



## CITY OF CORNER BROOK

**Dear Sir\Madam:**

I have been directed by His Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **September 25, 2023** at **7 PM**. **City Hall Council Chambers.**

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CITY CLERK

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## Land Acknowledgement

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



**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 21 AUGUST, 2023 AT 5:00 PM**

**PRESENT:**

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

Absent with regrets: D. Burden, Director of Public Works Water and Wastewater

**23-108 Land Acknowledgement**

Deputy Mayor L. Chaisson read the land acknowledgement.

**23-109 Approval of Agenda**

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the agenda as circulated with the following amendments:

- add item: Commercial Vehicle Parking Update.

**MOTION CARRIED.****23-110 Approval of Minutes- Regular Meeting July 17, 2023**

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of July 17, 2023. **MOTION CARRIED.**

**23-111 Business Arising From Minutes**

Deputy Mayor L. Chaisson requested an update on the Remote Meeting Attendance. Staff advised that a policy was being drafted and that staff were waiting on quotes for equipment upgrades to meet the technical requirements for remote meeting attendance.

**23-112 Proclamations and Events**

The Mayor announced that the following proclamations were recognized:

- August 12th was declared International Youth Day.

**23-113 Replacement of One 30-Ton Water-to-Water Heat Pump 2023-13**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to award Contract 2023-13 Replacement of One 30-Ton Water-to-Water Heat Pump in the amount of \$99,762.50 (HST Included) to R&R HVAC and Control Ltd. **MOTION CARRIED.**

**23-114 Curling Club Lease Renewal**

On motion by Councillor P. Keeping, seconded by Councillor V. Granter, it is **RESOLVED** to approve the execution of the lease agreement proposed for the Corner Brook Curling Association. **MOTION CARRIED.**

**23-115 Great Trail Enhancement Phase 1 - Change Order No. 2**

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** to approve Change Order No. 2 for the Great Trail Enhancement (Phase 1) in the amount of \$21,064.53 (HST Included) for West Coast Excavating & Equipment Co. Ltd. **MOTION CARRIED.**

**23-116 Great Trail Enhancement Phase 1 - Change Order No. 3**

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** to approve Change Order No. 3 for the Great Trail Enhancement (Phase 1) in the amount of \$41,411.04 (HST Included) for West Coast Excavating & Equipment Co. Ltd. **MOTION CARRIED.**

**23-117 Great Trail Enhancement Phase 1 - Change Order No. 4**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** to approve Change Order No. 4 for the Great Trail Enhancement (Phase 1) in the amount of \$51,498.02 (HST Included) for West Coast Excavating & Equipment Co. Ltd. **MOTION CARRIED.**

**23-118 Supply of Winter Sand**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** to accept the bid of \$111,675 (HST included) by Humber Arm Contracting for 2023 winter sand. **MOTION CARRIED.**

**23-119 Council Travel Report - January - June 2023**

Deputy Mayor L. Chaisson presented the Council Travel Expenses Report for the period for January 2023 to June 2023. It was noted by Councillor P. Gill that there was no travel amount on the report for her although she did travel to MNL in May. Staff will investigate and bring back with the next travel report summary.

**23-120 Closed Auction - Bayview Heights**

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** to approve the execution of the purchase and sale agreement

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between the City and the successful Proponent for the land sale issued under the Closed Auction - Bayview Heights. **MOTION CARRIED.**

**23-121 Crown Land Application - 4 Killick Place**

On motion by Councillor P. Gill, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the application for the owner of municipal number 4 Killick Place to obtain Crown Land under Section 36 of the Lands Act. **MOTION CARRIED.**

**23-122 Discretionary Use - Home Based Business - 24 Stan Dawe Terrace**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** to approve the application to operate a home based business office from the dwelling located at 24 Stan Dawe Terrace in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

**23-123 Discretionary Use - 318 O'Connell Drive**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** to approve the application to have a Medical & Professional Office at 318 O'Connell Drive in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

**23-124 Discretionary Use - Home Based Business - 15 Mattie Mitchel Drive**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** to approve the application to operate a home based business from the dwelling located at 15 Mattie Mitchel Avenue in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

**23-125 Discretionary Use - 6 Unit Apartment Building – 101 Country Road**

On motion by Councillor C. Pender, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the application for the proposed 6 unit Apartment building at 101 Country Road, Corner Brook, NL **MOTION CARRIED.**

**23-126 Consultant Fee Proposal - Retaining Wall - Curling Street**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** to accept the proposal for the Curling Street Retaining Wall in the amount of \$113,583.20 (HST Included) submitted by Anderson Engineering Consultants Ltd.

It is **FURTHER RESOLVED** to authorize the City Manager to sign the Prime Consultant Agreement (PCA) Agreement with the Consultant, Anderson Engineering Consultants Ltd. on behalf of the City of Corner Brook.

**MOTION CARRIED.**

**23-127 Transit Accessibility Plan and Implementation**

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to accept funding as outlined in the Department of Transportation and Infrastructure project approval letter dated 26 May, 2023. #17-PT-24-00002, New Accessible Transit Busses and Payment System, total project cost of \$600,000 with the Ultimate Recipient share value of \$90,702 in funding for the project.

It is **FURTHER RESOLVED** to authorize the Mayor and City Manager to sign the Municipal Infrastructure Fund Agreement with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook. **MOTION CARRIED.**

**23-128 Request for Noise Regulation Exemption**

Councillor P. Gill declared that she may be in a conflict of interest due to her employment with Grenfell Campus.

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** that Councillor P. Gill is in a conflict of interest with regards to item 10.1 Request for Noise Regulation Exemption. **(Mayor J. Parsons and Councillor B. Griffin voted against the motion). MOTION CARRIED.**

**Councillor P. Gill exited her seat and entered the gallery and abstained from discussion and voting on this item.**

On motion by Councillor Granter, seconded by Councillor C. Pender, it is **RESOLVED** to approve an exemption of the Noise Regulations from 10 pm on September 9th to 1 am on September 10th, 2023, for the Grenfell Campus Students Union to host their "Outdoor Welcome Concert". **MOTION CARRIED.**

**23-129 MNL Convention 2023- Voting Delegates**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that Mayor J. Parsons and Deputy Mayor L. Chaisson are not in a conflict of interest with regards to item 11.1 MNL Convention 2023 - Voting Delegates. **MOTION CARRIED.**

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** to approve Mayor Jim Parsons and Deputy Mayor Linda Chaisson as the two voting delegates at the MNL Conference 2023. **MOTION CARRIED.**

**23-130 Commercial Vehicle Parking Update**

Councillor V. Granter advised that he has received inquiries from residents regarding large commercial vehicles parking on City streets after business hours, specifically at intersections. The Director of Protective Services advised that the existing regulations would only pertain to residential areas and not

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commercial areas, however parking is required to be 6 metres from an intersection under the Highway Traffic Act.

ADJOURNMENT

The meeting adjourned at 5:52 PM

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City Clerk

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Mayor





# Request for Decision (RFD)

**Subject:** Ratification of Decisions

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** City Manager  
**Staff Contact:** Gloria Manning, Legislative Assistant  
**Topic Overview:** Ratification of Decisions

## BACKGROUND INFORMATION:

In accordance with section 41 (3) of the City of Corner Brook Act, “Where a decision is made by the councilors at a privileged meeting, the decision, in order to be valid, shall be ratified at a public meeting of the council.”, the following minutes are being brought forward for ratification:

### Council in Committee Meeting- October 17, 2022

**CC22-032 - Approval of Agenda-** It is **RESOLVED** to approve the agenda as circulated.

**CC22-034 - Call for 2023-2024 Municipal Infrastructure Applications-** It is **RESOLVED** to authorize staff to submit the projects listed in Figure 1 for the 2023-2024 Investing in Canada Infrastructure Program Funding as attached hereto.

**CC22-035 - Deep Gulch Brook Culvert Replacement Agreement 17-RNC-23-00000** - It is **RESOLVED** to accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated 26 Day of August, 2022. Project number 17-RNC-23-00000, Project Name Deep Gulch Brook Culvert Replacement with a total project value of \$2,700,000. This Council agrees to provide the Ultimate Recipient share value of \$816,070 in funding for this project and authorizes the Mayor and City Manager to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook.

### Council in Committee Meeting- January 9, 2023

**CC23-001 - Approval of Agenda** - It is **RESOLVED** to approve the agenda as circulated.

**CC23-005 - Acting Clerk** - It is **RESOLVED** to appoint the current Legislative Assistant to act as City Clerk while the current City Clerk is unable to carry out her duties.

### Council in Committee Meeting- July 17, 2023

**CC23-006- Approval of Agenda** - It is **RESOLVED** to approve the agenda as circulated.

### Council in Committee Meeting- August 21, 2023

**CC23-09- Approval of Agenda** - It is **RESOLVED** to approve the agenda as circulated.

**CC23-10- Preferred Candidate - City Clerk-** It is **RESOLVED** to appoint the “preferred candidate” as City Clerk, based upon council approved salary for this position.

**PROPOSED RESOLUTION:**

- It is **RESOLVED** to ratify minute CC22-032- Approval of Agenda
- It is **RESOLVED** to ratify minute CC22- 034- Call for 2023-2024 Municipal Infrastructure Applications
- It is **RESOLVED** to ratify minute CC22-035- 17-RNC-23-00000 - Deep Gulch Brook Culvert Replacement Agreement
- It is **RESOLVED** to ratify minute CC23-001- Approval of Agenda
- It is **RESOLVED** to ratify minute CC23-005- Acting Clerk
- It is **RESOLVED** to ratify minute CC23-006- Approval of Agenda
- It is **RESOLVED** to ratify minute CC23-009- Approval of Agenda
- It is **RESOLVED** to ratify minute CC23-010- Preferred Candidate- City Clerk

**GOVERNANCE IMPLICATIONS:**

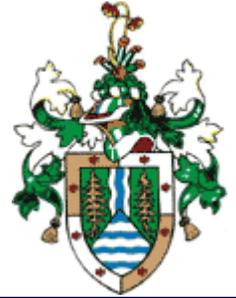
Legislation  
 City of Corner Brook Act  
 41(3)

Legislative Assistant  
 Administrative Assistant

Approved - 29 Aug 2023  
 Approved - 05 Sep 2023

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City Manager



# Information Report (IR)

**Subject:** Proclamations and Events

**To:** Jessica Smith  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** City Manager  
**Staff Contact:** Gloria Manning, Legislative Assistant  
**Topic Overview:** The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.  
**Attachments:** [Corner Brook Arthritis Month - September EDITED](#)  
[FASD Awareness Month](#)  
[Prostate Cancer Awareness Month 2023](#)  
[Polycystic Kidney Disease Awareness Day 2023](#)  
[World Suicide Prevention and Awareness Day 2023](#)

## BACKGROUND INFORMATION:

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

- **September was declared Arthritis Awareness Month-** Arthritis causes debilitating pain, restricts mobility and diminishes quality of life. Six million Canadians – 1 in 5 – live every day with the fire of arthritis and there is no cure.
- **September was declared Fetal Alcohol Spectrum Disorder Awareness Month-** FASD is a diagnostic term used to describe impacts on the brain and body of individuals prenatally exposed to alcohol. Individuals with FASD will experience some degree of challenges in their daily living, and need support with motor skills, physical health, learning, memory, attention, communication, emotional regulation, and social skills.
- **September was declared Prostate Cancer Awareness Month-** 1 in 8 men in Newfoundland & Labrador will be diagnosed with the disease. Awareness and conversations about Prostate Cancer can lead to screening and early detection and improving survival rates.
- **September 4th was declared National Polycystic Kidney Disease Awareness Month-** PKD is a progressive, life-threatening genetic disease that causes abnormal cysts to develop and grow in the kidneys and the enlargement of cysts causes kidney function to decline.
- **September 10th was declared Suicide Prevention and Awareness Day -** 10 Canadians will die by suicide today and up to 200 Canadians will attempt suicide today. Victims of suicide in the City of Corner Brook are missed in all aspects of our lives: They were our co-workers, our neighbors, our friends and our family, they were our loved ones.

Legislative Assistant  
Administrative Assistant

Approved - 31 Aug 2023  
Approved - 05 Sep 2023

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City Manager



## ARTHRITIS AWARENESS MONTH

### WHEREAS

Community support has been critical throughout the Arthritis Society Canada's 75-year history, enabling the organization to fulfill its mission to fight the fire of arthritis with cutting-edge research, bold innovation, fiery advocacy, and evidence-based information and patient-centred support.

### WHEREAS

Arthritis is not *just* arthritis. Arthritis is serious. It causes debilitating pain, restricts mobility and diminishes quality of life. Six million Canadians – 1 in 5 – live every day with the fire of arthritis and there is no cure. Without a greater spotlight on this growing issue, the number of Canadians with arthritis will rise to nine million by 2040.

### WHEREAS

During Arthritis Awareness Month this September, we seek to raise voices and awareness, and we are encouraging everyone who lives with arthritis – and all those who know and love them – to fight the fire of arthritis.

### WHEREAS

The Arthritis Society Canada is a Canada's national charity dedicated to extinguishing arthritis for good.

### THEREFORE

I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim the **month of September 2023** to be **Arthritis Awareness Month** in the City of Corner Brook, NL.

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Mayor

# fasdATLANTIC

## Proclamation

### Fetal Alcohol Spectrum Disorder (FASD) Awareness Month September 2023

WHEREAS: Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term used to describe impacts on the brain and body of individuals prenatally exposed to alcohol. FASD is a lifelong disability. Individuals with FASD will experience some degree of challenges in their daily living, and need support with motor skills, physical health, learning, memory, attention, communication, emotional regulation, and social skills to reach their full potential. Each individual with FASD is unique and has areas of both strengths and challenges.

WHEREAS: fasdNL is a pan-provincial organization that educates, provides supports and resources, and raises awareness about fetal alcohol spectrum disorder (FASD) in Newfoundland and Labrador and Atlantic Canada; and

WHEREAS: fasdNL is leading a three-year FASD prevention, awareness, training, and collaborative action project in the four Atlantic provinces; and

WHEREAS: FASD Awareness month is devoted to raising awareness of fetal alcohol spectrum disorder (FASD) to improve prevention of FASD and diagnosis and support for individuals with FASD and broad public awareness helps to put FASD the 'map'; and

THEREFORE: I, Mayor Jim Parsons, do hereby proclaim the month of September, 2023 to be FASD Awareness Month in the City of Corner Brook.

Signed at Corner Brook NL on this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Jim Parsons

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@fasdNL



fasd NL



**PROCLAMATION**  
**Prostate Cancer Awareness Month**  
**September 2023**

**WHEREAS**, Prostate Cancer is the most common cancer among Canadian men; and

**WHEREAS**, 1 in 8 men in Newfoundland & Labrador will be diagnosed with the disease; and

**WHEREAS**, the survival rate for Prostate Cancer is nearly 100% when detected early, but 3 of 4 men will die when found late; and

**WHEREAS**, those with a family history of the disease are at a greater risk; and

**WHEREAS**, awareness and conversations about Prostate Cancer can lead to screening and early Detection; and

**WHEREAS**, the City of **Corner Brook** supports everyone committed to raising awareness about Prostate Cancer;

**THEREFORE**, I, Mayor **Jim Parsons**, on behalf of the **City of Corner Brook Council**, do hereby proclaim **September, 2023 as Prostate Cancer Awareness Month** in the City of **Corner Brook**

Signature: \_\_\_\_\_

Name: Jim Parsons

Mayor of Corner Brook



**NATIONAL POLYCYSTIC KIDNEY DISEASE AWARENESS DAY**

**September 4, 2023**

**WHEREAS**, Polycystic kidney disease (PKD) causes abnormal cysts to develop and grow in the kidneys and the enlargement of cysts causes kidney function to decline. It equally affects men, women and children – regardless of geography or ethnic origin; and

**WHEREAS**, the PKD Foundation of Canada is the only national charitable organization dedicated to fighting PKD, a progressive, life-threatening genetic disease, through programs of research, advocacy, education, support and awareness in order to discover vital treatments and a cure for PKD and improve the lives of all it affects; and

**WHEREAS**, in September, walks will take place in several locations to honour friends, family and supporters impacted by PKD to help raise funds for research and improve the quality of life for those afflicted with PKD, including many Corner Brook residents; and

**THEREFORE**, I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim **September 4, 2023 National Polycystic Kidney Disease Awareness Day** in Corner Brook, NL.

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Jim Parsons, Mayor



**City of Corner Brook**

**A Proclamation of The City of Corner Brook Suicide Prevention and Awareness Day**

**WHEREAS**, on September 10th, communities across Canada and around the world will join together to recognize World Suicide Prevention Day; and

**WHEREAS**, 10 Canadians will die by suicide today, and up to 200 Canadians will attempt suicide today; and

**WHEREAS** victims of suicide in the City of Corner Brook are missed in all aspects of our lives: they were our co-workers, our neighbours, our friends, and our family: they were our loved ones; and

**WHEREAS** the victims of suicide are not just the dead: they include the survivors dealing with false guilt in addition to legitimate grief; and

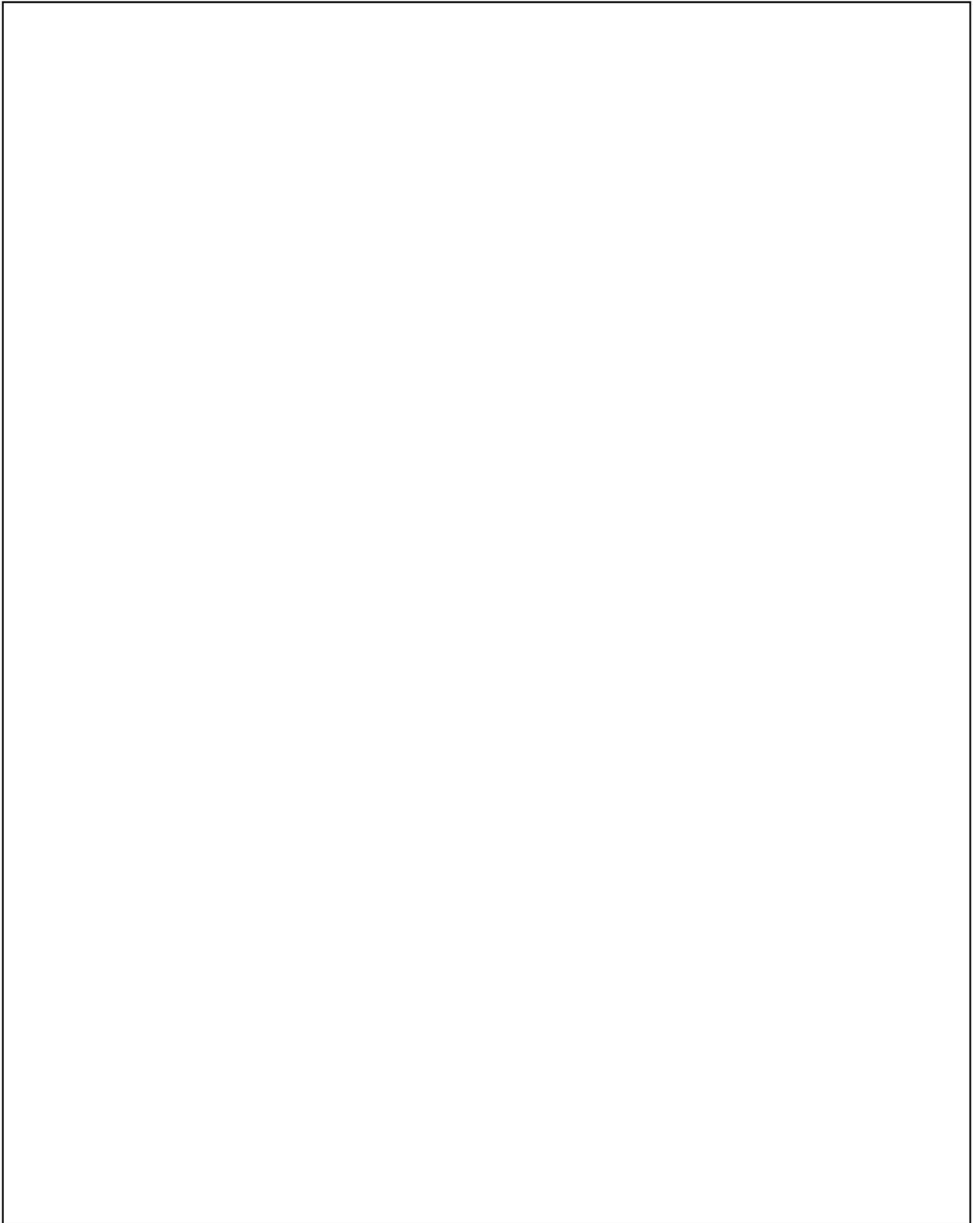
**WHEREAS** most suicides are preventable;

**THEREFORE**, I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim September 10th as The City of Corner Brook Suicide Prevention and Awareness Day, and urge my fellow citizens, our employers and unions, as well as our proud civic institutions to Connect, Communicate, and Care as called for by the Canadian Association for Suicide Prevention.

DATED at Corner Brook, Newfoundland, this 10th day of September 2023

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Jim Parsons, Mayor





# Information Report (IR)

**Subject:** Finance & Administration Report - August 2023

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Finance and Administration  
**Staff Contact:** Sievendra Maistry, Director of Finance and Administration  
**Topic Overview:**  
**Attachments:** [Income Report - August 31, 2023](#)  
[Expense Detail Report - August 31, 2023 updated](#)  
[Total Accounts Receivable - August 31, 2023](#)  
[Accounts with Balances over \\$5,000 - August 31, 2023](#)  
[Business Taxes owing - August 31, 2023](#)  
[Accounts over 365 days - August 31, 2023](#)

## BACKGROUND INFORMATION:

### Financial Reports as at 31st August 2023

The detailed financial reports are attached.

### REVENUES:

Total revenues for the financial period ended 31st August 2023 amounted to \$35,0m. The breakdown of these revenues are as follows:

<u>Revenue Class</u>	<u>Amount</u>
Property and Business Taxes	\$29.5m
Utility Grants	\$ 1.2m
Civic Centre & Recreation	\$ 1.1m
Other contributions	\$ 1.5m
Other Revenue	\$ 1.7m

It is worth noting that Property and Business Taxes includes outstanding receivables for the current year of \$2.6m.

### EXPENSES:

Total expenditures up to August 2023 amounted to \$22.5m. The breakdown of these expenses are as follows:

<u>Expense Category</u>	<u>Amount</u>
General Government	\$6.0m
Community Engineering, Planning & Development	\$1.1m
Parks and recreation	\$2.6m
Protective Services	\$3.5m
Public Works	\$5.2m
Water and Waste Water	\$3.8m
<b>TOTAL</b>	<b>\$22.5m</b>

It is important to mention the sinkhole that occurred within the City is estimated to cost approximately \$150k. This is an unbudgeted expense item that will be incurred.

#### **ACCOUNTS RECEIVABLE:**

Total taxes outstanding amounted to \$4.4m on 1,606 accounts. The City Collector has been engaging with various residents on their outstanding taxes, with payment plans initiated for residents whom have requested this. For the other outstanding accounts where no communication was received, water shut offs and rental seizures were implemented.

Director of Finance and Administration	Approved - 20 Sep 2023
Administrative Assistant	Approved - 21 Sep 2023

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City Manager

## Income Statement Detail - Revenues 2023

City of Corner Brook

1 of 3  
2023-09-18  
1:51 PM

	August 2023 BUDGET	August 2023 ACTUAL	MTD VARIANCE	August 2023 YTD BUDGET	August 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$1,074	\$1,074	\$14,127,795	\$14,256,431	\$128,636	\$14,270,500	(\$14,069)
Tax revenues, Unit charge residential	0	245	245	4,639,686	4,688,059	48,373	4,686,550	1,509
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	0	0	0	922,878	932,000	9,122	932,200	-200
<b>Gross Residential Tax</b>	<b>0</b>	<b>1,319</b>	<b>1,319</b>	<b>19,690,359</b>	<b>19,876,490</b>	<b>186,130</b>	<b>19,889,250</b>	<b>-12,761</b>
Tax revenues, Municipal tax commercial	0	0	0	3,786,750	3,832,146	45,396	3,825,000	7,146
Tax revenues, Unit charge commercial	0	0	0	594,282	602,690	8,408	600,285	2,405
Tax revenues, Water levy commercial	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy commercial	0	0	0	97,515	98,000	485	98,500	-500
<b>Gross Commerical Tax</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,478,547</b>	<b>4,532,836</b>	<b>54,289</b>	<b>4,523,785</b>	<b>9,051</b>
<b>Gross Property Tax</b>	<b>0</b>	<b>1,319</b>	<b>1,319</b>	<b>24,168,906</b>	<b>24,409,326</b>	<b>240,419</b>	<b>24,413,035</b>	<b>-3,710</b>
Tax revenues, Seniors discount	0	-1,798	-1,798	-160,000	-161,990	-1,990	-160,000	-1,990
Tax revenues, Municipal tax discount	0	-679	-679	-190,000	-193,332	-3,332	-190,000	-3,332
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0
<b>Total Property Tax Discounts</b>	<b>0</b>	<b>-2,477</b>	<b>-2,477</b>	<b>-350,000</b>	<b>-355,322</b>	<b>-5,322</b>	<b>-350,000</b>	<b>-5,322</b>
<b>Net Property Tax</b>	<b>0</b>	<b>-1,158</b>	<b>-1,158</b>	<b>23,818,906</b>	<b>24,054,004</b>	<b>235,097</b>	<b>24,063,035</b>	<b>-9,032</b>
Tax revenues, Business tax levy	0	-10,616	-10,616	5,405,301	5,465,485	60,184	5,459,900	5,585
Tax revenues, Business tax discount	0	0	0	-32,000	-33,444	-1,444	-32,000	-1,444
Tax revenues, Business credit - COVID	0	0	0	0	0	0	0	0
Tax revenues, Business Restoration credit	-6,000	0	6,000	-18,000	-8,521	9,479	-30,000	21,479
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0
<b>Business Tax</b>	<b>-6,000</b>	<b>-10,616</b>	<b>-4,616</b>	<b>5,355,301</b>	<b>5,423,520</b>	<b>68,219</b>	<b>5,397,900</b>	<b>25,620</b>
Tax revenues, Poll tax	0	0	0	0	0	0	0	0
Tax revenues, School water levy	0	0	0	0	0	0	0	0
Tax revenues, Meter supply levy	7,474	2,554	-4,920	553,076	298,452	-254,624	747,400	-448,948
<b>Other Taxes</b>	<b>7,474</b>	<b>2,554</b>	<b>-4,920</b>	<b>553,076</b>	<b>298,452</b>	<b>-254,624</b>	<b>747,400</b>	<b>-448,948</b>
Utility tax, NF Power	0	0	0	887,400	886,421	-979	887,400	-979
Utility tax, Matrix	0	0	0	0	0	0	0	0
Utility tax, Aliant	0	0	0	239,700	210,007	-29,693	239,700	-29,693
Utility tax, Rogers	0	0	0	86,700	86,649	-51	86,700	-51
Utility tax, Telus	0	0	0	21,500	20,316	-1,185	21,500	-1,185
Utility tax, Other	0	0	0	4,100	3,266	-834	4,100	-834
<b>Utility Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,239,400</b>	<b>1,206,659</b>	<b>-32,742</b>	<b>1,239,400</b>	<b>-32,742</b>
Contributions, Federal Govt	0	0	0	154,100	109,611	-44,489	154,100	-44,489
Contributions, Prov of NL	0	0	0	83,050	83,026	-24	166,100	-83,074
Contributions, Prov of NL- Debt	0	0	0	0	0	0	0	0
Contributions, CBC	0	0	0	5,000	5,224	224	5,000	224
Contributions, CBP&P Water	0	0	0	90,000	90,000	0	90,000	0
Contributions, CBP&P Grant	0	0	0	430,800	436,576	5,776	1,077,000	-640,424
Contributions, Contributions - Memorial Uni	0	0	0	239,900	239,861	-39	239,900	-39
Contributions, Secondary Fire	0	0	0	0	0	0	0	0
Contributions, Western Health	0	0	0	0	0	0	0	0
Contributions, Federal Gas Tax Program	0	0	0	448,300	485,675	37,375	896,600	-410,925
<b>Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,451,150</b>	<b>1,449,973</b>	<b>-1,178</b>	<b>2,628,700</b>	<b>-1,178,728</b>

## Income Statement Detail - Revenues 2023

City of Corner Brook

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	August 2023	August 2023	MTD	August 2023	August 2023	YTD	ANNUAL	REMAINING
	BUDGET	ACTUAL	VARIANCE	YTD BUDGET	YTD ACTUAL	VARIANCE	BUDGET	BUDGET
Permits and licenses, Mobile vending	220	125	-95	1,320	551	-769	2,200	-1,649
Permits and licenses, Dog Licenses	150	90	-60	1,200	1,031	-169	1,800	-769
Permits and licenses, Bldg Permits	14,000	10,923	-3,077	79,500	44,604	-34,896	117,500	-72,896
Permits and licenses, Parking Meter Collections	3,960	712	-3,248	23,760	13,998	-9,762	39,600	-25,602
Permits and licenses, Impounding charges	0	130	130	700	545	-155	1,400	-855
Permits and licenses, Taxi Licenses	0	325	325	6,500	4,950	-1,550	6,500	-1,550
Permits and licenses, Develop application	470	3,832	3,362	2,820	9,350	6,530	4,700	4,650
Permits and licenses, Compliance Letters	4,116	2,900	-1,216	24,696	18,800	-5,896	34,300	-15,500
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0
<b>Permits &amp; Licenses</b>	<b>22,916</b>	<b>19,037</b>	<b>-3,880</b>	<b>140,496</b>	<b>93,829</b>	<b>-46,667</b>	<b>208,000</b>	<b>-114,171</b>
Fines/Tickets, Parking tickets	1,250	175	-1,075	10,000	2,380	-7,620	15,000	-12,620
Fines/Tickets, Parking tickets - Courts	2,917	0	-2,917	23,336	12,213	-11,123	35,000	-22,787
Fines/Tickets, Municipal ticketing	0	95	95	500	275	-225	1,000	-725
<b>Fines &amp; Tickets</b>	<b>4,167</b>	<b>270</b>	<b>-3,897</b>	<b>33,836</b>	<b>14,868</b>	<b>-18,968</b>	<b>51,000</b>	<b>-36,132</b>
Interest, Tax Interest	29,600	20,029	-9,571	281,200	359,751	78,551	370,000	-10,249
Interest, Bank Interest	9,600	79,446	69,846	91,200	574,156	482,956	120,000	454,156
<b>Interest</b>	<b>39,200</b>	<b>99,475</b>	<b>60,275</b>	<b>372,400</b>	<b>933,907</b>	<b>561,507</b>	<b>490,000</b>	<b>443,907</b>
Facility Rentals, Curling Club Rental	0	0	0	12,800	12,000	-800	12,800	-800
Facility Rentals, Curling Club Electricity	0	0	0	9,399	17,293	7,894	18,800	-1,507
Facility Rentals, City Hall Rental	16,667	16,472	-195	133,336	131,780	-1,556	200,000	-68,220
Facility Rental, Rotary Arts	0	0	0	0	2,175	2,175	0	2,175
<b>Facility Rentals</b>	<b>16,667</b>	<b>16,472</b>	<b>-195</b>	<b>155,535</b>	<b>163,248</b>	<b>7,713</b>	<b>231,600</b>	<b>-68,352</b>
<b>Facility Agreement - 911 PSAP</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>448,700</b>	<b>226,500</b>	<b>-222,200</b>	<b>897,400</b>	<b>-670,900</b>
Civic Centre, Ice Rental	22,120	54,913	32,793	315,210	394,584	79,374	553,000	-158,416
Civic Centre, Room Rental Civic Centre	4,000	1,550	-2,450	24,000	15,838	-8,162	40,000	-24,162
Civic Centre, Annex Rental	1,083	0	-1,083	8,664	8,803	139	13,000	-4,197
Civic Centre, Skybox	0	0	0	0	7,000	7,000	5,300	1,700
Civic Centre, Studio Rec. Usage	5,417	2,409	-3,008	43,336	58,960	15,624	65,000	-6,040
Civic Centre, Catering	21,857	6,800	-15,057	65,571	35,515	-30,056	153,000	-117,485
Civic Centre, Concessions	833	1,000	167	6,664	8,496	1,832	10,000	-1,504
Civic Centre, Holding Seats	0	0	0	0	1,135	1,135	7,000	-5,865
Civic Centre, Indoor Advertising	12,000	5,130	-6,870	12,000	15,145	3,145	60,000	-44,855
Civic Centre, Outdoor Advertising	0	640	640	7,000	6,262	-738	14,000	-7,738
Civic Centre, Leases Civic Centre	10,250	9,856	-394	82,000	79,601	-2,399	123,000	-43,399
Civic Centre, Security	292	0	-292	2,336	730	-1,606	3,500	-2,770
Civic Centre, Electricity	333	354	21	2,664	1,685	-979	4,000	-2,315
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0
Civic Centre, Special Events	21,429	13,500	-7,929	64,287	82,750	18,463	150,000	-67,250
Civic Centre, Home Show	0	0	0	0	0	0	0	0
Civic Centre, Royals Hockey Games	0	0	0	13,500	149,817	136,317	27,000	122,817
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0
Civic Centre, General Skating	0	0	0	7,500	11,543	4,043	15,000	-3,457
Civic Centre, Silver Blades	0	0	0	8,500	14,254	5,754	8,500	5,754
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	1,083	4,000	2,917	8,664	2,820	-5,844	13,000	-10,180
<b>Civic Centre</b>	<b>100,697</b>	<b>100,152</b>	<b>-544</b>	<b>671,896</b>	<b>894,938</b>	<b>223,043</b>	<b>1,264,300</b>	<b>-369,361</b>

### Income Statement Detail - Revenues 2023

City of Corner Brook

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	August 2023 BUDGET	August 2023 ACTUAL	MTD VARIANCE	August 2023 YTD BUDGET	August 2023 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Land Revenues, Sales - Land	0	4,500	4,500	17,500	8,800	-8,700	35,000	-26,200
Land Revenues, Land Leases	2,325	372	-1,953	18,600	5,582	-13,018	27,900	-22,318
Land Reserves	2,325	4,872	2,547	36,100	14,382	-21,718	62,900	-48,518
Revenue from Reserves, Cap Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves, Oper Rev fr reserves	0	0	0	0	0	0	0	0
Revenue from Reserves	0	0	0	0	0	0	0	0
Fees, Tax Certificates	2,292	2,400	108	18,336	19,200	864	27,500	-8,300
Fees, Tender documents	0	0	0	0	0	0	0	0
Fees, Appeal fees	183	0	-183	1,464	-175	-1,639	2,200	-2,375
Fees, Insurance User Groups	0	0	0	0	0	0	0	0
Fees	2,475	2,400	-75	19,800	19,025	-775	29,700	-10,675
Park revenue, Summer Program	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	0	0	0	0	0	0	0
Park revenue, Field Rentals	0	11,050	11,050	12,150	12,050	-100	16,200	-4,150
Park revenue, Ball Field Lighting	2,667	4,488	1,821	10,668	11,600	932	16,000	-4,400
Park revenue, Canada Day Revenue	0	0	0	12,000	0	-12,000	12,000	-12,000
Park revenue, Misc Revenue	0	0	0	0	0	0	0	0
Park & Recreation Revenue	2,667	15,538	12,871	34,818	23,650	-11,168	44,200	-20,550
Misc revenue, Garbage tags	0	215	215	500	596	96	1,000	-404
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	0	1,920	1,920	0	16,353	16,353	0	16,353
Misc revenue, Bus Shelter Advertising	1,250	4,440	3,190	10,000	5,670	-4,330	15,000	-9,330
Misc revenue, Recycling metal	0	0	0	0	0	0	0	0
Misc revenue, Train revenue	10,500	16,753	6,253	31,500	38,379	6,879	42,000	-3,621
Misc revenue, Rounding	0	0	0	0	0	0	0	0
Misc revenue, Misc Revenue	325	1,130	805	975	76,806	75,831	1,300	75,506
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	539	539	0	1,018	1,018	0	1,018
Misc Revenue	12,075	24,997	12,922	42,975	138,822	95,847	59,300	79,522
<b>Total Revenues</b>	<b>204,663</b>	<b>273,993</b>	<b>69,331</b>	<b>34,374,389</b>	<b>34,955,777</b>	<b>581,386</b>	<b>37,414,835</b>	<b>-2,459,060</b>

City of Corner Brook  
For the Eight Months Ending August 31, 2023

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Council, Salary	\$16,108	\$16,310	(\$202)	\$128,867	\$130,480	(\$1,613)	\$193,300	\$62,820
Council, Group Insurance	958	1,430	-472	7,667	11,490	-3,823	11,500	10
Council, CPP/EI/WCB/HAPSET	1,350	1,491	-141	10,800	11,931	-1,131	16,200	4,269
Council, Business Travel	1,000	150	850	8,000	7,730	270	12,000	4,270
Council, Meeting expenses	833	0	833	6,667	1,044	5,623	10,000	8,956
Council, Public Receptions	417	0	417	3,333	831	2,502	5,000	4,169
Council, Office supplies	167	0	167	1,333	0	1,333	2,000	2,000
Council, Other supplies	83	0	83	667	0	667	1,000	1,000
Council, Promo materials	333	0	333	2,667	4,354	-1,687	4,000	-354
Council, Subscriptions	50	0	50	400	0	400	600	600
Council, Advertising	917	634	283	7,333	3,015	4,318	11,000	7,985
Council, Donations	292	550	-258	2,333	1,702	631	3,500	1,798
Council, Registration fees	250	0	250	2,000	2,743	-743	3,000	257
Council, Telephone	42	0	42	333	584	-250	500	-84
Council, Cell phone	42	0	42	333	271	62	500	229
Council, Municipal Associations	1,667	0	1,667	13,333	4,832	8,502	20,000	15,168
Council, Staff recognition	83	517	-434	667	1,227	-560	1,000	-227
Council, Membership fees	42	0	42	333	0	333	500	500
Council, Conference fees	50	317	-267	400	1,422	-1,022	600	-822
Council, Municipal Awareness Day	208	0	208	1,667	2,492	-825	2,500	8
Council, Local appeal board	208	0	208	1,667	0	1,667	2,500	2,500
<b>Total Council</b>	<b>25,100</b>	<b>21,399</b>	<b>3,701</b>	<b>200,800</b>	<b>186,148</b>	<b>14,654</b>	<b>301,200</b>	<b>115,054</b>
Early Retirees, Salary	2,000	0	2,000	16,000	60,000	-44,000	24,000	-36,000
Early Retirees, Group Insurance	158	0	158	1,264	340	924	1,900	1,560
Early Retirees, CPP/EI/WCB/HAPSET	142	0	142	1,136	4,887	-3,751	1,700	-3,187
<b>Total Early Retirees</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>18,400</b>	<b>65,227</b>	<b>-46,827</b>	<b>27,600</b>	<b>-37,627</b>
CM Admin, Salary	33,617	23,424	10,193	268,933	204,220	64,714	403,400	199,180
CM Admin, Overtime	0	463	-463	0	683	-683	0	-683
CM Admin, Vacation	2,992	9,783	-6,791	23,933	55,972	-32,038	35,900	-20,072
CM Admin, Sick	750	0	750	6,000	52,489	-46,489	9,000	-43,489
CM Admin, Group Insurance	1,475	1,087	388	11,800	8,663	3,137	17,700	9,037
CM Admin, Pension	2,400	2,201	199	19,200	22,281	-3,081	28,800	6,519
CM Admin, CPP/EI/WCB/HAPSET	3,200	2,933	267	25,600	30,707	-5,107	38,400	7,693
CM Admin, Business Travel	100	0	100	800	3,222	-2,422	1,200	-2,022
CM Admin, Furniture and Equip	42	0	42	333	0	333	500	500
CM Admin, Maint supplies	0	0	0	0	267	-267	0	-267
CM Admin, Meeting expenses	42	0	42	333	292	41	500	208
CM Admin, Office supplies	208	182	26	1,667	2,005	-339	2,500	495
CM Admin, Other supplies	83	0	83	667	104	562	1,000	896
CM Admin, Document Mgmt	1,000	0	1,000	8,000	13,105	-5,105	12,000	-1,105
CM Admin, Photocopier expenses	333	434	-100	2,667	1,906	760	4,000	2,094
CM Admin, Subscriptions	0	0	0	0	752	-752	0	-752

City of Corner Brook  
For the Eight Months Ending August 31, 2023

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
CM Admin, Advertising	0	0	0	0	466	-466	0	-466
CM Admin, Registration fees	125	0	125	1,000	1,370	-370	1,500	130
CM Admin, Cell phone	167	0	167	1,333	2,046	-712	2,000	-46
CM Admin, Postage/Courier	500	500	0	4,000	4,000	0	6,000	2,000
CM Admin, Special Projects	4,167	0	4,167	33,333	12,058	21,276	50,000	37,943
CM Admin, Membership fees	125	0	125	1,000	906	94	1,500	594
CM Admin, Conference fees	167	0	167	1,333	2,056	-722	2,000	-56
CM Admin, Training	167	0	167	1,333	0	1,333	2,000	2,000
CM Admin, Consulting fees	3,750	0	3,750	30,000	0	30,000	45,000	45,000
<b>Total City Manager Admin</b>	<b>55,410</b>	<b>41,007</b>	<b>14,402</b>	<b>443,265</b>	<b>419,570</b>	<b>23,697</b>	<b>664,900</b>	<b>245,330</b>
<b>Total City Manager</b>	<b>55,410</b>	<b>41,007</b>	<b>14,402</b>	<b>443,265</b>	<b>419,570</b>	<b>23,697</b>	<b>664,900</b>	<b>245,330</b>
F&A Admin, Salary	13,350	12,282	1,068	106,800	107,686	-886	160,200	52,514
F&A Admin, Vacation	1,192	1,218	-26	9,536	5,394	4,142	14,300	8,906
F&A Admin, Sick	300	203	97	2,400	3,194	-794	3,600	406
F&A Admin, Other leave	0	0	0	0	203	-203	0	-203
F&A Admin, Group Insurance	575	351	224	4,600	2,999	1,601	6,900	3,901
F&A Admin, Pension	1,100	822	278	8,800	6,989	1,811	13,200	6,211
F&A Admin, CPP/EI/WCB/HAPSET	1,275	692	583	10,200	12,319	-2,119	15,300	2,981
F&A Admin, Business Travel	1,083	0	1,083	8,664	0	8,664	13,000	13,000
F&A Admin, Office supplies	1,917	498	1,419	15,336	16,431	-1,095	23,000	6,569
F&A Admin, Other supplies	0	80	-80	0	695	-695	0	-695
F&A Admin, Photocopier expenses	192	1,041	-849	1,536	6,510	-4,974	2,300	-4,210
F&A Admin, Subscriptions	433	0	433	3,464	3,689	-225	5,200	1,511
F&A Admin, Telephone	2,627	1,567	1,060	21,016	19,338	1,678	31,520	12,182
F&A Admin, Cell phone	283	0	283	2,264	1,194	1,070	3,400	2,206
F&A Admin, Postage/Courier	933	0	933	7,464	2,123	5,341	11,200	9,077
F&A Admin, Membership fees	875	0	875	7,000	5,670	1,331	10,500	4,831
F&A Admin, Training	333	0	333	2,664	3,467	-803	4,000	533
F&A Admin, Insurance Claims Deductible	1,667	0	1,667	13,336	24,391	-11,055	20,000	-4,391
F&A Admin, Assessment fees	0	0	0	181,575	181,545	30	242,100	60,555
F&A Admin, Audit fees	0	0	0	45,000	48,317	-3,317	45,000	-3,317
F&A Admin, Consulting fees	3,500	138	3,362	28,000	12,729	15,271	42,000	29,271
F&A Admin, Insurance	22,500	23,426	-926	180,000	187,411	-7,411	270,000	82,589
F&A Admin, Legal fees	575	0	575	4,600	16,208	-11,608	6,900	-9,308
F&A Admin, Local appeal board	292	0	292	2,336	4,916	-2,580	3,500	-1,416
<b>Total Finance &amp; Admin</b>	<b>55,002</b>	<b>42,318</b>	<b>12,683</b>	<b>666,591</b>	<b>673,418</b>	<b>-6,827</b>	<b>947,120</b>	<b>273,702</b>
F&A HR, Salary	26,558	16,846	9,712	212,467	183,525	28,941	318,700	135,175
F&A HR, Overtime	192	305	-113	1,533	892	642	2,300	1,408
F&A HR, Vacation	2,375	4,990	-2,615	19,000	27,380	-8,380	28,500	1,120
F&A HR, Sick	592	5,246	-4,655	4,733	19,417	-14,684	7,100	-12,317

City of Corner Brook  
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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
F&A HR, Other leave	0	0	0	0	726	-726	0	-726
F&A HR, Group Insurance	1,225	1,188	37	9,800	10,189	-389	14,700	4,511
F&A HR, Pension	1,783	1,637	146	14,267	13,916	351	21,400	7,484
F&A HR, Severance	4,167	0	4,167	33,333	0	33,333	50,000	50,000
F&A HR, CPP/EI/WCB/HAPSET	3,100	3,267	-167	24,800	27,723	-2,923	37,200	9,477
F&A HR, Safety Program	208	0	208	1,667	0	1,667	2,500	2,500
F&A HR, City Equip	525	0	525	4,200	3,237	963	6,300	3,063
F&A HR, HR Program	1,100	0	1,100	8,800	9,230	-430	13,200	3,970
F&A HR, Staff Social Events	0	0	0	0	-279	279	5,000	5,279
F&A HR, Recruitment	833	892	-59	6,664	11,646	-4,982	10,000	-1,646
F&A HR, Staff Recognition	200	0	200	1,600	5,292	-3,692	2,400	-2,892
F&A HR, Training	1,367	516	851	10,936	8,469	2,467	16,400	7,931
F&A HR, Medicals	83	0	83	664	545	119	1,000	455
<b>Total F&amp;A HR</b>	<b>44,308</b>	<b>34,887</b>	<b>9,420</b>	<b>354,464</b>	<b>321,908</b>	<b>32,556</b>	<b>536,700</b>	<b>214,792</b>
F&A Treasury, Salary	22,625	13,173	9,452	181,000	150,500	30,500	271,500	121,000
F&A Treasury, Overtime	167	49	118	1,336	1,639	-303	2,000	361
F&A Treasury, Vacation	2,025	9,273	-7,248	16,200	27,671	-11,471	24,300	-3,371
F&A Treasury, Sick	508	1,091	-583	4,064	10,321	-6,257	6,100	-4,221
F&A Treasury, Group Insurance	1,100	898	202	8,800	7,543	1,257	13,200	5,657
F&A Treasury, Pension	1,517	1,217	300	12,136	10,658	1,478	18,200	7,542
F&A Treasury, CPP/EI/WCB/HAPSET	2,842	2,793	49	22,736	22,540	196	34,100	11,560
<b>Total F&amp;A Treasury</b>	<b>30,784</b>	<b>28,494</b>	<b>2,291</b>	<b>246,272</b>	<b>230,872</b>	<b>15,401</b>	<b>369,400</b>	<b>138,529</b>
F&A IT, Salary	14,433	8,690	5,744	115,467	109,287	6,180	173,200	63,913
F&A IT, Overtime	217	0	217	1,733	2,551	-818	2,600	49
F&A IT, Vacation	1,300	6,131	-4,831	10,400	14,084	-3,684	15,600	1,516
F&A IT, Sick	325	0	325	2,600	2,116	484	3,900	1,784
F&A IT, Group Insurance	467	365	102	3,733	3,126	608	5,600	2,474
F&A IT, Pension	967	889	77	7,733	7,556	177	11,600	4,044
F&A IT, CPP/EI/WCB/HAPSET	1,825	1,770	55	14,600	15,155	-555	21,900	6,745
F&A IT, Comp software maint	17,267	17,996	-729	138,133	154,266	-16,132	207,200	52,934
F&A IT, Comp network costs	1,367	0	1,367	10,933	9,595	1,339	16,400	6,805
<b>Total F&amp;A IT</b>	<b>38,168</b>	<b>35,841</b>	<b>2,326</b>	<b>305,332</b>	<b>317,736</b>	<b>-12,402</b>	<b>458,000</b>	<b>140,264</b>
F&A CSR, Salary	7,700	4,801	2,899	61,600	47,888	13,712	92,400	44,512
F&A CSR, Overtime	417	50	367	3,336	1,796	1,540	5,000	3,204
F&A CSR, Vacation	725	1,192	-467	5,800	8,543	-2,743	8,700	157
F&A CSR, Sick	183	1,954	-1,771	1,464	9,199	-7,735	2,200	-6,999
F&A CSR, Group Insurance	225	165	60	1,800	1,410	390	2,700	1,290
F&A CSR, Pension	517	477	40	4,136	4,000	136	6,200	2,200
F&A CSR, CPP/EI/WCB/HAPSET	1,083	943	140	8,664	8,076	588	13,000	4,924

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total F&amp;A CSR</b>	<b>10,850</b>	<b>9,582</b>	<b>1,269</b>	<b>86,800</b>	<b>80,912</b>	<b>5,888</b>	<b>130,200</b>	<b>49,288</b>
F&A Land, Salary	5,742	2,944	2,798	45,933	42,155	3,778	68,900	26,745
F&A Land, Vacation	508	2,944	-2,435	4,067	7,506	-3,439	6,100	-1,406
F&A Land, Sick	125	0	125	1,000	378	622	1,500	1,122
F&A Land, Group Insurance	117	163	-46	933	1,395	-462	1,400	5
F&A Land, Pension	383	353	30	3,067	3,002	64	4,600	1,598
F&A Land, CPP/EI/WCB/HAPSET	642	706	-64	5,133	5,990	-857	7,700	1,710
F&A Land, Professional fees	1,250	960	290	10,000	1,928	8,072	15,000	13,072
<b>Total F&amp;A Land</b>	<b>8,767</b>	<b>8,070</b>	<b>698</b>	<b>70,133</b>	<b>62,354</b>	<b>7,778</b>	<b>105,200</b>	<b>42,845</b>
F&A Legal, Salary	6,933	5,329	1,604	55,464	52,759	2,705	83,200	30,441
F&A Legal, Vacation	617	1,776	-1,159	4,936	5,684	-748	7,400	1,716
F&A Legal, Sick	150	0	150	1,200	1,954	-754	1,800	-154
F&A Legal, Group Insurance	142	88	54	1,136	751	385	1,700	949
F&A Legal, Pension	458	426	32	3,664	3,624	40	5,500	1,876
F&A Legal, CPP/EI/WCB/HAPSET	667	855	-188	5,336	7,260	-1,924	8,000	740
<b>Total F&amp;A Legal</b>	<b>8,967</b>	<b>8,474</b>	<b>491</b>	<b>71,736</b>	<b>72,032</b>	<b>-297</b>	<b>107,600</b>	<b>35,567</b>
<b>Total Finance &amp; Administration</b>	<b>196,846</b>	<b>167,666</b>	<b>29,178</b>	<b>1,801,328</b>	<b>1,759,232</b>	<b>42,096</b>	<b>2,654,220</b>	<b>894,986</b>
CEDP Admin, Salary	16,542	11,664	4,877	132,333	122,312	10,022	198,500	76,188
CEDP Admin, Overtime	83	1,251	-1,168	667	1,251	-584	1,000	-251
CEDP Admin, Vacation	1,475	4,814	-3,339	11,800	15,033	-3,233	17,700	2,667
CEDP Admin, Sick	367	492	-126	2,933	5,947	-3,014	4,400	-1,547
CEDP Admin, Group Insurance	700	641	59	5,600	5,508	92	8,400	2,892
CEDP Admin, Pension	1,100	1,018	82	8,800	8,707	93	13,200	4,493
CEDP Admin, CPP/EI/WCB/HAPSET	1,675	1,016	659	13,400	15,144	-1,744	20,100	4,956
CEDP Admin, Business Travel	2,083	0	2,083	16,667	11,936	4,731	25,000	13,064
CEDP Admin, Maint supplies	0	0	0	0	1,316	-1,316	0	-1,316
CEDP Admin, Meeting expenses	0	0	0	0	93	-93	0	-93
CEDP Admin, Office supplies	1,250	1,227	23	10,000	9,386	614	15,000	5,614
CEDP Admin, Photocopier expenses	333	669	-335	2,667	2,926	-259	4,000	1,074
CEDP Admin, Subscriptions	292	0	292	2,333	1,972	361	3,500	1,528
CEDP Admin, Cell phone	500	0	500	4,000	3,148	852	6,000	2,852
CEDP Admin, Postage/Courier	0	0	0	0	231	-231	0	-231
CEDP Admin, Membership fees	0	0	0	0	664	-664	0	-664
CEDP Admin, Training	333	0	333	2,667	2,466	200	4,000	1,534
CEDP Admin, Consulting fees	2,083	0	2,083	16,667	19,362	-2,695	25,000	5,638
CPD Admin, Comp software maint	1,667	0	1,667	13,333	0	13,333	20,000	20,000

Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
<b>Total CEDP Admin</b>	<b>30,483</b>	<b>22,792</b>	<b>7,690</b>	<b>243,867</b>	<b>227,402</b>	<b>16,465</b>	<b>365,800</b>	<b>138,398</b>
CEDP Planning, Salary	9,958	3,044	6,914	79,667	53,252	26,415	119,500	66,248
CEDP Planning, Overtime	125	0	125	1,000	98	902	1,500	1,402
CEDP Planning, Vacation	900	1,211	-311	7,200	4,828	2,372	10,800	5,972
CEDP Planning, Sick	225	327	-102	1,800	3,682	-1,882	2,700	-982
CEDP Planning, Group Insurance	217	236	-19	1,733	2,318	-584	2,600	282
CEDP Planning, Pension	667	275	392	5,333	3,712	1,621	8,000	4,288
CEDP Planning, CPP/EI/WCB/HAPSET	1,250	546	704	10,000	7,359	2,641	15,000	7,641
CEDP Planning, Advertising	83	0	83	667	0	667	1,000	1,000
CEDP Planning, Special Projects	8,333	0	8,333	66,667	4,596	62,071	100,000	95,404
CEDP Planning, Professional fees	417	0	417	3,333	400	2,933	5,000	4,600
<b>Total CEDP Planning</b>	<b>22,175</b>	<b>5,639</b>	<b>16,536</b>	<b>177,400</b>	<b>80,245</b>	<b>97,156</b>	<b>266,100</b>	<b>185,856</b>
CEDP Bldg Inspect, Salary	25,417	20,153	5,264	203,333	159,115	44,218	305,000	145,885
CEDP Bldg Inspect, Overtime	417	1,114	-697	3,333	4,653	-1,319	5,000	347
CEDP Bldg Inspect, Vacation	2,300	6,311	-4,011	18,400	27,390	-8,990	27,600	210
CEDP Bldg Inspect, Sick	575	0	575	4,600	1,432	3,168	6,900	5,468
CEDP Bldg Inspect, Group Insurance	808	627	181	6,467	5,376	1,090	9,700	4,324
CEDP Bldg Inspect, Pension	1,700	1,292	408	13,600	10,980	2,620	20,400	9,420
CEDP Bldg Inspect, CPP/EI/WCB/HAPSET	3,125	3,293	-168	25,000	23,014	1,986	37,500	14,486
CEDP Bldg Inspect, City Equip	1,000	2,120	-1,120	8,000	10,756	-2,756	12,000	1,244
<b>Total Building Inspection</b>	<b>35,342</b>	<b>34,910</b>	<b>432</b>	<b>282,733</b>	<b>242,716</b>	<b>40,017</b>	<b>424,100</b>	<b>181,384</b>
CEDP Business, Salary	6,558	6,154	404	52,467	49,667	2,800	78,700	29,033
CEDP Business, Vacation	583	0	583	4,667	4,327	339	7,000	2,673
CEDP Business, Sick	150	577	-427	1,200	3,221	-2,021	1,800	-1,421
CEDP Business, Group Insurance	283	264	19	2,267	2,263	4	3,400	1,137
CEDP Business, Pension	442	404	38	3,533	3,433	100	5,300	1,867
CEDP Business, CPP/EI/WCB/HAPSET	658	810	-151	5,267	6,870	-1,604	7,900	1,030
CEDP Business, Business Travel	250	0	250	2,000	1,975	25	3,000	1,025
CEDP Business, Promo materials	167	0	167	1,333	0	1,333	2,000	2,000
CEDP Business, Advertising	167	0	167	1,333	0	1,333	2,000	2,000
CEDP Business, Cell phone	63	0	63	500	256	244	750	494
CEDP Business, Special Projects	167	209	-42	1,333	209	1,125	2,000	1,791
CEDP Business, Membership fees	250	0	250	2,000	2,251	-251	3,000	749
CEDP Business, Conference fees	208	0	208	1,667	0	1,667	2,500	2,500
CEDP Business, Business Facilitating	417	0	417	3,333	2,469	864	5,000	2,531
<b>Total Business Resource Centre</b>	<b>10,363</b>	<b>8,418</b>	<b>1,945</b>	<b>82,900</b>	<b>76,941</b>	<b>5,958</b>	<b>124,350</b>	<b>47,408</b>
CEDP - Sust Develop, Salary	3,875	3,576	299	31,000	24,359	6,641	46,500	22,141
CEDP - Sust Develop, Overtime	0	0	0	0	199	-199	0	-199
CEDP - Sust Develop, Vacation	342	0	342	2,736	1,664	1,072	4,100	2,436
CEDP - Sust Develop, Sick	83	0	83	664	199	465	1,000	801

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
CEDP - Sust Develop, Group Insurance	142	224	-82	1,136	872	264	1,700	828
CEDP - Sust Develop, Pension	258	215	43	2,064	1,585	479	3,100	1,515
CEDP - Sust Develop, CPP/EI/WCB/HAPSET	542	423	119	4,336	3,125	1,211	6,500	3,375
CEDP - Sust Develop, Compost Bins	0	-45	45	0	-955	955	0	955
CEDP - Sust Develop, Special Projects	2,083	0	2,083	16,664	-8,000	24,664	25,000	33,000
CEDP - Sust Develop, Recycling bins	417	0	417	3,336	0	3,336	5,000	5,000
CEDP - Sust Develop, Fall Leaf	167	0	167	1,336	0	1,336	2,000	2,000
CEDP - Sust Develop, Water conservation	250	0	250	2,000	0	2,000	3,000	3,000
CEDP - Sust Develop, Community Education	1,167	0	1,167	9,336	14,055	-4,719	14,000	-55
CEDP - Sust Develop, Green Team	333	0	333	2,664	4,000	-1,336	4,000	0
CEDP - Sust Develop, Clean up Corner Brook	417	0	417	3,336	6,693	-3,357	5,000	-1,693
<b>Total Sustainable Development</b>	<b>10,076</b>	<b>4,393</b>	<b>5,684</b>	<b>80,608</b>	<b>47,796</b>	<b>32,812</b>	<b>120,900</b>	<b>73,104</b>
CEDP - Eng, Salary	48,758	34,520	14,238	390,067	322,611	67,456	585,100	262,489
CEDP - Eng, Overtime	0	2,809	-2,809	0	9,312	-9,312	0	-9,312
CEDP - Eng, Vacation	4,333	8,649	-4,315	34,667	33,763	904	52,000	18,237
CEDP - Eng, Sick	1,083	229	854	8,667	13,970	-5,304	13,000	-970
CEDP - Eng, Other leave	0	0	0	0	830	-830	0	-830
CEDP - Eng, Group Insurance	2,175	1,775	400	17,400	13,154	4,246	26,100	12,946
CEDP - Eng, Pension	3,250	2,528	722	26,000	19,746	6,254	39,000	19,254
CEDP - Eng, CPP/EI/WCB/HAPSET	5,950	5,386	564	47,600	44,893	2,707	71,400	26,507
CEDP - Eng, City Equip	2,125	0	2,125	17,000	15,527	1,473	25,500	9,973
<b>Total Engineering</b>	<b>67,674</b>	<b>55,896</b>	<b>11,779</b>	<b>541,401</b>	<b>473,806</b>	<b>67,593</b>	<b>812,100</b>	<b>338,293</b>
CEDP - GIS, Salary	4,950	2,540	2,410	39,600	39,195	405	59,400	20,205
CEDP - GIS, Vacation	442	2,540	-2,098	3,536	2,969	567	5,300	2,331
CEDP - GIS, Sick	108	0	108	864	1,016	-152	1,300	284
CEDP - GIS, Group Insurance	258	242	16	2,064	2,080	-16	3,100	1,020
CEDP - GIS, Pension	333	305	28	2,664	2,591	73	4,000	1,409
CEDP - GIS, CPP/EI/WCB/HAPSET	617	607	10	4,936	5,153	-217	7,400	2,247
CEDP - GIS, Professional fees	2,083	1,955	128	16,664	1,955	14,709	25,000	23,045
<b>Total GIS</b>	<b>8,791</b>	<b>8,189</b>	<b>602</b>	<b>70,328</b>	<b>54,959</b>	<b>15,369</b>	<b>105,500</b>	<b>50,541</b>
<b>Total Community, Engineering, Development &amp; Planning</b>	<b>184,904</b>	<b>140,237</b>	<b>44,668</b>	<b>1,479,237</b>	<b>1,203,865</b>	<b>275,369</b>	<b>2,218,850</b>	<b>1,014,983</b>
PS MEO, Salary	17,792	14,433	3,359	142,333	122,538	19,795	213,500	90,962
PS MEO, Overtime	333	2,390	-2,057	2,667	6,221	-3,555	4,000	-2,221
PS MEO, Vacation	1,583	2,419	-836	12,667	19,308	-6,641	19,000	-308
PS MEO, Sick	392	355	36	3,133	13,666	-10,533	4,700	-8,966
PS MEO, Other leave	0	0	0	0	426	-426	0	-426

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PS MEO, Group Insurance	742	363	379	5,933	4,111	1,823	8,900	4,789
PS MEO, Pension	1,158	574	585	9,267	6,523	2,744	13,900	7,377
PS MEO, CPP/EI/WCB/HAPSET	2,267	2,258	9	18,133	18,780	-646	27,200	8,420
PS MEO, Clothing/uniforms	292	0	292	2,333	4,724	-2,391	3,500	-1,224
PS MEO, City Equip	1,917	0	1,917	15,333	7,104	8,229	23,000	15,896
PS MEO, Maint supplies	417	42	375	3,333	928	2,405	5,000	4,072
PS MEO, Office supplies	375	0	375	3,000	765	2,235	4,500	3,735
PS MEO, Inventory	208	0	208	1,667	0	1,667	2,500	2,500
PS MEO, Hired contractor	625	0	625	5,000	6,113	-1,113	7,500	1,387
PS MEO, Cell phone	167	0	167	1,333	2,851	-1,518	2,000	-851
PS MEO, Electrical	583	0	583	4,667	0	4,667	7,000	7,000
PS MEO, Membership fees	42	0	42	333	232	101	500	268
PS MEO, Training	333	0	333	2,667	1,427	1,240	4,000	2,573
PS MEO, Professional fees	292	0	292	2,333	828	1,505	3,500	2,672
<b>Total Municipal Enforcement</b>	<b>29,518</b>	<b>22,834</b>	<b>6,684</b>	<b>236,132</b>	<b>216,545</b>	<b>19,588</b>	<b>354,200</b>	<b>137,654</b>
PSAnimal, Electrical	0	35	-35	0	4,861	-4,861	0	-4,861
<b>Total Animal Control</b>	<b>0</b>	<b>35</b>	<b>-35</b>	<b>0</b>	<b>4,861</b>	<b>-4,861</b>	<b>0</b>	<b>-4,861</b>
Fire Admin, Salary	19,842	12,762	7,080	158,733	132,725	26,008	238,100	105,375
Fire Admin, Overtime	0	580	-580	0	3,001	-3,001	0	-3,001
Fire Admin, Vacation	1,733	1,535	199	13,867	13,317	550	20,800	7,484
Fire Admin, Sick	433	6,307	-5,874	3,467	29,006	-25,539	5,200	-23,806
Fire Admin, Other leave	0	0	0	0	795	-795	0	-795
Fire Admin, Group Insurance	858	610	248	6,867	5,215	1,651	10,300	5,085
Fire Admin, Pension	1,300	1,195	105	10,400	10,215	185	15,600	5,385
Fire Admin, CPP/EI/WCB/HAPSET	1,983	2,427	-444	15,867	21,091	-5,225	23,800	2,709
Fire Admin, Business Travel	833	0	833	6,667	4,273	2,393	10,000	5,727
Fire Admin, Staff Social Events	42	0	42	333	154	179	500	346
Fire Admin, Fire Prevention and Education	1,250	0	1,250	10,000	713	9,287	15,000	14,287
Fire Admin, Clothing/uniforms	208	0	208	1,667	293	1,374	2,500	2,207
Fire Admin, Furniture and Equip	208	0	208	1,667	0	1,667	2,500	2,500
Fire Admin, Maint supplies	42	272	-231	333	498	-165	500	2
Fire Admin, Meeting expenses	83	0	83	667	77	590	1,000	923
Fire Admin, Office supplies	167	250	-84	1,333	772	561	2,000	1,228
Fire Admin, Other supplies	125	5	120	1,000	161	839	1,500	1,339
Fire Admin, Photocopier expenses	333	552	-219	2,667	3,249	-583	4,000	751
Fire Admin, Subscriptions	108	0	108	867	264	603	1,300	1,036
Fire Admin, Registration fees	250	0	250	2,000	0	2,000	3,000	3,000

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Fire Admin, Telephone	167	0	167	1,333	1,753	-420	2,000	247
Fire Admin, Cell phone	292	0	292	2,333	1,111	1,223	3,500	2,389
Fire Admin, Postage/Courier	25	0	25	200	347	-147	300	-47
Fire Admin, Recruitment	833	0	833	6,667	2,313	4,354	10,000	7,687
Fire Admin, Special Projects	1,333	0	1,333	10,667	28,439	-17,772	16,000	-12,439
Fire Admin, Membership fees	125	0	125	1,000	736	264	1,500	764
PS Fire Admin, EMO Exercise	208	0	208	1,667	1,320	346	2,500	1,180
<b>Total Fire Department Admin</b>	<b>32,781</b>	<b>26,495</b>	<b>6,289</b>	<b>262,269</b>	<b>261,838</b>	<b>427</b>	<b>393,400</b>	<b>131,561</b>
Fire Operations, Salary	222,392	267,802	-45,410	1,779,133	1,763,961	15,172	2,668,700	904,739
Fire Operations, Overtime	6,250	12,102	-5,852	50,000	76,241	-26,241	75,000	-1,241
Fire Operations, Vacation	4,167	168	3,999	33,333	437	32,897	50,000	49,563
Fire Operations, Sick	4,167	0	4,167	33,333	0	33,333	50,000	50,000
Fire Operations, Group Insurance	8,000	9,009	-1,009	64,000	61,596	2,404	96,000	34,404
Fire Operations, Pension	12,517	14,354	-1,837	100,133	96,797	3,336	150,200	53,403
Fire Operations, CPP/EI/WCB/HAPSET	23,533	32,614	-9,081	188,267	211,982	-23,715	282,400	70,418
Fire Operations, Clothing/uniforms	833	1,726	-893	6,667	29,071	-22,404	10,000	-19,071
Fire Operations, Furniture and Equip	417	0	417	3,333	7,793	-4,459	5,000	-2,793
Fire Operations, Maint supplies	5,000	1,519	3,481	40,000	26,422	13,578	60,000	33,578
Fire Operations, Inventory	417	436	-19	3,333	9,441	-6,107	5,000	-4,441
Fire Operations, Hired contractor	833	389	444	6,667	1,682	4,985	10,000	8,318
Fire Operations, Meal Vouchers	417	990	-573	3,333	5,577	-2,243	5,000	-577
Fire Operations, Training	4,167	954	3,212	33,333	43,251	-9,917	50,000	6,749
Fire Operations, Lease	3,183	0	3,183	25,467	38,167	-12,701	38,200	33
Fire Operations, Medicals	1,667	205	1,462	13,333	8,449	4,884	20,000	11,551
<b>Total Fire Department Operations</b>	<b>297,960</b>	<b>342,268</b>	<b>-44,311</b>	<b>2,383,665</b>	<b>2,380,867</b>	<b>2,802</b>	<b>3,575,500</b>	<b>1,194,635</b>
Fire Bldg Maint, Salary	0	0	0	0	452	-452	0	-452
Fire Bldg Maint, Group Insurance	0	0	0	0	9	-9	0	-9
Fire Bldg Maint, Pension	0	0	0	0	13	-13	0	-13
Fire Bldg Maint, CPP/EI/WCB/HAPSET	0	0	0	0	53	-53	0	-53
Fire Bldg Maint, City Equip	0	0	0	0	233	-233	0	-233
Fire Bldg Maint, Maint supplies	1,667	231	1,435	13,333	11,896	1,437	20,000	8,104
Fire Bldg Maint, Cleaning services	1,250	1,312	-62	10,000	9,395	605	15,000	5,605
Fire Bldg Maint, Hired contractor	1,667	762	905	13,333	7,858	5,475	20,000	12,142
Fire Bldg Maint, Electrical	3,333	1,597	1,736	26,667	31,463	-4,796	40,000	8,537
<b>Total Fire Department Building Maintenance</b>	<b>7,917</b>	<b>3,902</b>	<b>4,014</b>	<b>63,333</b>	<b>61,372</b>	<b>1,962</b>	<b>95,000</b>	<b>33,628</b>
Fire Dept Equipment, Salary	1,000	1,113	-113	8,000	10,882	-2,882	12,000	1,118
Fire Dept Equipment, Overtime	333	0	333	2,664	164	2,500	4,000	3,836
Fire Dept Equipment, Group Insurance	83	40	43	664	379	286	1,000	622
Fire Dept Equipment, Pension	83	77	6	664	654	10	1,000	346

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Fire Dept Equipment, CPP/EI/WCB/HAPSET	167	153	14	1,336	1,369	-33	2,000	631
Fire Dept Equipment, Maint supplies	2,500	2,858	-358	20,000	23,469	-3,469	30,000	6,531
<b>Total Fire Department Equipment Cost</b>	<b>4,166</b>	<b>4,241</b>	<b>-75</b>	<b>33,328</b>	<b>36,917</b>	<b>-3,589</b>	<b>50,000</b>	<b>13,083</b>
<b>Total Fire Department Expense</b>	<b>342,824</b>	<b>376,906</b>	<b>-34,083</b>	<b>2,742,595</b>	<b>2,740,994</b>	<b>1,601</b>	<b>4,113,900</b>	<b>1,372,907</b>
911 Operations, Salary	49,742	45,062	4,679	397,933	382,249	15,684	596,900	214,651
911 Operations, Overtime	2,200	2,210	-10	17,600	18,940	-1,340	26,400	7,460
911 Operations, Vacation	4,425	5,686	-1,261	35,400	38,587	-3,187	53,100	14,513
911 Operations, Sick	1,108	802	306	8,867	20,510	-11,643	13,300	-7,210
911 Operations, Other leave	0	1,178	-1,178	0	2,946	-2,946	0	-2,946
911 Operations, Group Insurance	2,083	1,656	427	16,667	14,624	2,043	25,000	10,376
911 Operations, Pension	3,133	2,677	456	25,067	22,523	2,544	37,600	15,077
911 Operations, CPP/EI/WCB/HAPSET	6,100	5,211	889	48,800	51,718	-2,918	73,200	21,482
911 Operations, Computer Supplies	5,000	0	5,000	40,000	47,408	-7,408	60,000	12,592
911 Operations, Meeting expenses	83	0	83	667	155	511	1,000	845
911 Operations, Office supplies	333	0	333	2,667	2,053	613	4,000	1,947
911 Operations, Computer Supplies	125	0	125	1,000	3,191	-2,191	1,500	-1,691
PS 911 Operations, Promo materials	0	0	0	0	1,416	-1,416	0	-1,416
911 Operations, Comp software maint	500	0	500	4,000	0	4,000	6,000	6,000
911 Operations, Cleaning services	192	115	76	1,533	923	610	2,300	1,377
911 Operations, Telephone	1,000	0	1,000	8,000	8,756	-756	12,000	3,244
911 Operations, Training	500	0	500	4,000	1,549	2,451	6,000	4,451
<b>Total 911 Operations</b>	<b>76,524</b>	<b>64,597</b>	<b>11,927</b>	<b>612,201</b>	<b>617,548</b>	<b>-5,349</b>	<b>918,300</b>	<b>300,751</b>
<b>Total Protective Services</b>	<b>448,866</b>	<b>464,372</b>	<b>-15,507</b>	<b>3,590,928</b>	<b>3,579,948</b>	<b>10,979</b>	<b>5,386,400</b>	<b>1,806,451</b>
CEDP Recreation , Salary	18,675	7,375	11,300	149,400	65,234	84,166	224,100	158,866
CEDP Recreation , Overtime	417	1,187	-770	3,336	3,288	48	5,000	1,712
CEDP Recreation , Vacation	1,658	0	1,658	13,264	2,586	10,678	19,900	17,314
CEDP Recreation , Sick	417	235	182	3,336	434	2,902	5,000	4,566
CEDP Recreation , Group Insurance	1,208	0	1,208	9,664	1	9,663	14,500	14,499
CEDP Recreation , Pension	1,475	0	1,475	11,800	0	11,800	17,700	17,700
CEDP Recreation , CPP/EI/WCB/HAPSET	1,958	1,016	942	15,664	8,298	7,366	23,500	15,202
CEDP Recreation , Activity Guide	0	0	0	5,000	0	5,000	5,000	5,000
CEDP Recreation , Summer Concert Series	5,000	6,897	-1,897	20,000	10,879	9,121	20,000	9,121
CEDP Recreation , Recreation improvements	38,000	2,107	35,893	157,000	77,519	79,481	180,000	102,481
CEDP Recreation , Canada Day	0	3,656	-3,656	20,000	18,380	1,620	20,000	1,620
CEDP Recreation , Corner Brook Day	0	11,161	-11,161	17,000	19,277	-2,277	17,000	-2,277
CEDP Recreation , Margaret Bowater Park	6,000	8,500	-2,500	21,000	9,306	11,694	26,000	16,694
CEDP Recreation , Special Events Grants	1,667	7,661	-5,995	13,333	-11,518	24,851	20,000	31,518

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
CEDP MBP, Salary	12,000	14,864	-2,864	43,000	25,787	17,213	55,000	29,213
CEDP MBP, Overtime	0	857	-857	0	2,077	-2,077	0	-2,077
CEDP MBP, Vacation	0	629	-629	0	1,115	-1,115	0	-1,115
CEDP MBP, CPP/EI/WCB/HAPSET	0	1,536	-1,536	0	2,794	-2,794	0	-2,794
CPD MBP, Maint supplies	1,000	1,051	-51	4,000	4,170	-170	5,000	830
CEDP MBP, Security	8,000	18,313	-10,313	24,000	20,060	3,940	24,000	3,940
CEDP Activity Staffing, Salary	2,917	330	2,587	23,333	5,903	17,430	35,000	29,097
CEDP Activity Staffing, Overtime	0	0	0	0	101	-101	0	-101
CEDP Activity Staffing, Vacation	0	13	-13	0	545	-545	0	-545
CEDP Activity Staffing, CPP/EI/WCB/HAPSET	0	25	-25	0	1,461	-1,461	0	-1,461
<b>Total Recreation &amp; Leisure</b>	<b>100,392</b>	<b>87,413</b>	<b>12,978</b>	<b>554,130</b>	<b>267,697</b>	<b>286,435</b>	<b>716,700</b>	<b>449,004</b>
Tourism, Salary	8,400	19,960	-11,560	67,200	90,169	-22,969	100,800	10,631
Tourism, Overtime	0	4,764	-4,764	0	7,019	-7,019	0	-7,019
Tourism, Vacation	750	1,421	-671	6,000	7,198	-1,198	9,000	1,802
Tourism, Sick	183	624	-441	1,464	3,115	-1,651	2,200	-915
Tourism, Group Insurance	392	257	135	3,136	2,008	1,128	4,700	2,692
Tourism, Pension	558	548	10	4,464	4,381	83	6,700	2,319
Tourism, CPP/EI/WCB/HAPSET	1,100	2,391	-1,291	8,800	11,707	-2,907	13,200	1,493
Tourism, Office supplies	0	40	-40	0	668	-668	0	-668
Tourism, Promo materials	667	0	667	5,336	9,225	-3,889	8,000	-1,225
Tourism, Advertising	667	0	667	5,336	1,854	3,482	8,000	6,146
Tourism, Special Projects	6,667	600	6,067	53,336	1,723	51,613	80,000	78,277
Tourism, Jigs and Wheels	0	23,922	-23,922	0	45,250	-45,250	0	-45,250
Train, Salary	2,400	328	2,072	7,200	3,276	3,924	7,200	3,924
Train, Group Insurance	0	11	-11	0	108	-108	0	-108
Train, Pension	0	20	-20	0	194	-194	0	-194
Train, CPP/EI/WCB/HAPSET	0	41	-41	0	408	-408	0	-408
Train, Gas/Oil	0	0	0	0	543	-543	0	-543
Train, Maint supplies	0	0	0	0	3,474	-3,474	0	-3,474
Train, Special Projects	0	0	0	0	1,239	-1,239	0	-1,239
<b>Total Tourism</b>	<b>21,784</b>	<b>54,927</b>	<b>-33,143</b>	<b>162,272</b>	<b>193,559</b>	<b>-31,286</b>	<b>239,800</b>	<b>46,242</b>
Civic Centre Admin, Salary	26,425	23,118	3,307	211,400	235,492	-24,092	317,100	81,608
Civic Centre Admin, Overtime	833	480	353	6,664	9,224	-2,560	10,000	776
Civic Centre Admin, Vacation	2,350	9,997	-7,647	18,800	27,144	-8,344	28,200	1,056
Civic Centre Admin, Sick	583	107	476	4,664	7,127	-2,463	7,000	-127
Civic Centre Admin, Other leave	0	0	0	0	3,571	-3,571	0	-3,571
Civic Centre Admin, Group Insurance	1,100	1,172	-72	8,800	9,275	-475	13,200	3,925
Civic Centre Admin, Pension	1,692	1,851	-159	13,536	15,652	-2,116	20,300	4,648
Civic Centre Admin, CPP/EI/WCB/HAPSET	3,267	3,191	76	26,136	31,696	-5,560	39,200	7,504
Civic Centre Admin, Office supplies	542	128	414	4,336	3,811	525	6,500	2,689
Civic Centre Admin, Photocopier expenses	225	485	-260	1,800	2,626	-826	2,700	74
Civic Centre Admin, Promo materials	2,083	6,149	-4,066	16,664	12,124	4,540	25,000	12,876

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Admin, Subscriptions	175	0	175	1,400	1,673	-273	2,100	427
Civic Centre Admin, Comp network costs	2,192	0	2,192	17,536	3,360	14,176	26,300	22,940
Civic Centre Admin, Telephone	350	0	350	2,800	3,357	-557	4,200	843
Civic Centre Admin, Cell phone	283	0	283	2,264	1,138	1,126	3,400	2,262
Civic Centre Admin, Postage/Courier	0	0	0	0	97	-97	0	-97
Civic Centre Admin, Membership fees	0	0	0	0	336	-336	0	-336
Civic Centre Admin, Training	833	0	833	6,664	3,970	2,694	10,000	6,030
Civic Centre Admin, Bank Charges	1,083	985	98	8,664	16,266	-7,602	13,000	-3,266
Civic Centre Operations, Salary	54,625	67,249	-12,624	437,000	428,458	8,542	655,500	227,042
Civic Centre Operations, Overtime	4,167	5,425	-1,258	33,336	22,456	10,880	50,000	27,544
Civic Centre Operations, Vacation	417	29	388	3,336	29	3,307	5,000	4,971
Civic Centre Operations, Sick	125	0	125	1,000	419	581	1,500	1,081
Civic Centre Operations, Group Insurance	2,200	2,348	-148	17,600	16,030	1,570	26,400	10,370
Civic Centre Operations, Pension	2,833	3,193	-360	22,664	21,756	908	34,000	12,244
Civic Centre Operations, CPP/EI/WCB/HAPSET	6,150	8,680	-2,530	49,200	54,022	-4,822	73,800	19,778
Civic Centre Operations, Cleaning Supplies	2,083	3,811	-1,728	16,664	19,787	-3,123	25,000	5,213
Civic Centre Operations, Clothing/uniforms	583	90	493	4,664	4,978	-314	7,000	2,022
Civic Centre Operations, City Equip	1,450	0	1,450	11,600	9,128	2,472	17,400	8,272
Civic Centre Operations, Catering	10,583	0	10,583	84,667	34,800	49,866	127,000	92,200
Civic Centre Operations, Fire Alarm	417	0	417	3,336	2,570	766	5,000	2,430
Civic Centre Operations, Propane/Nitrogen	1,458	1,791	-333	11,664	12,174	-510	17,500	5,326
Civic Centre Operations, Heating Oil	4,167	14,961	-10,794	33,336	26,387	6,949	50,000	23,613
Civic Centre Operations, Maint supplies	6,250	2,896	3,354	50,000	40,276	9,724	75,000	34,724
Civic Centre Operations, Elevator Maintenance	1,083	2,349	-1,266	8,664	8,021	643	13,000	4,979
Civic Centre Operations, Repairs Recreation Equip	833	5,809	-4,976	6,664	6,727	-63	10,000	3,273
Civic Centre Operations, Inventory	0	0	0	0	10	-10	0	-10
Civic Centre Operations, Snowclearing	5,833	0	5,833	46,664	45,007	1,657	70,000	24,993
Civic Centre Operations, Hired equipment	667	3,750	-3,083	5,336	12,554	-7,218	8,000	-4,554
Civic Centre Operations, Hired contractor	6,667	7,841	-1,174	53,336	32,925	20,411	80,000	47,075
Civic Centre Operations, Hired Electrician	2,083	0	2,083	16,664	2,943	13,721	25,000	22,057
Civic Centre Operations, Senior Hockey expenses	2,083	0	2,083	16,664	105,606	-88,942	25,000	-80,606
Civic Centre Operations, Electrical	29,092	27,782	1,310	232,736	235,352	-2,616	349,100	113,748
Civic Centre Operations, Security	3,750	2,245	1,506	30,000	33,837	-3,837	45,000	11,163
Civic Centre Operations, Special Events	0	134	-134	0	11,682	-11,682	0	-11,682
Civic Centre Building Maint, Maint supplies	8,333	4,781	3,552	66,664	4,781	61,883	100,000	95,219
Civic Centre Special Events, Home Show CC	3,333	0	3,333	26,664	0	26,664	40,000	40,000
Civic Centre Buidling Maintena, Salary	0	0	0	0	226	-226	0	-226
Civic Centre Buidling Maintena, Overtime	0	0	0	0	41	-41	0	-41
Civic Centre Buidling Maintena, Group Insurance	0	0	0	0	15	-15	0	-15
Civic Centre Buidling Maintena, Pension	0	0	0	0	16	-16	0	-16
Civic Centre Buidling Maintena, CPP/EI/WCB/HAPSET	0	0	0	0	38	-38	0	-38
<b>Total Civic Centre</b>	<b>205,281</b>	<b>212,827</b>	<b>-7,546</b>	<b>1,642,251</b>	<b>1,580,990</b>	<b>61,257</b>	<b>2,463,400</b>	<b>882,407</b>
<b>Total Recreation Services</b>	<b>327,457</b>	<b>355,167</b>	<b>-27,711</b>	<b>2,358,653</b>	<b>2,042,246</b>	<b>316,406</b>	<b>3,419,900</b>	<b>1,377,653</b>

Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Admin, Salary	9,408	0	9,408	75,267	43,356	31,911	112,900	69,544
PWWW - Admin, Vacation	833	0	833	6,667	10,115	-3,449	10,000	-115
PWWW - Admin, Sick	208	0	208	1,667	254	1,413	2,500	2,246
PWWW - Admin, Group Insurance	200	0	200	1,600	1,080	520	2,400	1,320
PWWW - Admin, Pension	625	0	625	5,000	3,319	1,681	7,500	4,181
PWWW - Admin, CPP/EI/WCB/HAPSET	725	0	725	5,800	6,679	-879	8,700	2,021
PWWW - Admin, Business Travel	1,000	0	1,000	8,000	5,376	2,624	12,000	6,624
PWWW - Admin, Safety Program	208	200	8	1,667	2,139	-472	2,500	361
PWWW - Admin, City Equip	10,417	0	10,417	83,333	81,567	1,766	125,000	43,433
PWWW - Admin, Maint supplies	167	38	128	1,333	418	915	2,000	1,582
PWWW - Admin, Office supplies	625	44	581	5,000	4,101	899	7,500	3,399
PWWW - Admin, Photocopier expenses	83	0	83	667	1,588	-922	1,000	-588
PWWW - Admin, Subscriptions	417	0	417	3,333	80	3,253	5,000	4,920
PWWW - Admin, Inventory	0	31	-31	0	31	-31	0	-31
PWWW - Admin, Tools and minor equip	333	192	142	2,667	1,851	816	4,000	2,149
PWWW - Admin, Telephone	417	0	417	3,333	3,782	-448	5,000	1,218
PWWW - Admin, Cell phone	583	0	583	4,667	4,374	293	7,000	2,626
PWWW - Admin, Membership fees	175	0	175	1,400	2,240	-840	2,100	-140
PWWW - Admin, Conference fees	46	0	46	367	1,555	-1,188	550	-1,005
PWWW - Admin, Training	1,500	0	1,500	12,000	3,310	8,690	18,000	14,690
PWWW - Training	1,000	745	255	8,000	2,194	5,806	12,000	9,806
<b>Total PWWW Admin</b>	<b>28,970</b>	<b>1,250</b>	<b>27,721</b>	<b>231,768</b>	<b>179,409</b>	<b>52,358</b>	<b>347,650</b>	<b>168,241</b>
PWWW - P/W Admin, Salary	49,192	34,122	15,069	393,533	373,152	20,381	590,300	217,148
PWWW - P/W Admin, Overtime	3,258	2,739	519	26,067	20,604	5,462	39,100	18,496
PWWW - P/W Admin, Vacation	4,375	11,061	-6,686	35,000	44,292	-9,292	52,500	8,208
PWWW - P/W Admin, Sick	1,092	6,751	-5,659	8,733	30,281	-21,547	13,100	-17,181
PWWW - P/W Admin, Other leave	0	0	0	0	1,447	-1,447	0	-1,447
PWWW - P/W Admin, Group Insurance	2,092	1,901	191	16,733	17,405	-672	25,100	7,695
PWWW - P/W Admin, Pension	3,375	2,922	453	27,000	26,131	869	40,500	14,369
PWWW - P/W Admin, CPP/EI/WCB/HAPSET	6,033	6,165	-132	48,267	55,406	-7,139	72,400	16,994
PWWW - P/W Admin, Office supplies	667	94	573	5,333	3,128	2,206	8,000	4,872
PWWW - P/W Admin, Photocopier expenses	275	135	140	2,200	1,789	411	3,300	1,511
PWWW - P/W Admin, Special Events Grants	150	0	150	1,200	0	1,200	1,800	1,800
<b>Total Public Works Payroll</b>	<b>70,509</b>	<b>65,890</b>	<b>4,619</b>	<b>564,066</b>	<b>573,635</b>	<b>-9,568</b>	<b>846,100</b>	<b>272,465</b>
Special Events, Salary	833	645	188	6,667	645	6,022	10,000	9,355
Special Events, Overtime	417	3,364	-2,947	3,333	3,364	-30	5,000	1,636
Special Events, Vacation	42	0	42	333	0	333	500	500
Special Events, Group Insurance	33	110	-76	267	110	157	400	290
Special Events, Pension	42	39	3	333	39	295	500	461
Special Events, CPP/EI/WCB/HAPSET	167	452	-286	1,333	452	881	2,000	1,548
Special Events, City Equip	250	0	250	2,000	0	2,000	3,000	3,000

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Special Events, Maint supplies	0	11	-11	0	11	-11	0	-11
Special Events, Inventory	8	0	8	67	111	-44	100	-11
<b>Total Special Events Salary</b>	<b>1,792</b>	<b>4,621</b>	<b>-2,829</b>	<b>14,333</b>	<b>4,732</b>	<b>9,603</b>	<b>21,500</b>	<b>16,769</b>
PWWW - W/S Admin, Salary	24,358	16,902	7,456	194,867	191,525	3,341	292,300	100,775
PWWW - W/S Admin, Overtime	750	1,638	-888	6,000	6,905	-905	9,000	2,095
PWWW - W/S Admin, Vacation	2,167	3,382	-1,215	17,333	25,767	-8,433	26,000	233
PWWW - W/S Admin, Sick	542	559	-18	4,333	7,266	-2,932	6,500	-766
PWWW - W/S Admin, Other leave	0	0	0	0	280	-280	0	-280
PWWW - W/S Admin, Group Insurance	917	973	-56	7,333	10,291	-2,958	11,000	709
PWWW - W/S Admin, Pension	1,625	1,313	312	13,000	13,806	-806	19,500	5,694
PWWW - W/S Admin, CPP/EI/WCB/HAPSET	2,833	2,506	327	22,667	27,668	-5,002	34,000	6,332
PWWW - W/S Admin, Office supplies	8	0	8	67	0	67	100	100
<b>Total Water &amp; Sewer Salary</b>	<b>33,200</b>	<b>27,273</b>	<b>5,927</b>	<b>265,600</b>	<b>283,508</b>	<b>-17,908</b>	<b>398,400</b>	<b>114,892</b>
Clothing allowance, Inventory	1,667	2,884	-1,217	13,333	13,388	-54	20,000	6,612
<b>Total Clothing Allowance</b>	<b>1,667</b>	<b>2,884</b>	<b>-1,217</b>	<b>13,333</b>	<b>13,388</b>	<b>-54</b>	<b>20,000</b>	<b>6,612</b>
IPW - Other payroll, AP Severance								
PWWW - Other payroll, Salary	11,450	10,776	674	91,600	110,475	-18,875	137,400	26,925
PWWW - Other payroll, Overtime	500	1,402	-902	4,000	9,153	-5,153	6,000	-3,153
PWWW - Other payroll, Vacation	15,175	55,743	-40,568	121,400	146,219	-24,819	182,100	35,881
PWWW - Other payroll, Sick	15,417	21,360	-5,943	123,336	112,556	10,780	185,000	72,444
PWWW - Other payroll, Other leave	442	737	-295	3,536	4,660	-1,124	5,300	640
PWWW - Other payroll, Group Insurance	1,425	2,764	-1,339	11,400	12,336	-936	17,100	4,764
PWWW - Other payroll, Pension	1,683	3,721	-2,038	13,464	14,022	-558	20,200	6,178
PWWW - Other payroll, CPP/EI/WCB/HAPSET	3,683	8,322	-4,639	29,464	32,241	-2,777	44,200	11,959
PWWW - Other payroll, PPE	342	650	-308	2,736	2,355	381	4,100	1,745
PWWW - Other payroll, Inventory	133	296	-163	1,064	1,395	-331	1,600	205
PWWW - Other payroll, Medicals	83	0	83	664	60	604	1,000	940
<b>TotalPWWW Other Payroll</b>	<b>50,333</b>	<b>105,771</b>	<b>-55,437</b>	<b>402,664</b>	<b>445,472</b>	<b>-42,806</b>	<b>604,000</b>	<b>158,530</b>
<b>Total PWWW Admin</b>	<b>186,471</b>	<b>207,689</b>	<b>-21,216</b>	<b>1,491,764</b>	<b>1,500,144</b>	<b>-8,376</b>	<b>2,237,650</b>	<b>737,510</b>
PWWW - Brook Street Building, Maint supplies	125	0	125	1,000	11	989	1,500	1,489
PWWW - Brook Street Building, Electrical	1,000	141	859	8,000	4,613	3,387	12,000	7,387
PWWW - Bldg - Charles St, Salary	833	2,562	-1,729	6,664	7,149	-485	10,000	2,851
PWWW - Bldg - Charles St, City Equip	0	0	0	0	162	-162	0	-162
PWWW - Bldg - Charles St, Heating Oil	833	199	634	6,664	8,266	-1,602	10,000	1,734
PWWW - Bldg - Charles St, Maint supplies	2,917	3,970	-1,053	23,336	80,711	-57,375	35,000	-45,711
PWWW - Bldg - Charles St, Inventory	167	88	79	1,336	701	635	2,000	1,299

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Bldg - Charles St, Cleaning services	2,500	380	2,120	20,000	11,022	8,978	30,000	18,978
PWWW - Bldg - Charles St, Electrical	6,250	2,243	4,007	50,000	42,781	7,219	75,000	32,219
PWWW - Bldg - Charles St, Security	0	0	0	0	494	-494	0	-494
PWWW - Bldg - City Hall, Salary	0	0	0	0	-158	158	0	158
PWWW - Bldg - City Hall, Maint supplies	10,417	13,649	-3,232	83,336	67,062	16,274	125,000	57,938
PWWW - Bldg - City Hall, Inventory	0	0	0	0	147	-147	0	-147
PWWW - Bldg - City Hall, Cleaning services	11,500	10,194	1,306	92,000	81,690	10,310	138,000	56,310
PWWW - Bldg - City Hall, Snowclearing	708	0	708	5,664	14,813	-9,149	8,500	-6,313
PWWW - Bldg - City Hall, Electrical	15,417	13,259	2,158	123,336	126,702	-3,366	185,000	58,298
PWWW - Other Bldgs, Salary	208	0	208	1,664	1,476	188	2,500	1,024
PWWW - Other Bldgs, City Equip	83	0	83	664	203	461	1,000	797
PWWW - Other Bldgs, Maint supplies	600	0	600	4,800	2,376	2,424	7,200	4,824
PWWW - 2 Allens Rd, Maint supplies	0	0	0	0	1,966	-1,966	0	-1,966
PWWW - 2 Allens Rd, Electrical	417	150	267	3,336	6,892	-3,556	5,000	-1,892
PWWW - 77 Premier Dr, Electrical	708	320	388	5,664	6,689	-1,025	8,500	1,811
PWWW - Connors Rd, Salary	208	0	208	1,664	0	1,664	2,500	2,500
PWWW - Connors Rd, City Equip	208	0	208	1,664	0	1,664	2,500	2,500
PWWW - Connors Rd, Maint supplies	83	0	83	664	0	664	1,000	1,000
PWWW - Connors Rd, Electrical	667	125	542	5,336	1,380	3,956	8,000	6,620
PWWW - Curling Club, Maint supplies	0	29	-29	0	951	-951	0	-951
PWWW - Curling Club, Electrical	2,917	346	2,571	23,336	18,906	4,430	35,000	16,094
PWWW - Wellington Street Compl, Salary	583	0	583	4,664	2,429	2,235	7,000	4,571
PWWW - Lions Club, City Equip	0	0	0	0	686	-686	0	-686
PWWW - Wellington Street Compl, Maint supplies	417	0	417	3,336	5,801	-2,465	5,000	-801
PWWW - Wellington Street Compl, Electrical	1,125	342	783	9,000	11,303	-2,303	13,500	2,197
PWWW - Bldg MBP, Maint supplies	167	0	167	1,336	3,540	-2,204	2,000	-1,540
PWWW - Bldg MBP, Electrical	1,250	1,249	1	10,000	7,324	2,676	15,000	7,676
PWWW - Bldg MBP, Security	0	0	0	0	1,089	-1,089	0	-1,089
PWWW - Museum, Salary	0	0	0	0	8,577	-8,577	0	-8,577
PWWW - Museum, City Equip	0	0	0	0	814	-814	0	-814
PWWW - Museum, Maint supplies	417	320	97	3,336	3,894	-558	5,000	1,106
PWWW - Bldg Bartlett's Pt, Maint supplies	417	900	-483	3,336	4,250	-914	5,000	750
PWWW - Bldg Bartlett's Pt, Electrical	150	95	55	1,200	935	265	1,800	865
PWWW - New Salt Shed, Maint supplies	83	0	83	664	156	508	1,000	844
PWWW - New Salt Shed, Electrical	292	170	122	2,336	2,569	-233	3,500	931
<b>Total Building Maintenance</b>	<b>63,667</b>	<b>50,731</b>	<b>12,939</b>	<b>509,336</b>	<b>540,372</b>	<b>-31,034</b>	<b>764,000</b>	<b>223,630</b>
PWWW - Street Lights, Electrical	53,333	49,039	4,294	426,667	390,274	36,393	640,000	249,726
PWWW - Heritage lights, Maint supplies	417	0	417	3,333	5,164	-1,831	5,000	-164
PWWW - Heritage lights, Hired contractor	2,500	313	2,187	20,000	-5,802	25,802	30,000	35,802
PWWW - Heritage lights, Electrical	1,000	1,202	-202	8,000	8,172	-172	12,000	3,828
<b>Total Street Lighting</b>	<b>57,250</b>	<b>50,554</b>	<b>6,696</b>	<b>458,000</b>	<b>397,808</b>	<b>60,192</b>	<b>687,000</b>	<b>289,192</b>
PWWW- Street Maint, Salary	0	0	0	0	289	-289	0	-289

Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Gravel St Main, Salary	333	654	-321	1,000	908	92	1,000	92
PWWW - Gravel St Main, City Equip	0	0	0	0	78	-78	0	-78
PWWW - Gravel St Main, Maint supplies	3,333	0	3,333	10,000	1,195	8,805	10,000	8,805
PWWW - Gravel St Main, Hired equipment	3,333	3,519	-185	10,000	3,602	6,398	10,000	6,398
PWWW - Streets Maint, Salary	25,000	25,783	-783	130,000	153,106	-23,106	200,000	46,894
PWWW - Streets Maint, City Equip	5,000	0	5,000	40,000	25,189	14,811	60,000	34,811
PWWW - Streets Maint, Maint supplies	8,333	4,882	3,451	66,664	57,489	9,175	100,000	42,511
PWWW - Streets Maint, Inventory	417	514	-97	3,336	2,541	795	5,000	2,459
PWWW - Streets Maint, Hired equipment	833	1,992	-1,159	6,664	19,864	-13,200	10,000	-9,864
PWWW - W/S Pavement Cuts, Salary	7,000	0	7,000	40,000	11,498	28,502	50,000	38,502
PWWW - W/S Pavement Cuts, City Equip	2,000	0	2,000	18,000	7,340	10,660	20,000	12,660
PWWW - W/S Pavement Cuts, Maint supplies	1,000	986	15	9,000	9,482	-482	10,000	518
PWWW - W/S Pavement Cuts, Hired equipment	500	667	-167	3,000	2,705	295	4,000	1,295
PWWW - W/S Pavement Cuts, Hired contractor	45,000	22,237	22,763	320,000	160,073	159,927	400,000	239,927
PWWW - Sod repair, Salary	375	0	375	1,500	1,485	15	1,500	15
PWWW - Sod repair, Maint supplies	375	17,755	-17,380	1,500	17,967	-16,467	1,500	-16,467
PWWW - Sod repair, Hired equipment	125	0	125	500	0	500	500	500
PWWW - Sod repair, Hired contractor	16,667	909	15,758	50,000	19,055	30,945	50,000	30,945
PWWW - Curb and sidewalk main, Salary	33,333	28,693	4,640	100,000	57,451	42,549	100,000	42,549
PWWW - Curb and sidewalk main, City Equip	3,333	0	3,333	10,000	0	10,000	10,000	10,000
PWWW - Curb and sidewalk main, Maint supplies	15,000	9,991	5,009	45,000	27,581	17,419	45,000	17,419
PWWW - Curb and sidewalk main, Inventory	0	0	0	0	147	-147	0	-147
PWWW - Curb and sidewalk main, Hired equipment	3,333	4,060	-727	10,000	4,548	5,452	10,000	5,452
Oper - Curb and sidewalk main, Hired contractor	6,000	0	6,000	24,000	0	24,000	35,000	35,000
PWWW - Maint Manhole/catch bas, Salary	7,000	5,058	1,942	36,000	28,279	7,721	50,000	21,721
PWWW - Maint Manhole/catch bas, City Equip	1,600	0	1,600	6,800	76	6,724	10,000	9,924
PWWW - Maint Manhole/catch bas, Maint supplies	3,500	16,299	-12,799	17,500	38,956	-21,456	25,000	-13,956
PWWW - Maint Manhole/catch bas, Inventory	700	69	631	2,600	308	2,292	4,000	3,692
PWWW - Maint Manhole/catch bas, Hired equipment	167	876	-709	1,333	1,288	46	2,000	712
PWWW - Maint of Guardrails, Salary	4,500	1,417	3,083	13,500	13,851	-351	18,000	4,149
PWWW - Maint of Guardrails, City Equip	2,500	0	2,500	7,500	0	7,500	10,000	10,000
PWWW - Maint of Guardrails, Maint supplies	4,500	0	4,500	13,500	5,274	8,226	18,000	12,726
PWWW - Maint of Guardrails, Hired equipment	875	1,776	-901	2,625	3,978	-1,353	3,500	-478
PWWW - Maint of steps/walkways, Salary	0	0	0	500	0	500	500	500
PWWW - Maint of steps/walkways, City Equip	0	0	0	200	0	200	200	200
PWWW - Maint of steps/walkways, Maint supplies	0	0	0	300	0	300	300	300
<b>Total Street Maintenance</b>	<b>205,965</b>	<b>148,137</b>	<b>57,830</b>	<b>1,002,522</b>	<b>675,603</b>	<b>326,917</b>	<b>1,275,000</b>	<b>599,395</b>
PWWW - Streets-Snow, Salary	0	0	0	288,750	257,707	31,043	385,000	127,293
PWWW - Streets-Snow, City Equip	0	0	0	214,000	316,595	-102,595	290,000	-26,595
PWWW - Streets-Snow, Maint supplies	0	0	0	37,500	6,840	30,660	50,000	43,160
PWWW - Streets-Snow, Inventory	0	0	0	0	7	-7	0	-7
PWWW - Streets-Snow, Hired equipment	0	0	0	15,000	70,092	-55,092	20,000	-50,092
PWWW - Streets-Snow, Meal Vouchers	0	0	0	2,625	2,212	414	3,500	1,289
PWWW - Streets-Snow, Damage claims	0	0	0	5,625	4,576	1,049	7,500	2,924
PWWW - Streets-Snow, Lease	0	0	0	270,000	286,332	-16,332	360,000	73,668

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Sanding, Salary	0	0	0	82,500	94,651	-12,151	110,000	15,349
PWWW - Sanding, City Equip	0	0	0	56,250	61,837	-5,587	75,000	13,163
PWWW - Sanding, Maint supplies	0	22	-22	1,500	624	876	2,000	1,376
PWWW - Sanding, Inventory	0	0	0	26,250	57,412	-31,162	35,000	-22,412
PWWW - Salting, Salary	0	0	0	108,750	121,545	-12,795	145,000	23,455
PWWW - Salting, City Equip	0	0	0	45,000	53,786	-8,786	60,000	6,214
PWWW - Salting, Maint supplies	0	0	0	750	660	90	1,000	340
PWWW - Salting, Inventory	0	0	0	198,750	201,650	-2,900	265,000	63,350
PWWW - Snow/Business Area, Salary	0	0	0	7,500	5,692	1,808	10,000	4,308
PWWW - Snow/Business Area, City Equip	0	0	0	11,250	8,504	2,746	15,000	6,496
PWWW - Ice cutting/remove, Salary	0	0	0	9,000	480	8,520	12,000	11,520
PWWW - Ice cutting/remove, City Equip	0	0	0	11,250	320	10,930	15,000	14,680
PWWW - Snow Remove City Parking, Salary	0	0	0	1,500	0	1,500	2,000	2,000
PWWW - Snow Remove City Parking, City Equip	0	0	0	0	51	-51	0	-51
PWWW - Snow Remove City Parking, Inventory	0	56	-56	0	156	-156	0	-156
PWWW - Snow Remove City Parking, Hired equipment	0	0	0	750	0	750	1,000	1,000
PWWW - Snow clearing Contracts, Hired equipment	0	0	0	45,000	0	45,000	60,000	60,000
PWWW - Damage Claims, Maint supplies	0	100	-100	6,375	100	6,275	8,500	8,400
PWWW - Damage Claims, Hired equipment	0	0	0	0	418	-418	0	-418
PWWW - Steps/walkways, Salary	0	0	0	3,750	10,592	-6,842	5,000	-5,592
PWWW - Steps/walkways, City Equip	0	0	0	750	1,065	-315	1,000	-65
PWWW - Anti icing, City Equip	0	0	0	0	63	-63	0	-63
Ice Rinks - Maint/Construction, Salary	0	0	0	0	7,722	-7,722	0	-7,722
Ice Rinks - Maint/Construction, City Equip	0	0	0	1,125	780	345	1,500	720
Ice Rinks - Maint/Construction, Maint supplies	0	0	0	1,875	32	1,843	2,500	2,468
<b>Total Snow Clearing</b>	<b>0</b>	<b>178</b>	<b>-178</b>	<b>1,453,375</b>	<b>1,572,501</b>	<b>-119,126</b>	<b>1,942,500</b>	<b>369,999</b>
PWWW - Traffic lights, Maint supplies	0	0	0	0	1,339	-1,339	0	-1,339
PWWW - Traffic lights, Hired contractor	2,500	7,134	-4,634	20,000	18,162	1,838	30,000	11,838
PWWW - Traffic lights, Electrical	833	926	-93	6,664	8,066	-1,402	10,000	1,934
PWWW -Street Sign Maint, Salary	4,167	2,715	1,452	33,333	36,567	-3,234	50,000	13,433
PWWW -Street Sign Maint, City Equip	833	0	833	6,667	5,675	991	10,000	4,325
PWWW -Street Sign Maint, Maint supplies	83	0	83	667	250	416	1,000	750
PWWW -Street Sign Maint, Inventory	42	0	42	333	0	333	500	500
PWWW -Street markings, Salary	0	0	0	3,000	4,540	-1,540	3,000	-1,540
PWWW -Street markings, City Equip	0	0	0	500	0	500	500	500
PWWW -Street markings, Maint supplies	0	9,594	-9,594	1,500	9,594	-8,094	1,500	-8,094
PWWW -Street markings, Hired contractor	0	0	0	135,800	135,232	568	135,800	568
PWWW - Traffic flaggers, Salary	0	8,701	-8,701	90,000	44,999	45,001	90,000	45,001
PWWW - Traffic flaggers, City Equip	833	0	833	6,667	6,061	605	10,000	3,939
<b>Total Traffic Control</b>	<b>9,291</b>	<b>29,070</b>	<b>-19,780</b>	<b>305,131</b>	<b>270,485</b>	<b>34,644</b>	<b>342,300</b>	<b>71,813</b>
PWWW - Maint open ditches, Salary	833	0	833	6,667	1,538	5,129	10,000	8,462
PWWW - Maint open ditches, City Equip	83	0	83	667	227	439	1,000	773
PWWW - Maint open ditches, Maint supplies	167	0	167	1,333	0	1,333	2,000	2,000
PWWW - Maint open ditches, Hired equipment	833	0	833	6,667	320	6,346	10,000	9,680

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Flood control, Salary	3,888	12,015	-8,127	31,100	43,298	-12,198	46,650	3,352
PWWW - Flood control, City Equip	625	0	625	5,000	8,315	-3,315	7,500	-815
PWWW - Flood control, Maint supplies	417	41	375	3,333	393	2,941	5,000	4,607
PWWW - Flood control, Inventory	83	86	-2	667	386	281	1,000	614
PWWW - Flood control, Hired equipment	833	3,543	-2,710	6,667	5,776	890	10,000	4,224
Oper - Flood control, Meal Vouchers	0	76	-76	0	76	-76	0	-76
West Coast 2018 Flood General, Hired equipment	0	0	0	0	533	-533	0	-533
<b>Total Drainage</b>	<b>7,762</b>	<b>15,761</b>	<b>-7,998</b>	<b>62,101</b>	<b>60,862</b>	<b>1,237</b>	<b>93,150</b>	<b>32,287</b>
PWWW - Dust control, Salary	0	0	0	700	0	700	700	700
PWWW - Dust control, City Equip	0	0	0	500	0	500	500	500
PWWW - Dust control, Maint supplies	0	0	0	0	7,259	-7,259	0	-7,259
PWWW - Street cleaning, Salary	5,000	6,105	-1,105	60,000	19,415	40,585	60,000	40,585
PWWW - Street cleaning, City Equip	4,500	0	4,500	30,000	686	29,314	30,000	29,314
PWWW - Street cleaning, Maint supplies	125	281	-156	500	494	6	500	6
PWWW - Street cleaning, Fall Leaf	0	0	0	0	0	0	10,000	10,000
PWWW - Spring clean up, Salary	0	0	0	85,000	89,793	-4,793	85,000	-4,793
PWWW - Spring clean up, City Equip	0	0	0	40,000	41,561	-1,561	40,000	-1,561
PWWW - Storm sewer repair, Salary	2,542	10,345	-7,803	20,333	17,396	2,938	30,500	13,104
PWWW - Storm sewer repair, City Equip	500	0	500	4,000	1,164	2,836	6,000	4,836
PWWW - Storm sewer repair, Maint supplies	2,125	7,475	-5,350	17,000	8,642	8,358	25,500	16,858
PWWW - Storm sewer repair, Inventory	42	0	42	336	0	336	500	500
PWWW - Storm sewer repair, Hired equipment	1,250	7,542	-6,292	10,000	16,394	-6,394	15,000	-1,394
PWWW - Storm sewer cleaning, Salary	2,917	0	2,917	23,333	774	22,560	35,000	34,226
PWWW - Storm sewer cleaning, City Equip	3,333	0	3,333	26,667	0	26,667	40,000	40,000
PWWW - Storm sewer cleaning, Maint supplies	0	0	0	0	37	-37	0	-37
<b>Total Storm Sewer Cleaning</b>	<b>22,334</b>	<b>31,748</b>	<b>-9,415</b>	<b>318,369</b>	<b>203,615</b>	<b>114,756</b>	<b>379,200</b>	<b>175,587</b>
<b>Total Public Works</b>	<b>302,602</b>	<b>275,448</b>	<b>27,156</b>	<b>3,599,498</b>	<b>3,180,874</b>	<b>418,620</b>	<b>4,719,150</b>	<b>1,538,273</b>
Garbage collect, Tipping fees	58,333	56,710	1,623	466,667	474,777	-8,111	700,000	225,223
Garbage collect, Hired contractor	56,250	111,483	-55,233	450,000	510,732	-60,732	675,000	164,268
<b>Total Garbage Collect &amp; Disposal</b>	<b>114,583</b>	<b>168,193</b>	<b>-53,610</b>	<b>916,667</b>	<b>985,509</b>	<b>-68,842</b>	<b>1,375,000</b>	<b>389,491</b>
Water treat plant, Salary	18,492	26,840	-8,349	147,933	150,255	-2,322	221,900	71,645
Water treat plant, Overtime	1,250	277	973	10,000	13,740	-3,740	15,000	1,260
Water treat plant, Vacation	1,567	4,302	-2,735	12,533	7,940	4,593	18,800	10,860
Water treat plant, Sick	392	150	241	3,133	9,167	-6,034	4,700	-4,467
Water treat plant, Group Insurance	592	706	-114	4,733	5,908	-1,174	7,100	1,192
Water treat plant, Pension	1,175	936	239	9,400	8,112	1,288	14,100	5,988
Water treat plant, CPP/EI/WCB/HAPSET	1,958	1,933	25	15,667	19,796	-4,129	23,500	3,704
Water treat plant, Computer Supplies	3,333	1,808	1,525	26,667	24,069	2,597	40,000	15,931

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Water treat plant, Other chemicals	92,500	49,835	42,665	740,000	764,436	-24,436	1,110,000	345,564
Water treat plant, City Equip	625	0	625	5,000	3,856	1,144	7,500	3,644
Water treat plant, Maint supplies	18,333	11,201	7,133	146,667	150,820	-4,153	220,000	69,180
Water treat plant, Inventory	1,667	2,180	-513	13,333	11,768	1,566	20,000	8,232
Water treat plant, Telephone	167	0	167	1,333	3,577	-2,244	2,000	-1,577
Water treat plant, Electrical	17,083	14,253	2,830	136,667	138,644	-1,977	205,000	66,356
<b>Total Water Treatment Plant</b>	<b>159,134</b>	<b>114,421</b>	<b>44,712</b>	<b>1,273,066</b>	<b>1,312,088</b>	<b>-39,020</b>	<b>1,909,600</b>	<b>597,513</b>
PWWW - Chlorine/Feeders, Salary	5,000	4,863	137	40,000	61,449	-21,449	60,000	-1,449
PWWW - Chlorine/Feeders, Chlorine	500	0	500	4,000	0	4,000	6,000	6,000
PWWW - Chlorine/Feeders, City Equip	833	0	833	6,664	8,105	-1,441	10,000	1,895
PWWW - Chlorine/Feeders, Maint supplies	2,667	0	2,667	21,336	7,822	13,514	32,000	24,178
PWWW - Chlorine/Feeders, Inventory	0	0	0	0	254	-254	0	-254
PWWW - Chlorine/Feeders, Hired equipment	0	0	0	0	872	-872	0	-872
PWWW - Chlorine/Feeders, Electrical	1,667	551	1,116	13,336	12,771	565	20,000	7,229
<b>Total Purification Treatment</b>	<b>10,667</b>	<b>5,414</b>	<b>5,253</b>	<b>85,336</b>	<b>91,273</b>	<b>-5,936</b>	<b>128,000</b>	<b>36,728</b>
PWWW - Maint Hydrants/valves, Salary	5,833	7,792	-1,959	46,667	36,714	9,953	70,000	33,286
PWWW - Maint Hydrants/valves, City Equip	1,667	0	1,667	13,333	797	12,536	20,000	19,203
PWWW - Maint Hydrants/valves, Maint supplies	4,583	1,865	2,719	36,667	14,118	22,548	55,000	40,882
PWWW - Maint Hydrants/valves, Inventory	0	117	-117	0	1,227	-1,227	0	-1,227
PWWW - Maint Hydrants/valves, Hired equipment	0	1,313	-1,313	0	1,313	-1,313	0	-1,313
PWWW - Main Line Repairs, Salary	7,500	7,145	355	60,000	59,235	765	90,000	30,765
PWWW - Main Line Repairs, City Equip	1,667	0	1,667	13,333	19,198	-5,865	20,000	802
PWWW - Main Line Repairs, Maint supplies	2,917	374	2,543	23,333	11,204	12,129	35,000	23,796
PWWW - Main Line Repairs, Inventory	667	1,440	-773	5,333	6,530	-1,197	8,000	1,470
PWWW - Main Line Repairs, Hired equipment	5,417	5,747	-330	43,333	50,066	-6,732	65,000	14,934
PWWW - Main Line Repairs, Media annouce	167	0	167	1,333	0	1,333	2,000	2,000
PWWW - Maint Feeder, Salary	4,583	2,120	2,464	36,667	4,524	32,142	55,000	50,476
PWWW - Maint Feeder, City Equip	1,667	0	1,667	13,333	352	12,981	20,000	19,648
PWWW - Maint Feeder, Maint supplies	2,083	4,748	-2,665	16,667	10,496	6,170	25,000	14,504
PWWW - Maint Feeder, Inventory	833	0	833	6,667	159	6,507	10,000	9,841
PWWW - Maint Feeder, Hired equipment	1,250	2,336	-1,086	10,000	3,704	6,296	15,000	11,296
PWWW - Maint Feeder, Media annouce	167	0	167	1,333	0	1,333	2,000	2,000
PWWW - Water Lateral Repairs, Salary	20,833	28,905	-8,072	166,667	166,704	-38	250,000	83,296
PWWW - Water Lateral Repairs, City Equip	4,583	0	4,583	36,667	19,179	17,488	55,000	35,821
PWWW - Water Lateral Repairs, Maint supplies	5,000	2,978	2,022	40,000	16,259	23,741	60,000	43,741
PWWW - Water Lateral Repairs, Inventory	2,083	1,294	790	16,667	6,498	10,168	25,000	18,502
PWWW - Water Lateral Repairs, Hired equipment	6,667	12,310	-5,643	53,333	40,406	12,927	80,000	39,594
PWWW - Water Lateral Repairs, Media annouce	167	0	167	1,333	0	1,333	2,000	2,000
PWWW - Water Lateral Repairs, Damage claims	417	0	417	3,333	2,769	564	5,000	2,231
PWWW - Hydrant Snowclearing, Salary	6,250	0	6,250	50,000	23,698	26,302	75,000	51,302
PWWW - Hydrant Snowclearing, City Equip	0	0	0	0	4,467	-4,467	0	-4,467
PWWW - Hydrant Snowclearing, Maint supplies	0	0	0	0	263	-263	0	-263

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Hydrant Snowclearing, Hired equipment	0	0	0	0	22,802	-22,802	0	-22,802
PWWW - Thaw Water Lines, Salary	417	0	417	3,333	1,159	2,174	5,000	3,841
PWWW - Thaw Water Lines, City Equip	167	0	167	1,333	64	1,270	2,000	1,936
PWWW - Thaw Water Lines, Maint supplies	292	0	292	2,333	138	2,195	3,500	3,362
PWWW - Thaw Water Lines, Hired equipment	375	0	375	3,000	0	3,000	4,500	4,500
PWWW - Clean Water Lines, Salary	5,417	15,702	-10,285	43,333	44,490	-1,156	65,000	20,510
PWWW - Clean Water Lines, City Equip	1,250	0	1,250	10,000	657	9,343	15,000	14,343
PWWW - Clean Water Lines, Maint supplies	833	0	833	6,667	33	6,633	10,000	9,967
PWWW - Clean Water Lines, Media announce	167	0	167	1,333	0	1,333	2,000	2,000
PWWW - Flow Testing Program, Salary	2,083	1,911	173	16,667	25,405	-8,738	25,000	-405
PWWW - Flow Testing Program, City Equip	417	0	417	3,333	4,036	-703	5,000	964
PWWW - Flow Testing Program, Maint supplies	333	0	333	2,667	881	1,786	4,000	3,119
PWWW - Flow Testing Program, Hired equipment	0	0	0	0	446	-446	0	-446
PWWW - Water Traffic flaggers, Salary	5,417	12,164	-6,747	43,333	71,301	-27,968	65,000	-6,301
PWWW - Water Traffic flaggers, City Equip	833	0	833	6,667	4,706	1,960	10,000	5,294
<b>Total Water Mains &amp; Hydrants</b>	<b>105,002</b>	<b>110,261</b>	<b>-5,260</b>	<b>839,998</b>	<b>675,998</b>	<b>164,002</b>	<b>1,260,000</b>	<b>584,002</b>
PWWW - Maint Sewer Mains, Salary	6,250	7,871	-1,621	50,000	46,921	3,079	75,000	28,079
PWWW - Maint Sewer Mains, Overtime	0	73	-73	0	1,980	-1,980	0	-1,980
PWWW - Maint Sewer Mains, Vacation	0	199	-199	0	759	-759	0	-759
PWWW - Maint Sewer Mains, Group Insurance	0	253	-253	0	1,979	-1,979	0	-1,979
PWWW - Maint Sewer Mains, Pension	0	317	-317	0	2,417	-2,417	0	-2,417
PWWW - Maint Sewer Mains, CPP/EI/WCB/HAPSET	0	1,039	-1,039	0	6,373	-6,373	0	-6,373
PWWW - Maint Sewer Mains, City Equip	4,167	0	4,167	33,336	8,937	24,399	50,000	41,063
PWWW - Maint Sewer Mains, Maint supplies	2,083	71	2,012	16,664	6,342	10,322	25,000	18,658
PWWW - Maint Sewer Mains, Hired equipment	833	2,759	-1,926	6,664	7,071	-407	10,000	2,929
PWWW - Maint Sewer Laterals, Salary	2,500	82	2,418	20,000	6,478	13,522	30,000	23,522
PWWW - Maint Sewer Laterals, Overtime	0	5	-5	0	1,191	-1,191	0	-1,191
PWWW - Maint Sewer Laterals, Vacation	0	1	-1	0	62	-62	0	-62
PWWW - Maint Sewer Laterals, Group Insurance	0	5	-5	0	356	-356	0	-356
PWWW - Maint Sewer Laterals, Pension	0	7	-7	0	403	-403	0	-403
PWWW - Maint Sewer Laterals, CPP/EI/WCB/HAPSET	0	14	-14	0	988	-988	0	-988
PWWW - Maint Sewer Laterals, City Equip	1,250	0	1,250	10,000	2,414	7,586	15,000	12,586
PWWW - Maint Sewer Laterals, Maint supplies	1,083	7	1,076	8,664	5,493	3,171	13,000	7,507
PWWW - Maint Sewer Laterals, Inventory	250	0	250	2,000	34	1,966	3,000	2,966
PWWW - Maint Sewer Laterals, Hired equipment	2,500	1,453	1,047	20,000	6,697	13,303	30,000	23,303
PWWW - Maint Sewer Laterals, Damage claims	833	250	583	6,664	1,328	5,336	10,000	8,672
PWWW - Sewer Treat Plants, Salary	1,917	3,951	-2,034	15,336	21,140	-5,804	23,000	1,860
PWWW - Sewer Treat Plants, Overtime	0	100	-100	0	1,175	-1,175	0	-1,175
PWWW - Sewer Treat Plants, Vacation	0	89	-89	0	173	-173	0	-173
PWWW - Sewer Treat Plants, Group Insurance	0	135	-135	0	1,155	-1,155	0	-1,155
PWWW - Sewer Treat Plants, Pension	0	174	-174	0	1,398	-1,398	0	-1,398
PWWW - Sewer Treat Plants, CPP/EI/WCB/HAPSET	0	515	-515	0	3,167	-3,167	0	-3,167
PWWW - Sewer Treat Plants, City Equip	500	0	500	4,000	2,765	1,235	6,000	3,235
PWWW - Sewer Treat Plants, Maint supplies	2,083	16,587	-14,504	16,664	17,424	-760	25,000	7,576
PWWW - Sewer Treat Plants, Hired equipment	167	0	167	1,336	362	974	2,000	1,638

Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Sewer Pump Stat, Salary	3,917	6,950	-3,033	31,336	29,231	2,105	47,000	17,769
PWWW - Sewer Pump Stat, Overtime	0	138	-138	0	3,407	-3,407	0	-3,407
PWWW - Sewer Pump Stat, Vacation	0	92	-92	0	177	-177	0	-177
PWWW - Sewer Pump Stat, Group Insurance	0	319	-319	0	1,675	-1,675	0	-1,675
PWWW - Sewer Pump Stat, Pension	0	419	-419	0	1,891	-1,891	0	-1,891
PWWW - Sewer Pump Stat, CPP/EI/WCB/HAPSET	0	962	-962	0	4,508	-4,508	0	-4,508
PWWW - Sewer Pump Stat, City Equip	1,250	0	1,250	10,000	6,737	3,263	15,000	8,263
PWWW - Sewer Pump Stat, Maint supplies	2,917	78	2,839	23,336	27,335	-3,999	35,000	7,665
PWWW - Sewer Pump Stat, Inventory	0	0	0	0	195	-195	0	-195
PWWW - Sewer Pump Stat, Hired equipment	333	1,319	-986	2,664	2,461	203	4,000	1,539
PWWW - Sewer Pump Stat, Telephone	167	0	167	1,336	0	1,336	2,000	2,000
PWWW - Sewer Pump Stat, Electrical	2,917	1,318	1,599	23,336	22,131	1,205	35,000	12,869
PWWW - Sewer Flow Test, Salary	1,250	1,526	-276	10,000	10,778	-778	15,000	4,222
PWWW - Sewer Flow Test, Overtime	0	22	-22	0	248	-248	0	-248
PWWW - Sewer Flow Test, Vacation	0	43	-43	0	149	-149	0	-149
PWWW - Sewer Flow Test, Group Insurance	0	43	-43	0	467	-467	0	-467
PWWW - Sewer Flow Test, Pension	0	70	-70	0	595	-595	0	-595
PWWW - Sewer Flow Test, CPP/EI/WCB/HAPSET	0	199	-199	0	1,414	-1,414	0	-1,414
PWWW - Sewer Flow Test, City Equip	333	0	333	2,664	2,182	482	4,000	1,818
PWWW - Sewer Flow Test, Maint supplies	1,667	5,821	-4,154	13,336	23,218	-9,882	20,000	-3,218
<b>Total Sainitary Systems</b>	<b>41,167</b>	<b>55,276</b>	<b>-14,109</b>	<b>329,336</b>	<b>295,781</b>	<b>33,553</b>	<b>494,000</b>	<b>198,217</b>
PWWW - Maint of Regulators, Salary	3,333	2,430	903	26,667	22,465	4,202	40,000	17,535
PWWW - Maint of Regulators, Overtime	0	172	-172	0	737	-737	0	-737
PWWW - Maint of Regulators, Vacation	0	28	-28	0	142	-142	0	-142
PWWW - Maint of Regulators, Group Insurance	0	117	-117	0	1,184	-1,184	0	-1,184
PWWW - Maint of Regulators, Pension	0	169	-169	0	1,505	-1,505	0	-1,505
PWWW - Maint of Regulators, CPP/EI/WCB/HAPSET	0	360	-360	0	3,216	-3,216	0	-3,216
PWWW - Maint of Regulators, City Equip	833	0	833	6,667	3,892	2,774	10,000	6,108
PWWW - Maint of Regulators, Maint supplies	3,750	446	3,304	30,000	22,681	7,319	45,000	22,319
PWWW - Maint of Regulators, Inventory	83	0	83	667	0	667	1,000	1,000
PWWW - Maint of Regulators, Hired equipment	0	0	0	0	2,336	-2,336	0	-2,336
PWWW - Maint of Regulators, Electrical	2,500	934	1,566	20,000	16,721	3,280	30,000	13,280
PWWW - Maint of water meters, Salary	1,667	0	1,667	13,333	0	13,333	20,000	20,000
PWWW - Maint of water meters, City Equip	417	0	417	3,333	36	3,297	5,000	4,964
PWWW - Maint of water meters, Maint supplies	2,083	1,182	902	16,667	21,468	-4,801	25,000	3,532
PWWW - Massey Drive Water Meters, Telephone	167	0	167	1,333	730	603	2,000	1,270
PWWW - Massey Drive Water Meters, Electrical	125	0	125	1,000	776	224	1,500	724
<b>Total Regulations &amp; Meters</b>	<b>14,958</b>	<b>5,838</b>	<b>9,120</b>	<b>119,667</b>	<b>97,889</b>	<b>21,779</b>	<b>179,500</b>	<b>81,612</b>
PWWW - Maint of Reservoirs, Payroll	2,500	3,220	-720	20,000	18,281	1,719	30,000	11,719
PWWW - Maint of Reservoirs, City Equip	1,000	0	1,000	2,000	1,410	590	4,000	2,590
PWWW - Maint of Reservoirs, Maint supplies	3,750	0	3,750	7,500	5,039	2,461	15,000	9,961
PWWW - Maint of Reservoirs, Hired equipment	833	0	833	6,667	5,270	1,397	10,000	4,730

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint of Reservoirs, Telephone	83	0	83	667	0	667	1,000	1,000
PWWW - Maint of Reservoirs, Electrical	517	133	384	4,133	3,775	359	6,200	2,425
PWWW - Maint of Intakes, Payroll	2,083	3,168	-1,085	16,664	18,671	-2,007	25,000	6,329
PWWW - Maint of Intakes, City Equip	0	0	0	0	1,897	-1,897	0	-1,897
PWWW - Maint of Intakes, Hired equipment	0	626	-626	0	4,947	-4,947	0	-4,947
<b>Total Reservoirs &amp; Intakes</b>	<b>10,766</b>	<b>7,147</b>	<b>3,619</b>	<b>57,631</b>	<b>59,290</b>	<b>-1,659</b>	<b>91,200</b>	<b>31,911</b>
PWWW - Pumphouse, Payroll	2,500	3,830	-1,330	20,000	24,838	-4,838	30,000	5,162
PWWW - Pumphouse, City Equip	417	0	417	3,333	2,409	924	5,000	2,591
PWWW - Pumphouse, Maint supplies	2,500	0	2,500	20,000	3,333	16,667	30,000	26,667
PWWW - Pumphouse, Inventory	0	4	-4	0	369	-369	0	-369
PWWW - Pumphouse, Hired equipment	0	671	-671	0	4,682	-4,682	0	-4,682
PWWW - Pumphouse, Telephone	83	0	83	667	0	667	1,000	1,000
PWWW - Pumphouse, Electrical	2,500	1,818	682	20,000	15,089	4,911	30,000	14,911
<b>Total Pumphouse</b>	<b>8,000</b>	<b>6,323</b>	<b>1,677</b>	<b>64,000</b>	<b>50,720</b>	<b>13,280</b>	<b>96,000</b>	<b>45,280</b>
<b>Total W&amp;S</b>	<b>349,694</b>	<b>304,680</b>	<b>45,012</b>	<b>2,769,034</b>	<b>2,583,039</b>	<b>186,000</b>	<b>4,158,300</b>	<b>1,575,264</b>
Transit, Hired contractor	42,965	44,136	-1,171	343,720	294,936	48,784	515,580	220,644
Transit, Electrical	125	50	75	1,000	745	255	1,500	755
<b>Total Corner Brook Transit</b>	<b>43,090</b>	<b>44,186</b>	<b>-1,096</b>	<b>344,720</b>	<b>295,681</b>	<b>49,040</b>	<b>517,080</b>	<b>221,400</b>
PWWW - Jubilee Field, Payroll	1,000	0	1,000	4,000	13,622	-9,622	5,000	-8,622
PWWW - Jubilee Field, City Equip	100	0	100	400	2,722	-2,322	500	-2,222
PWWW - Jubilee Field, Maint supplies	400	0	400	1,600	3,420	-1,820	2,000	-1,420
PWWW - Jubilee Field, Hired equipment	100	0	100	400	503	-103	500	-3
PWWW - Jubilee Field, Hired contractor	4,000	13,500	-9,500	16,000	27,000	-11,000	20,000	-7,000
PWWW - Jubilee Field, Electrical	2,000	1,249	751	8,000	4,976	3,024	10,000	5,024
PWWW - MBP, Payroll	2,000	3,428	-1,428	8,000	8,229	-229	10,000	1,771
PWWW - MBP, City Equip	200	0	200	800	27	773	1,000	973
PWWW - MBP, Maint supplies	1,500	791	709	6,000	5,248	752	7,500	2,252
PWWW - War Memorials, Payroll	50	0	50	200	995	-795	250	-745
PWWW - War Memorials, Hired contractor	0	0	0	0	103	-103	0	-103
PWWW - War Memorials, Electrical	60	22	38	240	197	43	300	103
PWWW - Skateboard Park Payroll	50	0	50	200	0	200	250	250
PWWW - Skateboard park, Maint supplies	50	30	20	200	30	170	250	220
PWWW - Majestic Lawn - Payroll	100	0	100	400	0	400	500	500
Oper - Majestic Lawn, Hired contractor	0	220	-220	0	220	-220	0	-220
PWWW - Majestic Lawn, Electrical	100	28	72	400	293	107	500	207
PWWW - Athletic field maint, Payroll	8,000	13,012	-5,012	32,000	53,002	-21,002	40,000	-13,002
PWWW - Athletic field maint, City Equip	800	0	800	3,200	300	2,900	4,000	3,700

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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
PWWW - Athletic field maint, Maint supplies	3,600	2,615	985	14,400	55,928	-41,528	18,000	-37,928
PWWW - Athletic field maint, Inventory	50	0	50	200	10	190	250	240
PWWW - Athletic field maint, Hired equipment	200	1,175	-975	800	2,306	-1,506	1,000	-1,306
PWWW - Bash A&B, Electrical	400	280	120	1,600	643	957	2,000	1,357
PWWW - Ambrose O'Rielly, Electrical	400	80	320	1,600	1,206	394	2,000	794
PWWW - Playground maint, Payroll	1,700	3,248	-1,548	6,800	10,254	-3,454	8,500	-1,754
PWWW - Playground maint, City Equip	300	0	300	1,200	36	1,164	1,500	1,464
PWWW - Playground maint, Maint supplies	1,600	44	1,556	6,400	3,726	2,674	8,000	4,274
PWWW - Playground maint, Inventory	0	62	-62	0	96	-96	0	-96
PWWW - Playground maint, Hired equipment	0	0	0	0	1,073	-1,073	0	-1,073
PWWW - Wellington, Payroll	200	0	200	800	0	800	1,000	1,000
PWWW - Wellington, Maint supplies	200	0	200	800	0	800	1,000	1,000
PWWW - Wellington, Hired contractor	3,000	11,500	-8,500	12,000	11,500	500	15,000	3,500
PWWW - Wellington, Electrical	1,600	1,183	417	6,400	6,324	76	8,000	1,676
PWWW - Tennis courts, Payroll	50	0	50	200	0	200	250	250
PWWW - Tennis courts, Maint supplies	100	0	100	400	0	400	500	500
PWWW - Beautification, Payroll	9,000	8,792	208	36,000	50,484	-14,484	45,000	-5,484
PWWW - Beautification, City Equip	1,300	0	1,300	5,200	8,637	-3,437	6,500	-2,137
PWWW - Beautification, Maint supplies	2,400	2,341	59	9,600	16,752	-7,152	12,000	-4,752
PWWW - Beautification, Inventory	200	0	200	800	0	800	1,000	1,000
PWWW - Beautification, Hired equipment	2,000	0	2,000	8,000	901	7,099	10,000	9,099
PWWW -Dog Park, Payroll	100	0	100	400	0	400	500	500
PWWW - Mowing, Payroll	7,800	9,901	-2,101	31,200	29,771	1,429	39,000	9,229
PWWW - Mowing, City Equip	600	0	600	2,400	870	1,530	3,000	2,130
PWWW - Mowing, Hired contractor	0	4,500	-4,500	0	4,500	-4,500	0	-4,500
PWWW - Tree Maintenance, Hired contractor	4,000	0	4,000	16,000	0	16,000	20,000	20,000
PWWW - Turf Maintenance, Salary	700	0	700	2,800	0	2,800	3,500	3,500
PWWW - Turf Maintenance, Maint supplies	800	0	800	3,200	1,856	1,344	4,000	2,144
PWWW - Winter carnival, Salary	500	0	500	2,000	13,763	-11,763	2,500	-11,263
PWWW - Winter carnival, Overtime	0	0	0	0	946	-946	0	-946
PWWW - Winter carnival, Payroll	0	0	0	0	2,790	-2,790	0	-2,790
PWWW - Winter carnival, City Equip	0	0	0	1,500	4,945	-3,445	1,500	-3,445
PWWW - Winter carnival, Maint supplies	0	0	0	1,500	1,615	-115	1,500	-115
PWWW - Watchman, Salary	2,917	3,888	-971	23,333	17,190	6,144	35,000	17,810
PWWW - Watchman, Payroll	0	885	-885	0	3,731	-3,731	0	-3,731
PWWW - Parades and Special Events, Salary	1,042	8,262	-7,220	8,333	11,373	-3,040	12,500	1,127
PWWW - Parades & Special Events, Overtime	500	11,041	-10,541	4,000	14,868	-10,868	6,000	-8,868
PWWW - Parades and Special Events, Payroll	0	3,303	-3,303	0	4,695	-4,695	0	-4,695
PWWW - Parades and Special Events, City Equip	167	0	167	1,333	977	356	2,000	1,023
IPW - Parades & Special Events, Hired contractor	83	2,712	-2,629	667	2,777	-2,110	1,000	-1,777
PWWW - Garbage collect - Public Space, Salary	4,333	6,861	-2,527	34,667	41,420	-6,754	52,000	10,580
Garbage collect - Public Space, City Equip	625	0	625	5,000	5,810	-810	7,500	1,690
Garbage collect - Public Space, Inventory	0	286	-286	0	1,183	-1,183	0	-1,183
Splashpad, Salary	1,667	3,741	-2,074	13,336	9,928	3,408	20,000	10,072
Splashpad, Overtime	0	15	-15	0	298	-298	0	-298
Splashpad, Vacation	0	49	-49	0	171	-171	0	-171
Splashpad, Group Insurance	0	110	-110	0	262	-262	0	-262
Splashpad, Pension	0	244	-244	0	590	-590	0	-590

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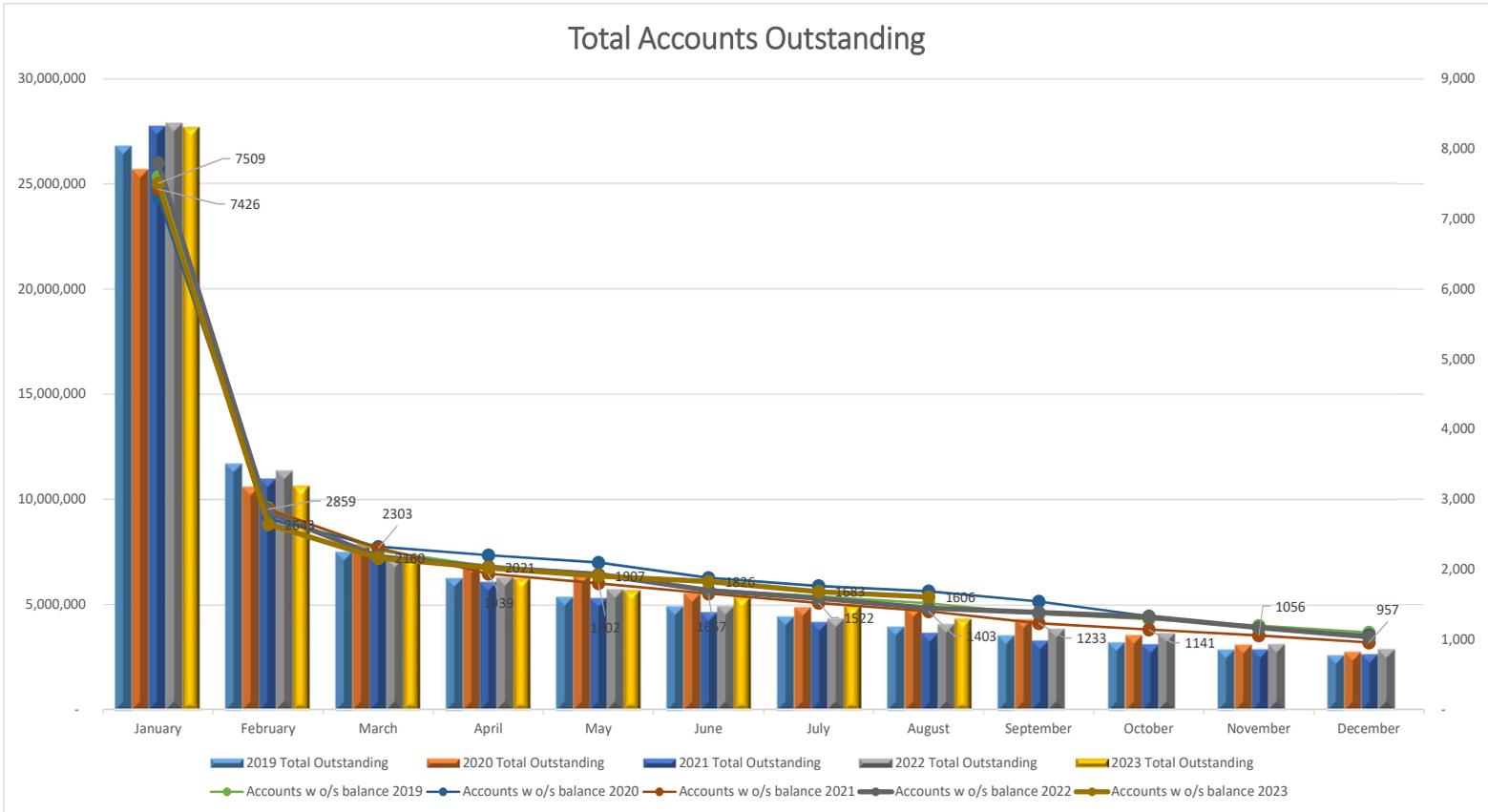
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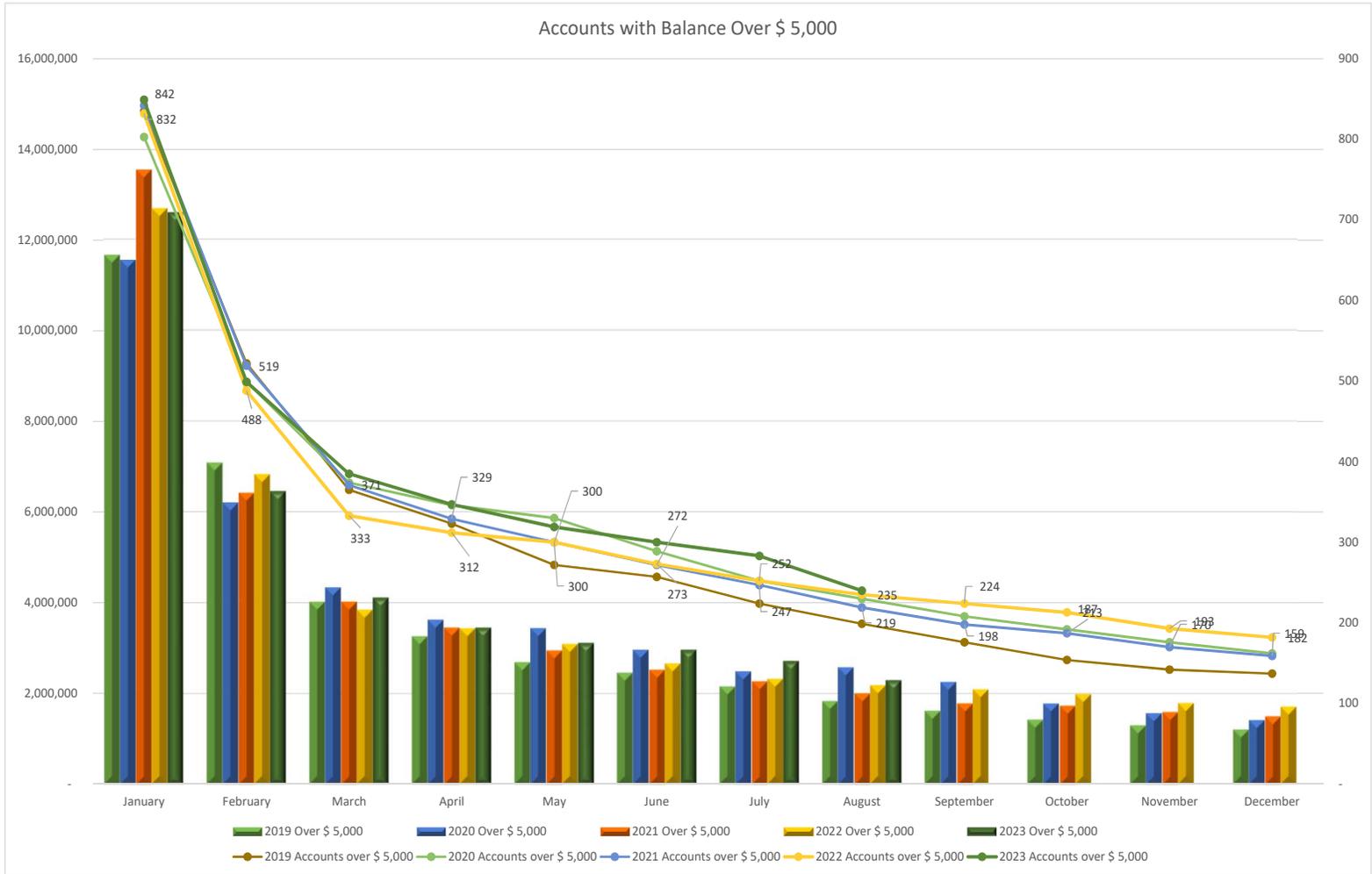
Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
Splashpad, CPP/EI/WCB/HAPSET	0	497	-497	0	1,275	-1,275	0	-1,275
Splashpad, Maint supplies	0	0	0	0	407	-407	0	-407
<b>Total Parks &amp; Recreation</b>	<b>74,644</b>	<b>119,895</b>	<b>-45,253</b>	<b>346,909</b>	<b>468,774</b>	<b>-121,863</b>	<b>455,550</b>	<b>-13,222</b>
Recover - Garage exp, Salary	0	39,159	-39,159	0	256,470	-256,470	0	-256,470
Recover - Garage exp, Overtime	0	84	-84	0	20,032	-20,032	0	-20,032
Recover - Garage exp, Vacation	0	9,972	-9,972	0	21,938	-21,938	0	-21,938
Recover - Garage exp, Sick	0	1,817	-1,817	0	27,164	-27,164	0	-27,164
Recover - Garage exp, Group Insurance	0	2,049	-2,049	0	12,067	-12,067	0	-12,067
Recover - Garage exp, Pension	0	2,836	-2,836	0	17,692	-17,692	0	-17,692
Recover - Garage exp, CPP/EI/WCB/HAPSET	0	6,332	-6,332	0	39,446	-39,446	0	-39,446
Recover - Garage exp, Gas/Oil	0	31,414	-31,414	0	385,963	-385,963	0	-385,963
Recover - Garage exp, Maint supplies	0	20,292	-20,292	0	237,042	-237,042	0	-237,042
Recover - Garage exp, Other supplies	0	2,778	-2,778	0	16,957	-16,957	0	-16,957
Recover - Garage exp, Inventory	0	1,029	-1,029	0	28,628	-28,628	0	-28,628
Recover - Garage exp, Meal Vouchers	0	0	0	0	71	-71	0	-71
Recover - Garage rev, Misc Revenue	0	0	0	0	-787,625	787,625	0	787,625
<b>Total Garage</b>	<b>0</b>	<b>117,762</b>	<b>-117,761</b>	<b>0</b>	<b>275,845</b>	<b>-275,844</b>	<b>0</b>	<b>-275,844</b>
PWWWWW-Sinkhole-Repair, Salary	0	8,020	-8,020	0	8,020	-8,020	0	-8,020
PWWWWW-Sinkhole-Repair, Group Insurance	0	180	-180	0	180	-180	0	-180
PWWWWW-Sinkhole-Repair, Pension	0	239	-239	0	239	-239	0	-239
PWWWWW-Sinkhole-Repair, CPP/EI/WCB/HAPSET	0	1,422	-1,422	0	1,422	-1,422	0	-1,422
PWWWWW-Sinkhole-Repair, Maint supplies	0	2,095	-2,095	0	27,319	-27,319	0	-27,319
PWWWWW-Sinkhole-Repair, Hired contractor	0	633	-633	0	633	-633	0	-633
<b>Total Sinkhole</b>	<b>0</b>	<b>12,589</b>	<b>-12,589</b>	<b>0</b>	<b>37,813</b>	<b>-37,814</b>	<b>0</b>	<b>-37,814</b>
<b>Total Public Works, Water &amp; Waste Water</b>	<b>977,078</b>	<b>971,032</b>	<b>6,048</b>	<b>8,716,541</b>	<b>8,311,016</b>	<b>405,533</b>	<b>12,334,650</b>	<b>4,023,641</b>
Grants, Corner Brook Stream	0	0	0	82,500	82,500	0	110,000	27,500
Grants, Museum Grant	0	0	0	11,250	11,250	0	15,000	3,750
Grants, Museum -Shared Postion	0	0	0	17,250	18,000	-750	23,000	5,000
Grants, Misc Grants	5,895	2,500	3,395	47,157	11,900	35,257	70,735	58,835
Grants, Winter Carnival	0	0	0	15,000	17,884	-2,884	15,000	-2,884
Grants, Tourism Bureau	5,500	11,000	-5,500	16,500	11,000	5,500	22,000	11,000
Grants, CNA Scholarhsip	0	0	0	1,000	1,000	0	1,000	0
Grants, Hospital Foundation	0	0	0	1,000	0	1,000	1,000	1,000
Grants, MUN Scholarship	0	0	0	1,000	1,000	0	1,000	0
Grants, CBRH Scholarship	0	0	0	1,000	1,000	0	1,000	0
Grants, Corner Brook Running Club	0	0	0	2,000	2,000	0	2,000	0
Grants, Craig Hiscock Memorial	0	0	0	500	500	0	500	0
Grants, Railway Society	0	0	0	2,000	2,000	0	2,000	0
<b>Total Grants</b>	<b>11,395</b>	<b>13,500</b>	<b>-2,105</b>	<b>198,157</b>	<b>160,034</b>	<b>38,123</b>	<b>264,235</b>	<b>104,201</b>

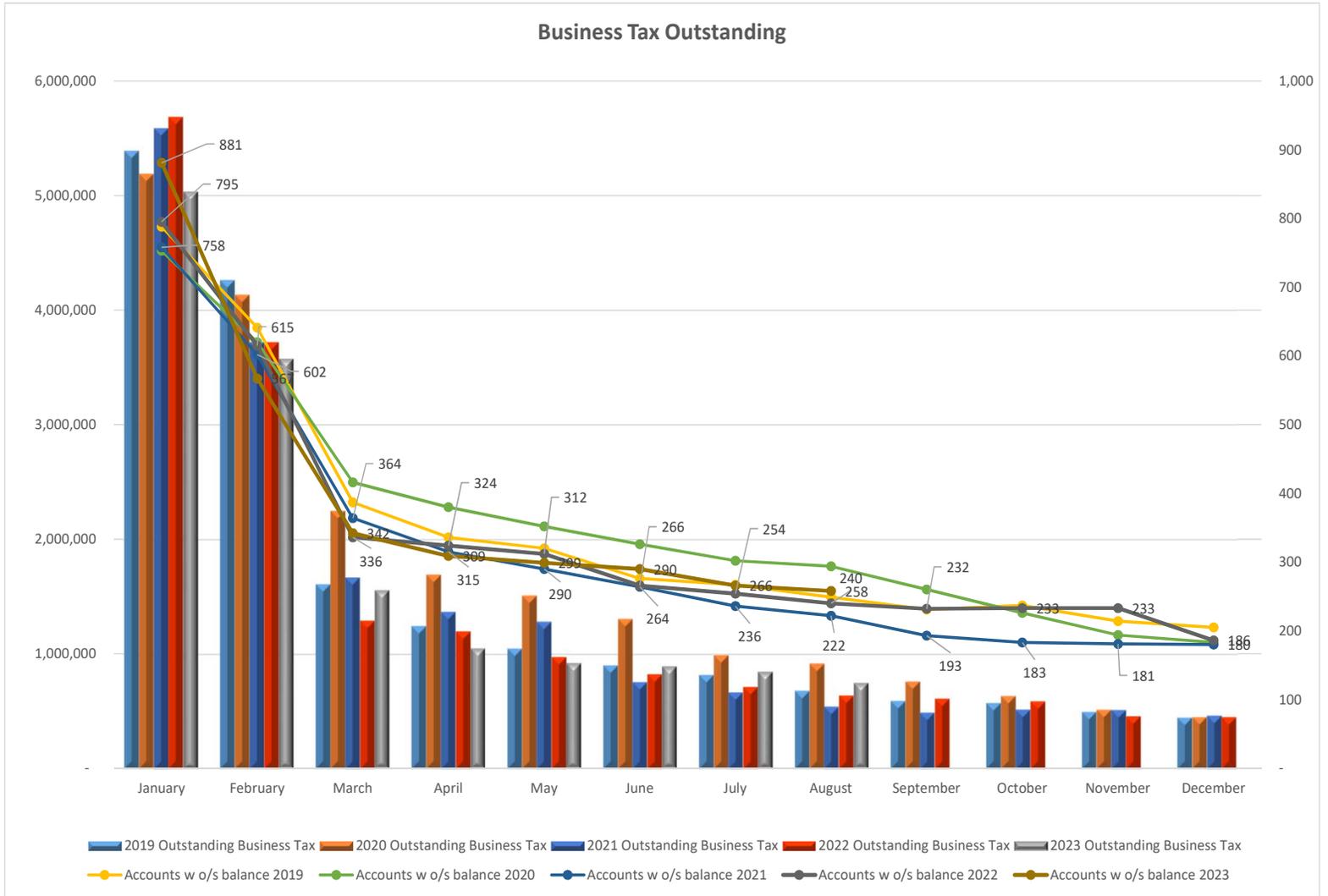
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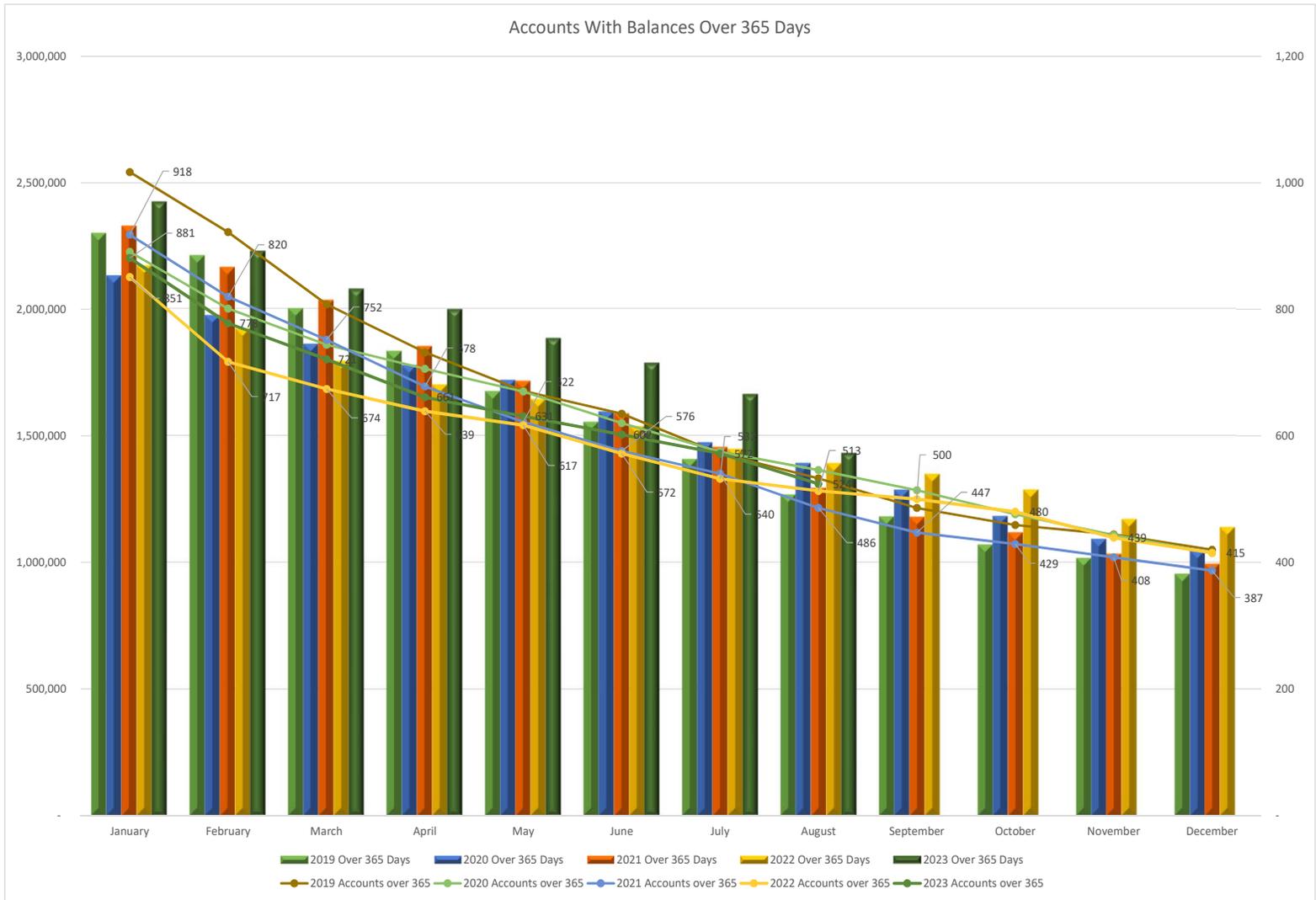
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Account	MTD Budget August2023	MTD Actual August2023	MTD Variance	YTD Budget August2023	YTD Actual August2023	YTD Variance	Annual Budget	Remaining Budget
COOR, Capital out of revenue	104,350	0	104,350	834,800	333,869	500,931	1,252,200	918,331
COOR, Gas Tax	74,717	0	74,717	597,736	438,746	158,990	896,600	457,854
<b>Total COOR</b>	<b>179,067</b>	<b>0</b>	<b>179,067</b>	<b>1,432,536</b>	<b>772,615</b>	<b>659,921</b>	<b>2,148,800</b>	<b>1,376,185</b>
Debt charges, Allow for uncollect	10,000	10,000	0	80,000	80,000	0	120,000	40,000
Debt charges, Bank Charges	1,083	860	223	8,664	7,337	1,327	13,000	5,663
Debt charges, FCM prin	2,500	0	2,500	20,000	15,000	5,000	30,000	15,000
Debt charges, FCM Int	325	0	325	2,600	1,979	621	3,900	1,921
Debt charges, CMHC prin	135,158	1,621,923	-1,486,765	1,081,264	1,621,923	-540,659	1,621,900	-23
Debt charges, CMHC int	10,975	131,674	-120,699	87,800	131,674	-43,874	131,700	26
Debt charges, Principal 2017/18	68,975	69,146	-171	551,800	549,547	2,253	827,700	278,153
Debt charges, Interest 2017/18	1,917	1,740	177	15,336	17,544	-2,208	23,000	5,456
Debt charges, 2020 Borrowing principal	11,075	0	11,075	88,600	0	88,600	132,900	132,900
Debt charges, 2020 Borrowing Interest	3,075	0	3,075	24,600	0	24,600	36,900	36,900
Debt charges, Principal RAC	40,850	0	40,850	326,800	0	326,800	490,200	490,200
Debt charges, Interest RAC	11,675	0	11,675	93,400	0	93,400	140,100	140,100
<b>Total Debt Charges</b>	<b>297,608</b>	<b>1,835,343</b>	<b>-1,537,736</b>	<b>2,380,864</b>	<b>2,425,004</b>	<b>-44,141</b>	<b>3,571,300</b>	<b>1,146,295</b>
Reserves, Reserve Capital	0	0	0	0	0	0	1,500,000	1,500,000
Reserves, Reserve W/S	0	0	0	0	0	0	1,030,700	1,030,700
<b>Total Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,530,700</b>	<b>2,530,700</b>
<b>Total Expenses</b>	<b>2,863,704</b>	<b>4,339,864</b>	<b>-1,476,163</b>	<b>23,882,096</b>	<b>22,481,940</b>	<b>1,400,164</b>	<b>37,414,835</b>	<b>14,932,899</b>
Recover - Garage exp, Other supplies	0	117,761	-117,761	0	1,067,216	-1,067,216	0	-1,067,216
Recover - Garage revenues	0	0	0	0	-787,625	787,625	0	787,625













# Information Report (IR)

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

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Development and Planning

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

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

## BACKGROUND INFORMATION:

### Development and Planning

#### **167 Country Rd (Crematorium)**

- Permit Issued for Site Development

#### **4a Herald Avenue (Robins Donuts)**

- Project Complete

#### **101 Healthcare Crescent (CB Acute Care Hospital)**

- Project Progressing on schedule for completion in Fall of 2023 to Spring 2024

#### **106 West Street (Western Star Building – Conversion to Apartment Building)**

- Permits Issued for Structural Steel and Building Envelope
- Project is well underway

#### **1 Mount Bernard Avenue (Sobeys)**

- Interior Renovation
- Permits Issued
- Work ongoing

#### **8 Grenfell Drive (Gas Station/Fast Food)**

- Foundation Permit Issued
- Site and Foundation work progressing

### **71 Humber Rd – Partially Vacant Building**

- Major Renovation proposed
- 6 Unit Apartment Building and 1 Commercial Space
- Foundation permit issued

### **1 Ariceen Place (Murphy Brothers – New Industrial Building)**

- Permits Issued
- Work progressing

### **16 Confederation Drive (McDonalds)**

- Major renovation and Extension
- Permits Issued

### **22 Confederation Drive (Western Motorsports)**

- Permits Issued
- Occupancy expected with a few months

### **New IMSP and Development Regulations**

- Council has now been given the opportunity to see the draft report and has provided excellent input on the document
- Staff have sent comments submitted by Council to the consultant to prepare responses
- Staff have requested that the consultant begin planning a session for Council in October

### **Business Development**

#### **Downtown Business Improvement Association (BIA)**

- Staff are conducting a short random survey to ascertain the interest of Downtown Businesses in a new (Business Improvement Area) BIA
- Received feedback of 7 businesses and all have been positive. More survey to be completed by next week
- Research findings are being compiled for a statistical representation of needs and expectations of businesses
- Staff are also working with Downtown Atlantic Canada and other Downtown associations to utilize their experience and suggestions

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

- Several projects were approved and program funding was exhausted in April
- Program has been so successful that Council may want to consider increasing funding for 2024

## **Assistance for Women Entrepreneurs of Small or Medium Enterprises (AWESOME)**

- Six businesses have been approved so far under this program
- Two more inquiries have been received
- We encourage anyone interested in the program to reach out to our Business Development officer for program details

## **New Economic Development Program**

- A new economic development program is being developed exclusively for indigenous people (mainly youth) in the City
- A meeting has been set up with the Qalipu Chief next week to discuss this

## **Sustainable Development**

- We now have a new Sustainability Coordinator (Kirstin Mercer) in place who is working on a number of new projects and project already that were well underway

## **2 Billion Trees Project**

- As part of National Tree Planting Day a number of public events were hosted in the City on September 20th including:
  - 2 Billion Trees Project presentation at the Centre for Research and Innovation discussed Canada's involvement in tackling climate change and biodiversity loss in Canadian urban forests with more detail explained as to how Corner Brook is executing the project
  - Tree planting event at 3 locations in Corner Brook for planting include Griffin Drive Parking Lot (around the art installments), Broadway (green space across from upper Sobeys parking lot), and the Centre for Research and Innovation

## **Fall Leaf Collection**

- Rolling out informative and easy to access posters about the dates for fall leaf collection and FAQ's (i.e. what type of bags, when to put out bags, etc.)
- Focus on sustainable and independent alternatives to leaf disposal (i.e. mulching, backyard compost piles, etc.)
- Meeting with Murphy Brothers to confirm dates of leaf collection

## **Transit Digital Payment System (M-Card)**

- The new digital payment system uses a reloadable smart card (The M-Card) to pay your fare for transit rides. The M-Cards are available at the City Hall Customer Service Desk
- The new system has now been installed on transit vehicles and is being tested to ensure everything is works properly before the official launch

## **City Hall Composting**

- Staff are rolling out a new and improved composting program use large tumbler style composters on the Green Roof

## **Recycling Program Improvements for the City**

- Staff are researching recycling programs in other cities and municipalities across Newfoundland to compare and contrast with Corner Brook

- To formulate a cost-benefit analysis of these programs and create a potential project plan for implementation of 2024 recycling program

Director of Community, Engineering, Development & Planning      Approved - 21 Sep 2023

Administrative Assistant    Approved - 21 Sep 2023

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City Manager



# Information Report (IR)

**Subject:** Recreation and Tourism Update

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Recreation  
**Staff Contact:** Kim Patten, Director of Recreation  
**Topic Overview:** Recreation and Tourism Update

## BACKGROUND INFORMATION:

### Recreation

Another busy summer season has come to an end with many successful events organized by the Recreation and Tourism Divisions including Corner Brook Day, pop up Active Tots in Margaret Bowater Park, Bocce:” Try it Day” in partnership with Easter Seals and Bocce NL and of course, Ribfest and Jiggs and Wheels!

Looking to the fall, The Recreation Department has planned for a National Seniors Day Celebration on Wednesday October 4th from 2:00pm-4:00pm. This event will be held in the Meeting Rooms at the Civic Centre. Admission is free!

Also happening again this year in the Main Arena of the Civic Centre is the **Agrifoods Show on October 13, 14 and 15th**. This show highlights the best of agriculture within the province and is fun for all ages. Further details will be announced in the coming weeks.

The Civic Centre Studio is getting up and running once again for another busy season. Active Tots and Older Adult fitness with Nora Lundrigan have started again. Pickleball has returned to its full schedule with 5 slots each week. Please refer to the Civic Centre’s Facebook page for updates on activities happening at the Centre.

Regarding the ice, Silver Blades started their regular season on Wednesday Sept 6th, Corner Brook Minor Hockey starts their 2023-24 season on Sept 25th and the Western Kings AAA team start their regular season play on October 6th. A few large tournaments have already been announced for Corner Brook to host this year including the U13, U15 and U18 female AAA Provincial kick off tournaments, to be played **All** on the same weekend of October 27-29.

Also, the City of Corner Brook was the successful bid to host the 2024 Under 18 Female AAA Atlantics (i.e., with teams from NL, PEI, NB and NS). This tournament will showcase the highest level of competition in minor programming for female hockey in the province. The City of Corner Brook and our team, the Western Warriors, will play host for this event on April 4-7, 2024

## Cruise Ship Season

The 2023 Cruise season has been a record-breaking season, and while summer is over we still have another 16 Cruise ships scheduled to call to the port of Corner Brook.

On cruise ship days we will continue to provide vendor markets in the City Square and operate the Mill Whistler Train. We will also showcase live music for all ships sailing with over 1000 passengers.

It is worth mentioning that our vendor markets and the Mill Whistler train have also been successful this season:

- During the period of June 24th – Sept 18th, over 25,000 riders have enjoyed the train and
- Our list of vendors has increased to over 50 in number – and on average 15- 20 participate in the Cruise Ship markets.

**One of the highlights in the coming weeks is our Colours of Corner Brook Festival on Oct 7 as the city of Corner Brook welcomes the Norwegian Joy, with over 3800 passengers & 1800 Crew.**

A portion of West Street will be closed to traffic. The street will be filled with over 30 vendors and the Mill Whistler will operate.

Kicking off the event at 9:00am will be the Corner Brook Aboriginal Women's Drummers followed by the Scottish Dancers group, Robyn Terry, The Broadway Blues Band, Accordion playing, mummers and more.

Residents are also encouraged to come outside. enjoy the music and see the latest offerings at our vendors market.

Lastly, we have received very positive feedback on Jiggs and Wheels 2023 so in an effort to give everyone time to plan for next years festival we are announcing the dates for Jiggs and Wheels 2024 will be held July 26th – August 4th.

So Stay tuned for updates through our social media platforms and website as we move forward with our planning.

Legislative Assistant  
Administrative Assistant

Approved - 21 Sep 2023  
Approved - 21 Sep 2023

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City Manager



# Information Report (IR)

**Subject:** Public Work Summary

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Public Works  
**Staff Contact:** Rodney Cumby, City Manager  
**Topic Overview:** Following is a update from June 22 to September 19 from Public Works.

## BACKGROUND INFORMATION:

### Line Painting

- First round was completed in mid June;
- Second round was done in the areas that were milled and paved in late August.

### Parks and Recreation:

- Fields were aerated/seeded/limed/ fertilized in June. Second round of maintenance will occur over next two weeks, weather dependent;
- Margaret Bowater Park pool and splash pad were closed on September 11;
- New fence topper was installed and softball fields;
- New nets were installed on Basha softball field.

### Lawn Repairs:

- Lawns repaired by homeowners: 29
- Lawns repaired by City: 135

### Tree Maintenance:

- To date 13 trees have been pruned and 3 trees removed. The trees that were removed were located in Margaret Bowater Park and the within the limits of the work done to repair the Glynmill Inn sinkhole.

### Manhole / Storm Repairs:

- Storm work has been completed at Woodbine and Lundrigan Drive where storm sewers developed into sinkholes.

### Patching:

- Contractor is expected to complete patching list over the next two weeks.

### Storm Sewer flushing:

- Storm flushing program is underway for the past month and will continue into late October.

#### **Curb & Sidewalks:**

- Curb replacement and repairs has been underway throughout the summer. To date, 35 locations have been repaired. Approximately 15 remain that are currently scheduled to be completed this year.

#### **Glynmill Inn Walking Trail Sinkhole:**

- Work to repair the two sections of 62" corrugated storm sewer by City staff was completed from Aug 11th to 24th;
- "Beautification" of the trail will be completed in the spring of 2024. Beautification will include sods, trees, shrubbery and benches.

#### **Snowclearing Preparation:**

- City sanders and leased loaders are in the shop receiving pre winter maintenance. This work will be on going throughout the fall.

#### **Service Requests from June 21 to Sept 19:**

- **415 calls received.**
- **Top three categories of requests:**
- **Potholes: 84**
- **Curb / sidewalks: 83**
- **Road Repairs: 61**

Legislative Assistant  
Administrative Assistant

Approved - 21 Sep 2023  
Approved - 21 Sep 2023

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City Manager



# Information Report (IR)

**Subject:** Water and Wastewater Work Summary

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Water and Sewer

**Staff Contact:** Keith Costello,

**Topic Overview:** The following is a Water and Wastewater Summary from June 21st to September 18th, 2023

## BACKGROUND INFORMATION:

Water & Wastewater Complaints	
Clean Water Lines	4
Curb Stop Repair	16
High/Low Water Pressure	10
Locate Curb Stop	21
Maintain Hydrants & Valves	8
No Water	4
Noise on Line	7
Request for Water Shut Off and/or On	22
Scada System Alarms	1
Sewer Backup	13
Resident Inquiries	7
Trace Waterlines	5
Water Leaks	46
<b>Total</b>	<b>164</b>

<b>Water &amp; Wastewater Media Releases</b>	
Emergency Road Closure	3
Emergency Water Outage & Road Closure	4
Lane Closure	2
Precautionary Boil Water Advisory	7
Road Closure	15
Splash Pad Closed/Reopened	2
Water Outage	1
Water Outage and Precautionary Boil Water Advisory	1
Water Outage and Road Closure	16
Water Outage, Road Closure & Precautionary Boil Water Advisory	1
<b>Total</b>	<b>52</b>

<b>Water &amp; Wastewater Recoverable Works</b>	
Exploratory Dig/Sewer Repairs (9 Woodbine Avenue)	1
Open Valve/Flush Hydrant (4 Herald Avenue/Robin's Donuts)	1
Request to Turn Water Off	9
Request to Turn Water Off and On	10
Request to Turn Water On	1
Rod Sewer	2
Trace Water Lines	1
<b>Total</b>	<b>25</b>
<b>Total Cost</b>	<b>\$ 9,856.75</b>

<b>Water &amp; Wastewater Repairs</b>	
Curb Stop Repairs	11
Exploratory Dig/Sewer Repair	3
Hydrant Repair	2
Repair Sewer Tie In (City Side) – 11 O'Connell Drive/Jubilee Place	1

Sewer Lateral	1
Water Main Leaks	1
Water Service Leaks	5
<b>Total</b>	<b>25</b>

4.

### Annual Maintenance Programs

- Hydrant Maintenance - 1st round complete on both City owned and private hydrants. Currently working on 2nd round (winterization) of City owned hydrants
- Water Supply- backwashed water intake screens at Trout Pond & inspected Corner Brook Stream intake
- Water Main Flushing – Program complete. Flushed all 23 water pressure zones.
- Bio-Green Wastewater Treatment Plant – upgraded 2 clarifying treatment cells during the week of July 31st
- Sanitary Sewer Lift Stations (10) –9 stations completed. 1 station remaining.
- Sanitary Sewer Flushing & Rooting Cutting – both programs completed for 2023.
- Splash Pad – Closed Sept 11. Another successful year.

### Repairs

- installed new 12” diameter flow sensor to monitor the flow to the Corer Brook Pulp and Paper Mill

### Capital Works

- Provided support for Capital Works Projects (Mt. Bernard Ave. reconstruction & Citadel Drive PRV Station upgrade

### Upcoming Maintenance

- Repair 15 watermain valves
- Service remaining sanitary sewer lift station
- Winterize splash Pad
- Complete annual Chlorination Station service. 4 stations scheduled to be completed.
- Complete winterization of City owned & private hydrants

## **Water Treatment Plant Maintenance Summary**

### **Overview**

- We experienced a large fluctuation in Raw Water quality over the last three months due to weather events and the controlled release of water from Corner Brook Lakes. These weather events and the reduction of flow from CB Lakes caused a decrease in water quality and an increase in organic loading. The decrease in water quality increased the chemical demand to treat the raw water.
- So far in 2023 we have seen the lowest average raw water quality since the plant came online in 2015
- New Water Treatment Operator started Aug 28

### **Maintenance**

#### **June**

- Completed annual maintenance on all 3 chlorinators equipment
- Cleaned, serviced and replaced the probes on both chlorine analyzers
- Replaced thermostat valve on the air saturation compressor
- Cleaned filter # 3 with high strength chlorine solution
- On June 29th the plant was taken offline to install the new coagulant injection piping in the flash mix chamber. The chamber was drained, cleaned and inspected during the installation. No major issues were found
- Replaced the pressure differential monitor on filter #1. The old unit was reading 4 KPA higher.

#### **July**

- DAF (Dissolved Air Flootation) #1 – drained, cleaned and inspected chamber and equipment. Everything checked out fine
- Changed out tubing on all water monitoring analyzers. Also, cleaned and inspected analyzer and associated equipment
- Completed annual service on all air handling units

#### **August**

- Completed annual drain on air saturation tank #2
- Replaced scraper brushes and waste channel spray nozzles on DAF#1

### **Upcoming Maintenance**

- Replace spray nozzles on DAF (Dissolved Air Flootation) #2.
- Complete Scada system programming upgrades
- Filter #1 cleaning (hypochlorite shock treatment)
- Complete service of UV #1 unit.
- DAF #2 - drain, clean & inspect chamber & equipment

Administrative Assistant

Approved - 21 Sep 2023

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City Manager



# Information Report (IR)

**Subject:** Cbfd Smoke Alarm Project

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** Cbfd Smoke Alarm Project is Underway

## BACKGROUND INFORMATION:

The Cbfd and the NL Dept of Justice and Public Safety are working together on a smoke alarm project that will see smoke alarms installed in the bedrooms of homes built before year 2000 in the Provincial Region #5. The Cbfd is leading the program and are engaging all fire departments in our region.

### Notes for Residents:

1. Applicants must reside in the home;
2. The home must have been built before year 2000;
3. Residents can apply at: [www.cornerbrook.com/smokealarms](http://www.cornerbrook.com/smokealarms).
4. Once residents apply, their information is sent to their local area fire department whom will make the arrangements with the home owners and install the smoke alarms;
5. Corner Brook is starting their installations today, September 25th.

Since last Friday, September 13th, and without much promotion we have received over 250 applications from residents wanting to avail of this program! This only translates to safer homes for our residents!

## FINANCIAL IMPACT:

This program is fully funded by the NL Dept of Justice and Public Safety.

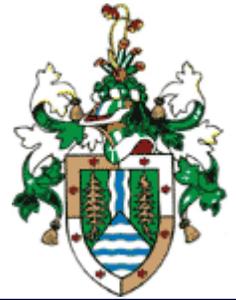
**Finance Type:** Funding

Director of Protective Services  
 Administrative Assistant

Approved - 21 Sep 2023  
 Approved - 21 Sep 2023

City Manager





# Information Report (IR)

**Subject:** Protective Services Statistics for month of August

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Protective Services

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

**Topic Overview:** The following is an update on Protective Services Operations for August

## BACKGROUND INFORMATION:

### MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 98 calls for services including as follows:

- 1 Development Without a Permit
- 6 Untidy Property
- 8 Illegal Parking
- Uncovered Garbage
- 14 Assistance (Assisting Residents with issues where no Regulations exist but we can assist in some way)
- Document Service
- bank Deposits for Finance
- Parking Meter Malfunction
- 2 Noise Complaints
- 3 Mobile Vending Permit
- 2 Illegal Dumping
- 1 littering
- Various other routine complaints

### Taxi Regulation:

- 4 - Taxi Driver Permits
- 4 - Taxi Vehicle Permits

### Animal Control:

- Received 35 calls for Service were received that included:
- 14 - Roaming Animals
- 11 - Injured/Dead Animals
- 5 – Barking Dogs
- 5 – Cages to residents

- 3 - Assistance

### **Parking Enforcement:**

- 29 Parking related violations were issued.
- 23 - Expired Parking Meters
- 1 - Parked on or Near a Highway
- 1 - Parked Driveway or Loading Zone
- 4 - No Parking

### **CORNER BROOK FIRE DEPARTMENT**

The Cbfd received 42 calls for service that included:

# of Incidents	Type
4	Structure Fire Residential
1	Structure Fire Commercial
6	Residential Alarm
1	Commercial Alarm - Odor
9	Commercial Alarms
1	Emergency Medical Call
1	Water Rescue
1	Vehicle Fire
6	MVC – Injury/Entrapment
3	MVC – No injury/no entrapment/no fuel spill
2	Non-emergency – lift assist
1	Bomb Threat
2	Bonfire
3	Dumpster/Garbage Fire
1	Petroleum Spill
42	

### **PUBLIC SAFETY ANSWERING POINT (PSAP)**

The total volume of calls received by the Corner Brook PSAP for August was **6988**. The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Police	1,414
Ambulance	1,931
Fire	197
Crisis	12
RoCP	8
Northern 911	4
Forestry	1
MRSC	4

Primary Agency	Number of Transferred Calls
Poison Control	2
Natural Resources	1
Coast Guard	1
TBD	19
<b>Total</b>	<b>3594</b>

Volume of Non-Transferred 911 Calls: **3,394**

Administrative Assistant

Approved - 22 Sep 2023

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City Manager





# Information Report (IR)

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

**To:** Rodney Cumby

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Community Services

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

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

## BACKGROUND INFORMATION:

### Current Projects

#### Corner Brook Recreation Centre

- Project approximately 80% complete
- Leisure pool, training pool and beach entry concrete deck completed
- Formwork removal under slab completed
- Natari curb is in place (Pool system)
- Drywall installed in the daycare and administration area; nearly complete in the multipurpose room. Paint and plaster is well underway.
- Interior masonry nearing completion
- Structural steel complete. Exterior steel studs complete; the building is fully closed in now that concrete pours are finished
- Exterior fascia brick complete, concrete window sills are installed. Steel siding complete in some areas; however, the siding alongside the maintenance laneway is not started
- Electrical and mechanical work ongoing; excluding pool mechanical equipment which has not started



### **Mt Bernard Avenue Reconstruction**

- Work includes new underground infrastructure, curb/gutter, side walk (1 side) and asphalt
- Approximately 66% of underground piping complete
- Work Zone 2 opened to traffic September 6th (up to Wellington St)
- Reinstatement occurring in Work Zone 3
- Currently working in Work Zone 4 and will be moving into Work Zone 5 in near future
- Work will likely stop at Randolph Street for 2023 and commence again in Spring 2024 to finish project (approximately 200 meters)



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

- Work commenced May 23rd, 2023
- Pedestrian bridge installed but still requires installation of railing and decking, work ongoing along all areas of trail

- Anticipated completion date for the project, end of October 2023



### **O'Connell Drive Pedestrian Crossing**

- All underground and reinstatement work complete, waiting on new poles, existing signals will be removed when new is completed
- New pedestrian signals will meet current standards
- Anticipated completion date for the project, end of October 2023



## **New Projects**

### **Deep Gulch Brook Culvert Replacement**

- RV Anderson is Consultant for the project
- ICIP funding, 1/3 funding ratio
- Preliminary Design Stage
- Winter 2024 Tender Call

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

- Anderson Engineering is Consultant for the project
- ICIP funding, 1/3 funding ratio
- Preliminary Design Stage
- Winter 2024 Tender Call

### **Great Trail Enhancement Phase 2**

- Finalizing Consultant for the project







# Request for Decision (RFD)

**Subject:** Citadel Drive PRV - Change order No. 5

**To:** Darren Charters

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [213093.00 Corner Brook Citadel Drive PRV - CO#5 Landscaping - SIGNED by Dulah \(002\) Redacted](#)

## BACKGROUND INFORMATION:

Provide costs for all labor and materials to construct ditching, landscaping, and granular parking areas as per the attached sketch.

Approximate quantities are as follows:

41 meters of ditching

730 square meters topsoil and hydroseeding

granular "A" 6 tonnes

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve change order no. 5 for ECO Contracting Ltd. for the Citadel Drive PRV Rehabilitation

## FINANCIAL IMPACT:

Original Contract amount - \$644,000.00

Project Budget - \$702,000.00

**Budget Code:** 17-MYCW-22-00037

**Finance Type:** Capital

Director of Community, Engineering, Development & Planning      Approved - 13 Sep 2023

Administrative Assistant      Approved - 13 Sep 2023

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City Manager

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

Page 1 of 3

March 2022

**PROJECT NAME:** Citadel Drive PRV Rehabilitation **DATE:** September 5, 2023

**MI PROJECT NO:** 17-MYCW-22-00037 **CHANGE ORDER NUMBER:** 5

**CONTRACTOR:** ECO Contracting

.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

Provide cost for all labour and materials to construct ditching, landscaping and granular parking area as per the attached sketch.  
Approximate quantities are as follows:  
- 41m ditching  
- 730 sq m topsoil and hydroseeding  
- Granular "A" 6 tonnes

.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: 20 REVISED COMPLETION DATE: 4 weeks from Approval

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 \$ 33,120.00

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)	\$	644,000.00
<b>Change Order Limit (greater of 10% or \$15,000)</b>	\$	N/A
Previous Change Orders (B)	\$	19,811.17
<b>This Change Order (C)</b>	\$	33,120.00
New Approved Contract Amount (A+B+C)	\$	696,931.17

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

**.5 AUTHORIZATION TO PROCEED**

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

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

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

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

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

**.6 CANCELLATION OF CONTEMPLATED CHANGE**

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

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

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

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

**.8 ENCLOSED DOCUMENTS**

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

A copy of this document signed by the Owner and Consultant, \_\_\_\_\_

A copy of the Citadel Drive Site Grading Plan \_\_\_\_\_

A copy of the quote from Eco Contracting Ltd. related to the work of this Change Order \_\_\_\_\_

\_\_\_\_\_

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Transportation and Infrastructure

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

**Page 3 of 3**

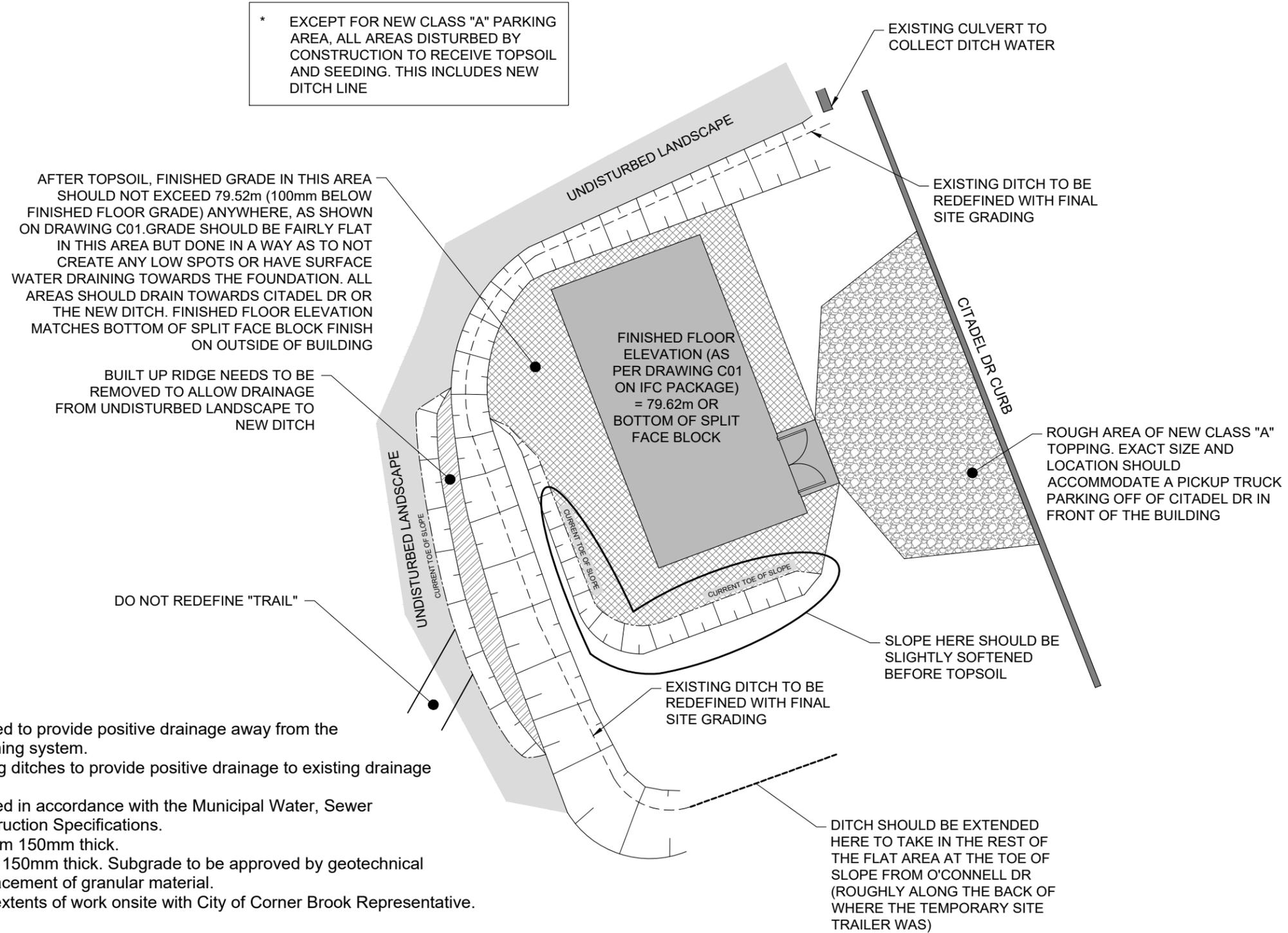
**March 2022**

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

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Transportation and Infrastructure



**Notes:**

1. All work to be completed to provide positive drainage away from the building and into the ditching system.
2. Grade new and existing ditches to provide positive drainage to existing drainage infrastructure.
3. All work to be completed in accordance with the Municipal Water, Sewer and Roads Master Construction Specifications.
4. Topsoil to be a minimum 150mm thick.
5. Granular surface to be 150mm thick. Subgrade to be approved by geotechnical representative prior to placement of granular material.
6. Coordinate limits and extents of work onsite with City of Corner Brook Representative.



Suite 1, 2 Mount Bernard Avenue  
 Corner Brook, NL A2H 0C6  
 Office: (709) 634-6089 / 639-0998  
 Fax: (709) 634-0587

**QUOTATION:  
 Citadel Drive PRV Rehabilitation  
 CCO #5 - Landscaping**

**Customer:**

City of Corner Brook  
 PO Box 1080  
 Corner Brook, NL  
 A2H 6E1

Attn: Calvin Hollett, Senior Project Manager  
 CBCL  
[calvinh@cbcl.ca](mailto:calvinh@cbcl.ca)

Quote: Citadel Dr. Landscaping

Date: 22-Aug-2023

Expiry: 21-Sep-2023

Description	Price
We are pleased to quote on the supply and installation of labour and material for the Contemplated Change Order #5 located at Citadel Drive PRV Station in Corner Brook, NL, as per request.	
Supplier Quote plus mark-up	
<ul style="list-style-type: none"> <li>• Mob and Demob</li> </ul>	\$1,925.00
<ul style="list-style-type: none"> <li>• Topsoil</li> </ul>	\$13,167.00
<ul style="list-style-type: none"> <li>• Hydroseed</li> </ul>	\$8,662.00
<ul style="list-style-type: none"> <li>• Ditching</li> </ul>	\$811.00
<ul style="list-style-type: none"> <li>• General Landscaping of exiting material (excavator, labourer)</li> </ul>	\$3245.00
<ul style="list-style-type: none"> <li>• Class A Placement</li> </ul>	\$990.00
<b>Labour &amp; Material</b>	<b>\$28,800.00</b>
	<b>(Plus HST)</b>

Please confirm your acceptance of this quote by signing this document and returning by email or fax.

Signature: \_\_\_\_\_

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





# Request for Decision (RFD)

**Subject:** Multi-Year Capital Works - 3 Year Allocation 2017-2020 Schedule A Amendment

**To:** Darren Charters

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [2017-2020 Multi Year Capital Works Amendment Letter Redacted](#)

## BACKGROUND INFORMATION:

The City of Corner Brook and the Department of Municipal Affairs have agreed to amend the current funding agreement for the 2017-2020 Multi-Year Capital to reflect the revised amounts for the listed projects.

In 2017 the City and the Department of Municipal Affairs agreed upon projects and expected costs to be included in the 2017-2020 MYC funding agreement. Since that time many of the projects have been completed and the actual costs in some cases are different than the amounts originally anticipated. In order to fully utilize the funding and to receive maximum funding on the MYC projects, a reallocation of the funds by the project is required. As a result of this reallocation, there is no change in the total amount of funding from Municipal Affairs, the amount of funding required from the City, or the projects to be funded. The only change is the amount of funding allocated to the specified projects.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** accept the cost-shared funding 2017-2020 Schedule A Amendment as outlined in the Department of Transportation and Infrastructure project approval letter dated July 20, 2023, with a total value of \$33,000.00 from the 2017-2020 Multi-Year Capital Works Program towards the O'Connell Drive Pedestrian Crossing Improvements #17-MYCW-23-00109.

The Corner Brook City Council authorizes the Mayor and City Manager to sign the 2017-2020 Municipal Infrastructure Agreement Amendment with the Department of Municipal Affairs and Environment on behalf of the City of Corner Brook.

## FINANCIAL IMPACT:

The funding for the City's portion of the 2017-2020 has already been anticipated in City's budgetary plan.

**Budget Code:** 2017-2020 MYCW

**Finance Type:** Funding

Director of Community, Engineering, Development & Planning      Approved - 19 Sep 2023  
Administrative Assistant                      Approved - 19 Sep 2023

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City Manager



Government of Newfoundland and Labrador  
**Department of Transportation and Infrastructure**  
 Municipal Infrastructure Division

July 20, 2023

COR/2023/08629-001

**NOTIFICATION OF APPROVAL**  
**Multi-Year Capital Works – 3 Year Allocation**  
**2017 – 2020 Schedule A Amendment**

Mayor Jim Parsons  
 City of Corner Brook  
 5 Park Street  
 P.O. Box 1080  
 Corner Brook, NL A2H 6E1

Dear Mayor Parsons:

I am pleased to advise your request to reallocate funds within the existing MYCW allocation has been approved per the revised Schedule A (Attached).

Projects will be funded at a cost sharing ratio as outlined on the department's website for eligible costs net of HST/GST rebates. All projects are required to be completed with final claims for reimbursement by March 31, 2024.

**NEXT STEPS**

Please submit the following to [mifunding@gov.nl.ca](mailto:mifunding@gov.nl.ca) within 45 days of the date of this letter, with the project number referenced in the subject line:

1. A resolution (e.g. Minute of Council) passing a motion to enter into this Agreement A sample resolution is attached.
2. Signed Municipal Infrastructure Agreement(s) (attached). A copy will be returned for your records once signed by the department.
3. Funding agreement checklist. (attached)

The project(s) must be completed in accordance with the Municipal Infrastructure Funding Agreement and The Municipal Infrastructure Project Guidelines. The Ultimate Recipient should also be aware that prior to the commencement of any work related to the project, an initial project meeting must be arranged with the Regional Office. Please contact Western Regional Engineer, Chris Power, P. Eng., at 709-637-2491.

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 ☎ 709 729 3068 📠 709 729 0703 [www.gov.nl.ca/ti/](http://www.gov.nl.ca/ti/)



Sincerely,



**Kim Kieley, P. Eng, FEC**  
Director – Municipal Infrastructure  
Transportation and Infrastructure

***“Safety isn’t expensive it’s priceless.”***

/jl

Enc.

- cc: Hon. Gerry Byrne, MHA
- Mr. Scott Reid, MHA
- Mr. Eddie Joyce, MHA
- Holly Scott-Walsh, Regional Manager
- Chris Power, P. Eng., Regional Engineer
- Colleen Johnson, Manager, Fed/Prov Programs
- John O’Leary, Admin Officer II
- Melissa Madden, Accountant I



**City of Corner Brook  
2017-2020 Multi Year**

**Schedule A Revised July 2023**

<b>Project</b>	<b>Project #</b>	<b>As Per Schedule A July 2022</b>	<b>As Per Schedule A July 2023</b>	<b>GST/PST Rebate</b>	<b>Net Funding</b>	<b>Provincial Share</b>	<b>Municipal Share</b>
Retaining Walls Replacement	17-MYCW-18-00014	123,426	123,426	11,499	111,927	55,964	55,964
Pressure Reducing Valve Stations Upgrades	17-MYCW-18-00021	1,065,500	1,065,500	99,268	966,232	676,362	289,870
Dunbar Avenue Substandard Waterline Replacement	17-MYCW-18-00022	67,809	67,809	6,318	61,491	43,044	18,447
Hillard's Road Waterline Looping / Quality Improvements	17-MYCW-18-00025	509,955	509,955	47,510	462,445	323,712	138,734
Georgetown Road Water Lateral Replacement	17-MYCW-18-00028	620,000	620,000	57,762	562,238	393,567	168,671
Georgetown Road at Burton's Road Culvert Replacement	17-MYCW-18-00016	600,660	600,660	55,960	544,700	381,290	163,410
East Valley / Central Street Storm Sewer Replacement	17-MYCW-18-00018	418,856	418,856	39,023	379,833	265,883	113,950
Bayview Heights Substandard Waterline Replacement	17-MYCW-18-00026	207,905	207,905	19,370	188,535	131,975	56,561
Regional Aquatic Centre Feasibility Study	17-MYCW-18-00017	153,472	153,472	14,298	139,174	97,422	41,752
St Mary's Brook / Curling Street, Concrete Culvert Replacement	17-MYCW-18-00019	165,225	165,225	15,394	149,831	104,882	44,949
Elizabeth Street Water Quality Improvements	17-MYCW-18-00023	438,442	438,442	40,848	397,594	278,316	119,278
East Valley Road Waterline Looping & Replacement	17-MYCW-18-00027	741,003	741,003	69,035	671,968	470,378	201,590
Gale/Cochrane Streets Substandard Waterline Replacement	17-MYCW-18-00024	626,959	626,959	58,411	568,548	397,984	170,564
Bear Head Road Section Rebuild	17-MYCW-18-00015	81,127	81,127	7,558	73,569	51,498	22,071
O'Connell Drive at Woodman's Avenue, Culvert Upgrade	17-MYCW-18-00020	957,966	957,966	89,249	868,717	608,102	260,615
Mount Bernard Avenue Sewer Capacity and Upgrades	17-MYCW-21-00103	97,980	97,980	9,128	88,852	62,196	26,656
Transit Study and System Design	17-MYCW-21-00104	52,325	52,325	4,875	47,450	23,725	23,725
St. Mary's Brook Culvert Phase 2	17-MYCW-22-00145	128,591	110,548	10,299	100,249	70,174	30,075
Confederation Drive Tower Protection Wall	17-MYCW-23-00108	58,000	50,175	4,675	45,500	22,750	22,750
O'Connell Drive Pedestrian Crossing Improvements	17-MYCW-23-00109	205,000	238,000	22,173	215,827	107,914	107,914
<b>TOTAL</b>		<b>7,320,200</b>	<b>7,327,332</b>	<b>682,652</b>	<b>6,644,680</b>	<b>4,567,138</b>	<b>2,077,545</b>

7/18/2023

COR/2023/08629-002

**Municipal Infrastructure Funding Agreement****Multi-Year Capital Works Program**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_

**BETWEEN** HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND AND LABRADOR, as represented by the Minister of Transportation and Infrastructure (hereinafter referred to as the “Minister”)

OF THE FIRST PART,

**AND** CITY OF CORNER BROOK  
(hereinafter referred to as the “Ultimate Recipient”)

OF THE SECOND PART

**WHEREAS** The Minister and the Ultimate Recipient have agreed to enter into a Municipal Infrastructure Funding Agreement for the financing of the projects outlined in Schedule A, Municipal Capital Works funding program hereinafter referred to as the “Project”, and have agreed to total project cost not in excess of \$7,327,332, including HST/GST.

**AND WHEREAS** the Minister of Transportation and Infrastructure has been authorized to negotiate an Agreement on behalf of the Province of Newfoundland and Labrador;

**AND WHEREAS** the designated signing officials of the Ultimate Recipient have been authorized by an appropriate resolution of the Ultimate Recipient dated the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_ (copy of which is attached hereto as Appendix “A” and forms part of this Agreement) to enter into this Agreement on behalf of the Ultimate Recipient;

**THIS AGREEMENT WITNESSETH** that for and in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, and the sum of One Dollar (\$1.00) now paid by each party hereto, one to the other, (the receipt and sufficiency of which are hereby acknowledged by the parties hereto), the Minister and the Ultimate Recipient hereby agree as follows:

### **1. OBLIGATIONS OF THE MINISTER**

1. To providing funding to the Ultimate Recipient, on a cost shared basis, as detailed in Schedule 1 of this agreement.
2. To make payment to the Ultimate Recipient, as costs are incurred, and upon receipt of the required documentation as outlined in the project guidelines.

### **2. OBLIGATIONS OF THE ULTIMATE RECIPIENT**

1. To fund the Ultimate Recipient's share of the eligible Project Costs as detailed in Schedule 1 of this agreement.
2. To fund the HST/GST rebate share of the Project Costs as detailed in Schedule 1 of this agreement.
3. The UR may fund both of these funding contributions utilizing:
  - a) Own sources or;
  - b) Arrange financing through a registered financial institution, with an approval to borrow from the Government of Newfoundland and Labrador.
4. To fund all costs (fees and interest) associated with financing either the Ultimate Recipient Share, or the HST/GST rebate.
5. To ensure that all costs in excess of the authorized funding will be one hundred per centum (100%) responsibility of the Ultimate Recipient for funding and payment.
6. To inform Newfoundland and Labrador immediately of any fact or event, of which the Ultimate Recipient is aware, that will compromise wholly, or in part, the Project.

### **3. PROJECT SCOPE**

1. The project scope has been approved as described in Schedule 2 of this agreement.

## **4. PROJECT DEADLINES**

1. The Ultimate Recipient is responsible to have all contracts associated with the project signed and completed and final invoices submitted to Newfoundland and Labrador, in accordance with Schedule 3 of this agreement.

## **5. PROJECT CANCELLATION**

### **5.1. BY THE ULTIMATE RECIPIENT**

1. The Ultimate Recipient will promptly inform Newfoundland and Labrador of the intent to cancel or withdraw Projects.
2. The Ultimate Recipient will be responsible for any costs associated with a withdrawn or cancelled Project, and will repay to Newfoundland and Labrador any and all disallowed costs and overpayments made under and according to the terms and conditions of this Agreement.

### **5.2. BY NEWFOUNDLAND AND LABRADOR**

1. Newfoundland and Labrador will promptly inform the Ultimate Recipient of the intent to cancel or withdraw Projects.
2. The Ultimate Recipient may not be responsible for any costs associated with a cancelled Project, unless the cause of cancellation is due to material breach by the Ultimate Recipient.

## **6. PROJECT AMENDMENTS**

1. Subject to the prior written approval of the Department, the works may be amended provided the amendment does not exceed the approved funding set forth in this Agreement.

### **6.1. PROJECT SCOPE AMENDMENT**

1. The Ultimate Recipient will promptly inform Newfoundland and Labrador of the intent to request a change in the approved scope.
1. The Ultimate Recipient will provide, at Newfoundland and Labrador's request and to Newfoundland and Labrador's satisfaction, additional information related to changes to a Project. The Ultimate recipient shall use the "project scope change request form"

that will be supplied at the time of notification. As the required information may change from time to time, the Ultimate Recipient shall request a new form each time.

2. Newfoundland and Labrador will duly consider the scope change and promptly inform the Ultimate Recipient of approval as appropriate.

## 6.2. PROJECT TIMELINE AMENDMENTS

1. The Ultimate Recipient may request a change to the project time line for consideration, Newfoundland and Labrador will promptly inform the Ultimate Recipient acceptance of such request as appropriate.

## 7. FINANCIAL

1. Funding beyond the current fiscal year is subject to availability of budgetary appropriations in future years.

1. Newfoundland and Labrador will not:
  - a) pay interest charges related to the Ultimate Recipient failing to make a payment to entities providing service or materials to the Ultimate Recipient;
  - b) pay capital costs for a Project until the requirements under section 1 (Environmental Assessment), if applicable, are, in Newfoundland and Labrador's opinion, satisfied to the extent possible at the date the claim is submitted.

2. Ultimate Recipient acknowledges that Newfoundland and Labrador will not be financially responsible for any ineligible expenditures or cost overruns for a Project.
3. The Ultimate Recipient shall submit monthly application for payment through the Municipal Support Information System (MSIS) with all required supporting information. Newfoundland and Labrador will process payment request and remit funds in a timely manner.

2. Ultimate Recipient acknowledges that Newfoundland and Labrador will not be financially responsible for any ineligible expenditures or cost overruns for a Project.
3. The Ultimate Recipient shall submit monthly application for payment through the Municipal Support Information System (MSIS) with all required supporting information. Newfoundland and Labrador will process payment request and remit funds in a timely manner.

### 7.1. USE OF SURPLUS FUNDS

1. Should the approved project scope be completed and funds remain unused, the Ultimate recipient may request to utilize the funds to extend the approved project. Request and approval protocol shall be as per section **Error! Reference source not found.** Change in Project Scope.
2. Surplus fund can be transferred to:

- a) Other approved projects within the Multi-Year Capital Works Funding approval Schedule A.
  - b) Unallocated status within the Multi-Year Capital Works Funding approval Schedule A to be used on future approved projects.
3. Funds will be considered surplus only after the original project scope has been completed.

## **7.2. PROJECT OVERRUNS**

1. Should projects within the approved Schedule A for Multi-Year Capital Works funding result in costs higher than the approved funding amount, the Ultimate Recipient can:
- a) Transfer funds from another project within the Schedule A, if that project is closed in MSIS and there are available funds
  - b) Fund the overrun from other non-provincial or federal sources;
  - c) Reduce the scope of the approved project, while still maintaining eligibility

## **8. AWARDING OF CONTRACTS**

1. The Ultimate Recipient shall award all contracts in accordance with the Municipalities Act, 1999, or any successor legislation, and the Public Procurement Act 2018, or any successor legislation.

## **9. REQUIREMENTS FOR PROJECTS**

1. A Project must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
2. Building projects must meet or exceed the requirements of the National Energy Code of Canada, latest edition.
3. A Project must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.
4. The project shall be executed in accordance with the Municipal Infrastructure Project Guidelines, edition in effect at time of signing of this Agreement.

5. The project shall follow all policy and guidelines issued by Transportation and Infrastructure that are applicable to the project.

## **10. ENVIRONMENTAL ASSESSMENT**

1. No site preparation, vegetation removal or construction will occur for a Project and Newfoundland and Labrador has no obligation to pay any Eligible Expenditures that are capital costs, as determined by Newfoundland and Labrador, until Newfoundland and Labrador is satisfied that the federal requirements under the Canadian Environmental Assessment Act, 2012(CEAA, 2012), other applicable federal environmental assessment legislation that is or may come into force during the term of this Agreement.

## **11. AUDIT**

1. The Ultimate Recipient will ensure that proper and accurate financial accounts and records are kept, including but not limited to its Contracts, invoices, statements, receipts, and vouchers in respect of all Projects for at least six (6) years after the Agreement End Date.
2. Newfoundland and Labrador reserves the right to Audit at any time during the project and the six (6) years following.

## **12. ACCESS**

1. The Ultimate Recipient will provide reasonable and timely access to Project sites, facilities, and any records, documentation or information for the purposes of audit, inspection, monitoring, evaluation, and ensuring compliance with this Agreement to representatives of Newfoundland and Labrador.

## **13. DISPUTE RESOLUTION**

1. The Parties will keep each other informed of any issue that could be contentious.
2. If a contentious issue arises, Newfoundland and Labrador will examine it and will, in good faith, attempt to resolve the contentious issue as soon as possible, and, in any event, within thirty (30) business days from the receipt of notice of such contentious issue. Where Newfoundland and Labrador cannot agree on a resolution, the matter will be referred to the Parties for resolution. The Parties will provide a decision within ninety (90) business days from the date of referral to the Parties.

3. Where the Parties cannot agree on a resolution, the Parties may explore any alternative dispute resolution mechanisms available to them to resolve the contentious issue.
4. Any payments related to any contentious issue raised by either Party may be suspended by Newfoundland and Labrador together with the obligations related to such issue, pending resolution.
5. The Parties agree that nothing in this section will affect, alter or modify the rights of Newfoundland and Labrador to terminate this Agreement.

## **14. DEFAULT**

### **14.1. EVENTS OF DEFAULT**

1. If Ultimate Recipient has not complied with one or more of the terms and conditions of this Agreement, that action constitutes the “Event of Default” under this Agreement

### **14.2. DECLARATION OF DEFAULT**

1. Newfoundland and Labrador may declare default if:
  - a) The Event of Default occurs;
2. Newfoundland and Labrador gives notice to the Ultimate Recipient of the event, which in Newfoundland and Labrador’s opinion constitutes an Event of Default; AND
3. The Ultimate Recipient has failed, within thirty (30) business days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate to the satisfaction of Newfoundland and Labrador that it has taken such steps as are necessary to remedy the Event of Default.

### **14.3. REMEDIES ON DEFAULT**

1. In the event that Newfoundland and Labrador declares default under section 14.2 (Declaration of Default), Newfoundland and Labrador may exercise one or more of the following remedies, without limiting any remedy available to it by law:
2. Suspend or terminate any obligation by Newfoundland and Labrador to contribute or continue to contribute funding to one or more Projects or Administrative Expenses, including any obligation to pay an amount owing prior to the date of such suspension or termination;

3. Suspend or terminate the approval of Projects;
4. Require the Ultimate Recipient to reimburse Newfoundland and Labrador all or part of the contribution paid by Newfoundland and Labrador to the Ultimate Recipient; or
5. Terminate this Agreement.

## **15. LIMITATION OF LIABILITY AND INDEMNIFICATION**

### **15.1. LIMITATION OF LIABILITY**

1. In no event will Newfoundland and Labrador, its officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
  2. any injury to any Person, including, but not limited to, death, economic loss or infringement of rights;
  3. any damage to or loss or destruction of property of any Person; or
  4. any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation; in relation to this Agreement or each of the Projects.

### **15.2. INDEMNIFICATION**

1. The Ultimate Recipient will at all times indemnify and save harmless Newfoundland and Labrador, its officers, servants, employees or agents, from and against all actions, claims, demands, losses, costs, damages, suits or other proceedings, whether in contract, tort (including negligence) or otherwise, by whomsoever brought or prosecuted in any manner based upon or occasioned by:
  2. any injury to any Person, including, but not limited to, death, economic loss or any infringement of rights;
  3. any damage to or loss or destruction of property of any Person; or
  4. any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation; in relation to this Agreement or any Project, except to the extent to which such actions, claims, demands, losses, costs, damages, suits or other proceedings are caused by the negligence or breach of the

Agreement by an officer, servant, employee or agent of Newfoundland and Labrador in the performance of his or her duties.

## **16. ASSETS**

### **16.1. DISPOSAL OF ASSETS**

1. Unless otherwise agreed to by the Parties, Newfoundland and Labrador will require that the Ultimate Recipient will maintain ongoing operations and will agree to retain title to and ownership of an Asset for the first five (5) years after substantial completion of the project.
2. If at any time within the first five (5) years after substantial completion of the project, an Ultimate Recipient disposes of, any Asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, under this Agreement, the Ultimate Recipient may be required to reimburse Newfoundland and Labrador, any funding received for the Project.
3. Exemptions are:
  - a) When the asset is transferred to Newfoundland and Labrador, a municipal or regional government; OR
  - b) With Newfoundland and Labrador's consent.

## **17. AMENDMENTS TO AGREEMENT**

1. This Agreement may be amended from time to time on written agreement of the Parties.

## **18. CONFLICT OF INTEREST**

1. No current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Newfoundland and Labrador applies will derive direct benefit from this Agreement unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes. The Ultimate Recipient will promptly inform Newfoundland and Labrador should it become aware of the existence of any such situation.

## **19. NO AUTHORITY TO REPRESENT**

1. Nothing in this Agreement is to be construed as authorizing any Person, including a Third Party, to contract for or to incur any obligation on behalf of Newfoundland and Labrador or to act as an agent for Newfoundland and Labrador. The Ultimate Recipient will take the necessary action to ensure that any Contract between The Ultimate Recipient and any Third Party contains a provision to that effect.

## **20. LOBBYIST**

1. The Ultimate Recipient has not made and will not make a payment or other compensation to any individual required to be registered under the federal Lobbying Act that is, in whole or in part, contingent on the outcome of arranging a meeting between a public office holder and any other person, or communicating with a public office holder in the awarding of any contribution funding or other financial benefit under this Agreement or negotiating, in whole or in part, any of the terms and conditions of this Agreement by or on behalf of His Majesty in Right of Canada.

## **21. SEVERABILITY**

1. If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, and if both Parties agree, it will be deemed to be severable and will be deleted from this Agreement, but all other terms and conditions of this Agreement will continue to be valid and enforceable.

## **22. ASSIGNMENT**

1. The Ultimate Recipient will not transfer or assign its rights or obligations under this Agreement without the prior written consent of Newfoundland and Labrador. Any attempt by the Ultimate Recipient to assign any of the rights, duties or obligations of this Agreement without Newfoundland and Labrador's express written consent is void.

## **23. AMENDMENTS TO AGREEMENT**

1. This Agreement may be amended from time to time on written agreement of the Parties.

## **24. WAIVER**

1. A Party may waive any of its rights under this Agreement only in writing. Any tolerance or indulgence demonstrated by the Party will not constitute a waiver.

## **25. NOTICE**

1. Any notice provided for under this Agreement may be delivered in person, sent by email, facsimile or mail, addressed to:

Director – Municipal Infrastructure  
Municipal Infrastructure  
Department of Transportation and Infrastructure  
PO Box 8700 St. John's, NL, A1B 4J6

Or such other address, email or facsimile number, or addressed to such other person as Newfoundland and Labrador may, from time to time, designate.

## **26. COMPLIANCE WITH LAWS**

1. The Ultimate Recipient will comply with and require that each Project complies with all statutes, regulations, and other applicable laws governing Newfoundland and Labrador, the Ultimate Recipient and all Projects under this Agreement, including all requirements of, and conditions imposed by, regulatory bodies having jurisdiction over the subject matter.

## **27. SUCCESSORS AND ASSIGNS**

1. This Agreement is binding upon the Parties and their respective successors and assigns.

## **28. PROJECT ANNOUNCEMENTS**

1. The Ultimate Recipient will consent to a public announcement of the project by Newfoundland and Labrador. After official announcement of the project by Newfoundland and Labrador, the project will be considered to be in the public domain.

## **29. AGREEMENT SIGNATURES**

1. This Agreement is executed in duplicate originals and each duplicate shall be deemed an original copy for all purposes.
2. This Agreement together with the letter of approval, and the Infrastructure Project Guidelines attached hereto, constitutes the entire Agreement between the parties with respect to the matters dealt with herein. This Agreement may not be amended or modified in any respect except by written instrument signed by the parties hereto.

This Agreement has been executed on behalf of Newfoundland and Labrador by the Minister responsible for the Department of Transportation and Infrastructure, and by two designated signing officials of the Ultimate Recipient, the day and year first before written.

**SIGNED** by the  
Minister of Transportation and Infrastructure  
in the presence of:

_____	_____	_____
Witness Name (printed)	Signature	Date
_____	_____	_____
Minister of Transportation and Infrastructure (printed)	Signature	Date

SIGNED AND SEALED by the  
Designated signing officials of  
City of Corner Brook  
in the presence of:

_____	_____	_____
Witness #1 Name (printed)	Signature	Date
_____	_____	_____
Signing Official #1 Name and Title (printed)	Signature	Date
_____	_____	_____
Witness #2 Name (printed)	Signature	Date
_____	_____	_____
Signing Official #2 Name and Title (printed)	Signature	Date

## Schedule A

### Approved Project List

Project	Project #
Retaining Walls Replacement	17-MYCW-18-00014
Pressure Reducing Valve Stations Upgrades	17-MYCW-18-00021
Dunbar Avenue Substandard Waterline Replacement	17-MYCW-18-00022
Hillard's Road Waterline Looping / Quality Improvements	17-MYCW-18-00025
Georgetown Road Water Lateral Replacement	17-MYCW-18-00028
Georgetown Road at Burton's Road Culvert Replacement	17-MYCW-18-00016
East Valley / Central Street Storm Sewer Replacement	17-MYCW-18-00018
Bayview Heights Substandard Waterline Replacement	17-MYCW-18-00026
Regional Aquatic Centre Feasibility Study	17-MYCW-18-00017
St Mary's Brook / Curling Street, Concrete Culvert Replacement	17-MYCW-18-00019
Elizabeth Street Water Quality Improvements	17-MYCW-18-00023
East Valley Road Waterline Looping & Replacement	17-MYCW-18-00027
Gale/Cochrane Streets Substandard Waterline Replacement	17-MYCW-18-00024
Bear Head Road Section Rebuild	17-MYCW-18-00015
O'Connell Drive at Woodman's Avenue, Culvert Upgrade	17-MYCW-18-00020
Mount Bernard Avenue Sewer Capacity and Upgrades	17-MYCW-21-00103
Transit Study and System Design	17-MYCW-21-00104
St. Mary's Brook Culvert Phase 2	17-MYCW-22-00145
Confederation Drive Tower Protection Wall	17-MYCW-23-00108
O'Connell Drive Pedestrian Crossing Improvements	17-MYCW-23-00109

**Schedule 2****Approved Project Scope**

The approved scope of the project shall be:

As per the attached Schedule A.

**Schedule 3**

**Project Timelines**

	Milestone	Deadline
1	Sign project Agreement	45 Days from notification of project approval issued by the Minister
2	Consultant Contract Awarded	12 months from notification of project approval issued by the Minister
3	Construction Contract Awarded	24 months from notification of project approval issued by the Minister
4	Project Completion and final invoices submitted to Transportation and Infrastructure	As per table contained in project guidelines, but not more than 48 months from notification of project approval issued by the Minister.





**Sample Council/Committee/ICG Resolution**

At the Meeting on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ passed the following motion as it

relates to the Project number \_\_\_\_\_ Project name

\_\_\_\_\_

Motion #: \_\_\_\_\_

Moved By: \_\_\_\_\_ Title: \_\_\_\_\_

Second By: \_\_\_\_\_ Title \_\_\_\_\_

*“Be it resolved that, we the Ultimate Recipient \_\_\_\_\_ accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Project number \_\_\_\_\_ Project name \_\_\_\_\_ with a total project value of \$ \_\_\_\_\_. This council/board/ICG agrees to provide the Ultimate Recipient share value of \$ \_\_\_\_\_ in funding for this project and authorizes the Mayor/Committee Chair/AngajukKâk and Town Clerk/Secretary to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of \_\_\_\_\_.”*

Motion Adopted/Defeated

# In Favour \_\_\_\_\_ .

# Opposed \_\_\_\_\_ .

Abstained or declared conflict of interest \_\_\_\_\_ .

**GOVERNMENT OF NEWFOUNDLAND AND LABRADOR**  
**DEPARTMENT OF TRANSPORTATION AND**  
**INFRASTRUCTURE**  
**INFRASTRUCTURE PROJECT GUIDELINES**

**5<sup>th</sup> Edition**

**Effective April 2019**



## Transportation and Infrastructure Infrastructure Project Guidelines

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### STATEMENT OF INTENT

1. It is essential for the Ultimate Recipient, their consultant and contractors to comply with the following Guidelines in order for the Project to be efficiently implemented, and to ensure that satisfactory cost controls are maintained.
2. The Department's infrastructure programs focus on projects in areas of existing development that address problems with existing infrastructure; facilitate scheduled upgrades or replacements; and make efficient use of infrastructure funding.
3. Funding will generally not be available for projects that are directly or indirectly intended to provide services to land for new developments (residential, commercial, industrial or municipal).

### ADMINISTRATION

1. The Department's Project number shall be used on all correspondence, documents, status reports, etc., relating to this Project.
2. The primary point of contact is the Regional Office and specifically the Project Representative once identified.

### TIMELINES

1. The Project delivery timelines are outlined in these Guideline for each stage of the capital works notification and implementation process. If the Ultimate Recipient expects to exceed any of these timelines, they must immediately submit a request to the Regional Office addressed to the Regional Engineer in writing, indicating the new anticipated dates as well as the cause of delay.
2. This request will be sent to the Director of Infrastructure for consideration. A decision will be communicated to the Ultimate Recipient in writing. The Director may provide an amended timeline based on the following considerations:
  - Scope and complexity of Project
  - Unanticipated environmental considerations
  - Extenuating circumstances that preclude the availability of key resources
3. Projects shall be cancelled if timelines are exceeded without approval by the Director.
4. Timelines



## Transportation and Infrastructure Infrastructure Project Guidelines

	Milestone	Routine Projects	Complex Projects
1	Acknowledgement from Ultimate Recipient of Offer of funding	2 weeks from notification of Project approval issued by the Minister	2 weeks from notification of Project approval issued by the Minister
2	Funding Agreement signed and returned to TI Headquarters	60 Days from notification of Project approval issued by the Minister	60 Days from notification of Project approval issued by the Minister
3	All Contracts Awarded	24 Months from notification of Project approval issued by the Minister	36 Months from notification of Project approval issued by the Minister
4	Project Completion and final invoices submitted to TI	36 Months from notification of Project approval issued by the Minister	48 Months from notification of Project approval issued by the Minister

**Routine Projects** - normally be completed within one construction season following contract award such as, water and sewer, pumphouse upgrades and road paving/repair projects

**Complex Projects** - projects that are typically considered multi-year construction or phased projects; such as, major municipal/recreational buildings, water and wastewater treatment plants

### PROJECT KICK-OFF

1. The Ultimate Recipient shall not commence work until a Project initiation meeting has been held with the Regional Office of the Department. This meeting should be held within 30 days of signing the funding agreement. It is the responsibility of the Ultimate Recipient to make the arrangement for this meeting. Virtual meeting spaces are acceptable (skype, link, teleconference, etc.).
2. Agenda shall include but not limited to:
  - Funding agreement and guidelines, Department requirements
  - Project Scope
  - Specific Safety concerns
  - Time line
  - Procurement process, Public Procurement Act
  - The Department Guidelines
  - Federal funding terms and conditions (for federally funded projects)
  - Eligible expenses or projects costs
  - Commissioning



## Transportation and Infrastructure Infrastructure Project Guidelines

Project Closeout and Turnover  
Build Better Building Policy and LEED

### FINANCIAL

1. Funding is provided based on the Ultimate Recipient's assurance (bank letter, etc.) to this Department of its ability to meet its share of the cost as identified in the Agreement.
2. Approval to Borrow from the Department must be in place prior to start of work.
3. The Ultimate Recipient must meet its share of the Project costs, and the Department will not, under any circumstances, contribute by way of special grants or otherwise, any amount in excess of the approved Project costs.
4. If the Ultimate Recipient's financial position has changed since application and approval of the Project, so that it cannot meet its share, then the Regional Office shall be notified immediately in writing, and this Project will be cancelled.
5. In the event that a project is completed below the approved amount, the savings will not be available to the Ultimate Recipient to be used for any work outside the original scope. This does not apply to projects approved under the Multi-year Capital Works program.
6. The Department will NOT incur any interim interest charges during the Project.
7. Project funding has been reduced by the amount of GST/HST rebate. The Ultimate Recipient is required to apply for the appropriate rebates. The GST/HST rebate is to be used by the Ultimate Recipient as part of the project funding. Interim financing of the GST/HST rebate will be the responsibility of the Ultimate Recipient.
8. The Ultimate Recipient may not charge more than a nominal fee sufficient to cover royalties and reasonable equipment rental rates, including operator, if Ultimate Recipient equipment is used. Approval of the rates by the Regional Engineer is required before any costs can be incurred relating to the use of Ultimate Recipient equipment.
9. If requested by the Department, the Ultimate Recipient must submit an itemized list of all cheques issued including cheque number, date, payee and amount, together with a copy of the cancelled cheques.
10. The Ultimate Recipient will be responsible for all overruns or funding commitments that exceed the approved Project funding.

### ENGINEERING SERVICES

1. The Regional Engineer's approval is required before the Ultimate Recipient can engage, or change a consulting (engineering, architectural, etc.) firm in relation to the Project.
2. Procurement of consulting and professional services must comply with the *Public Procurement Act*.
3. No consulting or professional services work is to be performed until the Prime Consultant



## Transportation and Infrastructure Infrastructure Project Guidelines

Agreement (PCA) has been approved by the Regional Office and signed by the Ultimate Recipient and Consultant.

4. The PCA must indicate the scope of work, the services, the deliverables, the fees and expenses to be charged, and a Project schedule. Rates charged are to be in line with the service rendered not necessarily the seniority of the professional staff involved.
  
5. Expenses of the Consultant are to be charged within the allowances set by the Government of Newfoundland and Labrador, HST is not an eligible expense for these expenses
  - Mileage -  
[https://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/auto\\_reimbursement.html](https://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html)
  - Meal Rate Policy / Per Diem  
[https://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/meal\\_rates.html](https://www.exec.gov.nl.ca/exec/hrs/working_with_us/meal_rates.html)
  - Transportation Policy  
[https://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/transportation.html](https://www.exec.gov.nl.ca/exec/hrs/working_with_us/transportation.html)
  
6. Prior to signing the PCA the Consultant must forward a copy to the Regional Engineer for review and comment.
7. Once the PCA is acceptable to the Regional Engineer, the Consultant shall sign and forward 3 copies of the PCA to the Ultimate Recipient. The Ultimate Recipient will then sign all copies and forward one to the Regional Engineer, the Consultant and retain one copy for their own purposes.
8. The Consultant and any other agents of the Ultimate Recipient must liaise with the Regional Office on all aspects of the Project.
9. The prime Consultant and any other agents of the Ultimate Recipient must complete all applicable applications and forms required to obtain all relevant Permits to design and construct. The Regional Engineer requires a copy of these documents at the time of submission of plans and specifications for approval to tender.
10. Prior to tendering, the plans, specifications and a current detailed pre-tender cost estimate must be submitted to the Regional Engineer. Tenders cannot be called or contracts be awarded for the Project or any part of it without the approval of the Department.
11. The consultant must also submit, prior to tender call, a copy of the plans and specifications to the Ultimate Recipient and all relevant Government departments and agencies such as, Service NL, the Fire Commissioner's Office, Department of Transportation and Works, and other agencies that might have jurisdiction for approval.
12. Where applicable, the Consultant must produce a system operation and maintenance manual and submit it to the Ultimate Recipient. This will be reviewed by the Regional Engineer prior to final acceptance.
13. The Consultant must submit copies of the as-built drawings within two months of substantial completion of the Project, the preparation of which is to be included as one of the



## Transportation and Infrastructure Infrastructure Project Guidelines

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professional services in the Consultant contract. Copies must be submitted to the Ultimate Recipient and the Regional Engineer.

### CONSTRUCTION CONTRACT

1. A copy of the signed contract documents for the construction of the Project must be forwarded within one week of signing to the appropriate Regional Engineer. Contracts should be signed at the earliest opportunity. The Consultant must notify the Regional Office of the time and location of pre-design, design, preconstruction and construction meetings in a timely manner to allow a representative of the Regional Office an opportunity to attend.

### EASEMENT AND RIGHTS-OF-WAY

1. It is the responsibility of the Ultimate Recipient and its prime consultants to ensure that all easements and rights-of-way are acquired before the contract is awarded.

### CHANGE ORDERS (CONSULTANT AND CONTRACTOR)

1. All Change Orders are required to be pre-approved by the Regional Office.
2. The Ultimate Recipient should specifically note that all costs in excess of the approved funding amount indicated on the "Approval to Award" letter will be 100% responsibility of the Ultimate Recipient unless written approval of the Regional Engineer is obtained prior to the expenditure of the funds.

### CONTRACT EXTENSION

1. Any extensions to a construction contract, if necessary, require the written approval of the Department. Unless exceptional circumstances apply, extensions will not normally be approved.

### STATUS REPORTS

1. The Consultant must submit status reports within 10 business days of the end of each month to the Department's Regional Engineer and the Ultimate Recipient.
2. These reports must span from the date of appointment of the Consultant to the date of final completion of the Project.
3. The final status report must be marked as such.
4. Copies of all engineering invoices, change orders, substantial performance certificates and



## Transportation and Infrastructure Infrastructure Project Guidelines

contractor's progress payments associated with the Project must also be submitted with the monthly status report.

5. The Ultimate Recipient shall not pay engineering invoices unless the status report has been received and also shall not pay the final professional services invoice until the as-builts are received.

## COMMUNICATIONS

### JOINT COMMUNICATIONS

1. The Province, the Ultimate Recipient, and applicable funding agencies/partners may have Joint Communications about the Project's funding.
2. Joint Communications under these Guidelines should not occur without the prior knowledge and agreement of the Province.
3. All Joint Communications material will be approved by the Province prior to release, and will recognize the funding of all Parties.
4. Each of the Parties or the Ultimate Recipient may request Joint Communications to communicate progress or completion of the Project. The requestor shall provide at least 15 business days' notice to the other Parties or the Ultimate Recipient. If the Communications Activity is an event, it will take place at a mutually agreed date and location.
5. The requestor of the Joint Communications will provide an equal opportunity for the other Parties or the Ultimate Recipient to participate and choose their own designated representative (in the case of an event).
6. The conduct of all Joint Communications will follow the *Table of Precedence for Canada*.

### INDIVIDUAL COMMUNICATIONS

1. Notwithstanding section 12.1 - Joint Communications, the Province and applicable funding agencies/partners retain the right to meet their obligations to communicate information about the Agreement and the use of funds through their own Communications Activities.
2. The Parties may each include general program messaging and examples of funded projects in their own Communications Activities. The authoring Party will not unreasonably restrict the use of such products or messaging by the other Parties, and if web or social-media based, from linking to it.
3. The Parties may issue digital communications to communicate progress of the Project.
4. The Ultimate Recipient will be required to send a minimum of one photograph of the construction in progress, or of the completed project, for use in social media and other digital individual communications activities. Sending the photos will constitute permission to use



## Transportation and Infrastructure Infrastructure Project Guidelines

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and transfer of copyright. Photographs are to be sent to the Regional Office, along with project name, date and location.

### SIGNAGE

1. Signage should be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.
2. Digital signage may also be used in addition or in place of a physical sign in cases where a physical sign would not be appropriate due to project type, scope, location or duration.
3. Signage must conform to the applicable federal and/or provincial signage guidelines.
4. Signs must be installed before construction commences and must be removed when the project is completed.
5. The prime Consultant must certify (via dated photograph) that the Project signs are in place before any progress claim is paid, photographs are to be submitted with first progress claim in MSIS.

### PROJECTS CARRIED OUT ON A PROJECT MANAGEMENT BASIS - USING ULTIMATE RECIPIENT'S FORCES

1. Only in exceptional cases will projects be authorized to proceed with construction using own forces for the purposes of these Guidelines. Prior approval is required before proceeding on this basis, and must follow the Project management Guidelines.

### ELIGIBLE COSTS

1. All costs considered by the Province to be direct and necessary for the successful implementation of an eligible project.
2. The incremental costs of employees of an Ultimate Recipient may be included as Eligible Expenditures for a Project under the following conditions:
  - The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract; and
  - The arrangement is approved in advance and in writing by the Province.
3. Costs will only be eligible as of Project approval.



## Transportation and Infrastructure Infrastructure Project Guidelines

### INELIGIBLE COSTS

1. Costs incurred before Project approval and any and all expenditures related to contracts signed prior to Project approval.
2. Costs Incurred for cancelled Projects
3. Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the Project; real estate fees and related costs.
4. Financing charges, legal fees, and loan interest payments.
5. Any goods and services costs which are received through donations or in kind.
6. Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates.
7. General maintenance and operational costs, except where such costs are direct and necessary as part of the overall Project.
8. Cost related to furnishings and non-fixed assets.
9. Costs related to new Sidewalks for any roads, except as approved by the Department.
10. Modification, upgrade or replacement of privately-owned infrastructure except when direct and necessary as part of the overall Project.
11. Infrastructure constructed by private developers and subsequently transferred to the Ultimate Recipients that did not meet current design and construction standards at the time of construction.
12. Landscaping, except to reinstate areas damaged as a result of the Project.
13. Legal fees.
14. Land surveys.
15. Media costs related to the project (e.g. Radio ads, newspaper, social media, etc.)
16. Cost of temporary facilities related to continuance of the Ultimate Recipient business for the duration of the Project.
17. Administration costs.
18. Construction Materials and Ultimate Recipient Labour (i.e. pipes, clamps) unless for a projects that has been pre-approved for Project management.
19. Costs to purchase digital Sign and mobile traffic control lights.
20. Vehicle rental/lease/purchase.

### COSTS FOR ICIP PROJECTS

1. Eligible Project costs for Investing in Canada Infrastructure Plan (ICIP) are outlined in the Integrated Bilateral Agreement, can be copied here for references purposes only. The Agreement found at the following location governs this document.



## Transportation and Infrastructure Infrastructure Project Guidelines

- a. <https://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-nl-eng.html#a.1>

### ELIGIBLE EXPENDITURES

1. All costs considered by Canada to be direct and necessary for the successful implementation of an eligible Project, which may include capital costs, design and planning, and costs related to meeting specific Program requirements, including completing climate lens and creating community employment benefit plans;
2. Costs will only be eligible as of Project approval, except for costs associated with completing climate lens assessments, which are eligible before Project approval, but can only be paid if and when a Project is approved by Canada.

### INELIGIBLE EXPENDITURES

1. Costs Incurred before Project approval and any and all expenditures related to Contracts signed prior to Project approval, except for expenditures associated with completing climate lens assessments as required;
2. Costs Incurred for cancelled Projects;
3. Land acquisition;
4. Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the Project; real estate fees and related costs;
5. Any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipient's staff.
6. Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
7. Any goods and services costs which are received through donations or in kind;
8. Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates;
9. Costs associated with operating expenses and regularly scheduled maintenance work;
10. Cost related to furnishing and non-fixed assets which are not essential for the operation of the Asset/Project; and
11. All capital costs, including site preparation and construction costs, until Canada has confirmed that environmental assessment and Aboriginal consultation obligations as required under sections 11 (Environmental Assessment) and 12 (Aboriginal Consultation) have been met and continue to be met.





# Request for Decision (RFD)

**Subject:** Great Trail Enhancement Phase 1 - PCA Amendment No. 2

**To:** Darren Charters

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [17-CCR-22-00000\\_Corner\\_Brook\\_TrailUnsigned\\_Form\\_5A\\_PCA-Amendment-Contract-Change-Order-Notice\\_CO#2\\_Aug.30.2023\\_Rev.01\\_Redacted](#)

## BACKGROUND INFORMATION:

Additional resident services inspection hours and contract administration to complete the project as it is currently past the allotted working days. Included additional part time inspection hours up to October 31, 2023, as shown below and in breakdown attached.

44.75hrs over up to August 25, 2023 plus, 9 weeks to end of October @ 3 days/week, 10 hours per day=270. Resident services will only be charged as worked as per Form 14.

Included 18 hours of additional contract admin up to October 9, 2023 (6 weeks).

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council approve** PCA Amendment no. 5 for Englobe Corp. in the amount of \$22,832.10 HST included for the Great Trail Enhancement Phase 1.

## FINANCIAL IMPACT:

Project budget: \$1,707,500.00 HST Included

Original Contract Amount: \$86,163.75

**Budget Code:** 17-CR-22-00000

**Finance Type:** Funding

Director of Community, Engineering, Development & Planning      Approved - 21 Sep 2023

Administrative Assistant      Approved - 21 Sep 2023

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

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

**Page 1 of 3**

**March 2022**

**PROJECT NAME:** Corner Brook Trail Enhancement Ph. 1      **DATE:** August 30, 2023

**MI PROJECT #:** 17-CCR-22-00000      **CHANGE ORDER NUMBER:** 02

**CONSULTANT:** Englobe Corp.

**.1**      NOTICE

A change to the Contract is contemplated as indicated herein.

**.2**      PROCEDURE

The Consultant shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Consultant shall return a signed copy of this document along with a revised Schedule II and III as per Item 7 below to the Regional Engineer for review and approval. Should it be decided to proceed with the work, an approved copy will be returned to the Consultant with Regional Engineer’s Signature. Work shall not proceed until the written authorization is received.

**.3**      DESCRIPTION OF CHANGE

Additional RSI inspection hours and CA to complete the project as it is currently past the allotted working days.

We have included additional part time inspection hours up to October 31, 2023, as shown below and in our breakdown attached.  
44.75hrs over up to Aug.25, 2023 plus, assuming 9 weeks to end of October @ 3 days/week, 10 hours per day=270. RSI will only be charged as worked as per Form 14.

We have also included 18 hours of additional CA up to October 9, 2023 (6 weeks).

**.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 \$ 22,832.10

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

**CONSULTANT:** [REDACTED]  
(Signature)

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

**Page 2 of 3**

**March 2022**

Authorized Contract Amount	\$	86,163.75
<b>Change Order Limit (greater of 10% or \$15,000)</b>	\$	15,000.00
Previous Change Orders	\$	14,087.50
<b>This Change Order</b>	\$	22,832.10
New Approved Contract Amount	\$	123,083.35

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

**.5 AUTHORIZATION TO PROCEED**

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

DATE: \_\_\_\_\_ Municipality/Owner: \_\_\_\_\_  
 DATE: \_\_\_\_\_ Regional Engineer: \_\_\_\_\_  
(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

**.6 CANCELLATION OF CONTEMPLATED CHANGE**

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

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

**.7 ENCLOSED DOCUMENTS**

To expedite the process please submit the following documents to the Regional Engineer for review and approval:

- A copy of this document signed by the Owner and Consultant.
- An up to date Schedule II and III of current approved Prime Consultant Agreement (PCA) including all previous approved change orders.

Either:

- "Appendix A" – Water, Sewer, and Municipal Roads, or
  - "Appendix B" – Building & Treatment Facilities
- Outlining requested changes to specific line items identified in Schedule II and III, and a revised PCA Schedule II and III based on requested changes. (This information is necessary for Project Representatives to update MSIS.)
- Any additional supporting documentation as necessary.

Note: Upon Regional Engineer approval, the document will be forwarded to Project

Transportation and Infrastructure

Include Appendix "A" and "B" Below

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

**Page 3 of 3**

**March 2022**

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Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer’s signature will be returned to the Consultant for distribution to all applicable parties.

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Transportation and Infrastructure

Include Appendix “A” and “B” Below

Appendix A  
 SCHEDULE II – Municipal Water, Sewer, & Roads  
 Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item ( +/- )	Revised PCA Amount as per Service Item
• Basic Service			
- Preliminary Engineering	8,071.00	0.00	8,071.00
- Design Development	38,611.00	0.00	38,611.00
- Contract Documents	included above	included above	included above
- Tendering and Contracts Award	2,458.00	0.00	2,458.00
- Contract Administration	7,491.00	1,404.00	8,895.00
- Project Completion Phase and Project Record Drawings	2,240.00	0.00	2,240.00
• Other Additional Services:			
- Resident Services during construction	8,000.00	15,750	23,750.00
- Commissioning			
-			
-			
- Prime Consultant Project Expenses for Above Services	2,804.00	2,700.00	5,504.00
<b>Sub-Total Services Fees</b>	<b>69,675.00</b>	<b>19,854.00</b>	<b>89,529.00</b>
• Reimbursable Expenses			
- Meals*			
- Travel*			
- Accommodation*			
- Permits	2,500.00	0.00	2,500.00
<b>Sub-Total Reimbursable Expenses</b>			
<b>Total Additional Reimbursable Allowances (From Schedule III)</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>
<b>Total Service Fee (Less HST) (Total Schedules II + III)</b>	<b>87,175.00</b>	<b>19,854.00</b>	<b>107,029.00</b>
<b>HST</b>	<b>13,076.25</b>	<b>2,978.10</b>	<b>16,054.34</b>
<b>Total Service Fee (Including HST)</b>	<b>100,251.25</b>	<b>22,832.10</b>	<b>123,083.35</b>

\* per Treasury Board Rates at time of signing contract

Appendix A  
 SCHEDULE III – Municipal Water, Sewer, & Roads  
 Additional Reimbursable Allowances

List below allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item ( +/- )	Revised PCA Amount as per Service Item
• Site Surveys	5,000.00	0.00	5,000.00
• Geotechnical Investigations	7,500.00	0.00	7,500.00
• Materials Testing			
- Asphalt Extractions			
- Concrete Testing			
- Compaction Testing			
- Materials Testing	2,500.00	0.00	2,500.00
-			
• Water Main Leakage Detection			
• Sewer Main Infiltration Detection			
•			
•			
<b>Total Additional Reimbursable Allowances</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>

Appendix B  
 SCHEDULE II – Building & Treatment Facilities  
 Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item ( +/- )	Revised PCA Amount as per Service Item
• Basic Service			
- Programming Advisory Services			
- Concept Design			
- Design Development			
- Contract Documents			
- Tendering and Contracts Award			
- Contract Administration			
- Project Completion Phase and Project Record Drawings			
• Other Additional Services:			
- Resident Services during Construction			
- Commissioning			
-			
-			
- Prime Consultant Project Expenses for Above Services			
<b>Sub-Total Services Fees</b>			
• Reimbursable Expenses			
- Meals*			
- Travel*			
- Accommodation*			
- Permits			
<b>Sub-Total Reimbursable Expenses</b>			
<b>Total Additional Reimbursable Allowances</b> (From Schedule III)			
<b>Total Service Fee (Less HST)</b> (Total Schedules II + III)			
<b>HST</b>			
<b>Total Service Fee (Including HST)</b>			

\* per Treasury Board Rates at time of signing contract

Appendix B  
 SCHEDULE III – Building & Treatment Facilities  
 Additional Reimbursable Allowances

List below Allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item ( +/- )	Revised PCA Amount as per Service Item
• Site Surveys			
• Geotechnical Investigations			
• Materials Testing			
-			
-			
-			
• Process Piloting			
<b>Total Additional Reimbursable Allowances</b>			

**ENGLOBE**



**Professional Engineering Services  
Engineering Work Plan**

Percent  
0.15

**Client Name:** City of Corner Brook  
**Project Title:** Great Trail Enhancement Phase 1  
**CHANGE ORDER** 2

Phase/ Step	Activity	EXPENSES		TECHNICAL/CAD		INSPECTION	ADMINISTRATION	TOTAL HOURS	TOTAL COST	
		Name								
		Designation	Senior Advisor	Project Manager	CAD Civil	CAD Structural	Inspector			Administration
		Hourly Rate	\$145.00	\$78.00	\$68.00	\$68.00	\$50.00			\$52.00
<b>4</b>	<b>Contract Administraion</b>									
4.01	Preconstruction Meeting							0.0	\$0	
4.02	Review Contractor Permits							0.0	\$0	
4.03	Review Shop Drawings							0.0	\$0	
4.04	Coordinate project with Contractor and Owner							0.0	\$0	
4.05	Coordinate project with Inspector			12.0				12.0	\$936	
4.06	Monthly project progress reports							0.0	\$0	
4.07	Monthly Project Status Reports and Payment Certificates			4.0				4.0	\$312	
4.08	Review and Complete Change Orders							0.0	\$0	
4.09	Coordinate and chair monthly meeitngs complete with minutes			2.0				2.0	\$156	
4.10	Coordinate Material Testing and submit reports							0.0	\$0	
4.11	Issue certificate of substantial performance including site visit Including one visit from Engineer							0.0	\$0	
4.12	Issue certificate of total performance including site visit Including one visit from Engineer							0.0	\$0	
	<b>SUB-TOTAL HOURS</b>	---	0.0	18.0	0.0	0.0	0.0	18	\$1,404	
	<b>SUB-TOTAL COST</b>	\$ 1,404.00	\$ -	\$ 1,404.00	\$ -	\$ -	\$ -		<b>\$1,404</b>	
<b>6</b>	<b>Resident Inspection During Construction</b>									
6.01	Resident Inspector					315.00		315.0	\$15,750	
	<b>SUB-TOTAL HOURS</b>	---	0.0	0.0	0.0	315.00	0.0	315	\$15,750	
	<b>SUB-TOTAL COST</b>	\$ 15,750.00	\$ -	\$ -	\$ -	\$ 15,750.00	\$0.00		<b>\$15,750</b>	
<b>7</b>	<b>Project Expenses for Professional Services</b>									
7.01	Refer to attached Detailed Breakdown of Expenses	\$ 2,700.00							\$2,700	
	<b>SUB-TOTAL HOURS</b>	---	0.0	0.0	0.0	0.0	0.0		\$2,700	
	<b>SUB-TOTAL COST</b>	<b>\$2,700</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<b>\$2,700</b>	

TOTAL FEES	
Total Fees (Excl. HST)	\$17,154.00
Total Expenses	\$2,700.00
<b>Subtotal (HST Extra)</b>	<b>\$19,854.00</b>
HST @ 15%	\$2,978.10
<b>Total Fees with 15% HST</b>	<b>\$22,832.10</b>



Professional Engineering Services  
Detailed Expense Breakdown

Client Name:  
City of Corner Brook  
Project Title:  
Great Trail Enhancement Phase 1  
RFP #  
P2200176

TASK / PHASE	EXPENSES
<b>Preliminary Engineering</b>	
<b>Surveying</b>	
Surveyor's Travel	N/A
Surveyor's Accommodations	N/A
Surveyor's Meals	N/A
<b>Project Engineer Initial site Visit</b>	
Engineer's Travel	\$0.00
Engineer's Accommodations	\$0.00
Engineers Meals	\$0.00
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Design and Contract Documents</b>	
Engineer's Travel	\$0.00
Engineer's Accommodations	\$0.00
Engineers Meals	\$0.00
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Tendering and Contract Award</b>	
Advertising	N/A
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Contract Administraion</b>	
Engineer's Travel	\$0.00
Engineer's Accommodations	\$0.00
Engineers Meals	\$0.00
Preparation of Maintenance Manuals	N/A
Segregated Contracts	N/A
Fast Tracking	N/A
Lift Cycle Costing Analysis	N/A
Construction Management	N/A
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Project Completion Phase and Record Drawings</b>	
<b>Close-Out</b>	
As-Builts Drawings	\$0.00
Lien's Check Fees	\$0.00
Postage, Courier for Distriubtion	\$0.00
<b>Commissioning</b>	
Engineer's Travel	\$0.00
Engineer's Accommodations	\$0.00
Engineers Meals	\$0.00
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Resident Inspection During Construction</b>	
RSI Travel	\$2,700.00
RSI Daily Vehicle Rate (\$30/Day)	\$0.00
RSI Meals (\$38.00/Day)	\$0.00
RSI Accomodations	\$0.00
<b>Total Cost</b>	
	<b>\$2,700.00</b>
<b>Project Expenses for Professional Services</b>	
Reproductions, Postage, Courier, Freight	\$0.00
Application Fees to Authorities having Jurisdiction	\$0.00
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>Additional Reimbursable Allowances per PCA</b>	
Topographic Surveys	
Geotechnical Investigations	
Video Inspection of Piping	
Materials testing	
Water Testing and Analysis	
Leak Detection and Repair	
Permits	
<b>Total Cost</b>	
	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$2,700.00</b>



# Request for Decision (RFD)

**Subject:** Great Trail Enhancement Phase 2 - Consultant Fee Request

**To:** Darren Charters

**Meeting:** Committee of the Whole - 25 Sep 2023

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [Consultant Fee proposal \(P23-822\).pdf Anderson Engineering Redacted](#)

## BACKGROUND INFORMATION:

This RFD is intended to address the selection of a Prime Consultant related to the Great Trail Enhancement Phase 2. This project is funded under the Permanent Public Transit Program - Active Transportation Fund and consists of establishing a connective active transportation corridor through the City of Corner Brook. Completion of Phase 2 of this project will create a connected, safe, active transportation thoroughfare through the City, which is integrated into downtown sidewalks, and the City trail networks. The City of Corner Brook requested fee proposals to select a Prime Consultant for the project.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** accept the proposal submitted by Anderson Engineering Consultants Ltd. for the Great Trail Enhancement Phase 2 in the amount of \$126,999.47 (HST Included). The City of Corner Brook Council authorizes the City Manager to sign the PCA Agreement with the Consultant; Anderson Engineering Consultants Ltd. on behalf of the City of Corner Brook.

## FINANCIAL IMPACT:

Total Budget \$2,191,722.00

**Budget Code:** ATF-1278

**Finance Type:** Funding

Director of Community, Engineering, Development & Planning      Approved - 29 Aug 2023

Administrative Assistant      Approved - 05 Sep 2023

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City Manager

**CONSULTANT FEE PROPOSAL FOR PRIME CONSULTANT SERVICES  
GREAT TRAIL ENHANCEMENT PHASE 2**

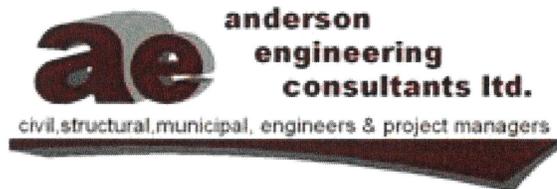
**CITY OF CORNER BROOK**

**PREPARED FOR:** **City of Corner Brook**  
P.O. Box 1080  
Corner Brook, NL  
A2H 6E1

**PREPARED BY:** **Anderson Engineering Consultants Ltd.**  
Suite 103, 3 Union Street  
Corner Brook, NL  
A2H 5M7

**PRIMARY CONTACT:** **Walter Anderson, P.Eng.**  
Phone: (709) 634-9944, ext. 202  
  
email: [andersoneng.wa@nfld.net](mailto:andersoneng.wa@nfld.net)

**DATE:** **August 2023**



## CONSULTANT FEE PROPOSAL

<b>Project Name</b>	Great Trail Enhancement Phase 2
<b>Project Representative</b>	Erik Neilson
<b>Firm</b>	Anderson Engineering Consultants Ltd.
<b>Date Submitted</b>	August 24, 2023

### Consultant Fee Proposal

	Fee
<b>Project Scope of Work</b>	
<b>Preliminary Engineering</b>	<b>\$15,190.00</b>
<b>Design and Contract Documents</b>	<b>\$37,084.00</b>
<b>Tendering and Contracts Award</b>	<b>\$4,050.00</b>
<b>Contract Administration</b>	<b>\$24,420.00</b>
<b>Project Completion Phase and Record Drawings</b>	<b>\$5,190.00</b>
<b>Other Additional Services (at cost) - List Additional Required Services as required:</b>	
<i>Service: Resident Inspection During Construction</i>	<b>\$11,600.00</b>
<i>Service: Project Expenses for Professional Services</i>	<b>\$400.32</b>
<b>Total Basic and Other Services Fees (excluding HST)</b>	<b>12,000.32</b>
Additional Reimbursable Allowances per PCA	
Material Testing	<b>\$7,500.00</b>
Topographic Survey	<b>\$5000.00</b>
<b>Sub – Total</b>	<b>\$110,434.32</b>
<b>HST</b>	<b>16,565.15</b>
<b>Total (HST Included)</b>	<b>126,999.47</b>

### CONSULTANT FEE PROPOSAL

<b>Project Name</b>	Great Trail Enhancement Phase 2
<b>Project Representative</b>	Erik Neilson
<b>Firm</b>	Anderson Engineering Consultants Ltd.
<b>Date Submitted</b>	August 24, 2023

**Hourly Rates for this Project**

Additional work or changes in scope may occur. Please provide hourly rates for all discipline staff that will be assigned to this project and the fee for any additional work on an hourly basis.

These fees will be in force for the entire duration of the project.

Changes to the project team shall not be made without written approval from the City of Corner Brook

Professional	Rate	Assigned Team member
Senior Engineer	\$165.00	[REDACTED]
Intermediate Engineer		
Junior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician	\$85.00	[REDACTED]
Intermediate Technician	\$58.00	[REDACTED]
Junior Technician		
Administrator	\$45.00	[REDACTED]
Other:		

**Schedule**

We have resources available to complete the design within the prescribed schedule.

We propose the following schedule:

**Addendum**

We acknowledge receipt of 0 addendums issued for this project.

**CONSULTANT FEE PROPOSAL**

<b>Project Name</b>	Great Trail Enhancement Phase 2
<b>Project Representative</b>	Erik Neilson
<b>Firm</b>	Anderson Engineering Consultants Ltd.
<b>Date Submitted</b>	August 24, 2023

<b>Other Comments</b>

Consultant Representative

Walter J. Anderson, P.Eng. \_\_\_\_\_

Name



Signature

President \_\_\_\_\_

Title

The following items outline our firm's costs to complete each task identified in the Consultant Fee Proposal.

**Preliminary Engineering**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Design Engineer/Senior Engineer	38	\$165	\$6,270.00
Project Manager/Senior Technician	64	\$85	\$5,440.00
Intermediate Technician/Inspector	60	\$58	\$3,480.00
<b>Subtotal</b>			<b>\$15,190.00</b>

**Design and Contract Documents**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Design Engineer/Senior Engineer	104	\$165	\$17,160.00
Project Manager/Senior Technician	108	\$85	\$9,180.00
Intermediate Technician/Inspector	148	\$58	\$8,584.00
Office Administrator	48	\$45	\$2,160.00
<b>Subtotal</b>			<b>\$37,084.00</b>

**Tendering and Contract Award**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Design Engineer/Senior Engineer	8	\$165	\$1,320.00
Project Manager/Senior Technician	16	\$85	\$1,360.00
Intermediate Technician/Inspector	5	\$58	\$ 290.00
Office Administrator	24	\$45	\$1,080.00
<b>Subtotal</b>			<b>\$4,050.00</b>

**Contract Administration**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Design Engineer/Senior Engineer	46	\$165	\$7,590.00
Project Manager/Senior Technician	154	\$85	\$13,090.00
Intermediate Technician/Inspector	35	\$58	\$2,030.00
Office Administrator	38	\$45	\$1,710.00
<b>Subtotal</b>			<b>\$24,420.00</b>

**Project Completion Phase and Project Record Documents**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Design Engineer/Senior Engineer	12	\$165	\$1,980.00
Project Manager/Senior Technician	18	\$85	\$1,530.00
Intermediate Technician/Inspector	15	\$58	\$ 870.00
Office Administrator	18	\$45	\$ 810.00
<b>Subtotal</b>			<b>\$5,190.00</b>

**Resident Services During Construction**

<b>Team Member</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Intermediate Technician/Inspector	200	\$58	\$11,600.00
<b>Subtotal</b>			<b>\$11,600.00</b>

**Project Expenses for Professional Services**

<b>Team Member</b>	<b>Travel</b>	<b>Rate</b>	<b>Total</b>
Vehicle Allowance for Inspector	720	55.6¢/km	\$400.32
<b>Subtotal</b>			<b>\$ 400.32</b>



# Request for Decision (RFD)

**Subject:** Purchase of Aerial Fire Truck

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** Purchase of Aerial Fire Truck

## BACKGROUND INFORMATION:

The Corner Brook Fire Department (CBFD) requires replacement of its aerial fire truck also known as Ladder 9. Ladder 9 is at the end of its serviceable life and an integral component of our delivery of fire and rescue services, to our City and our region.

Because this truck provides service to our region as well as our City, the province has provided 1.5 million dollars in funding to help purchase this truck.

The City issued a tender which closed September 11th, 2023. Two bids were received as noted below:

Vendor	Model	Bid (HST included)
Safety Source Fire Inc.	2025 Pierce	\$2,528,399.46
Profire Emergency Equipment	2025 Gladiator Smeal	\$2,788,618.52

This purchase was budgeted at 1.8 million dollars in late 2022. At that time, this budget was \$500,000 more than the pre-2019 rate for this type of apparatus. Because of supply chain issues that appear to be related to COVID, demand has increased significantly and has established new pricing benchmark for these fire trucks. All indications are that these prices are continuing to rise.

## PROPOSED RESOLUTION:

Be it RESOLVED that the council approve the purchase of the Pierce Aerial Fire Truck from Safety Source Fire Inc. for the price of \$2,528,399.46 (HST included), for use by the Corner Brook Fire Department.

## FINANCIAL IMPACT:

To accomplish this purchase, the City will need to pay the difference of the Provincial contribution of 1.5 million which is \$1,028,399.46. The City has set aside \$300,000.00 from its Capital out of Revenue Budget for this purchase reducing the financial gap to \$728,399.46.

The HST amount refundable amount for this purchase is estimated at \$235,558.89 further reducing the funding gap to \$492,840.57.

Because the province has already sent the City its 1.5-million-dollar contribution, this money is sitting in a separate City bank account and earning in the area of 5% interest. Our truck will not be delivered until early 2027, and is only payable upon delivery; the 1.5 million will earn approximately 2.5 years of interest totaling approximately \$195,000.00. This further reduces the funding gap to \$297,840.57. The City will need to identify further Capital out of Revenue money in the amount of approximately \$300,000.00 upon delivery of this Aerial Fire Truck in 2027.

**Finance Type:** Capital

### GOVERNANCE IMPLICATIONS:

Legislation  
Public Procurement Act

**Legal Review:** Yes

### LEGAL REVIEW:

Tender was conducted by the City's Fleet Supervisor using existing purchasing template that was previously reviewed by City Legal.

### RECOMMENDATION:

CBFD staff are recommending that the City purchase the Pierce Aerial Fire Truck supplied by Safety Source Fire Inc. Depot mechanical staff also recommend this truck given their familiarity with the Pierce product (CBFD Engine 2 is made by Pierce).

### ALTERNATIVE IMPLICATIONS:

**Options:** (What are 3 key options, what are the implications with each?)

1. Approve current recommendation to purchase the Pierce truck;
2. Not approve the staff recommendation purchase the Pierce truck;
3. Direct staff to purchase another product and/or from another supplier.

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City Manager



# Information Report (IR)

**Subject:** Rescind Order

**To:** Deon Rumbolt  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Development and Planning  
**Staff Contact:** Darryl Skinner, Development Skinner  
**Topic Overview:** Rescind Order 2023-03  
**Attachments:** [Order 2023-03 6 Commercial Street](#)

## BACKGROUND INFORMATION:

Since the previous meeting of Council the following Orders have been rescinded by the Department of Development & Planning and therefore must be confirmed by Council pursuant to the Urban and Rural Planning Act:

Order #	Date of Issue	Civic Address	Violation/Section	Order Revoked	Rationale
2023-03	July 7, 2023	6 Commercial Street	Section 102 of the Urban and Rural Planning Act	Order	Developer has Complied with the Order.

Section 102(3) of the Urban and Rural Planning Act 2000, requires that all orders issued by the Authority be revoked by a majority of Council at the next meeting of the Council after the order is made.

## PROPOSED RESOLUTION:

In accordance with section 102(3) of the Urban and Rural Planning Act the following order is hereby rescinded by council. Order #2023-03.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 Urban and Rural Planning Act  
 102(3)

**RECOMMENDATION:**

It is recommended by staff that Council rescind the order #2023-03 for 6 Commercial Street, Corner Brook, NL.

**ALTERNATIVE IMPLICATIONS:**

- 1. That the Council of the City of Corner Brook rescind Order #2023-03 pursuant to Section 102(3)) of the Urban and Rural Planning Act.
- 2. That the Council of the City of Corner Brook not rescind Order #2023-03 pursuant to Section 102(3) of the Urban and Rural Planning Act.
- 3. That the Council of the City of Corner Brook give other direction to Staff.

	Approved - 14 Sep 2023
Director of Community, Engineering, Development & Planning	Approved - 14 Sep 2023
Administrative Assistant	Approved - 15 Sep 2023

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City Manager



## STOP WORK ORDER

2023-03

To: Urban Woodworks Ltd.

**WHEREAS** your company, Urban Woodworks Ltd. is identified as operating a workshop from the property located at 6 Commercial Street, Corner Brook, in the Downtown Smithville use, zone;

**AND WHEREAS** no permit has been issued to Urban Woodworks Ltd. for the use of this building, as required by Section 8 of the City of Corner Brook Development Regulations;

**AND WHEREAS** on May 8, 2023 the City of Corner Brook refused your application to operate a workshop business at the 6 Commercial Street property as it is an industrial use that is not permitted in the Downtown Smithville zone ;

**YOU ARE HEREBY ORDERED** under Section 102 of the Urban and Rural Planning Act to discontinue the use of 6 Commercial Street by Urban Woodworks Ltd. immediately and remove all industrial materials, equipment and machinery from the premises.

**YOU ARE HEREBY ALSO ORDERED** under Section 102 of the Urban and Rural Planning Act to obtain the proper electrical permit(s) and submit certification in writing to the City of Corner Brook that the electrical upgrades/alternations carried out meets the latest applicable electrical code.

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

Under Section 102 (5) of the Urban and Rural Planning Act, 2000 where a person to whom an order is directed under this section does not comply with the order or part of it, the council, regional authority, authorized administrator or minister may take the action that it considers necessary to carry out the order and any costs, expenses or charges incurred by the council, regional authority, authorized administrator or minister in carrying out the order are recoverable against the person against whom the order was made as a debt owed to the council, regional authority, authorized administrator or the Crown.

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

West Newfoundland Regional Appeal Board  
4th Floor (West Block)  
Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6

Dated at the City of Corner Brook, this 7th day of July, 2023 A.D.

~~Acting City Clerk  
City of Corner Brook~~





# Request for Decision (RFD)

**Subject:** Approval of Master Lease Agreement with Enterprise Fleet Management

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Finance and Administration  
**Staff Contact:** Sievendra Maistry, Director of Finance and Administration  
**Topic Overview:**  
**Attachments:** [Master Equity Vehicle Lease Agreement](#)  
[Mater Equity Vehicle Lease Agreement Addendum](#)  
[Maintenance Management Agreement](#)  
[Maintenance Management Agreement Addendum](#)

## BACKGROUND INFORMATION:

Council was presented, at the regular council meeting dated 17th April 2023, with a fleet management solution. This entailed a corporate lease ownership, and maintenance management program between the City and Enterprise Fleet Management, with a first year leasing of 16 light vehicles. Subsequent to the approval received from Council, staff have finalized the Master Lease Agreement and related addendum, as well as the Maintenance Management Agreement and related addendum from Enterprise Fleet Management and request approval to proceed with signing and execution of this agreement.

In addition, staff request approval to proceed with leasing 5 vehicles in the first year rather than 16 vehicles initially approved.

The Master Lease Agreement and Maintenance Management Agreement and respective addendums with Enterprise Fleet Management are attached.

## PROPOSED RESOLUTION:

It is **RESOLVED** to approve the signing and execution of the attached master lease agreement, maintenance management agreement and respective addendums between the City of Corner Brook and Enterprise Fleet Management.

## FINANCIAL IMPACT:

Monthly lease installments.

## RECOMMENDATION:

It is recommended by staff to approve the master lease agreement, maintenance management agreement and respective addendums

Director of Finance and  
Administration  
Administrative Assistant

Approved - 19 Sep 2023  
Approved - 19 Sep 2023

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City Manager



## MASTER EQUITY VEHICLE LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between Enterprise Fleet Management Canada, Inc. ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee").

### 1. LEASE OF VEHICLES:

(a) Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles ("Vehicle(s)") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the leases and on the terms set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Lease Agreement and the various Schedules and addenda to this Master Lease Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the lease and other payments due with respect to the Vehicle. The terms contained in each Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. This Agreement is a lease only and Lessor will at all times remain the owner of the Vehicles and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable provincial or territorial income tax purposes with Lessor having all benefits of ownership. Notwithstanding the above, the Lessee hereby grants to the Lessor a security interest in the Vehicle(s) and any replacements, attachments, additions, or accessories thereto or proceeds thereof.

(b) This Section 1(b) will apply only when a Vehicle is located or is deemed by law to be located in the Province of Québec. The laws of the Province of Québec will apply to this Agreement. This Agreement shall constitute, in the Province of Québec, either (i) a master lease agreement as defined by the conjunction of Article 1851 and following and 2961.1 of the *Civil Code of Québec* ("CCQ"), or (ii) a master leasing agreement as defined by the conjunction of Articles 1842 and following and Article 2961.1 of the CCQ. It is the intention of the parties that the rights of the Lessor hereunder be subject to a single registration pursuant to Article 2961.1 of the CCQ. For the purposes of registration of a global one-time registration of this Agreement, "Vehicle" shall refer to and include the universality of all present and future vehicles together with all replacements, parts, repairs, additions, attachments, wiring, cabling, operating software, licences, and accessories incorporated which the Lessee requests the Lessor to lease to it from an existing fleet owned by Lessor or, in certain circumstances, to purchase for the purposes of Lessor leasing the same to Lessee, described in any Schedule. Where this Agreement is a master leasing agreement, in accordance with Article 1842 of the CCQ, Lessee acknowledges that the Vehicles have been acquired by the Lessor, or will be acquired by Lessor from one or more third persons at the demand of and in accordance with Lessee's instructions. Lessee further acknowledges that Lessor has disclosed or will disclose to any such third person the contract of leasing in the deed of purchase, purchase order or otherwise, in accordance with Article 1844 of the CCQ.

**2. TERM:** The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule. The non-cancelable minimum Lease term for each Scheduled Vehicle is 367 days. Thereafter, the Lease Term may be renewed monthly for the lesser of the Maximum Lease term (autos: 50 months; light trucks: 60 months; and medium-duty trucks: 60 months) or the amortization term set in the respective Vehicle Schedule. Any termination prior to the end of term as specified in the Lease Schedule is subject to all of the provisions defined in Section 3 – Rent and other Charges.

### 3. LEASE PAYMENTS AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor the lease payments according to the Schedules and this Agreement. The lease payments will be in the amount listed as the "Total Monthly Lease Payments Including Additional Services" on the applicable Schedule and will be due and payable in advance on the first day of each month. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly lease payments will begin on the first day of the next month. In addition to the monthly lease payments, Lessee agrees to pay Lessor a pro-rated lease charge for the number of days that the Delivery Date precedes the first monthly lease payment date. A portion of each monthly lease payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly lease payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees will be recalculated in accordance with the Rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) As an incentive to the customer to maintain the Value of the Vehicles by good maintenance, repair and careful use during the Lease Term, the parties agree that the enhancement or reduction in value shall be compensated as follows:

Lessor agrees to pay Lessee within thirty (30) days after the end of the Term for each Vehicle, a refund of rent equal to the excess, if any, of the wholesale Value of such Vehicle as determined by Lessor in good faith over the Book value of such Vehicle.

Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the difference, if any, of the Book Value of such Vehicle over the wholesale value of such Vehicle as determined by Lessor in good faith.

However, if the Net Proceeds are less than the Guaranteed Residual (defined below), this rental charge is limited to the amount of the difference between the Guaranteed Residual and the Book Value. The Guaranteed Residual is 20% of the Delivered Price at the end of the minimum lease term and thereafter, 20% of the Book Value as of the end of the prior month. The Guaranteed Residual does not apply to Vehicles that have been subject to damage or any abnormal or excessive wear and tear (as determined by Lessor in good faith).

The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by

Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any monthly lease payment or other amount owed by Lessee to Lessor which is not paid within 20 days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) 18%, or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all monthly lease payments and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without set-off, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Lessor of any maintenance agreement between Lessor and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the monthly lease payments and other amounts under this Agreement.

**4. USE AND SURRENDER OF VEHICLES:** Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations, orders and ordinances and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a school bus or taxi or in contravention of any applicable federal, provincial, territorial or municipal law. Lessee agrees not to remove any Vehicle from the province or territory in which it is first registered by Lessor without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional monthly lease payments for such Vehicle at twice the normal pro-rated daily amount. Acceptance of such additional monthly lease payments by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

**5. COSTS, EXPENSES, FEES AND CHARGES:** Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal, provincial, territorial or municipal income taxes on the income of Lessor) incurred in connection with the titling, registration, delivery, purchase, sale, lease, use or operation of the Vehicles during the Term or connected to this Agreement. If Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

**6. LICENCE AND CHARGES:** Each Vehicle will be licensed in Lessor's name at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly lease payment, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

**7. REGISTRATION PLATES, COMPLIANCE WITH LAWS:** Lessee agrees, at its expense, to obtain in the name of Lessor all registration plates, permits, inspections and/or licences required in connection with the Vehicles, except for the initial Vehicle registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation which may be reasonably necessary for compliance with the provisions of this Section or any federal, provincial, territorial or local law, rule, regulation, ordinance or by-law. Lessee agrees that it will not permit any Vehicle to be located in a jurisdiction other than the jurisdiction in which such Vehicle is then registered for any continuous period of time that would require such Vehicle to become subject to the registration laws of such other jurisdiction. Each party shall comply with all applicable laws, and shall be responsible for ensuring that its employees, agents and representatives comply with all applicable laws including but not limited to applicable privacy legislation. The Lessee shall be solely responsible for obtaining all necessary consents when disclosing to the Lessor personal information of drivers or other individuals pursuant to this Agreement or Schedule thereto.

**8. IMPROVEMENTS AND MAINTENANCE OF VEHICLES:** Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements, and to (ii) furnish all labour, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Any alterations, additions, replacement parts or improvements to the Vehicles will become and remain the property of Lessor and will be returned with the Vehicles pursuant to Section 4. Notwithstanding the foregoing, so long as no Event of Default has occurred and is continuing, Lessee shall have the right to remove any additional equipment installed by Lessee on a Vehicle prior to returning such Vehicle to Lessor under Section 4, subject to repairing any damage caused to the Vehicle by such removal. The value of such alterations, additions, replacement parts and improvements will in no instance be regarded as a monthly lease payment. Without the prior written consent of Lessor, Lessee will not make any alterations, additions or improvements or add any replacement parts to any Vehicle which detract from its economic value or functional utility. Lessor will not be required to make any repairs or replacements of any nature or description with respect to any Vehicle, maintain or repair any Vehicle (except as set forth in any Maintenance Agreement associated with any Vehicle), or to make any expenditure whatsoever in connection with any Vehicle or this Agreement.

**9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:**

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF OR A DEALER IN ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF OR A DEALER IN ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, CONDITION OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS

ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All conditions or warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle. No defect, unfitness or lack of governmental approval in, of or with respect to a Vehicle regardless of the cause or consequence will relieve Lessee from the performance of its obligations under this Agreement, including lease payments.

(c) Lessor will not be liable to Lessee for any liability, claim, loss, damage (direct, indirect, incidental or consequential) or expense of any kind or nature caused directly or indirectly by any Vehicle, or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle, or the use or maintenance of any Vehicle, or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, Lessor will have no liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

**10. RISK OF LOSS:** Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to, or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). No Casualty Occurrence to any Vehicle will relieve Lessee from its obligation to submit its lease payments or to perform any of its other obligations under this Agreement. In the event of a Casualty Occurrence, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totalled Vehicle"), Lessee agrees to pay Lessor no later than the date 30 days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totalled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totalled Vehicle.

**11. INSURANCE:**

(a) Lessee agrees to purchase and maintain in force during the Term, the following insurance policies covering each Vehicle under a government regulated motor vehicle policy or any other standard motor vehicle insurance policy satisfactory to Lessor, insuring Lessee and Lessor against any damage, claim, suit, action or liability:

- (i) Third Party Liability Coverage for bodily injury or death of any person or damage to any property (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) in the amount of \$1,000,000 or such higher amounts as required by law (\$5,000,000 limits for Vehicles capable of transporting more than 8 passengers); and
- (ii) Collision & Comprehensive Coverage for the actual cash value of the applicable Vehicle or any higher limits as required by law. Maximum deductible of \$500 per occurrence - Collision and \$250 per occurrence - Comprehensive).

Lessee will be liable for the deductible in all instances of claim. If the requirements of any applicable law or governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher limits. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor as an additional insured and first loss payee. Each such insurance policy must provide the following: (i) that the policy may not be cancelled, changed or modified until after the insurer has given to Lessor or its assigns at least 30 days prior written notice of such proposed cancellation, suspension, non-renewal or reduction in coverage, (ii) that no act or default of Lessee or any other person shall affect the right of Lessor to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle, and (iii) that the coverage is "primary coverage" for the protection of Lessee and Lessor notwithstanding any other coverage carried by Lessee or Lessor protecting against similar risks. Original certificates evidencing such coverage and naming Lessor as an additional insured and loss payee shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. Where an Event of Default occurs, Lessee hereby appoints Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all cheques and other documents, and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, employees, servants, representatives and agents agree to cooperate fully with Lessor and any insurance carriers in the investigation, defence and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, statement, notice, summons or other process received in connection with such claim or action. Lessee authorizes Lessor to complete on Lessee's behalf any proof of loss and/or any other document necessary and requested by the insurer to ensure proper indemnification following any accident, loss, theft or claim involving the Vehicle.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if a Schedule includes a charge for physical damage management, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule, and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage management shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event that this Section 11(b) applies, the parties shall ensure that the insurance coverage for each Vehicle meets or exceeds the requirements of any applicable law or governmental or regulatory agency, including any applicable government regulated motor vehicle policy. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if a Schedule includes a charge for commercial automobile liability enrolment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee (either by adding Lessee as an additional insured under a commercial automobile liability insurance policy insuring Lessor, obtaining insurance on behalf of Lessee, or otherwise) the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage management and/or commercial automobile liability enrolment and cancel such physical damage management and/or commercial automobile liability enrolment upon giving Lessee ten (10) days written notice. Upon such cancellation, insurance in the minimum amounts as set forth in Section 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly lease charges payable by Lessee to reflect such insurance change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage as set forth in Section 11(a) within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage management and/or commercial automobile liability enrolment upon giving Lessee thirty (30) days prior written notice.

**12. INDEMNITY:** Lessee agrees to defend and indemnify Lessor from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable legal fees and expenses) which Lessor may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement.

**13. INSPECTION OF VEHICLES, ODOMETER DISCLOSURE, FINANCIAL STATEMENTS:** Lessee agrees to accomplish, at its expense during the Term, all inspections of the Vehicles required by any applicable law, governmental authority, or maintenance agreement or guide relating to the Vehicle. Lessor will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all applicable odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete any odometer disclosure form as required by law may result in fines and/or other penalties. Lessee hereby agrees to ensure that any non-functioning odometer in any Vehicle is repaired as soon as Lessee becomes aware of same. Lessee also hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

**14. DEFAULT, REMEDIES:** The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any lease payments or other amount due under this Agreement; (b) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement; (c) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (d) if any present or future guarantee in favour of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or if the validity or enforceability of any such guarantee shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guarantee or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guarantee; (e) the occurrence of a material adverse change in the financial condition or business of Lessee or any guarantor; (f) the Lessee is unable to pay its debts when due, becomes insolvent or there is filed by or against it in any court a petition for winding-up, bankruptcy, insolvency, reorganization, or a receiver or trustee is appointed to oversee all or a portion of its assets, or an assignment for the benefit of creditors, dissolution, or liquidation is made by or against the Lessee, or any lien, attachment or levy of execution becomes attached to the Vehicle; or (g) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favour of Lessor or any affiliate of Lessor. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may declare all amounts outstanding under this Agreement as well as all amounts owing until the expiry of the Term hereof to be immediately due and payable without the necessity of presentment for payment, notice of non-payment, protest or demand; (b) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor and its agents and independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (c) Lessor may enforce performance by Lessee of its obligations under this Agreement; (d) Lessor may recover damages and expenses sustained by Lessor by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable legal fees and expenses, incurred by Lessor in attempting or effecting enforcement of its rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (e) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (f) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be \$0.00, and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (g) Lessor may exercise any other right or remedy which may be available to Lessor under any other applicable law or in equity. In addition the Lessee expressly waives any action, claim or demand which it may have by reason of any of the aforementioned remedies or other remedies or acts which the Lessor or its employees, agents or representatives may do or leave undone in connection with any Event of Default. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

**15. ASSIGNMENTS:** Lessor may from time to time assign, pledge or transfer this Agreement and any or all of its rights and obligations hereunder to an affiliate of Lessor or otherwise for financial or securitization purposes. Lessee agrees, upon notice of any such assignment, pledge or transfer, to pay all amounts due or to become due under this Agreement to such assignee, pledgee or transferee. Each such assignee, pledgee or transferee will have all of the rights and obligations of Lessor under this Agreement that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favour of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing.

This Agreement and any security interest, rights of ownership of Lessor, and/or rights resulting from the lease thereby created in any Vehicle shall be subject to and subordinate to any security interest in the Vehicle created by Lessor in favour of the holder of, and pursuant to, a deed of commercial pledge, chattel mortgage, hypothec, loan agreement or other security agreement executed heretofore or hereafter covering the Vehicle, but Lessee shall make due and timely payment to such holder of all lease payments then and thereafter due hereunder, and such payments shall have the same effect as if made to Lessor. For purposes of this Agreement such notice of default and assignment shall constitute conclusive evidence thereof, and provided further that in the event of any Event of Default by Lessee, Lessee's rights hereunder shall terminate and such holder shall have the right to take immediate possession of the Vehicle and dispose of the Vehicle in the manner provided in such security agreement, securitization arrangement and/or hypothec.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except to duly authorized drivers or for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

**16. MISCELLANEOUS:** This Agreement contains the entire understanding of the parties. Only an instrument in writing executed by both parties may make any modification or amendment of this Agreement. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. Lessee hereby waives, to the extent permitted by law, all rights, benefits and protection given to it with respect to this Agreement and any Vehicle by (i) Section 49 of the *Law of Property Act* (Alberta); (ii) *The Limitations of Civil Rights Act* (Saskatchewan); (iii) provisions of the *Civil Code of Québec* pertaining to the lease and/or leasing of things (save as otherwise set out in Sections 1(b) and 18 of this Agreement; and (iv) any applicable law of any jurisdiction now or hereafter in force that is similar to the aforesaid laws. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Giving of all notices under this Agreement will be sufficient if mailed by registered mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective four business days after deposit in the mail, duly addressed, by registered mail, postage pre-paid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in counterparts (including electronic counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. Each person designated as a Lessee under this Agreement (if more than one) is joint and severally (in Quebec, solidarily) liable for all of the representations, warranties, covenants, agreements and obligations of the Lessee set forth in this Agreement. Unless otherwise stated herein, all monetary amounts referred to in this Agreement and the Schedules shall be in Canadian funds.

**17. VEHICLE REGISTRATION CHANGE: VALID CONSENT OF LESSEE:** Lessee hereby expressly consents to the release and disclosure to Lessor, pursuant to clause 2(1) (p) of the *Access to Motor Vehicle Information Regulation* made under the *Traffic Safety Act* (Alberta), or any successor or similar provincial legislation, of vehicle registration search reports, copies of registration certificates, vehicle information reports, demographic information search reports, or any other similar reports directly from a registry agent, Service Alberta office, or any other similar provincial vehicle registration authority, upon request from Lessor for the purpose of locating Lessee or any Vehicle, in order to update information relating to Lessor, and to change Lessor or Lessee on the Motor Vehicle System (MOVES) vehicle registration, or any other relevant vehicle registry, for any reason including but not limited to a corporate reorganization, assignment or transfer of a Vehicle or of this Agreement and any Schedule hereunder, or a failure to meet any obligation herein. Notwithstanding Section 16, Lessee hereby expressly consents to Lessor making any change necessary to the vehicle registration or other regulatory documentation, in its sole discretion, provided Lessor provides written notification to Lessee of such change.

**18. SUCCESSORS AND ASSIGNS, GOVERNING LAW:** Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor and its successors and assigns. Subject to the vehicle registration and insurance requirements of any province or territory in which a Vehicle is located, this Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. Notwithstanding the preceding two sentences, the laws of the Province of Québec shall apply to the creation, validity, enforceability and registration of the rights of ownership of the Lessor and/or rights resulting from a lease in respect of any Vehicle located or deemed by law to be located in Québec, or when the Lessee is domiciled in the Province of Québec.

**19. ENGLISH LANGUAGE:** It is the express wish of the parties that this Agreement and any related documents and notices be drawn up in English. *Ce Contrat et les documents et avis y afférant sont rédigés et exécutés en anglais à la demande expresse des parties.*

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year last below written.

LESSEE: \_\_\_\_\_

LESSOR: Enterprise Fleet Management Canada, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_



#### AMENDMENT TO MASTER EQUITY VEHICLE LEASE AGREEMENT

THIS AMENDMENT ("Amendment") dated this \_\_\_\_ day of August, 2023 is attached to, and made a part of, the MASTER EQUITY VEHICLE LEASE AGREEMENT entered into on the \_\_\_\_ day of August, 2023 ("Agreement") by and between Enterprise Fleet Management Canada, Inc. ("Lessor") and City of Corner Brook ("Lessee"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 3g of the Master Equity Vehicle Lease Agreement is amended to include the following paragraph:

In the event Lessee notifies Lessor of any claim or dispute under this Agreement, and/or any claim involving the Vehicle, Lessor will, in good faith, attempt to resolve the Lessee's claims in a manner satisfactory to all parties and Lessor will provide commercially reasonable assistance to Lessee in any communications and/or negotiations with the Vehicle's manufacturer with respect to claims relating to such Vehicle.

Section 8 of the Master Equity Vehicle Lease Agreement is amended to read as follows:

Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements, and to (ii) furnish all labour, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Any alterations, additions, replacement parts or improvements to the Vehicles will become and remain the property of Lessor and will be returned with the Vehicles pursuant to Section 4. Notwithstanding the foregoing, so long as no Event of Default has occurred and is continuing, Lessee shall have the right to remove any additional equipment installed by Lessee on a Vehicle prior to returning such Vehicle to Lessor under Section 4, subject to repairing any damage caused to the Vehicle by such removal. The value of such alterations, additions, replacement parts and improvements will in no instance be regarded as a monthly lease payment. Without the prior written consent of Lessor, Lessee will not make any alterations, additions or improvements or add any replacement parts to any Vehicle which detract from its economic value or functional utility. Lessor will not be required to make any repairs or replacements of any nature or description with respect to any Vehicle, maintain or repair any Vehicle or to make any expenditure whatsoever in connection with any Vehicle or this Agreement save and except as set forth in the Full Maintenance Agreement.

Section 14 of the Master Equity Vehicle Lease Agreement is amended to add the following additional paragraph:

In the event that Lessor fails to perform in a satisfactory manner its obligation under this Agreement or a Schedule hereunder, Lessee may, in addition to any other remedy available at law or equity, provide Lessor with written notice of Lessee's intent to terminate the Schedule or portion of the Schedule directly related to Lessor's breach or non-performance. Such termination shall take effect automatically unless Lessor cures the breach or non-performance within five (5) business days of receipt of Lessee's notice, with no penalties or additional charges incurred by Lessee.

Section 15 third paragraph of the Master Equity Vehicle Lease Agreement is amended to read as follows:

Without the prior written consent of Lessor which may not be unreasonably conditioned, withheld or delayed, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except to duly authorized drivers or for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

Section 18 of the Master Equity Vehicle Lease Agreement is amended to read as follows:

Subject to the provisions of Section 15, this Agreement will be binding upon and inure to the benefit of both parties, their, successors and assigns. Subject to the vehicle registration and insurance requirements of any province or



territory in which a Vehicle is located, this Agreement will be governed by and construed in accordance with the laws of the Province of Newfoundland and Labrador and the federal laws of Canada applicable therein.

Section 19 of the Master Equity Vehicle Lease Agreement is amended to read as follows:

It is the express wish of the parties that this Agreement and any related documents and notices be drawn up in English.

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Master Equity Vehicle Lease Agreement as of the day and year first above written.

\_\_\_\_\_  
City of Corner Brook (Lessee)

\_\_\_\_\_  
Enterprise Fleet Management Canada, Inc. (Lessor)

By \_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_



### MAINTENANCE MANAGEMENT AGREEMENT

This Agreement is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, by Enterprise Fleet Management Canada Inc. ("EFM"), and ("Company").

WITNESSETH:

**1. EFM CARDS:** Upon request from the Company, EFM will provide a driver information packet outlining its vehicle maintenance program (the "Program") and a card ("Card") for each Company vehicle included in the Company's request. All drivers of vehicles subject to this Agreement must be a representative of the Company, its subsidiaries or affiliates. All Cards issued by EFM upon request of the Company shall be subject to the terms of this Agreement and the responsibility of the Company. All Cards shall bear an expiration date.

Cards issued to the Company shall be used by the Company in accordance with this Agreement and limited solely to purchases of certain products and services for Company vehicles, which are included in the Program. The Program is subject to all other EFM instructions, rules and regulations which may be revised from time to time by EFM. Cards shall remain the property of EFM and returned to EFM upon expiration or cancellation.

**2. VEHICLE REPAIRS AND SERVICE:** EFM will provide purchase order control by phone or in writing authorizing charges for repairs and service over \$125, or such other amount as may be established by EFM from time to time under the Program. All charges for repairs and services will be invoiced to EFM. Invoices will be reviewed by EFM for accuracy, proper application of potential manufacturer's warranties, application of potential discounts and unnecessary, unauthorized repairs.

Notwithstanding the above, in the event the repairs and service are the result of damage from an accident or other non-maintenance related cause (including glass claims), these matters will be referred to the Lessee's Fleet Manager. If Lessee prefers that EFM handle the damage repair, Lessee agrees to assign the administration of the matter to EFM. EFM will administer such claims in its discretion. The fees for this service will be up to \$125.00 per claim and lessee agrees to reimburse for repairs as outlined in this agreement. If the lessee desires the assistance of EFM in recovering damage amounts from at fault third parties, a Vehicle Risk Management Agreement must be on file for the Lessee.

**3. BILLING AND PAYMENT:** All audited invoices paid by EFM on behalf of the Company will be consolidated and submitted to the Company on a single monthly invoice for the entire Company fleet covered under this Agreement. The Company is liable for, and will pay EFM within ten (10) days after receipt of an invoice or statement for, all purchases invoiced to the Company by EFM, which were paid by EFM for or on behalf of the Company. EFM will be entitled to retain for its own account, and treat as being paid by EFM for purposes of this Agreement, any discounts it receives from a supplier with respect to such purchases which are based on the overall volume of business EFM provides to such supplier and not solely the Company's business. EFM will exercise due care to prevent additional charges from being incurred once the Company has notified EFM of its desire to cancel any outstanding Card under this Agreement. The Company will use its best efforts to obtain and return any such cancelled Card.

**4. NO WARRANTY:** EFM MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO PRODUCTS, REPAIRS OR SERVICES PROVIDED FOR UNDER THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE, QUALITY OR FITNESS FOR USE. Any defect in the performance of any product, repair or service will not relieve the Company from its obligations under this Agreement, including without limitation the payment to EFM of monthly invoices.

**5. CANCELLATION:** Either party may cancel any Card under this Agreement or this Agreement in its entirety at any time by giving written notice to the other party. The cancellation of any Card or termination of this Agreement will not affect any rights or obligations under this Agreement, which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to such cancellation or termination. A Card shall be immediately returned to EFM upon cancellation to: Enterprise Fleet Management, 600 Corporate Park Drive, St. Louis, MO 63105, Attention: Enterprise Card Department. Notice to EFM regarding the cancellation of any Card shall specify the Card number and identify the Company's representative. In the case of a terminated representative, such notice shall include a brief description of the efforts made to reclaim the Card.

**6. NOTICES:** All notices of cancellation or termination under this Agreement shall be mailed postage prepaid by registered or certified mail, or sent by express overnight delivery service, to the other party at its address set forth on the signature page of this Agreement or at such other address as such party may provide in writing from time to time. Any such notice sent by mail will be effective five (5) days after deposit in the Canadian mail, duly addressed, with registered or certified mail postage prepaid. Any such notice sent by express overnight delivery service will be effective one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Company will promptly notify EFM of any change in the Company's address.

7. **FEES:** EFM will charge the Company for the service under this Agreement \$ 6.00 per month per Card.

8. **MISCELLANEOUS:** This Agreement may be amended only by an agreement in writing signed by EFM and the Company. This Agreement is governed by the substantive laws of the Province of Ontario (determined without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and the Company have executed this Maintenance Management Agreement as of the day and year first above written.

Company: \_\_\_\_\_

EFM: Enterprise Fleet Management Canada, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_

Date Signed: \_\_\_\_\_, \_\_\_\_\_



AMENDMENT TO MAINTENANCE MANAGEMENT AGREEMENT

THIS AMENDMENT ("Amendment") dated this \_\_\_\_ day of August, 2023 is attached to, and made a part of, the MAINTENANCE MANAGEMENT AGREEMENT entered into on the \_\_\_\_ day of August, 2023 ("Agreement") by and between Enterprise Fleet Management Canada, Inc. ("EFM") and City of Corner Brook ("Company"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 6 of the Maintenance Management Agreement is amended to read as follows:

All notices of cancellation or termination under this Agreement shall be mailed postage prepaid by registered or certified mail, or sent by express overnight delivery service, to the other party at its address set forth on the signature page of this Agreement or at such other address as such party may provide in writing from time to time. Any such notice sent by mail will be effective on the date indicated on the delivery confirmation receipt. Any such notice sent by express overnight delivery service will be effective on the date indicated on the delivery confirmation receipt. The Company will promptly notify EFM of any change in the Company's address.

Section 8 of the Maintenance Management Agreement is amended to read as follows:

This Agreement may be amended only by an agreement in writing signed by EFM and the Company. This Agreement is governed by the substantive laws of the Province of Newfoundland and Labrador (determined without reference to conflict of law principles)

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, EFM and Company have executed this Amendment to Maintenance Management Agreement as of the day and year first above written.

\_\_\_\_\_  
City of Corner Brook (Company)

\_\_\_\_\_  
Enterprise Fleet Management Canada, Inc. (EFM)

By \_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



# Request for Decision (RFD)

**Subject:** National Day for Truth and Reconciliation

**To:** Rodney Cumby  
**Meeting:** Committee of the Whole - 25 Sep 2023  
**Department:** Human Resources  
**Staff Contact:** Rodney Cumby, City Manager  
**Topic Overview:** Putting Forward the Truth and Reconciliation Day for Council Approval

## BACKGROUND INFORMATION:

The National Day for Truth and Reconciliation is a statutory holiday for employees in the federal government and federally regulated workplaces. The holiday was created in June of 2021 with the intent to educate and remind Canadians about the history of residential schools, honor victims and celebrate survivors.

The province of Newfoundland and Labrador has not yet designated this day a provincial statutory holiday; however, they have closed provincial buildings and given provincial employees the holiday. The province states that consultations are ongoing with regards to making this day a provincially recognized holiday.

## PROPOSED RESOLUTION:

Be it RESOLVED that the City of Corner Brook approve September 30, 2022, The National Day for Truth and Reconciliation, to be a holiday for City employees and grant City of Corner Brook staff the day of Monday, October 2, 2023 to reflect and commemorate the tragic history of residential schools in Canada.

## RECOMMENDATION:

Staff recommends closing City buildings, thereby granting City employee's a day off with pay.

## ALTERNATIVE IMPLICATIONS:

**Options:** (What are 3 key options, what are the implications with each?)

1. Approve September 30th as an employee holiday for 2023
2. Do not approve September 30th as a holiday for 2023

Legislative Assistant  
 Administrative Assistant

Approved - 21 Sep 2023  
 Approved - 21 Sep 2023

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

