



## 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 **July 15, 2024** at **5 p.m. City Hall Council Chambers**.

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CITY CLERK

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**1 CALL MEETING TO ORDER**

3 1.1 Land Acknowledgement

**2 APPROVALS**

2.1 Approval of Agenda

5 - 14 2.2 Approval of Minutes- Committee of the Whole June 24, 2024

**3 BUSINESS ARISING FROM MINUTES**

3.1 Business Arising From Minutes

**4 REPORTS**

15 4.1 Lewin Parkway and Massey Drive On-Ramp Construction

17 4.2 Recreation Centre Update

**5 CONTRACTS**

19 - 35 5.1 Collection of Garbage and Refuse Contract: 2024-14

**6 CAPITAL WORKS**

37 - 44 6.1 Mount Bernard Avenue Reconstruction - Change Order No. 19

**7 RECREATION SERVICES**

45 - 53 7.1 RFP - Corner Brook Regional Recreation Centre Fitness Equipment Supplier

**8 PLANNING AND DEVELOPMENT**

55 - 59 8.1 9 Highland Avenue (3 Unit Apartment Building - Discretionary Use)

61 - 64	8.2	Crown Land Application - North Side of Humber River Across From Steady Brook
65 - 68	8.3	Rescind Stop Work Order 2022-04 - Failure to Develop in Accordance with Subdivision Drawings
	<b>9</b>	<b>REGULATION/POLICY</b>
69 - 71	9.1	Notice of Motion--Recreational Vehicle Regulations 2022
73 - 79	9.2	Flag Protocol and Proclamations- Policy 13-02-07
81 - 139	9.3	Traffic Calming Policy
	<b>10</b>	<b>ADJOURNMENT</b>
		The meeting adjourned at

## Land Acknowledgement

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



**MINUTES OF A COMMITTEE OF THE WHOLE OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 24 JUNE, 2024 AT 7:00 PM**

**PRESENT:**

Mayor	J. Parsons	
Deputy Mayor	L. Chaisson	D. Charters, Acting City Manager and Director of Community Engineering Development and Planning
Councillors:	P. Gill	T. Flynn, Director of Protective Services
	V. Granter	S. Maistry, Director of Finance and Administration
	B. Griffin	P. Robinson, Director of Recreation Services
	P. Keeping	J. Smith, City Clerk
	C. Pender	Jarvis Baines, Sergeant-At-Arms

Absent with regrets: Councillor V. Granter

**COW24-53 Land Acknowledgement**

Councillor P. Gill read the Land Acknowledgement.

**COW24-54 Approval of Agenda**

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

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** to amend the agenda to add item 3.2 Stephenville Synergy Session Update. **MOTION CARRIED.**

**COW24-55 Approval of Minutes- Regular Meeting June 10, 2024**

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the minutes of the Regular Meeting of June 10, 2024. **MOTION CARRIED.**

**COW24-56 Business Arising From Minutes**

The following items were brought forward as business arising from the minutes:

- Councillor C. Pender requested an update on minute #24-82 regarding maintenance of the Great Trail. The Director of Engineering, Development and Planning stated that there have been discussions with a possible proponent however there is no update available at this time. He advised he will bring an update back to Council for the next meeting;
- Deputy Mayor L. Chaisson requested an update on minute #24-82 regarding process for prioritizing sidewalk and curb walk. The Director of Public Works, Water and Wastewater advised that a majority of the work comes from complaints and are prioritized based on the degree in which they are damaged and any potential safety

concerns. If there is any remaining budget, work will be done on other identified areas.

**COW24-57 Stephenville Synergy Session Update**

Councillor P. Gill provided an update from a recent session on possible business activity in Stephenville including business related to salt mining.

**Councillor C. Pender declared that he was in a conflict of interest by nature of his employment.**

**On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is RESOLVED that Councillor C. Pender is in a conflict of interest with regards to item 3.2. MOTION CARRIED. [Mayor J. Parsons and Councillor B. Griffin voted against the motion].**

**Councillor C. Pender entered the gallery and did not engage in discussion or debate on this item.**

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** for staff to further investigate potential opportunities and make contact with the various stakeholders to keep the lines of communication open. **MOTION CARRIED. [Mayor J. Parsons and Deputy Mayor L. Chaisson voted against the motion].**

**COW24-58 Water & Wastewater Summary**

Deputy Mayor L. Chaisson presented an update from the Water & Wastewater Division from April 12 to June 16, 2024 as follows:

- 135 Water and Wastewater Complaints were received with the top two requests being for Water shut-off requests (28) and Curb Stop Locations (16);
- issued a total of 14 Water and Wastewater Media Releases;
- the Water and Wastewater Recoverable Works totaled \$25,903.91;
- completed a total of 15 Water and Wastewater Repairs;
- additional maintenance includes fire hydrants (351 of 746 complete), watermain flushing, sanitary sewer flushing, splash pad start-up complete, and SCADA system upgrades started;
- upcoming maintenance includes leak detection, annual maintenance programs, upgrade to Bio-Green Wastewater Treatment Plant, Curb stop and watermain valve repairs, install water & sewer service lateral;
- Water Treatment Plant maintenance includes repairs to the control valve actuator, corrosion control coupon testing, building siding and eave trough repairs, administrative & process area LED lighting upgraded, annual service of chlorination equipment, SCADA system software and hardware upgrade, Streaming Current Analyzer trial tests completed (it was decided to hold off on the upgrade and apply

the Capital Out of Revenue funding to the Raw Water Flow Control Valve Repair). Upcoming maintenance includes replace Raw Water Flow Control - Actuator, Gearbox & Valve Stem, Collect weekly samples from coupon testing panels, replace exhaust fan motor in Chlorination Room, adjust cable tension on DAF (Dissolved Air Floatation) #1, clean ben filters on Soda Ash Silo, annual Inspection of DAF #1 or #3 scheduled for June, investigate coagulation pump #1 fault failure.

**COW24-59 Public Works Summary**

Deputy Mayor L. Chaisson presented an update on the Public Works operation for the period of April 17 to June 18th, 2024 as follows:

- Lawn repair list is finalized and the contractor to begin on June 24;
- 80% of streets have been swept once and it will continue all summer;
- Traffic line painting almost complete;
- Riverside Drive repair continuing and should be complete mid-July;
- Curb and manhole repairs ongoing;
- Hanging flowers are watered daily;
- downtown washdown is almost complete;
- 281 service requests received with the top three being potholes (68), lawn repairs (65), and road maintenance (39).

**COW24-60 Protective Services Statistics for the Month of May 2024**

Deputy Mayor L. Chaisson presented the statistics for May 2024 from the Protective Services Department as follows:

- Municipal Enforcement received 171 calls for services;
- Animal Control received 29 calls for services;
- There were 55 Parking related violations issued;
- Corner Brook Fire Department received 36 calls for service;
- Fire Inspection conducted 24 inspections;
- PSAP received a total of 6507 calls of which 3006 were transferable.

**COW24-61 Animal Control Program Review**

Deputy Mayor L. Chaisson provided an update regarding the City's Animal Control Program. Staff are looking into revisions to the animal control regulations and policies to be presented to council for review and approval. Upgrades and necessary repairs are being made to the City's impound shelter.

**COW24-62 HotSpot Parking App**

Councillor C. Pender presented a report about the City's parking app. The service provider is switching from Honk Mobile to HotSpot. The previous application, Honk will still be in effect until July 15th to allow residents time to adjust, at such time the sole provider will be Hot Spot.

**COW24-63 Capital Project and Engineering Committee Updates**

Councillor C. Pender presented an update from Capital Works and Engineering as follows:

- Recreation Centre is 95% complete with substantial completion anticipated by early July;
- Mount Bernard Avenue - underground piping is 85% complete and the upgrade has progressed into Randolph intersection;
- Deep Gulch Brook Culvert Replacement - awarded to JCL Investments Inc, mobilization to the site is scheduled for late June 2024;
- Curling Street Retaining Wall Replacement - Project awarded to West Coast Excavation & Equipment Co. Ltd, the project commenced on June 21, 2024;
- Transportation Study - project awarded to Harbourside Transportation Consultants and the final report is expected in August 2024;
- Transit Accessibility Study and Implementation Plan - awarded to Dillon Consulting and the final report is expected late summer/early fall;
- Intersection Improvements (Elizabeth Street/O'Connell Drive) - awarded to Harbourside Transportation Consultants and design is underway. Fall 2024 tender planned with Spring 2025 installation;
- Curling Street Storm Sewer - tenders closed awaiting Council award with anticipated start in July 2024;
- Main Street Pedestrian Bridge - tender closed awaiting Council award;
- Old Humber Road Retaining Wall - consulting awarded to Englobe, and tender going out before the end of June;
- 2024 Paving Program - work is ongoing;
- STAR Trail Design & Construction Services - Design and Construction of Man in the Mountain and Cape Blow Me Down Hiking Trails - Consultant in place for Phase 1 Trail Assessment & Design;
- City Hall Atrium Lighting - quote is being reviewed.

**COW24-64 Finance & Administration Report**

Councillor P. Gill presented an update from the Finance and Administration Department for the year to date ending May 2024 as follows:

- council remuneration review is still underway;
- total revenues was \$35,868,799 against a budget of \$34,307,035;
- total expenses was \$13,053,750 against a budget of \$15,408,846.

**COW24-65 Development, Planning and Community Services**

Councillor B. Griffin presented an update from Community Services, Development and Planning as follows:

**Development and Planning**

- **8 Grenfell Drive** - Service station nearing completion, fast food restaurant construction scheduled to start;
- **29 Lundrigan Drive (Office/Warehouse)** - new building – partial permits issued, foundations complete, needs discretionary use approval required at next meeting for office;
- **40 North Shore Highway (Mt. Patricia Cemetery Extension)** - permits issued, sitework – new access road being constructed, new storage building being constructed;
- **4 St. Marks Avenue- Fillatre's Funeral Home (Extension)** - permit issued, construction progressing;
- **339 O'Connell drive - Repair Garage (Extension)** - permit issued, occupancy issued, project complete;
- **Industrial Park Study** - A Request for Proposals (RFP) has been released for consulting services to determine where and how industrial park land can be developed and/or expanded, and determine high level costing for such development;
- **44 Confederation Drive** - new car dealership – permit pending;
- **55 Lundrigan Drive** - warehouse expansion permit issued;

**Business Development**

- **Downtown Business Improvement Association (BIA)** - all groundwork has been completed, waiting for the approval for the name of the new entity (suggested "Downtown Corner Brook") to pave the way for its incorporation. Once this is available, staff will call for a meeting of downtown businesses to commence the formal process to set up the Organization;
- **FACE, Blade Sign, AWESOME Programs** - More applications are being reviewed under these programs. A few additional inquiries have been received;

**Sustainable Development**

- **Food Cycler Pilot Project** - 100 units were subsidized by the City for residents to reduce the food waste volume by up to 90%. All units sold out quickly and there are 98 residents on a waiting list, with a potential to procure 100 more units later this summer. Staff to compile data after 12 weeks to determine the amount of diverted waste;
- **Green Roof Viewing Station** - viewing station to be installed on Green Roof this month made possible by a \$5000 donation from Pomerleau Inc. It includes Enchroma lenses to allow those who are colour blind to see the colours of Corner Brook in all its beauty;
- **WEC Dome Greenhouse** - Over 50 residents came out to celebrate the grand opening of the Dome on Saturday June 1st. Goals include

extending the growing season, learning about growing non-native species in controlled environment. Greenhouse ambassador program includes seasoned WEC members and members from the Association of New Canadians (ANC).

#### **COW24-66 Recreation Services Update**

Councillor P. Keeping presented an update from the Recreation Department as follows:

- **New Recreation Centre** - work on the Corner Brook Regional Recreation Centre is progressing and is expected that the project will achieve substantial completion in the first week of July. A design issue with the waterslide has caused a delay in the installation of the waterslide that may stretch beyond the anticipated opening date of the facility. However the recreation centre is currently on track to be open to the public in September. Recreation services staff are working diligently on operational components of the recreation centre and information regarding pricing, programming, scheduling, etc. will be available later in the summer;
- **Lifeguards** - The Recreation Services Department will be launching a lifeguard recruitment campaign to ensure that we have the best lifeguards for the new recreation centre. More information will be available soon for anyone who is interested in becoming a lifeguard.
- **Margaret Bowater Park** - Summer has arrived at Margaret Bowater Park! The splash pad opened for the season on Thursday, June 20 and the Margaret Bowater Pool will be open as of July 1;
- **Canada Day** - City staff are finalizing the preparations for a full slate of Canada Day celebrations. Beginning with a flag-raising ceremony at City Hall, followed by activities throughout the day and concluding with entertainment and fireworks at Margaret Bowater Park, there will be something for everyone all day long.

#### **COW24-67 Tourism Update**

Councillor P. Keeping presented an update from Tourism as follows:

- **Mill Whistler** - staff have been working on getting the train ready for the road and getting training completed for the drivers and students. The Train started its season this past Saturday (June 22) and is prepared for a busy season. The schedule for the train and updates will be available on the City's website and the Train's twitter page;
- **Jiggs and Wheels** - schedule of events have been released and tickets are on sale now for the Blame it on Broadway Event for \$30 until the day of the event, which they will go up to \$35. Staff have acquired security services, as well as a cleanup crew for after the event. The itinerary of events for the Jigs and Wheels festival has been sent out to print and dispersed through mail to homes in the Corner Brook, Pasadena and Humber Bay of Islands area. Events and

details will be updated on the Jigs and Wheels website at [www.jigsandwheels.ca](http://www.jigsandwheels.ca);

- **Branding and Marketing Project** - the branding and marketing for STAR is complete. There were a total of 7 proposals received and after review and evaluation the Committee selected a preferred proposal which is being brought forward for Council approval, project is pending approval for funding from ACOA;
- **Celebrate 75 - Confederation** - The City received a grant for \$5000 to help the City mark the Celebration of 75 years of confederation. Staff are working with the museum staff to develop a display for the atrium in City Hall and are waiting on flags for the poles on Main Street and Broadway.

#### **COW24-68 Accessibility Advisory Committee**

Deputy Mayor Linda Chaisson presented an Accessibility Advisory Committee update as follows:

- The Accessibility Committee held a meeting on April 24, 2024 and discussed some accessibility issues in the City which included accessible barriers for transit, physical barriers in downtown businesses and the operation of the accessible taxi. The Committee was advised of the new accessible taxi subsidy program that was created to encourage more drivers for the accessible taxi.
- The Committee met the consultant for the accessible transit study on June 11, 2024 and provided excellent feedback on current accessible issues with the current transit system including
  - examining accessible stops - how to make them more accessible and looking at the most optimal placements for accessible stops
  - examining the bus itself and how to make it more accessible - including proper training for drivers and use of the accessible lift
  - examining the overall operations of the transit system - including routes, hours and operation, etc.
  - examining accessible aids that could optimize accessibility - including the use of apps, auditory announcements and visual aids.
- Staff have also created a working committee for the purpose of developing the City's Accessibility Plan. The working committee met with the Advisory Committee to get feedback on what should be included in the plan and in what areas the City should focus on improving accessibility. Staff are working to finalize the plan and a draft plan will be presented to the Accessible Advisory Committee prior to coming to council for review and approval.

#### **COW24-69 2023 Consolidated Financial Statements: City of Corner Brook**

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook approve the 2023

audited financial statements of the City of Corner Brook as attached.  
**MOTION CARRIED.**

**COW24-70 Policy Review Update**

Councillor P. Keeping provided a policy review update speaking about the focus on ensuring that the City's policies are current, effective, and reflect current practices. A draft Flag Protocol and Proclamations policy was presented to provide an opportunity for discussion and feedback and will bring forward the policy to the next Council Meeting for decision.

**COW24-71 Multi-Year Capital Works - 3 Year Allocation 2020-2023 Schedule A Amendment**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook proceed with the cost-shared funding 2020-2023 Schedule A Amendment as outlined and approve re-allocating the balance of funding from Project Numbers 17-MYCW-22-00031, 17-MYCW-22-00032, 17-MYCW-22-00033, 17-MYCW-22-00035 under the 2020-23 MYCW program to project number 17-MYCW-24-00013.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the Mayor and City Manager to sign the 2020-2023 Municipal Infrastructure Agreement Amendment with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook. **MOTION CARRIED.**

**COW24-72 Bell's Brook Culvert - Phase 2 - Change Order No.6**

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 6 in the amount of \$111,236.04 (HST Included) for the Bell's Brook Culvert Phase 2 for C. Barnes Excavating Inc. **MOTION CARRIED.**

**COW24-73 Trail Enhancements Phase 2 - Trans Canada Trail (TCT)**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that the Corner Brook City Council accept the funding as outlined in the Trans Canada Trail funding approval, to complete the project under the Roadway Conversion & Improvement Program.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the Mayor and City Manager to sign the TransCanada Trail contribution agreement on behalf of the City of Corner Brook. **MOTION CARRIED.**

**COW24-74 Curling Street Storm Sewer 2024-13**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** that the City of Corner Brook Council approve the tender bid

in the amount of \$977,026.20 (HST Included) from Marine Contractors Inc. for Contract No. 2024-13 Curling Street Storm Sewer. **MOTION CARRIED.**

**COW24-75 Main Street Pedestrian Bridge Replacement 2024-15**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council approve the tender bid from Brook Construction (2007) Inc. in the amount of \$213,785.00 (HST Included) for Contract No. 2024-15 Main Street Pedestrian Bridge Replacement. **MOTION CARRIED.**

**COW24-76 STAR Project - Corner Brook Humber-Bay of Islands Regional Brand Development**

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook accept the proposal submitted by Monogram Communications & Consulting, Inc. for \$128,411.00 (HST Included) for the Corner Brook Humber-Bay of Islands Regional Brand Development.

It is **FURTHER RESOLVED** that the Corner Brook City Council authorizes the City Manager to sign the PCA agreement with the Consultant, Monogram Communications & Consulting, Inc on behalf of the City of Corner Brook.

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to amend the motion to add "pending ACOA approval". **MOTION CARRIED.**

**COW24-77 Corner Brook Municipal Plan No. 24-01 & Development Regulations Amendment No. 24-01**

**Councillor C. Pender declared that he was in a conflict of interest. There was unanimous consent that he was in a conflict of interest. Councillor C. Pender entered the gallery and abstained from discussion and voting on this item.**

On motion by Councillor B. Griffin, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to:

- (1) Approve proposed Amendment No. 24-01 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Approve proposed Amendment No. 24-01 to the City of Corner Brook's 2012 Development Regulations;
- (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). **MOTION CARRIED.**

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**COW24-78    Request to purchase City land behind 4 Domans Lane**

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the execution of the purchase and sale agreement between the City of Corner Brook and the owner of 4 Domans Lane for City land located behind 4 Domans Lane. **MOTION CARRIED.**

ADJOURNMENT

The meeting adjourned at 8:33 p.m.

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City Clerk

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Mayor



# Information Report (IR)

**Subject:** Lewin Parkway and Massey Drive On-Ramp Construction

**To:** Darren Charters

**Meeting:** Regular Meeting - 15 Jul 2024

**Department:** Engineering

**Staff Contact:** Lesley Alexander, Administrative Assistant

**Topic Overview:**

## BACKGROUND INFORMATION:

**Lewin Parkway/ Main Street Overpass:** Work continues on the bearings of the north structure with the West end being completed and the East now underway. Work is anticipated to take another two months. The overpass will remain closed for this duration.

**Massey Drive Exit 5 On-Ramp:** Work is anticipated to be completed in the next two weeks at which time the onramp for the TCH West will be reopened.

Director of Community, Engineering, Development & Planning

Approved - 11 Jul 2024

Legislative Assistant

Approved - 11 Jul 2024

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City Manager



# Information Report (IR)



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**Subject:** Recreation Centre Update

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**To:** Darren Charters

**Meeting:** Regular Meeting - 15 Jul 2024

**Department:** City Manager

**Staff Contact:**

**Topic Overview:** This report is intended to provide Council and the public with an update regarding the Corner Brook Recreation Centre.

## BACKGROUND INFORMATION:

The contractor is now in the final phases of the project and recently submitted a schedule for the plan to close out the project.

The City of Corner Brook has been informed by the contractor that the new Regional Recreation Centre is nearing completion, however it is not likely that the keys will be handed over to the City before September. This is later than the most recent estimate that was provided of July, and as such it will mean a delay in opening the facility to the public. We don't like to be delayed and we are eager to get into the space, but we are pleased to note that this will not mean any negative impact on cost.

Meanwhile, great progress is being made hiring staff and developing programming. We look forward to sharing information on memberships, space rentals and schedules.

The Humber Community YMCA is continuing with preparation for its daycare facility located at the centre (licensing, staffing, furnishing and more). More information will be coming from them in the subsequent months on the daycare operation and registration procedures.

Administrative Assistant

Approved - 15 Jul 2024

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City Manager



# Request for Decision (RFD)

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**Subject:** Collection of Garbage and Refuse Contract: 2024-14

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**To:** Darren Charters  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:** Collection of Garbage and Refuse Contract: 2024-14  
**Attachments:** [Murphy Brothers Bld - Collection of Garbage and Recycling\\_Redacted](#)

## BACKGROUND INFORMATION:

The City's Garbage and Refuse contract expired in June of 2024. As such, a tender was advertised to provide collection services for the period of 12 months. One bid was received and is detailed below:

Murphy Brothers Ltd. \$946,519.00 HST Included

Due to the large increase in cost, Spring Cleanup and Christmas Bulk is under review and will not be included in this Request for Decision. Once a proposed resolution for these services is solidified, this will be brought forward to council.

Again, the proposed resolution does not include the contractors’ bid amounts for Spring Cleanup and Christmas Bulk.

**PROPOSED RESOLUTION:**

Be it resolved that the City of Corner Brook Council award Contract 2024-14 Collection of Garbage and Refuse to Murphy Brother Ltd. in the amount of \$837,959.00 (HST included).

**FINANCIAL IMPACT:**

Contract amount: \$837,959.00 HST Included

Director of Community, Engineering, Development & Planning	Approved - 12 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

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City Manager

TENDER FORM

STIPULATED PRICE CONTRACT

Tender for: Collection of Garbage and Refuse  
Contract No: 2024-14

To: City of Corner Brook  
[Tender-rfp@cornerbrook.com](mailto:Tender-rfp@cornerbrook.com)

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

WE THE UNDERSIGNED, hereby offer to furnish all necessary labour, materials, supervision, plant, tools and equipment, and everything else required to perform expeditiously and complete in a satisfactory manner the work for the following sums itemized and totaled as set forth below:

Tender price for the collection of all garbage and recycling from within the City of Corner Brook as per Section C5 of Appendix "C" of the contract

Nine Hundred & forty Six Thousand five Hundred & Nineteen  
Dollars & Zero Cents  
(\$ 946,519.00 )

in lawful money of Canada which includes all prime costs, allowances, and Government sales or excise taxes in force at this date, except as otherwise provided in the tendering documents.

This price is a lump sum price of all work set out in the contract for a period from July 1, 2024 to July 1, 2025, inclusive and there after shall be escalated annually during the contract period in accordance with the escalation formula set out.

2. WE ENCLOE HEREWITH if required by the Instructions to Bidders
- a. A bid bond issued by an approved Surety Company licensed to do business in the Province of Newfoundland and Labrador and made out in favour of the City of Corner Brook. The bid bond shall be at least ten percent (10%) of the first years tendered amount; **OR**
  - b. A certified cheque drawn upon a chartered bank licensed to carry on business in Canada in the amount of at least 10 percent (10%) of the first years tendered amount; **OR**
  - c. An irrevocable letter of credit satisfactory to the City of Corner Brook in the amount of at least ten percent (10%) of the first years tendered

amount. The bidding security will be returned to bidders in accordance with the Notice of Tender.

In the event of this tender being accepted within the time stated in Section 3 below and our failure to enter into a contract in the form hereinafter mentioned for the amount of our tender, the said security may at the option of the City of Corner Brook be forfeited. The forfeiting of the security does not limit the right of action of the City of Corner Brook against us for failure or refusal to enter into a contract.

- 3. IF NOTIFIED IN WRITING BY THE CITY OF CORNER BROOK OF THE ACCEPTANCE OF THIS TENDER WITHIN 30 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL: -
  - 1. execute the Form of Agreement.
  - 2. furnish Performance Security and Labour & Material Security in accordance with Clause 3 of the Instructions to Bidders.
  - 3. perform all the work included in the contract for a period of one year commencing on July 1, 2024 and terminating on July 1, 2025, inclusive.
- 4. WE understand that Performance Security, Labour and Materials Security and Insurance as required by the contract documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the City of Corner Brook.
- 5. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.
- 6. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the contract documents.
- 7. WE understand and agree to list the names of sub-contractors and suppliers whose bids have been used in the preparation of this tender price in Appendix 'A'. This list will be subject to the approval of the City of Corner Brook. Blanks on Appendix "A" shall be considered an incomplete bid.
- 8. WE agree to authorize the City of Corner Brook to release the names of sub-contractors used in our tender where such information is requested from the City of Corner Brook.

9. WE understand and agree to list the equipment to be made available for the completion of work in Appendix 'B'. We understand that the City of Corner Brook shall be the final judge as to the sufficiency of such equipment and this list will in no way prejudice the City of Corner Brook's right to demand more or different equipment at any time before or during the duration of this contract. Blanks in Appendix "B" shall be considered an incomplete bid.
10. WE reserve the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the City of Corner Brook and contingent upon satisfactory evidence of bankruptcy.
11. WE understand and agree that the City of Corner Brook may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the contract documents.
12. We understand and agree to submit the following information with our tender to assist the City of Corner Brook in determining that the bidder is a reputable company possessing the necessary equipment and personnel required to satisfactorily perform the work:
  1. Verification that the bidder is or will be forming a limited liability company. If the bidder is a limited liability company, the corporate seal should be affixed to the form of tender.
  2. List of the principals of the company.
  3. Identify the share capital and equity in the company.
  4. Anticipated cash flow statement for the Contract.
  5. Description of method of operation including:
    1. Type and age of equipment to be used.
    2. The names of the management and supervisory staff.
    2. The number of employees for this Contract.
    3. The arrangements for equipment storage and maintenance.
    4. Office location.
13. WE understand and agree that during the period of the Contract, the City of Corner Brook may at its sole and absolute discretion elect to provide additional Christmas Holiday Collection in accordance with section 1.09 of the Specifications, and for the annual Lump Sum price below.

Additional Christmas Holiday Collection

(2 Days Annually) \$ 25,000.00 HST excluded

We agree that this is a lump sum annual price to provide regular garbage collection for the two routes missed due to the Christmas Day and the Boxing Day holidays.

14. WE hereby acknowledge receipt of the following addenda:

Addendum Number: 1 , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

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

Bidder Name: Murphy Brothers Ltd

Address: 1 Ariceen Pl, PO BOX 411  
Corner Brook, NL, A2H 6E3



Signing Officer

\_\_\_\_\_  
Signing Officer



Witnessed by  
Corporate Seal



**APPENDIX 'A'**

Hereunder is the list of sub-contractors referred to in Section 7 of the Tender Form submitted by \_\_\_\_\_

to the City of Corner Brook which forms an integral part of the above noted tender. If no subcontractors will be used in completion of the work, please initial here. \_\_\_\_  
[Redacted Signature]

<u>Division/ Work</u>	<u>Names and Addresses of Sub-Contractors and Suppliers included in our Tender Price</u>
-----------------------	--

APPENDIX 'B'

Herewith is the list of Equipment referred to in Section 9 of the Tender Form submitted by Murphy Brothers Ltd. to the City of Corner Brook dated June 4th, 2024 and which is an integral part of the above noted tender.

City Waste + Recycling Collection Equipment

- 2 2019 Dual Stream 60/40 Split Garbage Truck
- 2 2013 Dual Stream 60/40 Split Garbage Truck
- 1 2013 Dual Stream 60/40 Split Garbage Truck

Clean Up + Special Collections

- 3 Rear Load Garbage Trucks

Bulk Waste Containers

- 3 front load Garbage Trucks
- 4 Roll off Trucks
- 6 front End load 6yrd Waste Containers
- 1 front End load 4yrd Waste Container
- 1 front End load 6yrd Cardboard / Paper Container
- 1 front End load 4yrd Cardboard / Paper Container

Christmas Holiday Bulk Waste

- 6 35yrd Roll off Containers

APPENDIX 'C'  
TENDER PRICE TABLE

Sections	Description	Amount (\$)
C1	Base Tender	
C2	Separate Prices	
	1 Christmas Tree Collection	
	2 Leaf Collection	
	3 Spring Clean Up Period	
	4 Christmas Bulk Waste	
	Subtotal Separate Prices	
C3	Subtotal Tender Prices (Sum of Sections C1 – C2)	
C4	Harmonized Sales Tax (HST) (Multiply Section C3 by 15%)	
C5	TOTAL TENDER AMOUNT (ADD Sections C3 +C4 and transfer this amount to Section 1 on page 1 of the Tender Form)	

- NOTES:**
- 1. For the purposes of the Public Procurement Act and the evaluation of the tenders received, the bid shall be the Total Tender Amount.
  - 2. Work associated with the Separate Prices (C2) may be deleted at the sole discretion of the Owner at the time of contract award and a deduction(s) will be made to the Total Tender Amount equal to the amount(s) in C2 of the Tender Price Table.

**APPENDIX ‘D’**  
**Revision 1**

**For information purposes only,** Appendix “D” provides additional information regarding quantities of garbage, refuse, special garbage and metals as collected in past years. These quantities are included to provide Bidders with an approximate scale of work required.

**METALS COLLECTION DURING CLEAN UP PERIOD**  
Quantities are approximate.

1.	Year	2.	Tonnes
3.	2019	4.	105
5.	2020	6.	120
7.	2021	8.	130
9.	2022	10.	127.5
11.	2023	12.	125

**EXTRA GARBAGE DURING CLEAN UP PERIOD**  
Quantities are approximate.

13.	Year	14.	Tonnes
15.	2019	16.	340
17.	2020	18.	390
19.	2021	20.	235
21.	2022	22.	315
23.	2023	24.	311

**BULK GARBAGE CONTAINERS**  
Quantities are approximate.

25.	Location	26.	Monthly Tonnes
27.	Public Works	28.	14
29.	Fire Hall	30.	2.5
31.	Water Treatment	32.	.5
33.	Civic Centre	34.	11



PO BOX 411, Corner Brook, NL, A2H 6E3 Tel: (709) 634 – 3345 Fax (709) 634 – 0163 [murphybrothers@nf.aibn.com](mailto:murphybrothers@nf.aibn.com)

**Principals of Company:**            David Murphy            President  
   Ethan Murphy            Sec/Tres

<b>Share Capital and Equity:</b>	Capital Stock	201,745.00
	Contributed Surplus	105,557.00
	Retained Earnings	1,535,515.00

Company is currently providing waste removal service to commercial customers in the Bay of Islands and Humber Valley areas as well as residential collection for 7 other communities. We have been in the waste haulage business since 1958 and our principals have accumulated in excess of 70 years aggregate experience in this field.

**Method of Operation**

- 1. 2, 2019 Split-Body 60/40, Side Load Compactor Trucks will perform the weekly collections, spare Split-Body Side Load Compactor Trucks will be available in case of equipment failure/maintenance. 2, 2001 and 1, 2011 Rear load compactor trucks will be utilized for Spring Clean Up and other Special Collections, pick up truck will be used for sideroads in the winter.
- 2. Principals will supply management, supervisory staff Daniel Murphy and Stephanie Jenkins.
- 3. Employees required for collection 2, plus support and administration 2, 1 seasonal for winter
- 4. Equipment maintenance and storage will be at our facility at 1 Ariceen Place in the Watson’s Pond Industrial Park.
- 5. Office will be located at 1 Ariceen Place in the Watson’s Pond Industrial Park.

**Equipment**

- |   |  |          |
|---|--|----------|
| 2 | 2019 Split-Body 60/ 40, Side Load Compactor Trucks |          |
| 3 | 2013 Split-Body 60/ 40, Side Load Compactor Trucks |          |
| 2 | 2000 Int Rear Load Trucks                          | 35 cu/yd |
| 1 | 2024 Front End Load Truck                          | 35 cu/yd |
| 1 | 2018 Front End Load Truck                          | 40 cu/yd |
| 1 | 2012 Front End Load Truck                          | 40 cu/yd |
| 1 | 2010 Front End Load Truck                          | 40 cu/yd |



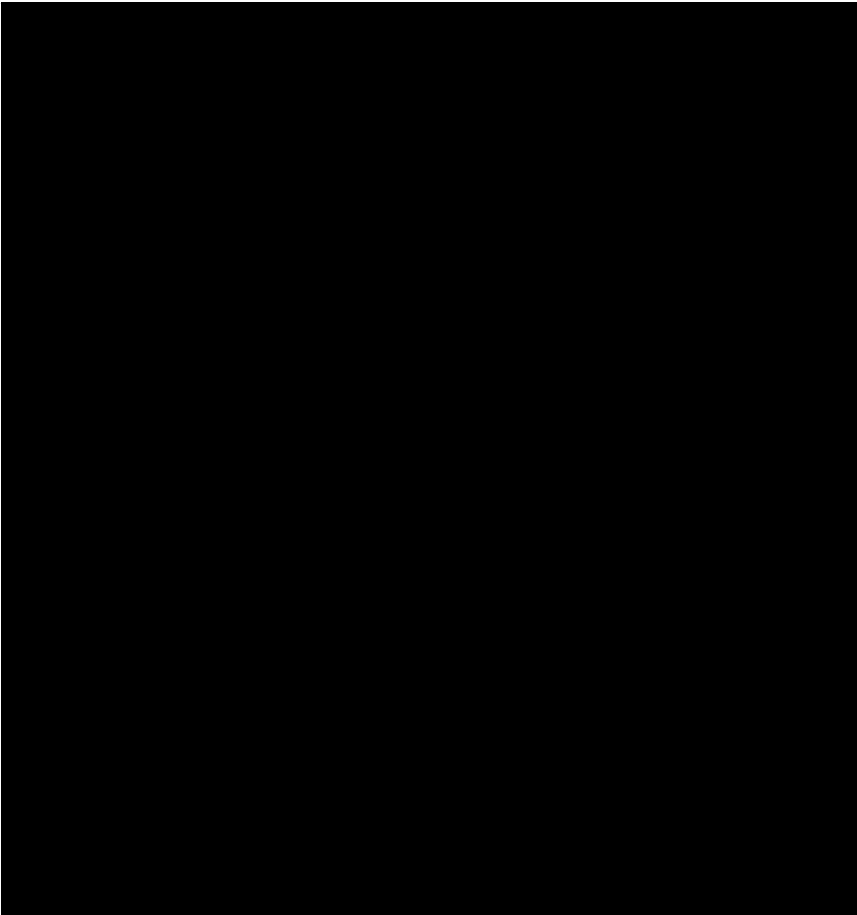
- 1 2023 Roll Off Truck
- 1 2016 Roll Off Truck
- 1 2011 Roll Off Truck
- 1 2007 Roll Off Truck

**Bulk Waste Containers**

Christmas Holiday Bins  
6 35 yrd Roll Off Containers

Waste Containers  
6 6 yrd Front End Load Containers  
1 4 yrd Front End Load Containers

Cardboard/Paper Recycling Containers  
1, 4 yrd 1, 6 yrd



BID BOND



CCDC 220 - 2002

No. 697298-001-24

Bond Amount \$10% Of Tender

**Murphy Brothers Limited.** as Principal, hereinafter called the Principal, and **Aviva Insurance Company of Canada** a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in all Provinces and Territories in Canada as Surety, hereinafter called the Surety, are held and firmly bound unto **City Of Corner Brook** as Obligee, hereinafter called the Obligee, in the amount of **Ten Percent Of Tender** Dollars (\$10%of Tender) lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated 5<sup>th</sup> day of June, in the year 2024 for Residential Garbage and Recycling Collection

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period prescribed in the Obligee’s bid documents, or, if no time period is specified in the Obligee’s bid documents, within **Thirty (30)** days from the closing date as specified in the Obligee’s bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated 31<sup>st</sup> day of May, in the year 2024.

SIGNED and SEALED

Murphy Brothers Limited

in the presence of

[Redacted Signature]

Witness

[Redacted Signature]

Signature

Aviva Insurance Company of Canada

[Redacted Signature]

Witness

[Redacted Signature]



Copyright 2002

Canadian Construction Documents Committee

(CCDC 220 – 2002 has been approved by the Surety Association of Canada)



Assessment Services Department

JUNE 04 2024

MURPHY BROTHERS LIMITED  
P O BOX 411  
CORNER BROOK NL A2H 6E3

Clearance Letter  
Confirmation Number: 0717308

TO: CITY OF CORNER BROOK  
RE: MURPHY BROTHERS LIMITED  
Request Purpose: Contract Work – Current Year

This confirms that the above referenced employer is in good standing with WorkplaceNL as of today's date for contract work. This clearance is provided for the purposes of Section 144 of the *Workplace Health, Safety and Compensation Act, 2022* only, which indicates that a person using a contractor or subcontractor to perform work may be responsible for unpaid assessments of the contractor or subcontractor.

This clearance letter expires 45 days from the date of issue. If the contract work has not been completed by that date, we recommend that you request another clearance letter to protect your business from any potential assessment liability related to this employer.

If you have any questions, please call us at 709.778.2902 or you may use our toll free number 1.800.563.9000 (ext. 2902) if calling within Newfoundland and Labrador.

Sincerely,  
Assessment Services Department

To alter this document constitutes fraud WL1

146-148 Forest Road, P.O. Box 9000, St. John's, NL A1A 3B8  
t 709.778.1000 t 1.800.563.9000 f 709.778.1110 w [workplacenl.ca](http://workplacenl.ca)



Letter of Good Standing  
Certificate of Recognition® Program

July 27, 2023  
Murphy Brothers Ltd.  
PO Box 411  
Corner Brook, NL, A2H 6E3

Based upon a review of NLCSA records

Murphy Brothers Ltd.

is an active participant in the Certificate of Recognition®(COR®) Program. This letter is issued to the above noted company based on information available as of the date listed above. The current state of the company is noted below.

Commencement Date: January 17, 2000      Expiry Date: July 22, 2024

Certificate of Recognition® ☒

COR Certificate Number 2012 - 1401 <sup>®</sup>

Audit Pending ☐

Note: NLCSA's records are compiled from information gathered during a firm's participation in NLCSA programs, which information is believed to be correct. This letter is based on information currently available to the NLCSA, and is not certified or warranted for accuracy. NLCSA assumes no responsibility or liability for the information contained in this letter.

To alter this document constitutes fraud.

[Redacted Signature]

NLCSA Representative

80 GLENCOE DRIVE, DONOVAN'S INDUSTRIAL PARK, MOUNT PEARL, NL A1N 4S9  
T: 709 739 7000 F: 709 739 7001 TOLL FREE 1 888 681 SAFE (7233)  
INFO@NLCSA.COM WWW.NLCSA.COM

AMENDMENT NO. 1

**Owner:** City of Corner Brook  
**Project Name:** Collection of Garbage & Recycling  
**Project Number:** 2024-11  
**Date Issued:** May 31, 2024

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- 1. This Amendment shall form an integral part of the specification to be read in conjunction therewith. This Amendment shall take precedence over all forms of the aforementioned specification with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.
- 2. The General Conditions and all documents issued with this specification shall apply to govern all phases of the work covered by this Amendment.
- 3. The purpose of this Amendment is to inform bidders of clarifications to the contract documents.

To advise Consultants of the following clarifications:

- 1. Reference Specifications:  
Add the following under Section 3.10 DISPOSAL SITE
- 3. The Contractor is required to offload garbage and recycling at the disposal site in a manner that allows the mass of garbage and recycling to be collected separately.

Bidders are advised to acknowledge receipt of this Amendment as per the Instructions to Bidders.

END





# Request for Decision (RFD)

**Subject:** Mount Bernard Avenue Reconstruction - Change Order No. 19

**To:** Darren Charters  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [Change Order Notice No. 19](#)

## BACKGROUND INFORMATION:

Costs associated with repair of water transmission main break On November 16th, 17th, 18th 2023. Existing 16-inch diameter water main broke over night beyond the limits of the construction. Water main was repressurized previous day for the end of the construction season. It was decided to have the contractor repair this main instead of City Forces due to the complexity of the excavation around Bell Infrastructure in the ground. For the information of Council, a credit of \$67,730.40 was recently applied to this contract.

## PROPOSED RESOLUTION:

Be it resolved that Corner Brook City Council approve Change Order No. 19 for the Mount Bernard Avenue Reconstruction for \$39,046.87 HST included for Marine Contractors Inc.

## FINANCIAL IMPACT:

Authorized Contract Amount - \$10,436,308.65 HST Inc.

Previous Change Orders \$444,736.90 HST Inc.

**Budget Code:** 17-GI-23-00001

**Finance Type:** Funding

Director of Community, Engineering,  
 Development & Planning  
 Legislative Assistant

Approved - 10 Jul 2024

Approved - 12 Jul 2024

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

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

Page 1 of 3

September 2023

OWNER: City of Corner Brook DATE: June 12, 2024  
 PROJECT NAME: Mount Bernard Avenue Reconstruction, Corner Brook  
 PROJECT #: 17-GI-23-00001 CONTRACTOR: Marine Contractors Inc.  
 CHANGE ORDER NUMBER: 19

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Contractor shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Contractor shall return three signed copies of this document to the Engineer for approval. Should it be decided to proceed with the work, an approved copy will be returned to the Contractor. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

Provide a Force Account Breakdown for the feedermain break repair on November 16th, 17th and 18th, 2023. Breakdown to include labour, materials, equipment, overhead and profit.

.4 EFFECT OF CHANGE ON CONTRACT

This change order (WILL) or WILL NOT (circle one) affect the approved completion date.

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: 3 REVISED COMPLETION DATE: \_\_\_\_\_

The change described in Item 3 above will affect the current contract amount as follows:

☐ No Change

☒ Addition to Contract including HST payable by the Owner \$ 39,046.87

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

Contractor: \_\_\_\_\_ (Signature)

Transportation and Infrastructure

<div> <div>Division of Municipal Infrastructure</div> <div>Form 5 – Contract Change Order Notice</div> </div>	
Page 2 of 3	September 2023
Authorized Contract Amount (A)	\$ 10,436,308.65
Change Order Limit (greater of 10 % of A or \$15,000)	\$ 1,043,630.87
Previous Change Orders (B)	\$ 444,736.90
This Change Order (C)	\$ 39,046.87
New Approved Contract Amount (A+B+C)	\$ 10,920,092.42

Enter Motion # approving CO (required) \_\_\_\_\_

OR, Delegation of Authority (attached) \_\_\_\_\_

#### .5 AUTHORIZATION TO PROCEED

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

DATE: June 12, 2024

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

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

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

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

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

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

#### .6 CANCELLATION OF CONTEMPLATED CHANGE

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

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

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

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

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

#### .8 ENCLOSED DOCUMENTS

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

A copy of this document signed by the Owner and Consultant, (list on next page)

Transportation and Infrastructure

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

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**Page 3 of 3**

**September 2023**

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

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Transportation and Infrastructure



PO Box 640, 4 White Lakes Rd  
Corner Brook, NL A2H 6G1  
Ph: 709-639-2330, Fax: 709-686-5237

Change Order Notice #19

Email: info@marinecontractors.ca

Initial Date: June 10, 2024

Prepared By: Marine Contractors Inc.

Contract
City of Corner Brook
Mount Bernard Avenue
Reconstruction
17-GI-23-00001

Description of Work & Conditions
Waterline Repair on Mount Bernard, on existing system

Description	Qty	Unit	Unit Price	Total
Thu - Nov 16, 2023	1	LS	\$ 7,049.19	\$ 7,049.19
Fri - Nov 17, 2023	1	LS	\$19,629.75	\$ 19,629.75
Sat - Nov 18, 2023	1	LS	\$ 7,274.86	\$ 7,274.86
Notes:				
Quote valid for 30 days				
Subtotal				\$33,953.80
H.S.T (15%)				\$5,093.07
Total				\$39,046.87









# Request for Decision (RFD)

**Subject:** RFP - Corner Brook Regional Recreation Centre Fitness Equipment Supplier

**To:** Darren Charters  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Recreation  
**Staff Contact:** Peter Robinson, Director of Recreation Services  
**Topic Overview:**  
**Attachments:** [Fitness RFP - Pricing Form](#)  
[Fitness RFP - Proposal](#)

## BACKGROUND INFORMATION:

An RFP was posted by the City of Corner Brook on June 10, 2024 for the layout, supply, and install of fitness equipment at the Corner Brook Regional Recreation Centre. The RFP closed on July 5, 2024 and there were five proposals that were received.

## PROPOSED RESOLUTION:

**Be it RESOLVED** that the council of the City of Corner Brook accept the proposal by Johnson Health Technologies Canada for the layout, supply and install of fitness equipment at the Corner Brook Regional Recreation Centre in the amount of \$194,218.90 HST included.

**Be it further RESOLVED** that the council of the City of Corner Brook authorizes the acting City Manager to sign the proposal provided by Johnson Health Technologies Canada on behalf of the City of Corner Brook.

## RECOMMENDATION:

it is recommended by staff that council approve the proposal from Johnson Health Technologies Canada.

## ALTERNATIVE IMPLICATIONS:

1. Council approves the recommended proposal.
2. Council does not approve the recommended proposal.
3. Council provides alternate instructions.

Director of Recreation Services	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024

Legislative Assistant

Approved - 11 Jul 2024

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City Manager



















# Request for Decision (RFD)

**Subject:** 9 Highland Avenue (3 Unit Apartment Building - Discretionary Use)

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Development and Planning  
**Staff Contact:** Darryl Skinner, Development Skinner  
**Topic Overview:**  
**Attachments:** [9 Highland Avenue \(memo \)](#)  
[Attachment #1](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has received an application from the property owner of 9 Highland Avenue, 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 a Residential Low-Density Zone where the proposed use, (Apartment Building) is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

On February 13th, 2024 the application was placed on the City of Corner Brook's website and a Notice Occupant memo was sent to the neighbors in the surrounding area. Also on February 21st, 2024 it was advertised in the local newspaper giving the general public a chance to express any concerns that they may have with this development. The city did receive responses both supporting and against the proposed development. A summary can be found in the attached memo.

## PROPOSED RESOLUTION:

Be it resolved that Council of the City of Corner Brook in its Authority approve the application for the proposed 3 unit Apartment building at 9 Highland Avenue, Corner Brook, NL.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 City of Corner Brook Development Regulations  
 Section 128

## RECOMMENDATION:

After reviewing the proposed application and location, staff does not feel that the 3 unit Apartment Building will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue, Corner Brook, NL.

**ALTERNATIVE IMPLICATIONS:**

- 1. That the Council of the City of Corner Brook approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue as recommended.
- 2. That the Council of the City of Corner Brook not approve the application for the proposed 3 unit Apartment Building at 9 Highland Avenue.
- 3. That the Council of the City of Corner Brook to give other direction to Staff.

Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024
Legislative Assistant	Approved - 11 Jul 2024

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

# Memo

## Community Services Department

To: Rumbolt, Manager of Development and Planning:

From: Darryl Skinner, Development Inspector III

Date: July 3, 2024

Re: Discretionary Use / 3 Unit Apartment Building at 9 Highland Avenue

The City of Corner Brook has received an application from the property owner of 9 Highland Avenue, 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 a Residential Low-Density Zone where the proposed use, (Apartment Building) is considered a “**Discretionary Use**” of the City of Corner Brook’s Development Regulations.

The footprint of the existing dwelling will not change since the third unit is proposed to be located in the basement. The original design of the dwelling was constructed with a 2<sup>nd</sup> unit in the basement which was occupied by the caretaker of the property. The current owner is occupying the main floor and the basement level as one unit but would like to re-instate a section of the basement as a separate unit. The property owner has recently obtained an occupancy permit for a 2<sup>nd</sup> unit on the main floor, (rear of the garage). Therefore, adding the 3<sup>rd</sup> unit in the basement would classify the building as a three (3) unit apartment building.

On February 13, 2024, the application was placed on the City of Corner Brook’s website and a Notice Occupant memo was sent to the neighbors in the surrounding area. Also on February 21, 2024, it was advertised in the local newspaper giving the public a chance to express any concerns that they may have with this development. The city did receive both support and objections to the proposed development as outlined below.

### Concerns with the development:

1. The road is too narrow which causes snow clearing issues.
2. Increase in traffic flow.
3. Increase in taxes for neighbours.
4. Do not want increase density for the street.
5. Parking issues on the street.

Staff considered the above concerns and also had discussions with the engineering department regarding the street width. The lot exceeds the required parking spaces needed for a three-unit apartment building. After much consideration and reviewing the proposed application & location, staff does not feel that a 3 Unit Apartment Building will have any negative impacts on the surrounding area.

Therefore, it is recommended that Council approve the application for the proposed 3 Unit Apartment Building at 9 Highland Avenue, Corner Brook, NL.


Sincerely,



Darryl Skinner  
Development Inspector III

Attachments:

1. Picture of Lot Location
2. RFD

<div></div>						
<div><div><b>City of Corner Brook</b> Community Services Department Planning Division</div><div>5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com</div></div>	<b>PROJECT:</b>		<b>NOTES:</b>		<b>LOCATION:</b>	
	<b>TITLE:</b>				<b>PREPARED BY:</b>	
					<b>DEPARTMENT:</b>	
			<b>DATE:</b>			
			<b>PAGE:</b>		<b>OF</b>	<b>VERSION:</b>





# Request for Decision (RFD)

**Subject:** Crown Land Application - North Side of Humber River Across From Steady Brook

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Crown Land Application  
**Attachments:** [Memo - Crown Land Application - North Side of Humber River Across From Steady Brook](#)  
[Figure 1 - Crown Land Application - North Side of Humber River Across From Steady Brook.png](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has received a Crown Land application pertaining to a grant of land under Section 36 of the Lands Act (Provincial legislation). This deals with persons acquiring land which they have occupied for a twenty (20) year period in open, notorious, continuous and exclusive possession immediately prior to the 1st day of January 1977 and up to the present time (commonly known as Squatter's Rights). It has been brought to the owner's attention that the title of a parcel of property located on the north side of the Humber River, across from Steady Brook, falls under the ownership of the Crown. In an effort to resolve the issue, the owner has applied to the Crown to acquire the land in question. This application was considered by internal staff and there are no concerns.

## PROPOSED RESOLUTION:

It is RESOLVED to approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 Other  
 City of Corner Brook Crown Land Acquisition Policy

## RECOMMENDATION:

Staff recommends option #1.

### ALTERNATIVE IMPLICATIONS:

1. That Council approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.
2. That Council not approve the application for the owner of a parcel of property located on the north side of the Humber River across from Steady Brook to obtain Crown Land under Section 36 of the Lands Act.
3. That the Council of the City of Corner Brook provides other direction to staff.

Director of Community, Engineering,  
Development & Planning

Approved - 10 Jul 2024

Approved - 10 Jul 2024

---

City Manager

## MEMO

**To:** Manager of Development & Planning

**Fr:** Development Inspector I

**Subject:** **Crown Land Application – Land North Side of Humber River  
Across From Steady Brook**

**Date:** June 25, 2024

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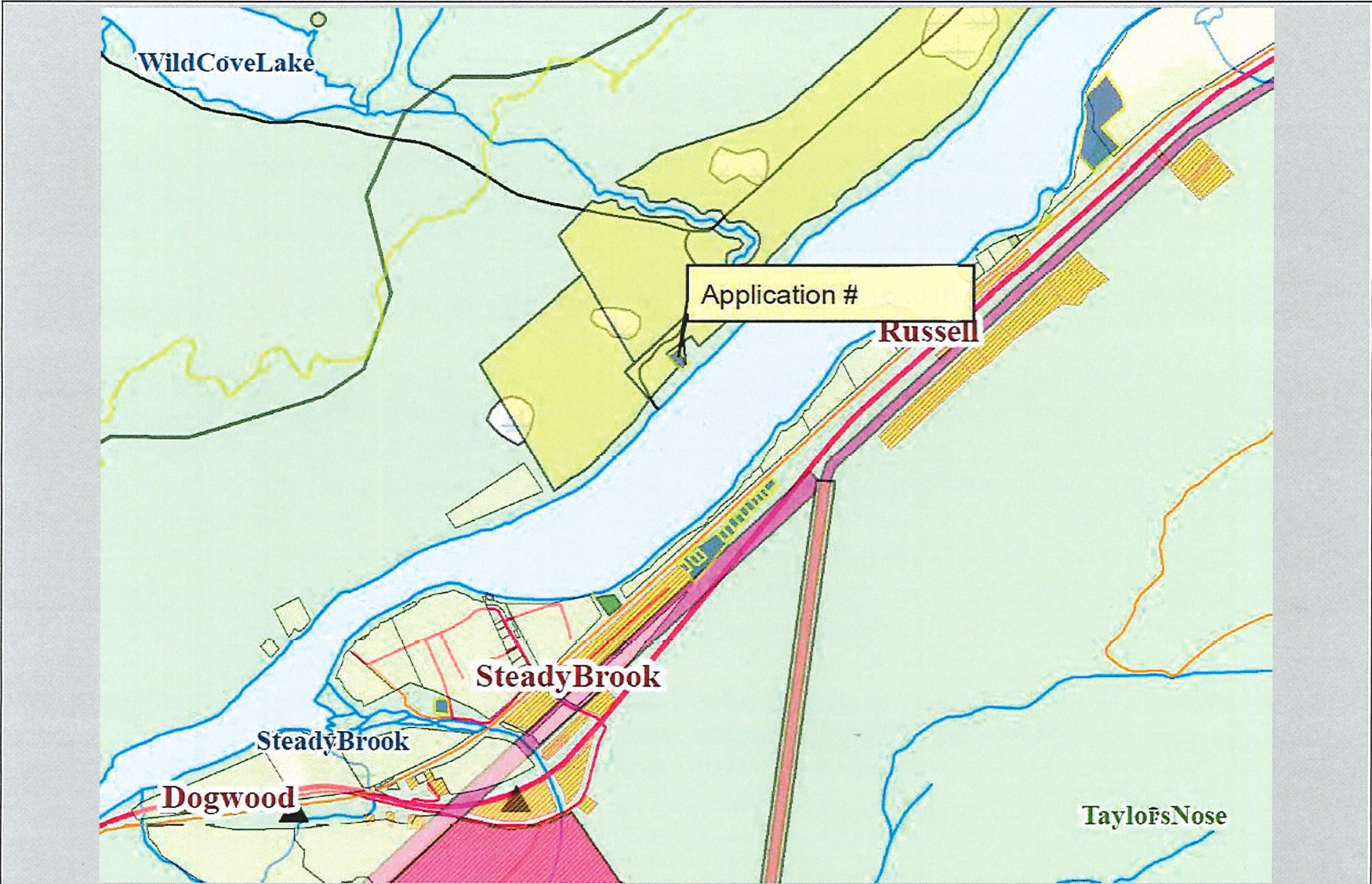
The City of Corner Brook has received an application pertaining to a grant of land under Section 36 of the Lands Act (provincial legislation). This deals with persons acquiring land which they have occupied for a twenty (20) year period in open, notorious, continuous and exclusive possession immediately prior to the 1st day of January 1977 and up to the present time (commonly known as Squatter's Rights).

It has been brought to the owner's attention that the title of a property situate located on the north side of the Humber River across from Steady Brook falls under the ownership of the Crown. In an effort to resolve the issue, the owner has applied to the Crown to acquire the land in question. This application was considered by internal staff and there are no concerns.

After review of the application, it is recommended that the Council of the City of Corner Brook approve this application.

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

Signed: \_\_\_\_\_  
James King, CET, CPT



 <b>City of Corner Brook</b> Community Services Department Planning Division  5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com	<b>PROJECT:</b> Crown Land Application	<b>NOTES:</b>		<b>LOCATION:</b> North of Humber River Across From Steady Brook	
	<b>TITLE:</b>			<b>PREPARED BY:</b> J. King	
	THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.			<b>DEPARTMENT:</b> Development & Planning	
				<b>DATE:</b> 2024-07-09	
				<b>PAGE:</b> 1 OF 1	<b>VERSION:</b> 1



# Request for Decision (RFD)

**Subject:** Rescind Stop Work Order 2022-04 - Failure to Develop in Accordance with Subdivision Drawings

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Rescind Stop Work Order  
**Attachments:** [Stop Work Order - Pratt Street Subdivision](#)

## BACKGROUND INFORMATION:

A stop work order was issued to Valleyview Estates Limited on August 18, 2023 for failing to develop land in accordance with subdivision drawings. City staff has worked with Valleyview Estates Limited for the past several months to come up with an acceptable plan on how to move forward and remediate this matter. As a result, staff is now in the position to recommend to Council that the Stop Work Order be rescinded.

## PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook rescind Stop Work Order #2022-04 in accordance with Section 102(3) of the Urban and Rural Planning Act.

## GOVERNANCE IMPLICATIONS:

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

## RECOMMENDATION:

Staff recommends Option #1.

## ALTERNATIVE IMPLICATIONS:

1. That Council revoke Order #2022-04 as recommended by staff.
2. That Council not revoke Order #2022-04.
3. That Council provide other direction to City staff.

Approved - 10 Jul 2024

Director of Community, Engineering,  
Development & Planning  
Legislative Assistant

Approved - 10 Jul 2024

Approved - 11 Jul 2024

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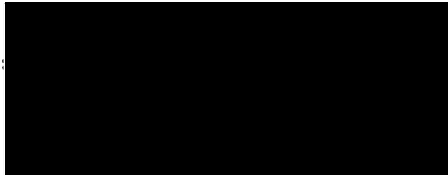
City Manager



## STOP WORK ORDER

2022-04

To:



**WHEREAS** a Development Permit was issued to Valleyview Estates Limited on May 31, 2022 to carry out development of a subdivision known as Pratt Street Subdivision Phase III;

**AND WHEREAS** the aforementioned Development Permit was subject to a condition to develop in accordance with design drawings dated May 10, 2022 and numbered C-01 to C-07 that were reviewed and approved by the City ( the "Subdivision Drawings");

**AND WHEREAS** the City of Corner Brook has concluded that you are carrying out the development at Pratt Street Subdivision Phase III in contravention of the Subdivision Drawings by failing to install two of the catch basins that were required in the Subdivision Drawings;

**AND WHEREAS** pursuant to section 8(2) of the *City of Corner Brook Development Regulations*, it is an offence to develop within the City of Corner Brook planning area contrary to any conditions set out in a development permit;

**AND WHEREAS** pursuant to section 24(7) of the *City of Corner Brook Development Regulations* it is an offence to erase, alter or modify any drawing or specification upon which a development permit has been issued;

**NOW THEREFORE YOU ARE HEREBY ORDERED** under Section 102 of the Urban and Rural Planning Act to stop all work immediately with respect to the ongoing subdivision until a plan for rectification of the above noted failure to develop in accordance with the Subdivision Drawings has been submitted to and approved by the City of Corner Brook. ;

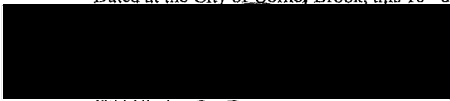
Failure to comply with this Order may result in revocation of your development permit pursuant to section 24(6) of the *City of Corner Brook Development Regulations* and charges being laid against you. Pursuant to section 106 of the *Urban and Rural Planning Act, 2000* penalties include a fine of not less than \$500 and not more than \$1000 for each first offence, or in default of payment a period of imprisonment not exceeding three months, and a fine of not less than \$2000 and not more than \$5000 for each subsequent offence, or in default of payment a period of imprisonment not exceeding six months.

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

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

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

Dated at the City of Corner Brook, this 18<sup>th</sup> day of August, 2022 A.D.

  
City Clerk  
City of Corner Brook



# Information Report (IR)

**Subject:** Notice of Motion--Recreational Vehicle Regulations 2022

**To:** Darren Charters  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** Notice of Motion--Recreational Vehicle Regulations 2022 Route Addition Amendment  
**Attachments:** [Schedule A 2024](#)

## BACKGROUND INFORMATION:

In accordance with Section 39 of the City of Corner Brook Act, a notice of motion is required for the amendment, repeal, and passing of bylaws/regulations of the City of Corner Brook

Whereas sections 201 and 202 of the City of Corner Brook Act authorize Council to make regulations:

- Prohibiting or controlling the operation of recreational vehicles not licenced under the Highway Traffic Act on public roads and bridges;

And further, Section 15 of the Off-Road Vehicles Act, 2021, authorizes Council to make regulations:

- Permitting the driving of vehicles or a class of vehicles along or across a highway or part of a highway in a municipality;

Notice is hereby given that at the Public Council Meeting on August **19th**, 2024, the following motion will be brought forward for consideration:

**Pursuant to the powers vested in it by virtue of Section 201 and 202 of the City of Corner Brook Act, 1990, and section 10 of the Motorized Snow Vehicles and All-Terrain Vehicles Act, 1990, and all other enabling powers, the Council of the City of Corner Brook hereby amends the Recreational Vehicles Regulation 2019, by adding a revised Schedule A which will permit operation on more streets as follows:**

1. **West Valley Road to connect Confederation Drive to West Street,**
2. **Sunnyslope Drive, Country Road, Popular Road, and Caribou Road, to connect Lundrigan Drive to Broadway,**

3. **For the 2025 ATV season, starting May 01st, 2025, Elizabeth Street, Grenfell Drive, University Avenue, and Mt. Bernard Avenue to connect Elizabeth Street area to Main Street.**

Director of Protective Services	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 11 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

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City Manager

## Schedule "A"

## Permitted All-Terrain Vehicle Routes

All-terrain vehicles are permitted to travel on or along the following highways:

- Riverside Drive (west from intersection of the Northshore Highway)
- Main Street
- Herald Avenue
- Broadway
- Pier Road
- Griffin Drive
- Petries Street (from the intersection of Curling Street to the intersection of Hilliards Road)
- Hilliards Road
- Confederation Drive
- Massey Drive
- Lundrigan Drive
- Sunnyslope Drive
- Country Road
- Popular Road
- Caribou Road (from intersection of Popular Road to Broadway)
- West Valley Road
- Effective May 01<sup>st</sup>, 2025:
  - Elizabeth Street (from north of Charles Street intersection)
  - Grenfell Drive
  - University Avenue (from intersection of Grenfell Drive south to O'Connell Drive)
  - Mt. Bernard Avenue

All-terrain vehicles are permitted to travel on or along the following public pathways:

- Trail between the end of Pier Road and Griffin Drive.

All-terrain vehicles can travel the designated one-kilometer zone/s on the provincially owned highways as follows:

- Lewin Parkway to access the designated route of Lundrigan Drive;
- O'Connell Drive extension to access the designated route of Hilliards Road;
- North Shore Highway (Route 440) to access the Hughes Brook trailhead.





# Request for Decision (RFD)

**Subject:** Flag Protocol and Proclamations- Policy 13-02-07

**To:** Darren Charters  
**Meeting:** Regular Meeting - 15 Jul 2024  
**Department:** City Manager  
**Staff Contact:** Jessica Smith, City Clerk  
**Topic Overview:** The Flag Protocol and Proclamations policy is coming forward for council decision  
**Attachments:** [Flag Protocol and Proclamation Policy Draft](#)

## BACKGROUND INFORMATION:

At the Committee of the Whole Council Meeting of June 24, 2024, Council were presented with a draft Flag Protocol and Proclamations Policy to provide an opportunity for discussion and feedback. No further feedback has been received and the policy is now coming forward for decision.

This new policy is designed to provide clear guidelines on how the City of Corner Brook will handle requests for proclamation, flag raisings and other inquiries related to flag protocol, ensuring consistency and maintaining appropriate decorum and reverence for the flag and significant events.

## PROPOSED RESOLUTION:

It is **RESOLVED** that the Corner Brook City Council approve the Flag Protocol and Proclamation Policy as attached.

## GOVERNANCE IMPLICATIONS:

Policy

## RECOMMENDATION:

Staff recommend the approval of this policy.

City Clerk	Approved - 11 Jul 2024
Director of Community, Engineering, Development & Planning	Approved - 12 Jul 2024
Legislative Assistant	Approved - 12 Jul 2024

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



# CITY OF CORNER BROOK

## Policy Statement

<b>Policy Title</b>	<i>Flag Protocol and Proclamations</i>	<b>Index:</b>	<i>Council and Administration</i>
<b>Section:</b>	<i>Procedures</i>	<b>Policy Number:</b>	<i># 13-02-07</i>
<b>Authority</b>	<i>Council</i>	<b>Adopted Date:</b>	<i>July 15, 2024</i>
<b>Effective Date:</b>	<i>July 15, 2024</i>	<b>Revision Date:</b>	
<b>Policy Owner:</b>			

### 1. POLICY STATEMENT

The City of Corner Brook may recognize public awareness campaigns, arts, cultural, historical and national celebrations of significance, or community enhancement to the City of Corner Brook by way of a proclamation and/or a flag raising. The City of Corner Brook will adhere to appropriate decorum with regards to the display of the flag and the flying of the flag at half-mast to recognize a period of mourning or commemoration.

### 2. PURPOSE

The purpose of this policy is to establish protocol for:

- Flags to be flown at half mast;
- The display of flags at municipal facilities and event;
- Proclamation and flag raising requests received by the City of Corner Brook, including identifying criteria for the types of events and activities that would qualify.

### 3. SCOPE

This policy applies to all properties and facilities owned and operated by the City of Corner Brook, and at City organized or hosted events, notwithstanding any policies, protocols or legislation of any overarching government body.

### 4. DEFINITIONS

**Proclamation** – is an official public announcement or declaration given by the Mayor and/or Council to formally recognize a special event that is deemed to be of interest and/or benefit to a significant number of citizens of Corner Brook and may be recognized on a particular day, week or month;

**Flag Raising** – for purposes of this policy, means the raising of a flag in possible conjunction with a proclamation that has been endorsed by Council;

**City Manager** – means the individual appointed as the Chief Administrative Officer or City Manager for the City of Corner Brook;

**Clerk** – the Clerk of the City of Corner Brook;

**Council** – the Council of the Corporation of the City of Corner Brook, comprised of the Mayor, Deputy Mayor and Councillors;

**Facilities/Building Operations Representative** – refers to the individual who is responsible for the general operations and maintenance of any city owned facilities;

**Regular Council Meeting** – a meeting of Council open to the public.

## 4. PROCEDURE

### 4.1 City Flag

The City of Corner Brook Flag shall be flown at all City buildings or facilities whenever it is feasible to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or the City of Corner Brook Flag may be displayed regularly, except with regards to recognizing special events in accordance with this policy.

The City of Corner Brook Flag may be displayed indoors in the Council Chambers, the Mayor's Office of any function deemed appropriate by Council.

The City Flag shall not be used for commercial purposes by any organization.

The City of Corner Brook reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

The City Flag shall be treated with dignity and respect and flown or displayed properly in accordance with this policy and/or the guidelines as stated by Heritage Canada.

### 4.2 Flag Protocol

Flags will be flown and displayed in accordance with the manner outlined by the Department of Canadian Heritage, or any other applicable guidelines issued by the government of Canada.

Where the City of Corner Brook flag is flown or displayed in conjunction with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the City of Corner Brook on the right.

Where the City of Corner Brook Flag is flown or displayed with the Canadian Flag and the Province of Newfoundland and Labrador Flag, the Canadian Flag will occupy the center position to the observer of the flag, the Province of Newfoundland and Labrador Flag to the left and the City of Corner Brook Flag to the right.

When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance with the manner outlined by the Department of Canadian Heritage.

When hung indoors without a flagpole, flags must be hung horizontally or vertically.

In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height.

When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance with rank, with the Canadian Flag first, followed by the Province of Newfoundland and Labrador Flag, followed by the City of Corner Brook Flag.

Where an official representative of a Canadian Province, a Country or recognized twin City, is visiting the City of Corner Brook on an official visit, that Province's or Country's flag may be flown at all municipal buildings and facilities (if available) where it is feasible to do so.

The City of Corner Brook reserved the right to fly flags to commemorate an event as it deems appropriate at various properties such as, but not limited to, the Cenotaph and/or the Curling War Memorial in accordance with protocol from the Royal Canadian Legion – Branch 13.

#### **4.3 Flag Flown at Half-Mast**

The City Flag and/or National Flag of Canada and/or the Provincial Flag of Newfoundland and Labrador will be flown at half mast at municipally owned and operated building and facilities to mark the passing of a prominent public figure, including but not limited to:

- Sovereign, the current Prime Minister of Canada and current Governor General of Canada;
- Immediate members of the Royal Family (spouse of the Sovereign or the heir to the throne);
- Lieutenant Governor, the Premier of Newfoundland and Labrador, or any other person similarly honoured by the province;
- Past or current elected area representative of the Federal or Provincial government;
- Past or current member of Council or Mayor;
- Current City of Corner Brook Employee;
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Newfoundland and Labrador.

The half-masting of flags shall take place from the time of notification of death until sunset on the day of the memorial service.

Flags flown at municipal buildings and facilities may be lowered to a half-mast position from sunrise to sunset to observe the following days:

- Worker's Day of Mourning (April 28);
- Police and Peace Officers' National Memorial Day (Last Sunday in September);
- Remembrance Day (November 11);
- National Day of Remembrance and Action on Violence Against Women (December 6).

For Remembrance Day, the City will be responsible for lowering flags at Civic Square and Remembrance Square to half mast with the exception of the Canadian Flag, which remains at full-mast. In addition to flag services, the City is responsible for ensuring that any necessary barricades are in place for road closures for any parade or other necessary events for Remembrance Day. The Royal Canadian Legion – Branch 13 is responsible for the lowering of flags to half-mast and raising flags at noon at the Curling War Memorial, as well as any other parade logistics.

When lowering to half-mast, the flag shall be raised fully to the top of the flagpole, then lowered immediately to the half-mast position. In the event of multiple flags being flown together, all will be flown at half-mast. The half-mast position will depend on the height of the flagpole itself; however the flag shall be lowered to the approximate centre position of the flagstaff.

#### **4.4 Proclamation or Flag Raising**

Proclamation or flag raising that are of significance to the City of Corner Brook may be endorsed by Council for the purpose of recognizing:

- Civic promotions;
- Public awareness campaigns;
- Celebrate a non-profit or charitable organization's event or campaign;
- Civic events;
- Recognition of National Days;
- Special honours for individuals and organizations for special achievements;
- To honour national or independence days important to the residents of Corner Brook.

Flags flown by request of an organization or representative will only be displayed on the courtesy pole in civic square, unless otherwise directed by Council.

Proclamations and flag raising will follow current human rights legislation as well as any applicable City policies, regulations, or other overarching legislation.

The City of Corner Brook reserves the right to choose which flags may or may not be flown at city owned properties. At no time will the City of Corner Brook display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

Request for flag raisings or proclamations **will not** be approved for the following:

- Matters of political, ideological or religious beliefs;
- Matters that discriminate human rights or undermines human dignity including which is based upon race, national origin, sex or age, colour, sexual orientation, gender identity or disability;
- Events or organizations that are deemed to be not applicable to the City of Corner Brook or it's residents;
- Promotion of private/profit-making business;
- Any event contrary to the City's policies, procedures and/or regulations

#### **4.4 Flag Raising/Proclamation Request Process**

Flag raising ceremonies and proclamations are arranged through the Mayor's office, through virtue of the City Clerk. The request for a flag raising must be submitted by an organization in writing, or any other method which the City Clerk deems appropriate, and must include:

- Purpose of the flag raising and/or proclamation;
- Name of the flag to be raised, if applicable;
- Photo of the flag to be raised (if this is the first occasion);
- Background information about the cause or event being proclaimed.

Requests must be made at least two weeks in advance of the event wherever possible, unless otherwise approved by the City Clerk.

The City Clerk will review the request to ensure it complies with City policy. If the request is not approved, the City Clerk or his/her/their designate will prepare a letter of denial, including the reason for the denial, to provide to the organization or representative accordingly.

Only one request per special event will be approved. In the event that there are multiple requests received by different organizations or representatives, the request will be approved in terms of first come first serve, unless otherwise directed by the Clerk. Requests must be submitted on an annual basis.

It is the responsibility of the organization making the request to provide the appropriate flag and proclamation to the City. The organization or representative making the request is responsible for inviting any applicable partners, organizations, representatives or residents and advising the City Clerk's office with regards to who is attending the signing of the proclamation and/or flag raising.

Any proclamation and/or flag raising that meet all eligibility criteria will be placed on the agenda and publicly read at the next public Council meeting.

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 City Clerk**

The City Clerk or his/her/their designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the City of Corner Brook in accordance with this policy.

When the flag is lowered to half mast to recognize the passing, period of mourning or commemoration as stated in this policy, the City Clerk shall provide notification to the following that includes the reason for the flag being flown at half mast:

- Mayor and Council;
- Executive Management Team;
- Municipal Enforcement Officers;
- Facilities or building operations representative;
- The Fire Department and Civic Centre;
- All staff;
- Media and the public

The City Clerk will provide notification to the Senior Municipal Enforcement Officer or a representative of the department, Customer Service staff and/or the individual responsible for building operation and facilities accordingly when the flags of an agency or organization are raised and the period in which that flag shall be displayed. With regards to lowering the flag to half mast, the City Clerk shall provide the City Clerk shall provide notification when the flag is to be raised to full mast in accordance with this policy.

The City Clerk or his/her/their designate is responsible for co-ordinating the time and date of the event for a flag raising and/or proclamation in accordance with the availability of the Mayor, or where the Mayor is not available, the Deputy Mayor. Where neither the Mayor or Deputy Mayor is available, the Mayor may designate another member of Council to attend the flag raising and/or sign the proclamation. The City Clerk or his/her/their designate is responsible for inviting all Council members to any proclamation and/or flag raising.

This City Clerk is responsible for the co-ordination of any communication related to proclamations and/or flag raising including but not limited to social media posts and co-ordination with the subsequent public Council Meeting agenda.

### **5.2 Municipal Enforcement and/or Facilities or Building Operations Representative**

The Municipal Enforcement Officers Department or where applicable the representative for the Facility/Building Operations is responsible to ensuring flags are lowered and flown at half-mast in accordance with this policy and that the flags are adjusted to the appropriate height in accordance with this policy.

The Municipal Enforcement Officers Department will ensure to have a representative present at any flag raising as directed by the City Clerk or his/her/designate unless otherwise directed by the Clerk or his/her/their designate.

**Human Resources** – In the event of the death of a current City of Corner Brook employee, Human Resources will notify the City Clerk’s office and provide the name of the individual, the individuals position and department and years served as an employee with the City for recognition under this policy, as well as details of any funeral or memorial service if available.

7. SCHEDULE(S) (Optional)

8. AMENDMENT(S) (Mandatory)

Date of Council Decision	Report / Bylaw	Description

9. REVIEW(S) (Mandatory)

Date of Policy Owner’s Review	Description

10. Reference: Committee of the Whole June 24, 2024 and Regular Meeting July 15, 2024

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk





# Request for Decision (RFD)

**Subject:** Traffic Calming Policy

**To:** Darren Charters

**Meeting:** Regular Meeting - 15 Jul 2024

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [242002 Corner Brook Traffic Calming Policy Draft for Town Completion](#)  
[242002 Corner Brook - Process for Traffic Calming Rev1 24May2024](#)

## BACKGROUND INFORMATION:

This policy shall provide the City of Corner Brook with a standard process to manage public requests for traffic calming to ensure that a transparent approach and objective criteria are used to evaluate traffic calming needs throughout the City. The policy outlines the process for the initiation, assessment, development and implementation of traffic calming plans on city streets.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** adopt this policy on Traffic Calming.

## GOVERNANCE IMPLICATIONS:

Policy

Director of Community, Engineering,  
Development & Planning  
Legislative Assistant

Approved - 12 Jul 2024

Approved - 12 Jul 2024

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



## CITY OF CORNER BROOK

<b>Index</b>	Parking and Traffic	<b>Section</b>	Streets
<b>Title</b>	Traffic Calming	<b>Policy Number</b>	<b>Authority</b> Council
<b>Approval Date</b>		<b>Effective Date</b>	<b>Revision Date</b>

### PURPOSE

This policy shall provide the City of Corner Brook with a standard process to manage public requests for traffic calming to ensure that a transparent approach and objective criteria are used to evaluate traffic calming needs throughout the City. The policy outlines the process for the initiation, assessment, development and implementation of traffic calming plans on city streets.

### POLICY STATEMENT

Traffic calming requests will be managed through the five-stage traffic calming process outlined in the City of Corner Brook Transportation Study Process for Traffic Calming.

### REFERENCES

City of Corner Brook Transportation Study Process for Traffic Calming (2024)

### DETAILED ACTION REQUIRED

The *Process for Traffic Calming* was developed to manage requests for traffic calming in a transparent and consistent manner, where the need for traffic calming is established based on objective criteria. Available literature, guidelines and best practices were reviewed to guide the development of this process.

The process used to evaluate requests for traffic calming is organized in five stages and guides the entire project timeframe from initiation to post-implementation. Each stage is briefly described below and detailed steps are provided in the *Process for Traffic Calming*.

- 1. Initiation and Assessment:** The purpose of the initiation stage is to confirm the nature and magnitude of the reported traffic issues and decide whether to proceed with the development of a traffic calming plan. In this stage, requests are received and undergo a screening process to determine eligibility, any eligible request are assessed based on a review of traffic volume and speed data to confirm the need for traffic calming. Requests that pass the assessment are ranked

to ensure the most severe issues are addressed first. Council approval and funding allocation is then required to proceed to the development stage.

2. **Development:** The purpose of the development stage is to create a traffic calming plan that addresses the identified traffic issues. This stage involves the development of traffic calming plans and the evaluation of alternatives to select a recommended traffic calming plan. The development of the traffic calming plan may include community engagement at the discretion of City staff and/or Council. The need for engagement and the scope of the process will be determined at the beginning of the development stage.
3. **Approval:** The purpose of the approval stage is to allow a review of the project information and proposed traffic calming plan by Council. Council approval is required to proceed with implementation.
4. **Implementation:** The purpose of the project implementation stage is to complete the detailed design and construction of the approved traffic calming plan.
5. **Evaluation:** The purpose of the evaluation stage is to monitor the effectiveness of the traffic calming plan in addressing the identified traffic issues, refine the installation as required and remove any measures that are not serving their intended purpose.

## REFERENCE

Minute:

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

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**MAYOR**

---

**CITY CLERK**



# TRANSPORTATION STUDY

## Process for Traffic Calming

Draft Report – Rev 1

24 May 2024

Harbourside Transportation Consultants  
8 Rowan Street, Suite 301  
St. John's, NL Canada A1B 4J9  
Tel: (709) 579-6435  
[www.HarboursideEngineering.ca](http://www.HarboursideEngineering.ca)





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**Project No.:** 242002

**Project Name:** Corner Brook Transportation Study

---

**Prepared for:**

Erik Neilson  
Assistant Manager of Engineering Services  
City of Corner Brook  
5 Parker Street  
Corner Brook, NL A2H6E1

[Stamp to be inserted in Final Report]

**Approved by:** Mark Stuckless, P.Eng.

**Internal Quality Check by:** Michael MacDonald, P.Eng.

**Prepared by:** Florence Allaire, M.Sc.E., P.Eng.  
Caysie McInnes, EIT

Revision	Submission Date	Notes
0	05 April 2024	Draft
1	24 May 2024	Draft Final

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## 1. INTRODUCTION

Neighbourhood traffic issues such as speeding, high traffic volumes usually because of shortcutting or through traffic, are a growing concern for many residents in the City of Corner Brook (the "City"). The City receives numerous concern each year from residents relating to neighbourhood traffic issues.

As part of the *Transportation Study* the City is developing the tools and policies required to better manage its transportation network. This includes the development of a *Traffic Calming Policy* to provide procedures and criteria for the initiation, investigation and implementation of traffic calming on neighbourhood streets. The intent of this document, the *Process for Traffic Calming*, is to supplement the *Traffic Calming Policy* document and ensure that a transparent approach and objective criteria are used to evaluate traffic calming needs and that safety concerns related to speeding and excessive volume are addressed in a fair and efficient manner.

### 1.1. Definitions

For the purpose of this document, unless otherwise stated, the following definitions apply:

- **85<sup>th</sup> Percentile Speed/Operating Speed:** The speed at, or below which 85 percent of vehicle on a street are travelling. Considered the operating speed of a street.
- **95<sup>th</sup> Percentile Speed:** The speed at, or below which 95 percent of vehicle on a street are travelling.
- **Arterial:** a street with the primary function of moving traffic.
- **City:** The City of Corner Brook.
- **Collector:** a street on which traffic movement and land access are of similar importance.
- **Council:** City Council for the City of Corner Brook.
- **Local:** a street with the primary function of providing land access.
- **RNC:** Royal Newfoundland Constabulary
- **Street Classification:** The classification of a street by function in accordance with the City's street classification.
- **TAC:** Transportation Association of Canada
- **Traffic Calming:** a combination of primarily physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour, and improve conditions for all street users.

### 1.2. What is Traffic Calming?

Traffic calming is a term used to describe the combination of primarily physical measures that are intended to reduce the impacts of motor vehicle traffic on streets and neighbourhoods and improve safety and comfort levels for pedestrians and bicyclists. Initiatives, such as education or enforcement actions, can also be used to supplement physical measures.

### 1.3. Why Use Traffic Calming?

Traffic calming is used to address neighbourhood traffic issues often identified by the community or residents of affected streets. Typically, the concerns are about motor vehicle speeds, shortcutting or through traffic and/or inappropriate driver behavior.

When vehicle speeds and/or volumes are considered to be inappropriate for the type of street, adjacent land use or pedestrian and bicycle activity, they can have a detrimental impact on the safety and livability of neighbourhoods. As a result of these traffic issues, residents feel that streets are not safe for pedestrians and bicyclists, particularly for children or seniors.

Traffic calming measures, when implemented properly, can increase the safety and livability of streets and neighbourhoods by:

- Reducing vehicle speeds;
- Decreasing traffic volumes by discouraging shortcutting or through traffic; and
- Reducing conflicts between street users.

However, traffic calming measures can also have potentially negative effects on the mobility of neighbourhood residents, maintenance activities and emergency vehicle response times. Traffic calming measures can unintentionally create new problems such as diverting traffic into an adjacent street or a different neighbourhood. Careful consideration is required when developing a traffic calming plan to determine the best combination of measure that will result in both a real and perceived improvement.

### 1.4. Where Traffic Calming is Considered

One of the main purposes of traffic calming is to restore neighbourhood streets to their intended function. This function is to provide a certain level of both mobility and access depending on the classification of the street and its role within the street network.

Streets in the City of Corner Brook are classified as arterial, collector or local. The classification and their role with respect to mobility and access are described below:

- **Arterial:** The primary function of an arterial street is to provide for the movement of traffic through the street network. Arterial streets are not intended to provide direct access to land.
- **Collector:** A collector street has two primary functions of equal importance: traffic movement and land access.
- **Local:** The primary function of a local street is to provide direct access to land.

Traffic calming is primarily considered on local and collector streets to reduce speed, volumes and conflicts between street users. While traffic calming can be considered on arterial streets, it is only recommended for the purpose of reducing speeds. Reducing volumes on arterial streets is inconsistent with their primary function to move traffic.

The *Process for Traffic Calming* focuses on neighbourhood streets and defines the types of streets that are suitable for traffic calming in the City. Traffic calming will only be considered on local and collector streets and not on arterial roadways. Further details on eligible criteria for local and collector streets are provided in Section 2.1.2.

### 1.5. Education and Enforcement

In addition to physical measures, effective traffic calming initiatives often include education and/or enforcement components. Education and enforcement (both manual and automated) are recognized as valid, and in some cases, preferred alternatives to physical measures. Enforcement and education techniques typically require no physical changes, are potentially less expensive and can be faster to implement. While consideration should certainly be given to enforcement and/or education programs, either stand-alone, or as the first step in an integrated solution, education and enforcement are not generally considered within the framework of the *Process for Traffic Calming* outlined herein. This is because police enforcement, to a large degree, is outside the City's control and because the effect of education and enforcement activities can be difficult to measure and track over time.

While police enforcement of speed limits, for example, is undoubtedly effective at the time that enforcement activities are being conducted, continual/consistent enforcement is typically not a viable long term approach. It can be difficult and costly to constantly enforce speed limits and other traffic regulations solely through police patrols. In most communities, police services are unable to devote the resources needed to meet and sustain the level of enforcement required to address the myriad of traffic related issues that exist within a community. Traffic enforcement must also compete with other, often more pressing, and serious priorities requiring police attention. Initial enforcement with occasional follow-up visits will also help manage certain situations, however some traffic calming measures can reduce the need for police enforcement. Measures that calm traffic through vertical and horizontal deflection, for example, are typically considered self-enforcing as they generally do not require police presence to be effective. Conversely, measures such as access restrictions which divert, restrict or prohibit traffic and which rely solely on motorists obeying regulatory signs may require some initial and on-going police enforcement to ensure that the desired effects are achieved.

Generally, measures which rely on police enforcement may not be as effective over time as self-enforcing measures, unless automated enforcement techniques can be used. Measures that maintain a 24-hour presence and do not require police enforcement to be effective, are preferable. The use of automated speed enforcement, for which the Province is currently updating legislation, may soon provide another enforcement option to be considered.

Education and enforcement programs tend to be local and specific in nature and, as such, are often not well documented. Some examples of education programs are described in a National Highway Traffic Safety Administration report titled "*Countermeasures That Work: A Highway Safety Countermeasure Guide for State Highway Safety Offices*".

### 1.6. New Street or Subdivision Design

While this *Process for Traffic Calming* focuses on implementing traffic calming plans on existing streets to address existing problems, traffic calming measures should be incorporated in the design of new streets and subdivisions to encourage traffic-calmed neighborhoods and prevent or minimize future neighbourhood traffic issues. Introducing traffic calming measures into the design stage of new streets or subdivisions will improve the aesthetics of the subdivision, reduce speeds and through traffic volumes and provide, a safer and friendlier environment for pedestrians and bicyclists.

Certain traffic calming measures require specific right-of-way requirements, such as traffic circles, these traffic calming measures can easily be incorporated into new streets or subdivisions in the early design stages. Other traffic calming measures, such as raised crosswalks and chicanes, require considerations for storm water management since these traffic calming measures can extend across the width of a street or abut to the curb. Without proper consideration, these measures can prevent surface water run-off from getting to the catch basins and can result in flooding uphill of the traffic calming measure. When these types of traffic calming measures are incorporated into the design of new street or subdivisions, these problems can be averted by including the traffic calming measures in the storm water management design.

## 2. TRAFFIC CALMING PROCESS

The *Process for Traffic Calming* was developed to manage requests for traffic calming in a transparent and consistent manner, where the need for traffic calming is established based on objective criteria. Available literature, guidelines and best practices were reviewed to guide the development of this process.

The process used to evaluate requests for traffic calming is organized in five stages and guides the entire project timeframe from initiation to post-implementation. Each stage is briefly described below and detailed steps are provided in the following sections.

**Stage 1 Initiation and Assessment:** The purpose of the initiation stage is to confirm the nature and magnitude of the reported traffic issues and decide whether to proceed with the development of a traffic calming plan. In this stage, requests are received and undergo a screening process to determine eligibility, any eligible request are assessed based on a review of traffic volume and speed data to confirm the need for traffic calming. Requests that pass the assessment are ranked to ensure the most severe issues are addressed first. Council approval and funding allocation is then required to proceed to the development stage.

**Stage 2 Development:** The purpose of the development stage is to create a traffic calming plan that addresses the identified traffic issues. This stage involves the development of traffic calming plans and the evaluation of alternatives to select a recommended traffic calming plan. The development of the traffic calming plan may include community engagement at the discretion of City staff and/or Council. The need for engagement and the scope of the process will be determined at the beginning of the development stage.

**Stage 3 Approval:** The purpose of the approval stage is to allow a review of the project information and proposed traffic calming plan by Council. Council approval is required to proceed with implementation.

**Stage 4 Implementation:** The purpose of the project implementation stage is to complete the detailed design and construction of the approved traffic calming plan.

**Stage 5 Evaluation:** The purpose of the evaluation stage is to monitor the effectiveness of the traffic calming plan in addressing the identified traffic issues, refine the installation as required and remove any measures that are not serving their intended purpose.

## 2.1. Initiation and Assessment

### 2.1.1. Initiation

Requests to initiate a traffic calming assessment for a street can be made by:

- Residents who live on the street for which traffic calming measures are being requested;
- Councillor(s) on behalf of a resident or group of residents who live on the street or within the neighbourhood for which traffic calming measures are being requested; and
- Resident associations on behalf of residents who live on the street or within the neighbourhood for which traffic calming measures are being requested.

To initiate the traffic calming process, the applicant must submit a standard application form to the City. The form requires the applicant to provide the following information: name, contact information, date of application, location/area of concern, traffic concern, time of day, day of week, season the concern occurs.

The “Traffic Calming Request Form” contained in **Appendix A** will be made available on the City website and in hard copy at City Hall.

### 2.1.2. Screening

Upon receiving a request, a screening process will be conducted to determine if the requested street is eligible for the consideration of traffic calming measures.

The *Process for Traffic Calming* applies to streets owned by the City that meet the following conditions:

- are classified as local streets or collector streets;
- are not multi-lane roads;
- are greater than 150 metres in length;
- where longitudinal grades do not exceed 8 percent on more than 50 percent of the street;
- have a posted speed limit not greater than 50 kilometres per hour;
- are within neighbourhoods that are primarily residential in character or contain school areas; and
- do not provide direct access to an emergency services building.

An eligible street based on the criteria above may not be considered for a traffic calming assessment in the event that:

- A request has been investigated within the last 5 years and did not qualify for traffic calming;
- A request has been investigated within the last 2 years and qualified for traffic calming but was rejected through a lack of community support; or
- Traffic calming measures were previously installed and removed within the last 10 years.

If a street is not eligible for traffic calming measures based on the eligibility criteria and conditions above or a similar request is already under review the process is completed and the applicant will be notified of the result.

A database of all traffic calming requests, documenting their approval/rejection throughout the entire process will be maintained by City staff to facilitate the review of subsequent requests for the same streets.

### 2.1.3. Assessment

If a request passes the initial screening process, an assessment will be conducted to confirm the presence of speeding, shortcutting and/or other driver behaviour problems and determine if the City should proceed with the development of a traffic calming plan. The assessment process ensures consistency in reviewing and responding to traffic calming requests.

#### 2.1.3.1. Data Collection

Traffic data required for the assessment process and subsequent ranking will be collected. The data requirements are outlined in Table 1.

A site visit may be conducted to observe and document conditions. The time of day and day of week for the site visit should be consistent with the issues outlined in the application.

*Table 1: Data Collection Requirements*

Indicator	Indicator Data	Collection Method	Data Parameters
Vehicle Volumes	Average daily traffic volume (ADT)	Radar or Miovision	Minimum: 24 hours Preferable: 7 days Data must be collected within the last 3 years
Vehicle Speed	85th percentile speed 95th percentile speed	Radar	Minimum: 24 hours Preferable: 7 days Data must be collected within the last 3 years
Collisions	Collision statistics (fatal, injury, property damage only)	Obtain from Royal Newfoundland Constabulary	3 most recent years available prior to request
Pedestrian generators	Nearby facilities	Mapping tools, GIS database or site visit	-
Pedestrian and cycling facilities	Sidewalks on one or both sides Cycling route Direct connection to adjacent cycling infrastructure	GIS database or site visit	-

#### 2.1.3.2. Quantify the Problem

The request will be assessed through a review of speed and volume data. Vehicle speed and/or volume issues will be quantified based on the following criteria and thresholds. The speed and volume thresholds were developed based on speed and traffic volume data collected by the City on local and collector streets.

**Vehicle Speed:** An operating speed which exceeds the desirable speed limit of a street is an indication of a speeding problem. The 85<sup>th</sup> percentile speed is considered the operating speed of a street. The 85<sup>th</sup> percentile speed is the speed at, or below which 85 percent of vehicle on a street are travelling.

If the 85<sup>th</sup> percentile speed exceeds the following thresholds, the street will be carried forward for ranking:

Speed Limit ≥50 km/h	>Posted Speed Limit
Speed Limit ≤40 km/h (not in school zone)	>45 km/h
School Zone	>30 km/h <sup>1</sup>

**Vehicle Volume:** Significant daily traffic volumes which exceed typical levels expected based on the function of the street can be an indication of through traffic. Streets where the average daily traffic volume exceeds the following thresholds will be carried forward for ranking:

Local	≥500 veh/day
Collector	≥2,000 veh/day
School Zone	No minimum volume required

The assessment criteria are summarized in Table 2. **To pass the assessment and be carried forward for ranking and the development of a traffic calming plan, the request must exceed either the speed or volume threshold.** For requests that do not pass the assessment process, the process is completed and the applicant will be notified of the result.

Requests to reassess a street that did not pass the assessment will not be considered until:

- A minimum of 5 years from the date that the determination was made;
- Staff determines there have been significant changes to the street characteristics.

*Table 2: Assessment Criteria*

Criteria	Speed/Volume Indicator	School Zone	Local		Collector	
			≤40 km/h	≥50 km/h	≤40 km/h	≥50 km/h
Speed	85 <sup>th</sup> percentile speed	>30 km/h <sup>1</sup>	>45 km/h	> speed limit	>45 km/h	> speed limit
Volume	Average daily traffic volume	N/A	≥ 500 veh/day		≥ 2,000 veh/day	

1. 85<sup>th</sup> percentile speed during school arrival and dismissal times.

<sup>1</sup> For school zones, the 85<sup>th</sup> percentile speed during school arrival and dismissal times is considered.

#### 2.1.4. Ranking

If a request passes the assessment and qualifies for the development of a traffic calming plan, the request will be ranked using a weighted point system. The point system considers various criteria including speed, volume, collisions, pedestrian activity, pedestrian and cycling facilities to measure the streets need for traffic calming and the severity of the need. The point system is outlined in Table 3.

The ranking process prioritizes the requests to ensure the most severe problems are addressed first when limited funding amounts are allocated for the implementation of traffic calming measures. The ranking considers a total score out of 100 points for each qualified request; a higher score indicates a higher priority.

*Table 3: Ranking Criteria and Point Allocation for Traffic Calming Requests*

Criteria	Measure	Point Allocation	Maximum Points
Vehicle Speed	85 <sup>th</sup> percentile speed	Streets with a speed limit ≥50 km/h: 1 point for every 1 km/h that the 85 <sup>th</sup> percentile speed exceeds the speed limit	20
		Streets with a speed limit ≤40 km/h: 1 point for every 1 km/h that the 85 <sup>th</sup> percentile speed exceeds 45km/h	
		Streets within a school zone: 1 point for every 1 km/h that the 85 <sup>th</sup> percentile speed exceeds 30km/h during school arrival and dismissal times	
	95 <sup>th</sup> percentile speed	Streets with a speed limit ≥50 km/h: 5 points if the 95 <sup>th</sup> percentile speed exceeds the speed limit +10 km/h 10 points if the 95 <sup>th</sup> percentile speed exceeds the speed limit +20 km/h	10
Streets with a speed limit ≤40 km/h: 5 points if the 95 <sup>th</sup> percentile speed exceeds 55 km/h 5 points if the 95 <sup>th</sup> percentile speed exceeds 65 km/h			
Vehicle Volume	Daily traffic volume	Local: 1 point for every 50 veh/day	25
		Collector: 1 point for every 250 veh/day above 1,000 veh/day	
Collisions	Number of Collisions	1 point per collision in the last 3 years	10
		1 additional point for each injury collision	
Pedestrian Generators	Nearby facilities	5 points for each school, park or playground within 500m of the project area	15
		1 point for each generator within 500m of the project area (community centre, seniors' facility, licensed child care centre, etc.)	
Pedestrian Facilities	Sidewalks	10 points for no sidewalks	10
		5 points for sidewalks on only one side	
		0 points for sidewalks on both sides	
Cycling Facilities	Cycling routes	10 points if the street is a suggested cycling route	10
		5 points if the street directly connects to a cycling route or trail	
		0 points if the street is not a cycling route or does not connect to a cycling route	
Total Points			100

All qualified streets will be included on a prioritized list, based on their ranking scores, for implementation as part of the annual Capital Works Program. The priority list for traffic calming provides City staff and Council with an up-to-date priority listing of streets that require attention to guide approval and funding allocation. The priority list is constantly updated as new requests are added and as requests are removed when they receive approval for funding.

### 2.1.5. Funding Allocation

In order for a traffic calming request to proceed to the development stage, it must obtain Council approval and be allocated funding. Funding should be allocated based on the prioritized list, with the following exceptions:

- Where there is an integration opportunity with a scheduled street upgrading project under the City's Capital Works Program, that project will take priority, regardless of its position on the prioritized list; or
- There are streets within close proximity to each other in a neighbourhood. Adjacent lower priority streets may be implemented with the higher priority street where there is potential cost savings to implement them together.

Scheduled street upgrading projects under the City's Capital Works Program that include a design component will be evaluated in accordance with the *Process for Traffic Calming* screening and assessment process. If they pass the assessment, traffic calming measures should be installed during the street upgrading project.

## 2.2. Development

### 2.2.1. Develop Problem Statement and Define Project Area

A problem statement will be developed to detail the project scope and the specifics of the traffic issues that need to be addressed by the traffic calming plan. The problem statement should clearly identify the objectives of the traffic calming plan, these objectives will be used later in the process to monitor and evaluate the effectiveness of the plan after implementation.

The limits of the project area for the traffic calming plan will be defined. Typically, the limits of a project will include the candidate street; however, depending on the problem statement it may also comprise the surrounding neighbourhood streets that will likely be impacted by modifications on the subject street. Where a potential negative impact to adjacent streets within the neighbourhood is identified (i.e. a diversion of traffic to parallel streets), these streets will be included in the review and considered affected streets regardless of whether they meet the minimum criteria.

Initial support from residents of the affected area may be required at this stage depending on the level of community engagement for the project, community engagement is discussed in Section 2.5.

### **2.2.2. Develop Traffic Calming Plan Alternatives**

Traffic calming measures that target the issues identified in the problem statement and are suitable for the type of street under consideration will be selected from the toolbox provided in Section 3. The measures will be used to develop a traffic calming plan for the entire project area, multiples alternatives combining more than one measure will be developed. The alternative plans should be developed in sufficient detail to enable an assessment of feasibility and the development of preliminary cost estimates. The number of alternatives developed will depend on the problem statement and local context.

Affected internal and/or external stakeholders may be consulted as required to identify potential issues/concerns regarding impacts on their operations. Stakeholders can include, but are not limited to: emergency services, RNC, Corner Brook Transit, the City's Public Works Department and the School Board's Transportation Division.

### **2.2.3. Select Recommended Traffic Calming Plan**

The traffic calming plans will be evaluated using criteria that consider:

- Positive effects or benefits resulting from the proposed plan (i.e. ability to address the identified issues);
- Negative effects or disbenefits associated with the proposed plan (i.e. property impacts, impacts to internal stakeholders); and
- Capital and operating costs of the proposed plan.

The alternative that offers the best overall benefits with the fewest impacts and/or lower cost will be identified as the recommended solution. The recommended plan will then be circulated to appropriate internal/external stakeholders for approval. The plan may be modified to address any concerns raised by stakeholders. The plan may also be circulated to the public at this stage depending on the level of community engagement for the project, community engagement is discussed in Section 2.5.

### **2.2.4. Final Approval**

Once the preferred traffic calming plan is finalized, a recommendation report will be provided to Council for final approval. Council approval is required for a request to proceed to the implementation stage.

## **2.3. Implementation**

Once the traffic calming plan has been approved by Council, the project will proceed to the detailed design, tender and construction phases. Throughout this stage, documentation supporting the implementation of the traffic calming plan should be issued to any identified stakeholders and/or the public at large.

## **2.4. Evaluation**

### **2.4.1. Monitoring and Evaluate**

After implementation, the traffic calming plan should be monitored and evaluated to ensure the traffic calming measures are achieving the desired objectives without causing unnecessary impacts on residents.

Beginning no earlier than 1 month and no later than 12 months following the implementation of the traffic calming measures, traffic volume and speed data will be collected and reviewed against the initial data in order to determine the effectiveness of the traffic calming measures. Any resident concerns regarding the traffic calming measures following the implementation should be documented to be reviewed at this stage.

If the post-implementation data collection results indicate a vehicle volume and/or speed reduction has been achieved (depending on the problem statement, refer to Section 2.2.1 for details), no further action is required and the process is completed.

### **2.4.2. Refine**

If post-implementation data collection results indicate a vehicle volume and/or speed reduction was not achieved (depending on the problem statement), the traffic calming plan should be reviewed to consider additional measures or modifications to the installed measures. Any changes to the traffic calming plan should be documented to guide the development of future plans. If there are no additional appropriate measures identified, staff may contact the RNC to discuss potential enforcement alternatives if deemed appropriate, and the process is complete.

### **2.4.3. Removals**

The City may order the removal of any traffic calming measures if, in their opinion, the installation of such measures resulted in an unforeseen operational or safety issue not identified through the development of the traffic calming plan.

A request to remove traffic calming measures installed on street as a result of this process may be made by a resident(s) of the affected street 2 years following the implementation. Removal will be considered only:

- After receipt of a petition containing support for removal by a minimum of 75 percent of civic addresses within the original study area; and
- if there is a capital works project being undertaken by the City on that portion of the street where the traffic calming measures are installed.

If traffic calming measures are removed from a street following a petition by resident, subsequent traffic calming requests will not be considered for the particular street for a period of 10 years.

## 2.5. Community Engagement

### 2.5.1. Determine Level of Engagement

The level of community engagement and participation should be determined once a request has passed the assessment and ranking process. The level of engagement may be dependent on the scale of the traffic calming project and is entirely at the discretion of City staff and/or Council.

Comprehensive traffic calming plans should be developed in consultation with the community and impacted stakeholders providing them the opportunity to become better informed on local traffic concerns, offer input on potential solutions and/or participate in the development of the traffic calming plan. Solutions developed without sufficient input have the potential to generate opposition, often resulting in preventing the implementation of the plan or leading to the removal of traffic calming measures after implementation. The most successful traffic calming plans are supported by a community that is aware of, supports and is committed to the solution.

Council may elect to proceed with some traffic calming measures with little or no community consultation. In the event that no community consultation process is initiated, the following steps are not required. In such cases, the post-implementations steps to monitor, evaluate, refine and/or remove are critical to the success of the project. Any feedback, positive or negative, received from the public through other means (e.g. complaints received) must be documented to inform the evaluation and refinement of the implemented traffic calming plan as necessary and also to guide the development of future plans.

In cases where the intent is to engage the public, potential participants in a traffic calming project could include:

- Residents and businesses of impacted street(s);
- The general public;
- Elected officials;
- Community groups; and
- Cycling and walking advocacy groups.

The scope of the engagement process could include up to three stages of community engagement:

- Gauge Initial Resident Support
- Public Information Meeting
- Gauge Final Resident Support

Completion of one or more of the following community engagement stages is dependant upon whether City staff and/or Council decides that community engagement is required and the defined scope of the consultation City staff will define the scope of the engagement following the assessment and ranking process.

For most projects affecting only a single street, obtaining initial and/or final support from residents of the affected street would be sufficient. The Public Information Meeting stage

includes consultation with the broader public and should only be considered for larger scale projects that could affect entire neighbourhoods. Details on each stage are provided in the following sections.

### 2.5.2. Gauge Initial Resident Support

Once a roadway qualifies for traffic calming and receives a capital funding commitment, the City will distribute and collect a survey to determine if there is community support for traffic calming in the affected area.

The survey will be distributed to each household with direct frontage or flankage on the street in question. Only one signature per household is counted, regardless of the amount of people living in the household. The City will allow the survey 28 days to be returned, with the day of distributing the survey being Day Zero (0).

For a request to proceed to the plan development stage of the process, the survey responses must meet the following minimum response and approval rates:

- **Response Rate:** 50 percent of the eligible households responded.
- **Approval Rate:** 51 percent of the survey responses received indicate support.

If the support level is not met, the process is completed and the applicant will be notified of the result. The roadway may not be considered for traffic calming methods for a minimum of two (2) years.

### 2.5.3. Public Information Meeting

City staff may host a public information meeting to gain feedback from the public. This meeting could occur during the evaluation of alternative traffic calming plans or following the selection of a recommended traffic calming plan.

Notice of the public information centre will be distributed to all residents that live within the affected area of the street being considered. Additional promotion of the public information meeting via social media will occur to allow all public the chance to attend.

This step will ensure that residents, businesses, and other stakeholders in the project area are given the opportunity to review the design and provide input to influence the traffic calming plan.

### 2.5.4. Gauge Final Resident Support

Once the traffic calming plan has been finalized, the City will distribute and collect a survey with the final design to determine if there is community support for the design and allow an opportunity to oppose the implementation of the traffic calming measures.

The survey will be distributed to each household with direct frontage or flankage on the street in question. Only one signature per household is counted, regardless of the amount of people living in the household. The City will allow the survey 28 days to be returned, with the day of distributing the survey being Day Zero (0).

The objective of the survey will be to understand the degree to which a plan has support and/or opposition. The goal is to gather the broadest input possible; the City should actively encourage all eligible participants to respond to the survey.

The survey is intended to be a consensus-building process, not a referendum. The survey should present a single traffic calming plan, with options for specific locations as appropriate; or where there are contentious issues such as turning restrictions. Residents should be asked to indicate their “level of comfort” with the plan rather than “support”. This approach will allow them to acknowledge if they have concerns or hesitations with the option presented without being simply for or against the plan. For the same reason a “neutral” choice should be provided so residents who hesitate to actively support a plan but may not want to condemn it with a vote of “no support” are given to the option to acknowledge that the plan would not bother them if implemented. This consensus building approach reflects the reality that it can be challenging to satisfy all opinions. Neutral and positive response can be counted together as the number of people indicating acceptance of the plan.

The survey should also include an open-ended question that asks what aspects of the plan a respondent supports and why, as well as what aspects are a concern and why. This type of question can often provide important insight that is more useful than just an indication of support.

For a request to proceed to the implementation stage of the process, the survey responses must meet the following minimum response and approval rates:

- **Response Rate:** 60 percent of the eligible households responded.
- **Approval Rate:** 67 percent of the survey responses received indicate acceptance of the plan (i.e. positive and neutral responses).

If the plan does not meet the predetermined targets for acceptance, a decision should be made on the process to address outstanding concerns identified in the survey’s open-ended question. The plan could be modified to minimize or eliminate these concerns. If the modifications result in substantial changes to the plan a second survey should be distributed to residents. However, if the concerns can be successfully addressed without substantial changes to the plan, a second community survey will not be required.

If the support level is not met following the second survey, the process is completed and the applicant will be notified of the result. Written notice will be distributed to those members of the public directly affected informing them that the project will not proceed due to lack of public support. The roadway may not be considered for traffic calming methods for a minimum of two (2) years.

### 3. TRAFFIC CALMING TOOLBOX

This toolbox is intended to present a range of traffic calming measures that can be implemented alone or in combination with each other to create a traffic calming plan. Information on the application and effects on traffic volumes, speeds, conflicts and the neighbourhood environment are provided for each measure. The toolbox presents some of the most common traffic calming measures used in North America, this is not an exhaustive list of all traffic calming measures available.

The traffic calming measures and their potential benefits and disbenefits are summarized in Table 4. Further details on each traffic calming are provided in the following sections. The traffic calming measures are separated into six categories:

- **Vertical deflections:** Vertical deflections are traffic calming measures which cause a vertical upward movement of the vehicle. Motorists are expected to slow to avoid unpleasant sensations when traversing the traffic calming measure. Vertical deflections are primarily used for speed reduction, but may also reduce traffic volumes, reduce conflicts and enhance the neighbourhood environment.
- **Horizontal deflections:** Horizontal deflections are primarily intended reduce traffic volumes by discouraging short-cutting or through traffic. Potential secondary effects of horizontal measures include reducing vehicle speeds, reducing conflicts and enhancing the environment for non-motorists.
- **Roadway narrowing:** Roadway narrowing is a traffic calming measure which causes a narrowing of the roadway. These measures are intended to increase motorists' feeling of confinement, resulting in reduced speeds. Roadway narrowing measures are primarily used for speed reduction, but may also enhance the neighbourhood environment and re-allocate space to other road users.
- **Surface treatments:** Surface treatments are traffic calming measures which cause vibrations of the vehicle. Motorists are expected to slow to avoid unpleasant sensations when traversing the traffic calming measure. Surface treatments are primarily used for speed reduction.
- **Pavement markings:** Pavement markings measures can influence drivers to reduce speed by drawing attention to a specific area or information or by creating optical effects that create the impression that the driver's speed is increasing.
- **Access restrictions:** Access restrictions are traffic calming measures which restrict specific vehicle movements. These measures that are typically used at intersections, but in some cases may be applicable to mid-block locations. Access restrictions are primarily used to discourage short-cutting or through traffic, but may also reduce conflicts and enhance the neighbourhood environment.

Stop signs at intersections, such as all-way stop control, are not to be used a traffic calming measure to control vehicle speeds. The implementation of all-way stop control must conform to the guidelines established by the TAC Manual of Uniform Traffic Control Devices for Canada.

This toolbox is not a roadway design standard, design guidance is provided in other resources such as:

- TAC Geometric Design Guide for Canadian Road
- TAC Manual of Uniform Traffic Control Devices
- TAC Canadian Guide to Traffic Calming
- National Association of City Transportation Officials' (NACTO) Urban Street Design Guide

Table 4: Potential Benefits and Disbenefits of Traffic Calming Measures

Traffic Calming Measure	Potential Benefits				Potential Impacts		
	Speed Reduction	Volume Reduction	Conflict Reduction	Environment	Local Access	Emergency Response	Maintenance
<b>Vertical Deflection</b>							
Raised Crosswalk	●	○	○	○	○	○	○
Speed Hump/Table	●	○	●	○	○	●	○
Speed Cushion	●	○	●	○	○	○	○
Raised Intersection	●	○	○	○	○	○	○
<b>Horizontal Deflection</b>							
Chicane	●	●	●	○	○	○	○
Curb Radius Reduction	○	○	○	○	○	○	○
Lateral Shift	○	○	○	○	○	○	○
Speed Kidney	○	○	○	○	○	○	○
Traffic Circle/Mini Roundabout	●	○	●	●	○	○	○
<b>Roadway Narrowing</b>							
Curb Extension	○	○	○	●	○	○	○
Lane Narrowing	○	○	○	○	○	○	○
On-Street Parking	○	○	○	○	○	○	○
Raised Median Island	○	○	○	○	●	○	○
Road Diet	●	○	●	●	○	○	○
Vertical Centreline Treatment	○	○	○	○	○	○	○
<b>Surface Treatment</b>							
Sidewalk Extension/ Textured Crosswalk	○	○	○	○	○	○	●
Textured Pavement	○	○	○	○	○	○	●
Transverse Rumble Strips	○	○	○	○	○	○	○
<b>Pavement Markings</b>							
Converging Chevrons	●	○	○	○	○	○	○
Dragon Teeth	●	○	○	○	○	○	○
Full-lane Transverse Bars	●	○	○	○	○	○	○
Peripheral Transverse Bars	●	○	○	○	○	○	○
On-Road 'Sign'	●	○	○	○	○	○	○
<b>Access Restriction</b>							
Directional Closure	●	●	○	○	○	○	○
Diverter	○	●	○	○	●	○	○
Full Closure	○	●	●	○	●	●	○
Intersection Channelization	○	○	○	○	●	○	○
Raised Median Through Intersection	○	●	○	○	●	○	○
Right-in/Right-out Island	○	●	○	○	○	○	○
Legend	●	Substantial Benefits			●	Substantial Disbenefits	
	○	Moderate Benefits			○	Moderate Disbenefits	
	○	No Benefits/ Limited Data			○	No Disbenefits/ Limited Data	

### 3.1. Vertical Deflections

Vertical deflections are traffic calming measures which cause a vertical upward movement of the vehicle. Motorists are expected to slow to avoid unpleasant sensations when traversing the traffic calming measure. Vertical deflections are primarily used for speed reduction, but may also reduce traffic volumes, reduce conflicts and enhance the neighbourhood environment.

#### 3.1.1. Raised Crosswalk

A raised crosswalk is a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway.

A raised crosswalk can be constructed with textured materials. Refer to 3.4.1 Sidewalk Extension/Textured Crosswalk for additional details.

The purpose of a raised crosswalk is to reduce vehicle speeds, improve pedestrian visibility and reduce pedestrian-vehicle conflicts.

##### Location Applicability

Local, Collector  
Urban cross section

##### Cost

Low to medium



Figure 1: Raised Crosswalk - Image Source NACTO Urban Street Design Guide

### 3.1.2. Speed Hump/Table

A speed hump is a raised area of a roadway, which deflects both the wheels and body of a traversing vehicle.

A speed table is an elongated speed hump with a flat-topped section that is long enough to raise the entire wheelbase of a vehicle.

The flat-topped section of a speed table may be constructed with textured materials. Refer to 3.4.1 Sidewalk Extension/Textured Crosswalk for additional details.

The purpose of a speed hump/table is to reduce vehicle speeds and reduce pedestrian-vehicle conflicts. A series of speed humps/tables is more effective than a single installation.

#### Location Applicability

Local, Collector  
Urban cross section

#### Cost

Low to medium



Figure 2: Speed Hump - Image Source: Richard Drdul



*Figure 3: Speed Table - Image Source: NACTO Urban Street Design Guide*

### 3.1.3. Speed Cushion

A speed cushion is a segmented speed hump which allows for the passage of larger vehicles such as emergency vehicles or buses without difficulty, while light vehicles will still have at least one side of the vehicle deflected upwards.

The purpose of a speed cushion is to reduce passenger vehicle speeds and

reduce pedestrian-vehicle conflicts. A series of speed cushions is more effective than a single installation.

#### Location Applicability

Local, Collector  
Urban cross section

#### Cost

Low



Figure 4: Speed Cushion - Image Source: NACTO Urban Street Design Guide

#### 3.1.4. Raised Intersection

A raised intersection is a full intersection including crosswalks, constructed at a higher elevation than the adjacent roadways.

The purpose of a raised intersection is to reduce vehicle speeds, better define

crosswalk areas and reduce pedestrian-vehicle conflicts.

**Location Applicability**

Local, Collector

Urban cross section

**Cost**

Medium to high



*Figure 5: Raised Intersection – Image Source: NACTO Urban Street Design Guide*

## 3.2. Horizontal Deflections

Horizontal deflections are primarily intended reduce traffic volumes by discouraging short-cutting or through traffic. Potential secondary effects of horizontal measures include reducing vehicle speeds, reducing conflicts and enhancing the environment for non-motorists.

### 3.2.1. Chicane

A chicane is a series of curb extensions on alternating sides of the roadway which narrow the roadway cross section and require drivers to steer from one side of the roadway to the other to travel through the chicane.

The purpose of a chicane is to discourage shortcutting or through traffic and reduce vehicle speeds. With a chicane through traffic is further discouraged on a two-way

roadway where a chicane incorporates a narrowing to less than the width of two vehicles, so that when vehicles travelling in opposite directions meet at the chicane, one vehicle must yield.

#### Location Applicability

Local, Collector  
Urban cross section, maximum two lanes

#### Cost

Medium



Figure 6: Chicane - Image Source: NACTO Urban Street Design Guide

### 3.2.2. Curb Radius Reduction

A curb radius reduction is the reconstruction or modification of an intersection corner using a smaller radius, usually in the 3.0 to 5.0 metre range.

The purpose of a curb radius reduction is to reduce the speed of right turning vehicles, reduce crossing distances for

pedestrians and to improve the visibility of pedestrians.

#### Location Applicability

Local, Collector, Low Volume Arterial  
Urban cross section

#### Cost

Low to medium



Figure 7: Curb Radius Reduction - Image Source: Richard Drdul

### 3.2.3. Lateral Shift

A lateral shift in a roadway occurs where an otherwise section is redesigned using pavement markings or curb extensions to create a curvilinear alignment (a 'jog') in the roadway similar to a chicane.

The purpose of a lateral shift is to reduce vehicle speeds.

#### Location Applicability

Local, Collector  
Urban cross section

#### Cost

Low to medium



Figure 8: Lateral Shift - Image Source: FHWA Traffic Calming ePrimer

### 3.2.4. Speed Kidney

A speed kidney is an arrangement of three speed humps elongated with a curvilinear shape in the direction of traffic. Vehicles choosing to drive in a straight path with experience discomfort as two or four wheels traverse different parts of the speed kidney. Vehicles are required to take a curvilinear path in order to avoid the vertical deflection.

The purpose of a speed kidney is to reduce vehicle speeds.

#### Location Applicability

Local, Collector  
Urban cross section

#### Cost

Low to medium



Figure 9: Speed Kidney - Image Source: FHWA

### 3.2.5. Mini-Roundabout/Traffic Circle

A traffic circle/mini-roundabout is a raised island located in the centre of the intersection, which requires vehicles to travel through the intersection in a circular, counter-clockwise direction around the island.

A mini-roundabout is designed in accordance with full-size roundabout design principles. A mini-roundabout will include splitter islands and deflection of vehicles on all approaches but have a smaller diameter and traversable central island.

A traffic circle is typically smaller than a mini-roundabout and does not include splitter islands.

The purpose of a traffic circle/mini-roundabout is to reduce vehicle speeds. A series of traffic circles or mini-roundabouts is more effective than a single installation.

#### Location Applicability

Local, Collector intersections

Urban or rural cross section, max. two lanes

#### Cost

Traffic circle: Low to medium

Mini-roundabout: Medium to high



Figure 10: Mini-Roundabout - Image Source: City of Stockton



Figure 11: Traffic Circle - Image Source: Richard Drdul

### 3.3. Roadway Narrowing

Roadway narrowing are traffic calming measures which cause a narrowing of the roadway. These measures are intended to increase motorists' feeling of confinement, resulting in reduced speeds. Roadway narrowing measures are primarily used for speed reduction, but may also enhance the neighbourhood environment and re-allocate space to other road users.

#### 3.3.1. Curb Extension

A curb extension is a horizontal intrusion of the curb into the roadway resulting in a narrower section of roadway. The curb is extended on one or both sides of the roadway to reduce the roadway width to as little as 6.0 metres for two-way travel on a two-lane roadway. A curb extension is also known as neckdown, choker, curb bulb or bulb-out.

The purpose of a curb extension is to reduce vehicle speeds, to reduce crossing distances for pedestrians and to increase the visibility of pedestrians.

#### Location Applicability

Local, Collector, Arterial  
Urban cross section

#### Cost

Medium to high



Figure 12: Curb Extension - Image Source: Richard Drdul

### 3.3.2. Lane Narrowing

Lane narrowing is the reduction of lane widths using pavement markings or other features such as bicycle lanes, street beautification and pavement texture. The intention is for drivers to perceive the roadway to be less comfortable at higher speeds due to the narrowing of lanes.

The purpose of lane narrowing is to reduce vehicle speeds.

**Location Applicability**

Local, Collector  
Urban cross section

**Cost**

Low to medium



Figure 13: Lane Narrowing - Image Source: FHWA

### 3.3.3. On-Street Parking

On-street parking is the reduction of the roadway width available for vehicle travel by allowing vehicles to park adjacent and parallel to the curb. The purpose of using on-street parking to narrow the effective roadway space is to reduce vehicle speeds.

**Location Applicability**

Local, Collector  
Urban cross section

**Cost**

Low to medium



Figure 14: On-Street Parking - Image Source: Richard Drdul

### 3.3.4. Raised Median Island

A raised median island is an elevated median constructed on the centreline of a two-way roadway to reduce the overall width of the adjacent travel lanes.

The purpose of a raised median island is to reduce vehicle speeds and to reduce pedestrian-vehicle conflicts.

**Location Applicability**

Local, Collector, Urban Arterial  
Urban or rural cross section

**Cost**

Medium to high



Figure 15: Raised Median Island - Image Source: Richard Drdul

### 3.3.5. Road Diet

A road diet is the reconfiguration of a roadway where the number of travel lanes and/or the effective width of the roadway is reduced in order to allocate the reclaimed space for other uses such as wider sidewalks, turning lanes, bicycle lanes and parking.

#### Location Applicability

Collector, Arterial  
Urban cross section, minimum four lanes

#### Cost

Variable



Figure 16: Road Diet - Image Source: FHWA

### 3.3.6. Vertical Centreline Treatment

A vertical centreline treatment is the use of vertical treatments such as flexible post-mounted delineators or raised pavement markers to create a centre median with the purpose of giving drivers a perception of lane narrowing and creating a sense of constriction.

The purpose of a vertical centreline treatment is to reduce vehicle speeds.

#### Location Applicability

Local, Collector  
Urban or rural cross section, maximum two lanes

#### Cost

Low



Figure 17: Vertical Centreline Treatment - Image Source: Calm Streets Boston

### 3.4. Surface Treatments

Surface treatments are traffic calming measures which cause vibrations of the vehicle. Motorists are expected to slow to avoid unpleasant sensations when traversing the traffic calming measure. Surface treatments are primarily used for speed reduction.

#### 3.4.1. Sidewalk Extension/Textured Crosswalk

A sidewalk extension is a sidewalk continued across a local street intersection at the level of the adjacent roadway. Textured/patterned elements that contrast the roadway can be incorporated into the sidewalk extension.

The purpose of a sidewalk extension is to visually enhance a pedestrian crossing location so drivers become more aware of

its presence. With a sidewalk extension/textured crosswalk the continuation of the surface and enhanced visual/tactile identification of the crosswalk area emphasized pedestrian priority.

##### Location Applicability

Local, Collector and Arterial  
Urban Cross Section

##### Cost

Low to Medium



Figure 18: Textured Crosswalk - Image Source: NACTO Urban Street Design Guide



*Figure 19: Sidewalk Extension - Image Source: City of Victoria*

### 3.4.2. Textured Pavement

Textured pavement is a roadway pavement that incorporates textured and/or patterned surface which contrasts adjacent roadways in the surrounding area. The difference in texture alerts drivers of the potential need to reduce speed.

#### Location Applicability

Local, Collector  
Urban Cross Section

#### Cost

Low to Medium

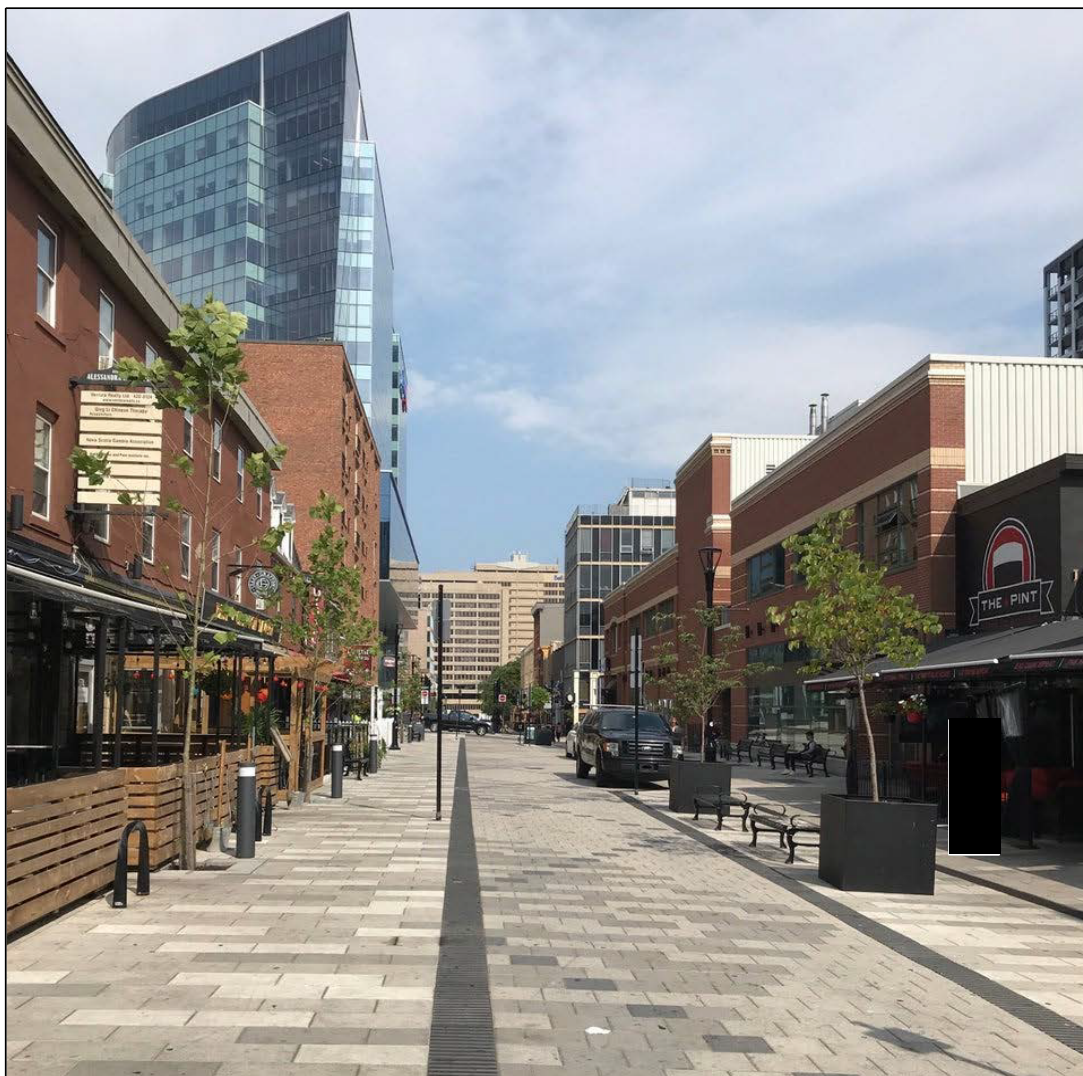


Figure 20: Textured Pavement - Image Source: Halifax

### 3.4.3. Transverse Rumble Strips

Rumble strips are patterns of raised buttons, bars or grooves in the pavement closely spaced at regular intervals on the roadway that create both noise and vibration in a moving vehicle.

The purpose of a rumble strip is to alert motorists to a traffic control device with is associated with unusual or changing conditions ahead.

**Location Applicability**

Local, Collector and Arterial

**Cost**

Low



Figure 21: Transverse Rumble Strips - Image Source: Journal Times

### 3.5. Pavement Markings

Pavement markings measures can influence drivers to reduce speed by drawing attention to a specific area or information or by creating optical effects that create the impression that the driver's speed is increasing.

#### 3.5.1. Converging Chevrons

Pavement markings painted in the shape of a forward-facing V pointing in the roadway travel direction. They can be spaced closer together or painted thinner as distance increases to create the illusion that a vehicle's speed is increasing.

Converging chevrons are used to alert the driver of the need to reduce speed.

#### Location Applicability

Local, Collector and Arterial  
Rural Cross Section  
Entrance to Rural Community

#### Cost

Low

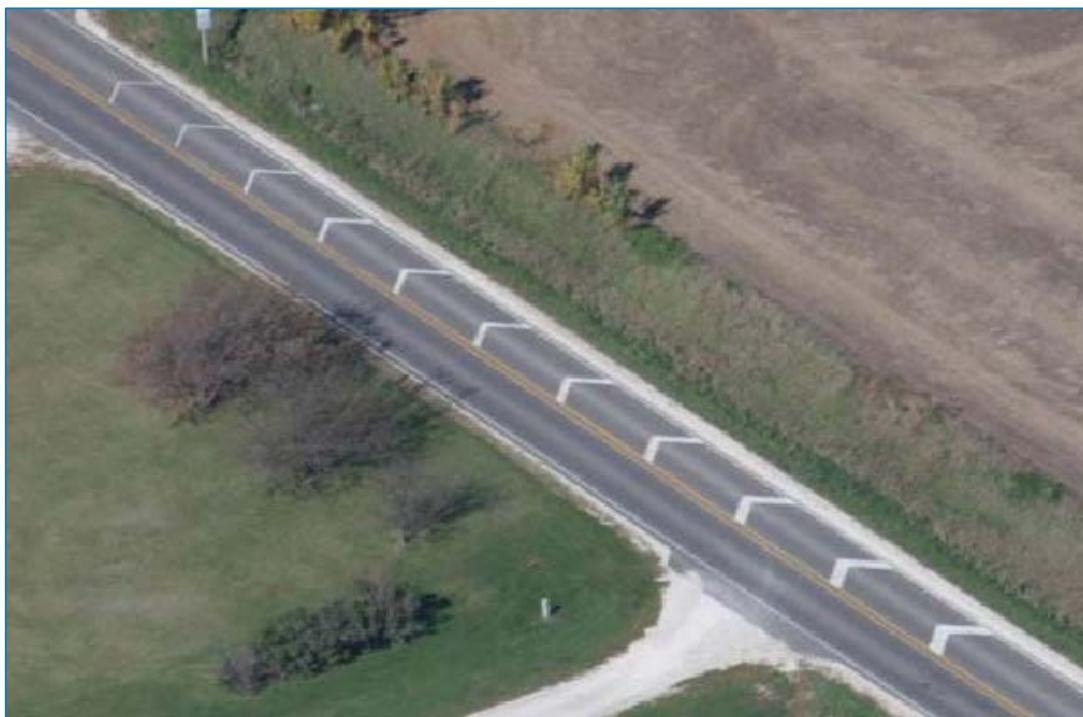


Figure 22: Converging Chevrons - Image Source: FHWA

### 3.5.2. Dragon's Teeth

A series of triangular pavement markings along the edge of the travelled lane. They may be painted with increasing size to give the impression of roadway narrowing.

Dragon's teeth are used to provide a visual change of the roadway and alert the driver that they are entering a rural community.

#### Location Applicability

Local, Collector and Arterial  
Rural Cross Section  
Entrance to Rural Community

#### Cost

Low



Figure 23: Dragon's Teeth - Image Source: [meganix.net/pavement](http://meganix.net/pavement)

### 3.5.3. Full-Lane Transverse Bars

A series of parallel pavement markings which extend across the majority of the travelled lane width. They may be placed closer together with distance to create the illusion that a vehicle's speed is increasing.

Full-lane transverse bars are used to alert the driver of the need to reduce speed.

**Location Applicability**

Local, Collector and Arterial  
Rural Cross Sections

**Cost**

Low



Figure 24: Full-Lane Transverse Bars - Image Source: FHWA

#### 3.5.4. Peripheral Transverse Bars

A series of parallel pavement markings along the edge of the travelled lane. They may be placed closer together with distance to create the illusion that a vehicle's speed is increasing.

Peripheral transverse bars are used to alert the driver of the need to reduce speed. Peripheral transverse bars are

similar to full-lane transverse bars but require less maintenance.

##### **Location Applicability**

Local, Collector and Arterial  
Rural Cross Sections

##### **Cost**

Low



Figure 25: Peripheral Transverse Bars - Image Source: FHWA

### 3.5.5. On-Road 'Sign' Pavement Markings

Pavement markings that provide information that would typically be shown to drivers through signage but are painted on the roadway to provide a larger image, and one that is directly in the driver's line of sight. Examples include speed limit, school zone, stop ahead, etc.

#### Location Applicability

Local, Collector and Arterial  
Urban and Rural Cross Sections

#### Cost

Low



Figure 26: On-Road 'Sign' Pavement Markings - Image Source: Unknown

### 3.6. Access Restrictions

Access restrictions are traffic calming measures which restrict specific vehicle movements. These measures that are typically used at intersections, but in some cases may be applicable to mid-block locations. Access restrictions are primarily used to discourage short-cutting or through traffic, but may also reduce conflicts and enhance the neighbourhood environment.

#### 3.6.1. Directional Closure

A directional closure is a curb extension or vertical barrier extending to approximately the centerline of the roadway, effectively obstructing the movement of one direction of traffic. Bicycles are typically permitted to travel through a directional closure in both directions. The preferred orientation is to prevent ingress to a roadway rather than to prevent egress from a roadway.

The purpose of a directional closure is to obstruct short-cutting or through traffic. Not effective on rural cross sections unless obstructions are placed at roadside at directional closure location.

##### Location Applicability

Local at intersection with Collector/Arterial

##### Cost

Low to high



Figure 27: Directional Closure - Image Source: Richard Drdul

### 3.6.2. Diverter

A diverter is a raised barrier placed diagonally across an intersection, that forces traffic to turn and prevents traffic from proceeding straight through the intersection. Diverters typically include gaps for bicycles and pedestrians. Diverters can be mountable for emergency vehicles. Avoid on designated emergency routes unless the design accommodates the passage of emergency vehicles.

The purpose of a diverter is to obstruct and re-direct short-cutting and through traffic.

#### Location Applicability

Local, Collector

#### Cost

Low to medium



Figure 28: Diverter - Image Source: Richard Drdul

### 3.6.3. Full Closure

A full closure is a barrier extending across the entire width of a roadway, which obstructs all motor vehicle traffic movements from continuing along the roadway. Full closures typically include gaps for bicycles and pedestrians. Full closures can be mountable for emergency vehicles, avoid on designated emergency routes unless the design accommodates the passage of emergency vehicles.

The purpose of a full closure is to eliminate short-cutting and through traffic. Not effective on rural cross sections unless obstructions are placed at roadside at directional closure location.

**Location Applicability**

Local at intersections or mid-block

**Cost**

Medium to high



Figure 29: Full Closure - Image Source: City of Victoria

### 3.6.4. Intersection Channelization

Intersection channelization is the use of raised islands or bollards located in an intersection, used to obstruct specific traffic movements and physically direct traffic through an intersection. Bicycles are typically permitted to make all movements, including those which vehicles are prevented from making. Avoid on designated emergency routes unless the design accommodates the passage of emergency vehicles.

The purpose of intersection channelization is to obstruct short-cutting and through traffic. Intersection channelization can reduce pedestrian crossing distances and provide refuge areas.

**Location Applicability**

Local, Collector at intersection with Collector/Arterial

**Cost**

Low to medium



Figure 30: Intersection Channelization - Image Source: City of Stockton

### 3.6.5. Raised Median Through Intersection

A raised median through an Intersection is an island located on the centerline of a two-way roadway through an intersection, which prevents left turns and through movements to and from the intersecting roadways. The island provides a refuge for pedestrians and cyclists, enabling them to cross one direction of traffic at a time. The purpose of a raised median through an Intersection is to obstruct short-cutting or through traffic and reduce crossing distance for pedestrians.

A raised median through an Intersection can reduce speeds in some instances when combined with narrow lane widths. Refer to 3.3.4 Raised Median Island for additional details.

#### Location Applicability

Collector, Arterial at intersections with Local

#### Cost

Low to medium



Figure 31: Raised Median Through Intersection - Image Source: Richard Drdul

### 3.6.6. Right-in/Right-out Island

A right-in/right-out island is a raised triangular island at an intersection approach which obstructs left turns and through movements to and from the intersecting street or driveway. Bicycles are typically permitted to make left turn and through movement from the intersecting street.

The purpose of a right-in/right-out island is to obstruct short-cutting or through traffic.

**Location Applicability**

Local, Collector  
Urban cross section

**Cost**

Low to medium



Figure 32: Right-in/Right-out Island - Image Source: Richard Drdul



## APPENDIX A – REQUEST FORM

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# TRAFFIC CALMING REQUEST



To initiate a traffic calming assessment, please complete this form and return it to the City of Corner Brook.

Applicant Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

What street or location would you like reviewed?

Please select any of the following areas that relate to the nature of your concern:

- ☐ Residential area  
☐ Recreational area

☐ School, playground or day care area

Please select any of the following neighbourhood traffic concerns occurring on the street:

- ☐ High speed in neighbourhood  
☐ High volume of vehicle traffic  
☐ Pedestrian safety

- ☐ Collision concerns  
☐ Cut-through traffic  
☐ Inappropriate driver behaviour

When do these problems typically occur?

- ☐ Morning rush hour  
☐ Mid-day  
☐ Evening rush hour  
☐ Late evening

- ☐ Weekdays  
☐ Weekends  
☐ Other (specify): \_\_\_\_\_

Which season does the problem occur?

- ☐ Summer      ☐ Spring      ☐ Fall      ☐ Winter

Please provide any additional information relating your concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signing below indicates your understanding that the City of Corner Brook will assess your traffic calming request in accordance with the *Traffic Calming Policy*.

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

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