



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 **January 27, 2025 at 7 P.M. City Hall Council Chambers.**

CITY CLERK

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Land Acknowledgement

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

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 13 JANUARY, 2025 AT 7:00 PM**

PRESENT:

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

Absent with regrets: Deputy Mayor L. Chaisson and Councillor P. Gill

25-001 Land Acknowledgement

Councillor V. Granter read the land acknowledgment.

25-002 Approval of Agenda

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

25-003 Approval of Minutes- Committee of the Whole December 16, 2024

On motion by Councillor V. Granter, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of December 16, 2024. **MOTION CARRIED.**

25-004 Business Arising From Minutes

No items were brought forward.

25-005 Elizabeth Street Intersection Improvements

On motion by Councillor V Granter, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council award the tender for Elizabeth Street Intersection Improvements in the amount of \$1,036,470.33 (HST Included) to JCL Investments Inc. **MOTION CARRIED.**

25-006 Recreation Centre Gymnasium Painting

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** that the council of the City of Corner Brook accept the quote in the amount of \$73,600.00 (including HST) provided by Wallspace Plaster & Paint for the painting of the Recreation Centre gymnasium. **MOTION CARRIED.**

- 25-007 **Approval - Corner Brook IMSP and Development Regulations Amendment No. 24-03 - 29 Humber Road**
On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is RESOLVED to:
- (1) Approve proposed map amendments No. 24-03 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
 - (2) Approve proposed map amendment No. 24-03 to the City of Corner Brook's 2012 Development Regulations;
 - (3) Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and
 - (4) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under.

MOTION CARRIED.

- 25-008 **16 West Street (Discretionary Use / Apartment Building)**
On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is RESOLVED that Council of the City of Corner Brook in its Authority approve the application for the proposed 3-unit Apartment building at 16 West Street, Corner Brook, NL. **MOTION CARRIED.**

- 25-009 **39 Confederation Drive (Discretionary Use / Vehicle Dealership)**
On motion by Councillor B. Griffin, seconded by Councillor V. Granter, it is **RESOLVED** that Council of the City of Corner Brook in its Authority approve the application for the proposed Vehicle Dealership at 39 Confederation Drive, Corner Brook, NL. **MOTION CARRIED.**

- 25-010 **Rescind Stop Work Order 2024-02 - 55 Lundrigan Drive**
On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook rescind Stop Work Order #2024-02 in accordance with Section 102(3) of the Urban and Rural Planning Act. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 7:18 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Protective Service report for the month of December 2024

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: To inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

BACKGROUND INFORMATION:

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 73 calls for services including as follows:

- **By-Law Enforcement:**

34 Calls for service were received that included:

1	Abandoned Vehicle
5	Assistance
4	Assistance – Document service
1	Assistance – Other
3	Development without a permit
1	Illegal Signage
3	Mobile Vending Permit
1	Noise
9	Pest issues (rats)
6	Untidy property

- **Taxi Regulation:**

6 Taxi Calls for service, that included:

6	Taxi driver permits
0	Taxi Inspection
0	Taxi vehicle permit

- **Animal Control:**

10 calls for service were received that included:

4	Assistance
1	Pet Safekeeping Program
1	Cat – Assistance
3	Cat – Roaming
1	Dog – Roaming

- **Parking Enforcement:**

23 Enforcement Activities that included:

1	Illegal Parking
1	Meter Collection
5	Meter Malfunction
1	Property Markers
15	Expired Parking Meter

2. CORNER BROOK FIRE DEPARTMENT

The CBFDD received 39 calls for service that included:

# of Incidents	Type
3	Residential Structure Fires
1	Residential Alarm
1	Residential Alarm – Smoke Visible
7	Commercial Alarms
3	Commercial Alarms – Smoke Visible
1	Emergency Medical Call
1	Petroleum Spill / Propane Leak- Small
2	Vehicle Fire
10	MVC – Injury/Entrapment
3	MVC – fuel spill
1	Extra Service
2	Pole Fire
1	Carbon Monoxide Alarm
2	Odour of burning/smoke
1	Downed Wire

- **Fire Prevention and Inspection report is unavailable for December.**

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for December was 7875.

The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Ambulance	3,753
Crisis	7
Fire	290
Northern911	2
Poison Control	5
Police	1,526
RoCP	4
TBD*	32
Total*	5,619

Volume of Non-Transferred 911 Calls: 2256

City Manager



Information Report (IR)

Subject: 2025 Public Works Summary From December 10th ,2024 to January 19th, 2025

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Public Works

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

Topic Overview: 2025 Public Works Summary From December 10th ,2024 to January 19th, 2025

BACKGROUND INFORMATION:

Public Works:

- **Pothole Repairs / New Reclaimer:** Staff have been using the new asphalt reclaimer from January 6th to 17th. Larger asphalt repairs have been done on West Street, Goodyear Ave, O'Connell Dr, and Wheeler's Road. The second crew during this time was placing cold patch to respond to the increase in pothole complaints.
- **Snow Clearing:** Staff had to plow snow twice during this period and do cleanup of side roads in higher elevations two other separate times. Snow in the downtown corridor was removed on December 29th and 30th.
- **Ice Rink:** The rink has been put up, but the weather has prevented us from making enough ice to open it. When conditions improve, staff will start making ice again.
- **Kinsman Building Washroom Renovation:** Work on the renovation is nearing completion. All interior work will be completed within the next week and groundwork outside the entrance will be completed in the spring.
- **Depot Washroom Renovations:** Renovation to the main washroom was completed the week of January 6th.
- **Gas/DEF Shed:** Staff are completing a reno of the existing gas shed so it can accommodate a 1000 liter tote of DEF – diesel exhaust fluid. Safer and more cost-effective to purchase by the tote versus purchasing pallets of 10-liter containers.
- **Service Requests from December 10th to January 20, 2025**

- **240 Calls received.**
- **Top three categories of requests:**
 - **Salt / Sand requests: 83**
 - **Potholes: 75**
 - **Snow Clearing: 30**

Director of Public Works, Water and Wastewater	Approved - 20 Jan 2025
Director of Community, Engineering, Development & Planning	Approved - 20 Jan 2025
Administrative Assistant	Approved - 20 Jan 2025

City Manager



Information Report (IR)

Subject: Water and Wastewater Work Summary Dec 7th to January 17th, 2025

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Water and Sewer

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

Topic Overview: Water and Wastewater Work Summary Dec 7th to January 17th, 2025

BACKGROUND INFORMATION:

Water & Wastewater Complaints

Alarms 26
 Clean Water Lines 1
 Curb Stop Repair 7
 High/Low Water Pressure 3
 Locate Curb Stop 4
 Main Line Repairs 1
 No Water 5
 Noise on Line 1
 Request for Water Shut Off and/or On 11
 Water Leaks 13
 Water Quality 3
 Maintain Hydrants and Valves 3
 Sewer Backup 6
 Sewer Laterals 2
 Total 119

Water & Wastewater Media Releases

Emergency Water Outage & Road Closure 7
 Emergency Water Outage 2
 Precautionary Boil Water Advisory 5
 Road Closure 3
 Emergency Water Outage, Precautionary Boil Water Advisory & Road Closure 1
 Water Outage & Road Closure 4
 Water Outage 1

Total 23

Water & Wastewater Recoverable Works

Request to Turn Water Off 3
 Request to Turn Water Off and On 5
 Request to Turn Water On 2
 Private Hydrants 34
 Total 44
 Total Cost 22277.01

Water & Wastewater Repairs

Sewer Lateral 2
 Water Main 11
 Service Leak 3
 Total 16

Maintenance/Projects - Ongoing

- Pressure Reducing Station: Annual service (15 stations remaining). Work has started and is scheduled to be completed in the next couple of months.
- Wastewater Flow Monitoring & Wastewater Sampling: Flows are continuously monitored at Basin G (Main St.) and downloaded bi-weekly. Samples are collected from Basin G bi-weekly and sent to AGAT Labs for testing.
- Leak Detection – Curling area (Zone A, B, & C)
- Leak Repairs –
 - Samm's Rd. (service leak)
 - Young's Ave. (Valve leaking)
- Request Works – Other departments and outside sources such as capital works projects, NL Power – utility installation clearances, turn off & on water, tracing existing W&S services, rodding sewer laterals etc...

Upcoming Maintenance/Projects

- Flow Meter Installation: This is to replace existing and add new meters to Lundrigan Dr. & Sunnyslope Dr. Post Chlorinators, Rose St., Wellington St., and Westvalley R-1 PRV Stations. A total of 6 meters will be installed. Work at Lundrigan Dr. started on Jan 14th to prepare for the installation of the first flow meter.

- Gearyville Flow Meter Chamber: Upgrade existing electrical service. Work is tentatively scheduled for the first week of February.
- Chlorination System Upgrade: Preliminary work has started to convert both Lundrigan Dr. and Sunnyslope Dr. gas chlorination system to sodium hypochlorite (javex 12) system.

Water Treatment Plant Maintenance Summary

Overview

- Raw water quality varied but was mostly stable throughout the month. The raw water quality improved later in the month, and we were able to reduce the coagulate dosage.
- On Jan 8th the new Flow Control Actuator and gearbox was installed, and the Emergency Flood Control Valve was restored. The initial problem with the Raw Water Flow Control Valve occurred on May 8. It was a long process to replace the Raw Water Flow Control Valve, but we were successfully able to replace the butterfly valve, operating stem, Gearbox and Actuator while maintaining the Water Treatment Plant
- The results of the latest corrosion coupon testing have shown that our finished water is still corrosive. Because of this, we decided to increase the orthophosphate dosage from 1.35 to 1.65 mg/l. The increase is in line with what was specified during the commissioning process. Also, the Soda Ash was increased to achieve a higher water PH. Currently, our PH is 7.5 to 7.55 and we are now targeting 7.8 PH. The increase in chemical dosage will increase our monthly cost for orthophosphate by \$3500.0 and Soda Ash by \$2000.00.

Maintenance/Repairs

- Rebuilt Clearwell Chlorine Analyzer
- Flushed Coagulant #1 sight tube and Coagulant Pump #2.
- Drained, cleaned and inspected Soda Ash Batch and Day Tank. No issue was found.
- Cleaned and inspected Polymer Batch Tank. No issue was found.

Upcoming Maintenance/Projects

- Instrumentation Upgrade - Chlorine Gas Monitoring System: This will give us the ability to read the chlorine gas monitor ppm levels on Scada if there is a gas leak.
- Building Fire Monitoring Panel (replace the existing panel)
- Backwash Filter Water System - Install new Automatic Flush Valves (3)
- DAF Wastewater Channel spray system – upgrade solenoid-actuated valves to Pneumatic Actuated Valves to eliminate water hammer.
- Depending on the cost, it may be deferred to next year.

- Access stairs to Clearwell. (Install new galvanized stairs)•
- Flash Mix and DAF Common Channel - Drain, clean and inspect.

Director of Engineering, Development and Operational Services	Approved - 21 Jan 2025
City Manager	Approved - 21 Jan 2025
Administrative Assistant	Approved - 23 Jan 2025

City Manager



Information Report (IR)

Subject: Development, Planning and Community Services

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Development and Planning

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

Topic Overview: This report is intended to serve as an update to Council and the public regarding the various Development, Planning and Community Services activities. 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, second one is progressing (Anticipate to be completed in a couple of months).

4 Herald Avenue – Annex converted to Apartment Building.

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

44 Confederation Drive

- New Car Dealership – 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.
- Permits Issued for Interior Fit-up

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)

- Occupancy Permit Issued

12 Confederation Drive – Cosmetic Hotel Renovation

- Permit Issued

24 Murphy Square – Significant Interior Renovation

- Permit Issued

71 Philip Drive – Interior Repair for Private School

- Permit Issued
- Occupancy Issued

Industrial Park Study

- Dillon Consulting has been hired to complete this work.

IMSP – New Municipal Plan

- Upland is in the final stages of completing the plan.
- The document will soon be ready to forward to the Provincial Government to start the official adoption procedure.

Director of Engineering, Development and Operational Services Approved - 23 Jan 2025

City Manager Approved - 24 Jan 2025

Administrative Assistant Approved - 24 Jan 2025

City Manager



Information Report (IR)

Subject: Finance & Administration Update

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Finance and Administration

Staff Contact: Sievendra Maistry, Director of Finance and Administration

Topic Overview:

Attachments: [Income Report - December 31 2024](#)
[Expense Report December 31 2024](#)
[Total Accounts Receivable December 31 2024](#)
[Business Taxes Outstanding December 31 2024](#)

BACKGROUND INFORMATION:

The finance department is currently finalizing the 2024 year-end close. The preliminary financial results for the full year ended December 31st 2024 are as follows:

REVENUES:

\$ MILLION	YTD DECEMBER 2024		
	BUDGET	ACTUALS	VARIANCE
Taxation	34.46	35.51	1.05
Government transfers	1.18	0.74	- 0.43
Sales of goods and services	3.06	2.68	- 0.37
Interest income	0.40	1.05	0.65
Other revenue	0.11	0.09	- 0.02
	39.20	40.08	0.88

EXPENSES:

\$MILLION	YTD DECEMBER 2024		
	BUDGET	ACTUAL	VARIANCE
EXECUTIVE AND LEGISLATIVE	0.31	0.28	0.03
CITY MANAGER AND CITY CLERK OFFICE	0.71	0.61	0.11
FINANCE & ADMINISTRATION	2.80	2.72	0.08
COMMUNITY, ENGINEERING, DEVELOPMENT & PLANNING	2.28	2.16	0.12
PROTECTIVE SERVICES	5.53	5.77	-0.24
PUBLIC WORKS, WATER & WASTEWATER	13.10	13.69	-0.59
GARBAGE COLLECTION	1.49	1.45	0.04
RECREATION	4.12	4.29	-0.17

TRANSIT	0.52	0.53	-0.01
GRANTS	0.26	0.24	0.02
COOR	2.42	2.42	0.00
FUNDING	3.57	2.40	1.17
RESERVES	2.10	2.10	0.00
	39.2	38.7	0.54

ACCOUNTS RECEIVABLE:

The total outstanding debtors for property and business taxes amounted to \$3,5m on 1054 accounts. Of this, business taxes outstanding amounted to \$725k on 216 accounts. These outstanding accounts do put pressure on the City’s finances that fund the services the City provides. We request taxpayers to make every effort in settling their outstanding debts with the City of Corner Brook.

Staff have sent out numerous reminders on outstanding accounts. For long outstanding debtors, we are proceeding with legal claims.

Director of Finance and Administration	Pending
Director of Community, Engineering, Development & Planning	None
Administrative Assistant	None

City Manager

Income Statement Detail - Revenues 2024

City of Corner Brook

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	December 2024 BUDGET	December 2024 ACTUAL	MTD VARIANCE	December 2024 YTD BUDGET	December 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$591,855	\$591,855	\$14,973,700	\$15,640,009	\$666,309	\$14,973,700	\$666,309
Tax revenues, Unit charge residential	0	295	295	5,123,800	5,162,628	38,828	5,123,800	38,828
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
Gross Residential Tax	0	592,150	592,151	21,029,100	21,735,837	706,737	21,029,100	706,737
Tax revenues, Municipal tax commercial	0	5,244	5,244	3,913,300	4,005,511	92,211	3,913,300	92,211
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
Gross Commerical Tax	0	5,244	5,244	4,655,100	4,765,791	110,691	4,655,100	110,691
Gross Property Tax	0	597,394	597,395	25,684,200	26,501,628	817,428	25,684,200	817,428
Tax revenues, Seniors discount	0	-760	-760	-200,000	-187,236	12,764	-200,000	12,764
Tax revenues, Municipal tax discount	0	0	0	-200,000	-219,519	-19,519	-200,000	-19,519
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
Total Property Tax Discounts	0	-760	-760	-400,000	-406,755	-6,755	-400,000	-6,755
Net Property Tax	0	596,634	596,635	25,284,200	26,094,873	810,673	25,284,200	810,673
Tax revenues, Business tax levy	0	30,038	30,038	6,010,200	6,028,684	18,484	6,010,200	18,484
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	-10,991	-10,991	-60,000	-26,649	33,351	-60,000	33,351
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
Business Tax	0	19,047	19,047	5,915,200	5,981,311	66,111	5,915,200	66,111
Tax revenues, Poll tax	0	0	0	0	0	0	0	0
Tax revenues, School water levy	0	0	0	0	0	0	0	0
Tax revenues, Meter supply levy	154,129	8,883	-145,246	670,150	699,701	29,551	670,150	29,551
Other Taxes	154,129	8,883	-145,246	670,150	699,701	29,551	670,150	29,551
Utility tax, NF Power	0	0	0	885,000	964,502	79,502	885,000	79,502
Utility tax, Matrix	0	0	0	0	0	0	0	0
Utility tax, Aliant	0	0	0	210,000	209,349	-651	210,000	-651
Utility tax, Rogers	0	0	0	86,000	78,747	-7,253	86,000	-7,253
Utility tax, Telus	0	0	0	20,000	40,838	20,838	20,000	20,838
Utility tax, Other	0	0	0	3,000	478	-2,522	3,000	-2,522
Utility Taxes	0	0	0	1,204,000	1,293,914	89,914	1,204,000	89,914
Contributions, Federal Govt	0	0	0	108,000	115,596	7,596	108,000	7,596
Contributions, Prov of NL	0	83,026	83,026	166,100	166,053	-47	166,100	-47
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	1,050,000	672,975	-377,025	1,050,000	-377,025
Contributions, Contributions - Memorial Uni	0	0	0	245,000	231,692	-13,308	245,000	-13,308
Contributions, Secondary Fire	0	0	0	0	0	0	0	0
Contributions, Western Health	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2024

City of Corner Brook

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2025-01-21
10:45 AM

	December 2024 BUDGET	December 2024 ACTUAL	MTD VARIANCE	December 2024 YTD BUDGET	December 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Contributions, Federal Gas Tax Program	0	0	0	896,500	457,822	-438,678	896,500	-438,678
Contributions	210,000	307,351	97,351	2,560,600	2,188,260	-372,340	2,560,600	-372,340
Permits and licenses, Mobile vending	100	2,050	1,950	1,000	4,934	3,934	1,000	3,934
Permits and licenses, Dog Licenses	125	80	-45	1,500	1,405	-95	1,500	-95
Permits and licenses, Bldg Permits	3,600	4,893	1,293	90,000	85,271	-4,729	90,000	-4,729
Permits and licenses, Parking Meter Collections	1,890	2,838	948	18,900	39,229	20,329	18,900	20,329
Permits and licenses, Impounding charges	200	0	-200	800	785	-15	800	-15
Permits and licenses, Taxi Licenses	0	250	250	7,100	6,275	-825	7,100	-825
Permits and licenses, Develop application	1,560	800	-760	15,600	13,076	-2,524	15,600	-2,524
Permits and licenses, Compliance Letters	1,148	2,400	1,252	28,700	30,800	2,100	28,700	2,100
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	8,623	13,311	4,688	163,600	181,775	18,174	163,600	18,174
Fines/Tickets, Parking tickets	263	100	-163	3,200	4,205	1,005	3,200	1,005
Fines/Tickets, Parking tickets - Courts	1,725	0	-1,725	20,700	6,857	-13,843	20,700	-13,843
Fines/Tickets, Municipal ticketing	100	0	-100	400	1,285	885	400	885
Fines & Tickets	2,088	100	-1,988	24,300	12,347	-11,953	24,300	-11,953
Interest, Tax Interest	21,000	26,651	5,651	350,000	505,199	155,199	350,000	155,199
Interest, Bank Interest	3,000	0	-3,000	50,000	541,573	491,573	50,000	491,573
Interest	24,000	26,651	2,651	400,000	1,046,772	646,772	400,000	646,772
Facility Rentals, Curling Club Rental	0	0	0	9,000	9,000	0	9,000	0
Facility Rentals, Curling Club Electricity	4,000	4,271	271	24,000	18,330	-5,670	24,000	-5,670
Facility Rentals, City Hall Rental	16,663	16,472	-191	200,000	197,670	-2,330	200,000	-2,330
Facility Rental, Rotary Arts	163	1,841	1,678	2,000	6,718	4,718	2,000	4,718
Facility Rentals	20,826	22,584	1,759	235,000	231,718	-3,283	235,000	-3,283
Facility Agreement - 911 PSAP	223,875	0	-223,875	895,500	704,645	-190,855	895,500	-190,855
Civic Centre, Ice Rental	45,128	62,593	17,465	564,100	661,592	97,492	564,100	97,492
Civic Centre, Room Rental Civic Centre	2,500	3,048	548	25,000	42,511	17,511	25,000	17,511
Civic Centre, Annex Rental	1,337	2,700	1,363	16,000	23,815	7,815	16,000	7,815
Civic Centre, Skybox	0	0	0	5,300	12,000	6,700	5,300	6,700
Civic Centre, Studio Rec. Usage	5,413	909	-4,504	65,000	77,370	12,370	65,000	12,370
Civic Centre, Catering	21,084	29,455	8,371	147,600	93,253	-54,347	147,600	-54,347
Civic Centre, Concessions	837	500	-337	10,000	8,674	-1,326	10,000	-1,326
Civic Centre, Holding Seats	0	90	90	2,600	2,985	385	2,600	385
Civic Centre, Indoor Advertising	12,000	7,730	-4,270	60,000	66,235	6,235	60,000	6,235
Civic Centre, Outdoor Advertising	3,500	879	-2,621	14,000	11,600	-2,400	14,000	-2,400
Civic Centre, Leases Civic Centre	9,938	9,981	43	119,300	119,652	352	119,300	352
Civic Centre, Security	288	200	-88	3,500	3,361	-139	3,500	-139
Civic Centre, Electricity	213	196	-17	2,600	2,944	344	2,600	344
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	17,142	0	-17,142	120,000	61,541	-58,459	120,000	-58,459
Civic Centre, Home Show	0	0	0	0	0	0	0	0
Civic Centre, Royals Hockey Games	8,250	13,660	5,410	49,500	156,097	106,597	49,500	106,597
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2024

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	December 2024 BUDGET	December 2024 ACTUAL	MTD VARIANCE	December 2024 YTD BUDGET	December 2024 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, General Skating	2,665	1,219	-1,446	16,000	13,441	-2,559	16,000	-2,559
Civic Centre, Silver Blades	0	0	0	8,500	26,213	17,713	8,500	17,713
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	250	0	-250	3,000	11,046	8,046	3,000	8,046
Civic Centre	130,545	133,160	2,614	1,232,000	1,394,330	162,330	1,232,000	162,330
Revenues, Recreation Centre, Misc Revenue	0	0	0	287,540	0	-287,540	287,540	-287,540
Land Revenues, Sales - Land	37,500	0	-37,500	150,000	73,290	-76,710	150,000	-76,710
Land Revenues, Land Leases	662	372	-290	7,900	4,686	-3,214	7,900	-3,214
Land Reserves	38,162	372	-37,790	157,900	77,976	-79,924	157,900	-79,924
Revenue from Reserves, Cap Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves, Oper Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves	0	0	0	0	0	0	0	0
Fees, Tax Certificates	2,288	2,100	-188	27,500	30,350	2,850	27,500	2,850
Fees, Tender documents	0	0	0	0	0	0	0	0
Fees, Appeal fees	0	0	0	0	5,025	5,025	0	5,025
Fees, Insurance User Groups	38	0	-38	500	0	-500	500	-500
Fees	2,326	2,100	-226	28,000	35,375	7,375	28,000	7,375
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	2,324	2,324	16,000	23,447	7,447	16,000	7,447
Park revenue, Canada Day Revenue	0	0	0	0	0	0	0	0
Park revenue, Misc Revenue	0	0	0	0	0	0	0	0
Park & Recreation Revenue	0	2,324	2,324	32,500	43,295	10,794	32,500	10,794
Misc revenue, Garbage tags	225	21	-204	900	950	50	900	50
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	1,663	1,055	-608	20,000	20,496	496	20,000	496
Misc revenue, Bus Shelter Advertising	413	0	-413	5,000	24,298	19,298	5,000	19,298
Misc revenue, Recycling metal	0	0	0	0	353	353	0	353
Misc revenue, Train revenue	0	0	0	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	0	0	0	4,866	4,866	0	4,866
Misc Revenue	2,301	1,076	-1,225	107,400	90,171	-17,230	107,400	-17,230
Total Revenues	816,875	1,133,593	316,718	39,197,890	40,076,463	878,569	39,197,890	878,569

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For the Twelve Months Ending December 31, 2024

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Council, Salary and related costs	\$18,385	\$19,281	(\$896)	\$220,620	\$231,230	(\$10,610)	\$220,620	(\$10,610)
Council, Business Travel	1,000	0	1,000	12,000	5,778	6,222	12,000	6,222
Council, Meeting expenses	837	0	837	10,000	3,067	6,933	10,000	6,933
Council, Subscriptions	50	0	50	600	1,367	-767	600	-767
Council, Municipal Associations	1,663	0	1,663	20,000	0	20,000	20,000	20,000
Council, Staff recognition	337	0	337	4,000	4,283	-283	4,000	-283
Council, Conference fees	50	0	50	600	3,021	-2,421	600	-2,421
Council, Municipal Awareness Day	250	375	-125	3,000	3,044	-44	3,000	-44
Council, Other	3,113	3,041	72	37,620	30,294	7,326	37,620	7,326
Total Council	25,685	22,697	2,989	308,440	282,084	26,355	308,440	26,355
Early Retirees, Salary and related costs and related costs	2,300	0	2,300	27,600	0	27,600	27,600	27,600
Total Early Retirees	2,300	0	2,300	27,600	0	27,600	27,600	27,600
CM Admin, Salary and related costs	45,042	39,108	5,933	540,500	452,759	87,741	540,500	87,741
CM Admin, Business Travel	1,000	0	1,000	12,000	13,922	-1,922	12,000	-1,922
CM Admin, Document Mgmt	1,167	0	1,167	14,000	13,105	895	14,000	895
CM Admin, Recruitment	0	0	0	0	32,076	-32,076	0	-32,076
CM Admin, Special Projects	2,667	4,332	-1,665	48,500	50,601	-2,101	48,500	-2,101
CM Admin, Membership fees	125	0	125	1,500	11,658	-10,158	1,500	-10,158
CM Admin, Conference fees	167	0	167	2,000	1,685	315	2,000	315
CM Admin, EMO Excercise	167	0	167	2,000	0	2,000	2,000	2,000
CM Admin, Training	0	0	0	0	1,476	-1,476	0	-1,476
CM Admin, Consulting fees	3,750	4,088	-338	45,000	8,077	36,923	45,000	36,923
CM Admin, Other	1,583	2,566	-983	19,000	22,059	-3,059	19,000	-3,059
Total City Manager Admin	55,668	50,094	5,572	684,500	607,418	77,084	684,500	77,084
Total City Manager	55,668	50,094	5,572	684,500	607,418	77,084	684,500	77,084
F&A Admin, Salary and related costs	18,762	16,445	2,317	225,100	220,891	4,209	225,100	4,209
F&A Admin, Business Travel	1,087	0	1,087	13,000	6,825	6,175	13,000	6,175
F&A Admin, Vehicle allowance	0	0	0	0	34	-34	0	-34
F&A Admin, Meeting expenses	0	1,699	-1,699	0	1,699	-1,699	0	-1,699
F&A Admin, Office supplies	1,962	1,382	580	23,500	13,510	9,990	23,500	9,990
F&A Admin, Other supplies	87	0	87	1,000	1,708	-708	1,000	-708
F&A Admin, Photocopier expenses	837	1,166	-329	10,000	10,652	-652	10,000	-652
F&A Admin, Subscriptions	463	0	463	5,600	4,680	920	5,600	920
F&A Admin, Telephone	2,750	452	2,298	33,000	34,180	-1,180	33,000	-1,180

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
F&A Admin, Cell phone	288	0	288	3,500	1,667	1,833	3,500	1,833
F&A Admin, Postage/Courier	1,663	0	1,663	20,000	15,029	4,971	20,000	4,971
F&A Admin, Membership fees	913	615	298	11,000	7,612	3,388	11,000	3,388
F&A Admin, Training	587	1,404	-817	7,000	12,341	-5,341	7,000	-5,341
F&A Admin, Insurance Claims Deductible	1,838	0	1,838	22,100	964	21,136	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	51,000	33,852	17,148	51,000	17,148
F&A Admin, Consulting fees	3,500	11,470	-7,970	42,000	110,953	-68,953	42,000	-68,953
F&A Admin, Insurance	22,087	4,721	17,366	265,000	267,338	-2,338	265,000	-2,338
F&A Admin, Legal fees	587	438	149	7,000	12,056	-5,056	7,000	-5,056
F&A Admin, Local appeal board	837	0	837	10,000	11,306	-1,306	10,000	-1,306
Total Finance & Admin	62,498	39,792	22,706	992,800	1,010,059	-17,259	992,800	-17,259
F&A HR, Salary and related costs	41,933	32,991	8,942	503,200	450,350	52,850	503,200	52,850
F&A HR, Safety Program	208	0	208	2,500	589	1,911	2,500	1,911
F&A HR, City Equip	500	0	500	6,000	5,785	215	6,000	215
F&A HR, HR Program	1,167	2,916	-1,750	14,000	13,624	376	14,000	376
F&A HR, Staff Social Events	5,000	7,126	-2,126	5,000	7,501	-2,501	5,000	-2,501
F&A HR, Recruitment	1,250	0	1,250	15,000	2,060	12,940	15,000	12,940
F&A HR, Staff Recognition	500	5,700	-5,200	6,000	8,418	-2,418	6,000	-2,418
F&A HR, Wellness	0	41	-41	4,500	1,390	3,110	4,500	3,110
F&A HR, Training	1,163	0	1,163	14,000	37,327	-23,327	14,000	-23,327
F&A HR, Medicals	87	0	87	1,000	428	573	1,000	573
Total F&A HR	51,808	48,774	3,033	571,200	527,472	43,729	571,200	43,729
F&A Treasury, Salary and related costs	31,850	28,101	3,749	382,200	375,296	6,904	382,200	6,904
Total F&A Treasury	31,850	28,101	3,749	382,200	375,296	6,904	382,200	6,904
F&A IT, Salary and related costs	20,400	10,524	9,876	244,800	224,717	20,083	244,800	20,083
F&A IT, Comp software maint	19,167	3,751	15,416	230,000	210,236	19,764	230,000	19,764
F&A IT, Comp network costs	1,367	0	1,367	16,400	21,870	-5,470	16,400	-5,470
Total F&A IT	40,934	14,275	26,659	491,200	456,823	34,377	491,200	34,377
F&A CSR, Salary and related costs	11,433	9,743	1,691	137,200	132,705	4,495	137,200	4,495

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Total F&A CSR	11,433	9,743	1,691	137,200	132,705	4,495	137,200	4,495
F&A Land, Salary and related costs	7,942	7,031	910	95,300	96,888	-1,588	95,300	-1,588
F&A Land, Professional fees	1,250	0	1,250	15,000	6,799	8,201	15,000	8,201
Total F&A Land	9,192	7,031	2,160	110,300	103,687	6,613	110,300	6,613
F&A Legal, Salary and related costs	9,492	8,209	1,283	113,900	113,710	190	113,900	190
Total F&A Legal	9,492	8,209	1,283	113,900	113,710	190	113,900	190
Total Finance & Administration	217,207	155,925	61,281	2,798,800	2,719,752	79,049	2,798,800	79,049
CEDP Admin, Salary and related costs	22,892	8,680	14,211	274,700	247,673	27,027	274,700	27,027
CEDP Admin, Business Travel	2,083	0	2,083	25,000	13,587	11,413	25,000	11,413
CEDP Admin, Office supplies	1,250	2,262	-1,012	15,000	11,598	3,402	15,000	3,402
CEDP Admin, Photocopier expenses	333	425	-91	4,000	5,190	-1,190	4,000	-1,190
CEDP Admin, Subscriptions	292	0	292	3,500	3,626	-126	3,500	-126
CEDP Admin, Cell phone	500	0	500	6,000	3,499	2,501	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	4,000	7,029	-3,029	4,000	-3,029
CEDP Admin, Consulting fees	583	652	-69	23,500	25,440	-1,940	23,500	-1,940
CPD Admin, Comp software maint	1,667	17,937	-16,271	20,000	18,595	1,405	20,000	1,405
CEDP Admin, Other	0	854	-854	0	2,357	-2,357	0	-2,357
Total CEDP Admin	29,933	30,810	-877	375,700	340,458	35,242	375,700	35,242
CEDP Planning, Salary and related costs	14,400	5,702	8,698	172,800	80,847	91,953	172,800	91,953
CEDP Planning, Advertising	87	0	87	1,000	0	1,000	1,000	1,000
CEDP Planning, Professional fees	413	0	413	5,000	2,750	2,250	5,000	2,250
Total CEDP Planning	14,900	5,702	9,198	178,800	83,597	95,203	178,800	95,203
CEDP Bldg Inspect, Salary and related costs	35,742	31,861	3,880	428,900	462,460	-33,560	428,900	-33,560
CEDP Bldg Inspect, City Equip	1,000	0	1,000	12,000	20,270	-8,270	12,000	-8,270
Total Building Inspection	36,742	31,861	4,880	440,900	482,730	-41,830	440,900	-41,830

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
CEDP Business, Salary and related costs	8,887	7,702	1,185	106,600	106,898	-298	106,600	-298
CEDP Business, Business Travel	250	0	250	3,000	1,751	1,249	3,000	1,249
CEDP Business, Office supplies	0	0	0	0	100	-100	0	-100
CEDP Business, Promo materials	163	0	163	2,000	1,689	311	2,000	311
CEDP Business, Advertising	163	0	163	2,000	0	2,000	2,000	2,000
CEDP Business, Cell phone	57	0	57	750	426	324	750	324
CEDP Business, Special Projects	1,000	209	791	12,000	9,014	2,986	12,000	2,986
CEDP Business, Membership fees	250	0	250	3,000	1,878	1,122	3,000	1,122
CEDP Business, Business Facilitating	413	0	413	5,000	4,003	997	5,000	997
Total Business Resource Centre	11,183	7,911	3,272	134,350	125,759	8,590	134,350	8,590
CEDP - Sust Develop, Salary and related costs	6,117	5,018	1,099	73,400	65,014	8,386	73,400	8,386
CEDP - Sust Develop, Compost Bins	0	0	0	0	-539	539	0	539
CEDP - Sust Develop, Special Projects	1,250	0	1,250	15,000	-3,036	18,036	15,000	18,036
CEDP - Sust Develop, Recycling bins	417	0	417	5,000	0	5,000	5,000	5,000
CEDP - Sust Develop, Fall Leaf	167	0	167	2,000	0	2,000	2,000	2,000
CEDP - Sust Develop, Water conservation	250	0	250	3,000	0	3,000	3,000	3,000
CEDP - Sust Develop, Community Education	3,333	-350	3,683	40,000	33,515	6,485	40,000	6,485
CEDP - Sust Develop, Green Team	333	0	333	4,000	0	4,000	4,000	4,000
CEDP - Sust Develop, Clean up Corner Brook	417	0	417	5,000	4,295	705	5,000	705
Total Sustainable Development	12,284	4,668	7,616	147,400	99,249	48,151	147,400	48,151
CEDP - Eng, Salary and related costs	72,537	66,745	5,792	870,400	893,735	-23,335	870,400	-23,335
CEDP - Eng, City Equip	2,125	0	2,125	25,500	27,679	-2,179	25,500	-2,179
CEDP - Eng, Other	0	0	0	0	383	-383	0	-383
Total Engineering	74,662	66,745	7,917	895,900	921,797	-25,897	895,900	-25,897
CEDP - GIS, Salary and related costs	6,842	10,533	-3,692	82,100	107,143	-25,043	82,100	-25,043
CEDP - GIS, Professional fees	2,083	0	2,083	25,000	0	25,000	25,000	25,000
Total GIS	8,925	10,533	-1,608	107,100	107,143	-43	107,100	-43

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Total Community, Engineering, Development & Planning	188,629	158,230	30,398	2,280,150	2,160,733	119,416	2,280,150	119,416
PS MEO, Salary and related costs	25,933	24,917	1,016	311,200	336,473	-25,273	311,200	-25,273
PS MEO, Clothing/uniforms	333	0	333	4,000	4,701	-701	4,000	-701
PS MEO, City Equip	1,833	0	1,833	22,000	27,581	-5,581	22,000	-5,581
PS MEO, Maint supplies	417	0	417	5,000	1,385	3,615	5,000	3,615
PS MEO, Office supplies	333	0	333	4,000	4,029	-29	4,000	-29
PS MEO, Inventory	208	0	208	2,500	9,383	-6,883	2,500	-6,883
PS MEO, Hired contractor	625	1,401	-776	7,500	38,890	-31,390	7,500	-31,390
PS MEO, Training	333	0	333	4,000	6,851	-2,851	4,000	-2,851
PS MEO, Professional fees	292	0	292	3,500	860	2,640	3,500	2,640
PS MEO, Other	917	800	117	11,000	4,295	6,705	11,000	6,705
Total Municipal Enforcement	31,224	27,118	4,106	374,700	434,448	-59,749	374,700	-59,749
PS Animal, Maint supplies	0	1,958	-1,958	0	4,545	-4,545	0	-4,545
PS Animal, Inventory	0	0	0	0	36	-36	0	-36
PS Animal, Hired equipment	4,500	0	4,500	18,000	3,615	14,385	18,000	14,385
PSAnimal, Electrical	0	603	-603	0	6,005	-6,005	0	-6,005
Total Animal Control	4,500	2,561	1,939	18,000	14,201	3,800	18,000	3,800
Fire Admin, Salary and related costs	27,975	16,266	11,709	335,700	234,299	101,401	335,700	101,401
Fire Admin, Business Travel	833	0	833	10,000	17,744	-7,744	10,000	-7,744
Fire Admin, Fire Prevention and Education	1,250	0	1,250	15,000	6,639	8,361	15,000	8,361
Fire Admin, Clothing/uniforms	250	0	250	3,000	1,674	1,326	3,000	1,326
Fire Admin, Maint supplies	42	0	42	500	5,840	-5,340	500	-5,340
Fire Admin, Office supplies	167	0	167	2,000	1,517	483	2,000	483
Fire Admin, Photocopier expenses	333	208	126	4,000	5,285	-1,285	4,000	-1,285
Fire Admin, Recruitment	833	0	833	10,000	0	10,000	10,000	10,000
Fire Admin, Special Projects	1,333	0	1,333	16,000	168,828	-152,828	16,000	-152,828
Fire Admin, Membership fees	125	0	125	1,500	1,383	117	1,500	117
PS Fire Admin, EMO Excercise	208	0	208	2,500	1,686	814	2,500	814
Fire Admin, Other	1,117	0	1,117	13,400	11,937	1,463	13,400	1,463
Total Fire Department Admin	34,466	16,474	17,993	413,600	456,832	-43,231	413,600	-43,231

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
PS Fire Operations, AP Sevrance	0	25,000	-25,000	0	53,000	-53,000	0	-53,000
Fire Operations, Salary and related costs	285,950	304,391	-18,441	3,431,400	3,530,789	-99,389	3,431,400	-99,389
Fire Operations, Clothing/uniforms	2,917	14,379	-11,463	35,000	35,182	-182	35,000	-182
Fire Operations, Furniture and Equip	417	1,729	-1,312	5,000	4,021	979	5,000	979
Fire Operations, Maint supplies	5,000	2,339	2,661	60,000	42,366	17,634	60,000	17,634
Fire Operations, Inventory	417	23,503	-23,086	5,000	42,279	-37,279	5,000	-37,279
Fire Operations, Hired contractor	417	0	417	5,000	2,844	2,156	5,000	2,156
Fire Operations, Out of Jurisdiction	0	-4,500	4,500	0	-22,998	22,998	0	22,998
Fire Operations, Meal Vouchers	750	975	-225	9,000	13,729	-4,729	9,000	-4,729
Fire Operations, Training	4,167	0	4,167	50,000	21,052	28,948	50,000	28,948
Fire Operations, Lease	3,183	0	3,183	38,200	38,167	33	38,200	33
Fire Operations, Medicals	2,500	0	2,500	30,000	1,114	28,886	30,000	28,886
Total Fire Department Operations	305,718	367,816	-62,099	3,668,600	3,761,545	-92,945	3,668,600	-92,945
Fire Bldg Maint, Salary and related costs	50	0	50	600	3,878	-3,278	600	-3,278
Fire Bldg Maint, City Equip	0	0	0	0	876	-876	0	-876
Fire Bldg Maint, Maint supplies	1,667	1,351	315	20,000	22,377	-2,377	20,000	-2,377
Fire Bldg Maint, Cleaning services	1,292	1,503	-212	15,500	8,982	6,518	15,500	6,518
Fire Bldg Maint, Hired contractor	1,667	13,998	-12,331	20,000	55,347	-35,347	20,000	-35,347
Fire Bldg Maint, Electrical	3,333	4,226	-893	40,000	39,394	606	40,000	606
Total Fire Department Building Maintenance	8,009	21,078	-13,070	96,100	130,854	-34,755	96,100	-34,755
Fire Dept Equipment, Salary and related costs	1,667	2,969	-1,302	20,000	33,110	-13,110	20,000	-13,110
Fire Dept Equipment, Maint supplies	3,000	7,680	-4,680	36,000	43,965	-7,965	36,000	-7,965
Total Fire Department Equipment Cost	4,667	10,649	-5,982	56,000	77,075	-21,075	56,000	-21,075
Total Fire Department Expense	352,860	416,017	-63,159	4,234,300	4,426,306	-192,006	4,234,300	-192,006
911 Operations, Salary and related costs	71,667	73,709	-2,042	860,000	882,231	-22,231	860,000	-22,231
911 Operations, Computer Supplies	417	0	417	5,000	2,134	2,866	5,000	2,866
911 Operations, Meeting expenses	83	0	83	1,000	860	140	1,000	140
911 Operations, Office supplies	250	0	250	3,000	4,714	-1,714	3,000	-1,714

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
911 Operations, Computer Supplies	417	0	417	5,000	3,947	1,053	5,000	1,053
PS 911 Operations, Promo materials	167	0	167	2,000	480	1,520	2,000	1,520
911 Operations, Comp software maint	417	0	417	5,000	0	5,000	5,000	5,000
911 Operations, Cleaning services	208	136	72	2,500	1,448	1,052	2,500	1,052
911 Operations, Telephone	1,250	0	1,250	15,000	5,195	9,805	15,000	9,805
911 Operations, Training	500	0	500	6,000	0	6,000	6,000	6,000
Total 911 Operations	75,376	73,845	1,530	904,500	901,009	3,491	904,500	3,491
Total Protective Services	463,960	519,541	-55,583	5,531,500	5,775,964	-244,464	5,531,500	-244,464
Recreation Centre, Maint supplies	0	169	-169	532,600	532,600	0	532,600	0
Recreation , Salary and related costs	25,362	42,092	-16,730	304,300	437,324	-133,024	304,300	-133,024
Recreation , Activity Guide	0	0	0	5,000	0	5,000	5,000	5,000
Recreation , Summer Concert Series	0	6,296	-6,296	20,000	17,540	2,460	20,000	2,460
Recreation , Recreation improvements	1,000	1,292	-292	203,500	203,500	0	203,500	0
Recreation , Canada Day	0	0	0	20,000	20,365	-365	20,000	-365
Recreation , Corner Brook Day	0	0	0	20,000	21,830	-1,830	20,000	-1,830
Recreation , Margaret Bowater Park	0	0	0	28,000	31,530	-3,530	28,000	-3,530
Recreation , Special Events Grants	2,083	1,112	971	25,000	22,591	2,409	25,000	2,409
MBP, Salary and related costs	0	0	0	53,000	43,738	9,262	53,000	9,262
MBP, Maint supplies	0	0	0	5,000	4,526	474	5,000	474
MBP, Security	0	0	0	35,000	66,949	-31,949	35,000	-31,949
Activity Staffing, Salary and related costs	3,500	1,556	1,944	42,000	28,223	13,777	42,000	13,777
Total Recreation & Leisure	31,945	52,348	-20,403	760,800	898,116	-137,316	760,800	-137,316
Tourism, Salary and related costs	12,312	9,933	2,379	147,700	148,526	-826	147,700	-826
Tourism, City Equip	0	0	0	0	117	-117	0	-117
Tourism, Promo materials	750	0	750	9,000	3,158	5,842	9,000	5,842
Tourism, Advertising	663	0	663	8,000	4,865	3,135	8,000	3,135
Tourism, Special Projects	3,337	184	3,153	40,000	33,411	6,589	40,000	6,589
Tourism, Jigs and Wheels	0	0	0	50,000	62,074	-12,074	50,000	-12,074
Tourism, Membership fees	87	0	87	1,000	5,500	-4,500	1,000	-4,500
Tourism, Conference fees	163	0	163	2,000	4,002	-2,002	2,000	-2,002

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Tourism, Business Facilitating	87	521	-434	1,000	979	21	1,000	21
Tourism, Newcomers Guide	163	0	163	2,000	2,212	-212	2,000	-212
Train, Salary and related costs	0	0	0	8,000	24,573	-16,573	8,000	-16,573
Train, Special Projects	0	0	0	2,000	3,277	-1,277	2,000	-1,277
Tourism, Other	100	0	100	1,200	2,265	-1,065	1,200	-1,065
Total Tourism	17,662	10,638	7,023	271,900	294,959	-23,058	271,900	-23,058
Civic Centre Admin, Salary and related costs	37,525	20,587	16,939	450,300	346,971	103,329	450,300	103,329
Civic Centre Admin, Office supplies	542	217	324	6,500	5,147	1,353	6,500	1,353
Civic Centre Admin, Photocopier expenses	350	315	35	4,200	4,028	172	4,200	172
Civic Centre Admin, Promo materials	3,333	0	3,333	40,000	10,094	29,906	40,000	29,906
Civic Centre Admin, Subscriptions	175	0	175	2,100	1,447	653	2,100	653
Civic Centre Admin, Comp network costs	2,550	1,391	1,159	30,600	16,241	14,359	30,600	14,359
Civic Centre Admin, Telephone	367	0	367	4,400	3,674	726	4,400	726
Civic Centre Admin, Cell phone	242	0	242	2,900	2,225	675	2,900	675
Civic Centre Admin, Membership	0	0	0	0	443	-443	0	-443
Civic Centre Admin, Training	833	830	3	10,000	23,865	-13,865	10,000	-13,865
Civic Centre Admin, Bank Charges	1,667	0	1,667	20,000	11,338	8,662	20,000	8,662
Civic Centre Operations, Salary and related costs	71,567	100,647	-29,080	858,800	879,148	-20,348	858,800	-20,348
Civic Centre Operations, Cleaning Supplies	2,333	3,550	-1,217	28,000	29,367	-1,367	28,000	-1,367
Civic Centre Operations, Clothing/uniforms	583	170	413	7,000	4,397	2,603	7,000	2,603
Civic Centre Operations, City Equip	1,450	0	1,450	17,400	23,563	-6,163	17,400	-6,163
Civic Centre Operations, Catering	9,775	25,829	-16,054	117,300	75,399	41,901	117,300	41,901
Civic Centre Operations, Fire Alarm	500	0	500	6,000	2,864	3,136	6,000	3,136
Civic Centre Operations, Propane/Nitrogen	1,542	2,781	-1,240	18,500	21,243	-2,743	18,500	-2,743
Civic Centre Operations, Heating Oil	4,167	0	4,167	50,000	45,905	4,095	50,000	4,095
Civic Centre Operations, Maint supplies	6,250	4,186	2,064	75,000	84,716	-9,716	75,000	-9,716
Civic Centre Operations, Elevator Maintenance	1,167	277	890	14,000	13,626	374	14,000	374
Civic Centre Operations, Repairs	833	0	833	10,000	14,233	-4,233	10,000	-4,233
Civic Centre Operations, Waste Disposal	0	0	0	0	463	-463	0	-463
Civic Centre Operations, Snowclearing	5,833	13,912	-8,079	70,000	62,776	7,225	70,000	7,225

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Operations, Hired equipment	1,083	0	1,083	13,000	5,124	7,876	13,000	7,876
Civic Centre Operations, Hired contractor	6,667	2,826	3,841	80,000	109,441	-29,441	80,000	-29,441
Civic Centre Operations, Hired Electrician	2,083	0	2,083	25,000	2,950	22,050	25,000	22,050
Civic Centre Operations, Senior Hockey expenses	7,800	13,059	-5,259	39,000	122,245	-83,245	39,000	-83,245
Civic Centre Operations, Electrical	30,567	37,242	-6,675	366,800	393,091	-26,291	366,800	-26,291
Civic Centre Operations, Security	4,583	7,123	-2,540	55,000	57,573	-2,573	55,000	-2,573
Civic Centre Operations, Special Events	0	78,113	-78,113	0	133,371	-133,371	0	-133,371
Civic Centre Building Maint, Maint supplies	7,500	9,797	-2,297	90,000	42,179	47,821	90,000	47,821
Civic Centre Special Events, Home Show CC	3,333	0	3,333	40,000	11,147	28,853	40,000	28,853
Civic Centre Buidling Maintena, Salary and related costs	0	0	0	0	201	-201	0	-201
Total Civic Centre	217,200	322,852	-105,652	2,551,800	2,560,495	-8,697	2,551,800	-8,697
Total Recreation Services	266,807	386,007	-119,200	4,117,100	4,286,170	-169,071	4,117,100	-169,071
PWWW - Admin, Salary and related costs	174,537	192,741	-18,204	2,094,400	1,977,915	116,485	2,094,400	116,485
PWWW - Admin, Business Travel	1,000	4,593	-3,593	12,000	10,776	1,224	12,000	1,224
PWWW - Admin, Safety Program	208	0	208	2,500	5,207	-2,707	2,500	-2,707
PWWW - Admin, City Equip	10,667	0	10,667	128,000	152,038	-24,038	128,000	-24,038
PWWW - Admin, Maint supplies	167	116	51	2,000	2,125	-125	2,000	-125
PWWW - Admin, Office supplies	1,212	618	594	14,500	27,177	-12,677	14,500	-12,677
PWWW - Admin, Photocopier expenses	358	522	-164	4,300	5,907	-1,607	4,300	-1,607
PWWW - Admin, Subscriptions	417	0	417	5,000	0	5,000	5,000	5,000
PWWW - Admin, Inventory	1,808	2,225	-417	21,700	25,306	-3,606	21,700	-3,606
PWWW - Admin, Tools and minor equip	333	1,277	-944	4,000	6,323	-2,323	4,000	-2,323
PWWW - Admin, Telephone	417	0	417	5,000	5,366	-366	5,000	-366
PWWW - Admin, Cell phone	583	0	583	7,000	6,888	112	7,000	112
PWWW - Admin, Membership fees	175	0	175	2,100	2,597	-497	2,100	-497
PWWW - Admin, Training	1,500	0	1,500	18,000	427	17,573	18,000	17,573
PWWW - Admin Other	50	0	50	600	1,657	-1,057	600	-1,057

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
PWWW - Admin, Special Events								
Grants	150	0	150	1,800	0	1,800	1,800	1,800
PWWW - PPE	342	588	-246	4,100	5,073	-973	4,100	-973
PWWW - Admin, Medicals	83	0	83	1,000	1,616	-616	1,000	-616
Total PWWW Admin	194,007	202,680	-8,673	2,328,000	2,236,398	91,601	2,328,000	91,601
PWWW - Bldg, Salary and related costs								
PWWW - Bldg, City Equip	168	0	168	2,020	3,234	-1,214	2,020	-1,214
PWWW Bldg, Maint supplies - 1	18,460	19,546	-1,086	221,520	259,124	-37,604	221,520	-37,604
PWWW Bldg, Maint supplies - 2	992	0	992	11,900	10,024	1,876	11,900	1,876
PWWW - Bldg, Electrical - 1	27,808	35,235	-7,427	333,700	307,312	26,388	333,700	26,388
PWWW - Bldg, Electrical - 2	1,567	1,524	43	18,800	29,995	-11,195	18,800	-11,195
PWWW - Bldg, Heating Oil	708	2,357	-1,649	8,500	19,271	-10,771	8,500	-10,771
PWWW - Bldg, Inventory	117	61	56	1,400	1,145	255	1,400	255
PWWW - Bldg, Cleaning services	12,667	14,610	-1,943	152,000	140,608	11,392	152,000	11,392
PWWW - Bldg, Hired contractor	0	0	0	0	5,718	-5,718	0	-5,718
PWWW - Bldg, Security	175	0	175	2,100	1,531	569	2,100	569
PWWW - Bldg - City Hall, Snowclearing	1,250	3,309	-2,059	15,000	9,498	5,502	15,000	5,502
Total Building Maintenance	65,717	85,634	-19,917	788,600	876,584	-87,983	788,600	-87,983
PWWW - Street Lights, Electrical								
PWWW - Heritage lights, Maint supplies	417	0	417	5,000	2,640	2,360	5,000	2,360
PWWW - Heritage lights, Hired contractor	2,500	2,008	492	30,000	27,705	2,295	30,000	2,295
PWWW - Heritage lights, Electrical	1,000	1,628	-628	12,000	13,124	-1,124	12,000	-1,124
Total Street Lighting	57,250	52,591	4,660	687,000	628,624	58,375	687,000	58,375
PWWW - Gravel St Main								
PWWW - Street Maint,	30,413	34,241	-3,828	385,000	469,294	-84,294	385,000	-84,294
PWWW - W/S Pave Cuts	21,000	0	21,000	474,000	599,227	-125,227	474,000	-125,227
PWWW - Sod repair	0	0	0	64,000	68,917	-4,917	64,000	-4,917
PWWW - Curb & Sidewalk	0	860	-860	200,000	294,238	-94,238	200,000	-94,238
PWWW - Maint Manhole/catch bas.	4,292	0	4,292	92,500	96,258	-3,758	92,500	-3,758
PWWW - Guardrails	0	0	0	37,000	4,271	32,729	37,000	32,729
PWW - Maint of steps/walkways	0	0	0	1,000	0	1,000	1,000	1,000

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Total Street Maintenance	55,705	37,445	18,260	1,275,000	1,545,935	-270,936	1,275,000	-270,936
PWWW - Street Snow	227,300	79,083	148,217	1,154,000	820,793	333,207	1,154,000	333,207
PWWW - Sanding	44,300	60	44,240	221,500	236,749	-15,249	221,500	-15,249
PWWW - Salting	94,200	63,146	31,054	471,000	401,525	69,475	471,000	69,475
PWWW - Snow/Business Area	3,500	0	3,500	17,500	13,340	4,160	17,500	4,160
PWWW - Ice Cutting/Remove	2,500	0	2,500	12,500	5,895	6,605	12,500	6,605
PWWW - Snow Remove City Parking	600	74	526	3,000	1,166	1,834	3,000	1,834
PWWW - Snow Clearing contracts	15,000	0	15,000	75,000	52,143	22,857	75,000	22,857
PWWW - Damage Claims	1,000	0	1,000	5,000	1,359	3,641	5,000	3,641
PWWW - Step/walkways	1,150	0	1,150	5,750	2,303	3,447	5,750	3,447
PWWW - MAint/Construction	1,800	0	1,800	9,000	15,242	-6,242	9,000	-6,242
Total Snow Clearing	391,350	142,363	248,987	1,974,250	1,550,515	423,736	1,974,250	423,736
PWWW - Traffic control - Payroll	11,250	12,397	-1,147	135,000	185,297	-50,297	135,000	-50,297
PWWW - Traffic control, City Equip	1,542	0	1,542	18,500	19,406	-906	18,500	-906
PWWW - Traffic control, Maint supplies	83	0	83	2,500	139,630	-137,130	2,500	-137,130
PWWW - Traffic control, Hired contractor	2,500	14,431	-11,931	175,000	48,159	126,841	175,000	126,841
PWWW - Traffic control, Electrical	837	1,057	-220	10,000	12,317	-2,317	10,000	-2,317
PWWW -Traffic control, Inventory	0	0	0	0	367	-367	0	-367
Total Traffic Control	16,212	27,885	-11,673	341,000	405,176	-64,176	341,000	-64,176
PWWW - Drainage, Salary and related costs	5,417	1,907	3,510	65,000	96,579	-31,579	65,000	-31,579
PWWW - Drainage, City Equip	917	0	917	11,000	23,484	-12,484	11,000	-12,484
PWWW - Drainage, Maint supplies	208	3,841	-3,632	2,500	28,382	-25,882	2,500	-25,882
PWWW - Drainage, Inventory	83	0	83	1,000	1,323	-323	1,000	-323
PWWW - Drainage, Hired equipment	1,583	204	1,379	19,000	52,035	-33,035	19,000	-33,035
PWWW - Drainage, Meal Vouchers	0	0	0	0	51	-51	0	-51
Total Drainage	8,208	5,952	2,257	98,500	201,854	-103,353	98,500	-103,353
PWWW - Storn Sewer Cleaning, Salary and related costs	5,337	5,254	83	214,500	212,050	2,450	214,500	2,450
PWWW - Storm Sewer Cleaning, City Equip	1,667	0	1,667	90,000	82,686	7,314	90,000	7,314
PWWW - Storm Sewer Cleaning, Maint supplies	2,083	0	2,083	29,500	42,315	-12,815	29,500	-12,815
PWWW - Storm Sewer Cleaning, Inventory	42	147	-105	500	581	-81	500	-81

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
PWWW - Storm Sewer Cleaning, Hired equipment	2,083	2,857	-774	25,000	31,601	-6,601	25,000	-6,601
PWWW - Storm Sewer Cleaning, Fall Leaf	0	0	0	10,000	0	10,000	10,000	10,000
Total Storm Sewer Cleaning	11,212	8,258	2,954	369,500	369,233	267	369,500	267
Total Public Works	539,937	274,494	265,444	4,745,250	4,701,337	43,914	4,745,250	43,914
Garbage collect, Tipping fees	62,500	56,538	5,962	750,000	713,550	36,450	750,000	36,450
Garbage collect, Hired contractor	61,500	63,324	-1,824	738,000	732,769	5,231	738,000	5,231
Total Garbage Collect & Disposal	124,000	119,862	4,138	1,488,000	1,446,319	41,681	1,488,000	41,681
Water treat plant, Salary and related costs	30,850	34,993	-4,144	370,200	370,771	-571	370,200	-571
Water treat plant, Computer Supplies	4,350	3,843	507	52,200	47,621	4,579	52,200	4,579
Water treat plant, Other chemicals	111,367	69,198	42,169	1,336,400	1,229,824	106,576	1,336,400	106,576
Water treat plant, City Equip	525	0	525	6,300	5,872	428	6,300	428
Water treat plant, Maint supplies	21,667	14,359	7,308	260,000	241,245	18,755	260,000	18,755
Water treat plant, Inventory	1,667	1,839	-172	20,000	15,930	4,070	20,000	4,070
Water treat plant, Comp software maint	625	0	625	7,500	1,267	6,233	7,500	6,233
Water treat plant, Telephone	500	0	500	6,000	5,110	890	6,000	890
Water treat plant, Electrical	18,750	18,689	61	225,000	202,740	22,260	225,000	22,260
Total Water Treatment Plant	190,301	142,921	47,379	2,283,600	2,120,380	163,220	2,283,600	163,220
PWWW - Chlorine/Feeders, Salary and related costs	6,500	6,781	-281	78,000	62,068	15,932	78,000	15,932
PWWW - Chlorine/Feeders, Chlorine	500	982	-482	6,000	1,965	4,035	6,000	4,035
PWWW - Chlorine/Feeders, City Equip	1,250	0	1,250	15,000	6,222	8,778	15,000	8,778
PWWW - Chlorine/Feeders, Maint supplies	2,663	1,816	847	32,000	21,248	10,752	32,000	10,752
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	1,912	-162	21,000	18,404	2,596	21,000	2,596
Total Purification Treatment	12,663	11,491	1,171	152,000	111,211	40,790	152,000	40,790

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint Hydrants/valves	12,083	7,149	4,934	145,000	152,296	-7,296	145,000	-7,296
PWWW - Main Line Repairs	23,000	37,908	-14,908	276,000	358,390	-82,390	276,000	-82,390
PWWW - Maint Feeder	10,417	28,815	-18,398	125,000	126,539	-1,539	125,000	-1,539
PWWW - Water Lateral Repairs	41,000	41,429	-429	492,000	503,317	-11,317	492,000	-11,317
PWWW - Hydrant Snowclearing	6,250	237	6,013	75,000	50,725	24,275	75,000	24,275
PWWW - Thaw Water Lines	1,250	0	1,250	15,000	0	15,000	15,000	15,000
PWWW - Clean Water Lines	7,667	4,854	2,813	92,000	119,390	-27,390	92,000	-27,390
PWWW - Flow Testing Program	3,708	3,512	197	44,500	39,966	4,534	44,500	4,534
PWWW - Traffic Flaggers	7,917	8,890	-974	95,000	121,295	-26,295	95,000	-26,295
Total Water Mains & Hydrants	113,292	132,794	-19,502	1,359,500	1,471,918	-112,418	1,359,500	-112,418
PWWW - Maint Sewer Mains	13,500	8,041	5,459	162,000	141,150	20,850	162,000	20,850
PWWW - Maint Sewer Laterals	7,583	8,346	-762	91,000	70,721	20,279	91,000	20,279
PWWW - Sewer Treatment Plants	5,250	5,009	242	63,000	73,750	-10,750	63,000	-10,750
PWWW - Sewer Pump Stat	12,833	7,382	5,452	154,000	143,611	10,389	154,000	10,389
PWWW - Flow Tester	4,750	4,365	385	57,000	53,745	3,255	57,000	3,255
Total Sanitary Systems	43,916	33,143	10,775	527,000	482,977	44,024	527,000	44,024
PWWW - Maint of Regulators,	10,500	8,605	1,895	126,000	117,769	8,231	126,000	8,231
PWWW - Maint of water meters	4,167	0	4,167	50,000	15,534	34,466	50,000	34,466
PWWW - Massey Drive	292	124	168	3,500	2,445	1,055	3,500	1,055
Total Regulations & Meters	14,959	8,729	6,230	179,500	135,748	43,752	179,500	43,752
PWWW - Maint of Reservoirs, Payroll	5,333	2,951	2,382	64,000	53,085	10,915	64,000	10,915
PWWW - Maint of Reservoirs, City Equip	0	0	0	4,000	6,829	-2,829	4,000	-2,829
PWWW - Maint of Reservoirs, Maint supplies	0	0	0	15,000	16,904	-1,904	15,000	-1,904
PWWW - Maint of Reservoirs, Telephone	83	0	83	1,000	0	1,000	1,000	1,000
PWWW - Maint of Reservoirs, Electrical	542	728	-186	6,500	5,780	720	6,500	720
PWWW - Maint of Intakes, Hired equipment	833	0	833	10,000	7,451	2,549	10,000	2,549
Total Reservoirs & Intakes	6,791	3,679	3,113	100,500	90,049	10,452	100,500	10,452
PWWW - Pumphouse, Payroll	3,333	2,181	1,152	40,000	30,350	9,650	40,000	9,650

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
PWWW - Pumphouse, City Equip	417	0	417	5,000	2,639	2,361	5,000	2,361
PWWW - Pumphouse, Maint supplies	2,500	0	2,500	30,000	11,986	18,014	30,000	18,014
PWWW - Pumphouse, Inventory	0	0	0	0	196	-196	0	-196
PWWW - Pumphouse, Hired equipment	0	848	-848	0	7,215	-7,215	0	-7,215
PWWW - Pumphouse, Electrical	2,500	2,431	69	30,000	25,582	4,418	30,000	4,418
Total Pumphouse	8,750	5,460	3,290	105,000	77,968	27,033	105,000	27,033
Total W&S	390,672	338,217	52,456	4,707,100	4,490,251	216,854	4,707,100	216,854
Transit, Hired contractor	42,967	94,038	-51,072	515,600	524,467	-8,867	515,600	-8,867
Transit, Electrical	125	119	6	1,500	1,110	390	1,500	390
Total Corner Brook Transit	43,092	94,157	-51,066	517,100	525,577	-8,476	517,100	-8,476
PWWW - Jubilee Field,	0	614	-614	48,500	52,973	-4,473	48,500	-4,473
PWWW - MBP,	0	0	0	17,750	12,057	5,693	17,750	5,693
PWWW - War Memorials,	0	21	-21	800	1,082	-282	800	-282
PWWW - Skateboard Park	0	0	0	500	18	482	500	482
PWWW - Majestic Lawn	0	27	-27	1,000	1,254	-254	1,000	-254
PWWW - Athletic field maint,	0	2,787	-2,787	80,100	140,316	-60,216	80,100	-60,216
PWWW - Bash A&B, Electrical	0	48	-48	1,000	3,631	-2,631	1,000	-2,631
PWWW - Ambrose O'Rielly,	0	264	-264	2,000	1,726	274	2,000	274
PWWW - Bleacher Repair, Maint supplies	0	0	0	0	450	-450	0	-450
PWWW - Playground maint,	0	0	0	20,000	25,057	-5,057	20,000	-5,057
PWWW - Wellington,	0	1,116	-1,116	24,000	45,158	-21,158	24,000	-21,158
PWWW - Tennis courts,	0	0	0	750	3,930	-3,180	750	-3,180
PWWW - Beautification,	0	0	0	87,000	73,105	13,895	87,000	13,895
PWWW -Dog Park,	0	0	0	5,500	5,475	25	5,500	25
PWWW - Mowing,	0	0	0	42,000	63,370	-21,370	42,000	-21,370
PWWW - Tree Maintenance,	0	0	0	20,000	13,277	6,723	20,000	6,723
PWWW - Turf Maintenance,	0	0	0	11,500	21	11,479	11,500	11,479
PWWW - Winter carnival, Salary and related costs	0	0	0	12,500	13,609	-1,109	12,500	-1,109
PWWW - Watchman, Salary and related costs	2,917	3,610	-693	35,000	41,837	-6,837	35,000	-6,837
PWWW - Parades and Special Events, Salary and related costs	2,875	0	2,875	34,500	45,739	-11,239	34,500	-11,239
PWWW - Garbage collect - Public Space,	5,208	4,216	992	62,500	83,157	-20,657	62,500	-20,657

City of Corner Brook
For the Twelve Months Ending December 31, 2024

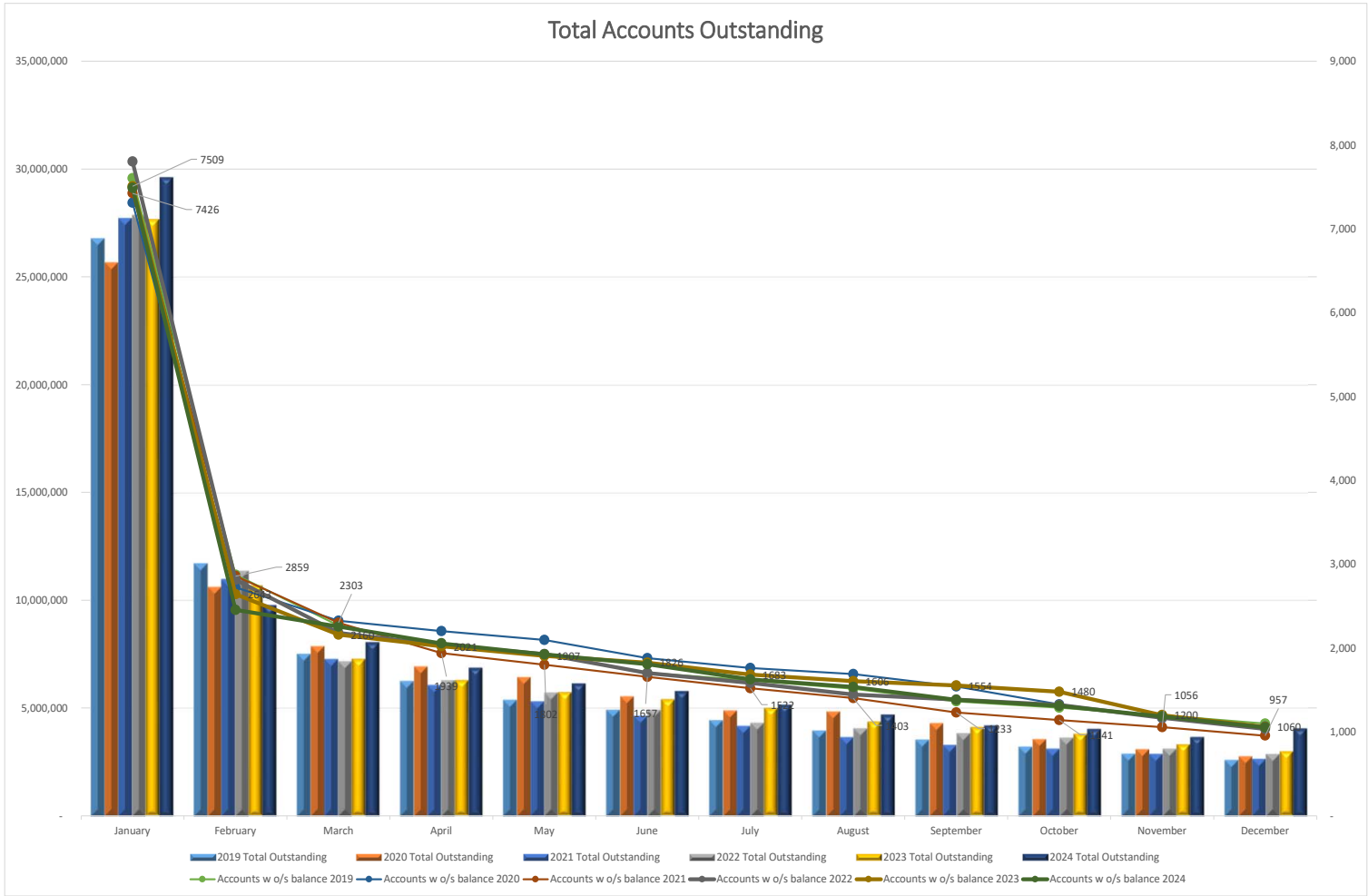
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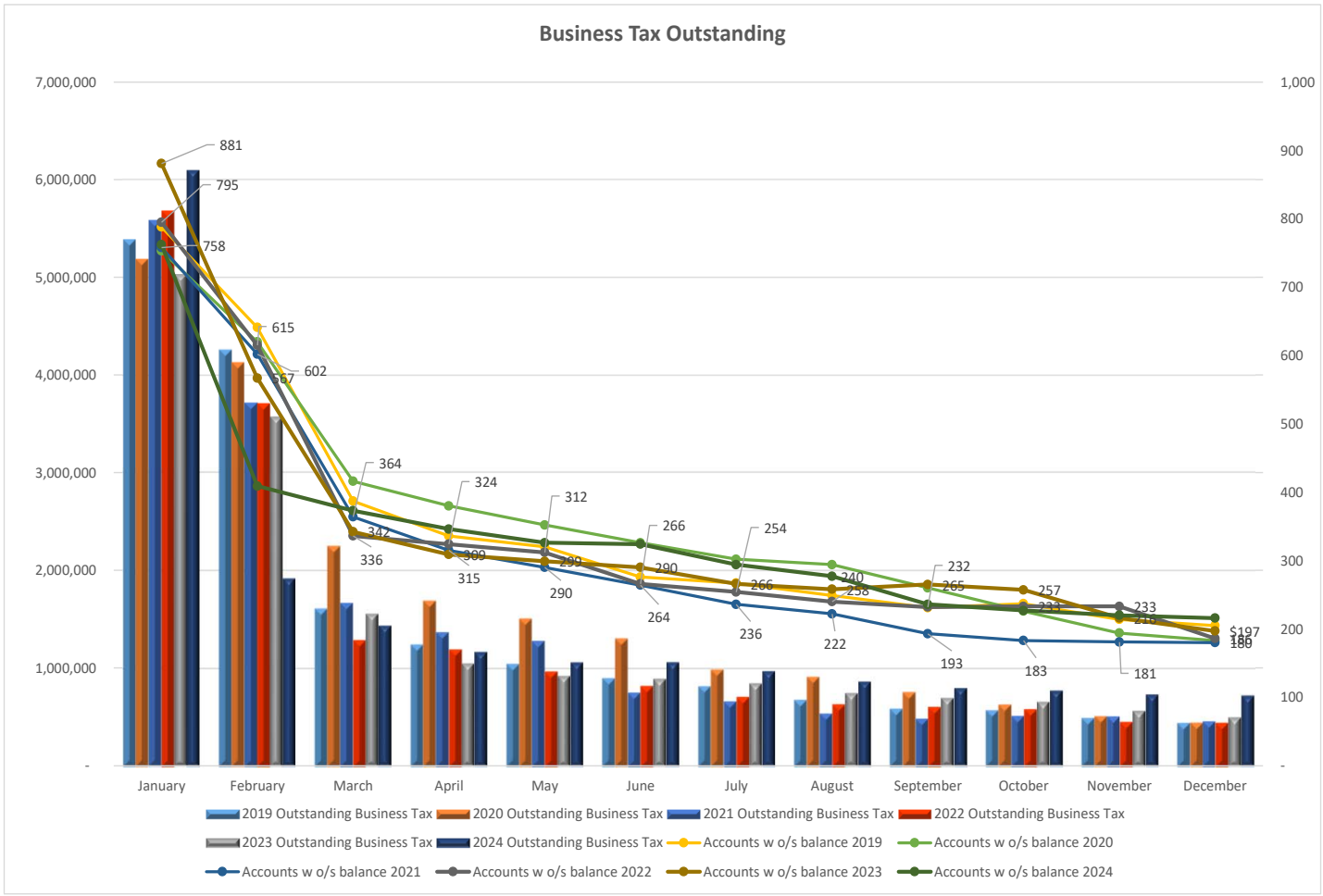
Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Splashpad,	1,663	0	1,663	20,000	20,829	-829	20,000	-829
Total Parks & Recreation	12,663	12,703	-40	526,900	648,071	-121,171	526,900	-121,171
Recover - Garage exp, Salary and related costs	0	60,717	-60,717	0	608,386	-608,386	0	-608,386
Recover - Garage exp, Gas/Oil	0	61,389	-61,389	0	503,429	-503,429	0	-503,429
Recover - Garage exp, Maint supplies	0	31,944	-31,944	0	502,123	-502,123	0	-502,123
Recover - Garage exp, Other supplies	0	2,907	-2,907	0	32,134	-32,134	0	-32,134
Recover - Garage exp, Inventory	0	5,178	-5,178	0	41,257	-41,257	0	-41,257
Recover - Garage exp, Meal Vouchers	0	0	0	0	11	-11	0	-11
Recover - Garage rev, Misc Revenue	0	0	0	0	-937,259	937,259	0	937,259
Total Garage	0	162,135	-162,136	0	750,081	-750,080	0	-750,080
Total Public Works, Water & Waste Water	1,202,996	913,728	289,269	13,095,850	12,952,641	143,215	13,095,850	143,215
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	-1,500	1,500	23,000	27,500	-4,500	23,000	-4,500
Grants, Misc Grants	3,875	4,800	-925	46,500	26,014	20,486	46,500	20,486
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
Total Grants	3,875	3,300	575	255,000	236,322	18,677	255,000	18,677
COOR, Capital out of revenue	127,117	32,244	94,873	1,525,400	1,525,400	0	1,525,400	0
COOR, Gas Tax	74,717	0	74,717	896,600	896,600	0	896,600	0
Total COOR	201,834	32,244	169,589	2,422,000	2,422,000	0	2,422,000	0

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Account	MTD Budget December2024	MTD Actual December2024	MTD Variance	YTD Budget December2024	YTD Actual December2024	YTD Variance	Annual Budget	Remaining Budget
Debt charges,	297,563	10,000	287,563	3,570,800	2,404,787	1,166,013	3,570,800	1,166,013
Total Debt Charges	297,563	10,000	287,563	3,570,800	2,404,787	1,166,013	3,570,800	1,166,013
Reserves,	2,101,050	0	2,101,050	2,101,050	2,101,050	2,101,050	2,101,050	2,101,050
Total Reserves	2,101,050	0	2,101,050	2,101,050	2,101,050	0	2,101,050	0
Total Expenses	5,194,666	2,627,920	2,566,740	39,197,890	38,670,898	526,999	39,197,890	526,999
Recover - Garage exp, Other supplies	0	162,136	-162,136	0	1,687,339	-1,687,339	0	-1,687,339
Recover - Garage revenues	0	0	0	0	-937,259	937,259	0	937,259







Information Report (IR)

Subject: Capital Project and Engineering Updates

To: Donny Burden

Meeting: Committee of the Whole - 27 Jan 2025

Department: Engineering

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

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.

BACKGROUND INFORMATION:

Current Projects

Corner Brook Recreation Centre

- Deficiencies are still being resolved by the Contractor
- Walkthrough inspections being coordinated with regulating bodies
- Aiming for a mid-late February completion date, and programming and training to commence after that.

Deep Gulch Brook Culvert Replacement

- The contractor is to complete the remaining work during the 2025 construction season.

Curling Street Retaining Wall Replacement

- Landscaping to be completed in Spring 2025 as well as surface course asphalt.

Transportation Study

- Harbourside Transportation Consultants
- Final Report should be submitted in the next few weeks. Council approval of policies to follow.

Transit Accessibility Study and Implementation Plan

- Council Meeting Scheduled for Tuesday, January 28th @ Noon.

Intersection Improvements (Elizabeth Street/O'Connell Drive)

- Harbourside Transportation Consultants is the consultant for the project.
- Awarded to JCL Investments Inc.. Start-up meeting held on January 24, 2025

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.
- Data gathering phase, public consultation to follow

Western Memorial Regional Hospital Bus Shelter

- A bus shelter has been ordered and is due to arrive in late January.
- Install will take place in early February.

Bartlett's Point Park Bandstand

- Project awarded to Englobe
- Initial Survey has been completed, design is underway.

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 COOR.
- The design was awarded to Englobe and is underway.

Broadway Storm Sewer

- The 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 is being 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.

Riverside Drive Risk Assessment

- An RFP has been released for the hydrological assessment of the embankment near the area of the landslide that occurred in the Spring of 2024.
- RFP was released and closed in February 2025.

Director of Engineering, Development and Operational Services Approved - 23 Jan 2025

City Manager Approved - 24 Jan 2025

Administrative Assistant Approved - 24 Jan 2025

City Manager



Information Report (IR)

Subject: Recreation Update

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

The month of January has seen lots of activity at the Civic Centre and in the Studio Gymnasium. There have been numerous hockey tournaments over the last couple of weekends. Most recently the U13A Corner Brook Royals won the silver medal and the U13B Corner Brook Royals took home the bronze in a shootout. Additionally, the walking track has been very busy and there have been large number of people participating in the weekend general skates. In the Studio activities such as pickleball and Nora's fitness classes have been very well attended.

Preparations are continuing in anticipation of the completion of the new recreation centre with many staffing and programming elements beginning to fall into place. Once an opening date is confirmed more information will be available regarding specific programming as well as membership options.

Director of Recreation Services Approved - 22 Jan 2025

Director of Community, Engineering,
Development & Planning Approved - 22 Jan 2025

Administrative Assistant Approved - 23 Jan 2025

City Manager



Information Report (IR)

Subject: Tourism Update

To: Darren Charters
Meeting: Committee of the Whole - 27 Jan 2025
Department: Tourism
Staff Contact: Peter Robinson, Director of Recreation Services
Topic Overview:

BACKGROUND INFORMATION:

Staff have been very busy making preparations for the upcoming summer tourism season. There will be many more details made available as these plans are finalized. We are excited to share today that the Annual Jigs & Wheels Festival will occur from Friday July 25 - Sunday August 3, 2025. Additionally, Ribfest will be returning this year and will help to close out the Jigs & Wheels Festival from Friday August 1 - Sunday August 3, 2025.

Director of Recreation Services	Approved - 22 Jan 2025
City Manager	Approved - 22 Jan 2025
Administrative Assistant	Approved - 23 Jan 2025

City Manager



Request for Decision (RFD)

Subject: Discretionary Use - 44 Elswick Road - Home Based Business Office

To: Deon Rumbolt
Meeting: Committee of the Whole - 27 Jan 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Discretionary Use - 44 Elswick Road
Attachments: [Figure 1 - 44 Elswick Road](#)
[Application - 44 Elswick Road](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business office (virtual counselling) from the dwelling located at 44 Elswick Road which is located in a Residential Low Density Zone. A home based business office is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 44 Elswick Road indicating the above mentioned request. As a result of this notice, no submissions were received.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to operate a home based business office from the dwelling located at 44 Elswick Road in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Act
 11

RECOMMENDATION:

Staff recommends option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based business office from the dwelling located at 44 Elswick Road in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business office from the dwelling located at 44 Elswick Road in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 23 Jan 2025
Director of Engineering, Development and Operational Services	Approved - 23 Jan 2025
City Manager	Approved - 24 Jan 2025
Administrative Assistant	Approved - 24 Jan 2025

City Manager




City of Corner Brook
 Community Services Department
 Planning Division
 5 Park St, Corner Brook, NL (PO Box 1080)
 Corner Brook, NL, Canada, A2H 6E1
 709-637-1666 city.hall@cornerbrook.com

PROJECT: Discretionary Use
TITLE: Home Based Business Office
 THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

NOTES:

LOCATION: 44 Elswick Road
PREPARED BY: J. King
DEPARTMENT: Development & Planning
DATE: 2025-01-20
PAGE: 1 OF 1 **VERSION:** 1

CITY OF CORNER BROOK

BUILDING INSPECTION OFFICE, COMMUNITY SERVICES, CITY HALL, 637-1500
 BUILDING PERMIT / DEVELOPMENT APPLICATION

RESERVED FOR OFFICE USE	
PROPERTY ID _____	PERMIT NUMBER _____

OWNER / APPLICANT: [REDACTED]		DATE: 2025-01-10
ADDRESS: 44 Elswick Road		
CITY: Corner Brook, NL	PROVINCE: NL	
POSTAL CODE: A2H 2W6	TELEPHONE: [REDACTED]	
PROPERTY LOCATION: 44 Elswick Road		
BUILDER:		
ADDRESS: 44 Elswick Road		
CITY: Corner Brook	PROVINCE: NL	
POSTAL CODE: A2H 2W6	TELEPHONE: [REDACTED]	

BUILDING PERMIT APPLICATION (Please check appropriate box)		
<u>BUILDING TYPE</u>	<u>CONSTRUCTION TYPE</u>	
ASSEMBLY <input type="checkbox"/>	ERECT (NEW) <input type="checkbox"/>	PATIO / DECK <input type="checkbox"/>
INSTITUTIONAL <input type="checkbox"/>	REPAIR <input type="checkbox"/>	CARPORT / GARAGE <input type="checkbox"/>
RESIDENTIAL <input type="checkbox"/>	EXTEND <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>
BUSINESS / SERVICE <input type="checkbox"/>	ALTERATION <input type="checkbox"/>	APARTMENT <input type="checkbox"/>
MERCANTILE <input type="checkbox"/>	SIGN <input type="checkbox"/>	RETAINING WALL <input type="checkbox"/>
INDUSTRIAL <input type="checkbox"/>	POOL <input type="checkbox"/>	DRIVEWAY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

DEVELOPMENT APPLICATION (Please check appropriate box)		SITE DEVELOPMENT <input type="checkbox"/>
<u>DEVELOPMENT TYPE</u>		HOME BASED BUSINESS <input checked="" type="checkbox"/>
RESIDENTIAL DEMOLITION <input type="checkbox"/>	NEW BUSINESS <input type="checkbox"/>	
COMMERCIAL DEMOLITION <input type="checkbox"/>	CHANGE OF USE <input type="checkbox"/>	
SUBDIVISION / CONSOLIDATION OF PROPERTY <input type="checkbox"/>	RELOCATION OF BUILDING <input type="checkbox"/>	
NEW BUILDING (RESIDENTIAL / COMMERCIAL) <input type="checkbox"/>	OTHER <input type="checkbox"/>	

DESCRIPTION OF WORK: This application is for a home office entirely virtual counselling practice. (Jane telehealth)
ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ <u>N/A</u>

DECLARATION:	
I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.	
NOTE:	
Where the Applicant and Property Owner <u>are not the same</u> , the signature of the Property Owner may be required before the application can be processed.	
SIGNED BY: [REDACTED]	APPLICANT: [REDACTED]
PROPERTY OWNER: [REDACTED]	WITNESS: [REDACTED]

**THIS APPLICATION IS NOT VALID UNTIL COMPLETED AND SIGNED
 SEE REVERSE FOR FEES AND CONDITIONS**



Request for Decision (RFD)

Subject: Emergency Management Response Plan

To: Darren Charters

Meeting: Committee of the Whole - 27 Jan 2025

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: The NL Emergency Services Act, Section 5 requires that the Council of every Municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.

Attachments: [CB Emergency Management Plan 2025 redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook has had an Emergency Management Plan; however, it has become outdated, and did not fully comply to the new requirements and recommendations of the Department of Justice and Public Safety, Emergency Services Division, and learned best practice. The plan has now been revised by the Director of Protective Services and approved by the NL Director of Emergency Services. The final step is adoption by City Council.

This new plan provides clarity on how we identify community risk, provides guidance on how we respond to various emergencies in accordance with a risk profile, uses industry standard documentation and adopts continuous improvement methodology.

PROPOSED RESOLUTION:

BE IT RESOLVED in accordance with the requirements of Section 5(1) of the Newfoundland and Labrador Emergency Services Act and all other enabling powers, the Council of the City of Corner Brook hereby adopts the Version 3.0, City of Corner Brook Emergency Management Response Plan.

Legal Review: Yes

LEGAL REVIEW:

Review has been conducted by provincial authorities including that of legislative authority.

RECOMMENDATION:

Staff recommend the adoption of this Version 3.0 Emergency Management Response Plan to better emergency management within our City.

ALTERNATIVE IMPLICATIONS:

Options:

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

1. Not adopting the revised plan: will result in no improvements to our response procedures and be non-compliant to provincial legislation.
2. Adopting proposed legislation: will enact a learned approach to emergency management, whereby risks are identified, and staff are provided with response procedure guidance, and continuous improvement methodology.
3. Direct staff to do otherwise.

Director of Protective Services
City Manager
Administrative Assistant

Approved - 21 Jan 2025
Approved - 22 Jan 2025
Approved - 23 Jan 2025

City Manager



City of Corner Brook

Emergency Management Response Plan

Version: 3.0

Adopted by Corner Brook City Council on: DD/MM/YYYY



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Approved in Principle by

Municipality of: Corner Brook, NL

Date: January 2, 2025

Chairperson signature: _____

Approved by Emergency Services Division – Department of Justice and Public Safety

Date: Jan. 16, 2025

Director signature: _____

Adoption by Council

This Municipal Emergency Management Plan for the City of Corner Brook has been approved by the Director of Emergency Services and has now been adopted during a sitting of the City Council on _____, 2025. It is also explicitly recognized that this Emergency Management Plan is valid for a period of only **3 years** at which time it will require a full review and approval.

Mayor/Chairperson (*print name*)

Witness (*print name and title*)

Mayor/Chairperson (*signature*)

Witness (*signature*)



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**City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN**

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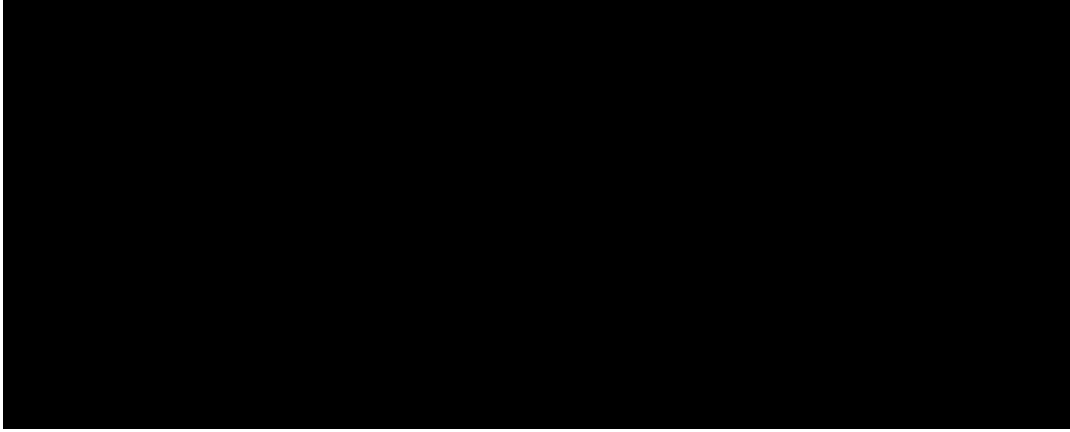
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A. Municipal Emergency Response Plan

1. General

The City of Corner Brook acknowledges its responsibility to plan for emergencies or disasters, which could threaten the health, safety and/or wellbeing of persons and the protection of property and the environment. The City recognizes that Emergency Management is a four-stage process continuum of Mitigation, Preparation, Response, and Recovery.



The City has conducted a Hazard Vulnerability Assessment (see Appendix A) which identifies the hazards that exist in the City after mitigation measures have been enacted to manage the risks posed by such hazards. Where it is identified that the realization of a hazard may exceed the measures that we have in place to manage it, the City prepares and enacts a plan to respond to the realization of such hazards. Such an event is defined as an emergency or disaster, to which the City develops its response plan. The plan is designed to direct and guide the City’s response to the emergency. An effective Response will enable an efficient and effective Recovery stage of a disaster.

Disasters can be categorized into three main areas; natural, technological, and human induced. Natural disasters are usually weather or geologically related such as storms, extreme temperatures, earthquakes, landslides, etc. Technological is technology systems related such as computer system failure, water treatment plant system failure, chemical system failure, etc. Human induced emergency is one where human action or inaction causes emergencies such as civil unrest, criminal act such as a cyber-attack or an active shooter, or a water treatment plant operator omitting to monitor water quality accurately, etc.

2. Purpose

The aim of this emergency management response plan is to effectively manage the effective use of services, resources, agencies, and personnel during peacetime emergencies or disasters. While this plan is presents as an all-hazards approach to respond to emergency events, no emergency management plan is foolproof or can fully address every potential threatening situation. This plan outlines the framework of an emergency response and performs as all hazards



approach until the response differentiates and focuses specifically on the response required for a specific hazard.

Common sense and initiative coupled with preparation, coordination, and cooperation will allow for the logistical deployment of the necessary resources to manage an emergency. The end result will be an expansion of our ability to cope and bring any emergency to a successful conclusion and move to Recovery stage of the emergency management process.

3. Definitions (as defined in the NL Emergency Services Act)

- i. **Municipality** – means a Municipality under the *Municipalities Act, 1999*, the City of St. John's, the City of Mount Pearl, and The City of Corner Brook and for the purpose of this *Act* includes local services districts and Inuit communities referred to in section 8.2 of the *Labrador Inuit Claims Agreement Act*.
- ii. **Council** – means the council of the City of Corner Brook.
- iii. **Emergency** – means a real or anticipated event or an unforeseen combination of circumstances, which necessitates the immediate action, or prompt coordination of action as declared or renewed by the Lieutenant – Governor in Council, the minister, a regional emergency management committee or a council.
- iv. **Disaster** - A social phenomenon that results when a hazard intersects with a vulnerable community in a way that exceeds or overwhelms the community's ability to cope and may cause serious harm to the safety, health, welfare, property or environment of people; may be triggered by a naturally occurring phenomenon which has its origins within the geophysical or biological environment or by human action or error, whether malicious or unintentional, including technological failures, accidents and terrorist acts.
- v. **Municipal Emergency Management Plan** – a written and approved plan that is intended to prepare for, respond to, mitigate the effects of and recover from an emergency and to provide for the health, safety, and well-being of persons and the protection of property and the environment. This plan is to be undertaken by the Municipality and or region and authorized and prepare pursuant to Section 5 of the *Emergency Services Act*.

4. Authority

This Municipal Emergency Management Plan is developed in accordance with the legislative requirements of the provinces of Newfoundland and Labrador *Emergency Service Act*. The *Act* outlines the roles of a municipality in the development, adoption, activation, and implementation of their emergency management plan. Operationally, Section 6 of the *Act* authorizes:



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- i. Activation of the council adopted emergency management plan when an emergency occurs;
- ii. The emergency declaration remaining in force until rescinded by the municipality;
- iii. That the provincial Minister themselves, may authorize the provincial Director of Emergency Services to implement the municipality's emergency management plan or respond to an emergency as deemed appropriate by that Minister.

Under Section 43 of the Corner Brook Act, the Council, or Mayor where previously authorized by Council, are authorized to declare a "State of Emergency". A State of Emergency authorizes the City to enact measures that better enable it to manage an emergency response and protect the public's safety during an emergency. (See more detail in the following Section 5.)

The Corner Brook Act, under Section 65, allows the City Manager to incur immediate necessary expenditures to address an emergency or disaster situation. Such expenditures do not require prior approval of council but must be reported to council at its next meeting.

5. State of Emergency

The Mayor or Council, on the advice of the Emergency Operations Center, may declare a "State of Emergency" (SOE) as per Section 6 of the *NL Emergency Services Act*.

i. Legislative Authority:

Section 43 of the City of Corner Brook Act states that a Council or the Mayor, where previously authorized by council, may declare a "State of Emergency" in the city, or part of it, when an emergency exists of a real or anticipated occurrence or disaster which endangers or is likely to endanger the health or safety of some or all the population of the city.

When a "State of Emergency" has been declared under Section 43 of the City of Corner Brook Act, the Council or Mayor, where previously authorized by council, may order the following:

- a) The closing of or the hours of operation of businesses and schools or a class of businesses and schools, in the city;
- b) The banning or controlling of public gatherings;
- c) The evacuation of buildings;
- d) The restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the Municipality;
- e) The restriction or prohibition of the use of water;
- f) Other action that the council considers necessary.



ii. Declaration Process

For its declaration of a state of emergency to be fully recognized, the City must notify the Emergency Services Division of the NL Justice and Public Safety Department accordingly. The process is as follows:

- a) **Activation:** Once the City has decided to declare a SOE, it must complete the “Declaration of State of Emergency” form located in Appendix D and fax it to 709-729-2524 or email it to FES-NL@gov.nl.ca. Once the form has been submitted, the City is also to telephone the 24hr Emergency line at (709) 729-3703 and advise them of the declaration and that the form has been submitted.
- b) **Termination:** Once the City has decided to end its SOE, the “State of Emergency Termination Form” located in Appendix D is to be completed and faxed to 709-729-2524 or emailed to FES-NL@gov.nl.ca. Once the form has been submitted, the City is also to telephone the 24hr Emergency line at (709) 729-3703 and advise them of the termination.

6. Response Escalation

As outlined in the *City of Corner Brook Act*, the City of Corner Brook is responsible for the initial emergency response operations that threaten the safety, welfare, or wellbeing of some or all the residents within the City.

- i. **Escalation to the Provincial Government:**
Should implementation of these city’s actions prove insufficient to control the emergency, assistance may be requested from the Provincial Government by contacting the Emergency Services Division – Department of Justice and Public Safety, telephone (709) 729-3703.
- ii. **Provincial Escalation to the Federal Government:**
Should implementation of Provincial Government actions prove insufficient to control the emergency, the Provincial Government through the Emergency Services Division – Justice and Public Safety may request Federal Government assistance.

7. Plan Management (The NL Emergency Services Act)

This Municipal Emergency Management Plan is developed in accordance with the legislative requirements of the *NL Emergency Service Act*. The following sections of the Act outline the roles of the City of Corner Brook in the development, adoption, activation, and implementation of the emergency management plan. Once fully approved, this plan is empowered as the emergency response plan for the City.



i. Plan Development and Approval Process:

Section 5 of the NL *Emergency Services Act* states:

- a) The Council of every Municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.
- b) An emergency management plan shall, before adoption by a Municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.
- c) An emergency management plan may be developed by a committee of a council, or a council may, with the necessary changes, adopt the emergency management plan of a neighboring Municipality with the consent of the Municipality.
- d) An emergency management plan which is adopted by a council under subsection (3) shall be submitted for the approval of the director as required under this subsection as if it had been made by the council alone.
- e) An emergency management plan shall designate a person to supervise and control the management of the plan.
- f) Amendments to an emergency management plan shall be submitted to the director for approval before the amendments may be adopted by a council.
- g) An emergency management plan shall be reviewed by the council and a proposed change to the plan shall be submitted to the director for approval before it may be adopted by a council.

8. Emergency Management Committee

The City of Corner Brook is directly responsible for the management of emergency operations within its Municipality. The City's Emergency Management planning framework includes the following:

- i. The Director of Protective Services, who is the City's Emergency Management Coordinator, will oversee, manage, and coordinate all emergency planning and operations within the City.
- ii. The Emergency Management Coordinator is responsible for ensuring any changes to the plan are communicated to the City council and other key stakeholders.
- iii. The City of Corner Brook Council is ultimately responsible for approving "State of Emergency", "Termination of State of Emergency", and any municipal costs that may be required for response and recovery, staffing, etc.



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- iv. The City of Corner Brook Emergency Operations Center (EOC) members lead the emergency response. Members of an activated EOC are determined by the Emergency Management Coordinator based upon the type of emergency/disaster and the resources required to respond to it.

Note: If the emergency involves more than one municipality or a specific agency, this may become a “Joint” or a “Unified Command” EOC.

- v. The Emergency Planning Committee is responsible for assisting with the review of the Emergency Plan, tabletop/discussion-based exercises, and full-scale exercises. Members include the City’s Department heads, Royal Newfoundland Constabulary, Corner Brook Fire Department, NL Health, NL Emergency Services Department, NL Social Services Departments, etc.



B. Emergency Response Operations

The City's emergency operations may start from City department requiring assistance to deal with an emergency operational situation a virtual setting of mobile communications and escalate to the activation and occupying of the City's Emergency Operations Centre (EOC). Emergency responses that require minimal decision making and minimal resources can be managed in a virtual environment of mobile voice and email communication. However, when a more diverse decision process and/or resources are required, the EOC should be activated and staffed as required by the Emergency Management Coordinator.

The EOC should be occupied by representatives of the City's emergency management team and partners such as police, fire, ambulance, etc. Problem solving, task assignment, media relations, and public announcements will be discussed and resolved by the members of the EOC. The EOC Team is scalable, and attendance will be determined by the type of emergency and the response that is required. The Emergency Management Coordinator will decide what agencies are required in the EOC and a notification to that agency representative will be conducted accordingly. Notably, the EOC has a dedicated conference line which representatives can call in on if physically unable to attend the EOC. Once activated, the EOC will manage the emergency until it has ended.

1. Roles and Responsibilities

i. Mayor and/or Council

The Mayor and/or Council, on the advice of the Emergency Committee, declares that a State of Emergency exists and implements the City's Emergency Management Plan. They are ultimately responsible for the control of all operations under this Plan.

Responsibilities of the Mayor/Council is:

- a) Declaration of the "State of Emergency";
- b) Where necessary, approve decisions, recommendations and expenditures of the Emergency Committee;
- c) Liaise with the Emergency Management Coordinator;
- d) The Mayor is responsible for the dissemination of press releases and public information through the EOC;
- e) Termination of the "State of Emergency".

ii. Emergency Management Coordinator



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The Emergency Management Coordinator (or alternate) is the coordinator of all operations related to the Emergency and when required, they are to maintain close liaison with the Provincial Emergency Services Director.

Responsibilities of the Emergency Management Coordinator is:

- a) Ensure the required and relevant members of the EOC have been alerted;
- b) Determine which agency representatives are present and when others will report;
- c) Determine operational status of EOC;
- d) Obtain a communication logistics status report;
- e) Check operational status of each department;
- f) Get an overview of what has happened – cause and effects;
- g) Check information displays (operations map, main event log);
- h) Obtain briefing from response departments (situation reports);
- i) Ensure new arrivals to the EOC are briefed;
- j) If applicable, get situation reports from the site/s;
- k) Where applicable, appoint appropriate service to be in charge of the emergency;
- l) Make sure Emergency Site Manager is appointed;
- m) Establish direct communication with ESM;
- n) Brief the Mayor;
- o) Deal with immediate problems and requests;
- p) Begin long-range planning for recovery.

iii. City Clerk

The City Clerk (or alternate) attends to the administrative needs of the EOC and its staff during emergency situations.

Responsibilities of the City Clerk include:

- a) Notify the required attendees of the EOC;
- b) Alert provincial Emergency Services Director;
- c) Ensure there is clerical staff to support the EOC;
- d) Act as a scribe to record the decisions and recommendations;
- e) Maintain a log of operations;
- f) Supply food for EOC;
- g) Control and record access to the EOC;
- h) Overseeing the security of the EOC;
- i) EOC telephone, internet, and video display system.

iii.a. Media Coordinator

The role of the media coordinator is to prepare draft press releases for the Mayor



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based upon information received from the EOC. The media coordinator will also liaise with the person appointed for media control to ensure the press is confined to areas allocated at City Hall and at the emergency site.

Responsibilities of the media coordinator are to:

- a) arrange meetings with various media, especially television, to make sure all are aware and will take part communicating emergency information from the City
- a) Issue an alert to all media after a state of emergency has been declared
- b) Prepare draft press releases based on information received from EOC, as approved by the Coordinator
- c) Work on close cooperation with PIO's from other emergency response agencies to ensure consistency in message delivery
- d) Keep a record of all press and public information releases
- e) Conduct notifications using the City's Voyent Urgent Notification System

iv. City Manager

The City Manager will assist the Emergency Management Coordinator by approving the City expenditures and resources recommended by the EOC that are required to respond to the emergency.

Responsibilities of the City Manager include:

As per Section 65 of the City of Corner Brook Act, in an emergency, the City Manager may make the expenditure/s necessary to help resolve an emergency situation.

“Emergency expenditures

65. Notwithstanding section 64, where, in the opinion of the city manager, the immediate expenditure of an amount in excess of the prescribed amount under paragraph 64(a) is necessary to meet an emergency situation, the city manager may make the expenditure without the prior approval of the council and shall report on it to the council at its next meeting.”

v. Deputy Fire Chief

The Deputy Fire Chief oversees and directs the response operations of the Corner Brook Fire Department. During an emergency, the Deputy will advise the EOC from a tactical fire suppression and rescue services perspective. The Deputy will maintain direct communication with his on-scene Commander and direct the Fire Department response from the EOC.



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Responsibilities that may be required from the Fire Department include:

- a) Fire suppression;
- b) Rescue from water, buildings, and wreckage;
- c) Providing protective and response action in oil and chemical spills;
- d) Providing Technician Level HazMat response;
- e) Aiding other emergency services such as medical, etc.;
- f) Providing water for emergency purposes;
- g) Providing on-site command post vehicle.

vi. Police Superintendent (or designated officer in charge)

The Police Superintendent (or officer in charge) oversees and directs the Royal Newfoundland Constabulary (RNC). During an emergency, the police Superintendent will advise the EOC from a policing and security perspective. The Superintendent will maintain communication with his on-scene officer in charge and direct the police response from the EOC.

The police department is responsible for policing services which may include:

- a) Ensure public order and protection life and property;
- b) Secure the emergency incident scene and control people and vehicular traffic where required so to facilitate the movement of emergency vehicles both in and out of the emergency area/s;
- c) Alert persons endangered by the emergency and assist in evacuation of area/building/s;
- d) Consult with the Medical Examiner's Office; assist in the identification of deceased persons and notification of next of kin;
- e) Alert the City Clerk of an emergency and request that the EOC be activated;
- f) Provide an Emergency Site Manager (ESM) at the incident scene until ESM is appointed;
- g) Secure and collect scene evidence for criminality/liability;
- h) Assist with other services where able.

NOTE: If the emergency stems from a criminal act, the police will become the lead response agency and the EOC will initially operate to support the police response. Once the police incident is resolved, the EOC will continue until the aftermath and collateral issues have been resolved.

vi.1. Bay of Islands Ground Search and Rescue (BOISAR)



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The BOISAR can be activated by the RNC or the Royal Canadian Mounted Police (RCMP).

Services provided by the BOISAR include:

- a) Conduct search and rescue response;
- b) Provide emergency communication;
- c) Assist in an evacuation;
- d) Assist with other aspects of emergency response as authorized by police.

vii. NL Health Services (Ambulance)

NL Health will provide medical support for a municipal emergency. NL Health operate their own response plan(s) and the nature and degree of response may vary depending on the type of incident and its location. The coordinated response of medical and public health services and facilities within the city or area may include but are not limited to:

- a) Medical Services - triage, medical treatment at the emergency site, ambulance transportation, hospitalization, psychosocial support, morgue services, pharmaceutical and medical supplies.
- b) Public Health Measures – includes the collection, interpretation, and dissemination of information to manage a public health response. This includes infectious diseases, sanitation, monitoring of food and water, pest control, environmental health, and other threats to the health of the population. All Public Health emergencies require immediate notification from the Medical Officer of Health and/or designated authority.
- c) Identify medical/health emergency telecommunications needs and assist in linking response providers, health facilities, and all EOC's and field operation sites.
- d) Depending on the nature and duration of an event, communicate with the Department of Health and Community Services (DHCS).
- e) Monitor the need for more health assistance and resources that may be available in the local area or region and coordinate requests for assistance from other RHA's or DHCS.

viii. Director of Public Works, Water, & Wastewater (PWWW)

The Director will provide and coordinate construction services, heavy equipment, transportation services, water management, barricades, and manpower. The Director of PWWW responsibilities include:

- a) Providing an on-site command post (if required);
- b) Cutting off and restoring municipal utilities;
- c) Providing water or redirect water for emergency purposes via our infrastructure systems;
- d) Clearing wreckage and debris;



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- e) If necessary, emergency power and lighting for the disaster area and EOC;
- f) Provision of emergency transportation, except for specialized vehicles used by fire, police, and hospital;
- g) Supply operations maps;
- h) Install barricades, signage, and effect road and or facility closures;
- i) Assist other services.

ix. Human Resources Representative

The Manager of Human Resources will act as the teams Safety Officer and will be responsible for Safety and Human Resource matters as it relates to City employees.

The Human Resources Department will:

- a) Oversee the Safety of responders and ensure tasks are conducted with safety is prioritized during the response process;
- b) Holds and can access employee personal personnel information including home address, date of birth, next of kin, etc.
- c) Provides Human Resource advice and contractual awareness to staff directing City response operations.

x. Military Representative

The Commanding Officer of the Second Royal Newfoundland Regiment shall be a liaison officer to the Emergency Management Operations Committee, and when alerted shall report to the EOC.

The Military is a community-based resource which, upon request from the coordinator, will provide:

- a) Personnel and transportation for same
- b) Field kitchen
- c) Tents and portable heaters

NOTE: Approval to use military services shall be obtained from the Director of Emergency Services, telephone number [REDACTED] Personnel will remain under the command of their own officers/NCO's.

xi. Harbours and Port Representative

The Harbour and Port Representative will represent the Corner Brook Port Authority to facilitate operations of the City's port that would support or interact with an emergency response.



The Harbour and Ports Representative will assist by:

- a) Coordinating access to port wharves and facilities and waterfront dock for a where required during an emergency
- b) Arranging access to docking of water vessels involved in the Emergency Response or incident.

xii. NL Department of Justice & Public Safety – Emergency Services Division

The Regional Emergency Management Plans Officer (REMPO) of the Emergency Services Division of the NL department of Justice and Public Safety Department shall be notified of the emergency. The REMPO is tasked with aiding the emergency response at a provincial level and be the communication conduit to the provincial Director of Emergency Services.

The provincial Emergency Services Division will assist by:

- a) Providing direct assistance to the City when an emergency occurs that exceeds its capacity to respond.
- b) Liaising with other provincial government departments, agencies, and the Government of Canada (through Public Safety Canada) to acquire additional resources if needed to respond and recover from an emergency.
- c) Conducting mass notification using the province’s Emergency Notification System.

xiii. NL Department of Children, Seniors, and Social Development (CSSD)

CSSD is responsible for the delivery of Emergency Social Services (ESS) and will provide emergency essential services to all those affected by wide scale emergencies or disasters. The CSSD have Direct Aid agreements with the Canadian Red Cross (CRC) and the Salvation Army (SA) that may be activated when thresholds are met (10+ households or 25+ individuals).

NOTE: When an emergency or disaster impacts fewer than 10 households or 25 individuals, the EOC will contact CRC directly at [REDACTED] CRC will conduct an assessment, and if eligible, will provide emergency short-term accommodations to impacted individuals at no cost to the City. The City is to confirm eligibility for these services directly with the CRC.

If City requires support during an emergency event that exceeds the above thresholds, contact is to be made to Regional Emergency Management Planning Officer with Fire and Emergency Services who will contact the Department of Children, Seniors and Social Development, if Emergency Social Services are required.

CSSD will provide the following services:



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- a) Reception center management (the center location will be designated by the EOC);
- b) Registration and Inquiry;
- c) Emergency food;
- d) Emergency lodging;
- e) Emergency clothing;
- f) Personal services.

xiv. NL Department of Digital Government and Service NL (DGSNL)

DGSNL will assist by establishing a response in the event of an environmental emergency, large electrical power emergency, and protect the public against health hazards. Services DGSNL will provide include:

- a) Liaise with the power utilities to assess electrical safety issues;
- b) Liaise with the Department of Environment, Climate Change and Municipalities to assess environmental hazards such as spills, chemical and waste disposal and make recommendation and/or orders on remediation and containment;
- c) Liaise with the Department of Health and Community Services, the Regional Medical Officer of Health, and the CSSD to:
 - a. carry out or perform water safety and food safety inspections;
 - b. assess the suitability to temporary shelter/housing/food/water;
 - c. implement disease and rodent control measures;
 - d. ensure the protection of public health.

Other Governmental Departments that may be called upon to assist are:

xv. NL Department of Climate Change & Municipalities | Water Resources Management Division

The Water Resources Management Division (WRMD) of the province's Environment, Climate Change and Municipalities Department may attend the EOC when notified of an emergency involving a flood or an environmental contamination emergency. WRMD will provide advice to the City EOC regarding a flood response and or a contamination cleanup response.

The provincial WRMD will:

- a) advise on flood mitigation and response options;
- b) Provide information and data for water levels and flows as it pertains to flood alerts or concerns such as ice formation, drought, and excessive rain forecasts;
- c) Assist in sampling the soil, water, etc., to determine the level or extent of a contamination for the purpose of detection and eventual cleanup.



xvi. **NL Department of Fisheries, Forestry & Agriculture**

The province's Fisheries, Forestry and Agriculture Department may attend the EOC when notified of an emergency involving a forest fire threatening the City. Fisheries, Forestry and Agriculture will endeavor to provide forest firefighting resources to assist the City.

The provincial Fisheries, Forestry and Agriculture Department will:

- a) Respond immediately to the report of any forest fire that has the potential to impact the City;
- b) Establish communication and advise the Emergency Operations Centre City on possible dangers to the city;
- c) Work with the Corner Brook Fire Department in addressing any needs because of a forest fire;
- d) Utilize the Forest Service resources such as ground crews and/or air support (i.e. water bombers).

xvii. **NL Department of Transportation & Infrastructure**

The province's Transportation and Infrastructure (TI) Department may attend the EOC when notified of an emergency involving a provincial infrastructure in or near the City or when provincial resources are needed to assist the City's public works department.

The provincial TI Department will:

- a) Maintain a fleet of heavy equipment at maintenance depots located throughout the province. This fleet may be re-deployed as required to respond to a disaster/emergency;
- b) Provide up to date status reports on road closures, damage, etc., to the emergency operations center;
- c) Provide resources to cordon areas and identify alternate transportation routes, mitigate flood damage, assist with evacuation of isolated communities by ferry, air support for search and rescue as requested by the Emergency Services Division and other tasks as related to their division;
- d) Be responsible for Provincial road infrastructure;
- e) Maintain Provincial Ferry System utilizing both Government and private fleets. All ferry systems in this province are guided by federal and provincial regulations.

After their work supporting the City during the response, TI may:

- a) Work with and support the City recovery activities related to the adverse event;



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- b) As per established processes, if the adverse event may be eligible under the NL-DFAP, TI must confirm the City's damages sustained by the event. This involves preparing detailed assessment reports. These reports must be either prepared or verified by a departmental engineer;
- c) Oversee recovery work as it relates to the City's infrastructure damage;
- d) Any claims that have been recommended for rejection because development occurred within an area designated or zoned as flood risk are to be reviewed by the Department of Environment, Climate Change and Municipalities, Land Use Planning Section to determine if the development was compliant to the department's Land Use Policy on Flood Risk areas;
- e) Other roles may be identified as the adverse event evolves.

xviii. Environment Canada

The federal department of Environment Canada can provide meteorological support during an emergency incident. Information that can be obtained from Environment Canada includes:

- a) Weather conditions including windspeed, wind direction, precipitation, etc.;
- b) Forecasted weather conditions;
- c) Plume modeling.

xix. NL Power

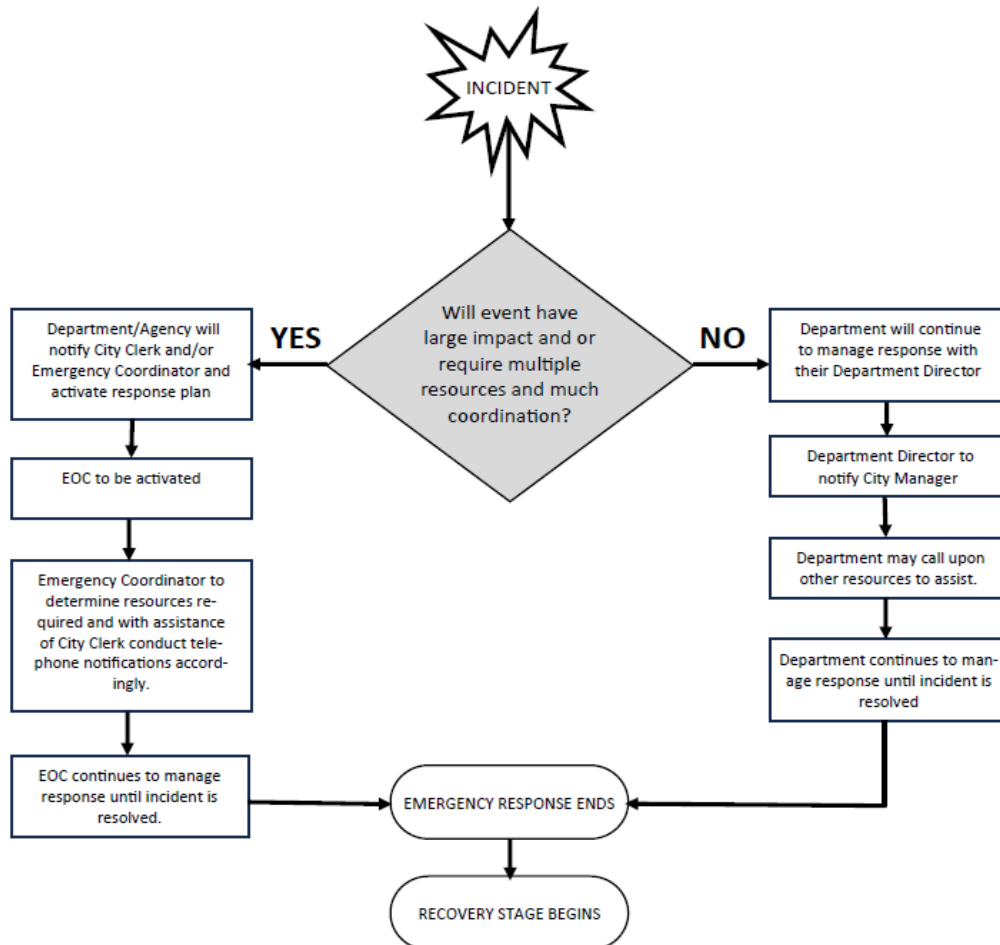
NL Power is the utility service provider managing the delivery of electricity to the City of Corner Brook. NL Power services include:

- a) Providing information as to cause and effect of electricity outages that impact the City;
- b) Electricity grid manipulation and prioritization to redirect electricity to needed locations.



2. Emergency Response Processes

The City of Corner Brook establishes the primary hazards facing its community through a hazard vulnerability assessment (HVA) (see Appendix A). The City endeavors to prioritize and abate the risk presented by the hazards that exist in and around the City of Corner Brook. The following guidelines will assist the Emergency Operations Centre (EOC) to manage an appropriate response to the realization of a hazard, as identified by the City’s HVA. Notably, each emergency is different and may require different resources being involved in the response. These thresholds and response tables are mere guidelines, and the actual response may require actions and agency involvement as determined by the EOC.





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i. Fire

The threat of structure fire and/or wildfire. Such a fire may affect city infrastructure, hospital, long term care and nursing homes, etc.

EM Activation Threshold	Recommended Action
<p>A fire that evolves to or will likely affect a large geographical and population of our city, or one that impacts essential services or infrastructure such as hospitals, water treatment plant, etc.</p> <p>Such a situation would threaten the safety of residents.</p>	<p>The City Clerk will consult with EM Coordinator and if required, activate EOC. The EOC will coordinate and make decisions as to what the applicable decisions related to the response.</p> <p>The City Clerk will also notify the Mayor and City Manager of the emergency.</p>
Suggested Resources to be Called Upon	Service Considerations
<p>Corner Brook Fire Department (CBFD)</p>	<p>At the point of EOC activation, the CBFD are already on scene and conducting fire suppression operations. It is important that the EOC have a direct line of communication with on-scene commander. This will be accomplished by radio communication between the Deputy Chief in the EOC and the Assistant Deputy Chief or Captain on the fire scene.</p>
<p>Royal Newfoundland Constabulary (RNC)</p>	<p>To assist with road closures, traffic control, security, rescue, conduct evacuations, provide morgue services, etc.</p>
<p>NL Health Ambulance</p>	<p>The ambulance service will provide emergency medical and conveyance services.</p>
<p>Public Works, Water and Wastewater Department (PWWW)</p>	<p>PWWW will redirect water to the fire area for fire suppression, install barricades for traffic and people control, acquire heavy equipment services, and assist in the determination of alternate traffic routes, etc.</p>
<p>NL Department of Children, Seniors, and Social Development (CSSD)</p>	<p>If evacuations are required, the CSSD will manage accommodations for displaced residents.</p>
<p>Recreation Department</p>	<p>In the event of an evacuation center requirement, the Recreation Department can provide the Corner Brook Civic Center ice surfaces or gymnasium in the</p>



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	<p>annex or the gymnasium at the Marina Redmond Center.</p> <p>Note: The Canadian Red Cross are to be called upon via CSSD to manage the evacuation center.</p>
Public Communications	<p>The City’s Public Communications Officer will assist in media releases and is to work with communications officers of the respective outside departments when preparing and releasing public notices and information. The Communications Officer will coordinate and arrange media briefings as well.</p>
NL Power	<p>NL Power can be consulted and invited to attend the EOC if the event has damaged or threatens electricity supply throughout the City.</p>
Private Transportation Services of Taxi’s, Buses, etc.	<p>Private transportation services may be required to convey persons during evacuations, etc.</p>
NL Emergency Services	<p>NL Emergency Services will provide support to the City’s emergency response from a Provincial level. Often, weather related events are regional and thus our City can be complemented with provincial resources.</p>
NL Transportation and Infrastructure	<p>Whenever provincial roadways or provincial buildings are impacted, TI can be called upon to assist.</p>
NL Fisheries, Forestry, and Agriculture	<p>When a forest fire occurs near our City that exceeds the CBFD ability to control, NL Forestry can be called upon to assist.</p>
Environment Canada	<p>EC can provide updated and accurate weather reports and forecasting that will assist in resource determinations.</p>
Other agencies	<p>Other agencies, services or expertise can be called upon as required to advise, assist, or participate in the fire response.</p>



ii. Severe Weather Events

A severe weather event that would require an emergency response is one where the weather conditions are extreme and is or likely to cause extensive damage to infrastructure and or impede normal city operations resulting in the safety of residents being or likely to be, compromised. A severe weather event may take various forms and present risks dependent on the type of event and may call upon many specific resources depending on the infrastructure impacted or resultant situational conditions. Examples include torrential rain resulting in flooding and or washouts, blizzard that deposits large volume of snow or reduces visibility, or extreme heat or cold, and a widescale electricity outage during an event.

EM Activation Threshold	Recommended Action
Weather conditions that require a large deployment of City resources to the point a department, such as Public Works would require assistance from other City departments or outside agencies and or intensive and dedicated coordination is necessary. Such a situation would threaten the safety of residents.	The City Clerk will consult with EM Coordinator and if required, activate EOC. The EOC will coordinate and make decisions as to what the applicable decisions related to the response. The City Clerk will also notify the Mayor and City Manager of the emergency.
Resources to be Called Upon as Required	Service Considerations
Public Works, Water and Wastewater Department (PWWW)	PWWW will conduct infrastructure repair and abatements, install barricades, acquire heavy equipment services. Assist in the determination of alternate traffic routes, etc.
Corner Brook Fire Department (CBFD)	To conduct Fire suppression, Hazardous Materials, Rescues and assist with evacuations. The CBFD also holds the EOC portable hand radios that can be called upon if required to be used by all responding agencies.
Public Communications	The City's Public Communications Officer will assist in media releases and is to work with communications officers of the respective outside departments when preparing and releasing public notices and information. The Communications Officer will coordinate and arrange media briefings as well.
Royal Newfoundland Constabulary (RNC)	To assist with road closures, traffic control, security, rescue, conduct evacuations, provide morgue services, etc. The RNC can activate the Bay of Islands Ground Search and Rescue who provide many services including search and rescue, command post vehicle, underwater search camera, etc.



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NL Health Ambulance	The ambulance service will provide emergency medical and conveyance services. Note that NL Health will usually have their own patient operations impacted but will support any casualty event.
Recreation Department	In the event of warming/cooling center or evacuation center requirement, the Recreation Department can provide the Corner Brook Civic Center ice surfaces or gymnasium in the annex or the gymnasium at the Marina Redmond Center. Note: The Canadian Red Cross are to be called upon via CSSD to manage the evacuation center.
NL Power	NL Power can be consulted and invited to attend the EOC if the event has damaged or threatens electricity supply throughout the City.
NL Department of Children, Seniors, and Social Development (CSSD)	If evacuations are required, the CSSD will arrange accommodations.
NL Emergency Services	NL Emergency Services will provide support to the City's emergency response from a Provincial level. Often, weather related events are regional and thus our City can be complemented with provincial resources. Also, the province has a targeted emergency notification system that can be used to communicate information to residents.
NL Transportation and Infrastructure	Whenever provincial roadways or provincial buildings are impacted, TI can be called upon to assist.
Environment Canada	EC can provide updated and accurate weather reports and forecasting that will assist in resource determinations.
Private Transportation Services of Taxi's, Buses, etc.	Private transportation services may be required to convey persons during evacuations, etc.
Planning and Development Department	During a weather event, Municipal Engineers can be called upon to give advice related to structural integrity of infrastructure be it roadways, culverts, buildings, etc. After the event, the engineers will be called upon to conduct a damage assessment that will inform damage assistance claims from the province.
Other agencies	Other agencies, services or expertise can be called upon as required to advise, assist, or participate in the severe weather event response.



iii. Hazardous Materials Incident

A Hazardous Materials incident would normally be controlled by the Corner Brook Fire Department who has a Technician Level response team and equipment. If the incident escalates and cannot be adequately contained, it may require an escalated response.

EM Activation Threshold	Recommended Action
<p>Hazardous Materials incidents will come to 911 and be dispatched directly to the Cbfd.</p> <p>The event escalates and impacts or has high risk to impact residents outside the incident location and requires support from other agencies and departments and a coordinated and dedicated response is necessary.</p>	<p>The City Clerk will consult with EM Coordinator and if required, activate EOC. The EOC will coordinate and make decisions as to what the applicable response requirements are and coordinate same.</p> <p>The City Clerk will also notify the Mayor and City Manager of the emergency.</p>
Resources to be Called Upon as Required	Service Considerations
Corner Brook Fire Department (CBFD)	The Corner Brook Fire Department will be the initial responders and will advise the Deputy Fire Chief of their support requirements.
NL Health Ambulance	The ambulance service will provide emergency medical and conveyance services.
Royal Newfoundland Constabulary (RNC)	The RNC will assist with road closures, traffic control, security, rescue, conduct evacuations, provide morgue services, etc.
Public Works, Water and Wastewater Department (PWWW)	The PWWW department will assist with road closures, traffic control, and access heavy equipment if necessary.
Environment Canada	EC can provide plume modeling that can assist when determining the direction or impact area of an airborne chemical plume. EC can also provide updated and accurate weather reports and forecasting that will assist in resource determinations.
CANUTEC Telephone No: [REDACTED] or [REDACTED]	CANUTEC is a national advisory service that assists emergency response personnel in handling dangerous chemical emergencies on a 24/7 basis. Their emergency center is staffed by scientists specializing in chemistry or a related field and trained in emergency response. These advisors are experienced in interpreting technical information from various sources to provide pertinent and timely advice on how to respond.



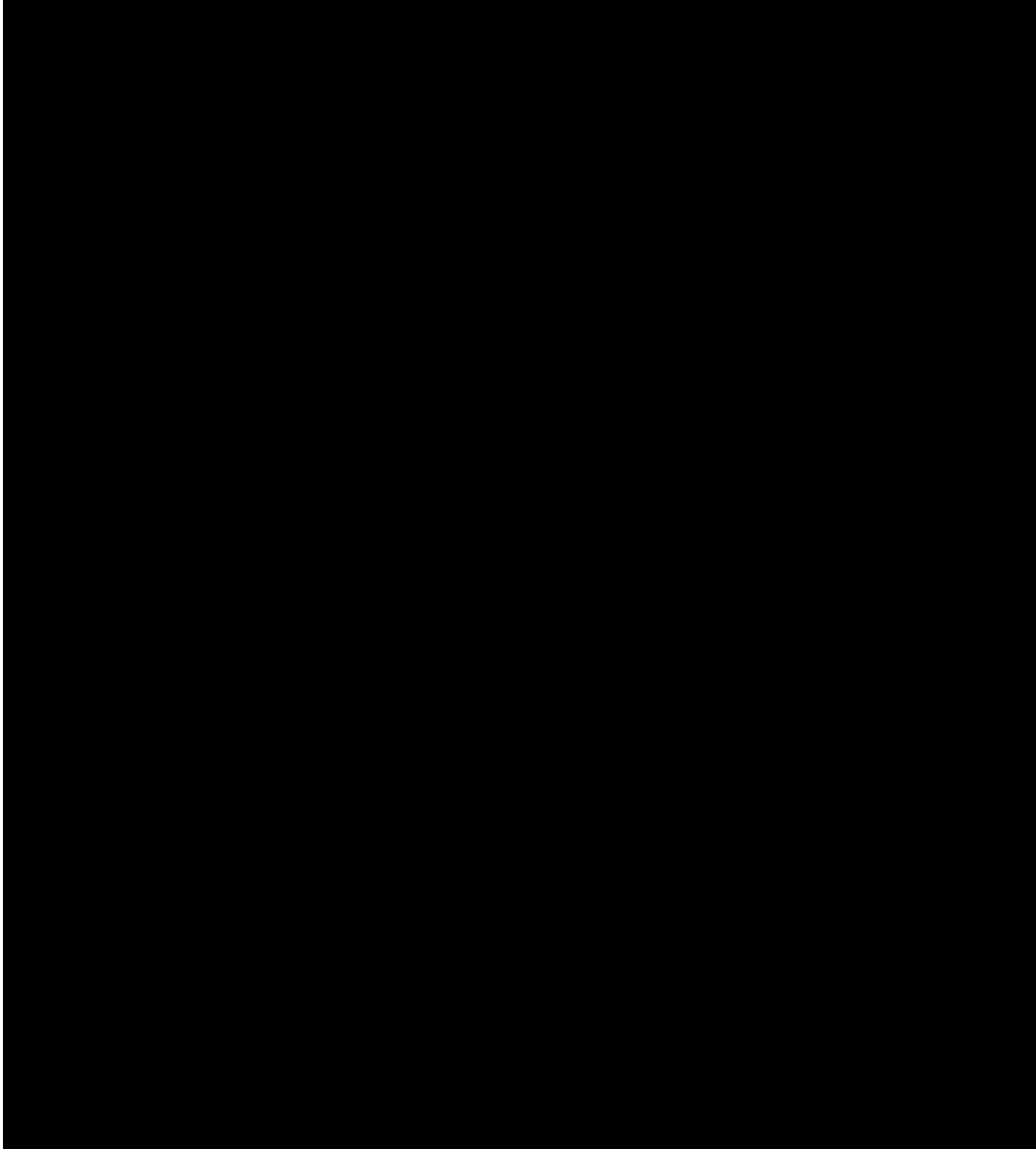
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NL Emergency Services	NL Emergency Services will provide support to the City's emergency response from a Provincial level, including notification of NL Department of Environment and Climate Change.
Media Coordinator	Public notifications will be arranged and conducted by the Media Coordinator.
Other agencies	Other agencies, services or expertise can be called upon as required to advise, assist, or participate in the hazardous material response.



iv. Civil Unrest

Civil Unrest can take several forms including public protests, labour demonstrations, strikes, and active threats. The Royal Newfoundland Constabulary would be the primary agency managing response to such a threat. The City however would provide support within its means, including the activation and use of the Emergency Operations Centre.





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v. City Infrastructure Failure

A City infrastructure failure can be the City’s own infrastructure failure or an essential service provider service failure. The City’s infrastructure would include its water systems including the water treatment plant, roads, and streets, etc. Essential service infrastructure failures could include provincial roadways, a telecommunications outage, a large electricity outage, etc.

EM Activation Threshold	Recommended Action
<p>An infrastructure outage that requires a multidepartment response and/or a large deployment of City resources.</p> <p>Such a situation would threaten the safety of residents.</p>	<p>The City Clerk will consult with EM Coordinator and if required, activate EOC. The EOC will coordinate and make decisions as to what the applicable decisions related to the response.</p> <p>The City Clerk will also notify the Mayor and City Manager of the emergency.</p>
Resources to be Called Upon as Required	Service Considerations
Public Works, Water and Wastewater Department (PWWW)	PWWW will conduct infrastructure repair and abatements, install barricades, acquire heavy equipment services. Assist in the determination of alternate traffic routes, etc.
Corner Brook Fire Department (CBFD)	<p>To conduct fire services, rescues, assist with evacuations, etc.</p> <p>The CBFD also holds the EOC portable hand radios that can be called upon if required to be used by all responding agencies.</p>
Royal Newfoundland Constabulary (RNC)	To assist with security, escorts, road closures, traffic control, rescue, conduct evacuations, criminal investigation, etc.
NL Health Ambulance	The ambulance service will provide emergency medical and conveyance services.
NL Emergency Services	NL Emergency Services will provide support to the City’s emergency response from a Provincial level, including notification of varied government support services.
Media Coordinator	Public notifications will be arranged and conducted by the Media Coordinator.
Other agencies	Other agencies, services or expertise can be called upon as required to advise, assist, or participate in the City Infrastructure failure response.



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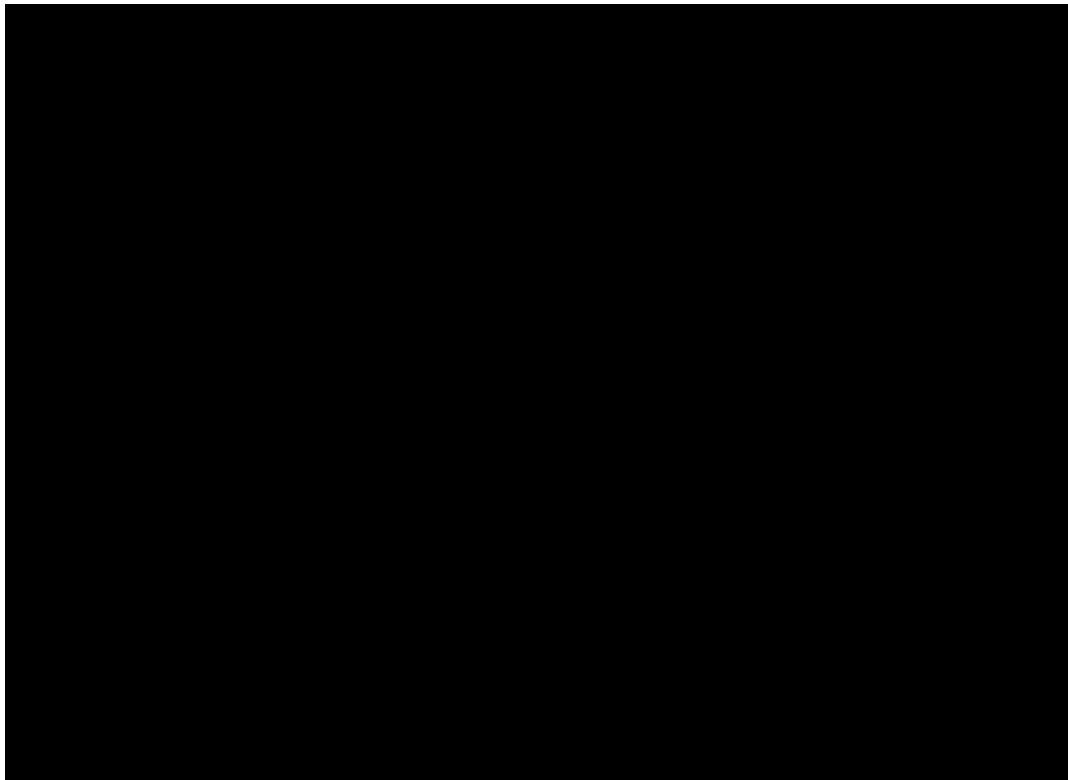
vi. City Cyber Attack

The City employs a collaboration of software and logs that monitor and protect its information and control systems from unauthorized access. In the event of a cyber-attack, the City’s Information Technology (IT) Department would use its system logs and software applications to verify whether there has been or is experiencing an attack. The IT department also uses support from external security service providers to help deal with security issues.

If it is deemed that the City has experienced an attack, IT will focus on immediate containment (isolating the affected system or systems) and implement temporary fixes to limit the impact, while proceeding with a more in-depth investigation. At the same time, staff would be notified accordingly.

Once our systems are secured, recovery processes will be underway, bringing all systems back to normal and validating that the systems are functioning correctly and free of threats.

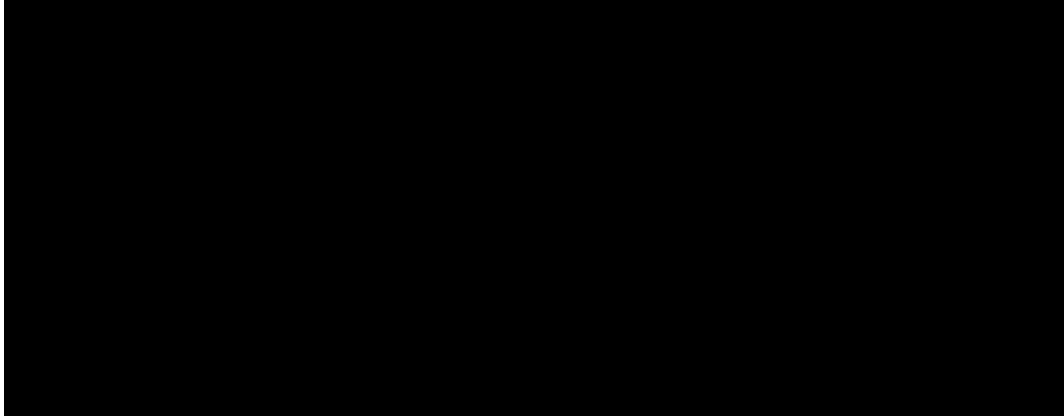
The following departments and agencies would likely be called upon during a cyber-attack within our City’s information systems:





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3. Emergency Sheltering

If evacuation of an area is required, the City will need to provide shelter for people and pets. The responsibility for sheltering is normally handled by the NL Department of Children, Seniors, and Social Services (CSSD). The CSSD will emergency essential services to all those affected by wide scale emergencies or disasters and have Direct Aid agreements with the Canadian Red Cross (CRC) and the Salvation Army (SA) to manage such.

i. Sheltering Threshold & Process:

Less than 10 households or 25 persons	EOC is to contact CRC directly at: [REDACTED]
	The CRC will conduct an assessment, and if eligible, will provide emergency short-term accommodations to impacted individuals at no cost to the City. The City is to confirm eligibility for these services directly with the CRC.
More than 10 households or 25 persons	EOC is to contact the Regional Emergency Management Planning Officer with Fire and Emergency Services or call the 24/7 NL Emergency Services line at: [REDACTED]
	Regional Emergency Management Planning Officer with Fire and Emergency Services will contact the Department of Children, Seniors and Social Development to activate the Emergency Essential Services as required. CSSD will engage the CRC at a larger scale.

NOTE: Costs associated with providing these emergency essential services are covered by the province, provided that the above noted processes are followed.

ii. Shelter Facilities

The City has two facilities that can be used for emergency evacuations as follows:

- a) Corner Brook Civic Centre located at 1 Canada Games Drive, Corner Brook, NL
 - Reception area;
 - Two (2) Ice Rink Surfaces



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- Several large meeting rooms
- Gymnasium
- Commercial kitchen cooking area

NOTE: No backup electricity generator. NL Power can be contacted to redirect and prioritize electricity to this facility.

b) Corner Brook Aquatics Centre, University Drive, adjacent to the Bennett Residence Wing, Corner Brook, NL

- Reception area;
- Swimming Pool
- Gymnasium
- Multipurpose room
- Boardroom

NOTE: This facility has a generator that provides backup electricity to the gymnasium of this building.

iii. Warming/Cooling Centers

A warming center is a short-term emergency location that operates during daytime hours. A warming center is operational during daytime hours and residents can return home during the nighttime. It provides heat/cooling and possibly warm/cold beverages and food to residents who have been without electricity or the ability to warm/cool for extended periods. Both above noted sheltering facilities can also perform as a warming or cooling center.

iv. Reception Centers

A reception center is a safe and secure location where those persons affected by a disaster are directed to report to receive information and/or services. This center will collect information from the displaced persons and coordinate further resources and referrals as required. The reception center will be the first point of contact for the above shelter or warming/cooling center and most likely positioned near or within these centers. This center would normally be administered by the Canadian Red Cross.



Appendix A | Hazard Vulnerability Assessment (HVA) Process

The City of Corner Brook has conducted an HVA that identifies the hazards that exist in our community and in turn provides direction to which we develop a response plan. Where a hazard is identified, measures are put in place to mitigate the realization of such hazards. Where the risk exceeds the mitigative measures, a plan must be established to respond to the risk.

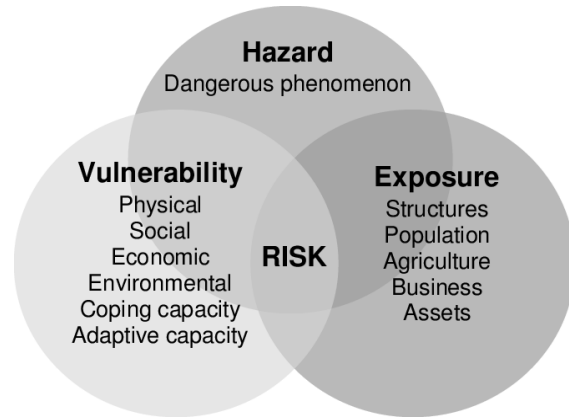
The process of the HVA consists of four steps:

1. Identification of Hazards/Vulnerabilities

To identify the hazards that exist within a community, the City engaged its community infrastructure and emergency response agencies and experts, including police, fire, ambulance, public works, water supply and treatment, Newfoundland Power, Grenfell Campus, Social Services, etc.

2. Assessing the Impact

In direct consultation and collaboration with our agency representatives, we can understand the severity or consequences of each hazard if they were to occur. However, all information is in a qualitative state and must be quantified.



3. Measuring the Risk

To quantify the risk or disaster exposure, the City is to review its own historical experiences along with our community’s agency knowledge and experiences and apply and correlate the Probability/Likelihood Ratings (Figure 3a.) and Severity/Consequence Ratings (Figure 3b.) for each identified hazard. Note that the Severity/Consequence Ratings are divided into five aspects that are assessed and averaged to determine its final numerical assignment.

By multiplying the numerical value of Severity/Consequence by the numerical value of Probability/Likelihood the calculated total represents the numeric risk level. When applied to the Risk Matrix, the risk level will fall within a risk level of Minor, Moderate, and Major.

4. Treating the Risk

Our City’s toleration of risk defines our treatment of risk. As such, risk levels that fall within the MAJOR risk rating require immediate mitigation, preparedness, and response measures to be enacted. MODERATE risk ratings should also have a similar approach to MAJOR



realizing that its priority may not be as immediate but still requires mitigation, preparedness, and response measures. MINOR risk rating does not require actions other than monitoring to re-assessment in the event the conditions change.

Where the risk cannot be eliminated, preparation to manage the impact of the risk is to be established. Such preparation includes the capacity to adequately respond; hence the response frameworks as defined within our plan.

Figure 3a.

Probability / Likelihood Ratings		
LEVEL	NUMBER VALUE	DESCRIPTION
ALMOST CERTAIN	5	Occurs often or very likely to occur at some time under current circumstances
	4	Has occurred several times or likely to occur especially if circumstances change
POSSIBLE / HAS HAPPENED	3	Has occurred more than once but less than three times in our history
	2	Has occurred once in the history of the city
RARE / UNLIKELY	1	Has never occurred



Figure 3b.

Severity / Consequence Ratings						
LEVEL	NUMBER VALUE	PEOPLE	OPERATIONS	ENVIRONMENT	ASSETS	REPUTATION
MAJOR	5	Multiple fatalities and injuries	More than 5 million remediation	More than 5 million remediation	More than 5 million in financial loss	Public confidence destroyed
	4	Single Fatality and some injuries	More than 1 million in operational costs	More than 1 million remediation	More than 1 million in financial loss	Public questioning and large media presence
MODERATE	3	Serious injury/s	Up to 1 million in operational costs	Up to 1 million for remediation	Up to 1 million in financial loss	Some residents questioning and small media presence
	2	Minor injury/s	More than 10K in operational costs	More than 10K for remediation	Slight damage (more than \$10K loss)	Some residents questioning and local media inquiring
MINOR	1	Slight injury/s	No operational costs	Little effect	Little impact (less than \$10K loss)	No residents inquiring and no Media



Figure 3c.

SEVERITY/ CONSEQUENCE	MAJOR	5	5	10	15	20	25
		4	4	8	12	16	20
	MODERATE	3	3	6	9	12	15
		2	2	4	6	8	10
	MINOR	1	1	2	3	4	5
			1	2	3	4	5
			RARE	POSSIBLE		ALMOST CERTAIN	
			PROBABILITY / LIKELIHOOD				

RISK MATRIX

5. Risk Profile

From its Hazard Vulnerability Assessment, the City of Corner Brook identified its most apparent risks, thereby creating its Risk Profile or Risk Registry. The following hazards have been identified as high-risk occurrences in our City.

i. Fire

- a. Residential Fires
- b. Broadway Fire
- c. Wildfire/Forest Fire

ii. Severe Weather Events

- a. Mid-winter melt
- b. Flooding
- c. Landslide
- d. Blizzard



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e. Electricity Outage

iii. Hazardous Materials Incident

- a. Traffic Collision
- b. Grenfell Laboratory
- c. Western Memorial Regional Hospital
- d. Corner Brook Pulp and Paper

iv. Civil Unrest

- a. Active Threat
- b. Public demonstration turning violent
- c. Mass gatherings/concerts

v. City Infrastructure Failure

- a. Water Treatment Plant
- b. Water System Delivery
- c. Storm Water System

vi. Cyber Attack

- d. City Hall
- e. Water Treatment Plant
- f. Water Distribution Systems



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APPENDIX B | Emergency Operations Centre (EOC)

Details of the Corner Brook EOC are as follows:

1. Location/s:

The Corner Brook primary EOC is located at:	
It's alternate EOC is located at:	Corner Brook, NL

2. Security Access:

The Corner Brook EOC will limit access to the EOC by placing a Municipal Enforcement Officer at its entrance that will monitor access to the facility. Only those approved by the Emergency Management Coordinator will be given access.

3. Conference Line / Virtual EOC:

Telephone No:	
Toll Free No:	
Access Code:	
Moderator Code:	(to be used by EM Coordinator only)

4. Telephone/s:

It is expected that members of an activated EOC will bring and use their own agency cellular telephones as per the EOC member directory located in Supplement A.

There are five activated landlines located in the EOC.

Polycom:	
Fax:	
Police:	
Public Works:	
Communications:	

5. Satellite Telephone:

The City of Corner Brook EOC is equipped with a portable satellite telephone as follows:

Global Satellite Telephone No:	
--------------------------------	--



6. Internet Connectivity:

The EOC has its own wireless internet network for EOC members to use for mobile devices and laptops. Connection details are as follows:

Network Name:	
Password:	

7. Media Room:

During an emergency, the media must not be given access to any other area of City Hall other than as follows. The Emergency Management Coordinator in consultation with the Media Coordinator will schedule when the media is to be given access to the Media Room. The Mayor will normally provide the Media update; however, he/she may call upon the City Manager or a Director to provide the update or answer media questions.

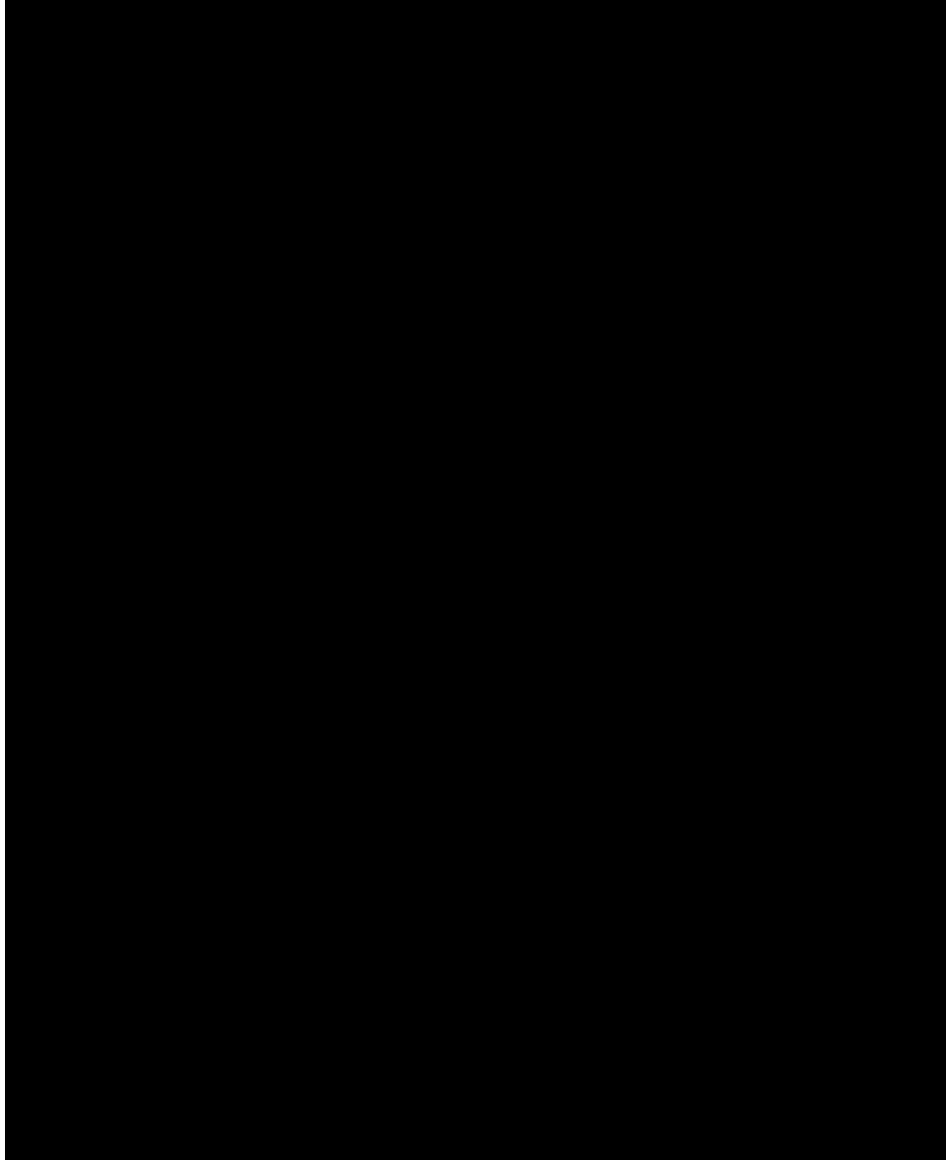
The Corner Brook primary Media Room is located at:	The Hutchings Room, Level 2, City Hall, 5 Park Street, Corner Brook, NL
Its alternate Media Room is located at:	The Atrium, Level 1, City Hall, 5 Park Street, Corner Brook, NL

8. Parking:

Parking for the EOC is in the [REDACTED], Corner Brook, NL.
For attendees that are not [REDACTED]
[REDACTED]



9. Layout of the Emergency Operations Centre





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APPENDIX C | EOC FORMS

1. Incident Briefing Form (ICS201)

Provides the Incident Command/Unified Command with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident. This form is generally prepared by the initial Incident Commander and passed to the Emergency Coordinator.

2. Emergency Operations Centre (EOC) Check-In/Check-Out Log (ICS210)

Provides a record of all attendees and resources at the EOC. This will be for all who attend in-person and those who call in to the conference line. This form is managed by the City Clerk and will serve as a permanent record for the incident.

3. Incident Team Organizational Assignment List (ICS203)

Records details of active unit representatives and contact information and is shared with all attendees of the EOC Team. Notably, not all positions need to be filled as each emergency event is scalable and often specific to the type of emergency. This form is managed by the City Clerk and will serve as a permanent record for the incident.

4. Chronology of Events Log (ICS214)

Records details of unit activity, including strike team activity or individual activity that has been deemed relevant to the incident. Generally used by the City Clerk who acts as a scribe to record all significant events in the response process. This form can be used by EOC attendees to record their actions as well.

5. Orchestration Assignments (ICS207)

Records details of the activated units and specific tasks assigned to those units. This form is used by the EOC Coordinator for their operational and organizational situational awareness.

6. Safety and Health Plan (ICS305)

Provides a safety risk evaluation, actions, and measures implemented to minimize employee risks while conducting response activities. This is used by the Human Resources representative to monitor and ensure the safety of persons involved in the response.



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Risks to be Considered

EMERGENCY OPERATIONS CENTRE ATTENDEES					
Name	Agency / Department	Assignment	Status		
			Present	In Route	Unknown
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Incident Briefing | Page 2 of 2)



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2. EMERGENCY OPERATIONS CENTRE CHECK-IN/CHECK-OUT										
Time Out										
Email										
Telephone										
Agency/Department										
Name										
Time In										

(Check In/Out | Page ____ of ____)



2. EMERGENCY OPERATIONS CENTRE CHECK-IN/CHECK-OUT										
Time Out										
Email										
Telephone										
Agency/Department										
Name										
Time In										

(Check In/Out | Page ____ of ____)



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3. INCIDENT TEAM ORGANIZATIONAL ASSIGNMENT LIST (ICS203)		
Incident Name		Operational Period (Date & Time) From: _____ to _____
Incident Commander (ER Coordinator)	Telephone No.	Email Address
EOC Administration Officer (City Clerk)	Telephone No.	Email Address
Safety Officer (Human Resources)	Telephone No.	Email Address
City Manager/Finance	Telephone No.	Email Address
Operations (Public Works)	Telephone No.	Email Address
Police	Telephone No.	Email Address
Fire	Telephone No.	Email Address
Ambulance	Telephone No.	Email Address
	Telephone No.	Email Address
	Telephone No.	Email Address
	Telephone No.	Email Address
	Telephone No.	Email Address

OTHER AGENCIES/DEPARTMENTS			
Name of Representative	Name of Agency/Department	Telephone No.	Email Address
Name of Representative	Name of Agency/Department	Telephone No.	Email Address
Name of Representative	Name of Agency/Department	Telephone No.	Email Address
Name of Representative	Name of Agency/Department	Telephone No.	Email Address
Name of Representative	Name of Agency/Department	Telephone No.	Email Address
Name of Representative	Name of Agency/Department	Telephone No.	Email Address

(Incident Team Organizational Assignment List | Page 1 of 1)



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City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

5. ORCHESTRATIONAL ASSIGNMENTS (ICS207)	
Incident Name	Operational Period (Date & Time) From: _____ to _____
OPERATIONAL OBJECTIVE/S	TASK ASSIGNMENTS TO COMPLETE OBJECTIVE
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details

(TASK ASSIGNMENT LOG | Page ____ of ____)



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

5. ORCHESTRATIONAL ASSIGNMENTS (ICS207)	
Incident Name	Operational Period (Date & Time) From: _____ to _____
OPERATIONAL OBJECTIVE/S	TASK ASSIGNMENTS TO COMPLETE OBJECTIVE
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details
	Unit / Representatives Name / Contact Information
	Task Details

(TASK ASSIGNMENT LOG | Page ____ of ____)



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

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6. SAFETY PLAN (ICS305)		
Incident Name		Operational Period (Date & Time) From: _____ to _____
Task Name	Prepared by: (name, position & title)	Date/Time Prepared
Description of Hazard		
Precautions Implemented		
Special Instructions		
Safety Equipment Required		
Item Description	Item Description	Item Description
<input type="checkbox"/> Work Gloves	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Latex Gloves	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Goggles	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Helmet/s	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coveralls	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fall Arrest Harness	<input type="checkbox"/>	<input type="checkbox"/>

(SAFETY PLAN | Page ____ of ____)



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APPENDIX D | STATE OF EMERGENCY – DECLARATION FORM

DECLARATION OF STATE OF EMERGENCY

Pursuant to Section 43 (1) of the City of Corner Brook Act, 1990 of the Province Newfoundland and Labrador, and being satisfied that an emergency exists;

Describe Nature of the Emergency

.....
.....

which endangers or could endanger the health, safety, or welfare of persons or threatens or could threaten damage to property within the Municipality;

AND WHEREAS the emergency exists in the area bounded by the following:

Describe the Boundaries of the Emergency

.....
.....

THEREFORE, BE IT RESOLVED THAT pursuant to Section 43 (1) of the City of Corner Brook Act, 1990 of the Statutes of Newfoundland and Labrador, the Council of the City of Corner Brook hereby declares that a state of emergency exists as of and from:

Start Date (DD/MM/YYYY) | Start Time | AM | PM | **and until** | End Date (DD/MM/YYYY) | End Time | AM | PM

unless this Declaration is renewed or terminated in writing by the Council.

IN WITNESS WHERE the council, or the mayor, where previously authorized by the council, has declared a state of emergency in the city, or a part of it, the City of Corner Brook has by resolution number _____ carried and declared this state of emergency.

Moved by Councilor | _____ | **and** | _____ | Seconded by Councilor

Signed by | _____ | Print Name | _____ | Position | _____ | Date (DD/MM/YYYY) | _____

Completed form must be emailed to [redacted] or faxed to [redacted]
Please call [redacted] to confirm receipt of same.



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APPENDIX D | STATE OF EMERGENCY – TERMINATION FORM

TERMINATION OF STATE OF EMERGENCY

The City of Corner Brook declared a State of Emergency on _____, 20____,
pursuant to Section 43 (1) of the City of Corner Brook Act, 1990, a Statute of the province of
Newfoundland and Labrador, relating to the emergency of:

Describe Nature of the Emergency
.....
.....
.....

AND WHEREAS the emergency existed in the area bounded by the following:

Describe the Boundaries of the Emergency
.....
.....
.....

IN WITNESS WHEREOF the council, or the mayor, where previously authorized by the council,
had declared a state of emergency in the city, or a part of it, the City of Corner Brook has by
resolution number _____ carried and hereby terminates this state of emergency.

Moved by Councilor _____ and _____
Seconded by Councilor _____

Signed by _____ Print Name _____ Position _____ Date (DD/MM/YYYY) _____

Completed form must be emailed to FES-NL@gov.nl.ca or faxed to (709) 729-2524
Please call (709) 729-3703 to confirm receipt of same.



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