



## 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 **March 27** at **7 p.m. City Hall Council Chambers.**

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CITY CLERK

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**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 13 MARCH, 2023 AT 7:00 PM**

**PRESENT:**

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

**23-20      Approval of Agenda**

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

**23-21      Approval of Minutes [Committee of the Whole Meeting February 27, 2023]**

On motion by Councillor C. Pender, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of February 27, 2023. **MOTION CARRIED.**

**23-22      Business Arising From Minutes**

An update was provided on an inquiry from Councillor C. Pender regarding if there were any other investigations conducted under the current Code of Conduct Policy. The City Manager advised that there have been no other investigations conducted under the current Code of Conduct Policy, which was enacted in May of 2021.

**23-24      UPDATE - Purchase of One (1) New Hybrid Gas/Electric SUV**

Councillor V. Granter provided an update regarding the purchase of a New Hybrid/Electric SUV. Western Toyota has confirmed that they will supply the vehicle in May 2023.

**23-25      O'Connell Drive Pedestrian Crossing Improvements 2023-01**

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the lowest bid of \$201,012.24 (HST Included) from ECO Contracting Ltd. for the O'Connell Drive Pedestrian Crossing Improvements, Contract No. 2023-01. **MOTION CARRIED.**

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- 23-26**      **Extrication Gear Purchase**  
On motion by Councillor V. Granter, seconded by Councillor P. Gill, it is **RESOLVED** to approve the purchase of the HURST model extrication tools from MES Code 4 Fire and Rescue for the price of \$63,232.75 (HST included), for use by the Corner Brook Fire Department. **MOTION CARRIED.**
- 23-27**      **Corner Brook Municipal Plan Amendment No. 22-01 and Development Regulations Amendment No. 22-01**  
On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **Resolved** to:  
(1) Approve proposed map for Amendment No. 22-01 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;  
(2) Approve proposed map and text Amendment No. 22-01 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 (3).  
**MOTION CARRIED.**
- 23-28**      **Rescind Stop Work Order - 18 Humber Road**  
On motion by Councillor B. Griffin, seconded by Councillor V. Granter, it is **RESOLVED** to rescind Stop Work Order #2023-02, in accordance with Section 102(3) of the Urban and Rural Planning Act. **MOTION CARRIED.**
- 23-29**      **Discretionary Use - 191 O'Connell Drive - Four (4) Unit Apartment Building**  
On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** to approve the application to convert the building located at 191 O'Connell Drive to a four (4) unit apartment building in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**
- 23-30**      **Crown Land Application - Great Canadian Trail**  
On motion by Councillor P. Keeping, seconded by Councillor V. Granter, it is **RESOLVED** to approve the application to utilize Crown Land located on the old railbed within the City of Corner Brook for the purpose of constructing, upgrading and maintaining the Great Canadian Trail. **MOTION CARRIED.**

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- 23-31**      **Regional Recreation Center - Change Order No. 23**  
Councillor P. Gill declared a conflict of interest and abstained from debate and voting on this item.  
On motion by Councillor C. Pender, seconded by Councillor B. Griffin, it is **RESOLVED** that the Corner Brook City Council approve Change Order No. 23 for the Regional Recreation Center in the amount of \$134,391.55 (HST Included) for Pomerleau Inc. **MOTION CARRIED.**
- 23-32**      **Lewin Parkway Intersection Improvements - Change Order No. 3**  
On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that the Corner Brook City Council approve Change Order No. 3 for the Lewin Parkway Intersection Improvements in the amount of \$20,677.00 (HST Included). **MOTION CARRIED.**
- 23-33**      **Blame it on Broadway – Noise Regulation Exemption for Broadway Street Party**  
On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** to grant the exemption to the City of Corner Brook Noise Regulations in support of the 2023 Jigs and Wheels Festival to carry out a street party on Broadway. The bylaw exemption will be in effect from 2200, Friday July 28th – 0100, Saturday, July 29th 2023 for the Broadway area, and in case of back up for Saturday night the same Noise Exemption shall apply to the Saturday night. **MOTION CARRIED.**
- 23-34**      **Land Acknowledgement**  
Councillor C. Pender disclosed that he may be in a conflict of interest on this item due to his position of Band Manager with the Qalipu First Nation Band and requested a vote on whether he may be in conflict.  
  
On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** that Councillor C. Pender is not in conflict on the item - 9.2 Land Acknowledgement. **(Deputy Mayor L. Chaisson and Councillor V. Granter voted against the motion). MOTION CARRIED.**  
  
On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** to initiate a committee to examine the development of a land acknowledgement to bring back for council consideration and appoint Deputy Mayor Chaisson as Chair of the Committee. **MOTION CARRIED.**

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**23-35      Code of Conduct for Council**

The Mayor presented options for Council on how to proceed on the Code of Conduct development.

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to provide the Clerk/City Manager with suggested changes to the Code of Conduct Template to have them reviewed and brought back to the next public Council Meeting for decision. **MOTION CARRIED.**

C. Pender was expelled from the meeting for failure to stop speaking after being called to order, as per Section 15.2 and 15.12(a) of the City of Corner Brook Rules of Procedure.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

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City Clerk

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Mayor



# Request for Decision (RFD)

**Subject:** Council Code of Conduct Policy

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 27 Mar 2023  
**Department:** City Manager  
**Staff Contact:** Jessica Smith, Legislative Assistant  
**Topic Overview:** The Code of Conduct Policy for Council is coming forward for approval.  
**Attachments:** [Attachment A - Municipal-Councillor-Code-of-Conduct-Policy 2023](#)  
[Attachment B - Municipal-Councillor-Code-of-Conduct-Policy 2023](#)

## BACKGROUND INFORMATION:

At the Regular Council Meeting of March 13, 2023, Council were presented with options on how to proceed with the development of a Code of Conduct. Subsequently Councillor Pender made a motion to adopt the Province's template with noted revisions. The motion was then amended as follows:

"On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to provide the Clerk/City Manager with suggested changes to the Code of Conduct Template to have them reviewed and brought back to the next public Council Meeting for decision."

Staff incorporated the suggested changes into the template, reviewed the document in its entirety and then provided the document with the legal commentary provided to council previously, as well as staff comments for suggested revisions for Council's consideration (Attached A). A second version of the Code of Conduct was provided to Council that includes the changes proposed by Councillor Pender with the staff suggested changes incorporated as well (Attachment B).

Both versions are included and both options for motions are presented below. If Council wishes to amend either of the versions presented, Council may make subsidiary motions to amend the policy with any particular change once the motion has been made and prior to the calling for a vote.

In addition, typically when a policy is updated or a new policy is adopted it will require the previous policy to be rescinded and replaced with the new policy. The motions for the previous Code of Conduct that was proposed and ultimately defeated included rescinding the previous Code of Conduct Policy for Council and replacing it with the proposed policy. Therefore, if a Code of Conduct for Council is passed the motion should reflect rescinding and replacing of the Code of Conduct Policy with the version Council wishes to adopt.

## PROPOSED RESOLUTION:

Options for proposed motions:

It is **RESOLVED** to rescind the current Code of Conduct Policy for Mayor and Councillors and replace it with the proposed Code of Conduct Policy for Mayor and Councillors (Attachment A).

or

It is **RESOLVED** to rescind the current Code of Conduct Policy for Mayor and Councillors and replace it with the proposed Code of Conduct Policy For Mayor and Councillors (Attachment B).

### **GOVERNANCE IMPLICATIONS:**

Legislation

City of Corner Brook Act

Municipal Conduct Act, Municipal Conduct Regulations

**Legal Review:** Yes

### **LEGAL REVIEW:**

Legal commentary was provided on the initial template for the Code of Conduct for Council.

### **ALTERNATIVE IMPLICATIONS:**

Option 1: Council can approve the Code of Conduct with the suggested revisions by Councillor Pender (Attachment A)

Option 2: Council can approve the Code of Conduct with the suggested revisions by Councillor Pender and staff (Attachment B).

Option 3: Council can approve either one of the proposed Code of Conducts with amendments made by motion of Council.

Option 4: If Council does not pass this Code of Conduct, we will remain in non compliance with the Municipal Conduct Act and staff will require direction on how to proceed.

Legislative Assistant

Approved - 24 Mar 2023

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City Manager



**CITY OF CORNER BROOK**

**Policy Statement**

<b>Index</b>	Council and Administration	<b>Section</b>	Procedure		
<b>Title</b>	Code of Conduct for Mayor and Councillors	<b>Policy Number</b>	13-02-06	<b>Authority</b>	Council
<b>Approval Date</b>		<b>Effective Date</b>		<b>Revision Date</b>	

**1. Introduction**

The purpose of this Code of Conduct is to establish standards of conduct for Councillors. Part III of the **Municipal Conduct Act, 2022** (the Act), requires that municipalities establish a Code of Conduct to govern the conduct of members of council, and sets out minimum requirements for the Code of Conduct.

Councillors are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, impartiality, responsibility, and accountability.

**2. Application**

This Code of Conduct applies to Councillors acting in their official capacity as Councillors, as well as a Councillor’s off duty conduct that is sufficiently connected to the office of Councillor or that could reasonably discredit the reputation of the Municipality.

**Interpretation:** For the purpose of this policy, ~~Chief Administrative Officer~~ the City Manager or (CAO) refers to the person appointed to the position of Manager under the ~~Municipalities Act, 1999~~ City of Corner Brook Act, 1999. ~~In the event a municipality has not established the position of a town manager~~ In the absence of a City Manager, the duties of the City Manager under this Code of Conduct shall be performed by an Acting City Manager as appointed under the City of Corner Brook Act ~~the Town Clerk.~~



**3. Definitions**

**3.1** The following words when used in this Policy shall have the following meaning unless otherwise indicated:

**3.1.1** The “City” shall mean the City of Corner Brook as incorporated & continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*;

**3.1.2** “Council” shall mean the Corner Brook City Council as incorporated and continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*; and

**3.1.3** “Councillor(s) shall include the Mayor and Deputy Mayor unless the context indicates otherwise.

**3.2** Other definitions as stated in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations shall carry the same meaning when used in this policy.

**4. Standards of Conduct:**

**4.1 Standards of Professional Behaviour**

**4.1.1.** Councillors must abide by the Council’s Rules of Procedure.

**4.1.2.** Councillors must work in the best interest of the municipality without regard for their private interests.

**4.1.3.** Councillors must act competently and diligently and perform at a level expected of those working in the public interest.

**4.1.4.** Councillors must be respectful of the presiding officer, their colleagues, staff, and members of the public while they are conducting city business in an official capacity as a municipal Councillor, including during council meetings and proceedings of the municipality.

**4.1.5.** Councillors must be prepared for meetings, aware of agendas, informed of issues, and debate in a manner that is meaningful, candid, honest and respectful.

**4.1.6.** Councillors must act in a manner which supports respectful, transparent, and informed debate.

4.1.7. Councillors must use language which is inclusive, respectful, and refrain from using language which could be interpreted as abusive or disrespectful.

4.1.8. Councillors must, when acting in an official capacity, conduct themselves in a manner which does not bring disrepute to themselves, their position, the Council, or the municipality.

~~4.1.9. Councillors must not make decisions, take positions, or make statements which are unreasonable, unjust, arbitrary, oppressive, or discriminatory.~~

**4.2. Use of Influence**

4.2.1. Councillors must only use the influence of their position for the exercise of their official duties.

4.2.2. Councillors must not use their authority or influence in a manner that could reasonably be perceived as threatening, coercing, or improperly influencing the actions of a municipal official or in a manner which interferes with the municipal official’s responsibilities.

4.2.3. Councillors are prohibited from accepting gifts, favours, or free or discounted services from any individual, vendor, contractor or others which could reasonably be perceived to show undue favour, bias, or disadvantage to any individual or organization or could reasonably be perceived to place the Councillor in a conflict of interest.

4.2.4. Councillors must not communicate on behalf of the Municipality unless authorized by council or by virtue of a position or role the Councillor has been authorized to undertake by council.

**4.3. Misuse of Public Assets and Fraud**

4.3.1. Councillors must report all expenses promptly, accurately, provide adequate detail, and shall maintain all receipts, invoices, and other relevant financial records and details when claiming expenses.

4.3.2. ~~Councillors should strive to ensure that the business of the municipality is conducted efficiently and should make every attempt to avoid waste, abuse, and extravagance in the provision and use of municipal resources.~~

4.3.3. Councillors must not request, use, or permit the use of municipal-owned vehicles, land, equipment, materials, or other property for personal convenience or profit, except where such privileges are granted to the general public.

#### 4.4. Confidentiality

4.4.1. Councillors must not disclose confidential information obtained in the course of their duties, except as required by law or as authorized by the Municipality to do so.

4.4.2. Councillors must not use confidential information or official information which is not in the public domain for personal or private gain, the private gain of others, or a corporation.

4.4.3. The collection, protection, access, use, disclosure, and disposal of personal information may only occur in compliance with the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015).

4.4.4. Confidential information means: information in the custody and/or control of the municipality that is prohibited from disclosure pursuant to legislation or court order or any other information regarding to the business of the municipality generally considered to be of a confidential nature, including, but not limited to:

- a) Any matter that falls under the exceptions to disclosure identified in the **Access to Information and Protection of Privacy Act**, whether or not a request for access has been made.
- b) Personal information the disclosure of which would constitute an unreasonable invasion of privacy.
- c) Potential acquisitions or disposition of real property.
- d) Information which would reveal the substance of deliberation of a privileged meeting.
- e) Pending contracts including tenders, requests for proposals (RFPs), and records related to potential procurement.
- f) Draft documents and legal instruments including reports, policies, bylaws and resolutions that have not been the subject matter of deliberation in a meeting open to the public.
- g) Employment and collective bargaining matters.
- h) Legal matters.

- i) Law enforcement matters.

#### 4.5. Social Media

~~4.5.1. Councillors must not engage in conduct on personal or official social media platforms which would bring the integrity of themselves, the council, or the Municipality into disrepute. Councillors must comply with the City's Social Media Policy.~~

4.5.2. Councillors must, where possible, conduct municipal business through official accounts and devices and avoid conducting council business on personal devices or through personal accounts.

#### 4.6. Harassment and bullying

4.6.1. The obligations in this section are not intended to fulfill the requirement on a municipality as an employer to implement and maintain a harassment prevention plan, under section 24.1 of the **Occupational Health and Safety Regulations**.

4.6.2. Councillors must not engage in harassment or bullying.

4.6.3. ~~All members of Council, while they are conducting City business in an official capacity as a municipal councilor, shall treat members of the public, one another, staff, and volunteers appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination, bullying and harassment.~~

4.6.4. Harassment is defined as any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome. Harassment may be intended or unintended. Harassment may include, but may not be limited to:

- a) Abuse of authority – harassment that occurs through a use of authority serving no legitimate work purpose.
- b) Discriminatory harassment – harassment that is based on actual or perceived prohibited grounds of discrimination as outlined in the **Human Rights Act, 2010**, such as race, colour, nationality, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, or political opinion.
- c) Sexual harassment – harassment which is gender-based or of a sexual nature.

- d) Bullying – a repeated pattern of mistreatment aimed at a specific person or group.

#### 4.7. Legislative Compliance

4.7.1. A Councillor must reasonably comply with all obligations imposed on Councillors by legislation, regulation, and municipal policy and procedures, including but not limited to:

- a) **City of Corner Brook Act, 1991**
- b) ~~**Municipalities Act**~~
- c) **Municipal Conduct Act**
- d) **Municipal Elections Act**
- e) **Municipal Affairs Act**
- f) **Public Procurement Act**
- g) **Urban and Rural Planning Act, 2000**
- h) **Access to Information and Protection of Privacy Act, 2015**
- i) **Occupational Health and Safety Act**
- j) **Human Rights Act, 2010**
- k) **Criminal Code of Canada, RSC 1985 c. C-46 including those provisions respecting influence peddling, hate propaganda, harassment, defamatory libel, sedition, and uttering threats;**
- l) **Constitution Act, 1982 (Charter of Rights and Freedoms) and,**
- m) **Any accompanying regulations**

#### 4.8. No Adverse Actions or Reprisals

4.8.1. Council or Councillors must take no action, and must to the best of their ability, ensure no action is taken, which would be reasonably perceived as a reprisal against any person acting in good faith who brings forward a complaint or information which leads to a complaint.

#### 4.9. Allegations in Bad Faith

4.9.1. A Councillor or municipal official shall not file a complaint under this policy which is retributive, made in bad faith, or with malicious intent. A complaint will not be deemed to be retributive, made in bad faith, or malicious solely because it is ultimately determined to be unfounded.

#### 3.10. Investigation

3.10.1 A Councillor shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under the Act and regulations, and this Code of Conduct.

## Part 2

### Code of Conduct Complaint and Investigation Process

#### Receiving a Complaint

1. A complaint filed under this Code of Conduct shall be filed with the **City Manager**. The **City Manager shall provide the Respondent with a copy of the complaint within 5 working days.**
2. Where the complainant is the **City Manager**, the complaint shall be filed with the Mayor. Where the Mayor is the respondent, the complaint shall be filed with the Deputy Mayor. Where the **City Manager** reasonably believes that neither the Mayor nor Deputy Mayor could act impartially and fairly, the **City Manager** may consult with the Department of Municipal and Provincial Affairs (The Department).
3. Where the complainant is the **City Manager**, the following process will still apply, but the Mayor or Deputy Mayor will act as **City Manager** for the purpose of administering the complaint.
4. The complaint shall be in writing.
5. Notwithstanding section 4, a complaint may be made by other means where the complainant has a limited ability to read or write English or has a disability or condition that impairs their ability to make a complaint.
6. A complaint shall include the following:
  - The complainant's name
  - The names of the person or persons the complaint is about
  - A summary of the complaint, and any steps taken to resolve it
  - The date that the breach of the code occurred, if known
  - A description of how the complaint can be resolved, if applicable
7. ~~Notwithstanding section 6, a CAO may accept a complaint confidentially where, in the opinion of the CAO, it is reasonable to do so, taking into account the public interest. The City Manager shall not accept any complaint in confidence.~~
8. A complainant may withdraw their complaint in writing or by other means as per section 5. Notwithstanding, the **City Manager** or investigator may continue investigating where it is reasonable to do so, taking into account the public interest.

9. Where a complaint is received alleging criminal behaviour, or at any point it becomes apparent that criminal behaviour may have occurred, the **City Manager** shall immediately contact law enforcement, and notify the Department through the Minister's Office.

10. A person may file a complaint within 6 months of becoming aware of a Code of Conduct violation. The **City Manager** may accept complaints outside of that timeframe in instances of harassment, bullying, financial impropriety, or where it is reasonable to do so, taking into account the public interest.

#### **Informal Resolution**

11. Where the City Manager determines the complaint to be interpersonal in nature, or relates to a disagreement, the **City Manager** may ask the parties if they wish to resolve the complaint through mediation, or Alternative Dispute Resolution (ADR).

12. **Alternate Dispute Resolution (ADR)** must not be used where there is a significant power imbalance between the complainant and respondent, where there is a reasonable apprehension of harm, where the allegations involve issues of financial impropriety, sexual harassment, violence, criminality, where either party does not consent, or where other circumstances would prevent the success of Alternate Dispute Resolution (ADR).

13. Informal resolution efforts shall be concluded within 20 business days, and may be extended for additional business days with consent of both parties and approval of council.

#### **Referral to Council - Resolution or Agreement of Facts**

14. As per sections 14 (2) of the Act, where a complaint is successfully resolved or not resolved but complainants agree on the facts, the **City Manager** shall provide Council with a report.

15. As per sections 14(4) and (5) of the Act, Council shall review the report at a privileged meeting of Council. Following the review of the report, Council shall open the meeting to the public and shall, by resolution, dismiss the complaint or make a determination that the Councillor contravened the Code of Conduct.

16. Where the council determines that a Councillor has contravened the Code of Conduct, the council may impose penalties in accordance with section 15.

#### **Formal Investigation**

17. Where the complaint is not resolved or the facts are not agreed on, the **City Manager** may investigate or appoint an investigator. There shall be 40 business days to conclude an investigation from the date the informal resolution period has expired. Upon request of the

City Manager, council may approve up to an additional 40 business days for the completion of an investigation.

18. The investigator will notify the respondent within five business days of the failure of informal resolution. and provide a copy of the complaint.
19. The respondent may provide a written response to the City Manager no later than 10 business days after receipt of a copy of the complaint.
20. The investigator will prepare a written report for council.
21. The report shall at a minimum outline the investigative process, facts, analysis, test (an assessment of the facts relative to the Code of Conduct), conclusion, and recommendations. The following format is flexible but may be of assistance.
  - Introduction
  - Investigative Process
  - Background
  - Events before the incident
  - The incident(s)
  - Events after the incident
  - Evidence
  - Analysis
  - Decision
  - Recommendation(s)
22. Council shall review the report at a privileged meeting, and shall within 20 business days, dismiss the complaint or find that a Councillor contravened the code at a public meeting.
23. If council finds a Councillor contravened the code, council may, by resolution, take an action as set out in Section 15 (Penalties) of the **Municipal Conduct Act**.



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Council and Administration	<b>Section</b>	Procedure		
<b>Title</b>	Code of Conduct for Mayor and Councillors	<b>Policy Number</b>	13-02-06	<b>Authority</b>	Council
<b>Approval Date</b>		<b>Effective Date</b>		<b>Revision Date</b>	

### 1. Introduction

The purpose of this Code of Conduct is to establish standards of conduct for Councillors. Part III of the **Municipal Conduct Act, 2022** (the Act), requires that municipalities establish a Code of Conduct to govern the conduct of members of council, and sets out minimum requirements for the Code of Conduct.

Councillors are expected to conduct themselves ethically and professionally, and in accordance with this Code of Conduct. The principles underlying the Code of Conduct are integrity, honesty, impartiality, responsibility, and accountability.

### 2. Application

This Code of Conduct applies to Councillors acting in their official capacity as Councillors, as well as a Councillor's off duty conduct that is sufficiently connected to the office of Councillor or that could reasonably discredit the reputation of the Municipality.

For the purpose of this policy, the City Manager refers to the person appointed to the position of Manager under the City of Corner Brook Act, 1999. In the absence of a City Manager, the duties of the City Manager under this Code of Conduct shall be performed by an Acting City Manager as appointed under the City of Corner Brook Act.

### **3. Definitions**

**3.1** The following words when used in this Policy shall have the following meaning unless otherwise indicated:

**3.1.1** The “City” shall mean the City of Corner Brook as incorporated & continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*;

**3.1.2** “Council” shall mean the Corner Brook City Council as incorporated and continued under the *City of Corner Brook Act RSNL 1990 Ch. C-15*; and

**3.1.3** “Councillor(s)” shall include the Mayor and Deputy Mayor unless the context indicates otherwise.

**3.2** Other definitions as stated in the Municipal Conduct Act, 2021 and the Municipal Conduct Regulations shall carry the same meaning when used in this policy.

### **4. Standards of Conduct:**

#### **4.1 Standards of Professional Behaviour**

**4.1.1.** Councillors must abide by the Council’s Rules of Procedure.

**4.1.2.** Councillors must work in the best interest of the municipality without regard for their private interests.

**4.1.3.** Councillors must act competently and diligently and perform at a level expected of those working in the public interest.

**4.1.4.** Councillors must be respectful of the presiding officer, their colleagues, staff, and members of the public while they are conducting city business in an official capacity as a municipal Councillor, including during council meetings and proceedings of the municipality.

**4.1.5.** Councillors must be prepared for meetings, aware of agendas, informed of issues, and debate in a manner that is meaningful, candid, honest and respectful.

**4.1.6.** Councillors must act in a manner which supports respectful, transparent, and informed debate.

**4.1.7.** Councillors must use language which is inclusive, respectful, and refrain from using language which could be interpreted as abusive or disrespectful.

**4.1.8.** Councillors must, when acting in an official capacity, conduct themselves in a manner which does not bring disrepute to themselves, their position, the Council, or the municipality.

#### **4.2. Use of Influence**

**4.2.1.** Councillors must only use the influence of their position for the exercise of their official duties.

**4.2.2.** Councillors must not use their authority or influence in a manner that could reasonably be perceived as threatening, coercing, or improperly influencing the actions of a municipal official or in a manner which interferes with the municipal official's responsibilities.

**4.2.3.** Councillors are prohibited from accepting gifts, favours, or free or discounted services from any individual, vendor, contractor or others which could reasonably be perceived to show undue favour, bias, or disadvantage to any individual or organization or could reasonably be perceived to place the Councillor in a conflict of interest.

**4.2.4.** Councillors must not communicate on behalf of the Municipality unless authorized by council or by virtue of a position or role the Councillor has been authorized to undertake by council.

#### **4.3. Misuse of Public Assets and Fraud**

**4.3.1.** Councillors must report all expenses promptly, accurately, provide adequate detail, and shall maintain all receipts, invoices, and other relevant financial records and details when claiming expenses.

**4.3.2.** Councillors should strive to ensure that the business of the municipality is conducted efficiently and should make every attempt to avoid waste, abuse, and extravagance in the provision and use of municipal resources.

**4.3.3.** Councillors must not request, use, or permit the use of municipal-owned vehicles, land, equipment, materials, or other property for personal convenience or profit, except where such privileges are granted to the general public.

#### 4.4. Confidentiality

- 4.4.1.** Councillors must not disclose confidential information obtained in the course of their duties, except as required by law or as authorized by the Municipality to do so.
- 4.4.2.** Councillors must not use confidential information or official information which is not in the public domain for personal or private gain, the private gain of others, or a corporation.
- 4.4.3.** The collection, protection, access, use, disclosure, and disposal of personal information may only occur in compliance with the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015).
- 4.4.4.** Confidential information means: information in the custody and/or control of the municipality that is prohibited from disclosure pursuant to legislation or court order or any other information regarding to the business of the municipality generally considered to be of a confidential nature, including, but not limited to:
- a) Any matter that falls under the exceptions to disclosure identified in the **Access to Information and Protection of Privacy Act**, whether or not a request for access has been made.
  - b) Personal information the disclosure of which would constitute an unreasonable invasion of privacy.
  - c) Potential acquisitions or disposition of real property.
  - d) Information which would reveal the substance of deliberation of a privileged meeting.
  - e) Pending contracts including tenders, requests for proposals (RFPs), and records related to potential procurement.
  - f) Draft documents and legal instruments including reports, policies, bylaws and resolutions that have not been the subject matter of deliberation in a meeting open to the public.
  - g) Employment and collective bargaining matters.
  - h) Legal matters.
  - i) Law enforcement matters.

#### **4.5. Social Media**

- 4.5.1.** Councillors must comply with the City's Social Media Policy.
- 4.5.2.** Councillors must, where possible, conduct municipal business through official accounts and devices and avoid conducting council business on personal devices or through personal accounts.

#### **4.6. Harassment and bullying**

- 4.6.1.** The obligations in this section are not intended to fulfill the requirement on a municipality as an employer to implement and maintain a harassment prevention plan, under section 24.1 of the **Occupational Health and Safety Regulations**.
- 4.6.2.** Councillors must not engage in harassment or bullying.
- 4.6.3.** All members of Council, while they are conducting City business in an official capacity as a municipal councilor, shall treat members of the public, one another, staff, and volunteers appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination, bullying and harassment.
- 4.6.4.** Harassment is defined as any objectionable or offensive behaviour that is known or ought reasonably to be known to be unwelcome. Harassment may be intended or unintended. Harassment may include, but may not be limited to:
  - a) Abuse of authority – harassment that occurs through a use of authority serving no legitimate work purpose.
  - b) Discriminatory harassment – harassment that is based on actual or perceived prohibited grounds of discrimination as outlined in the **Human Rights Act, 2010**, such as race, colour, nationality, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, or political opinion.
  - c) Sexual harassment – harassment which is gender-based or of a sexual nature.
  - d) Bullying – a repeated pattern of mistreatment aimed at a specific person or group.

#### **4.7. Legislative Compliance**

**4.7.1.** A Councillor must reasonably comply with all obligations imposed on Councillors by legislation, regulation, and municipal policy and procedures, including but not limited to:

- a) **City of Corner Brook Act, 1991**
- b) **Municipal Conduct Act**
- c) **Municipal Elections Act**
- d) **Municipal Affairs Act**
- e) **Public Procurement Act**
- f) **Urban and Rural Planning Act, 2000**
- g) **Access to Information and Protection of Privacy Act, 2015**
- h) **Occupational Health and Safety Act**
- i) **Human Rights Act, 2010**
- j) **Criminal Code of Canada, RSC 1985 c. C-46** including those provisions respecting influence peddling, hate propaganda, harassment, defamatory libel, sedition, and uttering threats;
- k) **Constitution Act, 1982 (Charter of Rights and Freedoms) and,**
- l) **Any accompanying regulations**

#### **4.8. No Adverse Actions or Reprisals**

**4.8.1.** Council or Councillors must take no action, and must to the best of their ability, ensure no action is taken, which would be reasonably perceived as a reprisal against any person acting in good faith who brings forward a complaint or information which leads to a complaint.

#### **4.9. Allegations in Bad Faith**

**4.9.1.** A Councillor or municipal official shall not file a complaint under this policy which is retributive, made in bad faith, or with malicious intent. A complaint will not be deemed to be retributive, made in bad faith, or malicious solely because it is ultimately determined to be unfounded.

#### **4.10. Investigation**

**3.10.1** A Councillor shall not hinder, obstruct, attempt to obstruct, interfere with, threaten, harass or fail to cooperate with a person conducting an investigation under the Act and regulations, and this Code of Conduct.

## Part 2

### Code of Conduct Complaint and Investigation Process

#### Receiving a Complaint

1. A complaint filed under this Code of Conduct shall be filed with the City Manager. The City Manager shall provide the Respondent with a copy of the complaint within 5 working days.
2. The respondent may provide a written response to the City Manager no later than 15 business days after receipt of a copy of the complaint.
3. Where the complainant is the City Manager, the complaint shall be filed with the Mayor. Where the Mayor is the respondent, the complaint shall be filed with the Deputy Mayor. Where the City Manager reasonably believes that neither the Mayor nor Deputy Mayor could act impartially and fairly, the City Manager may consult with the Department of Municipal and Provincial Affairs (The Department).
4. Where the complainant is the City Manager, the following process will still apply, but the Mayor or Deputy Mayor will act as City Manager for the purpose of administering the complaint.
5. The complaint shall be in writing.
6. Notwithstanding section 5, a complaint may be made by other means where the complainant has a limited ability to read or write English or has a disability or condition that impairs their ability to make a complaint.
7. A complaint shall include the following:
  - The complainant's name
  - The names of the person or persons the complaint is about
  - A summary of the complaint, and any steps taken to resolve it
  - The date that the breach of the code occurred, if known
  - A description of how the complaint can be resolved, if applicable
8. The City Manager shall advise the complainant that a copy of the complaint will be provided to the Respondent.
9. A complainant may withdraw their complaint in writing or by other means as per section 6. Notwithstanding, the City Manager or investigator may continue investigating where it is reasonable to do so, taking into account the public interest.

10. Where a complaint is received alleging criminal behaviour, or at any point it becomes apparent that criminal behaviour may have occurred, the City Manager shall immediately contact law enforcement, and notify the Department through the Minister's Office.
11. A person may file a complaint within **1 year** of becoming aware of a Code of Conduct violation. The City Manager may accept complaints outside of that timeframe in instances of harassment, bullying, financial impropriety, or where it is reasonable to do so, taking into account the public interest.

#### **Informal Resolution**

12. Where the City Manager determines the complaint to be interpersonal in nature, or relates to a disagreement, the City Manager may ask the parties if they wish to resolve the complaint through mediation, or Alternative Dispute Resolution (ADR).
13. Alternate Dispute Resolution (ADR) must not be used where there is a significant power imbalance between the complainant and respondent, where there is a reasonable apprehension of harm, where the allegations involve issues of financial impropriety, sexual harassment, violence, criminality, where either party does not consent, or where other circumstances would prevent the success of Alternate Dispute Resolution (ADR).
14. Informal resolution efforts shall be concluded within **30** business days, and may be extended for additional business days with consent of both parties and approval of council.

#### **Referral to Council - Resolution or Agreement of Facts**

15. As per sections 14 (2) of the Act, where a complaint is successfully resolved or not resolved but complainants agree on the facts, the City Manager shall provide Council with a report.
16. As per sections 14(4) and (5) of the Act, Council shall review the report at a privileged meeting of Council. Following the review of the report, Council shall open the meeting to the public and shall, by resolution, dismiss the complaint or make a determination that the Councillor contravened the Code of Conduct.
17. Where the council determines that a Councillor has contravened the Code of Conduct, the council may impose penalties in accordance with section 15.

#### **Formal Investigation**

18. Where the complaint is not resolved or the facts are not agreed on, the City Manager may investigate or appoint an investigator. There shall be **90 business days** to conclude an investigation from the date the informal resolution period has expired. Upon request of the City Manager, **council may approve additional time** for the completion of an investigation.

19. The investigator will notify the respondent within five business days of the failure of informal resolution.
20. The investigator will prepare a written report for council.
21. The report shall at a minimum outline the investigative process, facts, analysis, test (an assessment of the facts relative to the Code of Conduct), conclusion, and recommendations. The following format is flexible but may be of assistance.
  - Introduction
  - Investigative Process
  - Background
  - Events before the incident
  - The incident(s)
  - Events after the incident
  - Evidence
  - Finding of the facts
  - Analysis
  - Test (an assessment of the facts relative to the Code of Conduct)
  - Decision
  - Recommendation(s)
22. Within 30 days of receiving the report, Council shall review the report at a privileged meeting and shall bring forward to the subsequent public council meeting to either dismiss the complaint or find that a Councillor contravened the code.
23. If council finds a Councillor contravened the code, council may, by resolution, take an action as set out in Section 15 (Penalties) of the **Municipal Conduct Act**.



# Information Report (IR)

**Subject:** Proclamations and Events

**To:** Jessica Smith  
**Meeting:** Committee of the Whole - 27 Mar 2023  
**Department:** City Manager  
**Staff Contact:** Gloria Manning, Administrative Assistant to the City Manager  
**Topic Overview:** The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.  
**Attachments:** [Epilepsy NL Purple Day 2023](#)

## BACKGROUND INFORMATION:

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

- **March 26, 2023 was declared as Purple Day for Epilepsy-** Purple Day is a global effort to promote Epilepsy Awareness in countries around the world. Epilepsy is a chronic neurological disorder, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide.

Legislative Assistant

Administrative Assistant to the City  
 Manager

Approved - 22 Mar 2023

Approved - 23 Mar 2023

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City Manager

# Proclamation

## *Purple Day for Epilepsy* *March 26th*

**WHEREAS,** Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and

**WHEREAS,** Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy you are not alone; and

**WHEREAS,** Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide; and

**WHEREAS,** One in ten persons will have at least one seizure during their lifetime; and

**WHEREAS,** The public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and

**WHEREAS,** Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally

**NOW, THEREFORE,** be it resolved that I, \_\_\_\_\_, of \_\_\_\_\_, do hereby proclaim March 26th as Purple Day in an effort to raise awareness and understanding of epilepsy, and to support all those who live with seizures each day.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
Signature



# Information Report (IR)

**Subject:** Finance & Administration Report

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 27 Mar 2023  
**Department:** Finance and Administration  
**Staff Contact:** Sievendra Maistry, Director of Finance and Administration  
**Topic Overview:**  
**Attachments:** [Income Statement February 2023](#)  
[Expense Statement February 2023](#)  
[Civic Centre P&L February 2023](#)  
[Total Accounts Receivable February 2023](#)  
[Accounts over \\$5K February 2023](#)  
[Accounts over 365 Days February 2023](#)  
[Business Taxes Outstanding February 2023](#)  
[Council Travel Jul - Dec 2022](#)

## BACKGROUND INFORMATION:

### Business Taxes

Business Taxes are due by the 31st March 2023.

The detail financial reports for the period ending February 2023 for the City of Corner Brook are attached.

### Grants

The following grants have been awarded in March;

- The Corner Brook Library – in support for new programs for the Library . **\$2,200 Cash**
- Corner Brook Kinsmen Club – in support of signage and mapping for the Prince Edward RV Park. **\$2,000**

### Council Travel Report

The City of Corner Brook Council Remuneration and Reimbursement Regulations states that "A summary of Council travel expense by Councilor will be provided to Council semi-annually and reported on at a public meeting". The council travel report for the period July 2022 to December 2022 is attached.

Director of Finance and  
Administration

Approved - 22 Mar 2023

Administrative Assistant to the City  
Manager

Approved - 23 Mar 2023

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City Manager

### Income Statement Detail - Revenues 2023

City of Corner Brook

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	February 2023 BUDGET	February 2023 ACTUAL	MTD VARIANCE	February 2023 YTD BUDGET	February 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$275	\$275	\$13,842,385	\$14,252,085	\$409,700	\$14,270,500	(\$18,415)
Tax revenues, Unit charge residential	0	-1,690	-1,690	4,545,954	4,686,984	141,030	4,686,550	434
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	0	0	0	904,234	932,000	27,766	932,200	-200
<b>Gross Residential Tax</b>	<b>0</b>	<b>-1,415</b>	<b>-1,415</b>	<b>19,292,573</b>	<b>19,871,069</b>	<b>578,496</b>	<b>19,889,250</b>	<b>-18,181</b>
Tax revenues, Municipal tax commercial	0	-26,302	-26,302	3,710,250	3,796,104	85,854	3,825,000	-28,896
Tax revenues, Unit charge commercial	0	0	0	582,276	602,690	20,414	600,285	2,405
Tax revenues, Water levy commercial	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy commercial	0	0	0	95,545	98,000	2,455	98,500	-500
<b>Gross Commerical Tax</b>	<b>0</b>	<b>-26,302</b>	<b>-26,302</b>	<b>4,388,071</b>	<b>4,496,794</b>	<b>108,723</b>	<b>4,523,785</b>	<b>-26,991</b>
<b>Gross Property Tax</b>	<b>0</b>	<b>-27,717</b>	<b>-27,717</b>	<b>23,680,644</b>	<b>24,367,863</b>	<b>687,219</b>	<b>24,413,035</b>	<b>-45,172</b>
Tax revenues, Seniors discount	-8,000	-82,144	-74,144	-120,000	-132,679	-12,679	-160,000	27,321
Tax revenues, Municipal tax discount	-95,000	-154,685	-59,685	-190,000	-187,113	2,887	-190,000	2,887
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
<b>Total Property Tax Discounts</b>	<b>-103,000</b>	<b>-236,829</b>	<b>-133,830</b>	<b>-310,000</b>	<b>-319,792</b>	<b>-9,792</b>	<b>-350,000</b>	<b>30,208</b>
<b>Net Property Tax</b>	<b>-103,000</b>	<b>-264,546</b>	<b>-161,546</b>	<b>23,370,644</b>	<b>24,048,071</b>	<b>677,427</b>	<b>24,063,035</b>	<b>-14,964</b>
Tax revenues, Business tax levy	0	-8,770	-8,770	5,296,103	5,422,109	126,006	5,459,900	-37,791
Tax revenues, Business tax discount	-9,600	-12,233	-2,633	-19,200	-13,509	5,691	-32,000	18,491
Tax revenues, Business credit - COVID	0	0	0	0	0	0	0	0
Tax revenues, Business Restoration credit	0	0	0	0	0	0	-30,000	30,000
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
<b>Business Tax</b>	<b>-9,600</b>	<b>-21,003</b>	<b>-11,403</b>	<b>5,276,903</b>	<b>5,408,600</b>	<b>131,697</b>	<b>5,397,900</b>	<b>10,700</b>
Tax revenues, Poll tax	0	0	0	0	0	0	0	0
Tax revenues, School water levy	0	0	0	0	0	0	0	0
Tax revenues, Meter supply levy	7,474	76,063	68,589	179,376	76,063	-103,313	747,400	-671,337
<b>Other Taxes</b>	<b>7,474</b>	<b>76,063</b>	<b>68,589</b>	<b>179,376</b>	<b>76,063</b>	<b>-103,313</b>	<b>747,400</b>	<b>-671,337</b>
Utility tax, NF Power	887,400	886,421	-979	887,400	886,421	-979	887,400	-979
Utility tax, Matrix	0	0	0	0	0	0	0	0
Utility tax, Aliant	239,700	142,987	-96,713	239,700	142,987	-96,713	239,700	-96,713
Utility tax, Rogers	86,700	86,649	-51	86,700	86,649	-51	86,700	-51
Utility tax, Telus	21,500	20,260	-1,240	21,500	20,260	-1,240	21,500	-1,240
Utility tax, Other	4,100	0	-4,100	4,100	0	-4,100	4,100	-4,100
<b>Utility Taxes</b>	<b>1,239,400</b>	<b>1,136,317</b>	<b>-103,083</b>	<b>1,239,400</b>	<b>1,136,317</b>	<b>-103,083</b>	<b>1,239,400</b>	<b>-103,083</b>
Contributions, Federal Govt	154,100	106,878	-47,222	154,100	106,878	-47,222	154,100	-47,222
Contributions, Prov of NL	0	438,746	438,746	0	438,746	438,746	166,100	272,646
Contributions, Prov of NL- Debt	0	0	0	0	0	0	0	0
Contributions, CBC	0	5,224	5,224	0	5,224	5,224	5,000	224
Contributions, CBP&P Water	0	0	0	0	90,000	90,000	90,000	0
Contributions, CBP&P Grant	0	0	0	0	0	0	1,077,000	-1,077,000
Contributions, Contributions - Memorial Uni	239,900	0	-239,900	239,900	239,861	-39	239,900	-39
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 2023

City of Corner Brook

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	February 2023 BUDGET	February 2023 ACTUAL	MTD VARIANCE	February 2023 YTD BUDGET	February 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Contributions, Federal Gas Tax Program	0	0	0	0	0	0	896,600	-896,600
Contributions	394,000	550,848	156,848	394,000	880,709	486,709	2,628,700	-1,747,991
Permits and licenses, Mobile vending	0	25	25	0	25	25	2,200	-2,175
Permits and licenses, Dog Licenses	150	166	16	300	321	21	1,800	-1,479
Permits and licenses, Bldg Permits	6,000	3,305	-2,695	12,000	4,088	-7,912	117,500	-113,412
Permits and licenses, Parking Meter Collections	1,980	0	-1,980	3,960	0	-3,960	39,600	-39,600
Permits and licenses, Impounding charges	0	0	0	0	0	0	1,400	-1,400
Permits and licenses, Taxi Licenses	0	250	250	0	375	375	6,500	-6,125
Permits and licenses, Develop application	235	100	-135	470	650	180	4,700	-4,050
Permits and licenses, Compliance Letters	2,058	2,800	742	4,116	3,300	-816	34,300	-31,000
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
Permits & Licenses	10,423	6,646	-3,777	20,846	8,759	-12,087	208,000	-199,241
Fines/Tickets, Parking tickets	1,250	275	-975	2,500	550	-1,950	15,000	-14,450
Fines/Tickets, Parking tickets - Courts	2,917	953	-1,964	5,834	5,461	-373	35,000	-29,539
Fines/Tickets, Municipal ticketing	0	0	0	0	0	0	1,000	-1,000
Fines & Tickets	4,167	1,228	-2,939	8,334	6,011	-2,323	51,000	-44,989
Interest, Tax Interest	29,600	76,590	46,990	48,100	100,883	52,783	370,000	-269,117
Interest, Bank Interest	9,600	0	-9,600	15,600	0	-15,600	120,000	-120,000
Interest	39,200	76,590	37,390	63,700	100,883	37,183	490,000	-389,117
Facility Rentals, Curling Club Rental	0	0	0	12,800	0	-12,800	12,800	-12,800
Facility Rentals, Curling Club Electricity	3,133	4,262	1,129	6,266	8,014	1,748	18,800	-10,786
Facility Rentals, City Hall Rental	16,667	16,472	-195	33,334	32,945	-389	200,000	-167,055
Facility Rental, Rotary Arts	0	0	0	0	0	0	0	0
Facility Rentals	19,800	20,734	935	52,400	40,959	-11,441	231,600	-190,641
Facility Agreement - 911 PSAP	0	0	0	0	0	0	897,400	-897,400
Civic Centre, Ice Rental	77,420	64,356	-13,064	154,840	137,891	-16,949	553,000	-415,109
Civic Centre, Room Rental Civic Centre	2,500	1,311	-1,190	5,000	1,363	-3,637	40,000	-38,637
Civic Centre, Annex Rental	1,083	0	-1,083	2,166	0	-2,166	13,000	-13,000
Civic Centre, Skybox	0	2,300	2,300	0	6,100	6,100	5,300	800
Civic Centre, Studio Rec. Usage	5,417	14,118	8,701	10,834	28,228	17,394	65,000	-36,772
Civic Centre, Catering	0	0	0	0	0	0	153,000	-153,000
Civic Centre, Concessions	833	0	-833	1,666	0	-1,666	10,000	-10,000
Civic Centre, Holding Seats	0	105	105	0	1,095	1,095	7,000	-5,905
Civic Centre, Indoor Advertising	0	3,245	3,245	0	6,540	6,540	60,000	-53,460
Civic Centre, Outdoor Advertising	0	609	609	0	1,217	1,217	14,000	-12,783
Civic Centre, Leases Civic Centre	10,250	9,856	-394	20,500	19,713	-787	123,000	-103,287
Civic Centre, Security	292	142	-150	584	142	-442	3,500	-3,358
Civic Centre, Electricity	333	155	-178	666	401	-265	4,000	-3,599
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	0	0	0	0	1,030	1,030	150,000	-148,970
Civic Centre, Home Show	0	0	0	0	0	0	0	0
Civic Centre, Royals Hockey Games	4,500	16,513	12,013	9,000	87,128	78,128	27,000	60,128
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0

### Income Statement Detail - Revenues 2023

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	February 2023 BUDGET	February 2023 ACTUAL	MTD VARIANCE	February 2023 YTD BUDGET	February 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, General Skating	2,500	3,008	508	5,000	8,747	3,747	15,000	-6,253
Civic Centre, Silver Blades	0	6,337	6,337	0	6,337	6,337	8,500	-2,163
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	1,083	4	-1,079	2,166	4	-2,162	13,000	-12,996
<b>Civic Centre</b>	<b>106,211</b>	<b>122,059</b>	<b>15,848</b>	<b>212,422</b>	<b>305,936</b>	<b>93,514</b>	<b>1,264,300</b>	<b>-958,364</b>
Land Revenues, Sales - Land	0	0	0	0	0	0	35,000	-35,000
Land Revenues, Land Leases	2,325	372	-1,953	4,650	7,469	2,819	27,900	-20,431
<b>Land Reserves</b>	<b>2,325</b>	<b>372</b>	<b>-1,953</b>	<b>4,650</b>	<b>7,469</b>	<b>2,819</b>	<b>62,900</b>	<b>-55,431</b>
Revenue from Reserves, Cap Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves, Oper Rev fr reserves	0	0	0	0	0	0	0	0
<b>Revenue from Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fees, Tax Certificates	2,292	1,200	-1,092	4,584	2,400	-2,184	27,500	-25,100
Fees, Tender documents	0	0	0	0	0	0	0	0
Fees, Appeal fees	183	-200	-383	366	-200	-566	2,200	-2,400
Fees, Insurance User Groups	0	0	0	0	0	0	0	0
<b>Fees</b>	<b>2,475</b>	<b>1,000</b>	<b>-1,475</b>	<b>4,950</b>	<b>2,200</b>	<b>-2,750</b>	<b>29,700</b>	<b>-27,500</b>
Park revenue, Summer Program	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	0	0	0	0	0	0	0
Park revenue, Field Rentals	0	0	0	0	0	0	16,200	-16,200
Park revenue, Ball Field Lighting	0	1,313	1,313	0	2,542	2,542	16,000	-13,458
Park revenue, Canada Day Revenue	0	0	0	0	0	0	12,000	-12,000
<b>Park &amp; Recreation Revenue</b>	<b>0</b>	<b>1,313</b>	<b>1,313</b>	<b>0</b>	<b>2,542</b>	<b>2,542</b>	<b>44,200</b>	<b>-41,658</b>
Misc revenue, Garbage tags	0	54	54	0	99	99	1,000	-901
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	0	2,379	2,379	0	5,146	5,146	0	5,146
Misc revenue, Bus Shelter Advertising	1,250	0	-1,250	2,500	1,230	-1,270	15,000	-13,770
Misc revenue, Recycling metal	0	0	0	0	0	0	0	0
Misc revenue, Train revenue	0	0	0	0	0	0	42,000	-42,000
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	0	327	327	0	548	548	1,300	-752
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	0	0	0	0	0	0	0
<b>Misc Revenue</b>	<b>1,250</b>	<b>2,760</b>	<b>1,510</b>	<b>2,500</b>	<b>7,023</b>	<b>4,522</b>	<b>59,300</b>	<b>-52,278</b>
<b>Total Revenues</b>	<b>1,714,125</b>	<b>1,710,381</b>	<b>-3,746</b>	<b>30,830,125</b>	<b>32,031,542</b>	<b>1,201,417</b>	<b>37,414,835</b>	<b>-5,383,293</b>

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
Council, Salary		\$16,108	\$16,310	(\$202)	\$32,217	\$32,620	(\$403)	\$193,300	\$160,680
Council, Group Insurance		958	1,442	-484	1,917	2,885	-968	11,500	8,615
Council, CPP/EI/WCB/HAPSET		1,350	1,491	-141	2,700	2,983	-283	16,200	13,217
Council, Business Travel		1,000	0	1,000	2,000	0	2,000	12,000	12,000
Council, Meeting expenses		833	0	833	1,667	126	1,541	10,000	9,874
Council, Public Receptions		417	0	417	833	0	833	5,000	5,000
Council, Office supplies		167	0	167	333	0	333	2,000	2,000
Council, Other supplies		83	0	83	167	0	167	1,000	1,000
Council, Promo materials		333	0	333	667	0	667	4,000	4,000
Council, Subscriptions		50	0	50	100	0	100	600	600
Council, Advertising		917	311	606	1,833	311	1,523	11,000	10,689
Council, Donations		292	0	292	583	50	533	3,500	3,450
Council, Registration fees		250	0	250	500	0	500	3,000	3,000
Council, Telephone		42	0	42	83	83	0	500	417
Council, Cell phone		42	0	42	83	26	57	500	474
Council, Municipal Associations		1,667	0	1,667	3,333	0	3,333	20,000	20,000
Council, Staff recognition		83	0	83	167	0	167	1,000	1,000
Council, Membership fees		42	0	42	83	0	83	500	500
Council, Conference fees		50	0	50	100	0	100	600	600
Council, Municipal Awareness Day		208	0	208	417	0	417	2,500	2,500
Council, Local appeal board		208	0	208	417	0	417	2,500	2,500
<b>Total Council</b>		<b>25,100</b>	<b>19,554</b>	<b>5,546</b>	<b>50,200</b>	<b>39,084</b>	<b>11,117</b>	<b>301,200</b>	<b>262,117</b>
Early Retirees, Salary		2,000	2,000	0	4,000	4,000	0	24,000	20,000
Early Retirees, Group Insurance		158	170	-12	316	340	-24	1,900	1,560
Early Retirees, CPP/EI/WCB/HAPSET		142	147	-5	284	295	-11	1,700	1,405
<b>Total Early Retirees</b>		<b>2,300</b>	<b>2,317</b>	<b>-17</b>	<b>4,600</b>	<b>4,635</b>	<b>-35</b>	<b>27,600</b>	<b>22,965</b>
CM Admin, Salary		33,617	23,370	10,247	67,233	45,741	21,493	403,400	357,660
CM Admin, Vacation		2,992	1,300	1,692	5,983	2,322	3,661	35,900	33,578
CM Admin, Sick		750	7,742	-6,992	1,500	16,747	-15,247	9,000	-7,747
CM Admin, Group Insurance		1,475	943	532	2,950	1,886	1,064	17,700	15,814
CM Admin, Pension		2,400	2,332	68	4,800	4,663	137	28,800	24,137
CM Admin, CPP/EI/WCB/HAPSET		3,200	3,863	-663	6,400	7,675	-1,275	38,400	30,725
CM Admin, Business Travel		100	-1,591	1,691	200	-34	234	1,200	1,234
CM Admin, Furniture and Equip		42	0	42	83	0	83	500	500
CM Admin, Meeting expenses		42	0	42	83	21	62	500	479
CM Admin, Office supplies		208	0	208	417	156	260	2,500	2,344
CM Admin, Other supplies		83	0	83	167	0	167	1,000	1,000
CM Admin, Document Mgmt		1,000	0	1,000	2,000	0	2,000	12,000	12,000
CM Admin, Photocopier expenses		333	223	111	667	495	172	4,000	3,505
CM Admin, Subscriptions		0	0	0	0	91	-91	0	-91
CM Admin, Registration fees		125	0	125	250	0	250	1,500	1,500
CM Admin, Cell phone		167	0	167	333	92	242	2,000	1,908
CM Admin, Postage/Courier		500	500	0	1,000	1,000	0	6,000	5,000
CM Admin, Special Projects		4,167	0	4,167	8,333	2,581	5,752	50,000	47,419
CM Admin, Membership fees		125	0	125	250	0	250	1,500	1,500
CM Admin, Conference fees		167	0	167	333	0	333	2,000	2,000
CM Admin, Training		167	0	167	333	0	333	2,000	2,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
CM Admin, Consulting fees		3,750	0	3,750	7,500	0	7,500	45,000	45,000
<b>Total City Manager Admin</b>		<b>55,410</b>	<b>38,682</b>	<b>16,728</b>	<b>110,815</b>	<b>83,436</b>	<b>27,381</b>	<b>664,900</b>	<b>581,465</b>
<b>Total City Manager</b>		<b>55,410</b>	<b>38,682</b>	<b>16,728</b>	<b>110,815</b>	<b>83,436</b>	<b>27,381</b>	<b>664,900</b>	<b>581,465</b>
F&A Admin, Salary		13,350	12,434	916	26,700	25,935	765	160,200	134,265
F&A Admin, Vacation		1,192	102	1,091	2,384	102	2,283	14,300	14,199
F&A Admin, Sick		300	1,167	-867	600	1,370	-770	3,600	2,230
F&A Admin, Group Insurance		575	354	221	1,150	709	441	6,900	6,191
F&A Admin, Pension		1,100	822	278	2,200	1,644	556	13,200	11,556
F&A Admin, CPP/EI/WCB/HAPSET		1,275	1,649	-374	2,550	3,276	-726	15,300	12,024
F&A Admin, Business Travel		1,083	0	1,083	2,166	0	2,166	13,000	13,000
F&A Admin, Office supplies		1,917	532	1,385	3,834	2,411	1,423	23,000	20,589
F&A Admin, Other supplies		0	0	0	0	123	-123	0	-123
F&A Admin, Photocopier expenses		192	569	-377	384	1,407	-1,023	2,300	893
F&A Admin, Subscriptions		433	0	433	866	228	638	5,200	4,972
F&A Admin, Telephone		2,627	0	2,627	5,254	2,361	2,893	31,520	29,159
F&A Admin, Cell phone		283	0	283	566	167	399	3,400	3,233
F&A Admin, Postage/Courier		933	0	933	1,866	0	1,866	11,200	11,200
F&A Admin, Membership fees		875	3,055	-2,180	1,750	3,055	-1,305	10,500	7,445
F&A Admin, Training		333	0	333	666	0	666	4,000	4,000
F&A Admin, Insurance Claims Deductible		1,667	0	1,667	3,334	0	3,334	20,000	20,000
F&A Admin, Assessment fees		0	0	0	60,525	60,515	10	242,100	181,585
F&A Admin, Audit fees		11,250	0	11,250	11,250	0	11,250	45,000	45,000
F&A Admin, Consulting fees		3,500	4,372	-872	7,000	4,372	2,628	42,000	37,628
F&A Admin, Insurance		22,500	23,426	-926	45,000	46,853	-1,853	270,000	223,147
F&A Admin, Legal fees		575	0	575	1,150	9,738	-8,588	6,900	-2,838
F&A Admin, Local appeal board		292	0	292	584	0	584	3,500	3,500
<b>Total Finance &amp; Admin</b>		<b>66,252</b>	<b>48,482</b>	<b>17,768</b>	<b>181,779</b>	<b>164,266</b>	<b>17,516</b>	<b>947,120</b>	<b>782,857</b>
F&A HR, Salary		26,558	24,112	2,446	53,117	48,216	4,901	318,700	270,484
F&A HR, Overtime		192	218	-26	383	218	166	2,300	2,083
F&A HR, Vacation		2,375	1,670	705	4,750	2,482	2,268	28,500	26,018
F&A HR, Sick		592	1,411	-819	1,183	4,055	-2,871	7,100	3,045
F&A HR, Group Insurance		1,225	1,209	16	2,450	2,417	33	14,700	12,283
F&A HR, Pension		1,783	1,632	152	3,567	3,291	276	21,400	18,109
F&A HR, Severance		4,167	0	4,167	8,333	0	8,333	50,000	50,000
F&A HR, CPP/EI/WCB/HAPSET		3,100	3,255	-155	6,200	6,524	-324	37,200	30,676
F&A HR, Safety Program		208	0	208	417	0	417	2,500	2,500
F&A HR, City Equip		525	141	384	1,050	141	909	6,300	6,159
F&A HR, HR Program		1,100	121	979	2,200	121	2,079	13,200	13,079
F&A HR, Staff Social Events		0	0	0	0	-279	279	5,000	5,279
F&A HR, Recruitment		833	0	833	1,666	0	1,666	10,000	10,000
F&A HR, Staff Recognition		200	0	200	400	3,000	-2,600	2,400	-600
F&A HR, Training		1,367	0	1,367	2,734	0	2,734	16,400	16,400
F&A HR, Medicals		83	105	-22	166	145	21	1,000	855

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total F&amp;A HR</b>		<b>44,308</b>	<b>33,874</b>	<b>10,436</b>	<b>88,616</b>	<b>70,331</b>	<b>18,287</b>	<b>536,700</b>	<b>466,371</b>
F&A Treasury, Salary		22,625	20,995	1,630	45,250	41,760	3,490	271,500	229,740
F&A Treasury, Overtime		167	0	167	334	1,260	-926	2,000	740
F&A Treasury, Vacation		2,025	1,528	497	4,050	3,125	925	24,300	21,175
F&A Treasury, Sick		508	712	-204	1,016	1,583	-567	6,100	4,517
F&A Treasury, Group Insurance		1,100	1,026	74	2,200	2,053	147	13,200	11,147
F&A Treasury, Pension		1,517	1,394	123	3,034	2,788	246	18,200	15,412
F&A Treasury, CPP/EI/WCB/HAPSET		2,842	2,770	72	5,684	5,643	41	34,100	28,457
<b>Total F&amp;A Treasury</b>		<b>30,784</b>	<b>28,425</b>	<b>2,359</b>	<b>61,568</b>	<b>58,212</b>	<b>3,355</b>	<b>369,400</b>	<b>311,187</b>
F&A IT, Salary		14,433	13,965	468	28,867	27,579	1,287	173,200	145,621
F&A IT, Overtime		217	0	217	433	197	237	2,600	2,403
F&A IT, Vacation		1,300	643	657	2,600	1,322	1,278	15,600	14,278
F&A IT, Sick		325	213	112	650	348	302	3,900	3,552
F&A IT, Group Insurance		467	370	97	933	740	193	5,600	4,860
F&A IT, Pension		967	889	77	1,933	1,776	157	11,600	9,824
F&A IT, CPP/EI/WCB/HAPSET		1,825	1,770	55	3,650	3,536	114	21,900	18,364
F&A IT, Comp software maint		17,267	1,656	15,611	34,533	40,181	-5,648	207,200	167,019
F&A IT, Comp network costs		1,367	0	1,367	2,733	1,366	1,367	16,400	15,034
<b>Total F&amp;A IT</b>		<b>38,168</b>	<b>19,506</b>	<b>18,660</b>	<b>76,332</b>	<b>77,045</b>	<b>-713</b>	<b>458,000</b>	<b>380,954</b>
F&A CSR, Salary		7,700	7,086	614	15,400	12,186	3,214	92,400	80,214
F&A CSR, Overtime		417	0	417	834	480	354	5,000	4,520
F&A CSR, Vacation		725	0	725	1,450	397	1,053	8,700	8,303
F&A CSR, Sick		183	397	-214	366	2,782	-2,416	2,200	-582
F&A CSR, Group Insurance		225	167	58	450	334	116	2,700	2,366
F&A CSR, Pension		517	476	41	1,034	953	81	6,200	5,247
F&A CSR, CPP/EI/WCB/HAPSET		1,083	942	141	2,166	1,897	269	13,000	11,103
<b>Total F&amp;A CSR</b>		<b>10,850</b>	<b>9,068</b>	<b>1,782</b>	<b>21,700</b>	<b>19,029</b>	<b>2,671</b>	<b>130,200</b>	<b>111,171</b>
F&A Land, Salary		5,742	5,424	317	11,483	10,723	761	68,900	58,177
F&A Land, Vacation		508	294	214	1,017	883	134	6,100	5,217
F&A Land, Sick		125	168	-43	250	168	82	1,500	1,332
F&A Land, Group Insurance		117	165	-49	233	331	-97	1,400	1,069
F&A Land, Pension		383	353	30	767	706	60	4,600	3,894
F&A Land, CPP/EI/WCB/HAPSET		642	706	-64	1,283	1,402	-119	7,700	6,298
F&A Land, Professional fees		1,250	0	1,250	2,500	468	2,032	15,000	14,532
<b>Total F&amp;A Land</b>		<b>8,767</b>	<b>7,110</b>	<b>1,655</b>	<b>17,533</b>	<b>14,681</b>	<b>2,852</b>	<b>105,200</b>	<b>90,518</b>
F&A Legal, Salary		6,933	6,040	893	13,866	11,724	2,142	83,200	71,476
F&A Legal, Vacation		617	0	617	1,234	1,421	-187	7,400	5,979
F&A Legal, Sick		150	1,066	-916	300	1,066	-766	1,800	734
F&A Legal, Group Insurance		142	88	54	284	177	107	1,700	1,523
F&A Legal, Pension		458	426	32	916	853	63	5,500	4,647

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
F&A Legal, CPP/EI/WCB/HAPSET		667	855	-188	1,334	1,700	-366	8,000	6,300
<b>Total F&amp;A Legal</b>		<b>8,967</b>	<b>8,475</b>	<b>491</b>	<b>17,934</b>	<b>16,941</b>	<b>994</b>	<b>107,600</b>	<b>90,660</b>
<b>Total Finance &amp; Administration</b>		<b>208,096</b>	<b>154,940</b>	<b>53,152</b>	<b>465,462</b>	<b>420,505</b>	<b>44,963</b>	<b>2,654,220</b>	<b>2,233,719</b>
CEDP Admin, Salary		16,542	16,022	519	33,083	29,107	3,977	198,500	169,393
CEDP Admin, Overtime		83	0	83	167	0	167	1,000	1,000
CEDP Admin, Vacation		1,475	418	1,057	2,950	1,582	1,368	17,700	16,118
CEDP Admin, Sick		367	354	13	733	2,369	-1,635	4,400	2,031
CEDP Admin, Group Insurance		700	654	46	1,400	1,308	92	8,400	7,092
CEDP Admin, Pension		1,100	1,018	82	2,200	2,035	165	13,200	11,165
CEDP Admin, CPP/EI/WCB/HAPSET		1,675	2,033	-358	3,350	4,038	-688	20,100	16,062
CEDP Admin, Business Travel		2,083	0	2,083	4,167	0	4,167	25,000	25,000
CEDP Admin, Office supplies		1,250	2,795	-1,545	2,500	4,951	-2,451	15,000	10,049
CEDP Admin, Photocopier expenses		333	350	-16	667	645	22	4,000	3,355
CEDP Admin, Subscriptions		292	0	292	583	21	562	3,500	3,479
CEDP Admin, Cell phone		500	0	500	1,000	375	625	6,000	5,625
CEDP Admin, Postage/Courier		0	0	0	0	171	-171	0	-171
CEDP Admin, Training		333	0	333	667	0	667	4,000	4,000
CEDP Admin, Consulting fees		2,083	0	2,083	4,167	417	3,750	25,000	24,583
CPD Admin, Comp software maint		1,667	0	1,667	3,333	0	3,333	20,000	20,000
<b>Total CEDP Admin</b>		<b>30,483</b>	<b>23,644</b>	<b>6,840</b>	<b>60,967</b>	<b>47,019</b>	<b>13,949</b>	<b>365,800</b>	<b>318,782</b>
CEDP Planning, Salary		9,958	7,872	2,087	19,917	16,463	3,453	119,500	103,037
CEDP Planning, Overtime		125	0	125	250	0	250	1,500	1,500
CEDP Planning, Vacation		900	115	785	1,800	573	1,227	10,800	10,227
CEDP Planning, Sick		225	1,178	-953	450	1,293	-843	2,700	1,407
CEDP Planning, Group Insurance		217	299	-82	433	598	-165	2,600	2,002
CEDP Planning, Pension		667	550	117	1,333	1,100	234	8,000	6,900
CEDP Planning, CPP/EI/WCB/HAPSET		1,250	1,092	158	2,500	2,170	330	15,000	12,830
CEDP Planning, Advertising		83	0	83	167	0	167	1,000	1,000
CEDP Planning, Special Projects		8,333	0	8,333	16,667	0	16,667	100,000	100,000
CEDP Planning, Professional fees		417	0	417	833	0	833	5,000	5,000
<b>Total CEDP Planning</b>		<b>22,175</b>	<b>11,106</b>	<b>11,070</b>	<b>44,350</b>	<b>22,197</b>	<b>22,153</b>	<b>266,100</b>	<b>243,903</b>
CEDP Bldg Inspect, Salary		25,417	19,945	5,471	50,833	40,068	10,765	305,000	264,932
CEDP Bldg Inspect, Overtime		417	0	417	833	0	833	5,000	5,000
CEDP Bldg Inspect, Vacation		2,300	1,371	929	4,600	2,423	2,177	27,600	25,177
CEDP Bldg Inspect, Sick		575	213	362	1,150	568	582	6,900	6,332
CEDP Bldg Inspect, Group Insurance		808	637	171	1,617	1,274	342	9,700	8,426
CEDP Bldg Inspect, Pension		1,700	1,292	408	3,400	2,584	816	20,400	17,816
CEDP Bldg Inspect, CPP/EI/WCB/HAPSET		3,125	2,577	548	6,250	5,120	1,130	37,500	32,380
CEDP Bldg Inspect, City Equip		1,000	183	817	2,000	235	1,765	12,000	11,765
<b>Total Building Inspection</b>		<b>35,342</b>	<b>26,218</b>	<b>9,123</b>	<b>70,683</b>	<b>52,272</b>	<b>18,410</b>	<b>424,100</b>	<b>371,827</b>
CEDP Business, Salary		6,558	5,962	596	13,117	11,924	1,193	78,700	66,776

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
CEDP Business, Vacation		583	337	247	1,167	962	205	7,000	6,038
CEDP Business, Sick		150	433	-283	300	577	-277	1,800	1,223
CEDP Business, Group Insurance		283	268	16	567	536	31	3,400	2,864
CEDP Business, Pension		442	404	38	883	808	76	5,300	4,492
CEDP Business, CPP/EI/WCB/HAPSET		658	810	-151	1,317	1,609	-292	7,900	6,291
CEDP Business, Business Travel		250	1,931	-1,681	500	1,931	-1,431	3,000	1,069
CEDP Business, Promo materials		167	0	167	333	0	333	2,000	2,000
CEDP Business, Advertising		167	0	167	333	0	333	2,000	2,000
CEDP Business, Cell phone		63	0	63	125	37	89	750	714
CEDP Business, Special Projects		167	0	167	333	0	333	2,000	2,000
CEDP Business, Membership fees		250	0	250	500	0	500	3,000	3,000
CEDP Business, Conference fees		208	0	208	417	0	417	2,500	2,500
CEDP Business, Business Facilitating		417	0	417	833	0	833	5,000	5,000
<b>Total Business Resource Centre</b>		<b>10,363</b>	<b>10,145</b>	<b>219</b>	<b>20,725</b>	<b>18,384</b>	<b>2,344</b>	<b>124,350</b>	<b>105,969</b>
CEDP - Sust Develop, Salary		3,875	3,973	-98	7,750	7,946	-196	46,500	38,554
CEDP - Sust Develop, Overtime		0	199	-199	0	199	-199	0	-199
CEDP - Sust Develop, Vacation		342	0	342	684	0	684	4,100	4,100
CEDP - Sust Develop, Sick		83	0	83	166	0	166	1,000	1,000
CEDP - Sust Develop, Group Insurance		142	107	35	284	215	69	1,700	1,485
CEDP - Sust Develop, Pension		258	238	20	516	477	39	3,100	2,623
CEDP - Sust Develop, CPP/EI/WCB/HAPSET		542	470	72	1,084	935	149	6,500	5,565
CEDP - Sust Develop, Special Projects		2,083	-10,000	12,083	4,166	-10,000	14,166	25,000	35,000
CEDP - Sust Develop, Recycling bins		417	0	417	834	0	834	5,000	5,000
CEDP - Sust Develop, Fall Leaf		167	0	167	334	0	334	2,000	2,000
CEDP - Sust Develop, Water conservation		250	0	250	500	0	500	3,000	3,000
CEDP - Sust Develop, Community Education		1,167	0	1,167	2,334	0	2,334	14,000	14,000
CEDP - Sust Develop, Green Team		333	0	333	666	0	666	4,000	4,000
CEDP - Sust Develop, Clean up Corner Brook		417	0	417	834	0	834	5,000	5,000
<b>Total Sustainable Development</b>		<b>10,076</b>	<b>-5,013</b>	<b>15,088</b>	<b>20,152</b>	<b>-228</b>	<b>20,381</b>	<b>120,900</b>	<b>121,129</b>
CEDP - Eng, Salary		48,758	39,840	8,919	97,517	80,860	16,657	585,100	504,240
CEDP - Eng, Overtime		0	542	-542	0	964	-964	0	-964
CEDP - Eng, Vacation		4,333	2,370	1,963	8,667	4,940	3,727	52,000	47,060
CEDP - Eng, Sick		1,083	1,503	-420	2,167	2,867	-700	13,000	10,133
CEDP - Eng, Other leave		0	830	-830	0	830	-830	0	-830
CEDP - Eng, Group Insurance		2,175	1,446	729	4,350	2,892	1,458	26,100	23,208
CEDP - Eng, Pension		3,250	2,221	1,029	6,500	4,441	2,059	39,000	34,559
CEDP - Eng, CPP/EI/WCB/HAPSET		5,950	5,291	659	11,900	10,562	1,338	71,400	60,838
CEDP - Eng, City Equip		2,125	675	1,450	4,250	675	3,575	25,500	24,825
<b>Total Engineering</b>		<b>67,674</b>	<b>54,718</b>	<b>12,957</b>	<b>135,351</b>	<b>109,031</b>	<b>26,320</b>	<b>812,100</b>	<b>703,070</b>
CEDP - GIS, Salary		4,950	4,763	188	9,900	9,589	312	59,400	49,812
CEDP - GIS, Vacation		442	64	379	884	64	821	5,300	5,237
CEDP - GIS, Sick		108	254	-146	216	508	-292	1,300	792
CEDP - GIS, Group Insurance		258	247	11	516	494	22	3,100	2,606
CEDP - GIS, Pension		333	305	28	666	610	56	4,000	3,390

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
CEDP - GIS, CPP/EI/WCB/HAPSET		617	607	10	1,234	1,206	28	7,400	6,194
CEDP - GIS, Professional fees		2,083	0	2,083	4,166	0	4,166	25,000	25,000
<b>Total GIS</b>		<b>8,791</b>	<b>6,240</b>	<b>2,552</b>	<b>17,582</b>	<b>12,471</b>	<b>5,112</b>	<b>105,500</b>	<b>93,030</b>
<b>Total Community, Engineering, Development &amp; Plannin</b>		<b>184,904</b>	<b>127,058</b>	<b>57,849</b>	<b>369,810</b>	<b>261,146</b>	<b>108,668</b>	<b>2,218,850</b>	<b>1,957,709</b>
PS MEO, Salary		17,792	16,842	950	35,583	35,776	-192	213,500	177,724
PS MEO, Overtime		333	589	-256	667	927	-260	4,000	3,073
PS MEO, Vacation		1,583	2,292	-708	3,167	2,536	631	19,000	16,464
PS MEO, Sick		392	2,383	-1,991	783	7,138	-6,354	4,700	-2,438
PS MEO, Other leave		0	0	0	0	426	-426	0	-426
PS MEO, Group Insurance		742	658	83	1,483	1,316	167	8,900	7,584
PS MEO, Pension		1,158	1,072	86	2,317	2,144	173	13,900	11,756
PS MEO, CPP/EI/WCB/HAPSET		2,267	2,555	-288	4,533	5,417	-884	27,200	21,783
PS MEO, Clothing/uniforms		292	0	292	583	0	583	3,500	3,500
PS MEO, City Equip		1,917	321	1,596	3,833	321	3,513	23,000	22,679
PS MEO, Maint supplies		417	0	417	833	0	833	5,000	5,000
PS MEO, Office supplies		375	0	375	750	0	750	4,500	4,500
PS MEO, Inventory		208	0	208	417	0	417	2,500	2,500
PS MEO, Hired contractor		625	2,086	-1,461	1,250	2,088	-838	7,500	5,412
PS MEO, Cell phone		167	0	167	333	203	130	2,000	1,797
PS MEO, Electrical		583	0	583	1,167	0	1,167	7,000	7,000
PS MEO, Membership fees		42	0	42	83	0	83	500	500
PS MEO, Training		333	0	333	667	0	667	4,000	4,000
PS MEO, Professional fees		292	0	292	583	521	62	3,500	2,979
<b>Total Municipal Enforcement</b>		<b>29,518</b>	<b>28,798</b>	<b>720</b>	<b>59,032</b>	<b>58,813</b>	<b>220</b>	<b>354,200</b>	<b>295,387</b>
PSAnimal, Electrical		0	919	-919	0	1,787	-1,787	0	-1,787
<b>Total Animal Control</b>		<b>0</b>	<b>919</b>	<b>-919</b>	<b>0</b>	<b>1,787</b>	<b>-1,787</b>	<b>0</b>	<b>-1,787</b>
Fire Admin, Salary		19,842	16,537	3,304	39,683	36,822	2,861	238,100	201,278
Fire Admin, Overtime		0	59	-59	0	207	-207	0	-207
Fire Admin, Vacation		1,733	3,756	-2,022	3,467	3,756	-289	20,800	17,045
Fire Admin, Sick		433	394	39	867	1,183	-316	5,200	4,017
Fire Admin, Group Insurance		858	617	242	1,717	1,233	483	10,300	9,067
Fire Admin, Pension		1,300	1,200	100	2,600	2,432	168	15,600	13,168
Fire Admin, CPP/EI/WCB/HAPSET		1,983	2,488	-505	3,967	5,006	-1,039	23,800	18,794
Fire Admin, Business Travel		833	0	833	1,667	1,261	405	10,000	8,739
Fire Admin, Staff Social Events		42	0	42	83	0	83	500	500
Fire Admin, Fire Prevention and Education		1,250	0	1,250	2,500	102	2,398	15,000	14,898
Fire Admin, Clothing/uniforms		208	0	208	417	0	417	2,500	2,500

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
Fire Admin, Furniture and Equip		208	0	208	417	0	417	2,500	2,500
Fire Admin, Maint supplies		42	0	42	83	172	-88	500	328
Fire Admin, Meeting expenses		83	0	83	167	0	167	1,000	1,000
Fire Admin, Office supplies		167	0	167	333	46	288	2,000	1,954
Fire Admin, Other supplies		125	0	125	250	0	250	1,500	1,500
Fire Admin, Photocopier expenses		333	67	266	667	67	599	4,000	3,933
Fire Admin, Subscriptions		108	0	108	217	0	217	1,300	1,300
Fire Admin, Registration fees		250	0	250	500	0	500	3,000	3,000
Fire Admin, Telephone		167	0	167	333	267	66	2,000	1,733
Fire Admin, Cell phone		292	0	292	583	167	416	3,500	3,333
Fire Admin, Postage/Courier		25	0	25	50	0	50	300	300
Fire Admin, Recruitment		833	0	833	1,667	0	1,667	10,000	10,000
Fire Admin, Special Projects		1,333	2,782	-1,449	2,667	11,038	-8,372	16,000	4,962
Fire Admin, Membership fees		125	0	125	250	176	74	1,500	1,324
PS Fire Admin, EMO Exercise		208	0	208	417	0	417	2,500	2,500
<b>Total Fire Department Admin</b>		<b>32,781</b>	<b>27,900</b>	<b>4,884</b>	<b>65,569</b>	<b>63,935</b>	<b>1,632</b>	<b>393,400</b>	<b>329,466</b>
Fire Operations, Salary		222,392	201,860	20,531	444,783	352,455	92,328	2,668,700	2,316,245
Fire Operations, Overtime		6,250	5,039	1,211	12,500	7,406	5,094	75,000	67,594
Fire Operations, Vacation		4,167	0	4,167	8,333	0	8,333	50,000	50,000
Fire Operations, Sick		4,167	0	4,167	8,333	0	8,333	50,000	50,000
Fire Operations, Group Insurance		8,000	7,344	656	16,000	12,786	3,214	96,000	83,214
Fire Operations, Pension		12,517	11,240	1,277	25,033	19,641	5,392	150,200	130,559
Fire Operations, CPP/EI/WCB/HAPSET		23,533	24,130	-597	47,067	41,980	5,087	282,400	240,420
Fire Operations, Clothing/uniforms		833	936	-103	1,667	3,875	-2,208	10,000	6,125
Fire Operations, Furniture and Equip		417	0	417	833	2,223	-1,389	5,000	2,777
Fire Operations, Maint supplies		5,000	6,061	-1,061	10,000	8,298	1,702	60,000	51,702
Fire Operations, Inventory		417	501	-85	833	714	120	5,000	4,286
Fire Operations, Hired contractor		833	0	833	1,667	0	1,667	10,000	10,000
Fire Operations, Meal Vouchers		417	315	102	833	470	363	5,000	4,530
Fire Operations, Training		4,167	0	4,167	8,333	1,241	7,093	50,000	48,759
Fire Operations, Lease		3,183	0	3,183	6,367	0	6,367	38,200	38,200
Fire Operations, Medicals		1,667	0	1,667	3,333	8,194	-4,861	20,000	11,806
<b>Total Fire Department Operations</b>		<b>297,960</b>	<b>257,426</b>	<b>40,532</b>	<b>595,915</b>	<b>459,283</b>	<b>136,634</b>	<b>3,575,500</b>	<b>3,116,217</b>
Fire Bldg Maint, Maint supplies		1,667	7	1,659	3,333	555	2,779	20,000	19,445
Fire Bldg Maint, Cleaning services		1,250	0	1,250	2,500	1,293	1,207	15,000	13,707
Fire Bldg Maint, Hired contractor		1,667	78	1,589	3,333	78	3,255	20,000	19,922
Fire Bldg Maint, Electrical		3,333	5,105	-1,771	6,667	10,207	-3,540	40,000	29,793
<b>Total Fire Department Building Maintenance</b>		<b>7,917</b>	<b>5,190</b>	<b>2,727</b>	<b>15,833</b>	<b>12,133</b>	<b>3,702</b>	<b>95,000</b>	<b>82,868</b>
Fire Dept Equipment, Salary		1,000	1,038	-38	2,000	1,283	717	12,000	10,717
Fire Dept Equipment, Overtime		333	164	169	666	164	502	4,000	3,836
Fire Dept Equipment, Group Insurance		83	33	50	166	41	125	1,000	959
Fire Dept Equipment, Pension		83	58	25	166	73	93	1,000	927
Fire Dept Equipment, CPP/EI/WCB/HAPSET		167	125	42	334	157	177	2,000	1,843
Fire Dept Equipment, Maint supplies		2,500	197	2,303	5,000	419	4,581	30,000	29,581

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
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Total Fire Department Equipment Cost		4,166	1,615	2,551	8,332	2,137	6,194	50,000	47,862
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<b>Total Fire Department Expense</b>		<b>342,824</b>	<b>292,131</b>	<b>50,693</b>	<b>685,649</b>	<b>537,488</b>	<b>148,162</b>	<b>4,113,900</b>	<b>3,576,413</b>
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911 Operations, Salary		49,742	40,286	9,456	99,483	86,301	13,182	596,900	510,599
911 Operations, Overtime		2,200	1,485	715	4,400	4,484	-84	26,400	21,916
911 Operations, Vacation		4,425	8,912	-4,487	8,850	12,425	-3,575	53,100	40,675
911 Operations, Sick		1,108	3,127	-2,019	2,217	5,878	-3,661	13,300	7,422
911 Operations, Group Insurance		2,083	1,815	268	4,167	3,630	536	25,000	21,370
911 Operations, Pension		3,133	2,706	427	6,267	5,412	855	37,600	32,188
911 Operations, CPP/EI/WCB/HAPSET		6,100	6,291	-191	12,200	12,560	-360	73,200	60,640
911 Operations, Computer Supplies		5,000	38,623	-33,623	10,000	38,687	-28,687	60,000	21,313
911 Operations, Meeting expenses		83	0	83	167	21	146	1,000	980
911 Operations, Office supplies		333	0	333	667	1,298	-631	4,000	2,702
911 Operations, Computer Supplies		125	0	125	250	0	250	1,500	1,500
911 Operations, Comp software maint		500	0	500	1,000	0	1,000	6,000	6,000
911 Operations, Cleaning services		192	115	76	383	231	152	2,300	2,069
911 Operations, Telephone		1,000	0	1,000	2,000	1,204	796	12,000	10,796
911 Operations, Training		500	0	500	1,000	0	1,000	6,000	6,000
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Total 911 Operations		76,524	103,360	-26,836	153,051	172,131	-19,081	918,300	746,169
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<b>Total Protective Services</b>		<b>448,866</b>	<b>425,208</b>	<b>23,658</b>	<b>897,732</b>	<b>770,219</b>	<b>127,515</b>	<b>5,386,400</b>	<b>4,616,183</b>
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CEDP Recreation , Salary		18,675	8,162	10,513	37,350	14,654	22,696	224,100	209,446
CEDP Recreation , Overtime		417	190	227	834	212	622	5,000	4,788
CEDP Recreation , Vacation		1,658	261	1,397	3,316	332	2,984	19,900	19,568
CEDP Recreation , Sick		417	0	417	834	0	834	5,000	5,000
CEDP Recreation , Group Insurance		1,208	0	1,208	2,416	0	2,416	14,500	14,500
CEDP Recreation , Pension		1,475	-107	1,582	2,950	0	2,950	17,700	17,700
CEDP Recreation , CPP/EI/WCB/HAPSET		1,958	987	971	3,916	1,750	2,166	23,500	21,750
CEDP Recreation , Activity Guide		0	0	0	0	0	0	5,000	5,000
CEDP Recreation , Summer Concert Series		0	0	0	0	0	0	20,000	20,000
CEDP Recreation , Recreation improvements		2,000	425	1,575	4,000	425	3,575	180,000	179,575
CEDP Recreation , Canada Day		0	0	0	0	0	0	20,000	20,000
CEDP Recreation , Corner Brook Day		0	0	0	0	0	0	17,000	17,000
CEDP Recreation , Margaret Bowater Park		0	0	0	0	0	0	26,000	26,000
CEDP Recreation , Special Events Grants		1,667	370	1,297	3,333	370	2,963	20,000	19,630
CEDP MBP, Salary		0	0	0	0	0	0	55,000	55,000
CPD MBP, Maint supplies		0	0	0	0	0	0	5,000	5,000
CEDP MBP, Security		0	0	0	0	0	0	24,000	24,000
CEDP Activity Staffing, Salary		2,917	3,060	-143	5,833	5,275	559	35,000	29,725
CEDP Activity Staffing, Overtime		0	23	-23	0	45	-45	0	-45
CEDP Activity Staffing, Vacation		0	123	-123	0	213	-213	0	-213
CEDP Activity Staffing, CPP/EI/WCB/HAPSET		0	341	-341	0	581	-581	0	-581

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total Recreation &amp; Leisure</b>		<b>32,392</b>	<b>13,835</b>	<b>18,556</b>	<b>64,782</b>	<b>23,857</b>	<b>40,925</b>	<b>716,700</b>	<b>692,842</b>
Tourism, Salary		8,400	7,889	511	16,800	13,989	2,811	100,800	86,811
Tourism, Vacation		750	381	369	1,500	1,376	124	9,000	7,624
Tourism, Sick		183	249	-66	366	1,672	-1,306	2,200	528
Tourism, Group Insurance		392	235	157	784	469	315	4,700	4,231
Tourism, Pension		558	511	47	1,116	1,022	94	6,700	5,678
Tourism, CPP/EI/WCB/HAPSET		1,100	1,013	87	2,200	2,012	188	13,200	11,188
Tourism, Promo materials		667	0	667	1,334	0	1,334	8,000	8,000
Tourism, Advertising		667	0	667	1,334	0	1,334	8,000	8,000
Tourism, Special Projects		6,667	499	6,168	13,334	46	13,289	80,000	79,955
Tourism, Jigs and Wheels		0	0	0	0	1,133	-1,133	0	-1,133
Train, Salary		0	0	0	0	0	0	7,200	7,200
<b>Total Tourism</b>		<b>19,384</b>	<b>10,777</b>	<b>8,608</b>	<b>38,768</b>	<b>21,719</b>	<b>17,048</b>	<b>239,800</b>	<b>218,080</b>
Civic Centre Admin, Salary		26,425	24,177	2,248	52,850	51,451	1,399	317,100	265,649
Civic Centre Admin, Overtime		833	777	56	1,666	3,408	-1,742	10,000	6,592
Civic Centre Admin, Vacation		2,350	2,382	-32	4,700	3,006	1,694	28,200	25,194
Civic Centre Admin, Sick		583	2,242	-1,659	1,166	4,044	-2,878	7,000	2,956
Civic Centre Admin, Other leave		0	830	-830	0	830	-830	0	-830
Civic Centre Admin, Group Insurance		1,100	1,047	53	2,200	2,095	105	13,200	11,105
Civic Centre Admin, Pension		1,692	1,769	-77	3,384	3,528	-144	20,300	16,772
Civic Centre Admin, CPP/EI/WCB/HAPSET		3,267	3,614	-347	6,534	7,160	-626	39,200	32,040
Civic Centre Admin, Office supplies		542	73	469	1,084	285	799	6,500	6,215
Civic Centre Admin, Photocopier expenses		225	246	-21	450	663	-213	2,700	2,037
Civic Centre Admin, Promo materials		2,083	540	1,543	4,166	1,140	3,026	25,000	23,860
Civic Centre Admin, Subscriptions		175	1,140	-965	350	1,163	-813	2,100	937
Civic Centre Admin, Comp network costs		2,192	0	2,192	4,384	480	3,904	26,300	25,820
Civic Centre Admin, Telephone		350	0	350	700	296	404	4,200	3,904
Civic Centre Admin, Cell phone		283	0	283	566	125	441	3,400	3,275
Civic Centre Admin, Membership fees		0	0	0	0	336	-336	0	-336
Civic Centre Admin, Training		833	3,382	-2,549	1,666	3,382	-1,716	10,000	6,618
Civic Centre Admin, Bank Charges		1,083	0	1,083	2,166	0	2,166	13,000	13,000
Civic Centre Operations, Salary		54,625	48,793	5,832	109,250	89,540	19,710	655,500	565,960
Civic Centre Operations, Overtime		4,167	944	3,223	8,334	4,561	3,773	50,000	45,439
Civic Centre Operations, Vacation		417	0	417	834	0	834	5,000	5,000
Civic Centre Operations, Sick		125	0	125	250	0	250	1,500	1,500
Civic Centre Operations, Group Insurance		2,200	1,905	295	4,400	3,334	1,066	26,400	23,066
Civic Centre Operations, Pension		2,833	2,501	332	5,666	4,524	1,142	34,000	29,476
Civic Centre Operations, CPP/EI/WCB/HAPSET		6,150	5,918	232	12,300	11,165	1,135	73,800	62,635
Civic Centre Operations, Cleaning Supplies		2,083	942	1,141	4,166	4,885	-719	25,000	20,115
Civic Centre Operations, Clothing/uniforms		583	1,703	-1,120	1,166	1,703	-537	7,000	5,297
Civic Centre Operations, City Equip		1,450	389	1,061	2,900	389	2,511	17,400	17,011
Civic Centre Operations, Catering		10,583	0	10,583	21,167	0	21,167	127,000	127,000
Civic Centre Operations, Fire Alarm		417	0	417	834	1,853	-1,019	5,000	3,147
Civic Centre Operations, Propane/Nitrogen		1,458	1,215	243	2,916	3,720	-804	17,500	13,780
Civic Centre Operations, Heating Oil		4,167	0	4,167	8,334	0	8,334	50,000	50,000
Civic Centre Operations, Maint supplies		6,250	1,658	4,592	12,500	5,841	6,659	75,000	69,159
Civic Centre Operations, Elevator Maintenance		1,083	2,280	-1,197	2,166	2,541	-375	13,000	10,459
Civic Centre Operations, Repairs Recreation Equip		833	0	833	1,666	0	1,666	10,000	10,000
Civic Centre Operations, Snowclearing		5,833	0	5,833	11,666	11,825	-159	70,000	58,175

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Operations, Hired equipment		667	449	218	1,334	449	885	8,000	7,551
Civic Centre Operations, Hired contractor		6,667	1,892	4,775	13,334	3,479	9,855	80,000	76,521
Civic Centre Operations, Hired Electrician		2,083	0	2,083	4,166	0	4,166	25,000	25,000
Civic Centre Operations, Senior Hockey expenses		2,083	4,261	-2,178	4,166	7,706	-3,540	25,000	17,294
Civic Centre Operations, Electrical		29,092	35,184	-6,092	58,184	67,438	-9,254	349,100	281,662
Civic Centre Operations, Security		3,750	5,481	-1,731	7,500	10,606	-3,106	45,000	34,394
Civic Centre Operations, Special Events		0	0	0	0	1,100	-1,100	0	-1,100
Civic Centre Building Maint, Maint supplies		8,333	0	8,333	16,666	0	16,666	100,000	100,000
Civic Centre Special Events, Home Show CC		3,333	0	3,333	6,666	0	6,666	40,000	40,000
<b>Total Civic Centre</b>		<b>205,281</b>	<b>157,734</b>	<b>47,546</b>	<b>410,563</b>	<b>320,051</b>	<b>90,511</b>	<b>2,463,400</b>	<b>2,143,348</b>
<b>Total Recreation Services</b>		<b>257,057</b>	<b>182,346</b>	<b>74,710</b>	<b>514,113</b>	<b>365,627</b>	<b>148,483</b>	<b>3,419,900</b>	<b>3,054,270</b>
PWWW - Admin, Salary		9,408	6,598	2,810	18,817	16,750	2,067	112,900	96,150
PWWW - Admin, Vacation		833	3,553	-2,720	1,667	3,553	-1,886	10,000	6,447
PWWW - Admin, Sick		208	0	208	417	0	417	2,500	2,500
PWWW - Admin, Group Insurance		200	197	3	400	394	6	2,400	2,006
PWWW - Admin, Pension		625	609	16	1,250	1,218	32	7,500	6,282
PWWW - Admin, CPP/EI/WCB/HAPSET		725	1,228	-503	1,450	2,441	-991	8,700	6,259
PWWW - Admin, Business Travel		1,000	0	1,000	2,000	0	2,000	12,000	12,000
PWWW - Admin, Safety Program		208	0	208	417	954	-538	2,500	1,546
PWWW - Admin, City Equip		10,417	3,728	6,689	20,833	3,728	17,106	125,000	121,272
PWWW - Admin, Maint supplies		167	0	167	333	0	333	2,000	2,000
PWWW - Admin, Office supplies		625	0	625	1,250	0	1,250	7,500	7,500
PWWW - Admin, Photocopier expenses		83	324	-240	167	324	-157	1,000	676
PWWW - Admin, Subscriptions		417	0	417	833	0	833	5,000	5,000
PWWW - Admin, Tools and minor equip		333	0	333	667	0	667	4,000	4,000
PWWW - Admin, Telephone		417	0	417	833	500	333	5,000	4,500
PWWW - Admin, Cell phone		583	0	583	1,167	585	581	7,000	6,415
PWWW - Admin, Membership fees		175	0	175	350	626	-276	2,100	1,474
PWWW - Admin, Conference fees		46	0	46	92	0	92	550	550
PWWW - Admin, Training		1,500	0	1,500	3,000	0	3,000	18,000	18,000
PWWW - Training		1,000	0	1,000	2,000	0	2,000	12,000	12,000
<b>Total PWWW Admin</b>		<b>28,970</b>	<b>16,237</b>	<b>12,734</b>	<b>57,943</b>	<b>31,073</b>	<b>26,868</b>	<b>347,650</b>	<b>316,577</b>
PWWW - P/W Admin, Salary		49,192	51,352	-2,161	98,383	100,670	-2,287	590,300	489,630
PWWW - P/W Admin, Overtime		3,258	4,649	-1,391	6,517	7,069	-552	39,100	32,031
PWWW - P/W Admin, Vacation		4,375	1,827	2,548	8,750	3,400	5,350	52,500	49,100
PWWW - P/W Admin, Sick		1,092	1,820	-729	2,183	4,912	-2,728	13,100	8,188
PWWW - P/W Admin, Group Insurance		2,092	2,130	-39	4,183	4,156	27	25,100	20,944
PWWW - P/W Admin, Pension		3,375	3,112	263	6,750	6,117	633	40,500	34,383
PWWW - P/W Admin, CPP/EI/WCB/HAPSET		6,033	6,992	-959	12,067	13,447	-1,381	72,400	58,953
PWWW - P/W Admin, Office supplies		667	26	641	1,333	1,203	130	8,000	6,797
PWWW - P/W Admin, Photocopier expenses		275	288	-13	550	328	222	3,300	2,972
PWWW - P/W Admin, Special Events Grants		150	0	150	300	0	300	1,800	1,800

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total Public Works Payroll</b>		<b>70,509</b>	<b>72,196</b>	<b>-1,688</b>	<b>141,016</b>	<b>141,302</b>	<b>-286</b>	<b>846,100</b>	<b>704,798</b>
Special Events, Salary		833	0	833	1,667	0	1,667	10,000	10,000
Special Events, Overtime		417	0	417	833	0	833	5,000	5,000
Special Events, Vacation		42	0	42	83	0	83	500	500
Special Events, Group Insurance		33	0	33	67	0	67	400	400
Special Events, Pension		42	0	42	83	0	83	500	500
Special Events, CPP/EI/WCB/HAPSET		167	0	167	333	0	333	2,000	2,000
Special Events, City Equip		250	0	250	500	0	500	3,000	3,000
Special Events, Inventory		8	35	-27	17	52	-35	100	48
<b>Total Special Events Salary</b>		<b>1,792</b>	<b>35</b>	<b>1,757</b>	<b>3,583</b>	<b>52</b>	<b>3,531</b>	<b>21,500</b>	<b>21,448</b>
PWWWW - W/S Admin, Salary		24,358	25,279	-921	48,717	46,739	1,978	292,300	245,561
PWWWW - W/S Admin, Overtime		750	0	750	1,500	699	801	9,000	8,301
PWWWW - W/S Admin, Vacation		2,167	194	1,973	4,333	3,701	633	26,000	22,299
PWWWW - W/S Admin, Sick		542	1,049	-508	1,083	2,241	-1,158	6,500	4,259
PWWWW - W/S Admin, Group Insurance		917	1,224	-307	1,833	2,439	-606	11,000	8,561
PWWWW - W/S Admin, Pension		1,625	1,596	29	3,250	3,188	62	19,500	16,312
PWWWW - W/S Admin, CPP/EI/WCB/HAPSET		2,833	3,239	-406	5,667	6,372	-705	34,000	27,628
PWWWW - W/S Admin, Office supplies		8	0	8	17	0	17	100	100
<b>Total Water &amp; Sewer Salary</b>		<b>33,200</b>	<b>32,581</b>	<b>619</b>	<b>66,400</b>	<b>65,379</b>	<b>1,021</b>	<b>398,400</b>	<b>333,021</b>
Clothing allowance, Inventory		1,667	1,648	19	3,333	3,330	3	20,000	16,670
<b>Total Clothing Allowance</b>		<b>1,667</b>	<b>1,648</b>	<b>19</b>	<b>3,333</b>	<b>3,330</b>	<b>3</b>	<b>20,000</b>	<b>16,670</b>
IPW - Other payroll, AP Severance									
PWWWW - Other payroll, Salary		11,450	2,619	8,831	22,900	12,017	10,883	137,400	125,383
PWWWW - Other payroll, Overtime		500	603	-103	1,000	995	5	6,000	5,005
PWWWW - Other payroll, Vacation		15,175	8,894	6,281	30,350	10,601	19,749	182,100	171,499
PWWWW - Other payroll, Sick		15,417	11,591	3,826	30,834	18,754	12,080	185,000	166,246
PWWWW - Other payroll, Other leave		442	862	-420	884	1,397	-513	5,300	3,903
PWWWW - Other payroll, Group Insurance		1,425	395	1,030	2,850	978	1,872	17,100	16,122
PWWWW - Other payroll, Pension		1,683	533	1,150	3,366	1,402	1,964	20,200	18,798
PWWWW - Other payroll, CPP/EI/WCB/HAPSET		3,683	1,154	2,529	7,366	2,991	4,375	44,200	41,209
PWWWW - Other payroll, PPE		342	0	342	684	61	623	4,100	4,039
PWWWW - Other payroll, Inventory		133	88	45	266	128	138	1,600	1,472
PWWWW - Other payroll, Medicals		83	0	83	166	0	166	1,000	1,000
<b>TotalPWWWW Other Payroll</b>		<b>50,333</b>	<b>26,739</b>	<b>23,593</b>	<b>100,666</b>	<b>49,324</b>	<b>51,343</b>	<b>604,000</b>	<b>554,677</b>
<b>Total PWWWW Admin</b>		<b>186,471</b>	<b>149,436</b>	<b>37,033</b>	<b>372,941</b>	<b>290,460</b>	<b>82,482</b>	<b>2,237,650</b>	<b>1,947,191</b>
PWWWW - Brook Street Building, Maint supplies		125	0	125	250	0	250	1,500	1,500
PWWWW - Brook Street Building, Electrical		1,000	892	108	2,000	1,660	340	12,000	10,340
PWWWW - Bldg - Charles St, Salary		833	0	833	1,666	0	1,666	10,000	10,000
PWWWW - Bldg - Charles St, Heating Oil		833	3,057	-2,224	1,666	4,890	-3,224	10,000	5,110
PWWWW - Bldg - Charles St, Maint supplies		2,917	8,150	-5,233	5,834	9,817	-3,983	35,000	25,183

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWWW - Bldg - Charles St, Inventory		167	72	95	334	238	96	2,000	1,762
PWWWW - Bldg - Charles St, Cleaning services		2,500	318	2,182	5,000	2,938	2,062	30,000	27,062
PWWWW - Bldg - Charles St, Electrical		6,250	9,334	-3,084	12,500	17,523	-5,023	75,000	57,477
PWWWW - Bldg - City Hall, Salary		0	0	0	0	-158	158	0	158
PWWWW - Bldg - City Hall, Maint supplies		10,417	11,118	-701	20,834	14,832	6,002	125,000	110,168
PWWWW - Bldg - City Hall, Cleaning services		11,500	10,351	1,149	23,000	20,545	2,455	138,000	117,455
PWWWW - Bldg - City Hall, Snowclearing		708	5,588	-4,880	1,416	8,959	-7,543	8,500	-459
PWWWW - Bldg - City Hall, Electrical		15,417	16,321	-904	30,834	33,500	-2,666	185,000	151,500
PWWWW - Other Bldgs, Salary		208	672	-464	416	672	-256	2,500	1,828
PWWWW - Other Bldgs, City Equip		83	0	83	166	0	166	1,000	1,000
PWWWW - Other Bldgs, Maint supplies		600	780	-180	1,200	780	420	7,200	6,420
PWWWW - 2 Allens Rd, Electrical		417	1,073	-656	834	2,132	-1,298	5,000	2,868
PWWWW - 77 Premier Dr, Electrical		708	1,159	-451	1,416	2,216	-800	8,500	6,284
PWWWW - Connors Rd, Salary		208	0	208	416	0	416	2,500	2,500
PWWWW - Connors Rd, City Equip		208	0	208	416	0	416	2,500	2,500
PWWWW - Connors Rd, Maint supplies		83	0	83	166	0	166	1,000	1,000
PWWWW - Connors Rd, Electrical		667	407	260	1,334	488	846	8,000	7,512
PWWWW - Curling Club, Maint supplies		0	29	-29	0	57	-57	0	-57
PWWWW - Curling Club, Electrical		2,917	4,262	-1,345	5,834	8,014	-2,180	35,000	26,986
PWWWW - Wellington Street Compl, Salary		583	0	583	1,166	0	1,166	7,000	7,000
PWWWW - Wellington Street Compl, Maint supplies		417	0	417	834	563	271	5,000	4,437
PWWWW - Wellington Street Compl, Electrical		1,125	2,140	-1,015	2,250	4,096	-1,846	13,500	9,404
PWWWW - Bldg MBP, Maint supplies		167	0	167	334	75	259	2,000	1,925
PWWWW - Bldg MBP, Electrical		1,250	879	371	2,500	1,667	833	15,000	13,333
PWWWW - Bldg MBP, Security		0	0	0	0	191	-191	0	-191
PWWWW - Museum, Maint supplies		417	1,825	-1,408	834	1,825	-991	5,000	3,175
PWWWW - Bldg Bartlett's Pt, Maint supplies		417	0	417	834	0	834	5,000	5,000
PWWWW - Bldg Bartlett's Pt, Electrical		150	136	14	300	276	24	1,800	1,524
PWWWW - New Salt Shed, Maint supplies		83	0	83	166	0	166	1,000	1,000
PWWWW - New Salt Shed, Electrical		292	441	-149	584	859	-275	3,500	2,641
<b>Total Building Maintenance</b>		<b>63,667</b>	<b>79,004</b>	<b>-15,338</b>	<b>127,334</b>	<b>138,655</b>	<b>-11,323</b>	<b>764,000</b>	<b>625,343</b>
PWWWW - Street Lights, Electrical		53,333	48,802	4,532	106,667	97,688	8,978	640,000	542,312
PWWWW - Heritage lights, Maint supplies		417	0	417	833	5,164	-4,331	5,000	-164
PWWWW - Heritage lights, Hired contractor		2,500	-8,132	10,632	5,000	-7,804	12,804	30,000	37,804
PWWWW - Heritage lights, Electrical		1,000	1,229	-229	2,000	2,514	-514	12,000	9,486
<b>Total Street Lighting</b>		<b>57,250</b>	<b>41,899</b>	<b>15,351</b>	<b>114,500</b>	<b>97,562</b>	<b>16,937</b>	<b>687,000</b>	<b>589,437</b>
PWWWW - Gravel St Main, Salary		0	0	0	0	0	0	1,000	1,000
PWWWW - Gravel St Main, City Equip		0	78	-78	0	78	-78	0	-78
PWWWW - Gravel St Main, Maint supplies		0	0	0	0	0	0	10,000	10,000
PWWWW - Gravel St Main, Hired equipment		0	0	0	0	0	0	10,000	10,000
PWWWW - Streets Maint, Salary		5,000	8,885	-3,885	10,000	21,938	-11,938	200,000	178,062
PWWWW - Streets Maint, City Equip		5,000	760	4,240	10,000	760	9,240	60,000	59,240
PWWWW - Streets Maint, Maint supplies		8,333	4,853	3,480	16,666	5,984	10,682	100,000	94,016
PWWWW - Streets Maint, Inventory		417	242	175	834	390	444	5,000	4,610
PWWWW - Streets Maint, Hired equipment		833	0	833	1,666	0	1,666	10,000	10,000
PWWWW - W/S Pave Cuts, Salary		0	529	-529	0	2,271	-2,271	50,000	47,729
PWWWW - W/S Pave Cuts, City Equip		0	0	0	0	0	0	20,000	20,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWWW - W/S Pave Cuts, Maint supplies		0	3,449	-3,449	0	3,449	-3,449	10,000	6,551
PWWWW - W/S Pave Cuts, Hired equipment		0	0	0	0	0	0	4,000	4,000
PWWWW - W/S Pave Cuts, Hired contractor		20,000	0	20,000	40,000	0	40,000	400,000	400,000
PWWWW - Sod repair, Salary		0	0	0	0	0	0	1,500	1,500
PWWWW - Sod repair, Maint supplies		0	0	0	0	0	0	1,500	1,500
PWWWW - Sod repair, Hired equipment		0	0	0	0	0	0	500	500
PWWWW - Sod repair, Hired contractor		0	0	0	0	0	0	50,000	50,000
PWWWW - Curb and sidewalk main, Salary		0	0	0	0	0	0	100,000	100,000
PWWWW - Curb and sidewalk main, City Equip		0	0	0	0	0	0	10,000	10,000
PWWWW - Curb and sidewalk main, Maint supplies		0	0	0	0	0	0	45,000	45,000
PWWWW - Curb and sidewalk main, Hired equipment		0	0	0	0	0	0	10,000	10,000
Oper - Curb and sidewalk main, Hired contractor		1,000	0	1,000	2,000	0	2,000	35,000	35,000
PWWWW - Maint Manhole/catch bas, Salary		3,000	0	3,000	6,000	0	6,000	50,000	50,000
PWWWW - Maint Manhole/catch bas, City Equip		400	0	400	800	0	800	10,000	10,000
PWWWW - Maint Manhole/catch bas, Maint supplies		1,500	0	1,500	2,500	0	2,500	25,000	25,000
PWWWW - Maint Manhole/catch bas, Inventory		100	0	100	200	0	200	4,000	4,000
PWWWW - Maint Manhole/catch bas, Hired equipment		167	0	167	333	0	333	2,000	2,000
PWWWW - Maint of Guardrails, Salary		0	0	0	0	0	0	18,000	18,000
PWWWW - Maint of Guardrails, City Equip		0	0	0	0	0	0	10,000	10,000
PWWWW - Maint of Guardrails, Maint supplies		0	0	0	0	0	0	18,000	18,000
PWWWW - Maint of Guardrails, Hired equipment		0	0	0	0	0	0	3,500	3,500
PWWWW - Maint of steps/walkways, Salary		0	0	0	0	0	0	500	500
PWWWW - Maint of steps/walkways, City Equip		0	0	0	0	0	0	200	200
PWWWW - Maint of steps/walkways, Maint supplies		0	0	0	0	0	0	300	300
<b>Total Street Maintenance</b>		<b>45,750</b>	<b>18,796</b>	<b>26,955</b>	<b>90,999</b>	<b>34,870</b>	<b>56,128</b>	<b>1,275,000</b>	<b>1,240,129</b>
PWWWW - Streets-Snow, Salary		96,250	123,879	-27,629	192,500	173,188	19,312	385,000	211,812
PWWWW - Streets-Snow, City Equip		71,000	13,517	57,483	142,000	13,517	128,483	290,000	276,483
PWWWW - Streets-Snow, Maint supplies		12,500	0	12,500	25,000	0	25,000	50,000	50,000
PWWWW - Streets-Snow, Inventory		0	7	-7	0	7	-7	0	-7
PWWWW - Streets-Snow, Hired equipment		5,000	33,893	-28,893	10,000	35,648	-25,648	20,000	-15,648
PWWWW - Streets-Snow, Meal Vouchers		875	1,215	-340	1,750	1,622	128	3,500	1,878
PWWWW - Streets-Snow, Damage claims		1,875	0	1,875	3,750	0	3,750	7,500	7,500
PWWWW - Streets-Snow, Lease		90,000	0	90,000	180,000	95,444	84,556	360,000	264,556
PWWWW - Sanding, Salary		27,500	34,601	-7,101	55,000	56,050	-1,050	110,000	53,950
PWWWW - Sanding, City Equip		18,750	1,662	17,088	37,500	1,662	35,838	75,000	73,338
PWWWW - Sanding, Maint supplies		500	267	233	1,000	361	639	2,000	1,639
PWWWW - Sanding, Inventory		8,750	0	8,750	17,500	40	17,460	35,000	34,960
PWWWW - Salting, Salary		36,250	20,267	15,983	72,500	47,149	25,351	145,000	97,851
PWWWW - Salting, City Equip		15,000	4,786	10,214	30,000	4,786	25,214	60,000	55,214
PWWWW - Salting, Maint supplies		250	200	50	500	385	115	1,000	615
PWWWW - Salting, Inventory		66,250	0	66,250	132,500	0	132,500	265,000	265,000
PWWWW - Snow/Business Area, Salary		2,500	4,441	-1,941	5,000	5,692	-692	10,000	4,308
PWWWW - Snow/Business Area, City Equip		3,750	2,504	1,246	7,500	2,504	4,996	15,000	12,496
PWWWW - Ice cutting/remove, Salary		3,000	0	3,000	6,000	0	6,000	12,000	12,000
PWWWW - Ice cutting/remove, City Equip		3,750	0	3,750	7,500	0	7,500	15,000	15,000
PWWWW - Snow Remove City Parking, Salary		500	0	500	1,000	0	1,000	2,000	2,000
PWWWW - Snow Remove City Parking, Hired equipment		250	0	250	500	0	500	1,000	1,000
PWWWW - Snow clearing Contracts, Hired equipment		15,000	0	15,000	30,000	0	30,000	60,000	60,000
PWWWW - Damage Claims, Maint supplies		2,125	0	2,125	4,250	0	4,250	8,500	8,500
PWWWW - Damage Claims, Hired equipment		0	0	0	0	418	-418	0	-418

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWWW - Steps/walkways, Salary		1,250	4,168	-2,918	2,500	6,905	-4,405	5,000	-1,905
PWWWW - Steps/walkways, City Equip		250	0	250	500	0	500	1,000	1,000
Ice Rinks - Maint/Construction, Salary		0	3,852	-3,852	0	6,968	-6,968	0	-6,968
Ice Rinks - Maint/Construction, City Equip		375	0	375	750	0	750	1,500	1,500
Ice Rinks - Maint/Construction, Maint supplies		625	0	625	1,250	32	1,218	2,500	2,468
<b>Total Snow Clearing</b>		<b>484,125</b>	<b>249,259</b>	<b>234,865</b>	<b>968,250</b>	<b>452,378</b>	<b>515,872</b>	<b>1,942,500</b>	<b>1,490,122</b>
PWWWW - Traffic lights, Hired contractor		2,500	2,237	263	5,000	6,908	-1,908	30,000	23,092
PWWWW - Traffic lights, Electrical		833	1,087	-254	1,666	2,176	-510	10,000	7,824
PWWWW -Street Sign Maint, Salary		4,167	4,665	-498	8,333	8,216	117	50,000	41,784
PWWWW -Street Sign Maint, City Equip		833	323	510	1,667	323	1,343	10,000	9,677
PWWWW -Street Sign Maint, Maint supplies		83	0	83	167	0	167	1,000	1,000
PWWWW -Street Sign Maint, Inventory		42	0	42	83	0	83	500	500
PWWWW -Street markings, Salary		0	0	0	0	0	0	3,000	3,000
PWWWW -Street markings, City Equip		0	0	0	0	0	0	500	500
PWWWW -Street markings, Maint supplies		0	0	0	0	0	0	1,500	1,500
PWWWW -Street markings, Hired contractor		0	0	0	0	0	0	135,800	135,800
PWWWW - Traffic flaggers, Salary		0	1,979	-1,979	0	8,343	-8,343	90,000	81,657
PWWWW - Traffic flaggers, City Equip		833	225	609	1,667	225	1,442	10,000	9,776
<b>Total Traffic Control</b>		<b>9,291</b>	<b>10,516</b>	<b>-1,224</b>	<b>18,583</b>	<b>26,191</b>	<b>-7,609</b>	<b>342,300</b>	<b>316,109</b>
PWWWW - Maint open ditches, Salary		833	0	833	1,667	0	1,667	10,000	10,000
PWWWW - Maint open ditches, City Equip		83	0	83	167	0	167	1,000	1,000
PWWWW - Maint open ditches, Maint supplies		167	0	167	333	0	333	2,000	2,000
PWWWW - Maint open ditches, Hired equipment		833	0	833	1,667	320	1,346	10,000	9,680
PWWWW - Flood control, Salary		3,888	2,927	960	7,775	6,657	1,118	46,650	39,993
PWWWW - Flood control, City Equip		625	90	535	1,250	90	1,160	7,500	7,410
PWWWW - Flood control, Maint supplies		417	54	362	833	65	769	5,000	4,935
PWWWW - Flood control, Inventory		83	67	17	167	111	56	1,000	889
PWWWW - Flood control, Hired equipment		833	724	109	1,667	724	942	10,000	9,276
<b>Total Drainage</b>		<b>7,762</b>	<b>3,862</b>	<b>3,900</b>	<b>15,526</b>	<b>7,967</b>	<b>7,559</b>	<b>93,150</b>	<b>85,184</b>
PWWWW - Dust control, Salary		0	0	0	0	0	0	700	700
PWWWW - Dust control, City Equip		0	0	0	0	0	0	500	500
PWWWW - Street cleaning, Salary		0	0	0	0	0	0	60,000	60,000
PWWWW - Street cleaning, City Equip		0	0	0	0	0	0	30,000	30,000
PWWWW - Street cleaning, Maint supplies		0	0	0	0	0	0	500	500
PWWWW - Street cleaning, Fall Leaf		0	0	0	0	0	0	10,000	10,000
PWWWW - Spring clean up, Salary		0	0	0	0	0	0	85,000	85,000
PWWWW - Spring clean up, City Equip		0	0	0	0	0	0	40,000	40,000
PWWWW - Storm sewer repair, Salary		2,542	0	2,542	5,083	140	4,944	30,500	30,360
PWWWW - Storm sewer repair, City Equip		500	0	500	1,000	0	1,000	6,000	6,000
PWWWW - Storm sewer repair, Maint supplies		2,125	0	2,125	4,250	0	4,250	25,500	25,500
PWWWW - Storm sewer repair, Inventory		42	0	42	84	0	84	500	500
PWWWW - Storm sewer repair, Hired equipment		1,250	591	659	2,500	1,552	948	15,000	13,448
PWWWW - Storm sewer cleaning, Salary		2,917	0	2,917	5,833	0	5,833	35,000	35,000
PWWWW - Storm sewer cleaning, City Equip		3,333	0	3,333	6,667	0	6,667	40,000	40,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total Storm Sewer Cleaning</b>		12,709	591	12,117	25,417	1,692	23,726	379,200	377,509
<b>Total Public Works</b>		616,887	324,923	291,965	1,233,275	620,660	612,613	4,719,150	4,098,489
Garbage collect, Tipping fees		58,333	0	58,333	116,667	57,389	59,278	700,000	642,611
Garbage collect, Hired contractor		56,250	55,847	403	112,500	112,194	306	675,000	562,806
<b>Total Garbage Collect &amp; Disposal</b>		114,583	55,847	58,737	229,167	169,583	59,584	1,375,000	1,205,417
Water treat plant, Salary		18,492	17,994	498	36,983	30,977	6,006	221,900	190,923
Water treat plant, Overtime		1,250	2,937	-1,687	2,500	4,263	-1,763	15,000	10,737
Water treat plant, Vacation		1,567	161	1,406	3,133	161	2,973	18,800	18,639
Water treat plant, Sick		392	2,704	-2,312	783	2,887	-2,104	4,700	1,813
Water treat plant, Group Insurance		592	801	-209	1,183	1,297	-114	7,100	5,803
Water treat plant, Pension		1,175	1,078	97	2,350	1,856	494	14,100	12,244
Water treat plant, CPP/EI/WCB/HAPSET		1,958	2,755	-797	3,917	4,532	-615	23,500	18,968
Water treat plant, Computer Supplies		3,333	0	3,333	6,667	11,392	-4,726	40,000	28,608
Water treat plant, Other chemicals		92,500	77,755	14,745	185,000	209,092	-24,092	1,110,000	900,908
Water treat plant, City Equip		625	146	479	1,250	146	1,104	7,500	7,354
Water treat plant, Maint supplies		18,333	5,111	13,222	36,667	21,947	14,719	220,000	198,053
Water treat plant, Inventory		1,667	1,549	117	3,333	2,108	1,225	20,000	17,892
Water treat plant, Telephone		167	0	167	333	511	-178	2,000	1,489
Water treat plant, Electrical		17,083	18,205	-1,121	34,167	37,350	-3,184	205,000	167,650
<b>Total Water Treatment Plant</b>		159,134	131,196	27,938	318,266	328,519	-10,253	1,909,600	1,581,080
PWWWW - Chlorine/Feeders, Salary		5,000	9,394	-4,394	10,000	15,838	-5,838	60,000	44,162
PWWWW - Chlorine/Feeders, Chlorine		500	0	500	1,000	0	1,000	6,000	6,000
PWWWW - Chlorine/Feeders, City Equip		833	443	390	1,666	443	1,223	10,000	9,557
PWWWW - Chlorine/Feeders, Maint supplies		2,667	365	2,302	5,334	1,073	4,261	32,000	30,927
PWWWW - Chlorine/Feeders, Electrical		1,667	1,927	-260	3,334	3,691	-357	20,000	16,309
<b>Total Purification Treatment</b>		10,667	12,129	-1,462	21,334	21,045	289	128,000	106,955
PWWWW - Maint Hydrants/valves, Salary		5,833	7,694	-1,860	11,667	8,426	3,241	70,000	61,574
PWWWW - Maint Hydrants/valves, City Equip		1,667	37	1,629	3,333	37	3,296	20,000	19,963
PWWWW - Maint Hydrants/valves, Maint supplies		4,583	219	4,364	9,167	2,846	6,321	55,000	52,154
PWWWW - Maint Hydrants/valves, Inventory		0	116	-116	0	161	-161	0	-161
PWWWW - Main Line Repairs, Salary		7,500	15,500	-8,000	15,000	25,170	-10,170	90,000	64,830
PWWWW - Main Line Repairs, City Equip		1,667	2,113	-446	3,333	2,113	1,221	20,000	17,887
PWWWW - Main Line Repairs, Maint supplies		2,917	1,033	1,884	5,833	2,271	3,562	35,000	32,729
PWWWW - Main Line Repairs, Inventory		667	352	315	1,333	825	508	8,000	7,175
PWWWW - Main Line Repairs, Hired equipment		5,417	10,936	-5,519	10,833	14,914	-4,080	65,000	50,086
PWWWW - Main Line Repairs, Media announce		167	0	167	333	0	333	2,000	2,000
PWWWW - Maint Feeder, Salary		4,583	0	4,583	9,167	3	9,164	55,000	54,997
PWWWW - Maint Feeder, City Equip		1,667	0	1,667	3,333	0	3,333	20,000	20,000
PWWWW - Maint Feeder, Maint supplies		2,083	0	2,083	4,167	1,099	3,068	25,000	23,901
PWWWW - Maint Feeder, Inventory		833	0	833	1,667	159	1,507	10,000	9,841
PWWWW - Maint Feeder, Hired equipment		1,250	666	584	2,500	666	1,834	15,000	14,334
PWWWW - Maint Feeder, Media announce		167	0	167	333	0	333	2,000	2,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWWW - Water Lateral Repairs, Salary		20,833	9,502	11,331	41,667	21,505	20,162	250,000	228,495
PWWWW - Water Lateral Repairs, City Equip		4,583	1,572	3,011	9,167	1,572	7,594	55,000	53,428
PWWWW - Water Lateral Repairs, Maint supplies		5,000	263	4,737	10,000	1,277	8,723	60,000	58,723
PWWWW - Water Lateral Repairs, Inventory		2,083	191	1,893	4,167	557	3,609	25,000	24,443
PWWWW - Water Lateral Repairs, Hired equipment		6,667	1,069	5,597	13,333	2,884	10,449	80,000	77,116
PWWWW - Water Lateral Repairs, Media announce		167	0	167	333	0	333	2,000	2,000
PWWWW - Water Lateral Repairs, Damage claims		417	0	417	833	0	833	5,000	5,000
PWWWW - Hydrant Snowclearing, Salary		6,250	12,266	-6,016	12,500	12,266	234	75,000	62,734
PWWWW - Hydrant Snowclearing, Maint supplies		0	263	-263	0	263	-263	0	-263
PWWWW - Hydrant Snowclearing, Hired equipment		0	4,250	-4,250	0	4,250	-4,250	0	-4,250
PWWWW - Thaw Water Lines, Salary		417	65	351	833	65	768	5,000	4,935
PWWWW - Thaw Water Lines, City Equip		167	0	167	333	0	333	2,000	2,000
PWWWW - Thaw Water Lines, Maint supplies		292	7	284	583	7	576	3,500	3,493
PWWWW - Thaw Water Lines, Hired equipment		375	0	375	750	0	750	4,500	4,500
PWWWW - Clean Water Lines, Salary		5,417	0	5,417	10,833	405	10,428	65,000	64,595
PWWWW - Clean Water Lines, City Equip		1,250	0	1,250	2,500	0	2,500	15,000	15,000
PWWWW - Clean Water Lines, Maint supplies		833	0	833	1,667	0	1,667	10,000	10,000
PWWWW - Clean Water Lines, Media announce		167	0	167	333	0	333	2,000	2,000
PWWWW - Flow Testing Program, Salary		2,083	5,902	-3,819	4,167	10,771	-6,604	25,000	14,229
PWWWW - Flow Testing Program, City Equip		417	18	399	833	18	815	5,000	4,982
PWWWW - Flow Testing Program, Maint supplies		333	0	333	667	0	667	4,000	4,000
PWWWW - Water Traffic flaggers, Salary		5,417	3,559	1,857	10,833	8,416	2,418	65,000	56,584
PWWWW - Water Traffic flaggers, City Equip		833	145	688	1,667	145	1,522	10,000	9,855
<b>Total Water Mains &amp; Hydrants</b>		<b>105,002</b>	<b>77,738</b>	<b>27,260</b>	<b>209,998</b>	<b>123,091</b>	<b>86,909</b>	<b>1,260,000</b>	<b>1,136,909</b>
PWWWW - Maint Sewer Mains, Salary		6,250	2,685	3,565	12,500	5,753	6,747	75,000	69,247
PWWWW - Maint Sewer Mains, Overtime		0	127	-127	0	127	-127	0	-127
PWWWW - Maint Sewer Mains, Vacation		0	0	0	0	15	-15	0	-15
PWWWW - Maint Sewer Mains, Group Insurance		0	176	-176	0	331	-331	0	-331
PWWWW - Maint Sewer Mains, Pension		0	178	-178	0	361	-361	0	-361
PWWWW - Maint Sewer Mains, CPP/EI/WCB/HAPSET		0	400	-400	0	774	-774	0	-774
PWWWW - Maint Sewer Mains, City Equip		4,167	0	4,167	8,334	0	8,334	50,000	50,000
PWWWW - Maint Sewer Mains, Maint supplies		2,083	0	2,083	4,166	217	3,949	25,000	24,783
PWWWW - Maint Sewer Mains, Hired equipment		833	0	833	1,666	0	1,666	10,000	10,000
PWWWW - Maint Sewer Laterals, Salary		2,500	0	2,500	5,000	515	4,485	30,000	29,485
PWWWW - Maint Sewer Laterals, Overtime		0	0	0	0	52	-52	0	-52
PWWWW - Maint Sewer Laterals, Vacation		0	0	0	0	1	-1	0	-1
PWWWW - Maint Sewer Laterals, Group Insurance		0	0	0	0	31	-31	0	-31
PWWWW - Maint Sewer Laterals, Pension		0	0	0	0	30	-30	0	-30
PWWWW - Maint Sewer Laterals, CPP/EI/WCB/HAPSET		0	0	0	0	72	-72	0	-72
PWWWW - Maint Sewer Laterals, City Equip		1,250	136	1,114	2,500	136	2,364	15,000	14,864
PWWWW - Maint Sewer Laterals, Maint supplies		1,083	0	1,083	2,166	0	2,166	13,000	13,000
PWWWW - Maint Sewer Laterals, Inventory		250	0	250	500	0	500	3,000	3,000
PWWWW - Maint Sewer Laterals, Hired equipment		2,500	0	2,500	5,000	3,296	1,704	30,000	26,704
PWWWW - Maint Sewer Laterals, Damage claims		833	0	833	1,666	1,078	588	10,000	8,922
PWWWW - Sewer Treat Plants, Salary		1,917	1,549	368	3,834	2,658	1,176	23,000	20,342
PWWWW - Sewer Treat Plants, Group Insurance		0	102	-102	0	162	-162	0	-162
PWWWW - Sewer Treat Plants, Pension		0	117	-117	0	188	-188	0	-188
PWWWW - Sewer Treat Plants, CPP/EI/WCB/HAPSET		0	235	-235	0	380	-380	0	-380
PWWWW - Sewer Treat Plants, City Equip		500	144	356	1,000	144	856	6,000	5,856
PWWWW - Sewer Treat Plants, Maint supplies		2,083	0	2,083	4,166	0	4,166	25,000	25,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWWW - Sewer Treat Plants, Hired equipment		167	0	167	334	0	334	2,000	2,000
PWWWW - Sewer Pump Stat, Salary		3,917	2,129	1,788	7,834	6,165	1,669	47,000	40,835
PWWWW - Sewer Pump Stat, Overtime		0	120	-120	0	1,669	-1,669	0	-1,669
PWWWW - Sewer Pump Stat, Vacation		0	6	-6	0	17	-17	0	-17
PWWWW - Sewer Pump Stat, Group Insurance		0	122	-122	0	397	-397	0	-397
PWWWW - Sewer Pump Stat, Pension		0	139	-139	0	388	-388	0	-388
PWWWW - Sewer Pump Stat, CPP/EI/WCB/HAPSET		0	311	-311	0	1,056	-1,056	0	-1,056
PWWWW - Sewer Pump Stat, City Equip		1,250	337	913	2,500	337	2,163	15,000	14,663
PWWWW - Sewer Pump Stat, Maint supplies		2,917	0	2,917	5,834	3,717	2,117	35,000	31,283
PWWWW - Sewer Pump Stat, Hired equipment		333	396	-63	666	396	270	4,000	3,604
PWWWW - Sewer Pump Stat, Telephone		167	0	167	334	0	334	2,000	2,000
PWWWW - Sewer Pump Stat, Electrical		2,917	3,336	-419	5,834	6,345	-511	35,000	28,655
PWWWW - Sewer Flow Test, Salary		1,250	1,501	-251	2,500	2,499	1	15,000	12,501
PWWWW - Sewer Flow Test, Overtime		0	11	-11	0	11	-11	0	-11
PWWWW - Sewer Flow Test, Vacation		0	0	0	0	4	-4	0	-4
PWWWW - Sewer Flow Test, Group Insurance		0	96	-96	0	146	-146	0	-146
PWWWW - Sewer Flow Test, Pension		0	107	-107	0	167	-167	0	-167
PWWWW - Sewer Flow Test, CPP/EI/WCB/HAPSET		0	217	-217	0	341	-341	0	-341
PWWWW - Sewer Flow Test, City Equip		333	136	197	666	136	530	4,000	3,864
PWWWW - Sewer Flow Test, Maint supplies		1,667	2,894	-1,227	3,334	6,193	-2,859	20,000	13,807
<b>Total Sainitary Systems</b>		<b>41,167</b>	<b>17,707</b>	<b>23,460</b>	<b>82,334</b>	<b>46,305</b>	<b>36,032</b>	<b>494,000</b>	<b>447,698</b>
PWWWW - Maint of Regulators, Salary		3,333	1,999	1,335	6,667	3,532	3,134	40,000	36,468
PWWWW - Maint of Regulators, Overtime		0	0	0	0	430	-430	0	-430
PWWWW - Maint of Regulators, Group Insurance		0	121	-121	0	202	-202	0	-202
PWWWW - Maint of Regulators, Pension		0	134	-134	0	226	-226	0	-226
PWWWW - Maint of Regulators, CPP/EI/WCB/HAPSET		0	275	-275	0	525	-525	0	-525
PWWWW - Maint of Regulators, City Equip		833	72	761	1,667	72	1,595	10,000	9,928
PWWWW - Maint of Regulators, Maint supplies		3,750	509	3,241	7,500	3,220	4,280	45,000	41,780
PWWWW - Maint of Regulators, Inventory		83	0	83	167	0	167	1,000	1,000
PWWWW - Maint of Regulators, Hired equipment		0	905	-905	0	905	-905	0	-905
PWWWW - Maint of Regulators, Electrical		2,500	2,447	53	5,000	4,754	246	30,000	25,246
PWWWW - Maint of water meters, Salary		1,667	0	1,667	3,333	0	3,333	20,000	20,000
PWWWW - Maint of water meters, City Equip		417	36	381	833	36	797	5,000	4,964
PWWWW - Maint of water meters, Maint supplies		2,083	0	2,083	4,167	2,787	1,380	25,000	22,213
PWWWW - Massey Drive Water Meters, Telephone		167	0	167	333	104	229	2,000	1,896
PWWWW - Massey Drive Water Meters, Electrical		125	142	-17	250	275	-25	1,500	1,225
<b>Total Regulations &amp; Meters</b>		<b>14,958</b>	<b>6,640</b>	<b>8,318</b>	<b>29,917</b>	<b>17,068</b>	<b>12,848</b>	<b>179,500</b>	<b>162,432</b>
PWWWW - Maint of Reservoirs, Payroll		2,500	2,139	361	5,000	3,493	1,507	30,000	26,507
PWWWW - Maint of Reservoirs, City Equip		0	0	0	0	0	0	4,000	4,000
PWWWW - Maint of Reservoirs, Maint supplies		0	0	0	0	720	-720	15,000	14,280
PWWWW - Maint of Reservoirs, Hired equipment		833	1,835	-1,002	1,667	3,669	-2,002	10,000	6,331
PWWWW - Maint of Reservoirs, Telephone		83	0	83	167	0	167	1,000	1,000
PWWWW - Maint of Reservoirs, Electrical		517	594	-77	1,033	1,127	-93	6,200	5,073
PWWWW - Maint of Intakes, Payroll		2,083	1,782	301	4,166	2,871	1,295	25,000	22,129
PWWWW - Maint of Intakes, Hired equipment		0	1,864	-1,864	0	1,864	-1,864	0	-1,864

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total Reservoirs &amp; Intakes</b>		6,016	8,214	-2,198	12,033	13,744	-1,711	91,200	77,456
PWWW - Pumphouse, Payroll		2,500	2,922	-422	5,000	5,171	-171	30,000	24,829
PWWW - Pumphouse, City Equip		417	72	345	833	72	762	5,000	4,928
PWWW - Pumphouse, Maint supplies		2,500	0	2,500	5,000	376	4,624	30,000	29,624
PWWW - Pumphouse, Hired equipment		0	1,157	-1,157	0	1,553	-1,553	0	-1,553
PWWW - Pumphouse, Telephone		83	0	83	167	0	167	1,000	1,000
PWWW - Pumphouse, Electrical		2,500	2,228	272	5,000	4,147	853	30,000	25,853
<b>Total Pumphouse</b>		8,000	6,379	1,621	16,000	11,319	4,682	96,000	84,682
<b>Total W&amp;S</b>		344,944	260,003	84,937	689,882	561,091	128,795	4,158,300	3,597,211
Transit, Hired contractor		42,965	45,410	-2,445	85,930	45,634	40,296	515,580	469,946
Transit, Electrical		125	120	5	250	233	17	1,500	1,267
<b>Total Corner Brook Transit</b>		43,090	45,530	-2,440	86,180	45,867	40,314	517,080	471,214
PWWW - Jubilee Field, Payroll		0	0	0	0	0	0	5,000	5,000
PWWW - Jubilee Field, City Equip		0	0	0	0	0	0	500	500
PWWW - Jubilee Field, Maint supplies		0	0	0	0	120	-120	2,000	1,880
PWWW - Jubilee Field, Hired equipment		0	0	0	0	0	0	500	500
PWWW - Jubilee Field, Hired contractor		0	0	0	0	0	0	20,000	20,000
PWWW - Jubilee Field, Electrical		0	564	-564	0	1,002	-1,002	10,000	8,998
PWWW - MBP, Payroll		0	0	0	0	0	0	10,000	10,000
PWWW - MBP, City Equip		0	0	0	0	0	0	1,000	1,000
PWWW - MBP, Maint supplies		0	0	0	0	0	0	7,500	7,500
PWWW - War Memorials, Payroll		0	0	0	0	0	0	250	250
PWWW - War Memorials, Electrical		0	44	-44	0	44	-44	300	256
PWWW - Skateboard Park Payroll		0	0	0	0	0	0	250	250
PWWW - Skateboard park, Maint supplies		0	0	0	0	0	0	250	250
PWWW - Majestic Lawn - Payroll		0	0	0	0	0	0	500	500
PWWW - Majestic Lawn, Electrical		0	57	-57	0	116	-116	500	384
PWWW - Athletic field maint, Payroll		0	0	0	0	0	0	40,000	40,000
PWWW - Athletic field maint, City Equip		0	0	0	0	0	0	4,000	4,000
PWWW - Athletic field maint, Maint supplies		0	0	0	0	0	0	18,000	18,000
PWWW - Athletic field maint, Inventory		0	0	0	0	0	0	250	250
PWWW - Athletic field maint, Hired equipment		0	0	0	0	0	0	1,000	1,000
PWWW - Bash A&B, Electrical		0	20	-20	0	39	-39	2,000	1,961
PWWW - Ambrose O'Rielly, Electrical		0	227	-227	0	437	-437	2,000	1,563
PWWW - Playground maint, Payroll		0	0	0	0	0	0	8,500	8,500
PWWW - Playground maint, City Equip		0	0	0	0	0	0	1,500	1,500
PWWW - Playground maint, Maint supplies		0	0	0	0	0	0	8,000	8,000
PWWW - Wellington, Payroll		0	0	0	0	0	0	1,000	1,000
PWWW - Wellington, Maint supplies		0	0	0	0	0	0	1,000	1,000
PWWW - Wellington, Hired contractor		0	0	0	0	0	0	15,000	15,000
PWWW - Wellington, Electrical		0	750	-750	0	1,542	-1,542	8,000	6,458
PWWW - Tennis courts, Payroll		0	0	0	0	0	0	250	250
PWWW - Tennis courts, Maint supplies		0	0	0	0	0	0	500	500
PWWW - Beautification, Payroll		0	519	-519	0	519	-519	45,000	44,481

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Beautification, City Equip		0	189	-189	0	189	-189	6,500	6,311
PWWW - Beautification, Maint supplies		0	0	0	0	417	-417	12,000	11,583
PWWW - Beautification, Inventory		0	0	0	0	0	0	1,000	1,000
PWWW - Beautification, Hired equipment		0	0	0	0	0	0	10,000	10,000
PWWW -Dog Park, Payroll		0	0	0	0	0	0	500	500
PWWW - Mowing, Payroll		0	0	0	0	0	0	39,000	39,000
PWWW - Mowing, City Equip		0	0	0	0	0	0	3,000	3,000
PWWW - Tree Maintenance, Hired contractor		0	0	0	0	0	0	20,000	20,000
PWWW - Turf Maintenance, Salary		0	0	0	0	0	0	3,500	3,500
PWWW - Turf Maintenance, Maint supplies		0	0	0	0	0	0	4,000	4,000
PWWW - Winter carnival, Salary		0	9,833	-9,833	0	12,042	-12,042	2,500	-9,542
PWWW - Winter carnival, Overtime		0	908	-908	0	946	-946	0	-946
PWWW - Winter carnival, Payroll		0	1,967	-1,967	0	2,463	-2,463	0	-2,463
PWWW - Winter carnival, City Equip		1,500	0	1,500	1,500	0	1,500	1,500	1,500
PWWW - Winter carnival, Maint supplies		1,500	563	937	1,500	1,609	-109	1,500	-109
PWWW - Watchman, Salary		2,917	0	2,917	5,833	0	5,833	35,000	35,000
PWWW - Parades and Special Events, Salary		1,042	1,773	-732	2,083	1,773	310	12,500	10,727
PWWW - Parades & Special Events, Overtime		500	1,041	-541	1,000	1,041	-41	6,000	4,959
PWWW - Parades and Special Events, Payroll		0	626	-626	0	626	-626	0	-626
PWWW - Parades and Special Events, City Equip		167	0	167	333	0	333	2,000	2,000
IPW - Parades & Special Events, Hired contractor		83	52	31	167	52	115	1,000	948
PWWW - Garbage collect - Public Space, Salary		4,333	3,688	646	8,667	7,285	1,382	52,000	44,715
Garbage collect - Public Space, City Equip		625	251	374	1,250	251	999	7,500	7,249
Splashpad, Salary		1,667	0	1,667	3,334	0	3,334	20,000	20,000
<b>Total Parks &amp; Recreation</b>		<b>14,334</b>	<b>23,072</b>	<b>-8,737</b>	<b>25,667</b>	<b>32,513</b>	<b>-6,846</b>	<b>455,550</b>	<b>423,037</b>
Recover - Garage exp, Salary		0	32,103	-32,103	0	56,899	-56,899	0	-56,899
Recover - Garage exp, Overtime		0	7,966	-7,966	0	12,010	-12,010	0	-12,010
Recover - Garage exp, Vacation		0	670	-670	0	1,450	-1,450	0	-1,450
Recover - Garage exp, Sick		0	4,090	-4,090	0	6,502	-6,502	0	-6,502
Recover - Garage exp, Group Insurance		0	1,370	-1,370	0	2,434	-2,434	0	-2,434
Recover - Garage exp, Pension		0	2,170	-2,170	0	3,793	-3,793	0	-3,793
Recover - Garage exp, CPP/EI/WCB/HAPSET		0	5,245	-5,245	0	8,843	-8,843	0	-8,843
Recover - Garage exp, Gas/Oil		0	0	0	0	69,402	-69,402	0	-69,402
Recover - Garage exp, Maint supplies		0	42,594	-42,594	0	72,158	-72,158	0	-72,158
Recover - Garage exp, Inventory		0	4,225	-4,225	0	11,934	-11,934	0	-11,934
Recover - Garage exp, Meal Vouchers		0	62	-62	0	71	-71	0	-71
Recover - Garage rev, Misc Revenue		0	-35,392	35,392	0	-35,392	35,392	0	35,392
<b>Total Garage</b>		<b>0</b>	<b>65,103</b>	<b>-65,104</b>	<b>0</b>	<b>210,104</b>	<b>-210,104</b>	<b>0</b>	<b>-210,104</b>
<b>Total Public Works, Water &amp; Waste Water</b>		<b>1,226,303</b>	<b>836,438</b>	<b>389,860</b>	<b>2,449,099</b>	<b>1,643,379</b>	<b>805,721</b>	<b>12,334,650</b>	<b>10,691,271</b>
Grants, Corner Brook Stream		0	0	0	27,500	27,500	0	110,000	82,500
Grants, Museum Grant		0	0	0	3,750	3,750	0	15,000	11,250
Grants, Museum -Shared Postion		0	0	0	5,750	5,750	0	23,000	17,250
Grants, Misc Grants		5,895	3,200	2,695	11,789	3,200	8,589	70,735	67,535
Grants, Winter Carnival		7,500	13,050	-5,550	15,000	13,050	1,950	15,000	1,950
Grants, Tourism Bureau		0	0	0	0	0	0	22,000	22,000
Grants, CNA Scholarhsip		0	0	0	0	0	0	1,000	1,000
Grants, Hospital Foundation		0	0	0	0	0	0	1,000	1,000
Grants, MUN Scholarship		0	0	0	0	0	0	1,000	1,000
Grants, CBRH Scholarship		0	0	0	0	0	0	1,000	1,000

Account	Account #	MTD Budget February2023	MTD Actual February2023	MTD Variance	YTD Budget February2023	YTD Actual February2023	YTD Variance	Annual Budget	Remaining Budget
Grants, Corner Brook Running Club		0	0	0	0	0	0	2,000	2,000
Grants, Craig Hiscock Memorial		0	0	0	0	0	0	500	500
Grants, Railway Society		0	0	0	0	0	0	2,000	2,000
<b>Total Grants</b>		<b>13,395</b>	<b>16,250</b>	<b>-2,855</b>	<b>63,789</b>	<b>53,250</b>	<b>10,539</b>	<b>264,235</b>	<b>210,985</b>
COOR, Capital out of revenue		104,350	9,834	94,516	208,700	66,062	142,638	1,252,200	1,186,138
COOR, Gas Tax		74,717	0	74,717	149,434	0	149,434	896,600	896,600
<b>Total COOR</b>		<b>179,067</b>	<b>9,834</b>	<b>169,233</b>	<b>358,134</b>	<b>66,062</b>	<b>292,072</b>	<b>2,148,800</b>	<b>2,082,738</b>
Debt charges, Allow for uncollect		10,000	10,000	0	20,000	20,000	0	120,000	100,000
Debt charges, Bank Charges		1,083	0	1,083	2,166	966	1,200	13,000	12,034
Debt charges, FCM prin		2,500	0	2,500	5,000	0	5,000	30,000	30,000
Debt charges, FCM Int		325	0	325	650	0	650	3,900	3,900
Debt charges, CMHC prin		135,158	0	135,158	270,316	0	270,316	1,621,900	1,621,900
Debt charges, CMHC int		10,975	0	10,975	21,950	0	21,950	131,700	131,700
Debt charges, Principal 2017/18		68,975	68,292	683	137,950	136,443	1,507	827,700	691,257
Debt charges, Interest 2017/18		1,917	2,595	-678	3,834	5,330	-1,496	23,000	17,670
Debt charges, 2020 Borrowing principal		11,075	0	11,075	22,150	0	22,150	132,900	132,900
Debt charges, 2020 Borrowing Interest		3,075	0	3,075	6,150	0	6,150	36,900	36,900
Debt charges, Principal RAC		40,850	0	40,850	81,700	0	81,700	490,200	490,200
Debt charges, Interest RAC		11,675	0	11,675	23,350	0	23,350	140,100	140,100
<b>Total Debt Charges</b>		<b>297,608</b>	<b>80,887</b>	<b>216,722</b>	<b>595,216</b>	<b>162,739</b>	<b>432,477</b>	<b>3,571,300</b>	<b>3,408,561</b>
Reserves, Reserve Capital		0	0	0	0	0	0	1,500,000	1,500,000
Reserves, Reserve W/S		0	0	0	0	0	0	1,030,700	1,030,700
<b>Total Reserves</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,530,700</b>	<b>2,530,700</b>
<b>Total Expenses</b>		<b>3,055,779</b>	<b>1,994,891</b>	<b>1,060,881</b>	<b>6,194,317</b>	<b>4,085,532</b>	<b>2,108,799</b>	<b>37,414,835</b>	<b>33,329,312</b>
Recover - Garage exp, Other supplies		0	101,637	-101,637	0	246,638	-246,638	0	-246,638
Recover - Garage revenues		0	-35,392	35,392	0	-35,392	35,392	0	35,392

CITY OF CORNER BROOK  
 Summary of All Units  
 For the Two Months Ending February 28, 2023

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	February 2023	February 2023	MTD	February 2023	February 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre, Ice Rental	(\$77,420.00)	(\$64,355.74)	\$13,064.26	(\$154,840.00)	(\$137,891.42)	\$16,948.58	(\$553,000.00)	\$415,108.58
Civic Centre, Room Rental Civic Centre	-2,500.00	-1,310.50	1,189.50	-5,000.00	-1,362.67	3,637.33	-40,000.00	38,637.33
Civic Centre, Annex Rental	-1,083.00	0.00	1,083.00	-2,166.00	0.00	2,166.00	-13,000.00	13,000.00
Civic Centre, Skybox rental	0.00	-2,300.00	-2,300.00	0.00	-6,100.00	-6,100.00	-5,300.00	-800.00
Civic Centre, Studio recreation	-5,417.00	-14,118.46	-8,701.46	-10,834.00	-28,228.40	-17,394.40	-65,000.00	36,771.60
Civic Centre, Catering	0.00	0.00	0.00	0.00	0.00	0.00	-153,000.00	153,000.00
Civic Centre, Concessions	-833.00	0.00	833.00	-1,666.00	0.00	1,666.00	-10,000.00	10,000.00
Civic Centre, Holding Seats	0.00	-105.00	-105.00	0.00	-1,094.78	-1,094.78	-7,000.00	5,905.22
Civic Centre, Indoor Advertising	0.00	-3,245.00	-3,245.00	0.00	-6,540.00	-6,540.00	-60,000.00	53,460.00
Civic Centre, Outdoor Advertising	0.00	-608.70	-608.70	0.00	-1,217.40	-1,217.40	-14,000.00	12,782.60
Civic Centre, Leases Civic Centre	-10,250.00	-9,856.41	393.59	-20,500.00	-19,712.83	787.17	-123,000.00	103,287.17
Civic Centre, Security	-292.00	-142.00	150.00	-584.00	-142.00	442.00	-3,500.00	3,358.00
Civic Centre, Electricity	-333.00	-154.85	178.15	-666.00	-400.87	265.13	-4,000.00	3,599.13
Civic Centre, Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Special Events	0.00	0.00	0.00	0.00	-1,029.65	-1,029.65	-150,000.00	148,970.35
Civic Centre, Home Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, Royals Hockey Games	-4,500.00	-16,513.00	-12,013.00	-9,000.00	-87,128.00	-78,128.00	-27,000.00	-60,128.00
Civic Centre, Royals Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre, General Skating	-2,500.00	-3,007.83	-507.83	-5,000.00	-8,746.97	-3,746.97	-15,000.00	6,253.03
Civic Centre, Silver Blades	0.00	-6,336.85	-6,336.85	0.00	-6,336.85	-6,336.85	-8,500.00	2,163.15
Civic Centre, Misc Revenue	-1,083.00	-4.21	1,078.79	-2,166.00	-4.22	2,161.78	-13,000.00	12,995.78
<b>Total Civic Centre Revenue</b>	<b>-106,211.00</b>	<b>-122,058.55</b>	<b>-15,847.55</b>	<b>-212,422.00</b>	<b>-305,936.06</b>	<b>-93,514.06</b>	<b>-1,264,300.00</b>	<b>958,363.94</b>
Civic Centre Admin, Salary	26,425.00	24,177.38	-2,247.62	52,850.00	51,451.25	-1,398.75	317,100.00	-265,648.75
Civic Centre Admin, Overtime	833.00	777.37	-55.63	1,666.00	3,408.09	1,742.09	10,000.00	-6,591.91
Civic Centre Admin, Vacation	2,350.00	2,381.90	31.90	4,700.00	3,006.06	-1,693.94	28,200.00	-25,193.94
Civic Centre Admin, Sick	583.00	2,242.26	1,659.26	1,166.00	4,044.05	2,878.05	7,000.00	-2,955.95
Civic Centre Admin, Other leave	0.00	830.16	830.16	0.00	830.16	830.16	0.00	830.16
Civic Centre Admin, Group Insurance	1,100.00	1,047.48	-52.52	2,200.00	2,094.96	-105.04	13,200.00	-11,105.04
Civic Centre Admin, Pension	1,692.00	1,769.14	77.14	3,384.00	3,527.62	143.62	20,300.00	-16,772.38
Civic Centre Admin, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, CPP/EI/WCB/HAPSET	3,267.00	3,613.82	346.82	6,534.00	7,159.89	625.89	39,200.00	-32,040.11
Civic Centre Admin, Office supplies	542.00	73.24	-468.76	1,084.00	285.10	-798.90	6,500.00	-6,214.90
Civic Centre Admin, Photocopier expenses	225.00	246.49	21.49	450.00	662.66	212.66	2,700.00	-2,037.34
Civic Centre Admin, Promo materials	2,083.00	540.00	-1,543.00	4,166.00	1,140.00	-3,026.00	25,000.00	-23,860.00
Civic Centre Admin, Subscriptions	175.00	1,140.00	965.00	350.00	1,163.00	813.00	2,100.00	-937.00
Civic Centre Admin, Comp network costs	2,192.00	0.00	-2,192.00	4,384.00	480.00	-3,904.00	26,300.00	-25,820.00
Civic Centre Admin, Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Telephone	350.00	0.00	-350.00	700.00	296.18	-403.82	4,200.00	-3,903.82
Civic Centre Admin, Cell phone	283.00	0.00	-283.00	566.00	125.00	-441.00	3,400.00	-3,275.00
Civic Centre Admin, Postage/Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Admin, Membership fees	0.00	0.00	0.00	0.00	336.00	336.00	0.00	336.00
Civic Centre Admin, Training	833.00	3,382.35	2,549.35	1,666.00	3,382.35	1,716.35	10,000.00	-6,617.65
Civic Centre Admin, Bank Charges	1,083.00	0.00	-1,083.00	2,166.00	0.00	-2,166.00	13,000.00	-13,000.00
Civic Centre Operations, Salary	54,625.00	48,792.78	-5,832.22	109,250.00	89,540.10	-19,709.90	655,500.00	-565,959.90
Civic Centre Operations, Overtime	4,167.00	943.56	-3,223.44	8,334.00	4,561.20	-3,772.80	50,000.00	-45,438.80
Civic Centre Operations, Vacation	417.00	0.00	-417.00	834.00	0.00	-834.00	5,000.00	-5,000.00
Civic Centre Operations, Sick	125.00	0.00	-125.00	250.00	0.00	-250.00	1,500.00	-1,500.00
Civic Centre Operations, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Group Insurance	2,200.00	1,905.28	-294.72	4,400.00	3,334.24	-1,065.76	26,400.00	-23,065.76

CITY OF CORNER BROOK  
 Summary of All Units  
 For the Two Months Ending February 28, 2023

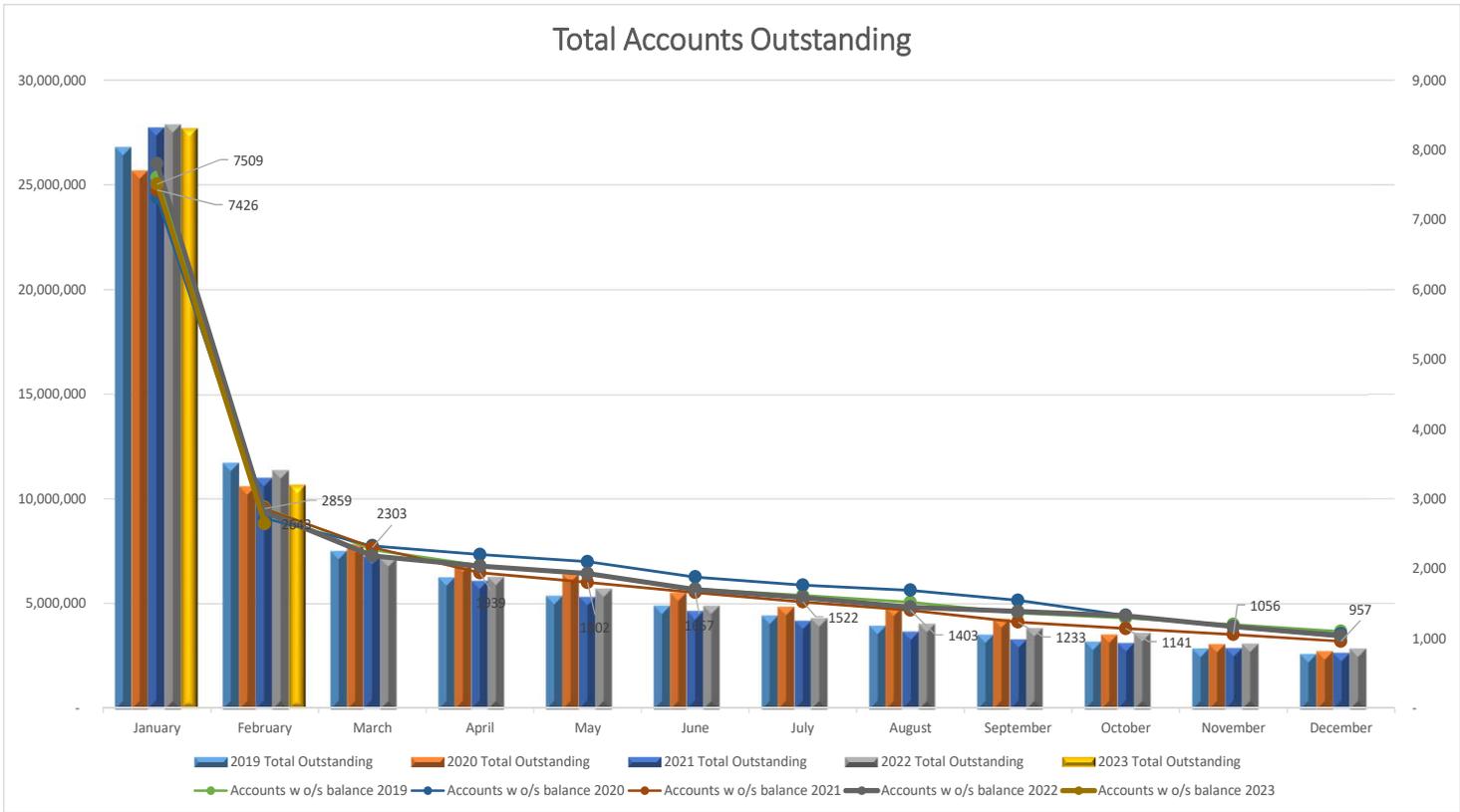
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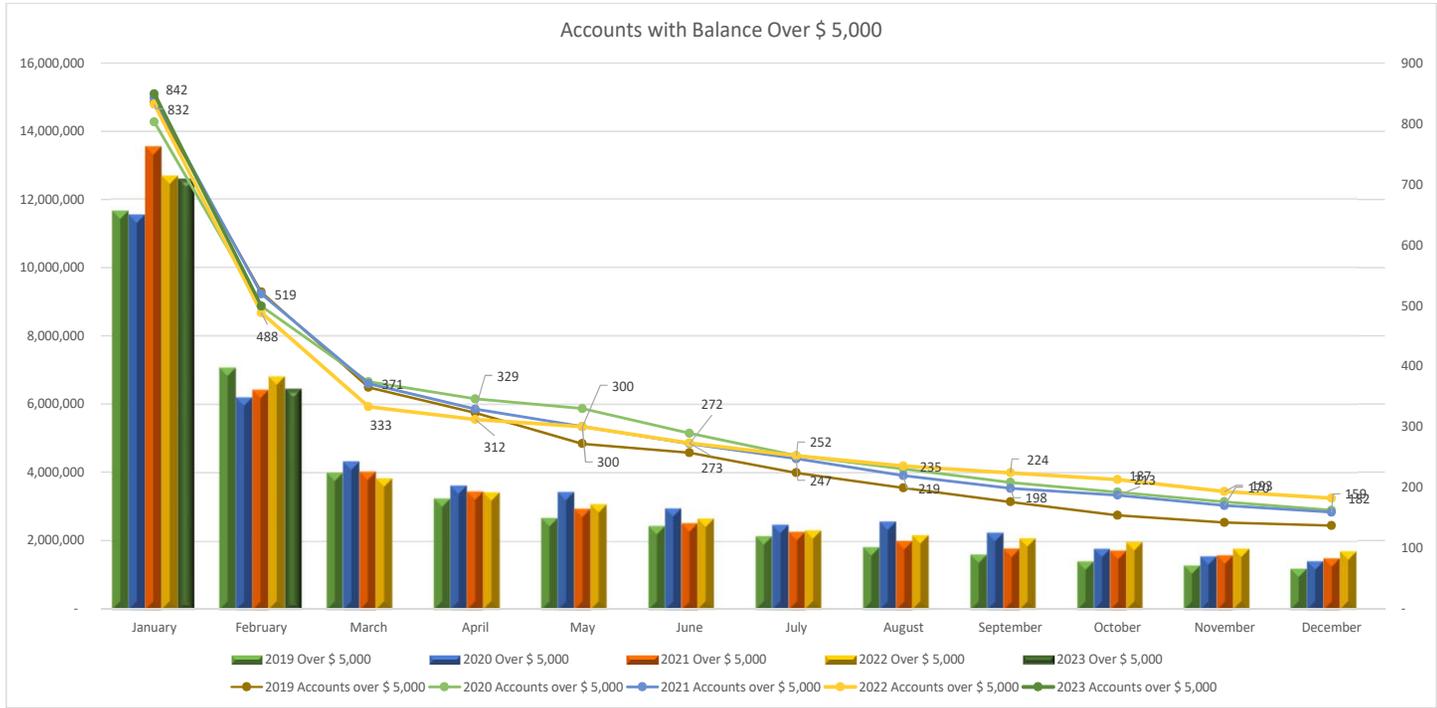
	February 2023	February 2023	MTD	February 2023	February 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre Operations, Pension	2,833.00	2,500.91	-332.09	5,666.00	4,524.25	-1,141.75	34,000.00	-29,475.75
Civic Centre Operations, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, CPP/EI/WCB/HAPSET	6,150.00	5,918.45	-231.55	12,300.00	11,164.72	-1,135.28	73,800.00	-62,635.28
Civic Centre Operations, Cleaning Supplies	2,083.00	942.04	-1,140.96	4,166.00	4,885.29	719.29	25,000.00	-20,114.71
Civic Centre Operations, Clothing/uniforms	583.00	1,702.82	1,119.82	1,166.00	1,702.82	536.82	7,000.00	-5,297.18
Civic Centre Operations, City Equip	1,450.00	388.80	-1,061.20	2,900.00	388.80	-2,511.20	17,400.00	-17,011.20
Civic Centre Operations, Catering	10,583.33	0.00	-10,583.33	21,166.66	0.00	-21,166.66	127,000.00	-127,000.00
Civic Centre Operations, Fire Alarm	417.00	0.00	-417.00	834.00	1,852.85	1,018.85	5,000.00	-3,147.15
Civic Centre Operations, Propane/Nitrogen	1,458.00	1,215.24	-242.76	2,916.00	3,720.15	804.15	17,500.00	-13,779.85
Civic Centre Operations, Heating Oil	4,167.00	0.00	-4,167.00	8,334.00	0.00	-8,334.00	50,000.00	-50,000.00
Civic Centre Operations, Maint supplies	6,250.00	1,658.39	-4,591.61	12,500.00	5,840.75	-6,659.25	75,000.00	-69,159.25
Civic Centre Operations, Elevator Maintenance	1,083.00	2,280.15	1,197.15	2,166.00	2,541.18	375.18	13,000.00	-10,458.82
Civic Centre Operations, Repairs Recreation Equip	833.00	0.00	-833.00	1,666.00	0.00	-1,666.00	10,000.00	-10,000.00
Civic Centre Operations, Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Waste Disposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowclearing	5,833.00	0.00	-5,833.00	11,666.00	11,825.40	159.40	70,000.00	-58,174.60
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Hired equipment	667.00	448.90	-218.10	1,334.00	448.90	-885.10	8,000.00	-7,551.10
Civic Centre Operations, Hired contractor	6,667.00	1,891.78	-4,775.22	13,334.00	3,479.29	-9,854.71	80,000.00	-76,520.71
Civic Centre Operations, Hired Electrician	2,083.00	0.00	-2,083.00	4,166.00	0.00	-4,166.00	25,000.00	-25,000.00
Civic Centre Operations, Senior Hockey expenses	2,083.00	4,260.50	2,177.50	4,166.00	7,706.00	3,540.00	25,000.00	-17,294.00
Civic Centre Operations, Electrical	29,092.00	35,183.57	6,091.57	58,184.00	67,437.53	9,253.53	349,100.00	-281,662.47
Civic Centre Operations, Security	3,750.00	5,480.50	1,730.50	7,500.00	10,606.13	3,106.13	45,000.00	-34,393.87
Civic Centre Operations, Special Events	0.00	0.00	0.00	0.00	1,100.16	1,100.16	0.00	1,100.16
Civic Centre Operations, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, City Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Maint supplies	8,333.00	0.00	-8,333.00	16,666.00	0.00	-16,666.00	100,000.00	-100,000.00
Civic Centre Building Maint, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Paint and Plaster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Hired Electrician	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Building Maint, Engineering fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Royals Hockey Games	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Other leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Severance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Maint supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Cleaning services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Hired contractor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Special Events, Home Show CC	3,333.00	0.00	-3,333.00	6,666.00	0.00	-6,666.00	40,000.00	-40,000.00
Civic Centre Admin, Legal fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Operations, Snowblower	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

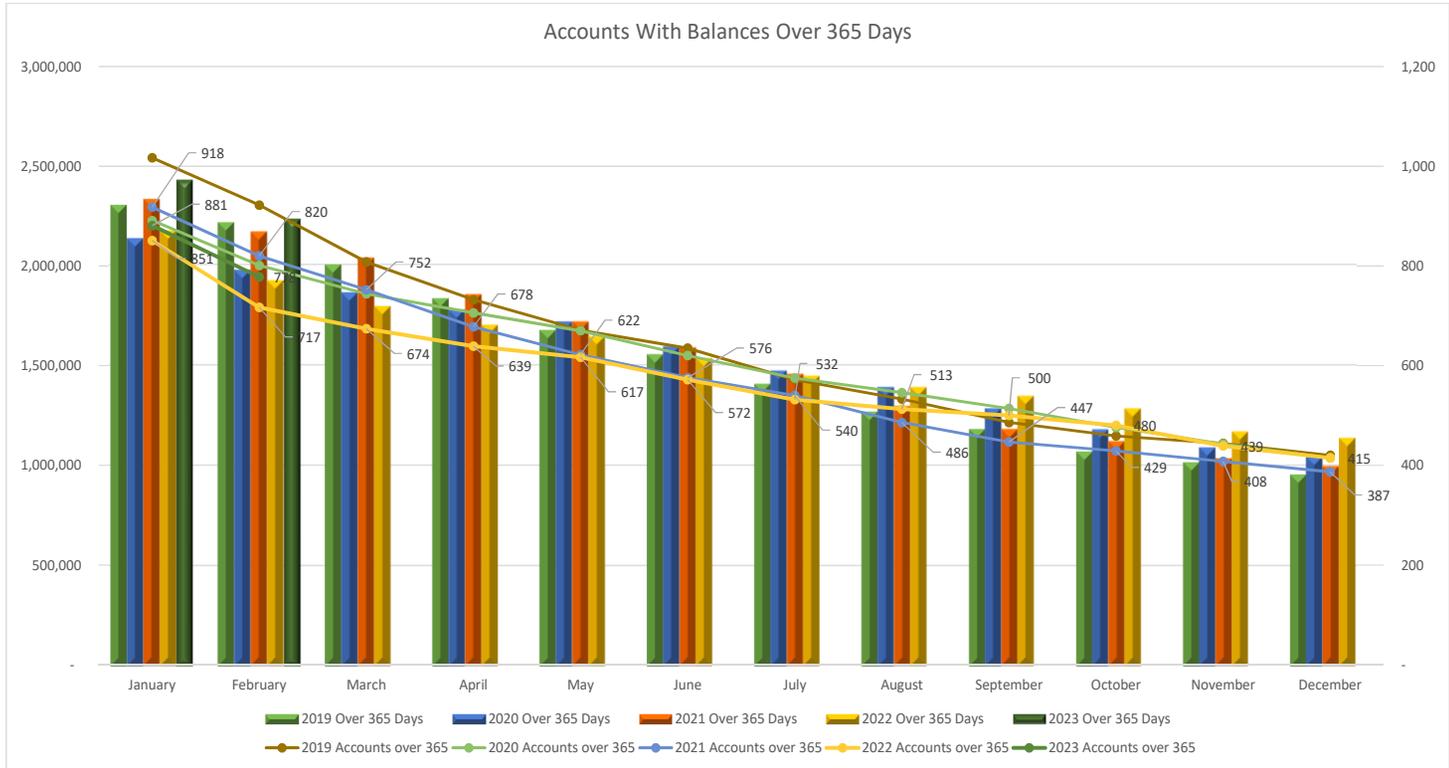
CITY OF CORNER BROOK  
 Summary of All Units  
 For the Two Months Ending February 28, 2023

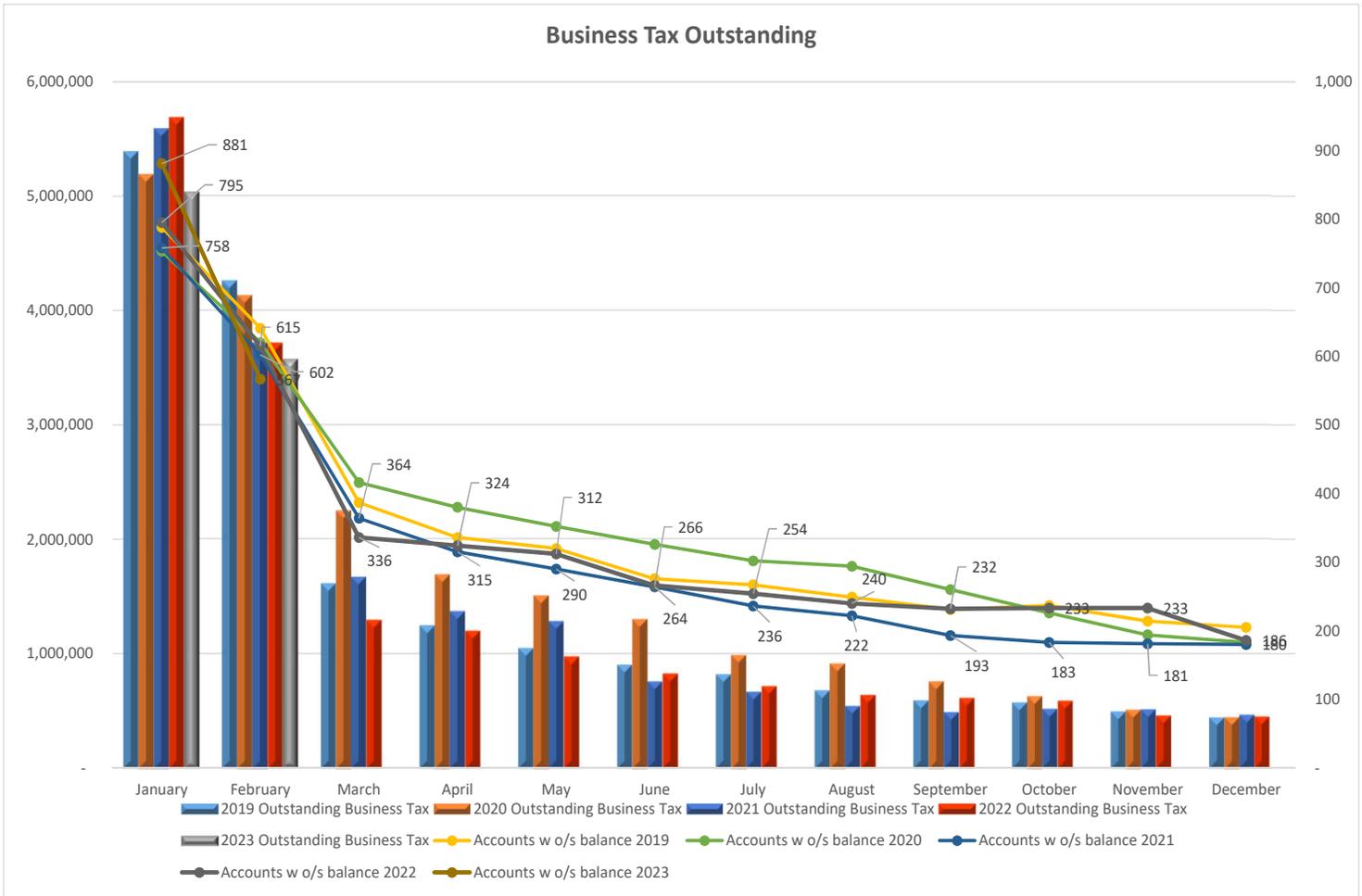
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	<u>February 2023</u>	<u>February 2023</u>	<u>MTD</u>	<u>February 2023</u>	<u>February 2023</u>	<u>YTD</u>	<u>ANNUAL</u>	<u>REMAINING</u>
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Civic Centre Buidling Maintena, Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Group Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, Pension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civic Centre Buidling Maintena, CPP/EI/WCB/HAPSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Civic Centre Expenses</b>	<b>205,281.33</b>	<b>157,735.26</b>	<b>-47,546.07</b>	<b>410,562.66</b>	<b>320,052.13</b>	<b>-90,510.53</b>	<b>2,463,400.00</b>	<b>-2,143,347.87</b>
<b>Net (Income)/Loss</b>	<b>99,070.33</b>	<b>35,676.71</b>	<b>-63,393.62</b>	<b>198,140.66</b>	<b>14,116.07</b>	<b>-184,024.59</b>	<b>1,199,100.00</b>	<b>-1,184,983.93</b>









**TRAVEL EXPENSE COUNCIL - July 1 - December 31, 2022**

<b>Name</b>	<b>Month</b>	<b>Purpose/Destination</b>	<b>Amount</b>	<b>Sub-Total</b>	<b>Total</b>
<u>Jim Parsons</u>	November 2022	MNL Conference - Gander			<u>\$ 1,145.37</u>
				<b>Total Travel Jim Parsons</b>	<b><u>\$ 1,145.37</u></b>
<u>Linda Chaisson</u>	November 2022	MNL Conference - Gander			<u>\$ 1,243.30</u>
				<b>Total Travel Linda Chaisson</b>	<b><u>\$ 1,243.30</u></b>
<u>Pamela Gill</u>	November 2022	MNL Conference - Gander			<u>\$ 2,110.17</u>
				<b>Total Travel Pamela Gill</b>	<b><u>\$ 2,110.17</u></b>
<u>Bill Griffin</u>					<u>\$ -</u>
<u>Vaughn Granter</u>					<u>\$ -</u>
<u>Pam Keeping</u>	November 2022	MNL Conference - Gander			<u>\$ 2,307.82</u>
				<b>Total Travel Pamela Keeping</b>	<b><u>\$ 2,307.82</u></b>
<u>Charles Pender</u>	October 2022	Represent City with ICP Exchange in France			<u>\$ 384.96</u>
				<b>Total Travel Charles Pender</b>	<b><u>\$ 384.96</u></b>
<b>GRAND TOTAL</b>					<b><u>\$ 4,883.80</u></b>

**TRAVEL EXPENSE COUNCIL - July 1 - December 31, 2022**

Name	Month	Purpose/Destination	Amount	Sub-Total	Total
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Total travel previous year July - December 2021	\$0.00
Total Travel for current year July - December 2022	\$4,883.80
Difference in semi-annual travel totals	-\$4,883.80



# Information Report (IR)

**Subject:** 2023 Public Works Winter Summary To March 22, 2023

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Public Works

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

**Topic Overview:** 2023 Public Works Winter Summary To March 22, 2023

## BACKGROUND INFORMATION:

### Public Works

- Snow Clearing
  - Snow clearing: City forces plowed snow 9 days from February 21st to March 22nd
  - Blowers: City blowers were out widening streets for 7 days (3 shifts a day) during this time
  - Loaders with Baskets: 8 days the city had loaders equipped with snow baskets out pushing back snowbanks at intersections to improve line of sight and to clean up cul de sacs
  - Sidewalk clearing: City's bobcat was out 15 days
  - Downtown clean up / sidewalks: Equipment was out three evenings/ nights cleaning up downtown core and islands
- Salt Used: 1,500 tonnes
- Sand Used: 2,100 tonnes
- Service Requests:
  - 294 calls received
  - Top three categories of requests
  - 117 Snow Clearing
  - 98 Sand/Salt
  - 22 Potholes
- Reclaimer: Crews managed to put out 20 tonnes of recycled asphalt over three day shifts the week of March 13 to 17. Roads that received recycled hot mix include:
  - West Street
  - Main Street

- Mt. Bernard Ave
- University Drive – Two large sections were milled and paved
- O’Connell Drive
  
- Rest of 2023 ( Winter):
  - Snow Clearing/blowers: As Required
  - Potholes / Reclaimer: Crews will continue patching and use the reclaimer until asphalt plants are open in May

Director of Public Works, Water and Wastewater      Approved - 22 Mar 2023

Administrative Assistant to the City Manager      Approved - 23 Mar 2023

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City Manager



# Information Report (IR)

**Subject:** Water and Wastewater Work Summary February 18th to March 20th, 2023

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 27 Mar 2023  
**Department:** Water and Sewer  
**Staff Contact:** Donny Burden, Director of Public Works, Water and Wastewater  
**Topic Overview:** Water and Wastewater Work Summary February 18th to March 20th, 2023

## BACKGROUND INFORMATION:

Water & Wastewater Complaints	
Clean Water Lines	3
Curb Stop Repair	1
Frozen Waterlines	7
Locate Curb Stop	1
No Water	9
Noise on Line	2
Request for Water Shut Off and/or On	5
Scada System Alarms	4
Sewer Backup	8
Resident Inquiries	4
Water Leaks	2
<b>Total</b>	<b>54</b>

Water & Wastewater Media Releases	
Emergency Water Outage & Road Closure	1
Lane Closure	1
Road Closure	2
Water Discoloration and Pressure Changes	1
Water Outage & Road Closure	8
Total	13

Water & Wastewater Recoverable Works	
Magikist Rental	3
Request to Turn Water On & Off	1
Request to Turn Water Off	1
Request to Turn Water On	1
Rod Sewer	2
Total	8
Total Cost	\$ 1,494.09

Water & Wastewater Repairs	
Curb stop Repairs	1
Test Hole – Locating a leak.	1
Water Main Leaks	5
Water Service Leaks	1
Total	8

#### Maintenance

- Automatic Flushing Station (Gilbert Station) – replaced sump pump.
- Bio-Green, Wastewater Treatment Plant (Riverside Dr.) – replaced air blower.
- Chlorination Station (Woodbine Ave.) – replaced booster pump # 2 motor.
- Completed 3rd round of hydrants snow clearing.
- Leak Detection (Ongoing) – Curling area and Eastside of City. In the last three weeks, six water leaks were discovered and repaired. Three in Curling area and three on the Eastside. The repair of these leaks has reduced the City's usage/demand by approximately 2 million liters/day.

## Upcoming Maintenance

- Snow Clearing - hydrants & access roads
- Upgrade Scada system at Work Depot. Included in Citadel Drive PRV Station upgrade
- Complete annual operational check on pressure reducing stations (17 stations remaining).
- Install new flow meter at Trout Pond Chlorination Station.

## Water Treatment Plant Maintenance Summary

### Overview

- The raw water quality improved throughout the month after the weather event that occurred late January. The improved raw water quality allowed for a significant reduction in coagulant and soda ash usage.
- New Water Treatment Operator started March 20th.

#### 1. Maintenance

- Cleaned soda ash batch plant and transfer piping to day tank.
- Weather event (high winds) on February 20th caused multiple powers outages. The back-up generator operated for 12 hours.
- Installed new filtered water UVT analyzer.
- Replaced the raw water UVT analyzer with the old filtered. water UVT analyzer. This is only a temporary fix until we can get the unit repaired.
- Started prep work for the new hot water supply for the soda ash system batch tank. Hot water tank on order.

#### 2. Upcoming Maintenance

- Clean pipe raceway in basement.
- Install new coagulant dosing pump #1. Pump is approximately 8 years old.
- Cleaning of orthophosphate room and equipment.

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City Manager





# Information Report (IR)

**Subject:** ATVs access to Lewin Parkway and North Shore Highway

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Protective Services

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

**Topic Overview:** ATV Access to Lewin Parkway and North Shore Highway

## BACKGROUND INFORMATION:

For some time now, Protective Services and Public Works have been working on a solution to connect the Hughes Brook trailhead and the Lundrigan Drive trailhead to the Northshore Highway and Elizabeth Street area respectively.

The 2022 enactment of the new provincial Off-Road Vehicles Act does provide a means to accomplish this feat, but some work will need to be done regarding roadway access points and approvals from Dept of Transportation and Service NL for these access points.

Both Protective Services and Public Works have met with the Dept. of Transportation and will be working on a proposal to the applicable provincial government departments, to seek approvals to create access points along the provincial roadways to connect Elizabeth Street and the North Shore Highway to our designated ATV trail system.

### Objective:

1. To provide access for residents from Elizabeth Street area to Lundrigan Drive trail systems.
2. To fully connect the current designated route from Hillard's Road to the Hughes Brook trailhead.

## FINANCIAL IMPACT:

There may be some costs associated with building the ATV access points. (gravel, culverts, labour to install)

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations

Other

NL Off-Road Vehicles Act, NL DOT Policy for Highway Access Management, CB Recreational Vehicle Regulations 2022

## RECOMMENDATION:

Staff managing the ATV program are constantly presented with the issue of full legal connection of the ATV route, especially by ATV Tourists who want to enter the City rather than trailer their ATV around it.

### Options:

1. Continue project as noted above;
2. Cancel project and leave things as is;
3. Council provide further direction or different direction on this project.

Director of Protective Services

Approved - 22 Mar 2023

Administrative Assistant to the City  
Manager

Approved - 23 Mar 2023

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City Manager



# Information Report (IR)

**Subject:** Regional Smoke Alarm Project

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Protective Services

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

**Topic Overview:** To close the fire safety gap of no smoke alarms in the sleeping area of our City's residential homes that were built prior to year 2000

**Attachments:** [Smoke Alarm Proposal tbf](#)

## BACKGROUND INFORMATION:

Corner Brook Fire Department Regional Smoke Alarm Project

The leadership of the Cbfd are acutely attuned to the need to address fire prevention by education and fire safety projects in our community. The Cbfd Deputy Chief Simmons has been working with the Fire Chiefs in our region on inter-related fire issues. As such, the Deputy has designed a program to address the safety gap of "Smoke Alarms in the Sleeping Area of City's Homes built before year 2000". Notably, in year 2000 the National Building Code changed to require the installation of Smoke Alarms in sleeping areas of homes.

Please refer to attached proposal document that was provided to the NL Dept of Justice and Public Safety, Fire Services Division.

## FINANCIAL IMPACT:

There is no financial impact to the Cbfd budget since this project is fully funded by NL government.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations

Public Procurement Act

Public procurement regulations and policies will be adhered to concerning smoke alarm product purchasing.

## ENVIRONMENTAL IMPLICATIONS:

Also, the smoke alarm product type is one with a built in 10-year battery life thus reducing amount of alkaline batteries going to our landfill.

Director of Protective Services  
Administrative Assistant to the City  
Manager

Approved - 22 Mar 2023

Approved - 23 Mar 2023

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City Manager

JANUARY 17, 2022



**RESIDENTIAL SMOKE ALARMS**  
A PROPOSAL FROM THE CORNER BROOK FIRE DEPARTMENT

**TODD FLYNN**  
DIRECTOR / FIRE CHIEF  
Corner Brook Fire Department



.....A briefing to Justice and Public Safety

PROJECT	REGIONAL RESIDENTIAL SMOKE ALARM PROJECT FOR NL DIVISION #5
<b>BACKGROUND</b>	<p>Residential smoke alarms have long been recognized as one of the most important life safety devices in the reduction of fire fatalities and reduced fire losses. The use of residential smoke alarms started in the 1970's and grew substantially until 2000 when most homes had at least one smoke alarm.</p> <p>As the size and style of our homes, furnishings and habits changed, so did our requirements for additional smoke alarms throughout our homes. In year 2000 legislation responded in enacting the requirement for smoke alarms in sleeping areas of homes.</p> <p>In Newfoundland and Labrador, our current regulations require that a smoke alarm on each level and in each sleeping area in the home, however, we know that not all homes in our region are so equipped.</p>
<b>THE OBJECTIVE</b>	<p>To supply smoke alarms in owner occupied homes located within Western Region, Division 5, that were built before year 2000 with modernized 10-year battery life smoke alarms. In doing so, we will enhance safety and environmental stewardship for our residents and foster interaction and cooperation within our division's fire services.</p>
<b>PROJECT SUMMARY</b>	<p>The City of Corner Brook, through the Corner Brook Fire Department, (CBFD), and with support of the provincial government, will coordinate a regional residential smoke alarm program for the replacement and new installation of two-thousand six-hundred battery operated (10-year life) smoke alarms. We will be targeting owner-occupied homes built before year 2000 within.</p> <p>The CBFD would provide the following:</p> <ul style="list-style-type: none"> <li>• training to all the participating fire departments in the region;</li> <li>• product purchase and distribution based on actual smoke alarm installations;</li> <li>• prepare media program and general fire prevention material;</li> <li>• provide program monitoring, evaluation and reporting.</li> </ul> <p>This project would be a partnership between the Newfoundland and Labrador Department of Justice and Public Safety, Department of Municipal Affairs, Department of Environment and Climate Change, City of Corner Brook along with the towns and their fire departments within our region.</p>



.....A briefing to Justice and Public Safety

<p><b>MANAGEMENT &amp; DELIVERY</b></p>	<p>Management and coordination of this project will be done by the staff of the Cbfd. The Cbfd has one full time fire prevention officer/fire inspector, one training officer, two Assistant Deputy Fire Chiefs and one Deputy Chief. In addition, the City of Corner Brook has a full-time media relations officer that would assist with media relations and promotion.</p> <p>It is estimated that a home visit and installation of smoke alarms will take approximately 30 -45 minutes each home. Some homes may only require one or two smoke alarms while some homes that currently do not have any alarms may require three or four smoke alarms.</p> <p>It is estimated that the project could service between 600 to 700 homes. The time required for the smoke alarm installation would range from 350 to 525 hours of in-kind contribution by the fire departments.</p> <p>The Cbfd will provide monthly reporting and final evaluation to determine future needs and recommend additional public education direction.</p>
<p><b>SCOPE: GEOGRAPHIC &amp; HOME TYPE</b></p>	<p>The region for this project follows the Statistics Canada Census Division # 5 which includes Corner Brook, both sides of the Bay of Islands, all towns in the Humber Valley, including Cormack and North/ North East to include Howley, and towns on Route 420 – Hampden to Jackson’s Arm, map attached Addendum A.<sup>i</sup></p> <p>The project is targeted toward single family, owner occupied residential homes built before the legislative change in year 2000. Depending on the success and data related to the actual number of homes with operational smoke alarms the project may be able to shorten the age requirement.</p> <p>The project is not intended for rental properties as the landlord has a legal requirement to maintain the rental property.</p> <p>The project will provide free public educational material to all the fire departments in the project region.</p>
<p><b>JUSTIFICATION</b></p>	<p><b><u>Fire Safety</u></b> The ultimate objective of this exercise is to save lives. We know that working smoke alarms save lives, and lack thereof is very common in fatal house fires. If the US data is comparable to NL, of the 14,425 homes in Region 5, we have 4760 (33%) without operational smoke alarms.</p> <p><b><u>Environmental</u></b> Currently, most homes with battery operated smoke alarms change the single use batteries every 12 months. Over the ten-year life span of smoke alarms, a home owner will dispose of ten alkaline batteries for each smoke alarm. Multiply these times 3 or 4 smoke alarms in each home and now we have each home generating 30 – 40 disposal batteries in the landfill. This project will use smoke alarms with a 10-year sealed battery that do not</p>



.....A briefing to Justice and Public Safety

	<p>require replacement, thereby eliminating disposal requirements of thousands of alkaline batteries in our landfills.</p> <p><b><u>Fostering/Seeding Regional Cooperation</u></b>                  The Government of Newfoundland and Labrador and Municipalities NL have all publicly supported a move to a regional services model. This endeavour would be an opportunity for the Region 5 fire services to work together to deliver a fire related service. Corner Brook, being a fully staffed career fire service, can lead this project and communicate and coordinate the program with its surrounding volunteer fire departments doing so in a manner that does not negatively impact the fire department or community identity. The volunteer departments will be bolstered by a career fire department.</p> <p>This can only enhance the relationship between all fire departments opening the doors for future cooperation and fire service coordination endeavours.</p> <p><b><u>Positive Messaging and the Positive Spinoffs</u></b>                  The positive media around the use of 10-year sealed unit will spread in the general population. Such messaging will encourage homeowners to install a similar product, thereby further accomplishing our project goals.</p>
<p><b>Risk</b></p>	<p>Project failure is always risk. Focussed management and its commitment to success by the Cbfd will overcome project obstacles, including lack of cooperation, training issues, etc. The project will be closely monitored and challenges addressed efficiently and effectively.</p> <p>Notably, if we were not to proceed with this project, our government loses an opportunity to enhance the safety and environmental stewardship of our residents. It also loses the opportunity to encourage and demonstrate the ability of our communities and its fire services therein, to interact, cooperate and provide service/s from a regional vantage point.</p>
<p><b>COST TO IMPLEMENT</b></p>	<p>This project would be a partnership between the Department of Justice and Public Safety, Department of Municipal Affairs, Department of Environment and Climate Change, City of Corner Brook and the participating towns and their fire departments, within Western Region, Division 5.</p> <p>The Cbfd and City of Corner Brook will contribute the in-kind services of management and coordination of this project, along with the training of the participating local fire departments in this project delivery.</p> <p>Single use battery smoke alarms retails for \$10-\$20 each while the 10-year sealed unit smoke alarms retail for \$30-\$40 each. Bulk purchase will reduce the cost per unit.</p> <p>The City of Corner Brook is requesting a grant from the Government of Newfoundland and Labrador in the amount of \$90,000 for the purchase and installation of a minimum of 2,600 “ten-year life sealed” smoke alarms in owner-occupied homes in the Western Region, Division # 5.</p>



.....A briefing to Justice and Public Safety

**REFERENCES**

- 
- <sup>1</sup> <https://www.assembly.nl.ca/Legislation/sr/regulations/rc120045.htm>
  - <sup>1</sup> <https://www.nfpa.org/News-and-Research/Data-research-and-tools/Detection-and-Signaling/Smoke-Alarms-in-US-Home-Fires>
  - <sup>1</sup> <https://cjr.ufv.ca/smoke-alarm-response-time-examining-the-relationship-between-working-smoke-alarms-fire-service-response-times-and-fire-outcomes/>
  - <sup>1</sup> <https://www12.statcan.gc.ca/census-recensement/2021/geo/maps-cartes/static-statique/pdf/alternative-eng.cfm?dguid=2021A00031005>
  - <sup>1</sup> <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Division%20No%2E%20%2005&DGUIDlist=2021A00031005&GENDERlist=1,2,3&STATISTIClist=1&HEADERlist=0>
  - <sup>1</sup> <https://rethinkwastenl.ca/rtw-category/single-use-batteries/?region=western>
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.....A briefing to Justice and Public Safety

**ADDENDUM A**





# Information Report (IR)

**Subject:** Protective Services Statistics for month of February 2023

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Protective Services

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

**Topic Overview:** Protective Services Statistics for month of February 2023

## BACKGROUND INFORMATION:

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

### 1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 80 calls for services including as follows:

- **By-law Enforcement:**
  - 1 Abandoned Vehicle
  - 1 Development without a Permit
  - 2 Untidy Property
  - 9 Illegal Parking
  - 3 Uncovered Garbage
  - 1 Littering
  - 1 Mobile Vending Permit
  - 6 Assistance (Assisting Residents with issues where no Regulations exist but we can assist in some way)
  - 2 Impeding Snow Clearing
  - 9 Illegal Parking
  - 17 Depositing Snow onto Road
  - Various other routine complaints
- **Taxi Regulation:**
  - 4 - Taxi Driver Permits
  - 3 - Taxi Vehicle Permits
- **Animal Control:**
  - Received 14 calls for Service were received that included:
  - 9 - Roaming Animals
  - 1 - Injured/Dead Animals
  - 1 - Dog barking

### 3 - Assistance

- **Parking Enforcement:**  
42 Parking related violations were issued that included:  
29 Expired Parking Meters  
1 No Parking  
1 Overnight Parking  
1 Bus Stop  
1 Parked on Private Land  
9 Other violations which included No Stopping

## 2. CORNER BROOK FIRE DEPARTMENT

The Cbfd received 42 calls for service that included:

<b>Incidents</b>	<b>Type of Call</b>
0	Structure Fire Residential
6	Residential Alarm – Smoke Visible
1	Residential Alarm - Odor
15	Commercial Alarms
1	Emergency Medical Call
1	Chimney Fire
1	Vehicle Fire
10	MVC – Injury/Entrapment
5	MVC – No injury/no entrapment/no fuel spill
2	Non-emergency – lift assist

- **The Cbfd Fire Prevention Inspector** conducted:  
21 Commercial Inspections  
4 Home Oxygen Inspections

## 3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for December was 5995. The calls are broken out as follows:

<b>Primary Agency</b>	<b>Number of Transferred Calls</b>
Police	771
Ambulance	1,709
Fire	200
Crisis	10
MRSC	1
Poison Control	1
RoCP	5
<b>Total</b>	<b>2,697</b>

Volume of Non-Transferred 911 Calls: **3298**

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City Manager





# Information Report (IR)

**Subject:** Recreation and Tourism Update

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 27 Mar 2023  
**Department:** Recreation  
**Staff Contact:** Kim Patten, Director of Recreation  
**Topic Overview:** Recreation and Tourism Update

## BACKGROUND INFORMATION:

### Recreation

The Recreation division has been busy preparing for the spring and summer season. Planning for playground updates, regular outdoor field operations and spring events will continue in the coming weeks.

Recently the department had a free St. Patrick's Day skate for children and adults and a Family Movie Day in the Canada House at the Civic Centre. Colman's provided hot chocolate for the skates while Minor Hockey provided popcorn for the Family Movie

We know winter weather can be tough and, in an effort, to get people outside, the Recreation Department put together a St. Patrick's Day themed Scavenger Hunt around the down town area of the City, starting at the Glynmill Inn Pond Trail, Park Street entrance. Once participants get to the "end of the rainbow" and take a picture, they can send it to [jlannon@cornerbrook.com](mailto:jlannon@cornerbrook.com) to be entered in a draw to win a gift card! Residents have until March 31st to enter the draw.

Regular Studio programming has been going well in the month of March with good attendance at all City programs along with hosting U15 Provincial Volleyball tournaments and Clinics for Baseball NL.

We would like to acknowledge Margaret Colbourne, who has been instructing Yoga at the Civic Centre since 2021, [REDACTED] We wish Margie all the best on her new adventure! She will be missed. The Recreation Department is planning to fill this spot with another physical activity drop in. Stay tuned for more!

On March 28th the City is partnering with the Humber Community YMCA Youth Future Fair in the meeting rooms at the Civic Centre from 11:00 am – 3 pm. Youth from the ages of 15 – 30 are encouraged to drop by and explore job, career, volunteer and Educational opportunities.

Coming up next week during our regular scheduled Active Tots, the recreation department was able to convince the Easter Bunny to visit early! There will be an Easter Egg Hunt, free of charge during the session. If you find a golden egg you could win a prize!

Also, next month, we are planning for a Seniors Spring Tea- more details will be provided in the coming weeks!

[The Rinks at the Civic Centre continue to be busy with many tournaments along with Senior Hockey and regular programming. A highlight in March for the Centre and for Female Hockey was playing host to the Three Female Provincial AAA Championships all in one weekend.](#) This is the first time provincially that all three divisions (U13, U15 & U18) of AAA provincial hockey were hosted in one location on the same weekend; male or female. Western teams performed very well with U18 finishing in 4th, U15 winning gold and U13 winning silver. Western U15 will represent Newfoundland and Labrador at the Atlantics - March 30-April 2 in New Brunswick. We wish them the best of luck.

This coming weekend, March 31st – April 2nd, will also be extremely busy at the Centre with the Silver Blades Skating Club hosting the 2023 Skate NL STAR Challenge Event in the Main arena and in the Studio, the Saltos Gymnastics Club will be hosting the 2023 Gymnastics NL Provincial Championships.

This past weekend the West Coast Hockey League started their Playoff finals with the Corner Brook Royals and the Deer Lake Red Wings in a best 4 out of 7 series. Game 3 will take place in Deer Lake on Saturday April 1st and Game 4 will be hosted by the Royals at the Civic Centre on Friday April 7th, both games take place at 7:30. Future games will be held on April 8th, 9th and 10th as needed.

### [From the Tourism division](#)

This month the Town of Steady Brook and Marble Mountain hosted the 68th annual Ski Club of International Journalists conference. This event brought more than 90 international media from 20 different countries to western NL. Besides Skiing at Marble and the Blow me down ski Club, the journalists toured many areas of Humber Bay of Islands with local operators and Corner Brook was pleased to host their Annual General Assembly at the Civic Centre. Their visit was a wonderful opportunity to raise the profile of Corner Brook and Western NL as a winter destination to an international audience.

This year's Cruise Schedule has been released and 2023 has a record number of Cruise Ships calling, 34 ships with upward to 60,000 passengers and Crew will visit Corner Brook this year from May to November.

To build on this success, the City will be participating in a Trade Show booth, alongside of our Colleagues from the Port of Corner Brook and Cruise NL, at SeaTrade Cruise Global in Fort Lauderdale from March 27th -30th This is the longest-running event of its kind and brings every sector of the Cruise Industry under one roof including the largest audience of cruise executives. Cruise NL will take advantage of this and will attend meetings with industry leaders from around the Globe to showcase and encourage ships to call our region.

Overall our Department is making plans for this year's summer season including more details on the Jiggs and Wheels summer festival and will also continue working with the Strategic Tourism for Areas and Regions (STAR) Implementation Committee; to finalize the development of a Terms of Reference and a Request for proposals for Branding/ Marketing/ Wayfinding. The committee aims to have this completed by the next meeting to be held on April 12th.

Manager

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City Manager





# Information Report (IR)

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

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Development and Planning

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

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

## **BACKGROUND INFORMATION:**

### **Development and Planning**

#### **25 Poplar Rd (Vet Clinic)**

- Occupancy Issued – Project Complete

#### **4a Herald Avenue (Robin's Donuts)**

- Foundation work has been completed
- Building Envelope construction is underway

#### **3 Herald Avenue (Pyhsio Therapy Business)**

- Permit Issued for Interior Fit-up
- Occupancy Inspection pending
- Project nearing completion

#### **33 Doves Rd (8 Unit - Apartment Building)**

- Construction Ongoing

#### **33 Lundrigan Drive (New Self-Storage Building)**

- Foundation Under Construction

## 22 Confederation Drive (New Western Motor Sports Location)

- Construction Ongoing

## 14 West Street (City Pharmacy)

- Interior Renovation/Alteration
- Project Complete – Minor Issues outstanding

## 14 West Street (Doctors Office above City Pharmacy)

- Drawings Submitted

## 44 Maple Valley Rd (Plaza Mall – The Shoe Company)

- Permits Issued

## 62 Broadway – New Office Space

- Use Approval Granted
- Waiting on Engineered Drawings

## New IMSP and Development Regulations

- Consultant has submitted the Draft Municipal Plan and Development Regulations for Staff Review.
- Next steps will include a document provided by the consultant that can be reviewed by executive staff and council.

## Business Development

### YOLO Nomads Project (Remote Working)

- Destination Hub is now active
- <https://www.yolonomads.com>



#### Why You Should Consider Corner Brook:

Corner Brook, Newfoundland, offers an amazing quality of life with its stunning natural beauty. From breathtaking views of the Atlantic Ocean to the vast forests and mountains, the scenery is enough to inspire anyone. But it's the people that make Corner Brook so special. Here you'll find a vibrant and welcoming community full of people who are passionate about their city and its culture. With a growing job market, a unique and diverse range of activities, and a friendly and vibrant atmosphere, Corner Brook is an ideal place to stay and grow.



## **Façade Appeal Comprehensive Enhancement (FACE) Program**

- Funding remains available (up to \$10,000)
- Two FACE applications for have been approved
- One application is in the pipeline
- Two Blade Sign applications have been approved

## **Sustainable Development**

### **Local Food Infrastructure Fund Community Greenhouse**

- Have finalized the location behind the Centre for Research and innovation
- Greenhouse kit has been purchased and should arrive in early May.
- Will house programs and education surrounding community food, local growing practice as well as new innovations in growing technology in Northern regions.
- Over \$100,000 in total funding
- 33 ft Geodesic Dome Greenhouse
- Partnered with Association of New Canadians, Vine Place Community Centre, Immaculate Heart and other community outreach groups.
- Should be in the Building process by mid-June
- Hired a student intern through the school of social enterprise program to support the planning of the interior of the space.

### **STAR Trail Updates**

- OBIEC and IATNL building up the Man in the Mountain Trail as well as the Cape Blow me Down (Coppermine) to be multi use trails.
- Now have the license to occupy (LTO) for the Cape Blow Me Down Trail, still waiting on the finalized Man in the Mountain license to occupy.
- RFPs are almost complete and will be sent out soon.

### **Earth Day 2023 – Repair Café Event**

- April 22nd is Earth Day
- Planning underway
- In order to get people in the mindset of repair and not throwing out things during bulk pickup we are hoping to have a community event where people who repair things will be available to answer questions about how to fix things which may otherwise end up at the land fill.

Director of Community, Engineering, Development & Planning      Approved - 23 Mar 2023

Administrative Assistant to the City Manager      Approved - 23 Mar 2023

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City Manager



# Information Report (IR)

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

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Engineering

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

**Topic Overview:** This report is intended to serve as an update to Council and the public regarding the various Capital and Engineering projects being undertaken in the City. The current project updates are as follows:

## BACKGROUND INFORMATION:

### Current Projects

#### Corner Brook Regional Recreation Centre

- Pool masonry wall complete
- Interior masonry (locker room areas) approximately 90% complete
- Structural steel 95%. All concrete decking complete on level 2
- All concrete decking complete on level 2; and slab on grade complete on level 1 with the exception of around columns
- Steel studs nearly complete for Admin area level 2; and work has started the fitness room area (corridor next to viewing area)
- Contractor working on spray fire proofing for level 1 daycare area
- Estimated completion early 2024

#### Budget Update:

With all current change orders, and anticipated change orders, the project is currently \$2,300 (or 0.01%) over budget. Staff have been working diligently with the contractor and consulting team to find cost saving measures without sacrificing the quality of the new facility. Some of those savings include things such as reducing the amount of tile on the natatorium walls, not replacing the existing gymnasium divider and removing skylights from the fitness centre. Cost savings to date are in the range of \$135,000. Although staff feel that the project has nearly progressed beyond the unknown conditions stage, further change orders are still possible.

The contractor has also submitted a claim for the increased cost of steel due to inflation. Staff continue to negotiate this item.







### **Citadel Drive PRV Upgrades**

- Mechanical HVAC and electrical very near completion
- Piping installation 80% complete
- Project 75% complete to date

### **Bell's Brook Culvert Phase 2**

- Tender awarded to C.Barnes Excavating for the value of \$860,311.55 HST incl
- Project 60% complete
- Revised date to open road is Aril 3, 2023
- Curb, asphalt to be completed by June, 2023

### **Upcoming Projects**

#### **Great Trail Enhancement Phase 1**

- Tender closed on January 12th
- Contract awarded to West Coast Excavating and Equipment Co. Ltd
- Contract documents being prepared
- Construction startup Spring 2023

#### **O'Connell Drive at Crestview Ave. Pedestrian Crossing Improvements**

- Project design has been awarded to Englobe Corp
- Tender awarded to ECO Contracting Ltd March 14, 2023
- Project to begin late spring

## **Mt Bernard Avenue Reconstruction**

- Work includes new underground infrastructure, curb/gutter, side walk (1 side) and asphalt
- Approx. 14% of contract completed to date.
- Work Zone 2 to commence when weather/conditions permit.

## **Great Trail Enhancement Phase 2**

- Funding letter received from Infrastructure Canada
- Waiting for Funding Agreement

## **Deep Gulch Brook Storm Sewer Replacement**

- RFP for Engineering Consultant Spring of 2023
- RFP issued February 21st, closed March 21,2023
- 6 consulting firms submitted proposals
- Review committee to evaluate proposals this week

## **Engineering Studies**

### **Water System Audit**

- Funding not available, looking at phased approach with current City Funding

### **Transportation Study**

- RFP for engineering consultants to be released spring of 2023(tentative)

Director of Community, Engineering, Development & Planning      Approved - 23 Mar 2023

Administrative Assistant to the City Manager      Approved - 24 Mar 2023

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City Manager





# Information Report (IR)

**Subject:** Youth Advisory Committee Update

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** City Manager

**Staff Contact:** Jessica Smith, Legislative Assistant

**Topic Overview:** The Following is an update on recent activities of the Youth Committee

## BACKGROUND INFORMATION:

On February 20th the Committee held a meeting in preparation for the Winter Carnival and to plan different activities that the Committee would attend and get involved with. The remainder of the meeting was spent assisting Councillor Keeping (who sat on the Winter Carnival Committee) with a craft for the Closing Ceremonies. Two of the Youth Advisory Committee members Max Pittman and Teagan Dwyer were the ambassadors for 2023 Winter Carnival.

On March 22nd the Committee held a working meeting to prepare for the CBYF Youth Future Fair that will be held at the Civic Centre on March 28th. This event is open for all youth to see employment and volunteer opportunities and post secondary options within our community. The Youth Advisory Committee will have a table at the fair with information about our Committee and will be seeking new members for our committee.

Legislative Assistant

Approved - 23 Mar 2023

Administrative Assistant to the City  
Manager

Approved - 23 Mar 2023

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City Manager





# Request for Decision (RFD)

**Subject:** Regional Recreation Center Change Order NO. 31

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Engineering

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

**Topic Overview:**

**Attachments:** [CB2021-10 Change Order #031 - Construction - Pool Salvage with Natara Curb \(002\) Redacted](#)

## BACKGROUND INFORMATION:

Part 2 of the training pool construction modification to retain the existing training pool and replace the existing gutter system with a new pre-fabricated stainless steel curb and gutter system. The scope included in this portion of the change includes:

- Deletion of pool tile and replacement with pool liner
- Supply and installation of stainless steel curb and gutter system
- Consultant fees for Structural Engineer and Pool Designer
- Miscellaneous construction costs (self performed by Pomerleau)
- Credit for pool demolition and concrete

## PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 31 between the City of Corner Brook and Pomerleau Inc. for an increase of \$240,732.77 HST Included for the Corner Brook Regional Recreation Center.

## FINANCIAL IMPACT:

Project Budget - \$24,700,000.00

Original Contract Amount - \$22,091,500.00

New Contract Amount - \$23,763,640.32

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

**Finance Type:** Funding

Director of Community, Engineering, Development & Planning, Approved - 24 Mar 2023

Administrative Assistant to the City  
Manager

Approved - 24 Mar 2023

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City Manager



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

**Page 2 of 3**

**March 2022**

Authorized Contract Amount (A)	\$	22,091,500.00
<b>Change Order Limit (greater of 10% or \$15,000)</b>	\$	2,209,150.00
Previous Change Orders (B)	\$	1,431,407.55
<b>This Change Order (C)</b>	\$	240,732.77
New Approved Contract Amount (A+B+C)	\$	23,763,640.32

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: 2023-03-24 Consultant: \_\_\_\_\_

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

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

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

**.6 CANCELLATION OF CONTEMPLATED CHANGE**

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

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

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

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

**.8 ENCLOSED DOCUMENTS**

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

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

\_\_\_\_\_  
\_\_\_\_\_

Transportation and Infrastructure

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

**Page 3 of 3**

**March 2022**

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

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Transportation and Infrastructure

 **CHANGE ORDER**

<b>Owner:</b>	<u>City of Corner Brook</u>	<b>Change Order No.:</b>	<u>031</u>
<b>Project:</b>	<u>Corner Brook Regional Recreation Centre</u>	<b>SNCL Project No.:</b>	<u>677762</u>
<b>Project No.:</b>	<u>CB2021-10</u>	<b>Phase:</b>	<u>N/A</u>
<b>Contractor:</b>	<u>Pomerleau Inc.</u>	<b>Date:</b>	<u>2023-03-24</u>

**SCOPE:**  
 Part 2 of the training pool construction modification to retain the existing training pool and replace the existing gutter system with a new pre-fabricated stainless steel curb and gutter system. The scope included in this portion of the change includes:

- Deletion of pool tile and replacement with pool liner
- Supply and installation of stainless steel curb and gutter system
- Consultant fees for Structural Engineer and Pool Designer
- Miscellaneous construction costs (self performed by Pomerleau)
- Credit for pool demolition and concrete

**SCHEDULE:**

**COMMENTS:**

<b>ORIGINAL CONTRACT VALUE.....</b>	<b>\$ 19,210,000.00</b>
<b>CURRENT CHANGE ORDER VALUE.....</b>	<b>\$ 209,332.84</b>
<b>CUMULATIVE CHANGE ORDER VALUE.....</b>	<b>\$ 1,454,035.06</b>
<b>REVISED CONTRACT VALUE.....</b>	<b>\$ 20,664,035.06</b>

*\*\* All amounts identified above exclude HST*

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

**APPROVED BY OWNER'S ADVISOR:**  
**SNC-Lavalin Inc.**

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

Date: March 24, 2023

 SNC-LAVALIN	<b>CONTEMPLATED CHANGE ORDER REVIEW</b>
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PROJECT #	PHASE	SNC REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #046	EC-0046 R2

Document Control Date Received: March 24, 2023

SNCL Document Control Number: 677762-0001-SLI-C-CCO-000-0046

**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"/>		
<b>PM Review</b>	<input checked="" type="checkbox"/>	[REDACTED]	2023-03-24

SNCL recommendation to Owner for approval

Rejected - revise and re-submit subject to comments

**Comments**

This portion of the change is Part 2 of the Training Pool Modifications to install a Natare Curb/Gutter System in lieu of pool replacement to offset delay created by the pool wall demolition. Part 1 covered "pre-construction" costs and were included in CCO #042

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.

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SNC-Lavalin Inc.

# POMERLEAU

521, 6<sup>e</sup> AVENUE, SAINT-GEORGES, QC G5Y 0H1 CANADA T\_418 228-6688 F\_418 228-3524  
 500, RUE SAINT-JACQUES, BUREAU 900, MONTRÉAL, QC H2Y 0A2 CANADA T\_514 789-2720 F\_514 789-2288  
 562, CHEMIN OLIVIER LÉVIS, QC G1A 2N6 CANADA T\_418 526-2314 F\_418 526-5241  
 220-243 PRESTON STREET, OTTAWA, ON K1S 1N4 CANADA T\_613 244-4323 F\_613 244-4327  
 1486 BEDFORD HIGHWAY, SUITE 500, BEDFORD, NS B4A 1E5 CANADA T\_902 468-3669 F\_902 468-3049  
 3300 BLOOR STREET WEST, CENTRE TOWER (10<sup>th</sup> FLOOR), SUITE 3050, TORONTO, ON M8X 2X3 CANADA T\_416 207-0848 F\_416 207-9636  
 99 AIRPORT ROAD, SUITE 250, ST. JOHN'S, NL A1A 4Y3 CANADA T\_709 739-5652 F\_709 739-9110  
 MOUNTAIN VIEW BUSINESS CAMPUS, 4000, 4<sup>th</sup> STREET S.E., SUITE 311, CALGARY, AB T2C 2W3 T\_403 237-5308 F\_888 434-2796  
 8241 - 129<sup>th</sup> STREET, SURREY, BC V3W 0A6 T\_604 592-9767 F\_604 592-9766  
 RBO\_2743-1162-70 ISO\_3001-3008 WWW.POMERLEAU.CA

March 24, 2023

Mr. Steven Greeley  
**SNC Lavalin**  
 27 Beclin Road, Mt. Pearl, NL  
 A1N 5G4

RE: EC-0046-R2  
 Email: [steven.greeley@snclavalin.com](mailto:steven.greeley@snclavalin.com)

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

**SUBJECT:** Construction - Pool Salvage with Natare Curb  
 Our file EC-0046-R2

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change EC-0046-R2.

**THE WHOLE FOR A TOTAL OF: \$209,332.84 (\$ 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 ammendment 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.**



**Kenneth Aucoin**  
 Senior Project Manager

**Enclosed:** Breakdown of Costs Associated with the Change  
**cc:** Aswin Rajendran Pomerleau

PROJECT: 20.0382 - Corner Brook Rec Centre

EC-0046-R2

EXTERNAL CHANGE	
<b>Date:</b> March 24, 2023	<b>External Change No.:</b> EC-0046-R2
<b>POMERLEAU INC.</b> 99 Airport Road, Suite 200 St. Johns, NL A1A 4Y3	<b>Project:</b> 20.0382 Corner Brook Rec Centre
	<b>Owner Directive No.:</b> N/A
<b>Owner:</b> City of Corner Brook	<b>RFI No.:</b> N/A
<b>Description of Change:</b> <p style="text-align: center;"><b>Construction - Pool Salvage with Natare Curb</b></p>	
[Redacted Content]	
<b>Revision History:</b>	
[Redacted Content]	
PROPOSAL BY CONTRATOR	
The amount of the Contract will be: (Excl. HST) <input checked="" type="checkbox"/> Increased by <b>\$209,332.84</b> <input type="checkbox"/> Decreased by <input type="checkbox"/> Unchanged	The duration of the contract will be: <input type="checkbox"/> Increased by <b>TBD</b> <input type="checkbox"/> Decreased by <input style="width: 50px; height: 15px;" type="text"/> <input checked="" type="checkbox"/> To Be Determined





<b>3.0 Cost For Extension of Time</b>				
<b>Description:</b>				
This section include costs associated with extension of contract Time associated 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 of 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.				
<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Total</b>
			Subtotal:	\$ -
<b>TOTAL POMERLEAU COSTS:</b>			<b>\$</b>	<b>20,867.50</b>



# Request for Decision (RFD)

**Subject:** Regional Recreation Center Change Order No. 32

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 27 Mar 2023

**Department:** Engineering

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

**Topic Overview:**

**Attachments:** [CB2021-10 Change Order #032 - Building Footprint Rock Import Redacted](#)

## BACKGROUND INFORMATION:

As per RFI CEX-10 and a letter from All Rock Consulting, unsuitable material was discovered within the building's footprint and is recommended to be removed. This change order is for the costs associated with importing fill/rock to the building footprint for the USM over-excavation.

## PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 32 between the City of Corner Brook and Pomerleau Inc. for the increase of \$83,370.20 HST included for the Corner Brook Regional Recreation Center.

## FINANCIAL IMPACT:

Project Budget - \$24,700,000.00

Original Contract Amount - \$22,091,500.00

New Contract Amount - \$23,847,010.52

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

**Finance Type:** Funding

Director of Community, Engineering, Development & Planning      Approved - 24 Mar 2023

Administrative Assistant to the City Manager      Approved - 24 Mar 2023

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

Division of Municipal Infrastructure  
Form 5 – Contract Change Order Notice

Page 1 of 3

March 2022

PROJECT NAME: Corner Brook Regional Recreation Centre      DATE: 2023-03-24  
MI PROJECT NO: 17-CCR-21-0005      CHANGE ORDER NUMBER: 032  
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

As per RFI CEX-10 and letter from All Rock Consulting, unsuitable material was discovered within the building's footprint and is recommended to be removed. This change order is for the costs associated with importing fill/rock to the building footprint for the USM overexcavation.

.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 \$ 83,370.20

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

Contractor: [Redacted]  
(Signature)

Transportation and Infrastructure

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

**Page 2 of 3**

**March 2022**

Authorized Contract Amount (A)	\$	22,091,500.00
<b>Change Order Limit (greater of 10% or \$15,000)</b>	\$	2,209,150.00
Previous Change Orders (B)	\$	1,672,140.32
<b>This Change Order (C)</b>	\$	83,370.20
New Approved Contract Amount (A+B+C)	\$	23,847,010.52

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: 2023-03-24 Consultant: \_\_\_\_\_

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

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

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

**.6 CANCELLATION OF CONTEMPLATED CHANGE**

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

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

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

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

**.8 ENCLOSED DOCUMENTS**

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

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

\_\_\_\_\_  
\_\_\_\_\_

Transportation and Infrastructure

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

**Page 3 of 3**

**March 2022**

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

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Transportation and Infrastructure

 **CHANGE ORDER**

<b>Owner:</b>	<u>City of Corner Brook</u>	<b>Change Order No.:</b>	<u>032</u>
<b>Project:</b>	<u>Corner Brook Regional Recreation Centre</u>	<b>SNCL Project No.:</b>	<u>677762</u>
<b>Project No.:</b>	<u>CB2021-10</u>	<b>Phase:</b>	<u>N/A</u>
<b>Contractor:</b>	<u>Pomerleau Inc.</u>	<b>Date:</b>	<u>2023-03-24</u>

**SCOPE:**

As per RFI CEX-10 and letter from All Rock Consulting, unsuitable material was discovered within the building's footprint and is recommended to be removed. This change order is for the costs associated with importing fill/rock to the building footprint.

**SCHEDULE:**

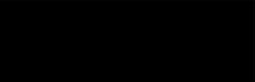
**COMMENTS:**

<b>ORIGINAL CONTRACT VALUE.....</b>	<b>\$</b>	<b>19,210,000.00</b>
<b>CURRENT CHANGE ORDER VALUE.....</b>	<b>\$</b>	<b>72,495.83</b>
<b>CUMULATIVE CHANGE ORDER VALUE.....</b>	<b>\$</b>	<b>1,526,530.89</b>
<b>REVISED CONTRACT VALUE.....</b>	<b>\$</b>	<b>20,736,530.89</b>

*\*\* All amounts identified above exclude HST*

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

**APPROVED BY OWNER'S ADVISOR:  
SNC-Lavalin Inc.**



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

Date: March 24, 2023

 SNC-LAVALIN	<b>CONTEMPLATED CHANGE ORDER REVIEW</b>
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PROJECT #	PHASE	SNC REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #032	EC-0032

Document Control Date Received: October 6th, 2022 (e-mail)

SNCL Document Control Number: 677762-0001-SLI-C-CCO-000-0032\_0

**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"/>		
<b>PM Review</b>	<input checked="" type="checkbox"/>	[REDACTED]	2023-03-24

SNCL recommendation to Owner for approval

Rejected - revise and re-submit subject to comments

Comments

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.

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SNC-Lavalin Inc.

# POMERLEAU

521, 6<sup>e</sup> AVENUE, SAINT-GEORGES, QC G5Y 0H1 CANADA T\_418 228-6688 F\_418 228-3524  
500, RUE SAINT-JACQUES, BUREAU 900, MONTRÉAL, QC H2Y 0A2 CANADA T\_514 789-2728 F\_514 789-2288  
502, CHEMIN COURIER LEVIS, QC G1A 2N6 CANADA T\_418 626-3314 F\_418 626-0241  
220-343 PRESTON STREET, OTTAWA, ON K1S 1N4 CANADA T\_613 244-4323 F\_613 244-4327  
1496 BEDFORD HIGHWAY, SUITE 500, BEDFORD, NS B4A 1E5 CANADA T\_902 468-3659 F\_902 468-3049  
3300 BLOOR STREET WEST, CENTRE TOWER 10<sup>th</sup> FLOOR, SUITE 3050, TORONTO, ON M8X 2K3 CANADA T\_416 207-0848 F\_416 207-9836  
99 AIRPORT ROAD, SUITE 200, ST. JOHN'S, NL A1A 4Y3 CANADA T\_709 739-5652 F\_709 739-9110  
MOUNTAIN VIEW BUSINESS CAMPUS, 4000, 4<sup>th</sup> STREET S.E., SUITE 311, CALGARY, AB T2G 2W3 T\_403 237-5308 F\_888 434-2796  
6241 - 129<sup>th</sup> STREET, SURREY, BC V3W 0A6 T\_604 592-9767 F\_604 592-9766  
RBO\_2743-1162-70 ISO\_9001-2008 WWW.POMERLEAU.CA

October 3, 2022

Mr. Steven Greeley  
**SNC Lavalin**  
27 Beclin Road, Mt. Pearl, NL  
A1N 5G4

RE: EC-0032  
Email: [steven.greeley@snclavalin.com](mailto:steven.greeley@snclavalin.com)

**PROJECT:** Corner Brook Rec Centre  
Ref. No.: 20.0382  
**SUBJECT:** USM Rock Import  
Our file EC-0032

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change EC-0032.

**THE WHOLE FOR A TOTAL OF: \$72,495.83 (\$ 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 ammendment 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.**



**Kenneth Aucoin**  
Project Manager

**Enclosed:** Breakdown of Costs Associated with the Change  
**cc:** Aswin Rajendran Pomerleau

PROJECT: 20.0382 - Corner Brook Rec Centre

EC-0032

<b>EXTERNAL CHANGE</b>	
<b>Date:</b> October 3, 2022	<b>External Change No.:</b> EC-0032
<b>POMERLEAU INC.</b> 99 Airport Road, Suite 200 St. Johns, NL A1A 4Y3	<b>Project:</b> 20.0382 Corner Brook Rec Centre
<b>Owner:</b> City of Corner Brook	<b>Owner Directive No.:</b> N/A
<b>Description of Change:</b>	<b>RFI No.:</b> N/A
<b>USM Rock Import</b>	
<b>Revision History:</b>	
<b>PROPOSAL BY CONTRATOR</b>	
The amount of the Contract will be: (Excl. HST) <input checked="" type="checkbox"/> Increased by <b>\$72,495.83</b> <input type="checkbox"/> Decreased by <input type="checkbox"/> Unchanged	The duration of the contract will be: <input type="checkbox"/> Increased by <b>TBD</b> <input type="checkbox"/> Decreased by <input style="width: 50px; height: 15px;" type="text"/> <input checked="" type="checkbox"/> To Be Determined





<b>3.0 Cost For Extension of Time</b>				
<b>Description:</b>				
This section include costs associated with extension of contract Time associated 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 of 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.				
<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Total</b>
			Subtotal:	\$ -
<b>TOTAL POMERLEAU COSTS:</b>			<b>\$</b>	<b>315.00</b>