 |
| Civic Centre, Building Maintenance              | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                | 0                   |
| Civic Centre, Special Events                    | 17,143                  | 0                       | -17,143         | 102,858                     | 61,541                      | -41,317         | 120,000          | -58,459             |
| Civic Centre, Home Show                         | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                | 0                   |

### Income Statement Detail - Revenues 2024

City of Corner Brook

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|   | November 2024<br>BUDGET | November 2024<br>ACTUAL | MTD<br>VARIANCE | November 2024<br>YTD BUDGET | November 2024<br>YTD ACTUAL | YTD<br>VARIANCE | ANNUAL<br>BUDGET  | REMAINING<br>BUDGET |
|---|-------------------------|-------------------------|-----------------|-----------------------------|-----------------------------|-----------------|-------------------|---------------------|
| Civic Centre, Royals Hockey Games           | 8,250                   | 56,161                  | 47,911          | 41,250                      | 142,437                     | 101,187         | 49,500            | 92,937              |
| Civic Centre, Royals Settlement             | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Civic Centre, General Skating               | 2,667                   | 2,779                   | 112             | 13,335                      | 12,222                      | -1,113          | 16,000            | -3,778              |
| 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                     | 678                     | 428             | 2,750                       | 11,046                      | 8,296           | 3,000             | 8,046               |
| <b>Civic Centre</b>                         | <b>160,904</b>          | <b>248,165</b>          | <b>87,261</b>   | <b>1,101,455</b>            | <b>1,261,170</b>            | <b>159,716</b>  | <b>1,232,000</b>  | <b>29,171</b>       |
| Revenues, Recreation Centre, Misc Revenue   | 0                       | 0                       | 0               | 287,540                     | 0                           | -287,540        | 287,540           | -287,540            |
| Land Revenues, Sales - Land                 | 0                       | 0                       | 0               | 112,500                     | 73,290                      | -39,210         | 150,000           | -76,710             |
| Land Revenues, Land Leases                  | 658                     | 372                     | -286            | 7,238                       | 4,314                       | -2,924          | 7,900             | -3,586              |
| <b>Land Reserves</b>                        | <b>658</b>              | <b>372</b>              | <b>-286</b>     | <b>119,738</b>              | <b>77,604</b>               | <b>-42,134</b>  | <b>157,900</b>    | <b>-80,296</b>      |
| 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                   |
| <b>Revenue from Reserves</b>                | <b>0</b>                | <b>0</b>                | <b>0</b>        | <b>0</b>                    | <b>0</b>                    | <b>0</b>        | <b>0</b>          | <b>0</b>            |
| Fees, Tax Certificates                      | 2,292                   | 1,700                   | -592            | 25,212                      | 28,250                      | 3,038           | 27,500            | 750                 |
| Fees, Tender documents                      | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Fees, Appeal fees                           | 0                       | 2,575                   | 2,575           | 0                           | 5,025                       | 5,025           | 0                 | 5,025               |
| Fees, Insurance User Groups                 | 42                      | 0                       | -42             | 462                         | 0                           | -462            | 500               | -500                |
| <b>Fees</b>                                 | <b>2,334</b>            | <b>4,275</b>            | <b>1,941</b>    | <b>25,674</b>               | <b>33,275</b>               | <b>7,601</b>    | <b>28,000</b>     | <b>5,275</b>        |
| 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                 | 0                       | 0                       | 0               | 16,500                      | 12,848                      | -3,653          | 16,500            | -3,653              |
| Park revenue, Ball Field Lighting           | 0                       | 0                       | 0               | 16,000                      | 21,123                      | 5,123           | 16,000            | 5,123               |
| 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                   |
| <b>Park &amp; Recreation Revenue</b>        | <b>0</b>                | <b>0</b>                | <b>0</b>        | <b>32,500</b>               | <b>40,971</b>               | <b>8,470</b>    | <b>32,500</b>     | <b>8,470</b>        |
| Misc revenue, Garbage tags                  | 0                       | 79                      | 79              | 675                         | 929                         | 254             | 900               | 29                  |
| Misc revenue, Tipping fees                  | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Misc revenue, Bus Passes                    | 1,667                   | 1,180                   | -487            | 18,337                      | 19,441                      | 1,104           | 20,000            | -559                |
| Misc revenue, Bus Shelter Advertising       | 417                     | 0                       | -417            | 4,587                       | 24,298                      | 19,711          | 5,000             | 19,298              |
| Misc revenue, Recycling metal               | 0                       | 0                       | 0               | 0                           | 353                         | 353             | 0                 | 353                 |
| Misc revenue, Train revenue                 | 0                       | 48                      | 48              | 80,000                      | 27,510                      | -52,490         | 80,000            | -52,490             |
| Misc revenue, Rounding                      | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Misc revenue, Misc Revenue                  | 0                       | 0                       | 0               | 1,500                       | 11,698                      | 10,198          | 1,500             | 10,198              |
| Misc revenue, Vendor Discounts              | 0                       | 0                       | 0               | 0                           | 0                           | 0               | 0                 | 0                   |
| Misc revenue, Vendor Tables- City Hall      | 0                       | -141                    | -141            | 0                           | 4,866                       | 4,866           | 0                 | 4,866               |
| <b>Misc Revenue</b>                         | <b>2,084</b>            | <b>1,166</b>            | <b>-918</b>     | <b>105,099</b>              | <b>89,095</b>               | <b>-16,005</b>  | <b>107,400</b>    | <b>-18,306</b>      |
| <b>Total Revenues</b>                       | <b>441,531</b>          | <b>764,408</b>          | <b>322,878</b>  | <b>38,381,015</b>           | <b>38,942,868</b>           | <b>561,851</b>  | <b>39,197,890</b> | <b>-255,024</b>     |

City of Corner Brook  
 For the Eleven Months Ending November 30, 2024

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| Account  | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance  | Annual Budget  | Remaining Budget |
|--|----------------------------|----------------------------|--------------|----------------------------|----------------------------|---------------|----------------|------------------|
| Council, Salary and related costs                          | \$18,385                   | \$19,281                   | (\$896)      | \$202,235                  | \$211,950                  | (\$9,715)     | \$220,620      | \$8,670          |
| Council, Business Travel                                   | 1,000                      | 669                        | 331          | 11,000                     | 5,778                      | 5,222         | 12,000         | 6,222            |
| Council, Meeting expenses                                  | 833                        | 210                        | 623          | 9,163                      | 3,067                      | 6,096         | 10,000         | 6,933            |
| Council, Public Receptions                                 | 417                        | 0                          | 417          | 4,587                      | 1,740                      | 2,847         | 5,000          | 3,260            |
| Council, Office supplies                                   | 125                        | 0                          | 125          | 1,375                      | 0                          | 1,375         | 1,500          | 1,500            |
| Council, Promo materials                                   | 667                        | 0                          | 667          | 7,337                      | 6,508                      | 829           | 8,000          | 1,492            |
| Council, Subscriptions                                     | 50                         | 0                          | 50           | 550                        | 1,367                      | -817          | 600            | -767             |
| Council, Advertising                                       | 917                        | 0                          | 917          | 10,087                     | 9,352                      | 735           | 11,000         | 1,648            |
| Council, Donations   | 583                        | 100                        | 483          | 6,413                      | 4,977                      | 1,436         | 7,000          | 2,023            |
| Council, Registration fees                                 | 250                        | 0                          | 250          | 2,750                      | 3,440                      | -690          | 3,000          | -440             |
| Council. Cell phone  | 42                         | 0                          | 42           | 462                        | 365                        | 97            | 500            | 135              |
| Council, Municipal Associations                            | 1,667                      | 0                          | 1,667        | 18,337                     | 0                          | 18,337        | 20,000         | 20,000           |
| Council, Staff recognition                                 | 333                        | 0                          | 333          | 3,663                      | 4,283                      | -620          | 4,000          | -283             |
| Council, Conference fees                                   | 50                         | 0                          | 50           | 550                        | 3,021                      | -2,471        | 600            | -2,421           |
| Council, Municipal Awareness Day                           | 250                        | 0                          | 250          | 2,750                      | 2,669                      | 81            | 3,000          | 331              |
| Council. Other   | 178                        | 0                          | 178          | 1,958                      | 1,299                      | 659           | 2,120          | 821              |
| <b>Total Council</b>                                       | <b>25,747</b>              | <b>20,260</b>              | <b>5,487</b> | <b>283,217</b>             | <b>259,816</b>             | <b>23,402</b> | <b>308,940</b> | <b>49,125</b>    |
| Early Retirees, Salary and related costs and related costs | 2,300                      | 0                          | 2,300        | 25,300                     | 0                          | 25,300        | 27,600         | 27,600           |
| <b>Total Early Retirees</b>                                | <b>2,300</b>               | <b>0</b>                   | <b>2,300</b> | <b>25,300</b>              | <b>0</b>                   | <b>25,300</b> | <b>27,600</b>  | <b>27,600</b>    |
| CM Admin, Salary and related costs                         | 45,042                     | 39,503                     | 5,539        | 495,458                    | 413,650                    | 81,808        | 540,500        | 126,850          |
| CM Admin, Business Travel                                  | 1,000                      | 318                        | 682          | 11,000                     | 13,922                     | -2,922        | 12,000         | -1,922           |
| CM Admin, Office supplies                                  | 208                        | 98                         | 111          | 2,292                      | 2,336                      | -44           | 2,500          | 164              |
| CM Admin, Other supplies                                   | 83                         | 0                          | 83           | 917                        | 1,629                      | -713          | 1,000          | -629             |
| CM Admin, Document Mgmt                                    | 1,167                      | 0                          | 1,167        | 12,833                     | 13,105                     | -272          | 14,000         | 895              |
| CM Admin, Photocopier expenses                             | 333                        | 287                        | 47           | 3,667                      | 2,634                      | 1,032         | 4,000          | 1,366            |
| CM Admin, Subscriptions                                    | 83                         | 0                          | 83           | 917                        | 909                        | 7             | 1,000          | 91               |
| CM Admin, Registration fees                                | 125                        | 0                          | 125          | 1,375                      | 1,925                      | -550          | 1,500          | -425             |
| CM Admin, Telephone  | 167                        | 0                          | 167          | 1,833                      | 981                        | 852           | 2,000          | 1,019            |
| CM Admin, Cell phone                                       | 0                          | 0                          | 0            | 0                          | 1,178                      | -1,178        | 0              | -1,178           |
| CM Admin, Postage/Courier                                  | 500                        | 912                        | -412         | 5,500                      | 5,948                      | -448          | 6,000          | 52               |
| CM Admin, Recruitment                                      | 0                          | 0                          | 0            | 0                          | 19,560                     | -19,560       | 0              | -19,560          |
| CM Admin, Special Projects                                 | 4,167                      | 60                         | 4,107        | 45,833                     | 46,269                     | -436          | 48,500         | 2,231            |
| CM Admin, Membership fees                                  | 125                        | 0                          | 125          | 1,375                      | 5,994                      | -4,619        | 1,500          | -4,494           |
| CM Admin, Conference fees                                  | 167                        | 0                          | 167          | 1,833                      | 1,685                      | 149           | 2,000          | 315              |
| CM Admin, EMO Excercise                                    | 167                        | 0                          | 167          | 1,833                      | 0                          | 1,833         | 2,000          | 2,000            |
| CM Admin, Training   | 0                          | 0                          | 0            | 0                          | 1,476                      | -1,476        | 0              | -1,476           |
| CM Admin, Consulting fees                                  | 3,750                      | 0                          | 3,750        | 41,250                     | 3,989                      | 37,261        | 45,000         | 41,011           |
| CM Admin. Other  | 83                         | 0                          | 83           | 917                        | 476                        | 441           | 1,000          | 524              |

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| Account                                   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget  | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------|----------------|------------------|
| <b>Total City Manager Admin</b>           | <b>57,084</b>              | <b>41,178</b>              | <b>15,906</b> | <b>627,916</b>             | <b>537,190</b>             | <b>90,726</b>  | <b>683,500</b> | <b>146,310</b>   |
| <b>Total City Manager</b>                 | <b>57,084</b>              | <b>41,178</b>              | <b>15,906</b> | <b>627,916</b>             | <b>537,190</b>             | <b>90,726</b>  | <b>683,500</b> | <b>146,310</b>   |
| F&A Admin, Salary and related costs       | 18,758                     | 16,825                     | 1,933         | 206,338                    | 204,446                    | 1,892          | 225,100        | 20,654           |
| F&A Admin, Business Travel                | 1,083                      | 0                          | 1,083         | 11,913                     | 6,825                      | 5,088          | 13,000         | 6,175            |
| F&A Admin, Vehicle allowance              | 0                          | 0                          | 0             | 0                          | 34                         | -34            | 0              | -34              |
| F&A Admin, Office supplies                | 1,958                      | 700                        | 1,258         | 21,538                     | 11,643                     | 9,895          | 23,500         | 11,857           |
| F&A Admin, Other supplies                 | 83                         | 152                        | -69           | 913                        | 1,708                      | -795           | 1,000          | -708             |
| F&A Admin, Photocopier expenses           | 833                        | 191                        | 642           | 9,163                      | 9,486                      | -323           | 10,000         | 514              |
| F&A Admin, Subscriptions                  | 467                        | 0                          | 467           | 5,137                      | 4,680                      | 457            | 5,600          | 920              |
| F&A Admin, Telephone                      | 2,750                      | 445                        | 2,305         | 30,250                     | 32,454                     | -2,204         | 33,000         | 546              |
| F&A Admin, Cell phone                     | 292                        | 0                          | 292           | 3,212                      | 1,667                      | 1,545          | 3,500          | 1,833            |
| F&A Admin, Postage/Courier                | 1,667                      | 232                        | 1,435         | 18,337                     | 14,278                     | 4,059          | 20,000         | 5,722            |
| F&A Admin, Membership fees                | 917                        | 0                          | 917           | 10,087                     | 6,997                      | 3,090          | 11,000         | 4,003            |
| F&A Admin, Training                       | 583                        | 0                          | 583           | 6,413                      | 10,938                     | -4,525         | 7,000          | -3,938           |
| F&A Admin, Insurance Claims<br>Deductible | 1,842                      | 0                          | 1,842         | 20,262                     | 964                        | 19,298         | 22,100         | 21,136           |
| F&A Admin, Assessment fees                | 0                          | 0                          | 0             | 243,000                    | 242,762                    | 238            | 243,000        | 238              |
| F&A Admin, Audit fees                     | 4,250                      | 0                          | 4,250         | 46,750                     | 33,852                     | 12,898         | 51,000         | 17,148           |
| F&A Admin, Consulting fees                | 3,500                      | 8,023                      | -4,523        | 38,500                     | 74,249                     | -35,749        | 42,000         | -32,249          |
| F&A Admin, Insurance                      | 22,083                     | 12,142                     | 9,941         | 242,913                    | 262,617                    | -19,704        | 265,000        | 2,383            |
| F&A Admin, Legal fees                     | 583                        | 3,861                      | -3,278        | 6,413                      | 11,618                     | -5,205         | 7,000          | -4,618           |
| F&A Admin, Local appeal board             | 833                        | 0                          | 833           | 9,163                      | 11,306                     | -2,143         | 10,000         | -1,306           |
| <b>Total Finance &amp; Admin</b>          | <b>62,482</b>              | <b>42,571</b>              | <b>19,912</b> | <b>930,302</b>             | <b>942,524</b>             | <b>-12,222</b> | <b>992,800</b> | <b>50,276</b>    |
| F&A HR, Salary and related costs          | 41,933                     | 33,922                     | 8,012         | 461,267                    | 417,360                    | 43,907         | 503,200        | 85,840           |
| F&A HR, Safety Program                    | 208                        | 0                          | 208           | 2,292                      | 589                        | 1,702          | 2,500          | 1,911            |
| F&A HR, City Equip                        | 500                        | 0                          | 500           | 5,500                      | 4,799                      | 701            | 6,000          | 1,201            |
| F&A HR, HR Program                        | 1,167                      | 0                          | 1,167         | 12,833                     | 10,647                     | 2,187          | 14,000         | 3,353            |
| F&A HR, Staff Social Events               | 0                          | 375                        | -375          | 0                          | 375                        | -375           | 5,000          | 4,625            |
| F&A HR, Recruitment                       | 1,250                      | 0                          | 1,250         | 13,750                     | 1,789                      | 11,961         | 15,000         | 13,211           |
| F&A HR, Staff Recognition                 | 500                        | 0                          | 500           | 5,500                      | 2,718                      | 2,782          | 6,000          | 3,282            |
| F&A HR, Wellness                          | 0                          | 13                         | -13           | 4,500                      | 1,349                      | 3,151          | 4,500          | 3,151            |
| F&A HR, Training                          | 1,167                      | 2,010                      | -843          | 12,837                     | 29,396                     | -16,559        | 14,000         | -15,396          |
| F&A HR, Medicals                          | 83                         | 0                          | 83            | 913                        | 428                        | 486            | 1,000          | 573              |
| <b>Total F&amp;A HR</b>                   | <b>46,808</b>              | <b>36,320</b>              | <b>10,489</b> | <b>519,392</b>             | <b>469,450</b>             | <b>49,943</b>  | <b>571,200</b> | <b>101,751</b>   |

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| Account                                   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance  | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|---------------|------------------|------------------|
| F&A Treasury, Salary and related costs    | 31,850                     | 27,665                     | 4,185         | 350,350                    | 347,195                    | 3,155         | 382,200          | 35,005           |
| <b>Total F&amp;A Treasury</b>             | <b>31,850</b>              | <b>27,665</b>              | <b>4,185</b>  | <b>350,350</b>             | <b>347,195</b>             | <b>3,155</b>  | <b>382,200</b>   | <b>35,005</b>    |
| F&A IT, Salary and related costs          | 20,400                     | 12,345                     | 8,055         | 224,400                    | 214,193                    | 10,207        | 244,800          | 30,607           |
| F&A IT, Comp software maint               | 19,167                     | 2,852                      | 16,315        | 210,833                    | 194,973                    | 15,860        | 230,000          | 35,027           |
| F&A IT, Comp network costs                | 1,367                      | 0                          | 1,367         | 15,033                     | 21,870                     | -6,837        | 16,400           | -5,470           |
| <b>Total F&amp;A IT</b>                   | <b>40,934</b>              | <b>15,197</b>              | <b>25,736</b> | <b>450,266</b>             | <b>431,036</b>             | <b>19,230</b> | <b>491,200</b>   | <b>60,163</b>    |
| F&A CSR, Salary and related costs         | 11,433                     | 9,591                      | 1,842         | 125,767                    | 122,962                    | 2,804         | 137,200          | 14,238           |
| <b>Total F&amp;A CSR</b>                  | <b>11,433</b>              | <b>9,591</b>               | <b>1,842</b>  | <b>125,767</b>             | <b>122,962</b>             | <b>2,804</b>  | <b>137,200</b>   | <b>14,238</b>    |
| F&A Land, Salary and related costs        | 7,942                      | 7,265                      | 677           | 87,358                     | 89,856                     | -2,498        | 95,300           | 5,444            |
| F&A Land, Professional fees               | 1,250                      | 140                        | 1,110         | 13,750                     | 6,799                      | 6,951         | 15,000           | 8,201            |
| <b>Total F&amp;A Land</b>                 | <b>9,192</b>               | <b>7,405</b>               | <b>1,787</b>  | <b>101,108</b>             | <b>96,655</b>              | <b>4,453</b>  | <b>110,300</b>   | <b>13,645</b>    |
| F&A Legal, Salary and related costs       | 9,492                      | 8,209                      | 1,283         | 104,408                    | 105,501                    | -1,092        | 113,900          | 8,399            |
| <b>Total F&amp;A Legal</b>                | <b>9,492</b>               | <b>8,209</b>               | <b>1,283</b>  | <b>104,408</b>             | <b>105,501</b>             | <b>-1,092</b> | <b>113,900</b>   | <b>8,399</b>     |
| <b>Total Finance &amp; Administration</b> | <b>212,191</b>             | <b>146,958</b>             | <b>65,233</b> | <b>2,581,593</b>           | <b>2,515,323</b>           | <b>66,271</b> | <b>2,798,800</b> | <b>283,477</b>   |
| CEDP Admin, Salary and related costs      | 22,892                     | 8,209                      | 14,683        | 251,808                    | 238,993                    | 12,815        | 274,700          | 35,707           |
| CEDP Admin, Business Travel               | 2,083                      | 1,284                      | 799           | 22,917                     | 13,587                     | 9,329         | 25,000           | 11,413           |
| CEDP Admin, Office supplies               | 1,250                      | 376                        | 874           | 13,750                     | 9,336                      | 4,414         | 15,000           | 5,664            |
| CEDP Admin, Photocopier expenses          | 333                        | 526                        | -193          | 3,667                      | 4,765                      | -1,098        | 4,000            | -765             |
| CEDP Admin, Subscriptions                 | 292                        | 0                          | 292           | 3,208                      | 3,626                      | -417          | 3,500            | -126             |
| CEDP Admin, Cell phone                    | 500                        | 0                          | 500           | 5,500                      | 3,499                      | 2,001         | 6,000            | 2,501            |
| CEDP Admin, Membership fees               | 0                          | 0                          | 0             | 0                          | 1,864                      | -1,864        | 0                | -1,864           |
| CEDP Admin, Training                      | 333                        | 0                          | 333           | 3,667                      | 7,029                      | -3,363        | 4,000            | -3,029           |
| CEDP Admin, Consulting fees               | 2,083                      | 0                          | 2,083         | 22,917                     | 24,788                     | -1,871        | 23,500           | -1,288           |
| CPD Admin, Comp software maint            | 1,667                      | 357                        | 1,310         | 18,333                     | 657                        | 17,676        | 20,000           | 19,343           |
| CEDP Admin, Other                         | 0                          | 0                          | 0             | 0                          | 460                        | -460          | 0                | -460             |
| <b>Total CEDP Admin</b>                   | <b>31,433</b>              | <b>10,752</b>              | <b>20,681</b> | <b>345,767</b>             | <b>308,604</b>             | <b>37,162</b> | <b>375,700</b>   | <b>67,096</b>    |

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| Account                                       | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget  | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------|----------------|------------------|
| CEDP Planning, Salary and related costs       | 14,400                     | 6,524                      | 7,876         | 158,400                    | 75,145                     | 83,255         | 172,800        | 97,655           |
| CEDP Planning, Advertising                    | 83                         | 0                          | 83            | 913                        | 0                          | 913            | 1,000          | 1,000            |
| CEDP Planning, Professional fees              | 417                        | 0                          | 417           | 4,587                      | 2,750                      | 1,837          | 5,000          | 2,250            |
| <b>Total CEDP Planning</b>                    | <b>14,900</b>              | <b>6,524</b>               | <b>8,376</b>  | <b>163,900</b>             | <b>77,895</b>              | <b>86,005</b>  | <b>178,800</b> | <b>100,905</b>   |
| CEDP Bldg Inspect, Salary and related costs   | 35,742                     | 32,091                     | 3,651         | 393,158                    | 430,599                    | -37,440        | 428,900        | -1,699           |
| CEDP Bldg Inspect, City Equip                 | 1,000                      | 0                          | 1,000         | 11,000                     | 18,257                     | -7,257         | 12,000         | -6,257           |
| <b>Total Building Inspection</b>              | <b>36,742</b>              | <b>32,091</b>              | <b>4,651</b>  | <b>404,158</b>             | <b>448,856</b>             | <b>-44,698</b> | <b>440,900</b> | <b>-7,956</b>    |
| CEDP Business, Salary and related costs       | 8,883                      | 7,729                      | 1,154         | 97,713                     | 99,196                     | -1,483         | 106,600        | 7,404            |
| CEDP Business, Business Travel                | 250                        | 1,751                      | -1,501        | 2,750                      | 1,751                      | 999            | 3,000          | 1,249            |
| CEDP Business, Office supplies                | 0                          | 0                          | 0             | 0                          | 100                        | -100           | 0              | -100             |
| CEDP Business, Promo materials                | 167                        | 0                          | 167           | 1,837                      | 1,689                      | 148            | 2,000          | 311              |
| CEDP Business, Advertising                    | 167                        | 0                          | 167           | 1,837                      | 0                          | 1,837          | 2,000          | 2,000            |
| CEDP Business, Cell phone                     | 63                         | 0                          | 63            | 693                        | 426                        | 267            | 750            | 324              |
| CEDP Business, Special Projects               | 1,000                      | 85                         | 915           | 11,000                     | 8,805                      | 2,195          | 12,000         | 3,195            |
| CEDP Business, Membership fees                | 250                        | 0                          | 250           | 2,750                      | 0                          | 2,750          | 3,000          | 3,000            |
| CEDP Business, Business Facilitating          | 417                        | 0                          | 417           | 4,587                      | 4,003                      | 584            | 5,000          | 997              |
| <b>Total Business Resource Centre</b>         | <b>11,197</b>              | <b>9,565</b>               | <b>1,632</b>  | <b>123,167</b>             | <b>115,970</b>             | <b>7,196</b>   | <b>134,350</b> | <b>18,379</b>    |
| CEDP - Sust Develop, Salary and related costs | 6,117                      | 5,018                      | 1,099         | 67,283                     | 59,996                     | 7,287          | 73,400         | 13,404           |
| CEDP - Sust Develop, Compost Bins             | 0                          | 0                          | 0             | 0                          | -539                       | 539            | 0              | 539              |
| CEDP - Sust Develop, Special Projects         | 1,250                      | 250                        | 1,000         | 13,750                     | -3,036                     | 16,786         | 15,000         | 18,036           |
| CEDP - Sust Develop, Recycling bins           | 417                        | 0                          | 417           | 4,583                      | 0                          | 4,583          | 5,000          | 5,000            |
| CEDP - Sust Develop, Fall Leaf                | 167                        | 0                          | 167           | 1,833                      | 0                          | 1,833          | 2,000          | 2,000            |
| CEDP - Sust Develop, Water conservation       | 250                        | 0                          | 250           | 2,750                      | 0                          | 2,750          | 3,000          | 3,000            |
| CEDP - Sust Develop, Community Education      | 3,333                      | -6,380                     | 9,713         | 36,667                     | 33,865                     | 2,801          | 40,000         | 6,135            |
| CEDP - Sust Develop, Green Team               | 333                        | 0                          | 333           | 3,667                      | 0                          | 3,667          | 4,000          | 4,000            |
| CEDP - Sust Develop, Clean up Corner Brook    | 417                        | 0                          | 417           | 4,583                      | 4,295                      | 289            | 5,000          | 705              |
| <b>Total Sustainable Development</b>          | <b>12,284</b>              | <b>-1,112</b>              | <b>13,395</b> | <b>135,116</b>             | <b>94,581</b>              | <b>40,535</b>  | <b>147,400</b> | <b>52,819</b>    |

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| Account   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------|------------------|------------------|
| CEDP - Eng, Salary and related costs                                | 72,533                     | 62,768                     | 9,765         | 797,863                    | 826,990                    | -29,127        | 870,400          | 43,410           |
| CEDP - Eng, City Equip  | 2,125                      | 0                          | 2,125         | 23,375                     | 22,953                     | 422            | 25,500           | 2,547            |
| CEDP - Eng, Other   | 0                          | 0                          | 0             | 0                          | 383                        | -383           | 0                | -383             |
| <b>Total Engineering</b>  | <b>74,658</b>              | <b>62,768</b>              | <b>11,890</b> | <b>821,238</b>             | <b>850,326</b>             | <b>-29,089</b> | <b>895,900</b>   | <b>45,573</b>    |
| CEDP - GIS, Salary and related costs                                | 6,842                      | 10,503                     | -3,661        | 75,258                     | 96,609                     | -21,351        | 82,100           | -14,509          |
| CEDP - GIS, Professional fees                                       | 2,083                      | 0                          | 2,083         | 22,917                     | 0                          | 22,917         | 25,000           | 25,000           |
| <b>Total GIS</b>  | <b>8,925</b>               | <b>10,503</b>              | <b>-1,578</b> | <b>98,175</b>              | <b>96,609</b>              | <b>1,565</b>   | <b>107,100</b>   | <b>10,491</b>    |
| <b>Total Community, Engineering,<br/>Development &amp; Planning</b> | <b>190,139</b>             | <b>131,091</b>             | <b>59,048</b> | <b>2,091,521</b>           | <b>1,992,841</b>           | <b>98,677</b>  | <b>2,280,150</b> | <b>287,306</b>   |
| PS MEO, Salary and related costs                                    | 25,933                     | 22,912                     | 3,021         | 285,267                    | 311,556                    | -26,289        | 311,200          | -356             |
| PS MEO, Clothing/uniforms   | 333                        | 0                          | 333           | 3,667                      | 4,701                      | -1,034         | 4,000            | -701             |
| PS MEO, City Equip  | 1,833                      | 0                          | 1,833         | 20,167                     | 24,595                     | -4,428         | 22,000           | -2,595           |
| PS MEO, Maint supplies  | 417                        | 0                          | 417           | 4,583                      | 1,122                      | 3,461          | 5,000            | 3,878            |
| PS MEO, Office supplies   | 333                        | 0                          | 333           | 3,667                      | 4,029                      | -363           | 4,000            | -29              |
| PS MEO, Inventory   | 208                        | 0                          | 208           | 2,292                      | 9,383                      | -7,092         | 2,500            | -6,883           |
| PS MEO, Hired contractor  | 625                        | 15,369                     | -14,744       | 6,875                      | 36,787                     | -29,912        | 7,500            | -29,287          |
| PS MEO, Cell phone  | 292                        | 0                          | 292           | 3,208                      | 1,832                      | 1,376          | 3,500            | 1,668            |
| PS MEO, Electrical  | 583                        | 0                          | 583           | 6,417                      | 0                          | 6,417          | 7,000            | 7,000            |
| PS MEO, Membership fees   | 42                         | 0                          | 42            | 458                        | 223                        | 235            | 500              | 277              |
| PS MEO, Training  | 333                        | 0                          | 333           | 3,667                      | 6,851                      | -3,184         | 4,000            | -2,851           |
| PS MEO, Professional fees   | 292                        | 0                          | 292           | 3,208                      | 860                        | 2,348          | 3,500            | 2,640            |
| <b>Total Municipal Enforcement</b>                                  | <b>31,224</b>              | <b>38,281</b>              | <b>-7,056</b> | <b>343,476</b>             | <b>401,939</b>             | <b>-58,464</b> | <b>374,700</b>   | <b>-27,239</b>   |
| PS Animal, Maint supplies   | 0                          | 261                        | -261          | 0                          | 2,587                      | -2,587         | 0                | -2,587           |
| PS Animal, Inventory  | 0                          | 0                          | 0             | 0                          | 36                         | -36            | 0                | -36              |
| PS Animal, Hired equipment  | 0                          | 0                          | 0             | 13,500                     | 3,615                      | 9,885          | 18,000           | 14,385           |
| PSAnimal, Electrical  | 0                          | 330                        | -330          | 0                          | 5,402                      | -5,402         | 0                | -5,402           |



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| Account                                   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------|------------------|------------------|
| <b>Total Animal Control</b>               | <b>0</b>                   | <b>591</b>                 | <b>-591</b>   | <b>13,500</b>              | <b>11,640</b>              | <b>1,860</b>   | <b>18,000</b>    | <b>6,360</b>     |
| Fire Admin, Salary and related costs      | 27,975                     | 21,717                     | 6,258         | 307,725                    | 218,033                    | 89,692         | 335,700          | 117,667          |
| Fire Admin, Business Travel               | 833                        | 265                        | 569           | 9,167                      | 17,744                     | -8,577         | 10,000           | -7,744           |
| Fire Admin, Fire Prevention and Education | 1,250                      | 40                         | 1,210         | 13,750                     | 6,639                      | 7,111          | 15,000           | 8,361            |
| Fire Admin, Clothing/uniforms             | 250                        | 0                          | 250           | 2,750                      | 1,674                      | 1,076          | 3,000            | 1,326            |
| Fire Admin, Furniture and Equip           | 167                        | 0                          | 167           | 1,833                      | 840                        | 994            | 2,000            | 1,160            |
| Fire Admin, Maint supplies                | 42                         | 0                          | 42            | 458                        | 5,840                      | -5,382         | 500              | -5,340           |
| Fire Admin, Meeting expenses              | 83                         | 0                          | 83            | 917                        | 2,160                      | -1,243         | 1,000            | -1,160           |
| Fire Admin, Office supplies               | 167                        | 0                          | 167           | 1,833                      | 1,517                      | 316            | 2,000            | 483              |
| Fire Admin, Other supplies                | 83                         | 0                          | 83            | 917                        | 1,759                      | -842           | 1,000            | -759             |
| Fire Admin, Photocopier expenses          | 333                        | 0                          | 333           | 3,667                      | 4,917                      | -1,251         | 4,000            | -917             |
| Fire Admin, Subscriptions                 | 125                        | 0                          | 125           | 1,375                      | 578                        | 797            | 1,500            | 922              |
| Fire Admin, Registration fees             | 167                        | 0                          | 167           | 1,833                      | 874                        | 959            | 2,000            | 1,126            |
| Fire Admin, Telephone                     | 250                        | 0                          | 250           | 2,750                      | 2,640                      | 110            | 3,000            | 360              |
| Fire Admin, Cell phone                    | 167                        | 0                          | 167           | 1,833                      | 1,783                      | 51             | 2,000            | 217              |
| Fire Admin, Recruitment                   | 833                        | 0                          | 833           | 9,167                      | 0                          | 9,167          | 10,000           | 10,000           |
| Fire Admin, Special Projects              | 1,333                      | -8,596                     | 9,929         | 14,667                     | 160,522                    | -145,855       | 16,000           | -144,522         |
| Fire Admin, Membership fees               | 125                        | 0                          | 125           | 1,375                      | 1,383                      | -8             | 1,500            | 117              |
| PS Fire Admin, EMO Exccercise             | 208                        | 0                          | 208           | 2,292                      | 1,686                      | 606            | 2,500            | 814              |
| Fire Admin, Other                         | 75                         | 0                          | 75            | 825                        | 313                        | 512            | 900              | 587              |
| <b>Total Fire Department Admin</b>        | <b>34,466</b>              | <b>13,426</b>              | <b>21,041</b> | <b>379,134</b>             | <b>430,902</b>             | <b>-51,769</b> | <b>413,600</b>   | <b>-17,302</b>   |
| PS Fire Operations, AP Severance          | 0                          | 0                          | 0             | 0                          | 28,000                     | -28,000        | 0                | -28,000          |
| Fire Operations, Salary and related costs | 285,950                    | 303,595                    | -17,645       | 3,145,450                  | 3,226,398                  | -80,948        | 3,431,400        | 205,002          |
| Fire Operations, Clothing/uniforms        | 2,917                      | 0                          | 2,917         | 32,083                     | 16,729                     | 15,354         | 35,000           | 18,271           |
| Fire Operations, Furniture and Equip      | 417                        | 0                          | 417           | 4,583                      | 2,292                      | 2,291          | 5,000            | 2,708            |
| Fire Operations, Maint supplies           | 5,000                      | 0                          | 5,000         | 55,000                     | 36,236                     | 18,764         | 60,000           | 23,764           |
| Fire Operations, Inventory                | 417                        | 113                        | 304           | 4,583                      | 16,721                     | -12,138        | 5,000            | -11,721          |
| Fire Operations, Hired contractor         | 417                        | 0                          | 417           | 4,583                      | 2,461                      | 2,122          | 5,000            | 2,539            |
| Fire Operations, Out of Jurisdiction      | 0                          | 0                          | 0             | 0                          | -18,498                    | 18,498         | 0                | 18,498           |
| Fire Operations, Meal Vouchers            | 750                        | 1,935                      | -1,185        | 8,250                      | 12,754                     | -4,504         | 9,000            | -3,754           |
| Fire Operations, Training                 | 4,167                      | 130                        | 4,037         | 45,833                     | 14,304                     | 31,529         | 50,000           | 35,696           |
| Fire Operations, Lease                    | 3,183                      | 0                          | 3,183         | 35,017                     | 38,167                     | -3,151         | 38,200           | 33               |
| Fire Operations, Medicals                 | 2,500                      | 0                          | 2,500         | 27,500                     | 1,114                      | 26,386         | 30,000           | 28,886           |
| <b>Total Fire Department Operations</b>   | <b>305,718</b>             | <b>305,773</b>             | <b>-56</b>    | <b>3,362,882</b>           | <b>3,376,678</b>           | <b>-13,796</b> | <b>3,668,600</b> | <b>291,920</b>   |
| Fire Bldg Maint, Salary and related costs | 50                         | 0                          | 50            | 550                        | 3,878                      | -3,328         | 600              | -3,278           |

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| Account   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance    | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|-----------------|------------------|------------------|
| Fire Bldg Maint, City Equip                       | 0                          | 0                          | 0             | 0                          | 876                        | -876            | 0                | -876             |
| Fire Bldg Maint, Maint supplies                   | 1,667                      | 0                          | 1,667         | 18,333                     | 21,026                     | -2,693          | 20,000           | -1,026           |
| Fire Bldg Maint, Cleaning services                | 1,292                      | 0                          | 1,292         | 14,208                     | 7,479                      | 6,730           | 15,500           | 8,021            |
| Fire Bldg Maint, Hired contractor                 | 1,667                      | 0                          | 1,667         | 18,333                     | 40,912                     | -22,579         | 20,000           | -20,912          |
| Fire Bldg Maint, Electrical                       | 3,333                      | 3,214                      | 119           | 36,667                     | 35,168                     | 1,499           | 40,000           | 4,832            |
| <b>Total Fire Department Building Maintenance</b> | <b>8,009</b>               | <b>3,214</b>               | <b>4,794</b>  | <b>88,091</b>              | <b>109,339</b>             | <b>-21,247</b>  | <b>96,100</b>    | <b>-13,239</b>   |
| Fire Dept Equipment, Salary and related costs     | 1,667                      | 1,631                      | 35            | 18,333                     | 30,141                     | -11,808         | 20,000           | -10,141          |
| Fire Dept Equipment, Maint supplies               | 3,000                      | 0                          | 3,000         | 33,000                     | 35,380                     | -2,380          | 36,000           | 620              |
| <b>Total Fire Department Equipment Cost</b>       | <b>4,667</b>               | <b>1,631</b>               | <b>3,035</b>  | <b>51,333</b>              | <b>65,521</b>              | <b>-14,188</b>  | <b>56,000</b>    | <b>-9,522</b>    |
| <b>Total Fire Department Expense</b>              | <b>352,860</b>             | <b>324,044</b>             | <b>28,815</b> | <b>3,881,440</b>           | <b>3,982,440</b>           | <b>-101,000</b> | <b>4,234,300</b> | <b>251,858</b>   |
| 911 Operations, Salary and related costs          | 71,667                     | 65,648                     | 6,019         | 788,333                    | 808,523                    | -20,190         | 860,000          | 51,477           |
| 911 Operations, Computer Supplies                 | 417                        | 0                          | 417           | 4,583                      | 2,134                      | 2,449           | 5,000            | 2,866            |
| 911 Operations, Meeting expenses                  | 83                         | 15                         | 68            | 917                        | 860                        | 56              | 1,000            | 140              |
| 911 Operations, Office supplies                   | 250                        | 0                          | 250           | 2,750                      | 4,714                      | -1,964          | 3,000            | -1,714           |
| 911 Operations, Computer Supplies                 | 417                        | 0                          | 417           | 4,583                      | 3,947                      | 637             | 5,000            | 1,053            |
| PS 911 Operations, Promo materials                | 167                        | 0                          | 167           | 1,833                      | 480                        | 1,354           | 2,000            | 1,520            |
| 911 Operations, Comp software maint               | 417                        | 0                          | 417           | 4,583                      | 0                          | 4,583           | 5,000            | 5,000            |
| 911 Operations, Cleaning services                 | 208                        | 0                          | 208           | 2,292                      | 1,175                      | 1,116           | 2,500            | 1,325            |
| 911 Operations, Telephone                         | 1,250                      | 0                          | 1,250         | 13,750                     | 5,195                      | 8,555           | 15,000           | 9,805            |
| 911 Operations, Training                          | 500                        | 0                          | 500           | 5,500                      | 0                          | 5,500           | 6,000            | 6,000            |
| <b>Total 911 Operations</b>                       | <b>75,376</b>              | <b>65,663</b>              | <b>9,712</b>  | <b>829,124</b>             | <b>827,028</b>             | <b>2,098</b>    | <b>904,500</b>   | <b>77,472</b>    |
| <b>Total Protective Services</b>                  | <b>459,460</b>             | <b>428,579</b>             | <b>30,879</b> | <b>5,067,540</b>           | <b>5,223,047</b>           | <b>-155,506</b> | <b>5,531,500</b> | <b>308,452</b>   |
| Recreation Centre, Maint supplies                 | 0                          | 0                          | 0             | 532,600                    | 11,009                     | 521,591         | 532,600          | 521,591          |

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| Account  | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget  | Remaining Budget |
|--|----------------------------|----------------------------|----------------|----------------------------|----------------------------|----------------|----------------|------------------|
| CEDP Recreation , Salary and related costs       | 25,358                     | 42,307                     | -16,949        | 278,938                    | 395,233                    | -116,295       | 304,300        | -90,933          |
| CEDP Recreation , Activity Guide                 | 0                          | 0                          | 0              | 5,000                      | 0                          | 5,000          | 5,000          | 5,000            |
| CEDP Recreation , Summer Concert Series          | 0                          | 2,000                      | -2,000         | 20,000                     | 11,243                     | 8,757          | 20,000         | 8,757            |
| CEDP Recreation , Recreation improvements        | 2,500                      | 11,904                     | -9,404         | 202,500                    | 21,703                     | 180,797        | 203,500        | 181,797          |
| CEDP Recreation , Canada Day                     | 0                          | 0                          | 0              | 20,000                     | 20,365                     | -365           | 20,000         | -365             |
| CEDP Recreation , Corner Brook Day               | 0                          | 0                          | 0              | 20,000                     | 21,830                     | -1,830         | 20,000         | -1,830           |
| CEDP Recreation , Margaret Bowater Park          | 0                          | 9,019                      | -9,019         | 28,000                     | 31,530                     | -3,530         | 28,000         | -3,530           |
| CEDP Recreation , Special Events Grants          | 2,083                      | -500                       | 2,583          | 22,917                     | 21,479                     | 1,438          | 25,000         | 3,521            |
| CEDP MBP, Salary and related costs               | 0                          | 0                          | 0              | 53,000                     | 43,738                     | 9,262          | 53,000         | 9,262            |
| CPD MBP, Maint supplies                          | 0                          | 0                          | 0              | 5,000                      | 4,526                      | 474            | 5,000          | 474              |
| CEDP MBP, Security                               | 0                          | 0                          | 0              | 35,000                     | 66,949                     | -31,949        | 35,000         | -31,949          |
| CEDP Activity Staffing, Salary and related costs | 3,500                      | 2,980                      | 520            | 38,500                     | 26,668                     | 11,832         | 42,000         | 15,332           |
| <b>Total Recreation &amp; Leisure</b>            | <b>33,441</b>              | <b>67,710</b>              | <b>-34,268</b> | <b>728,855</b>             | <b>665,264</b>             | <b>63,592</b>  | <b>760,800</b> | <b>95,537</b>    |
| Tourism, Salary and related costs                | 12,308                     | 10,470                     | 1,838          | 135,388                    | 138,593                    | -3,205         | 147,700        | 9,107            |
| Tourism, City Equip                              | 0                          | 0                          | 0              | 0                          | 54                         | -54            | 0              | -54              |
| Tourism, Promo materials                         | 750                        | 0                          | 750            | 8,250                      | 3,158                      | 5,092          | 9,000          | 5,842            |
| Tourism, Advertising                             | 667                        | 0                          | 667            | 7,337                      | 4,865                      | 2,472          | 8,000          | 3,135            |
| Tourism, Special Projects                        | 3,333                      | 1,356                      | 1,977          | 36,663                     | 40,312                     | -3,649         | 40,000         | -312             |
| Tourism, Jigs and Wheels                         | 0                          | -20                        | 20             | 50,000                     | 62,074                     | -12,074        | 50,000         | -12,074          |
| Tourism, Membership fees                         | 83                         | 0                          | 83             | 913                        | 5,500                      | -4,587         | 1,000          | -4,500           |
| Tourism, Conference fees                         | 167                        | 0                          | 167            | 1,837                      | 4,002                      | -2,165         | 2,000          | -2,002           |
| Tourism, Business Facilitating                   | 83                         | 0                          | 83             | 913                        | 458                        | 455            | 1,000          | 542              |
| Tourism, Newcomers Guide                         | 167                        | 0                          | 167            | 1,837                      | 2,212                      | -375           | 2,000          | -212             |
| Train, Salary and related costs                  | 0                          | 0                          | 0              | 8,000                      | 24,573                     | -16,573        | 8,000          | -16,573          |
| Train, Gas/Oil                                   | 0                          | 0                          | 0              | 0                          | 1,346                      | -1,346         | 0              | -1,346           |
| Train, Maint supplies                            | 0                          | 0                          | 0              | 0                          | 406                        | -406           | 0              | -406             |
| Train, Special Projects                          | 0                          | 0                          | 0              | 2,000                      | 3,277                      | -1,277         | 2,000          | -1,277           |
| Tourism, Other                                   | 100                        | 0                          | 100            | 1,100                      | 513                        | 587            | 1,200          | 687              |
| <b>Total Tourism</b>                             | <b>17,658</b>              | <b>11,806</b>              | <b>5,852</b>   | <b>254,238</b>             | <b>291,343</b>             | <b>-37,104</b> | <b>271,900</b> | <b>-19,442</b>   |
| Civic Centre Admin, Salary and related costs     | 37,525                     | 27,589                     | 9,936          | 412,775                    | 326,385                    | 86,390         | 450,300        | 123,915          |
| Civic Centre Admin, Office supplies              | 542                        | 284                        | 258            | 5,958                      | 4,904                      | 1,054          | 6,500          | 1,596            |
| Civic Centre Admin, Photocopier expenses         | 350                        | 442                        | -92            | 3,850                      | 3,712                      | 138            | 4,200          | 488              |

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| Account   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance | Annual Budget | Remaining Budget |
|---|----------------------------|----------------------------|--------------|----------------------------|----------------------------|--------------|---------------|------------------|
| Civic Centre Admin, Promo materials               | 3,333                      | 610                        | 2,723        | 36,667                     | 10,094                     | 26,572       | 40,000        | 29,906           |
| Civic Centre Admin, Subscriptions                 | 175                        | 0                          | 175          | 1,925                      | 1,447                      | 478          | 2,100         | 653              |
| Civic Centre Admin, Comp network costs            | 2,550                      | 0                          | 2,550        | 28,050                     | 14,850                     | 13,200       | 30,600        | 15,750           |
| Civic Centre Admin, Telephone                     | 367                        | 0                          | 367          | 4,033                      | 3,674                      | 359          | 4,400         | 726              |
| Civic Centre Admin, Cell phone                    | 242                        | 0                          | 242          | 2,658                      | 2,225                      | 433          | 2,900         | 675              |
| Civic Centre Admin, Membership                    | 0                          | 0                          | 0            | 0                          | 443                        | -443         | 0             | -443             |
| Civic Centre Admin, Training                      | 833                        | 0                          | 833          | 9,167                      | 23,035                     | -13,869      | 10,000        | -13,035          |
| Civic Centre Admin, Bank Charges                  | 1,667                      | 0                          | 1,667        | 18,333                     | 11,338                     | 6,995        | 20,000        | 8,662            |
| Civic Centre Operations, Salary and related costs | 71,567                     | 76,291                     | -4,724       | 787,233                    | 778,501                    | 8,733        | 858,800       | 80,299           |
| Civic Centre Operations, Cleaning Supplies        | 2,333                      | 3,131                      | -797         | 25,667                     | 25,779                     | -113         | 28,000        | 2,221            |
| Civic Centre Operations, Clothing/uniforms        | 583                        | 920                        | -337         | 6,417                      | 4,227                      | 2,189        | 7,000         | 2,773            |
| Civic Centre Operations, City Equip               | 1,450                      | 0                          | 1,450        | 15,950                     | 19,540                     | -3,590       | 17,400        | -2,140           |
| Civic Centre Operations, Catering                 | 9,775                      | 17,138                     | -7,363       | 107,525                    | 20,588                     | 86,937       | 117,300       | 96,712           |
| Civic Centre Operations, Fire Alarm               | 500                        | 0                          | 500          | 5,500                      | 2,864                      | 2,636        | 6,000         | 3,136            |
| Civic Centre Operations, Propane/Nitrogen         | 1,542                      | 2,064                      | -523         | 16,958                     | 18,405                     | -1,447       | 18,500        | 95               |
| Civic Centre Operations, Heating Oil              | 4,167                      | 0                          | 4,167        | 45,833                     | 45,905                     | -72          | 50,000        | 4,095            |
| Civic Centre Operations, Maint supplies           | 6,250                      | 5,647                      | 603          | 68,750                     | 63,279                     | 5,471        | 75,000        | 11,721           |
| Civic Centre Operations, Elevator Maintenance     | 1,167                      | 2,421                      | -1,254       | 12,833                     | 13,349                     | -516         | 14,000        | 651              |
| Civic Centre Operations, Repairs Recreation Equip | 833                        | 1,086                      | -252         | 9,167                      | 14,233                     | -5,067       | 10,000        | -4,233           |
| Civic Centre Operations, Waste Disposal           | 0                          | 0                          | 0            | 0                          | 463                        | -463         | 0             | -463             |
| Civic Centre Operations, Snowclearing             | 5,833                      | 0                          | 5,833        | 64,167                     | 45,391                     | 18,776       | 70,000        | 24,609           |
| Civic Centre Operations, Hired equipment          | 1,083                      | 0                          | 1,083        | 11,917                     | 5,124                      | 6,792        | 13,000        | 7,876            |
| Civic Centre Operations, Hired contractor         | 6,667                      | 0                          | 6,667        | 73,333                     | 106,005                    | -32,672      | 80,000        | -26,005          |
| Civic Centre Operations, Hired Electrician        | 2,083                      | 537                        | 1,547        | 22,917                     | 537                        | 22,380       | 25,000        | 24,464           |
| Civic Centre Operations, Senior Hockey expenses   | 7,800                      | 30,610                     | -22,810      | 31,200                     | 96,160                     | -64,960      | 39,000        | -57,160          |
| Civic Centre Operations, Electrical               | 30,567                     | 41,156                     | -10,589      | 336,233                    | 355,849                    | -19,616      | 366,800       | 10,951           |
| Civic Centre Operations, Security                 | 4,583                      | 7,389                      | -2,806       | 50,417                     | 50,450                     | -33          | 55,000        | 4,550            |
| Civic Centre Operations, Special Events           | 0                          | 0                          | 0            | 0                          | 54,905                     | -54,905      | 0             | -54,905          |
| Civic Centre Building Maint, Maint supplies       | 7,500                      | 0                          | 7,500        | 82,500                     | 32,382                     | 50,118       | 90,000        | 57,618           |

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| Account  | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|--|----------------------------|----------------------------|----------------|----------------------------|----------------------------|----------------|------------------|------------------|
| Civic Centre Special Events, Home Show CC                | 3,333                      | 0                          | 3,333          | 36,667                     | 11,147                     | 25,519         | 40,000           | 28,853           |
| Civic Centre Buidling Maintena, Salary and related costs | 0                          | 0                          | 0              | 0                          | 201                        | -201           | 0                | -201             |
| <b>Total Civic Centre</b>                                | <b>217,200</b>             | <b>217,315</b>             | <b>-115</b>    | <b>2,334,600</b>           | <b>2,167,391</b>           | <b>167,205</b> | <b>2,551,800</b> | <b>384,405</b>   |
| <b>Total Recreation Services</b>                         | <b>268,299</b>             | <b>296,831</b>             | <b>-28,531</b> | <b>3,850,293</b>           | <b>3,135,007</b>           | <b>715,284</b> | <b>4,117,100</b> | <b>982,091</b>   |
| PWWWW - Admin, Salary and related costs                  | 174,533                    | 137,193                    | 37,340         | 1,919,863                  | 1,785,174                  | 134,690        | 2,094,400        | 309,226          |
| PWWWW - Admin, Business Travel                           | 1,000                      | 1,150                      | -150           | 11,000                     | 5,287                      | 5,713          | 12,000           | 6,713            |
| PWWWW - Admin, Safety Program                            | 208                        | 0                          | 208            | 2,292                      | 5,207                      | -2,915         | 2,500            | -2,707           |
| PWWWW - Admin, City Equip                                | 10,667                     | 0                          | 10,667         | 117,333                    | 125,418                    | -8,085         | 128,000          | 2,582            |
| PWWWW - Admin, Maint supplies                            | 167                        | 1,146                      | -979           | 1,833                      | 1,698                      | 135            | 2,000            | 302              |
| PWWWW - Admin, Office supplies                           | 1,208                      | 237                        | 971            | 13,288                     | 26,437                     | -13,149        | 14,500           | -11,937          |
| PWWWW - Admin, Photocopier expenses                      | 358                        | 6                          | 352            | 3,942                      | 5,385                      | -1,443         | 4,300            | -1,085           |
| PWWWW - Admin, Subscriptions                             | 417                        | 0                          | 417            | 4,583                      | 0                          | 4,583          | 5,000            | 5,000            |
| PWWWW - Admin, Inventory                                 | 1,808                      | 2,024                      | -215           | 19,892                     | 22,528                     | -2,636         | 21,700           | -828             |
| PWWWW - Admin, Tools and minor equip                     | 333                        | 0                          | 333            | 3,667                      | 5,046                      | -1,380         | 4,000            | -1,046           |
| PWWWW - Admin, Telephone                                 | 417                        | 0                          | 417            | 4,583                      | 5,366                      | -783           | 5,000            | -366             |
| PWWWW - Admin, Cell phone                                | 583                        | 0                          | 583            | 6,417                      | 6,888                      | -471           | 7,000            | 112              |
| PWWWW - Admin, Membership fees                           | 175                        | 691                        | -516           | 1,925                      | 2,597                      | -672           | 2,100            | -497             |
| PWWWW - Admin, Training                                  | 1,500                      | 0                          | 1,500          | 16,500                     | 427                        | 16,073         | 18,000           | 17,573           |
| PWWWW - Admin Other                                      | 50                         | 0                          | 50             | 550                        | 1,657                      | -1,107         | 600              | -1,057           |
| PWWWW - Admin, Special Events Grants                     | 150                        | 0                          | 150            | 1,650                      | 0                          | 1,650          | 1,800            | 1,800            |
| PWWWW - PPE  | 342                        | 410                        | -69            | 3,758                      | 4,485                      | -727           | 4,100            | -385             |
| PWWWW - Admin, Medicals                                  | 83                         | 0                          | 83             | 917                        | 1,616                      | -700           | 1,000            | -616             |
| <b>Total PWWWW Admin</b>                                 | <b>193,999</b>             | <b>142,857</b>             | <b>51,142</b>  | <b>2,133,993</b>           | <b>2,005,216</b>           | <b>128,777</b> | <b>2,328,000</b> | <b>322,784</b>   |
| PWWWW - Bldg, Salary and related costs                   | 1,805                      | 3,621                      | -1,816         | 19,855                     | 80,131                     | -60,276        | 21,660           | -58,471          |
| PWWWW - Bldg, City Equip                                 | 168                        | 0                          | 168            | 1,852                      | 2,920                      | -1,068         | 2,020            | -900             |
| PWWWW Bldg, Maint supplies - 1                           | 18,460                     | 6,010                      | 12,450         | 203,060                    | 218,007                    | -14,947        | 221,520          | 3,513            |
| PWWWW Bldg, Maint supplies - 2                           | 992                        | 574                        | 418            | 10,908                     | 10,024                     | 884            | 11,900           | 1,876            |
| PWWWW - Bldg, Electrical - 1                             | 27,808                     | 31,357                     | -3,548         | 305,892                    | 272,076                    | 33,815         | 333,700          | 61,624           |
| PWWWW - Bldg, Electrical - 2                             | 1,567                      | 1,623                      | -56            | 17,233                     | 28,471                     | -11,238        | 18,800           | -9,671           |

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| Account                                     | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|----------------|----------------------------|----------------------------|----------------|------------------|------------------|
| PWWW - Bldg, Heating Oil                    | 708                        | 1,677                      | -968           | 7,792                      | 16,913                     | -9,121         | 8,500            | -8,413           |
| PWWW - Bldg, Inventory                      | 117                        | 164                        | -47            | 1,283                      | 1,084                      | 199            | 1,400            | 316              |
| PWWW - Bldg, Cleaning services              | 12,667                     | 0                          | 12,667         | 139,333                    | 113,948                    | 25,386         | 152,000          | 38,052           |
| PWWW - Bldg, Hired contractor               | 0                          | 0                          | 0              | 0                          | 5,718                      | -5,718         | 0                | -5,718           |
| PWWW - Bldg, Security                       | 175                        | 0                          | 175            | 1,925                      | 1,531                      | 394            | 2,100            | 569              |
| PWWW - Bldg - City Hall,<br>Snowclearing    | 1,250                      | 0                          | 1,250          | 13,750                     | 6,189                      | 7,561          | 15,000           | 8,811            |
| <b>Total Building Maintenance</b>           | <b>65,717</b>              | <b>45,026</b>              | <b>20,692</b>  | <b>722,883</b>             | <b>757,012</b>             | <b>-34,129</b> | <b>788,600</b>   | <b>31,588</b>    |
| PWWW - Street Lights, Electrical            | 53,333                     | 48,140                     | 5,193          | 586,667                    | 536,200                    | 50,467         | 640,000          | 103,800          |
| PWWW - Heritage lights, Maint<br>supplies   | 417                        | 0                          | 417            | 4,583                      | 2,640                      | 1,943          | 5,000            | 2,360            |
| PWWW - Heritage lights, Hired<br>contractor | 2,500                      | 946                        | 1,554          | 27,500                     | 25,698                     | 1,802          | 30,000           | 4,302            |
| PWWW - Heritage lights, Electrical          | 1,000                      | 1,257                      | -257           | 11,000                     | 11,496                     | -496           | 12,000           | 504              |
| <b>Total Street Lighting</b>                | <b>57,250</b>              | <b>50,343</b>              | <b>6,907</b>   | <b>629,750</b>             | <b>576,034</b>             | <b>53,716</b>  | <b>687,000</b>   | <b>110,966</b>   |
| PWWW- Gravel St Main                        | 0                          | 8,119                      | -8,119         | 21,500                     | 11,259                     | 10,241         | 21,500           | 10,241           |
| PWWW - Street Maint,                        | 30,417                     | 48,958                     | -18,541        | 354,587                    | 431,079                    | -76,492        | 385,000          | -46,079          |
| PWWW - W/S Pave Cuts                        | 21,000                     | 1,950                      | 19,050         | 453,000                    | 212,658                    | 240,342        | 474,000          | 261,342          |
| PWWW - Sod repair                           | 0                          | 0                          | 0              | 64,000                     | 68,847                     | -4,847         | 64,000           | -4,847           |
| PWWW - Curb & Sidewalk                      | 0                          | 29,325                     | -29,325        | 200,000                    | 277,736                    | -77,736        | 200,000          | -77,736          |
| PWWW - Maint Manhole/catch bas.             | 4,792                      | 5,557                      | -765           | 88,208                     | 91,049                     | -2,841         | 92,500           | 1,451            |
| PWWW - Guardrails                           | 0                          | 0                          | 0              | 37,000                     | 3,654                      | 33,346         | 37,000           | 33,346           |
| PWW - Maint of steps/walkways               | 0                          | 0                          | 0              | 1,000                      | 0                          | 1,000          | 1,000            | 1,000            |
| <b>Total Street Maintenance</b>             | <b>56,209</b>              | <b>93,909</b>              | <b>-37,700</b> | <b>1,219,295</b>           | <b>1,096,282</b>           | <b>123,013</b> | <b>1,275,000</b> | <b>178,718</b>   |
| PWWW - Street Snow                          | 114,900                    | 1,402                      | 113,498        | 926,700                    | 728,249                    | 198,451        | 1,154,000        | 425,751          |
| PWWW - Sanding                              | 22,150                     | 889                        | 21,261         | 177,200                    | 236,210                    | -59,010        | 221,500          | -14,710          |
| PWWW - Salting                              | 47,100                     | 10,859                     | 36,241         | 376,800                    | 336,595                    | 40,205         | 471,000          | 134,405          |
| PWWW - Snow/Business Area                   | 1,750                      | 0                          | 1,750          | 14,000                     | 13,340                     | 660            | 17,500           | 4,160            |
| PWWW - Ice Cutting/Remove                   | 1,250                      | 0                          | 1,250          | 10,000                     | 5,895                      | 4,105          | 12,500           | 6,605            |
| PWWW - Snow Remove City Parking             | 300                        | 173                        | 127            | 2,400                      | 1,091                      | 1,309          | 3,000            | 1,909            |
| PWWW - Snow Clearing contracts              | 7,500                      | 0                          | 7,500          | 60,000                     | 52,143                     | 7,857          | 75,000           | 22,857           |
| PWWW - Damage Claims                        | 500                        | 0                          | 500            | 4,000                      | 1,359                      | 2,641          | 5,000            | 3,641            |
| PWWW - Step/walkways                        | 575                        | 0                          | 575            | 4,600                      | 2,303                      | 2,297          | 5,750            | 3,447            |
| PWWW - MAint/Construction                   | 900                        | 0                          | 900            | 7,200                      | 15,242                     | -8,042         | 9,000            | -6,242           |
| <b>Total Snow Clearing</b>                  | <b>196,925</b>             | <b>13,323</b>              | <b>183,601</b> | <b>1,582,900</b>           | <b>1,392,427</b>           | <b>190,472</b> | <b>1,974,250</b> | <b>581,822</b>   |
| PWWW - Traffic control - Payroll            | 11,250                     | 20,359                     | -9,109         | 123,750                    | 172,900                    | -49,150        | 135,000          | -37,900          |

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| Account   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance    | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|----------------|----------------------------|----------------------------|-----------------|------------------|------------------|
| PWWW - Traffic control, City Equip                    | 1,542                      | 0                          | 1,542          | 16,958                     | 14,547                     | 2,412           | 18,500           | 3,953            |
| PWWW - Traffic control, Maint supplies                | 83                         | 0                          | 83             | 2,417                      | 139,630                    | -137,214        | 2,500            | -137,130         |
| PWWW - Traffic control, Hired contractor              | 2,500                      | 1,502                      | 998            | 172,500                    | 29,828                     | 142,672         | 175,000          | 145,172          |
| PWWW - Traffic control, Electrical                    | 833                        | 1,042                      | -209           | 9,163                      | 11,259                     | -2,096          | 10,000           | -1,259           |
| PWWW -Traffic control, Inventory                      | 0                          | 0                          | 0              | 0                          | 367                        | -367            | 0                | -367             |
| <b>Total Traffic Control</b>                          | <b>16,208</b>              | <b>22,903</b>              | <b>-6,695</b>  | <b>324,788</b>             | <b>368,531</b>             | <b>-43,743</b>  | <b>341,000</b>   | <b>-27,531</b>   |
| PWWW - Drainage, Salary and related costs             | 5,417                      | 2,918                      | 2,498          | 59,583                     | 94,672                     | -35,088         | 65,000           | -29,672          |
| PWWW - Drainage, City Equip                           | 917                        | 0                          | 917            | 10,083                     | 22,451                     | -12,368         | 11,000           | -11,451          |
| PWWW - Drainage, Maint supplies                       | 208                        | 7,388                      | -7,180         | 2,292                      | 24,541                     | -22,250         | 2,500            | -22,041          |
| PWWW - Drainage, Inventory                            | 83                         | 112                        | -29            | 917                        | 1,323                      | -407            | 1,000            | -323             |
| PWWW - Drainage, Hired equipment                      | 1,583                      | 3,345                      | -1,762         | 17,417                     | 51,831                     | -34,414         | 19,000           | -32,831          |
| PWWW - Drainage, Meal Vouchers                        | 0                          | 0                          | 0              | 0                          | 51                         | -51             | 0                | -51              |
| <b>Total Drainage</b>                                 | <b>8,208</b>               | <b>13,763</b>              | <b>-5,555</b>  | <b>90,292</b>              | <b>194,869</b>             | <b>-104,578</b> | <b>98,500</b>    | <b>-96,369</b>   |
| PWWW - Storm Sewer Cleaning, Salary and related costs | 5,333                      | 18,727                     | -13,394        | 209,163                    | 206,796                    | 2,367           | 214,500          | 7,704            |
| PWWW - Storm Sewer Cleaning, City Equip               | 1,667                      | 0                          | 1,667          | 88,333                     | 69,405                     | 18,928          | 90,000           | 20,595           |
| PWWW - Storm Sewer Cleaning, Maint supplies           | 2,083                      | 141                        | 1,943          | 27,417                     | 41,820                     | -14,403         | 29,500           | -12,320          |
| PWWW - Storm Sewer Cleaning, Inventory                | 42                         | 113                        | -71            | 458                        | 402                        | 57              | 500              | 98               |
| PWWW - Storm Sewer Cleaning, Hired equipment          | 2,083                      | 10,724                     | -8,640         | 22,917                     | 28,744                     | -5,827          | 25,000           | -3,744           |
| PWWW - Storm Sewer Cleaning, Fall Leaf                | 5,000                      | 0                          | 5,000          | 10,000                     | 0                          | 10,000          | 10,000           | 10,000           |
| <b>Total Storm Sewer Cleaning</b>                     | <b>16,208</b>              | <b>29,705</b>              | <b>-13,496</b> | <b>358,288</b>             | <b>347,167</b>             | <b>11,122</b>   | <b>369,500</b>   | <b>22,334</b>    |
| <b>Total Public Works</b>                             | <b>351,008</b>             | <b>223,946</b>             | <b>127,062</b> | <b>4,205,313</b>           | <b>3,975,310</b>           | <b>230,001</b>  | <b>4,745,250</b> | <b>769,939</b>   |
| Garbage collect, Tipping fees                         | 62,500                     | 55,223                     | 7,277          | 687,500                    | 657,012                    | 30,488          | 750,000          | 92,988           |
| Garbage collect, Hired contractor                     | 61,500                     | 63,324                     | -1,824         | 676,500                    | 669,445                    | 7,055           | 738,000          | 68,555           |
| <b>Total Garbage Collect &amp; Disposal</b>           | <b>124,000</b>             | <b>118,547</b>             | <b>5,453</b>   | <b>1,364,000</b>           | <b>1,326,457</b>           | <b>37,543</b>   | <b>1,488,000</b> | <b>161,543</b>   |

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| Account   | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance  | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|---|----------------------------|----------------------------|---------------|----------------------------|----------------------------|----------------|------------------|------------------|
| Water treat plant, Salary and related costs       | 30,850                     | 30,196                     | 654           | 339,350                    | 335,778                    | 3,572          | 370,200          | 34,422           |
| Water treat plant, Computer Supplies              | 4,350                      | 0                          | 4,350         | 47,850                     | 37,874                     | 9,976          | 52,200           | 14,326           |
| Water treat plant, Other chemicals                | 111,367                    | 37,816                     | 73,551        | 1,225,033                  | 1,075,773                  | 149,260        | 1,336,400        | 260,627          |
| Water treat plant, City Equip                     | 525                        | 0                          | 525           | 5,775                      | 4,702                      | 1,073          | 6,300            | 1,598            |
| Water treat plant, Maint supplies                 | 21,667                     | 9,229                      | 12,438        | 238,333                    | 224,261                    | 14,072         | 260,000          | 35,739           |
| Water treat plant, Inventory                      | 1,667                      | 126                        | 1,541         | 18,333                     | 13,616                     | 4,718          | 20,000           | 6,384            |
| Water treat plant, Comp software maint            | 625                        | 0                          | 625           | 6,875                      | 1,267                      | 5,608          | 7,500            | 6,233            |
| Water treat plant, Telephone                      | 500                        | 0                          | 500           | 5,500                      | 5,110                      | 390            | 6,000            | 890              |
| Water treat plant, Electrical                     | 18,750                     | 17,957                     | 793           | 206,250                    | 184,051                    | 22,199         | 225,000          | 40,949           |
| <b>Total Water Treatment Plant</b>                | <b>190,301</b>             | <b>95,324</b>              | <b>94,977</b> | <b>2,093,299</b>           | <b>1,882,432</b>           | <b>210,869</b> | <b>2,283,600</b> | <b>401,169</b>   |
| PWWW - Chlorine/Feeders, Salary and related costs | 6,500                      | 4,769                      | 1,731         | 71,500                     | 55,287                     | 16,213         | 78,000           | 22,713           |
| PWWW - Chlorine/Feeders, Chlorine                 | 500                        | 982                        | -482          | 5,500                      | 982                        | 4,518          | 6,000            | 5,018            |
| PWWW - Chlorine/Feeders, City Equip               | 1,250                      | 0                          | 1,250         | 13,750                     | 5,279                      | 8,471          | 15,000           | 9,721            |
| PWWW - Chlorine/Feeders, Maint supplies           | 2,667                      | 0                          | 2,667         | 29,337                     | 18,656                     | 10,681         | 32,000           | 13,344           |
| PWWW - Chlorine/Feeders, Inventory                | 0                          | 0                          | 0             | 0                          | 276                        | -276           | 0                | -276             |
| PWWW - Chlorine/Feeders, Hired equipment          | 0                          | 0                          | 0             | 0                          | 1,028                      | -1,028         | 0                | -1,028           |
| PWWW - Chlorine/Feeders, Electrical               | 1,750                      | 1,461                      | 289           | 19,250                     | 16,491                     | 2,759          | 21,000           | 4,509            |
| <b>Total Purification Treatment</b>               | <b>12,667</b>              | <b>7,212</b>               | <b>5,455</b>  | <b>139,337</b>             | <b>97,999</b>              | <b>41,337</b>  | <b>152,000</b>   | <b>54,000</b>    |
| PWWW - Maint Hydrants/valves                      | 12,083                     | 13,894                     | -1,810        | 132,917                    | 140,331                    | -7,415         | 145,000          | 4,669            |
| PWWW - Main Line Repairs                          | 23,000                     | 34,808                     | -11,808       | 253,000                    | 308,928                    | -55,928        | 276,000          | -32,928          |
| PWWW - Maint Feeder                               | 10,417                     | 25,632                     | -15,215       | 114,583                    | 89,198                     | 25,385         | 125,000          | 35,802           |
| PWWW - Water Lateral Repairs                      | 41,000                     | 20,871                     | 20,129        | 451,000                    | 441,871                    | 9,129          | 492,000          | 50,129           |
| PWWW - Hydrant Snowclearing                       | 6,250                      | 4,000                      | 2,250         | 68,750                     | 50,488                     | 18,262         | 75,000           | 24,512           |
| PWWW - Thaw Water Lines                           | 1,250                      | 0                          | 1,250         | 13,750                     | 0                          | 13,750         | 15,000           | 15,000           |
| PWWW - Clean Water Lines                          | 7,667                      | 6,042                      | 1,625         | 84,333                     | 110,713                    | -26,379        | 92,000           | -18,713          |
| PWWW - Flow Testing Program                       | 3,708                      | 3,078                      | 630           | 40,792                     | 34,693                     | 6,099          | 44,500           | 9,807            |
| PWWW - Traffic Flaggers                           | 7,917                      | 8,433                      | -516          | 87,083                     | 110,032                    | -22,949        | 95,000           | -15,032          |
| <b>Total Water Mains &amp; Hydrants</b>           | <b>113,292</b>             | <b>116,758</b>             | <b>-3,465</b> | <b>1,246,208</b>           | <b>1,286,254</b>           | <b>-40,046</b> | <b>1,359,500</b> | <b>73,245</b>    |
| PWWW - Maint Sewer Mains                          | 13,500                     | 4,609                      | 8,891         | 148,500                    | 131,862                    | 16,638         | 162,000          | 30,138           |
| PWWW - Maint Sewer Laterals                       | 7,583                      | 5,847                      | 1,736         | 83,417                     | 60,585                     | 22,831         | 91,000           | 30,415           |



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| Account                                    | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance   | Annual Budget    | Remaining Budget |
|--|----------------------------|----------------------------|----------------|----------------------------|----------------------------|----------------|------------------|------------------|
| PWWW - Sewer Treatment Plants              | 5,250                      | 4,880                      | 370            | 57,750                     | 68,143                     | -10,393        | 63,000           | -5,143           |
| PWWW - Sewer Pump Stat                     | 12,833                     | 6,546                      | 6,288          | 141,167                    | 134,563                    | 6,603          | 154,000          | 19,437           |
| PWWW - Flow Tester                         | 4,750                      | 2,563                      | 2,187          | 52,250                     | 47,920                     | 4,330          | 57,000           | 9,080            |
| <b>Total Sanitary Systems</b>              | <b>43,916</b>              | <b>24,445</b>              | <b>19,473</b>  | <b>483,084</b>             | <b>443,073</b>             | <b>40,010</b>  | <b>527,000</b>   | <b>83,927</b>    |
| PWWW - Maint of Regulators,                | 10,500                     | 10,352                     | 148            | 115,500                    | 101,646                    | 13,854         | 126,000          | 24,354           |
| PWWW - Maint of water meters               | 4,167                      | 0                          | 4,167          | 45,833                     | 15,534                     | 30,299         | 50,000           | 34,466           |
| PWWW - Massey Drive                        | 292                        | 105                        | 187            | 3,208                      | 2,321                      | 887            | 3,500            | 1,179            |
| <b>Total Regulations &amp; Meters</b>      | <b>14,959</b>              | <b>10,457</b>              | <b>4,501</b>   | <b>164,541</b>             | <b>119,501</b>             | <b>45,040</b>  | <b>179,500</b>   | <b>59,998</b>    |
| PWWW - Maint of Reservoirs, Payroll        | 5,333                      | 4,667                      | 667            | 58,667                     | 50,134                     | 8,533          | 64,000           | 13,866           |
| PWWW - Maint of Reservoirs, City Equip     | 0                          | 0                          | 0              | 4,000                      | 5,240                      | -1,240         | 4,000            | -1,240           |
| PWWW - Maint of Reservoirs, Maint supplies | 0                          | 0                          | 0              | 15,000                     | 10,062                     | 4,938          | 15,000           | 4,938            |
| PWWW - Maint of Reservoirs, Telephone      | 83                         | 0                          | 83             | 917                        | 0                          | 917            | 1,000            | 1,000            |
| PWWW - Maint of Reservoirs, Electrical     | 542                        | 508                        | 34             | 5,958                      | 5,053                      | 906            | 6,500            | 1,447            |
| PWWW - Maint of Intakes, Hired equipment   | 833                        | 0                          | 833            | 9,167                      | 7,451                      | 1,716          | 10,000           | 2,549            |
| <b>Total Reservoirs &amp; Intakes</b>      | <b>6,791</b>               | <b>5,175</b>               | <b>1,617</b>   | <b>93,709</b>              | <b>77,940</b>              | <b>15,770</b>  | <b>100,500</b>   | <b>22,561</b>    |
| PWWW - Pumphouse, Payroll                  | 3,333                      | 2,868                      | 465            | 36,667                     | 28,169                     | 8,498          | 40,000           | 11,831           |
| PWWW - Pumphouse, City Equip               | 417                        | 0                          | 417            | 4,583                      | 2,124                      | 2,459          | 5,000            | 2,876            |
| PWWW - Pumphouse, Maint supplies           | 2,500                      | 0                          | 2,500          | 27,500                     | 5,144                      | 22,356         | 30,000           | 24,856           |
| PWWW - Pumphouse, Inventory                | 0                          | 0                          | 0              | 0                          | 196                        | -196           | 0                | -196             |
| PWWW - Pumphouse, Hired equipment          | 0                          | 0                          | 0              | 0                          | 6,367                      | -6,367         | 0                | -6,367           |
| PWWW - Pumphouse, Electrical               | 2,500                      | 2,243                      | 257            | 27,500                     | 23,151                     | 4,349          | 30,000           | 6,849            |
| <b>Total Pumphouse</b>                     | <b>8,750</b>               | <b>5,111</b>               | <b>3,639</b>   | <b>96,250</b>              | <b>65,151</b>              | <b>31,099</b>  | <b>105,000</b>   | <b>39,849</b>    |
| <b>Total W&amp;S</b>                       | <b>390,676</b>             | <b>264,482</b>             | <b>126,197</b> | <b>4,316,428</b>           | <b>3,972,350</b>           | <b>344,079</b> | <b>4,707,100</b> | <b>734,750</b>   |
| Transit, Hired contractor                  | 42,967                     | 39,997                     | 2,970          | 472,633                    | 430,357                    | 42,277         | 515,600          | 85,243           |
| Transit, Electrical                        | 125                        | 107                        | 18             | 1,375                      | 991                        | 384            | 1,500            | 509              |

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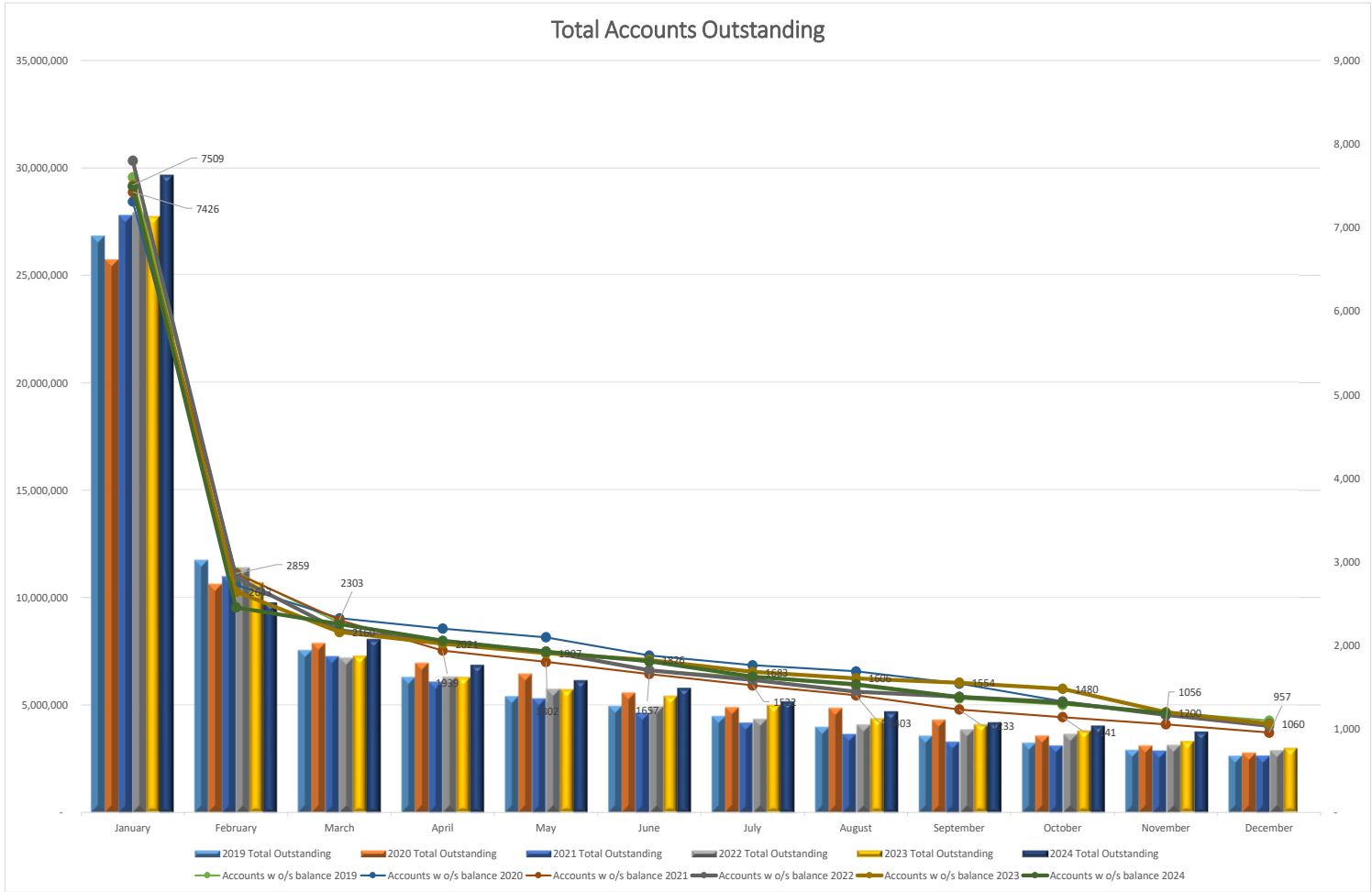
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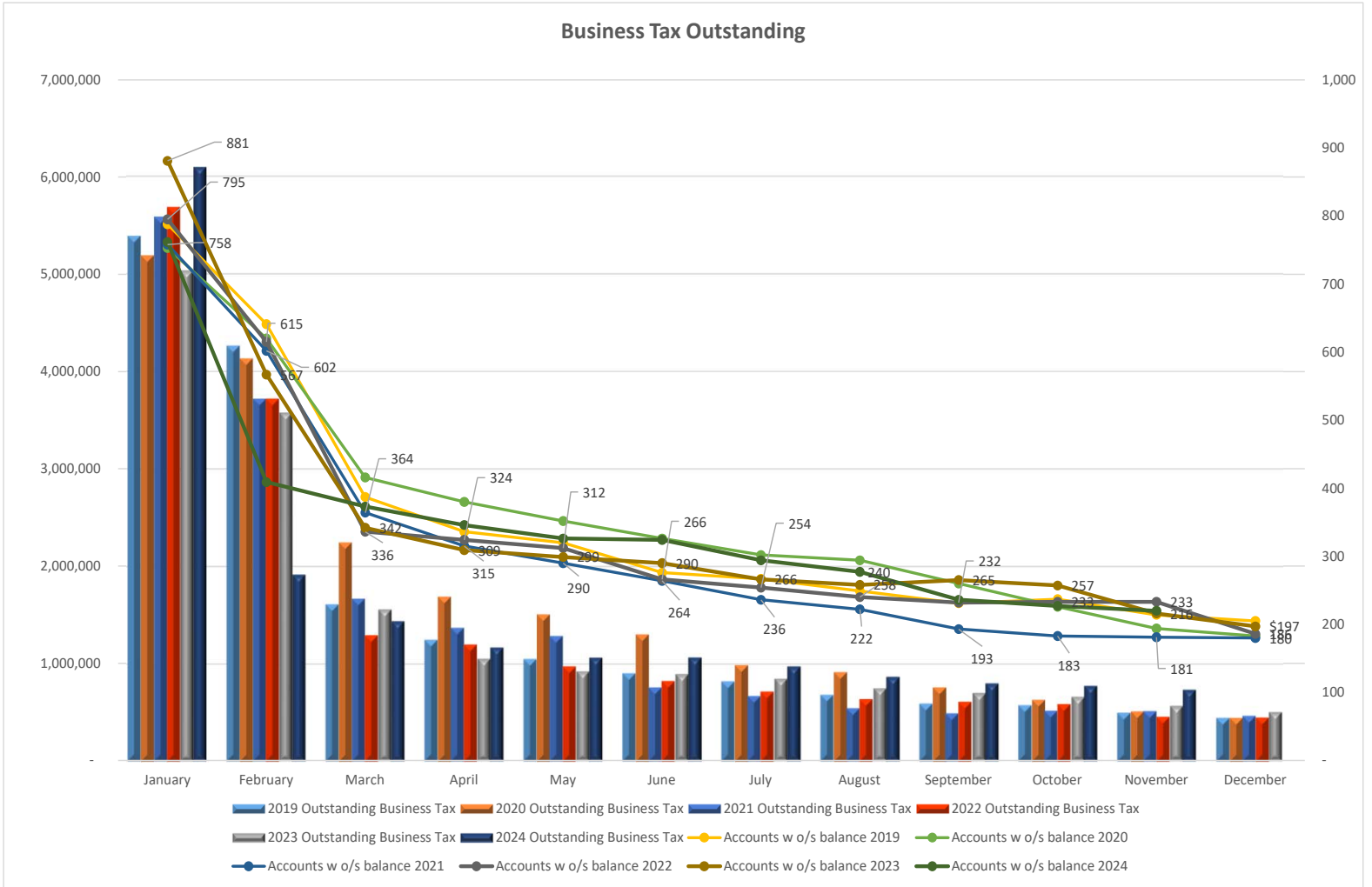
| Account  | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance   | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance    | Annual Budget  | Remaining Budget |
|--|----------------------------|----------------------------|----------------|----------------------------|----------------------------|-----------------|----------------|------------------|
| <b>Total Corner Brook Transit</b>                              | <b>43,092</b>              | <b>40,104</b>              | <b>2,988</b>   | <b>474,008</b>             | <b>431,348</b>             | <b>42,661</b>   | <b>517,100</b> | <b>85,752</b>    |
| PWWW - Jubilee Field,  | 0                          | 2,168                      | -2,168         | 48,500                     | 52,359                     | -3,859          | 48,500         | -3,859           |
| PWWW - MBP,  | 0                          | 902                        | -902           | 17,750                     | 11,931                     | 5,819           | 17,750         | 5,819            |
| PWWW - War Memorials,  | 0                          | 21                         | -21            | 800                        | 1,061                      | -261            | 800            | -261             |
| PWWW - Skateboard Park   | 0                          | 0                          | 0              | 500                        | 18                         | 482             | 500            | 482              |
| PWWW - Majectic Lawn   | 0                          | 28                         | -28            | 1,000                      | 1,227                      | -227            | 1,000          | -227             |
| PWWW - Athletic field maint,                                   | 0                          | 3,381                      | -3,381         | 80,100                     | 133,102                    | -53,002         | 80,100         | -53,002          |
| PWWW - Bash A&B, Electrical                                    | 0                          | 208                        | -208           | 1,000                      | 1,833                      | -833            | 1,000          | -833             |
| PWWW - Ambrose O'Rielly,                                       | 0                          | 122                        | -122           | 2,000                      | 1,462                      | 538             | 2,000          | 538              |
| PWWW - Bleacher Repair, Maint<br>supplies                      | 0                          | 225                        | -225           | 0                          | 450                        | -450            | 0              | -450             |
| PWWW - Playground maint,                                       | 0                          | 0                          | 0              | 20,000                     | 24,633                     | -4,633          | 20,000         | -4,633           |
| PWWW - Wellington,   | 0                          | 1,592                      | -1,592         | 24,000                     | 44,042                     | -20,042         | 24,000         | -20,042          |
| PWWW - Tennis courts,  | 0                          | 0                          | 0              | 750                        | 3,930                      | -3,180          | 750            | -3,180           |
| PWWW - Beautification,   | 0                          | 333                        | -333           | 87,000                     | 71,113                     | 15,887          | 87,000         | 15,887           |
| PWWW -Dog Park,  | 0                          | 0                          | 0              | 5,500                      | 5,475                      | 25              | 5,500          | 25               |
| PWWW - Mowing,   | 0                          | 0                          | 0              | 42,000                     | 62,716                     | -20,716         | 42,000         | -20,716          |
| PWWW - Tree Maintenance,                                       | 0                          | 0                          | 0              | 20,000                     | 8,532                      | 11,468          | 20,000         | 11,468           |
| PWWW - Turf Maintenance,                                       | 0                          | 0                          | 0              | 11,500                     | 21                         | 11,479          | 11,500         | 11,479           |
| PWWW - Winter carnival, Salary and<br>related costs            | 0                          | 0                          | 0              | 12,500                     | 13,609                     | -1,109          | 12,500         | -1,109           |
| PWWW - Watchman, Salary and<br>related costs                   | 2,917                      | 4,865                      | -1,948         | 32,083                     | 38,228                     | -6,145          | 35,000         | -3,228           |
| PWWW - Parades and Special<br>Events, Salary and related costs | 2,875                      | 0                          | 2,875          | 31,625                     | 45,642                     | -14,017         | 34,500         | -11,142          |
| PWWW - Garbage collect - Public<br>Space,                      | 5,208                      | 7,938                      | -2,729         | 57,292                     | 76,785                     | -19,493         | 62,500         | -14,285          |
| Splashpad,   | 1,667                      | 11,284                     | -9,617         | 18,337                     | 20,069                     | -1,732          | 20,000         | -69              |
| <b>Total Parks &amp; Recreation</b>                            | <b>12,667</b>              | <b>33,067</b>              | <b>-20,398</b> | <b>514,237</b>             | <b>618,238</b>             | <b>-104,000</b> | <b>526,900</b> | <b>-91,337</b>   |
| Recover - Garage exp, Salary and<br>related costs              | 0                          | 50,612                     | -50,612        | 0                          | 547,669                    | -547,669        | 0              | -547,669         |
| Recover - Garage exp, Gas/Oil                                  | 0                          | 27,731                     | -27,731        | 0                          | 442,040                    | -442,040        | 0              | -442,040         |
| Recover - Garage exp, Maint<br>supplies                        | 0                          | 47,100                     | -47,100        | 0                          | 461,347                    | -461,347        | 0              | -461,347         |
| Recover - Garage exp, Other<br>supplies                        | 0                          | 0                          | 0              | 0                          | 29,226                     | -29,226         | 0              | -29,226          |
| Recover - Garage exp, Inventory                                | 0                          | 2,191                      | -2,191         | 0                          | 35,449                     | -35,449         | 0              | -35,449          |
| Recover - Garage exp, Meal<br>Vouchers                         | 0                          | 0                          | 0              | 0                          | 11                         | -11             | 0              | -11              |
| Recover - Garage rev, Misc Revenue                             | 0                          | 0                          | 0              | 0                          | -807,123                   | 807,123         | 0              | 807,123          |

City of Corner Brook  
For the Eleven Months Ending November 30, 2024

16 of 16  
2024-12-09  
10:21 AM

| Account                                    | MTD Budget<br>November2024 | MTD Actual<br>November2024 | MTD Variance | YTD Budget<br>November2024 | YTD Actual<br>November2024 | YTD Variance | Annual Budget | Remaining Budget |
|--|----------------------------|----------------------------|--------------|----------------------------|----------------------------|--------------|---------------|------------------|
| Total Garage                               | 0                          | 127,634                    | -127,633     | 0                          | 708,619                    | -708,618     | 0             | -708,618         |
| <hr/>                                      |                            |                            |              |                            |                            |              |               |                  |
| Total Public Works, Water & Waste<br>Water | 1,014,067                  | 709,378                    | 304,695      | 11,892,854                 | 11,328,126                 | 564,728      | 13,095,850    | 1,767,724        |
| Grants, Corner Brook Stream                | 0                          | 0                          | 0            | 130,000                    | 130,000                    | 0            | 130,000       | 0                |
| Grants, Museum Grant                       | 0                          | 0                          | 0            | 15,000                     | 15,000                     | 0            | 15,000        | 0                |
| Grants, Museum -Shared Postion             | 0                          | 0                          | 0            | 23,000                     | 29,000                     | -6,000       | 23,000        | -6,000           |
| Grants, Misc Grants                        | 3,875                      | 5,414                      | -1,539       | 42,625                     | 21,214                     | 21,411       | 46,500        | 25,286           |
| Grants, Winter Carnival                    | 0                          | 0                          | 0            | 10,000                     | 9,913                      | 87           | 10,000        | 87               |
| Grants, Tourism Bureau                     | 0                          | 0                          | 0            | 22,000                     | 19,395                     | 2,605        | 22,000        | 2,605            |
| Grants, CNA Scholarhsip                    | 0                          | 0                          | 0            | 1,000                      | 1,000                      | 0            | 1,000         | 0                |
| Grants, Hospital Foundation                | 0                          | 0                          | 0            | 1,000                      | 1,000                      | 0            | 1,000         | 0                |
| Grants, MUN Scholarship                    | 0                          | 0                          | 0            | 1,000                      | 0                          | 1,000        | 1,000         | 1,000            |
| Grants, CBRH Scholarship                   | 0                          | 0                          | 0            | 1,000                      | 2,000                      | -1,000       | 1,000         | -1,000           |
| Grants, Corner Brook Running Club          | 0                          | 0                          | 0            | 2,000                      | 2,000                      | 0            | 2,000         | 0                |
| Grants, Craig Hiscock Memorial             | 0                          | 0                          | 0            | 500                        | 500                        | 0            | 500           | 0                |
| Grants, Railway Society                    | 0                          | 0                          | 0            | 2,000                      | 2,000                      | 0            | 2,000         | 0                |
| Grants, Total                              | 0                          | 0                          | 0            | 130,000                    | 130,000                    | 0            | 130,000       | 0                |
| Total Grants                               | 3,875                      | 5,414                      | -1,539       | 251,125                    | 233,022                    | 18,102       | 255,000       | 21,977           |
| COOR, Capital out of revenue               | 127,117                    | 257,792                    | -130,675     | 1,398,283                  | 979,033                    | 419,250      | 1,525,400     | 546,367          |
| COOR, Gas Tax                              | 74,717                     | 0                          | 74,717       | 821,883                    | 0                          | 821,883      | 896,600       | 896,600          |
| Total COOR                                 | 201,834                    | 257,792                    | -55,959      | 2,220,166                  | 979,033                    | 1,241,133    | 2,422,000     | 1,442,967        |
| Debt charges,                              | 297,567                    | 10,000                     | 287,567      | 3,273,237                  | 2,394,787                  | 878,450      | 3,570,800     | 1,176,013        |
| Total Debt Charges                         | 297,567                    | 10,000                     | 287,567      | 3,273,237                  | 2,394,787                  | 878,450      | 3,570,800     | 1,176,013        |
| 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                             | 2,899,655                  | 2,333,766                  | 565,894      | 34,002,770                 | 31,064,616                 | 2,938,154    | 39,197,390    | 8,132,768        |
| Recover - Garage exp, Other<br>supplies    | 0                          | 127,633                    | -127,633     | 0                          | 1,515,741                  | -1,515,741   | 0             | -1,515,741       |
| Recover - Garage revenues                  | 0                          | 0                          | 0            | 0                          | -807,123                   | 807,123      | 0             | 807,123          |









# Information Report (IR)

**Subject:** Capital Project and Engineering Committee Updates

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 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

- Leisure pool repairs are complete. Waiting for the required epoxy drying time to complete.
- Substantial completion early in the new year after all pool systems are recommissioned.
- Slide installed; however, the electrical grounding of the slide equipment will take place this week.
- Deficiencies are being worked on



#### Deep Gulch Brook Culvert Replacement

- Rip Rap at outfall placed
- Endwall completed, large diameter culvert being installed in areas of water transmission mains
- Transmission main put back in service on December 5, 2024
- Current weather conditions may require work to conclude until April 2025

### **Curling Street Retaining Wall Replacement**

- Road opened to traffic November 15th.
- Landscaping to be completed in Spring 2025 as well as surface course asphalt

### **Transportation Study**

- Reviewing draft report

### **Transit Accessibility Study and Implementation Plan**

- Draft Final Report has been received. The next step is a Council meeting to discuss the recommendations for system upgrades.

### **Intersection Improvements (Elizabeth Street/O'Connell Drive)**

- Design is well underway.
- Fall 2024 tender with Spring 2025 installation.
- Tender closed December 9th, 2024

### **STAR Trail Design & Construction Services**

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

- Funding from several sources, the City funds 10% of the total cost
- Final Report received, application for funding for the construction of Cape Blow Me Down is in progress.

### **City Hall Atrium Lighting**

- Lights have been ordered. Installation is anticipated for early 2025.

### **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.
- Project awarded to FBM. Kickoff meeting to occur in the next week.

### **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. The first phase of the project consists of the design of the upgrades.
- Funding for design has been approved. RFD on the agenda to award design services.

### **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 was awarded to Englobe and is underway.

### **Broadway Storm Sewer**

- Design was awarded to Anderson Engineering and is underway

### **CHIF Funding Application**

- Funding has been applied for to complete the following projects:
  - Wastewater Treatment Facility (Est. \$120m)
  - Curling Water Reservoir (Est. \$11.5m)

### **Green Transit Funding Application**

- Funding has been applied for through the Zero Emission Transit Fund to complete a feasibility study on green solutions for transit buses.

### **Accessible Transit Funding**

- Funding has been applied for through the Rural Transit Solutions Fund to aid in the design and implementation of an Accessible Transit system.

### **Legacy Funding**

- Funding has been applied for through the Canadian Heritage Program to commemorate the 100th anniversary of Corner Brook Pulp and Paper. If successful, this funding will go towards upgrades in Margaret Bowater Park.

|  |                        |
|--|------------------------|
| Director of Public Works, Water and Wastewater             | Approved - 11 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 11 Dec 2024 |
| Administrative Assistant                                   | Approved - 11 Dec 2024 |

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City Manager





# Information Report (IR)

**Subject:** 2024 Recreation Year-In-Review

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Recreation

**Staff Contact:** Peter Robinson, Director of Recreation Services

**Topic Overview:**

## BACKGROUND INFORMATION:

### Recreation

Recreation is ending the year on a high note as the Seniors Christmas Concert that took place at the Civic Centre Studio received numerous compliments. There were over 300 participants who enjoyed tasty treats, live music and danced the afternoon away.

2024 has seen multiple highlights within Recreation through special events, programs and infrastructure upgrades.

The City of Corner Brook hosted the Recreation NL conference in April, welcoming over 100 participants from municipalities around the province.

Canada Day festivities were enjoyed as we celebrated our country, Memorial Day in Newfoundland and the opening of Margaret Bowater Park Pool. Corner Brook Day took place in collaboration with Jigs & Wheels which featured live entertainment, vendors and children's activities all over the City.

Nora's Fitness Classes, Active Tots and Pickleball Drop In's at the Civic Centre Studio saw increased numbers this year and Nora's class was even featured on CBC!

The Carberry's Road Playground had a new play structure installed and the Doug Sweetapple Field received a new score clock.

Recreation staff are looking forward to 2025 as it will bring some accessible playground upgrades, and a new concrete deck at Margaret Bowater Park and the opening of the Corner Brook Regional Recreation Centre featuring 25 m lane pool, leisure pool with a therapy section, water features, water slide, a fitness centre and more!

### Civic Centre

The Corner Brook Civic Centre had another busy year in 2024 with an estimated 750,000+ visitors to the Centre with activities in the arenas, meeting spaces and Studio gym.

The new year began with a mega regional tournament where Corner Brook hosted a 12-team tournament for the U18 division and the continuation of the senior hockey season. In all Corner Brook Minor hockey hosted 18 tournaments in the 2024 calendar year.

The highlight of the AAA season for all divisions, male and female was the hosting of the AAA Female U18 AAA Atlantic championships. This tournament represents the highest level of minor female hockey in Atlantic Canada - all provinces were represented and Western played host.

Figure skating also continues to be a highlight where the Silver Blades Skate Club hosted three competitions in 2024 including the Skate NL Provincial Figure Championships. The provincial competition included over 160 skaters between the ages of 10 and 19 years old coming from coast to coast to coast (St. John's, Port aux Basques, Labrador City and Wabush).

The Civic Centre hosted many community events, banquets, meetings, AGMs, galas and activities throughout the year including Municipal Awareness Day, The Western Regional hospital foundation's Chili Cook Off and Annual fundraising Gala, registrations and AGM's for community groups, and a significant number of craft fairs.

November and December saw several Christmas themed parties held at the Centre, highlighted by the annual Hospital Gala (themed Christmas in New York).

November also witnessed a truly heartfelt Celebration of Life of Dave McHugh. Several thousand artists, friends, family, acquaintances, and fans attended the day-long event in Dave's honor.

The Corner Brook Royals started the 2024-25 season with 4 home games. Attendance has been strong, and the Royals are in a tight race for first place at just one point behind their rival the Deer Lake Red Wings. Action will resume early in the New year, January 3rd, vs the Stephenville Lighting.

Corner Brook welcomed some of the world's best figure skaters on Tuesday December 3rd. Stars on Ice skaters included Elvis Stojko, Newfoundland's own and former world champion Katelyn Osmond, Gracie Gold, and back flipping favorite Keegan Messing to name a few. The audience was treated to a highly talented Christmas themed skating celebration.

### **Greetings**

On behalf of the City of Corner Brook Recreation and Civic Centre Staff I would like to wish you all a very Merry Christmas and Happy New Year.

|   |                        |
|---|------------------------|
| Director of Recreation Services                               | Approved - 11 Dec 2024 |
| Director of Community, Engineering,<br>Development & Planning | Approved - 11 Dec 2024 |
| Administrative Assistant                                      | Approved - 11 Dec 2024 |

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City Manager







# Information Report (IR)

**Subject:** Tourism - 2024 Year-In-Review

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Tourism

**Staff Contact:** Peter Robinson, Director of Recreation Services

**Topic Overview:**

## BACKGROUND INFORMATION:

2024 was a banner year for tourism in Corner Brook filled with exciting events for both visitors and locals. Some of the highlights from the year included:

- Another successful Jigs & Wheels festival that helped to support over 30 local businesses and organizations.
- Our largest cruise ship season ever with 38 ships visiting Corner Brook in 2024.
- The Colours of Corner Brook Festival provided live entertainment, photo booths, a petting zoo, and over 50 vendors to more than 8,000 visiting cruise ship passengers and local residents.
- This past weekend the Corner Brook Mummer Parade featured over 80 mummers celebrating a long-standing Newfoundland tradition and collecting donations for the local foodbank.

As 2024 draws to a close and we look ahead to an exciting 2025 the tourism staff at the City of Corner Brook would like to wish all residents a Merry Christmas and a safe and Happy New Year.

|   |         |
|---|---------|
| Director of Community, Engineering,<br>Development & Planning | Pending |
| Administrative Assistant                                      | None    |

\_\_\_\_\_  
City Manager







# Request for Decision (RFD)

**Subject:** Regional Recreation Center - PCA Amendment No. 12

**To:** Donny Burden

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [677762-0001-SLI-M-40-ECH-000-0012\\_C02 \(002\) Redacted](#)

## BACKGROUND INFORMATION:

Contract administration efforts on a T&M (time and materials) basis due to the additional contract administration services that are required from August 1 until Contractor achieves substantial completion.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve the PCA Amendment No. 12 for the Corner Brook Regional Recreation Center in the amount of \$46,000.00 HST included for Atkins Realis.

## FINANCIAL IMPACT:

Authorized Contract Amount \$524,524.78

Previous Change Orders \$195,190.93

**Budget Code:** 17-CCR-21-00005

**Finance Type:** Funding

Director of Public Works, Water and Wastewater      Approved - 29 Nov 2024

Director of Community, Engineering, Development & Planning      Approved - 29 Nov 2024

Administrative Assistant      Approved - 02 Dec 2024

\_\_\_\_\_  
City Manager

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

Page 1 of 3

September 2023

OWNER: City of Corner Brook DATE: 2024-11-28

PROJECT NAME: Owner's Advisor - Corner Brook Regional Recreational Facility

PROJECT #: 17-CCR-21-00005 CONSULTANT: AtkinsRealis

CHANGE ORDER NUMBER: 012

.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

For contract administration efforts on a T&M basis. See AtkinsRealis change order form below for further information.

.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 \$ 46,000.00

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

**Page 2 of 3**

**September 2023**

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

Consultant: \_\_\_\_\_ (Signature)

|   |    |                   |
|---|----|-------------------|
| Authorized Contract Amount (A)                              | \$ | <u>524,524.78</u> |
| <b>Change Order Limit (greater of 10% of A or \$15,000)</b> | \$ | <u>52,452.48</u>  |
| Previous Change Orders (B)                                  | \$ | <u>195,190.93</u> |
| <b>This Change Order (C)</b>                                | \$ | <u>46,000.00</u>  |
| New Approved Contract Amount (A+B+C)                        | \$ | <u>765,715.71</u> |

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

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

**Page 3 of 3**

**September 2023**

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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.

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Transportation and Infrastructure

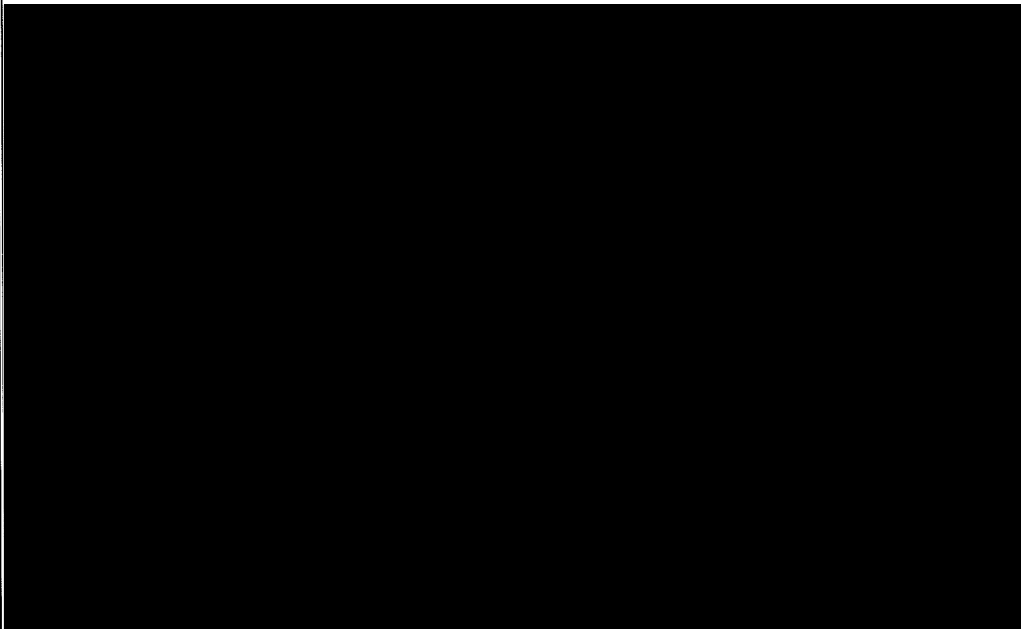
Include Appendix "A" and "B" Below



**ENGINEERING CHANGE ORDER**

Owner: City of Corner Brook Change Order No. 012  
 Project: Owner's Advisor - Corner Brook Regional Recreation ATRL Project No. 677762  
 Document #: 677762-0001-SLI-M-40-ECH-000-0012\_C01 Date: November 18, 2024

**DESCRIPTION OF CHANGE (P. 1 of 2):**



|   |                            |    |            |
|---|----------------------------|----|------------|
| <b>ORIGINAL CONTRACT PRICE:</b>         | _____                      | \$ | 456,108.50 |
| <b>CONTRACT AMOUNT AWARDED:</b>         | _____                      | \$ | 456,108.50 |
| Change Order Nos. <u>001 to 012</u>     | Debit: _____               | \$ | 210,680.84 |
|   | Credit: _____              | \$ | -          |
| <b>THIS CHANGE ORDER:</b>               | Debit: \$ <u>40,000.00</u> |    |            |
|   | Credit: _____              |    |            |
| <b>REVISED CONTRACT PRICE:</b>          | _____                      | \$ | 666,789.34 |
| <b>REVISED CONTRACT AMOUNT AWARDED:</b> | _____                      | \$ | 666,789.34 |

**APPROVED BY OWNER:**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
 Date: \_\_\_\_\_

\*\* all amounts are exclusive of HST

Appendix B  
SCHEDULE II - Building & Treatment Facilities  
Basic and Other Additional Service 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 |
|--|---|--|--|
| - Programming Advisory Services  | \$ 10,957.50  |  | \$ 10,957.50                           |
| - Preliminary Design   |   |  |  |
| - Preparation of Request for Qualifications (RFQ)                      | \$ 11,680.00  |  | \$ 11,680.00                           |
| - Proposal/Tendering, Analysis and Recommendation of RFQ               | \$ 5,380.00   |  | \$ 5,380.00                            |
| - Preparation of Request for Proposal (RFP)                            | \$ 81,917.50  |  | \$ 81,917.50                           |
| - Proposal/Tendering Analysis and Contract Award of RFP                | \$ 17,540.00  |  | \$ 17,540.00                           |
| - Review of Design Development Submission / Shop Drawings              | \$ 88,480.10  |  | \$ 88,480.10                           |
| - Contract Administration  | \$ 218,459.57   |  | \$ 218,459.57                          |
| - Project Completion Phase   | \$ 18,804.46  |  | \$ 18,804.46                           |
| - Other Additional Services  |   |  |  |
| - Resident Services During Construction                                | \$ 39,000.00  |  | \$ 39,000.00                           |
| - Site Visit for Substantial/Total Completion                          | \$ 4,712.48   |  | \$ 4,712.48                            |
| - Site Visit for Commissioning   | \$ 3,251.95   |  | \$ 3,251.95                            |
| - Site Visit for 10 Month Warranty Inspection                          | \$ 4,022.15   |  | \$ 4,022.15                            |
| - OA LEED Total Cost   | \$ 24,770.24  |  | \$ 24,770.24                           |
| - Existing Pool Wall Demo Review                                       | \$ 21,750.00  |  | \$ 21,750.00                           |
| <b>ECH #012 - Contract Administration Cost Plus</b>                    | \$ -  | \$ 40,000.00   | \$ 40,000.00                           |
| <b>A. SUB-TOTAL SERVICE FEES</b>                                       | \$ 550,725.95   | \$ 40,000.00   | \$ 590,725.95                          |
| <b>B. SUB-TOTAL REIMBURSABLE EXPENSES</b>                              | \$ 42,076.00  | \$ -   | \$ 42,076.00                           |
| <b>C. TOTAL ADDITIONAL REIMBURSABLE ALLOWANCES (From Schedule III)</b> | \$ 33,037.80  | \$ -   | \$ 33,037.80                           |
| <b>D. TOTAL SERVICE FEE (Less HST) (A+B+C)</b>                         | \$ 625,839.75   | \$ 40,000.00   | \$ 665,839.75                          |
| <b>E. TOTAL HST (15% D)</b>  | \$ 93,875.96  | \$ 6,000.00  | \$ 99,875.96                           |
| <b>F. TOTAL SERVICE FEE (including HST) (D+E)</b>                      | \$ 719,715.71   | \$ 46,000.00   | \$ 765,715.71                          |



# Request for Decision (RFD)

**Subject:** COOR Budget Reallocation

**To:** Donny Burden  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**

## BACKGROUND INFORMATION:

For the 2024 Capital out of Revenue (COOR) budget, \$100,000.00 was allocated for an Industrial Park Study in the City of Corner Brook. Recently, funding has been secured to cover 90% of the costs for this project.

Due to the landslide on Riverside Drive in 2024, there is now a need to conduct a study of the area's hydrological conditions, as well as a risk assessment to address the potential hazards of future landslides.

Engineering staff are requesting to reallocate \$90,000.00 from the COOR budget to complete this work during the winter months, with the goal of having a risk management framework in place by the spring of 2025.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** authorizes the City Manager to reallocate \$90,000.00 from the COOR budget to fund a study related to the Riverside Drive Landslide. If this reallocation is approved, a Request for Proposal (RFP) will be prepared and advertised, and a recommended consultant will be submitted to City Council for approval to proceed with the assignment of this work.

## FINANCIAL IMPACT:

No financial impact

**Budget Code:** COOR

|  |                        |
|--|------------------------|
| Director of Public Works, Water and Wastewater             | Approved - 06 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 06 Dec 2024 |
| Administrative Assistant                                   | Approved - 09 Dec 2024 |

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City Manager





# Request for Decision (RFD)

**Subject:** Expression of Interest - Assessment Review Commissioner 2025

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Finance and Administration

**Staff Contact:** Sievendra Maistry, Director of Finance and Administration

**Topic Overview:**

## BACKGROUND INFORMATION:

Pursuant to Section 31(1) of the *Assessment Act*, the City of Corner Brook is required to appoint a person to the position of Assessment Review Commissioner for 2025. The City has solicited expressions of interest in the position of Assessment Review Commissioner and one submission was received.

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

## PROPOSED RESOLUTION:

**It is RESOLVED to** appoint Mr. Dennis Waterman as the Assessment Review Commissioner for 2025.

## FINANCIAL IMPACT:

The cost is variable based on the number of hearings and prep that is required. The proposed rate for 2025 is \$650 per day and includes all administrative and secretary support. This rate is the same as 2024. It is proposed that \$12,000 be carried in the 2025 budget for this service.

**Budget Code:** 01-300-1050-65700

**Finance Type:** Budget

## GOVERNANCE IMPLICATIONS:

Policy

Other

Assessment Act

Section 31(1)

## RECOMMENDATION:

It is staff recommendation to appointment Mr. Waterman as the Assessment Review Commissioner for the 2025 tax year.

**ALTERNATIVE IMPLICATIONS:**

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

|   |                        |
|---|------------------------|
| Director of Finance and Administration                        | Approved - 05 Dec 2024 |
| Director of Community, Engineering,<br>Development & Planning | Approved - 05 Dec 2024 |
| Administrative Assistant                                      | Approved - 09 Dec 2024 |

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City Manager



# Request for Decision (RFD)

**Subject:** Bartlett's Point Park Improvements RFP

**To:** Donny Burden  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [20241205111622321\\_Redacted](#)

## BACKGROUND INFORMATION:

This request for decision (RFD) is intended to address the selection of a Prime Consultant related to the design phase of Bartlett's Point Park Improvements. This project is funded in part by the Department of Industry, Energy and Technology (IET) and the Atlantic Canada Opportunities Agency (ACOA). This project consists of the design of an access road off of Petries Street that will lead to an accessible parking area complete with pavement, curb and drainage. This project will also include the design of a band stand area with electrical service and lighting. The City requested proposals to complete this work and received three responses.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** accept the fee proposal submitted by Englobe Corp. for the Bartlett's Point Park Improvements in the amount of \$110,270.86 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.

## FINANCIAL IMPACT:

Regional Development Grant 25%  
 ACOA Funding Grant 65%  
 City of Corner Brook 10%

**Finance Type:** Funding

|  |                        |
|--|------------------------|
| Director of Public Works, Water and Wastewater             | Approved - 05 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 05 Dec 2024 |
| Administrative Assistant                                   | Approved - 09 Dec 2024 |

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City Manager

**CONSULTANT FEE PROPOSAL**

|                            |   |
|----------------------------|---|
| <b>Project Name</b>        | Bartlett's Point Park Improvements - City of Corner Brook |
| <b>Town Representative</b> | Aaron O'Brien   |
| <b>Firm</b>                | Englobe Corp  |
| <b>Date Submitted</b>      | September 26, 2024  |

**Consultant Fee Proposal**

| Schedule II in PCA   | Fee                |
|--|--------------------|
| <b><u>Basic Services</u></b>   |                    |
| Preliminary Engineering  | \$13,310.00        |
| Design and Contract Documents  | \$20,835.00        |
| Tendering and Contracts Award  | \$2,040.00         |
| Contract Administration  | \$4,760.00         |
| Project Completion Phase and Record Drawings   | \$1,790.00         |
| <b><u>Other Additional Services (at cost) - List Additional Required Services as required:</u></b>   |                    |
| Resident Services during Construction – 200 hrs estimated for bidding purposes.  | \$12,000.00        |
| Commissioning  | \$1,500.00         |
| Prime Consultant Project Expenses for Above Services   | \$300.00           |
| <b><u>Sub Total Service Fees</u></b>   | <b>\$56,535.00</b> |
| <b><u>Reimbursable Expenses:</u> ENSURE YOU CONFORM TO POSTED GOVERNMENT RATES AND HST APPLICABILITY. Please note that meal rates and mileage rates as posted on the government sites <b>INCLUDE HST</b> 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. <b>Please use correct numbers if you will be adding HST to expenses for mileage and meals.</b></b> |                    |
| <b>Meals</b> - Rates - <a href="https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/">https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/</a><br>Breakfast - \$9.60, Lunch - \$16.80, Dinner - \$26.04 (all HST Included)<br>Breakfast - \$8.34, Lunch - \$14.60, Dinner - \$22.64 (all HST excluded)   | \$91.20            |
| <b>Travel</b> – for the following visits. Preliminary Site Visit – 1 Visit, Substantial and Final Inspection plus Commissioning – 1 Visit, Warranty Inspection – 1 Visit. <b>Total of 3 Visits.</b><br>Automobile Reimbursement Rates - <a href="https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/">https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/</a><br>October 1 – 30, 2022 - \$0.0000 (HST Included) - \$0.0000 (HST Excluded)        | \$541.50           |
| <b>Accommodation</b>   | \$400.00           |
| <b><u>Sub Total Reimbursable Expenses</u></b>  | <b>\$1,032.70</b>  |

**CONSULTANT FEE PROPOSAL**

|                          |   |
|--------------------------|---|
| <b>Project Name</b>      | Bartlett's Point Park Improvements - City of Corner Brook |
| <b>MI Representative</b> | Aaron O'Brien   |
| <b>Firm</b>              | Englobe Corp  |
| <b>Date Submitted</b>    | September 26, 2024  |

|  |              |
|--|--------------|
| <b>Schedule III in PCA</b>   |              |
| <b>Additional Reimbursable Allowances</b>  |              |
| Site Surveys (Include in Level of Effort unless 3 <sup>rd</sup> party include here)  |              |
| Asphalt Testing  | \$2,500      |
| Landscape Architect  | \$23,320.00  |
| Materials Testing  | \$2,500      |
| Concrete Testing   | \$2,500      |
| Compaction Testing   | \$2,500      |
| <b>Sub Total Additional Reimbursable Allowances (Transfer to Schedule II of PCA)</b>   | \$33,320.00  |
|  |              |
| <b>Sub – Total (excluding HST)</b>   | \$90,887.70  |
| <b>HST (on subtotal above)</b>   | \$13,633.16  |
| <b>Reimbursable Expenses</b> (Only use this line if your reimbursable expenses were calculated with HST included rates, otherwise use the line item above) | N/A          |
| <b>Total fee – (HST Inclusive)</b>   | \$104,520.86 |

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**

|                          |   |
|--------------------------|---|
| <b>Project Name</b>      | Bartlett's Point Park Improvements - City of Corner Brook |
| <b>MI Representative</b> | Aaron O'Brien   |
| <b>Firm</b>              | Englobe Corp  |
| <b>Date Submitted</b>    | September 26, 2024  |

|  |             |                             |
|--|-------------|-----------------------------|
| <b>Hourly Rates for this Project</b>   |             |                             |
| 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.<br>These fees will be in force for the entire duration of the project.<br>Changes to the project team shall not be made without written approval from Transportation and Infrastructure. |             |                             |
| <b>Professional</b>  | <b>Rate</b> | <b>Assigned Team member</b> |
| Senior Advisor   | \$175.00    |                             |
| Senior Engineer  | \$145.00    |                             |
| Intermediate Engineer III  | \$125.00    |                             |
| Intermediate Engineer II   | \$100.00    |                             |
| Intermediate Engineer I / PM   | \$100.00    |                             |
| Junior Engineer  | \$85.00     |                             |
| Senior Technologist  | \$110.00    |                             |
| Intermediate Technologist  | \$85.00     |                             |
| Junior Technologist  | \$60.00     |                             |
| Field Technologist II  | \$75.00     |                             |
| Administrator  | \$65.00     |                             |
| Other: Resident Site Inspector   | \$60.00     |                             |
| Other: Project Manager   | \$85.00     |                             |
| Other: Construction Supervisor   | \$125.00    |                             |

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

**CONSULTANT FEE PROPOSAL**

|                          |   |
|--------------------------|---|
| <b>Project Name</b>      | Bartlett's Point Park Improvements - City of Corner Brook |
| <b>MI Representative</b> | Aaron O'Brien   |
| <b>Firm</b>              | Englobe Corp  |
| <b>Date Submitted</b>    | September 26, 2024  |

Consultant Representative

Mark Keel, PMP  
Name

\_\_\_\_\_  
Signature

Senior Project Manager/ Team Lead  
Title





# Request for Decision (RFD)

**Subject:** Standing Offer - Hired Equipment Services Contract # 2024-27

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Dawn Marshall, Fleet Management Coordinator  
**Topic Overview:** The current Hired Equipment Services contract expired Dec 21 2024  
**Attachments:** [Hired Equipment List - December 22, 2024 to May 21, 2025 Council Copy](#)

## BACKGROUND INFORMATION:

Quotations were recently invited by the City of Corner Brook for the supply of equipment with operator, on demand, for a period of five months (**December 22, 2024 – May 21, 2025**). Hourly rates were requested (with various attachments) for loaders with/without attachments, rubber tire backhoes with/without attachments, tandem trucks, excavators & mini excavators with/without attachments, tractors/dozers, graders, skid steer sidewalk sweepers/snowblowers, and boom trucks. The tender closed on **November 27, 2024** and all compliant quotations are indicated in the attached document.

## PROPOSED RESOLUTION:

To accept the quotations for Hired Equipment Services as stated in the attached document for the period of December 22, 2024 to May 21, 2025 on a standing offer basis.

## ENVIRONMENTAL IMPLICATIONS:

There are no direct environmental implications

## LEGAL REVIEW:

Legal was not required to review

## RECOMMENDATION:

To accept the quotations for Hired Equipment Services as stated in the attached document for the period of December 22, 2024 to May 21, 2025 on a standing offer basis.

|  |                        |
|--|------------------------|
| City Clerk   | Approved - 02 Dec 2024 |
| Director of Public Works, Water and Wastewater             | Approved - 02 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 03 Dec 2024 |

Administrative Assistant

Approved - 03 Dec 2024

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City Manager

| <b>Hired Equipment</b>                  |                      |                              |             |
|---|----------------------|------------------------------|-------------|
| <b>December 22, 2024 - May 21, 2025</b> |                      |                              |             |
| <b>Loader with Blade</b>                |                      |                              |             |
| <b>Contractor</b>                       | <b>Model</b>         | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Rico Construction Ltd                   | 2008 CAT IT 14       | 660-2015, 660-3446           | \$85.00     |
| Sharon Wheeler                          | 2022 914M CAT        | 785-5513, 632-9538           | \$96.75     |
| Make Enterprises Ltd.                   | 2008 930H CAT        | 640-0320, 785-2185           | \$106.00    |
| Humber Arm Contracting Inc.             | 2004 John Deere 444J | 638-0594, 638-0469, 638-0612 | \$119.00    |
| Lundrigan's Contracting                 | 2000 CAT IT 28G      | 640-5541                     | \$120.00    |
| Humber Arm Contracting Inc.             | 2011 544 John Deere  | 638-0594, 638-0469, 638-0612 | \$122.00    |
| Humber Arm Contracting Inc.             | 2011 544 John Deere  | 638-0594, 638-0469, 638-0612 | \$122.00    |
| Humber Arm Contracting Inc.             | 2012 624 John Deere  | 638-0594, 638-0469, 638-0612 | \$135.00    |
| Humber Arm Contracting Inc.             | 2015 644 John Deere  | 638-0594, 638-0469, 638-0612 | \$144.00    |
| Ron Flynn Transport Ltd.                | 2014 924H CAT        | 632-0097                     | \$145.00    |
| JCL Investments Inc.                    | 2014 John Deere 544  | 639-2303                     | \$165.00    |
| JCL Investments Inc.                    | 2024 Komatsu 320     | 639-2303                     | \$165.00    |
| JCL Investments Inc.                    | 2014 John Deere 544  | 639-2303                     | \$165.00    |
| <b>Loader with Wing and Blade</b>       |                      |                              |             |
| <b>Contractor</b>                       | <b>Model</b>         | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Humber Arm Contracting Inc.             | 2011 544 John Deere  | 638-0594, 638-0469, 638-0612 | \$174.00    |
| Humber Arm Contracting Inc.             | 2011 544 John Deere  | 638-0594, 638-0469, 638-0612 | \$174.00    |
| JCL Investments Inc.                    | 2014 John Deere 544  | 639-2303                     | \$185.00    |
| JCL Investments Inc.                    | 2024 Komatsu 320     | 639-2303                     | \$185.00    |
| JCL Investments Inc.                    | 2014 John Deere 544  | 639-2303                     | \$185.00    |

| Hired Equipment<br>December 22, 2024 - May 21, 2025 |                      |                              |          |
|---|----------------------|------------------------------|----------|
| Loader with Snow Basket                             |                      |                              |          |
| Contractor  | Model                | Telephone Numbers            | Rate     |
| Rico Construction Ltd                               | 2008 CAT IT 14       | 660-2015, 660-3446           | \$85.00  |
| Rico Construction Ltd                               | 2008 CAT IT 14       | 660-2015, 660-3446           | \$85.00  |
| Sharon Wheeler                                      | 2022 914M CAT        | 785-5513, 632-9538           | \$99.05  |
| Make Enterprises Ltd.                               | 2008 930H CAT        | 640-0320, 785-2185           | \$110.00 |
| Humber Arm Contracting Inc.                         | 2004 John Deere 444J | 638-0594, 638-0469, 638-0612 | \$126.00 |
| Humber Arm Contracting Inc.                         | 2004 John Deere 444J | 638-0594, 638-0469, 638-0612 | \$127.10 |
| Humber Arm Contracting Inc.                         | 2011 John Deere 544  | 638-0594, 638-0469, 638-0612 | \$127.10 |
| Ron Flynn Transport Ltd.                            | 2014 924H CAT        | 632-0097                     | \$145.00 |
| Lundrigan's Contracting                             | 2000 CAT IT 28G      | 640-5541                     | \$150.00 |
| Humber Arm Contracting Inc.                         | 2012 624 John Deere  | 638-0594, 638-0469, 638-0612 | \$163.75 |
| Humber Arm Contracting Inc.                         | 2015 644 John Deere  | 638-0594, 638-0469, 638-0612 | \$163.75 |
| JCL Investments Inc.                                | 2014 John Deere 544  | 639-2303                     | \$165.00 |
| JCL Investments Inc.                                | 2024 Komatsu 320     | 639-2303                     | \$165.00 |
| JCL Investments Inc.                                | 2014 John Deere 544  | 639-2303                     | \$165.00 |
| Loader with Snow Blower                             |                      |                              |          |
| Contractor  | Model                | Telephone Numbers            | Rate     |
| Humber Arm Contracting Inc.                         | 2015 644 John Deere  | 638-0594, 638-0469, 638-0612 | \$310.00 |

| Hired Equipment<br>December 22, 2024 - May 21, 2025 |                       |                              |          |
|---|-----------------------|------------------------------|----------|
| Rubber Tire Backhoe                                 |                       |                              |          |
| Contractor  | Model                 | Telephone Numbers            | Rate     |
| Four Seasons Excavations Ltd                        | 2023 JCB 4CX          | 638-5456, 660-9783           | \$40.00  |
| A-1 Transportation Ltd.                             | 2013 3CX JCB          | 785-2475, 632-1485, 637-7765 | \$53.70  |
| RU Trucking Ltd.                                    | 2011 CAT 420 E        | 640-1988, 640-1771           | \$55.00  |
| Make Enterprises Ltd.                               | 2013 B958 New Holland | 640-0320, 785-2185           | \$57.00  |
| Rico Construction Ltd                               | 2014 CAT 420          | 660-2015, 660-3446           | \$75.00  |
| Ron Flynn Transport Ltd.                            | 2018 420 IT CAT       | 632-0097, 634-1563           | \$80.00  |
| Twin Mountain Contracting Ltd.                      | 2016 420F CAT         | 638-0560, 785-2797           | \$95.00  |
| Humber Arm Contracting Inc.                         | 2010 420 D CAT        | 638-0594, 638-0469, 638-0612 | \$97.80  |
| Three G Services                                    | 2022 JCB 3CX          | 638-1750, 649-1263           | \$100.00 |
| JCL Investments Inc                                 | 2016 John Deere 310   | 693-2303                     | \$105.00 |
| JCL Investments Inc                                 | 2015 John Deere 410   | 693-2303                     | \$105.00 |
| JCL Investments Inc                                 | 2017 John Deere 310   | 693-2303                     | \$105.00 |

| Rubber Tire Backhoe with Blade |                       |                              |          |
|--------------------------------|-----------------------|------------------------------|----------|
| Contractor                     | Model                 | Telephone Numbers            | Rate     |
| Four Seasons Excavations Ltd   | 2023 JCB 4CX          | 638-5456, 660-9783           | \$40.00  |
| Make Enterprises Ltd.          | 2013 B958 New Holland | 640-0320, 785-2185           | \$57.00  |
| RU Trucking Ltd.               | 2011 CAT 420 E        | 640-1988, 640-1771           | \$58.00  |
| A-1 Transportation Ltd.        | 2013 3CX JCB          | 785-2475, 632-1485, 637-7765 | \$72.00  |
| Rico Construction Ltd          | 2014 CAT 420          | 660-2015, 660-3446           | \$75.00  |
| Ron Flynn Transport Ltd.       | 2018 420 IT CAT       | 632-0097, 634-1563           | \$80.00  |
| Twin Mountain Contracting Ltd. | 2016 420F CAT         | 638-0560, 785-2797           | \$95.00  |
| Humber Arm Contracting Inc.    | 2010 420 D CAT        | 638-0594, 638-0469, 638-0612 | \$97.80  |
| Three G Services               | 2022 JCB 3CX          | 638-1750, 649-1263           | \$100.00 |

| Hired Equipment<br>December 22, 2024 - May 21, 2025 |                       |                              |          |
|---|-----------------------|------------------------------|----------|
| Rubber Tire Backhoe with Breaker Attachment         |                       |                              |          |
| Contractor  | Model                 | Telephone Numbers            | Rate     |
| Four Seasons Excavations Ltd                        | 2023 JCB 4CX          | 638-5456, 660-9783           | \$45.00  |
| A-1 Transportation Ltd.                             | 2013 3CX JCB          | 785-2475, 632-1485, 637-7765 | \$54.00  |
| Ron Flynn Transport Ltd.                            | 2018 420 IT CAT       | 632-0097, 634-1563           | \$59.40  |
| Rico Construction Ltd                               | 2014 CAT 420          | 660-2015, 660-3446           | \$95.00  |
| Twin Mountain Contracting Ltd.                      | 2016 420F CAT         | 638-0560, 785-2797           | \$145.00 |
| Humber Arm Contracting Inc.                         | 2010 420 D CAT        | 638-0594, 638-0469, 638-0612 | \$146.25 |
| Rubber Tire Backhoe with Snow Basket                |                       |                              |          |
| Contractor  | Model                 | Telephone Numbers            | Rate     |
| Four Seasons Excavations Ltd                        | 2023 JCB 4CX          | 638-5456, 660-9783           | \$40.00  |
| A-1 Transportation Ltd.                             | 2013 3CX JCB          | 785-2475, 632-1485, 637-7765 | \$56.00  |
| Make Enterprises Ltd.                               | 2013 B958 New Holland | 640-0320, 785-2185           | \$57.00  |
| RU Trucking Ltd.                                    | 2011 CAT 420 E        | 640-1988, 640-1771           | \$57.50  |
| Rico Construction Ltd                               | 2014 CAT 420          | 660-2015, 660-3446           | \$75.00  |
| Ron Flynn Transport Ltd.                            | 2018 420 IT CAT       | 632-0097, 634-1563           | \$80.00  |
| Twin Mountain Contracting Ltd.                      | 2016 420F CAT         | 638-0560, 785-2797           | \$95.00  |
| Three G Services                                    | 2022 JCB 3CX          | 638-1750, 649-1263           | \$100.00 |
| Humber Arm Contracting Inc.                         | 2010 420 D CAT        | 638-0594, 638-0469, 638-0612 | \$108.90 |

| Hired Equipment<br>December 22, 2024 - May 21, 2025 |                               |                              |          |
|---|-------------------------------|------------------------------|----------|
| Tandem Dump Truck                                   |                               |                              |          |
| Contractor  | Model                         | Telephone Numbers            | Rate     |
| MD Contacting                                       | 1997 Ford                     | 640-0687                     | \$53.00  |
| Ron Flynn Trucking                                  | 1994 Volvo                    | 638-0900, 632-0097           | \$54.49  |
| A-1 Transportation Ltd.                             | 2009 VHD Volvo                | 785-2475, 632-1485, 637-7765 | \$57.00  |
| RU Trucking   | 1997 Ford Louisville          | 640-1988, 640-1771           | \$58.50  |
| Make Enterprises Ltd.                               | 2006 7600 International       | 640-0320, 785-2185           | \$80.00  |
| D&D Excavating and Trucking Ltd.                    | 2000 Sterling                 | 640-0856, 640-4590, 785-2755 | \$84.97  |
| Lundrigan's Contracting                             | 1996 Volvo                    | 640-5541                     | \$95.00  |
| Lundrigan's Contracting                             | 2002 International Eagle      | 640-5541                     | \$99.00  |
| Humber Arm Contracting Inc.                         | 2011 Western Star 9300        | 638-0594, 638-0469, 638-0612 | \$99.80  |
| Rico Construction Ltd                               | 2023 Mack Granite             | 660-2015, 660-3446           | \$100.00 |
| JCL Investments Inc                                 | 2014 International 7600       | 693-2303                     | \$100.00 |
| JCL Investments Inc                                 | 2016 International 7600       | 693-2303                     | \$100.00 |
| JCL Investments Inc                                 | 2017 International 7600       | 693-2303                     | \$100.00 |
| Humber Arm Contracting Inc.                         | 2014 Western Star 9300        | 638-0594, 638-0469, 638-0612 | \$128.75 |
| Humber Arm Contracting Inc.                         | 2016 Western Star 9300        | 638-0594, 638-0469, 638-0612 | \$128.75 |
| JCL Investments Inc                                 | 2017 International Hx 620 T/T | 693-2303                     | \$140.00 |
| JCL Investments Inc                                 | 2018 International Hx 620 T/T | 693-2303                     | \$140.00 |
| JCL Investments Inc                                 | 2019 International Hx 620 T/T | 693-2303                     | \$140.00 |
| Twin Mountain Contracting Ltd.                      | 2014 KW T800                  | 638-0560, 785-2797           | \$150.00 |

| <b>Hired Equipment</b>                   |                        |                              |             |
|--|------------------------|------------------------------|-------------|
| <b>December 22, 2024 - May 21, 2025</b>  |                        |                              |             |
| <b>Excavator</b>                         |                        |                              |             |
| <b>Contractor</b>                        | <b>Model</b>           | <b>Telephone Numbers</b>     | <b>Rate</b> |
| A-1 Transportation Ltd.                  | 2000 315 CAT           | 785-2475, 639-1485, 637-7785 | \$92.00     |
| D&D Excavating and Trucking Ltd.         | 1995 EX150 Hitachi     | 640-0856, 640-4590, 785-2755 | \$97.37     |
| Make Enterprises Ltd.                    | 2006 160CLC John Deere | 640-0320, 785-2185           | \$120.00    |
| Humber Arm Contracting Inc.              | 2010 160 John Deere    | 638-0594, 638-0469, 638-0612 | \$138.95    |
| Rico Construction Ltd                    | 2021 Komatsu PC 130    | 660-2015, 660-3446           | \$150.00    |
| Twin Mountain Contracting Ltd.           | 2022 Hyundai HX130A    | 638-0560, 785-2797           | \$175.00    |
| Humber Arm Contracting Inc.              | 2011 200 John Deere    | 638-0594, 638-0469, 638-0612 | \$179.50    |
| Humber Arm Contracting Inc.              | 2013 290 John Deere    | 638-0594, 638-0469, 638-0612 | \$194.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$225.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$225.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$225.00    |
| Humber Arm Contracting Inc.              | 2010 John Deere 350    | 638-0594, 638-0469, 638-0612 | \$242.10    |
| <b>Excavator with Breaker Attachment</b> |                        |                              |             |
| <b>Contractor</b>                        | <b>Model</b>           | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Humber Arm Contracting Inc.              | 2011 200 John Deere    | 638-0594, 638-0469, 638-0612 | \$198.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$265.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$265.00    |
| JCL Investments Inc                      | 2024 Komatsu 210       | 639-2303                     | \$265.00    |



| <b>Hired Equipment<br/>December 22, 2024 - May 21, 2025</b> |                          |                              |             |
|---|--------------------------|------------------------------|-------------|
| <b>Excavator with Grab Attachment</b>                       |                          |                              |             |
| <b>Contractor</b>   | <b>Model</b>             | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Make Enterprises Ltd.                                       | 2006 160CLC John Deere   | 640-0320, 785-2185           | \$120.00    |
| Rico Construction Ltd                                       | 2021 Komatsu PC 130      | 660-2015, 660-3446           | \$150.00    |
| Twin Mountain Contracting Ltd.                              | 2022 Hyundai HX130A      | 638-0560, 785-2797           | \$195.00    |
| Humber Arm Contracting Inc.                                 | 2011 200 John Deere      | 638-0594, 638-0469, 638-0612 | \$198.50    |
| JCL Investments Inc   | 2024 Komatsu 210         | 639-2303                     | \$225.00    |
| JCL Investments Inc   | 2024 Komatsu 210         | 639-2303                     | \$225.00    |
| JCL Investments Inc   | 2024 Komatsu 210         | 639-2303                     | \$225.00    |
| <b>Mini Excavator</b>                                       |                          |                              |             |
| <b>Contractor</b>   | <b>Model</b>             | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Lundrigan's Contracting                                     | 2006 Takeuchi TB 125     | 640-5541                     | \$44.00     |
| MD Contracting Inc  | 2014 CAT 305 SE CR       | 640-0687                     | \$51.00     |
| Make Enterprises Ltd.                                       | 2011 CAT 305 D           | 640-0320, 785-2185           | \$54.00     |
| Twin Mountain Contracting Ltd.                              | 2015 50G John Deere      | 638-0560, 785-2797           | \$75.00     |
| Rico Construction Ltd                                       | 2018 CAT 305 E           | 660-2015, 660-3446           | \$75.00     |
| A1 Transportation   | 2010 CAT 304             | 785-2475, 632-1485, 637-7765 | \$80.00     |
| Sharon Wheeler  | 2021 John Deere 50G      | 785-5513, 632-9538           | \$80.50     |
| D&D Excavating and Trucking Ltd.                            | 2016 Takeuchi TB 240     | 640-0856, 640-4590, 785-2755 | \$82.47     |
| Three G Services  | 2017 Takeuchi TB 240     | 638-1750, 649-1263           | \$85.00     |
| Three G Services  | 2021 CAT 303             | 638-1750, 649-1263           | \$85.00     |
| Humber Arm Contracting Inc.                                 | 2020 50D John Deere      | 638-0594, 638-0469, 638-0612 | \$89.75     |
| Lundrigan's Contracting                                     | 2002 CAT 307 B           | 640-5541                     | \$94.00     |
| RU Trucking Ltd.  | 2024 Wacker Neuson EZ 50 | 640-1988, 640-1771           | \$95.00     |
| Three G Services  | 2024 Kubota KX057        | 638-1750, 649-1263           | \$95.00     |
| JCL Investments Inc   | 2009 John Deere 35       | 639-2303                     | \$95.00     |
| Twin Mountain Contracting Ltd.                              | 2023 Kubota U55          | 638-0560, 785-2797           | \$125.00    |
| JCL Investments Inc   | 2016 John Deere 75       | 639-2303                     | \$125.00    |

| Hired Equipment<br>December 22, 2024 - May 21, 2025 |                      |                              |          |
|---|----------------------|------------------------------|----------|
| Mini Excavator with Breaker Attachment              |                      |                              |          |
| Contractor  | Model                | Telephone Numbers            | Rate     |
| D&D Excavating and Trucking Ltd.                    | 2016 Takeuchi TB 240 | 640-0856, 640-4590, 785-2755 | \$82.47  |
| Sharon Wheeler                                      | 2022 John Deere 50 G | 785-5513, 632-9538           | \$85.02  |
| Rico Construction Ltd                               | 2018 CAT 305 E       | 660-2015, 660-3446           | \$90.00  |
| Twin Mountain Contracting Ltd.                      | 2015 50G John Deere  | 638-0560, 785-2797           | \$105.00 |
| Humber Arm Contracting Inc.                         | 2020 50D John Deere  | 638-0594, 638-0469, 638-0612 | \$115.00 |
| Three G Services                                    | 2017 Takeuchi TB 240 | 638-1750, 649-1263           | \$115.00 |
| Mini Excavator with Grab Attachment                 |                      |                              |          |
| Contractor  | Model                | Telephone Numbers            | Rate     |
| MD Contracting Inc                                  | 2014 CAT 305 SE CR   | 640-0687                     | \$51.00  |
| Make Enterprises Ltd.                               | 2011 CAT 305 D       | 640-0320, 785-2185           | \$54.00  |
| Twin Mountain Contracting Ltd.                      | 2015 50G John Deere  | 638-0560, 785-2797           | \$75.00  |
| Rico Construction Ltd                               | 2018 CAT 305 E       | 660-2015, 660-3446           | \$75.00  |
| D&D Excavating and Trucking Ltd.                    | 2016 Takeuchi TB 240 | 640-0856, 640-4590, 785-2755 | \$82.47  |
| Sharon Wheeler                                      | 2021 John Deere 50G  | 785-5513, 632-9538           | \$82.82  |
| Three G Services                                    | 2017 Takeuchi TB 240 | 638-1750, 649-1263           | \$85.00  |
| Three G Services                                    | 2021 CAT 303         | 638-1750, 649-1263           | \$85.00  |
| Three G Services                                    | 2024 Kubota KX057    | 638-1750, 649-1263           | \$95.00  |
| Humber Arm Contracting Inc.                         | 2020 50D John Deere  | 638-0594, 638-0469, 638-0612 | \$112.00 |
| Twin Mountain Contracting Ltd.                      | 2023 Kubota U55      | 638-0560, 785-2797           | \$125.00 |

| <b>Hired Equipment<br/>December 22, 2024 - May 21, 2025</b> |                             |                              |             |
|---|-----------------------------|------------------------------|-------------|
| <b>Tractor/Dozer</b>  |                             |                              |             |
| <b>Contractor</b>   | <b>Model</b>                | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Humber Arm Contracting Inc.                                 | 2011 450J John Deere        | 638-0594, 638-0469, 638-0612 | \$181.00    |
| JCL Investments Inc   | 2024 Komatsu D71            | 639-2303                     | \$250.00    |
| <b>Grader</b>   |                             |                              |             |
| <b>Contractor</b>   | <b>Model</b>                | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Humber Arm Contracting Inc.                                 | 2014 672G John Deere        | 638-0594, 638-0469, 638-0612 | \$194.25    |
| JCL Investments Inc   | 2014 John Deere 772         | 639-2303                     | \$195.00    |
| JCL Investments Inc   | 2014 John Deere 772         | 639-2303                     | \$195.00    |
| <b>Grader with Side Blade</b>                               |                             |                              |             |
| <b>Contractor</b>   | <b>Model</b>                | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Humber Arm Contracting Inc.                                 | 2014 672 John Deere         | 638-0594, 638-0469, 638-0612 | \$210.00    |
| <b>Sidewalk Snow Blower</b>                                 |                             |                              |             |
| <b>Contractor</b>   | <b>Model</b>                | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Ron Flynn Transport Ltd.                                    | 2009 236B CAT               | 632-0097, 634-1563           | \$150.00    |
| <b>Boom Truck</b>   |                             |                              |             |
| <b>Contractor</b>   | <b>Model</b>                | <b>Telephone Numbers</b>     | <b>Rate</b> |
| Sparkes Transportation & Crane                              | 2012 Friehtliner 28 Ton     | 632-1241, 634-1741           | \$175.00    |
| JCL Investments Inc   | 2013 International 28 Tonne | 639-2303                     | \$185.00    |
| JCL Investments Inc   | 2013 International 30 Tonne | 639-2303                     | \$195.00    |





# Request for Decision (RFD)

**Subject:** Request for Quotations - Snow Clearing Small Roads

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Dawn Marshall, Fleet Management Coordinator  
**Topic Overview:** Snowclearing RFQ Results  
**Attachments:** [RFQ Small Roads Snowclearing Results](#)

## BACKGROUND INFORMATION:

An RFQ was issued to obtain quotes for Snowclearing Small Roads required for 4 months starting January 1 2025 - April 30, 2025 & the attached quotes were received.

## PROPOSED RESOLUTION:

It is proposed that council accept the lowest bid from Four Seasons Excavation to complete the Small Roads contract for the 4 month duration for the amount of \$28,000 plus tax (\$32200) total for 4 months Jan-April 2025

## ENVIRONMENTAL IMPLICATIONS:

No environmental implications

## LEGAL REVIEW:

No legal review was required

## RECOMMENDATION:

It is recommended that council accept the lowest bid from Four Seasons Excavation in the amount of \$28,000 plus tax (\$32200) total for 4 months Jan-April 2025

|  |                        |
|--|------------------------|
| Director of Public Works, Water and Wastewater             | Approved - 06 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 06 Dec 2024 |
| Administrative Assistant                                   | Approved - 09 Dec 2024 |

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City Manager

| <b>Small Roads RFQ Results</b> |                 |            |              |
|--------------------------------|-----------------|------------|--------------|
| <b>Contractor Name</b>         | <b>Subtotal</b> | <b>Tax</b> | <b>Total</b> |
| Four Seasons                   | 28000           | 4200       | 32200        |
| RU Trucking                    | 38000           | 5700       | 43700        |
| Rico Construction              | 40000           | 6000       | 46000        |
| Make Enterprises               | 49000           | 7350       | 56350        |
| Twin Mountain                  | 75254.84        | 11288.24   | 86543.07     |
| Ambstemel                      | 76000           | 11400      | 87400        |
| Three G Services               | 76800           | 11520      | 88320        |
| Sharon Wheeler                 | 88000           | 13200      | 101200       |







# Request for Decision (RFD)

**Subject:** Request for Quotations - Snow Clearing City of Corner Brook Parking Lots

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Dawn Marshall, Fleet Management Coordinator  
**Topic Overview:** Results for Snow Clearing Contract for City Parking Lots  
**Attachments:** [RFQ Parking Lots Snowclearing Results](#)

**BACKGROUND INFORMATION:**

Request for Quotations was invited by the city for Snow clearing City Hall, Bus Transfer, Cbfd & Water Treatment Plant parking lots for the duration Jan 1- April 30 2025, results of quotes received are attached.

**PROPOSED RESOLUTION:**

Be it resolved to accept the lowest bid for snow clearing city parking lots from Jan 1 - April 30, 2025

**ENVIRONMENTAL IMPLICATIONS:**

No Environmental implications

**LEGAL REVIEW:**

No legal review

**RECOMMENDATION:**

It is recommended that council accepts the lowest bid from Four Seasons Excavation from Jan 1 - April 30, 2025 for the total amount of \$20,000 (+ tax \$23,000)

|  |                        |
|--|------------------------|
| Director of Public Works, Water and Wastewater             | Approved - 06 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 06 Dec 2024 |
| Administrative Assistant                                   | Approved - 09 Dec 2024 |

City Manager



| <b>Parking Lots RFQ Results</b> |                 |            |              |
|---------------------------------|-----------------|------------|--------------|
| <b>Contractor Name</b>          | <b>Subtotal</b> | <b>Tax</b> | <b>Total</b> |
| Four Seasons                    | 20000           | 3000       | 23000        |
| RU Trucking                     | 32500           | 4875       | 37375        |
| Three G Services                | 34600           | 5190       | 39790        |
| Ambstemel                       | 54000           | 8100       | 62100        |
| Rico Construction               | 60000           | 9000       | 69000        |





# Request for Decision (RFD)

**Subject:** Asphalt Patching 2024 Change Order No. 1

**To:** Donny Burden

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [MI-Standard-Form-5-Contract-Change-Order-Notice-CO-001](#)

## BACKGROUND INFORMATION:

Additional quantities were required to complete the 2024 Asphalt Patching Project. A breakdown of the costs are as follows:

Patching of Asphalt 1180 m2 = \$136,197.60

Cutting of Asphalt 69 m2 = \$1526.80

1 additional Manhole Adjust = \$1925.00

7 additional Valve Adjust = \$11,550.00

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve change order No. 1 for an increase of \$173,879.31 HST Included for the Asphalt Patching 2024 for Marine Contractors Inc.

## FINANCIAL IMPACT:

Authorized Contract Amount \$441,168.75

**Finance Type:** Budget

Director of Public Works, Water and Wastewater      Approved - 12 Dec 2024

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

Administrative Assistant      Approved - 12 Dec 2024

\_\_\_\_\_  
City Manager

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

**Page 1 of 3**

**September 2023**

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT #:** \_\_\_\_\_ **CONTRACTOR:** \_\_\_\_\_

**CHANGE ORDER NUMBER:** \_\_\_\_\_

**.1 NOTICE**

A change to the Contract is contemplated as indicated herein.

**.2 PROCEDURE**

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

**.3 DESCRIPTION OF CHANGE**

**.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 \$ \_\_\_\_\_
- Deduction from Contract including HST payable by the Owner \$ \_\_\_\_\_

**Contractor:** \_\_\_\_\_ (Signature)

Transportation and Infrastructure

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

**Page 2 of 3**

**September 2023**

|  |           |  |
|--|-----------|--|
| Authorized Contract Amount (A)                               | \$        |  |
| <b>Change Order Limit (greater of 10 % of A or \$15,000)</b> | <b>\$</b> |  |
| Previous Change Orders (B)                                   | \$        |  |
| <b>This Change Order (C)</b>                                 | <b>\$</b> |  |
| New Approved Contract Amount (A+B+C)                         | \$        |  |

Enter Motion # approving CO (required) \_\_\_\_\_

OR, Delegation of Authority (attached) \_\_\_\_\_

**.5 AUTHORIZATION TO PROCEED**

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

DATE: \_\_\_\_\_ Consultant: \_\_\_\_\_

DATE: \_\_\_\_\_ Municipality /Owner: \_\_\_\_\_

DATE: \_\_\_\_\_ Regional Engineer: \_\_\_\_\_

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

**.6 CANCELLATION OF CONTEMPLATED CHANGE**

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

DATE: \_\_\_\_\_ Consultant: \_\_\_\_\_

**.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES**

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

**.8 ENCLOSED DOCUMENTS**

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

List below the attachments provided:

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

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Transportation and Infrastructure

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

**Page 3 of 3**

**September 2023**

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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.

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Transportation and Infrastructure





# Request for Decision (RFD)

**Subject:** Revised Parking Meter Regulations 2019

**To:** Darren Charters

**Meeting:** Committee of the Whole - 16 Dec 2024

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** With the introduction of a time monitored general parking lot using a mobile parking app, the Metered Parking Regulation 2019 needed a wording edit to accurately capture general parking lots where individual mechanical parking space meters are not used. Also, the rate charge for metered parking spaces in our City is significantly less than that charged in other municipalities.

**Attachments:** [Schedule A from Metered Parking Regulation 2019](#)  
[ParkingFeeIncrease-comments](#)

## BACKGROUND INFORMATION:

The new Recreation Centre has a parking lot that uses the HotSpot App as its sole means to purchase and measure parking time. Our current Schedule A refers to only a mechanical parking meter, thus removing the wording of “on meter” removes the limitation.

The parking rate increase is also two-fold in that while it may generate more parking revenue, it will also double the cost for extended metered parking use; thus, making it less affordable to park in these spaces for extended periods of time. With limited downtown parking, our goal is to enhance the movement of vehicles in and out of the metered parking spaces to aid with the availability of parking spaces for downtown shoppers. This higher rate of parking turn over is in fact much better for our downtown businesses.

To date, the City has received two emails that comment against the parking rate increase. No other comments have been received.

|                   | Corner Brook    | St. Johns       | Moncton         | Fredericton     | Truro            | Saint John      | Antigonish      | Charlottetown   |
|-------------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|
| Prices of Parking | \$1.00 per hour | \$1.75 per hour | \$2.50 per hour | \$2.00 per hour | Free for 2 hours | \$2.00 per hour | \$0.50 per hour | \$1.50 per hour |

## PROPOSED RESOLUTION:

Pursuant to the powers vested in it under Sections 197, 188, 203, 438, & 439 of the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended, Section 189 of the Highway Traffic Act, R.S.N.L. 1990, c. H-3, as amended, (a) delegation(s) of power by the Minister of Transportation and Works dated February 8, 2010, and all other powers it enabling, the Council of the City of Corner Brook hereby amends Schedule A as follows:

Section 4. (b) Rate for parking in a metered parking space to be “\$2.00 per hour” effective January 1st, 2025;

Section 6. (a) of the Metered Parking Regulations to read “Parking in a metered space while time is expired.”

**FINANCIAL IMPACT:**

May increase parking revenue from metered parking spaces.

**Legal Review:** Yes

**LEGAL REVIEW:**

Reviewed by City legal and meets all legal requirements

**RECOMMENDATION:**

Staff recommend the rate increase to further entice the movement of vehicles in the downtown metered parking spaces. This will enhance the availability of parking for our downtown businesses as parking is limited to 2 hours and rate increase will make it less financially viable to remain in the parking space for extended periods thereby allowing other customers opportunity to park.

**ALTERNATIVE IMPLICATIONS:**

**Options:**

Three options to respond to this request and corresponding implications are as follows:

1. No change in regulation: This will result in enforceable challenges at the Rec Centre parking lot and less movement of traffic in and out of metered parking spaces.
2. Adopting proposed legislation: will accomplish more enforceable parking in our new Rec Centre parking lot, increase movement of vehicles in and out of metered parking spaces and generate more parking revenue for the City.
3. Direct staff to do otherwise

|   |                        |
|---|------------------------|
| Director of Protective Services                               | Approved - 10 Dec 2024 |
| Director of Community, Engineering,<br>Development & Planning | Approved - 10 Dec 2024 |
| Administrative Assistant                                      | Approved - 10 Dec 2024 |

\_\_\_\_\_  
City Manager

SCHEDULE A | Fees and Penalties

| SECTION | FEE DESCRIPTION                             | FEE AMOUNT  |
|---------|---|---|
| 4. (b)  | Rate for parking in a metered parking space | \$1.00 per hour<br>(increased to \$2.00 per hour effective January 1st, 2025) |

| SECTION      | PENALTY DESCRIPTION  | PENALTY AMOUNT |
|--------------|--|----------------|
| 6. (a) & (b) | Parking in a metered parking space while time on meter is expired.                     | \$25.00        |
|              | If above penalty is not paid at City Hall 24 hours before the default conviction date. | \$35.00        |
| 6. (c)       | Dealer Stock-in-Trade parking  | \$100.00       |
| 6. (d)       | Not parked in close proximity to meter   | \$25.00        |
| 6. (e)       | Not parked within designated parking space   | \$25.00        |
| 7.           | Parking in space with a hooded parking meter   | \$100.00       |

All other penalties shall reference the province of Newfoundland and Labrador Highway Traffic Act, the Accessible Parking Regulations, and the City of Corner Brook Traffic Regulations.

| Date  | Comment/s  |
|---|--|
| <p>Received<br/>December 6<sup>th</sup>,<br/>2024</p> | <p><b>Corner Brook City Council is planning to double its parking fees on January 1 — But with local businesses hurting all across the city, is it the right move?</b></p> <p>On November 18, the Corner Brook City Council brought forward a notice of motion to double the price of metered parking in the city from \$1.00/hr to \$2.00/hr. The idea, seemingly, is to increase the turnover of available parking in metered parking areas. This motion comes at a time when small businesses, particularly those on Broadway and West Street, are struggling to entice customers to shop local.</p> <p>This summer, someone was killed by a motor vehicle on my street—the second person, in one month, killed in Newfoundland by the same means. I wrote a post then, a public call-to-action, to fix the things I see so obviously wrong with Corner Brook’s streets. It was shared widely, and it enticed lots of people to reach out to me with stories of close calls of their own. Since the death, none of these items on Corner Brook’s long list of dangerous traffic pattern faults (e.g. wrongly placed yield signs and merge lanes), incorrectly placed pedestrian infrastructure (e.g. dangerously obscured crosswalks on West Street, missing crosswalks in high-traffic areas on Park Street, etc.), or our 50km/hr residential speed limit have been updated. Similarly, Municipal Enforcement and local police continue to turn a blind eye to parking violations throughout the city. As a result, crumbling sidewalks are often blocked by trucks and SUVs—forcing our few pedestrians, usually lower income individuals, to walk in narrow streets on their way to work at popular fast food restaurants around town. I watch people get out of their cars and run across street to Louis Gee’s, Park West, and even Town Hall, taking their life in their hands because of obscured or missing crosswalks. And every day I watch cars speed down West Street and Townsite, with no repercussions, and I wait with bated breath for the next tragedy to strike.</p> <p>To its credit, Corner Brook has, however, improved certain recreational infrastructure. This year, the city widened the sidewalk in areas [where convenient] along Riverside Drive. This new sidewalk, which is considered part of the Trans Canada Trail system, is meant to support two-way cycling and pedestrian traffic.</p> <p>In practice, however, the new sidewalk is inaccessible if you’re riding along the most commonly travelled cycling routes. The newly constructed sidewalk features a steep curb—which, by design, separates its users from motor vehicle traffic. Unfortunately, there aren’t any points for bicycles to leave the road and join up onto the elevated sidewalk. If you leave Corner Brook via West Street, Main Street, then Riverside Drive—the same route majority of the City’s cyclists have been using every Thursday evening for over twenty years—you must now ride next to a steep curb, in the gutter, from the port until you can access the new sidewalk via the train museum. (There are, however, benches every couple hundred metres—if you get forced off the road by an angry driver and decide to call your spouse for a ride home.)</p> <p>Parking in Corner Brook is a hot topic among local businesses. And it’s no coincidence that the businesses that struggle the most are the ones located metered streets. After all, why deal with the hassle of finding a parking spot, fumbling through HotSpot—the city’s new confusing parking app—and risking a parking ticket [You know, if you accidentally window shop longer than expected] when you could just go to one of the big box stores? [Who, to no surprise, don’t charge for parking. Why would they?]</p> <p>Corner Brook City Council believes the solution is simple: Double the price of parking in front of local businesses.</p> <p>Wait, what?</p> <p>If you ask me, we should be doing everything we can to make drivers, walkers, and cyclists feel more welcomed on West Street, Broadway, and all over town. There isn’t enough space, realistically, to add more car parking, so what’s the alternative?</p> |

We need to make Corner Brook streets safe and accessible for all forms of transportation. And we need to entice people spend more time downtown, not less.

Given the option between a free parking spot and a paid one, most people would choose free, right?

Feasibility is king.

So why do we pay for parking? Well, it's [I'm speculating here] a big source of income for the City. Corner Brook's sudden switch from Honk Mobile to the HotSpot parking app leads me to believe that there's a service fee involved for digital parking [there is]. This, likely, would have been a factor in the switch between mobile applications. And as more people pay for parking with their phone, the amount of profit Corner Brook would otherwise receive from street parking gets chewed up by service fees. So now, in a single Facebook post and Voyent Alert notification, Corner Brook is quietly announcing their plan to double parking fees—unless they hear from residents by December 10th.

In terms of motivation, it's a bad look. If Council's primary focus is to increase parking turnover and availability on West Street and Broadway, couldn't we just as easily scrap the hourly parking fee and chalk tires instead? Metered parking enforcement is a glaring example of resources we could be better allocating elsewhere.

How? Well it's pretty straightforward.

Instead of Municipal Enforcement writing up residents for spending time downtown, we should have them focus on keeping Corner Brookers safe. Cars parked on sidewalks, Great Trail footpaths blocked by SUVs, storefronts and sidewalks not kept clear of snow... These are the types of issues—where people could potentially get hurt—that Municipal Enforcement should be focusing on. These are the types of issues that cause people to drive their one-kilometre commute to work or for groceries. These are the reasons the parking spots are full. So, by ticketing infractions that actually keep residents safe and free up space for all types of mobility, the City of Corner Brook could likely maintain—or even exceed—its current ticket revenue. All while potentially saving lives.

It's an old saying, "Build it and they will come," and it holds true. People choose to drive in Corner Brook because it's the only reasonable option. There are no bike lanes [or bike racks, for that matter] that are designed for day-to-day commuting—so nobody commutes by bike. There is no management, enforcement, or safe upkeep of pedestrian infrastructure like sidewalks, crosswalks, and footpaths—so few people walk to work. And there is no talk of making speed limits lower near playgrounds, community spaces, or on residential streets, so people don't slow down.\*

So are we focusing on the right things? Clearly not. Will doubling the parking fees in front of small businesses really help them increase revenue? I seriously doubt it. [If anything, it'll finish lots of places off.] And besides the economic impact, someone you might have known was killed in Corner Brook this summer, and if we continue ignore the obvious, more will follow.

Over the next couple of days [until December 10th, actually] there is time to email Corner Brook City Council and hopefully get them to refocus their efforts. I believe their motivations are earnest, and they do want to see downtown businesses thrive. But in order to do so, Council needs to step back and take a look at the bigger picture: Our streets are unsafe, but we have the resources to fix the problems today.

Let's be preventative instead of reactionary: Let's get a traffic engineer to proactively address our blatantly faulty traffic patterns [instead of responding to residents with stacks of paperwork and red tape to cut through... \*Ahem\*]; let's fix our existing pedestrian infrastructure before

|   |   |
|---|---|
|   | <p>someone gets hurt; let's make it convenient for people to spend more time downtown, not less; let's make active transportation realistic in Corner Brook; and, most importantly, let's SLOW THE *expletive* DOWN before another person loses their life.<br/>         Email <a href="mailto:tflynn@cornerbrook.com">tflynn@cornerbrook.com</a> or call (709) 637-1570 if you want to make a difference for your favourite local businesses.<br/>         Corner Brook, don't jack up prices—reallocate resources. Make it safe.</p> <p>Business Owner</p>  |
| <p>Received<br/>         December 6<sup>th</sup>,<br/>         2024</p> | <p>I would like to object to the proposed parking fee increase.<br/>         We need to encourage residents and visitors to shop in our local downtown business area.<br/>         We also should be looking for ways to encourage community participation at events and activities in the downtown. An increase in parking fees would deter people from participating.<br/>         The new app also has included fees that users would have to pay.<br/>         Thank you for opportunity to respond</p> <p>Resident</p>   |
| <p>Received<br/>         December 11,<br/>         2024</p>             | <p>Hi there,<br/>         I'd like to provide feedback on the proposal to increase parking fees.<br/>         I do not support this. As someone who lives in townsite and walks to those stores, but needs to drive to anything on broadway, these fees do nothing but discourage use of our local businesses and encourage online shopping, which leads to more courier trucks blocking traffic.<br/>         This should not be pursued as a revenue stream as it essentially robs from local businesses to generate income for the town while at the same time increasing resentment of everyone towards the council and this decision.</p> <p>Sincerely,<br/>         Townsite Resident</p> |



# Request for Decision (RFD)

**Subject:** Animal Regulation 2017

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:**  
**Attachments:** [Animal Regulations-2024-final](#)

## BACKGROUND INFORMATION:

The City introduced a new Animal Regulation in 2017 that repealed a former Dog Regulation and combined all animals being kept as pets into one regulation. This was done to streamline our legislation and to recognize the other animals that could be kept as pets. This legislation also limited the number of pets in one residence and enabled the City to manage what other animals could safely and appropriately be kept as pets.

In 2017, when the City introduced its new Animal Regulations, it omitted the ability to legislatively recover the animal medical care cost of impounded animals from the animal owners. The impound fee collected is \$10/day and does not represent the true costs of impounding and caring for the impounded animal.

The revised legislation clearly enables the collection of Animal Medical Care fees and raises the Impound Fee to \$25/day which is the amount the SPCA charges the City to shelter our impounded animals. It also provides the necessary forms used by the public and our Municipal Enforcement Officers to administer the provisions of this regulation. Further, the regulation will now enable the designation of expert animal care groups, such as the SPCA, to enter an agreement/s with the City to provide animal care services on behalf of the City. This may include the collection of some animal regulation fees where an efficient and credible process can be established. Notably, the City has been in discussions with the SPCA and other animal management groups to determine how we can mutually benefit by helping to support their services and avail ourselves of their expertise for the City's animal management program.

## PROPOSED RESOLUTION:

Pursuant to the powers vested in it by virtue of Section 263, 264, 280.1, 280.2 and 280.4 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby adopts and enacts the following amendments to the Animal Regulations:

1. **Section 2. (J)** Impound Fee definition to include animal medical fees;

2. **Section 7. (d)** to make animal medical fees collectable from the animal owner;
3. **New “Section 10 – Designation”** to allow the Director to designate external agencies to provide animal services, and collect fees, on behalf of the City;
4. **Schedule A** revised to increase the Daily Base Impound Fee to \$25.00/day;
5. **New Schedule B**, “Dog Registration Form”, and;
6. **New Schedule C**, “More than 5 Animals Form”
7. **New Schedule D**, Keeping of Uncommon Animal as Pet .

#### **FINANCIAL IMPACT:**

Will increase revenues for animal impounding and enable collection of veterinarian services from the impounded pet owners.

**Legal Review:** Yes

#### **LEGAL REVIEW:**

Reviewed by City legal and meets all legal requirements.

#### **RECOMMENDATION:**

Staff recommend the enabling of this legislation to assist with animal management in our City.

#### **ALTERNATIVE IMPLICATIONS:**

##### **Options:**

Three options to respond to this request and corresponding implications are as follows:

1. No change in regulation will result in no improvements in collecting fees, standardizing processes, and enabling mutual benefit arrangements for animal care services from animal care groups.
2. Adopting the proposed legislation will accomplish a more enforceable collection of animal care fees from animal owners and enable mutual-benefit relationships with animal care groups and the City.
3. Direct staff to do otherwise.

|   |                        |
|---|------------------------|
| Director of Protective Services                               | Approved - 10 Dec 2024 |
| Director of Community, Engineering,<br>Development & Planning | Approved - 10 Dec 2024 |
| Administrative Assistant                                      | Approved - 10 Dec 2024 |

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City Manager



## The City of Corner Brook Animal Regulations

PURSUANT to the powers vested in it under section 263, 264, 280.1, 280.2 and 280.4 of the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended, the Newfoundland and Labrador Animal Health and Protection Act SNL 2010 Chapter A 9.1, and all other powers it enabling, the Corner Brook City Council, in a session convened on the 16<sup>th</sup> day of October, 2017, hereby passes and enacts the following regulations regulating the control of dogs and other animals in the City of Corner Brook.

These Regulations may be cited as the City of Corner Brook Animal Regulations.

### 1. PURPOSE

The purpose of these Regulations is to promote the safety, health, and well-being of people and their animals in the City of Corner Brook and to protect people, properties, and promote the humane treatment of animals.

### 2. DEFINITIONS

In these Regulations:

- a) "Animal" means all types of animals, both domesticated and wild, including, but not limited to dogs, cats and other pets, fowl, livestock as defined by the Livestock Act and wild animals which customarily live independently of people in natural conditions including any reptile or amphibian;
- b) "Animal Control Officer" means the person or persons appointed and authorized by Council to impound animals pursuant to the City of Corner Brook Act and these Regulations and to carry out such other acts as are prescribed by these Regulations and includes Municipal Enforcement Officers and the Director;
- c) "Animal Shelter" means the facility designated by the Director as the facility where surrendered, relinquished or abandoned animals; animals apprehended by Animal Control Officers; and animals requiring impoundment may be taken and kennelled; d) "Cat" means a male or female cat of any age and includes those that are domesticated and those that breed and/or live in the wild;
- e) "City" means the City of Corner Brook;
- f) "Companion Animal" means a dog or a cat or any animal normally kept for companionship or bred or rose for companionship. Companion Animals do not include animals kept for an agricultural purpose such as livestock, nor wildlife and fish as defined in the province of Newfoundland and Labrador Wildlife Act, or any other animals prescribed as being excluded by any Provincial Regulations made under *the Animal Health and Protection Act SNL 2019 Ch. A-9.1*.
- g) "Council" means the Corner Brook City Council as continued by section 12 of the City of Corner Brook Act;

- h) "Director" means the Director designated by Council to manage and oversee the operation of the Animal Shelter and the carrying out of the provisions of these Regulations.
- i) "Dog" means a male or female domesticated dog of any age and includes an animal which is a cross between a wolf or coyote and a dog;
- j) "Impound Fee" means the daily Base Impound Fee prescribed in Schedule A for the housing, cleaning and feeding of an impounded animal plus the costs of any medical/veterinary care or treatment provided to an impounded animal;
- k) "Licensing Officer" means a person appointed pursuant to section 264(d) of the City of Corner Brook Act and includes the Director, Animal Control Officers, Municipal Enforcement Officers and or a City designated agency;
- l) "Municipal Enforcement Officer" means any Municipal Enforcement Officer appointed pursuant to s.211 of the City of Corner Brook Act;
- j) "Owner" includes any person who has the custody, charge, possession or control of an animal, including the owner, tenant or person in charge of the premises where an animal is kept, permitted to live or remain);

### 3. LICENSING OF DOGS

- a) A valid dog licence is one that has been issued by the City, a Licensing Officer or, other municipality or City designated agency in combination with a registration tag or plate indicating that the registration is in force for the current year.
- b) No person, shall own, keep or have a dog in the City that is older than three (3) months, without having a valid licence for that dog and having the licence registration tag or plate affixed to the dog's collar.
- c) An application for a dog licence shall be made in writing on the prescribed form to the City or Licencing Officer and shall include:
  - i. The name and contact information of the Owner;
  - ii. Name of the dog;
  - iii. Sex and breed of the dog or combinations thereof;
  - iv. Means of identification of the dog such as physical description, photo, or microchip; and
  - v. Whether the dog is spayed or neutered;
- d) The licence fee to licence a dog shall be as set out in Schedule A of these Regulations and shall not be remitted for any cause including the death, loss or removal of the dog from the City after the date of issuance;

- e) Upon completion of the application and payment of applicable fees, the City or Licencing Officer will issue the Owner a numbered tag for the current year registered, which the dog Owner shall attach and display on the collar of the dog.
- f) Information and fees collected by a Licencing Officer shall be forwarded to the City within 2 business days of receipt.
- g) Every dog licence issued pursuant to these Regulations shall, expire on the 31<sup>st</sup> day of December following the third anniversary of the date of issuance.
- h) Dog licences issued pursuant to these Regulations are non-transferrable between dogs and/or Owners and licence fees are non-refundable.

#### **4. CONTROL OF ANIMALS**

- a) No Owner shall permit or allow an animal to stray, roam, or run at large in the City.
- b) No person shall permit an animal upon the streets or other public place within the City without written permission from Council save and except for a licenced dog provided such dog is held by a competent person able to restrain the dog on a leash that is of not more than three (3) metres in length.
- c) Every Owner shall immediately remove excrement deposited by the Owner's animal on any property other than the property of the Owner, unless the Owner is a person with a disability and the animal is trained to assist and is assisting that person. All animal excrement must be held and disposed of in compliance with the City's Garbage and Refuse Regulations and Anti-Litter Regulations;
- d) No Owner shall permit their animal to make repetitive sounds including but not limited to barking, howling, crowing, meowing or screeching, that constitute a nuisance or disturb the peace and enjoyment of another property, and an Animal Control Officer may impound an animal of an Owner that is in breach of this provision;
- e) Notwithstanding subsection (a), where a dog is on public property that has been designated "Off Leash Dog Park", the dog will not be at large as long as the Owner meets all of the following requirements:
  - i. the dog is always accompanied by the Owner;
  - ii. the Owner always has control of the dog by either physical or verbal means; and

- iii. the dog has not been designated, in accordance with these Regulations, as a Dangerous Animal and does not display any signs of aggressive behaviour.

#### **5. LIMIT ON NUMBER OF ANIMALS**

- a) No person or persons shall be the Owner of more than five animals of which a maximum of three (3), can be dogs, in any single residential in the City without first obtaining a written permit from the City as per Schedule C of these regulations.
- b) Where in the opinion of an Animal Control Officer conditions do not sufficiently allow for the humane habitation of a property of 5 animals, or the condition of the property and/or animals thereon create a nuisance to neighbouring properties, the Owner shall reduce his quantity of animals accordingly upon receipt of a notice to reduce from the Animal Control Officer.
- c) The limit of animals applies to animals that would inhabit and encroach directly upon a human environment such as cats and dogs and not those in self-contained environments within a residential unit such as aquarium containing fish or reptile/s in a terrarium.
- d) City recognized Animal Rescue organizations are exempt from this "Limit on Number of Animals" requirement however such organizations must maintain a humane animal habitat compatible to the number of animals being kept.

#### **6. DANGEROUS AND NUISANCE ANIMALS**

- a) An Animal Control Officer may designate an animal to be Dangerous and/or a Nuisance where it is proven to the satisfaction of the Animal Control Officer that:
  - i. the animal or species thereof has a known propensity or predisposition to attack persons or other domestic animals to cause injury or otherwise threaten the safety of persons or domestic animals;
  - ii. the animal behaves in a vicious or menacing manner and approaches and/or chases persons to
  - iii. cause injury or otherwise threaten the safety of persons or domestic animals;
  - iv. the animal has and without provocation, bitten, inflicted injury, assaulted or otherwise attacked a person or domestic animal; or
  - v. the animal exhibits symptoms or behaviour of illness that threatens the health and safety of persons or other animals.

- b) For the purposes of this section, an animal is presumed not to have been provoked in the absence of evidence to the contrary.
- c) A dog shall not be designated as a Dangerous animal if the dog:
  - i. is acting in defence to an attack from a person or animal;
  - ii. is acting in defence to an attack of its young; or
  - iii. is a professionally trained dog for law enforcement or guard duties and in the process of conducting its duties as is trained.
- d) Once an Animal Control Officer has designated an Animal to be a Dangerous or Nuisance Animal the animal Control Officer may take any one or more of the following actions:
  - i. make application to a Provincial Court in accordance with Sections 34, 35, and 36 of the Newfoundland & Labrador Animal Health and Protection Act (2010 cA-9.1 s34-36) or any similar or successor legislation;
  - ii. Direct the Owner to keep the animal securely enclosed on the Owner's property in a manner that ensures the prevention of injury to people, other animals or to the animal itself;
  - iii. Direct the Owner to muzzle and leash the animal and to keep it under constant control and supervision if the Owner removes the animal from the Owner's property;
  - iv. Direct the Owner to display a sign, on the Owner's property warning of the presence of the animal and to continue to display that sign in good condition so long as the animal is present on the property;
  - v. Direct the Owner to report the sale or other disposition of the animal to the Director no more than 72 hours after the Owner has given up possession of the animal and provide the name, address and telephone number of any new Owner of the animal;
- e) In the case of an animal that is exhibiting behaviour or symptoms of illness that threaten the health and safety of persons or other animals, impound and/or immediately destroy the animal.

#### **7. IMPOUNDMENT AND RELEASE OF ANIMALS**

- a) An Animal Control Officer or any person may seize an animal found at large and convey the animal to the City's designated animal shelter for impoundment or alternatively convey the animal to the SPCA or similar or successor organization. The person who conveys the animal

shall provide the name of the Owner of the animal, if known, and the place and time of restraint.

- b) Where an Animal Control Officer has seized or received an animal whose Owner is known, the Animal Control Officer or designate shall within 24 hours, provide notice to the Owner of the fact of the animal's impoundment and the amount required to be paid in order for the animal to be released.
- c) Notice provided in accordance with subsection (b) may be given by telephone or in writing.
- d) Any animal that is injured, sick or otherwise in need of medical attention when seized by the Animal Control Officer may receive such medical care and treatment as the City in its sole discretion deems necessary to minimize pain and distress. The cost of such medical care and treatment administered to an animal shall be recoverable from the Owner as part of the Impound Fee before the animal is released to the Owner, or as a debt owed by the Owner to the City.
- e) At a scheduled time no longer than 48 hours following the date the animal has been seized by the Animal Control Officer or designate, the Owner or Owner's agent may attend the animal shelter and upon providing proof of ownership or entitlement for a detained animal and payment of all Impound Fees, the Animal Control Officer or designate may release the detained animal to the custody of the Owner or Owner's agent.
- f) Where an animal's Owner is unknown, and the animal remains unclaimed after 72 hours in the animal shelter, the Director may sell, give away, place for adoption or arrange for the animal to be destroyed by humane means.
- g) Where an animal's Owner is known by way of licence or other means of identification on the animal, and the animal is not claimed after 72 hours in the animal shelter, the Director may sell, give away, place for adoption, or arrange for the animal to be destroyed by humane means.

#### **8. OBSTRUCTION**

No person shall interfere and/or obstruct an Animal Control Officer in the execution of his or her duties under these Regulations.

#### **9. UNCOMMON COMPANION ANIMAL**

Where any person, owns or wishes to own and house an animal in the City of Corner Brook that is not a Companion Animal as defined in these Regulations, the person shall make application to the City to house such an animal within the City.

The City will evaluate such applications on a discretionary and case by case basis considering:

- a) whether the animal poses a danger to the public;
- b) manner in which the animal must be kept including sanitation and whether indoor or outdoor; and
- c) impact to neighbour's peaceful enjoyment of their property including noise and odours.

#### **10. DESIGNATION**

The Director may designate an external animal services agency to provide animal sheltering services, animal licensing services, and or animal rescue services on behalf of the City. Such designation may include the Impound Fees and Licensing Fees being collected by and or transferred to the designated animal services agency.

#### **11. PENALTIES**

Where any person contravenes any provision of these Regulations:

- a) Such person is guilty of an offence and liable on summary conviction to a fine or to a period of imprisonment or both in accordance with the City of Corner Brook Act; and such person may be issued a violation notice pursuant to section 280.1 of the City of Corner Brook Act.
- b) The Director, the Animal Control Officer and all Municipal Enforcement Officers are designated persons employed by Council who may issue a violation notice pursuant to section 280.1 of the City of Corner Brook Act for any contravention or failure to comply with these Regulations.

#### **12. REPEAL**

These Regulations shall come into force as of the date enacted by Council and the City of Corner Brook Animal Regulations, 2008 and the City of Corner Brook Dog Regulations, 2008 and all amendments thereto, are hereby repealed upon the coming into force of these Regulations.

IN WITNESS WHEREOF this Regulation is sealed with the Common Seal of the City of Corner Brook and subscribed by and on behalf of Council by Mayor and City Clerk at the City of Corner Brook, in the Province of Newfoundland and Labrador, this 20th day of November 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Published in the Western Star: August 26<sup>th</sup> and 28<sup>th</sup>

First Reading: August 21<sup>st</sup>, 2017

Second Reading: October 16<sup>th</sup>, 2017

FOR COUNCIL APPROVAL



**Schedule A**

| SECTION | FEE DESCRIPTION        | PENALTY AMOUNT   |          |
|---------|------------------------|--|----------|
| 3. (a)  | Licencing of a dog     | Regular Fee (per 3 years)  | \$25.00  |
|         |                        | If dog is spaded or neutered, amount to be deducted from Regular Licencing fee.            | -\$10.00 |
|         |                        | If dog has implanted owner identity chip, amount to be deducted from Regular Licencing Fee | -\$5.00  |
| 7.      | Daily Base Impound Fee | \$25.00  |          |

FOR COUNCIL APPROVAL

**Schedule B**



# DOG REGISTRATION FORM

- NEW (Form must be completed entirely)
- RENEWAL (If a renewal, complete owner name, pet name and any information that has changed only.)

**APPLICANT INFORMATION**

|  |                    |   |   |
|--|--------------------|---|---|
| Owner's Name (1)                                 |                    | Owner's Name (2) (if more than one owner)             |   |
| Street Address                                   |                    | Street Address ( <input type="checkbox"/> Same as 1)  |   |
| City   | Postal Code        | City ( <input type="checkbox"/> Same as 1)            | Postal Code ( <input type="checkbox"/> Same as 1) |
| Mailing Address ( <input type="checkbox"/> Same) |                    | Mailing Address ( <input type="checkbox"/> Same as 2) |   |
| City   | Postal Code        | City ( <input type="checkbox"/> Same as 2)            | Postal Code ( <input type="checkbox"/> Same as 2) |
| Home Telephone No.                               | Work Telephone No. | Home Telephone No.                                    | Work Telephone No.                                |
| Mobile Telephone No.                             | Email Address      | Mobile Telephone No.                                  | Email Address                                     |

**DOG INFORMATION**

|   |  |               |  |
|---|--|---------------|--|
| Name  | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female          | Date of Birth |  |
| Breed   | Special Markings   |               |  |
| Size<br><input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large | Microchip Implanted?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Microchip No. | The Dog License Fee is \$25.00 for three years.<br>If Dog has microchip and number, the registration fee shall be reduced by \$5.00.<br>If Dog Owner provides proof that dog has been spayed or neutered, fee shall be reduced by \$10.00. |
| Dog Dangerous to People?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                  | Spayed/ Neutered<br><input type="checkbox"/> Yes <input type="checkbox"/> No     |               |  |
| Dog Dangerous to Other Animals?<br><input type="checkbox"/> Yes <input type="checkbox"/> No           | Tattooed?<br><input type="checkbox"/> Yes <input type="checkbox"/> No            | Tattoo No.    | Total Fee to be Paid   |

|  |                                     |
|--|-------------------------------------|
| <p>By signing this application form I acknowledge and agree that the City of Corner Brook may disclose my name, contact information and details concerning my animals to all persons, corporations, or agencies that have been engaged by the City of Corner Brook to administer and/or enforce the City's Animal Regulations, including but not limited to The Bay of Islands Society for the Prevention of Cruelty to Animals Corporation.</p> | Signature of Licensee               |
|  | Signature of License Issuer/Witness |

**LICENSE INFORMATION (office use only)**

|         |             |            |             |
|---------|-------------|------------|-------------|
| Tag No. | Receipt No. | Issue Date | Expiry Date |
|---------|-------------|------------|-------------|

**Schedule C**



**MORE THAN 5 ANIMALS**

**MORE THAN 3 DOGS**

**APPLICANT INFORMATION**

|   |                    |
|---|--------------------|
| Owner's Name                                      |                    |
| Street Address                                    |                    |
| City  | Postal Code        |
| Mailing Address ( <input type="checkbox"/> Same ) |                    |
| City  | Postal Code        |
| Home Telephone No.                                | Work Telephone No. |
| Mobile Telephone No.                              | Email Address      |

**INFORMATION ABOUT OVER LIMIT ANIMALS/DOGS**

|   |                              |
|---|------------------------------|
| Breed of Animal/s to be Kept of More Than 5 |                              |
|   |                              |
| Breed of Dog/s of More Than 3               |                              |
|   |                              |
| Total Number of Animals in Unit             | Total Number of Dogs in Unit |

**HABITAT INSPECTION BY ANIMAL CONTROL OFFICER (Office Use Only)**

|   |  |
|---|--|
| Do Adequate Conditions Exist to Keep the Number of Total Animals?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Will Number of Animals Create Nuisance to Neighbouring Properties?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Observation Notes   | Neighbours Contacted / Notes   |
|   |  |
|   |  |
|   |  |
|   |  |
| Inspection Date   | Application<br><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved   |
| <p><b>PERMIT</b>    <i>The Applicant is authorized to keep a total of _____ animals, _____ of which are dogs, in exceedance of the limitation of Section 5 (a) of the City of Corner Brook Animal Regulation.</i></p> |  |
| Signature of Animal Control Officer   | Date   |
| Print Name of Animal Control Officer  |  |

**Schedule D**



## KEEPING OF AN UNCOMMON COMPANION ANIMAL

**APPLICANT INFORMATION**

|   |                    |
|---|--------------------|
| Owner's Name                                      |                    |
| Street Address                                    |                    |
| City  | Postal Code        |
| Mailing Address ( <input type="checkbox"/> Same ) |                    |
| City  | Postal Code        |
| Home Telephone No.                                | Work Telephone No. |
| Mobile Telephone No.                              | Email Address      |

**DETAILS ABOUT THE UNCOMMON ANIMAL**

|  |  |
|--|--|
| Species and Breed of Animal?                             |  |
| Special Requirements Keep this Animal?                   |  |
| Is Animal Dangerous to People?                           | Is Animal Dangerous to Other Animals?                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are Safety Measures Required?                            | Are Safety Measures Installed?                           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**HABITAT INSPECTION BY ANIMAL CONTROL OFFICER (Office Use Only)**

|   |  |
|---|--|
| Location Where the Animal will be Kept ( <input type="checkbox"/> Same as Above )   |  |
| Do Adequate Conditions Exist to Keep the Number and Type of Animal?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Will this Animal Create a Nuisance to Neighbouring Properties?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Observation Notes   | Neighbours Contacted / Notes   |
|   |  |
|   |  |
|   |  |
| Inspection Date   | Application<br><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved   |
| <b>PERMIT</b>   | <i>The Applicant is authorized to keep _____ animal/s of the above noted species and breed, in the above noted location, as an Uncommon Companion Animal/s in accordance with Section 9 of the City of Corner Brook Animal Regulation.</i> |
| Signature of Animal Control Officer   | Date   |
| Print Name of Animal Control Officer  |  |



# Request for Decision (RFD)

**Subject:** Accessibility Plan

**To:** Darren Charters

**Meeting:** Regular Meeting - 18 Nov 2024

**Department:** City Manager

**Staff Contact:** Jessica Smith, City Clerk

**Topic Overview:** The City of Corner Brook's Accessibility Plan is being brought forward for approval.

**Attachments:** [City of Corner Brook Accessibility Plan](#)

## BACKGROUND INFORMATION:

The Accessibility Act, 2021 requires all public bodies to prepare and adopt an accessibility plan that addresses the prevention, identification and removal of barriers in the policies, programs, practices and services of the public body. A working committee of staff was comprised to lead the development of the City's Accessibility Plan, alongside the Accessibility and Inclusivity Advisory Committee.

Earlier this year, the working committee started with the development of the plan by conducting a public consultation. There was a good response received from the public and a lot of the comments raised were about similar concerns. From the feedback received and discussions with the Accessibility and Inclusivity Advisory Committee, staff worked on developing 7 focus areas to address accessibility in the city:

- Accessible Transit and Transportation;
- Accessible Buildings and Infrastructure;
- Accessible Information and Communication;
- Accessible City Events;
- Accessible Consultation;
- Accessible Policies and Programs;
- Accessible Park and Playgrounds.

The Accessibility Plan was established using these guiding principles and includes actionable goals to work towards accessibility improvements in each of these areas. The actions and the goals of the plan are both short-term and long-term, however they are pragmatic and achievable strategies that will have a positive effect on accessibility in the City.

The Accessibility Plan was presented to the Accessibility and Inclusivity Advisory Committee in November for feedback and discussion. There was a general consensus of the focus of the plan and it was agreed to bring it forward for approval.

**PROPOSED RESOLUTION:**

Be it RESOLVED that the City of Corner Brook Council approve the Accessibility Plan as proposed in accordance with section 22 of the Accessibility Act, 2021.

**RECOMMENDATION:**

It is the recommendation of staff to proceed with approving the Accessibility Plan. This will allow for work to begin to implement some of the initiatives.

**ALTERNATIVE IMPLICATIONS:**

- 1. Approve the Plan as proposed.
- 2. Provide other direction or changes to the plan.

|   |                        |
|---|------------------------|
| Director of Community, Engineering,<br>Development & Planning | Approved - 13 Dec 2024 |
| Administrative Assistant                                      | Approved - 13 Dec 2024 |

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City Manager



# 2024 Accessibility Plan

# Statement of Commitment

The City of Corner Brook is committed to ensuring accessibility and inclusion for all community members. The City recognizes that everyone deserves the opportunity to participate fully in civic life, regardless of ability. The City recognizes that accessibility is essential to fostering a vibrant, equitable environment that empowers everyone to participate fully in community life.

This Accessibility Plan reflects our dedication to identifying and removing barriers in our services and facilities. We will engage with residents and stakeholders to ensure diverse perspectives shape our efforts. Our commitment to accessibility is a guiding principle in all our actions, as we work together to create a community where everyone feels welcome and valued.

Our commitment to improving accessibility encompasses every aspect of community life, including communication, events, buildings, policies, programs, transit, parks, and playgrounds. The primary objective driving all these goals is to make tangible and meaningful advancements in accessibility in our Community. Meaningful advancements can be achieved by establishing viable goals and setting standards for how those goals are accomplished.



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# Message from the Mayor

Accessibility is an essential part of building a community where everyone can live, work, and participate fully. That's why Corner Brook has developed an Accessibility Plan, a roadmap to help us remove barriers and create a more inclusive city for all residents.

Creating an accessible city is about more than infrastructure—it's about fostering an environment where everyone feels valued and supported. Over the past several months, we've worked closely with residents, advocacy groups, and experts to understand the challenges people face and develop meaningful solutions.

The Accessibility Plan outlines key actions to improve access to public spaces, enhance city services, and ensure inclusive communication. This is not a one-time-effort - it's an ongoing commitment to making Corner Brook a better place for everyone. By working together, we can build a city where everyone, regardless of ability feels welcome and supported.

I encourage you to explore the plan and join us in making Corner Brook a leader in accessibility and inclusion. Together, we can create a community where everyone has the opportunity to participate fully and equally.



**Mayor Jim Parsons**

# Message from the City Manager



I am proud to present the City of Corner Brook's Accessibility Plan that reflects our commitment to working towards a more inclusive and accessible community for all residents and visitors. The plan is the result of significant collaboration and dedication from City staff and the Accessibility and Inclusivity Advisory Committee, whose involvement was instrumental in its development. Together they have ensured that this plan addresses the needs of all citizens and set out clear achievable goals for making Corner Brook a more accessible and welcoming place.

While this plan is an important milestone, it is just the beginning. The real work lies ahead in implementing the initiatives brought forward by this plan and ensuring that we continuously evaluate and improve accessibility across our City. We are committed to working together with the community, the Committee and our partners to turn these goals into reality.

I would like to thank everyone who contributed to this plan, especially the Accessibility and Inclusivity Advisory Committee. Their efforts and perspectives have shaped this plan and provided the City with a clear vision of what we need to achieve a more accessible community. I look forward to seeing this plan in action and the vision coming to fruition. With your support, we will continue to make progress toward a future where Corner Brook is an accessible and inclusive City for everyone.

**Darren Charters, City Manager**

# Definitions

**Accessibility** – as defined in the government of Canada’s Guide on Equity, Diversity and Inclusion Terminology, accessibility is the quality of an environment that enables a person to access it with ease.

**Accessibility Plan** – as defined in the Accessibility Act, an accessibility plan is a plan to address the prevention, identification and removal of barriers in the policies, programs, practices and services of a public body.

**Barrier** – obstacles that prevent individuals with disability from fully participating in a facet of their community. These can be physical or architectural barriers, attitudinal barriers, information and communication barriers, technological barriers, organization or systemic barriers.

**Disability** – as defined in the Accessibility Act, disability includes a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation that is permanent, temporary, or episodic in nature that, in interaction with a barrier, prevents a person from fully participating in society.

**Inclusion** – as defined in the Government of Canada’s Guide on Equity, Diversity and Inclusion Terminology is the practice of using proactive measures to create an environment where people feel welcome, respected and valued and to foster a sense of belonging and engagement. This practice involves changing the environment by removing barriers so that each person has equal access to opportunities and resources and can achieve their full potential.



# Overview of the City of Corner Brook's Accessibility Plan

The City of Corner Brook is dedicated to fostering an inclusive community where all residents, regardless of their abilities, can fully participate in everyday life. The City's Accessibility Plan serves as a strategic framework to identify, address, and eliminate barriers faced by individuals with disabilities in the community. This plan was created following a period of public consultation, as well as discussions with the City's Accessibility and Inclusivity Advisory Committee.

This document outlines the City's commitment to accessibility by highlighting our goals, initiatives, and strategies aimed at creating an environment that supports equity and inclusivity. Through collaboration with residents, community organizations, and stakeholders, we have identified key areas for improvement, including accessible transit, infrastructure, consultation, communications, events, policies and programs and an overall focus on funding and fiscal allocation for accessible advancements.

Moving forward with this plan, the focus will be on implementing actionable steps that enhance accessibility, ensuring that every individual can access the city offered services, city owned facilities, and opportunities that the City of Corner Brook has to offer. Together, we can build a community where everyone feels valued, empowered, and able to thrive.

From the feedback that was received during the consultation period of the development of this plan, there are 7 focus areas and corresponding goals that have been established based upon their attainability and ability to produce effective change in the community. However, one prevalent goal that will be essential to achieving any of the goals outlined below is to allocate funds and resources that will supplement this plan and provide assurance that the initiatives that we have delineated can be accomplished. This can be achieved through effective planning for specific initiatives, actively investigating funding opportunities and by allocating a budget dedicated to addressing accessibility. This will also require regular follow-up with staff responsible for delivering these actions and regular consultation with the Accessibility Advisory Committee.

Another large component of this plan is to ensure all varying forms of accessible needs and considered when planning for accessible improvements. Using a fully accessible and inclusive lens to implement this plan means examining the different barriers experienced by individuals with different disabilities and needs. This is a prerequisite to all actions that work towards accomplishing the goals of this plan in order to accomplish equal access for everyone in the community.



# Accessibility Goals

The focus areas and goals that have been established in this plan were intentionally developed to address gaps that affect access to services and quality of life for individuals. Each focus area below outlines barriers that have been identified throughout the City, as well as implementation plan to ensure action is taken to achieve these initiatives.

1. **Transit and Transportation**
2. **Buildings and Infrastructure**
3. **Communication and Information**
4. **City Events**
5. **Consultations**
6. **Policies and Programs**
7. **Parks and Playgrounds**

This Accessibility Plan will continue to evolve based on the changing needs of our community, and further development of the Provincial Accessibility Legislation. As standards for accessibility change, this plan will be updated to reflect the responsibilities from the provincial legislation as required. As this plan progresses it will require regular follow up with staff responsible for delivering these actions and regular consultation with the Accessibility and Inclusivity Advisory Committee.

## Promoting Accessibility Awareness

A key component in improving accessibility in our community is to promote accessibility awareness. The City will promote accessibility awareness through virtue of this plan, but also by validating the actions of this plan. While removing barriers and adding accessible features to the community is important, accessibility and inclusivity are community based. This means the City will need to identify ways that it can facilitate the community to support individuals in the City with accessible needs and enrich their sense of community and belongingness. This objective can be achieved by having more conversations about accessibility to encourage businesses and organizations in the City to consider measures they can take to improve accessibility in their facilities and operations as well.



# Past Achievements

One of the key components to the development of this plan and to any accessibility advancements comes from the development of an Accessibility Advisory Committee. The City of Corner has had an active Accessibility and Inclusivity Advisory Committee since 2017, and the Committee has been working since that time to identify gaps and provide first-hand knowledge of accessibility barriers so that staff and City Council can work towards making the City a more accessible place for residents and visitors.

## Advancements to Date

Initiatives that the Accessibility and Inclusivity Advisory Committee has brought forward include but are not limited to:

- Purchase of a wheelchair for City Hall;
- Installation of gender-neutral signage at City Hall washrooms;
- Placed two accessible picnic tables in the City as well as one located on the Green Roof at City Hall



- Development of an accessible emergency exit plan for City Hall;
- Improvements of door threshold transitions that make access to the building more accessible for wheelchairs and individuals with mobility disabilities – such as the entrance to the Rotary Arts Entrance of City Hall;
- Development of an Attendant Pass Policy - which permits access to events at no extra cost for an aide who is attending for the purpose of providing support to a ticket holder with accessibility needs for a City event or event hosted on City property.



# Past Achievements

## Advancements in the Community

- Work with partners including Corner Brook Stream Trail to make our trail network more accessible:



Stairs to Glenmill Inn Pond



Upgraded accessible switchbacks to Glenmill Inn Pond



- Installed accessible playground equipment at JJ Curling and more accessible playground equipment that is planning to be installed to the Playground at Carberry's.



# Past Achievements

## New Recreation Centre

- New Recreation Centre opening in 2025 that is fully equipped with accessibility features including beach entry, lift chairs, adult lift and change area
- Received funding to purchase an accessible mobility aid for indoor pool at the new Recreation Centre



Accessible Pool Entrance in the new Regional Recreation Center

## More advancements

- Added an accessible swing to Margaret Bowater Park and an accessible pathway from parking lot to the swing area and a rubber pour accessible path directly to the accessible swing
- Purchased hippocamp wheelchairs for use at the splashpad and Margaret Bowater Park
- Allowing for more accessible parking payment options with the implementation of parking software
- Undertaken an accessible transit study
- Purchased equipment for those who are hard of hearing for attending public council meetings
- Purchased an accessible spinner for Eastside playground to be installed in the spring of 2025
- Received funding to do renovations to the washroom at the Eastside playground to make them fully accessible;
- Added guided railing to the walkway for Bartlett's Point Park
- Newly installed traffic signals include auditory signals at the intersection of West Street and Main Street, Lewin Parkway and Griffin Drive.
- Installed accessible tactile strips for the visually impaired that assist with crosswalk at newly updated or installed traffic signals
- Accessible taxi subsidy for residents who cannot use the bus due to accessibility needs that allows them to pay the same rate as the bus fare for an accessible taxi during transit hours
- Incentive programs for use of the accessible taxi - the City offers a \$10 stipend per trip to drivers who utilize the accessible taxi when needed for a resident;

# Barriers

Through every advancement there are still barriers that exist, many of which have been identified in the objectives of this plan. Following public consultation and through consultation with the Accessibility and Inclusivity Advisory Committee, the crucial barriers that were established were:

1. Transit Barriers- transit operations (hours), bus accessibility, bus stops (location, access).
2. Physical barriers – entrances to buildings, curbs, access inside public buildings.
3. Access to services and information - format and method of how the City communicates information to residents and visitors and how the City provides to the public (Customer Service, complaints intake).
4. Gaps where accessible standardization is not entirely accessible for everyone - where certain accessibility requirements are met legislatively but may not be fully accessible to individuals with varying accessible needs in practice.
5. Making accessibility inclusive to all needs of the community - including varying types of accessibility needs in any accessibility improvement or programs.
6. Accessible features versus fully accessible spaces - adding accessible features or improvements to a space is a significant step forward, however it is not fully accessible if an individual is limited to that one area or addition



# Strategies & Actions

In order to achieve the goals that have been identified in this plan it requires clear strategies to put into action. In order to become actionable items, these strategies require a pre-determined timeline as well as staff members assigned to ensure appropriate follow up.

As these goals involve a variety of different departments, we need to ensure that there is appropriate involvement and collaboration with staff and with the Accessibility and Inclusivity Advisory Committee.

| Goal                                     | Strategy  | Department Responsible | Timeframe  |
|--|---|------------------------|------------|
| Accessible Transit and Transportation    | Identify accessible solutions to transit operations   | Engineering            | Short term |
|  | Implement initiatives to improve accessibility for transit and transportation in the city   |                        | Long term  |
| Accessible Buildings and Infrastructure  | Identify components of current city infrastructure that create an accessibility barrier   | Engineering            | Short term |
|  | Develop a priority of list of accessibility improvements  |                        | Short term |
|  | Complete repairs from priority list as funding permits  |                        | Long Term  |
| Accessible Information and Communication | Identify accessibility gaps in current communications   | City Clerk             | Short term |
|  | Develop additional accessible formats of communications to be available   |                        | Long term  |
| Accessible City Events                   | Identify best practices to ensure that City events are accessible   | Recreation/Tourism     | Short term |
|  | Develop an event checklist that outlines necessary conditions that ensure accessibility   |                        | Long term  |
| Accessible Consultations                 | Continuously and consistently seek first-hand consultation from representation from individuals with different accessibility needs for new initiatives and overall enhancement of accessibility in the city | City Clerk             | Ongoing    |
| Accessible Policies and Programs         | Identify policies and programs that are focused on accessibility that can be implemented in the City  | City Clerk             | Short term |
|  | Review current policies and programs using an accessibility lens  |                        | Short term |
|  | Develop new policies based on best practices that promote accessibility   |                        | Long term  |
| Accessible Parks and Playgrounds         | Identify infrastructure improvements and equipment that improve the overall quality and capacity of accessible recreation avenues   | Recreation             | Short term |
|  | Install and repair infrastructure improvement and new equipment as funding becomes available  |                        | Long term  |

## Accessible Transit and Transportation



Accessible transit was the most prominent topic that was brought forward during consultation. The City of Corner Brook has a transit system that is operated by a third-party contractor from Monday-Friday, 7:30-6:00 and runs on a designated route system.

### → **BARRIER 1**

The existing bus is an accessible bus, however there is no capacity to utilize the accessible features because of training for drivers and capacity for time required to use functions within the designated route system

### → **BARRIER 2**

There are no auditory or visual accessibility aids on the bus or at bus stops to clearly identify paths within the bus

### → **BARRIER 3**

The majority of bus stops in the City are not fully accessible due to curbs, and this is further hindered in the winter with snow build up

### → **BARRIER 4**

The hours of transit operations for transit affect all residents, however the access to other means of transportation for individuals with accessibility needs are limited. There is only one accessible taxi that is owned and operated by a private business, therefore the City is not able to oversee their operations.

# Accessible Transit and Transportation

The City has already begun to address this issue by virtue of an accessibility transit study that was initiated in early 2024. This study is being conducted by a third-party consultant and they have met with the external Accessibility Advisory Committee, Council and staff members to gain insight into the transit operations utilizing an accessibility lens. The Consultant has also visited the area to do assessments of bus stops and buses, as well as to obtain other data that will inform any recommendations for change. While this study is currently ongoing, this is the initial action to address the goal of improving accessible transit.



## INITIATIVE 1

Take information and recommendations from the accessible transit study to develop an operational plan that focuses on improving accessible transit in our City.



## INITIATIVE 2

Determine costs of implementation of operational plan and cost of any necessary upgrades to achieve a more accessible transit system.



## INITIATIVE 3

Consult with partners to determine what funding options are available and determine a cost-shared analysis of how to implement operational plan and improvements.



## INITIATIVE 4

Ensure that all accessible avenues have been considered, such as physical accessibility, visual and auditory disabilities, etc.



## INITIATIVE 5

Develop training programs, policies and requirements for all bussing staff and City staff that provide the necessary transit information and services to the public.



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## Accessible Buildings and Infrastructure

Perhaps the most visible accessibility barrier in any place is the physical/built environment barriers. These are barriers that prevent individuals with a variety of accessibility needs from accessing the service or space and present a tangible barrier to equity within their communities. This is a concern for many buildings and infrastructure in the City, as many of the buildings were constructed prior to legislation and building codes that regulated accessibility. Consequently, there are many buildings in the City that were built without accessibility requirements or considerations and therefore accessibility in that space is limited or absent entirely.

This is difficult to address directly when it comes to privately owned buildings, however it can be addressed through the promotion of accessibility awareness and through programs that incentivize accessibility improvements. For example, the City of Corner established a Façade Appeal Comprehensive Enhancement (FACE) Program which provides funding to commercial property owners and businesses for the purpose of renovating their façade to improve the aesthetic and accessibility of their business. The City evaluates applications for this funding and considers accessibility improvements in the businesses proposals.



# Accessible Buildings and Infrastructure

The plan to address accessible buildings and infrastructure is to focus on those that are City owned, especially those that are publicly used such as the Civic Centre and City Hall. To identify exactly what is needed to make the City's infrastructure more accessible, an assessment of the built environment and its accessibility barriers would need to be conducted.

## → INITIATIVE 1

Conduct a comprehensive accessibility audit of all City facilities to identify barriers and establish necessary features that should be incorporated to improve accessibility.

## → INITIATIVE 2

Upon review of the accessibility audit, develop a priority list of items to be addressed and conduct a cost analysis for each item, such as renovations that include ramps, accessible restrooms, elevators, and signage.

## → INITIATIVE 3

Establish a timeline and budget for ongoing upgrades to ensure compliance with accessibility standards.

## → INITIATIVE 4

Following the release of the annual budget each year, identify which list items are to be addressed and proceed with any necessary procurement of contractor, equipment, etc. to complete each list item.

## → INITIATIVE 5

Look at funding options available for upgrades and improvements and utilize the priority list to provide specific projects for funding applications;

## → INITIATIVE 6

Review the priority list on a bi-annual basis to determine if there are changes in priority, review what has been completed and determine if there are any necessary additions needed to the list.

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## Accessible Information and Communication

Another area that the City plans to focus on is communication. This includes how information is communicated to residents and visitors and how that information is comprehended and able to be shared with others.

The City currently has a variety of methods for communication that it utilizes for various purposes. The City's website is its main hub of information, as well as its social media pages. The City also utilizes a notification system called Voyent Alert that sends alerts regarding certain topics that include road closures, water outages and more to residents who have registered for the service. For certain campaigns and events, the City will also utilize radio ads, mail out flyers, posters displayed in public locations and other means as necessary. Often, the City uses this variety of formats to ensure that the information reaches everyone, however there may still be a gap that prevents the information from reaching individuals with accessibility needs.





## Accessible Information and Communication



### → ACTION 1

Review current communication and processes to identify any gaps that prevent the current formats from being accessible and inclusive.

### → ACTION 2

Investigate options to improve access to information and methods of communication such as including braille, large print, and digital formats compatible with screen readers.

### → ACTION 3

Review current language used in communications using an accessibility lens and develop more inclusive language to be incorporated into communication going forward.

### → ACTION 4

Determine what other accessible formats should be available for individuals who request it and advertise this with information that we share.

### → ACTION 5

Review the City's website for options to improve accessibility, including investigating other software or add-ons that can make the website a fully accessible website.

### → ACTION 6

Review options for offering sign language interpretation and closed captioning for public meetings and events.

### → ACTION 7

Look at training and methods of accessible communication for staff who may interact with individuals with accessibility needs over the phone and in person.

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## Accessible City Events

Events in the City play a vital role in fostering community engagement, celebrating significant occasions and helping promote the City to residents and visitors. Some of these events are hosted directly by the City, such as the annual summer festival “Jigs N Wheels”, Corner Brook Day, Canada Day celebrations and more. The City also has several public spaces that are utilized for public events put off by other organizations and groups. As important as it is to have events in the City, it is equally important to ensure that these events are accessible to all. The focus on improving accessibility for City events is to prioritize accessibility so that everyone can participate and identify barriers that prevent that from happening.



## Accessible City Events



### → ACTION 1

Develop and implement an accessibility checklist for event planning to ensure venues and activities are fully accessible for both City events and events by outside organizations that occur on City property.

### → ACTION 2

Identify barriers that exist in City event spaces that need to be modified or removed to make the space itself accessible.

### → ACTION 3

Ensure that all barriers are identified and addressed prior to any City events, as well as events occurring in City facilities including seating arrangements and assistance for individuals with disabilities.

### → ACTION 4

Review other formats and features that could improve accessibility for City events and investigate options to incorporate them into City events and promote them for events hosted by others.

### → ACTION 5

Incorporate any accessibility requirements into communications to other groups that are utilizing City space.

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## Accessible Consultation



Accessible consultation is crucial to ensuring that the decisions made in the City reflect the diverse needs and perspectives of all residents. This is especially critical when these decisions are related to accessibility.

Consultation with special interest groups that represent and include those than can provide the perspective of a lived experience of living with a disability is critical to developing a true accessibility lens. The most comprehensive data will come from different special interest groups who have firsthand knowledge through experience or who work closely with those who have experienced the barriers that exist in the community.

The City has an Accessibility Advisory Committee who provides feedback regarding current accessibility issues in the City. This committee has been effective at recognizing barriers and advising staff and Council how they can be improved. However, taking a more proactive approach to incorporate their experiences, knowledge and perspectives as the City develops policies, programs, and infrastructure would be more effective. This fundamental inclusion of the individuals who are directly affected by accessibility and lack thereof is critical to making informed decisions about how accessibility in the City will progress.

# Accessible Consultation

## → INITIATIVE 1

Advocate and advertise for more members in the Accessibility and Inclusivity Advisory Committee. This will allow for a more diverse range of perspectives and ideally provide more inclusion of the variety of different needs of the community.

## → INITIATIVE 2

Include representation from individuals, either by virtue of the Committee or where necessary through public consultation or consultation directly with a special interest group. The representation should come from a group of individuals who have first-hand experience with barriers and accessibility needs and/or groups of individuals who have lived/worked with those with accessibility needs.

## → INITIATIVE 3

Use various platforms for community engagement, including in-person meetings, online surveys, and focus groups tailored for individuals with disabilities to increase participation.

## → INITIATIVE 4

Ensure consultation materials are accessible and that events are held in venues that accommodate diverse needs.

## → INITIATIVE 5

Foster partnerships with local organizations that support individuals with disabilities to improve outreach and engagement.

## → INITIATIVE 5

Incorporate the need for accessible consultation into practices for significant programs, policies, infrastructure and campaigns.

## Accessible Policies and Programs

Another critical component of achieving overall accessibility in the City is to ensure that it has the appropriate programs and policies to support any advancements that are necessary. This involves assessing what policies and programs the City has now to identify where accessibility is not incorporated, which includes formatting, language and access to specific documents. It also involves further research to determine what other policies are necessary to implement in order to address gaps in the City's services. The review and implementation of policies and programs should happen in conjunction with the other initiatives that are outlined in this plan. If there is something that the City wants to change and build into practice, whether it is internally or externally, then having a policy that reflects that will further support that goal.



### → ACTION 1

Conduct a policy review, taking into consideration any accessibility language, practices and formats that should be incorporated and revise existing policies to ensure they prioritize accessibility and inclusion.

### → ACTION 2

Research accessible policies and programs that could be utilized for the City, this includes conducting a jurisdictional scan of what other municipalities and public bodies currently have.

### → ACTION 3

Review current programs that are offered to identify any gaps in accessibility that prevent participation.

### → ACTION 4

Examine options for other programs that specifically address the needs of individuals with disabilities.

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## Accessible Park and Playgrounds



Access to recreation services and spaces is essential to health and quality of life for all individuals. By increasing the accessibility of the City's parks and playgrounds the City can create a space for everyone, regardless of ability, to enjoy the beautiful City and the benefits that come from engaging in recreational activity. Recreation is a large component of community life not only by promoting physical activity but mental health, social inclusion and wellness – which is something that all residents should have access to. The City has made some significant advancements with regards to accessible equipment and access to these areas, but there is still a substantial gap with regards to what is fully accessible.



# Accessible Park and Playgrounds

## → INITIATIVE 1

Conduct accessibility assessments of existing parks and playgrounds to identify barriers, equipment needs and other accessible features.

## → INITIATIVE 2

Implement inclusive design principles in the development of new parks, including wheelchair-accessible paths and adaptive play equipment.

## → INITIATIVE 3

Provide sensory-friendly spaces within parks to accommodate individuals with sensory processing challenges.

## → INITIATIVE 4

Incorporate accessibility needs that address children and individuals who utilize the playgrounds but also for parents, guardians and other individuals who wish to utilize the space or attend with their children.





# Report an Accessibility Concern or Idea

If you are aware of a non-emergency accessibility concern or have an idea for how something can be done better, let us know. You can contact us 24 hours a day, 7 days a week. Report your concern or idea in the way that is most accessible to you.



Phone us 1-709-637-1666



Email us [accessibilityplan@cornerbrook.com](mailto:accessibilityplan@cornerbrook.com)



At City Hall  
5 Park St.  
Corner Brook, NL



Postal Mail  
City of Corner Brook  
PO Box 1080  
Corner Brook, NL  
A2H 4A1



# Conclusion

In conclusion, the City of Corner Brook's Accessibility Plan is a critical step towards creating a more inclusive, barrier-free community. By setting clear, actionable initiatives, the City is establishing a foundation for long-term improvement that will benefit all residents. The success of this plan relies on the collective commitment to continuously work towards these goals and through collaboration with the City's most critical stakeholders – individuals in the community with accessibility needs. These changes can be meaningful and effective as long as the work continues to ensure that accessibility remains a priority in every decision. As the City works through the initiatives of this plan, there will need to be ongoing evaluation and obtainable resources to continue to the subsequent phases of each goal and the City's continual commitment to making the City a welcoming and accessible place for everyone.





# Request for Decision (RFD)

**Subject:** Confirmation of Order - 2024-02

**To:** Deon Rumbolt  
**Meeting:** Committee of the Whole - 16 Dec 2024  
**Department:** Development and Planning  
**Staff Contact:** Darryl Skinner, Development Skinner  
**Topic Overview:** Confirmation of Order  
**Attachments:** [55 Lundrigan Drive Redacted](#)

## BACKGROUND INFORMATION:

Since the previous meeting of Council the following Order was issued by the Department of Engineering, Development & Operational Services and therefore must be confirmed by Council pursuant to Section 109(4) of the Urban and Rural Planning Act:

| Order # | Date of Issue     | Civic Address/Location | Violation/Section  | Order           |
|---------|-------------------|------------------------|--|-----------------|
| 2024-02 | December 13, 2024 | 55 Lundrigan Drive     | Section 30 of the City of Corner Brook Development Regulations<br>Section 102 Urban and Rural Planning Act | Stop Work Order |

Section 109(4) of the Urban and Rural Planning Act 2000 requires that all orders issued by the Authority be confirmed by a majority of Council at the next meeting of the Council after the order is made. If the order is not confirmed by Council in this manner, it shall be considered to be cancelled.

## PROPOSED RESOLUTION:

In accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2024-02

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 City of Corner Brook Development Regulations  
 30

## RECOMMENDATION:

City staff recommend that Council confirm this Stop Work Order.

## ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook confirm Order #2024-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.

- 2. That the Council of the City of Corner Brook not confirm Order #2024-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.
- 3. That the Council of the City of Corner Brook give other direction to Staff.

|  |                        |
|--|------------------------|
|  | Approved - 13 Dec 2024 |
| Director of Public Works, Water and Wastewater             | Approved - 13 Dec 2024 |
| Director of Community, Engineering, Development & Planning | Approved - 13 Dec 2024 |
| Administrative Assistant                                   | Approved - 13 Dec 2024 |

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City Manager

2024-02

**STOP WORK ORDER**

To: [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**WHEREAS** you are identified as the owner of 55 Lundrigan Drive, Corner Brook, NL;

**AND WHEREAS** the City of Corner Brook has concluded that you are carrying out construction to the building located at 55 Lundrigan Drive, Corner Brook, NL. beyond the scope of work outlined on BP2024-0177 & BP2024-0328 issued on June 5, 2004 & September 10, 2024 respectively.

**AND WHEREAS** you were notified on November 28, 2024 via e-mail to stop all work until the engineered drawings were submitted and permits issued.

**YOU ARE HEREBY ORDERED** under Section 30 of the City of Corner Brook Development Regulations and section 102 of the Urban and Rural Planning Act to stop all work immediately and obtain the required building permit from the City of Corner Brook.

Under Section 106 of the Urban and Rural Planning Act, 2000 any person who contravenes an order made under the act is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1000 for the first offence, or in default of payment a period of imprisonment not exceeding three months, and a fine of not less than \$2000 and not more than \$5000 for a subsequent offence, or in default of payment a period of imprisonment not exceeding six months,

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

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

Dated at the City of Corner Brook, this 13th day of December 2024, A.D.

[Redacted Signature]

City Clerk  
City of Corner Brook