



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **March 10, 2025** at **7 pm. 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, 17 FEBRUARY, 2025 AT 7:00 PM**

PRESENT:

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

25-011 Land Acknowledgement

Councillor P. Gill read the land acknowledgment.

25-012 Approval of Agenda

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

25-013 Approval of Minutes- Committee of the Whole January 27, 2025

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of January 27, 2025. **MOTION CARRIED.**

25-014 Business Arising From Minutes

Councillor P. Gill requested an update on snow clearing operations and clean up for snow that is built up at intersection. The Director of Engineering, Development and Operations advised that staff are working on additional cleanup, however as the same equipment used for clean up is the same as we used for clearing roads, the roads take priority.

25-015 Proclamations and Events

The Mayor declared the following proclamations were made:

- February 1-7 was declared Eating Disorders Awareness Week;
- February 13 was declared Wear Red Canada Day;
- The Canada Summer Games Torch Relay is coming to Corner Brook this Summer;
- Corner Brook Winter Carnival is kicking off this Friday, February 20, 2025.
-

25-016 Owner's Advisor - Regional Recreation Centre PCA Amendment No. 13

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** that the City of Corner Brook Council approve PCA Amendment No.

13 in the amount of \$28,750.00 (HST Included) for the Owner's Advisor - Regional Recreation Centre for Atkins Realis. **MOTION CARRIED.**

25-017 Wellington Soccer Turf Replacement

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** that the council of the City of Corner Brook approve the replacement of the artificial turf at the Wellington Soccer Complex for the amount of \$1,092,779.52. to be completed by FieldTurf. **MOTION CARRIED.**

25-018 Corner Brook Regional recreation Centre - Overnight Cleaning

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that the council of the City of Corner Brook award the contract for the overnight cleaning at the Corner Brook Regional Recreation Centre for the amount of \$162,826.20 (HST Included) to Blair Holdings Limited for the period of 12 months. **MOTION CARRIED.**

25-019 Country Road Sidewalk Construction - Active Transportation Fund Application

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** that the City of Corner Brook Council support the application for funding to complete the Country Road Sidewalk Construction under the Canada Active Transportation Fund. **MOTION CARRIED.**

25-020 Confederation Drive Multi-Use Trail - Active Transportation Fund Application

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council support the application for funding to complete the Confederation Drive Multi-Use Trail under the Active Transportation Fund. **MOTION CARRIED.**

25-021 Discretionary Use - 91 Reid Street - Home Based Business Office
Deputy Mayor L. Chaisson declared a conflict of interest as the application was for her address. There was unanimous consent that the Deputy Mayor was in a conflict regarding this item. Deputy Mayor L. Chaisson entered the gallery and abstained from debate and voting on this item.

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 91 Reid Street in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

25-022 Discretionary Use - Personal Service Use in General Industrial Zone - 12 Maple Valley Road

On motion by Councillor B. Griffin, seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook approve the discretionary office use at the property located at 12 Maple Valley Road in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

25-023 Delegation of Authority - Records Management

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to provide a delegation of authority to the City Clerk to approve amendments to the Records Retention Schedule providing the amendments are made in keeping with the standard of practice for records management and that Council is provided with regular updates regarding amendments. **MOTION CARRIED.**

25-024 Speed Limit Policy

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council adopt the attached policy on the Process for Setting Speed Limits. **MOTION CARRIED.**

25-025 Jigs & Wheels Opening – Noise Regulation Exemption for West Street - Street Party

Councillor C. Pender asked if he would be in a conflict of interest regarding this item as he lives near the downtown. There was unanimous consent that he was not in a conflict of interest as the event is in the downtown and not in the residential area.

On motion by Councillor P. Keeping, seconded by Councillor B. Griffin, it is **RESOLVED** that the Council of the City of Corner Brook Grant the exemption to the City of Corner Brook Noise Regulations in support of the 2025 Jigs and Wheels Festival to carry out a street party on a portion of West Street. The bylaw exemption will be in effect from 2200, Friday, July 25th – 0100, Saturday, July 26th, 2025 for the West Street area. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:48 p.m.

 City Clerk

 Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Jessica Smith
Meeting: Regular Meeting - 10 Mar 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months
Attachments: [Amyloidosis Awareness Month](#)
[Corner Rapids Swim Club Proclamation](#)

BACKGROUND INFORMATION:

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

- **March was declared Amyloidosis Awareness Month-** Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. This month is dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones.
- **March 3-7 was declared Swim for Hope Week-** 2025 marks the 28th Annual Swim for Hope fundraising event for Cancer Care in Corner Brook and throughout Newfoundland and Labrador. Last year, Corner Brook Rapids raised over \$10,000, and more than \$160,000 over the years for local cancer care.
- **March 8 was International Women's Day-** a day to celebrate the strength, achievements, and resilience of women. This year's theme is "Accelerate Action: Emphasizing the urgency of advancing gender parity and supporting initiatives that empower women and girls.

Legislative Assistant

Approved - 06 Mar 2025

City Manager

WHEREAS, March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and

WHEREAS, Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

WHEREAS, Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

WHEREAS, Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

WHEREAS, Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

WHEREAS, Early diagnosis can lead to better outcomes for both patients and their families; and

WHEREAS, Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

Therefore: I, _____, Mayor of the City/Town of

_____, do hereby proclaim the month of March, 2025 be observed as Amyloidosis Awareness Month.

Signed By:

Mayor _____

City/Town of _____

ATTENDU QUE mars est le Mois de la sensibilisation à l'amylose, un mois consacré à la sensibilisation, au financement de la recherche et au soutien des personnes atteintes d'amylose et de leurs proches; et

ATTENDU QUE l'amylose est un groupe de maladies qui se développe lorsqu'une protéine se replie de façon anormale, entraînant des dépôts d'amyloïde, s'accumulant dans les tissus et les organes du corps. Si elle n'est pas traitée, la maladie peut entraîner une défaillance d'organe et peut être fatale; et

ATTENDU QUE l'amylose peut imiter les signes et les symptômes de situations médicales plus courantes et que la maladie peut être difficile à diagnostiquer; et

ATTENDU QUE l'amylose touche souvent les personnes âgées ou d'âge moyen; cependant, des personnes plus jeunes ont reçu un diagnostic de cette maladie; et

ATTENDU QUE certains des signes et symptômes de l'amylose peuvent inclure l'essoufflement, la perte de poids, la fatigue, des œdèmes des chevilles et des jambes,

l'engourdissement des mains et des pieds, l'urine mousseuse, le syndrome du canal carpien, les ecchymoses autour des yeux et une langue épaissie ;et

ATTENDU QUE le diagnostic précoce peut mener à de meilleurs résultats pour les patients et leurs familles; et

ATTENDU QUE la sensibilisation à tous les types d'amyloses, y compris les formes héréditaires et non héréditaires de la maladie, peut contribuer à l'édification de communautés plus saines partout au Canada.



Corner Brook Rapids Swim for Hope Proclamation

WHEREAS, Corner Brook Rapids Swim Club is a valuable member of our community for over 65 years, contributing significantly to Cancer Care Foundation and Swimming Newfoundland and Labrador Annual Swim for Hope Event and

WHEREAS, 2025 marks the 28th Annual Swim for Hope fundraising event for Cancer Care in Corner Brook and throughout Newfoundland and Labrador. Last year, Corner Brook Rapids raised over \$10,000 and more than \$160,000 over the years for local cancer care. In Newfoundland and Labrador, Swim for Hope has raised almost \$3million since 1997. Again this year, Corner Brook Rapids will undertake a significant initiative to raise money for Cancer Care Centre in Corner Brook and the Cancer Care Foundation of Newfoundland and Labrador during the 2025 Swim For Hope; and

WHEREAS, Corner Brook Rapids Swim Club athletes build confidence, develop discipline and character to demonstrate a strong commitment to their sport and in turn find the inspiration necessary to do their best in challenging situations. The club fosters a positive and inclusive environment, provides essential skill development to athletes and the importance of being responsible members of the community

WHEREAS, recognizing and celebrating the contributions of Corner Brook Swim Club to cancer care in Corner Brook it is important that we show community support throughout the 2025 Swim for Hope campaign.

NOW, THEREFORE, I, Jim Parsons, Mayor of Corner Brook do hereby declare that March 3rd to 7th is Swim for Hope Week for the Corner Brook Rapids in the City of Corner Brook.

Signed at City Hall, Corner Brook, NL on the _____ day of March 2025

Jim Parsons, Mayor
City of Corner Brook



Request for Decision (RFD)

Subject: Corner Brook Regional Recreation Center Change Order No. 66

To: Donny Burden

Meeting: Regular Meeting - 10 Mar 2025

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [CB2021-10 Change Order #066 - HRV Unit Replacement \(002\) Redacted](#)

BACKGROUND INFORMATION:

This change order covers the supply cost of a new Heat Recovery Ventilator (HRV) unit to replace the existing malfunctioning unit which services the change rooms on Level 1. The installation cost of the unit will be covered in a separate change order.

Under the initial contract it was planned to keep the existing HRV unit in place and the contractor was responsible for repairs of the unit if required during the course of construction. After many parts were replaced by the contractor, the unit stopped functioning altogether, therefore, replacement of the HRV unit is required.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 66 for Pomerleau Inc. for the the Corner Brook Regional Recreation Center in the amount of \$47,212.30 HST Included

FINANCIAL IMPACT:

Authorized Contract Amount \$22,091,500.00

Previous Change Orders \$2,633,522.36

Budget Code: [REDACTED]

Finance Type: Funding

Director of Engineering, Development and Operational Services Approved - 25 Feb 2025

City Manager Approved - 25 Feb 2025

Administrative Assistant Approved - 03 Mar 2025

City Manager

Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice

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March 2022

PROJECT NAME: Corner Brook Regional Recreation Centre DATE: 2025-02-11
MI PROJECT NO: 17-CCR-21-00005 CHANGE ORDER NUMBER: 066
CONTRACTOR: Pomerleau Inc.

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

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

.3 DESCRIPTION OF CHANGE

The supply of new existing HRV unit to replace existing malfunctioning unit which services the changes rooms on Level 1. The installation of the unit is covered in a separate Change Order. Scope also includes the supply of an insulated curb for the new unit, troubleshooting of the existing unit to override it to exhaust mode only as a temporary measure until new unit is supplied, and the subconsultant design costs associated with the selection of the new unit.

.4 EFFECT OF CHANGE ON CONTRACT

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

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

WORKING DAYS: _____ REVISED COMPLETION DATE: _____

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

No Change

Addition to Contract including HST payable by the Owner \$ 47,212.30

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

Contractor: _____

(Signature)

Transportation and Infrastructure

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

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March 2022

Authorized Contract Amount (A)	\$	22,091,500.00
Change Order Limit (greater of 10% or \$15,000)	\$	2,209,150.00
Previous Change Orders (B)	\$	2,633,522.39
This Change Order (C)	\$	47,212.30
New Approved Contract Amount (A+B+C)	\$	24,772,234.69

Enter Motion # approving CO (required) _____
 OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

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

DATE: Feb. 12, 2025 Consultant: _____
 DATE: _____ Municipality /Owner: _____
 DATE: _____ Regional Engineer: _____
(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

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

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

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

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order. List below the attachments provided:

A copy of this document signed by the Owner and Consultant, Contractor change order cost and supporting emails.

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

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March 2022

Note: Upon Regional Engineer approval, the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer's signature will be returned to the Consultant for distribution to all applicable parties.

Transportation and Infrastructure



CHANGE ORDER

Owner: <u>City of Corner Brook</u>	Change Order No.: <u>066</u>
Project: <u>Corner Brook Regional Recreation Centre</u>	AR Project No.: <u>677762</u>
Project No.: <u>CB2021-10</u>	Phase: <u>N/A</u>
Contractor: <u>Pomerleau Inc.</u>	Date: <u>11-Feb-2025</u>

SCOPE:

The supply of new existing HRV unit to replace existing malfunctioning unit which services the changes rooms on Level 1. The installation of the unit is covered in a separate Change Order. Scope also includes the supply of an insulated curb for the new unit, troubleshooting of the existing unit to override it to exhaust mode only as a temporary measure until new unit is supplied, and the subconsultant design costs associated with the selection of the new unit.

SCHEDULE:

COMMENTS:

<u>ORIGINAL CONTRACT VALUE.....</u>	\$ 19,210,000.00
<u>CURRENT CHANGE ORDER VALUE.....</u>	\$ 41,054.17
<u>CUMULATIVE CHANGE ORDER VALUE.....</u>	\$ 2,331,073.65
<u>REVISED CONTRACT VALUE.....</u>	\$ 21,541,073.65

*** All amounts identified above exclude HST*

Signatures below confirm review and recommendation for the related change order.

**APPROVED BY OWNER'S ADVISOR:
AtkinsRéalis Inc.**

Recommended By: Steven Greeley, P.Eng.
Title: Project Manager

Date: 11-Feb-2025

677762-0001-POM-C-CHO-000-0066_ 0

	CONTEMPLATED CHANGE ORDER REVIEW	
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PROJECT #	PHASE	AR REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #074	EC-0076 R1

Document Control Date Received: February 11, 2025

AR Document Control Number: 677762-0001-SLI-C-CCO-000-0074_2

Discipline Review Checklist

Discipline	Review Required	Reviewed By	Date
Civil	<input type="checkbox"/>		
Structural	<input type="checkbox"/>		
Architectural	<input type="checkbox"/>		
Mechanical	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>		
PM Review	<input checked="" type="checkbox"/>	Steven Greeley	February 11, 2025

AR recommendation to Owner for approval

Rejected - revise and re-submit subject to comments

Comments

This CCO covers the supply costs for the new HRV exhaust unit servicing the change rooms + the associated design costs and field investigation labour on the existing unit. These costs were reviewed in the previous revision of the CCO with no comment and at the request of AtkinsRealis have been submitted separate from the installation costs as there was disagreement in that portion of the cost. This CCO will facilitate the ordering of the unit.

Note - refer to the comments herein, there is a mathematical error in the 10% markup on the unit and this CCO is overpriced by \$16.00 too much plus applicable markups. To avoid additional paperwork, make adjustment on submission of installation CCO.

This review does not relieve the Vendor/Contractor of any responsibility for errors or omissions on its part or from full compliance with contractual or other obligations.

POMERLEAU

101, 84 AVENUE SAINT-GEORGES, C.C. 03V 0H1 CANADA T_416 256-8800 F_416 256-3954
 880, 880 SAINT-MAURICE, BUREAU 800, MONTREAL, QC H2T 2A2 CANADA T_514 789-0726 F_514 789-2288
 583, CHEMIN OLIVER, LEVIS, QC G3A 2M6 CANADA T_418 628-2314 F_418 628-0241
 220-343 PRESTON STREET, OTTAWA, ON K1S 1H4 CANADA T_613 244-4322 F_613 244-4327
 1400 BELFORD HIGHWAY, SUITE 200, BEDFORD, NS B4A 1E8 CANADA T_902 458-2608 F_902 458-3048
 3306 BLAIR STREET WEST, CENTRE TOWER (10TH FLOOR), SUITE 3050, TORONTO, ON M5A 2K3 CANADA T_416 307-0940 F_416 307-9639
 99 ASPENRIE ROAD, SUITE 300, ST. JOHN'S, NL A1A 4Y3 CANADA T_709 738-9110 F_709 738-9110
 MOUNTAIN VIEW BUSINESS CAMPUS, 4605, 4TH STREET S.E., SUITE 311, CALGARY, AB T2C 2W3 T_403 237-5008 F_403 434-7795
 8041 - 129TH STREET, SURREY, BC V3W 0A6 T_604 592-0707 F_604 592-0705
 RBO_2143-1162-70 HEO_8091-8098 WWW.POMERLEAU.CA

February 11, 2025

Mr. Steven Greeley
SNC Lavalin
 27 Beclin Road, Muont Pearl
 A1N 5G4

RE: EC 00076R1
 Email: steven.greeley@snclavalin.com

PROJECT: Corner Brook Rec Centre
 Ref. No.: 20.0382

SUBJECT: EEC 074 - HRV Unit Replacement
 Our file EC 00076R1 per CCN 074

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change **EC-0076R1**.

THE WHOLE FOR A TOTAL OF: \$41,054.17 (\$ CAD)
(HST Excluded)

We request that you send the pertinent Charge Order for signature by all the stakeholders as quickly as possible. Any element that is not specifically included and that could be required for the execution of this change is excluded.

Our price is valid for a period of ten (10) days from the date of reception of this letter.

If applicable, you will be informed of the impact of the overall work schedule at a later date, either when the Change Order or amendment to the contract is signed, or as part of a general evaluation at the end of the work.

We trust that the above is satisfactory.

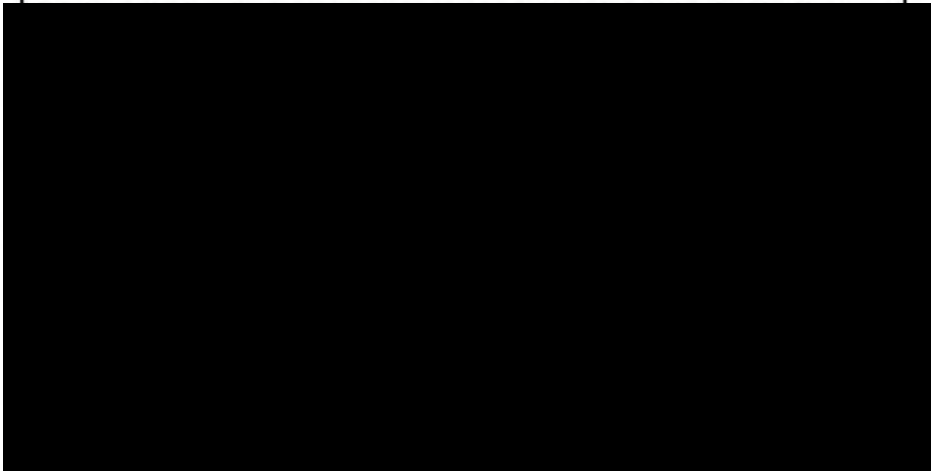
Yours truly,

POMERLEAU INC.

Warren Dietrich
 Project Manager

Enclosed: Breakdown of Costs Associated with the Change
cc: Ken Aucoin
 Aswin Rajendran

EXTERNAL CHANGE	
Date: February 11, 2025	External Change No.: EC 00076R1
POMERLEAU INC. 99 Airport Road, Suite 200 St. Johns, NL A1A 4Y3	Project: 20.0382 Corner Brook Rec Centre
	Owner Directive No.: CCN 074
Owner: City of Corner Brook	RFI No.: 0
Description of Change: EEC 074 - HRV Unit Replacement	



PROPOSAL BY CONTRATOR	
Revision History:	
1	Revised to supply and design only. A separate EC will be issued for the installation. Work is to be completed in accordance with the CCO 074 and Mechanical PCO#2
The amount of the Contract will be: (Excl. HST)	The duration of the contract will be:
<input type="checkbox"/> [redacted] by [redacted] <input type="checkbox"/> [redacted] by [redacted] <input type="checkbox"/> [redacted]	<input type="checkbox"/> [redacted] by [redacted] TBD <input type="checkbox"/> [redacted] by [redacted] [redacted] <input checked="" type="checkbox"/> [redacted]

EXTERNAL CHANGE - Cost Summary			
Description:			
Summary of cumulative costs associated with the execution of the scope of the change. See subsequent pages for details.			
ITEM No.	ITEM DESCRIPTION, SUBTRADE or PHASE	POM COST (\$ CAD)	SUBTRADE COST (\$ CAD)
1	Pomerleau	\$ 300.00	
2	Core Engineering Inc		\$ 1,850.00
3	Northridge Developments Ltd		\$ 34,335.00
	Subtotal:	\$ 300.00	\$ 36,185.00
	Overhead:	10%	0%
		\$ 30.00	\$ -
	Subtotal:	\$ 330.00	\$ 36,185.00
	Profit:	10%	10%
		\$ 33.00	\$ 3,618.50
	Subtotal:	\$ 363.00	\$ 39,803.50
	Subtotal:	\$	40,166.50
	Bonding (0.88%)	\$	353.46
	Insurance (1.33%)	\$	534.21
	Warranty (2%)		
	Contingency (2%)		
	SUBTOTAL:	\$	41,054.17
	HST:		15%
		\$	6,158.13
	TOTAL:	\$	47,212.30

EXTERNAL CHANGE - Detailed Cost Breakdown				
Description:				
Costs associated with the self performed portion of the over all costs consisting of current collective agreement rates, project staff, equipment, and other applicable costs associated with the execution of the scope change.				
1.0 Labour, Supervision and Management Cost to Execute Change				
Item	Qty	Unit	Unit Rate	Total
Labourer Journeyman		hr	\$ 65.88	
Labourer Journeyman Cleaning		hr	\$ 65.88	
Labourer Journeyman Overtime		hr	\$ 98.82	
Labourer Foreman		hr	\$ 70.31	
Carpenter Journeyman		hr	\$ 103.85	
Carpenter Journeyman Overtime		hr	\$ 81.04	
Carpenter Foreman		hr	\$ 87.50	
Carpenter Foreman Overtime		hr	\$ 140.76	
Concrete Pump - Extra Man		hr	\$ 35.00	
Survey Crew - Layout		hr	\$ 160.00	
Administration		hr	\$ 65.00	
Document Control		hr	\$ 65.00	
Safety Officer		hr	\$ 90.00	
Assistant Project Manager		hr	\$ 85.00	
M&E Coordinator		hr	\$ 92.00	
Commissioning Coordinator		hr	\$ 85.00	
LEED Coordinator		hr	\$ 85.00	
Superintendent		hr	\$ 110.00	
Project Manager	3	hr	\$ 100.00	\$ 300.00
Project Director		hr	\$ 125.00	
Materials Testing and Laboratory		ea	\$ 500.00	
Traffic Control		Day	\$ 1,280.00	
Confined Space (Attendants & Rescue)		hr	\$ 151.44	
As-Built Drawings		hr	\$ 65.00	
Board and Lodging		Day	\$ 400.00	
2.0 Equipment & Materials Costs to Execute Change				
Item	Qty	Unit	Unit Rate	Total
Concrete		m3	\$ 199.00	
Concrete (Winter Premium)		m3	\$ 15.50	
Concrete Pump		hr	\$ 200.00	
Concrete Pump - Throughput		m3	\$ 5.00	
Superplasticizers		m3	\$ 14.50	
Hoarding Allowance		ea	\$ 500.00	
Temporary Heating Equipment		wk	\$ 550.00	
Temporary Heating Fuel		wk	\$ 300.00	
Exhaust Fan		wk	\$ 150.00	
Gas Detection & Calibration		mth	\$ 1,080.00	
Drywall/Ceiling Materials Allowance		ea	\$ -	
Paint/Sealer Allowance		ea	\$ -	
Blocking Allowance		ea	\$ -	
Fasteners Allowance		ea	\$ -	
Scaffolding Allowance		ea	\$ -	
Electric or Fuel Powered Lift		day	\$ 100.00	
Crane		hr	\$ 210.00	
Waste Container/Tipping		ea	\$ 475.00	
Material Allowance for Cleaning Supplies			\$ 50.00	
Safety Equipment Allowance		ea	\$ -	
Company Vehicle/Fuel		day	\$ 120.00	
Fall Arrest Setup		day	\$ 60.00	
Confined Space (Equipment)		day	\$ 120.00	
			Subtotal:	\$ 300.00

3.0 Cost For Extension of Time				
Description:				
This section include costs associated with extension of contract Time associaied with the Change in Work. These are independent of the costs to execute the Change in Work. This section also includes costs associated with increasing any/all misc. general conditions associated with full performance of the base scope o' work. This is an estimate and inherently does not account for time to approval, concurrent changes and compounding effects of changes. This is an estimate of immediate schedule impact and not secondary impact unless noted herien. This does not account for costs of subcontractors' and other parties extension unless addressed otherwise herein.				
Item	Qty	Unit	Unit Rate	Total
Site Office		day	\$ 48.00	
Consumables		day	\$ 30.00	
WC/Maintenance		day	\$ 24.00	
Company Vehicle/Fuel		day	\$ 120.00	
Electrical Consumption		day	\$ -	
Lighting and Distribution		day	\$ 30.00	
Board and Lodging		day	\$ 400.00	
Safety Equipment		day	\$ 50.00	
Site Security		day	\$ 200.00	
Logistics		day	\$ 50.00	
Accounting		day	\$ 150.00	
Contractual Department		day	\$ 50.00	
IT Support		day	\$ 70.00	
Telecommunications		day	\$ 50.00	
Administration		hr	\$ 65.00	
Document Control		hr	\$ 65.00	
Safety Officer		hr	\$ 100.00	
Project Coordinator		hr	\$ 74.00	
M&E Coordinator		hr	\$ 92.00	
Commissioning Coordinator		hr	\$ 85.00	
LEED Coordinator		hr	\$ 85.00	
Superintendent		hr	\$ 110.00	
Project Manager		hr	\$ 100.00	
Project Director		hr	\$ 130.00	
Subtotal:				\$ -
TOTAL POMERLEAU COSTS:				\$ 300.00



Request for Decision (RFD)

Subject: Borrowing Resolution

To: Darren Charters
Meeting: Regular Meeting - 10 Mar 2025
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview: Capital project funding

BACKGROUND INFORMATION:

The City of Corner Brook is required to borrow to pay for its share of capital projects that are not otherwise financed through operating funds or funding from the Federal or Provincial governments. The City's borrowing for the 2025 fiscal year will be used to pay for the City's share of the following project:

- New Recreational Centre – [REDACTED]

Quotes were received from four out of the five chartered banks as follows:

TD Bank:	: 3.652%
BMO Bank	: 3.79%
CIBC	: 3.91%
Scotia Bank	: no quote
Royal Bank of Canada	: 3.62%

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve to borrow \$5,000,000 for a 5 year term with a 5 year amortization at the lowest quoted rate by RBC Bank at 3.62% (subject to change as per market rate while final approvals are obtained for the New Recreational Centre – [REDACTED])

RECOMMENDATION:

It is staff's recommendation to approve the borrowing from RBC Bank for the New Recreational Centre.

Director of Finance and Administration	Approved - 06 Mar 2025
City Manager	Approved - 06 Mar 2025
Legislative Assistant	Approved - 06 Mar 2025

City Manager



Request for Decision (RFD)

Subject: RFP - Water Audit and Leak Analysis

To: Donny Burden
Meeting: Regular Meeting - 10 Mar 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [CBCL Proposal Pricing Form](#)

BACKGROUND INFORMATION:

This RFD is intended to address the selection of a Prime Consultant related to the Water Audit and Leak Analysis Project. This project is funded under the 2023-2026 Multi-Year Capital Works Program and consists of completing an audit of the City water use. Areas with unaccounted-for water use will be focused on to complete a leak detection strategy with step testing and leak noise correlation. The City of Corner Brook requested proposals to select a Prime Consultant for the project.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook accept the proposal submitted by CBCL for the Water Audit and Leak Analysis in the amount of \$239,396.60 HST included. The Corner Brook City Council authorizes the City Manager to sign the PCA Agreement with the Consultant, CBCL, on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

70/30 share funding totaling a budget of \$298,500.00 HST included

Budget Code: [REDACTED]

Finance Type: Funding

Director of Engineering, Development and Operational Services Approved - 06 Mar 2025
City Manager Approved - 06 Mar 2025
Legislative Assistant Approved - 06 Mar 2025

City Manager

APPENDIX F – PRICING FORMS

SCHEDULE II

(Water, Sewer, and Municipal Roads)

BASIC AND OTHER ADDITIONAL SERVICES FEES

	<u>BASIC SERVICES</u>		
	IWA Water Audit		\$ 58,301.50
	DMA Operation		
	Work Period 1		\$ 50,057.00
	Work Period 2		\$ 50,057.00
	Final Report		\$ 23,574.00
	<u>Other:</u>		
	* Project Expenses for Above Services		
	Work Period 1		\$ 13,047.25.
	Work Period 2		\$ 13,047.25.
A	SUB-TOTAL SERVICE FEES		\$ 208,084.00
	Price to complete additional IWA Water Audit in 2026 and 2027 (separate price, do not include in item A or C)		\$40,000 per year, Water audit only, no field work or modeling
B	TOTAL HST	15% of A	\$ 31,212.60.
C	TOTAL SERVICE FEE (Including HST)	A+B	\$239,296.60

* per Treasury Board Rates at time of signing contract. Rates available at <https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/> and <https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/>. HST to be removed before applying the value to the form above.



Request for Decision (RFD)

Subject: Riverside Drive Embankment Risk Assessment

To: Donny Burden
Meeting: Regular Meeting - 10 Mar 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Stantec - Financial](#)

BACKGROUND INFORMATION:

This RFD is for the selection of a Prime consultant for the Riverside Drive Embankment Risk Assessment project. The project, funded through the City's COOR budget, involves conducting a hydrological assessment, reviewing historical climate data, and developing a risk matrix to help monitor the area. This matrix will serve as a tool for City staff to determine whether to close the road in the event of heightened landslide risks.

Three proposals were submitted for this project and evaluated according to the RFP criteria.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook accept the proposal submitted by Stantec for the Riverside Drive Embankment Risk Assessment in the amount of \$103,193.46 HST included. The Corner Brook City Council authorizes the City Manager to sign the PCA Agreement with the Consultant; Stantec on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

COR funding

Finance Type: Budget

Director of Engineering, Development and Operational Services Approved - 06 Mar 2025
 City Manager Approved - 06 Mar 2025

Legislative Assistant

Approved - 06 Mar 2025

City Manager

APPENDIX F – PRICING FORMS

**SCHEDULE II
BASIC AND OTHER ADDITIONAL SERVICES FEES**

	BASIC SERVICES		
	Hydrological Assessment		\$ 4,653.44
	Preliminary Design Interventions		\$ 10,752.00
	Historical & Climate Data Review/Summary		\$ 2,896.00
	Hydrological Report		\$ 7,370.00
	Data Analysis & Risk Assessment		\$ 39,938.00
	Draft Risk Assessment Deliverable		\$ 11,196.00
	Final Risk Assessment Deliverable		\$ 3,996.00
	Project Management		\$ 8,932.00
A	SUB-TOTAL SERVICE FEES		\$ 89,733.44
B	TOTAL HST	15% of A	\$ 13,460.02
C	TOTAL SERVICE FEE (Including HST)	A+B	\$ 103,193.46

* per Treasury Board Rates at time of signing contract. Rates available at <https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/> and <https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/>. HST to be removed before applying the value to the form above.



Request for Decision (RFD)

Subject: Special Olympics Fundraiser

To: Darren Charters

Meeting: Regular Meeting - 10 Mar 2025

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: The Special Olympics Law Enforcement Torch Run is hosting a 2025 West Coast Polar Plunge fund raising event on April 6th, 2025, at Tipping's Pond in Massey Drive.

Attachments: [SO Poster](#)

BACKGROUND INFORMATION:

The City of Corner Brook has always been a strong supporter of the Special Olympics. This event invites all First Responders and Law Enforcement officers to gain financial sponsors to have them take a plunge into the cold, dark, ice-covered water of Tipping's Pond, in their full working uniform! This can be a huge fundraiser for the Special Olympics organization, and great fun for everyone, dippers and spectators alike.

The Protective Services Department has several staff willing to take the plunge and would like to support them with their support of a great cause by matching their sponsorships up to \$500.00 per staff member, either in the Municipal Enforcement Department or the Corner Brook Fire Department.

PROPOSED RESOLUTION:

The Council of the City of Corner Brook hereby authorizes the Director of Protective Services to match the sponsorships of up to \$500.00 per staff member participating in the 2025 West Coast Polar Plunge fundraising event for the Special Olympics of Newfoundland and Labrador.

FINANCIAL IMPACT:

The Department will have to reallocate up funds to pay for this fundraising event.

RECOMMENDATION:

Staff recommend that we provide this sponsorship only on the condition that AEDs be on site for emergency resuscitation of its participants.

ALTERNATIVE IMPLICATIONS:

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

1. Not providing this sponsorship: will result in no donation from the City to support this fundraising event. Staff will be limited to outside donations only.
2. Providing this sponsorship will demonstrate the City's support of staff who are volunteering to raise funds for the Special Olympics. Ultimately, the Special Olympics organization will receive funding from our City.
3. Direct staff to do otherwise.

Director of Protective Services
City Manager
Administrative Assistant

Approved - 04 Mar 2025
Approved - 04 Mar 2025
Approved - 04 Mar 2025

City Manager



Sunday April 6th, 2025

1 Pm

Tippings Pond, Massey Drive

****Join your local First Responders in raising funds and awareness for the Law Enforcement Torch Run for Special Olympics. All are welcome to participate**

Scan to Register



Questions? Email: letrplunge@gmail.com



Special Olympics
Newfoundland & Labrador

Corner Brook Vikings



Information Report (IR)

Subject: Municipal Awareness Week 2025

To: Jessica Smith

Meeting: Regular Meeting - 10 Mar 2025

Department: City Manager

Staff Contact: Gloria Manning, Legislative Assistant

Topic Overview: To provide Council with an update regarding Municipal Awareness Week, May 5-9, 2025

Attachments: [Poster Contest](#)
[Essay Contest 2025](#)

BACKGROUND INFORMATION:

Municipal Awareness Week is May 6-10, 2024. To raise awareness and celebrate the week, staff have arranged the following:

- **Poster Contest-** An email was sent to all the elementary schools inviting students to create a poster that illustrates the important roles and duties of City workers and what Corner Brook means to them. The winner will receive a \$100 gift card, and the winning poster will be used to promote events during the week.
- **Essay Contest-** All grade 6 students were invited to write a one-page essay outlining their campaign plan if they were running for Mayor. The winner will receive a \$100 gift card and a special recognition opportunity to be determined. The second and third place winners will receive \$50 gift cards.
- **Municipal Awareness Day-** Staff are preparing an event at the Civic Centre Studio on May 9th, 2025. Various departments will be on-site to showcase their responsibilities. The event will include outdoor equipment displays, indoor information booths, and a fun zone in the gym. There will be a BBQ and an opportunity to win some prizes.
- **Registration-** Schools have been invited to consider a field trip to the May 9th event, and the classes who register by April 11th will be included in a draw for \$250 to be used as a class for supplies, pizza party etc. We received an overwhelming response from the schools wishing to register, which speaks to the success of last year's event. 194 students are registered to attend, and the invitation will be extended to the public as well.

City Clerk
City Manager

Approved - 06 Mar 2025
Approved - 06 Mar 2025

Legislative Assistant

Approved - 06 Mar 2025

City Manager



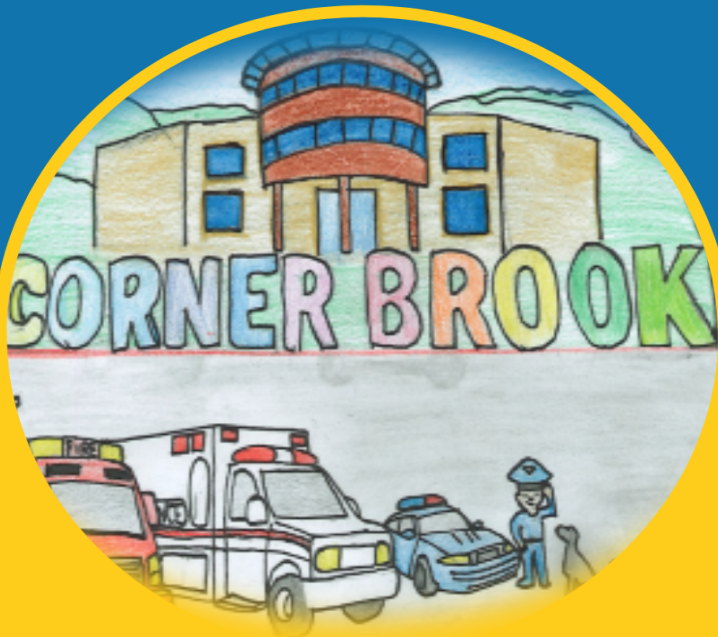
MUNICIPAL AWARENESS WEEK MAY 5-9, 2025

POSTER CONTEST!

Design a poster that illustrates the important roles and duties of City workers and what Corner Brook means to you!

WATER TREATMENT, SEWER MAINTENANCE, GARBAGE, SNOW CLEARING, SPORTS FIELDS, BUILDING PERMITS, RECREATION, PARKS & PLAYGROUNDS, TRAILS, CIVIC CENTRE, TRANSIT, FIRE SERVICES...

The Winner will receive a \$100 Gift card & the winning poster will be used to promote Municipal Awareness week!



**YOU CAN SUBMIT POSTERS TO
GMANNING@CORNERBROOK.COM
OR MAIL TO : 5 PARK STREET,
CORNER BROOK A2H 6E1
DEADLINE: MARCH 21, 2025**

**THANK YOU TO LAST YEARS WINNER
CARLA BERGAMO BARRO**



If I Were Running for Mayor



CALLING ALL 6TH GRADE FUTURE LEADERS OF:

C.C. Loughlin Elementary ~ J.J. Curling Elementary ~ Sacred Heart Elementary
Eastside Elementary ~ Immaculate Heart of Mary

Essay Contest: “If I Were Running For Mayor”

Did you know there will be a Municipal Election on October 2, 2025? Municipal Awareness Week is May 5-9, 2025, and the Corner Brook City Council is inviting all of the city’s Grade 6 students to participate in an essay-writing contest explaining their ideas for improving our community. If you were running for Mayor, how would you campaign? What would your slogan be? What are the key issues you would focus on? How would you reach and inspire voters? Why would you make a great leader? This is your chance to share your vision!

Contest Details:

Who can enter: All 6th grade students

Essay Topic: “If I Were Running for Mayor: My Campaign Plan”

Word Limit: 300-500 words

Deadline: Friday, April 11, 2025

How to Submit: Give your essays to your teacher to submit on your behalf, email them to gmannings@cornerbrook.com, or drop them off at the CSR Desk on the first floor of City Hall.

Judging Criteria: creativity, organization persuasiveness, grammar & spelling

Prizes:

1st Place: \$100 gift card, special recognition opportunity to be determined

2nd and 3rd place: \$50 gift cards

Good Luck! I look forward to reading all your wonderful ideas.

Jim Parsons
Mayor, Corner Brook

www.cornerbrook.com

City of Corner Brook

P.O. Box 1080, Corner Brook, NL A2H 6E1

Tel: 709-637-1500



Information Report (IR)

Subject: Spring Cleanup

To: Donny Burden
Meeting: Regular Meeting - 10 Mar 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

The City of Corner Brook is updating its Spring Cleanup process for 2025. Residents will have two options for disposing of their spring cleanup waste:

1. During the month of May, Corner Brook residents can take advantage of the City paid tipping fees at the Wild Cove landfill site. Proof of residency within City limits will be required, and residents can dispose of their waste at no charge. Only residential waste will be accepted, similar to the Christmas bulk program.
2. City staff will also be collecting bulk waste from curbsides in May. Residents will need to schedule an appointment using an online form or by calling the City’s customer service team. Additional details on this process will be provided in the coming weeks, no appointments can be booked at this time.

Director of Engineering, Development and Operational Services	Approved - 06 Mar 2025
City Manager	Approved - 06 Mar 2025
Legislative Assistant	Approved - 06 Mar 2025

City Manager



Information Report (IR)

Subject: 2025 Integrated Municipal Sustainability Plan and Development Regulations

To: Donny Burden
Meeting: Regular Meeting - 10 Mar 2025
Department: Development and Planning
Staff Contact: Deon Rumbolt,
Topic Overview: Public Consultation
Attachments: [2025-03-07 Corner Brook-NewsAd](#)
[2025-03-07 Corner Brook-Postcard](#)
[2025-03-07 Corner Brook-Postcard-FORPRINT](#)
[2025-03-07 Corner Brook-Poster](#)
[2025-03-07 Corner Brook-Poster-FORPRINT](#)

BACKGROUND INFORMATION:

The City of Corner Brook is in the final stages of developing an Integrated Municipal Sustainability Plan (IMSP) and Development Regulations. These documents have been created through collaboration with City staff, Municipal Council, and input from the public and special interest groups. The IMSP will guide the City's sustainable development practices over the next decade, addressing critical environmental, social, and economic issues impacting the community, and providing a framework for informed, sustainable decision-making. The plan aims to enhance sustainability practices, build resilience, and improve the quality of life for both current and future generations.

The City's planning consultant, Upland Planning and Design Studios, is finalizing the draft documents for the final public review before they proceed with the official adoption process through the Province of Newfoundland and Labrador. Upland Studios brings extensive experience in integrated planning and sustainability initiatives, making them well-equipped to lead this important project.

The public consultation phase is a vital part of the process, offering residents, stakeholders, and community groups the chance to provide feedback, share ideas, and ensure the plan reflects the needs and goals of the community. The official consultation is scheduled to take place the weeks of April 7 – 18, 2025.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 Urban and Rural Planning Act
 drumbolt

	Approved - 06 Mar 2025
Director of Engineering, Development and Operational Services	Approved - 06 Mar 2025
City Manager	Approved - 06 Mar 2025
Legislative Assistant	Approved - 06 Mar 2025

City Manager



Integrated Municipal Sustainability Plan

Notice of Public Sessions

Business and Development Workshop

April 8, 2025 from 2:00pm to 4:00pm at
Corner Brook City Hall Hutchings Room, 2nd Floor

Public Open House

April 9, 2025 from 7:00pm to 8:30pm at
Corner Brook City Hall Hutchings Room, 2nd Floor

Virtual Open House

April 15, 2025 from 7:00pm to 8:00pm
Visit www.cornerbrookplan.ca to register

To learn more visit www.cornerbrookplan.ca



Integrated Municipal Sustainability Plan Update

The City of Corner Brook is working on an updated Integrated Municipal Sustainability Plan (IMSP) and Development Regulations to guide development over the next decade and we need your input!

Based on feedback collected from community members and stakeholders, we have drafted an updated set of policies and recommendations.



To learn more about the project scan the QR code or visit: cornerbrookplan.ca/



Join one of our upcoming events!

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April 8, 2025 from 2:00pm
to 4:00pm

Corner Brook City Hall
Hutchings Room, 2nd Floor

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April 15, 2025 from 7:00pm
to 8:00pm

Register Online

Can't attend in person?

Visit our project website to review the draft Plan and complete the online feedback form **or** share your comments below.

What issue or challenge do you want the Integrated Municipal Sustainability Plan and Development Regulations to address?

Completed postcards can be dropped off at City Hall. 5 Park Street.



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2025 Integrated Municipal Sustainability Plan Update
Development Regulations
Publication...
Page 48
an and

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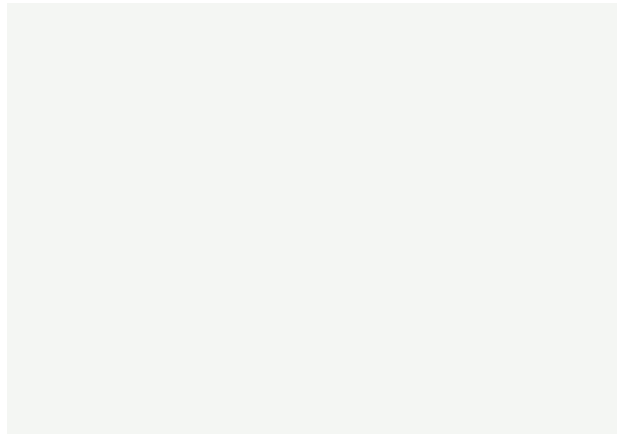
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We are updating our IMSP and Development Regulations to guide development over the next decade.

These documents will improve the social, cultural, environmental and economic sustainability of our community.

Based on your feedback, we have drafted an updated set of policies and regulations and we want to know - did we get it right?



Get Involved!

We need your input once more to ensure the final Plan and Regulations reflect our community's needs and priorities.

Scan the QR code or visit cornerbrookplan.ca to view the draft updated Integrated Municipal Sustainability Plan and Development Regulations and let us know – do we have it right?

You can also join one of our upcoming sessions to learn more about the project and connect with the project team.

Join one of our upcoming events!

Business and Development Workshop

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Business and Development Workshop

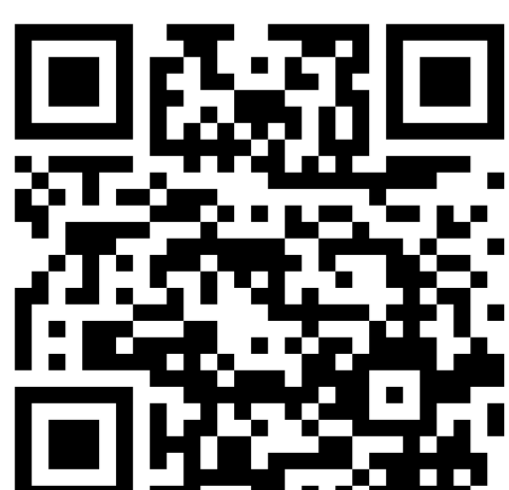
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Virtual Open House

- April 15, 2025 from 7 to 8pm
- Register Online



To learn more about the project scan the QR code or visit: cornerbrookplan.ca/





Request for Decision (RFD)

Subject: Sidewalk Cafe Policy

To: Deon Rumbolt

Meeting: Regular Meeting - 10 Mar 2025

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview:

Attachments: [Sidewalk Cafe Application - R Council Review \(1\)](#)
[Sidewalk Cafe Policy - Council Review](#)

BACKGROUND INFORMATION:

The purpose of this Sidewalk Café policy is to provide a framework which allows for the City of Corner Brook to evaluate applications for development of Sidewalk Cafés (outdoor eating area) on City owned land in the Downtown.

Over the past few years, sidewalk cafes have become increasingly popular in urban areas, offering a unique opportunity for restaurants, cafes, and bars to expand their seating capacity and create lively, pedestrian-friendly environments. These cafes have the potential to boost tourism, create a sense of community, and contribute to the economic revitalization of local business districts.

The proposed policy provides regulations for sidewalk cafes between May 15 to September 30 annually. The Sidewalk Cafe policy aims to provide clear guidelines for businesses and staff, ensure public safety, enhance the streetscape, and contribute to the local economy by fostering vibrant, outdoor dining experiences.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council adopt this policy for Sidewalk Cafes.

FINANCIAL IMPACT:

Potential to generate revenue from application fee, and fee to rent parking space.

RECOMMENDATION:

Staff recommend Option 1. Council adopt policy as proposed.

ALTERNATIVE IMPLICATIONS:

Option 1. Council adopt policy as proposed.

Option 2. Council refuse policy.

Option 3. Council recommend changes to policy, or provide further direction.

	Approved - 05 Mar 2025
Director of Engineering, Development and Operational Services	Approved - 05 Mar 2025
City Manager	Approved - 05 Mar 2025
Administrative Assistant	Approved - 05 Mar 2025

City Manager



**SIDEWALK CAFÉ
PERMIT APPLICATION**

Permit No.

General Information

<i>Business Name:</i>	<i>Contact:</i>
<i>Address:</i>	
<i>Telephone Number:</i> ()	<i>Email:</i>

Submission Requirements (Choose one of the following options)

Are you renewing an existing permit?

Certificate of Insurance (must include the following)

1. List the City of Corner Brook as an additional insured
2. List the outdoor patio area
3. Minimum \$2 million public liability and property damage policy

Parking space rental fees (if applicable)

1. 1 parking space: \$500
2. 2 parking spaces: \$1000
3. Number of spaces required _____

Application Fee \$100

TOTAL= Application Fee + Rental Fee
TOTAL = \$ _____
Full amount payable at Service Counter

Are you applying for a new sidewalk café?

Scaled site plan Department

Corner Brook Fire Brook Approval (if applicable)

City of Corner Brook Lease Agreement

Accessibility/Service NL (if applicable)

Liquor License (if applicable)

Food Establishment License (if applicable)

Certificate of Insurance (must include the following)

1. List the City of Corner Brook as an additional insured
2. List the outdoor patio area
3. Minimum \$2 million public liability and property damage policy

Parking space rental fees (if applicable)

1. 1 parking space: \$500
2. 2 parking spaces: \$1000
- Number of spaces required _____

Application Fee \$100

TOTAL= Application Fee + Rental Fee
TOTAL = \$ _____
Full amount payable at Service Counter

I agree to comply with all the terms and conditions set forth in the Sidewalk Café - Conditions of Approval and Construction and Installation Procedures, and any other terms and conditions assigned by City Council. Failure to comply with any or all of these terms and conditions may result in the revoking of permission to operate said sidewalk café.

Further, I realize that the payment of monies for this application does not constitute approval to utilize the public right-of-way for a sidewalk café nor approval to commence any part of the work applied for.

Applicant's Signature Date:

(Planning Division) Date Approved:

(Engineering Division) Date Approved:

Conditions of Approval

1. **Terms:** The operator must agree to abide by all terms and conditions set forth in this Procedure, and any other terms and conditions assigned by City Council. Failure to comply with any or all of these terms and conditions may result in the revoking of permission to operate the said sidewalk café. The Authority reserves the right to require that the sidewalk café be removed at any time.
2. **Other Approvals:** Approval for a sidewalk café is contingent upon the approval of Service NL, Accessibility, Newfoundland and Labrador Liquor Corporation, the Corner Brook Fire Department, and any other regulatory bodies governing the sale of food and/or beverages or the public health. Sidewalk Cafes on leased City land shall in all respects abide by and comply with all conditions set out in the Rental Agreement with the City of Corner Brooks Land Management Department. Where applicable, copies of licenses reflecting licensing for the sidewalk café area must accompany sidewalk café applications.
3. **Access:** The sidewalk café shall be wheelchair accessible. A 1100mm walkway shall be maintained, free from all obstructions, directly to the main door of the associated business.
4. **Accessory Use:** The sidewalk café will be considered an accessory use to the adjacent restaurant, eating and/or drinking establishment or beverage room.
5. **Alcoholic Beverages:** Alcoholic beverages may be served in accordance with any liquor license obtained by the said establishment. A physical barrier around the serving area must be present.
7. **Entrance/Exit:** Access to the sidewalk cafe must be from the sidewalk and provide a 1100mm (minimum). Where a gate is used it must swing into the sidewalk cafe. A sidewalk cafe greater than 2 parking stalls in length and is enclosed by a wall/fence must provide an emergency access point (gate) from the street. The access should be located near the middle of the sidewalk cafe and in line with the front door of the business.
8. **Awnings:** The installation of an awning is subject to the issuance of a Building Permit. No part of the awning shall encroach beyond the boundaries of the sidewalk café.
9. **Design:** The design, materials and colors of all accessories/improvements for the sidewalk café should compliment the architectural style and colors of the building façade and existing street furniture, to the satisfaction of the Development Officer.
10. **Hours of Operation:** The hours of operation of the sidewalk café shall be limited to that of the adjacent use to which the café is accessory.
11. **Insurance:** The operator of the sidewalk café must provide a Certificate of Insurance showing proof of a Comprehensive Policy of Public Liability and Property Damage insurance of no less than two million dollars (\$2,000,000). The Certificate of Insurance must name the City of Corner Brook as an additional insured and clearly indicate that the Certificate covers the sidewalk café operating on the exterior of the building. The City of Corner Brook will not be liable for any harm or damages suffered as a result of an accident/incident of any kind within the boundaries of, or caused by, the sidewalk café.
12. **Fencing:** A fence of not less than 1000mm in height and not more than 1200mm in height shall be required around the perimeter of the sidewalk café. Fencing shall not obstruct traffic sight lines and be to the satisfaction of the Authority. The use of non-transparent fencing material is discouraged. Any additional screening may be permitted provided it does not interfere with traffic sight lines and is to the satisfaction of the Authority. Fencing may not be affixed to the concrete sidewalk within the City's right-of-way.
13. **Lighting:** Lighting of the sidewalk café shall not project onto adjacent property or the adjacent street(s) and be of a temporary nature. No flashing or strobe lights permitted.
14. **Location:** The sidewalk café shall not extend beyond the frontage of adjacent buildings, without the written consent of the affected property owner.

15. Noise/Nuisance: The operator of the sidewalk café will ensure that patrons do not disturb persons on the adjacent right-of-way with loud, boisterous, or unreasonable noise, offensive language or other disruptive behavior, and must comply with the City of Corner Brook Noise By-Law.
16. Music: Music may be played at a volume that does not disturb adjacent property owners or persons utilizing the adjacent right-of-way. The Authority reserves the right to require that the use of music cease at any time.
17. Removal: All sidewalk café fencing, furnishings, landscaping, lighting and other accessories/improvements must be of a temporary nature and be removed during the off-season to the satisfaction of the Authority.
18. Repairs: If as the result of the inspection of a sidewalk café Staff determine that repairs are required, the Applicant will be notified immediately and required to remedy the matter within 24 hours of notification. When required, repairs must be completed to the satisfaction of the Authority. Failure to comply with repair requirements may result in removal of the café.
19. Setback from Street Corners and Alleys: Where a sidewalk café is located at a street intersection, the café shall be set back a minimum of 3000mm from the corner of the building located at the intersection. Where a sidewalk café is located adjacent to a driveway or alley, the café shall be set back a minimum of 1500mm from the corner of the building adjacent to the driveway or alley. These setback requirements may be modified at the discretion of the Authority.
20. Sidewalk Clearance: Where possible, a minimum passage way of 2000mm shall be provided between the sidewalk café and the curb of the street, or between the sidewalk café and any physical obstructions such as utility poles, fire hydrants, park benches or garbage cans. If it is not possible to provide for a 2000mm passage way, and the sidewalk café extends the width of the sidewalk, the operator shall provide a temporary sidewalk adjacent to the sidewalk café. A temporary sidewalk may only be used where it replaces existing on-street parking spaces. The construction and use of a temporary sidewalk shall be to the satisfaction of the Authority.
21. Storm Water: The use of the public right-of-way shall not interfere with storm water run-off as determined by the Authority.
22. Surface: The sidewalk may be surfaced with the approval of the Authority.
23. Umbrellas: Umbrellas shall not extend beyond the boundaries of the sidewalk café.
24. Utility/Infrastructure Access: The Authority and public utility agencies reserve the right of access to the sidewalk café area for the installation, maintenance or repair of all utility infrastructure. In the event of an emergency, notice of access may not be given. For all scheduled work, every effort will be made to provide the operator with a one (1) week notice. Should access be required, all sidewalk café accessories/improvements will be removed and re-installed at the operator's expense.
25. Waste Storage: All waste receptacles shall be located along the building wall to which the café is accessory and be to the satisfaction of the Authority. Further, the operator of the sidewalk café is responsible for the removal of all waste/litter within a 3000mm radius of the delineated café area.

Construction and Installation Requirements

1. Sidewalk Café Construction Application approval DOES NOT allow occupancy of the café. Upon completion of sidewalk café and sidewalk extension decking (if required), Applicants must contact the Development and Planning Department at 709 637-1550 to arrange for an inspection. Upon inspection approval the City may issue an occupancy permit.
2. Engineering and Public Works Department must be notified 24 hours prior to commencement of café construction at 709 637-1550.

3. If a parking space has been rented as part of the café application Municipal Enforcement must be notified a minimum of 48 hours prior to commencement of café construction at (709) 637-1500 if the applicant anticipates needing a meter removed or adjusted.
 - a) The applicant shall not remove or alter any parking meters. Only authorized City staff are permitted to remove parking meters. If an applicant removes or damages any part of the parking meter they will be responsible for any loss/damage/replacement.
 - b) Removal of meter(s) is not guaranteed. Utility or infrastructure issues may prevent a meter sleeve from being removed. Best effort will be applied to accommodate applications.
 - c) Sidewalk café installation shall not overflow into a special purpose parking zone or an unrented parking space.
4. The sidewalk and road surface shall be kept clear of obstructions and debris to avoid hazard or inconvenience to the public during all phases of construction and operation of the cafe.
5. Positive drainage shall be maintained at all times.
6. The applicant shall not cut, trim or interfere with any trees located within the right-of-way.
7. All changes and/or deviations from the approved plans and/or location shall be subject to re-approval by the City of Corner Brook.
8. The applicant accepts the City's right to perform any necessary remedial work caused by the applicant's operation, subject to the following conditions:
 - a) The Director will give the applicant not less than twenty-four (24) hours notice of any remedial work required, except for emergency work.
 - b) If, at the expiration of the time allowed, the applicant or his/her contractor has not completed remedial work to the Director's satisfaction, the City of Corner Brook may undertake to have this work done by whatever means it deems necessary.
 - c) The applicant agrees to reimburse the City of Corner Brook for all costs incurred under (7a) and (7b) and/or supply the City of Corner Brook with a Security Deposit, for a specified amount, where applicable.
9. Construction of sidewalk extension decking shall not proceed until required parking stalls have been purchased from the City's Municipal Enforcement Department.
10. Construction of Sidewalk Café shall not commence until sidewalk extension decking within the parking stalls is complete.
11. A minimum clear width of 2000mm must be maintained at all times through the sidewalk extension decking.
12. A **CONTINUOUS** 150mm x 150mm curb is to be installed around the perimeter of the sidewalk decking extension. Curbing should be designed such that it is securely braced to the satisfaction of the Authority. A design drawing showing how the curbing will be braced must be included with the Sidewalk Café Construction Application when sidewalk extension decking is proposed.
13. Drainage holes are to be cut in the perimeter curbing to facilitate drainage along the curb.
14. Railings are to be firmly attached to the decking and be constructed so as to provide protection from someone falling under normal use. The railing system should be constructed so as to withstand loads, forces and, effects from pedestrians.
15. Conspicuity tape is to be placed on corner posts and center posts to delineate railings at night.
16. Decking surface is to be flush with curbing and sidewalk.



CITY OF CORNER BROOK

POLICY STATEMENT

Index: Development and Planning	Section: Licenses and permits	
Title: Sidewalk Cafe	Policy No.	Authority: Council
Approval Date:	Effective Date:	Revision Date:

Purpose:

The purpose of this Sidewalk Café policy is to provide a framework which allows for the City of Corner Brook to evaluate applications for development of Sidewalk Cafés (outdoor eating area) on City owned land in the Downtown.

Policy Statement:

Any person(s) requesting to establish a Sidewalk Cafe on a City of Corner Brook sidewalk or parking space will be required to obtain a permit and must adhere to the detailed action outlined in this policy.

Reference:

Café Season Timeline: May 15 to September 30

Hours of operation:

The hours of operation of the sidewalk café shall be limited to that of the adjacent use to which the café is accessory.

Permit Application Fee: \$100.00 Permit Application Fee

Parking Space Lease Fee: \$500.00 per parking space per season

Detailed Action Required:

1. The applicant must submit a sidewalk cafe application each season including a detailed site plan and café plan with application. Proposed location of the café in relation to the business/store frontage, along with a total area (measurements) of the space.

September 11, 2024

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2. The sidewalk café shall not extend beyond the frontage of the adjacent buildings, without the written consent of the affected property owner.
3. Approval for a sidewalk café is contingent upon the approval of the City of Corner Brook, Service NL, Accessibility, Newfoundland and Labrador Liquor Corporation, the Corner Brook Fire Department, and any other regulatory bodies governing the sale of food and/or beverages or the public health.
4. Sidewalk Cafes on leased City land shall in all respects abide by and comply with all conditions set out in the Lease Agreement with the City of Corner Brooks Land Management Department.
5. Applicant shall not occupy sidewalk café until an occupancy permit is granted from the City of Corner Brook. Upon completion of sidewalk café and/or sidewalk extension decking (if required), Applicants must contact the Development and Planning Department at 709 637-1550 to arrange for an inspection. Upon inspection approval the City may issue an occupancy permit.

September 11, 2024

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Request for Decision (RFD)

Subject: Election Sign Policy

To: Darren Charters

Meeting: Regular Meeting - 10 Mar 2025

Department: Protective Services

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The following policy has been revised and is being brought forward for Council review and decision.

Attachments: [Election Signs Policy 02-07-12 Draft Mar6 2025](#)
[Election Signs Policy 02-07-12](#)

BACKGROUND INFORMATION:

As previously reported, staff have been working on a full policy review. Part of that review is identifying changes that need to be implemented in current policies. With the upcoming elections, staff wanted to review the current Election Sign Policy to ensure changes were made prior to any election signs being posted in the City.

Changes made to the policy include definitions for clarification purposes, outlining provisions related to where signs are permitted and not permitted, especially in regards to ensuring signs are not placed in an area where they may pose an obstruction that would be considered a safety hazard. Other changes include to stipulate that signs are only placed on private property if they have the owner's/occupant's permission, campaigning is conducted in compliance with the Elections Act and to safeguard a fair and democratic campaign and election among candidates.

The policy was revised in conjunction with other municipalities similar policies and practices and applies to all candidates of a municipal, provincial, federal or for any other elections in the City including but not limited to school boards and band councils.

Attached is the current Election Policy, as well as the new Elections Policy being proposed to replace the existing one.

PROPOSED RESOLUTION:

Be it RESOLVED to rescind the current Election Sign Policy 02-07-12 and replace it with the attached Election Sign Policy 02-0712.

GOVERNANCE IMPLICATIONS:

Policy

RECOMMENDATION:

It is the recommendation of staff to update the current policy with the changes as proposed.

ALTERNATIVE IMPLICATIONS:

1. Council can approve the policy as proposed. Staff will then update the policies in the policy manual and website to ensure the public has the accurate policy.
2. If Council does not approve the policy, staff will need direction as to how to proceed.

City Manager

Approved - 06 Mar 2025

Legislative Assistant

Approved - 06 Mar 2025

City Manager



CITY OF CORNER BROOK

Policy Statement

Policy Title	<i>Election Signs</i>	Index:	<i>Development and Planning</i>
Section:	<i>Licenses and Permits</i>	Policy Number:	<i># 02-07-12</i>
Authority	<i>Council</i>	Adopted Date:	<i>July 26, 2021</i>
Effective Date:		Revision Date:	

1.0 BACKGROUND

In accordance with the City of Corner Brook's Sign Regulations, Council may exercise their discretion to license temporary signs, including their size, design and location. For the purpose of this policy, Election Signs are considered to be temporary signs.

2.0 OBJECTIVE/PURPOSE

To establish standard guidelines for candidates who wish to post election signs within the City of Corner Brook.

3.0 SCOPE

This Policy guides the size and placement of election signs in the City of Corner Brook.

4.0 Definitions

- a) Election Sign – refers to any image, word, sign, picture, device notice or visual medium or any combination thereof, including, without limitation, any poster, placard, bulletin, banner, which identifies, depicts, promotes, advertises or provides information about:
 - i. a political party or an individual that is a candidate for election; or
 - j. a question or by-law submitted to electors; or
 - k. promotes recognition of or influences persons to vote for or against any candidate or any question or by-law submitted to electors;

- b) City Property – refers to any building, facility, field, park or playground within the municipality in which the City owns or operates including but not limited to:
 - i. City Hall;
 - j. City Depot;
 - k. City Fire Station;
 - l. Civic Centre;
 - m. Recreation Centre;
 - n. Margaret Bowater Park;

- o. Bartlett's Point Park;
 - p. Wellington Complex; and
 - q. Any other area that is designated to be owned and operated by the City of Corner Brook
- c) Roadway– refers to any public roadway, street or thoroughfare within the municipal boundaries of the City.
- d) Public Right of Way (ROW) – The portion of publicly owned land which contains roadways, sidewalks and underground public utilities (see Figure-1).

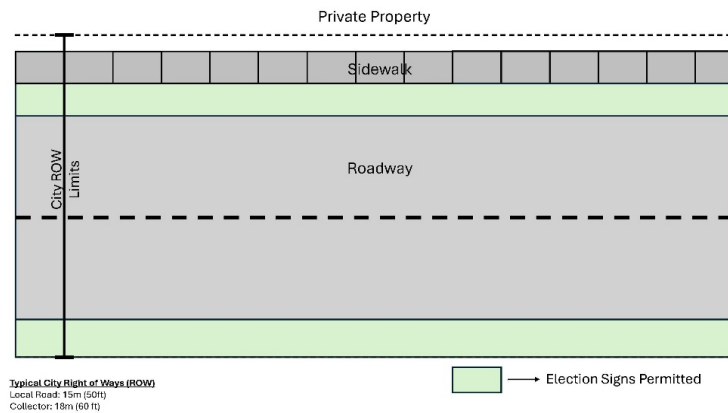


Figure-1: City ROW Example

- e) Median – refers to any physical barrier or strip of land, whether raised or at grade level, that separates lanes of traffic moving in opposite directions on a roadway;
- f) Sidewalk – refers to any municipal walkway, or that portion of a street between the roadway and the adjacent property line, primarily intended for the use of pedestrians;
- g) Visibility Triangle – refers to the area enclosed by each of the intersection street lines measures to a point 4.0m back from the intersection of the property line, and a diagonal line drawn between these two points (see Figure-2). This triangular shaped area of land abutting the intersection of a lance, public highway, or private road shall be maintained free of obstructions that could impede the vision of a pedestrian or the driver of a motor vehicle driving on the land, public highway or private road.

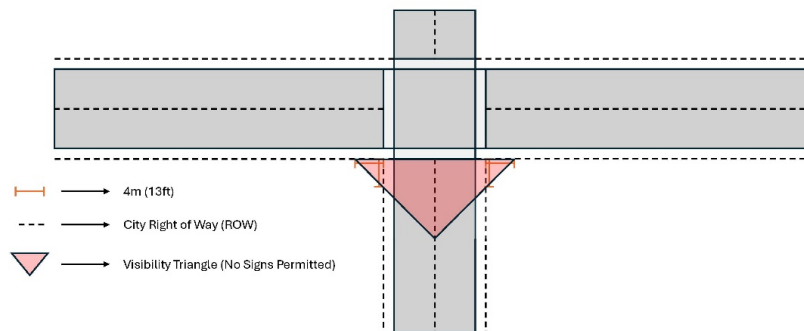


Figure-2: Visibility Triangle

- h) Polling Station – refers to a designated location where electors cast their ballots on an election day, or a day designated for voting for the purpose of an election such as for an advanced poll;

5.0 ELECTION SIGN GUIDELINES

Candidates in an election are not required to obtain a license (Schedule A) for each individual election sign, but may instead be issued a general license to erect election signage throughout the City of Corner Brook subject to the following conditions:

- A. Signs are not to exceed three (3) square meters or (32) thirty-two square feet in area.
- B. Signs shall not physically obstruct or impede the roadway, sidewalks or trails and must not impede free access to emergency vehicles;
- C. Signs shall not obstruct or distract from the visibility of pedestrians, vehicles, traffic control devices or other regulatory signage and shall not be placed within the four (4) metre visibility triangle of an intersecting roadway;
- D. No sign or advertisement is permitted to be located on or at City property;
- E. No signs, placards, posters or advertisements are permitted on an official roadway sign, official sign structure, utility poles, light standard, utility box, bus shelter, planter, bench, waste receptacle, newspaper box, mailbox, guardrail, bridge, other roadway structure or trees;
- F. Elections signs shall not be placed within one (1) metre of the edge of the shoulder where there is no sidewalk;
- G. No election sign shall resemble any official traffic sign or signal;
- H. Signs placed on private property shall only be done with the permission of the property owner or occupant;
- I. All signs must be maintained in a safe condition and constructed in such a manner that they do not impair visibility or create a hazard to pedestrians or to the driving public.
- J. Election signs may not be posted sooner than forty-five (45) days prior to an election day and must be removed no later than seventy-two hours (3 days) after the close of polls.
- K. Election signs are not permitted to be placed within 30 metres of a building in which a polling station is located on a voting day in accordance with section 36(2) of the Municipal Elections Act;
- L. Elections signs shall be placed with a minimum of one (1) metre separation distance between

any other election signs and shall not be placed in a manner that impedes visibility of another election sign;
M. No signs shall be removed unless authorized by the City or the owner of the sign

6.0 NON-COMFORMANCE PROCESS

Where an election sign causes an immediate safety concern, as determined by enforcement staff, the sign will be removed and the candidate will be notified of such action. Otherwise, if a sign has been placed in contravention of this regulation an enforcement officer shall notify the owner, candidate or their official agents to remove the sign or take action to make the sign comply with this policy. If the sign is not removed or action is not taken to make the sign in compliance with this policy upon 24 hours (1 day) of receiving notice from an enforcement officer that the sign is not complaint, the enforcement officer shall remove the sign.

7.0 POLICY REVIEW

The Director of Protective Services shall submit recommendations to change the Election Policy, if and when changes are required. All changes to the Election Sign policy require the final approval and adoption of Council.

10. Reference:

Minute #21-106

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

Mayor

City Clerk

Schedule 'A'

Election Sign Temporary License

Candidate Name (Please Print)	
Contact #:	
Address:	
Email:	
Agent Contact Information: (Phone /email)	

I _____ have read and understood the Election Sign Policy and agree to all conditions relating to the erection of Election Signs in the City of Corner Brook.

Candidate

Date

Agent of Candidate (if applicable)

Agent of Candidate (if applicable)

City Representative

Date



CITY OF CORNER BROOK

Policy Statement

Policy Title	<i>Election Signs</i>	Index:	<i>Development and Planning</i>
Section:	<i>Licences and Permits</i>	Policy Number:	<i># 02-07-12</i>
Authority	<i>Council</i>	Adopted Date:	<i>July 26, 2021</i>
Effective Date:	<i>July 26, 2021</i>	Revision Date:	

1.0 BACKGROUND

In accordance with Section 3 and 4 of the City of Corner Brook Sign Regulations, Council may exercise their discretion to license temporary signs, including their size, design and location. Election Signs are considered to be temporary signs.

2.0 OBJECTIVE/PURPOSE

To establish a standard guidelines for candidates who wish to post election signs within the City of Corner Brook.

3.0 SCOPE

This Policy guides the size and placement of election signs in the City of Corner Brook.

4.0 APPROVAL AUTHORITY

In accordance with the City of Corner Brook Sign Regulations, under Section 3, persons wishing to post a temporary sign/s require a license from Council. Further under Section 4, the licensing of temporary signs, including their size, design and location, shall be at the discretion of Council.

5.0 ELECTION SIGN GUIDELINES

Candidates in an election are not required to obtain a license for each individual election sign, but may instead be issued a general license to erect election signage throughout the City of Corner Brook subject to the following conditions:

- A. Signs are not to exceed three (3) square meters or (32) thirty-two square feet in area.
- B. No sign or advertisement is permitted to be located on City sidewalks, right-of-ways or properties.
- C. No signs, placards, posters or advertisements are permitted on utility poles or trees.
- D. All signs must be maintained in a safe condition and constructed in such a manner that they do not impair visibility or create a hazard to pedestrians or to the driving public.

E. Election signs may not be posted sooner than forty-five (45) days prior to an election day and must be removed no later than seventy-two hours after the close of polls.

6.0 NON-COMFORMANCE PROCESS

Where in the opinion of a Municipal Enforcement Officer, an Election Sign does not conform to the conditions of this policy; such sign/s shall be removed.

7.0 POLICY REVIEW

The Director of Protective Services shall submit recommendations to change the Election Policy, if and when changes are required. All changes to the Election Sign policy require the final approval and adoption of Council.

10. Reference:

Minute #21-106

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

[Redacted signature]

Mayor

[Redacted signature]

City Clerk

[Redacted signature]





ELECTION SIGN PERMIT

Candidate Name: (Please print)	Telephone:
Address:	Email Address:

In accordance with Section 3 and 4 of the City of Corner Brook Sign Regulations, the above noted Candidate may post their election signs within the City of Corner Brook in accordance with the following conditions:

1. Signs are not to exceed three (3) square meters or (32) thirty-two square feet in area.
2. No sign or advertisement is permitted to be located on City sidewalks, right-of-ways or properties.
3. No signs, placards, posters or advertisements are permitted on utility poles or trees.
4. All signs must be maintained in a safe condition and constructed in such a manner that they do not impair visibility or create a hazard to pedestrians or to the driving public.
5. Election signs must be posted no more than forty-five (45) days prior to the date of the election and removed no later than three (3) days thereafter.
6. Election signs that do not meet the above conditions will require a further permit from the city.

Where in the opinion of a Municipal Enforcement Officer, an Election Sign does not conform to the conditions of this permit; such sign/s shall be removed.

Signature of City Representative Issuing the Permit	Date:
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The candidate hereby acknowledges and agrees to abide by the above conditions relating to the posting of their election signs.

Signature of Candidate:	Date:
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PERMIT ISSUED BY THE CITY OF CORNER BROOK