



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **April 17, 2023 at 7:00 p.m. Council Chambers, City Hall.**

CITY CLERK

Page	
	1 CALL MEETING TO ORDER
	2 APPROVALS
	2.1 Approval of Agenda
3 - 11	2.2 Approval of Minutes- Committee of the Whole March 27, 2023
	3 BUSINESS ARISING FROM MINUTES
	3.1 Business Arising From Minutes
	4 CORRESPONDENCE/PROCLAMATIONS/PETITIONS/
13 - 14	4.1 Proclamations and Events
15	4.2 Municipal Awareness Week 2023
	5 AGREEMENTS/TENDERS/CHANGE ORDERS
17 - 29	5.1 Sale of Trackless Sidewalk Blower
31	5.2 Deep Gulch Brook Culvert Replacement
33 - 34	5.3 Supply of Hanging Flower Baskets 2023-04
35 - 37	5.4 Standing Offer – Supply of Asphalt, Concrete, and Granular Material 2023-05
39 - 42	5.5 Electrical Service/Maintenance for Buildings - 2023-02
43 - 46	5.6 Electrical Service/Maintenance for Equipment 2023-03
47 - 67	5.7 Fleet Management 2023

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 27 MARCH, 2023 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director 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	K. Patten, Director of Recreation Services
	C. Pender	J. Smith, Acting City Clerk
		J. Alexander, Sergeant-At-Arms

Absent with regrets: Councillor P. Keeping, D. Burden, Director of Public Works, Water and Waste Water Services

The Meeting was called to order at 7:01 p.m.

COW23-32 Approval of Agenda

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

Councillor C. Pender made a statement addressing the previous council meeting (see attached).

COW23-33 Approval of Minutes - Regular Meeting March 13, 2023

Councillor V. Granter stated he would like to make a motion to amend the second paragraph of minute #23-35 of the Regular Meeting Minutes of March 13, 2023 to read:

“Councillor C. Pender was expelled from the meeting.”

Councillor V. Granter stated it may be necessary to call for the question on whether or not Mayor Parsons and Councillor C. Pender would be in conflict of interest.

Mayor Parsons declared that the motion is out of order as section 15.2 of the Rules of Procedure states “In the case of the exclusion of a member of Council, an entry shall be made in the minutes of the reason for such exclusion” and therefore the reason for an exclusion is required to be included in the minutes.

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of March 13, 2023. **MOTION CARRIED. (Deputy Mayor L. Chaisson and Councillor C. Pender voted against the motion.)**

COW23-34 Business Arising From Minutes

There was no business arising from the minutes.

COW23-35 Council Code of Conduct Policy

On motion by Councillor C. Pender, seconded by Councillor V. Granter, 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). **MOTION CARRIED.**

COW23-36 Proclamations and Events

The Mayor announced that the following proclamations were recognized:

- March 26th was declared Purple Day for Epilepsy

The Mayor also announced that the City was approved for \$1.5 million funding from the province for the Corner Brook Fire Department for a new Ladder truck.

COW23-37 Finance & Administration Report

Councillor P. Gill provided an update from Finance and Administration as follows:

- Detailed financial reports were provided for February 2023 highlighting the key categories for revenue and expenses against the City's budget;
- Deadline reminder - Business Tax is due March 31, 2023;
- Grants have been approved for the following - The Corner Brook Library & Corner Brook Kinsmen Club in support of signage and mapping for the Prince Edward RV Park.

COW23-38 2023 Public Works Winter Summary To March 22, 2023

Deputy Mayor L. Chaisson provided an update on the Public Works operations during February 21- March 22 as follows:

- Plows have been out plowing snow for 9 days from February 21- March 22;
- City Blowers have been out widening streets for 7 days;
- Loaders with baskets have been pushing back snowbanks at intersections and cleaning up cul de sacs for 8 days;
- Sidewalk clearing - bobcat was out for 15 days;
- Salt Used - 1900 tonnes, Sand Used - 2000 tonnes;
- Downtown clean up/sidewalks: Equipment was out three evenings/nights cleaning up downtown core;
- Reclaimer: crews put out 20 tonnes of recycled asphalt over three day shifts on West Street, Main Street, Mt. Bernard Ave, University Drive, and O'Connell Drive. Crews will continue patching until asphalt plants are open in May.

COW23-39 Water and Wastewater Work Summary February 18th to March 20th, 2023

Deputy Mayor L. Chaisson provided an update on Water and Wastewater operations from February 18 to March 20, 2023 as follows:

- received a total number of 54 complaints;
- recoverable works total cost \$1494.09;
- there were 8 water and wastewater repairs;
- general maintenance: replaced sump pump at Gilbert Automatic Flushing station, replaced air blower at Bio-Green, Wastewater Treatment Plant, completed 3rd round of fire hydrant snow clearing, ongoing leak detection;
- future maintenance - upgrade Scada system at depot, complete annual operational check on remaining pressure reducing stations, install new flow meter at Trout Pond Chlorination Station;
- Water Treatment Plant - The raw water quality improved throughout the month, following the weather event that occurred late January which allowed for a significant reduction in coagulant and soda ash usage.

COW23-40 ATVs access to Lewin Parkway and North Shore Highway

Councillor V. Granter provided an update regarding ATV Access to Lewin Parkway and the North Shore Highway. Both Protective Services and Public Works have met with the Department of Transportation and staff will be working on a proposal to seek approval to develop access points along the provincial roadways to connect Elizabeth Street and the North Shore Highway to our designated ATV trail system.

COW23-41 Regional Smoke Alarm Project

Councillor V. Granter provided an update regarding the Corner Brook Fire Department Regional Smoke Alarm Project. The Corner Brook Fire Department Deputy Chief has been working with other Fire Chiefs in the region on inter-related fire issues. As such, the Deputy Chief has designed a program to address the safety gap of "Smoke Alarms in the Sleeping Area of City's Homes built before year 2000". Homes built after the year 2000 were required to have smoke alarms installed in the sleeping areas of the home due to changes in the National Building Code.

COW23-42 Protective Services Statistics for month of February 2023

Councillor V. Granter provided an update on Protective Services statistics for the month of February 2023, as follows:

- Municipal Enforcement received 80 calls for service for by-law enforcement, taxi regulation, animal control and parking enforcement;

- Fire Department had a total of 42 incidents and the Fire Prevention Inspector conducted 21 commercial inspection, 4 home oxygen inspections;
- PSAP received a total of 2697 transferred calls and 3298 non-transferred calls.

Councillor V. Granter recognized the recent funding for the new ladder truck and says that the tender for the truck should be issues in the near future.

COW23-43 Recreation and Tourism Update

The Director of Recreation and Tourism provided an update on Recreation and Tourism operations as follows:

Recreation

- planning for playground updates, regular outdoor field operations;
- held a free St. Patrick's Day skate and a family movie day and a scavenger hunt;
- hosted U15 Provincial Volleyball tournament and clinics for Baseball NL;
- partnering with the YMCA to host the Youth Future Fair;
- planning a Seniors Spring Tea - more details to come;
- the rinks continue to be busy with tournaments and Senior Hockey;
- main arena will be hosting the Silver Blade 2023 Skate NL Star challenge event;
- Saltos will be hosting the 2023 Gymnastics NL Provincials.

Tourism

- the Town of Steady Brook and Marble Mountain hosted the 68th annual Ski Club of International Journalists conference. 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.
- the Cruise Schedule 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.
- the City will be participating in a Trade Show booth in collaboration with the Corner Brook Port and Cruise NL, at SeaTrade Cruise Global in Fort Lauderdale from March 27th -30th. 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.
- plans for this year's summer season including the Jiggs and Wheels summer festival are underway and work is continuing with the Strategic Tourism for Areas and Regions (STAR) Implementation Committee.

COW23-44 Development, Planning and Community Services

Councillor B Griffin provided an update on Development, Planning and Community Services operations as follows:

Development and Planning

- 25 Poplar Road Vet Clinic is now completed;
- 14 West Street City Pharmacy project nearing completion;
- construction work and permits have been issued on a variety of projects including the Robins Donuts (Herald Avenue), Physiotherapy Business (Herald Avenue), 8 Unit Apartment Building (Dove's Road), new self-storage building (Lundrigan Drive), New Western Motor Sports Location, Doctors Office above City Pharmacy, The Shoe Company (Plaza), new office space (62 Broadway)
- 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, as well as the public.

Business Development

- YOLO Nomads Project (Remote Working) - destination hub is now active;
- Facade Appeal Comprehensive Enhancement (FACE) Program - up to \$10,000 in funding remains available, two FACE applications have been approved, one application is being reviewed and two Blade Sign applications have been approved.

Sustainable Development

- Local Food Infrastructure Fund Community Greenhouse - 33ft Geodesic Dome Greenhouse, location will be behind the Centre for Research and Innovation, greenhouse kit should arrive in May, received \$100,00 in total funding, construction expected to start by mid-June and a student intern has been hired to support the planning of the interior of the space.
- STAR Trail Updates - Man in the Mountain and Cape Blow Me Down (Coppermine) to be multi-use trails, License to Occupy (LTO) has been issued and RFP will be sent out soon.
- Earth Day April 22 2023 – Repair Café Event. Planning is underway 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.

COW23-45 Capital Project and Engineering Committee Updates

Councillor C. Pender provided an update on Capital Works and Engineering as follows:

- Regional Recreation Centre - Pool masonry wall complete, locker room areas approximately 90% complete, structural steel 95%, concrete decking complete on level 2, slab on grade complete on level 1 with the exception of around columns, steel studs nearly complete for Admin area level 2, work has started on the fitness

- room area, contractor working on spray fire proofing for level 1 daycare area, estimated completion early 2024;
- Citadel Drive PRV Upgrades - Mechanical HVAC and electrical very near completion, piping installation 80% complete and project 75% complete to date;
 - Bell's Brook Culvert Phase 2 - project 60% complete, revised date to open road is April 3, 2023, curb & asphalt to be completed by June, 2023;
 - Great Trail Enhancement Phase 1 - tender closed on January 12th, contract awarded to West Coast Excavating and Equipment Co. Ltd, construction to start in Spring 2023;
 - O'Connell Drive at Crestview Ave - 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;
 - Future Projects - Deep Gulch Brook Storm Sewer Replacement RFP closed March 21 2023 and received 5 consultant proposals that will be reviewed and evaluated by review committee, Great Trail Enhancement Phase 2 waiting for funding agreement from Infrastructure Canada, Engineering Studies - Water System Audit (no funding option, possible phased approach) and Transportation Study (RFP for consultant to be released in spring 2023).

COW23-46 Youth Advisory Committee Update

Deputy Mayor L. Chaisson provided a Youth Advisory Committee update as follows:

- February 20th meeting included preparation for the Winter Carnival and planning different activities that the Committee would attend and get involved with;
- Two of the Youth Advisory Committee members Max Pittman and Teagan Dwyer were the ambassadors for 2023 Winter Carnival;
- March 22nd the Committee held a working meeting to prepare for the Corner Brook Youth Future (CBYF) Fair that will be held at the Civic Centre on March 28th.

The Deputy Mayor also congratulated Youth Advisory Committee member and recent Winter Carnival 2023 Ambassador, Max Pittman on being awarded the Loran Award Scholarship for \$100,000 scholarship.

COW23-47 Regional Recreation Center Change Order NO. 31

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **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. **MOTION CARRIED.**

COW23-48 Regional Recreation Center Change Order No. 32

On motion by Councillor C. Pender, seconded by Councillor V. Granter , it is **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. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:58 p.m.

City Clerk

Mayor

Councillor Pender Statement

Mr. Mayor, I was first elected to Corner Brook City Council in 1997. I've been lucky to be a member of this council for 17 of the past 26 years. My statement today is reflective of that full period of time, and my intention in this statement is to state my view on what happened in our last meeting, and to try to find a way forward for the good of the City.

Each of us sitting here today – every Councillor, and you, Mr. Mayor – was elected by the residents of the City. It's incumbent upon us to bring our best to the table. The residents did not get that in our last meeting.

Mr. Mayor, I'm not going to comment on the procedural fairness of my being ejected from the meeting last time. What I am going to comment on is your behavior when I was ejected. Specifically, you very loudly banged the gavel, you yelled "quiet!" at me, and you yelled "out!, out" your voice was raised, your face appeared angry, and worst of all, after I left the room, you were laughing.

Mr. Mayor, that is not leadership.

I believe that the residents of the City can see for themselves that your behavior was unprofessional and inappropriate. Anyone can watch it and see for themselves. It has no place anywhere.

I think you should apologize for the manner in which you behaved, for the impact that you had upon me, and for the negative light in which your behavior cast the City.

I'll also briefly speak to the substance of what was being discussed at our last meeting. To me, on the surface, we were discussing the Code of Conduct. We were actually discussing, at least in my opinion, something more fundamental.

When I ran for council in 2021, my intention was to make a contribution to the City. My commitment remains the same. My experience on Council since fall 2021 has been that things run very differently at City Hall than they did in years past. On previous councils, debate and discussion at the Council was not only the norm – it was encouraged. That was especially true for matters of policy. That is why it is frustrating to me when big policy items, like a Code of Conduct, are presented to councillors in a full draft form before we are asked to give any opinion on it whatsoever. This means that staff have already been asked to devote hours to it, with no early direction given from Council.

That's not how it is supposed to work.

Council is responsible for the direction of the City. We should be asked what we think about policy issues early in the process so that our hardworking staff have an idea of what we, as the elected representatives, are looking for. Instead, it seems like staff are going to work under someone's direction – and it's not Council's. On a related note, 18 months in, we have yet to determine any priorities that we have as a Council. That is not good for the City.

So what's the result? When documents are sent in nearly finished form, I feel that I am just being asked

to approve something. When I question things, you, Mr. Mayor often interrupt me, or question my motives. It's not acceptable. When it pertains to policy, we should all have a chance to weigh in early on and hear each other's comments.

It's not our role on Council to get involved in the day-to-day operations. Big stuff like policy? We should absolutely be involved, and it should be early.

When people are not involved in the process, it can also lead to conflict when they are being asked to approve something.

I'd like the voices of ALL councilors to be heard. What does that look like?

First of all, don't just ask us to respond to something that's already been drafted, and to do so by e-mail. E-mail comments are not real discussion. Ask me for input early on, and I'll feel included, and I'll feel that my voice is valued. I suspect others will too.

Secondly, let's not be afraid of disagreement. It happens. It can be healthy. When I sat in that Chair, Mr. Mayor, we dealt with very contentious issues – far more than this one – and disagreement happened. There is no reason to take that personally. There is no call to interrupt people as they speak or to question their motives.

Thirdly, it's important to listen. Others have experience that you do not have.

So I say this to my fellow Councillors, and to you too, Mr. Mayor – I'm prepared to do my part to move forward and to be collaborative. As an example, I think Councillor Gill made a valid and important point in our last meeting about sharing a draft rather than presenting it orally.

What I ask in exchange is that you apologize for your behavior, and that you seek to involve ALL members of Council early so that we can move this City in a positive direction.



Information Report (IR)

Subject: Proclamations and Events

To: Jessica Smith

Meeting: Regular Meeting - 17 Apr 2023

Department:

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: [Parkinson's Awareness Week](#)

BACKGROUND INFORMATION:

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

- **April was declared Parkinson's Awareness Month 2023-** Over 1500 families in NL live with Parkinson's disease. It is a neurodegenerative disease which causes tremors, slowness and stiffness, impaired balance, rigidity of muscles and trouble speaking. Through research, education, advocacy and support services the Parkinson Society endeavors to ease the burden for all those affected by Parkinson's.

Legislative Assistant

Approved - 13 Apr 2023

Administrative Assistant

Approved - 13 Apr 2023

City Manager

The logo for Parkinson Society Newfoundland & Labrador is a red rectangular box containing the text "parkinson society" in a white, lowercase, sans-serif font, with "newfoundland & labrador" in a smaller, white, lowercase, sans-serif font below it.

parkinson society
newfoundland & labrador

This is to let all members of Council and all citizens of the **City of Corner Brook** know that April is ***Parkinson's Awareness Month.***

Over 1,500 families in *Newfoundland & Labrador* live with Parkinson's disease - a neurodegenerative disease which causes tremors, slowness and stiffness, impaired balance, rigidity of muscles and trouble speaking.

Parkinson Society Newfoundland and Labrador is the provincial voice of people living with Parkinson's. Through research, education, advocacy and support services the Society endeavors to ease the burden for all those affected by Parkinson's.

The Western Regional Chapter of Parkinson Society Newfoundland and Labrador offers monthly meetings and free weekly exercise classes. If you are living with Parkinson's disease – you do not need to be alone!

I invite all citizens of Corner Brook to join me in recognizing ***Parkinson's Awareness Month 2023.***

City of Corner Brook



Information Report (IR)

Subject: Municipal Awareness Week 2023

To: Rodney Cumby

Meeting: Regular Meeting - 17 Apr 2023

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The following is an update on plans for Municipal Awareness Week in the City this year.

BACKGROUND INFORMATION:

This year Municipal Awareness Week will be from May 8th - 12th and staff are working on an a public event on May 10th, 2023 from 10am - 3pm at the Curling Club/Civic Centre Parking lot. More details to come!

Administrative Assistant to the City
Manager

Approved - 13 Apr 2023

City Manager



Request for Decision (RFD)

Subject: Sale of Trackless Sidewalk Blower

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview:
Attachments: [P&S agreement](#)
[Schedule A](#)
[Bill of Sale](#)

BACKGROUND INFORMATION:

The City of Corner Brook was approached by Memorial University to purchase from the City a trackless side-blower.

The purpose of this RFD is to request approval for this sale to Memorial University.

Unit 127-16 Trackless motor vehicle 2016, Model MT6, Serial # [REDACTED]

- Dump box series 6
- Sweeper (model ASQC, serial [REDACTED])
- Water tank (model WT, serial [REDACTED])
- Sander (model MTS, serial [REDACTED])
- Blade (model AB55, serial [REDACTED])
- Blade Cradle (model A5, serial [REDACTED])
- Snow blower (model BR500)

The sale price is agreed upon at \$45,000 plus taxes. The terms and conditions of the sale is detailed in the Purchase and Sale Agreement attached.

PROPOSED RESOLUTION:

RESOLVED to approve the attached Purchase & Sale Agreement for Unit 127-16 to Memorial University for a total of \$45,000 plus tax.

RECOMMENDATION:

It is staff's recommendation to approve the attached purchase & sale agreement.

Director of Finance and
Administration

Approved - 04 Apr 2023

Administrative Assistant to the City
Manager

Approved - 04 Apr 2023

City Manager

AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT made in duplicate at the City of Corner Brook in the Province of Newfoundland and Labrador this _____ day of March , 2023.

BETWEEN **CITY OF CORNER BROOK**, a body corporate duly continued pursuant to the *City of Corner Brook Act*, RSNL 1990, c. C-15, as amended (hereinafter referred to as "the Seller")

AND **MEMORIAL UNIVERSITY OF NEWFOUNDLAND**, a body corporate established under and existing pursuant to the *Memorial University Act* (Newfoundland and Labrador) (hereinafter referred to as "The Buyer")

WHEREAS the Seller owns a trackless motor vehicle and various attachments for same;

AND WHEREAS the Seller desires to sell the aforesaid motor vehicle with attachments and the Buyer wishes to purchase the Equipment;

NOW THEREFORE IN CONSIDERATION of the sum of \$1.00 and other valuable consideration (the receipt and sufficiency thereof is hereby acknowledged by both parties hereto) now paid by each party to the other, the parties hereby agree as follows:

PURCHASE PRICE

1. The Seller hereby agrees to sell and the Buyer agrees to purchase the trackless motor vehicle and attachments known as the 2016 Trackless Unit 127-16 and more particularly described in Schedule "A" annexed hereto (hereinafter collectively referred to as "the Equipment") at a purchase price of Forty-Five thousand Dollars (\$45,000.00) plus taxes (hereinafter referred to as "the Purchase Price ") on the following terms and conditions.

CLOSING

2. This agreement shall be completed on or before the 30th day of April, 2023 (hereinafter called the "closing" or "closing date").

INSPECTION

3. The Buyer may at its own expense arrange a mechanical inspection prior to closing to confirm that the Equipment is in the same condition as noted in the mechanical inspection that the Buyer completed in December 2022 and to verify that the following deficiencies identified in the December 2022 inspection report having been corrected by the Seller:
 - i. The bushings for the hydraulic steering cylinders have been replaced;
 - ii. The engine compartment latches have been adjusted and freed for proper operation;
 - iii. The backup camera has been installed and verified as operable

If any new Equipment deficiency has arisen since the December 2022 report, the Buyer may give notice of same in writing to the Seller prior to closing and the Seller may either rectify the new deficiency prior to closing, or if the Seller is unable or unwilling to rectify the deficiency and the Buyer is not willing to waive the deficiency, this agreement shall be null and void without liability by either party for any expenses incurred or damages sustained by the other party.

OTHER CHATTELS

4. In addition to the Equipment, the Seller shall furnish to the Buyer the following chattels on closing:
 - a. Keys to operate the Equipment;
 - b. Any specialty tooling that came with the Equipment from its manufacturer for its maintenance and repair; and
 - c. Any Operation and repair manuals that came with the Equipment

DELIVERY

5. Upon receipt of the Purchase Price on the closing date, the Seller shall provide a Bill of Sale to the Buyer conveying the Equipment from the Seller to the Buyer and the Seller shall make the equipment ready for transport. The transfer and delivery of the Equipment from the Sellers' premises known as the Charles Street public works depot, Corner Brook, NL to the Buyer shall be arranged and paid for at the expense of the Buyer on the closing date following payment in full to the Seller of the Purchase Price and receipt of the Bill of Sale from the Seller. The Purchaser shall be responsible to register the change of ownership with the motor vehicle registry for the Province of Newfoundland and Labrador and to remit any applicable taxes and shall provide proof of same to the Seller within ten (10) days of closing.

TENDER

6. Any tender of documents to be delivered or money payable hereunder may be made upon the Seller or the Buyer or any party acting on their behalf. Money paid, shall be lawful money of Canada and paid by solicitors trust cheque, or certified cheque (or their equivalent) drawn on a Chartered Canadian Bank, Trust Company or Credit Union.

AS IS WHERE IS/BUYER ACCEPT LIABILITY

7. a) The Buyer acknowledges and agrees that subject to the pre-closing inspection and rectification of enumerated deficiencies set out in clause 3 above, the Equipment is being sold and the Buyer is purchasing the Equipment on an "as is" basis, and the Seller shall have no liability or obligation with respect to the value, state or condition of the Property after closing and any deficiencies in the Equipment or repairs, replacements or other work required with respect to the Equipment, environmental or otherwise after closing shall be solely the responsibility of the Buyer.

b) The Buyer acknowledges and agrees that the Seller makes no representations or warranties of any kind express or implied that the Equipment is fit for any present use or the future intended use by the Buyer.

SURVIVE CLOSING

8. a) The termination of this Agreement shall not affect the liability of either party to this Agreement to the other with respect to any obligation under this indenture which has accrued but not been properly satisfied or discharged. The Buyer acknowledges and agrees that the provisions in this agreement for indemnifying and saving harmless the Sellers from liability shall survive the Closing or other termination of this agreement.

b) All warranties, representations, indemnities, and "save harmless" provisions contained in this agreement shall survive closing unless otherwise stated in this agreement.

BINDING

9. This agreement shall enure to the benefit of and be binding upon the parties, their administrators, successors and assigns.

NON-WAIVER

10. No condonation, excusing or overlooking by the Seller of any default, breach or non-observance of any of the Buyers' obligations under this Agreement at any time shall affect the Sellers' remedies or rights with respect to any subsequent (even if by way of continuation) default, breach or non-observance.

CUMULATIVE RIGHTS

11. All rights and remedies of the parties under this Agreement shall be cumulative and not alternative.

NO COLLATERAL AGREEMENTS

12. There are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this agreement other than as set out in this agreement, which constitutes the entire agreement between the parties, concerning the Property and which may be modified only by further written agreement under seal.

PAYMENTS

13. All Payments under this Agreement to be made to the Seller shall be to the attention of:

Director of Finance and Administration
City of Corner Brook
5 Park Street
P.O. Box 1080
Corner Brook, NL
A2H 6E1

SEVERABILITY

14. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable.

JURISDICTION

15. This Agreement shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by, the laws in effect in the Province of Newfoundland and Labrador, and the laws of Canada, as applicable. In the event any matter under this contract requires court action, the parties agree to attorn to the jurisdiction of the court of competent jurisdiction in or nearest to the City of Corner Brook.

NOTICE

16. Any notice pursuant to any of the provisions of this Agreement shall be deemed to have been properly given if delivered in person, or mailed by prepaid registered post addressed:

a) In the case of notice to the Seller to:

City Clerk
 City of Corner Brook
 5 Park Street
 P.O. Box 1080
 Corner Brook NL
 A2H 6E1

b) In the case of notice to the Buyer to:

Memorial University
 Facilities Management Building
 14 Phelan Rd
 St. John's, NL
 A1C 5S7

c) Or to such other address and/or addressee as either party may notify the other of, and in the case of mailing as aforesaid, such notice shall be deemed to have been received by the addressee, in the absence of a major interruption in postal services affecting the handling or delivery thereof, on the fifth (5th) business day, excluding Saturdays, next following the date of mailing.

DOCUMENTS

17. The parties will, at any time, and from time to time execute and deliver to the other any document or documents that the other reasonably requires to give effect to the terms of this Agreement

GENDER/NUMBERS

18. This agreement is to be read with all changes of gender or number required of the context.

HEADINGS

19. The headings contained in this Agreement are for convenience only and do not affect the meaning of any of the provisions of this Agreement.

DATED AT Corner Brook, NL this ___ day of March, 2023.

SIGNED, SEALED & DELIVERED
in the presence of:

IN WITNESS WHEREOF I have
hereunto set my hand and seal

Witness

Mayor -City

Witness

City Clerk or City Manager

DATED AT Corner Brook, NL this ___ day of March, 2023.

SIGNED, SEALED & DELIVERED
in the presence of:

IN WITNESS WHEREOF I have
hereunto set my hand and seal

Witness

Chair/Vice-Chair MUN

Witness

Bursar-MUN

SCHEDULE "A"

Unit 127-16 Trackless motor vehicle 2016, Model MT6, Serial # [REDACTED]

Attachments:

- Dump box series 6
- Sweeper (model ASQC, serial [REDACTED])
- Water tank (model WT, serial [REDACTED])
- Sander (model MTS, serial [REDACTED])
- Blade (model AB55, serial [REDACTED])
- Blade Cradle (model A5, serial [REDACTED])
- Snow blower (model BR500)

whatsoever of the Bargainor thereto.

TO HAVE AND TO HOLD the goods, chattels and equipment and all the right, title and interest of the Bargainor thereto and therein to the use of the Bargainee, its administrators, and assigns, forever.

THE BARGAINOR HEREBY COVENANTS with the Bargainee that the Bargainor has good title to the goods, chattels and equipment as described in the **Schedule "A"** hereto attached and the full right and lawful authority to sell and assign the same in any manner and that the same are free from all encumbrances.

IN WITNESS WHEREOF the Bargainor has hereunto its hand and seal subscribed and set the day and year first before written.

SIGNED, SEALED AND DELIVERED

By the Bargainor, **City of Corner Brook**, in the presence of:

Mayor/Deputy Mayor

City Manager/City Clerk

WITNESS - JUSTICE OF THE PEACE / COMMISSIONER
FOR OATHS / NOTARY PUBLIC OR BARRISTER, IN AND
FOR THE PROVINCE OF NEWFOUNDLAND AND
LABRADOR, WHOSE SEAL/STAMP IS IMPRESSED HERET

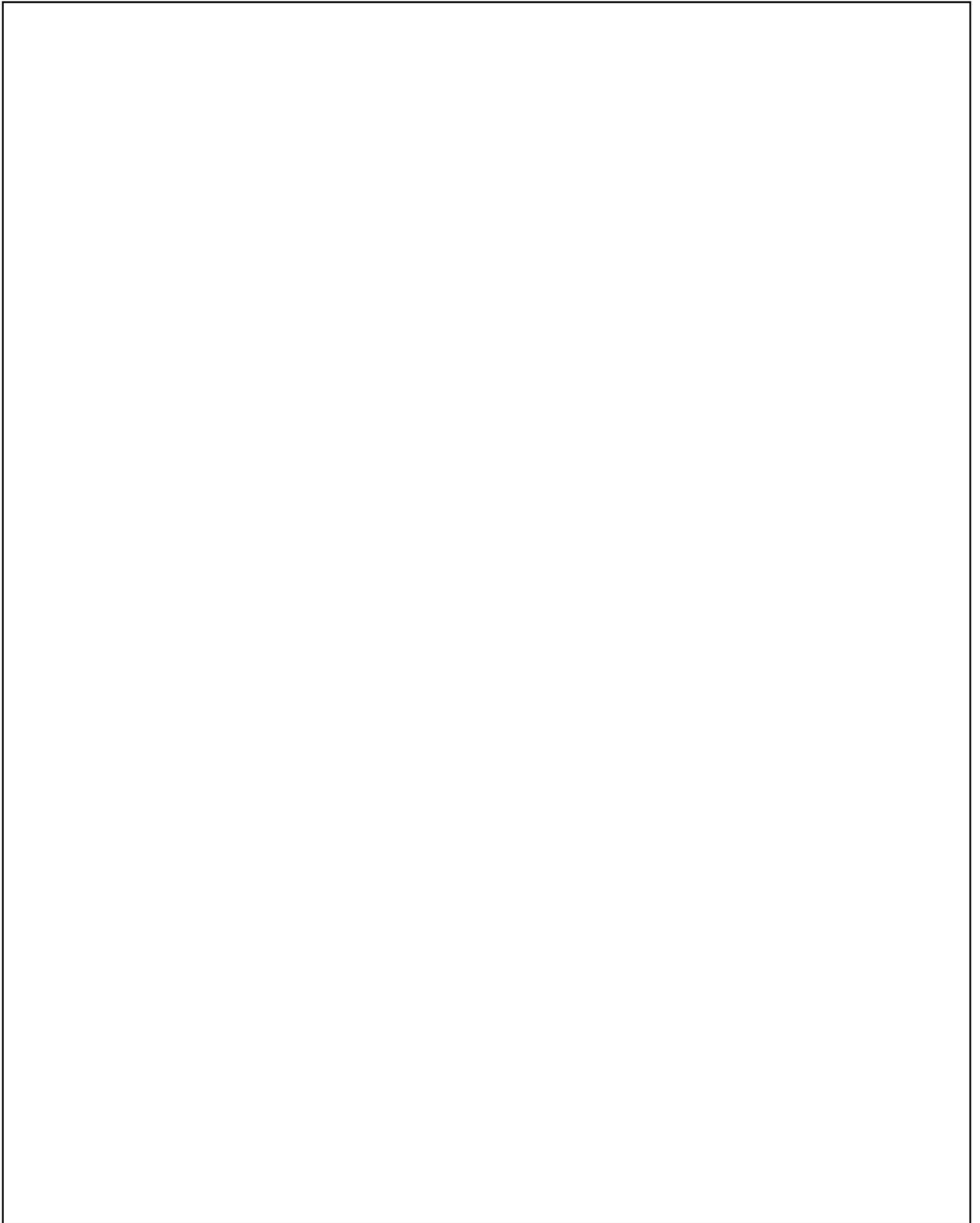
SCHEDULE "A"

Unit 127-16 Trackless motor vehicle 2016, Model MT6, Serial #

██████████

Attachments:

- Dump box series 6
- Sweeper (model ASQC, serial ██████)
- Water tank (model WT, serial ██████)
- Sander (model MTS, serial ██████)
- Blade (model AB55, serial ██████)
- Blade Cradle (model A5, serial ██████)
- Snow blower (model BR500)





Request for Decision (RFD)

Subject: Deep Gulch Brook Culvert Replacement

To: Darren Charters
Meeting: Regular Meeting - 17 Apr 2023
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

This RFD is intended to address the selection of a Prime Consultant related to the Deep Gulch Brook Culvert Replacement. This project is funded under the Investing in Canada Infrastructure Program (ICIP) and consists of infrastructure improvements at University Drive and O'Connell Drive. The scope of the project includes the replacement/relocation of an existing large-diameter CMP culvert, new asphalt, curb/gutter, sidewalk and associated appurtenances.

The City of Corner Brook requested proposals to select a Prime Consultant for the project. Proposals were received from six firms and were evaluated by a committee (staff and Province) in accordance with the RFP evaluation criteria. Based on that evaluation, the committee has selected the preferred proponent.

PROPOSED RESOLUTION:

Be it resolved that the Corner Brook City Council accept the proposal from R.V. Anderson Associates Limited in the amount of \$172,542.55 (HST Included) for consulting services related to the Deep Gulch Brook Culvert Replacement.

Director of Community, Engineering, Development & Planning	Approved - 13 Apr 2023
Administrative Assistant to the City Manager	Approved - 13 Apr 2023

City Manager



Request for Decision (RFD)

Subject: 2023-04 Supply of Hanging Flower Baskets

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Public Works
Staff Contact: Donny Burden, Director of Public Works, Water and Wastewater
Topic Overview: The current contract for hanging flower baskets has expired.

BACKGROUND INFORMATION:

Public Works, Water, and Wastewater issued a tender for the annual supply of 105 hanging flower baskets for a three year period commencing June 2023. The tender closed on March 31, 2023, and all compliant bids are listed below (HST included):

K&D Commercial Maintenance Ltd. \$6,309.19

PROPOSED RESOLUTION:

Be it **RESOLVED** that Corner Brook City Council award the three-year contract to K&D Commercial Maintenance Ltd. for the amount of \$6,309.19 per year (taxes included) for the supply of hanging flower baskets.

FINANCIAL IMPACT:

\$6,309.19 annually for three years (HST included).

Legal Review: No

RECOMMENDATION:

It is the recommendation of staff to award the three-year contract to K&D Commercial Maintenance Ltd. for the amount of \$6,309.19 (taxes included) for the supply of hanging flower baskets.

ALTERNATIVE IMPLICATIONS:

Options:

1. Accept staff's recommendation to purchase hanging flower baskets for the 2023 – 2025 summer seasons.
2. Reject staff's recommendation to purchase hanging flower baskets for the 2023 – 2025 summer seasons. This option will have a negative impact on the aesthetics of downtown.

Director of Public Works, Water and Wastewater Approved - 03 Apr 2023

Administrative Assistant to the City Manager Approved - 04 Apr 2023

City Manager



Request for Decision (RFD)

Subject: 2023-05 Standing Offer – Supply of Asphalt, Concrete, and Granular Material

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Public Works
Staff Contact: Donny Burden, Director of Public Works, Water and Wastewater
Topic Overview: Currently no standing offer exists for the supply of asphalt, concrete and granular materials.
Attachments: [RFD 2023-05 Pricing Table](#)

BACKGROUND INFORMATION:

Quotations were recently invited by the City of Corner Brook for the Supply of Asphalt, Concrete and Granular Material at a Standing Offer basis, for the period of June 1st, 2023 to May 31st, 2026.

Unit prices were requested for Ready Mix Concrete, Hot Mix Surface Asphalt, Class 'A', Class 'B', Pit Run, Quarry Stone, Topsoil, 40 mm Washed Stone, ¼ Inch Minus, 4 Inch Minus, 6 Inch Minus, and Pea Gravel.

The tender closed on March 31, 2023 and all compliant quotations are indicated in the attached table.

PROPOSED RESOLUTION:

Be it **resolved** that Corner Brook City Council accept staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material as stated in the attached table for the period of June 1st, 2023 to May 31st, 2026 on a standing offer basis.

FINANCIAL IMPACT:

Various PWWW budget line items

Legal Review: Yes

LEGAL REVIEW:

Legal reviewed and supports staff recommendation.

RECOMMENDATION:

It is the recommendation of staff to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material as stated in the attached table for the period of June 1st, 2023 to May 31st, 2026 on a standing offer basis.

ALTERNATIVE IMPLICATIONS:

Options:

1. Accept staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material on a standing offer basis for a period of three years.
2. Reject staff's recommendation to accept the quotations for the Supply of Asphalt, Concrete, and Granular Material on a standing offer basis for a period of three years.

Cancel the tender and obtain 3 prices for materials before each purchase.

Director of Public Works, Water and Wastewater	Approved - 03 Apr 2023
Administrative Assistant to the City Manager	Approved - 04 Apr 2023

City Manager

Prices include HST.

	Description	Unit	Humber Arm Contracting	JCL Investments
1.	Ready Mix Concrete	CUBIC METER	-	270.25
2.	Hot Mix Surface Asphalt	TONNE	-	-
3.	Class 'A'	TONNE	9.73	13.23
4.	Class 'B'	TONNE	9.66	12.65
5.	Pit Run	TONNE	8.05	-
6.	Quarry Stone	TONNE	6.90	8.05
7.	Topsoil	CUBIC METER	51.78	-
8.	40mm Washed Stone	TONNE	19.78	-
9.	¼ inch minus	TONNE	18.98	16.68
10.	4 inch minus	TONNE	8.17	10.06
11.	6 inch minus	TONNE	7.19	8.63
12.	Pea Gravel	TONNE	20.70	-

**** Yellow highlights are the lowest bids****



Request for Decision (RFD)

Subject: Electrical Service/Maintenance for Buildings - 2023-02

To: Darren Charters

Meeting: Regular Meeting - 17 Apr 2023

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [BCE Tender Bid 2023-02 - Building Electrical Redacted](#)

BACKGROUND INFORMATION:

Bids were requested for the 2-year electrical services and maintenance for City buildings. Tenders closed on March 21, 2023 with one bid received:

Best Coast Electrical - \$28,175.00 (HST Included)

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the Tender bid from Best Coast Electrical in the amount of \$28,175.00 (HST included) per annum, for the Electrical Service/Maintenance for Buildings, two-year contract.

FINANCIAL IMPACT:

11.1% increase compared to the current 2-year contract which expires April 30, 2023.

Finance Type: Budget

Director of Community, Engineering, Development & Planning Approved - 11 Apr 2023

Administrative Assistant to the City Manager Approved - 13 Apr 2023

City Manager

TENDER FORM

Tender for: Electrical Service / Maintenance for Buildings
 Contract No: 2023-02

To: City of Corner Brook
 P.O. Box 1080
 5 Park Street
 Corner Brook, NL
 A2H 2W8

To Whom It May Concern:

1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the Contract Documents including the Specifications, all Addenda, and the Instructions to Bidders for this project,

WE, THE UNDERSIGNED, hereby offer to furnish all necessary labour, materials, superintendence, plant, tools and equipment, and everything else required to perform expeditiously and complete in a satisfactory manner the work for the sum of

Twenty-eight thousand one hundred
and seventy-five

(\$ 28175) per annum in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes, including HST, in force at this date, except as otherwise provided in the tendering documents.

2. The Work will be substantially performed by April 30, 2025.
3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:
 - (a) A Bid Bond in an acceptable form and correct amount issued by a company licensed to carry on such a business in the Province of Newfoundland and Labrador or
 - (b) an approved certified cheque in the correct amount made out in favour of the City of Corner Brook.

In the event of this tender being accepted within the time stated in Section 4 below and our failure to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may at the option of the Owner be forfeited. The forfeiting of the security does not limit the right of action of the Owner against us for failure or

In order for a Tender to be valid, it must be signed by duly authorized officials as indicated in the Instructions to Bidders.

SIGNATURE OF TENDERER

Firm Name: Best Coast Electrical

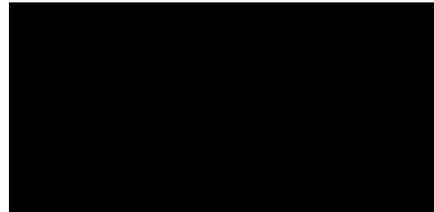
Address: 212 Georgetown Rd
Cornes Brook, NC, A2H3X5

Postal Code: A2H 3X5

Email: sarah@beeltd.org

Phone #: 7096408050

Fax #: /



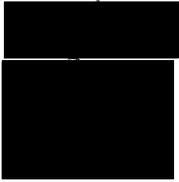
Signing Officer



Corporate Seal

Witnessed By

MAR. 21/2023
12:07pm



APPENDIX A

SCHEDULE OF QUANTITIES AND PRICES

Hereunder is the breakdown of the sum quoted in Section 1 of the Tender submitted by

Best Coast Electrical

to CITY OF CORNER BROOK

on (Date) 03/20/2023 and which is an integral part of the above-noted Tender.

<u>Total Estimated Hours per Annum</u>	<u>Rate/Hour for Qualified Tradesperson</u>	<u>Material Allowance Factor of 1.4</u>	<u>Sub-Total Annual Tender Amount</u>
--	---	---	---

$$\frac{350}{\text{(as in Section A)}} \times \frac{50}{\text{}} \times \frac{1.4}{\text{}} = \frac{24500}{\text{}}$$

HST 15%: 3675

ANNUAL TOTAL TENDER AMOUNT: 28175

(Report this Total Amount on Page 1 of the Tender Form)

Annual Total Tender Amount will be used for determining the amounts of Security and Insurance required as outlined in Section A and C.



Request for Decision (RFD)

Subject: Electrical Service/Maintenance for Equipment 2023-03

To: Darren Charters
Meeting: Regular Meeting - 17 Apr 2023
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [BCE - Tender Bid - 2023-03 Equipment Electrical Redacted](#)

BACKGROUND INFORMATION:

Bids were requested for the 2-year electrical services and maintenance for City equipment. Tenders closed on March 21, 2023 with one bid received:

Best Coast Electrical - \$28,336.00 (HST Included)

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the Tender bid from Best Coast Electrical in the amount of \$28,336.00 (HST included) per annum, for the Electrical Service/Maintenance for Equipment 2023-03, two-year contract.

FINANCIAL IMPACT:

22.2% increase compared to the current 2-year contract which expires April 30, 2023.

Finance Type: Budget

Director of Community, Engineering, Development & Planning Approved - 11 Apr 2023

Administrative Assistant to the City Manager Approved - 13 Apr 2023

City Manager

Mar. 23/2023
12:10 pm



TENDER FORM

Tender for: Electrical Service / Maintenance for Equipment
Contract No: 2023-03

Addressed to: **City of Corner Brook**
P.O. Box 1080
5 Park Street
Corner Brook, NL
A2H 2W8

To Whom It May Concern:

1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the Contract Documents including the Specifications, all Addenda, and the Instructions to Bidders for this project,

WE, THE UNDERSIGNED, hereby offer to furnish all necessary labour, materials, superintendence, plant, tools and equipment, and everything else required to perform expeditiously and complete in a satisfactory manner the work for the sum of

Twenty eight thousand, three hundred
and fifty - six dollars.

(\$ 28,336.⁰⁰) per annum in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes, including HST, in force at this date, except as otherwise provided in the tendering documents.

2. The Work will be substantially performed by April 30, 2025.
3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:
 - (a) A Bid Bond in an acceptable form and correct amount issued by a company licensed to carry on such a business in the Province of Newfoundland and Labrador or
 - (b) an approved certified cheque in the correct amount made out in favour of the City of Corner Brook.

In the event of this tender being accepted within the time stated in Section 4 below and our failure to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may at the option of the Owner be forfeited. The forfeiting of the security does not limit the right of action of the Owner against us for failure or

**ELECTRICAL SERVICE / MAINTENANCE
FOR EQUIPMENT
CONTRACT NO. 2023-03**

APPENDIX A

SCHEDULE OF QUANTITIES AND PRICES

Hereunder is the breakdown of the lump sum quoted in Section 1 of the Tender submitted by

Best Coast Electrical

to CITY OF CORNER BROOK

on (Date) 03/20/2023 and which is an integral part of the above-noted Tender.

<u>Total Estimated Hours per Annum</u>	<u>Rate/Hour for Qualified Tradesperson</u>	<u>Material Allowance Factor of 1.4</u>	<u>Sub-Total Annual Tender Amount</u>
<u>320</u> (as in Section A)	X <u>55</u>	X <u>1.4</u>	= <u>24,160</u>

HST 15%: 3,696

ANNUAL TOTAL TENDER AMOUNT: 28,336.⁰⁰
(Report this Total Amount on Page 1 of the Tender Form)

Annual Total Tender Amount will be used for determining the amounts of Security and Insurance required as outlined in Section A and C.



Request for Decision (RFD)

Subject: RFD 2023-xx Fleet Management

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Public Works
Staff Contact: Donny Burden, Director of Public Works, Water and Wastewater
Topic Overview: RFD 2023-xx Fleet Management
Attachments: [City of Corner Brook - Council Fleet Synopsis Redacted](#)
[City of Corner Brook - Presentation](#)

BACKGROUND INFORMATION:

Currently the City of Corner Brook owns and maintains a light vehicle fleet of approximately 60 vehicles. The cost to purchase and maintain City vehicles is significant so staff have explored options to reduce these costs. Enterprise Fleet Management Program has been identified as a procurement solution that is beneficial to the City of Corner Brook.

The Enterprise Fleet Management Program is a procurement solution available through Canoe Procurement Group of Canada, one of the largest public sector buying groups in Canada. Enterprise Fleet Management Program and Canoe Procurement entered into an agreement in 2019 following a competitive procurement process.

The Enterprise Fleet Management Program is an open ended lease program for light duty vehicles, which includes vehicle analysis, acquisition, outfitting, maintenance tracking, and vehicle sale. The program completes ongoing evaluations to identify opportunities to improve our fleet and related service levels based on municipal needs.

Unique benefits of the Enterprise Fleet Management Program and potential benefits to the City include the following:

- competitive bid process by Enterprise ensures group buying power and lower costs, and achieving higher resale value of our assets
- elimination of tender process means quicker purchasing and less administrative work for staff
- replacement of vehicles according to full life-cycle cost of the asset
- reduction in repairs and maintenance expenses over the life of the asset
- access to industry data and analytics regarding total cost of ownership for vehicle types and brands
- better tracking mechanisms for our own fleet regarding total cost of ownership

The ultimate goal of the City in entering this program is to ensure the best value to the taxpayer. Attached documentation summarizes the program and cost savings to City for the next 10 years.

PROPOSED RESOLUTION:

Be it **resolved** that Corner Brook City Council accept staff's recommendation to authorize the award of a corporate leased ownership, maintenance, and management program to the Enterprise Fleet Management Leasing Program; and that Council authorize a 5 year transition plan for procurement and disposition of light fleet vehicles; and that Council authorize Staff to proceed with Year 1 procurement of 16 light fleet vehicles.

FINANCIAL IMPACT:

Various PWWW budget line items and mechanical garage.

ENVIRONMENTAL IMPLICATIONS:

A positive environmental impact is anticipated as the Municipality transitions its fleet into the Fleet Management Program due to increased fuel efficiency resulting from newer vehicles. As fleet are replaced, Electric Vehicle and Hybrid options will be considered.

RECOMMENDATION:

It is the recommendation of staff to authorize the collaborative purchase award of a corporate leased ownership, maintenance, and management program to the Enterprise Fleet Management Leasing Program; and that Council authorize a 5 year transition plan for procurement and disposition of light fleet vehicles; and that Council authorize Staff to proceed with Year 1 procurement of 16 light fleet vehicles.

ALTERNATIVE IMPLICATIONS:

1. Enter into an agreement with LAS/Enterprise Fleet Management Program to procure and manage our light duty fleet, as recommended by Staff.
2. Maintain the status quo. This is not the recommended option as staff continue to experience difficulty in procuring vehicles. The importance of fleet management was identified by Council as an item of high importance during 2023 budget deliberations.

Director of Public Works, Water and Wastewater	Approved - 13 Apr 2023
Administrative Assistant to the City Manager	Approved - 13 Apr 2023

City Manager



PREPARED FOR:



THE CITY OF CORNER BROOK

Chris Lockhart		
FLEET CONSULTANT	PHONE	EMAIL




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FLEET SYNOPSIS | THE CITY OF CORNER BROOK

THE SITUATION

Out of the 60 light duty vehicles analyzed, current fleet age is negatively impacting the overall budget and fleet operations

- 15 vehicles or 25% of the light duty fleet is currently 10 years or older
- 39 vehicles or 65% of fleet built before backup cameras became standard
- 6.6 years is the current average age of the fleet
- 10 years – the time it would take to cycle the entire fleet at current acquisition rates
 - Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle lifecycle that maximizes equity at time of resale creating savings of \$436,119 in 10 years

- Shorten the current vehicle life cycle from 10 years to 5 years (depending on vehicle type, application, and equipment)
- Provide a lower sustainable fleet cost that is predictable year over year
- Significantly impact operating budget with reduced maintenance and fuel spend
- Generate \$25,706 in revenue in the first year from the resale of 16 identified vehicles
- Leverage an open-ended lease to maximize cash flow and recognize equity at the time of vehicle disposal
- Significantly reduce administrative and procurement's time by leveraging a cooperative purchasing agreement through Canoe Procurement Group of Canada.

Increase employee safety with newer vehicles

- Currently:
 - 6 vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*
 - 39 vehicles predate the standardization of back up cameras (2018)

Utilize the Sourcewell / LAS / Canoe Procurement awarded RFP #060618-EFM that addresses the following:

- Access to all fleet management services as applicable to the needs of the city
- Supports the city's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

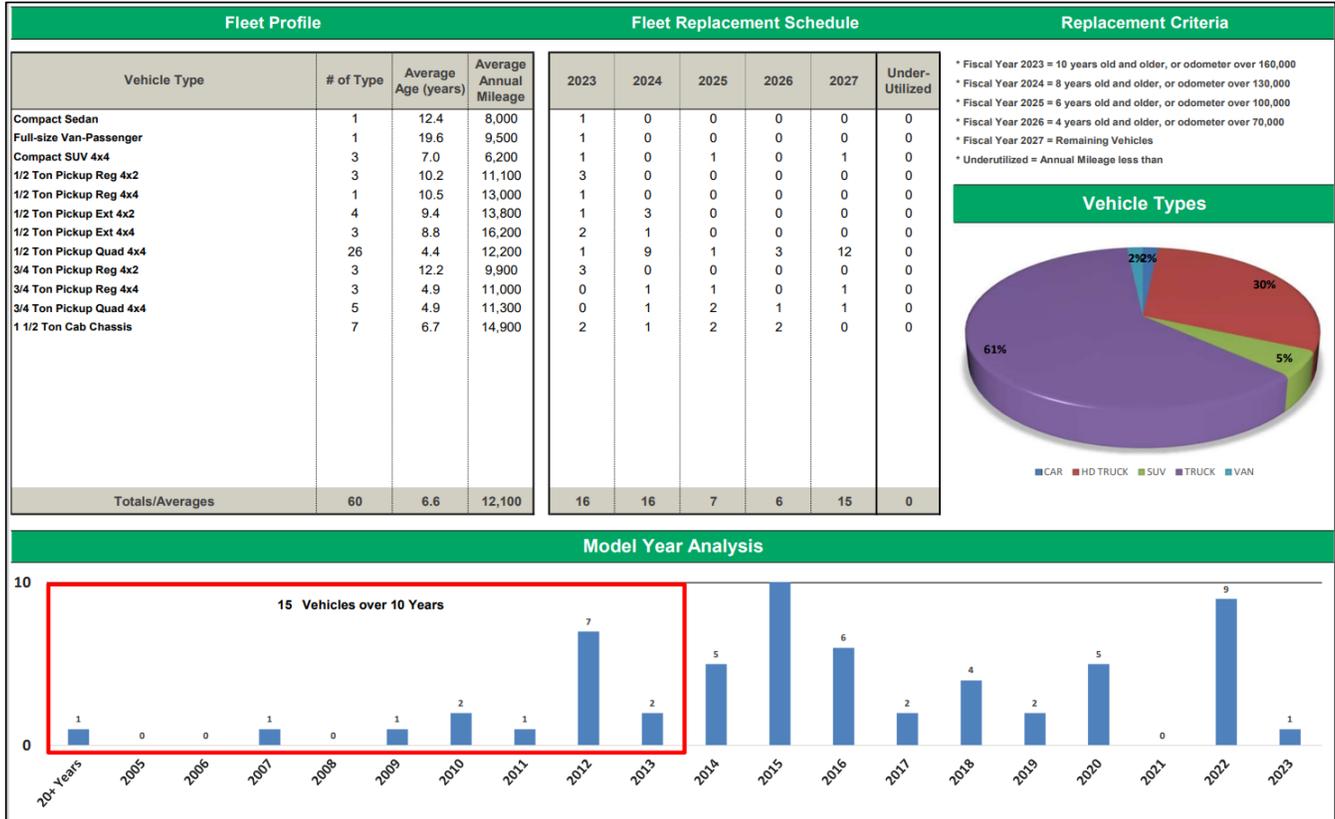
THE RESULTS

By partnering with Enterprise Fleet Management, Corner Brook will be able to lower the total cost of ownership on its fleet of vehicles and cycle its fleet more efficiently. Leveraging an open-end lease maximizes cash flow, will provide the county the ability to “do more with less,” and recognizes equity from vehicles sold reducing the cost of future replacements. Furthermore, Corner Brook will leverage Enterprise Fleet Management's ability to sell vehicles through a public process at an average of 109% above Black Book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, the city will be able to replace all its vehicles over the course of 5 years at or below the current estimated fleet budget. Total estimated savings over a 10-year time frame is estimated at \$436,119.



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FLEET STATISTICS | THE CITY OF CORNER BROOK



10 YEAR ANALYSIS – THE CITY OF CORNER BROOK

Enterprise conducted a very conservative proof of concept 10-year analysis across all 60 light duty vehicles in fleet and is estimating \$436,119 in projected savings.

By using Corner Brook’s fleet data provided, Enterprise has benchmarked that the city will spend approximately \$567,792 annually (conservatively) on vehicle purchases, maintenance, and fuel across 60 light duty vehicles in fleet.

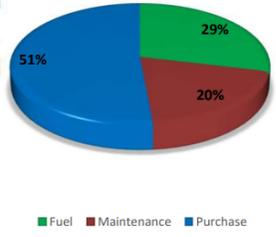
If the city was to adopt a 5-year replacement strategy to transition the fleet, we can improve cash flow by \$436,119 over the next 10 years. Please remember that this does NOT include any soft dollar savings such the impact of reduced downtime, administrative / procurement time back in the day, as well as improved safety & reliability of the fleet for employee staff to feel comfortable driving.



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Current Fleet		Fleet Growth		Proposed Fleet	
Current Cycle	60	Annual KM	0.00%	Proposed Cycle	60
Current Maint.	10.00		12,100	Proposed Maint.	5.00
Maint. Cents Per KM	\$0.18	Current L/100KM	15	Price/Liter	\$1.50

Fiscal Year	Fleet Mix			Fleet Cost							Annual		
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash	
Average	60	6.0	60	0	292,122	0			112,320	163,350	567,792	0	
'23	60	16	44	16	0	158,671	-25,706		109,162	154,638	396,765	171,027	
'24	60	16	28	32	0	323,182	-103,990		87,644	145,926	452,762	115,030	
'25	60	7	21	39	0	410,428	-74,778		78,230	142,115	555,996	11,797	
'26	60	6	15	45	0	485,155	-52,140		70,161	138,848	642,024	-74,232	
'27	60	15	0	60	0	632,387	-104,950	-320,295	49,988	130,680	387,811	179,981	
'28	60	16	0	60	0	632,387		-327,586	49,988	130,680	485,469	82,323	
'29	60	16	0	60	0	632,387		-173,128	49,988	130,680	639,927	-72,135	
'30	60	7	0	60	0	632,387		-139,644	49,988	130,680	673,412	-105,620	
'31	60	6	0	60	0	632,387		-298,180	49,988	130,680	514,876	52,916	
'32	60	15	0	60	0	632,387		-320,295	49,988	130,680	492,761	75,031	
10 Year Savings											\$436,119	Avg. Sustainable Savings	\$6,503



Current Fleet Equity Analysis						
YEAR	2023	2024	2025	2026	2027	Under-Utilized
QTY	16	16	7	6	15	0
Est \$	\$1,607	\$6,499	\$10,683	\$8,690	\$6,997	\$0
TOTAL	\$25,706	\$103,990	\$74,778	\$52,140	\$104,950	\$0
Estimated Current Fleet Equity**					\$361,564	

* Lease Rates are conservative estimates
 **Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet
 25% of the current light and medium duty fleet is over 10 years old
 Resale of the aging fleet is significantly reduced

Reduce operating costs
 Newer vehicles have a significantly lower maintenance expense
 Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget
 Challenged by inconsistent yearly budgets
 Currently vehicle budget is underfunded

PROGRAM RESOURCES | THE CITY OF CORNER BROOK

SAFETY

- 25% of all vehicles are older than 10 years of age and may not contain the most up to date safety features, such as electronic stability control, airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

The City of Corner Brook will have a dedicated, local account team to proactively manage and develop the fleet plan with your city staff while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager will provide on-going analysis – this will include analyzing the most cost-effective vehicle makes/models, cents per km, total cost of ownership, and replacement analysis

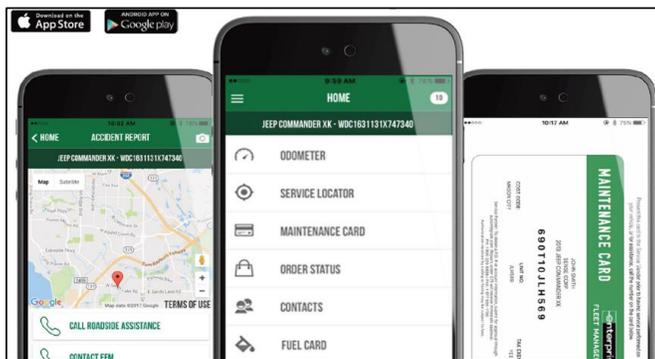
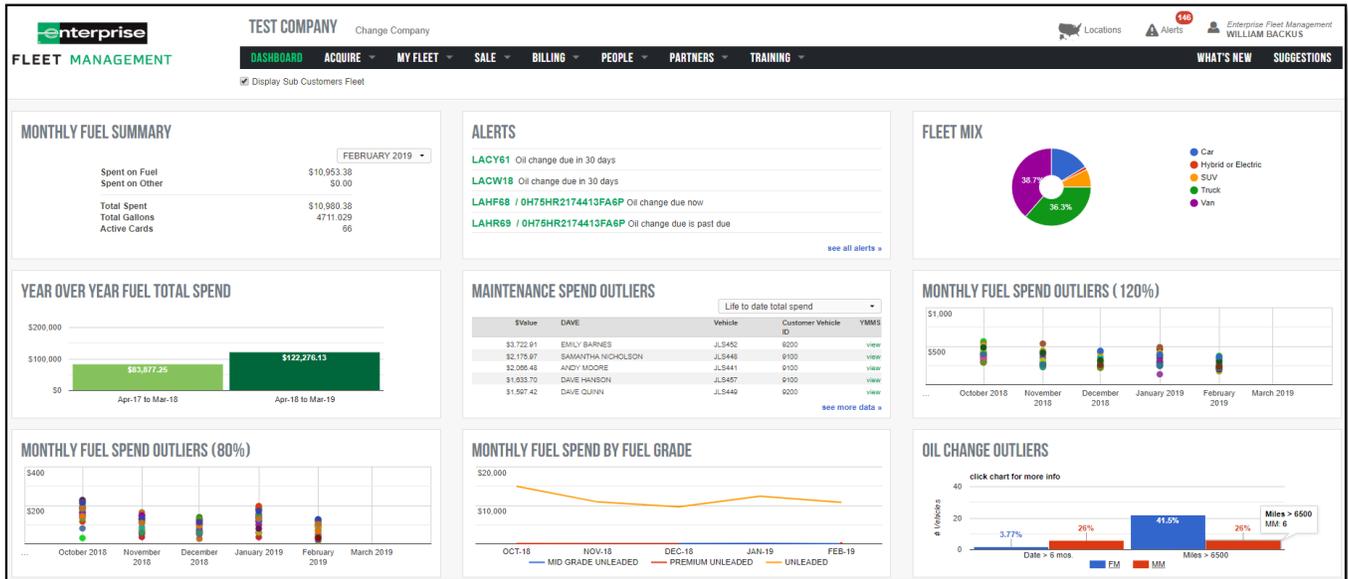


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TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking and reporting. Our website can be customized to view a wide range of data so that you have a comprehensive and detailed look at all aspects of your fleet and the services provided.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



CLIENT TESTIMONIAL | CITY OF CORNER BROOK



Clearview Township replaces vehicles and saves \$200,000 on acquisition costs.

Stayner, ON, Canada • Government | Township • 39 vehicles

THE CHALLENGE

Clearview Township needed to improve the management of their aging fleet vehicles and reduce costs. The pandemic presented budgeting constraints impacting the township's ability to replace vehicles.

THE SOLUTION

Clearview Township partnered with Enterprise Fleet Management, which was referred by an affinity program with the LAS and the Canoe Procurement Group. The Enterprise team presented a proactive vehicle replacement plan to build fleet equity, also incorporating a vehicle maintenance program to reduce administrative strain on the township.

KEY RESULTS

Average fleet age improved by
7 YEARS

OVER
\$125K
VEHICLE RESALE VALUE

OVER
\$200K
IN ACQUISITION SAVINGS



When the Enterprise Fleet Management program was introduced to the Township of Clearview, there was some skepticism on my part. *‘how can we turn our entire light duty fleet over in just 1 year?’* Our Enterprise team has strategically demonstrated how the fleet program works and its impact to the township. Faced with vehicles at various ages and high mileage, this was an easy way to modernize our fleet and lower maintenance and capital costs. The township now has a long-term plan to continually modernize the fleet to provide excellent service to our community.”

– Dan Perreault, Dep. Director of Public Works



THE RESULTS

Through the Enterprise Fleet Management plan, Clearview Township was able to recognize over \$200,000 in acquisition savings while also unlocking over \$120,000 in vehicle resale equity. Because vehicles are replaced more frequently, the average age of the fleet has improved by 7 model years, and the average odometer reading improved by 90%. Enterprise's proactive strategy long-term will help the township improve cash flow and provide peace of mind for their employees and vehicles through the effective management of maintenance, fuel, and depreciation costs.

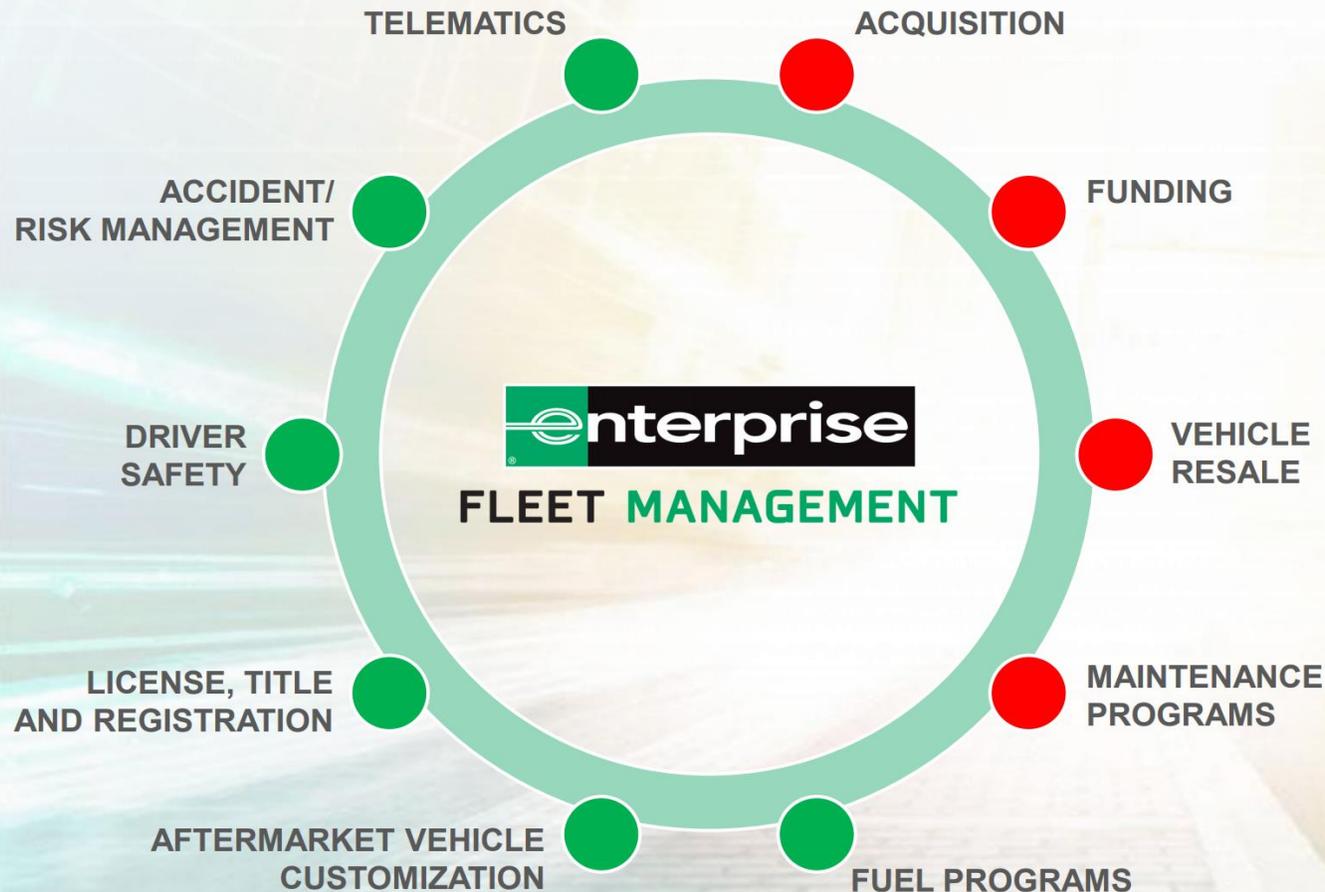
WE HAVE OVER 100 CLIENT SUCCESS STORIES, VISIT [EFLEETS.COM/CASE-STUDIES](https://efleets.com/case-studies) TO DISCOVER MORE.



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DELIVERING SOLUTIONS. DRIVING RESULTS.

ENTERPRISE HOLDINGS



2.3 Million Worldwide	101,000
VEHICLES	EMPLOYEES
\$26.4 Billion in Revenue	Ranked by Forbes
	As one of America's Largest Private Companies

CONFIDENTIAL AND PROPRIETARY

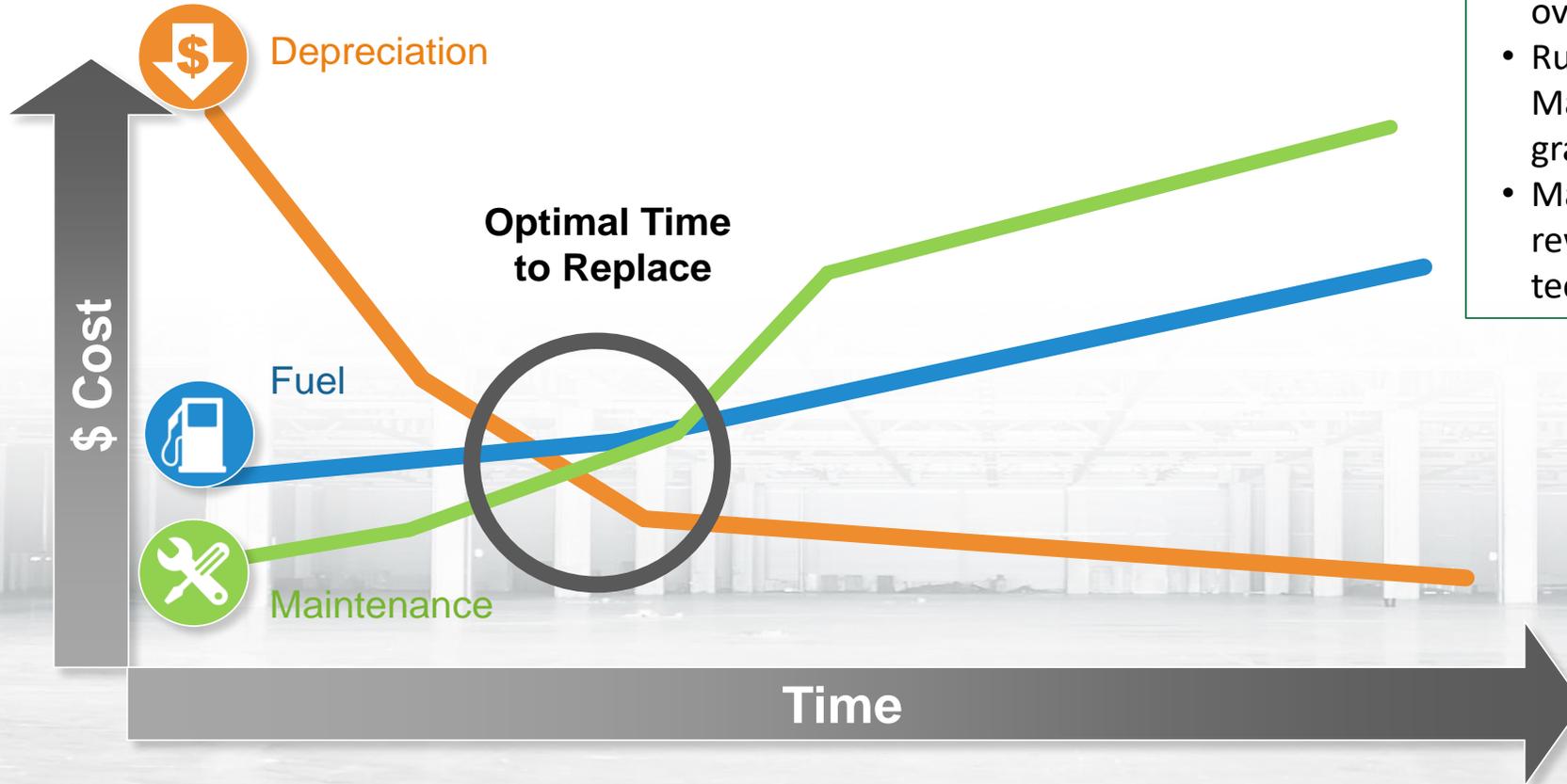
© 2016 Enterprise Fleet Management, Inc.

Government References



Enterprise Fleet Management is partnered with over 1,700 government organizations across North America

EFFECTIVE VEHICLE LIFECYCLE



Key Observations

- Depreciation/year declines over time
- Running costs of Fuel and Maintenance increase gradually over time
- Mandated fuel efficiencies reward staying on technology wave

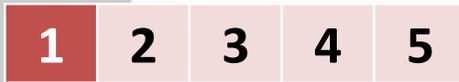
FUNDING OPTIONS

\$50,000 Pickup Truck

1
Option

Pay-Cash

\$50,000 in Year 1

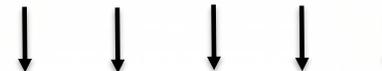


5 Vehicles

2
Option

Finance

\$10,000 in Each Year



25 Vehicles

3
Option

Market-Value Finance

8,000 in Each Year



31 Vehicles

If you had a \$250,000 annual fleet budget, how many vehicles could you acquire?

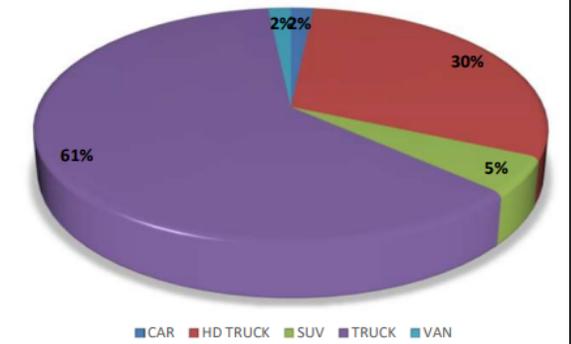
Fleet Profile **Fleet Replacement Schedule** **Replacement Criteria**

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Compact Sedan	1	12.4	8,000
Full-size Van-Passenger	1	19.6	9,500
Compact SUV 4x4	3	7.0	6,200
1/2 Ton Pickup Reg 4x2	3	10.2	11,100
1/2 Ton Pickup Reg 4x4	1	10.5	13,000
1/2 Ton Pickup Ext 4x2	4	9.4	13,800
1/2 Ton Pickup Ext 4x4	3	8.8	16,200
1/2 Ton Pickup Quad 4x4	26	4.4	12,200
3/4 Ton Pickup Reg 4x2	3	12.2	9,900
3/4 Ton Pickup Reg 4x4	3	4.9	11,000
3/4 Ton Pickup Quad 4x4	5	4.9	11,300
1 1/2 Ton Cab Chassis	7	6.7	14,900
Totals/Averages	60	6.6	12,100

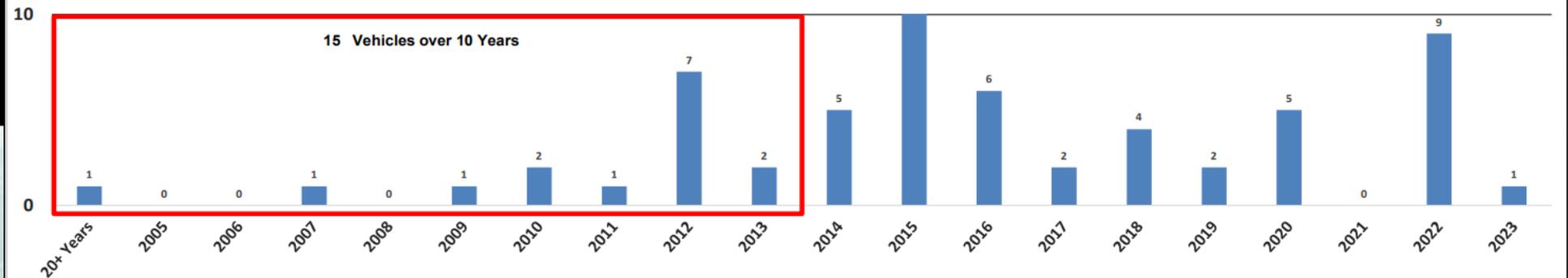
	2023	2024	2025	2026	2027	Under-Utilized
1	0	0	0	0	0	0
1	0	0	0	0	0	0
1	0	1	0	1	0	0
3	0	0	0	0	0	0
3	0	0	0	0	0	0
1	0	0	0	0	0	0
1	3	0	0	0	0	0
2	1	0	0	0	0	0
1	9	1	3	12	0	0
3	0	0	0	0	0	0
0	1	1	0	1	0	0
0	1	2	1	1	0	0
2	1	2	2	2	0	0
Totals/Averages	16	16	7	6	15	0

- * Fiscal Year 2023 = 10 years old and older, or odometer over 160,000
- * Fiscal Year 2024 = 8 years old and older, or odometer over 130,000
- * Fiscal Year 2025 = 6 years old and older, or odometer over 100,000
- * Fiscal Year 2026 = 4 years old and older, or odometer over 70,000
- * Fiscal Year 2027 = Remaining Vehicles
- * Underutilized = Annual Mileage less than

Vehicle Types

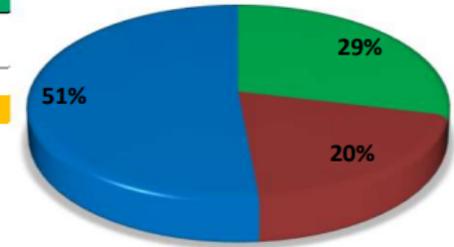


Model Year Analysis



Current Fleet	60	Fleet Growth	0.00%	Proposed Fleet	60
Current Cycle	10.00	Annual KM	12,100	Proposed Cycle	5.00
Current Maint.	\$181.50			Proposed Maint.	\$69.43
Maint. Cents Per KM	\$0.18	Current L/100KM	15	Price/Liter	\$1.50

Fleet Costs Analysis



Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	60	6.0	60	0	292,122	0			112,320	163,350	567,792	0
'23	60	16	44	16	0	158,671	-25,706		109,162	154,638	396,765	171,027
'24	60	16	28	32	0	323,182	-103,990		87,644	145,926	452,762	115,030
'25	60	7	21	39	0	410,428	-74,778		78,230	142,115	555,996	11,797
'26	60	6	15	45	0	485,155	-52,140		70,161	138,848	642,024	-74,232
'27	60	15	0	60	0	632,387	-104,950	-320,295	49,988	130,680	387,811	179,981
'28	60	16	0	60	0	632,387		-327,586	49,988	130,680	485,469	82,323
'29	60	16	0	60	0	632,387		-173,128	49,988	130,680	639,927	-72,135
'30	60	7	0	60	0	632,387		-139,644	49,988	130,680	673,412	-105,620
'31	60	6	0	60	0	632,387		-298,180	49,988	130,680	514,876	52,916
'32	60	15	0	60	0	632,387		-320,295	49,988	130,680	492,761	75,031

10 Year Savings	\$436,119	Avg. Sustainable Savings	\$6,503
------------------------	------------------	---------------------------------	----------------

Current Fleet Equity Analysis

YEAR	2023	2024	2025	2026	2027	Under-Utilized
QTY	16	16	7	6	15	0
Est \$	\$1,607	\$6,499	\$10,683	\$8,690	\$6,997	\$0
TOTAL	\$25,706	\$103,990	\$74,778	\$52,140	\$104,950	\$0
Estimated Current Fleet Equity**					\$361,564	

* Lease Rates are conservative estimates
 **Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection
 Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

- Lower average age of the fleet**
 25% of the current light and medium duty fleet is over 10 years old
 Resale of the aging fleet is significantly reduced
- Reduce operating costs**
 Newer vehicles have a significantly lower maintenance expense
 Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**
 Challenged by inconsistent yearly budgets
 Currently vehicle budget is underfunded

Replacement Worksheet

VIN	Year	Make	Model	Current Odometer	Vehicle Class	Recommended Replacement Year	Proposed Replacement Vehicle Class	Notes
	2012	Ford	F-450 Chassis	126,294	1 1/2 Ton Cab Chassis	2023	1 1/2 Ton Cab Chassis	
	2011	Ford	F-450 Chassis	155,689	1 1/2 Ton Cab Chassis	2023	1 1/2 Ton Cab Chassis	
	2010	Chevrolet	Silverado 1500	159,386	1/2 Ton Pickup Ext 4x2	2023	1/2 Ton Pickup Ext 4x4	
	2014	Ford	F-150	168,147	1/2 Ton Pickup Ext 4x4	2023	1/2 Ton Pickup Ext 4x4	
	2013	Chevrolet	Silverado 1500	155,689	1/2 Ton Pickup Ext 4x4	2023	1/2 Ton Pickup Ext 4x4	
	2012	Chevrolet	Silverado 1500	120,000	1/2 Ton Pickup Quad 4x4	2023	1/2 Ton Pickup Quad 4x4	
	2013	Chevrolet	Silverado 1500	91,788	1/2 Ton Pickup Reg 4x2	2023	1/2 Ton Pickup Ext 4x4	
	2012	Chevrolet	Silverado 1500	97,747	1/2 Ton Pickup Reg 4x2	2023	1/2 Ton Pickup Ext 4x4	
	2012	Chevrolet	Silverado 1500	149,533	1/2 Ton Pickup Reg 4x2	2023	1/2 Ton Pickup Ext 4x4	
	2012	GMC	Sierra 1500	136,232	1/2 Ton Pickup Reg 4x4	2023	1/2 Ton Pickup Reg 4x4	
	2012	Chevrolet	Silverado 2500HD	115,058	3/4 Ton Pickup Reg 4x2	2023	3/4 Ton Pickup Reg 4x4	
	2012	Chevrolet	Silverado 2500HD	120,000	3/4 Ton Pickup Reg 4x2	2023	3/4 Ton Pickup Reg 4x4	
	2007	Dodge	Ram 2500	113,418	3/4 Ton Pickup Reg 4x2	2023	3/4 Ton Pickup Reg 4x4	
	2010	toyota	Prius	99,622	Compact Sedan	2023	Compact Sedan	
	2009	Jeep	Patriot	62,000	Compact SUV 4x4	2023	Compact SUV 4x4	
2003	Chevrolet	Express	186,500	Full-size Van-Passenger	2023	Full-size Van-Passenger		

ACQUISITION



Factory Ordering



Infrastructure On Stock



Incentive Strategy



Order Timing



Aftermarket Process & Logistics

Vehicle Price Increases Within Model Years

Throughout the model year, invoice prices can increase up to four times.



LAST YEAR ALONE,
ENTERPRISE FLEET MANAGEMENT
COLLECTED

\$55 MILLION

IN MANUFACTURER
INCENTIVES FOR CLIENTS.



VEHICLE DISPOSAL



700 DEDICATED
REMARKETING EMPLOYEES



150 REMARKETING
LOTS IN NORTH AMERICA

IN 2019, ENTERPRISE
SOLD OVER
1,100,000
VEHICLES.

COMMERCIAL SALES
EXCEEDED AT AN
AVERAGE OF
108.4%
OVER
BLACK BOOK (CVI).



■ AUCTION **15%**
■ DIRECT TO DEALER **85%**

19,000+
UNIQUE BUYERS



OPERATING EXPENSES

Maintenance



Full Maintenance

- Fixed monthly rate & inflation proof for entire lease term up to 160,000km

customer out of managing maintenance entirely
 services: 24/7 Roadside, all major and minor repairs

Maintenance Management

” program for currently owned fleet vehicles
 business experience for field drivers

Enterprise National Service Department

- Employees with over 1,100+ total ASE certifications
- 450,000+ vehicles under management on this program
- \$40.8 million in customer savings in 2019
- \$3.5 million in post warranty/goodwill refunded to our customers in 2019



RESOURCES – New Driver Mobile App



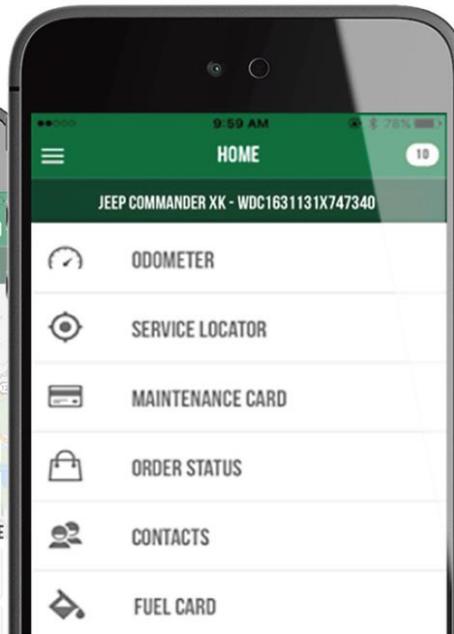
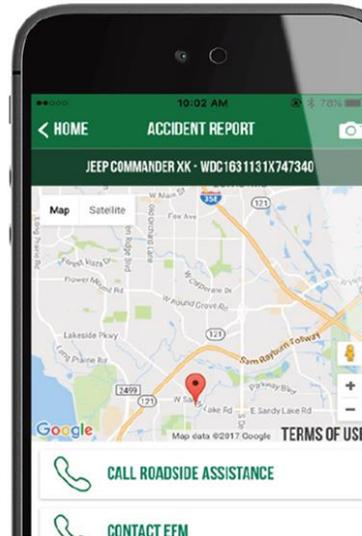
Mobile App Features

- Maintenance Locator
- Accident Reports
- Order Status
- Roadside Assistance
- Reminders
- Vehicle Information
- Contact Information



Most Innovative Company of the Year

Direct your drivers to the **fastest**, most **efficient** repair shops!



RESOURCES

Fleet Technology



Customer Website

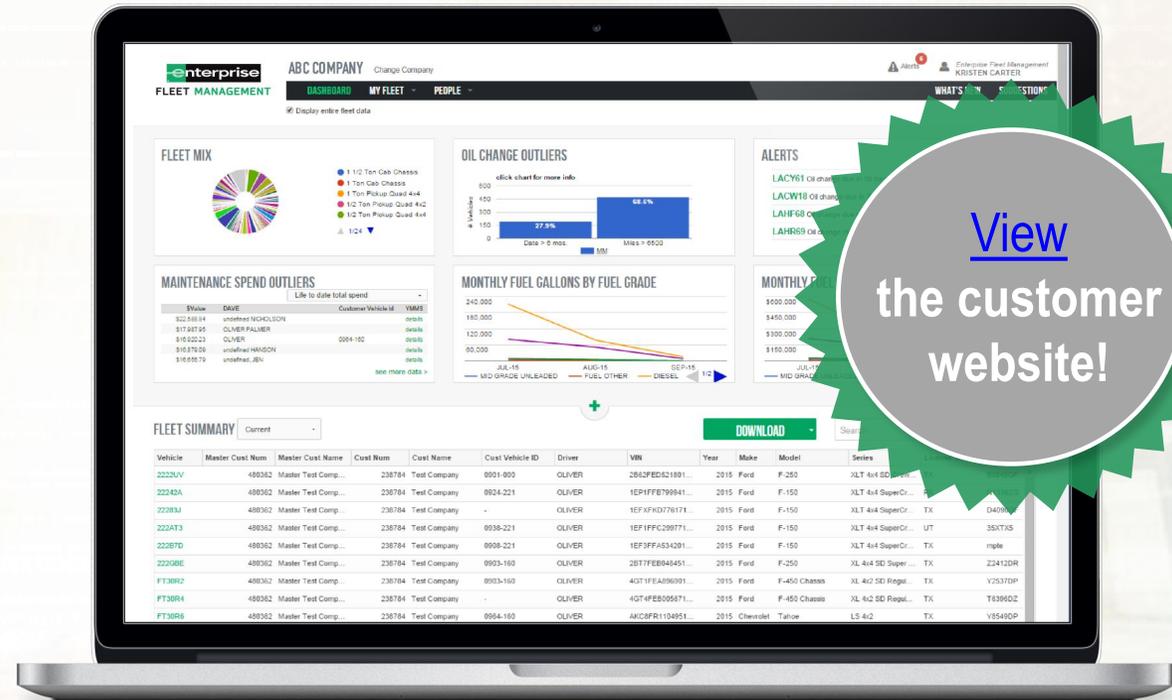
- Visibility and tracking of vehicle data
- Customized dashboards with reporting
- Real-time alerts
- Simplify accounting processes with vehicle descriptors

Fleet Planning Tool Kit

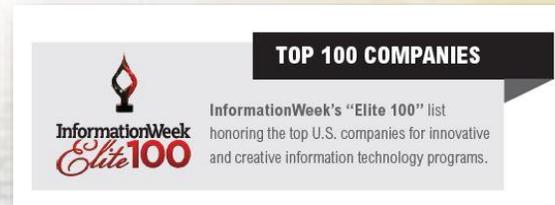
- EFM compares vehicles side-by-side
- Purchase the right vehicle at the right price
- Total cost analysis

Annual Client Review

- Web based solution to evaluate the prior year's performance
- Analyze all fleet costs
- Develop future strategies



[View](#)
the customer website!






FLEET MANAGEMENT

Thank you



Request for Decision (RFD)

Subject: CB Recreation Centre - Change Order # 31 Amendment

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Engineering
Staff Contact: Darren Charters, Director of Community, Engineering, Development & Planning
Topic Overview: Corner Brook Regional Recreation Centre - Change Order No. 31 - Natare Pool Curb Amendment
Attachments: [CO 31 Amendment Redacted](#)

BACKGROUND INFORMATION:

Council approval is required to amend Change Order #31 – Pool Salvage Natare Pool Curb that was approved by Council on March 27th, 2023.

Days after the original change order was approved, the contractor notified the City that there was an accounting error in the summary of costs (credit /debits) provided to the Owner's Advisor and the City for approval. As a result, the value of the amended change order is now \$244,557.47 which represents an increase of \$35,224.63. This new value is more in line with what was originally presented to the City. Staff are working with the contractor to find cost savings that could help offset a significant portion of this increased amount.

This change order will help keep the project on schedule and avoid potential delay claims at the end of the project.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the amended Change Order No. 31 between the City of Corner Brook and Pomerleau Inc. for an increase of \$281,241.09 HST Included for the Corner Brook Regional Recreation Center.

RECOMMENDATION:

It is the opinion of staff that the City of Corner Brook amend change order CO-31 to \$281,241.09 HST Inc. and as a result, staff recommends Option 1 and that the following motion be supported:

ALTERNATIVE IMPLICATIONS:

Options:

1. That the Council of the City of Corner Brook approve the amended agreement with Pomerleau Inc

- 2. That the Council of the City of Corner Brook not approve the amended agreement with Pomerleau Inc

- 3. That the Council of the City of Corner Brook give other direction to Staff.

Director of Community, Engineering, Development & Planning Approved - 14 Apr 2023
Administrative Assistant to the City Manager Approved - 14 Apr 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:** 2023-04-14
MI PROJECT NO: 17-CCR-21-0005 **CHANGE ORDER NUMBER:** 035
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

Correction to the Nature Change to correct the clerical error made on the AC Pools denomination. As seen on the letter the amount of the system was 427,000 prior to credits for work not completed. The amount following credits is 396,670 per their additional quote. The final quote which showed what those deductions were, were improperly added together thus applying the credits twice by accident.

.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: TBD

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 \$ 40,508.32

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

Contractor: 
(Signature)

Transportation and Infrastructure

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

Page 2 of 3

March 2022

Authorized Contract Amount (A)	\$	22,091,500.00
Change Order Limit (greater of 10% or \$15,000)	\$	2,209,150.00
Previous Change Orders (B)	\$	1,881,633.00
This Change Order (C)	\$	40,508.32
New Approved Contract Amount (A+B+C)	\$	24,013,641.32

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: 2023-04-14 Consultant: [REDACTED] for Steven Greeley _____
 DATE: _____ Municipality /Owner: _____
 DATE: _____ Regional Engineer: _____
(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

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

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

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

.8 ENCLOSED DOCUMENTS

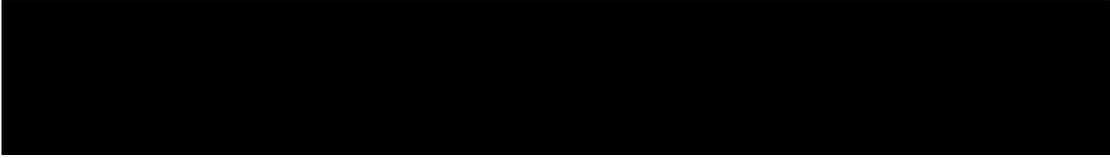
Please attach all back up as supplied by the Contractor for the value of this change order. List below the attachments provided:

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

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

Page 3 of 3

March 2022



Transportation and Infrastructure

 **CHANGE ORDER**

Owner:	<u>City of Corner Brook</u>	Change Order No.:	<u>035</u>
Project:	<u>Corner Brook Regional Recreation Centre</u>	SNCL Project No.:	<u>677762</u>
Project No.:	<u>CB2021-10</u>	Phase:	<u>N/A</u>
Contractor:	<u>Pomerleau Inc.</u>	Date:	<u>2023-04-14</u>

SCOPE:

[REDACTED]

SCHEDULE:

COMMENTS:

ORIGINAL CONTRACT VALUE.....	\$	19,210,000.00
CURRENT CHANGE ORDER VALUE.....	\$	35,224.63
CUMULATIVE CHANGE ORDER VALUE.....	\$	1,671,427.25
REVISED CONTRACT VALUE.....	\$	20,881,427.25

*** 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.**

[REDACTED] for _____
 Recommended By: Steven Greeley, P.Eng.
 Title: Project Manager

Date: April 14, 2023

 SNC-LAVALIN	CONTEMPLATED CHANGE ORDER REVIEW
--	---

PROJECT #	PHASE	SNC REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #051	EC-0051

Document Control Date Received: April 13, 2023

SNCL Document Control Number: 677762-0001-SLI-C-CCO-000-0051

Discipline Review Checklist

Discipline	Review Required	Reviewed By	Date
Civil	<input type="checkbox"/>		
Structural	<input type="checkbox"/>		
Architectural	<input type="checkbox"/>		
Mechanical	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>		
PM Review	<input checked="" type="checkbox"/>	[REDACTED]	2023-04-14

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.

SNC-Lavalin Inc.

POMERLEAU

521, 6^e AVENUE, SAINT-GEORGES, QC G5Y 0H1 CANADA T_418 228-6688 F_418 228-3524
530, RUE SAINT-JACQUES, BUREAU 900, MONTREAL, QC H2Y 0A2 CANADA T_514 789-2728 F_514 789-2288
562, CHEMIN OLIVIER, LEVIS, QC G7A 2N6 CANADA T_418 626-2314 F_418 626-6241
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_902 488-3669 F_902 488-3049
3300 BLOOR STREET WEST, CENTRE TOWER (10th FLOOR), SUITE 3050, TORONTO, ON M8X 2X3 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, 4th STREET S.E., SUITE 211, CALGARY, AB T9C 2W3 T_403 257-6308 F_509 434-2766
8241 - 129th STREET, SURREY, BC V3W 0A9 T_604 592-9767 F_604 592-9766
RBO_2743-1162-70 ISO_9001-2008 WWW.POMERLEAU.CA

April 13, 2023

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

RE: EC-0051

Email: 

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

SUBJECT: Correction to Natare Change
Our file EC-0051

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change EC-0051.

THE WHOLE FOR A TOTAL OF: \$35,224.63 (\$ 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 ammendement 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-0051

EXTERNAL CHANGE	
Date: <p style="text-align: center;">April 13, 2023</p>	External Change No.: <p style="text-align: center;">EC-0051</p>
POMERLEAU INC. 99 Airport Road, Suite 200 St. Johns, NL A1A 4Y3	Project: 20.0382 Corner Brook Rec Centre
Owner: City of Corner Brook	Owner Directive No.: N/A
RFI No.: N/A	RFI No.: N/A
Description of Change: <p style="text-align: center;">Correction to Natare Change</p>	
<div style="background-color: black; height: 15px; width: 100%;"></div>	
Revision History:	
PROPOSAL BY CONTRATOR	
The amount of the Contract will be: (Excl. HST) <input checked="" type="checkbox"/> Increased by \$35,224.63 <input type="checkbox"/> Decreased by <input type="checkbox"/> Unchanged	The duration of the contract will be: <input type="checkbox"/> Increased by TBD <input type="checkbox"/> Decreased by <input checked="" type="checkbox"/> To Be Determined

3.0 Cost For Extension of Time				
Description:				
[REDACTED]				
Item	Qty	Unit	Unit Rate	Total
Site Office		day	\$ 48.00	
Consumables		day	\$ 30.00	
WC/Maintenance		day	\$ 24.00	
Company Vehicle/Fuel		day	\$ 120.00	
Electrical Consumption		day	\$ -	
Lighting and Distribution		day	\$ 30.00	
Board and Lodging		day	\$ 400.00	
Safety Equipment		day	\$ 50.00	
Site Security		day	\$ 200.00	
Logistics		day	\$ 50.00	
Accounting		day	\$ 150.00	
Contractual Department		day	\$ 50.00	
IT Support		day	\$ 70.00	
Telecommunications		day	\$ 50.00	
Administration		hr	\$ 65.00	
Document Control		hr	\$ 65.00	
Safety Officer		hr	\$ 100.00	
Project Coordinator		hr	\$ 74.00	
M&E Coordinator		hr	\$ 92.00	
Commissioning Coordinator		hr	\$ 85.00	
LEED Coordinator		hr	\$ 85.00	
Superintendent		hr	\$ 110.00	
Project Manager		hr	\$ 100.00	
Project Director		hr	\$ 130.00	
Subtotal:				\$ -
TOTAL POMERLEAU COSTS:				\$ -



Request for Decision (RFD)

Subject: Regional Recreation Center - Change Order #34

To: Erik Neilson
Meeting: Regular Meeting - 17 Apr 2023
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [CB2021-10 Change Order #034 - Structural Wall Infill](#)

BACKGROUND INFORMATION:

This Change order is for an increase in costs associated with the structural component of the upper wall infill of the reconstructed pool wall. It includes the following:

- Erecting, Rigging, Bolting, Fabrication, Welding, Safety equipment of structural steel component for wall rebuild
- Equipment: Telehandler, Main Lifts, Welding Machine, Crane, Mobile Trailer.
- Supply new connection clips and plates for girts and x braces.
- Engineered connection and stamped erection drawings
- Shipping of prefabricated connection plates for all girts and x braces.
- Supply all structural bolts for new connections

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 34 between the City of Corner Brook and Pomerleau Inc. for the increase of \$121,913.89 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 - \$23,973,133.00

Budget Code: 17-CCR-21-00005

Finance Type: Funding

Director of Community, Engineering, Development & Planning Approved - 12 Apr 2023

Administrative Assistant to the City
Manager

Approved - 13 Apr 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: 2023-04-10
MI PROJECT NO: 17-CCR-21-0005 CHANGE ORDER NUMBER: 034
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

For costs associated with the structural component of the upper wall infill of the reconstructed pool wall. Cost included are noted on drawings.

.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 \$ 121,913.89

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
Change Order Limit (greater of 10% or \$15,000)	\$	2,209,150.00
Previous Change Orders (B)	\$	1,759,719.11
This Change Order (C)	\$	121,913.89
New Approved Contract Amount (A+B+C)	\$	23,973,133.00

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: 2023-04-10 Consultant: [REDACTED]
 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

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

Page 3 of 3

March 2022

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

Transportation and Infrastructure

 **CHANGE ORDER**

Owner: <u>City of Corner Brook</u>	Change Order No.: <u>034</u>
Project: <u>Corner Brook Regional Recreation Centre</u>	SNCL Project No.: <u>677762</u>
Project No.: <u>CB2021-10</u>	Phase: <u>N/A</u>
Contractor: <u>Pomerleau Inc.</u>	Date: <u>2023-04-10</u>

SCOPE:

For costs associated with the structural component of the upper wall infill. Cost included are noted on drawings.

SCHEDULE:

COMMENTS:

<u>ORIGINAL CONTRACT VALUE.....</u>	<u>\$ 19,210,000.00</u>
<u>CURRENT CHANGE ORDER VALUE.....</u>	<u>\$ 106,012.08</u>
<u>CUMULATIVE CHANGE ORDER VALUE.....</u>	<u>\$ 1,636,202.62</u>
<u>REVISED CONTRACT VALUE.....</u>	<u>\$ 20,846,202.62</u>

*** 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: April 10, 2023

 SNC-LAVALIN	CONTEMPLATED CHANGE ORDER REVIEW
--	---

PROJECT #	PHASE	SNC REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #041	EC-0042R1

Document Control Date Received: March 24, 2023

SNCL Document Control Number: 677762-0001-SLI-C-CCO-000-0041_1

Discipline Review Checklist

Discipline	Review Required	Reviewed By	Date
Civil	<input type="checkbox"/>		
Structural	<input checked="" type="checkbox"/>	Steven Greeley	2023-04-10
Architectural	<input type="checkbox"/>		
Mechanical	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>		
PM Review	<input checked="" type="checkbox"/>	Steven Greeley	2023-04-10

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.

SNC-Lavalin Inc.

POMERLEAU

521, 6^e AVENUE, SAINT-GEORGES, QC G5Y 0H1 CANADA T_418 228-6688 F_418 228-3524
500, RUE SAINT-JACQUES, BUREAU 900, MONTREAL, QC H2Y 0A2 CANADA T_514 789-2728 F_514 789-2288
562, CHEMIN OLIVIER, LEVIS, QC G7A 2N6 CANADA T_418 626-2314 F_418 626-0241
220-343 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 (10th FLOOR), SUITE 3050, TORONTO, ON M8X 2K3 CANADA T_416 207-0848 F_416 207-0636
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, 4th STREET S.E., SUITE 311, CALGARY, AB T2G 2W3 T_403 237-5308 F_888 434-2796
8241 - 129th STREET, SURREY, BC V3W 0A6 T_604 592-9767 F_604 592-9766
RBQ_2743-1162-70 ISO_9001-2008 WWW.POMERLEAU.CA

March 24, 2023

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

RE: EC-0042-R1
Email: steven.greeley@snclavalin.com

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

SUBJECT: Wall Infill - Structural Portion
Our file EC-0042-R1

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change EC-0042-R1.

THE WHOLE FOR A TOTAL OF: \$106,012.08 (\$ 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 ammendement 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-0042-R1

3.0 Cost For Extension of Time				
Description:				
[REDACTED]				
Item	Qty	Unit	Unit Rate	Total
			Subtotal:	\$ -
			TOTAL POMERLEAU COSTS:	\$ 420.00



Request for Decision (RFD)

Subject: Accounts Receivable Write Off

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: Treasury Services
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview:
Attachments: [2022 write off list for council](#)

BACKGROUND INFORMATION:

The City attempts to collect all taxes, charges and expenses that are billed. In some cases, there are some accounts that are not able to be collected for various reasons. The City maintains an annual allowance for doubtful accounts to provide for the write off of various accounts. The write offs are for accounts in which there is no, or limited opportunity, to be able to recover any additional funds.

PROPOSED RESOLUTION:

It is **RESOLVED** to approve the write off of \$ 71,517.97 for the 24 accounts provided in the attached list.

FINANCIAL IMPACT:

An allowance for doubtful accounts exists that will be utilized for these write-offs.

Finance Type: Budget

RECOMMENDATION:

Staff recommend the write off of the identified accounts as all reasonable collection methods have been exhausted.

Director of Finance and Administration	Approved - 27 Mar 2023
Administrative Assistant to the City Manager	Approved - 03 Apr 2023

City Manager

Roll #	Description	Outstanding
44500020038	Business closed in 2021/address unknown/on W/O list	\$3,221.99
10210280004	Business closed/inactive account/on w/o list	\$1,677.05
63710770001	Inactive account/closed 2020/w/o list	\$874.78
55610330001	Inactive account/closed 2020/w/o list	\$574.33
44510040011	inactive account/open for 1 year/w/o list	\$406.06
84400130002	Inactive account/closed for years/w/o list	\$668.58
44500020009	Inactive account/closed2020/w/o list	\$275.95
10210160004	Inactive account/closed in2018/w/o list	\$238.68
10210160003	Inactive for years/w/o list	\$175.00
	Business closed/moved	\$3,010.19
	Business closed Evolve Beauty/mail returned	\$1,952.86
	Business closed	\$10,105.89
	Home sold but didn't pay water shut off	\$230.13
	Business closed	\$195.54
	Closed years ago/second hand store/	\$5,283.39
	Home sold but didn't pay water shut off	\$290.52
	Business closed	\$3,028.97
	Passed away, home sold but they didn't pay water/ on/off	\$423.22
	Closed Gran Chic, Taco take out/Mail returned	\$239.65
	Poll Tax	\$200.00
	Business closed for number of years, car wash	\$31,511.99
	West Street dry cleaners, closed for number of years	\$3,478.89
	Home is sold but didn't pay the water fee	\$183.50
	Business closed mail returned	\$3,270.81
		<u>\$71,517.97</u>



Information Report (IR)

Subject: Virtual Meeting Attendance for Council

To: Rodney Cumby
Meeting: Regular Meeting - 17 Apr 2023
Department: City Manager
Staff Contact: Jessica Smith, Legislative Assistant
Topic Overview: The following is an update on virtual attendance for Council Meetings.
Attachments: [Council Meeting Schedule Jan-June 2023](#)

BACKGROUND INFORMATION:

Staff have been investigating options on how to make virtual attendance available for Council at public Council meetings. The provisions for a Councillor to attend virtually is that they can hear and be heard. The current technology that is being used does not allow for a hybrid of in person and virtual attendance that will provide an optimal auditory and visual output and input. Therefore in order to make this option available, it would require significant modifications and replacement of equipment.

The Department of Municipal and Provincial Affairs has also recommended the development of a policy for any municipalities that wish to permit virtual attendance at Council meetings to set procedure and parameters of how virtual option should be used and when.

Therefore, a virtual attendance option would require the development of a policy and the procurement of the appropriate technology.

Attached is a copy of the current Council Meeting Schedule, a proposed schedule for the year end will be coming forward to the next meeting.

Administrative Assistant to the City Manager Approved - 14 Apr 2023

City Manager

Meeting Date	Meeting Type
Monday, January 23, 2023	Committee of the Whole Meeting
Monday, February 13, 2023	Regular Meeting
Monday, February 27, 2023	Committee of the Whole Meeting
Monday, March 13, 2023	Regular Meeting
Monday, March 27, 2023	Committee of the Whole Meeting
Monday, April 17, 2023	Regular Meeting
Monday, May 1, 2023	Committee of the Whole Meeting
Monday, May 15, 2023	Regular Meeting
Monday, May 29, 2023	Committee of the Whole Meeting
Monday, June 12, 2023	Regular Meeting
Monday, June 26, 2023	Committee of the Whole Meeting

Public Council Meetings: 7 PM
Schedule is subject to change



Information Report (IR)

Subject: Assisting the Immigration of a Ukrainian Firefighter

To: Rodney Cumby

Meeting: Regular Meeting - 17 Apr 2023

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: Corner Brook Fire Department assisting the Immigration of Ukrainian Firefighter.

BACKGROUND INFORMATION:

The City of Corner Brook is considering a partnership with the NL Department of Immigration and Multiculturalism, under the Atlantic Immigration Program, to provide an opportunity for a Ukrainian trained firefighter to join the Corner Brook Fire Department. The Corner Brook Fire Department will assist Ukrainian immigrating firefighter with an “on the job” training opportunity so he can acquire NFPA Level 1 and Level 2 Firefighter accreditation and thereby be fully credentialed to gain employment as a Firefighter in our City’s fire service

Ukrainian firefighting methodologies are different from North American, and different from the National Fire Protection Association (NFPA) standards, so a transitional period will be required to equate and mold this Ukrainian firefighter’s skillset to the basic NFPA Firefighter Level 1 and Level 2. Once this is achieved, this Ukrainian firefighter will be enabled to assimilate into a Canadian Fire service, and hopefully, the Corner Brook Fire Department.

This partnership shall in no way conflict with the contractual agreement existing between the City of Corner Brook and the firefighter’s collective agreement. This opportunity will function in the same manner that we provide to fire school students work-term placements with exception that the City will provide some funding in partnership with the province of NL, to assist with this firefighter’s immigration to Canada, and specifically Corner Brook, NL. This Ukrainian firefighter will be a trainee, and will not replace any position within the Cbfd, until such time he is credentialed, and competes through our regular recruitment processes.

To facilitate this opportunity, the City of Corner Brook would provide employment under the NL Jobs program where the province would contribute 60% of the firefighter’s pay and the City pay the balance of 40% for a 28-week term.

FINANCIAL IMPACT:

The Ukrainian firefighter would be paid \$20.00 per hour of which the City would pay \$8.00. For 28 weeks at 40 hours per week, the City cost would be \$8960.00 plus 4% vacation pay for a total of

\$9856.00. Notably, the City would pay the firefighter's Employment Insurance and Canada Pension premiums as well, totalling \$1653.68. Total cost for the City will \$11,509.68. The CBFD can fund this amount within its 2023 payroll budget due to the two-month vacancy of the Training Officer position and some firefighters on leave and being paid from other sources.

Director of Protective Services	Approved - 13 Apr 2023
Administrative Assistant to the City Manager	Approved - 13 Apr 2023

City Manager



Request for Decision (RFD)

Subject: New Program for Women Entrepreneurs- Assistance to Women Entrepreneurs of Small or Medium Enterprises (AWESOME)

To: Rodney Cumby

Meeting: Regular Meeting - 17 Apr 2023

Department: Community Services

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

Topic Overview: The AWESOME program is intended to assist female entrepreneurs who want to start small or medium enterprises in the City.

Attachments: [Awesome Program Proposal](#)
[NLOWE Email Redacted](#)

BACKGROUND INFORMATION:

Over the past several months, staff have been working with the Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) to develop a program (AWESOME) to assist women who want to start a business in the City. This Program will support women entrepreneurs as it will provide some critical cash flow relief in the initial stages by waiving business taxes for up to two (2) years. This will encourage more women-run businesses and will reinforce the City's business friendly image and its business-like approach. There will be no out-of-pocket expense for the City and hence no budget allocation is required. Further program details are presented in the attached documents.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook support the implementation of the new business program Assisting Women Entrepreneurs of Small and Medium Enterprises (AWESOME) that will provide targeted assistance to businesses run by Women Entrepreneurs in the City of Corner Brook.

FINANCIAL IMPACT:

NA

Finance Type: Capital

RECOMMENDATION:

It is staff's recommendation that **Option 1** be supported

ALTERNATIVE IMPLICATIONS:

Options:

1. That the Council of the City of Corner Brook support the implementation of the new business program Assisting Women Entrepreneurs of Small and Medium Enterprises (AWESOME) that will provide targeted assistance to businesses run by Women Entrepreneurs in the City.
2. That the Council of the City of Corner Brook not support the implementation of the new business program Assisting Women Entrepreneurs of Small and Medium Enterprises (AWESOME) that will provide targeted assistance to businesses run by Women Entrepreneurs in the City.
3. That the Council of the City of Corner Brook provide other direction to staff

Director of Community, Engineering, Approved - 12 Apr 2023
Development & Planning

Administrative Assistant to the City Approved - 13 Apr 2023
Manager

City Manager

PROPOSAL FOR A NEW BUSINESS PROGRAM

ASSISTANCE TO WOMEN ENTREPRENEURS OF SMALL OR MEDIUM ENTERPRISES (AWESOME)

1. BACKGROUND AND RATIONALE

- 1.1 It has been the consistent endeavour of the City of Corner Brook (the City) to support and encourage all businesses and the growth of entrepreneurship, primarily relating to the small and medium sized businesses, across all sectors. In particular, the City recognizes the contribution of women entrepreneurs and has been working to devise a specific program for this enterprising group.
- 1.2 Cash flow being an important factor for smooth functioning and eventual survival of SMEs, the Business Division of the City has proposed a business tax waiver program for the new and *eligible existing* businesses owned by women entrepreneurs. Accordingly, the target group of businesses will be waived from paying business taxes for up to two years.
- 1.3 It is expected that this assistance by the City will provide some breathing space to the businesses, and at the same time make a powerful statement about the City's commitment to nurture and support local businesses run by women.
- 1.4 Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) has applauded the concept of the program and will actively promote and recommend it among its members.
- 1.5 The program, aptly named AWESOME, will seek to recognize and support the women entrepreneurs of the City.

2. TARGET GROUP AND ELIGIBILITY

- 2.1 The program is targeted to the Small and Medium businesses, owned by Women Entrepreneurs.
- 2.2 A business will be recognized as owned by women, if any of the following conditions are met:
- 2.2.1 Sole proprietorship of a woman entrepreneur
 - 2.2.2 At least 50% combined ownership held by all women partners in case of partnership business
 - 2.2.3 At least 50% combined shareholding held by all women shareholders in case of incorporated business
 - 2.2.4 For subsidiary concerns, ownership pattern at the business level will be considered, and not at the holding concern level
- 2.3 The applications will be reviewed for approval as below:
- 2.3.1 All new businesses (automatic approval)
 - 2.3.2 Businesses that were registered with the City within the last three (3) years from the day of receiving application (automatic approval).
This is a temporary condition in view of the business environment in the last three years. This condition will be reviewed every year and will be revised, if necessary.
- 2.4 Businesses that started operations more than three years from the day of receiving application, will generally not be considered. However, on a case by case basis, these may be considered based on their demonstrated need. The City will review such needs by evaluating their operational and financial performance.

- 2.5 If the ownership pattern was changed in the last three years, by takeover or by other means, making it a women operated business according to definition in clause 2.2, Condition 2.3 shall apply *instead of* condition 2.4. Consequently, it will be eligible for automatic approval.
- 2.6 A new business started by an existing women entrepreneur will receive automatic approval, according to conditions 2.3.1 or 2.3.2, provided the new business has a different line of operation and does not act as an arm or division of the existing business, or is not used for outsourcing purposes or for transfer pricing.
- 2.7 Relocation, rebranding, restructuring, expansion or diversification will not make a business eligible for the assistance.

3. TENURE FOR ASSISTANCE

- 3.1 The tenure of the assistance will be as follows:
- 3.1.1 Business tax will be waived for new and *eligible existing* businesses owned by women entrepreneurs as defined under Clause 2.1, for up to 2 years.
- 3.1.2 The City may, at its sole discretion, extend the waiver period by maximum 1 year, based on their assessment of the overall impact of such an extension.

4. CONCLUSION AND RECOMMENDATION

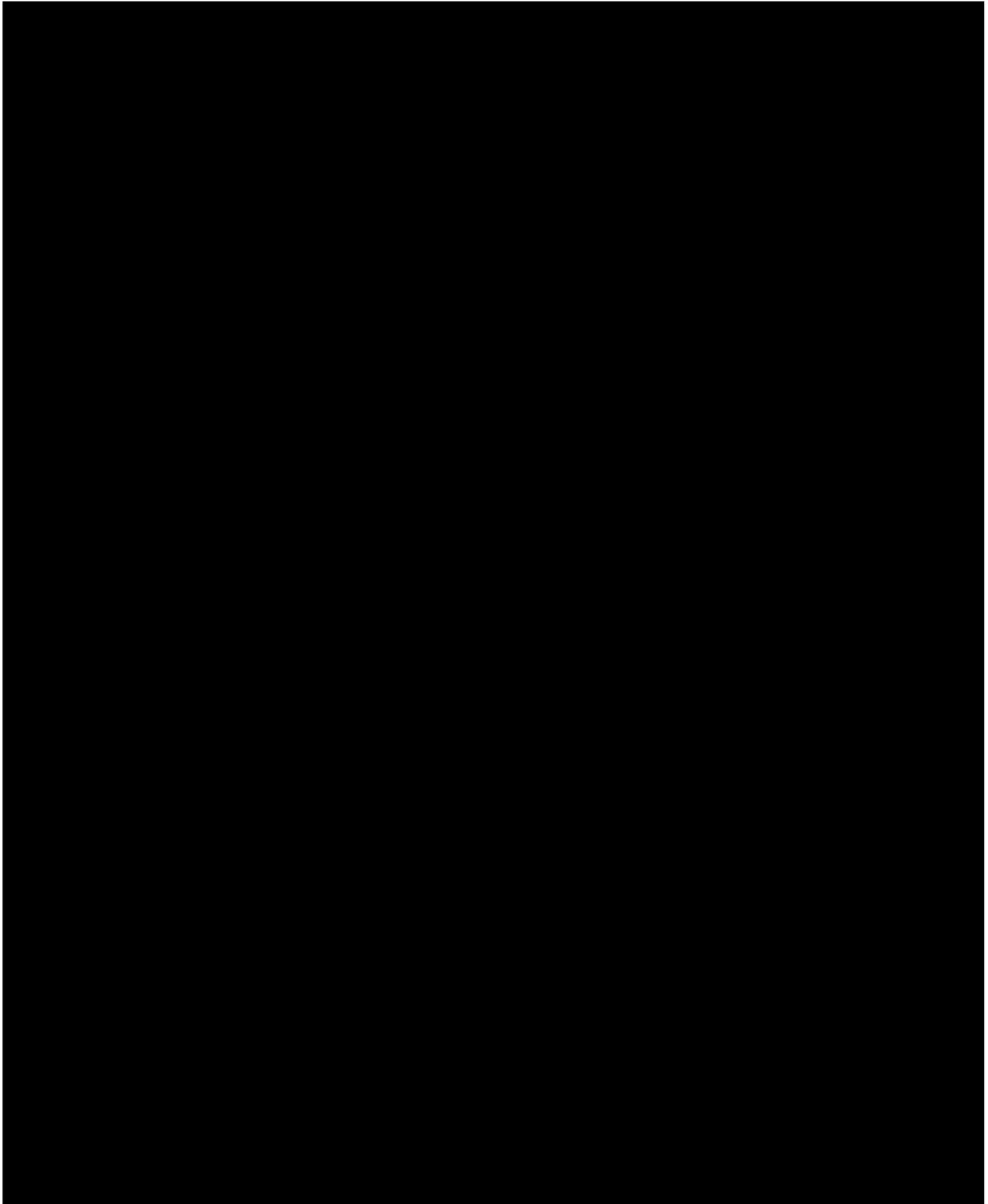
- 4.1 Assistance by waiver of business tax to businesses owned by women entrepreneurs will have a positive effect in several ways, and will ease some of their cash flow worries. The cost to the City will be minimal, as there is no out-of-pocket expenses.

- 4.2 The opportunity cost to the City could be substantial, as entrepreneurs might hesitate to start a business without such benefits. It might also affect the City's business-friendly image.
- 4.3 Some businesses will still not make it to 2 years and will wind up operations. But that is a normal risk with inconsequential consequences. There is no cost to the City in such a case. But the City will benefit after a business moves to the third year.
- 4.4 Overall, the program is expected to strengthen the City's pro-business stance, and make a powerful statement for encouragement to women entrepreneurs.
- 4.5 Once approved, the new program will be launched within a short time, along with program guidelines and a simple application form.

The Business Division strongly recommends finalization and roll out of the AWESOME Program that will ensure:

- 1. Meaningful support to the SME businesses of Women Entrepreneurs**
- 2. Making a powerful statement towards women empowerment**
- 3. Image boost for the City for being business friendly and for recognizing contributions by women entrepreneurs**
- 4. Steal the march over other Cities/Towns**
- 5. All these, at no additional cost to the City**

Manas Mukhopadhyay
April 10, 2023





Request for Decision (RFD)

Subject: Discretionary Use - 15 Tudor Street - Hair Salon

To: Deon Rumbolt
Meeting: Regular Meeting - 17 Apr 2023
Department: Development and Planning
Staff Contact: James King,
Topic Overview:

Attachments: [Permit Application - 15 Tudor Street](#)
[Figure 1 - Map - 15 Tudor Street](#)
[Memo - Home Based Business - 15 Tudor Street](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business (hair salon) from the dwelling located at 15 Tudor Street. This property is located in a Residential Medium Density Zone where a home based business is a "Discretionary Use" of the City of Corner Brook Development Regulations. The applicant has informed the City that the hair salon is to only serve one (1) client at a time. Parking has been reviewed and there is adequate parking for both the dwelling unit and the proposed home based hair salon.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home based business (hair salon) at 15 Tudor Street in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 11

RECOMMENDATION:

Staff recommends Option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based business (hair salon) at 15 Tudor Street in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business (hair salon) at 15 Tudor Street in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 06 Apr 2023
Director of Community, Engineering, Development & Planning	Approved - 11 Apr 2023
Administrative Assistant to the City Manager	Approved - 13 Apr 2023

City Manager

From: ONLINE PERMIT SUBMISSION <noreply@cornerbrook.com>
Sent: March 24, 2023 2:45 PM
To: Barker, Shelley
Subject: Online Permit Submission

Date

03/03/2023

Owner Name

[REDACTED]

Phone Number

[REDACTED]

Email

[REDACTED]

Owner / Applicant Address

[REDACTED]

[Map It](#)

Property Address

15 Tudor street
Corner Brook, Newfoundland and Labrador A2H 6R9
Canada

[Map It](#)

Builder Address

Newfoundland and Labrador
Canada

[Map It](#)

Building Type (Please check appropriate box)

- BUSINESS/SERVICE

Construction Type (Please check appropriate box)

- ALTERATION

Development Type (Please check appropriate box)

- HOME BASED BUSINESS

Description of Work

Home base hair salon

Estimated Construction Value (MATERIALS & LABOUR)

\$ 10.00 CAD

DECLARATION

I agree to terms in the declaration

DECLARATION:

I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.

NOTE:

Where the Applicant and Property Owner are not the same, the signature of the Property Owner may be required before the application can be processed.

Consent

I agree to the privacy policy stated below.

The City of Corner Brook uses this web form to collect your information in order to better administer programs and services that citizens use and rely on. The City of Corner Brook committed to protecting the privacy of individuals who chose to utilize these services.

This information is collected in compliance with the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015) and will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose unless you expressly consent otherwise. This information is not disclosed to other public bodies or individuals except as authorized by ATIPPA, 2015.

DISCLAIMER: The Information contained in this transmission and any attachments may contain privileged and confidential information and may be legally privileged. It is intended only for the use of the person (s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication is strictly prohibited. Views or opinions expressed in this e-mail message are those of the author only.




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

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

NOTES:

LOCATION: 15 Tudor Street
PREPARED BY: J. King
DEPARTMENT: Development & Planning
DATE: 2023-04-06
PAGE: 1 **OF** 1 **VERSION:** 1

MEMO

To: Manager of Development & Planning
Fr: Development Inspector I
Subject: **15 Tudor Street – Home Based Business**
Date: April 6, 2023

The City of Corner Brook has received an application to operate a home based business (hair salon) from the dwelling located at 15 Tudor Street which is located in a Residential Medium Density Zone. The proposed hair salon will only accommodate one (1) client at a time.

A home based business is a “Discretionary Use” of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 15 Tudor Street indicating the above mentioned request. As a result of this notice, one (1) telephone call of support was received.

A site inspection by City staff has revealed that there is sufficient parking at this location for the existing single dwelling use and the proposed home based business.

After review of the application and the results to the notice to occupants, it is recommended that the Council of the City of Corner Brook approve this application.

Should you require further information, please contact me at your convenience.

Signed: _____
James King, CET, CPT