



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **May 9, 2022** at **7:00 p.m. Council Chambers, City Hall.**

CITY CLERK

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**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 25 APRIL, 2022 AT 7:00 PM**

PRESENT:

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	L. Chaisson	D. Charters, Director Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	D. Burden, Director of Public Works, Water and Waste Water Services
	B. Griffin	M. Redmond, City Clerk
	P. Keeping	J. Alexander, Seargent-At-Arms
	C. Pender	Director of Finance and Administration - vacant

22-047 Approval of Agenda

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

22-048 Approval of Minutes [Committee of the Whole April 11, 2022]

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of April 11, 2022 **MOTION CARRIED.**

22-049 Business Arising From Minutes

Councillor V. Granter asked that the Committee appointments for Standing Committees be brought forward to the next Public Council meeting.

22-050 Proclamations and Events

The Mayor announce that April 19, 2022 is **CONGENITAL DIAPHRAGMATIC HERNIA AWARENESS DAY** in the City of Corner Brook.

22-051 Purchase of One (1) New Hybrid Gas/Electric SUV

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that Council approve the purchase of one hybrid Toyota Rav4, to be used by the Protective Services Department, for the sum of \$41,584.54 (taxes included) from Western Toyota of Corner Brook, NL. **MOTION CARRIED.**

22-052 Renewal of Transit Shelter Advertising Agreement

On motion by Councillor V. Granter, seconded by Councillor P. Gill, it is **RESOLVED** that Council approve to renew the Agreement for Advertising Rights for Public Transit Shelters with Digital Advertising Solutions for a period of three years commencing 10 June 2022. **MOTION CARRIED.**

22-053 Canoe Procurement Group

Councillor Pender advised that City is enrolled in the Canoe Procurement Group of Canada and will utilize this procurement program.

22-054 Municipal Plan and Development Regulation Amendment 21-02 - Adoption Section 16 - Set Public Hearing Date - Proposed IMSP/DR Rezoning - Valley View Estates

On motion by Councillor P. Gill, seconded by Councillor B/ Griffin, it is **RESOLVED** that the Council of the City of Corner Brook:

1. Adopt proposed map amendments MP21-02 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
2. Adopt proposed map amendments DR21-02 to the City of Corner Brook's 2012 Development Regulations;
3. Set Wednesday, May 25th, 2022, 7:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;
4. Authorize staff to give statutory notice of adoption of the proposed amendments;
5. Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and
6. Appoint Mark Mills to preside over the scheduled Public Hearing. **MOTION CARRIED.**

22-055 Corner Brook Disc Golf

On motion by Councillor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that Corner Brook City Council accept staff's recommendation to partner with Disc Golf NL and grant them \$35,000 to construct an 18 hole disc golf course in Corner Brook. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:33 PM.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Marina Redmond
Meeting: Regular Meeting - 09 May 2022
Department: City Manager
Staff Contact: Jessica Smith, Legislative Assistant
Topic Overview: The City of Corner Brook often receives requests from various organizations to recognize significant days, weeks and months.
Attachments: [MELANOMA AND SKIN CANCER AWARENESS MONTH PROCLAMATION for World Ovarian Cancer Day \(WOCD\) - May 8th](#)
[Proclamation for Fibromyalgia Awareness Day May 12](#)
[Towns-Proclamation-MAW-2022-2](#)

BACKGROUND INFORMATION:

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

- May 2022 is **MELANOMA AND SKIN CANCER AWARENESS MONTH** in the City of Corner Brook
- May 2022 is **EHLERS DANLOS SYNDROMES (EDS) AND HYPERMOBILITY SPECTRUM DISORDERS (HSD) AWARENESS MONTH** in the City of Corner Brook.
- May 8th, 2022 is **WORLD OVARIAN CANCER DAY** in the City of Corner Brook.
- May 12, 2022 is **FIBROMYALGIA AWARENESS DAY** in the City of Corner Brook
- May 9-13, 2022 is **MUNICIPAL AWARENESS WEEK** in the City of Corner Brook.

Legal Review: No

Legislative Assistant

Approved - 05 May 2022

 City Manager



“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS it is imperative that communities across Canada be reminded of the important of sun safety;

AND WHEREAS over-exposure to UV radiation is one of the Major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetime;

AND WHEREAS many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy and awareness initiatives;

NOW THEREFORE the month of **MAY 2022** will hereby be proclaimed as **MELANOMA AND SKIN CANCER AWARENESS MONTH** in the City of Corner Brook.

Mayor Jim Parsons



PROCLAMATION
World Ovarian Cancer Day
May 8, 2022

- Whereas** Ovarian Cancer has no early detection testing, and
- Whereas** Ovarian Cancer symptoms are often confused with other less severe illnesses, and
- Whereas** Ovarian Cancer has the lowest survival rate of all female cancers, and
- Whereas** as many as 23 percent of women with Ovarian Cancer have an inherited genetic mutation, and
- Whereas** genetic testing is a way to identify people at high risk before they develop Ovarian Cancer.

NOW, THEREFORE, BE IT RESOLVED THAT I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim Sunday, May 8, 2022, **World Ovarian Cancer Day**.

I encourage all citizens of the City of Corner Brook, and the province, to talk to their health providers about Ovarian Cancer and seek to learn more about the disease.

Mayor

PROCLAMATION

“FIBROMYALGIA AWARENESS DAY”

MAY 12, 2022

WHEREAS: Fibromyalgia Awareness Day aims to raise awareness and end the stigma and discrimination that accompany this chronic illness.

WHEREAS: Fibromyalgia Association Canada is the only national organization in Canada that supports only fibromyalgia; and

WHEREAS: Fibromyalgia affects about 5% of Canada’s population - over 2,000,000 men, women and children of all ages and races in Canada are afflicted with this chronic illness; and

WHEREAS: Fibromyalgia often takes an average of three (3) to five (5) years to diagnosis; and

WHEREAS: there is no known cause of, prevention of, or cure of fibromyalgia; and

WHEREAS: Fibromyalgia (FM) is a complex illness whose symptoms vary widely and may include debilitating chronic pain, overwhelming fatigue, and cognitive impairment; and

WHEREAS: patients with Fibromyalgia often have a number of co-existing conditions, which may include chronic myofascial pain, irritable bowel syndrome (IBS), temporomandibular joint disorder (TMJ), environmental sensitivities, anxiety and depression; and

WHEREAS: Fibromyalgia (FM) greatly reduces quality of life, can cause total disability and also affect families, friends and employers. Living with chronic pain and fatigue on a daily basis can lead to social isolation, so it is important for sufferers and their families, friends, and caregivers to know that they are not alone.; and

WHEREAS, people with Fibromyalgia (FM) have a right to be treated with dignity and have a right to pain relief; and

WHEREAS: together we will find ways to enhance the quality of lives for people affected by fibromyalgia and together find a cure.

NOW THEREFORE, I, _____, on behalf of the city of Corner Brook, do hereby proclaim May 12, 2022 as “Fibromyalgia Awareness Day” in the city of Corner Brook and I call this observance to the attention of all our citizens.

Proclamation

Municipal Awareness Week May 9-13, 2022

- Whereas** municipal government is responsible for the provision of services that enhance the quality of life of its citizens, and
- Whereas** dedicated mayors, councillors, and staff are essential for the effective governance of their municipalities, and
- Whereas** collaboration, partnerships and citizen involvement are essential for active, sustainable and vibrant communities; and
- Whereas** it is fitting and proper to recognize and encourage the contribution of all who work diligently for the improvement of our municipalities.
- Therefore Be It Proclaimed** That May 9-13, 2022, be known as Municipal Awareness Week in municipalities of Newfoundland and Labrador in recognition of the vital role of municipal government and in recognition of all those efforts that support it.



**The Honourable
Krista Lynn Howell**
MINISTER OF MUNICIPAL AND
PROVINCIAL AFFAIRS



**Councillor
Amy Coady**
PRESIDENT OF
MUNICIPALITIES NEWFOUNDLAND
AND LABRADOR



Mr. Brian Hudson
PRESIDENT OF PROFESSIONAL
MUNICIPAL ADMINISTRATORS

I hereby declare May 9-13, 2022, Municipal Awareness Week

in the City/Town of _____

Mayor



Request for Decision (RFD)

Subject: Asphalt Patching 2022-07

To: Darren Charters
Meeting: Committee of the Whole - 09 May 2022
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Tender Form - Marine Contractors - 2022-07 Redacted](#)

BACKGROUND INFORMATION:

Numerous roads located around the City of Corner Brook require repairs and patching works as required on an as-required basis. Bids were requested for the patching of approximately 3000 m² of asphalt pavement and all associated work in various locations within the City of Corner Brook. One bid was received from Marine Contractors Inc. in the amount of \$342,700.00 HST Included.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook award the tender to Marine Contractors Inc. for the Tender price of \$342,700.00 (HST Included), Asphalt Patching Program 2022-07.

Director of Community, Engineering, Development & Planning	Approved - 02 May 2022
Legislative Assistant	Approved - 03 May 2022

City Manager



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
TENDER FORM
UNIT PRICE CONTRACT

Tender for: Asphalt Patching
Contract # 2022-07

To: City Clerk
City of Corner Brook
2nd Floor, City Hall
P O Box 1080
5 Park Street
Corner Brook, NL A2H 2W8

Gentlemen,

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

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

Three Hundred, Forty Two Thousand, Seven Hundred Dollars and Zero Cents

(\$ 342,700.00) in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes , including HST, in force at this date, except as otherwise provided in the tendering documents.

2. The Work will be substantially performed within 90 (Ninety) working days from the date of notification of award of contract.
3. WE ENCLOSE HERewith if required by the Instructions to Bidders
 - (a) A Bid Bond in an acceptable form and correct amount issued by a company licensed to carry on such a business in the Province of Newfoundland and Labrador or

Revision Date: March 2016

- 1 -

Tender Form - UPC

- (b) a certified cheque in the correct amount.

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

- 4. IF NOTIFIED IN WRITING BY THE OWNER OF THE ACCEPTANCE OF THIS TENDER WITHIN 60 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE TENDERING DOCUMENTS, WE WILL:--

- (a) execute the Standard Form of Construction Contract;
- (b) if specified, furnish the security for the proper completion of the work, the said security, if in the form of bonds, to be issued on an acceptable form;
- (c) complete substantially all the work included in the contract within the time and under conditions specified.

- 5. WE understand that Performance Bond, Labour and Materials Bond and Insurance as required by the Contract Documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the Owner.

- 6. WE declare that the rates and prices variously set forth in the Schedule of Quantities and Prices (Appendix A) have been correctly computed for the purposed of this Tender and that they include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.

- 7. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, travelling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges.

- 8. WE understand and agree to list the names of sub-contractors and suppliers whose bids have been used in the preparation of this tender price in the General Conditions. The list will be subject to the approval of the Owner. "By own forces" will be considered valid and satisfactory only if the tenderer is recognized by the Newfoundland and Labrador Construction Association or by the Heavy Civil Association as being a "bona fide" contractor or supplier of that particular trade or item.

WE agree to authorize the Owner to release the names of subcontractors used in our tender where such information is requested from the Owner.

WE reserve to us the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the Owner and contingent upon satisfactory evidence of bankruptcy.

- 9. WE understand and agree that the Owner may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the Contract Documents.
- 10. WE hereby acknowledge receipt of the following addenda:

Addendum No. 1.

Addendum No.
- 11. In order for a Tender to be valid, it must be signed by duly authorized officials as indicated in the Instructions to Bidders.

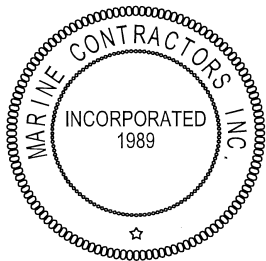
SIGNATURE OF TENDERER

Firm Name: Marine Contractors inc.

Address: 4 White Lakes Road, Corner Brook, NL A2H 6G1

Postal Code: A2H 6G1 E-Mail info@marinecontractors.ca

Ph # 709-639-2330 Fax # 709-686-5237



Corporate Seal

[Redacted Signature]

[Redacted Signature]
Signing Officer

[Redacted Signature]
Witnessed by

APPENDIX "A"
TENDER PRICE TABLE

Schedule of Quantities and Prices

No.	Tender Item Description	Unit	Quantity	Unit Price	Amount
SEE APPENDIX "A" SCHEDULE OF QUANTITIES AND PRICES					
SUB TOTAL TENDER AMOUNT					
HARMONIZED SALES TAX (HST)					
TOTAL TENDER AMOUNT (Transfer Total Tender Amount to Section 1 on page 1 of the Tender Form)					

Notes:

1. For the purposes of the Public Tender Act and the evaluation of tenders received, the bid shall be the Total Tender Amount.
2. Costs associated with the Unit Price work will vary depending upon the quantities authorized by the Engineer/Architect during the course of construction and the final contract amount will be adjusted accordingly, upwards or downwards, based upon the quoted unit rate.

Appendix “B”

List of Sub-Contractors

The list of sub-contractors and/or manufacturers and/or suppliers that shall be employed on this project for each part of the work identified in the table below must be completed by the bidder. The use of these sub-contractors and/or manufacturers and/or suppliers is subject to the approval of the Owner. If the work identified below is to be done by own forces indicate by filling in “own forces” in the ‘Company Name’ column. “By own forces” will be acceptable only if approved by the owner in writing prior to tender close. Requests for approval of “By own forces” must be submitted 14 days before tender close.

This appendix was completed and submitted by:

Name _____

Address _____

Dated, _____, and is an integral part of the Tender Form for Project _____

And shall be submitted as part of the Form of Tender.

<i>information in this column to be supplied by owner</i>		<i>information in this column to be supplied by bidder</i>	
Work	Category: Sub-contractor or Manufacturer or Supplier	Company Name	Address

For each category identified in the table above work experience references may be required by the owner.

The Quantities set out in this schedule are estimated quantities only and are not to be taken as final quantities by the contractor. The unit prices bid shall include all labour, plant, materials, overhead, duties, and profit and all other obligation and liabilities under the contract. Do not include taxes in unit or lump sum prices, taxes due to be added on the last page of this schedule as indicated on the bottom. Totals shall be determined by multiplying the quantity by the tendered unit price.

SECTION	DESCRIPTION	Unit	Quantity	Unit Price	Total
<u>DIVISION 1</u>					
1010	<u>Mobilization & Demobilization</u> <u>(not greater than 5% if on the Island, or 10% if in</u> <u>Labrador, or 15% north of Cartwright, of item</u> <u>a. "sub-total" on last page)</u>	L.S.	Unit	\$ 10,000.00	\$ 10,000.00
<u>DIVISION 2</u>					
2574	<u>Reshaping & Patching Asphalt Pavement</u>				
1	Patching of Asphalt Pavement	m ²	3000	\$ 90.00	\$ 270,000.00
2	Cutting of Asphalt Pavement	m	100	\$ 20.00	\$ 2,000.00
3	Manholes - Adjust Only	Each	4	\$ 1,500.00	\$ 6,000.00
4	Valve Box - Adjust Only	Each	10	\$ 1,000.00	\$ 10,000.00
A. <u>Sub total</u>					\$ 298,000.00
B. <u>H.S.T 15% of A</u>					\$ 44,700.00
C. <u>Grand Total</u>					\$ 342,700.00
(Carry Forward to Page 1 of Tender Form)					



Request for Decision (RFD)

Subject: RFD 2022-10 Supply of Equipment - TRUCKS

To: Rodney Cumby
Meeting: Committee of the Whole - 09 May 2022
Department: Public Works
Staff Contact: Donald Burden, Director of Public Works, Water & Wastewater
Topic Overview: The City issued a tender for supply of equipment truck and it is being brought forward for approval.

BACKGROUND INFORMATION:

Fleet vehicles assigned to the Department of Public Works, Water and Wastewater need to be replaced due to mechanical issues. Many vehicles have been taken out of the fleet in the past couple of years and these vehicles need to be replaced. These vehicles are necessary to keep up with the needs of the employees and on going projects.

PROPOSED RESOLUTION:

Be it **RESOLVED** that Corner Brook City Council accept the bid of \$543,771.75 (taxes included) by Hickman Motors Ltd. for the supply of nine (9) trucks in total (1- $\frac{3}{4}$ ton crew, 1- $\frac{3}{4}$ ton regular, 7 - $\frac{1}{2}$ ton crew cab trucks).

FINANCIAL IMPACT:

Budget for vehicles in 2021 and 2022 was \$475,000. Bid with taxes removed is \$472,845. Trucks to delivered in 2 to 3 weeks.

Budget Code: Capital out of Revenue (2021 and 2022)

Finance Type: Capital

Legal Review: No

RECOMMENDATION:

It is the recommendation of staff to accept the bid of \$543,771.75 (taxes included) by Hickman Motors Ltd. for the supply of nine (9) trucks in total (1- $\frac{3}{4}$ ton crew, 1- $\frac{3}{4}$ ton regular, 7 - $\frac{1}{2}$ ton crew cab trucks).

Director of Public Works, Water &
Wastewater

Legislative Assistant

Approved - 03 May 2022

Approved - 05 May 2022

City Manager



Request for Decision (RFD)

Subject: Standing Offer - Hired Equipment Services Contract 2010-09

To: Rodney Cumby
Meeting: Regular Meeting - 09 May 2022
Department: Public Works
Staff Contact: Donald Burden, Director of Public Works, Water & Wastewater
Topic Overview: The current hired equipment services contract expires on May 21, 2022.
Attachments: [Hired Equipment List - May 22 to December 21 2022 \(003\) Redacted](#)

BACKGROUND INFORMATION:

Quotations were recently invited by the City of Corner Brook for the supply of equipment with operator, on demand, for a period of seven months (May 22 – December 21, 2022). Hourly rates were requested (with various attachments) for rubber tire backhoes with/without attachments, tandem trucks, excavators & mini excavators with/without attachments, tractors/dozers, graders, skid steer sidewalk sweepers, and boom trucks. The tender closed on May 4, 2022 and all compliant quotations are indicated in the attached document.

PROPOSED RESOLUTION:

Be it **RESOLVED** that Corner Brook City Council accept staff's recommendation to accept the quotations for Hired Equipment Services as stated in the attached document for a seven month period (May 22nd to December 21st, 2022) on a standing offer basis.

FINANCIAL IMPACT:

Various Public Works, Water, and Wastewater accounts on an as needed basis.

RECOMMENDATION:

It is the recommendation of staff to accept the quotations for Hired Equipment Services as stated in the attached document for a seven month period (May 22nd, 2022 to December 21st, 2022) on a standing offer basis.

ALTERNATIVE IMPLICATIONS:

1. Accept staff's recommendation to award Standing Offer for Hired Equipment Services.
2. Reject staff's recommendation to award Standing Offer for Hired Equipment Services

Legislative Assistant

Approved - 05 May 2022

City Manager

Hired Equipment
May 22, 2022 to December 21, 2022

Rubber Tire Backhoe(s)			
Contractor	Model	Telephone Numbers	Rate
Buddy's Equipment Services	2012 3CX JCB		\$37.00
A-1 Transportation Ltd.	2013 3CX JCB		\$43.87
Ron Flynn Transport Ltd.	2018 CAT 420		\$47.50
Make Enterprises Ltd.	2013 B95B New Holland		\$59.00
Lundrigan's Contracting	2010 310 J John Deere		\$63.90
Ambstemel Trucking Ltd.	2014 420F CAT		\$64.00
Rico Construction Ltd	2014 420F CAT		\$68.00
Twin Mountain Contracting Ltd.	2016 420 F IT CAT		\$73.95
Humber Arm Contracting Inc.	2010 420D CAT		\$79.63
A-1 Transportation Ltd.	2005 420D CAT		\$80.00
Buddy's Equipment Services	2021 3CX JCB		\$125.00
Dawe's Equipment	2011 420 CAT		\$130.00
Dawe's Equipment	2012 3CX JCB		\$130.00
Rubber Tire Backhoe(s) with Breaker Attachment			
Contractor	Model		Rate
Ron Flynn Transport Ltd.	2018 CAT 420		\$39.40
A-1 Transportation Ltd.	2013 3CX JCB		\$42.00
Lundrigan's Contracting	2010 310 J John Deere		\$85.00
Ambstemel Trucking Ltd.	2014 420F CAT		\$95.00
Humber Arm Contracting Inc.	2010 420D CAT		\$99.23
Rico Construction Ltd	2014 420F CAT		\$100.00
Twin Mountain Contracting Ltd.	2016 420 F IT CAT		\$108.75

D. Marshall May 5, 2022

Hired Equipment May 22, 2022 to December 21, 2022			
Tandem Dump Truck(s)			
Contractor	Model	Telephone Numbers	Rate
Ron Flynn Trucking Ltd.	1994 Volvo		\$44.50
A-1 Transportation Ltd.	2009 VHD13 Volvo		\$45.77
Ambstemel Trucking Ltd.	2002 T-800 Kenworth		\$58.00
Make Enterprises Ltd.	2006 7600 International		\$59.00
Lundrigan's Contracting	1993 Volvo		\$63.90
Lundrigan's Contracting	2002 Eagle International		\$63.90
Ambstemel Trucking Ltd.	2010 T-800 Kenworth		\$68.00
D&D Excavating and Trucking Ltd.	2000 Sterling		\$79.97
Humber Arm Contracting Inc.	1988 9300 International		\$84.53
Humber Arm Contracting Inc.	2011 9300 Western Star		\$84.53
Rico Construction Ltd.	1990 T450 Kenworth		\$90.00
Rico Construction Ltd.	1993 T800 Kenworth		\$90.00
Twin Mountain Contracting Ltd.	2014 T800 Kenworth		\$97.98
Humber Arm Contracting Inc.	1988 9300 International		\$107.80
Humber Arm Contracting Inc.	1985 9300 International		\$107.80

D. Marshall May 5, 2022

Hired Equipment May 22, 2022 to December 21, 2022			
Excavator(s)			
Contractor	Model	Telephone Numbers	Rate
A-1 Transportation Ltd.	2000 315 CAT		\$62.75
D&D Excavating and Trucking Ltd.	1995 150 Hitachi		\$73.47
Ambstemel Trucking Ltd.	2010 314D CAT		\$90.00
Humber Arm Contracting Inc.	2010 160 John Deere		\$91.88
Make Enterprises Ltd.	2006 160 CLC John Deere		\$110.00
Humber Arm Contracting Inc.	2011 200 John Deere		\$113.93
Twin Mountain Contracting Ltd.	2022 HX 130LCR		\$114.25
Rico Construction Ltd.	2021 130 KOMATSU		\$120.00
Humber Arm Contracting Inc.	2013 John Deere 290		\$145.78
Humber Arm Contracting Inc.	2010 350 John Deere		\$213.15
Excavator(s) with Breaker Attachment			
Contractor	Model		Rate
Humber Arm Contracting Inc.	2011 200 John Deere		\$155.46
Ambstemel Trucking Ltd.	2010 314D CAT		\$175.00
Excavator(s) with Grab Attachment			
Contractor	Model		Rate
Ambstemel Trucking Ltd.	2010 314D CAT		\$95.00
Make Enterprises Ltd.	2006 160 CLC John Deere		\$120.00
Rico Construction Ltd.	2021 130 KOMATSU		\$120.00
Humber Arm Contracting Inc.	2011 200 John Deere		\$124.95
Twin Mountain Contracting Ltd.	2022 HX 130LCR		\$127.15
Excavator(s) with Tree Shredding Attachment			
Contractor	Model		Rate
Humber Arm Contracting Inc.	2011 200 John Deere		\$226.63

D. Marshall May 5, 2022

Hired Equipment May 22, 2022 to December 21, 2022			
Mini Excavator(s)			
Contractor	Model	Telephone Numbers	Rate
Ambstemel Trucking Ltd.	2016 304 CAT		\$49.47
Sharon Wheeler	2016 EZ38 Wacker Neuson		\$60.04
D&D Excavating and Trucking Ltd.	2014 Takeuchi 3.5 Ton		\$64.37
A1 Transportation	2015 CAT 304		\$64.77
Twin Mountain Contracting Ltd.	2015 50G John Deere		\$68.12
Rico Construction Ltd.	2018 305E CAT		\$75.00
Twin Mountain Contracting Ltd.	2011 75D John Deere		\$78.30
Humber Arm Contracting Inc.	2020 50D John Deere		\$79.63
Rico Construction Ltd.	2012 308E CAT		\$90.00
Dawe's Equipment	2017 U35 Kubota		\$100.00
Mini Excavator(s) with Breaker Attachment			
Contractor	Model		Rate
Ambstemel Trucking Ltd.	2016 304 CAT		\$68.20
Twin Mountain Contracting Ltd.	2015 50G John Deere		\$101.07
Twin Mountain Contracting Ltd.	2011 75D John Deere		\$105.85
Rico Construction Ltd.	2018 305E CAT		\$110.00
Humber Arm Contracting Inc.	2020 50D John Deere		\$122.81
Rico Construction Ltd.	2012 308E CAT		\$130.00
Mini Excavator(s) with Grab Attachment			
Contractor	Model		Rate
Ambstemel Trucking Ltd.	2016 304 CAT		\$49.47
D&D Excavating and Trucking Ltd.	2014 Takeuchi 3.5 Ton		\$64.37
Sharon Wheeler	2016 EZ38 Wacker Neuson		\$65.00
Twin Mountain Contracting Ltd.	2015 50G John Deere		\$68.12
Rico Construction Ltd.	2018 305E CAT		\$75.00
Twin Mountain Contracting Ltd.	2011 75D John Deere		\$78.30
Rico Construction Ltd.	2012 308E CAT		\$90.00
Humber Arm Contracting Inc.	2020 50D John Deere		\$91.88
Dawe's Equipment	2017 U35 Kubota		\$100.00

D. Marshall May 5, 2022

Hired Equipment May 22, 2022 to December 21, 2022			
Tractor(s)/Dozer(s)			
Contractor	Model	Telephone Numbers	Rate
Humber Arm Contracting Inc.	2011 450J John Deere		\$73.50
Grader(s)			
Contractor	Model		Rate
Humber Arm Contracting Inc.	2014 772G John Deere		\$147.00
Skid Steer Sidewalk Sweeper(s)			
Contractor	Model		Rate
Humber Arm Contracting Inc.	2010 23CB CAT		\$119.44
Ron Flynn Transport Ltd.	2007 23CB CAT		\$120.00
Boom Truck(s)			
Contractor	Model		Rate
Corner Brook Fabrication & Steel	2019 Kenworth 30 Ton		\$140.00
Corner Brook Fabrication & Steel	2013 Kenworth 32 Ton		\$140.00
Sparkes Transportation & Crane Ltd.	2009 Manitex 28 Ton		\$150.00

D. Marshall May 5, 2022



Request for Decision (RFD)

Subject: Recreational Vehicle Permits

To: Rodney Cumby
Meeting: Regular Meeting - 09 May 2022
Department: Protective Services
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview:

BACKGROUND INFORMATION:

The Corner Brook Recreational Vehicles Regulations will require amendments to align to the new province's "Off-Road Vehicles Act". However, even though the Act has been passed in the House of Assembly, the province has yet to enact its legislation. As such, the City cannot proceed with its revised bylaw that relies on the new provincial "Off-Road Vehicles Act" until such time the Act receives Royal Assent.

PROPOSED RESOLUTION:

Be it RESOLVED that the council approve that the current ATV Permits to Deviate from the Designated Route as issued in 2021, to remain valid for the 2022 ATV season which ends November 15th, 2022.

FINANCIAL IMPACT:

Currently, there is no cost for a resident to obtain an ATV Permit. The new bylaw will see a cost to the next season's ATV permits.

RECOMMENDATION:

Staff are recommending that council make the 2021 ATV Permits issued to its residents "to deviate from the designated route" issued by the Protective Services Department in 2021, valid for the 2022 season. This will reduce the need to issue new permits to current permit holders, thereby reducing administration work for the department, and enabling current permit holders to avail of the program as of its opening on May 15th, 2022.

ALTERNATIVE IMPLICATIONS:

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

1. Approve current recommendation to extend the 2021 ATV Permits to cover the 2022 ATV Season; this will reduce the administrative burden and keep the logistics manageable when the new Off-road Vehicles Act is in force.

2. Not approve the staff recommendation to extend the 2021 ATV Permit validity. This will require assessing and printing new permits.
3. Approve the recommendations with other stipulations.

Director of Protective Services
Legislative Assistant

Approved - 05 May 2022
Approved - 05 May 2022

City Manager



Request for Decision (RFD)

Subject: Hiring Policy 10-03-01

To: Rodney Cumby
Meeting: Regular Meeting - 09 May 2022
Department: Human Resources
Staff Contact: Jessica Smith, Legislative Assistant
Topic Overview: Staff have reviewed and revised the City's Hiring Policy.
Attachments: [Hiring Policy DraftAgenda](#)
[Hiring Policy Redacted](#)

BACKGROUND INFORMATION:

The Current Hiring Policy was enacted on July 8, 1998 and there has been no revisions since it was first enacted. At a Committee of the Whole Meeting of April 11, 2022 a motion (COW22-014) was brought forward that directed staff to review the city's current hiring policy to make it more inclusive and gender neutral.

As directed Human Resources staff conducted a thorough review of the current Hiring Policy and examined opportunities to make the policy and the language more inclusive and gender neutral. Staff also reviewed various policies regarding overall hiring in other municipalities and organizations. Upon this review, the policy was revised and is now being brought forward to replace the current policy.

A summary of the changes incorporated to the revised policy are:

- More general neutral language and pronouns (them, they, their, etc.)
- Improved on language on accessibility and improving barriers - including a statement that will be added to job ads/descriptions
- Edited the City Manager recruitment to remove the Director of Finance & Administration and add that the use of a external recruiter be required;
- Edited the use of an external recruiter for any other position to be at the discretion of the City Manager;
- Edited the Director recruitment process to remove the member of council from the initial selection committee and adding the top candidate be presented to all council

PROPOSED RESOLUTION:

RESOLVED to rescind the current Hiring Policy and replace it with the proposed revised Hiring Policy as presented.

GOVERNANCE IMPLICATIONS:

Policy
10-03-01

RECOMMENDATION:

It is the recommendation of staff to rescind the current Hiring Policy and replace with the Hiring Policy as presented.

ALTERNATIVE IMPLICATIONS:

1. Council can provide feedback and request further review.
2. Council can request that no changes be made to the Hiring Policy at this time.

Legislative Assistant

Approved - 05 May 2022

City Manager



CITY OF CORNER BROOK

Policy & Procedure

Policy Title	Hiring Policy	Index:	Human Resources
Section:	Recruitment	Policy Number:	10-03-01
Authority	Council	Adopted Date:	08 Jul 1998
Effective Date:	09 May 2022	Revision Date:	09 May 2022

Purpose:

The City of Corner Brook is committed to hiring and maintaining a competent, qualified and diverse workforce. Individuals will be treated fairly and respectfully. This policy is intended to ensure consistency in the hiring of all City positions.

Policy Statement:

Posting Positions

a) Union Positions

Vacancies for all Union positions shall be posted in accordance with the respective Collective Agreement.

b) Non-Union Positions

Vacancies for all Non-Union positions will be posted on the City's website, and/or recruiting websites, through professional associations, local newspapers and print media, or any other method of advertising as deemed appropriate and approved by the City Manager.

The City recognizes that there may be instances where such posting is either unnecessary or not reasonably possible.

Where a vacancy posting yields a successful candidate who declines a job offer or whose employment the City terminates within the first three (3) months of hiring, the City may, in accordance with the applicable provisions of this Hiring Policy, offer employment to other qualified applicants instead of re-posting the vacancy.

It is acknowledged that there will be times when the use of an external recruiter may be engaged to assist in the recruitment process. When recruiting for the position of City Manager the use of an external recruiter will be at the discretion of council. The use of an external recruiter for any other position will be at the discretion of the City Manager.

All job posting will provide the following statement: *The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicants accessibility needs. Candidates are encouraged to*

discuss specific needs with the City's Human Resources division, by emailing hr@cornerbrook.com.

Selection

The City strives to attract, hire and retain qualified candidates to meet organizational objectives and to provide excellent services to the public. To support this goal, employment applications shall be screened against appropriate criteria. Such criteria shall be:

- a) established from the job qualifications relating to experience, education, professional certification requirements set out as required in the job description; and,
- b) consistently applied against each applicant.

The City of Corner Brook is committed to eliminating barriers, where possible, and improving accessibility for persons with disabilities, in a manner that respects dignity, independence, integration and equal opportunity. If an applicant selected for an interview requests an accommodation for accessibility, the City will consult with the applicant to provide for suitable accommodation.

Interview questions will be the same for each applicant. Answers will be ranked according to the skills required. Interviewers will document applicants' answers to questions to assist in the evaluation of each applicant's qualifications.

All interview questions will comply with the Newfoundland and Labrador Human Rights Code. No questions will be asked about a candidate's race, color, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income, and political opinion. This does not prevent the City from requesting a Criminal Record Check or Vulnerable Sector Screening as a condition of employment where deemed necessary.

Reference checks will be conducted after the interview process to assess the competencies of an applicant and, where possible, will include a reference from a current supervisor.

An applicant must provide consent before external references are contacted; however, an applicant who has listed references in a job application will be considered to have given implicit consent to contact those references. Where references are not provided at the time of application, the applicant shall provide references upon request of the hiring committee.

Interviewed unsuccessful applicants will be informed by email, telephone, or Canada Post.

Selection Committee

When reasonably possible the City will strive to achieve gender diversity on all selection committees.

i. City Manager (Chief Administrative Officer)

An external recruiter will be engaged to conduct the recruitment, screening, and interviewing of candidates. The process will be coordinated through the City's Human Resources office and Council may choose to have the Manager of Human Resources present during any stage of the recruitment process.

The recruitment committee will consist of the Mayor and two (2) additional members of Council (chosen by Council). The selection committee will strive for consensus when recommending a candidate for hire to Council. Prior to the final selection taking place,

Council will provide opportunity for the highest-ranking candidate to meet with senior staff.

Council is the final decision-making authority and shall appoint the City Manager.

ii. Directors

The Directors will be hired by the City Manager, subject to the approval of Council. The initial selection committee will be comprised of the City Manager, the remaining Directors, and the Manager of Human Resources. The candidate placing highest during the initial selection will prepare a presentation for Council prior to final approval of said candidate.

iii. Managers & Supervisors

All management staff will be hired by the departmental Director. The selection committee will be comprised of the appropriate departmental Director, a representative from the Human Resources division, and an additional manager and/or Director depending on the level of position being hired.

iv. All other staff

All other staff, permanent and temporary, will be hired by the appropriate Manager or Supervisor for that department and/or division in conjunction with a representative from the Human Resources division. The selection committee will comprise of no less than one other manager or supervisor in addition to the HR representative.

Summer program staff, summer students, and recreation workers will be hired by the Supervisor of Recreation and Recreation Technician under the direction of Human Resources.

Hiring

All employment offers are conditional on a candidate:

- a) supplying all employment-related documentation the City may reasonably request; and,
- b) executing a written employment contract with the City prior to their employment commencing.

Conflict of Interest

No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy.

Members of selection committees shall disclose any direct or indirect association or material interest or involvement that would result in any actual, potential or perceived conflict of interest in the hiring process.

In cases where job applicants are related to existing City staff or Councilors, the objective is to ensure the applicant is treated impartially and objectively, the same as all other candidates. No preference will be shown to the applicant nor will they be subjected to reverse discrimination whereby they are screened from the job because they are related to an existing staff person or Councilors.

Where a conflict of interest has been declared:

- The person(s) involved in the hiring process will declare themselves in a conflict of interest to the Manager of Human Resources and withdraw from the selection process. If the candidate is subsequently screened out, the person who declared themselves in conflict may re-enter the selection process.
- The Human Resources Manager and the Director of Finance & Administration will choose an alternative committee member to replace the person in conflict.
- In cases where the Human Resources Manager is in conflict, they will declare this conflict to the Director of Finance & Administration who will replace the HR Manager in the selection process.
- If the above criteria are satisfied, the decision of the selection committee as to the most qualified candidate will be accepted and the person hired, without regard to any family relationship which may exist.
- Council and staff, unless on the selection committee, will not have any input into the hiring of any person or recommend persons for consideration, whether related or unrelated. If so, that interference will be duly noted and the City Manager and Council advise accordingly.

Nepotism

No individual will be hired into a position where their direct supervisor or subordinate is a family member. In applying this section, “family member” is defined as: a spouse, including common law, and same-sex spouse; parent, including step-parent and legal guardian; child, including step-child; siblings; and any person who lives with a member of Council or an employee on a permanent basis.

No family member of Council will be hired into a position where their direct reporting relationship is to Council.

In cases where a family relationship develops that puts members of Council or employees in a direct reporting relationship, the individual(s) involved must bring these types of matters to the attention of the individual responsible for the applicable department or to the City Manager.

Confidentiality of the Hiring Process

Personal information of a successful candidate will not be released during any stage in the recruitment process.

Should the hiring of a successful candidate be announced either to all staff or during a session of Council, the announcement will include only the successful candidate’s name and position title. The successful candidate’s qualifications and other personal information will not be disclosed in such an announcement.

DETAILED ACTION REQUIRED

Responsibilities:

All levels of management are responsible for the administration of this policy.

Council will:

- Review, amend, and adopt changes to this policy; and,
- Adhere to this policy.

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;
- Adhere to this policy;
- Address any breaches of this policy; and,
- Ensure disciplinary action is imposed for contraventions of this policy.

The Directors will:

- Recommend to the City Manager changes to this policy;
- Adhere to this policy;
- Actively participate in the recruitment process when and as needed; and,
- Ensure the policy is applied throughout the process allowing for fair and consistent recruitment.

The Human Resources Manager will:

- Ensure the policy is followed and appropriate selection committees are in place
- Ensure reference checks are completed using an appropriate and approved reference check form
- Ensure all candidates receive equal opportunity
- Ensure proper documentation is complete to support hiring of candidates
- Ensure fairness throughout the process ensuring consistency between candidates

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

MAYOR

CITY CLERK



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources		Section	Recruitment		
Title	Hiring Policy		Policy Number	10-03-01	Authority	Council
Approval Date	08 Jul 98	Effective Date	08 Jul 98	Revision Date		

Purpose:

To maintain consistency, fairness and equal opportunity in the hiring of staff for all City positions.

To ensure that the most qualified person is selected in all job competitions.

SCOPE: All external job competitions for positions within the City of Corner Brook.

Policy Statement:

The Chief Administrative Officer will be hired by Council.

The Selection Committee will be comprised of the Mayor, two Councillors and the Director of Corporate Services; or Council may wish to hire an outside professional agency to conduct the selection process.

The Directors will be hired by the Chief Administrative Officer, subject to the approval of Council.

The Selection Committee will be comprised of the Chief Administrative Officer, two remaining Directors, and a representative of Council from the Policy Advisory Committee of the vacant Director.

Other Management Staff will be hired by the Director. The persons selected for the positions of Coordinators, Fire Chief, and Canada Games Centre General Manager are subject to the approval of Council.

The Selection Committee will be comprised of the appropriate Director, the Human Resources Officer, and an additional Director or Chief Administrative Officer, depending on the level of the position.

All other staff, permanent and temporary, will be hired by the Human Resources Officer.

The Selection Committee will be comprised of the Director or Coordinator of the appropriate department and the Human Resources Officer.

Summer Program staff at the playground level will be hired by a selection committee comprised of the Leisure Services Administrator, the Summer Program Coordinator and the Assistant Summer Program Coordinator, under the direction of the Human Resources Officer.

The ultimate decision as to which candidate will be hired will rest with the Director of the appropriate department.

Reference:

CC04-111 (re residency requirement)

Approved: CC98-86 (08 July 98)

Memo: (July 18, 1966), Item # 2 Council in Committee Meeting (Sept 01, 1960)

74-52 (Sept 24, 1974)

Memo: Director of Personnel (May 15, 1986)
 CC98-33 (March 18, 1998)
 CPS98-60 (June 22, 1998)
 Council Briefing Session: (July 08, 1998)

Detailed Action Required:

ROLE OF HUMAN RESOURCES OFFICER

The Human Resources Officer will:

- check references
- ensure all candidates receive equal opportunity
- ensure proper documentation is filed to support hiring of candidates
- ensure all candidates are asked similar questions and no preference shown for particular candidates.

COSTS OF RELOCATION

- Payment of relocation costs are subject to the approval of Council, and would normally be considered for senior level positions only. Such approval to be obtained prior to the position being offered to the preferred candidate.
- In cases where the successful candidate is from out-of-town and the City has agreed to pay relocation costs, the items to be reimbursed will be limited to:
- costs of moving household goods and possessions by the most efficient means possible, with quotes required from moving companies
- expenses to a maximum of \$150 per day, for up to two weeks, to cover meals and hotel for employee to locate living accommodations for self and family.
- Reimbursement of relocation costs will not include any payments related to real estate commissions, legal fees, mortgage penalties, losses on real estate, etc.
- If an employee leaves the employment of the City within two years of the date of hire, relocation costs will be reimbursed proportionately to the number of months remaining in the two years, e.g. employee resigning 18 months after date of hire, will be expected to reimburse City for 6/24ths of relocation expenses.

SICK LEAVE

As per minute of Council CC97-146 dated 2 July 1997, all management employees hired after that date, will not receive pay for unused sick leave upon termination. Existing employees who move into management from the union, and are already covered by other agreements, will have the provision for pay for unused sick leave grandfathered to their new position.

APPLICANTS RELATED TO CITY STAFF/COUNCIL

In cases where job applicants are related to existing City staff or Councillors, the objective is to ensure the applicant is treated impartially and objectively, the same as all other candidates. No preference will be shown to the applicant nor will they be subjected to reverse discrimination whereby they are screened from the job because they are related to an existing staff person or Councillor. To ensure the above objectives are met:

- Persons involved in any stage of the hiring process will declare themselves in a conflict of interest to the Human Resources Officer and withdraw from the selection process if they are related by blood or marriage to any candidate. If the related candidate is subsequently screened out, the person who declared themselves in conflict may re-enter the selection process.

- The Human Resources Officer and the Director of Corporate Services will choose an alternate committee member to replace the person in conflict.
- In cases where the Human Resources Officer is in conflict, he/she will declare this conflict to the Director of Corporate Services who will replace the Human Resources Officer in the selection process.
- If the above criteria are satisfied, the decision of the selection committee as to the most qualified candidate will be accepted and the person hired, without regard to any family relationship which may exist.
- Council and staff, unless on the Selection Committee, will not have input into the hiring of any person or recommend persons for consideration, whether related or unrelated. If so, that interference will be duly noted and the Chief Administrative Officer and Council advised accordingly.

REFERENCES

- After the selection committee has ranked the candidates, the Human Resources Officer and/or selection committee members will check the references of the top ranking candidates. References should include the most recent employers (both solicited and unsolicited) unless the candidate has provided appropriate reason why a particular employer may not be contacted.
- References should be appropriately considered with skills, experience and qualifications in the final hiring decision. If references were less than favourable, but the committee still feels that the person is the preferred candidate, the matter should be discussed with the Director of the Department or the Chief Administrative Officer.

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

[REDACTED]
MAYOR

[REDACTED]
CITY CLERK



Request for Decision (RFD)

Subject: Corner Brook Regional Recreation Pool Dehumidification Unit Upgrade

To: Rodney Cumby

Meeting: Regular Meeting - 09 May 2022

Department: Development and Planning

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

Topic Overview: Council approval is required to move forward with a change order to upgrade the original pool dehumidification unit (Dectron)

BACKGROUND INFORMATION:

As a result of the changes to the façade of the building and the increased amount of exterior glazing (or windows), it was determined during detailed design that the original dehumidification unit (Dectron) would not have the capacity to handle the new humidification requirements of the pool natatorium.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the required upgrades to the dehumidification unit (Dectron) at an estimated cost of \$100,000 (HST Included).

RECOMMENDATION:

Staff was presented with two (2) options to address the concerns. After a discussion with the Owner's Advisor team, it was decided that the originally planned unit could be upgraded to handle the new dehumidification requirements at an estimated cost of \$100,000 (HST Included). As such, it is recommended that the following resolution be considered by Council:

ALTERNATIVE IMPLICATIONS:

Options:

1. That the Council of the City of Corner Brook approve the required upgrades to the dehumidification unit (Dectron) at an estimated cost of \$100,000 (HST Included).
2. That the Council of the City of Corner Brook not approve the required upgrades to the dehumidification unit (Dectron) at an estimated cost of \$100,000 (HST Included).
3. That the Council of the City of Corner Brook give other direction to Staff.

Legislative Assistant

Approved - 06 May 2022

City Manager



Request for Decision (RFD)

Subject: Manager Salary Review

To: Rodney Cumby

Meeting: Regular Meeting - 09 May 2022

Department: Human Resources

Staff Contact:

Topic Overview: The City is seeking a service provider to conduct a management salary review.

BACKGROUND INFORMATION:

During the 2022 budget process, Council approved money for the purpose of completing a non-unionized employee remuneration review. The current remuneration structure was last reviewed in 2009 when the Hay system of salary evaluation was implemented. In order to attract and retain qualified and experienced candidates to the City, we must ensure that compensation practices are fair and competitive in today's market.

In order to complete the review in an unbiased and fair manner, an external third party will be utilized. Staff have obtained quotes from multiples service providers and based on the results have determined that Knightsbridge Robertson Surette (KRBS) provided the lowest quote to provide the City with the services required. A large component of the review will include a market analysis of comparable roles in other municipalities as well as competitive employers within the region.

PROPOSED RESOLUTION:

Be it **RESOLVED** to approve the quote from Knightsbridge Robertson Surette (KRBS) for manager salary review services in the amount of \$19,320 (HST included).

FINANCIAL IMPACT:

This service was taken into consideration during the 2022 budget process.

RECOMMENDATION:

It is the recommendation of staff to proceed with KRBS to conduct the management salary review.

ALTERNATIVE IMPLICATIONS:

1. Council can request for additional quotes to be obtained or additional information.
2. Council can provide any other direction to staff on how to proceed with obtaining these services.

Legislative Assistant

Approved - 06 May 2022

City Manager



Request for Decision (RFD)

Subject: Standing Committee Structure and Appointments

To: Rodney Cumby

Meeting: Regular Meeting - 09 May 2022

Department: City Manager

Staff Contact:

Topic Overview: The appointments and terms of reference are being brought forward for the structure of Standing Committees.

Attachments: [Standing Committees 2022 - Terms of Reference draft](#)

BACKGROUND INFORMATION:

At a Committee of the Whole Meeting on April 11th a motion was made to re-establish Standing Committees of Council for each department with co-chairs appointed from council members, with their consent. Committee Appointments are at the discretion of the Mayor. Departmental Standing Committees of Council will be scheduled weekly on Monday at lunchtime, with each department's standing committee occurring once monthly. These meetings will be public meetings and will be livestreamed, however there will be no decisions made at standing committees - only recommendations to Council. Current meetings in the Council Meeting Schedule set as Committee of the Whole Meetings will now be classified as Regular Meetings.

Staff has prepared a terms of reference for the re-establishing of Standing Committee to bring forward for approval, as well as council appointments are being proposed as follows:

Community, Engineering, Development and Planning: **Co-chairs - Councillor P. Gill & Councillor P. Keeping**

Finance Administration: **Co-chairs - Councillor C. Pender & Deputy Mayor L. Chaisson**

Protective Services: **Co-chairs - Councillor Griffin & Deputy Mayor L. Chaisson**

Public Works, Water & Wastewater: **Co-chairs - Councillor V. Granter & Councillor B. Griffin**

PROPOSED RESOLUTION:

Be it RESOLVED to approve the terms of reference and appointments for the standing committees as proposed.

RECOMMENDATION:

It is staff's recommendation to approve the terms of reference as proposed. The Committee appointments are made by the Mayor.

ALTERNATIVE IMPLICATIONS:

Options:

1. Council can request the appointments to be reviewed and/or modified. Ultimately the appointments are made by the Mayor so there is no staff recommendation on this matter.
2. Council can request further review and/or changes to the terms of reference and bring it back for approval at another public meeting of council.

Legislative Assistant

Approved - 06 May 2022

City Manager



TERMS OF REFERENCE

STANDING COMMITTEES OF COUNCIL

2022

Goal and Objectives

The overall goal of Standing Committees is to provide a forum for staff to advise and make recommendations to Council on issues relative to their respective Departments in a transparent setting. There will be a Standing Committee for each of the following departments:

- Finance and Administration
- Community, Engineering Development and Planning
- Public Works, Water and Wastewater & Recreation
- Protective Services

Committee Composition

Appointments of Standing Committees of Council should be reviewed annually and are at the discretion of the Mayor with the consent of the designated councilor. The overall composition of each Departmental Standing Committee should be comprised of Council and Staff representatives as follows:

- Mayor (ex-officio member of all Committees)
- Two Co-Chairs from Council
- Director of respective Departmental
- City Manager
- Other Departmental Staff (as necessary, to be determined by respective Director and City Manager)
- Recording Secretary (Administrative Assistant of respective Department)
- ALL MEMBERS OF COUNCIL ARE INVITED TO ATTEND COMMITTEE MEETINGS

Meetings

- Meeting are held a minimum of once a month on alternating Mondays (not including holidays) at noon or as per such schedule as approved by Council
- Meetings will be held in a public forum. This may include but is not limited to livestreaming via the City's Facebook/Social Media pages or broadcasting through other media outlets.
- The agenda will be set by the Director of the Department in consultation with the Committee Co-Chairs.
- The Agenda and meeting materials should be published in Civic web and made available to members at least 2 business days prior to the meeting.
- Draft minutes of each meeting should be included on the next scheduled committee agenda for approval.
- Draft minutes of each meeting should be submitted to the Clerk to be included on the Circulation to Council agenda, for information.
- Once approved by the Committee, an official copy of the Minutes should be signed by a Committee Co-Chair and the Recording Secretary and filed in the City Clerk's office.

Roles and Responsibility

- The Standing Committees will act in an advisory capacity to Council on matters relating to the matters from the various City departments. No decisions are to be made during a standing committee.
- All Committee members shall act in an ethical and professional manner at all times and in the best interest of the residents. All members must be aware and knowledgeable of all city policies and bylaws.
- Council Co-Chairs of each Standing Committee shall:
 - ensure that all meetings are consistent in terms of direction at both policy and strategic level;
 - attend all meetings as scheduled and participate fully, including discussing items in a transparent and informed manner to further facilitate discussion and recommendation;
 - be prepared for meetings, including having read all agenda material and requesting clarification from staff where necessary to make the most effective use of meeting time;
 - following up with the work of their committee;
 - act on behalf of the committee at any Public Meetings of Council and be prepared to report on department activities if requested;
 - coordinate with staff to prepare agenda items and to convene all committee meetings;
 - establish and ensure that proper decorum is maintained;
 - shall call each meeting to order and ensure all agenda items are addressed in an effective manner;
- As ex-officio member of all Committees of Council, the mayor:
 - Is responsible to help support all committee work and ensure continuity and oversight;
 - May attend any Committee meetings of Council;
 - is responsible for all committee appointments;
- Directors are responsible for:
 - being the lead staff on their respective department's Standing Committee and provide direction on departmental matters that are brought forward and discussed at the committee meetings;
 - directing other staff and/or departmental managers to attend if and as required;
 - delegating any actions as necessary that result from discussion and/or recommendations
- The City Manager:
 - Is responsible for overseeing all day-to-day operations of city and may attend any committee meetings of council to advise and inform committee members including council on operations and important issues.
- Staff may:
 - Directly or indirectly contribute to standing committees by providing

| information, recommendations and alternative implications for committee review;

- Engage in discussion or provide clarification when required on matters before the committee and aid in ensuring that any and all recommendations are in line with current city budgets, procedures, by-laws, policies and any governing legislations.

DRAFT



Request for Decision (RFD)

Subject: Signs in Residential Medium Density (RMD) Zones

To: Rodney Cumby

Meeting: Regular Meeting - 09 May 2022

Department: Council

Staff Contact:

Topic Overview: A postponed motion of council is being brought forward for consideration.

BACKGROUND INFORMATION:

At a Regular Council Meeting on March 28, 2022 the following motion (22-037) was brought forward:

"On motion by Councilor C. Pender, seconded by Councilor V. Granter it is **RESOLVED** to rescind the March 25, 2022 letter sent to residents requesting removal of the crematorium signs; and that a new letter be reissued clarifying:

- appropriate sections of the legislations;
- penalties if in contravention of the Act;
- further options available on where signs can be placed.

It is **FURTHER RESOLVED** to consult with legal counsel to ensure that the requirement to remove signs is not violating residents' Charters of Rights."

Staff drafted a new letter to be re-issued as directed and the City Solicitor completed a review and confirmed that the existing development regulations do not allow for permits to be issued for such purposes in the RMD zone.

The legal opinion from the City Solicitor was presented to council at a Council in Committee Meeting on April 25th, 2022 and subsequently, the following motion (CC22-014) was brought forward:

"On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to:

- Rescind Minute 22-037
- Authorize staff to exercise due diligence in carrying out their enforcement responsibility with respect to anti-crematorium protest signs; including following-up with residents regarding removal of signage."

A further motion was made to postpone that decision on this motion as follows:

"On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to postpone the question to the next Public Meeting."

This matter is now being brought forward for Council's consideration.

PROPOSED RESOLUTION:

Be it **RESOLVED** to:

- Rescind Minute 22-037
- Authorize staff to exercise due diligence in carrying out their enforcement responsibility with respect to anti-crematorium protest signs; including following-up with residents regarding removal of signage.

LEGAL REVIEW:

The City's Solicitor's legal opinion is exempt from public disclosure in accordance with Section 30 of the ATIPP Act.

ALTERNATIVE IMPLICATIONS:

Legislative Assistant

Approved - 06 May 2022

City Manager