



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 **October 18, 2021 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
VIDEO CONFERENCE
SUNDAY, 3 OCTOBER, 2021 AT 12:00 AM**

PRESENT:

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

Absent with regrets: T. Flynn, Director of Protective Services

21-131 Approval of Agenda

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

21-132 Approval of Minutes

On motion by Councillor L. Chaisson, seconded by Councillor V. Granter, it is it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of **MOTION CARRIED.**

21-133 Business Arising From Minutes

No items were brought forward.

21-134 Election of Deputy Mayor

Councillor P. Gill nominated Councillor L. Chaisson for the position of Deputy Mayor. There were no further nominations. Linda Chaisson was declared Deputy Mayor by acclamation.

21-135 Inaugural Address - Mayor Parsons

The Mayor presented in inaugural address to the Council and the City.

ADJOURNMENT

The meeting adjourned at 4:24 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Marina Redmond
Meeting: Regular Meeting - 18 Oct 2021
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: [Truth and Reconciliation Day \(Orange Shirt\)](#)
[National Seniors Day Mayoral Proclamation](#)
[Wrongful Conviction Day 2021](#)

BACKGROUND INFORMATION:

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

- **SEPTEMBER 30, 2021** is declared as **NATIONAL DAY FOR TRUTH AND RECONCILIATION**;
- **OCTOBER 1, 2021** is declared as **NATIONAL SENIORS DAY**;
- **OCTOBER 2, 2021** is declared as **WRONGFULL CONVICTION DAY**

in the City of Corner Brook.

Legal Review: No

Executive Assistant

Approved - 15 Oct 2021

City Manager



**PROCLAMATION - NATIONAL DAY FOR TRUTH AND RECONCILIATION (NATIONAL
ORANGE SHIRT DAY) - SEPTEMBER 30, 2021**

September 30, 2021
Category: Council

WHEREAS, the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation; and

WHEREAS, the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action; and

WHEREAS, all Canadians and all orders of government have a role to play in reconciliation; and

WHEREAS, Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

WHEREAS, the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday.

THEREFORE, BE IT RESOLVED THAT, I, Jim Parsons, Mayor of the Town of Corner Brook, **HEREBY PROCLAIM September 30th, 2021**, as the "**National Day for Truth and Reconciliation (National Orange Shirt Day)**" in the City of Corner Brook.

Dated this 30th day of September, 2021

Mayor Jim Parsons
Corner Brook



National Seniors Day Mayoral Proclamation

- WHEREAS On October 1, communities across Canada will join together to recognize National Seniors Day; and,
- WHEREAS Seniors in the City of Corner Brook are present in all aspects of our lives: they are our parents, our grandparents, our teachers, our volunteers, our mentors, our neighbors, and our coworkers; and,
- WHEREAS National Seniors Day focuses on celebrating and recognizing the contributions made by seniors to better their communities, families, and workplaces; and,
- WHEREAS Every day, seniors right here in the City of Corner Brook make a big difference and we value what they are doing.
- THEREFORE I, Linda Chaisson, Councillor of the City of Corner Brook, do hereby proclaim October 1, as National Seniors Day, and urge my fellow citizens to recognize the crucial role played by Older Canadians in our communities.

X

Mayor Jim Parsons
City of Corner Brook



PROCLAMATION

Wrongful Conviction Day

October 2, 2021

Whereas the loss of one's freedom due to a wrongful conviction has far-reaching and devastating consequences which not only affects the innocent individual's life but also affects the quality of life of their families and has a harmful effect on society as a whole; and

Whereas wrongful convictions question the integrity and fairness of the criminal justice system and unless corrected undermines societies trust in their criminal justice system; and

Whereas Wrongful Conviction Day is a global movement dedicated to advocating for innocent individuals who have been wrongly convicted of a crime they did not commit. The implementation and recognition of this day is the start to reaching a broader audience regarding the importance surrounding miscarriages of justice. A proclamation will assist to advocate, educate, and create awareness around those miscarriages of justice in hope for reform to minimize the effect it could have on another individual.

Therefore I, _____ Mayor of _____ do hereby proclaim October 2, 2021, as:

“WRONGFUL CONVICTION DAY”
in the City of _____

Mayor

Date



Request for Decision (RFD)

Subject: RFP#2021-19 Recreation Management Software Online Booking System

To: Rodney Cumby
Meeting: Regular Meeting - 18 Oct 2021
Department: Finance and Administration
Staff Contact: Dale Park, Director of Finance & Administration
Topic Overview: The City recently issued an Request for Proposals for Recreation Management Software for an online booking system.
Attachments: [RFP#2021-19- Recreation Management Software Online Booking System](#)

BACKGROUND INFORMATION:

The City of Corner Brook issued a Request for Proposal seeking online cloud-based software to meet its operational and business objectives for the recreation department. This proposal along with live demonstrations has allowed the City to evaluate potential online booking software and hosting providers. The RFP closed on Tuesday, August 24, 2021 at 12:00 pm(noon) with five (5) proposals received. There were five (5) responses received and they were initially evaluated based on a number of factors including: price, support, maintenance, implantation, training, and software. The top three (3) ranked were invited to give a scripted demo presentation to the selection committee that was schedule virtually. From the overall evaluation Book King was the top ranked proposal.

PROPOSED RESOLUTION:

It is RESOLVED that the Corner Brook City Council approve the Request for Proposal submission from Book King for recreation management online booking software and to authorize staff to negotiate an agreement.

FINANCIAL IMPACT:

The software will bring efficiencies to the facilities booking process, and allow for greater utilization and revenue generation. It is expected that the incremental revenue will exceed the annual cost of under \$4,500 for this software.

Finance Type: Budget

RECOMMENDATION:

It is the recommendation of staff to award the Request for Proposal to Book King to implement the Recreation Management Software for online booking system.

Director of Finance & Administration Approved - 13 Oct 2021

Executive Assistant

Approved - 15 Oct 2021

City Manager



**City of Corner Brook
REQUEST FOR PROPOSALS**

**Recreation Management Software
Online Booking System
RFP#2021-19**

July 30, 2021

Section 1 – Instructions to Proponents

OBJECTIVE:

The City of Corner Brook requires an online cloud-based booking software to meet its operational and business objectives for the recreation department. This Request for Proposal will allow the City to evaluate potential online booking software and hosting providers.

Initially the City will require the ability of multiple users both internally and externally to book available ice time on either of its two ice surfaces and gym time on one of its five courts at the approval of the Recreation Department.

Future plans may include the potential to expand the system to allow for the booking of parks, meeting spaces, and fields. Further plans may also include the extension of the booking software to include program registration and/or memberships. As well, while not required at the outset, future plans may also include the integration of the system with the City's accounting system (Microsoft Dynamics GP).

The goal of the initial phase is to allow regular users and the general public to view the availability of ice and gym time as a means to engage the community, and increase booking efficiency for staff and users.

OVERVIEW:

This is a request for proposal ("RFP") process leading to the award of a contract. The City maintains full discretion over this RFP process and the award. The City intends to evaluate proposals on the basis of evaluation criteria included in this proposal, and to make an award based on the results of the Technical Evaluation and Pricing. The City's assessment is its sole discretion of which proposal provides the best value and is in the City's best interests. The City does not bind itself to accept the lowest or any proposal.

BACKGROUND:

The City of Corner Brook, located in Western Newfoundland, is vibrant community that boasts of a variety of indoor and outdoor facilities. Owning and operating the region's premier Recreation, Conference and Entertainment Facility (Corner Brook Civic Centre). The City hosts a wide variety of activities from ice, gym, and field rentals, meetings, and park bookings (weddings, graduations, community events, etc.).

The City is soliciting proposals for Recreation Management Software. This software must be a cloud-based booking software the supports the current requirements of the City. The software should be scalable and flexible to meet future requirements.

Through this Request for Proposals, the City is inviting Proposals for the supply of online booking software to enable private and public bookings on two ice surfaces (Main Arena and Kinsmen Arena) and a 5 court Gymnasium (Studio) located at the Corner Brook Civic Centre.

The City is prepared to make a three (3) year commitment with a two (2) year option to the successful proponent. A proposal evaluation committee will select the solution which best meets the needs of the City.

PROJECT AUTHORITY:

The services provided will be subject to review and acceptance by the Director of Finance & Administration or designate.

INQUIRIES:

Should further information about the RFP be required please contact Willie Smith, General Manager of the Civic Centre by e-mail wsmith@cornerbrook.com. The City will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent shall notify the City, who may if necessary, post written addenda to this RFP.

SUBMISSION OF PROPOSALS:

- I. RFP's must clearly show the complete organization name, name and telephone number of primary contact person(s).
- II. After the closing time and date, all RFP's received by the City become the property of the City.
- III. Proponents' responses to this RFP must be submitted by **E-MAIL format only**. The City shall accept responses that have been prepared and submitted in **E-MAIL format only**.
- IV. It is **mandatory that all submissions are in PDF format and are submitted via e-mail to the following address: apark@cornerbrook.com**
- V. The E-MAIL subject line shall be: ***RFP # 2021-19 – Recreation Management Software Online Booking System***
- VI. **E-mail** responses must be submitted to the above noted e-mail address and must be received by **12:00 noon, NDT on August 24th, 2021**. Submittal time will be the time date stamp of the received e-mail at the above address. Responses submitted by fax, courier, drop-off or by any other method other than e-mail, **shall not be accepted**.
- VII. The City's network has a 25 megabyte (MB) e-mails size limit for incoming e-mails. Submissions greater than 25MB may be at risk of rejection by the network, or being undeliverable to the e-mail address above. It is the responsibility of the proponent submitting a proposal to ensure that the e-mail size is suitably below the file size threshold.

The City reserves the right to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at their own discretion.

All RFP's will remain confidential, subject to *Access to Information and Protection of Privacy Act, 2015* (ATIPPA).

Any interpretation of, additions to, deletion from, or any other corrections to the RFP, will be issued as written addenda by the City of Corner Brook.

GENERAL INSTRUCTIONS:

Written inquiries and requests for clarification shall be accepted up to August 13, 2021 at 12:00 PM, unless otherwise specified in the instructions. Inquiries are to be e-mailed to

wsmith@cornerbrook.com. Inquiries and requests for clarification received after this date shall not be addressed.

Verbal responses shall not be binding on either party.

To ensure consistency and quality in the information provided to proponents, the City shall provide, by way of amendment to this Request for Proposals, in the form of an addendum to all proponents who have registered to receive amendments, any relevant information with respect to the RFP inquiries received in writing without revealing the source of those inquiries. Proponents are cautioned that it is their responsibility to ensure that they receive all information relevant to this RFP. The City shall not be responsible for Proponents who fail to inform themselves regarding the scope and nature of the work.

The City will not defray any expenses incurred by proponents in the preparation and submission of their proposals.

The City will not necessarily accept any proposal.

Every interpretation of, or addition to, the RFP document to be considered a valid part of the RFP document will be issued in the form of a written addendum.

Where there is a question of general interpretation of the RFP document, the decision of the Finance & Administration Department shall be final and binding.

The documentation submitted in response to this Request for Proposals, as well as any correspondence or additional information provided to the City by proponents, in connection with this RFP, shall become the City record, and thus will be deemed subject to the *Access to Information and Protection of Privacy Act, 2015*.

In their submission, proponents are encouraged to identify any scientific, technical, commercial, etc. information of confidential nature disclosure of which could reasonably cause them harm.

The financial value of the contract will be publicly released as a part of the award notification.

1.0 Definitions

In this Request for Proposal, the following terms will be defined as follows:

- “RFP” means the Request for Proposal, including all Appendices and Addenda issued hereafter by the City of Corner Brook;
- “Proponent” means the “Supplier”, “Consultant”, “Vendor” or “Bidder”, who submits a Proposal under the RFP;
- “Subcontractor” or “Sub-Consultant” refers to any individual or firm to whom a Proponent intends to delegate all or part of the execution of the services, to be provided under the Agreement;
- “Successful Proponent” means the Proponent, if any, whose Proposal is accepted by the City of Corner Brook.

2.0 Law

The law applicable to this agreement shall be the law in force in the Province of Newfoundland and Labrador.

In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Proponents must agree to indemnify the City and its employees if they fail to comply, and the City reserves the right to cancel any agreement arising from this RFP if the Proponent fails to comply with the above.

The successful Proponent shall agree to indemnify the City, its officers and employees against any damage caused to the City as a result of any negligence or unlawful acts of the Proponent or its employees. Similarly, the successful Proponent shall agree to indemnify the City, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the Proponent or its employees.

3.0 General Terms and Conditions

3.1 Good Faith Statement and Errors in Proposals

All information provided by the City is offered in good faith. The City is not liable for any errors in this RFP or in supplier proposals.

3.2 Non Disclosure and Confidentiality

The RFP document may not be used for any purpose other than the submission of a proposal. All proposals submitted, as a result of this RFP will be held in confidence. The recipient of these documents shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any confidential information provided by the City.

3.3 The City Reserves the Right to:

- reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor;
- reject any proposal in its sole and absolute discretion for any reason whatsoever;
- reject any proposal that contains any irregularity, informality, or non-conformance with these instructions in any proposal received by the City;
- award a contract on the basis of initial offers received, without discussions or requests for best and final offers; and
- accept proposals other than the lowest price offer.
- Negotiate one or more of the highest ranked proposals regarding any proposal component

3.4 Changes to RFP Wording

The Proponent will not change the wording of its RFP after closing and no words or comments will be added to the general conditions or detailed specifications unless requested by the City for purposes of clarification.

The Proponent may change a previously submitted RFP by withdrawal, amendment or

submission of a replacement if done prior to the closing date and time. This information or request should be submitted in writing on company letterhead or equivalent and contain the signature of the individual or individuals submitting the original RFP.

4.0 Additional Terms

4.1 Validity of Request for Proposal

RFP's shall be open for acceptance by the City for a period of six months from the closing date for the submission of RFP's or such additional time as mutually agreed to in writing.

4.2 Contract

Notice in writing to a Proponent of the acceptance of its proposal by the City and the subsequent full execution of a written contract will constitute a contract for the services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

4.3 Termination of Contract

It is hereby understood and agreed that the City of Corner Brook reserves the right to terminate this contract and withhold payment if the proponent does not adhere to all the terms, conditions and specifications of the contract.

5.0 Successful Proponent

The successful Proponent will be the one that provides the best overall value to the City. The City is under no obligation to award the contract to the lowest price or to any Proponent.

- The agreement resulting from this RFP will be a Newfoundland and Labrador, Canada Agreement, and will be governed by the laws of Newfoundland and Labrador, Canada.
- The City may refuse to award an Agreement to a Proponent who has not complied with existing Municipal, Provincial or Federal licensing regulations.
- The successful Proponent will indemnify and hold the City harmless from any loss resulting from suits or claims against the Proponent, by reason of infringement of Patents/Copyrights in force at the time of, or after award of this RFP.

6.0 Project Schedule

The proposed schedule for the project:

Activity	Timeline
Release of Request for Proposal (RFP)	July 30, 2021
Inquiry Deadline	August 13, 2021 @ 12:00 PM
Closing of Request for Proposal (RFP)	August 24, 2021 @ 12:00 PM
Review & Invite for Presentations	September 13, 2021
Program Implementation	January 1, 2022

The dates provided in this schedule are estimates only and are therefore subject to change.

7.0 Access to Information & Protection of Privacy Act

- 7.1** The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
- 7.2** The procurement process is subject to the **Access to Information and Protection of Privacy Act, 2015**.
- 7.3** The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the **Access to Information and Protection of Privacy Act, 2015** has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the **Access to Information and Protection of Privacy Act, 2015**.

8.0 Award

This document and the proposal shall be attached to and form part of the contract.

SECTION 2 - PROPOSAL EVALUATION CRITERIA

1. Method of Evaluation

The City will evaluate and recommend the selection of a proponent based on proposal submissions and pricing. The selected proponent will be recommended to the Corner Brook City Council who will vote to accept or reject the submission.

2. Proposal Evaluation

A proponent(s) will be chosen by the City based on their ability to respond appropriately to the questions in this RFP, their ability to demonstrate the suitability of product functionality, and their ability to meet the City's financial, operational, customer and customer service expectations.

During the evaluation process, an analysis will be performed to assess the response given for each requirement. In situations where the proponent's base product does not completely meet the requirement, it is critical that the proponent provide alternate methods and customization estimates where appropriate.

3. Overview of the Evaluation Process

The proposal packages will be opened by the Selection Committee on the closing.

The City will evaluate all proposals using the following criteria:

EVALUATION CRITERIA	WEIGHT
Company Profile, Experience & References	10%
Proposed Software	10%
Implementation and Training	10%
Support and Maintenance	20%
Proposal Price Appendix B	50%
Total Available Points	100%

4. Key Evaluation Criteria

Proponents who receive a score of 70% or higher may be considered for a scripted demo.

After evaluation, proponents receiving the highest scores will be required to give a presentation of the proposed solution to the Selection Committee. In an effort to fairly evaluate each demonstration, invited proponents will receive a script to follow during their presentation. Product demonstrations will be scored as part of the overall evaluation process.

Proponents should note that failure to meet any of the requirements set forth in this section may result in your proposal being rejected.

5. Proposal Format & Content

Proponents must organize their proposals into the following major sections. Failure to follow the structure outlined below may result in disqualification. Proposals should be prepared as simply as possible and provide a concise description of the products and services proposed to satisfy the requirements of the RFP.

Section #	Section Title
-	Cover Page and Introductory Material
1	Executive Summary
2	Qualifications & References
3	Proposed Software
4	Implementation and Training
5	Support and Maintenance
6	Price Proposal - Appendix B
7	Additional Information / Value Added

Specific instructions for each proposal section are provided below. Attention should be given to accuracy, completeness, relevance, and clarity of content.

The Proposal must contain a cover page with the Proponent's name and address; primary contact's name, title, telephone number, and e-mail address; and the RFP name, number, and closing date. Proponents must also use a table of contents outlining the contents of the proposal.

5.1. Executive Summary

The executive summary should be a brief narrative, no more than two (2) pages, summarizing the proposal and outlining how the proposal meets the City's requirements as specified in this RFP. This summary should be oriented towards non-technical personnel.

5.2. Qualifications and References

a. Primary Contact Information

Provide the following information for the proponent's primary contact with the City of Corner Brook. This person should be prepared to answer or direct all inquiries that the City may have for the proponent. Required Information is: name, title, region (if applicable), mailing address, telephone, fax, and email address.

b. Company Background

Please provide information on your company history, organizational structure, and product strategy. Additional specific information includes: company name, headquarters (address), branch offices (city), main lines of business, length of time in business, financial information, and organizational structure.

c. Client References

Provide at least 2 references. These must be existing clients whose requirements were most similar to the City's current need. Information required includes: company name, industry, number of users, hardware/software elements in use, number of years in use, business contact name, business contact title/role, business contact phone number, business contact address, business contact email address.

5.3. Proposed Software

List and describe all software features proposed to satisfy the functional and technical requirements of this RFP.

a. Functional Requirements

- Publicly accessible website as an extension of the software:
 - Cloud-based;
 - Unlimited users / accounts;
 - Website will mimic the Civic Centre website (www.cbcciviccentre.com) in look and feel for seamless customer experience.
- Conflict management rules embedded to ensure there are no double bookings.
- User friendly interface for both staff and customers:
 - Public can easily set-up an account, log on, view availability, request to book facilities and receive confirmation based on administrative approval feature;
 - Administrators can manage clients from multiple accounts (i.e., mobile phone, desktop, etc.....)
- Describe report generation methods;
- Automatic facility booking request and approval process via automated online form submission, automatic reminders sent to account holder email, integrated waiver forms and rental regulations, and digital signature request system;

Optional features considered an asset:

- Staff ability to share data from calendars with Microsoft Outlook;
- The ability to integrate with social media.
- If there is an additional cost for any feature, these should be stated in the Appendix B.

b. Technical Requirements

Provide an overview of the technical aspects of the system, including but not limited to:

- System architecture: Describe the system architecture, including any third-party hosting providers.
- Availability: System should be designed for high availability with an uptime of 99.95%.
- PCI compliance: The system must comply with PCI Level-1 requirements and must not store credit card numbers.

- Integration capabilities: Describe capability to integrate with third-party systems, including the City's accounting system. Any integration costs should be outlined in the Price Proposal.
- Robust security features:
 - Permission-based access based on assigned role;
 - Single sign-on support utilizing Active Directory authentication;
 - Encryption of all data at rest and in transit.
- Audit trails: The system shall include audit trails of system changes, including what was changed, when it was changed, and by whom.
- Point of Sale integration with Global Payments that supports multiple types including credit card, and debit. Any costs associated with POS must be included in Appendix B

The City is not interested in hosting the solution and is only interested on a solution that does not require the City to purchase and manage servers.

5.4. Implementation and Training

Provide a detailed plan for implementing the proposed Recreation Management System, including but not limited to:

- Project management methodology;
- System configuration, implementation, and testing methodology;
- Proposed training strategy, specifying how and when training sessions will be delivered;
- Proposed project team structure and roles;
- Sample project schedule showing approximate timelines for the implementation project.

5.5. Support and Maintenance

Provide a brief outline of the support services provided, including but not limited to:

- Types of support provided (email, phone, etc.);
- Support hours availability;
- Incident response and escalation procedures with timelines;
- Service Level Agreements;
- Disaster recovery plan, including timelines for restoration of data and services.

Describe the process for planned changes, including upgrades, patches, and hotfixes. Explain how clients are notified of planned and emergency maintenance.

Any costs associated with support and maintenance services should be outlined in the Appendix B.

5.6. Price Proposal

Proponents should submit their price proposal that includes pricing for all products and services identified in the proposal, including any integration costs, travel costs, and value-add items. All pricing must be provided in Canadian dollars with taxes included. Prices for option years 4 & 5 must also be included, but are not factored into the price evaluation. See Appendix B

5.7. Additional Information/Value Add

Include any additional functionality not specifically mentioned in this RFP that the Proponent believes would add value to the project. If there is an additional cost for any value-added item, this should be stated in the description and included as a line item in the Price Proposal – Appendix B.

Appendix A PROPOSAL FORM "A"

The City of Corner Brook - Recreation Management Software

1. I/We hereby submit a Proposal for **Recreation Management Software – Online Booking System** in accordance with the requirements of this RFP.
2. I/We have carefully examined all of the contents of this RFP, including the RFP terms and conditions.
3. In the event of our proposal being accepted, I/We agree to enter into a contract with the City of Corner Brook.
4. I/We acknowledge receipt of, and have taken into consideration, the following addenda issued during this Request for Proposals: #_____ #_____ #_____ #_____ #_____
5. Proposal Closing Time: August 24, 2021 @ 12:00 PM (noon) NDT.
6. I/We acknowledge the proposals will be based on the results of all the factors outlined in the proposal package, and that the City of Corner Brook will select a proposal which provides the City of Corner Brook with the best value and which the Corner Brook City Council determines is in its best interests.
7. I/We agree to treat as confidential and to not, without the written permission of the City of Corner Brook, publish, release or disclose or permit to be published, released or disclosed either before or after submission of its RFP and any negotiation with the City, any information supplied to, obtained by or which comes to the knowledge of the Proponent under this process. The Proponent will ensure its facilities, systems and files are secure and that access to data and confidentiality of data and information gained while negotiating, are strictly controlled, to the satisfaction of the City of Corner Brook.
8. **I/We** will indemnify and save harmless the City of Corner Brook and Corner Brook City Council from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly, from the preparation of this RFP and any negotiations pertaining thereto.

PROPONENT'S FULL REGISTERED BUSINESS NAME: _____

PROPONENT'S FULL BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE(S): _____

TITLE: _____

SIGNATURE(S): _____

TITLE: _____

PRINTED NAME AND SEAL IF ANY _____

Sign this form as follows:

Sole Proprietorship: Sole Proprietor to sign in the presence of a witness who will also sign where indicated. Insert the words "Sole Proprietor" under Title(s).

Partnership: Partner(s) to sign in the presence of a witness or witnesses who will also sign where indicated. Insert the word "Partner" against each signature under Title(s).

Limited Company: This Form must be signed by duly authorized signing officers of the company in their normal signatures designating against each signature the official capacity in which the signing officer acts. The Corporate seal of the company, if any, must also be affixed to this Form by a person authorized to do so. When this form is signed by officials other than the President and Secretary of the Company a copy of the bylaw or resolution of the Board of Directors authorizing them to do so must be submitted with the proposal/proposal documents.

Appendix B – Cost of Proposal Pricing Bid Sheet

Please include the costs in Canadian Dollars including taxes. This form **must** be completed and included in a separate envelope from the Response to the Proposal.

Cost Item	Year 1 Annual Fixed Price	Year 2 Annual Fixed Price	Year 3 Annual Fixed Price
Implementation Costs Including Set-up, Configuration & training	\$	N/A	N/A
Annual Software License	\$	\$	\$
Annual Technical Support	\$	\$	\$
Other Fixed Costs (Specify)	\$	\$	\$
Variable Costs (see next page for breakdown)	\$	\$	\$
Total Annual Price	\$	\$	\$
Total Contract Price (3 Years)	\$		

Note:

Prices are all inclusive and include labor, materials, and supplies.

**Appendix B – Cost of Proposal
Variable Costs**

Cost Item	Rate / Unit	Units	Total Annual Cost
Transaction fees Assume 500 transactions per year @ \$125 per transaction	\$	500	\$
Annual Technical Support Assume 40 hours per year	\$	40	\$
Other Unit Fees Specify			\$
Total			\$



Request for Decision (RFD)

Subject: Bells Brook Culvert

To: Darren Charters
Meeting: Regular Meeting - 18 Oct 2021
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [DMG Consultant Proposal - Bell's Brook Culvert 06-Oct-2021 Redacted](#)

BACKGROUND INFORMATION:

Bells Brook Culvert is a cast-in-place reinforced concrete box approximately 300 meters in length. The culvert extends from Valley Road (near the intersection with Laites Lane) to Main Street (just east of the intersection with Mt. Bernard Avenue). The culvert was constructed in 1979 and is showing deterioration. An engineering inspection of 2019 identified a number of structural problems. Rehabilitation of the deteriorated section of the concrete box culvert ceiling at Mt Bernard Ave. and replacement of a concrete inlet wing wall and timber retaining wall at the culvert inlet plus associated street repairs in the vicinity of Valley Road.

In response to a public call for proposals, DMG Consulting LTD. provided a Consultant fee Request for Engineering services for the price of \$63,070.20 excluding HST.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Consultant Fee Proposal from DMG Consultants Ltd. in the amount of \$63,070.20 (HST excluded), for consulting services related to the Bells Brook Culvert.

Director of Community, Engineering, Approved - 15 Oct 2021
 Development & Planning
 Executive Assistant Approved - 15 Oct 2021

 City Manager

CONSULTANT FEE PROPOSAL

Project Name	Bell's Brook Culvert
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Consultant Fee Proposal

	Fee
<u>Project Scope of Work</u>	
Preliminary Engineering	4,800.00
Design and Contract Documents	9,400.00
Tendering and Contracts Award	2,650.00
Contract Administration	5,950.00
Project Completion Phase and Record Drawings	1,740.00
<u>Other Additional Services (at cost) - List Additional Required Services as required:</u>	
Service: Resident Inspection During Construction	33,000.00
Service: Project Expenses for Professional Services *	2,530.00
Total Basic and Other Services Fees (excluding HST)	60,070.00
Additional Reimbursable Allowances per PCA	
Regulatory Permits	Omitted as Noted
Materials and Testing	3,000.00
Sub – Total (excluding HST)	\$63,070.20

*Vehicle & Lunch Allowance for Inspector

CONSULTANT FEE PROPOSAL

Project Name	Bell's Brook Culvert
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Hourly Rates for this Project

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

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

Changes to the project team shall not be made without written approval from Department of Transportation and Infrastructure – Municipal Infrastructure.

Professional	Rate	Assigned Team member
Senior Engineer	175.00	D. J. DiCesare
Senior Engineer	110.00	D. Hynes
Senior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician/Inspector	55.00	K. Abbott
Intermediate Technician	65.00	Z. Bartlett
Junior Technician		
Administrator	45.00	R. Hussey
Other:		

Schedule

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

☐ We propose the following schedule:

Addendum

☒ We acknowledge receipt of 2 addendums issued for this project.

CONSULTANT FEE PROPOSAL

Project Name	Bell's Brook Culvert
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Other Comments
Relevant Similar Projects - Valley Mall Parking Garage Concrete Rehabilitation of Parkade Level

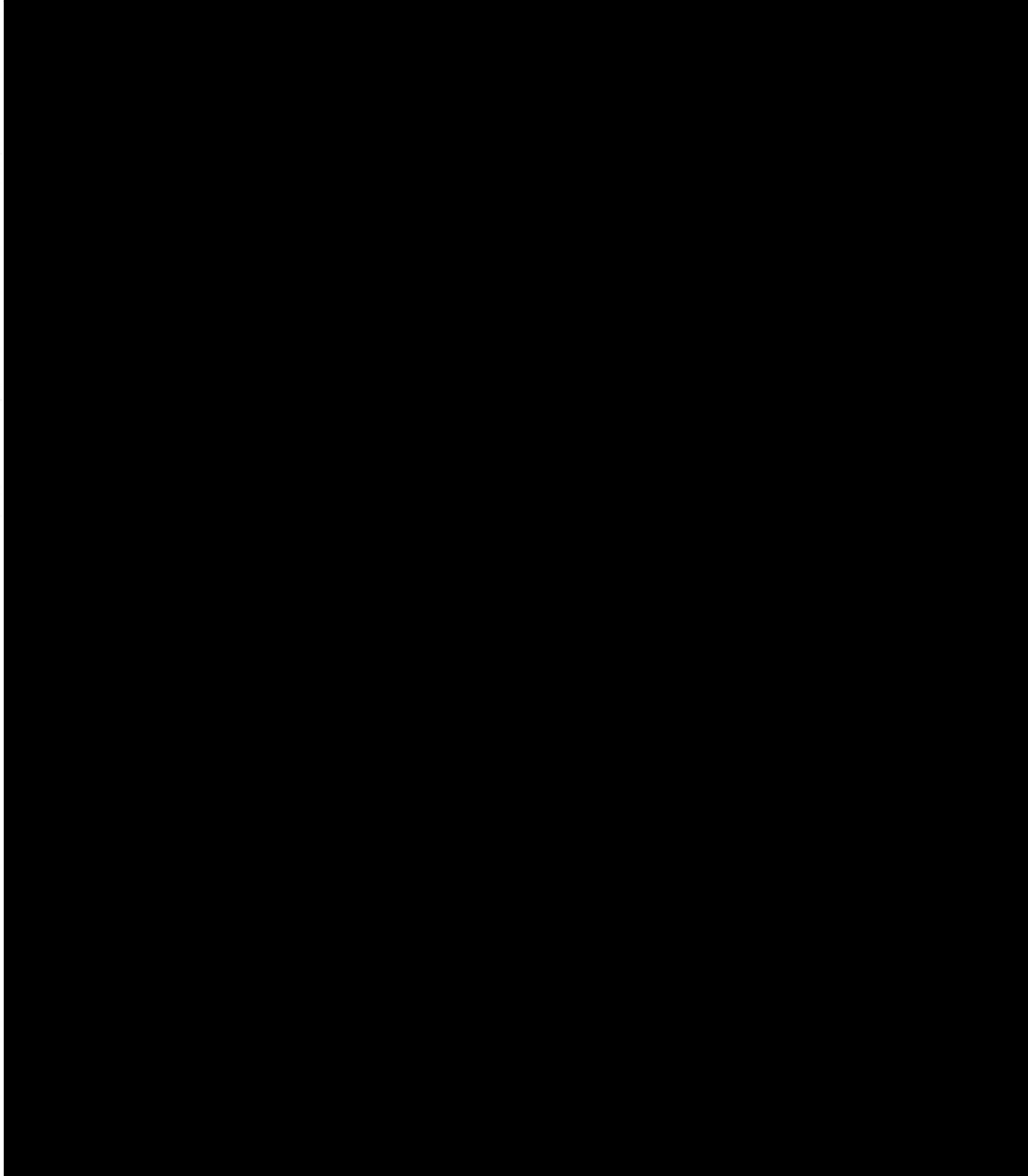
Consultant Representative

D. J. DiCesare, P. Eng.
Name

Signature

Senior Project Engineer (Civil/Structural)
Title

Keith D. Abbott





Request for Decision (RFD)

Subject: Blackwood's Hill Culvert/Bridge Replacement

To: Alice Will

Meeting: Regular Meeting - 18 Oct 2021

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [DMG Consultant Proposal - Blackwood's Hill Culvert-Bridge Replacement 06-Oct-2021 Redacted](#)

BACKGROUND INFORMATION:

The existing two CMP culverts under Wellington Street have deteriorated and the existing concrete bridge on Blackwood Hill is over 74 years old and is also deteriorating. If the culverts are not replaced it will pose a risk to the supported street. There have been several sinkholes in the past and there are currently three new sinkholes above the existing culvert. The structural integrity of the culvert is compromised which causes safety concerns for vehicles and pedestrians. The bridge is the only access to the homes on Blackwood's Hill. The City of Corner Brook is looking at the removal of two existing culverts and as well as one concrete bridge along Bell's Brook and replacing it with one structure and also looking at all possible options for the replacement that will provide the most useful life of the infrastructure and support fish habitat while meeting project budget. In response to a public call for proposals, DMG Consulting Ltd. provided a Consultant fee Request for Engineering services, for the price of \$95,041.90 excluding HST.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Consultant Fee Proposal from DMG Consultants Ltd. in the amount of \$95,041.90 (excluding HST), for consulting services related to Blackwood's Hill Culvert/Bridge Replacement.

Director of Community, Engineering, Development & Planning Approved - 15 Oct 2021
Executive Assistant Approved - 15 Oct 2021

City Manager

CONSULTANT FEE PROPOSAL

Project Name	Blackwood's Hill Culvert/Bridge Replacement
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Consultant Fee Proposal

	Fee
<u>Project Scope of Work</u>	
Preliminary Engineering	7,850.00
Design and Contract Documents	20,000.00
Tendering and Contracts Award	2,650.00
Contract Administration	9,450.00
Project Completion Phase and Record Drawings	2,390.00
<u>Other Additional Services (at cost) - List Additional Required Services as required:</u>	
Service: Resident Inspection During Construction	46,750.00
Service: Project Expenses for Professional Services *	2,951.90
Total Basic and Other Services Fees (excluding HST)	92,041.90
Additional Reimbursable Allowances per PCA	
Regulatory Permits	Omitted as Noted
Materials and Testing	3,000.00
Sub – Total (excluding HST)	\$95,041.90

*Vehicle & Lunch Allowance for Inspector

CONSULTANT FEE PROPOSAL

Project Name	Blackwood's Hill Culvert/Bridge Replacement
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Hourly Rates for this Project

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

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

Changes to the project team shall not be made without written approval from Department of Transportation and Infrastructure – Municipal Infrastructure.

Professional	Rate	Assigned Team member
Senior Engineer	175.00	D. J. DiCesare
Senior Engineer	110.00	D. Hynes
Senior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician/Inspector	55.00	P. Cook
Intermediate Technician	65.00	Z. Bartlett & P. Cook
Junior Technician		
Administrator	45.00	R. Hussey
Other:		

Schedule

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

☐ We propose the following schedule:

Addendum

☒ We acknowledge receipt of 2 addendums issued for this project.

CONSULTANT FEE PROPOSAL

Project Name	Blackwood's Hill Culvert/Bridge Replacement
Project Representative	Erik Neilson
Firm	DMG Consulting LTD
Date Submitted	10/6/2021

Other Comments
Relevant Similar Projects - Murphy Square Drainage/Retention - New Hospital Site – Preliminary Site Grading & Drainage/Retention System

Consultant Representative

D. J. DiCesare, P. Eng.

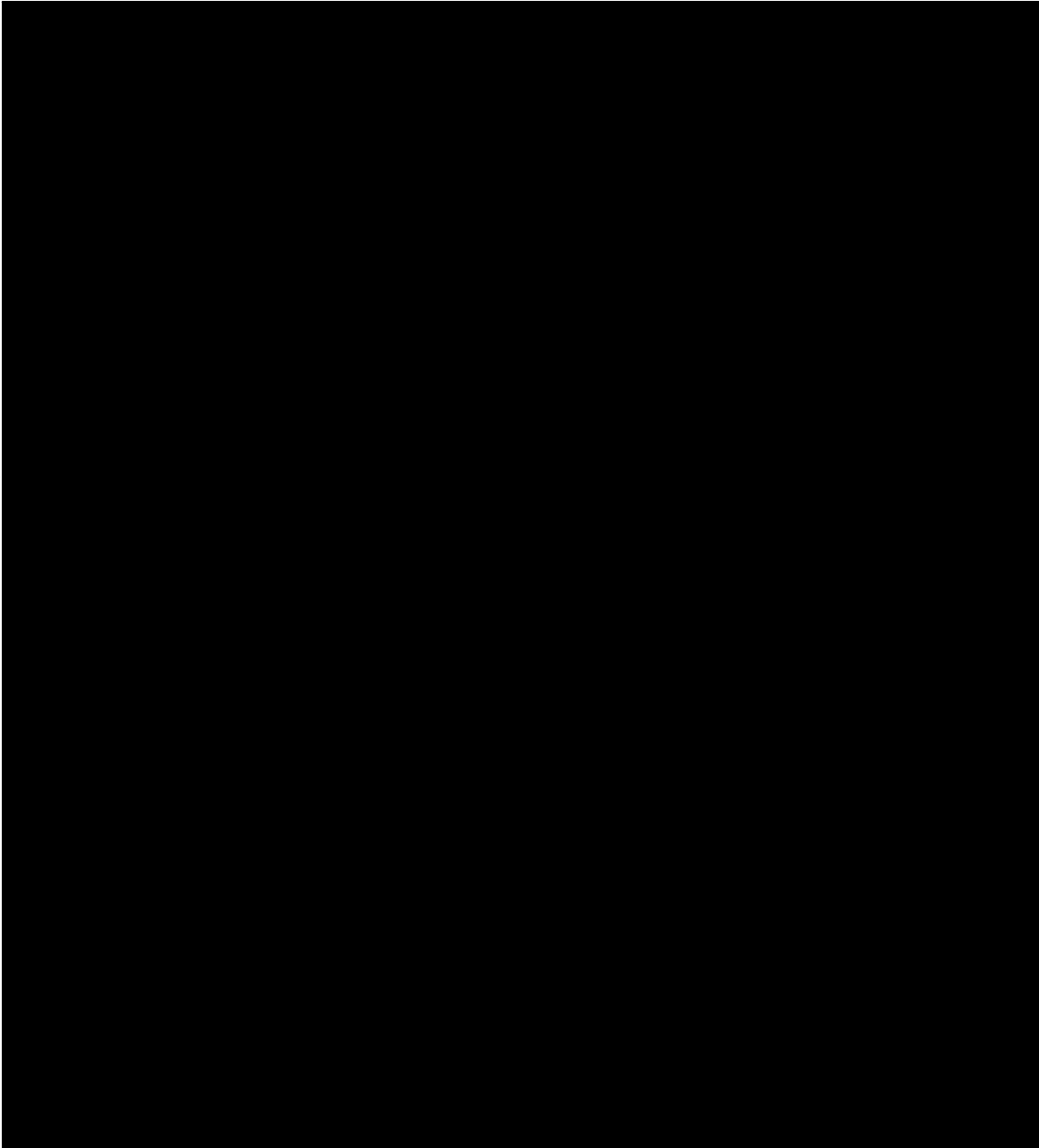
 Name

 Signature

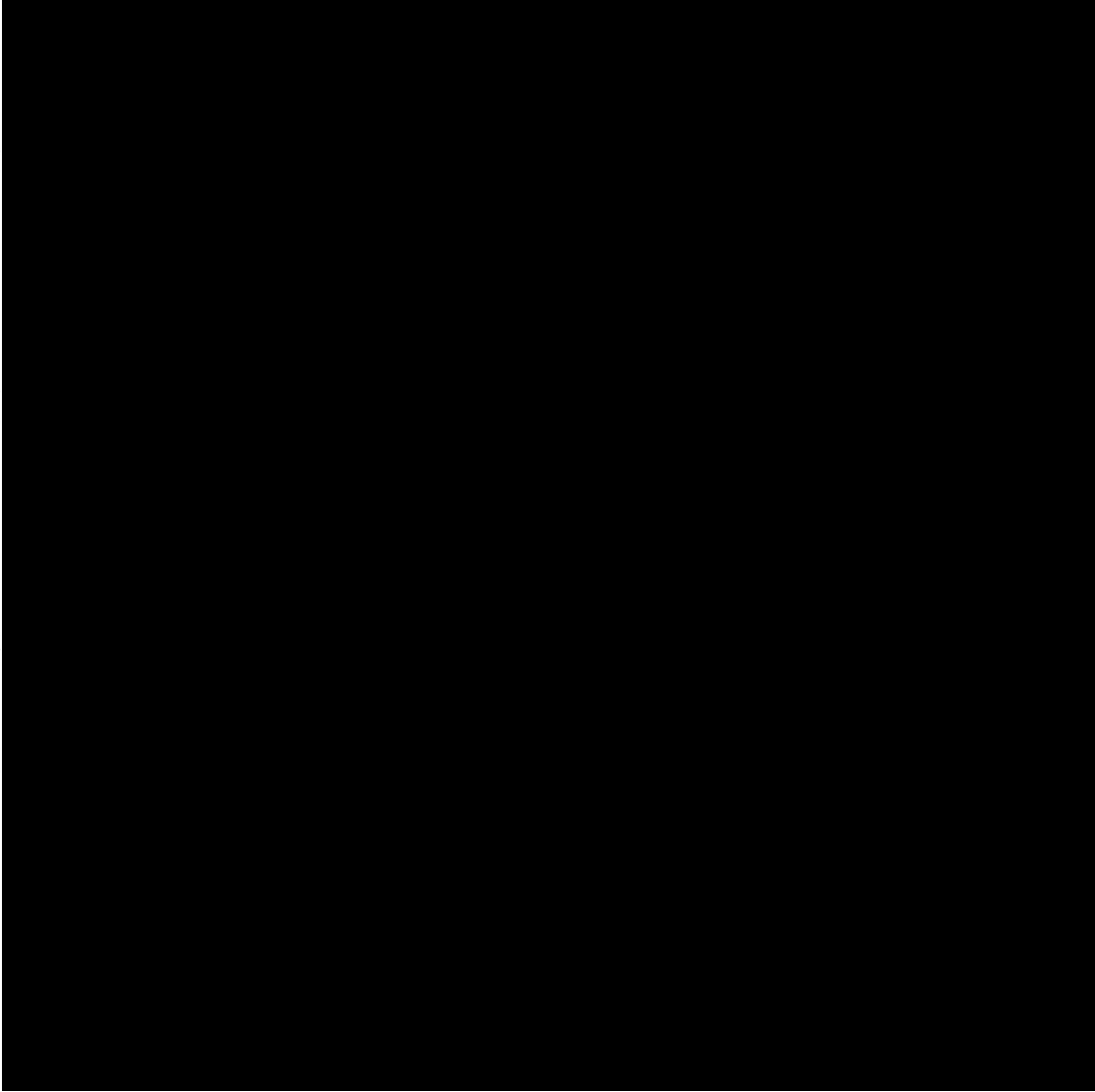
Senior Project Engineer (Civil/Structural)

 Title

PETER COOK



P. Cook CV-DMG



P. Cook CV-DMG



Request for Decision (RFD)

Subject: Citadel Drive Pressure Reducing Station Rehabilitation

To: Alice Will

Meeting: Regular Meeting - 18 Oct 2021

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Consultant Fee Request - Citadel Drive Pressure Reducing Station Rehabilitation-CBCL](#)

BACKGROUND INFORMATION:

The City of Corner Brook is looking for the provision of Engineering Services for the rehabilitation/conversion of an existing underground Pressure Reducing Station to an above-ground Station. All-new infrastructure will be located above ground level. The existing station will be used as a foundation. Connections to existing supply and distribution pipes will occur inside the existing station. PRV station to include flow monitoring and, pressure management, and SCADA for two pressure zones. The Project consists of constructing a new brick veneer building over the existing underground PRV chamber. Replace all existing piping and valves, pressure reducing/ relief valves, flow metering, pressure management, and install zone meter and SCADA capability. In response to a request for proposals, CBCL Limited provided a Consultant Fee Request for Engineering services, for the price of (\$44,850) excluding HST.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Consultant Fee Request from CBCL Limited in the amount of \$44,850.00 (HST excluded), for consulting services related to the Citadel Drive Pressure Reducing Station Rehabilitation.

Director of Community, Engineering, Development & Planning Approved - 15 Oct 2021

Executive Assistant Approved - 15 Oct 2021

City Manager

CONSULTANT FEE PROPOSAL

Project Name	Citadel Drive Pressure Reducing Station Rehabilitation
Project Representative	Erik Neilson
Firm	CBCL Limited
Date Submitted	October 6, 2021

Consultant Fee Proposal

	Fee
<u>Project Scope of Work</u>	
Preliminary Engineering	\$7,500
Design and Contract Documents	\$17,500
Tendering and Contracts Award	\$1,000
Contract Administration	\$5,000
Project Completion Phase and Record Drawings	\$2,000
<u>Other Additional Services (at cost) - List Additional Required Services as required:</u>	
Service: Resident Inspection During Construction 30 hrs (per RFP)	\$2,850
Service: Project Expenses for Professional Services	\$6,000
Total Basic and Other Services Fees (excluding HST)	
Additional Reimbursable Allowances per PCA	
Material Testing	\$2000.00
Permits	\$1000.00
Sub – Total (excluding HST)	\$44,850

CONSULTANT FEE PROPOSAL

Project Name	Citadel Drive Pressure Reducing Station Rehabilitation
Project Representative	Erik Neilson
Firm	CBCL Limited
Date Submitted	Oct. 6, 2021

Hourly Rates for this Project		
Additional work or changes in scope may occur. Please provide hourly rates for all discipline staff that will be assigned to this project and the fee for any additional work on an hourly basis. These fees will be in force for the entire duration of the project. Changes to the project team shall not be made without written approval from the City of Corner Brook		
Professional	Rate	Assigned Team member
Senior Engineer	\$195/hr	Greg Sheppard
Intermediate Engineer	\$140/hr	Todd Puddicombe
Junior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist	\$115/hr	Jennifer Boyd
Intermediate Technologist		
Junior Technologist		
Senior Technician		
Intermediate Technician		
Junior Technician		
Administrator	\$70/hr	Brenda Harding
Other: Inspector	\$95/hr	Paul Beckett

Schedule
<input checked="" type="checkbox"/> We have resources available to complete the design within the prescribed schedule. <input checked="" type="checkbox"/> We propose the following schedule: Preliminary Design/Design: October - December, 2021 Tendering: February, 2022 Construction; May - July, 2022
Addendum
<input type="checkbox"/> We acknowledge receipt of Select Number of Addendums addendums issued for this project.
Other Comments

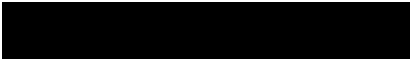
CONSULTANT FEE PROPOSAL

Project Name	Citadel Drive Pressure Reducing Station Rehabilitation
Project Representative	Erik Neilson
Firm	CBCL Limited
Date Submitted	Oct. 6, 2021

Consultant Representative

Greg Sheppard, P.Eng.

Name



Signature

Sr. Civil Engineer

Title



Request for Decision (RFD)

Subject: Intersection Improvements, Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road

To: Darren Charters

Meeting: Regular Meeting - 18 Oct 2021

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Fee Request - Intersection Improvements 2021-26 - Harbourside Redacted](#)

BACKGROUND INFORMATION:

In 2018 the City conducted a comprehensive evaluation of all traffic signal systems. The study recommended extensive upgrading to conform to current standards. This project will include the replacement of traffic signal systems at Lewin / Griffin and Lewin / Mill Road. In response to a public call for proposals, Harbourside Transportation Consultants provided a Consultant fee Request for Engineering services for the price of \$82,980.00 excluding HST.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Consultant Fee Proposal from Harbourside Transportation Consultants in the amount of \$82,980.00 (HST excluded), for consulting services related to the Intersection Improvements, Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road.

Director of Community, Engineering, Development & Planning Approved - 15 Oct 2021

Executive Assistant Approved - 15 Oct 2021

City Manager

CONSULTANT FEE PROPOSAL

Project Name	Intersection Improvements, Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road
Project Representative	Scott Remo
Firm	Harbourside Transportation Consultants
Date Submitted	October 6, 2021

Consultant Fee Proposal

	Fee
<u>Project Scope of Work</u>	
Preliminary Engineering	\$14,700.00
Design and Contract Documents	\$10,120.00
Tendering and Contracts Award	\$1,310.00
Contract Administration	\$3,340.00
Project Completion Phase and Record Drawings	\$4,760.00
<u>Other Additional Services (at cost) - List Additional Required Services as required:</u>	
<i>Service: Resident Inspection During Construction</i>	\$48,750.00
<i>Service: Project Expenses for Professional Services</i>	\$0
Total Basic and Other Services Fees (excluding HST)	\$82,980.00
Additional Reimbursable Allowances per PCA	
Regulatory Permits	
Materials and Testing	
Sub – Total (excluding HST)	\$82,980.00

CONSULTANT FEE PROPOSAL

Project Name	Intersection Improvements, Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road
Project Representative	Scott Remo
Firm	Harbourside Transportation Consultants
Date Submitted	October 6, 2021

Hourly Rates for this Project

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

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

Changes to the project team shall not be made without written approval from Department of Transportation and Infrastructure – Municipal Infrastructure

Professional	Rate	Assigned Team member
Senior Engineer	\$140	Mark Stuckless, P.Eng
Intermediate Engineer	\$75	Brad Reinhard, P.Eng
Junior Engineer	N/A	N/A
Senior Architect	N/A	N/A
Architect	N/A	N/A
Architect Intern	N/A	N/A
Senior Technologist	N/A	N/A
Intermediate Technologist	N/A	N/A
Junior Technologist	N/A	N/A
Senior Technician	\$90	Jim Hayward
Intermediate Technician	N/A	N/A
Junior Technician	N/A	N/A
Administrator	\$60	Abby Burke
Other: Resident Inspector	\$65	Robert Miles (See attached CV)

Schedule

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

☒ We propose the following schedule: Schedule attached on following page

Addendum

☒ We acknowledge receipt of **Select Number of Addendums** addendums issued for this project. Addendum 1 & 2



CONSULTANT FEE PROPOSAL

Project Name	Intersection Improvements, Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road
Project Representative	Scott Remo
Firm	Harbourside Transportation Consultants
Date Submitted	October 6, 2021

Other Comments
<p>Please note Our Fee Proposal does not include any provision for the following items:</p> <ol style="list-style-type: none"> 1. Geotechnical Investigations that may be required. 2. Underground municipal services 3. Cost for undertaking material testing

Consultant Representative

Mark Stuckless, P.Eng



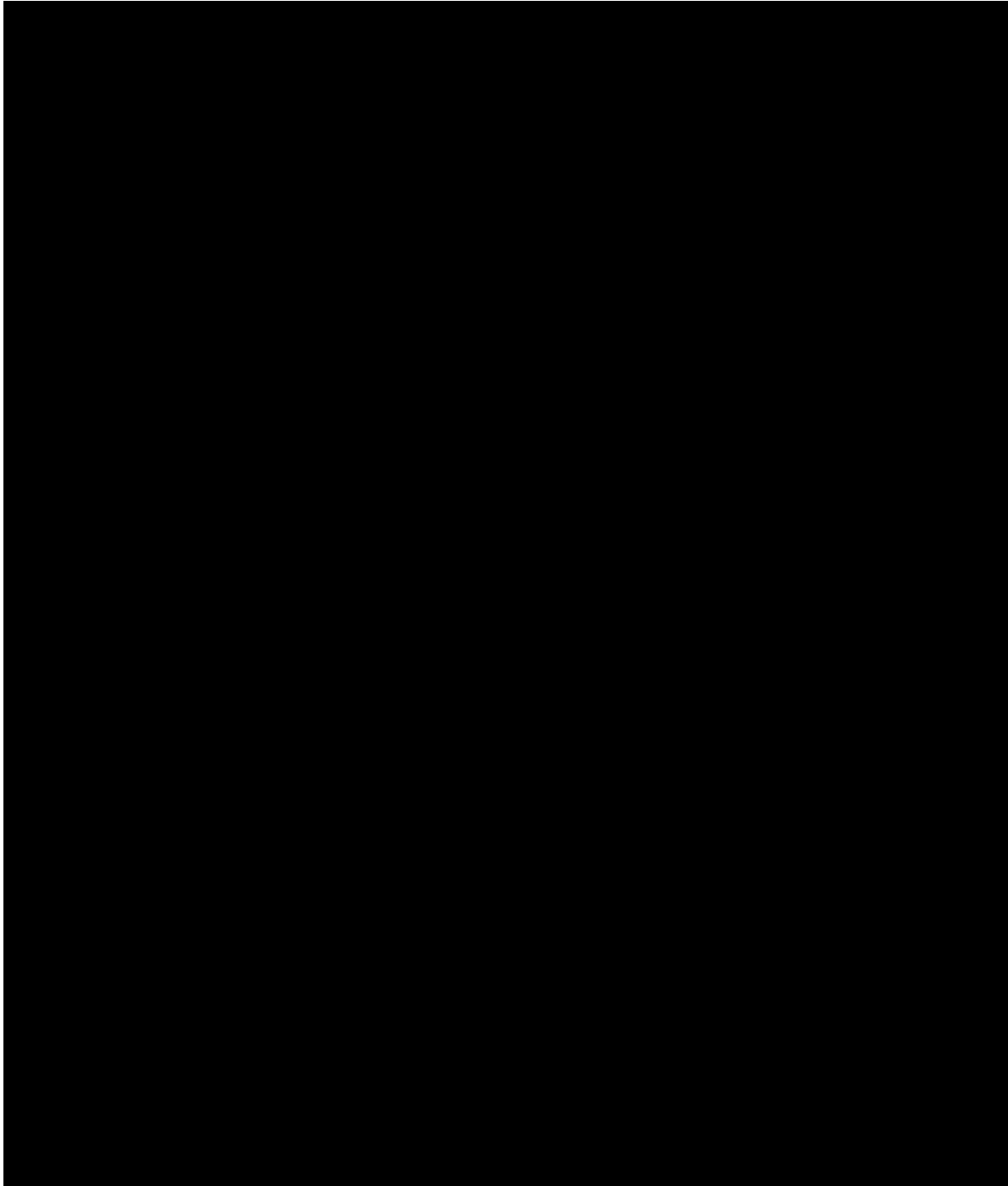
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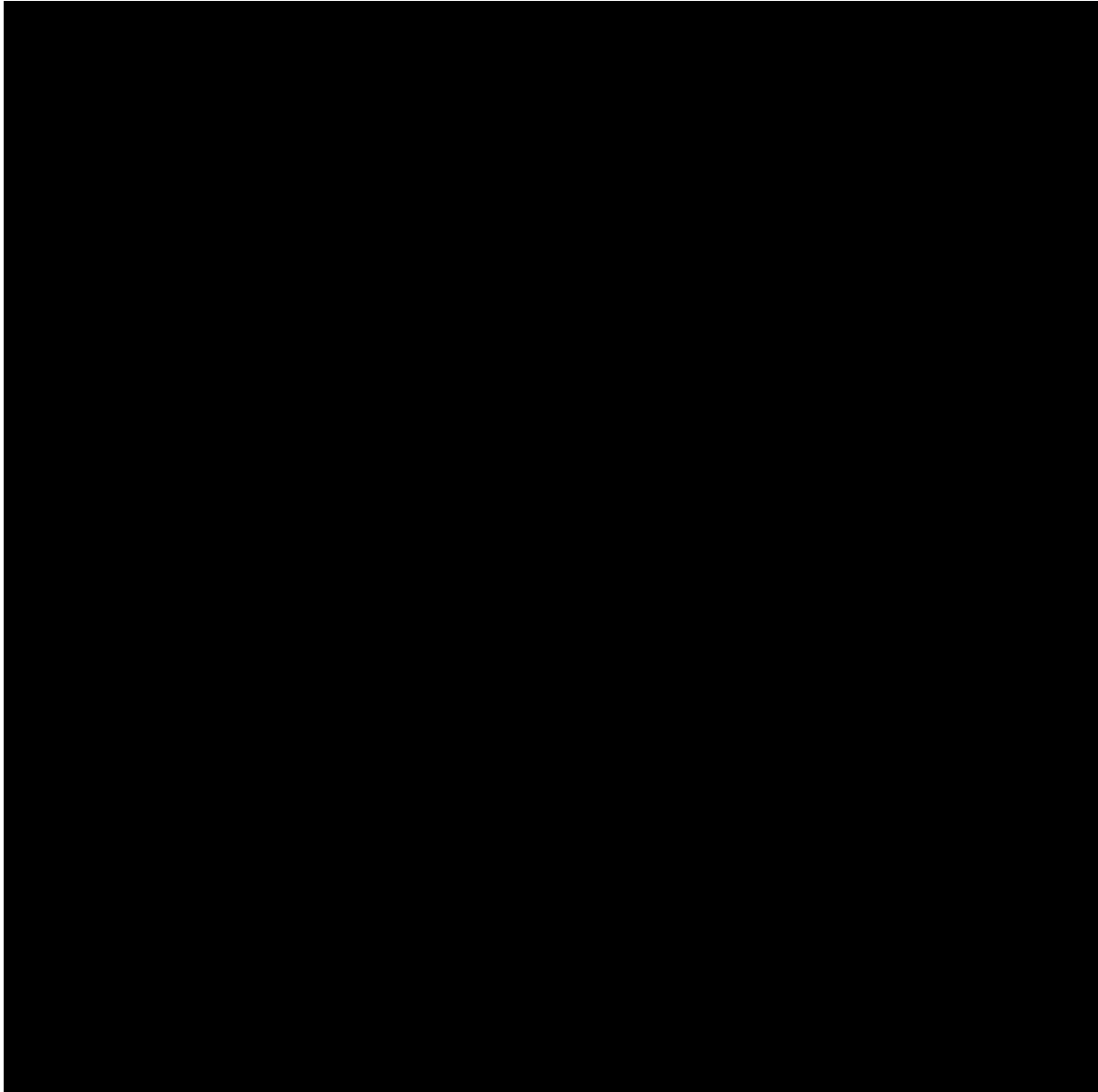
Senior Transportation Engineer

Title



ROBERT MILES
ENGINEERING TECHNICIAN







Consultant Fee Request Intersection Improvements Lewin Parkway and Griffin Drive & Lewin Parkway and Mill Road	HTC						TOTAL TIME	TOTAL FEES PER TASK	EXPENSES/ DISBURSEMENTS	TOTAL
	Mark Stuckless Senior Engineer	Brad Reinhard Intermediate Engineer	Jim Hayward Senior Designer	Abby Burke Administration	Robert Miles Resident Inspector	Yates & Woods Surveyor				
	\$ 140.00	\$ 75.00	\$ 90.00	\$ 60.00	\$ 65.00	\$ 100.00				
a) PRELIMINARY DESIGN										
1.1 Kick-Off Meeting and PCA Agreement	1	4		4			9	\$ 680		\$ 680
1.2 Compile Available Data & Investigate Existing Conditions	1	8					9	\$ 740		\$ 740
1.3 Topographic Survey		4				55	59	\$ 5,800		\$ 5,800
1.4 Prepare Initial Concept	16	16	40				72	\$ 7,040		\$ 7,040
1.5 Climate Lens Report	1	4					5	\$ 440		\$ 440
SUBTOTAL	19	36	40	4	0	55	154	\$ 14,700.00	\$ -	\$ 14,700.00
b) DETAIL DESIGN										
2.1 Prepare Detailed Design Drawings	16	4	32				52	\$ 5,420		\$ 5,420
2.2 Prepare Tender Document Package	16	4	24				44	\$ 4,700		\$ 4,700
SUBTOTAL	32	8	56	0	0	0	96	\$ 10,120.00	\$ -	\$ 10,120.00
c) TENDERING AND CONTRACTS AWARD										
3.1 Tender	2	4					6	\$ 580		\$ 580
3.2 Contract Award	2	4					6	\$ 580		\$ 580
3.3 Contractor Documentation Award		2					2	\$ 150		\$ 150
SUBTOTAL	4	10	0	0	0	0	14	\$ 1,310.00	\$ -	\$ 1,310.00
d) CONTRACT ADMINISTRATION										
4.1 Contract Administration	11	24					35	\$ 3,340		\$ 3,340
SUBTOTAL	11	24	0	0	0	0	35	\$ 3,340.00	\$ -	\$ 3,340.00
e) PROJECT COMPLETION PHASE AND RECORD DRAWINGS										
5.1 Substantial and Final Completion	16			4			20	\$ 2,480		\$ 2,480
5.2 Commissioning	8						8	\$ 1,120		\$ 1,120
5.3 Project Record Documents	1	4	8				13	\$ 1,160		\$ 1,160
SUBTOTAL	25	4	8	4	0	0	41	\$ 4,760.00	\$ -	\$ 4,760.00
f) RESIDENT INSPECTION										
6.1 Resident Inspection					750		750	\$ 48,750		\$ 48,750
SUBTOTAL	0	0	0	0	750	0	750	\$ 48,750.00	\$ -	\$ 48,750.00
TOTAL TIME	91	82	104	8	750	55	1,090	\$ 82,980.00	\$ -	\$ 82,980.00
COST PER INDIVIDUAL	\$ 12,740	\$ 6,150	\$ 9,360	\$ 480	\$ 48,750	\$ 5,500				
									HST	\$ 12,447.00
									TOTAL	\$ 95,427.00



Request for Decision (RFD)

Subject: Johnsons Avenue - Storm Sewer Improvements

To: Darren Charters

Meeting: Regular Meeting - 18 Oct 2021

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [Consultant Fee Proposal - Johnson's Avenue Redacted](#)

BACKGROUND INFORMATION:

Johnsons Avenue has substandard underground infrastructure, deteriorated asphalt pavement, no curb, and an inadequate storm sewer system. Existing open ditches are inadequate and the street is prone to flooding. Storm-water from Lear's Road flows through a combination of open ditches and corrugated metal pipe culverts into the undersized pipe system on Johnson's Avenue. Drainage damage to the roadway occurs regularly.

This project will consist of eliminating the open ditches and undersized aging culverts and constructing a new storm system along Johnsons Avenue. Sections of aging water main will be replaced with new ductile iron piping and new service laterals provided for adjacent properties. Johnsons Avenue will be paved and new curb and gutter. In response to a public call for proposals, Anderson Engineering Consultants Ltd. provided a Consultant Fee request was received in the amount of \$61,100.00 HST Excluded.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Consultant Fee Proposal from Anderson Engineering Consultants Ltd. in the amount of \$61,100.00 (HST excluded), for consulting services related to Johnsons Avenue Storm Sewer Improvements.

Director of Community, Engineering, Development & Planning Approved - 15 Oct 2021

Executive Assistant Approved - 15 Oct 2021

City Manager

CONSULTANT FEE PROPOSAL

Project Name	Johnsons Avenue – Storm Sewer Improvements
Project Representative	Scott Remo
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 6, 2021

Consultant Fee Proposal

	Fee
<u>Project Scope of Work</u>	
Preliminary Engineering	2,800.00
Design and Contract Documents	12,600.00
Tendering and Contracts Award	3,700.00
Contract Administration	11,200.00
Project Completion Phase and Record Drawings	1,200.00
<u>Other Additional Services (at cost) - List Additional Required Services as required:</u>	
Service: Resident Inspection During Construction	26,600.00
Service: Project Expenses for Professional Services	0.00
Total Basic and Other Services Fees (excluding HST)	58,100.00
Additional Reimbursable Allowances per PCA	
Regulatory Permits	
Materials and Testing	3,000.00
Sub – Total (excluding HST)	61,100.00

CONSULTANT FEE PROPOSAL

Project Name	Johnsons Avenue – Storm Sewer Improvements
Project Representative	Scott Remo
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 6, 2021

Hourly Rates for this Project

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

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

Changes to the project team shall not be made without written approval from Department of Transportation and Infrastructure – Municipal Infrastructure

Professional	Rate	Assigned Team member
Senior Engineer	\$112.00	Walter J. Anderson, P.Eng.
Intermediate Engineer	\$112.00	Walter J. Anderson, P.Eng.
Junior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician	82.00	Rick Hancock, C.Tech.
Intermediate Technician	60.00	Doug Bungay, C.E.T.
Junior Technician		
Administrator	48.00	Melanie Smith
Other:		

Schedule

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

☒ We propose the following schedule:

As per the consultant fee request.

Addendum

☒ We acknowledge receipt of Select Number of Addendums addendums issued for this proposal. 1, 2, and 3

CONSULTANT FEE PROPOSAL

Project Name	Johnsons Avenue – Storm Sewer Improvements
Project Representative	Scott Remo
Firm	Anderson Engineering Consultants Ltd.
Date Submitted	October 6, 2021

Other Comments
There will be no project expenses for professional services charged for this project.

Consultant Representative

Walter J. Anderson, P.Eng.
Name



Signature

President
Title



Request for Decision (RFD)

Subject: Approval of Proposed Municipal Plan Amendment MP 21-01 and Development Regulations Amendment DR 21-01 – Text Amendments to the IMSP and DR to Change a Storage Limitation

To: Deon Rumbolt

Meeting: Regular Meeting - 18 Oct 2021

Department: Development and Planning

Staff Contact: Randa James, Supervisor of Planning

Topic Overview: The principal purpose of the Amendments are to allow Council to consider approval of an increase to the storage capacity limitation for 24 White Lakes Drive which is the location of the Superior Propane tank storage facility. This proposal requires text amendments to both the Integrated Municipal Sustainability Plan (IMSP) and Development Regulations (DR).

Attachments: [Corner Brook MPDR - MP 21-01 - Attachment A - Approve \(Registration\) w cover RJ](#)
[Corner Brook MPDR - DR 21-01 - Attachment B - Approve \(Registration\) w cover](#)

BACKGROUND INFORMATION:

The Applicants are proposing to add two additional Propane Storage Tanks at this site to increase their total site capacity to 621,000 liters or 164,000 USWG (United States Water Gallons) from the current limitation of 341,000 liters or 90,000 USWG.

The requested increase is the result of the Come By Chance Refinery closure where Superior Propane had previously acquired the majority of their supply. The replacement supply will be brought in by rail to Nova Scotia and trucked to Newfoundland on the Restricted Dangerous Goods Ferry making, Corner Brook, the logical place to increase storage capacity.

The property at 24 White Lakes Drive is zoned Light Industrial (LI) where Heavy Industry uses are Discretionary but subject to the above noted storage capacity limitation. The existing site can accommodate the increased storage and meet requirements. Service NL and Corner Brook Fire Services (CBFS) support the proposed change in storage capacity, even with such a large volume of propane, the overall hazard risk, with all the current safety measures and plans that they have in place, is considered to be low.

In order to improve the firefighting capacity, CBFD have asked that Superior Propane provide CBFD with a 1250gpm ground monitor equipped with 4 inch Storz Connection within 6 months of approval. CBFD will provide specifications. Superior Propane has agreed to provide this equipment as requested.

Aside from the storage capacity limitation found in the IMSP and DR, this proposal meets the requirements of the 2012 IMSP and DR. ServiceNL has issued a permit for the increase in capacity and Corner Brook Fire Services has indicated their support for the increase as well.

At a regular meeting of Council held on July 26, 2021 and pursuant to section 14 of the *Urban and Rural Planning Act, 2000* (henceforth the “Act”), Council resolved to proceed with public consultation for the above-noted proposed amendments to the Municipal Plan and Development Regulations. The amendments were posted on the City’s website, Twitter and Facebook page from July 27 to August 13, 2021. Members of the public were also invited to inspect the proposal at City Hall; however, staff received no inquiries on the submission. In accordance with section 15 of the Act, the Local Governance and Planning Division of the Department of Municipal Affairs and Environment issued their release of the proposed amendments on September 9, 2021.

At a regular meeting of Council held on September 13, 2021 and pursuant to sections 16, 17, 18, 19, and 21 of the Act, Council resolved to adopt to the proposed amendments; set a tentative public hearing for 7:00 p.m., October 12, 2021 in Council Chambers at City Hall; appoint a commissioner; and authorize staff to give statutory notice of adoption and tentative public hearing (including authorization to cancel the public hearing in the event no objections were received or no member of the public expressed intent to attend the public hearing). In accordance with subsection 21(1) of the Act, staff cancelled the public hearing and gave notice of cancellation via the City website and posted notices on October 12, 2021. In accordance with section 23 of the Act, Council must give final approval of the proposed amendments prior to submission to the provincial government for registration (subsection 24(1)) and giving notice of registration in the NL Gazette and the West Coast Wire (subsection 24(2)). The amendments are not in legal force and effect until notice of registration is issued.

PROPOSED RESOLUTION:

The Corner Brook City Council RESOLVES to:

1. Approve proposed amendment MP 21-01 to the City of Corner Brook’s Integrated Municipal Sustainability Plan 2012, being a text amendment to increase the storage limit on the existing Superior Propane storage site at 24 White Lakes Drive, Corner Brook only;
2. Approve proposed amendment DR 21-01 to the City of Corner Brook’s 2012 Development Regulations, being a text amendment to increase the storage limit on the existing Superior Propane storage site at 24 White Lakes Drive, Corner Brook only;
3. Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and
4. Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under (3).

ALTERNATIVE MOTIONS: The Corner Brook City Council RESOLVES to:

1. Refuse approval of the proposed amendments; or
2. Postpone approval of the proposed amendments, with direction given to staff to work further with the proponent in revising the development proposal before bringing the item back to Council. At the discretion of staff, and if the proposal is substantially amended, this may entail

re-conducting public consultation (section 14) and re-submitting the proposal to the provincial government for review/release (section 15).

FINANCIAL IMPACT:

Financial implications of approval include advertising notice of registration in the NL Gazette and the West Coast Wire within 10 days of being notified of registration by the provincial government. Costs for (1) NL Gazette publication and (2) newspaper publication (West Coast Wire)

Legal Review: No

RECOMMENDATION:

Staff recommends Approval.

ALTERNATIVE IMPLICATIONS:

Approval of the proposed amendments is the second and final affirmative decision of Council (the first being adoption) prior to submitting the documents to the provincial government for ministerial approval and registration. If Council is not supportive of the proposal as is, Council should not proceed with approval.

	Approved - 12 Oct 2021
Director of Community, Engineering, Development & Planning	Approved - 13 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

City Manager

Attachment A

**CITY OF CORNER BROOK
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012**

MUNICIPAL PLAN AMENDMENT No. MP 21-01

IMSP Text Amendment

October 2021

URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CITY of CORNER BROOK
INTEGRATED MUNICIPAL SUSTAINABILITY
PLAN 2012 AMENDMENT No. MP-21-01

Municipal Plan/Amendment	
<u>REGISTERED</u>	
Number	
Date	
Signature	

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted the Municipal Plan Amendment No. MP 21-01 on the 13th day of September, 2021, and
- b) gave notice of the adoption of the Municipal Plan Amendment MP 21-01 by Notice placed in the West Coast Wire on the 22nd day of September and the 6th of October, 2021 and on the City's Planning Notification page from September 20th to October 12, 2021. Posts were also placed on the City's Twitter and Facebook Pages and posted on the Notice Board at City Hall, and
- c) set the 12th day of October at 7:00 p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under the authority of Section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the 2012 Municipal Plan Amendment No. MP 21-01 as adopted.

SIGNED AND SEALED this ----- day of -----, 2021

Mayor: _____

(Council Seal)

Clerk: _____

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Municipal Plan Amendment No. MP 21-01 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____

(MCIP Seal)

CITY of CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. MP 21-01

BACKGROUND

The City Council of Corner Brook wishes to amend its Integrated Municipal Sustainability Plan. The Planning Department has received an application for an increase to the storage capacity limitation for 24 White Lakes Drive, within the Burnt Lake Industrial Park, which is the location of the Superior Propane tank storage facility. This proposal requires text amendments to both the Integrated Municipal Sustainability Plan (IMSP) and Development Regulations. (See associated Development Regulations Amendment DR 21-01).

The Applicants are proposing to add two additional Propane Storage Tanks at this site to increase their total site capacity to 621,000 litres or 164,000 USWG (United States Water Gallons) from the current limitation of 341,000 litres or 90,000 USWG. The property at 24 White Lakes Drive is zoned Light Industrial (LI) where Heavy Industry uses are Discretionary but subject to the above noted storage capacity limitation. The existing site can accommodate the increase in storage and meet requirements. Service NL and Corner Brook Fire Services support the proposed change in storage capacity.

The requested increase is the result of the Come By Chance Refinery closure where Superior Propane had previously acquired the majority of their supply. The replacement supply will be brought in by rail to Nova Scotia and trucked to Newfoundland on the Restricted Dangerous Goods Ferry making the closest site, Corner Brook, the logical place to increase storage capacity.

The precise wording of this amendment is set out below.

PUBLIC CONSULTATION

The City gave notice of the adoption of the Municipal Plan Amendment MP 21-01 by Notice placed in the West Coast Wire on the 22nd day of September and the 6th of October, 2021 and on the City's Planning Notification page from September 20th to October 12, 2021. Posts were also placed on the City's Twitter and Facebook Pages and posted on the Notice Board at City Hall. No concerns or objections were raised during the public consultation stage of the proposed amendment.

AMENDMENT No. MP 21-01

1. Section 4.5 Industrial Policies of the 2012 Integrated Municipal Sustainability Plan is amended by deleting item 4.5.3 Policies, 26(a) Hazardous Industrial Areas and replacing it with the following policy statement;

26 (a) The bulk storage of hazardous materials on each lot is to be determined and found acceptable by the Authority, in consultation with Service NL.

Attachment B

**CITY OF CORNER BROOK
2012 DEVELOPMENT REGULATIONS**

DEVELOPMENT REGULATIONS AMENDMENT No. DR 21-01

DR Text Amendment

October 2021

URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CITY of CORNER BROOK
2012 DEVELOPMENT REGULATIONS
AMENDMENT No. DR 21-01

Municipal Plan/Amendment	
<u>REGISTERED</u>	
Number _____	
Date _____	
Signature _____	

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted the Development Regulations Amendment No. DR 21-01 on the 13th day of September, 2021, and
- b) gave notice of the adoption of the Development Regulations Amendment DR 21-01 by Notice placed in the West Coast Wire on the 22nd day of September and the 6th of October, 2021 and on the City's Planning Notification page from September 20th to October 12, 2021. Posts were also placed on the City's Twitter and Facebook Pages and posted on the Notice Board at City Hall, and
- c) set the 12th day of October at 7:00 p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under the authority of Section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the 2012 Development Regulation Amendment No. DR 21-01 as adopted.

Mayor: _____

(Council Seal)

Clerk: _____

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Development Regulations Amendment No 21-01 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____

(MCIP Seal)

CITY of CORNER BROOK
2012 DEVELOPMENT REGULATIONS AMENDMENT No. DR 21-01

BACKGROUND

The Development Regulations amendment is to implement Municipal Plan Amendment MP 21-01. The Planning Department has received an application for an increase to the storage capacity limitation for 24 White Lakes Drive, within the Burnt Lake Industrial Park, which is the location of the Superior Propane tank storage facility. This proposal requires text amendments to both the Integrated Municipal Sustainability Plan (IMSP) and Development Regulations. (See associated IMSP Amendment MP 21-01).

The Applicants are proposing to add two additional Propane Storage Tanks at this site to increase their total site capacity to 621,000 litres or 164,000 USWG (United States Water Gallons) from the current limitation of 341,000 litres or 90,000 USWG. The property at 24 White Lakes Drive is zoned Light Industrial (LI) where Heavy Industry uses are Discretionary but subject to the above noted storage capacity limitation. The existing site can accommodate the increase in storage and meet requirements. Service NL and Corner Brook Fire Services support the proposed change in storage capacity.

The precise wording of this amendment is set out below.

PUBLIC CONSULTATION

The City gave notice of the adoption of the Municipal Plan Amendment MP 21-01 by Notice placed in the West Coast Wire on the 22nd day of September and the 6th of October, 2021 and on the City's Planning Notification page from September 20th to October 12, 2021. Posts were also placed on the City's Twitter and Facebook Pages and posted on the Notice Board at City Hall. No concerns or objections were raised during the public consultation stage of the proposed amendment.

2012 DEVELOPMENT REGULATIONS AMENDMENTS No. DR 21-01

1. Section 149.6 Preamble of the Development Regulations shall be deleted and replaced by the following:
 6. Hazardous Industry

The uses permitted in this class are limited to the bulk storage of flammable and hazardous liquids and substances and the total volume of storage on each lot shall be determined by the Authority, in consultation with ServiceNL.
2. Section 149.6(b) of the Development Regulations shall be deleted and replaced by the following:
 - (b) Separation distances shall be appropriate to maintain public safety, fire safety and landscape separation for the protection of the amenity of the surrounding uses.



Request for Decision (RFD)

Subject: 71 Humber Road / Discretionary Use (Apartment Building)

To: Deon Rumbolt
Meeting: Regular Meeting - 18 Oct 2021
Department: Development and Planning
Staff Contact: Darryl Skinner, Development Skinner
Topic Overview: The City of Corner Brook has received an application requesting permission to convert the main floor of the existing building at 71 Humber Road, Corner Brook, NL. into a 5 to 8 unit apartment building.. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.
Attachments: [Attachment #2](#)
[Attachment #3](#)
[71 Humber Road \(memo\)](#)

BACKGROUND INFORMATION:

The application was advertised via the Western Star, City of Corner Brook Web Site and Notice to Occupant letters to residents in the neighborhood. The city did not receive any objections for 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 apartment building at 71 Humber Road, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the proposed application staff does not feel that the proposed apartment building at 71 Humber Road will have a negative impact on the neighborhood. Therefore it is recommended that Council approve the application for the proposed use "Apartment Building" at 71 Humber Road, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approved the application for the proposed Apartment Building at 71 Humber Road as recommended.
2. That the Council of the City of Corner Brook not approved the application for the proposed Apartment Building at 71 Humber Road.

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

	Approved - 14 Oct 2021
Director of Community, Engineering, Development & Planning	Approved - 14 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

City Manager

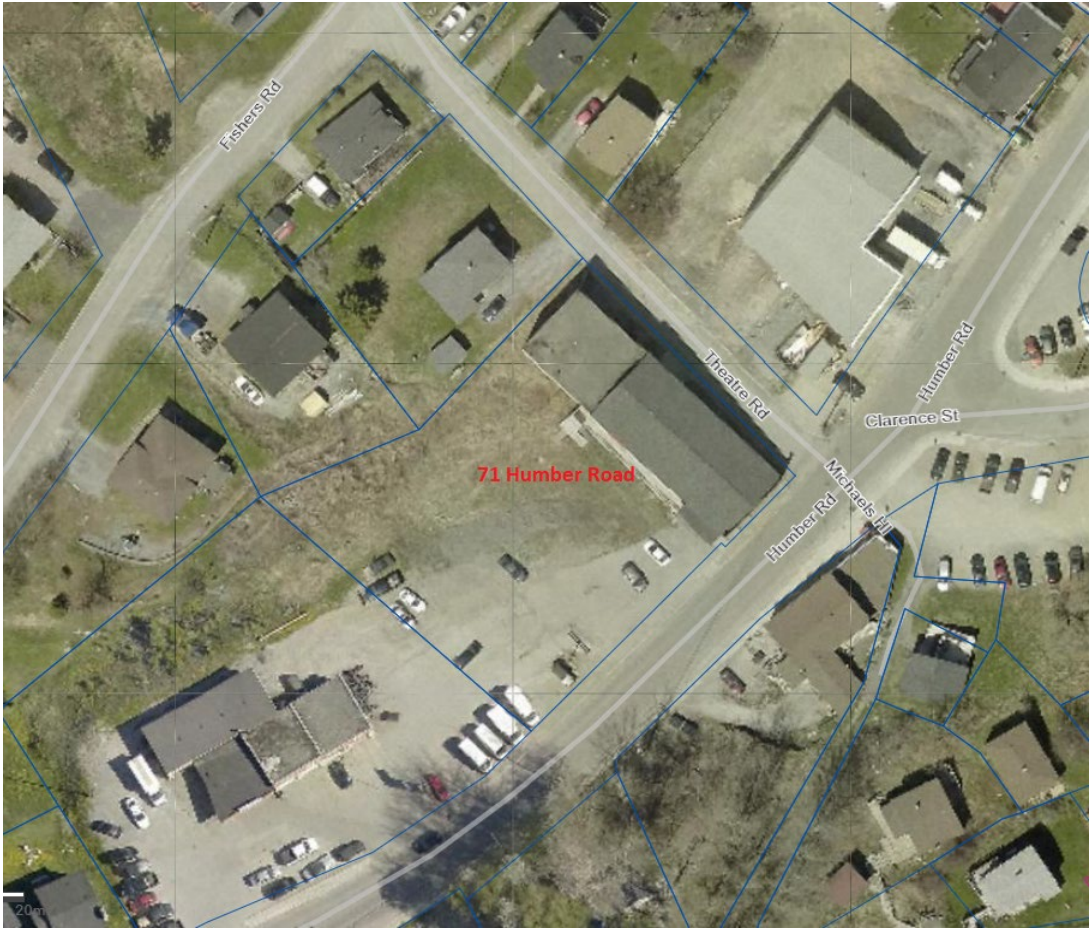
Attachment #2

71 Humber Road



Attachment #3

71 Humber Road



Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: October 13, 2021

Re: Discretionary Use (Apartment Building) / 71 Humber Road

The City of Corner Brook has received an application regarding the existing building located at 71 Humber Road, Corner Brook, NL. The applicant is requesting permission to convert a portion of the building into a five (5) to eight (8) unit apartment building. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a **“Discretionary Use”** of the City of Corner Brook’s Development Regulations.

The application was advertised to the public by means of the Western Star, City of Corner Brook’s Website and “Notice to Occupant” letters was sent to residents in the neighborhood. The city did not receive any objections and one phone call of support for the proposed development.

After reviewing the proposed application and staff does not feel a five (5) to eight (8) unit Apartment Building at this location would have a negative impact on the neighborhood. Therefore it is recommended that Council approve the application for the proposed use, “Apartment Building” at 71 Humber Road, Corner Brook, NL.

Sincerely,

Darryl Skinner
Development Inspector III

Attachments: 1. Attachment #1 (RFD)
2. Attachment #2 (Photo of building)
3. Attachment #3 (Aerial photo of area)

71 Humber Road

Proposed Apartment Building



Request for Decision (RFD)

Subject: Crown Land Application - Route 440 - North Shore Highway

To: Deon Rumbolt
Meeting: Regular Meeting - 18 Oct 2021
Department: Development and Planning
Staff Contact: James King,
Topic Overview:
Attachments: [North Shore Highway Application](#)
[North Shore Highway Map Crown Land](#)
[North Shore Highway Map](#)
[memo to Deon-Crown Land - Route 440](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate an animal use and an agricultural use (housing laying hens as well as growing root crops) on Crown Land which is along Route 440 - North Shore Highway. The requested land is located in a Rural Zone where an agriculture classification of use is a "Permitted Use" and an animal classification of use (which permits laying hens) is a "Discretionary Use" of the City of Corner Brook Development Regulations.

PROPOSED RESOLUTION:

It is **RESOLVED**, to approve the application to occupy crown land for the purpose of operating an agricultural use on land as requested along Route 440 - North Shore Highway subject to the applicant complying with the City of Corner Brook Development Regulations, the setback and access off of Route 440 being approved by the government of Newfoundland and Labrador and washroom facilities being provided onsite.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Act
 City of Corner Brook Crown Land Acquisition Policy, 02-07-09
 11

RECOMMENDATION:

This application was referred to various City departments and their comments taken into consideration. After review of the application and referral comments, the Development & Planning Department is recommending that approval be granted for the operation of an agricultural use on land as requested along Route 440 - North Shore Highway subject to the applicant complying with the City of Corner Brook Development Regulations,

the setback and access off of Route 440 being approved by the government of Newfoundland and Labrador and washroom facilities being provided onsite.

ALTERNATIVE IMPLICATIONS:

That Council approve the application to operate an agricultural use (housing laying hens as well as growing root crops) on Crown Land which is along Route 440 - North Shore Highway in accordance with Regulation 11 - Discretionary Powers of Authority and the City of Corner Brook Crown Land Acquisition Policy.

That Council not approve the application to operate an agricultural use (housing laying hens as well as growing root crops) on Crown Land which is along Route 440 - North Shore Highway in accordance with Regulation 11 - Discretionary Powers of Authority and the City of Corner Brook Crown Land Acquisition Policy.

That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 14 Oct 2021
Director of Community, Engineering, Development & Planning	Approved - 14 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

City Manager

King, James

From:

Sent:

To:

Cc:

Subject:

From: ONLINE PERMIT SUBMISSION [mailto:noreply@cornerbrook.com]

Sent: June 23, 2021 10:52 AM

To: Rumbolt, Deon

Subject: Online Permit Submission

Date
06/23/2021
Owner Name
[REDACTED]
Phone Number
[REDACTED]
Email
[REDACTED]
Owner / Applicant Address
[REDACTED]
Property Address
North Shore Highway Route 440 Corner Brook, Newfoundland and Labrador A2H 4A1 Canada Map It
Builder Address
Newfoundland and Labrador Canada Map It
Building Type (Please check appropriate box)
<ul style="list-style-type: none"> <input checked="" type="radio"/> BUSINESS/SERVICE
Construction Type (Please check appropriate box)
<ul style="list-style-type: none"> <input checked="" type="radio"/> ERECT (NEW)
Development Type (Please check appropriate box)

- NEW BUSINESS

Description of Work

Obtain Crown Land for Agriculture purposes. Buildings will be constructed at a later date.

Estimated Construction Value (MATERIALS & LABOUR)

\$ 0.00 CAD

DECLARATION

☒ I agree to terms in the declaration

DECLARATION:

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

NOTE:

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

Upload an attachment

- [5-Year-Farm-Plan.pdf](#)

Consent

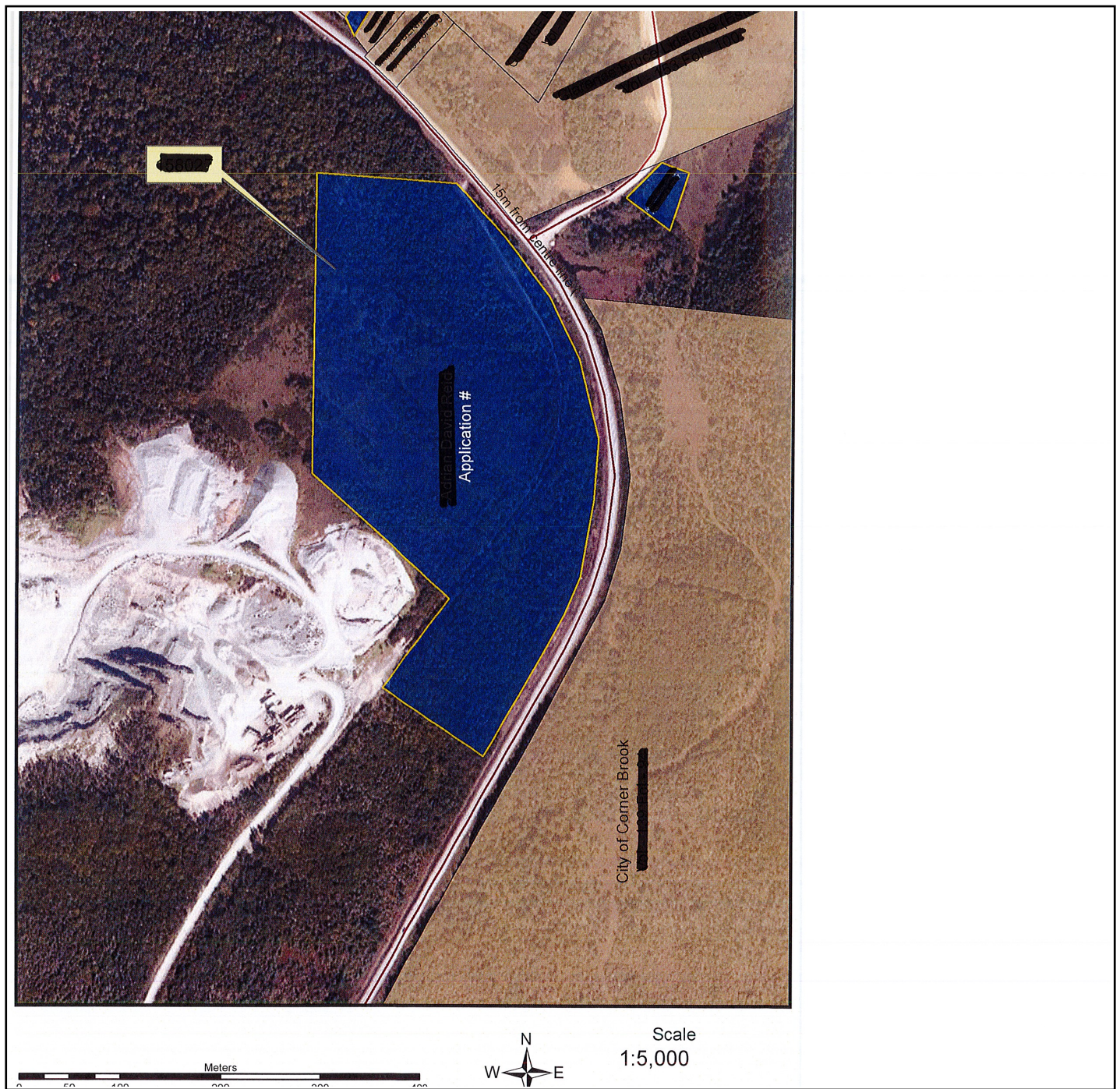
☒ I agree to the privacy policy stated below.

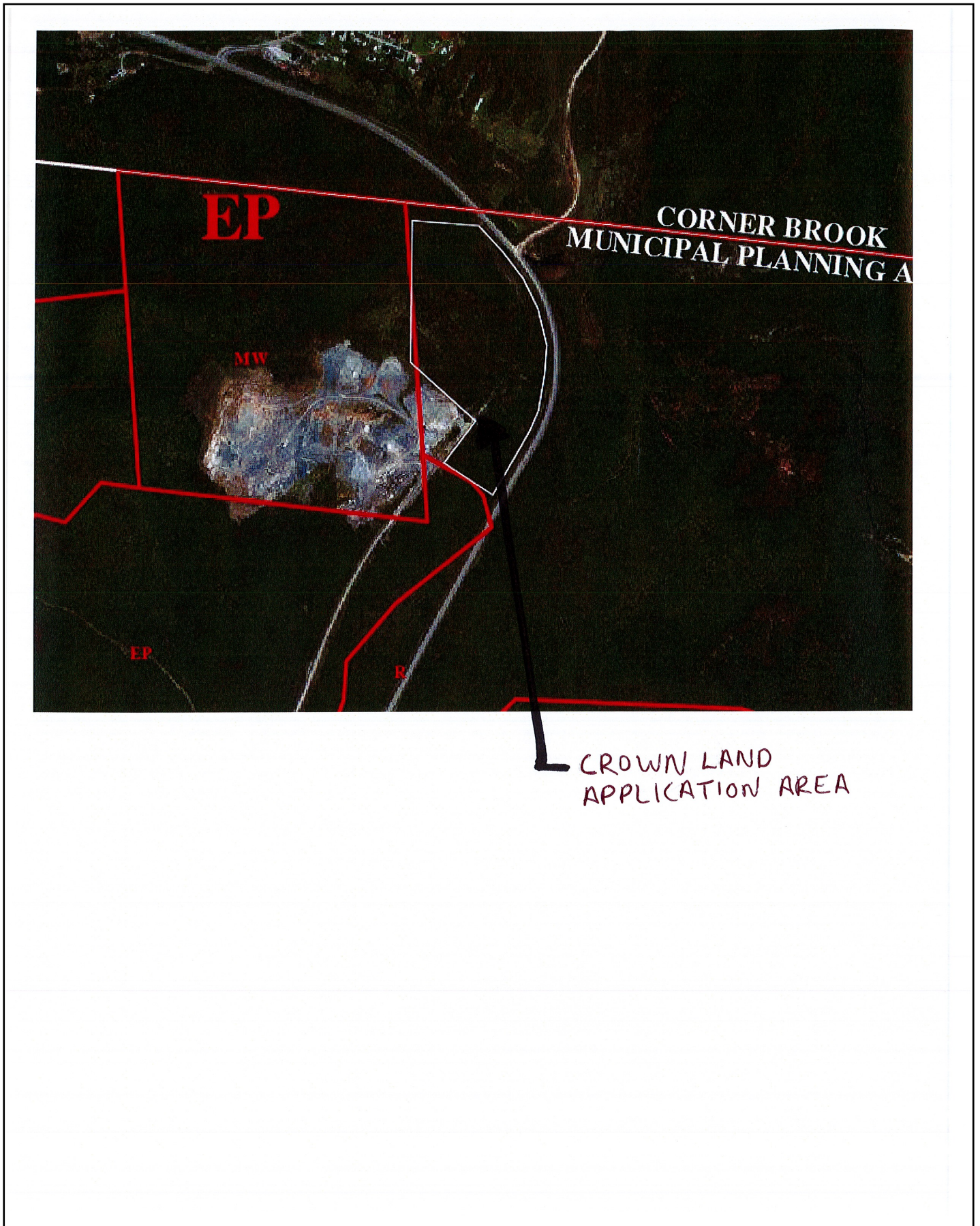
The City of Corner Brook uses this web form to collect your information in order to better administer programs and services that citizens use and rely on. The City of Corner Brook committed to protecting the privacy of individuals who chose to utilize these services.

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

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

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interoffice
MEMORANDUM

To: MANAGER OF DEVELOPMENT & PLANNING
From: DEVELOPMENT INSPECTOR I
Subject: **Crown Land Application – Route 440 – North Shore Highway**
Date: October 14, 2021

The City of Corner Brook has received an application for crown land off of Route 440 – North Shore Highway

The applicant is requesting to obtain a portion of crown land as outlined on the attached drawing for the purpose of utilizing the land for animal and agricultural use (housing laying hens and growing root crops). The requested land is located in a Rural Zone where an agriculture classification of use is a "Permitted Use" and an animal classification of use (which permits laying hens) is a "Discretionary Use" of the City of Corner Brook Development Regulations.

During the referral process to internal City departments (Planning Dept., Fire Dept., Engineering Dept. & Land Management Dept.), a number of valid concerns were brought forth. One main concern was that the setback of the operation as well as any access to the property be approved by the province of Newfoundland and Labrador. Also, another concern was that washroom facilities are provided onsite for any workers. Finally, it was also mentioned that there may be an ATV path being constructed in the area in the future. While this is pertinent information, one would think that the provincial Crown Land Dept. would be involved in any approval of that use or any conflict with the current agricultural application and those matters would be addressed at that level. Other than these items, there were no other concerns.

In light of the above, it is recommended that Council approve the application for the above noted request subject to the applicant complying with the City of Corner Brook Development Regulations, the setback and access off of Route 440 being approved by the government of Newfoundland and Labrador and washroom facilities being provided onsite. If approved, the approval would not absolve

the applicant from its obligations to comply with all by-laws, codes and regulations or of the obligation to apply for building and all required permits in carrying out any work associated with the development.

Signed: _____

James
King, CET, CPT



Request for Decision (RFD)

Subject: 2 Windsor Street / Discretionary Use (Apartment Building)

To: Deon Rumbolt
Meeting: Regular Meeting - 18 Oct 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 of 2 Windsor Street, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.
Attachments: [Attachment #2](#)
[Attachment #3](#)
[2 Windsor Street \(memo\)](#)

BACKGROUND INFORMATION:

The application was advertised via the Western Star, City of Corner Brook Web Site and Notice to Occupant letters to residents in the neighborhood. The city did not receive any objections and one phone call of support for 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 apartment building at 2 Windsor Street, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the proposed application staff does not feel that the proposed apartment building at 2 Windsor Street will have a negative impact on the neighborhood. Therefore it is recommended that Council approve the application for the proposed use "Apartment Building" at 2 Windsor Street, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approved the application for the proposed Apartment Building at 2 Windsor Street as recommended.
2. That the Council of the City of Corner Brook not approved the application for the proposed Apartment Building at 2 Windsor Street.
3. That the Council of the City of Corner Brook to give other direction to Staff.

	Approved - 14 Oct 2021
Director of Community, Engineering, Development & Planning	Approved - 14 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

City Manager

Attachment #2

2 Windsor Street



Attachment #3

2 Windsor Street



Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: October 13, 2021

Re: Discretionary Use (Apartment Building) / 2 Windsor Street

The City of Corner Brook has received an application from the property owner of 2 Windsor Street, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

The application was advertised to the public by means of the Western Star, City of Corner Brook's Website and "Notice to Occupant" letters was sent to residents in the neighborhood. The city did not receive any objections and one phone call of support for the proposed development.

After reviewing the proposed application and staff does not feel a three (3) unit Apartment Building at this location would have a negative impact on the neighborhood. Therefore it is recommended that Council approve the application for the proposed use, "Apartment Building" at 2 Windsor Street, Corner Brook, NL.

Sincerely,

Darryl Skinner
Development Inspector III

Attachments: 1. Attachment #1 (RFD)
2. Attachment #2 (Photo of building)
3. Attachment #3 (Aerial photo of area)

2 Windsor Street

Proposed Apartment Building

Attachment #2

2 Windsor Street

Attachment #3

2 Windsor Street

Community Services Department

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: October 13, 2021


Re: Discretionary Use (Apartment Building) / 2 Windsor Street

The City of Corner Brook has received an application from the property owner of 2 Windsor Street, Corner Brook, NL. The property owner is requesting permission to add a third residential unit which would change the use of the building to a three (3) unit apartment building. The building is located in the General Commercial Zone where the proposed use, (Apartment Building) is considered a “Discretionary Use” of the City of Corner Brook’s Development Regulations.

The application was advertised to the public by means of the Western Star, City of Corner Brook’s Website and “Notice to Occupant” letters was sent to residents in the neighborhood. The city did not receive any objections and one phone call of support for the proposed development.

After reviewing the proposed application and staff does not feel a three (3) unit Apartment Building at this location would have a negative impact on the neighborhood. Therefore it is recommended that Council approve the application for the proposed use, “Apartment Building” at 2 Windsor Street, Corner Brook, NL.

Sincerely,


Darryl Skinner
Development Inspector III

Attachments: 1. Attachment #1 (RFD)
2. Attachment #2 (Photo of building)
3. Attachment #3 (Aerial photo of area)



Request for Decision (RFD)

Subject: Revised Capital Investment Plan - Gas Tax Agreement

To: Rodney Cumby
Meeting: Regular Meeting - 18 Oct 2021
Department: Finance and Administration
Staff Contact: Dale Park, Director of Finance & Administration
Topic Overview: The City's Capital Investment Plan (CIP) requires an update for the new 2021 allocation.
Attachments: [2019-2024 revised ultimate Recipient Gas Tax Amendment letter August 2021](#)
[CIP application gas tax 2019-2024 revised Oct 2021](#)

BACKGROUND INFORMATION:

The Federal Government provides funding to municipalities under the Federal Gas Tax Fund on a 5 year basis. The current 5 year program is from 2019-2024. In August the City was advised of an additional one time top-up to the fund in the amount of \$839,340. In order to receive and utilize these funds the City is required to submit a Capital Investment Plan (CIP) that outlines how the City will utilize these funds. A revised CIP is required to be updated based on the new allocation of \$839,340 being approved in August 2021. The City has been using funds received for its annual road paving program and it is proposed to continue this with the incremental funding.

PROPOSED RESOLUTION:

It is RESOLVED to approve the revised 2019-2024 Capital Investment Plan in the amount of \$6,135,329 as attached.

FINANCIAL IMPACT:

The incremental funding of \$839,340 allows for a larger investment in road improvements.

RECOMMENDATION:

Staff recommend approval of this CIP.

Director of Finance & Administration	Approved - 13 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

 City Manager



Government of Newfoundland and Labrador
Department of Municipal and Provincial Affairs

AUG 06 2021

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

Dear Mayor:

Ultimate Recipient Gas Tax Amendment

As announced in the recent 2021 Federal Budget I am pleased to inform you of an increase in the funding for the Federal-Provincial Administrative Agreement on the Federal Gas Tax Fund for 2019-2024.

Please be advised that this Amendment letter rescinds and replaces the original letter sent in June 2019.

We invite you to review the below allocations for 2019-2024. Please note, the allocation formula for the Amendment uses the same base plus per capita formula as before however the allocations are based on the updated 2016 census population data. Also, these allocations do not include any unused Gas Tax funds that you may be carrying forward from previous agreements.

The Top-up Allocation amount of \$839,340.00 is included in the 2021-2022 Allocation below.

Distribution of Gas Tax with Base Allocation + Per Capita					
2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Total
\$1,786,021	\$839,340.00	\$1,716,832	\$877,492.00	\$915,644.00	\$6,135,329.00

We ask that you sign the letter below in the space indicated and return it, along with a Resolution of Council accepting the funding to the Gas Tax Secretariat, Department of Municipal and Provincial Affairs by **September 30, 2021**. If the town chooses not to avail of this Gas Tax funding, please return the letter unsigned with a Resolution of Council indicating the refusal of Gas Tax funds.

The Gas Tax Secretariat must be in receipt of your signed letter and the supporting Resolution of Council before application approval can be considered.

Please note that all funding is subject to the availability of provincial budgetary appropriations for the fiscal year in which a payment is to be made.

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 ☎ 1 877 729 4393 📠 709 729 3605 E-Mail: gastax@gov.nl.ca

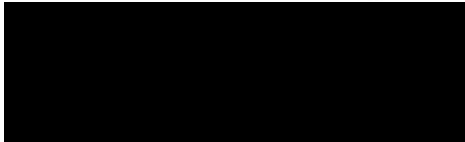


Government of Newfoundland and Labrador
Department of Municipal and Provincial Affairs

Should you have any questions or concerns regarding this, please contact the Gas Tax Secretariat at 1-877-729-4393 or by email: gastax@gov.nl.ca.

The Department of Municipal and Provincial Affairs is committed to working with gas tax recipients to fulfill the economic goals of the Gas Tax Program by supporting long term planning and municipal infrastructure in Newfoundland and Labrador. We look forward to receiving your signed letter and completed applications.

Sincerely,



HON. KRISTA LYNN HOWELL, MHA
Minister

Date: AUG 06 2021

In Right of the Ultimate Recipient of: _____
As Represented by the Mayor (or Angajukkak)

Date: _____

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 ☎ 1 877 729 4393 📠 709 729 3605 E-Mail: gastax@gov.nl.ca

CAPITAL INVESTMENT PLAN APPLICATION

- A electronic copy of this template is available at: <http://www.mae.gov.nl.ca/for/eta.html>

Contact Information:

Name of Municipality/Inuit Community Government: City of Corner Brook

Contact Name: Dale Park

Phone: 709-637-1563

Is this a Revised Project: Yes **X**
No

If yes, please indicate Project Number: 60-2019-6743

Identification of Proposed Project:

Project Title: Road and Asphalt Improvements

Eligible Project Category:

Tick **one** of the appropriate categories

X Local Roads and Bridges

☐ **Highways**

☐ **Short-sea Shipping**

☐ **Short-line rail**

☐ **Brownfield Redevelopment**

☐ **Broadband Connectivity**

☐ **Public Transit**

☐ **Cultural Infrastructure**

☐ **Tourism Infrastructure**

☐ **Drinking Water**

☐ **Wastewater**

☐ **Solid Waste**

☐ **Community Energy Systems**

☐ **Sport Infrastructure**

☐ **Recreational Infrastructure**

☐ **Disaster Mitigation**

☐ **Capacity Building**

1) Description of the proposed project, including the project location.

(If other municipalities are involved in this project, please indicate the names of the municipalities. Provide the specific location (street name) of the project and a site map or plan, if available)

The City of Corner Brook is proposing to use the full gas tax allocation for 2019-2024 for Road and Asphalt Improvements. The City utilizing Paver pavement management system to identify the priority areas each year for its asphalt program. The specific locations cannot be identified at this time. The cost estimates for each section of road to be improved would be available each year once the tender for the work is awarded. The amended amount is an additional \$839,340 from the incremental allocation approved in 2021.

2) Proposed Project Financing

(A) Gas Tax Funding	(B) Municipal Funding	(C) Provincial Funding	(D) Other Federal Funding	(E) Other Funding	(A)+(B)+(C)+(D) +(E) Total Estimated Project Cost
\$6,135,329.00					\$6,135,329.00

- Does this project require signage, as per the Infrastructure Project sign Design and Installation Guidelines (<http://www.mae.gov.nl.ca/for/gta.html>.)

Yes

☒

No

☐

If yes, please ensure the cost is included in the Total Estimated Project Cost and a quote is attached.

- Will this project receive (or has the project received) funding from other provincial/federal programs? Y N

- If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:

The City is also anticipating completing other asphalt and paving programs separate from the Gas Tax allocation, however they would be funded separately under MYC or other approved funding programs.

- What is the estimated starting date of the proposed project? June 2019
 ➤ What is the estimated completion date of the proposed project? November 2024

3) How will this project provide a beneficial impact on your community?

The improvements in the City paving and road infrastructure will result in more efficient transportation routes and lowering of greenhouse gases.

- 4) Does this project relate to infrastructure owned by the municipality/ICG? Y N
 If no, who owns the infrastructure? _____

REMINDER: Attach the cost estimate and resolution of council for your proposed project.

Submit completed application to:

Gas Tax Secretariat
 Department of Municipal Affairs and Environment
 Confederation Building, West Block
 P.O. Box 8700
 St. John's, NL
 A1B 4J6

Facsimile: (709) 729-3605
 E-mail: gastax@gov.nl.ca

Questions:
Please call 1-877-729-4393 or E-mail: gastax@gov.nl.ca



Information Report (IR)

Subject: Civic Centre Covid Passport Update

To: Rodney Cumby

Meeting: Regular Meeting - 18 Oct 2021

Department: Recreation

Staff Contact: Dale Park, Director of Finance & Administration

Topic Overview:

BACKGROUND INFORMATION:

The provincial government announced a Covid Passport program will come into effect on October 22, 2021. The program requires individuals over the age of 12 to provide proof of vaccination prior to gaining access to a venue for non-essential services and for recreational activities.

The vaccine passport is a certified record of vaccination. Residents of the province who are fully vaccinated or have a medical exemption will have access to their covid vaccine record. This will likely take the form of QR code downloaded from the NLVaxPass app for presentation to a business or venue. Residents will also have the option to request a printed vaccination card via mail or print a copy from the website(s) gov.nl.ca/covid-19/online-vaccination-records/ or via logging into their my.gov.nl.ca/login or by calling 1-833-951-3859.

In compliance with the program, the Civic Centre will require all customers, suppliers and contractors to provide proof of vaccination. As well, they will be asked for identification to verify that they are the holder of their Covid-19 vaccination record. Photo ID will be required for people aged 19 and older. A notable exception for recreation facilities is that persons 18 years and younger are not required to provide proof of vaccination to gain access to recreation facilities nor to participate in recreational activities. There are also a number of nuances within the program's guidelines that may apply to the wide range of activity at the Centre and will be implemented as required to each particular event. There will be a Soft launch of the program and subsequent requirements starting on Tuesday, Oct 19th. This will provide the staff an opportunity to trouble shoot any issues that may arise from the program while also having the opportunity to provide assistance and education to users of the facility about the new program.

There are three primary entrances to the Civic Centre (Studio, Kinsmen and Main) and they will remain open but only as required for operations. The Studio and Kinsmen entrances will be open while activity is scheduled with some exceptions (i.e., regular morning users that have been pre-approved and verified to possess the necessary documentation to meet requirements of the program. This entails a separate process). The Main Entrance will only be open Monday to Sunday 10:00am to 2:00pm while the Walking Track is open to the general public; and as required to host meetings,

events and conferences. Users, suppliers or others may call the office and request access Monday to Friday 9:00am to 5:00pm.

Note: An extension of Walking Track hours will come into effect on October 22nd. Evening hours will be added as the weather deteriorates and days get shorter. The track will be open Monday to Thursday from 5:00 – 9:00pm and Fridays 5:00-8:00pm when other programming does not interfere. Access for evening walking will be through the Kinsmen entrance only.

Director of Finance & Administration	Approved - 15 Oct 2021
Executive Assistant	Approved - 15 Oct 2021

City Manager



Request for Decision (RFD)

Subject: Committee Appointment 2021-2022

To: Rodney Cumby

Meeting: Regular Meeting - 18 Oct 2021

Department: City Manager

Staff Contact: Jessica Smith, Legislative Assistant

Topic Overview: The 2021-2022 Committee Appointments are scheduled for annual review and the appointments are required to be approved by Council.

BACKGROUND INFORMATION:

In accordance with Section 42 of the City of Corner Brook Act, Council has the authority to appoint standing or special committees that it considers desirable to serve in an advisory and consultative role to Council. These Committees makes recommendations to Council; however, they do not have decision making authority. Membership on Council Committees are reviewed annually and all appointments require Council approval.

There will be a Committee of the Whole meeting scheduled once a month and for the purpose of maintaining the proficiency of these meetings, items are to be brought forward by Councillors who will be designated leads on individual topics. The Council leads will be required to meet with the Mayor, City Manager and the appropriate Director to determine which items should be brought forward on a monthly basis.

PROPOSED RESOLUTION:

It is **RESOLVED** pursuant to the power vested in it in accordance with Section 42 of the City of Corner Brook Act to approve the appointments for the 2021-2022 Committee as presented below:

Topic Leads:

- Councillor Gill: Engineering, Development and Planning (e.g. Capital Projects, Integrated Municipal Sustainability Plan, Permits)
- Councillor Griffin: Public Safety (e.g. Fire services, Enforcement, 911)
- Councillor Granter: Public Works, Water and Wastewater
- Councillor Keeping: Community Services (e.g. Tourism, Economic Development and Sustainability)
- Deputy Mayor Chaisson: Recreation and Active Living (e.g. Civic Centre, Parks, Accessibility)

Standing Committee

- Councillor Pender: Chair, Finance and Administration

Community Advisory Committees

- Deputy Mayor Chaisson and Councillor Granter: Accessibility and Inclusive Community Committee
- Councillor Gill and Councillor Keeping: Community Partners Committee
- Deputy Mayor Chaisson: Youth Advisory Committee

Special Committees

- Councillor Pender: Regional Aquatic Centre Governance Committee Outside Appointments
- Councillor Gill and Deputy Mayor Chaisson: Western Regional Waste Management
- Councillor Granter: Rotary Arts Centre
- Mayor Parsons: Corner Brook Port Corporation (continuing)
- Councillor Griffin: Deer Lake Airport Authority (continuing)

GOVERNANCE IMPLICATIONS:

Legislation

City of Corner Brook Act

42

Executive Assistant

Approved - 15 Oct 2021

City Manager