



## 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 **December 13, 2021** at **7:00 p.m. Council Chambers, City Hall.**

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CITY CLERK

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<b>1</b>	<b>CALL MEETING TO ORDER</b>
<b>2</b>	<b>APPROVALS</b>
	2.1 Approval of Agenda
3 - 7	2.2 Approval of Minutes ( <b>Committee of the Whole Meeting - 6 December 2021</b> )
<b>3</b>	<b>BUSINESS ARISING FROM MINUTES</b>
	3.1 Business Arising From Minutes
<b>4</b>	<b>COMMITTEE APPOINTMENTS - DEER LAKE REGIONAL AIRPORT AUTHORITY</b>
9 - 12	4.1 Deer Lake Airport Authority Board of Directors- Nominees
<b>5</b>	<b>CAPITAL WORKS</b>
13 - 18	5.1 Asphalt Paving Program 2021 - Change Order 2
<b>6</b>	<b>PLANNING AND DEVELOPMENT</b>
19 - 25	6.1 8 Grenfell Drive (Proposed Service Station with Convenience Store & Car Wash)
<b>7</b>	<b>ENGINEERING - REGIONAL RECREATION CENTER</b>
27 - 63	7.1 Land lease agreement - Regional Recreation Centre
65 - 92	7.2 Corner Brook Regional Recreation Centre Design Build Contract Award
93 - 94	7.3 Corner Brook Regional Recreation Centre Design Build Honorarium

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	<b>8</b>	<b>BUDGET 2022</b>
95 - 134		8.1 2022 Budget
	<b>9</b>	<b>ADJOURNMENT</b>

**MINUTES OF A COMMITTEE OF THE WHOLE OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 6 DECEMBER, 2021 AT 7:00 PM**

**PRESENT:**

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

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

**COW21-171 Approval of Agenda**

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

- add agenda item Media Relations
- remove item 5.1 - Public Works Report

**MOTION CARRIED.**

**COW21-172 Approval of Minutes (Regular Council Meeting - 22 November 2021)**

On motion by Councillor C. Pender, seconded by Councillor V. Granter it is **RESOLVED** to approve the minutes of the Regular Meeting of November 22, 2021. **MOTION CARRIED.**

**COW21-173 Business Arising From Minutes**

There was no business arising from the minutes.

**COW21-174 Notice of Motion - Rescind Rezoning Application - 678 O'Connell Drive**

Councillor B. Griffin withdrew the notice of motion that was provided at the Regular Meeting on November 22, 2021.

**COW21-175 Media Relations**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to direct the City Manager to write media outlets:

- to request their continued attendance and coverage of all public council meetings

- acknowledge our appreciation and respect of the rules of the media; and
- acknowledge their professionalism and fairness in covering all aspects of City business. **MOTION CARRIED.**

**COW21-176 Protective Services Statistics for month of October 2021** Councillor B. Griffin provided an update on the Protective Services statistics for the month of October as follows:

- Municipal Enforcement received 112 calls for service. He commented during October month, all taxis operating in the city underwent a bi-annual inspection;
- Fire Department received 26 calls for service;
- PSAP received 6004 calls.

**COW21-177 Winter On-Street Parking Ban**

Councillor B. Griffin advised that the winter on-street parking ban commenced on December 1st and will be in effect until May 1st. This ban prohibits parking vehicles on city streets between the hours of 12:00 midnight to 8:00 am for overnight snow clearing.

**COW21-178 Sidewalk Presentation**

This item was removed from the agenda.

**COW21-179 Discretionary Use - 100 Humber Road - Home Based Business Office**

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the application to operate a home based business office from the dwelling located at 100 Humber Road in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

**COW21-180 Engineering, Development and Planning Updates**

Councillor P. Gill provided a summary of activities being undertaken by the Engineering, Development and Planning including:

- Regional Recreation Centre - staff will be providing council with an update on the project. The design build contract will be coming forward for approval
- Research and Innovation Hub - project is on schedule and should be complete by spring 2022
- New Subway Building - permit issued for the building. She commented challenge with parking should soon be alleviated.
- IMSP and Development Regulations - a best practices report has been released publicly and the consultants are reviewing feedback to determine if any changes are required.



**COW21-181 Community Services Project Update**

Councillor P. Keeping provided an update from Community Services division as follows:

- Current projects for tourism are on-going including STAR, Western DMO Photo Project, CNA - Tourism Course. Deer Lake Airport (Sense of Arrival) and staff are also preparing for Cruise Season 2022 as they are expecting a big season and are working with the Port to develop programs
- Projects ongoing in the business division include World Council on City Data (WCCD) Downtown Urban Design Plan (DUDAP), Special Tax Assistance for New Commercial Enterprises (STANCE) Program - staff are moving forward on the development of a tax relief/deferment program that is intended to assist new business
- Staff are working on sustainability projects such as the Community Gardens Trans Canada Trail Project, Urban Forestry Project University Partnerships and Waste Management. The 2022 garbage collection schedule has been finalized and residents should receive a copy in the mail by mid-December)

Councillor Keeping inquired about the metal City Hall Christmas tree which was previously installed during the Christmas period. Mayor Parsons commented that the tree is replaced by the Tree of Memories

**COW21-182 Recreation Services Update**

Deputy Mayor L. Chaisson presented a report from the Recreation Services division on the following:

- Information including scheduled times and prices were provided for programs such as Older Adult Fitness with Nora Lundrigan, Active Tots, Drop In Yoga, After School Sports Drop In, Drop In Pickleball, TIME Program, Adult Lunchtime Sport Drop and Youth Drop In;
- Hippocampe Wheelchairs - there are hippocampe wheelchairs that have adjustable skis and can be used through the winter months and are available for public use and can be signed out at the civic centre studio
- National Child Day - this day was celebrated on November 27th with over 100 children participating
- City run programming will break for the holiday season December 17th and start again in the new year

**COW21-183 Updates to Respectful Workplace Policy**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to rescind the existing policies Workplace Harassment (Policy # 10-05-11) and Respectful Workplace Policy (#10-05-14).

**It is FURTHER RESOLVED** to approve the revised Respectful Workplace Policy as presented. **MOTION CARRIED.**

**COW21-184 Accessibility and Inclusiveness Committee Update**

Deputy Mayor L. Chaisson presented an update from the Accessibility Committee on the following initiatives:

- City Hall Public Washrooms - it was agreed to consult with the facility manager to obtain an estimate on proposed accessibility improvements
- Downtown Improvements - it was agreed to obtain information on the City's Facade Appeal Comprehensive Enhancement (FACE) program
- Public Works - it was agreed to revisit public works accessibility issues
- Attendant pass policy - the committee is recommending the implementation of an attendant pass policy to provide a free pass to a personal attendant providing assistance to individuals who require additional support
- hearing system - the committee recommended reviewing option for a hearing accessibility device for public council meetings
- patio standards - the committee recommended developing patio standards prior to summer 2022

**COW21-185 Youth Advisory Committee Update**

Deputy Mayor L. Chaisson provided an update from the Youth Advisory Committee including the following:

- the committee will be recruiting new members in the new year;
- the committee is looking at ways to increase visibility in the community and options to further promote the committee
- The committee met with representatives from MUN Botanical Garden and Johnson GEO centre about establishing a youth climate action chapter for the climate collective project

**COW21-186 Community Partners Committee Update**

Councillor P. Gill presented an update from the Community Partners Committee Meeting:

- the committee is looking at re-establishing the sub-committees that were previously identified and re-examine the most critical issues for these sub-committees.

- 
- the committee highlighted the need for the unification, collaboration and promotion of each organization's information and promoting the various resources offered by the various community groups.

**COW21-187 Traffic Signal Controller and Cabinet Purchases**

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** to approve the single source purchase of 2 (two) 12 position TS2 - Type 1 Econolite Plug N Go Cabinets with Cobalt Controllers from Econolite Canada for the cost of \$37,917.94 (HST inc). **MOTION CARRIED.**

**COW21-188 Traffic Signals and Decorative Lights Contract 2021-27**

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to award the tender for Traffic Signal & Decorative Lights Service/Maintenance (3 year contract) to K & C Renovations Ltd in the amount of \$23,287.50 (HST included). **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 7:42 p.m.

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City Clerk

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Mayor





# Request for Decision (RFD)

**Subject:** Deer Lake Airport Authority Board of Directors- Nominees

**To:** Council and Mayor

**Meeting:** Regular Meeting - 13 Dec 2021

**Staff Contact:** Rodney Cumby, City Manager

**Topic Overview:** Nominate City representatives on the Deer Lake Airport Authority Board of Directors

## BACKGROUND INFORMATION:

In accordance with the General Operating By-Law of the Deer Lake Airport Authority Inc. the City of Corner Brook is authorized to nominate two individuals to serve on the Board of Directors of the Deer Lake Airport Authority. Bill Griffin's term of office as the City's nominee on the Board of Directors expires on 19 December 2021. The other City position is vacant, and the Board is requesting that the City appoint a representative with a legal background. Additionally, due to the significant turnover on the Board, the Airport Authority has requested that Bill Griffin be reappointed to the Board of Directors.

## PROPOSED RESOLUTION:

Be it **RESOLVED** to nominate Glen Seaborn and Bill Griffin as the City's representative for appointment to the Board of Directors of the Deer Lake Airport Authority Inc., for a four year term commencing on the date of the appointment.

## FINANCIAL IMPACT:

n/a

## GOVERNANCE IMPLICATIONS:

General Operating Bylaw of the Deer Lake Airport Authority

## ALTERNATIVE IMPLICATIONS:

1. That Council nominate Glen Seaborn and Bill Griffin as the City Council nominee to the Board of the Directors of the Deer Lake Airport Authority
2. That Council bring forward alternative recommendations as the City of Corner Brook's nominee to the Board of the Directors of the Deer Lake Airport Authority

City Manager





Deer Lake Regional  
Airport Authority Inc.  
1 Airport Road, Suite 1  
Deer Lake, NL  
A8A 1A3 Canada

October 4<sup>th</sup>, 2021

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

CITY OF CORNER BROOK	DATE <u>Oct 6, 2021</u>
REGISTER TO COUNCIL <u>Mayor</u>	
ACKNOWLEDGED BY <u>J. Smith</u>	
STAFF RESPONSIBLE <u>M. Raymond</u>	
C.C. <u>R. Cumby</u>	

**Attn: Mayor Jim Parsons**

Dear Mayor Parsons,

**Re: Board of Directors, Deer Lake Regional Airport Authority Inc.**

As you are aware, the City of Corner Brook nominates two members to the Deer Lake Regional Airport Authority Inc. On September 29<sup>th</sup>, 2021 Mr. Dean Porter tendered his resignation from the Board effective immediately. We now have a vacancy in the City of Corner Brook's representatives. The Authority has just completed its Strategic Plan for 2022-2024. Our core values are safe, respectful, collaborative, inclusive, innovative and accountable and our Board of Directors represent these values in the work they complete to guide the organization in achieving its vision and mission.


In accordance with the General Operating By-law of the Authority, I request that you provide the name of a nominee for a four-year term commencing on the date of appointment. The resignation of Mr. Porter does create a vacancy in terms of legal skill set for the Authority and I would encourage the City to identify, if at all possible, someone with this skill set who you believe would align with our core values.

Members (nominees) must be Canadian citizens and persons holding a federal or provincial elected office are not eligible. Members must be resident of the Province of Newfoundland and Labrador and must consent to becoming a member. We would appreciate if your nominee could be named prior to our next Board meeting on October 27<sup>th</sup>, 2021 or by December 22<sup>nd</sup>, 2021 at the latest.

If you have any questions related to this matter, please do not hesitate to contact me at (709) 635-2355 or (709) 632-3763 at any time.

We look forward to hearing from you.

Yours very truly,

  
Tammy Priddle  
President and CEO

C.c. Ms. Nora Fever-Chairperson(A)

www.deerlakeairport.com | Tel: (709) 635-3601 | Fax: (709) 635-5668 | info@deerlakeairport.com

Your Connection to *Adventure.*



Deer Lake Regional Airport Authority  
1 Airport Road, Suite 1  
Deer Lake, NL  
A8A 1A3 Canada

December 7, 2021

Mayor Jim Parsons  
City of Corner Brook  
5 Park Street  
Corner Brook, NL A2H 6E1

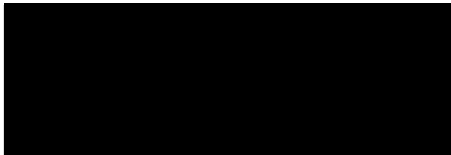
<b>CITY OF CORNER BROOK</b>	
DATE	<u>Dec 6, 2021</u>
REGISTER TO	_____
ANSWER TO	_____
COPY TO	<u>Council and Mayor</u>
_____	_____
_____	_____
_____	_____

Dear Mayor Parsons,

Thank you for your ongoing support to Deer Lake Regional Airport. Mr. Bill Griffin's term as a Board member with the Deer Lake Regional Airport Authority is up December 19, 2021. Due to the large amount of turnover in the Board members this past year and given the significant impact Covid 19 has had on our operations continued stability within the Board is paramount at this time. I respectfully request consideration be given to renewing Bill's term as a representative for the City.

We look forward to hearing from you.

Sincerely,



Tammy Priddle  
President & CEO

[www.deerlakeairport.com](http://www.deerlakeairport.com) | Tel: (709) 635-3601 | Fax: (709) 635-5668 | [info@deerlakeairport.com](mailto:info@deerlakeairport.com)

**DEER LAKE**  
REGIONAL AIRPORT





# Request for Decision (RFD)

**Subject:** Asphalt Paving Program 2021 - Change Order 2

**To:** Darren Charters  
**Meeting:** Regular Meeting - 13 Dec 2021  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [Change Order 02 - combined](#)

## BACKGROUND INFORMATION:

This is a balancing change order to cover final quantities as constructed due to the extra patching efforts that was requested by the City of Corner Brook in various parts of the City for a total of \$64,180.61 (HST included). A detailed breakdown of the balance quantities is attached.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** approve the contract Change Order No. 1 between the Owner (City of Corner Brook) and Contractor (Marine Contractors Inc.) for the Asphalt Paving Program 2021 for an increase in Contract of \$64,180.61 (HST Included).

Director of Community, Engineering, Development & Planning	Approved - 07 Dec 2021
Legislative Assistant	Approved - 08 Dec 2021

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City Manager

**Dept. of Transportation and Infrastructure  
Municipal Water, Sewer & Roads Specifications  
CONTRACT CHANGE ORDER NOTICE**

Page 1 of 2

Form 5

March 2021

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MI PROJECT NO: \_\_\_\_\_ CHANGE ORDER NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

**.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****.4 EFFECT OF CHANGE ON CONTRACT**

This change order \_\_\_\_\_ affect the approved completion date  
(Select correct statement).

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: AMOUNT

No Change

Addition to Contract including HST payable by the Owner \$ \_\_\_\_\_

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

CONTRACTOR: \_\_\_\_\_  
(Signature)

**Dept. of Transportation and Infrastructure  
Municipal Water, Sewer & Roads Specifications  
CONTRACT CHANGE ORDER NOTICE**

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Form 5

March 2021

Authorized Contract Amount	\$ _____
Previous Change Orders	\$ _____
This Change Order	\$ _____
New Approved Contract Amount	\$ _____

**.5    AUTHORIZATION TO PROCEED**

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

DATE: _____	CONSULTANT: _____
DATE: _____	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: _____
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**.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.

SECTION	DESCRIPTION	Unit	Tender Quantity	Marine Contractors Inc.		Unit	C.O. Quantity	Change order # 1		Claimed Quantities		Balancing Change Order	
				Unit Price	Tender Total			Unit Price	Tender Total	Claimed Quantity	Total	Quantity Change	Price Change
<b>Part A: General Items</b>													
<b>DIVISION 1</b>													
1010	<u>Mobilization &amp; 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 a. "sub-</u> <u>total" on last page)</u>	L.S.	Unit	\$4,000.00	\$ 4,000.00	L.S.	Unit	\$2,000.00	\$ 2,000.00	\$4,000.00	\$ 4,000.00	-\$2,000.00	\$ (2,000.00)
	Subtotal Part A:				\$ 4,000.00		Subtotal Part A:		\$ 2,000.00		\$ 4,000.00		\$ (2,000.00)
<b>Part B: Asphalt Paving Program</b>													
<b>DIVISON 1</b>													
1580	<u>Projects Signs &amp; Sianposts &amp; Installation</u>	L.S.				L.S.							
1	Project Sign	L.S.	1	\$750.00	\$ 750.00	L.S.	0	\$0.00	\$ -	\$750.00	\$ 750.00	\$0.00	\$ -
<b>DIVISON 2</b>													
2070	<u>Site work, Demolition &amp; Removal of Structures</u>												
1	Removal of Curb and Gutter	m	12	\$20.00	\$ 240.00	m	16	\$20.00	\$ 320.00	277.60	\$ 5,552.00	249.60	\$ 4,992.00
2	Removal of Concrete Sidewalk	m	310	\$10.00	\$ 3,100.00	m	27	\$10.00	\$ 270.00	366.80	\$ 3,668.00	29.80	\$ 298.00
2104	<u>Landscaping, Seeding, Sodding &amp; Tree Preservation</u>												
1	Supply & Placing Topsoil	m²	10	\$50.00	\$ 500.00	m²	0	\$50.00	\$ -	0.00	\$ -	-10.00	\$ (500.00)
2	Supply & Placement of Sods	m²	10	\$50.00	\$ 500.00	m²	0	\$50.00	\$ -	0.00	\$ -	-10.00	\$ (500.00)
2224	<u>Roadway Excavation, Embankment &amp; Compaction</u>												
1	Mass Excavation & Backfill												
1B	Common	m³	20	\$18.00	\$ 360.00	m³	0	\$18.00	\$ -	396.80	\$ 7,142.40	376.80	\$ 6,782.40
2	Imported Backfill												
2A	Rock (150mm minus)	tonne	20	\$18.00	\$ 360.00	tonne	0	\$18.00	\$ -	192.80	\$ 3,470.40	172.80	\$ 3,110.40
2B	Common	tonne	20	\$16.00	\$ 320.00	tonne	0	\$16.00	\$ -	0.00	\$ -	-20.00	\$ (320.00)
2231	<u>Scarifying &amp; Reshaping</u>												
1	Scarifying & Reshaping incl. Compaction	m²	100	\$5.00	\$ 500.00	m²	0	\$5.00	\$ -	1,023.00	\$ 5,115.00	923.00	\$ 4,615.00
2233	<u>Selected Granular Base &amp; Sub Base Materials</u>												
1	Class "A" Granular Base	tonne	20	\$19.00	\$ 380.00	tonne	0	\$19.00	\$ -	197.10	\$ 3,744.90	177.10	\$ 3,364.90
2	Class "B" Sub-Base	tonne	20	\$18.00	\$ 360.00	tonne	0	\$18.00	\$ -	145.10	\$ 2,611.80	125.10	\$ 2,251.80
3	Class "A" Shouldering	tonne	350	\$20.00	\$ 7,000.00	tonne	0	\$20.00	\$ -	260.40	\$ 5,208.00	-89.60	\$ (1,792.00)
2528	<u>Concrete Walk, Curb &amp; Gutters</u>												
1	Supply & Place Granular Base Material	m³	190	\$51.40	\$ 9,766.00	m³	40	\$51.40	\$ 2,056.00	145.30	\$ 7,468.42	-84.70	\$ (4,353.58)
2	Concrete Walks (1350mmx150mm)	m	35	\$150.00	\$ 5,250.00	m	27	\$150.00	\$ 4,050.00	162.00	\$ 24,300.00	100.00	\$ 15,000.00
3	Combined Concrete Curb & Sidewalk	m	75	\$275.00	\$ 20,625.00	m	0	\$275.00	\$ -	0.00	\$ -	-75.00	\$ (20,625.00)
4	Curb and Gutter - Slip Form	m	100	\$115.00	\$ 11,500.00	m	0	\$115.00	\$ -	241.80	\$ 27,807.00	141.80	\$ 16,307.00

SECTION	DESCRIPTION	Unit	Tender	Marine Contractors Inc.	Unit	C.O.	Change order # 1	Claimed Quantities	Balancing Change Order
5	Curb and Gutter - Non Slip Form	m	35	\$275.00 \$ 9,625.00	m	16	\$275.00 \$ 4,400.00	74.30 \$ 20,432.50	23.30 \$ 6,407.50
6	Asphalt Sidewalk (1500mmx50mm)	m	200	\$82.50 \$ 16,500.00	m	0	\$82.50 \$ -	221.80 \$ 18,298.50	21.80 \$ 1,798.50
2547	<u>Asphalt Tack Coat</u>								
1	Supply and Placement of Asphalt Tack Coat	m²	37000	\$0.75 \$ 27,750.00	m²	20000	\$0.75 \$ 15,000.00	58,676.70 \$ 44,007.53	1676.70 \$ 1,257.53
2552	<u>Hot Mix Asphalt Concrete Paving</u> <b>Asphalt Concrete</b>								
1	Base Course	tonnes	500	\$128.00 \$ 64,000.00	tonnes	700	\$128.00 \$ 89,600.00	315.20 \$ 40,345.60	-884.80 \$ (113,254.40)
2	Surface Course	tonnes	4500	\$128.00 \$ 576,000.00	tonnes	2300	\$128.00 \$ 294,400.00	7,690.00 \$ 984,320.00	890.00 \$ 113,920.00
2574	<u>Reshaping &amp; Patching Asphalt Pavement</u>								
1	Removal of Asphalt Pavement - Stripping	m²	100	\$10.00 \$ 1,000.00	m²	0	\$10.00 \$ -	1,610.80 \$ 16,108.00	1510.80 \$ 15,108.00
2	Removal of Asphalt Pavement - Reprofilling	m²	37000	\$2.00 \$ 74,000.00	m²	20000	\$2.00 \$ 40,000.00	56,583.90 \$ 113,167.80	-416.10 \$ (832.20)
4	Cutting of Asphalt Pavement	m	10	\$10.00 \$ 100.00	m	0	\$10.00 \$ -	248.70 \$ 2,487.00	238.70 \$ 2,387.00
5	Channel Cut	m	400	\$10.00 \$ 4,000.00	m	140	\$10.00 \$ 1,400.00	955.50 \$ 9,555.00	415.50 \$ 4,155.00
2601	<u>Manholes, Catch Basins, Ditch Inlets &amp; Valve Chambers</u> <b>Reconstruct &amp; Adjustment Utilities to Grade &amp; Alignment</b>								
1	Manholes - Adjust Existing	Each	65	\$475.00 \$ 30,875.00	Each	17	\$475.00 \$ 8,075.00	27.00 \$ 12,825.00	-55.00 \$ (26,125.00)
2	Manholes - Adjust with Mechanical Riser Ring	Each	30	\$775.00 \$ 23,250.00	Each	5	\$775.00 \$ 3,875.00	28.00 \$ 21,700.00	-7.00 \$ (5,425.00)
3	Catch Basins - Adjust Existing	Each	20	\$475.00 \$ 9,500.00	Each	10	\$475.00 \$ 4,750.00	5.00 \$ 2,375.00	-25.00 \$ (11,875.00)
4	Catch Basins - Adjust with Concrete Ring	Each	10	\$775.00 \$ 7,750.00	Each	0	\$775.00 \$ -	1.00 \$ 775.00	-9.00 \$ (6,975.00)
5	Valve Box - Adjust Only	Each	55	\$225.00 \$ 12,375.00	Each	20	\$225.00 \$ 4,500.00	39.00 \$ 8,775.00	-36.00 \$ (8,100.00)
6	Valve Box - New Cover and Sleeve	Each	10	\$475.00 \$ 4,750.00	Each	6	\$475.00 \$ 2,850.00	14.00 \$ 6,650.00	-2.00 \$ (950.00)
7	Manholes - New Frame and Cover	Each	15	\$1,250.00 \$ 18,750.00	Each	0	\$1,250.00 \$ -	20.00 \$ 25,000.00	5.00 \$ 6,250.00
	Subtotal Part B:			\$ 941,736.00	Subtotal Part B:		\$ 475,546.00	\$ 1,423,659.85	\$ 6,377.85
<b>Part C: Asphalt Patching Funding</b>									
<b>DIVISON 2</b>									
2574	<u>Reshaping &amp; Patching Asphalt Pavement</u>								
1	Patching of Asphalt Pavement	m²	3200	\$55.00 \$ 176,000.00	m²	750	\$55.00 \$ 41,250.00	4,993.20 \$ 274,626.00	1043.20 \$ 57,376.00
2	Cutting of Asphalt Pavement	m	1500	\$10.00 \$ 15,000.00	m	385	\$10.00 \$ 3,850.00	1,892.30 \$ 18,923.00	7.30 \$ 73.00
3	Channel Cut	m	1300	\$10.00 \$ 13,000.00	m	350	\$10.00 \$ 3,500.00	1,450.60 \$ 14,506.00	-199.40 \$ (1,994.00)
4	Manholes - Adjust Only	Each	10	\$475.00 \$ 4,750.00	Each	2	\$475.00 \$ 950.00	2.00 \$ 950.00	-10.00 \$ (4,750.00)
5	Valve Box - Adjust Only	Each	10	\$225.00 \$ 2,250.00	Each	2	\$225.00 \$ 450.00	10.00 \$ 2,250.00	-2.00 \$ (450.00)
	Subtotal Part C:			\$ 211,000.00	Subtotal Part C:		\$ 50,000.00	\$ 311,255.00	\$ 50,255.00
	Tender Value						C.O. Value	Force Account	Force Account
A. <b>Total of Part A, B, and C</b>				\$ 1,156,736.00	<b>Total of Part A, B, and C</b>		\$ 527,546.00	\$ 1,176.38 \$ 1,740,091.23	\$ 1,176.38 \$ 55,809.23
B. <b>H.S.T 15% of A</b>				\$ 173,510.40	<b>H.S.T 15% of A</b>		\$ 79,131.90	\$ 261,013.68	\$ 8,371.38
C. <b>Grand Total</b>				\$ 1,330,246.40	<b>Grand Total</b>		\$ 606,677.90	\$ 2,001,104.91	\$ 64,180.61

SECTION	DESCRIPTION	Unit	Tender	Marine Contractors Inc.	Unit	C.O.	Change order # 1	Claimed Quantities	Balancing Change Order
	Original Contract Value			\$1,156,736.00					
	Change Order # 1 Value			\$527,546.00					
	Balancing Change Order			\$55,809.23					
	Revised Contract Value			\$1,740,091.23					
	HST			\$261,013.68					
	Revised Contract Value with Tax			\$2,001,104.91					



# Request for Decision (RFD)

**Subject:** 8 Grenfell Drive (Proposed Service Station with Convenience Store & Car Wash)

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 13 Dec 2021  
**Department:** Development and Planning  
**Staff Contact:** Darryl Skinner, Development Skinner

**Topic Overview:** The City of Corner Brook has received an application from the property owner to construct a Service Station with a convenience store and car wash on the property located on the corner of Grenfell Drive and Corporal Pinksen Memorial Drive, Corner Brook, NL. The lot is located in the Innovation District Zone where the proposed use, "Service Station" is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations. The convenience store and car wash are considered accessory uses to the main use service station.

**Attachments:** [Attachment #3](#)  
[Attachment #4](#)  
[8 Grenfell Drive \(memo\)](#)  
[Attachment #2](#)

## BACKGROUND INFORMATION:

The application was advertised via the Western Star and the City of Corner Brook Web Site. The city did not receive any notices of objection and one (1) notice of support for the proposed development. The application was referred to the city's Planning and Engineering Department for review/comments. There was also a Traffic Impact Analysis completed in August 2020 in the area of the proposed development.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** in its Authority approve the application for the proposed Service Station at 8 Grenfell Drive, Corner Brook, NL.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 City of Corner Brook Development Regulations  
 Section 128

## RECOMMENDATION:

After reviewing the application staff feel that the proposed Service Station at 8 Grenfell Drive is a good development for the City and will not have a negative impact on the neighbourhood. Therefore, it is recommended that Council approve the application for the proposed use "Service Station" at 8 Grenfell Drive, Corner Brook, NL.

### ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approved the application for the proposed Service Station at 8 Grenfell Drive as recommended.
2. That the Council of the City of Corner Brook not approved the application for the proposed Service Station at 8 Grenfell Drive.
3. That the Council of the City of Corner Brook to give other direction to Staff.

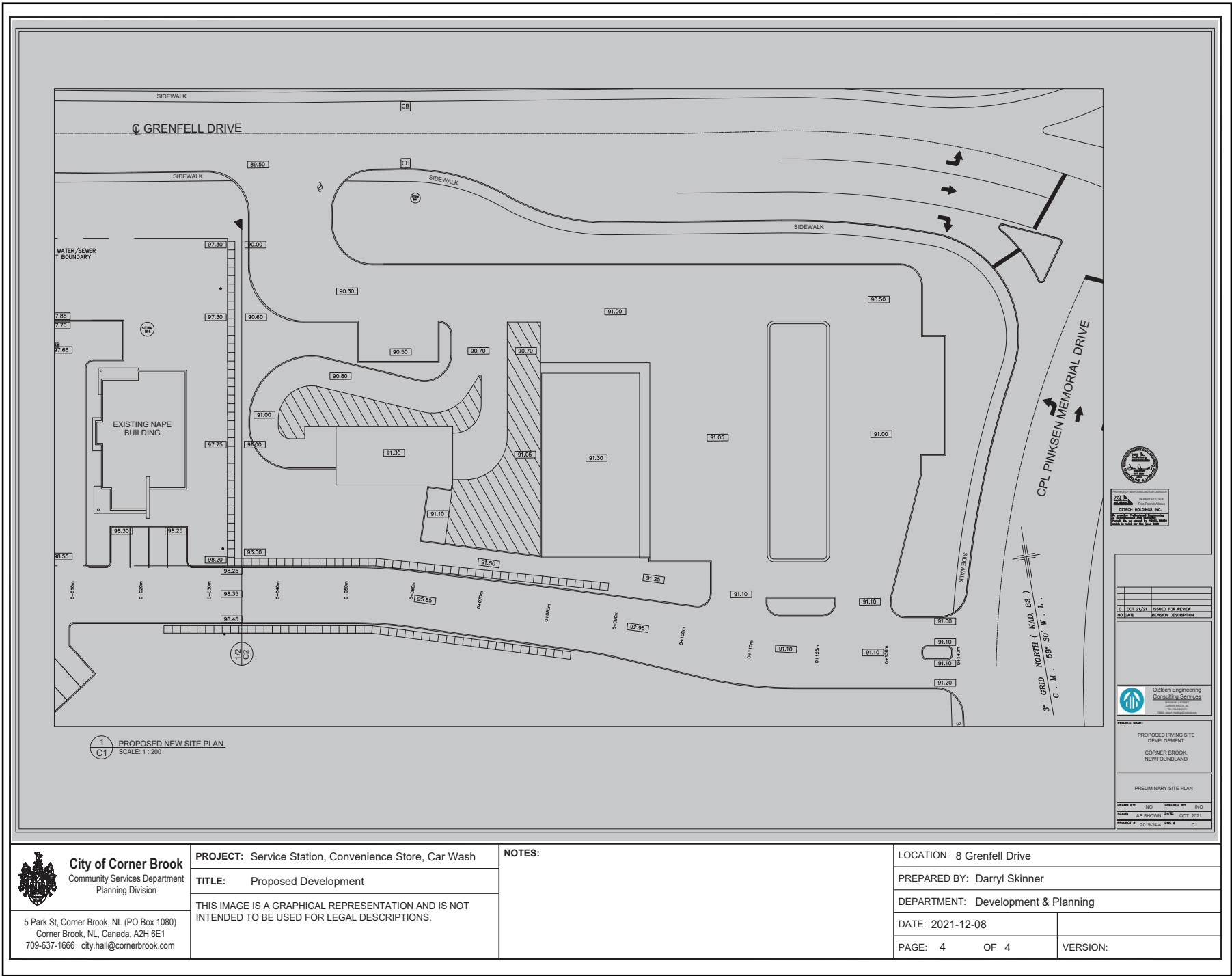
	Approved - 08 Dec 2021
Director of Community, Engineering, Development & Planning	Approved - 09 Dec 2021
Legislative Assistant	Approved - 09 Dec 2021

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City Manager







## Community Services Department

### Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: December 8, 2021

Re: Discretionary Use (Service Station) / 8 Grenfell Drive

The City of Corner Brook has received an application from the property owner to construct a Service Station with a convenience store and car wash on the property located on the corner of Grenfell Drive and Corporal Pinksen Memorial Drive, Corner Brook, NL. The lot is located in the Innovation District Zone where the proposed use, "Service Station" is considered a **"Discretionary Use"** of the City of Corner Brook's Development Regulations. The convenience store and car wash are considered accessory uses to the main use service station.

The Application was advertised to the public by means of the Western Star & the City of Corner Brook's Website. The city did not receive any comments of opposition and one (1) comment of support for the proposed development. The application was also referred to the city's Planning and Engineering Department for review/comments. Please see comments below,

#### Engineering Department Comments

1. Detailed engineered plans are required prior to permits.
2. Items previously outlined to the developer regarding the proposed access road shall be incorporated in the engineered design drawings.

#### Planning Department Comments

1. Consideration should be given with respect to lowering the height of the proposed retaining wall.
2. A safe pedestrian walkway providing access to the convenience store from the public sidewalk should be provided. In addition a pedestrian walkway should connect the car wash building with the convenience store.
3. A detailed engineered site plan including landscaping and proposed signs shall be submitted for review & approval prior to building permits being issued.

For information purposes a Traffic Impact Analysis was completed in August 2020 by WSP Canada Inc. with regards to the area in question. The analysis did look at the existing approved uses, (Medical Professional Center, Motel, General Office Building) and potential uses, (Service Station with Convenience Store). In conclusion the analysis outlined that "generated trips from the proposed

8 Grenfell Drive

Proposed Service Station

commercial development are not expected to have any significant impact on the local transportation network”

After reviewing the proposed application staff supports the proposed service station with a convenience store and car wash and feels it would be a great addition to this area of the city that continues to see new substantial development. Therefore it is recommended that Council in its authority approve the application for the proposed development at 8 Grenfell Drive, Corner Brook, NL.

Sincerely,

*Darryl Skinner*

Darryl Skinner

Development Inspector III

Attachments:   1. Attachment #1 (RFD)  
                      2. Attachment #2 (Photo of area)  
                      3. Attachment #3 (Concept Site Plan)  
                      4. Attachment #4 (Stamped Site Plan)

8 Grenfell Drive

Proposed Service Station





**City of Corner Brook**  
Community Services Department  
Planning Division

5 Park St, Corner Brook, NL (PO Box 1080)  
Corner Brook, NL, Canada, A2H 6E1  
709-637-1666 city.hall@cornerbrook.com

**PROJECT:** Service Station, Convenience Store, Car Wash

**TITLE:** Proposed Development

THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT  
INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

**NOTES:**

**LOCATION:** 8 Grenfell Drive

**PREPARED BY:** Darryl Skinner

**DEPARTMENT:** Development and Planning

**DATE:** 2021-12-08

**PAGE:** 2 OF 4

**VERSION:**





# Request for Decision (RFD)

**Subject:** Land lease agreement - Regional Recreation Centre

**To:** Rodney Cumby  
**Meeting:** Regular Meeting - 13 Dec 2021  
**Department:** Finance and Administration  
**Staff Contact:** Dale Park, Director of Finance & Administration  
**Topic Overview:** The City and Memorial University of Newfoundland and Labrador - Grenfell Campus are looking to enter into a land lease to facilitate the construction and operation of the Regional Recreation Centre.  
**Attachments:** [Ground lease City revised #2 Nov 25-2021](#)  
[Schedule B City draft November 26, 2021](#)  
[Schedule C to the Lease City revised november 25, 2021](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has been approved for Federal and Provincial funding to build a \$24.7M Regional Recreation Centre. It is proposed that the facility would be built on the Grenfell Campus of Memorial University of Newfoundland and Labrador (MUN). It is proposed to have a 49 year lease between the City and MUN. The annual lease payment would be \$1.00. The lease would cover the existing pool and gymnasium space, along with land required for the building expansion, as well as a parking area. The City would be responsible for all of the operating and maintenance costs for the facility while it is in operation. The City is responsible for the capital cost for the project (with funding from the Provincial and Federal governments). As a term of the lease agreement, it is expected that a full operating agreement between the City & MUN will be put in place within 6 months. This operating agreement will further outline items such as access, parking, student, staff & faculty fees, day care access, and operating hours.

A signed land lease agreement is required prior to the City entering into a construction contract.

## PROPOSED RESOLUTION:

It is RESOLVED to approve the lease agreement between the City of Corner Brook and Memorial University of Newfoundland and Labrador to facilitate the construction and operation of the Regional Recreation Centre, subject to final review by Legal and staff.

## FINANCIAL IMPACT:

The lease agreement is for \$1 per year.

**Finance Type:** Budget

**Legal Review:** Yes

**RECOMMENDATION:**

It is staff's recommendation to enter into the lease agreement subject to final resolution of agreed wording.

Director of Finance & Administration      Approved - 09 Dec 2021

Legislative Assistant                      Approved - 10 Dec 2021

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City Manager



Contents of Lease agreement redacted as per s. 28(1), 29(1), 34(1) and 30 of the ATIPPA Act

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**GROUND LEASE**

**BETWEEN**

**Memorial University of Newfoundland**

**-and-**

**City of Corner Brook**

**Dated •, 2021**

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# Request for Decision (RFD)

**Subject:** Corner Brook Regional Recreation Centre Design Build Contract Award

**To:** Rodney Cumby  
**Meeting:** Regular Meeting - 13 Dec 2021  
**Department:** Engineering  
**Staff Contact:** Darren Charters, Director of Community, Engineering, Development & Planning  
**Topic Overview:** Council approval is required to award the Corner Brook Regional Recreation Centre Design Build (D-B) project to Pomerleau Inc.  
**Attachments:** [CB Regional Rec Centre Update December 2021](#)

## BACKGROUND INFORMATION:

Three (3) D-B teams took part in the invited Request for Proposals (RFP) process earlier in the year. Each proposal was evaluated and scored by the Procurement Committee on a technical basis, then on a financial basis.

Council approved a resolution for staff to begin negotiations with Pomerleau, who was the highest scoring D-B Team on June 28th, 2021. Since then, staff and the Owner's Advisor (SNC) have been working with the proponent to clarify items from the RFP and to come to an agreement on a design-build contract. At the same time, staff have been working on a lease agreement with the Memorial University of Newfoundland and Labrador (MUN) for the building and land that currently houses the decommissioned pool and gymnasium on the Grenfell campus where the new facility will be constructed. The MUN Board of Regents approved the lease, in principle, on December 2nd, 2021. This lease is expected to be finalized in the next 2 weeks.

As a result of delays during the land transfer process from the Province of NL to MUN, and having the lease approved by the MUN Board of Regents, there have been cost increases with respect to materials and some sub-contractors for the project. Building materials (steel, flooring, doors, etc.) for projects around the world have experienced unprecedented increases due to supply shortages and supply chain issues due to the Covid-19 Pandemic. As a result, the original financial submission by the D-B team has increased to cover the increased costs of materials and subcontracts. The latest project pricing is to be confirmed by external parties to ensure that only reasonable price increases are accepted.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** award the Design Build project for the Corner Brook Regional Recreation Centre to Pomerleau Inc. and to authorize staff to finalize and execute the Design-Build contract up to a maximum initial cost of \$22,293,007 (HST Inc.) subject to the successful execution of a land lease with Memorial University of Newfoundland.

**FINANCIAL IMPACT:**

\$22,293,007 (HST Inc.) CB Regional Recreation Centre ICIP Funding (\$24,700,000)

**Finance Type:** Funding

**LEGAL REVIEW:****RECOMMENDATION:**

Staff and the Owner's Advisor are now comfortable bringing the contract to Council for approval. Pending the successful execution of a land lease with Grenfell, it is recommended that the Council of City of Corner Brook award the contract to Pomerleau and that the new contract value be approved as a maximum initial project cost. Any additional changes to the contract as part of the design development process will be brought back to Council for approval. This could include such items as facade alterations and additional windows in the facility, for example.

**ALTERNATIVE IMPLICATIONS:****Options:**

1. That the Council of the City of Corner Brook award the Design Build project for the Corner Brook Regional Recreation Centre to Pomerleau Inc. and to authorize staff to finalize and execute the Design-Build contract up to a maximum initial cost of \$22,293,007 (HST Inc.) subject to the successful execution of a land lease with Memorial University of Newfoundland.
2. That the Council of the City of Corner Brook not award the Design Build project for the Corner Brook Regional Recreation Centre to Pomerleau Inc. and to authorize staff to finalize and execute the Design-Build contract up to a maximum initial cost of \$22,293,007 (HST Inc.) subject to the successful execution of a land lease with Memorial University of Newfoundland.
3. That the Council of the City of Corner Brook give other direction to Staff.

Legislative Assistant

Approved - 10 Dec 2021

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City Manager



## Corner Brook Regional Recreation Centre (Update)



Governance Committee  
2021-12-07





## Outline

- Procurement Process
- Building Concept Details
- Project Schedule
- Budget Status
- Next Steps



## Procurement Process (Design Build)

1. Owner's Advisor (O/A) contract awarded to SNC Lavalin and DSRA Architects on October 5<sup>th</sup> 2020 (via RFP process)
  - Contract Value = \$524,524.28





# Procurement Process

1. Owner's Advisor RFP
  2. RFQ Design Builder
- Design-Build Request for Qualifications (RFQ) public release, closed January 2021
    - Five submissions were received
    - Evaluated and scored by Procurement Committee
    - Top three (3) recommended to move on to invited Request for Proposal (RFP) stage



# Procurement Process

1. Owner's Advisor RFP
  2. RFQ Design Builder
  3. Invited RFP
- RFP Issued in March 2021
    - Marco
    - Lindsay
    - Pomerleau





# Procurement Process

1. Owner's Advisor RFP
  2. RFQ Design Builder
  3. Invited RFP
- RFP Closed on June 4<sup>th</sup>, 2020
  - Evaluated and scored by Procurement Committee
  - Combination of technical score and price



## Procurement Process

- Council approved (CIC) request to enter in to negotiations with Pomerleau on June 28th, 2021.
- OA and City developed a list of contract issues to resolve or clarify
  - 48 Items
- OA to issue a post ender addendum regarding negotiated contract items/ clarifications



## Contract Items / Clarification Examples

- Electrical capacity/ requirements
- Pool viewing area requirements
- Leisure pool ramp access clarification
- Storm sewer condition and capacity clarification
- Electronic/ digital turnstile clarification
- Construction access concerns
- Parking Lot configurations
- etc.

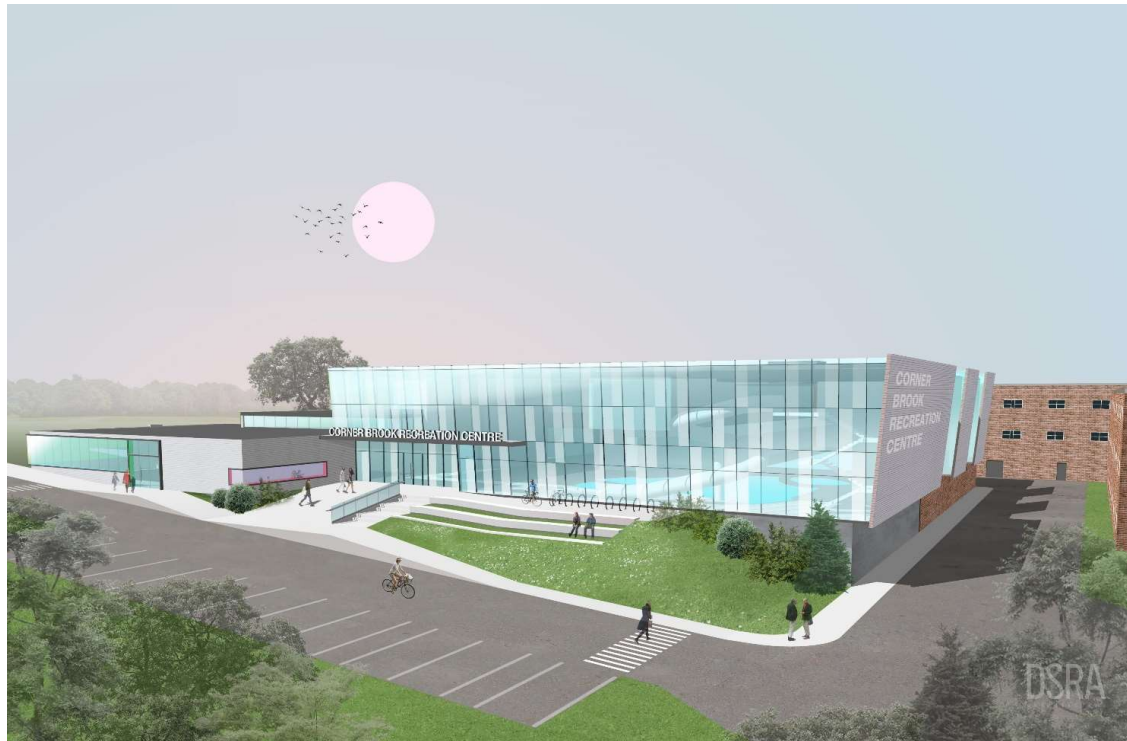


# Procurement Process

- What is left to complete?
  1. Transfer of land to MUN from Province of NL (Complete November 30th)
  2. Land Lease with Grenfell (Approved in principle Dec 2)
    - Building and land to be turned over to City
  3. Finalize D-B Contract
    - To request award and execution of contract on December 13th
  4. Develop operating agreement with Grenfell
    - Most issues have been addressed, continue with negotiations



## Concept Details – Original (DSRA)







## Concept Details - Latest Design (Pomerleau)





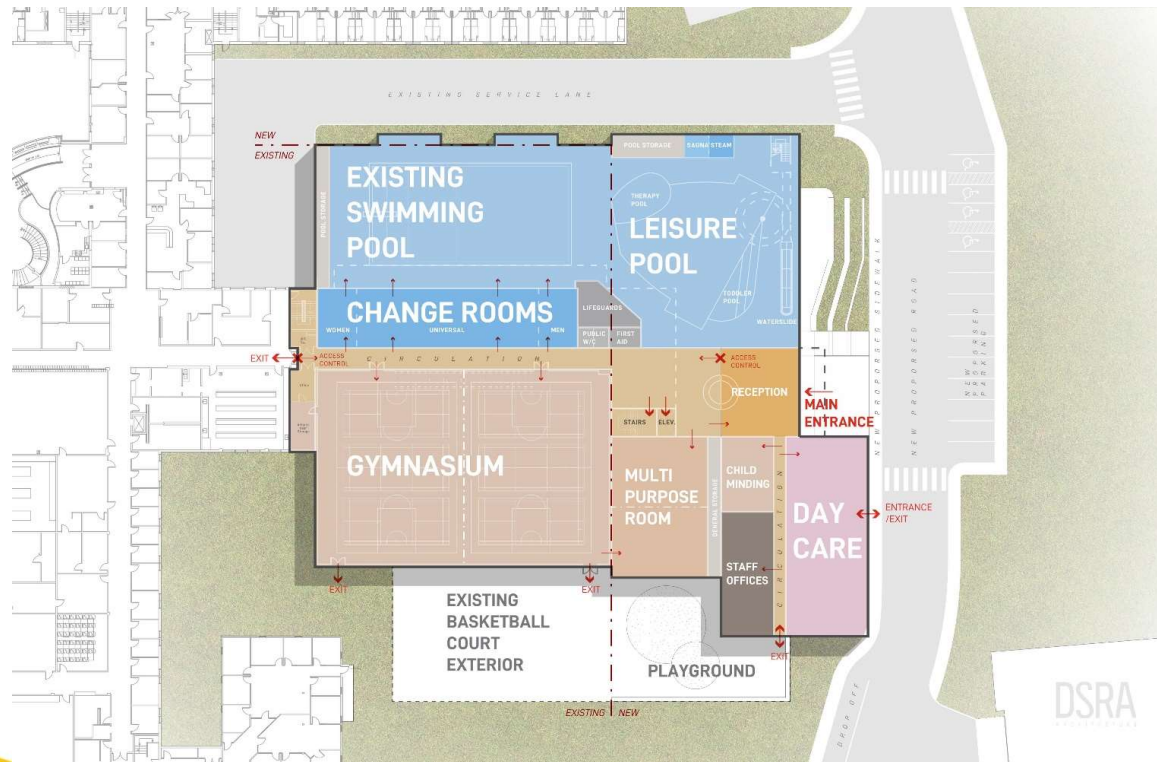
## Concept Details - Latest Design







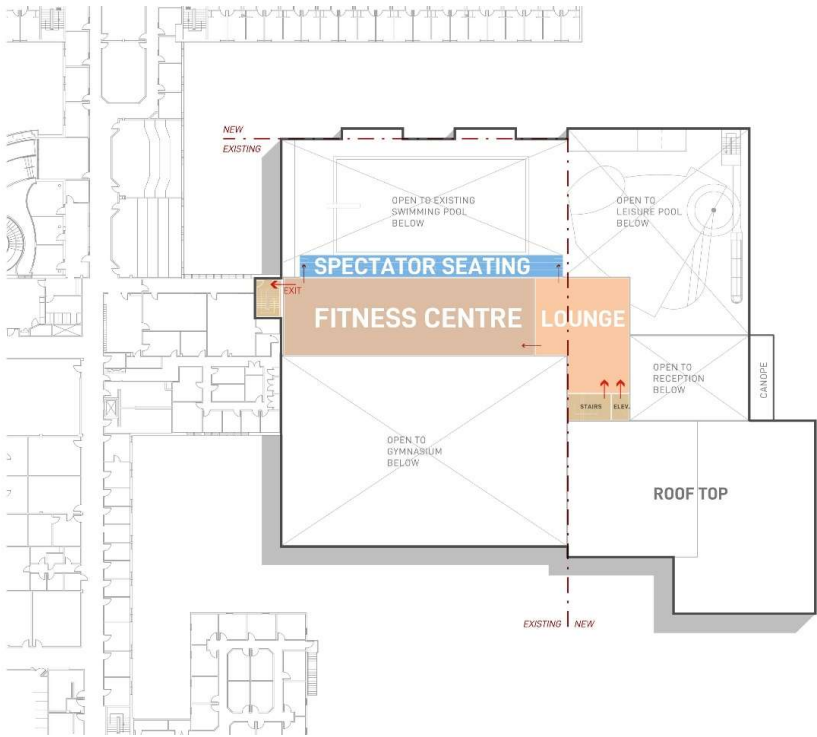
## Concept Details - Original







# Concept Details - Original

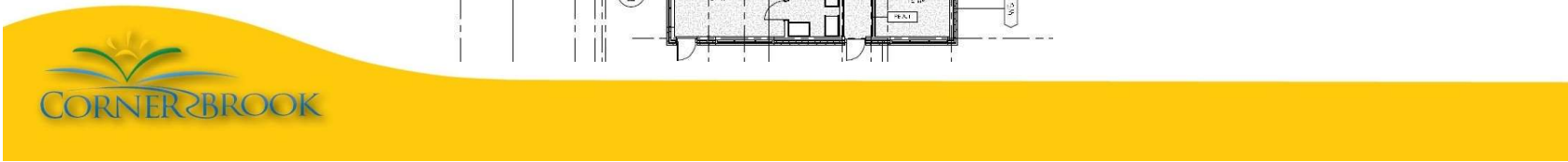
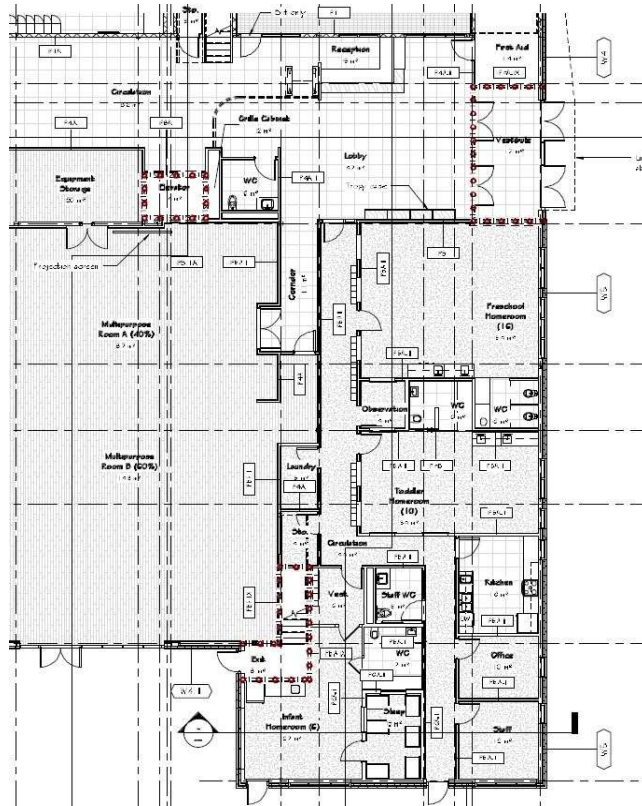


DSRA



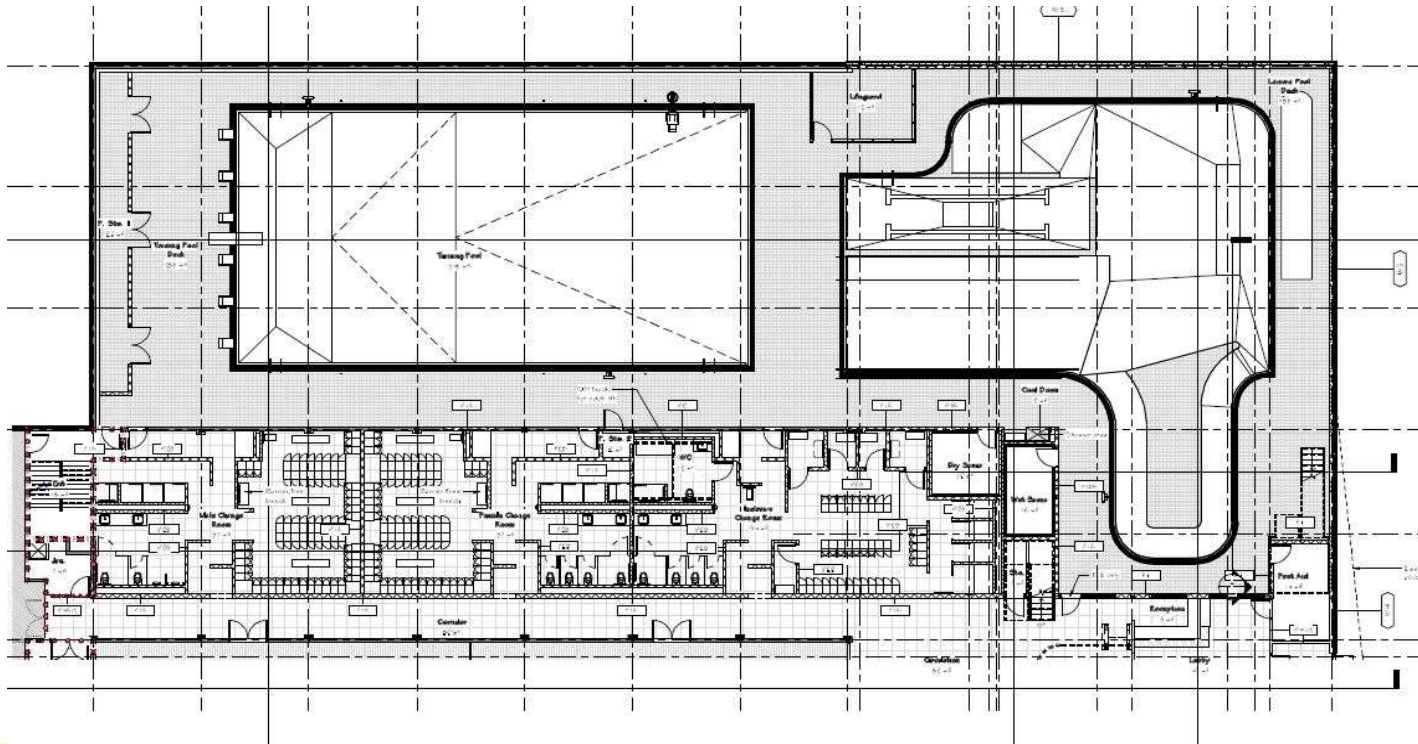


## Concept Details - Latest





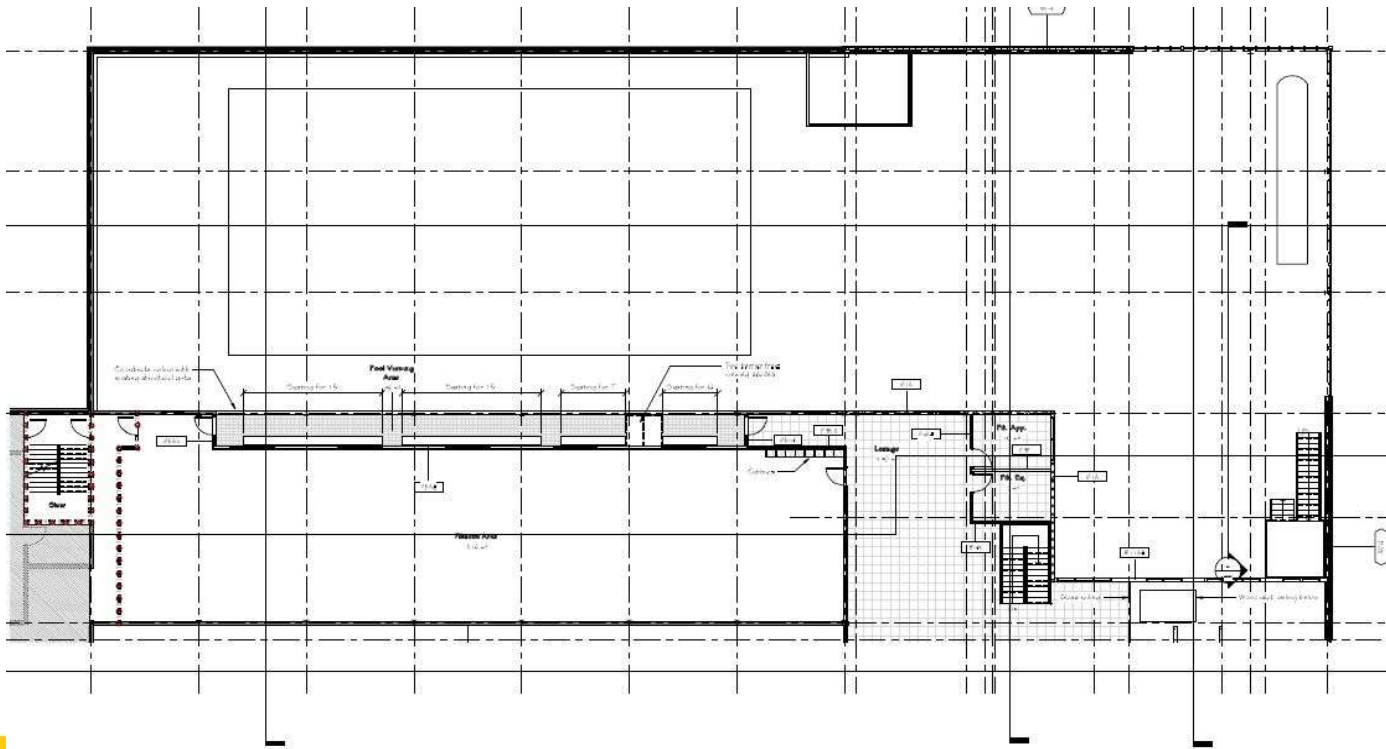
## Concept Details - Latest







## Concept Details - Latest





# Latest Design

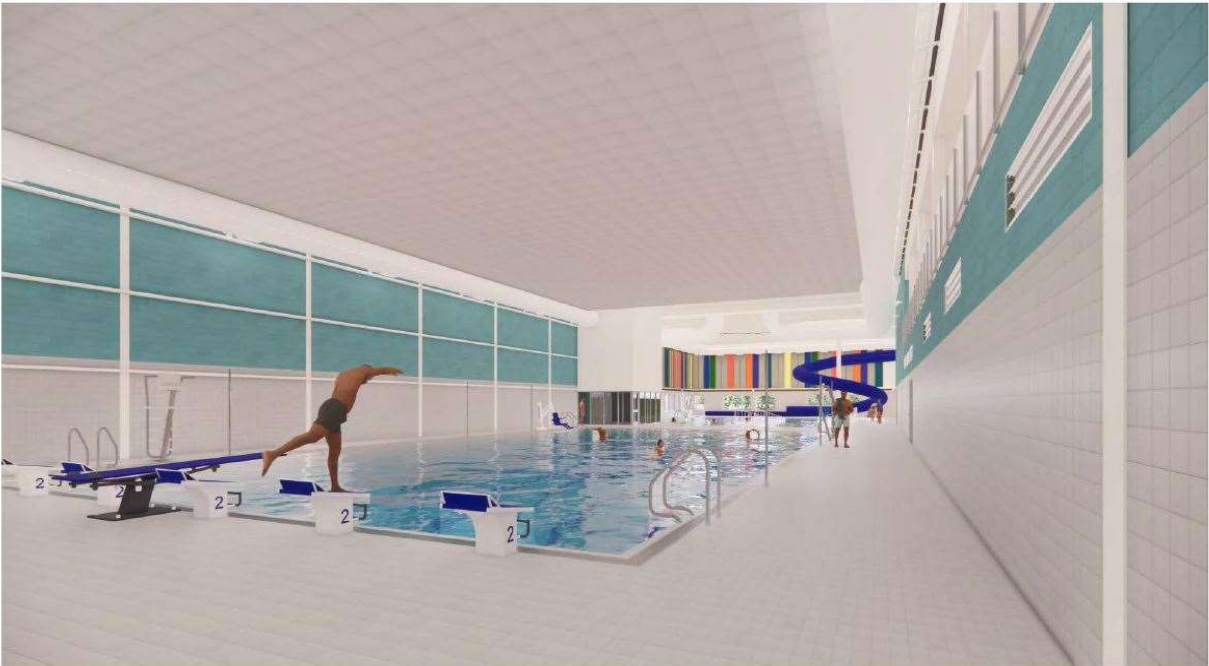
INTERIOR RENDERING: RECEPTION/LOBBY AREA





# Latest Design

INTERIOR RENDERING: AQUATIC ELEMENTS



APPENDIX D.2 ARCHITECTURAL DESIGN DRAWINGS

CB2021-10 Corner Brook Regional Recreation Centre Design-Build Project







# Latest Design

INTERIOR RENDERING: AQUATIC ELEMENTS





## Current Schedule

- New schedule to be submitted after award
- Demolition and design work to proceed in new year continue most of the winter
- Materials to be ordered (Steel joists, etc.)
- New construction and civil works to begin in the spring
- Expected completion spring /summer of 2023
- Subject to change





## Budget Summary as of 2021-12-10

- **Total Budget = \$24,700,000 (HST Inc.)**
- Owner's Advisor Cost = \$ 543,329
- Pomerleau contract = \$22,293,007
- Honorariums = \$ 150,000
- TOTAL = \$22,986,336 (HST Inc.)

Still well below overall project budget





## Next Steps

- Approve Design Build Contract (December 13<sup>th</sup>)
  - May be conditional based on MUN approval of lease
- Finalize operating agreement with MUN
- Develop operating model



## Next Steps

- Operational Model
  - Determine structure
  - Better estimate of operational finances
  - Secure operational subsidies from regional partners
  - Begin core staffing facility



## Summary

- Getting much closer to starting project
- Design changes expected
- Focus on operating agreements and operating model
- Currently well below max budget



# Questions?





# Request for Decision (RFD)

**Subject:** Corner Brook Regional Recreation Centre Design Build Honorarium

**To:** Rodney Cumby  
**Meeting:** Regular Meeting - 13 Dec 2021  
**Department:** Engineering  
**Staff Contact:** Darren Charters, Director of Community, Engineering, Development & Planning  
**Topic Overview:** Council permission is required to release an honorarium to the unsuccessful Design-Build (D-B) Teams.

## BACKGROUND INFORMATION:

Three (3) D-B teams took part in the invited Request for Proposals (RFP) process earlier in the year. There is a high level of effort required to put together a proposal for a project of this size and scope, and it is typical for the unsuccessful D-B Teams to receive an honorarium for that effort once the City enters into a contract with the successful D-B team.

Staff has been working on a contract with highest scoring D-B Team and are now comfortable that the City can enter into a D-B contract, therefore, it is time to release the \$75,000 (HST Inc.) to each of the two (2) unsuccessful D-B teams as per the RFP documents.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** approve the release of a \$75,000 (HST Inc.) honorarium to each Lindsay Construction and Marco Group for a total cost of \$150,000 (HST Inc.) as per the Corner Brook Regional Recreation Centre Request for Proposals documents.

## FINANCIAL IMPACT:

\$150,000 (HST Inc.) CB Regional Recreation Centre ICIP Funding (\$24,700,000)

**Finance Type:** Funding

**Legal Review:** No

## RECOMMENDATION:

It is recommended that the Council of City of Corner Brook approve the release of the honorarium to each Lindsay Construction and Marco Group as per the Corner Brook Regional Recreation Centre Request for Proposals documents.

## ALTERNATIVE IMPLICATIONS:

**Options:**

1. That the Council of the City of Corner Brook approve the release of a \$75,000 (HST Inc.) honorarium to each Lindsay Construction and Marco Group for a total cost of \$150,000 (HST Inc.) as per the Corner Brook Regional Recreation Centre Request for Proposals documents.
2. That the Council of the City of Corner Brook not approve the release a \$75,000 (HST Inc.) honorarium to each Lindsay Construction and Marco Group for a total cost of \$150,000 (HST Inc.) as per the Corner Brook Regional Recreation Centre Request for Proposals documents.
3. That the Council of the City of Corner Brook give other direction to Staff.

Director of Community, Engineering,      Approved - 09 Dec 2021

Development & Planning

Legislative Assistant

Approved - 10 Dec 2021

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City Manager





## Request for Decision (RFD)

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**Subject:** 2022 Budget

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**To:** Rodney Cumby

**Meeting:** Regular Meeting - 13 Dec 2021

**Department:**

**Staff Contact:** Dale Park, Director of Finance & Administration

**Topic Overview:**

**Attachments:** [Budget Speech Final](#)

Director of Finance & Administration      Approved - 09 Dec 2021

Legislative Assistant                      Approved - 10 Dec 2021

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City Manager



# Budget 2022

## City of Corner Brook



**Front Row Left - Right:** Mayor Jim Parsons, Deputy Mayor Linda Chaisson

**Back Row Left - Right:** Councillor Charles Pender, Councillor Pam Keeping, Councillor Bill Griffin, Councillor Pamela Gill and Councillor Vaughn Granter