



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **June 23, 2025 at 7 p.m. City Hall Council Chambers.**

CITY CLERK

Page

1 CALL MEETING TO ORDER

3 1.1 Land Acknowledgement

2 APPROVALS

2.1 Approval of Agenda

5 - 8 2.2 Approval of Minutes- Regular Meeting June 9, 2025

9 - 10 2.3 Ratification of Decisions

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 PUBLIC WORKS, WATER AND WASTEWATER REPORT

11 - 13 4.1 Public Works, Water & Wastewater Update

5 COMMUNITY SERVICES, DEVELOPMENT & PLANNING REPORT

15 - 17 5.1 Development, Planning and Community Services

6 FINANCE & ADMINISTRATION REPORT

19 - 60 6.1 Finance & Administration Report - May

7 CAPITAL PROJECTS AND ENGINEERING REPORT

61 - 63 7.1 Capital Project and Engineering Committee Updates

8 RECREATION SERVICES REPORT

65 - 66 8.1 Recreation Update

67 - 68	8.2	Tourism Update
69 - 70	8.3	Civic Centre Update
71 - 73	9	PROTECTIVE SERVICES REPORT
75 - 80	9.1	Protective Services Statistics for the month of May 2025
81 - 87	9.2	Emergency Management Response Tabletop Exercise
	9.3	Transitioning from Traditional Parking Meters to Modern Parking Pay Stations
	10	COUNCIL DECISIONS
89 - 99	10.1	Notice of Motion City of Corner Brook Metered Parking Regulations, 2025
101 - 103	10.2	Confirmation of Order - 2025-01
105 - 108	10.3	100 West Street (Proposed Third Party Sign)
109 - 112	10.4	4 Clarence Street (Proposed Apartment Building)
113 - 124	10.5	Collection of Garbage and Recycling 2025-08
125 - 130	10.6	Overhead & Automatic Door Inspection Maintenance/Service 2025-12
131 - 156	10.7	Adoption - IMSP and Development Regulations Amendment No. 24-04 - 11 O'Connell Drive
157 - 177	10.8	City of Corner Brook Municipal Election Vote By Mail Regulations
	11	ADJOURNMENT

Land Acknowledgement

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

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 9 JUNE, 2025 AT 7:00 PM**

PRESENT:

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

25-077 Land Acknowledgement

Deputy Mayor L. Chaisson read the Land Acknowledgement.

25-078 Approval of Agenda

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

25-079 Approval of Minutes- Committee of the Whole May 26, 2025

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Meeting of May 26, 2025. **MOTION CARRIED.**

25-080 Business Arising From Minutes

Deputy Mayor L. Chaisson inquired about residents who still have garbage piles to be picked up. The Director of Engineering, Development and Planning advised that anyone who made appointments had their garbage picked up, as well as others. Therefore, the spring clean-up program has concluded, and staff will not be doing any additional pickups.

25-081 Proclamations and Events

The Mayor declared the following proclamations were made:

- May 25- May 31 was declared Early Childhood Educators Week
- May 28th was declared Menstrual Health Day
- May 30th was declared Provincial Francophone Day in Newfoundland and Labrador
- June 6th was declared Hope Air Day
- June 8th was declared World Oceans Day
- June was declared ALS Awareness Month
- June was declared Pride Month

25-082 Margaret Bowater Park Cleaning Grant 2025

Deputy Mayor L. Chaisson declared a conflict of interest as she serves on the board for Humber Valley Community Corporation. Deputy Mayor L. Chaisson entered the gallery and did not participate in the discussion or voting with regards to this item.

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** to approve the execution of the grant agreement with the Humber Valley Employment Corporation in the amount of \$26,624.00 (HST included) for cleaning services at Margaret Bowater Park. **MOTION CARRIED.**

25-083 Asphalt Paving Program 2025-07

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council award the Contract for the Asphalt Paving Program (2025-07) in the amount of \$3,495,956.30 (HST included) to Marine Contractors Inc. **MOTION CARRIED.**

25-084 Asphalt Consulting Fee Request 2025

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that the City of Corner Brook Council award the Consultant Fee Proposal for the Asphalt Paving 2025 Inspection Services in the amount of \$101,039.00 (HST Included) to AllRock Consulting Ltd. **MOTION CARRIED.**

25-085 Operation of Corner Brook Transit - Change Order 2

On motion by Councillor V. Granter, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook approve the Change Order No. 02 for contract 2022-22 in the amount of \$99,825 (plus HST).

It is **FURTHER RESOLVED** that the Council of The City of Corner Brook authorize the City Manager to sign contractual documents related to this change order. **MOTION CARRIED.**

25-086 Regional Recreation Center Change order No. 70

On motion by Councillor V. Granter, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 70 in the amount of \$94,618.56 (HST Included) for Pomerleau Inc. for the Regional Recreation Center. **MOTION CARRIED.**

25-087 2025 Lawn Repairs

Deputy Mayor L. Chaisson presented a lawn repair update as follows:

This season, the City will implement the following updated process for residential lawn restoration:

1. Preparation by Public Works:

- o Public Works crews will begin by preparing affected lawn areas with topsoil.
- o This includes proper grading and levelling to ensure optimal seed adherence and growth.
- 2. Hydroseeding by Contractor:
 - o A contractor has been engaged to perform hydroseeding once the areas are prepped.
 - o Hydroseeding is preferred for its efficiency and effective seed coverage.
- 3. Resident Engagement:
 - o A notice letter will be delivered to affected residences at the time of work.
 - o The letter outlines the completed work and provides clear instructions and tips for maintaining the hydroseeded area.
 - o Property owners are asked to take responsibility for watering and caring for the seeded lawn to ensure successful growth.

25-088 Discretionary Use - 29 Greening's Hill - Home Based Business Office

On motion by Councillor B. Griffin, seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 29 Greening's Hill in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

25-089 Discretionary Use - 12 West Avenue - Home Based Business Office

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 12 West Avenue in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

25-090 City of Corner Brook Teenage Dance Hall Regulations Repeal

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** that pursuant to the powers vested in it by virtue of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby repeals the City of Corner Brook Teenage Dance Hall Regulations. **MOTION FAILED.**

(Deputy Mayor L. Chaisson, Councillor P. Gill, Councillor V. Granter, Councillor P. Keeping and Councillor C. Pender voted against the motion)

25-091 2025 Elections - Vote by Mail

On motion by Councillor P. Gill, seconded by Councillor P. Keeping, it is **RESOLVED** pursuant to section 54(2) of the Municipal Elections Act to authorize a vote by mail process for the 2025 Municipal General Election in

addition to in-person, proxy and advance poll voting options. **MOTION FAILED.**

(Mayor J. Parsons, Deputy Mayor L. Chaisson, Councillor P. Gill, Councillor B. Griffin, V. Granter, Councillor P. Keeping and Councillor C. Pender)

A subsequent Notice of Motion was made that the following motion would be brought forward at the Committee of the Whole Meeting of June 23rd, 2025:

Pursuant to section 54 of the Municipal Elections Act SNL 2001, c. m-20.2 as amended and all other enabling powers, the City of Corner Brook Council hereby repeals the City of Corner Brook Municipal Election Vote By Mail Regulations.

ADJOURNMENT

The meeting adjourned at 7:49 p.m.

City Clerk

Mayor



Request for Decision (RFD)

Subject: Ratification of Decisions

To: Darren Charters
Meeting: Committee of the Whole - 23 Jun 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: Ratification of Decisions

BACKGROUND INFORMATION:

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

Council in Committee Meeting- June 9, 2025	
CC25-004 Approval of Agenda	It is RESOLVED to approve the agenda as circulated
CC25-006 2026 NL Summer Games Committee Chairperson	It is RESOLVED that the council of the City of Corner Brook appoint Jonathan Snow as the Chairperson of the 2026 NL Summer Games Host Committee
CC25-007 Approval for Execution of Agreement (JCL Reinstatement Agreement)	It is RESOLVED to approve the execution of the reinstatement agreement between the City of Corner Brook and the JCL Investments Inc. to remediate the Protected Water Supply Area, Buffer, and Environmental Protection zones in which quarry works are not permitted as per the agreed upon terms and conditions attached

PROPOSED RESOLUTION:

It is **RESOLVED** to ratify minute CC25-004 Approval of Agenda
 It is **RESOLVED** to ratify minute CC25-006 NL Summer Games Committee Chairperson
 It is **RESOLVED** to ratify minute CC25-007 Approval for Execution of Agreement (JCL Reinstatement Agreement)

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
 41(3)

RECOMMENDATION:

It is the recommendation of staff to ratify these decisions of Council in accordance the legislation.

City Clerk	Approved - 19 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



Information Report (IR)

Subject: Public Works, Water & Wastewater Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Public Works

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

Topic Overview: Public Works, Water & Wastewater Update May 1st to June 15th, 2025

BACKGROUND INFORMATION:

Public Works Summary From May 21st to June 15th, 2025

Current Work

Project	Start Date	Progress	Planned Finish
Downtown Wash	5-May-2025	100%	6-June-2025
Spring Bulk Collection	5-May-2025	100%	6-June-2025
Sinkhole Repairs: Elizabeth, Bliss and Rivervale	2-May-2025	100%	6-June-2025
Greenspace Clean-up	5-May-2025	100%	30-May-2025
Pothole Repairs	7-April-2025	-	As required
Spring Street Sweeping	28-April-2025	100%	13-June-2025
Asphalt Patching (Marine Contractors)	27-May-2025	85%	30-June-2025
Line Painting (True Lines)	20-May-2025	80%	30-June-2025
Greenspace and Parks Summer Maintenance	1-June-2025	20%	September, 2025
Lawn Repairs	2-June-2025	75%	27-June-2025
Splashpad – concrete pad extension	9-June-2025	75%	25-June-2025
Country Road – Service Installation	16-June-2025	50%	20-June-2025

Service Requests

- 135 Calls received.
- Top three categories of requests:
 - Lawn Repairs: 45
 - Potholes / Road Repairs: 38
 - Curb Repairs: 11

Upcoming Work

Project	Start Date	Planned Finish
Street and Sidewalk Sweeping	16-June-2025	September, 2025
Curb/Sidewalk Repairs	30-June-2025	September, 2025
Storm Collection Maintenance	30-June-2025	October, 2025

Water and Wastewater Summary From May 21st to June 15th, 2025

Current Work

Project	Start Date	Progress	Planned Finish
Pressure Reducing Station Servicing	January, 2025	100%	30-April-2025
Water distribution flow meter upgrades	February, 2025	90%	July, 2025
Annual Water Distribution Maintenance	21-May-2025	20%	September, 2025
Annual Sanitary Collection Maintenance	21-May-2025	20%	September, 2025
New Service Installation – Country Road	4-June-2025	100%	4-June-2025
New Service Installation – Wendy's	10-June-2025	60%	4-July-2025

Service Requests

- 46 Calls received.
- Top three categories of requests:
 - Request for water off/on: 15
 - Locate Curb Stop: 9
 - Water Leaks: 6

Recoverable works – 15 Requests received and completed for a total recoverable works of \$13,425.76

Upcoming Work

Project	Planned Start Date	Planned Finish
New Service Installation – Wendy's	30-June-2025	4-July-2025
Annual Maintenance – Sanitary Treatment	July, 2025	September, 2025
Splash Pad – Operational	1-July-2025	Weather Dependent.
Water Distribution – Field Audit	7-July-2025	18-July-2025

Water Treatment Plant

Average city water consumption was 21 million liters per day during the month of May. This is down from the overall 2024 average of 22.2 million liters per day.

Upcoming Work

Project	Planned Start Date	Planned Finish
Upgrades to filter backwashing process	July, 2025	July, 2025
Annual Drain and cleaning of process equipment	June, 2025	July, 2025

City Manager



Information Report (IR)

Subject: Development, Planning and Community Services

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Development and Planning

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

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

BACKGROUND INFORMATION:

Development and Planning

2 Hemlock Avenue (Motorcycle and Power Equipment Dealership)

- Permit Issued

74 West Street (KFC)

- Interior Exterior Renovations
- Permit Issued

29 Lundrigan Drive (Office/Warehouse)

- Permits Issued – foundation complete

40 North Shore Highway (Mt. Patricia Cemetery Extension)

- Permits Issued- work ongoing
- Project progressing forward, likely completion this summer

4 St. Marks Avenue- Fillatre's Funeral Home (Extensions)

- Permit issued for two extensions.
- One extension is complete, the second one is progressing (Anticipate to be completed in a couple of months).

4 Herald Avenue – Annex converted to an Apartment Building

- Permit Issued for exterior upgrades.
- Permit issued for interior fit-up.

39 Confederation Drive

- New Car Dealership – Permit Complete for Phase #1 (Civil/ Site Works).
- Permit Issued for Phase #2 – (Rock pad & Site Services).

21 Mt. Bernard Avenue (33-unit apartment building)

- All permits issued- Work Ongoing

12 Confederation Drive – Cosmetic Hotel Renovation

- Permit Issued, Work almost complete

24 Murphy Square – Significant Interior Renovation

- Permit Issued, work ongoing

44 Brook Street – Building Extension

- Permit Issued for foundation

28 Commercial Street – Interior Renovations

- Partial permit issued

57 Riverside Drive – New Warehouse Building

- Permit issued for foundation.

16 West Street – Apartment Building & Commercial Units

- Final permit issued.

168 Country Road – New Church

- Permit issued for new church

36 Crestview Avenue – New 6-Unit Apartment Building

- Awaiting revised drawings..

28 Murphy Square – Tim Horton's Renovation

- Permits Issued – work almost complete

396 O'Connell Drive – 2nd Level Renovation

- Permits Issued – work ongoing

North Shore Highway – Maintenance Garage (WRWM)

- Permits issued for Civil/site works, Foundations and Structural Steel

93 West Street – Interior Alteration for new restaurant

- Permits Issued

41 Clarence Street – NLHC

- Exterior renovation – Permit issued

Industrial Park Study

- Dillon Consulting has been hired to complete this work.
- Project is progressing forward

IMSP – New Municipal Plan

- Upland have submitted the final documents.
- Public Consultation of the draft plan and regulations is complete. The consultant will compile a report for council to review.

Director of Engineering, Development and Operational Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



Information Report (IR)

Subject: Finance & Administration Report - May

To: Darren Charters
Meeting: Committee of the Whole - 23 Jun 2025
Department: Finance and Administration
Staff Contact: Alicia Marshall, Administrative Assistant
Topic Overview: Year to Date Financial Update
Attachments: [Income Report May 2025](#)
[Expense Report May 2025](#)
[Total Accounts Receivable May 2025](#)
[Accounts over \\$5K May 2025](#)
[Business Taxes outstanding May 2025](#)
[Accounts over 365 days May 2025](#)

BACKGROUND INFORMATION:

Financial Update:

Revenues for the five months to May 2025 are detailed below:

\$ MILLION	YTD MAY 2025		VARIANCE	FULL YEAR BUDGET
	BUDGET	ACTUALS		
Taxation	33,373,892.00	35,980,012.00	(2,606,120.00)	34,452,350.00
Government transfers	1,175,150.00	803,050.00	372,100.00	2,569,800.00
Permits & Licenses	61,090.00	113,276.00	(52,186.00)	188,950.00
Fines & Ticketing	12,250.00	2,720.00	9,530.00	30,000.00
Interest income	192,000.00	349,892.00	(157,892.00)	400,000.00
Rental, Fees & Reserve	355,246.00	319,560.00	35,686.00	1,211,300.00
Recreation & Tourism	838,876.00	804,861.00	34,015.00	2,938,600.00
Other revenue	14,805.00	28,785.00	(13,980.00)	119,900.00
	36,023,309.00	38,402,156.00	(2,378,847.00)	41,910,900.00

Expenses for the five months to May 2025 per department are detailed below:

	YTD May 2025 BUDGET	YTD May 2025 ACTUAL	YTD VAR	FULL YEAR BUDGET
Executive & Legislative	185,035.00	133,586.00	51,449.00	444,070.00
City Manager	700,098.00	697,629.00	2,469.00	1,685,230.00
Finance & Admin	912,090.00	1,108,364.00	(196,274.00)	2,139,440.00
EDOS			-	
Engineering, Planning & Development	965,620.00	893,099.00	72,521.00	2,317,500.00
Public Works, Water & Waste Water	6,157,029.00	6,086,207.00	70,822.00	13,964,300.00
Protective Services	2,458,785.00	2,336,392.00	122,393.00	5,901,100.00
Garbage Collection	666,665.00	708,999.00	(42,334.00)	1,600,000.00
Recreation	2,080,807.00	1,854,104.00	226,703.00	6,379,300.00
Transit	248,790.00	260,940.00	(12,150.00)	597,100.00
Grants	131,835.00	124,948.00	6,887.00	289,500.00
COOR	972,400.00	247,300.00	725,100.00	2,333,760.00
Funding	736,915.00	14,597.00	722,318.00	1,768,600.00
Reserves	-	-	-	2,491,000.00
	16,216,069.00	14,466,165.00	1,749,904.00	41,910,900.00

Accounts Receivable Update:

Accounts Receivable exceeds that of previous years, which is a matter of concern for staff. The City Collector has been actively engaged in contacting taxpayers and businesses regarding their outstanding accounts. Water shut off notices have been issued in select cases and several businesses with larger outstanding balances have committed to a payment plan. Staff anticipates that collection efforts will be reflected positively in June's financial reports.

City Manager

Income Statement Detail - Revenues 2025

City of Corner Brook

1 of 4
2025-06-19
9:24 AM

	May 2025 BUDGET	May 2025 ACTUAL	May 2025 VARIANCE	MTD VARIANCE	May 2025 YTD BUDGET	May 2025 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Tax revenues, Municipal tax residential	\$0	\$34,910	\$34,910	\$34,910	\$15,006,348	\$16,761,447	\$1,755,099	\$15,312,600	\$1,448,847
Tax revenues, Unit charge residential	0	585	585	585	5,187,718	5,329,832	142,114	5,293,590	36,242
Tax revenues, Water levy residential	0	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy residential	0	0	0	0	912,968	930,500	17,532	931,600	(1,100)
Gross Residential Tax	0	35,495	35,495	35,495	21,107,034	23,021,779	1,914,746	21,537,790	1,483,990
Tax revenues, Municipal tax commercial	0	4,676	4,676	4,676	4,142,656	4,240,471	97,815	4,227,200	13,271
Tax revenues, Unit charge commercial	0	0	0	0	647,740	692,800	45,060	660,960	31,840
Tax revenues, Water levy commercial	0	0	0	0	0	0	0	0	0
Tax revenues, Sewer levy commercial	0	0	0	0	96,922	98,100	1,178	98,900	(800)
Gross Commercial Tax	0	4,676	4,676	4,676	4,887,318	5,031,371	144,053	4,987,060	44,311
Gross Property Tax	0	40,171	40,171	40,171	25,994,352	28,053,150	2,058,798	26,524,850	1,528,300
Tax revenues, Seniors discount	(10,000)	(7,006)	2,994	2,994	(180,000)	(173,192)	6,808	(200,000)	26,808
Tax revenues, Municipal tax discount	0	(27)	(27)	(27)	0	(14,682)	(14,682)	0	(14,682)
Tax revenues, New Home Incentives Discount	0	0	0	0	0	0	0	0	0
Total Property Tax Discounts	(10,000)	(7,033)	2,967	2,967	(180,000)	(187,874)	(7,873)	(200,000)	12,127
Net Property Tax	(10,000)	33,138	43,138	43,138	25,814,352	27,865,276	2,050,925	26,324,850	1,540,427
Tax revenues, Business tax levy	0	(18,553)	(18,553)	(18,553)	6,088,740	6,394,163	305,423	6,213,000	181,163
Tax revenues, Business tax discount	0	0	0	0	0	0	0	0	0
Tax revenues, Business credit - COVID	0	0	0	0	0	0	0	0	0
Tax revenues, Business Restoration credit	0	0	0	0	0	(5,783)	(5,783)	(60,000)	54,218
Tax revenues, Business tax surcharge	0	0	0	0	0	0	0	0	0
Business Tax	0	(18,553)	(18,553)	(18,553)	6,088,740	6,388,380	299,641	6,153,000	235,381
Tax revenues, Poll tax	0	0	0	0	0	0	0	0	0
Tax revenues, School water levy	0	0	0	0	0	0	0	0	0
Tax revenues, Meter supply levy	6,900	18,958	12,058	12,058	186,300	353,406	167,106	690,000	(336,594)
Other Taxes	6,900	18,958	12,058	12,058	186,300	353,406	167,106	690,000	(336,594)
Utility tax, NF Power	0	0	0	0	965,000	1,032,130	67,130	965,000	67,130
Utility tax, Matrix	0	0	0	0	0	0	0	0	0
Utility tax, Aliant	0	0	0	0	210,000	208,059	(1,941)	210,000	(1,941)
Utility tax, Rogers	0	0	0	0	79,000	87,765	8,765	79,000	8,765
Utility tax, Telus	0	0	0	0	30,000	38,456	8,456	30,000	8,456
Utility tax, Other	0	0	0	0	500	6,040	5,540	500	5,540
Utility Taxes	0	0	0	0	1,284,500	1,372,950	88,449	1,284,500	88,449
Contributions, Federal Govt	0	0	0	0	108,000	121,064	13,064	108,000	13,064
Contributions, Prov of NL	0	134,679	134,679	134,679	83,050	134,679	51,629	166,100	(31,421)
Contributions, Prov of NL - Debt	0	0	0	0	0	0	0	0	0
Contributions, CBC	0	0	0	0	5,500	5,605	105	5,500	105
Contributions, CBP&P Water	0	0	0	0	90,000	90,000	0	90,000	0
Contributions, CBP&P Grant	0	0	0	0	211,000	224,177	13,177	1,055,000	(830,823)
Contributions, Contributions - Memorial Uni	0	0	0	0	235,000	227,525	(7,475)	235,000	(7,475)
Contributions, Secondary Fire	0	0	0	0	0	0	0	0	0
Contributions, Western Health	0	0	0	0	0	0	0	0	0
Contributions, Federal Gas Tax Program	0	0	0	0	442,600	0	(442,600)	885,200	(885,200)

Income Statement Detail - Revenues 2025

City of Corner Brook

2 of 4
2025-06-19
9:24 AM

	May 2025 BUDGET	May 2025 ACTUAL	May 2025 VARIANCE	MTD VARIANCE	May 2025 YTD BUDGET	May 2025 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Contributions, Jigs & Wheels Sponsorships	0	0	0	0	0	0	0	25,000	(25,000)
Contributions	0	134,679	134,679	134,679	1,175,150	803,050	(372,101)	2,569,800	(1,766,751)
Permits and licenses, Mobile vending	135	25	(110)	(110)	405	575	170	1,350	(775)
Permits and licenses, Dog Licenses	83	70	(13)	(13)	415	675	260	1,000	(325)
Permits and licenses, Bldg Permits	12,600	38,107	25,507	25,507	23,400	75,612	52,212	90,000	(14,388)
Permits and licenses, Parking Meter Collections	5,000	3,823	(1,177)	(1,177)	15,000	13,684	(1,316)	50,000	(36,316)
Permits and licenses, Impounding charges	0	0	0	0	150	105	(45)	600	(495)
Permits and licenses, Taxi Licenses	0	1,975	1,975	1,975	9,000	4,425	(4,575)	9,000	(4,575)
Permits and licenses, Develop application	1,000	950	(50)	(50)	3,000	6,100	3,100	10,000	(3,900)
Permits and licenses, Compliance Letters	3,240	2,700	(540)	(540)	9,720	12,100	2,380	27,000	(14,900)
Permits and licenses, Occupancy Permits	0	0	0	0	0	0	0	0	0
Permits & Licenses	22,058	47,650	25,592	25,592	61,090	113,276	52,186	188,950	(75,674)
Fines/Tickets, Parking tickets	292	175	(117)	(117)	1,460	1,317	(143)	3,500	(2,183)
Fines/Tickets, Parking tickets - Courts	2,083	0	(2,083)	(2,083)	10,415	1,403	(9,012)	25,000	(23,597)
Fines/Tickets, Municipal ticketing	0	0	0	0	375	0	(375)	1,500	(1,500)
Fines & Tickets	2,375	175	(2,200)	(2,200)	12,250	2,720	(9,530)	30,000	(27,280)
Interest, Tax Interest	36,000	49,065	13,065	13,065	144,000	318,067	174,067	300,000	18,067
Interest, Bank Interest	12,000	0	(12,000)	(12,000)	48,000	31,825	(16,175)	100,000	(68,175)
Interest	48,000	49,065	1,065	1,065	192,000	349,892	157,892	400,000	(50,108)
Facility Rentals, Curling Club Rental	0	0	0	0	9,000	9,000	0	9,000	0
Facility Rentals, Curling Club Electricity	0	0	0	0	12,501	9,387	(3,114)	25,000	(15,613)
Facility Rentals, City Hall Rental	16,667	16,472	(195)	(195)	83,335	65,890	(17,445)	200,000	(134,110)
Facility Rental, Rotary Arts	417	0	(417)	(417)	2,085	2,201	116	5,000	(2,799)
Facility Rentals	17,084	16,472	(612)	(612)	106,921	86,478	(20,443)	239,000	(152,522)
Facility Agreement - 911 PSAP	0	0	0	0	230,200	216,098	(14,102)	920,800	(704,702)
Civic Centre, Ice Rental	11,500	80,027	68,527	68,527	287,500	357,024	69,524	575,000	(217,976)
Civic Centre, Room Rental Civic Centre	3,000	4,909	1,909	1,909	9,000	15,008	6,008	30,000	(14,992)
Civic Centre, Annex Rental	1,667	7,658	5,991	5,991	8,335	20,253	11,918	20,000	253
Civic Centre, Skybox	0	0	0	0	0	0	0	5,300	(5,300)
Civic Centre, Studio Rec. Usage	16,333	4,400	(11,933)	(11,933)	81,665	41,577	(40,088)	196,000	(154,423)
Civic Centre, Catering	0	46,647	46,647	46,647	0	48,760	48,760	145,000	(96,240)
Civic Centre, Concessions	833	3,979	3,146	3,146	4,165	5,979	1,814	10,000	(4,021)
Civic Centre, Holding Seats	0	0	0	0	0	80	80	1,500	(1,420)
Civic Centre, Indoor Advertising	0	505	505	505	0	10,820	10,820	60,000	(49,180)
Civic Centre, Outdoor Advertising	0	0	0	0	2,500	0	(2,500)	10,000	(10,000)
Civic Centre, Leases Civic Centre	10,692	5,025	(5,667)	(5,667)	53,460	52,532	(928)	128,300	(75,768)
Civic Centre, Security	292	0	(292)	(292)	1,460	858	(603)	3,500	(2,643)
Civic Centre, Electricity	208	0	(208)	(208)	1,040	940	(100)	2,500	(1,560)
Civic Centre, Building Maintenance	0	0	0	0	0	0	0	0	0
Civic Centre, Special Events	0	16,445	16,445	16,445	0	16,445	16,445	130,000	(113,555)
Civic Centre, Home Show	0	0	0	0	0	0	0	0	0
Civic Centre, Royals Hockey Games	0	0	0	0	30,000	135,226	105,226	60,000	75,226
Civic Centre, Royals Settlement	0	0	0	0	0	0	0	0	0
Civic Centre, General Skating	0	0	0	0	0	12,635	12,635	0	12,635

Income Statement Detail - Revenues 2025

City of Corner Brook

3 of 4
2025-06-19
9:24 AM

	May 2025 BUDGET	May 2025 ACTUAL	May 2025 VARIANCE	MTD VARIANCE	May 2025 YTD BUDGET	May 2025 YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Civic Centre, Silver Blades	0	12,378	12,378	0	0	31,329	31,329	0	31,329
Civic Centre, Sponsorship - Hospitality NL	0	0	0	0	0	0	0	0	0
Civic Centre, Misc Revenue	250	168	(82)	(82)	1,250	5,370	4,120	3,000	2,370
Civic Centre	44,775	182,141	137,366	137,366	480,375	754,836	274,460	1,380,100	(625,265)
Revenues, Recreation Centre, General Admin and Punch Cards	22,778	6,166	(16,612)	(16,612)	45,556	15,166	(30,390)	205,000	(189,834)
Recreation Centre, Memberships	106,111	6,773	(99,338)	(99,338)	212,222	6,773	(205,449)	955,000	(948,227)
Recreation Centre, Mun Recreation Fee	16,111	0	(16,111)	(16,111)	32,222	0	(32,222)	145,000	(145,000)
Recreation Centre, Program Registrations	5,556	648	(4,909)	(4,909)	11,112	648	(10,465)	50,000	(49,353)
Recreation Centre, Facility Rentals	2,222	956	(1,266)	(1,266)	4,444	956	(3,488)	20,000	(19,044)
Recreation Centre, User Groups	3,333	0	(3,333)	(3,333)	6,666	0	(6,666)	30,000	(30,000)
Recreation Centre, Daycare Subsidy	5,556	0	(5,556)	(5,556)	11,112	0	(11,112)	50,000	(50,000)
Recreation Centre, Daycare Lease	1,333	0	(1,333)	(1,333)	2,666	0	(2,666)	12,000	(12,000)
Recreation Centre, Parking Revenue	111	0	(111)	(111)	222	0	(222)	1,000	(1,000)
EV Charging Station	56	0	(56)	(56)	112	0	(112)	500	(500)
Recreation Centre, Merchandise Sales	1,667	2,380	713	713	3,334	2,380	(954)	15,000	(12,620)
Recreation Centre	164,834	16,923	(147,911)	(147,911)	329,668	25,923	(303,745)	1,483,500	(1,457,577)
Land Revenues, Sales - Land	0	0	0	0	5,000	0	(5,000)	20,000	(20,000)
Land Revenues, Land Leases	292	372	80	80	1,460	5,784	4,324	3,500	2,284
Land Reserves	292	372	80	80	6,460	5,784	(676)	23,500	(17,716)
Revenue from Reserves, Cap Rev fr reserves	0	0	0	0	0	0	0	0	0
Revenue from Reserves, Oper Rev fr reserves	0	0	0	0	0	0	0	0	0
Revenue from Reserves	0	0	0	0	0	0	0	0	0
Fees, Tax Certificates	2,083	2,000	(83)	(83)	10,415	11,200	785	25,000	(13,800)
Fees, Tender documents	0	0	0	0	0	0	0	0	0
Fees, Appeal fees	208	0	(208)	(208)	1,040	0	(1,040)	2,500	(2,500)
Fees, Insurance User Groups	42	0	(42)	(42)	210	0	(210)	500	(500)
Fees	2,333	2,000	(333)	(333)	11,665	11,200	(465)	28,000	(16,800)
Park revenue, Summer Program	0	0	0	0	0	0	0	0	0
Park revenue, Corner Brook Day Revenue	0	0	0	0	0	0	0	0	0
Park revenue, Field Rentals	12,375	0	(12,375)	(12,375)	12,375	0	(12,375)	16,500	(16,500)
Park revenue, Ball Field Lighting	3,333	6,403	3,070	3,070	3,333	15,553	12,220	20,000	(4,447)
Park revenue, Canada Day Revenue	0	0	0	0	0	0	0	7,000	(7,000)
Park revenue, Vendor Registrations	250	0	(250)	(250)	1,250	0	(1,250)	3,000	(3,000)
Park revenue, Event Sponsorship	708	0	(708)	(708)	3,540	0	(3,540)	8,500	(8,500)
Park revenue, Recreation Grants	1,667	0	(1,667)	(1,667)	8,335	8,549	214	20,000	(11,451)
Park revenue, Misc Revenue	0	0	0	0	0	0	0	0	0
Park & Recreation Revenue	18,333	6,403	(11,930)	(11,930)	28,833	24,102	(4,732)	75,000	(50,899)
Misc revenue, Garbage tags	0	35	35	35	225	388	163	900	(512)
Misc revenue, Tipping fees	0	0	0	0	0	0	0	0	0
Misc revenue, Bus Passes	2,083	390	(1,693)	(1,693)	10,415	5,394	(5,022)	25,000	(19,607)
Misc revenue, Bus Shelter Advertising	833	6,377	5,544	5,544	4,165	20,942	16,777	10,942	10,942
Misc revenue, Recycling metal	0	0	0	0	0	50	50	0	50
Misc revenue, Train revenue	0	0	0	0	0	0	0	80,000	(80,000)
Misc revenue, Rounding	0	0	0	0	0	0	0	0	0

Income Statement Detail - Revenues 2025

City of Corner Brook

4 of 4
2025-06-19
9:24 AM

	May 2025 BUDGET	May 2025 ACTUAL	May 2025 VARIANCE	MTD VARIANCE	May 2025 YTD BUDGET	May 2025 YTD ACTUAL	May 2025 YTD VARIANCE	ANNUAL BUDGET	REMAINING BUDGET
Misc revenue, Misc Revenue	0	400	400	400	0	1,820	1,820	1,500	320
Misc revenue, Vendor Discounts	0	0	0	0	0	0	0	0	0
Misc revenue, Vendor Tables- City Hall	0	191	191	191	0	191	191	2,500	(2,309)
Misc Revenue	2,916	7,393	4,477	4,477	14,805	28,785	13,980	119,900	(91,115)
Total Revenues	319,900	496,816	176,916	176,916	36,023,309	38,402,156	2,378,845	41,910,900	(3,508,746)

1 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Council, Salary	1000-50000	\$16,308	\$16,310	(\$2)	\$81,540	\$97,860	(\$16,320)	\$195,700	\$97,840
Council, Group Insurance	1000-51000	2,167	1,531	636	10,835	8,853	1,982	26,000	17,147
Council, CPP/EI/WCB/HAPSET	1000-51500	1,492	1,409	83	7,460	8,677	(1,217)	17,900	9,223
Council, Cell Phone Allowance	1000-51600	60	0	60	300	0	300	720	720
Council, Business Travel	1000-60000	1,250	465	785	6,250	3,434	2,816	15,000	11,566
Council, Meeting expenses	1000-61700	833	0	833	4,165	567	3,598	10,000	9,433
Council, Public Receptions	1000-61750	417	0	417	2,085	865	1,220	5,000	4,135
Council, Other supplies	1000-61900	0	0	0	0	4	(4)	0	(4)
Council, Promo materials	1000-62200	667	0	667	3,335	3,428	(93)	8,000	4,572
Council, Advertising	1000-62600	1,250	1,394	(144)	6,250	2,448	3,802	15,000	12,552
Council, Donations	1000-62950	417	0	417	2,085	1,200	885	5,000	3,800
Council, Telephone	1000-63200	63	0	63	315	333	(18)	750	417
Council, Cell phone	1000-63300	42	0	42	210	146	64	500	354
Council, Election	1000-63400	6,667	0	6,667	33,335	110	33,226	80,000	79,891
Council, Municipal Associations	1000-63600	2,083	0	2,083	10,415	0	10,415	25,000	25,000
Council, Staff recognition	1000-64050	333	456	(123)	1,665	1,311	354	4,000	2,689
Council, Conference fees	1000-64200	583	0	583	2,915	4,143	(1,228)	7,000	2,857
Council, Municipal Awareness Day	1000-64810	250	0	250	1,250	207	1,043	3,000	2,793
Total Council		34,882	21,565	13,317	174,410	133,586	40,825	418,570	284,985
Early Retirees, Salary	1010-50000	1,867	0	1,867	9,335	0	9,335	22,400	22,400
Early Retirees, Group Insurance	1010-51000	125	0	125	625	0	625	1,500	1,500
Early Retirees,									
CPP/EI/WCB/HAPSET	1010-51500	133	0	133	665	0	665	1,600	1,600
Total Early Retirees		2,125	0	2,125	10,625	0	10,625	25,500	25,500
CM Admin, Salary	1030-50000	33,433	44,754	(11,321)	167,165	169,884	(2,719)	401,200	231,316
CM Admin, Overtime	1030-50100	125	0	125	625	178	447	1,500	1,322
CM Admin, Vacation	1030-50200	4,683	6,544	(1,861)	23,415	18,276	5,139	56,200	37,924
CM Admin, Sick	1030-50300	783	3,239	(2,456)	3,915	8,668	(4,753)	9,400	732
CM Admin, Group Insurance	1030-51000	1,208	1,592	(384)	6,040	5,715	325	14,500	8,785
CM Admin, Pension	1030-51100	2,333	3,559	(1,226)	11,665	13,002	(1,337)	28,000	14,998
CM Admin, CPP/EI/WCB/HAPSET	1030-51500	3,617	6,244	(2,627)	18,085	23,438	(5,353)	43,400	19,962
CM Admin, Cell Phone Allowance	1030-51600	160	160	0	800	800	0	1,920	1,120
CM Admin, Business Travel	1030-60000	1,667	0	1,667	8,335	(734)	9,069	20,000	20,734
CM Admin, Furniture and Equip	1030-61100	42	0	42	210	0	210	500	500
CM Admin, Maint supplies	1030-61600	0	0	0	0	10	(10)	0	(10)
CM Admin, Meeting expenses	1030-61700	42	0	42	210	282	(72)	500	218
CM Admin, Office supplies	1030-61800	250	232	18	1,250	1,129	121	3,000	1,871
CM Admin, Other supplies	1030-61900	125	0	125	625	1,067	(442)	1,500	433
CM Admin, Document Mgmt	1030-61950	1,417	0	1,417	7,085	13,105	(6,020)	17,000	3,895
CM Admin, Photocopier expenses	1030-62100	250	233	17	1,250	1,378	(128)	3,000	1,622

2 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
CM Admin, Subscriptions	1030-62300	83	0	83	415	(271)	686	1,000	1,271
CM Admin, Advertising	1030-62600	1,917	782	1,135	9,585	3,650	5,935	23,000	19,350
CM Admin, Cell phone	1030-63300	0	0	0	0	577	(577)	0	(577)
CM Admin, Postage/Courier	1030-63700	500	1,000	(500)	2,500	2,605	(105)	6,000	3,395
CM Admin, Special Projects	1030-63950	5,417	713	4,704	27,083	7,849	19,234	65,000	57,151
CM Admin, Membership fees	1030-64100	125	521	(396)	625	11,907	(11,282)	1,500	(10,407)
CM Admin, Conference fees	1030-64200	292	0	292	1,460	516	3,500	2,000	2,984
CM Admin, Training	1030-64500	167	0	167	835	20	815	3,000	1,980
CM Admin, Consulting fees	1030-65300	5,000	5,075	(75)	25,000	5,075	19,925	60,000	54,925
Total City Manager Admin		63,636	74,648	(11,013)	318,178	288,126	30,051	763,620	475,493
Legal, Salary	1110-50000	7,458	8,626	(1,168)	37,290	37,129	161	89,500	52,371
Legal, Vacation	1110-50200	667	1,875	(1,208)	3,335	3,000	335	8,000	5,000
Legal, Sick	1110-50300	167	750	(583)	835	1,125	(290)	2,000	875
Legal, Group Insurance	1110-51000	158	152	6	790	560	230	1,900	1,340
Legal, Pension	1110-51100	500	675	(175)	2,500	2,475	25	6,000	3,525
Legal, CPP/EI/WCB/HAPSET	1110-51500	767	1,377	(610)	3,835	5,051	(1,216)	9,200	4,149
F&A Legal, Legal fees	1110-65500	667	60	607	3,335	2,840	495	8,000	5,160
F&A Legal, Subscriptions	1110-62300	205	0	205	1,025	381	644	2,460	2,079
Total Legal		10,589	13,515	(2,927)	52,945	52,561	384	127,060	74,499
HR, Salary	1060-50000	28,117	38,475	(10,358)	140,585	137,121	3,464	337,400	200,279
HR, Overtime	1060-50100	192	0	192	960	276	685	2,300	2,025
HR, Vacation	1060-50200	3,783	3,960	(177)	18,915	11,715	7,200	45,400	33,685
HR, Sick	1060-50300	2,408	949	1,459	12,040	10,491	1,549	28,900	18,409
HR, Other leave	1060-50400	67	0	67	335	0	335	800	800
HR, Group Insurance	1060-51000	1,333	1,861	(528)	6,665	6,697	(32)	16,000	9,303
HR, Pension	1060-51100	2,058	2,610	(552)	10,290	9,569	721	24,700	15,131
HR, Severance	1060-51200	4,167	0	4,167	20,835	0	20,835	50,000	50,000
HR, CPP/EI/WCB/HAPSET	1060-51500	3,650	5,300	(1,650)	18,250	19,429	(1,179)	43,800	24,371
HR, Cell Phone Allowance	1060-51600	150	0	150	750	0	750	1,800	1,800
HR, Business Travel	1060-60000	417	0	417	2,085	443	1,642	5,000	4,557
HR, Safety Program	1060-60050	208	0	208	1,040	0	1,040	2,500	2,500
HR, City Equip	1060-60900	500	0	500	2,500	1,267	1,233	6,000	4,733
HR, HR Program	1060-60100	1,167	0	1,167	5,835	3,665	2,170	14,000	10,335
HR, Staff Social Events	1060-60150	0	0	0	0	(1,350)	1,350	5,000	6,350
HR, Recruitment	1060-63900	833	104	729	4,165	9,538	(5,373)	10,000	462
HR, Staff Recognition	1060-64050	500	0	500	2,500	1,525	975	6,000	4,475
HR, Wellness	1060-64060	833	0	833	4,165	1,107	3,058	10,000	8,893
HR, Training	1060-64500	1,667	8,101	(6,434)	8,335	13,307	(4,972)	20,000	6,693
HR, Medicals	1060-65600	83	0	83	415	0	415	1,000	1,000
HR, Consulting fees	1060-65300	2,500	24,801	(22,301)	12,500	82,041	(69,541)	30,000	(52,041)

3 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Total HR		54,633	86,161	(31,527)	273,165	306,841	(33,676)	660,600	353,759
Business, Salary	1040-50000	6,675	10,200	(3,525)	33,375	34,279	(904)	80,100	45,821
Business, Vacation	1040-50200	608	98	510	3,040	1,079	1,961	7,300	6,221
Business, Sick	1040-50300	300	0	300	1,500	2,403	(903)	3,600	1,197
Business, Group Insurance	1040-51000	300	426	(126)	1,500	1,551	(51)	3,600	2,049
Business, Pension	1040-51100	458	618	(160)	2,290	2,266	24	5,500	3,234
Business, CPP/EI/WCB/HAPSET	1040-51500	758	1,259	(501)	3,790	4,616	(826)	9,100	4,484
Business, Business Travel	1040-60000	0	0	0	0	399	(399)	0	(399)
Business, Promo materials	1040-62200	333	0	333	1,665	0	1,665	4,000	4,000
Business, Cell phone	1040-63300	63	0	63	315	125	190	750	625
Business, Special Projects	1040-63950	1,000	0	1,000	5,000	0	5,000	12,000	12,000
Business, Business Facilitating	1040-64350	667	1,752	(1,085)	3,335	3,383	(48)	8,000	4,617
Total Business Resource Centre		11,162	14,353	(3,190)	55,810	50,101	5,709	133,950	83,849
Total City Manager		140,020	188,677	(48,658)	700,098	697,629	2,469	1,685,230	987,601
F&A Admin, Salary	1050-50000	16,242	18,185	(1,943)	81,210	74,064	7,146	194,900	120,836
F&A Admin, Vacation	1050-50200	1,325	17,910	(16,585)	6,625	20,237	(13,612)	15,900	(4,337)
F&A Admin, Sick	1050-50300	333	31	302	1,665	1,668	(3)	4,000	2,332
F&A Admin, Group Insurance	1050-51000	467	590	(123)	2,335	2,151	184	5,600	3,449
F&A Admin, Pension	1050-51100	992	1,189	(197)	4,960	4,917	43	11,900	6,983
F&A Admin, CPP/EI/WCB/HAPSET	1050-51500	1,417	4,113	(2,696)	7,085	11,453	(4,368)	17,000	5,547
F&A Admin, Cell Phone Allowance	1050-51600	150	0	150	750	0	750	1,800	1,800
F&A Admin, Business Travel	1050-60000	1,500	0	1,500	7,500	0	7,500	18,000	18,000
F&A Admin, Office supplies	1050-61800	2,050	3,532	(1,482)	10,250	8,151	2,099	24,600	16,449
F&A Admin, Other supplies	1050-61900	100	117	(17)	500	865	(365)	1,200	335
F&A Admin, Photocopier expenses	1050-62100	917	1,694	(777)	4,585	5,504	(919)	11,000	5,496
F&A Admin, Subscriptions	1050-62300	278	0	278	1,390	496	894	3,340	2,844
F&A Admin, Telephone	1050-63200	2,083	1,722	361	10,415	7,780	2,635	25,000	17,220
F&A Admin, Cell phone	1050-63300	417	0	417	2,085	291	1,794	5,000	4,709
F&A Admin, Postage/Courier	1050-63700	2,083	5,214	(3,131)	10,415	11,179	(764)	25,000	13,821
F&A Admin, Membership fees	1050-64100	1,000	0	1,000	5,000	1,277	3,724	12,000	10,724
F&A Admin, Training	1050-64500	1,333	1,525	(192)	6,665	12,588	(5,923)	16,000	3,412
F&A Admin, Insurance Claims									
Deductible	1050-64540	2,083	0	2,083	10,415	4,724	5,691	25,000	20,276
F&A Admin, Assessment fees	1050-65000	0	0	0	124,000	121,550	2,450	248,000	126,450
F&A Admin, Audit fees	1050-65100	4,583	0	4,583	22,915	10,302	12,613	55,000	44,698
F&A Admin, Consulting fees	1050-65300	1,833	4,591	(2,758)	9,165	24,503	(15,338)	22,000	(2,503)
F&A Admin, Insurance	1050-65400	24,233	0	24,233	121,165	282,172	(161,007)	290,800	8,628
F&A Admin, Local appeal board	1050-65700	1,000	0	1,000	5,000	592	4,408	12,000	11,408
Total Finance & Admin		66,419	60,413	6,005	456,095	606,464	(150,367)	1,045,040	438,578

4 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
F&A Treasury, Salary	1070-50000	26,825	22,229	4,596	134,125	158,803	(24,678)	321,900	163,097
F&A Treasury, Overtime	1070-50100	250	244	6	1,250	2,493	(1,243)	3,000	507
F&A Treasury, Vacation	1070-50200	3,350	3,249	101	16,750	13,583	3,167	40,200	26,617
F&A Treasury, Sick	1070-50300	608	2,146	(1,538)	3,040	15,811	(12,771)	7,300	(8,511)
F&A Treasury, Other leave	1070-50400	83	0	83	415	0	415	1,000	1,000
F&A Treasury, Group Insurance	1070-51000	1,200	1,050	150	6,000	5,010	990	14,400	9,390
F&A Treasury, Pension	1070-51100	1,825	1,385	440	9,125	6,335	2,790	21,900	15,565
F&A Treasury, CPP/EI/WCB/HAPSET	1070-51500	3,400	3,357	43	17,000	19,458	(2,458)	40,800	21,342
Total Treasury		37,541	33,660	3,881	187,705	221,493	(33,788)	450,500	229,007
F&A IT, Salary	1080-50000	15,175	17,281	(2,106)	75,875	57,655	18,220	182,100	124,445
F&A IT, Overtime	1080-50100	333	0	333	1,665	618	1,047	4,000	3,382
F&A IT, Vacation	1080-50200	1,875	3,555	(1,680)	9,375	4,525	4,850	22,500	17,975
F&A IT, Sick	1080-50300	342	0	342	1,710	1,562	148	4,100	2,538
F&A IT, Group Insurance	1080-51000	333	381	(48)	1,665	1,033	632	4,000	2,967
F&A IT, Pension	1080-51100	1,017	1,250	(233)	5,085	3,850	1,235	12,200	8,350
F&A IT, CPP/EI/WCB/HAPSET	1080-51500	1,925	2,527	(602)	9,625	7,784	1,841	23,100	15,316
F&A IT, Cell Phone Allowance	1080-51600	100	50	50	500	200	300	1,200	1,000
F&A IT, Comp software maint	1080-62700	19,575	5,113	14,462	97,875	118,686	(20,811)	234,900	116,214
F&A IT, Comp network costs	1080-62800	1,500	0	1,500	7,500	12,638	(5,138)	18,000	5,362
Total F&A IT		42,175	30,157	12,017	210,875	208,551	2,324	506,100	297,549
F&A CSR, Salary	1090-50000	7,217	8,201	(984)	36,085	40,785	(4,700)	86,600	45,815
F&A CSR, Overtime	1090-50100	250	109	141	1,250	1,126	124	3,000	1,874
F&A CSR, Vacation	1090-50200	1,033	2,716	(1,683)	5,165	12,605	(7,440)	12,400	(205)
F&A CSR, Sick	1090-50300	1,125	513	612	5,625	7,505	(1,880)	13,500	5,995
F&A CSR, Other leave	1090-50400	0	108	(108)	0	108	(108)	0	(108)
F&A CSR, Group Insurance	1090-51000	242	438	(196)	1,210	1,046	164	2,900	1,854
F&A CSR, Pension	1090-51100	533	687	(154)	2,665	2,399	266	6,400	4,001
F&A CSR, CPP/EI/WCB/HAPSET	1090-51500	1,083	1,405	(322)	5,415	6,282	(867)	13,000	6,718
Total F&A CSR		11,483	14,177	(2,694)	57,415	71,856	(14,441)	137,800	65,944
Total Finance & Administration		157,618	138,407	19,211	912,090	1,108,364	(196,271)	2,139,440	1,031,079
CEDP Admin, Salary	1200-50000	11,808	4,692	7,116	59,040	17,425	41,615	141,700	124,275
CEDP Admin, Overtime	1200-50100	83	124	(41)	415	124	291	1,000	876
CEDP Admin, Vacation	1200-50200	1,858	722	1,136	9,290	1,895	7,395	22,300	20,405
CEDP Admin, Sick	1200-50300	575	0	575	2,875	1,263	1,612	6,900	5,637
CEDP Admin, Other leave	1200-50400	83	0	83	415	0	415	1,000	1,000

5 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
CEDP Admin, Group Insurance	1200-51000	575	353	222	2,875	1,382	1,493	6,900	5,518
CEDP Admin, Pension	1200-51100	858	325	533	4,290	1,382	2,908	10,300	8,918
CEDP Admin, CPP/ElWCB/HAPSET	1200-51500	1,300	667	633	6,500	2,604	3,896	15,600	12,996
CEDP Admin, Business Travel	1200-60000	2,083	721	1,362	10,415	2,614	7,801	25,000	22,386
CEDP Admin, Meeting expenses	1200-61700	0	62	(62)	0	539	(539)	0	(539)
CEDP Admin, Office supplies	1200-61800	1,250	2,908	(1,658)	6,250	9,668	(3,418)	15,000	5,332
CEDP Admin, Other supplies	1200-61900	0	0	0	0	112	(112)	0	(112)
CEDP Admin, Photocopier expenses	1200-62100	333	466	(133)	1,665	2,318	(653)	4,000	1,682
CEDP Admin, Subscriptions	1200-62300	292	0	292	1,460	1,222	238	3,500	2,278
CEDP Admin, Cell phone	1200-63300	417	0	417	2,085	1,359	726	5,000	3,641
CEDP Admin, Postage/Courier	1200-63700	0	0	0	0	93	(93)	0	(93)
CEDP Admin, Membership fees	1200-64100	167	0	167	835	1,284	(449)	2,000	716
CEDP Admin, Training	1200-64500	0	0	0	0	3,361	(3,361)	0	(3,361)
CEDP Admin, Consulting fees	1200-65300	2,083	0	2,083	10,415	0	10,415	25,000	25,000
CPD Admin, Comp software maint	1200-62700	1,667	0	1,667	8,335	498	7,837	20,000	19,502
Total CEDP Admin		25,432	11,040	14,392	127,160	49,143	78,018	305,200	256,058
CEDP Planning, Salary	1210-50000	14,417	11,304	3,113	72,085	43,509	28,576	173,000	129,491
CEDP Planning, Overtime	1210-50100	125	843	(718)	625	1,723	(1,098)	1,500	(223)
CEDP Planning, Vacation	1210-50200	958	434	524	4,790	3,514	1,276	11,500	7,986
CEDP Planning, Sick	1210-50300	483	168	315	2,415	4,088	(1,673)	5,800	1,712
CEDP Planning, Group Insurance	1210-51000	625	719	(94)	3,125	2,481	644	7,500	5,019
CEDP Planning, Pension	1210-51100	950	723	227	4,750	2,536	2,214	11,400	8,864
CEDP Planning,									
CPPE/ElWCB/HAPSET	1210-51500	1,833	1,454	379	9,165	5,130	4,035	22,000	16,870
CPD Planning, Cell Phone Allowance	1210-51600	100	0	100	500	0	500	1,200	1,200
CEDP Planning, Advertising	1210-62600	83	0	83	415	35	380	1,000	965
CEDP Planning, Special Projects	1210-63950	0	3,598	(3,598)	0	34,274	(34,274)	0	(34,274)
CEDP Planning, Professional fees	1210-65350	417	0	417	2,085	0	2,085	5,000	5,000
CPD Land, Salary	1100-50000	5,975	9,011	(3,036)	29,875	27,655	2,220	71,700	44,045
CPD Land, Vacation	1100-50200	683	0	683	3,415	5,593	(2,178)	8,200	2,607
CPD Land, Sick	1100-50300	208	311	(103)	1,040	932	108	2,500	1,568
CPD Land, Other leave	1100-50400	100	0	100	500	0	500	1,200	1,200
CPD Land, Group Insurance	1100-51000	208	408	(200)	1,040	1,482	(442)	2,500	1,018
CPD Land, Pension	1100-51100	408	559	(151)	2,040	2,051	(11)	4,900	2,849
CPD Land, Cell Phone Allowance	1100-51600	50	0	50	250	0	250	600	600
CPD Land, CPP/ElWCB/HAPSET	1100-51500	742	1,137	(395)	3,710	4,168	(458)	8,900	4,732
CPD Land, Professional fees	1100-65350	1,250	3,487	(2,237)	6,250	6,772	(522)	15,000	8,228
Total CEDP Planning		29,615	34,156	(4,540)	148,075	145,943	2,132	355,400	209,457
CEDP Bldg Inspect, Salary	1220-50000	25,492	30,781	(5,289)	127,460	123,577	3,883	305,900	182,323

6 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
CEDP Bldg Inspect, Overtime	1220-50100	417	1,003	(586)	2,085	1,152	933	5,000	3,848
CEDP Bldg Inspect, Vacation	1220-50200	3,317	4,017	(700)	16,585	14,198	2,387	39,800	25,602
CEDP Bldg Inspect, Sick	1220-50300	900	5,532	(4,632)	4,500	8,730	(4,230)	10,800	2,070
CEDP Bldg Inspect, Other leave	1220-50400	108	0	108	540	701	(161)	1,300	599
CEDP Bldg Inspect, Group Insurance	1220-51000	1,200	1,666	(466)	6,000	6,038	(38)	14,400	8,362
CEDP Bldg Inspect, Pension	1220-51100	1,783	2,420	(637)	8,915	8,825	90	21,400	12,575
CEDP Bldg Inspect, CPP/EI/WCB/HAPSET	1220-51500	3,392	5,015	(1,623)	16,960	18,113	(1,153)	40,700	22,587
CEDP Bldg Inspect, City Equip	1220-60900	1,000	0	1,000	5,000	3,294	1,706	12,000	8,706
Total Building Inspection		37,609	50,434	(12,824)	188,045	184,628	3,417	451,300	266,672
CEDP - Sust Develop, Salary	1450-50000	4,075	5,674	(1,599)	20,375	21,125	(750)	48,900	27,775
CEDP - Sust Develop, Vacation	1450-50200	267	0	267	1,335	304	1,031	3,200	2,896
CEDP - Sust Develop, Sick	1450-50300	133	405	(272)	665	861	(196)	1,600	739
CEDP - Sust Develop, Group Insurance	1450-51000	242	360	(118)	1,210	1,300	(90)	2,900	1,600
CEDP - Sust Develop, Pension	1450-51100	267	365	(98)	1,335	1,337	(2)	3,200	1,863
CEDP - Sust Develop, CPP/EI/WCB/HAPSET	1450-51500	542	733	(191)	2,710	2,689	21	6,500	3,811
CEDP - Sust Develop, Special Projects	1450-63950	1,250	(775)	2,025	6,250	2,850	3,400	15,000	12,150
CEDP - Sust Develop, Recycling bins	1450-64000	417	0	417	2,085	2,305	(220)	5,000	2,696
CEDP - Sust Develop, Fall Leaf	1450-64020	250	0	250	1,250	0	1,250	3,000	3,000
CEDP - Sust Develop, Water conservation	1450-64030	250	0	250	1,250	0	1,250	3,000	3,000
CEDP - Sust Develop, Community Education	1450-64860	3,333	61	3,272	16,665	24,484	(7,819)	40,000	15,516
CEDP - Sust Develop, Clean up	1450-64870	833	520	313	4,165	4,859	(694)	10,000	5,141
Total Sustainable Development		11,859	7,343	4,515	59,295	62,114	(2,820)	142,300	80,185
CEDP - Eng, Salary	1410-50000	53,008	73,014	(20,006)	265,040	263,601	1,439	636,100	372,499
CEDP - Eng, Overtime	1410-50100	1,667	359	1,308	8,335	1,531	6,804	20,000	18,469
CEDP - Eng, Vacation	1410-50200	4,933	8,552	(3,619)	24,665	22,411	2,254	59,200	36,789
CEDP - Eng, Sick	1410-50300	1,850	4,412	(2,562)	9,250	26,369	(17,119)	22,200	(4,169)
CEDP - Eng, Other leave	1410-50400	167	0	167	835	189	646	2,000	1,811
CEDP - Eng, Group Insurance	1410-51000	2,425	3,326	(901)	12,125	12,101	24	29,100	16,999
CEDP - Eng, Pension	1410-51100	3,600	5,170	(1,570)	18,000	18,780	(780)	43,200	24,420
CEDP - Eng, CPP/EI/WCB/HAPSET	1410-51500	6,667	10,505	(3,838)	33,335	38,162	(4,827)	80,000	41,838
IPW - Eng, Cell Phone Allowance	1410-51600	50	150	(100)	250	750	(500)	600	(150)

7 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
IPW - Eng, Clothing/uniforms	1410-60600	0	0	0	0	282	(282)	0	(282)
CEDP - Eng, City Equip	1410-60900	2,125	0	2,125	10,625	6,076	4,549	25,500	19,424
Total Engineering		76,492	105,488	(28,996)	382,460	390,252	(7,792)	917,900	527,648
CEDP - GIS, Salary	1460-50000	5,725	12,727	(7,002)	28,625	47,587	(18,962)	68,700	21,113
CEDP - GIS, Vacation	1460-50200	400	664	(264)	2,000	1,699	301	4,800	3,101
CEDP - GIS, Sick	1460-50300	117	462	(345)	585	1,143	(558)	1,400	257
CEDP - GIS, Group Insurance	1460-51000	267	480	(213)	1,335	1,637	(302)	3,200	1,563
CEDP - GIS, Pension	1460-51100	342	466	(124)	1,710	1,710	0	4,100	2,390
CEDP - GIS, CPP/IE/WCB/HAPSET	1460-51500	683	1,667	(984)	3,415	6,069	(2,654)	8,200	2,131
CEDP - GIS, Professional fees	1460-65350	4,583	0	4,583	22,915	1,174	21,741	55,000	53,826
Total GIS		12,117	16,466	(4,349)	60,585	61,019	(434)	145,400	84,381
Total Community, Engineering, Development & Planning		193,124	224,927	(31,803)	965,620	893,099	72,521	2,317,500	1,424,401
PS MEO, Salary	1230-50000	18,933	21,822	(2,889)	94,665	85,982	8,683	227,200	141,218
PS MEO, Overtime	1230-50100	1,000	961	39	5,000	2,889	2,111	12,000	9,111
PS MEO, Vacation	1230-50200	2,583	2,927	(344)	12,915	10,922	1,993	31,000	20,078
PS MEO, Sick	1230-50300	942	652	290	4,710	3,149	1,561	11,300	8,151
PS MEO, Group Insurance	1230-51000	950	943	7	4,750	3,420	1,330	11,400	7,980
PS MEO, Pension	1230-51100	1,300	1,230	70	6,500	4,511	1,989	15,600	11,089
PS MEO, CPP/IE/WCB/HAPSET	1230-51500	2,633	3,101	(468)	13,165	12,426	739	31,600	19,174
PS MEO, Clothing/uniforms	1230-60600	417	0	417	2,085	2,038	47	5,000	2,962
PS MEO, City Equip	1230-60900	1,833	0	1,833	9,165	4,523	4,642	22,000	17,477
PS MEO, Maint supplies	1230-61600	417	0	417	2,085	284	1,801	5,000	4,716
PS MEO, Office supplies	1230-61800	333	780	(447)	1,665	1,165	500	4,000	2,835
PS MEO, Inventory	1230-62400	417	0	417	2,085	1,048	1,037	5,000	3,952
PS MEO, Hired contractor	1230-63150	833	0	833	4,165	5,337	(1,172)	10,000	4,663
PS MEO, Cell phone	1230-63300	292	0	292	1,460	756	704	3,500	2,744
PS MEO, Membership fees	1230-64100	67	0	67	335	200	135	800	600
PS MEO, Training	1230-64500	500	0	500	2,500	3,599	(1,099)	6,000	2,401
PS MEO, Professional fees	1230-65350	292	0	292	1,460	946	514	3,500	2,554
PS Animal, Maint supplies	1240-61600	292	0	292	1,460	287	1,173	3,500	3,213
PS Animal, Inventory	1240-62400	83	0	83	415	331	84	1,000	669
PS Animal, Electrical	1240-63800	583	724	(141)	2,915	4,981	(2,066)	7,000	2,019
PS Animal, Hired equipment	1240-63100	1,500	0	1,500	7,500	0	7,500	18,000	18,000
Total Municipal Enforcement		36,200	33,140	3,060	181,000	148,794	32,206	434,400	285,606

8 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Fire Admin, Salary	1300-50000	20,867	24,557	(3,690)	104,335	97,139	7,196	250,400	153,261
Fire Admin, Overtime	1300-50100	833	2,071	(1,238)	4,165	6,241	(2,076)	10,000	3,759
Fire Admin, Vacation	1300-50200	1,875	2,832	(957)	9,375	5,505	3,870	22,500	16,995
Fire Admin, Sick	1300-50300	700	415	285	3,500	1,865	1,635	8,400	6,535
Fire Admin, Other leave	1300-50400	175	0	175	875	1,610	(735)	2,100	490
Fire Admin, Group Insurance	1300-51000	775	756	19	3,875	2,658	1,217	9,300	6,642
Fire Admin, Pension	1300-51100	1,408	1,047	361	7,040	4,021	3,019	16,900	12,879
Fire Admin, CPP/IE/WCB/HAPSET	1300-51500	2,292	3,677	(1,385)	11,460	13,127	(1,667)	27,500	14,373
Fire Admin, Business Travel	1300-60000	1,000	1,944	(944)	5,000	12,874	(7,874)	12,000	(874)
Fire Admin, Fire Prevention and Education	1300-60170	1,250	1,500	(250)	6,250	7,462	(1,212)	15,000	7,538
Fire Admin, Clothing/uniforms	1300-60600	250	0	250	1,250	338	912	3,000	2,662
Fire Admin, Furniture and Equip	1300-61100	208	0	208	1,040	0	1,040	2,500	2,500
Fire Admin, Maint supplies	1300-61600	625	27	598	3,125	815	2,310	7,500	6,685
Fire Admin, Meeting expenses	1300-61700	125	0	125	625	112	513	1,500	1,388
Fire Admin, Office supplies	1300-61800	167	54	113	835	1,006	(171)	2,000	994
Fire Admin, Other supplies	1300-61900	250	8	242	1,250	14	1,236	3,000	2,986
Fire Admin, Photocopier expenses	1300-62100	333	342	(9)	1,665	2,260	(595)	4,000	1,740
Fire Admin, Subscriptions	1300-62300	125	0	125	625	1,653	(1,028)	1,500	(153)
Fire Admin, Advertising	1300-62600	42	0	42	210	0	210	500	500
Fire Admin, Registration fees	1300-63000	167	0	167	835	0	835	2,000	2,000
Fire Admin, Telephone	1300-63200	167	0	167	835	1,201	(366)	2,000	799
Fire Admin, Cell phone	1300-63300	167	0	167	835	1,070	(235)	2,000	930
Fire Admin, Postage/Courier	1300-63700	33	0	33	165	251	(86)	400	149
Fire Admin, Recruitment	1300-63900	417	0	417	2,085	0	2,085	5,000	5,000
Fire Admin, Special Projects	1300-63950	1,333	0	1,333	6,665	17,308	(10,643)	16,000	(1,308)
Fire Admin, Membership fees	1300-64100	167	0	167	835	1,570	(735)	2,000	430
PS Fire Admin, EMO Exercise	1300-64250	208	0	208	1,040	0	1,040	2,500	2,500
Total Fire Department Admin		35,959	39,230	(3,271)	179,795	180,100	(307)	431,500	251,399
PS Fire Operations, AP Severance	1310-22800	0	0	0	0	115,000	(115,000)	0	(115,000)
Fire Operations, Salary	1310-50000	237,975	247,477	(9,502)	1,189,875	1,067,591	122,284	2,855,700	1,788,109
Fire Operations, Overtime	1310-50100	10,000	11,185	(1,185)	50,000	60,839	(10,839)	120,000	59,161
Fire Operations, Vacation	1310-50200	3,333	0	3,333	16,665	0	16,665	40,000	40,000
Fire Operations, Sick	1310-50300	4,250	0	4,250	21,250	0	21,250	51,000	51,000
Fire Operations, Other leave	1310-50400	0	0	0	0	407	(407)	0	(407)
Fire Operations, Group Insurance	1310-51000	8,500	9,097	(597)	42,500	37,821	4,679	102,000	64,179
Fire Operations, Pension	1310-51100	13,408	13,645	(237)	67,040	57,821	9,219	160,900	103,079
Fire Operations,									
CPP/IE/WCB/HAPSET	1310-51500	26,225	29,833	(3,608)	131,125	129,749	1,376	314,700	184,951
Fire Operations, Clothing/uniforms	1310-60600	2,917	60	2,857	14,585	2,718	11,867	35,000	32,282
Fire Operations, Furniture and Equip	1310-61100	333	0	333	1,665	2,937	(1,272)	4,000	1,063
Fire Operations, Maint supplies	1310-61600	5,833	70	5,763	29,165	10,910	18,255	70,000	59,090

9 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Fire Operations, Inventory	1310-62400	417	407	10	2,085	5,133	(3,048)	5,000	(133)
Fire Operations, Hire contractor	1310-63150	2,500	0	2,500	12,500	2,967	9,533	30,000	27,033
Fire Operations, Out of Jurisdiction	1310-63170	(833)	0	(833)	(4,165)	0	(4,165)	(10,000)	(10,000)
Fire Operations, Meal Vouchers	1310-63500	833	1,521	(688)	4,165	5,236	(1,071)	10,000	4,764
Fire Operations, Training	1310-64500	4,167	14,893	(10,726)	20,835	22,688	(1,853)	50,000	27,312
Fire Operations, Lease	1310-65450	3,183	0	3,183	15,915	0	15,915	38,200	38,200
Fire Operations, Medicals	1310-65600	2,500	0	2,500	12,500	40	12,460	30,000	29,960
Total Fire Department Operations		325,541	328,188	(2,648)	1,627,705	1,521,857	105,847	3,906,500	2,384,642
Fire Bldg Maint, Salary	1320-50000	833	2,017	(1,184)	4,165	2,357	1,808	10,000	7,643
Fire Bldg Maint, Group Insurance	1320-51000	8	0	8	40	3	37	100	97
Fire Bldg Maint, Pension	1320-51100	17	0	17	85	7	78	200	193
Fire Bldg Maint,									
CPP/EI/WCB/HAPSET	1320-51500	42	249	(207)	210	297	(87)	500	203
Fire Bldg Maint, City Equip	1320-60900	250	0	250	1,250	0	1,250	3,000	3,000
Fire Bldg Maint, Maint supplies	1320-61600	2,500	1,995	505	12,500	4,967	7,533	30,000	25,033
Fire Bldg Maint, Cleaning services	1320-62900	1,000	0	1,000	5,000	5,405	(405)	12,000	6,595
Fire Bldg Maint, Hire contractor	1320-63150	4,167	499	3,668	20,835	15,133	5,702	50,000	34,867
Fire Bldg Maint, Electrical	1320-63800	3,667	3,834	(167)	18,335	22,685	(4,350)	44,000	21,315
Total Fire Department Building Maintenance		12,484	8,594	3,889	62,420	50,854	11,567	149,800	98,947
Fire Dept Equipment, Salary	1330-50000	1,417	0	1,417	7,085	1,877	5,208	17,000	15,123
Fire Dept Equipment, Overtime	1330-50100	50	0	50	250	576	(326)	600	24
Fire Dept Equipment, Group Insurance									
Fire Dept Equipment, Pension	1330-51000	83	0	83	415	84	331	1,000	916
Fire Dept Equipment,	1330-51100	83	0	83	415	122	293	1,000	878
CPP/EI/WCB/HAPSET	1330-51500	208	0	208	1,040	316	724	2,500	2,184
Fire Dept Equipment, Maint supplies	1330-61600	3,000	8,518	(5,518)	15,000	55,629	(40,629)	36,000	(19,629)
Total Fire Department Equipment Cost		4,841	8,518	(3,677)	24,205	58,604	(34,399)	58,100	(504)
Total Fire Department Expense		378,825	384,530	(5,707)	1,894,125	1,811,415	82,708	4,545,900	2,734,483
911 Operations, Salary	1380-50000	50,158	67,788	(17,630)	250,790	258,649	(7,859)	601,900	343,251
911 Operations, Overtime	1380-50100	2,200	1,523	677	11,000	8,195	2,805	26,400	18,205
911 Operations, Vacation	1380-50200	4,867	10,846	(5,979)	24,335	26,909	(2,574)	58,400	31,491
911 Operations, Sick	1380-50300	3,650	1,358	2,292	18,250	9,941	8,309	43,800	33,859
911 Operations, Other leave	1380-50400	250	2,143	(1,893)	1,250	2,143	(893)	3,000	857

10 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
911 Operations, Group Insurance	1380-51000	742	2,645	(1,903)	3,710	9,369	(5,659)	8,900	(469)
911 Operations, Pension	1380-51100	3,383	4,223	(840)	16,915	14,834	2,081	40,600	25,766
911 Operations, CPPIE/WCB/HAPSET	1380-51500	6,425	9,927	(3,502)	32,125	36,539	(4,414)	77,100	40,561
PS 911 Operations, Cell Phone Allowance	1380-51600	100	0	100	500	0	500	1,200	1,200
911 Operations, Computer Supplies	1380-60700	500	0	500	2,500	308	2,192	6,000	5,692
911 Operations, Meeting expenses	1380-61700	83	0	83	415	1,606	(1,191)	1,000	(606)
911 Operations, Office supplies	1380-61800	500	0	500	2,500	3,517	(1,017)	6,000	2,483
911 Operations, Computer Supplies	1380-61900	500	0	500	2,500	1,609	891	6,000	4,391
PS 911 Operations, Promo materials	1380-62200	83	0	83	415	78	337	1,000	922
911 Operations, Comp software maint	1380-62700	500	0	500	2,500	1,575	925	6,000	4,425
911 Operations, Comp network costs	1380-62800	500	0	500	2,500	0	2,500	6,000	6,000
911 Operations, Cleaning services	1380-62900	208	136	72	1,040	682	358	2,500	1,818
911 Operations, Telephone	1380-63200	1,250	0	1,250	6,250	229	6,021	15,000	14,771
911 Operations, Training	1380-64500	833	0	833	4,165	0	4,165	10,000	10,000
Total 911 Operations		76,732	100,589	(23,858)	383,660	376,183	7,475	920,800	544,615
Total Protective Services		491,757	518,259	(26,505)	2,458,785	2,336,392	122,388	5,901,100	3,564,703
CEDP Recreation , Salary	1250-50000	29,258	47,079	(17,821)	146,290	185,244	(38,954)	351,100	165,856
CEDP Recreation , Overtime	1250-50100	0	0	0	0	469	(469)	0	(469)
CEDP Recreation , Vacation	1250-50200	2,342	6,246	(3,904)	11,710	15,433	(3,723)	28,100	12,667
CEDP Recreation , Sick	1250-50300	875	2,751	(1,876)	4,375	5,773	(1,398)	10,500	4,727
CEDP Recreation , Group Insurance	1250-51000	333	2,096	(1,763)	1,665	7,394	(5,729)	4,000	(3,394)
CEDP Recreation , Pension	1250-51100	483	3,272	(2,789)	2,415	12,173	(9,758)	5,800	(6,373)
CPD Recreation, Cell Phone Allowance	1250-51600	50	0	50	250	0	250	600	600
CEDP Recreation , CPPIE/WCB/HAPSET	1250-51500	967	6,871	(5,904)	4,835	25,303	(20,468)	11,600	(13,703)
CPD Recreation, Administration	1250-61800	125	0	125	625	0	625	1,500	1,500
CEDP Recreation, City Equip	1250-60900	1,417	0	1,417	7,085	0	7,085	17,000	17,000
CEDP Recreation, Inventory	1250-62400	833	0	833	4,165	629	3,536	10,000	9,371
CEDP Recreation , Activity Guide	1250-64600	0	0	0	5,000	878	4,122	5,000	4,122
CEDP Recreation , Recreation improvements	1250-64815	45,000	0	45,000	56,250	22,641	33,609	225,000	202,359
CEDP Recreation , Margaret Bowater Park	1250-64855	0	0	0	0	6,360	(6,360)	0	(6,360)

11 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
CEDP Recreation , Special Events									
Grants	1250-68400	8,333	620	7,713	41,665	3,164	38,501	100,000	96,836
CPD Recreation, Training	1250-64500	333	279	54	1,665	1,404	261	4,000	2,596
CPD Recreation, Business Travel	1250-60000	1,167	474	693	5,835	1,119	4,716	14,000	12,881
CPD Recreation, Maint supplies	1250-61600	3,750	43	3,707	18,750	1,498	17,252	45,000	43,502
CEDP MBP, Salary	1251-50000	0	1,480	(1,480)	0	1,550	(1,550)	53,000	51,450
CEDP MBP, Vacation	1251-50200	0	59	(59)	0	62	(62)	0	(62)
CEDP MBP, CPP/EI/WCB/HAPSET	1251-51500	0	181	(181)	0	186	(186)	0	(186)
CPD MBP, Maint supplies	1251-61600	1,000	0	1,000	1,000	0	1,000	5,000	5,000
CEDP MBP, Security	1251-64300	0	0	0	0	0	0	45,000	45,000
CPD MBP, Margaret Bowater Park									
Canteen	1251-64855	0	0	0	0	0	0	28,000	28,000
CEDP Activity Staffing, Salary	1252-50000	0	4,891	(4,891)	0	18,655	(18,655)	0	(18,655)
CEDP Activity Staffing, Overtime	1252-50100	0	26	(26)	0	26	(26)	0	(26)
CEDP Activity Staffing, Vacation	1252-50200	0	197	(197)	0	747	(747)	0	(747)
CEDP Activity Staffing,									
CPP/EI/WCB/HAPSET	1252-51500	0	523	(523)	0	1,952	(1,952)	0	(1,952)
Total Recreation Services		96,266	77,088	19,178	313,580	312,660	921	964,200	651,541
Tourism, Salary	1044-50000	11,125	16,121	(4,996)	55,625	56,845	(1,220)	133,500	76,655
Tourism, Overtime	1044-50100	1,417	0	1,417	7,085	170	6,916	17,000	16,831
Tourism, Vacation	1044-50200	1,142	1,820	(678)	5,710	3,585	2,125	13,700	10,115
Tourism, Sick	1044-50300	567	346	221	2,835	1,189	1,646	6,800	5,611
Tourism, Group Insurance	1044-51000	375	379	(4)	1,875	1,388	487	4,500	3,112
Tourism, Pension	1044-51100	767	807	(40)	3,835	2,956	879	9,200	6,244
Tourism, CPP/EI/WCB/HAPSET	1044-51500	2,258	2,232	26	11,290	7,717	3,573	27,100	19,383
Tourism, Business Travel	1044-60000	1,000	0	1,000	5,000	8,769	(3,769)	12,000	3,231
Tourism, Office supplies	1044-61800	58	865	(807)	290	2,128	(1,838)	700	(1,428)
Tourism, Promo materials	1044-62200	917	0	917	4,585	3,551	1,034	11,000	7,449
Tourism, Advertising	1044-62600	750	0	750	3,750	3,754	(4)	9,000	5,246
Tourism, Cell phone	1044-63300	25	0	25	125	167	(42)	300	133
Tourism, Special Projects	1044-63950	1,667	0	1,667	8,335	3,351	4,984	20,000	16,649
Tourism, Jigs and Wheels	1044-63970	0	2,032	(2,032)	0	1,133	(1,133)	75,000	73,867
Tourism, Membership fees	1044-64100	625	0	625	3,125	10,958	(7,833)	7,500	(3,458)
Tourism, Conference fees	1044-64200	208	0	208	1,040	1,502	(462)	2,500	998
Tourism, Business Facilitating	1044-64350	1,667	0	1,667	8,335	742	7,593	20,000	19,258
Train, Salary	1045-50000	0	291	(291)	0	2,707	(2,707)	14,000	11,293
Train, Group Insurance	1045-51000	0	17	(17)	0	136	(136)	0	(136)
Train, Pension	1045-51100	0	21	(21)	0	174	(174)	0	(174)
Train, CPP/EI/WCB/HAPSET	1045-51500	0	41	(41)	0	351	(351)	0	(351)
Train, Gas/Oil	1045-61200	0	0	0	0	0	0	5,000	5,000
Train, Maint supplies	1045-61600	0	0	0	0	556	(556)	800	244
Train, Special Projects	1045-63950	0	0	0	0	0	0	2,500	2,500

12 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Train PW, Salary	1046-50000	0	932	(932)	0	932	(932)	0	(932)
Train PW, CPP/EI/WCB/HAPSET	1046-51500	0	135	(135)	0	135	(135)	0	(135)
Total Tourism		24,568	26,039	(1,471)	122,840	114,896	7,946	392,100	277,206
Civic Centre Admin, Salary	1260-50000	28,458	22,860	5,598	142,290	93,998	48,292	341,500	247,502
Civic Centre Admin, Overtime	1260-50100	1,250	2,101	(851)	6,250	6,345	(95)	15,000	8,655
Civic Centre Admin, Vacation	1260-50200	3,658	2,308	1,350	18,290	6,700	11,590	43,900	37,200
Civic Centre Admin, Sick	1260-50300	1,167	0	1,167	5,835	623	5,212	14,000	13,377
Civic Centre Admin, Group Insurance	1260-51000	1,158	1,215	(57)	5,790	4,812	978	13,900	9,088
Civic Centre Admin, Pension	1260-51100	1,592	1,590	2	7,960	5,481	2,479	19,100	13,619
CPP/EI/WCB/HAPSET	1260-51500	3,058	3,421	(363)	15,290	12,851	2,439	36,700	23,849
Civic Centre Admin, Office supplies	1260-61800	542	0	542	2,710	2,310	400	6,500	4,190
Civic Centre Admin, Photocopier expenses	1260-62100	350	406	(56)	1,750	1,975	(225)	4,200	2,225
Civic Centre Admin, Promo materials	1260-62200	3,333	0	3,333	16,665	3,450	13,215	40,000	36,550
Civic Centre Admin, Subscriptions	1260-62300	300	0	300	1,500	1,611	(111)	3,600	1,989
Civic Centre Admin, Comp network costs	1260-62800	1,667	0	1,667	8,335	2,400	5,935	20,000	17,600
Civic Centre Admin, Telephone	1260-63200	367	0	367	1,835	1,831	4	4,400	2,569
Civic Centre Admin, Cell phone	1260-63300	250	0	250	1,250	431	819	3,000	2,569
Civic Centre Admin, Training	1260-64500	833	0	833	4,165	0	4,165	10,000	10,000
Civic Centre Admin, Bank Charges	1260-70500	2,083	0	2,083	10,415	0	10,415	25,000	25,000
Civic Centre Operations, Salary	1265-50000	57,833	70,677	(12,844)	289,165	281,258	7,907	694,000	412,742
Civic Centre Operations, Overtime	1265-50100	2,917	5,451	(2,534)	14,585	22,900	(8,315)	35,000	12,100
Civic Centre Operations, Vacation	1265-50200	8	0	8	40	3,810	(3,770)	100	(3,710)
Civic Centre Operations, Sick	1265-50300	117	285	(168)	585	285	300	1,400	1,115
Insurance	1265-51000	2,492	2,303	189	12,460	9,978	2,482	29,900	19,922
Civic Centre Operations, Pension	1265-51100	3,150	3,289	(139)	15,750	14,446	1,304	37,800	23,354
CPP/EI/WCB/HAPSET	1265-51500	6,833	9,278	(2,445)	34,165	37,359	(3,194)	82,000	44,641
Civic Centre Operations, Cleaning Supplies	1265-60500	2,500	2,742	(242)	12,500	13,729	(1,229)	30,000	16,271
Civic Centre Operations, Clothing/uniforms	1265-60600	583	696	(113)	2,915	2,944	(29)	7,000	4,056
Civic Centre Operations, City Equip	1265-60900	2,083	0	2,083	10,415	5,172	5,243	25,000	19,828
Civic Centre Operations, Catering	1265-60950	9,583	32,832	(23,249)	47,915	34,670	13,245	115,000	80,330
Civic Centre Operations, Fire Alarm	1265-61050	417	0	417	2,085	172	1,913	5,000	4,828
Propane/Nitrogen	1265-61250	1,542	1,447	95	7,710	10,417	(2,707)	18,500	8,083
Civic Centre Operations, Heating Oil	1265-61500	4,167	0	4,167	20,835	0	20,835	50,000	50,000

13 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Civic Centre Operations, Maint supplies	1265-61600	6,667	1,711	4,956	33,335	19,421	13,914	80,000	60,579
Civic Centre Operations, Elevator Maintenance	1265-61630	1,167	2,215	(1,048)	5,835	6,459	(624)	14,000	7,541
Civic Centre Operations, Repairs Recreation Equip	1265-61640	833	687	146	4,165	12,586	(8,421)	10,000	(2,586)
Civic Centre Operations, Snowclearing	1265-62910	5,833	420	5,413	29,165	51,169	(22,004)	70,000	18,832
Civic Centre Operations, Hired equipment	1265-63100	667	0	667	3,335	1,293	2,042	8,000	6,707
Civic Centre Operations, Service Contracts	1265-63110	8,333	2,183	6,150	41,665	32,048	9,617	100,000	67,952
Civic Centre Operations, Hired contractor	1265-63150	5,417	3,402	2,015	27,085	29,158	(2,073)	65,000	35,842
Civic Centre Operations, Senior Hockey expenses	1265-63175	0	400	(400)	24,999	116,752	(91,753)	50,000	(66,752)
Civic Centre Operations, Electrical	1265-63800	30,833	39,096	(8,263)	154,165	205,545	(51,380)	370,000	164,455
Civic Centre Operations, Security	1265-64300	5,958	696	5,262	29,790	37,740	(7,950)	71,500	33,760
Civic Centre Operations, Special Events	1265-64830	4,167	95,012	(90,845)	20,835	126,945	(106,110)	50,000	(76,945)
Civic Centre Building Maint, Maint supplies	1268-61600	6,250	156	6,094	31,250	590	30,660	75,000	74,410
Total Civic Centre		220,416	308,879	(88,464)	1,127,079	1,221,664	(94,589)	2,695,000	1,473,332
Recreation Centre, Salary	1280-50000	126,877	23,873	103,004	253,754	41,509	212,245	1,141,900	1,100,391
Recreation Centre, Vacation	1280-50200	7,611	645	6,966	15,222	805	14,417	68,500	67,695
Recreation Centre, Sick	1280-50300	2,533	0	2,533	5,066	0	5,066	22,800	22,800
Recreation Centre, Group Insurance	1280-51000	2,700	200	2,500	5,400	596	4,804	24,300	23,704
Recreation Centre, Pension	1280-51100	7,611	419	7,192	15,222	1,215	14,007	68,500	67,285
Recreation Centre, CPP/EI/WCB/HAPSET	1280-51500	11,333	2,312	9,021	22,666	4,214	18,452	102,000	97,786
Recreation Centre, Cleaning Supplies	1280-60500	1,666	0	1,666	3,332	1,246	2,086	15,000	13,754
Recreation Centre, Clothing/uniforms	1280-60600	1,111	0	1,111	2,222	0	2,222	10,000	10,000
Recreation Centre, Branded Clothing	1280-60610	1,111	0	1,111	2,222	0	2,222	10,000	10,000
Recreation Centre, Other chemicals	1280-60850	11,111	1,100	10,011	22,222	3,055	19,167	100,000	96,945
Recreation Centre, Maint supplies	1280-61600	5,555	4,494	1,061	11,110	11,636	(526)	50,000	38,364
Recreation Centre, Office supplies	1280-61800	1,111	1,183	(72)	2,222	2,349	(127)	10,000	7,651
Recreation Centre, Program supplies	1280-61850	1,111	0	1,111	2,222	1,584	638	10,000	8,416
Recreation Centre, First Aid Supplies	1280-61860	1,000	673	327	2,000	2,015	(15)	9,000	6,985
Recreation Centre, Access Cards	1280-61870	555	0	555	1,110	888	222	5,000	4,112
Recreation Centre, Administration	1280-61880	166	0	166	332	0	332	1,500	1,500

14 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Recreation Centre, Civic Centre Rec Usage	1280-61890	12,888	0	12,888	25,776	0	25,776	116,000	116,000
Recreation Centre, Other supplies	1280-61900	666	375	291	1,332	2,766	(1,434)	6,000	3,234
Recreation Centre, Photocopier expenses	1280-62100	444	0	444	888	7,987	(7,099)	4,000	(3,987)
Recreation Centre, Promo materials	1280-62200	555	0	555	1,110	16,107	(14,997)	5,000	(11,107)
Recreation Centre, Cleaning services	1280-62900	11,111	12,305	(1,194)	22,222	13,478	8,744	100,000	86,522
Recreation Centre, Snowclearing	1280-62910	3,888	0	3,888	7,776	0	7,776	35,000	35,000
Recreation Centre, Service Contracts	1280-63110	1,111	0	1,111	2,222	0	2,222	10,000	10,000
Recreation Centre, Hired contractor	1280-63150	2,777	3,121	(344)	5,554	5,819	(265)	25,000	19,181
Recreation Centre, Telephone	1280-63200	555	0	555	1,110	1,125	(15)	5,000	3,875
Recreation Centre, Cell phone	1280-63300	222	0	222	444	2,181	(1,737)	2,000	(181)
Recreation Centre, Meal Vouchers	1280-63500	666	0	666	1,332	17	1,315	6,000	5,983
Recreation Centre, Postage/Courier	1280-63700	55	0	55	110	0	110	500	500
Recreation Centre, Electrical	1280-63800	38,888	38,266	622	77,776	81,765	(3,989)	350,000	268,235
Recreation Centre, Training	1280-64500	1,666	2,110	(444)	3,332	2,527	805	15,000	12,473
Total RAC		258,654	91,076	167,579	517,308	204,884	312,426	2,328,000	2,123,118
Total Recreation & Civic Centre		599,904	503,082	96,822	2,080,807	1,854,104	226,705	6,379,300	4,525,198
PWWW - Admin, Salary	1400-50000	10,542	14,466	(3,924)	52,710	51,282	1,428	126,500	75,218
PWWW - Admin, Vacation	1400-50200	1,183	1,607	(424)	5,915	4,822	1,093	14,200	9,378
PWWW - Admin, Sick	1400-50300	117	0	117	585	2,832	(2,247)	1,400	(1,432)
PWWW - Admin, Group Insurance	1400-51000	225	314	(89)	1,125	1,134	(9)	2,700	1,566
PWWW - Admin, Pension	1400-51100	708	964	(256)	3,540	3,536	4	8,500	4,964
PWWW - Admin, CPP/EI/WCB/HAPSET	1400-51500	842	1,977	(1,135)	4,210	7,251	(3,041)	10,100	2,849
PWWW - Admin, Business Travel	1400-60000	1,000	1,253	(253)	5,000	3,261	1,739	12,000	8,739
PWWW - Admin, Safety Program	1400-60050	208	0	208	1,040	1,321	(281)	2,500	1,179
PWWW - Admin, City Equip	1400-60900	12,500	0	12,500	62,500	38,416	24,084	150,000	111,584
PWWW - Admin, Maint supplies	1400-61600	83	0	83	415	148	267	1,000	852
PWWW - Admin, Office supplies	1400-61800	625	314	311	3,125	2,923	202	7,500	4,577
PWWW - Admin, Photocopier expenses	1400-62100	208	0	208	1,040	1,083	(43)	2,500	1,417
PWWW - Admin, Subscriptions	1400-62300	0	0	0	0	80	(80)	0	(80)
PWWW - Admin, Tools and minor equip	1400-62500	417	301	116	2,085	1,294	791	5,000	3,706
PWWW - Admin, Telephone	1400-63200	417	0	417	2,085	2,145	(60)	5,000	2,855
PWWW - Admin, Cell phone	1400-63300	583	0	583	2,915	3,060	(145)	7,000	3,940
PWWW - Admin, Membership fees	1400-64100	167	0	167	835	610	225	2,000	1,390
PWWW - Admin, Conference fees	1400-64200	83	0	83	415	0	415	1,000	1,000
PWWW - Admin, Training	1400-64500	417	0	417	2,085	257	1,828	5,000	4,743

15 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Training	1401-50000:51500	2,083	19,244	(17,161)	10,415	19,244	(8,829)	25,000	5,756
Total PWWW Admin		32,408	40,440	(8,034)	162,040	144,699	17,341	388,900	244,201
PWWW - P/W Admin, Salary	1420-50000	48,650	82,456	(33,806)	243,250	304,732	(61,482)	583,800	279,068
PWWW - P/W Admin, Overtime	1420-50100	3,333	2,422	911	16,665	10,353	6,312	40,000	29,647
PWWW - P/W Admin, Vacation	1420-50200	6,192	7,581	(1,389)	30,960	21,037	9,923	74,300	53,263
PWWW - P/W Admin, Sick	1420-50300	3,717	1,309	2,408	18,585	15,742	2,843	44,600	28,858
PWWW - P/W Admin, Other leave	1420-50400	125	0	125	625	0	625	1,500	1,500
PWWW - P/W Admin, Group Insurance	1420-51000	1,850	3,073	(1,223)	9,250	11,902	(2,652)	22,200	10,298
PWWW - P/W Admin, Pension	1420-51100	3,617	4,698	(1,081)	18,085	18,460	(375)	43,400	24,940
PWWW - P/W Admin, CPP/EI/WCB/HAPSET	1420-51500	6,600	11,457	(4,857)	33,000	43,277	(10,277)	79,200	35,923
PWWW - P/W Admin, Office supplies	1420-61800	583	642	(59)	2,915	6,531	(3,616)	7,000	469
PWWW - P/W Admin, Photocopier expenses	1420-62100	167	0	167	835	1,500	(665)	2,000	500
Total Public Works Payroll		74,834	113,638	(38,805)	374,170	433,534	(59,363)	898,000	464,467
Special Events, Maint supplies	1425-61600	0	0	0	0	171	(171)	0	(171)
Total Special Events Salary		0	0	0	0	171	(171)	0	(171)
PWWW - W/S Admin, Salary	1430-50000	26,242	36,688	(10,446)	131,210	145,718	(14,508)	314,900	169,182
PWWW - W/S Admin, Overtime	1430-50100	0	1,835	(1,835)	0	6,630	(6,630)	0	(6,630)
PWWW - W/S Admin, Vacation	1430-50200	3,392	4,289	(897)	16,960	8,092	8,869	40,700	32,609
PWWW - W/S Admin, Sick	1430-50300	1,233	1,633	(400)	6,165	5,640	525	14,800	9,160
PWWW - W/S Admin, Other leave	1430-50400	25	0	25	125	0	125	300	300
PWWW - W/S Admin, Group Insurance	1430-51000	933	1,734	(801)	4,665	6,185	(1,520)	11,200	5,015
PWWW - W/S Admin, Pension	1430-51100	1,800	2,547	(747)	9,000	9,448	(448)	21,600	12,152
PWWW - W/S Admin, CPP/EI/WCB/HAPSET	1430-51500	3,183	5,487	(2,304)	15,915	20,664	(4,749)	38,200	17,536
PWWW - W/S Admin, Office supplies	1430-61800	42	0	42	210	0	210	500	500
Total Water & Sewer Salary		36,850	54,213	(17,363)	184,250	202,377	(18,125)	442,200	239,825
Clothing allowance, Inventory	1435-62400	1,667	1,932	(265)	8,335	10,697	(2,362)	20,000	9,303

16 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Total Clothing Allowance		1,667	1,932	(265)	8,335	10,697	(2,362)	20,000	9,303
IPW - Other payroll, AP Severance									
PWWW - Other payroll, Salary	1440-50000	12,917	9,516	3,401	64,585	48,165	16,420	155,000	106,835
PWWW - Other payroll, Overtime	1440-50100	1,042	221	821	5,210	5,041	169	12,500	7,459
PWWW - Other payroll, Vacation	1440-50200	15,175	16,087	(912)	75,875	46,671	29,204	182,100	135,429
PWWW - Other payroll, Sick	1440-50300	15,417	15,060	357	77,085	81,635	(4,550)	185,000	103,365
PWWW - Other payroll, Other leave	1440-50400	750	3,000	(2,250)	3,750	8,338	(4,588)	9,000	662
Insurance									
PWWW - Other payroll, Pension	1440-51000	1,417	1,554	(137)	7,085	6,093	992	17,000	10,907
PWWW - Other payroll,	1440-51100	1,667	1,538	129	8,335	6,440	1,895	20,000	13,560
CPP/EI/WCB/HAPSET									
PWWW - Other payroll, PPE	1440-51500	3,750	4,602	(852)	18,750	15,898	2,852	45,000	29,102
PWWW - Other payroll, Inventory	1440-62000	333	0	333	1,665	1,982	(317)	4,000	2,018
PWWW - Other payroll, Medicals	1440-62400	167	460	(293)	835	1,283	(448)	2,000	717
PWWW - Other payroll, Standby pay, Salary	1440-65600	125	50	75	625	475	150	1,500	1,025
PWWW - Other payroll, Standby pay, Pension	1445-50000	0	104	(104)	0	104	(104)	0	(104)
PWWW - Other payroll, Standby pay, Group Insurance	1445-51100	0	6	(6)	0	6	(6)	0	(6)
PWWW - Other payroll, Standby pay, Group Insurance	1445-51000	0	4	(4)	0	4	(4)	0	(4)
PWWW - Other payroll, Standby pay, Group Insurance	1445-51500	0	13	(13)	0	13	(13)	0	(13)
Total PWWW Other Payroll		52,760	52,215	544	263,800	222,148	41,652	633,100	410,952
Total PWWW Admin		198,519	262,438	(63,923)	992,595	1,013,626	(21,029)	2,382,200	1,368,576
PWWW - Bldg, Salary	1470-50000:51500	0	0	0	0	4,304	(4,304)	0	(4,304)
PWWW - Brook Street Building,									
Maint supplies	1475-61600	83	0	83	415	0	415	1,000	1,000
PWWW - Brook Street Building,									
Electrical	1475-63800	567	409	158	2,835	3,259	(424)	6,800	3,541
PWWW - Bldg - Charles St, Salary	1480-50000:51500	833	7,411	(6,578)	4,165	23,527	(19,362)	10,000	(13,527)
PWWW - Bldg - Charles St, Heating									
Oil	1480-61500	1,208	953	255	6,040	10,380	(4,340)	14,500	4,120
PWWW - Bldg - Charles St, Maint									
supplies	1480-61600	2,917	9,176	(6,259)	14,585	42,174	(27,589)	35,000	(7,174)
PWWW - Bldg - Charles St, Inventory									
PWWW - Bldg - Charles St, Cleaning									
services	1480-62400	100	24	76	500	780	(280)	1,200	420
PWWW - Bldg - Charles St, Hiring									
contractor	1480-62900	1,000	2,559	(1,559)	5,000	12,797	(7,797)	12,000	(797)
PWWW - Bldg - Charles St, Hired									
contractor	1480-63150	417	0	417	2,085	0	2,085	5,000	5,000
PWWW - Bldg - Charles St, Electrical									
	1480-63800	6,500	6,918	(418)	32,500	48,549	(16,049)	78,000	29,451

17 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Bldg - City Hall, Maint supplies	1490-61600	10,417	598	9,819	52,085	21,952	30,133	125,000	103,048
PWWW - Bldg - City Hall, Cleaning services	1490-62900	13,500	12,051	1,449	67,500	60,230	7,270	162,000	101,770
PWWW - Bldg - City Hall, Snowclearing	1490-62910	1,250	0	1,250	6,250	5,741	509	15,000	9,259
PWWW - Bldg - City Hall, Electrical	1490-63800	15,000	16,757	(1,757)	75,000	102,214	(27,214)	180,000	77,786
PWWW - Other Bldgs, Salary	1500-50000:51500	167	0	167	835	460	375	2,000	1,540
PWWW - Other Bldgs, City Equip	1500-60900	17	0	17	85	0	85	200	200
PWWW - Other Bldgs, Maint supplies	1500-61600	208	0	208	1,040	312	728	2,500	2,188
PWWW - Other Bldgs, Inventory	1500-62400	8	0	8	40	0	40	100	100
PWWW - 2 Allens Rd, Salary	1510-50000:51500	417	0	417	2,085	0	2,085	5,000	5,000
PWWW - 2 Allens Rd, Maint supplies	1510-61600	417	1,956	(1,539)	2,085	1,956	129	5,000	3,044
PWWW - 2 Allens Rd, Electrical	1510-63800	733	929	(196)	3,665	5,799	(2,134)	8,800	3,001
PWWW - 77 Premier Dr, Maint supplies	1520-61600	17	0	17	85	0	85	200	200
PWWW - 77 Premier Dr, Electrical	1520-63800	892	1,005	(113)	4,460	6,499	(2,039)	10,700	4,201
PWWW - Connors Rd, Electrical	1525-63800	158	41	117	790	333	457	1,900	1,567
PWWW - Curling Club, Maint supplies	1530-61600	833	0	833	4,165	7,680	(3,515)	10,000	2,320
PWWW - Curling Club, Electrical	1530-63800	2,667	1,667	1,000	13,335	19,487	(6,152)	32,000	12,513
PWWW - Lions Club, City Equip	1535-60900	58	0	58	290	0	290	700	700
PWWW - Wellington Street Compl, Maint supplies	1535-61600	500	0	500	2,500	415	2,085	6,000	5,585
PWWW - Wellington Street Compl, Electrical	1535-63800	1,333	1,389	(56)	6,665	9,490	(2,825)	16,000	6,510
PWWW - Bldg MBP, Maint supplies	1540-61600	167	0	167	835	1,309	(474)	2,000	691
PWWW - Bldg MBP, Electrical	1540-63800	1,083	1,023	60	5,415	6,330	(915)	13,000	6,670
PWWW - Bldg MBP, Security	1540-64300	83	0	83	415	844	(429)	1,000	157
PWWW - Museum, Maint supplies	1545-61600	417	0	417	2,085	0	2,085	5,000	5,000
PWWW - Bldg Bartlett's Pt, Maint supplies	1550-61600	375	319	56	1,875	594	1,282	4,500	3,907
PWWW - Bldg Bartlett's Pt, Electrical	1550-63800	150	148	2	750	844	(94)	1,800	956
PWWW - New Salt Shed, Electrical	1555-63800	333	502	(169)	1,665	2,582	(917)	4,000	1,418
Total Building Maintenance		64,825	65,835	(1,009)	324,125	400,841	(76,716)	777,900	377,059
PWWW - Street Lights, Electrical	1600-63800	53,333	48,470	4,863	266,665	243,620	23,045	640,000	396,380
PWWW - Heritage lights, Maint supplies	1610-61600	417	13,146	(12,729)	2,085	13,146	(11,061)	5,000	(8,146)
PWWW - Heritage lights, Hired contractor	1610-63150	2,500	0	2,500	12,500	3,684	8,816	30,000	26,316

18 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Heritage lights, Electrical	1610-63800	1,125	1,116	9	5,625	6,985	(1,360)	13,500	6,515
Total Street Lighting		57,375	62,732	(5,356)	286,875	267,435	19,441	688,500	421,066
PWWW - Gravel St Main, Salary	1640-50000:51500	0	1,821	(1,821)	0	2,190	(2,190)	1,000	(1,190)
PWWW - Gravel St Main, City Equip	1640-60900	0	0	0	0	0	0	500	500
PWWW - Gravel St Main, Maint supplies	1640-61600	0	0	0	0	0	0	3,000	3,000
PWWW - Gravel St Main, Hired equipment	1640-63100	0	8,226	(8,226)	0	8,226	(8,226)	8,000	(226)
PWWW - Streets Maint, Salary	1650-50000:51500	16,667	14,754	1,913	83,335	98,863	(15,528)	200,000	101,137
PWWW - Streets Maint, City Equip	1650-60900	4,583	0	4,583	22,915	6,563	16,352	55,000	48,437
PWWW - Streets Maint, Maint supplies	1650-61600	8,333	13,795	(5,462)	41,665	31,833	9,832	100,000	68,167
PWWW - Streets Maint, Inventory	1650-62400	333	212	121	1,665	1,166	499	4,000	2,834
PWWW - Streets Maint, Hired equipment	1650-63100	1,667	1,049	618	8,335	4,607	3,728	20,000	15,393
PWWW - W/S Pavement Cuts, Salary	1660-50000:51500	3,750	4,569	(819)	8,750	15,502	(6,752)	25,000	9,498
PWWW - W/S Pavement Cuts, City Equip	1660-60900	1,500	0	1,500	3,500	1,488	2,013	10,000	8,513
PWWW - W/S Pavement Cuts, Maint supplies	1660-61600	2,700	1,392	1,308	6,300	3,458	2,842	18,000	14,542
PWWW - W/S Pavement Cuts, Inventory	1660-62400	0	0	0	0	81	(81)	0	(81)
PWWW - W/S Pavement Cuts, Hired equipment	1660-63100	600	0	600	1,400	0	1,400	4,000	4,000
PWWW - W/S Pavement Cuts, Hired contractor	1660-63150	49,500	0	49,500	193,500	0	193,500	450,000	450,000
PWWW - Sod repair, Salary	1670-50000:51500	500	0	500	500	2,022	(1,522)	2,000	(22)
PWWW - Sod repair, Maint supplies	1670-61600	15,000	0	15,000	15,000	0	15,000	60,000	60,000
PWWW - Sod repair, Hired contractor	1670-63150	1,250	0	1,250	1,250	0	1,250	5,000	5,000
PWWW - Curb and sidewalk main, Salary	1680-50000:51500	31,250	0	31,250	31,250	0	31,250	125,000	125,000
PWWW - Curb and sidewalk main, City Equip	1680-60900	0	0	0	0	0	0	10,000	10,000
PWWW - Curb and sidewalk main, Maint supplies	1680-61600	0	1,549	(1,549)	0	(11,981)	11,981	55,000	66,981
PWWW - Curb and sidewalk main, Hired equipment	1680-63100	0	0	0	0	0	0	10,000	10,000
PWWW - Maint Manhole/catch bas, Salary	1690-50000:51500	3,600	66	3,534	10,800	3,823	6,977	45,000	41,177
PWWW - Maint Manhole/catch bas, City Equip	1690-60900	800	0	800	2,400	140	2,260	10,000	9,860

19 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint Manhole/catch bas, Maint supplies	1690-61600	2,400	5,227	(2,827)	7,200	5,227	1,973	30,000	24,773
PWWW - Maint Manhole/catch bas, Inventory	1690-62400	240	0	240	720	0	720	3,000	3,000
PWWW - Maint Manhole/catch bas, Hired equipment	1690-63100	208	0	208	1,040	0	1,040	2,500	2,500
PWWW - Maint of Guardrails, Salary	1700-50000:51500	0	0	0	0	0	0	17,000	17,000
PWWW - Maint of Guardrails, City Equip	1700-60900	0	0	0	0	0	0	5,000	5,000
PWWW - Maint of Guardrails, Maint supplies	1700-61600	0	0	0	0	0	0	10,000	10,000
PWWW - Maint of Guardrails, Hired equipment	1700-63100	0	0	0	0	0	0	5,000	5,000
PWWW - Maint of steps/walkways, Salary	1710-50000:51500	0	0	0	0	0	0	500	500
PWWW - Maint of steps/walkways, City Equip	1710-60900	0	0	0	0	0	0	200	200
PWWW - Maint of steps/walkways, Maint supplies	1710-61600	0	0	0	0	0	0	300	300
Total Street Maintenance		144,881	52,660	92,222	441,525	173,208	268,318	1,294,000	1,120,793
PWWW - Streets-Snow, Salary	1730-50000:51500	0	1,816	(1,816)	269,500	289,002	(19,502)	385,000	95,998
PWWW - Streets-Snow, City Equip	1730-60900	0	0	0	157,500	130,735	26,765	225,000	94,265
PWWW - Streets-Snow, Maint supplies	1730-61600	0	1,271	(1,271)	21,000	7,084	13,916	30,000	22,916
PWWW - Streets-Snow, Inventory equipment	1730-62400	0	0	0	0	14	(14)	0	(14)
PWWW - Streets-Snow, Hired equipment	1730-63100	0	0	0	17,500	58,912	(41,412)	25,000	(33,912)
PWWW - Streets-Snow, Meal Vouchers	1730-63500	0	0	0	1,750	1,655	95	2,500	845
PWWW - Streets-Snow, Damage claims	1730-64530	0	497	(497)	3,150	598	2,552	4,500	3,902
PWWW - Streets-Snow, Lease	1730-65450	0	0	0	350,000	515,143	(165,143)	500,000	(15,143)
PWWW - Sanding, Salary	1740-50000:51500	0	0	0	63,000	36,465	26,535	90,000	53,535
PWWW - Sanding, City Equip	1740-60900	0	0	0	52,500	29,492	23,008	75,000	45,508
PWWW - Sanding, Maint supplies	1740-61600	0	0	0	1,400	221	1,180	2,000	1,780
PWWW - Sanding, Inventory	1740-62400	0	0	0	35,000	48,189	(13,189)	50,000	1,811
PWWW - Salting, Salary	1750-50000:51500	0	13,547	(13,547)	101,500	198,545	(97,045)	145,000	(53,545)
PWWW - Salting, City Equip	1750-60900	0	0	0	42,000	51,139	(9,139)	60,000	8,861
PWWW - Salting, Maint supplies	1750-61600	0	0	0	1,050	1,067	(17)	1,500	433
PWWW - Salting, Inventory	1750-62400	0	0	0	185,500	164,643	20,857	265,000	100,357
PWWW - Snow/Business Area, Salary	1760-50000:51500	0	0	0	4,900	11,690	(6,790)	7,000	(4,690)

20 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Snow/Business Area, City Equip	1760-60900	0	0	0	5,950	7,886	(1,936)	8,500	614
PWWW - Ice cutting/remove, Salary	1770-50000:51500	0	0	0	2,800	1,248	1,552	4,000	2,752
PWWW - Ice cutting/remove, City Equip	1770-60900	0	0	0	5,950	0	5,950	8,500	8,500
PWWW - Snow Remove City Parking, Salary	1780-50000:51500	0	0	0	1,400	0	1,400	2,000	2,000
PWWW - Snow Remove City Parking, Inventory	1780-62400	0	19	(19)	0	2,482	(2,482)	0	(2,482)
PWWW - Snow clearing Contracts, Hired equipment	1790-63100	0	0	0	42,000	0	42,000	60,000	60,000
PWWW - Damage Claims, Salary	1800-50000:51500	0	0	0	700	0	700	1,000	1,000
PWWW - Damage Claims, Maint supplies	1800-61600	0	0	0	2,100	0	2,100	3,000	3,000
PWWW - Steps/walkways, Salary	1810-50000:51500	0	0	0	2,800	0	2,800	4,000	4,000
PWWW - Steps/walkways, City Equip	1810-60900	0	0	0	525	0	525	750	750
Ice Rinks - Maint/Construction, Salary	1830-50000:51500	0	536	(536)	7,000	8,850	(1,850)	10,000	1,150
Ice Rinks - Maint/Construction, City Equip	1830-60900	0	0	0	840	3,848	(3,008)	1,200	(2,648)
Total Snow Clearing		0	17,686	(17,686)	1,379,315	1,568,908	(189,595)	1,970,450	401,540
PWWW - Traffic lights, Hired contractor	1840-63150	2,500	3,540	(1,040)	12,500	9,617	2,883	30,000	20,383
PWWW - Traffic lights, Electrical	1840-63800	1,125	1,014	111	5,625	5,632	(7)	13,500	7,868
PWWW -Street Sign Maint, Salary	1850-50000:51500	4,333	3,135	1,198	21,665	22,344	(679)	52,000	29,656
PWWW -Street Sign Maint, City Equip	1850-60900	667	0	667	3,335	2,281	1,054	8,000	5,719
PWWW -Street Sign Maint, Maint supplies	1850-61600	83	0	83	415	0	415	1,000	1,000
PWWW -Street Sign Maint, Inventory	1850-62400	83	0	83	415	0	415	1,000	1,000
PWWW -Street markings, Salary	1860-50000:51500	333	0	333	1,665	0	1,665	4,000	4,000
PWWW -Street markings, Maint supplies	1860-61600	333	0	333	333	0	333	1,000	1,000
PWWW -Street markings, Hired contractor	1860-63150	58,333	0	58,333	58,333	0	58,333	175,000	175,000
PWWW - Traffic flaggers, Salary	1880-50000:51500	6,667	8,642	(1,975)	33,335	37,725	(4,390)	80,000	42,275
PWWW - Traffic flaggers, City Equip	1880-60900	833	0	833	4,165	1,175	2,990	10,000	8,825
Total Traffic Control		75,290	16,331	58,959	141,786	78,774	63,012	375,500	296,726

21 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint open ditches, Salary	1900-50000:51500	708	0	708	3,540	150	3,390	8,500	8,350
PWWW - Maint open ditches, City Equip	1900-60900	83	0	83	415	0	415	1,000	1,000
PWWW - Maint open ditches, Maint supplies	1900-61600	83	0	83	415	0	415	1,000	1,000
PWWW - Maint open ditches, Hired equipment	1900-63100	833	0	833	4,165	794	3,371	10,000	9,206
PWWW - Flood control, Salary	1920-50000:51500	7,083	3,900	3,183	35,415	26,825	8,590	85,000	58,175
PWWW - Flood control, City Equip	1920-60900	2,500	0	2,500	12,500	1,536	10,964	30,000	28,464
PWWW - Flood control, Maint supplies	1920-61600	417	0	417	2,085	529	1,556	5,000	4,471
PWWW - Flood control, Inventory	1920-62400	83	41	42	415	845	(430)	1,000	155
PWWW - Flood control, Hired equipment	1920-63100	1,250	0	1,250	6,250	1,604	4,646	15,000	13,396
Oper - Flood control, Meal Vouchers	1920-63500	0	0	0	0	23	(23)	0	(23)
Total Drainage		13,040	3,941	9,099	65,200	32,306	32,896	156,500	124,196
PWWW - Dust control, Salary	1950-50000:51500	0	0	0	0	0	0	500	500
PWWW - Dust control, Maint supplies	1950-61600	0	0	0	0	0	0	2,500	2,500
PWWW - Street cleaning, Salary	1960-50000:51500	12,000	2,863	9,137	12,000	2,970	9,030	40,000	37,030
PWWW - Street cleaning, City Equip	1960-60900	12,000	0	12,000	12,000	0	12,000	40,000	40,000
PWWW - Street cleaning, Maint supplies	1960-61600	125	0	125	125	0	125	500	500
PWWW - Street cleaning, Fall Leaf	1960-64020	0	0	0	0	0	0	10,000	10,000
PWWW - Spring clean up, Salary	1970-50000:51500	22,500	60,214	(37,714)	22,500	60,214	(37,714)	90,000	29,786
PWWW - Spring clean up, City Equip	1970-60900	10,000	0	10,000	10,000	0	10,000	40,000	40,000
PWWW - Spring clean up, Maint supplies	1970-61600	38	233	(196)	38	233	(196)	150	(83)
PWWW - Spring clean up, Hired equipment	1970-63100	0	8,099	(8,099)	0	8,099	(8,099)	0	(8,099)
PWWW - Storm sewer repair, Salary	1980-50000:51500	3,167	4,328	(1,161)	15,835	4,467	11,368	38,000	33,533
PWWW - Storm sewer repair, City Equip	1980-60900	583	0	583	2,915	0	2,915	7,000	7,000
PWWW - Storm sewer repair, Maint supplies	1980-61600	2,917	12,043	(9,126)	14,585	25,189	(10,604)	35,000	9,811
PWWW - Storm sewer repair, Hired equipment	1980-63100	2,083	3,668	(1,585)	10,415	4,344	6,071	25,000	20,656
PWWW - Storm sewer cleaning, Salary	1990-50000:51500	2,083	4,287	(2,204)	10,415	4,287	6,128	25,000	20,713
PWWW - Storm sewer cleaning, City Equip	1990-60900	1,667	0	1,667	8,335	0	8,335	20,000	20,000

22 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Storm sewer cleaning, Maint supplies	1990-61600	83	0	83	415	54	361	1,000	946
Oper - Spring clean up, Special Projects	1970-63950	25,000	0	25,000	25,000	0	25,000	25,000	25,000
Total Storm Sewer Cleaning		94,246	95,735	(1,488)	144,578	109,857	34,721	399,650	289,793
Total Public Works		384,832	249,085	135,749	2,459,279	2,230,488	228,792	4,884,600	2,654,114
Garbage collect, Tipping fees	2010-62855	62,500	179,938	(117,438)	312,500	392,378	(79,878)	750,000	357,622
Garbage collect, Hired contractor	2010-63150	70,833	63,324	7,509	354,165	316,621	37,544	850,000	533,379
Total Garbage Collect & Disposal		133,333	243,262	(109,929)	666,665	708,999	(42,334)	1,600,000	891,001
Water treat plant, Salary	2030-50000	25,392	26,022	(630)	126,960	111,501	15,459	304,700	193,199
Water treat plant, Overtime	2030-50100	833	457	376	4,165	2,346	1,819	10,000	7,654
Water treat plant, Vacation	2030-50200	2,283	2,261	22	11,415	3,028	8,387	27,400	24,372
Water treat plant, Sick	2030-50300	758	1,116	(358)	3,790	5,173	(1,383)	9,100	3,927
Water treat plant, Group Insurance	2030-51000	1,000	1,488	(488)	5,000	6,111	(1,111)	12,000	5,889
Water treat plant, Pension	2030-51100	1,475	1,766	(291)	7,375	7,203	172	17,700	10,497
CPPIE/WCB/HAPSET	2030-51500	2,817	3,736	(919)	14,085	15,271	(1,186)	33,800	18,529
Water treat plant, Computer Supplies	2030-60700	4,167	3,293	874	20,835	20,330	505	50,000	29,670
Water treat plant, Other chemicals	2030-60850	113,463	107,870	5,593	567,315	416,401	150,914	1,361,550	945,149
Water treat plant, City Equip	2030-60900	0	0	0	0	1,312	(1,312)	0	(1,312)
Water treat plant, Maint supplies	2030-61600	23,858	24,061	(203)	119,290	141,858	(22,568)	286,300	144,442
Water treat plant, Inventory	2030-62400	1,667	3,479	(1,812)	8,335	15,973	(7,638)	20,000	4,027
Water treat plant, Comp software maint	2030-62700	625	0	625	3,125	3,656	(531)	7,500	3,844
Water treat plant, Telephone	2030-63200	0	0	0	0	2,575	(2,575)	0	(2,575)
Water treat plant, Electrical	2030-63800	18,750	19,409	(659)	93,750	103,326	(9,576)	225,000	121,674
Total Water Treatment Plant		197,088	194,958	2,130	985,440	856,064	129,375	2,365,050	1,508,985
PWWW - Chlorine/Feeders, Salary	2040-50000:51500	6,500	5,313	1,187	32,500	31,381	1,119	78,000	46,619
PWWW - Chlorine/Feeders, Chlorine Equip	2040-60800	500	0	500	2,500	0	2,500	6,000	6,000
PWWW - Chlorine/Feeders, City Equip	2040-60900	1,000	0	1,000	5,000	1,732	3,268	12,000	10,268
PWWW - Chlorine/Feeders, Maint supplies	2040-61600	2,667	1,385	1,282	13,335	16,359	(3,024)	32,000	15,641
PWWW - Chlorine/Feeders, Hired equipment	2040-63100	0	476	(476)	0	1,650	(1,650)	0	(1,650)

23 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Chlorine/Feeders, Electrical	2040-63800	1,750	1,818	(68)	8,750	11,613	(2,863)	21,000	9,387
Total Purification Treatment		12,417	8,992	3,425	62,085	62,735	(651)	149,000	86,264
PWWW - Maint Hydrants/valves, Salary	2060-50000:51500	7,500	4,367	3,133	37,500	9,983	27,517	90,000	80,017
PWWW - Maint Hydrants/valves, City Equip	2060-60900	1,667	0	1,667	8,335	446	7,889	20,000	19,554
PWWW - Maint Hydrants/valves, Maint supplies	2060-61600	4,583	3,711	872	22,915	3,926	18,989	55,000	51,074
PWWW - Maint Hydrants/valves, Inventory	2060-62400	0	191	(191)	0	598	(598)	0	(598)
PWWW - Maint Hydrants/valves, Hired equipment	2060-63100	0	0	0	0	448	(448)	0	(448)
PWWW - Main Line Repairs, Salary	2070-50000:51500	9,333	7,073	2,260	46,665	65,993	(19,328)	112,000	46,007
PWWW - Main Line Repairs, City Equip	2070-60900	2,500	0	2,500	12,500	11,241	1,259	30,000	18,759
PWWW - Main Line Repairs, Maint supplies	2070-61600	2,917	486	2,431	14,585	15,687	(1,102)	35,000	19,313
PWWW - Main Line Repairs, Inventory	2070-62400	2,500	139	2,361	12,500	7,729	4,771	30,000	22,271
PWWW - Main Line Repairs, Hired equipment	2070-63100	7,500	3,017	4,483	37,500	60,268	(22,768)	90,000	29,732
PWWW - Main Line Repairs, Meal Vouchers	2070-63500	0	0	0	0	15	(15)	0	(15)
PWWW - Main Line Repairs, Media annouce	2070-63850	167	0	167	835	1,304	(469)	2,000	696
PWWW - Maint Feeder, Salary	2080-50000:51500	4,583	1,424	3,159	22,915	2,324	20,591	55,000	52,676
PWWW - Maint Feeder, City Equip	2080-60900	1,667	0	1,667	8,335	75	8,260	20,000	19,925
PWWW - Maint Feeder, Maint supplies	2080-61600	2,083	1,392	691	10,415	4,091	6,324	25,000	20,909
PWWW - Maint Feeder, Inventory equipment	2080-62400	833	0	833	4,165	0	4,165	10,000	10,000
PWWW - Maint Feeder, Hired equipment	2080-63100	1,250	0	1,250	6,250	0	6,250	15,000	15,000
PWWW - Maint Feeder, Media annouce	2080-63850	0	0	0	0	1,304	(1,304)	0	(1,304)
PWWW - Water Lateral Repairs, Salary	2090-50000:51500	23,333	19,722	3,611	116,665	93,987	22,678	280,000	186,013
PWWW - Water Lateral Repairs, City Equip	2090-60900	4,583	0	4,583	22,915	5,996	16,919	55,000	49,004
PWWW - Water Lateral Repairs, Maint supplies	2090-61600	5,417	6,201	(784)	27,085	17,523	9,562	65,000	47,477
PWWW - Water Lateral Repairs, Inventory	2090-62400	2,083	1,231	852	10,415	4,481	5,934	25,000	20,519

24 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Water Lateral Repairs, Hired equipment	2090-63100	6,667	2,811	3,856	33,335	18,089	15,246	80,000	61,911
PWWW - Water Lateral Repairs, Meal Vouchers	2090-63500	0	0	0	0	12	(12)	0	(12)
PWWW - Water Lateral Repairs, Media annouce	2090-63850	167	0	167	835	1,304	(469)	2,000	696
PWWW - Water Lateral Repairs, Damage claims	2090-64530	417	0	417	2,085	0	2,085	5,000	5,000
PWWW - Hydrant Snowclearing, Salary	2100-50000:51500	6,250	0	6,250	31,250	18,556	12,694	75,000	56,444
PWWW - Hydrant Snowclearing, City Equip	2100-60900	0	0	0	0	4,868	(4,868)	0	(4,868)
PWWW - Hydrant Snowclearing, Maint supplies	2100-61600	0	0	0	0	3,000	(3,000)	0	(3,000)
PWWW - Hydrant Snowclearing, Hired equipment	2100-63100	0	0	0	0	17,489	(17,489)	0	(17,489)
PWWW - Thaw Water Lines, Salary	2110-50000:51500	417	0	417	2,085	0	2,085	5,000	5,000
PWWW - Thaw Water Lines, City Equip	2110-60900	167	0	167	835	0	835	2,000	2,000
PWWW - Thaw Water Lines, Maint supplies	2110-61600	292	0	292	1,460	0	1,460	3,500	3,500
PWWW - Thaw Water Lines, Hired equipment	2110-63100	375	0	375	1,875	0	1,875	4,500	4,500
PWWW - Clean Water Lines, Salary	2120-50000:51500	6,250	6,118	132	31,250	26,785	4,465	75,000	48,215
PWWW - Clean Water Lines, City Equip	2120-60900	1,250	0	1,250	6,250	1,602	4,648	15,000	13,398
PWWW - Clean Water Lines, Maint supplies	2120-61600	833	1,187	(354)	4,165	1,187	2,978	10,000	8,813
PWWW - Clean Water Lines, Media annouce	2120-63850	167	0	167	835	1,304	(469)	2,000	696
PWWW - Flow Testing Program, Salary	2130-50000:51500	2,917	267	2,650	14,585	20,804	(6,219)	35,000	14,196
PWWW - Flow Testing Program, City Equip	2130-60900	458	0	458	2,290	1,132	1,158	5,500	4,368
PWWW - Flow Testing Program, Maint supplies	2130-61600	333	357	(24)	1,665	357	1,308	4,000	3,643
PWWW - Water Traffic flaggers, Salary	2135-50000:51500	7,500	9,493	(1,993)	37,500	32,001	5,499	90,000	57,999
PWWW - Water Traffic flaggers, City Equip	2135-60900	833	0	833	4,165	1,573	2,592	10,000	8,427
Total Water Mains & Hydrants		119,792	69,187	50,604	598,960	457,482	141,481	1,437,500	980,021
PWWW - Maint Sewer Mains, Salary	2150-50000	6,667	9,610	(2,943)	33,335	23,999	9,336	80,000	56,001

25 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Maint Sewer Mains, Overtime	2150-50100	0	693	(693)	0	1,316	(1,316)	0	(1,316)
PWWW - Maint Sewer Mains, Vacation	2150-50200	0	146	(146)	0	484	(484)	0	(484)
PWWW - Maint Sewer Mains, Group Insurance	2150-51000	0	405	(405)	0	957	(957)	0	(957)
PWWW - Maint Sewer Mains, Pension	2150-51100	0	559	(559)	0	1,440	(1,440)	0	(1,440)
PWWW - Maint Sewer Mains, CPP/EI/WCB/HAPSET	2150-51500	0	1,325	(1,325)	0	3,356	(3,356)	0	(3,356)
PWWW - Maint Sewer Mains, City Equip	2150-60900	3,333	0	3,333	16,665	4,198	12,467	40,000	35,802
PWWW - Maint Sewer Mains, Maint supplies	2150-61600	2,083	160	1,923	10,415	1,687	8,728	25,000	23,313
PWWW - Maint Sewer Mains, Hired equipment	2150-63100	1,000	1,907	(907)	5,000	1,907	3,093	12,000	10,093
PWWW - Maint Sewer Laterals, Salary	2160-50000	2,500	1,981	519	12,500	10,642	1,858	30,000	19,358
PWWW - Maint Sewer Laterals, Overtime	2160-50100	0	344	(344)	0	1,245	(1,245)	0	(1,245)
PWWW - Maint Sewer Laterals, Vacation	2160-50200	0	45	(45)	0	218	(218)	0	(218)
PWWW - Maint Sewer Laterals, Group Insurance	2160-51000	0	65	(65)	0	438	(438)	0	(438)
PWWW - Maint Sewer Laterals, Pension	2160-51100	0	69	(69)	0	604	(604)	0	(604)
PWWW - Maint Sewer Laterals, CPP/EI/WCB/HAPSET	2160-51500	0	258	(258)	0	1,519	(1,519)	0	(1,519)
PWWW - Maint Sewer Laterals, City Equip	2160-60900	833	0	833	4,165	4,854	(689)	10,000	5,146
PWWW - Maint Sewer Laterals, Maint supplies	2160-61600	1,083	0	1,083	5,415	2,465	2,950	13,000	10,535
PWWW - Maint Sewer Laterals, Inventory	2160-62400	250	98	152	1,250	167	1,083	3,000	2,833
PWWW - Maint Sewer Laterals, Hired equipment	2160-63100	2,500	2,484	16	12,500	4,051	8,449	30,000	25,949
PWWW - Maint Sewer Laterals, Damage claims	2160-64530	833	0	833	4,165	0	4,165	10,000	10,000
PWWW - Sewer Treat Plants, Salary	2170-50000	2,500	3,134	(634)	12,500	13,586	(1,086)	30,000	16,414
PWWW - Sewer Treat Plants, Overtime	2170-50100	0	25	(25)	0	952	(952)	0	(952)
PWWW - Sewer Treat Plants, Vacation	2170-50200	0	16	(16)	0	16	(16)	0	(16)
PWWW - Sewer Treat Plants, Group Insurance	2170-51000	0	175	(175)	0	733	(733)	0	(733)

26 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Sewer Treat Plants, Pension	2170-51100	0	192	(192)	0	901	(901)	0	(901)
PWWW - Sewer Treat Plants, CPP/EI/WCB/HAPSET	2170-51500	375	412	(37)	1,875	1,965	(90)	4,500	2,535
PWWW - Sewer Treat Plants, City Equip	2170-60900	500	0	500	2,500	823	1,677	6,000	5,177
PWWW - Sewer Treat Plants, Maint supplies	2170-61600	2,083	0	2,083	10,415	6,611	3,804	25,000	18,389
PWWW - Sewer Treat Plants, Hired equipment	2170-63100	167	0	167	835	0	835	2,000	2,000
PWWW - Sewer Pump Stat, Salary	2180-50000	4,167	2,465	1,702	20,835	14,039	6,796	50,000	35,961
PWWW - Sewer Pump Stat, Overtime	2180-50100	0	8	(8)	0	1,795	(1,795)	0	(1,795)
PWWW - Sewer Pump Stat, Vacation	2180-50200	0	6	(6)	0	68	(68)	0	(68)
PWWW - Sewer Pump Stat, Group Insurance	2180-51000	0	161	(161)	0	739	(739)	0	(739)
PWWW - Sewer Pump Stat, Pension	2180-51100	0	179	(179)	0	899	(899)	0	(899)
PWWW - Sewer Pump Stat, CPP/EI/WCB/HAPSET	2180-51500	0	378	(378)	0	2,259	(2,259)	0	(2,259)
PWWW - Sewer Pump Stat, City Equip	2180-60900	833	0	833	4,165	827	3,338	10,000	9,173
PWWW - Sewer Pump Stat, Maint supplies	2180-61600	3,750	0	3,750	18,750	27,695	(8,945)	45,000	17,305
PWWW - Sewer Pump Stat, Hired equipment	2180-63100	417	0	417	2,085	862	1,223	5,000	4,138
PWWW - Sewer Pump Stat, Telephone	2180-63200	167	0	167	835	0	835	2,000	2,000
PWWW - Sewer Pump Stat, Electrical	2180-63800	3,208	3,373	(165)	16,040	17,985	(1,945)	38,500	20,515
PWWW - Sewer Flow Test, Salary	2190-50000	1,500	2,695	(1,195)	7,500	8,546	(1,046)	18,000	9,454
PWWW - Sewer Flow Test, Overtime	2190-50100	0	138	(138)	0	351	(351)	0	(351)
PWWW - Sewer Flow Test, Vacation	2190-50200	0	34	(34)	0	137	(137)	0	(137)
PWWW - Sewer Flow Test, Group Insurance	2190-51000	0	101	(101)	0	348	(348)	0	(348)
PWWW - Sewer Flow Test, Pension	2190-51100	0	160	(160)	0	536	(536)	0	(536)
PWWW - Sewer Flow Test, CPP/EI/WCB/HAPSET	2190-51500	0	360	(360)	0	1,159	(1,159)	0	(1,159)
PWWW - Sewer Flow Test, City Equip	2190-60900	333	0	333	1,665	4,059	(2,394)	4,000	(59)
PWWW - Sewer Flow Test, Maint supplies	2190-61600	2,917	6,554	(3,637)	14,585	19,308	(4,723)	35,000	15,692

27 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Sewer Flow Test, Hired equipment	2190-63100	0	2,563	(2,563)	0	2,563	(2,563)	0	(2,563)
Total Sanitary Systems		43,999	43,278	720	219,995	195,309	24,685	528,000	332,690
PWWW - Maint of Regulators, Salary	2220-50000	3,333	2,124	1,209	16,665	27,646	(10,981)	40,000	12,354
PWWW - Maint of Regulators, Overtime	2220-50100	0	80	(80)	0	1,617	(1,617)	0	(1,617)
PWWW - Maint of Regulators, Vacation	2220-50200	0	10	(10)	0	237	(237)	0	(237)
PWWW - Maint of Regulators, Group Insurance	2220-51000	0	112	(112)	0	1,188	(1,188)	0	(1,188)
PWWW - Maint of Regulators, Pension	2220-51100	0	118	(118)	0	1,777	(1,777)	0	(1,777)
PWWW - Maint of Regulators, CPP/EI/WCB/HAPSET	2220-51500	0	273	(273)	0	3,851	(3,851)	0	(3,851)
PWWW - Maint of Regulators, City Equip	2220-60900	833	0	833	4,165	2,805	1,360	10,000	7,195
PWWW - Maint of Regulators, Maint supplies	2220-61600	3,750	152	3,598	18,750	26,651	(7,901)	45,000	18,349
PWWW - Maint of Regulators, Inventory	2220-62400	83	0	83	415	0	415	1,000	1,000
PWWW - Maint of Regulators, Electrical	2220-63800	2,500	2,969	(469)	12,500	18,597	(6,097)	30,000	11,403
PWWW - Maint of water meters, Salary	2230-50000	2,083	0	2,083	10,415	994	9,421	25,000	24,006
PWWW - Maint of water meters, Overtime	2230-50100	0	0	0	0	120	(120)	0	(120)
PWWW - Maint of water meters, Vacation	2230-50200	0	0	0	0	13	(13)	0	(13)
PWWW - Maint of water meters, Group Insurance	2230-51000	0	0	0	0	41	(41)	0	(41)
PWWW - Maint of water meters, Pension	2230-51100	0	0	0	0	57	(57)	0	(57)
PWWW - Maint of water meters, CPP/EI/WCB/HAPSET	2230-51500	0	0	0	0	131	(131)	0	(131)
PWWW - Maint of water meters, Maint supplies	2230-61600	2,500	763	1,737	12,500	5,696	6,804	30,000	24,304
PWWW - Massey Drive Water Meters, Telephone	2235-63200	167	0	167	835	542	293	2,000	1,458
PWWW - Massey Drive Water Meters, Electrical	2235-63800	142	118	24	710	708	2	1,700	992

28 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Total Regulations & Meters		15,391	6,719	8,671	76,955	92,671	(15,715)	184,700	92,030
PWWW - Maint of Reservoirs, Payroll Equip	2250-50000:51500	2,917	3,541	(624)	14,585	13,416	1,169	35,000	21,584
PWWW - Maint of Reservoirs, City Equip	2250-60900	0	0	0	0	904	(904)	4,000	3,096
PWWW - Maint of Reservoirs, Maint supplies	2250-61600	0	10,496	(10,496)	0	14,116	(14,116)	25,000	10,884
PWWW - Maint of Reservoirs, Hired equipment	2250-63100	833	0	833	4,165	0	4,165	10,000	10,000
PWWW - Maint of Reservoirs, Telephone	2250-63200	83	0	83	415	0	415	1,000	1,000
PWWW - Maint of Reservoirs, Electrical	2250-63800	542	607	(65)	2,710	4,304	(1,594)	6,500	2,196
PWWW - Maint of Intakes, Payroll	2260-50000:51500	2,667	2,110	557	13,335	13,135	200	32,000	18,865
PWWW - Maint of Intakes, City Equip	2260-60900	0	0	0	0	740	(740)	0	(740)
PWWW - Maint of Intakes, Hired equipment	2260-63100	0	0	0	0	15,185	(15,185)	0	(15,185)
Total Reservoirs & Intakes		7,042	16,754	(9,713)	35,210	61,800	(26,589)	113,500	51,701
PWWW - Pumphouse, Payroll	2270-50000:51500	3,333	2,693	640	16,665	14,594	2,071	40,000	25,406
PWWW - Pumphouse, City Equip	2270-60900	417	0	417	2,085	975	1,110	5,000	4,025
PWWW - Pumphouse, Maint supplies	2270-61600	2,500	423	2,077	12,500	2,606	9,894	30,000	27,394
PWWW - Pumphouse, Hired equipment	2270-63100	0	504	(504)	0	6,283	(6,283)	0	(6,283)
PWWW - Pumphouse, Electrical	2270-63800	2,500	2,259	241	12,500	12,767	(267)	30,000	17,233
Total Pumphouse		8,750	5,879	2,870	43,750	37,225	6,524	105,000	67,774
Total W&S		404,479	345,767	58,708	2,022,395	1,763,286	259,109	4,882,750	3,119,464
Transit, Hired contractor	2300-63150	49,633	51,946	(2,313)	248,165	260,306	(12,141)	595,600	335,294
Transit, Electrical	2300-63800	125	93	32	625	634	(9)	1,500	866
Total Corner Brook Transit		49,758	52,039	(2,282)	248,790	260,940	(12,149)	597,100	336,161
PWWW - Jubilee Field, Payroll	2310-50000:51500	800	2,680	(1,880)	800	2,680	(1,880)	4,000	1,320
PWWW - Jubilee Field, City Equip	2310-60900	100	0	100	100	0	100	500	500

29 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Jubilee Field, Maint supplies	2310-61600	700	237	464	700	1,072	(372)	3,500	2,428
PWWW - Jubilee Field, Hired equipment	2310-63100	100	0	100	100	0	100	500	500
PWWW - Jubilee Field, Hired contractor	2310-63150	5,000	13,500	(8,500)	5,000	13,500	(8,500)	25,000	11,500
PWWW - Jubilee Field, Electrical	2310-63800	2,200	482	1,718	2,200	3,313	(1,113)	11,000	7,687
PWWW - MBP, Payroll	2320-50000:51500	1,600	1,136	464	1,600	1,136	464	8,000	6,864
PWWW - MBP, City Equip	2320-60900	50	0	50	50	0	50	250	250
PWWW - MBP, Maint supplies	2320-61600	1,000	200	800	1,000	200	800	5,000	4,800
PWWW - War Memorials, Payroll	2325-50000:51500	200	0	200	200	0	200	1,000	1,000
PWWW - War Memorials, City Equip	2325-60900	80	0	80	80	0	80	400	400
PWWW - War Memorials, Electrical	2325-63800	0	21	(21)	0	106	(106)	0	(106)
PWWW - Skateboard Park Payroll	2330-50000:51500	50	0	50	50	0	50	250	250
PWWW - Skateboard park, City Equip	2330-60900	10	0	10	10	0	10	50	50
PWWW - Skateboard park, Maint supplies	2330-61600	40	0	40	40	0	40	200	200
PWWW - Majestic Lawn - Payroll	2335-50000:51500	100	0	100	100	0	100	500	500
PWWW - Majestic Lawn, Electrical	2335-63800	200	27	173	200	137	63	1,000	863
PWWW - Athletic field maint, Payroll	2340-50000:51500	11,000	3,091	7,909	11,000	3,945	7,055	55,000	51,055
PWWW - Athletic field maint, City Equip	2340-60900	800	0	800	800	29	771	4,000	3,971
PWWW - Athletic field maint, Maint supplies	2340-61600	4,000	4,303	(303)	4,000	4,822	(822)	20,000	15,178
PWWW - Athletic field maint, Inventory	2340-62400	20	0	20	20	0	20	100	100
PWWW - Athletic field maint, Hired equipment	2340-63100	200	0	200	200	0	200	1,000	1,000
PWWW - Bash A&B, Electrical	2342-63800	340	48	292	340	242	99	1,700	1,459
PWWW - Ambrose O'Reilly, Electrical	2344-63800	400	263	137	400	1,810	(1,410)	2,000	190
PWWW - Playground maint, Payroll	2350-50000:51500	3,000	0	3,000	3,000	0	3,000	15,000	15,000
PWWW - Playground maint, City Equip	2350-60900	200	0	200	200	0	200	1,000	1,000
PWWW - Playground maint, Maint supplies	2350-61600	2,000	898	1,103	2,000	898	1,103	10,000	9,103
PWWW - Playground maint, Inventory	2350-62400	20	0	20	20	0	20	100	100
PWWW - Wellington, Maint supplies	2355-61600	400	0	400	400	0	400	2,000	2,000
PWWW - Wellington, Hired contractor	2355-63150	5,000	12,500	(7,500)	5,000	12,500	(7,500)	25,000	12,500
PWWW - Wellington, Electrical	2355-63800	2,500	519	1,981	2,500	3,394	(894)	12,500	9,106
PWWW - Tennis courts, Payroll	2357-50000:51500	200	0	200	200	0	200	1,000	1,000
PWWW - Tennis courts, Maint supplies	2357-61600	100	0	100	100	317	(217)	500	183

30 of 32
2025-06-19
10:18 AM

City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
PWWW - Beautification, Payroll	2360-50000:51500	10,000	0	10,000	10,000	0	10,000	50,000	50,000
PWWW - Beautification, City Equip	2360-60900	1,000	0	1,000	1,000	0	1,000	5,000	5,000
PWWW - Beautification, Maint									
supplies	2360-61600	3,600	0	3,600	3,600	0	3,600	18,000	18,000
PWWW - Beautification, Inventory	2360-62400	100	1	99	100	1	99	500	499
PWWW - Beautification, Hired									
equipment	2360-63100	200	0	200	200	3,420	(3,220)	1,000	(2,420)
PWWW -Dog Park, Payroll	2365-50000:51500	100	0	100	100	0	100	500	500
PWWW - Mowing, Payroll	2370-50000:51500	9,000	536	8,464	9,000	1,056	7,944	45,000	43,944
PWWW - Mowing, City Equip	2370-60900	600	0	600	600	0	600	3,000	3,000
PWWW - Mowing, Hired contractor	2370-63150	1,000	4,500	(3,500)	1,000	4,500	(3,500)	5,000	500
PWWW - Tree Maintenance, Payroll	2372-50000:51500	200	0	200	200	0	200	1,000	1,000
PWWW - Tree Maintenance, City									
Equip	2372-60900	40	0	40	40	0	40	200	200
PWWW - Tree Maintenance, Hired									
contractor	2372-63150	4,000	0	4,000	4,000	5,882	(1,882)	20,000	14,118
PWWW - Turf Maintenance, Salary	2375-50000	700	0	700	700	0	700	3,500	3,500
PWWW - Turf Maintenance, Maint									
supplies	2375-61600	800	0	800	800	0	800	4,000	4,000
PWWW - Winter carnival, Salary	2380-50000	0	417	(417)	6,000	14,671	(8,671)	6,000	(8,671)
PWWW - Winter carnival, Overtime	2380-50100	0	0	0	1,000	2,531	(1,531)	1,000	(1,531)
PWWW - Winter carnival, Payroll	2380-50200:51500	0	117	(117)	1,000	3,876	(2,876)	1,000	(2,876)
PWWW - Winter carnival, City Equip	2380-60900	0	0	0	3,000	2,810	190	3,000	190
PWWW - Winter carnival, Maint									
supplies	2380-61600	0	0	0	2,000	898	1,102	2,000	1,102
PWWW - Winter carnival, Cleaning									
services	2380-62900	0	0	0	0	1,129	(1,129)	0	(1,129)
PWWW - Watchman, Salary	2385-50000	2,500	4,905	(2,405)	12,500	6,262	6,238	30,000	23,738
PWWW - Watchman, Overtime	2385-50100	83	0	83	415	0	415	1,000	1,000
PWWW - Watchman, Payroll	2385-50200:51500	417	1,061	(644)	2,085	1,394	691	5,000	3,606
PWWW - Watchman, City Equip	2385-60900	0	0	0	0	214	(214)	0	(214)
PWWW - Parades and Special									
Events, Salary	2390-50000	1,500	0	1,500	7,500	0	7,500	18,000	18,000
PWWW - Parades & Special Events,									
Overtime	2390-50100	1,250	0	1,250	6,250	0	6,250	15,000	15,000
PWWW - Parades and Special									
Events, Payroll	2390-50200:51500	1,000	0	1,000	1,000	0	1,000	5,000	5,000
PWWW - Parades and Special									
Events, City Equip	2390-60900	292	0	292	1,460	0	1,460	3,500	3,500
IPW - Parades & Special Events,									
Hired contractor	2390-63150	500	0	500	2,500	0	2,500	6,000	6,000
PWWW - Garbage collect - Public									
Space, Salary	2392-50000:51500	4,583	8,342	(3,759)	22,915	22,643	272	55,000	32,357
Garbage collect - Public Space, City									
Equip	2392-60900	625	0	625	3,125	1,188	1,937	7,500	6,312

31 of 32
2025-06-19
10:18 AM

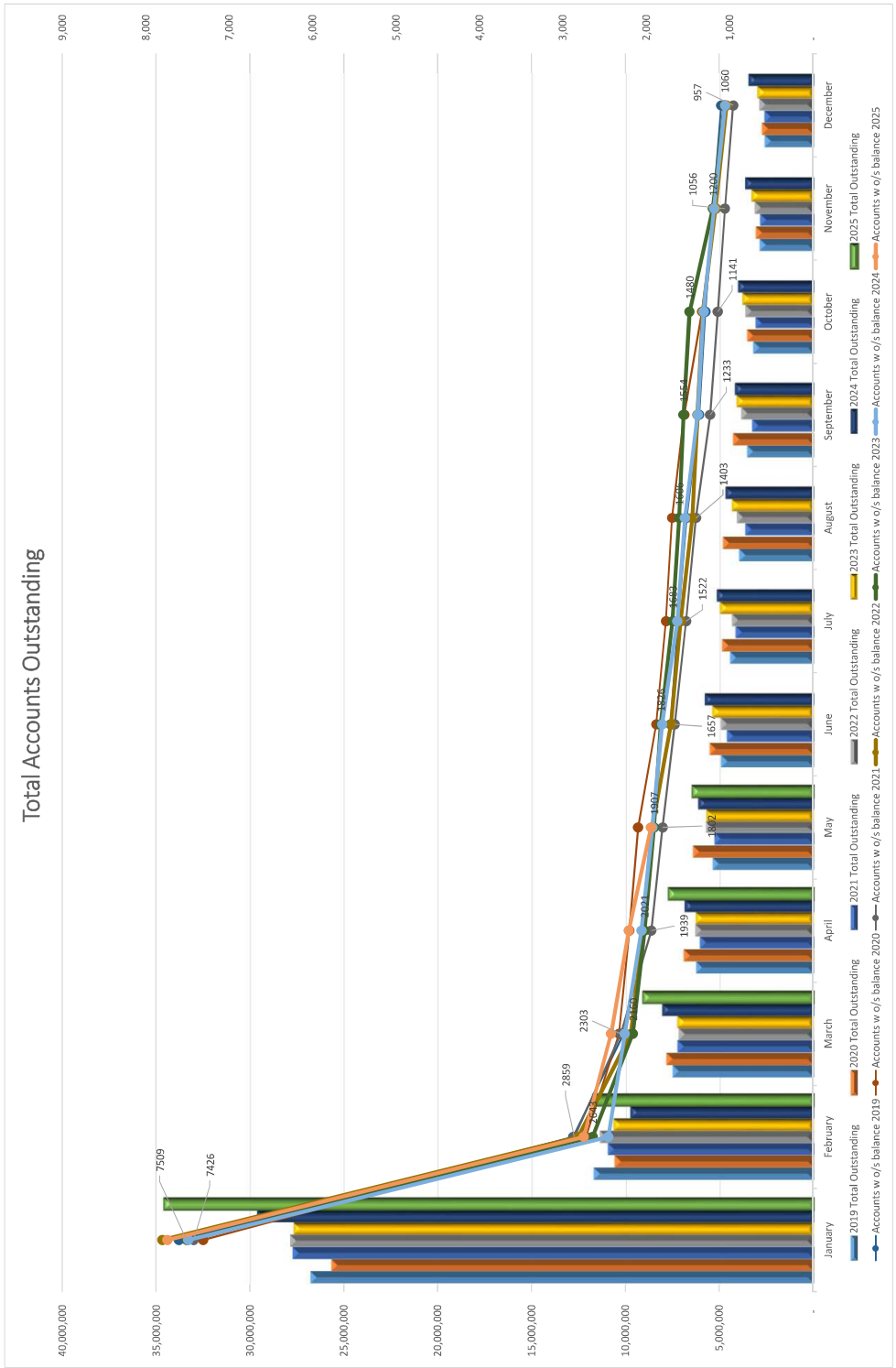
City of Corner Brook
For the Five Months Ending May 31, 2025

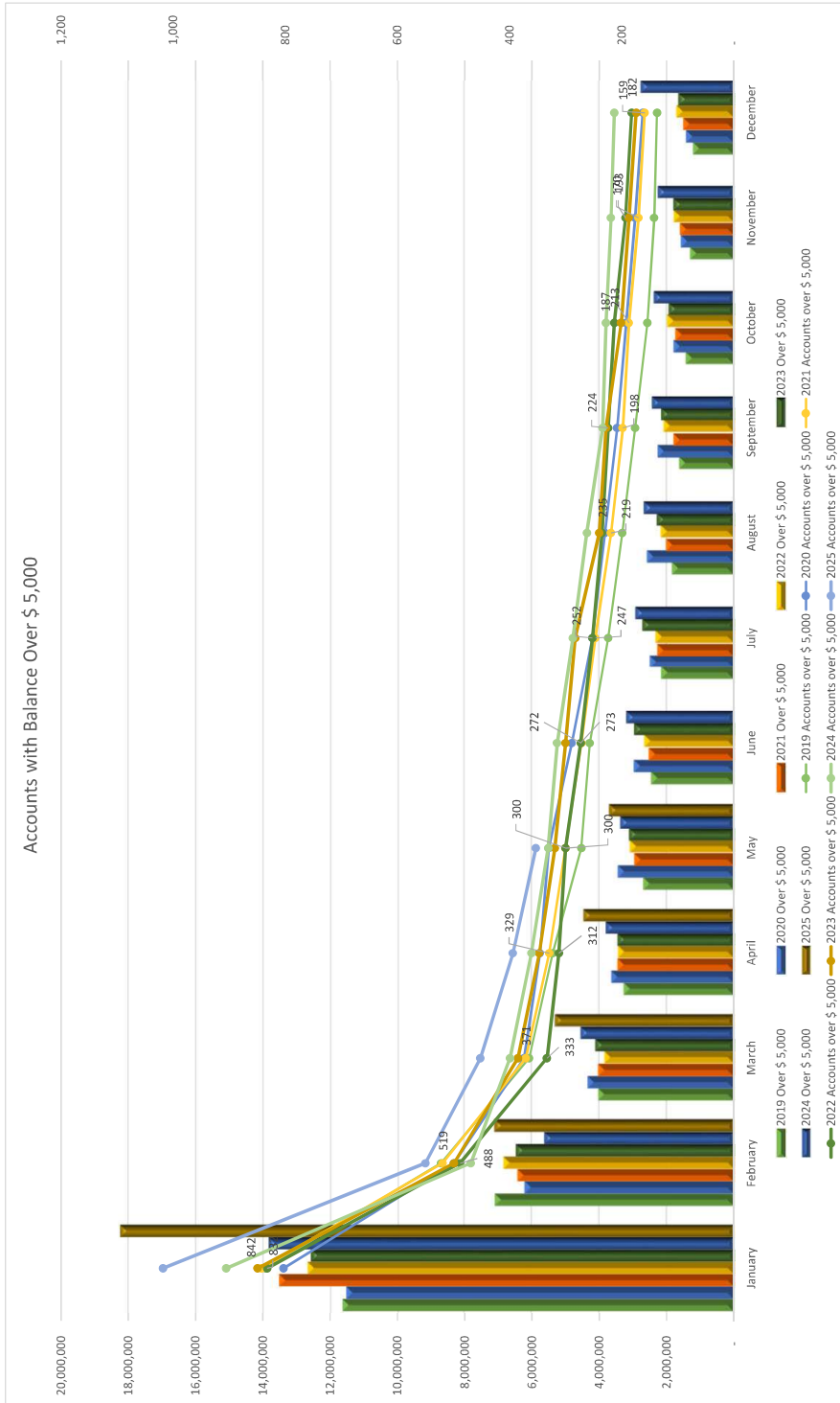
Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Garbage collect - Public Space, Inventory	2392-62400	167	248	(81)	835	451	384	2,000	1,549
Splashpad, Salary	2394-50000	417	1,531	(1,114)	2,085	1,531	554	5,000	3,469
Splashpad, Overtime	2394-50100	42	0	42	210	0	210	500	500
Splashpad, Vacation	2394-50200	8	32	(24)	40	32	8	100	68
Splashpad, Group Insurance	2394-51000	17	47	(30)	85	47	38	200	153
Splashpad, Pension	2394-51100	17	90	(73)	85	90	(5)	200	110
Splashpad, CPP/EI/WCB/HAPSET	2394-51500	42	175	(133)	210	175	35	500	325
Splashpad, City Equip	2394-60900	8	0	8	40	0	40	100	100
Splashpad, Maint supplies	2394-61600	42	0	42	210	499	(289)	500	1
Total Parks & Recreation		87,260	61,907	25,352	150,300	125,401	24,898	536,850	411,448
Recover - Garage exp, Salary	2900-50000	0	38,093	(38,093)	0	175,841	(175,841)	0	(175,841)
Recover - Garage exp, Overtime	2900-50100	0	4,268	(4,268)	0	37,483	(37,483)	0	(37,483)
Recover - Garage exp, Vacation	2900-50200	0	1,483	(1,483)	0	2,658	(2,658)	0	(2,658)
Recover - Garage exp, Sick	2900-50300	0	2,151	(2,151)	0	12,595	(12,595)	0	(12,595)
Recover - Garage exp, Group Insurance	2900-51000	0	1,942	(1,942)	0	8,787	(8,787)	0	(8,787)
Recover - Garage exp, Pension	2900-51100	0	2,332	(2,332)	0	10,108	(10,108)	0	(10,108)
Recover - Garage exp, CPP/EI/WCB/HAPSET	2900-51500	0	5,556	(5,556)	0	26,161	(26,161)	0	(26,161)
Recover - Garage exp, City Equip	2900-60900	0	0	0	0	(28,805)	28,805	0	28,805
Recover - Garage exp, Gas/Oil	2900-61200	0	39,045	(39,045)	0	321,139	(321,139)	0	(321,139)
Recover - Garage exp, Maint supplies	2900-61600	41,667	23,301	18,366	208,335	252,362	(44,027)	500,000	247,638
Recover - Garage exp, Other supplies	2900-61900	0	3,062	(3,062)	0	15,329	(15,329)	0	(15,329)
Recover - Garage exp, Inventory	2900-62400	0	3,655	(3,655)	0	36,115	(36,115)	0	(36,115)
Recover - Garage exp, Meal Vouchers	2900-63500	0	0	0	0	469	(469)	0	(469)
Recover - Garage rev, Misc Revenue	2910-48100	0	0	0	0	(317,677)	317,677	0	317,677
Total Garage		41,667	124,888	(83,222)	208,335	552,565	(344,230)	500,000	(52,565)
Total Public Works, Water & Waste Water		1,181,582	1,109,920	71,655	6,157,029	6,086,207	70,824	13,964,300	7,878,096
Grants, Corner Brook Stream	2500-67100	0	0	0	77,500	77,500	0	155,000	77,500
Grants, Museum Grant	2500-67400	0	0	0	7,500	10,000	(2,500)	15,000	5,000
Grants, Museum -Shared Position	2500-67450	0	0	0	14,500	14,500	0	29,000	14,500
Grants, Misc Grants	2500-68560	4,167	12,000	(7,833)	20,835	18,000	2,835	50,000	32,000
Grants, Winter Carnival	2500-68100	0	0	0	10,000	4,948	5,052	10,000	5,052

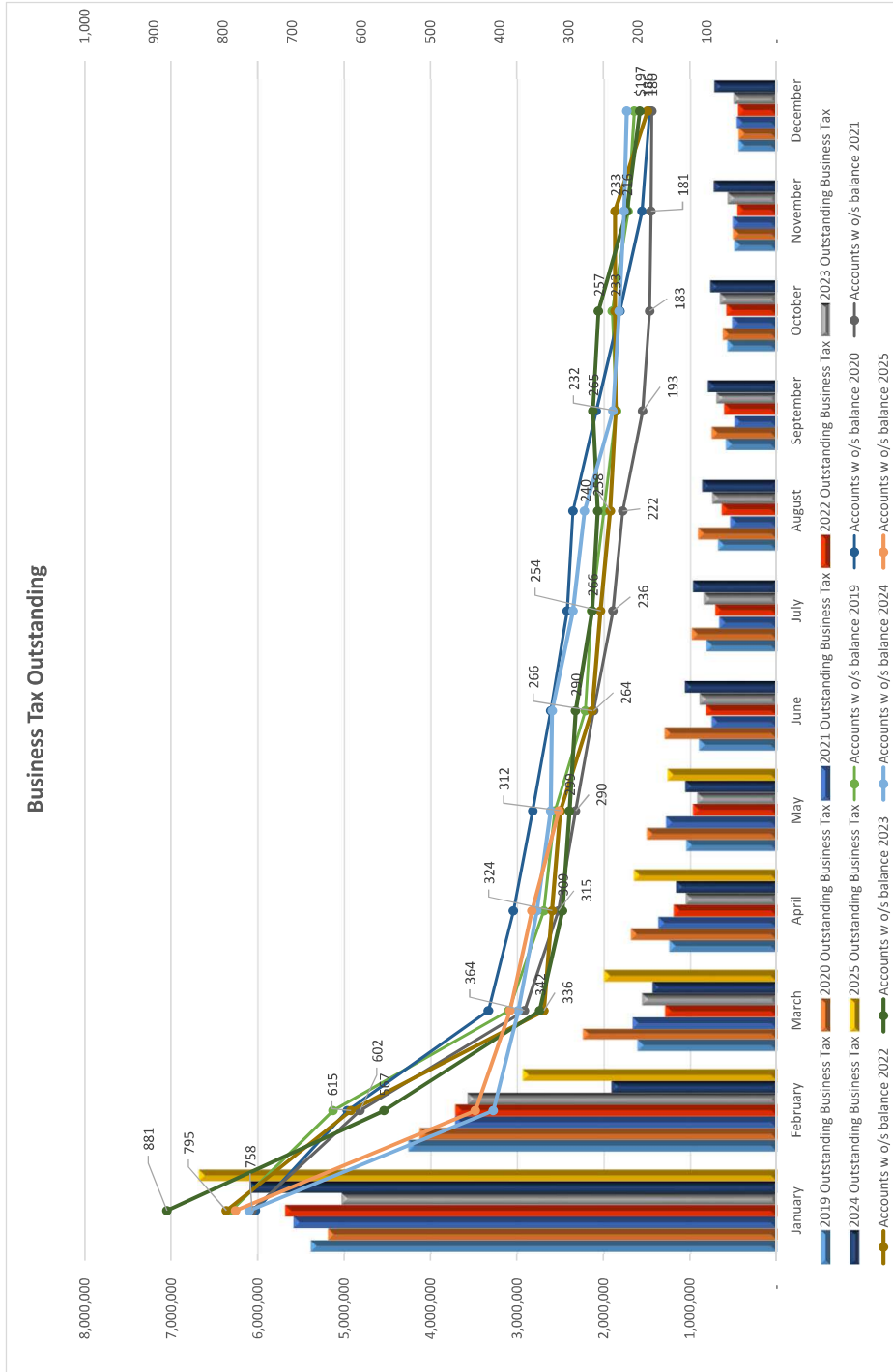
32 of 32
2025-06-19
10:18 AM

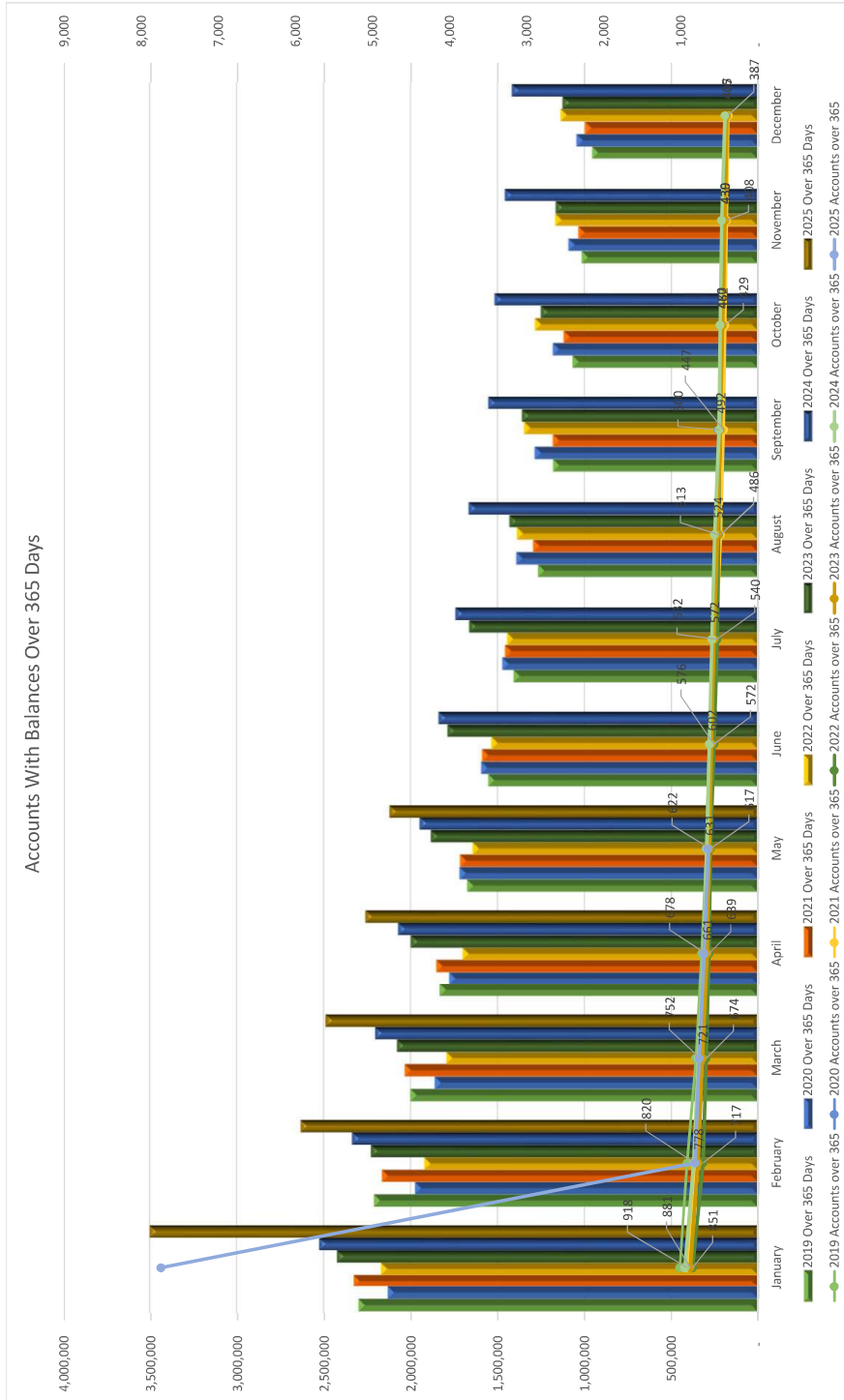
City of Corner Brook
For the Five Months Ending May 31, 2025

Account	Account #	MTD Budget May2025	MTD Actual May2025	MTD Variance	YTD Budget May2025	YTD Actual May2025	YTD Variance	Annual Budget	Remaining Budget
Grants, Tourism Bureau	2500-68250	0	0	0	0	0	0	22,000	22,000
Grants, CNA Scholarship	2500-68310	0	0	0	1,000	0	1,000	1,000	1,000
Grants, Hospital Foundation	2500-68315	0	0	0	0	0	0	1,000	1,000
Grants, MUN Scholarship	2500-68320	0	0	0	0	0	0	1,000	1,000
Grants, CBRH Scholarship	2500-68330	0	0	0	0	0	0	1,000	1,000
Grants, Corner Brook Running Club	2500-68385	0	0	0	0	0	0	2,000	2,000
Grants, Craig Hiscock Memorial	2500-68335	0	0	0	500	0	500	500	500
Grants, Railway Society	2500-68450	0	0	0	0	0	0	2,000	2,000
Total Grants		4,167	12,000	(7,833)	131,835	124,948	6,887	289,500	164,552
COOR, Capital out of revenue	2600-70000	120,713	18,985	101,728	603,565	247,300	356,265	1,448,560	1,201,260
COOR, Gas Tax	2600-70020	73,767	0	73,767	368,835	0	368,835	885,200	885,200
Total COOR		194,480	18,985	175,495	972,400	247,300	725,100	2,333,760	2,086,460
Debt charges, Allow for uncollect	2700-69000	5,000	(460)	5,460	25,000	(460)	25,460	60,000	60,460
Debt charges, Bank Charges	2700-70500	1,083	0	1,083	5,415	15,057	(9,642)	13,000	(2,057)
Debt charges, FCM prin	2700-71080	2,500	0	2,500	12,500	0	12,500	30,000	30,000
Debt charges, FCM Int	2700-71090	250	0	250	1,250	0	1,250	3,000	3,000
Debt charges, Principal RAC	2700-71127	107,500	0	107,500	537,500	0	537,500	1,290,000	1,290,000
Debt charges, Interest RAC	2700-71128	31,050	0	31,050	155,250	0	155,250	372,600	372,600
Total Debt Charges		147,383	(460)	147,843	736,915	14,597	722,318	1,768,600	1,754,003
Reserves, Reserve Capital	2800-72000	0	0	0	0	0	0	1,460,500	1,460,500
Reserves, Reserve W/S	2800-72200	0	0	0	0	0	0	1,030,500	1,030,500
Total Reserves		0	0	0	0	0	0	2,491,000	2,491,000
Total Expenses		3,330,133	3,030,663	299,458	16,216,069	14,466,165	1,749,909	41,910,900	27,444,740
Recover - Garage exp, Other supplies	2900-50000:63500	41,667	125,527	(83,860)	208,335	872,277	(663,942)	500,000	(372,277)
Recover - Garage revenues	2910-48100	0	0	0	0	(317,677)	317,677	0	317,677











Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Engineering

Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services

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

BACKGROUND INFORMATION:

Current Projects

Deep Gulch Brook Culvert Replacement (*JCL Investments*)

- Construction ongoing. Work is progressing through O'Connell Drive. Traffic control plans are in place for detour routes.

Petries Bridge Street Replacement (*Englobe*)

- Tender issued, closing July 3, 2025.

Transit Accessibility Study and Implementation Plan (*Dillon Consulting*)

- The council presentation occurred on June 18, 2025. Public consultation started.

Elizabeth Street/O'Connell Drive Intersection Improvements (*JCL Investments*)

- Anticipated start in July 2025. Waiting on the delivery of traffic poles.

District Water Meters

- Meters installed.

Water Audit/Loss Analysis (CBCL)

- Overnight work will start in July 2025. This will consist of operating valves and monitoring flow data to identify potential leaks.
- **Water Audit will be completed before field work begins**

Traffic Detection Upgrade

- Work has started. Humber/Main Street is completed; Main Street and Mill Road is currently underway.

Curling Street Retaining Wall

- Surface Asphalt completed June 14th ,2025 Landscaping remaining

Mount Bernard Avenue

- Surface Asphalt completed June 14th, 2025

Street Resurfacing

- Work started on June 17th. Paving operations will take place in the Townsite area first.

STAR Trail Design & Construction Services (*Tract Consulting*)

- Awaiting funding application decision

City Hall Atrium Lighting

- Lights received, installation scheduled for July 2025.

Community Market Feasibility (*Fowler Bauld & Mitchell Ltd.*)

- Draft final report received

Bartlett's Point Park Bandstand (*Englobe*)

- Feedback from traffic engineers is expected in the coming weeks.

Confederation Drive Intersection Improvements (*Englobe*)

- Final design expected in early July 2025.

Broadway Storm Sewer (*Anderson Engineering*)

- Project is almost complete. Pedestrian crossing remaining, waiting on delivery of poles for heritage lights

CHIF Funding Application

- Funding has been applied for to complete the following projects:
 - Wastewater Treatment Facility (Est. \$140M)
 - Westside Water Reservoir (Est. \$13.3M)
 - Active Transportation Fund – Country Road Sidewalk (Est. \$2M)
 - Active Transportation Fund – Confederation Drive Multi-Use Trail (Est. \$3.7M)

Rural Transit Funding Application

- Funding approval received.
- Accessible On Demand Software RFP released.

Legacy Funding

- Funding is being applied for through the Canadian Heritage Program to commemorate the 100th anniversary of Corner Brook Pulp and Paper. If successful, this funding will go towards upgrades in Margaret Bowater Park.
- Funding application submitted March 14, 2025

Riverside Drive Risk Assessment (*Stantec Consulting*)

- Study is underway, site visit occurred on June 4, 2025

2025 Spring Cleanup

- Cleanup is complete.
 - 1289 appointments collected
 - Almost 4000 visits were made to the landfill.
 - Public survey being drafted to encourage resident feedback

Aerial Imagery

- Flying completed, expect imagery in July 2025.

Garbage Collection Contract

- Tender Review completed, RFD to be presented to Council during this council meeting.

City Manager



Information Report (IR)

Subject: Recreation Update

To: Darren Charters
Meeting: Committee of the Whole - 23 Jun 2025
Department: Recreation
Staff Contact: Peter Robinson, Director of Recreation Services
Topic Overview:

BACKGROUND INFORMATION:

Marina Redmond Centre

The Marina Redmond Centre has seen an overwhelmingly positive response from the public since opening. Residents of all ages are actively utilizing the facility's modern amenities. High participation in programs and daily visits highlights the Centre's growing role as a hub for recreation and community wellness. Individuals interested in participating can now create a profile on RecDesk to register for activities at the Marina Redmond Centre. Signing up is quick and easy through cornerbrook.recdesk.com or marinaredmondcentre.com.

The Marina Redmond Centre offers a wide variety of aquatic activities for all ages, including free community swims, parent and tot swims, aqua Zumba, and more. Participants can have fun with a variety of open gym activities including basketball, volleyball and coming soon — pickleball. The gym is a welcoming space for all skill levels and is also available for private bookings through RecDesk.

Artificial Turf at Doug Sweetapple Field

The artificial turf at Doug Sweetapple Field project is complete with the Grand Opening taking place on Saturday June 7th. The field is now being utilized by Corner Brook United Soccer Club for its minor and senior programming. This upgrade enhances safety, performance, and durability for hundreds of local athletes and community users.

Canada Day

Canada Day festivities in Corner Brook kick off with a flag raising ceremony at City Hall, followed by a community breakfast at the Corner Brook Civic Centre, cake cutting and fun for the whole family with bouncy castles, face painting, and live entertainment at Margaret Bowater Park.

This year, we are proud to host the Canada Games Torch Relay, beginning at City Hall during the flag raising and making its way to the Corner Brook Civic Centre — a symbolic moment in a day full of

celebration. The festivities will cap off with a spectacular fireworks display at Margaret Bowater Park to light up the night sky.

Corner Brook Day/Ribfest

Corner Brook Day Celebrations are on Saturday August 2nd inMargaret Bowater Park. Enjoy a fun-filled day featuring live entertainment, bouncy castles, face painting, cake cutting and cupcakes for everyone! This year’s festivities will be extra delicious as we proudly host Ribfest — enjoy mouthwatering BBQ from the Texas Rangers and Crabby’s BBQ Shack. Bring the whole family for a day of music, fun and food!

Everyone is encouraged to keep an eye on the City’s Recreation & Tourism Social Media channels for the latest updates on recreation happenings.

Director of Recreation Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



Information Report (IR)

Subject: Tourism Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Tourism

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

Over the past few weeks, our tourism team has been hard at work promoting Corner Brook and enhancing the visitor experience in our city. Earlier this month, from June 9th to 11th, the Tourism Supervisor attended the Cruise Canada New England Symposium in Halifax. In partnership with NILTA and the Port of Corner Brook, we hosted a Newfoundland-themed breakfast event for over 150 cruise industry delegates. The event featured local music, stunning video and photography, speeches, and gift bags filled with local and Indigenous products — all designed to highlight what makes our region special. We also had the chance to welcome cruise executives to Corner Brook before and after the symposium, giving us valuable time to showcase our attractions firsthand.

Looking ahead, we're excited to announce that the next cruise ship will arrive on **June 25th**. A fantastic lineup of vendors, musicians, and information volunteers will be ready to bring the city alive and create a warm, memorable experience for visitors. These cruise visits continue to be a vital piece of our tourism strategy, boosting our local economy and community spirit.

Another major milestone is the recent visit from the Canadian Geoparks Network evaluators as part of our application to become a UNESCO Global Geopark. This is the second-to-last step in the process, and if successful, the Cabox Aspiring Geopark — in partnership with Gros Morne — will receive international recognition. New interpretive signage, including a new panel at Three Bear Mountain, is being installed throughout the region to celebrate our unique geological and cultural heritage. This designation has the potential to increase tourism, support education, and build pride in our community.

Lastly, we're excited to share that the **Mill Whistler Road Train** will officially begin operation on **June 27th**. Running six days a week through downtown Corner Brook, the train will offer a fun and informative way for visitors to explore the city. Friendly guides at the Majestic Lawn will help direct tourists to trails, local businesses, the museum, and more.

These recent efforts reflect our ongoing commitment to growing tourism in a way that supports our local economy, celebrates our culture, and creates lasting memories for all who visit Corner Brook.

Director of Recreation Services
City Manager
Administrative Assistant

Approved - 18 Jun 2025
Approved - 19 Jun 2025
Approved - 19 Jun 2025

City Manager



Information Report (IR)

Subject: Civic Centre Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

The ice came off the Kinsmen Arena on June 1st; post minor hockey provincials, Silver Blades testing, hockey camps and a highly successful season finale charity hockey tournament – The Breakaway Cup - where the organizer donated over four thousand dollars to the Islaview foundation.

On May 31st, the Main Arena was converted from a sold out Monster Trucks event back to sports arena and almost immediately, on June 2nd minor (U9, U11, U13, U15 & U18) and senior ball hockey programming for the summer.

June is a busy month with numerous meetings, training sessions, banquets and RN Exams. Activity included a variety of federal and provincial government departments, nonprofit groups, minor programs, charities and The Special Olympics Corner Brook for the Law Enforcement Torch Run.

The Centre was privileged to host The College of the North Atlantic Graduation, on June 13th and looks forward to hosting Corner Brook Regional High's Cap & Gown ceremony followed by the Grand March on Thursday, June 26th.

Up coming events at the Civic Centre for the Summer include:

Michelle Russell – Canada's Top Psychic Medium Event will be in the Corner Brook Civic Centre Meeting Rooms on Saturday July 5th.

Autocross Saturday, July 26th on the Civic Centre Parking Lot as part of Jigs and Wheels Festival. A timed competition in which drivers navigate one at a time through a defined race course. 9:00am registration, 10:00am Safety Briefing, 11:00am – 5:00pm Timed Races.

Thomas Amusements will be back at the Civic Centre from August 14-17 and August 19-24. Hours of operation are from 3:00pm – 10:00pm Weekdays, 1:00pm - 10:00pm Saturday and 1:00 – 6:00pm Sunday.

Summer Ice

The summer ice season will be busy with hockey and figure skating camps. The Kinsmen arena will have ice for the first skate of summer on Friday, July 11th. The main arena will have the first skate of the season on August 1th for Hockey NL’s High Performance Program (HPP) for male and female provincial team selections U14, U15 & U16. HPP is Hockey NL’s elite programming where athletes attend on an invite only basis after a series of selection camps throughout the province in spring. The camp will host over 300 athletes, coaching and training staff. On ice drills and games will take place in the Main and Kinsmen Arenas, physical testing (much like an NHL combine) will take in the Studio, with housing and meals provided at Grenfell Campus. It is expected there will be over 1,000 visitors will come to Corner Brook throughout the camp.

Director of Recreation Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



Information Report (IR)

Subject: Protective Services Statistics for the month of May 2025

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: On a monthly basis Protective Services compiles its statistics to report them out to council and residents.

BACKGROUND INFORMATION:

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 139 calls for services, including as follows:

- **By-Law Enforcement received 53 calls for service:**

- 9 Assistance
- 3 Document service
- 3 Document service legal
- 2 Development without a permit
- 8 Garbage issues
- 4 Illegal Dumping
- 2 Illegal Signage
- 1 Mobile Vending Permit
- 1 Noise
- 5 Pest issues - Rats
- 11 Untidy properties
- 1 Other
- 1 Citation - Garbage issues
- 2 Citation - Untidy property

- **Taxi Regulation received 57 requests for service:**

- 43 Taxi Driver permits
- 14 Taxi Vehicle permits

- **Animal Control received 12 calls for service:**

- 2 Assistance
- 1 Cat Injured/Dead
- 4 Cat roaming
- 1 Dog Injured/Dead
- 3 Dog - Roaming
- 1 Other animals: assistance

- **Parking Enforcement:**

17 Parking-related violations where citations were issued that included:

- 7 Illegal Parking
- 1 Ticket complaint
- 1 Citation - Parked within six meters of the crosswalk
- 7 Expired parking meters
- 1 Ticket Void

Note: As Council is aware, all meters have been removed due to vandalism. As such, Staff has been working on the issue and will bring forward a solution to Council for consideration.

Notably there has been a drop in parking revenues, as well an increase in complaints of extended parking of vehicles, until this situation is resolved.

2. CORNER BROOK FIRE DEPARTMENT

The CBFD received 45 calls for service that included:

# of Incidents	Type
2	Structure Fire Residential
9	Residential Alarm
1	Residential Alarm - Smoke Visible
14	Commercial Alarms
2	Petroleum Spill/Propane Leak - Small
7	MVC - Injury/Entrapment
1	MVC - Fuel Spill
3	Grass Fire
1	Carbon Monoxide Alarm
1	Dumpster/Garbage Fire
2	Odor
2	Pole Fire
45	Total

- **Fire Prevention and Inspection Report is unavailable for May.**

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for May was 8461.

The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Ambulance	3,595
Crisis	3
Fire	335
Forestry	1
MSC	4
Nothern911	4
Poison Control	2
Police	1,835
RoCP	10
TBD	24
Total	5,813

Volume of Non-Transferred 911 Calls: 2648

Director of Protective Services
City Manager
Administrative Assistant

Approved - 18 Jun 2025
Pending
None

City Manager



Information Report (IR)

Subject: Emergency Management Response Tabletop Exercise

To: Darren Charters
Meeting: Committee of the Whole - 23 Jun 2025
Department: Protective Services
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview: Emergency Management Response Tabletop Exercise
Attachments: [Debrief 2025-05-13 tabletop Redacted](#)

BACKGROUND INFORMATION:

The NL Emergency Services Act, Section 5 requires that the Council of every Municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan. To ensure familiarity with the City's Emergency Management Plan and its interoperability with our first responder partners, the City periodically conducts mock exercises, either full functional or tabletop.

On May 13th, 2025, the City conducted an Emergency Management tabletop exercise in its Emergency Operations Centre. All our Emergency First Responding Agencies were invited to attend. The Provincial Justice and Public Safety - Regional Emergency Planning Officer facilitated the exercise in which we saw a school bus and fuel delivery truck collision on Grenfell Avenue sparked a wildfire that threatened the Corner Brook Long-term Care facility and then moved towards our neighbouring community of Massey Drive.

The exercise participants included the Corner Brook city staff of the City Clerk, Engineering, Public Works, and the Corner Brook Fire Department. External agencies included the Royal Newfoundland Constabulary, NL Health Ambulance, Memorial University - Grenfell campus, the Corner Brook Port Corporation, the Salvation Army, and the provincial Department of Children, Seniors and Social Development.

Opportunities for Improvement:

The conducting of these exercises provides an opportunity to identify weaknesses and reveal opportunities to better our emergency response capabilities. While the debriefing report itemized eight opportunities for improvement, four predominant areas pose high risk and will need to be further assessed and appropriate corrective action implemented, as follows:

1. Interoperability between the various first responding agencies is difficult because the Corner Brook Fire Department, or City Emergency Operations Centre, is not equipped with the P25 radio system. All other first-responding agencies have been equipped with this system by the

provincial government. Implementation costs for the Corner Brook Fire Department will be around \$80K to \$ 100K.

2. Emergency communications to residents continue to be challenging. More focus will be given to resident enrollment into our Voyent mass notification system, as well as exploring opportunities to access the digital billboards within the City.
3. The Civic Centre has been identified as the City's emergency shelter, but is not equipped with a backup electricity system. Consideration is to be given to a backup generator system that could power the essential electrical systems within this facility.
4. Wildfire and other emergencies can threaten the internet and cellular communication infrastructure. Consideration is to be given to the City implementing a backup satellite internet and communication service like [REDACTED]

FINANCIAL IMPACT:

Costing of these measures has not been budgeted in 2025; thus implementing will be tied to the freeing and reallocation of 2025 unused funds and/or delay to the 2026-year budget and thereafter.

RECOMMENDATION:

Staff recommend the acceptance of the Debriefing Report and implementation of the above improvement measures to better the City's capacity to appropriately respond and manage a disaster impacting our City.

Director of Protective Services
City Manager
Administrative Assistant

Approved - 18 Jun 2025
Approved - 19 Jun 2025
Approved - 19 Jun 2025

City Manager



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

E.2 Debriefing report form to be completed by Emergency Management Coordinator

DEBRIEFING REPORT	TABLETOP EXERCISE WILDFIRE 2025
SCENARIO	<p>The following scenario was presented by NL Emergency Services Division – Jeremy Keeping:</p> <p><u>Scene</u> It's a sunny spring day in the city of Corner Brook with the temperature expected to reach 23 degrees and winds are gusting out of the west around 40 km/hr. Due to the limited snow accumulation last winter and the relatively dry spring, the fire weather index for western NL is very high.</p> <p><u>Inject #1</u> 911 receives a call stating that there as been an accident at the intersection of Cpl. Pinksen Drive and Grenfell Drive involving a school bus and a tanker truck. There are visible flames and a plume of black smoke rising from the accident scene.</p> <p><u>Inject #2</u> As emergency responders begin to show up at the scene they are faced with a giant plume of black smoke that is being blown towards the forestry center by high westerly winds. There is a large gathering of approximately 20 high school students with unknown injuries and bystanders who are gathered in the parking lot of the North Atlantic gas station. A lot of the students are screaming frantically that there are still kids on the bus. After receiving phone calls and text messages from the students, parents begin to arrive on scene. Firefighters identify the placard on the truck UN1202.</p> <p><u>Inject #3</u> Hot embers that were being driven by the wind caused a fire to ignite in the wooded area next to the forestry center. The extreme dry conditions and wind caused the fire to spread rapidly towards Grenfell Campus and Corner Brook Long Term Care facility. The fire department tried to get the blaze under control but were unsuccessful due to the intensity and rapid spread. The Deputy Fire Chief contacted the EOC manager to advise that the university and the long-term care needs to evacuate immediately.</p> <p><u>Inject #4</u> Contact was made with the Dept of Fisheries, Forestry and Agriculture. They have tasked an air tanker from Gander with an ETA of 1 hour. An excessive amount of smoke is being reported in the area of the university campus and the long-term care. Concerned residents of Massey Drive are beginning to call City Hall with concerns of poor air quality. Public attention has spread about the ongoing situation. Media have shown up on site of the incident. The media and public flood the town with requests wanting to know what is going on. Council is looking for an update on what the city is doing.</p> <p><u>Inject #5</u> The Fire Department report that the vehicle fire is extinguished however, diesel fuel was released and dispersed in the direction of the civic center. It is advised that the civic center be shut down and no one should be in the general area until fuel is cleaned up. NLHS is reporting that there are 4 fatalities, 6 students with life threatening injuries and 8 others that require medical treatment for nonlife threatening injuries.</p> <p><u>Inject #6</u></p>



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

	<p>The IC with forestry called the EOC. A second air tanker is dispatched to the scene but due to rapid fire spread and current smoke conditions, forestry are advising residents near the golf course and the town of Massey Drive to evacuate.</p> <p>The RNC are reporting poor visibility on the TCH near the entrance to Massey Drive. They are recommending that the highway be closed in this area. They also recommend closing Confederation Drive, south of Maple Valley Road and evacuating this area also.</p> <p><u>Inject #7</u></p> <p>The fire remains out of control, and it is reported that the fire jumped the TCH and is currently at the base of Massey Drive. An unknown number of structures have been destroyed. A third air tanker is assigned, and forestry ground crews are ready to respond when the conditions are safe to do so.</p> <p>Approximately 400 individuals have arrived at the shelter and a lot have their pets in vehicles with them.</p> <p><u>Inject #8</u></p> <p>Winds have subsided and the temperature has dropped to 16 degrees. The air tankers have managed to slow the fire spread and are hopeful that by tomorrow morning forestry ground crews and the local fire departments will be able to assist with suppression efforts.</p> <p>Media are beginning to show up at the shelter looking to speak to evacuees and staff.</p> <p><u>Inject #9</u></p> <p>The weather is favorable for fire suppression efforts. There was 10mm of rain overnight and ground crews and two helicopters are actioning the hotspots. The local fire departments are attending to the remnants of multiple structures that were destroyed and extinguishing any flare ups.</p> <p>The fire made it to the base of Massey Drive and there are early reports of approximately 28 homes that were lost in the blaze. The university, long term care and the hospital were spared in the blaze.</p>																								
<p>PARTICIPANTS / ATTENDEES</p>	<table> <tr> <th data-bbox="527 1171 992 1205">City of Corner Brook Staff</th><th data-bbox="992 1171 1446 1205">External Partners</th></tr> <tr> <td data-bbox="527 1205 992 1239">[REDACTED] – Assistant Director of Operations</td><td data-bbox="992 1205 1446 1239">[REDACTED] -Grenfell Campus – MUN</td></tr> <tr> <td data-bbox="527 1239 992 1299">[REDACTED] - Assistant Director of Engineering</td><td data-bbox="992 1239 1446 1299">[REDACTED] -Grenfell Campus-MUN</td></tr> <tr> <td data-bbox="527 1299 992 1333">[REDACTED] - Deputy Fire Chief</td><td data-bbox="992 1299 1446 1333">[REDACTED] -NLHS Paramedicine</td></tr> <tr> <td data-bbox="527 1333 992 1367">[REDACTED] – City Clerk</td><td data-bbox="992 1333 1446 1367">[REDACTED] -NLHS Paramedicine</td></tr> <tr> <td data-bbox="527 1367 992 1400">[REDACTED] – Director Protective Services</td><td data-bbox="992 1367 1446 1400">[REDACTED] -RNC</td></tr> <tr> <td data-bbox="527 1400 992 1434"></td><td data-bbox="992 1400 1446 1434">[REDACTED] -RNC</td></tr> <tr> <td data-bbox="527 1434 992 1467"></td><td data-bbox="992 1434 1446 1467">[REDACTED] -CB Port Corporation</td></tr> <tr> <td data-bbox="527 1467 992 1501"></td><td data-bbox="992 1467 1446 1501">[REDACTED] - Salvation Army</td></tr> <tr> <td data-bbox="527 1501 992 1535"></td><td data-bbox="992 1501 1446 1535">[REDACTED] - Salvation Army</td></tr> <tr> <td data-bbox="527 1535 992 1568"></td><td data-bbox="992 1535 1446 1568">[REDACTED] – NL CSSD</td></tr> <tr> <td data-bbox="527 1568 992 1598"></td><td data-bbox="992 1568 1446 1598">[REDACTED] -Emergency Services Division</td></tr> </table>	City of Corner Brook Staff	External Partners	[REDACTED] – Assistant Director of Operations	[REDACTED] -Grenfell Campus – MUN	[REDACTED] - Assistant Director of Engineering	[REDACTED] -Grenfell Campus-MUN	[REDACTED] - Deputy Fire Chief	[REDACTED] -NLHS Paramedicine	[REDACTED] – City Clerk	[REDACTED] -NLHS Paramedicine	[REDACTED] – Director Protective Services	[REDACTED] -RNC		[REDACTED] -RNC		[REDACTED] -CB Port Corporation		[REDACTED] - Salvation Army		[REDACTED] - Salvation Army		[REDACTED] – NL CSSD		[REDACTED] -Emergency Services Division
City of Corner Brook Staff	External Partners																								
[REDACTED] – Assistant Director of Operations	[REDACTED] -Grenfell Campus – MUN																								
[REDACTED] - Assistant Director of Engineering	[REDACTED] -Grenfell Campus-MUN																								
[REDACTED] - Deputy Fire Chief	[REDACTED] -NLHS Paramedicine																								
[REDACTED] – City Clerk	[REDACTED] -NLHS Paramedicine																								
[REDACTED] – Director Protective Services	[REDACTED] -RNC																								
	[REDACTED] -RNC																								
	[REDACTED] -CB Port Corporation																								
	[REDACTED] - Salvation Army																								
	[REDACTED] - Salvation Army																								
	[REDACTED] – NL CSSD																								
	[REDACTED] -Emergency Services Division																								
<p>OBJECTIVE/S OF THE EXERCISE</p>	<ul style="list-style-type: none"> To ensure the safety of first responders, residents, businesses and visitors within the City of Corner Brook and neighbouring communities. To help define the roles and responsibilities of City staff and emergency partners during an emergency. 																								



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

	<ul style="list-style-type: none"> To strengthen the City's Municipal Emergency Management Plan and other related plans/procedures. To identify any gaps in planning to support the continuous improvement of the City of Corner Brooks EM program. 		
FINDINGS / CORRECTIVE ACTION	Opportunity to Improve	Corrective Action (CA)	CA By Who
	Digital Signage throughout the City is mostly operated by [REDACTED]. Emergency messaging could be displayed on his digital signage around the City as another means to communicate to residents.	City to contact [REDACTED] to further discuss emergency messaging on his signage.	[REDACTED]
	[REDACTED] is being used for its mobility and redundancy functionality for emergency operations by many emergency responder agencies.	City to consider acquiring a [REDACTED] subscription for its emergency operations.	[REDACTED]
	Mass notification is essential for urgent communication to residents of the City.	City is to implement a strategy to encourage residents to enroll in its Voyent mass notification system.	[REDACTED]
	Consideration needs to be given to how we deal with evacuee pets, noting that in previous emergencies, people would not leave their pets during the evacuation.	City to add a section of their plan to deal with evacuees who have pets.	[REDACTED]
	Currently, the Civic Centre does not have a backup electricity system. The Civic Centre is the City's primary shelter and cooling/warming center.	City to investigate installing a backup generator system to Civic Centre or consider another site as Primary Shelter location.	[REDACTED]
	Corner Brook Fire Department is not yet equipped with the [REDACTED] and thus does not have interoperability with other emergency response agencies.	CBFD to continue their acquisition of [REDACTED]	Deputy Chief [REDACTED]
	Consideration must be given to the wellness of first responders in these emergency response situations.	Corner Brook needs to add responder wellness considerations into its emergency response plan along with its safety plan.	[REDACTED]



City of Corner Brook
EMERGENCY MANAGEMENT RESPONSE PLAN

	High Risk operations throughout the City, that would be impacted if first responders are unavailable to respond to such operation/s, should be paused until emergency services are once again available.	CBFD will need to communicate their unavailability when consumed in a emergency response. We will need to design a strategy to accomplish this.	Deputy Chief [REDACTED]
RISK	<p>The following are the predominant risks that were identified in this exercise:</p> <ul style="list-style-type: none"> • Interoperability between emergency responding agencies and the City is difficult without the [REDACTED] implementation. • Effective communication to residents. • Redundancy for electricity to the primary shelter-Civic Centre • Internet/cellular communication redundancy 		
CONCLUSION	<p>As with all emergency management exercises, this is an opportunity to familiarize ourselves with our own emergency response plans, and the response plans and processes of our counterparts who are tasked to provide emergency responses. It is also an opportunity to identify gaps in our processes and systems that we can be improve upon. Improving upon these issues now, will eliminate the havoc of having to deal with the deficiency during an actual emergency. As in this exercise, we've identified risks, opportunities for improvement, and corrective actions (CA).</p>		
NEXT STEPS	<p>In the coming weeks, we will reach out to the CA assignees to assess and implement measures to correct or abate the risks as identified in this exercise.</p>		
AUTHOR	Emergency Management Coordinator for City of Corner Brook [REDACTED] [REDACTED], Director Protective Services	Date of Exercise	May 13, 2025
		Date of Report	June 02, 2025



Information Report (IR)

Subject: Transitioning From Traditional Parking Metres To Modern Parking Pay Stations

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

Topic Overview: The City proposes replacing all downtown single-space coin-operated parking meters with multi-space digital pay stations to modernize parking operations, improve efficiency, and address recent issues of vandalism, theft, and obsolescence.

Attachments: [Business Case - Transition to from Parking Meters to Pay Stations](#)

BACKGROUND INFORMATION:

The City of Corner Brook has historically managed downtown parking with 166 conventional parking meters. These meters have recently suffered from widespread vandalism and theft, resulting in over 90% being rendered inoperative. Coupled with the obsolescence of the equipment and a declining ability to procure replacement parts, the system no longer meets operational needs or community expectations.

The current meters are also incompatible with the City's digital mobile parking app and limit users to coin-only payments

PROPOSED RESOLUTION:

- Decommission and remove all current single-space coin-operated meter heads.
- Install approximately 16–20 digital pay stations across the downtown area.
- Enable payments via debit/credit cards only; coins will be phased out.
- Units will serve 8–10 parking spaces each, are remotely programmable, and will fully integrate with mobile parking systems.
- Improve data collection for parking trends and system planning.

FINANCIAL IMPACT:

Before the COVID-19 pandemic in 2019, the city generated approximately \$80,000 annually from its parking program. However, due to the pandemic, revenue declined sharply to around \$40,000 per year. Currently, with most parking meters removed, metered on-street parking generates little to no revenue.

With the implementation of new parking technology, increased parking rates, and enhanced enforcement activities, we anticipate a rise in revenue. If parking income increases modestly, the payback point is projected to be reached by 2030 at the latest.

RECOMMENDATION:

The Director of Protective Services recommends that Corner Brook City Council approve that we proceed capital investment to replace the existing parking meter system with multi-space pay stations equipped with digital integration. This upgrade is expected to deliver substantial long-term financial savings, boost operational efficiency, and enhance the overall customer experience, making the initial investment highly worthwhile.

Director of Protective Services	Approved - 19 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



TRANSITIONING FROM TRADITIONAL PARKING METERS TO MODERN PARKING PAY STATIONS

A proposal to replace all mechanical single-space parking meters with multi-space digital parking pay stations in the City's downtown streets.

Todd Flynn, Director of Protective Services for the City of Corner Brook. June 19, 2025

PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

DOWNTOWN PARKING PROGRAM	CONVENTIONAL PARKING METERS TO DIGITAL PARKING PAY STATIONS
BACKGROUND	<p>The objective of the City’s metered parking program is to facilitate the efficient movement of vehicles within downtown street parking areas and to generate revenue for the maintenance of the on-street parking infrastructure and management.</p> <p>Historically, the City has utilized 166 single-space parking meters and associated management methodologies to oversee parking operations in the downtown district.</p> <p>However, in late 2024 and early 2025, the City experienced a surge in vandalism and theft targeting its parking meters, rendering approximately 90% of these meters inoperative. The procurement of replacement parts for these older models has become increasingly challenging, as they are being phased out in favor of newer, more advanced parking technologies. Additionally, these legacy meters offer limited functionality, such as rate adjustments and cash-only payments, which underscores the necessity to adopt a modernized approach to the downtown parking program.</p>
THE ISSUES	<p>The current parking meter system and its operational methodology face several significant challenges:</p> <ol style="list-style-type: none">Vandalism and Theft: Traditional single-head, coin-operated mechanical parking meters are susceptible to vandalism and theft, as evidenced in numerous Canadian cities. Thieves frequently damage the meter heads while attempting to access coin compartments.Obsolescence: The existing meter heads used by the City are becoming obsolete, complicating the sourcing of replacement parts. Furthermore, their outdated technology makes implementing and programming rate adjustments a complex and resource-intensive process.Digital Platform Integration: The current meters lack digital capabilities and are unable to interface with the City’s Digital Parking Mobile Application, necessitating the operation of two separate systems by administrators and enforcement personnel.

PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

<p>RECOMMENDED SOLUTION</p>	<p>Remove All Conventional Meter Heads and Install Parking Pay Stations</p> <p>The decommissioning and removal of existing single-space coin-operated meter heads, replaced by digital parking pay stations, provides an effective solution for managing downtown parking.</p> <p>New pay station technology will operate solely through digital transactions, eliminating the need for physical coins and coin storage. These stations are digitally monitored to detect disruptions and malfunctions, reducing theft and vandalism.</p> <p>The new pay station system will require fewer units, with a ratio of one unit serving eight to ten parking spaces. Each unit will be digitally programmable via cellular or internet communication remotely from any location.</p> <p>This technology can integrate both digital mobile app and pay station functionalities into a single interface for enforcement and administration.</p> <p>Being digital, the City will be able to monitor and measure usage, providing valuable data to inform future decisions regarding downtown parking management.</p>
<p>RISK</p>	<p>The removal of coins as a payment option for parking presents a risk to patrons who rely solely on coins, particularly many of our senior residents. The proposed new pay stations will not accept coins but will offer payment options via credit or debit cards. Most vehicle operators possess a bank account and an associated debit card, so with proper instructions and public education, this risk can be significantly mitigated.</p> <p>Reintroducing coin-operated pay stations would increase the risk of theft and vandalism, and therefore, is not recommended by the City parking management staff.</p>
<p>STEPS TO IMPLEMENTATION</p>	<p>Project Implementation Overview</p> <p>1. Planning and Parking Pay Station Placement - Currently in progress by GIS staff and Municipal Enforcement. Bylaw adjustments are being prepared for council review, with a Notice of Motion for public consultation underway.</p>

PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

	<p>2. Procurement of Pay Stations and Signage - Various suppliers are being evaluated for pay station technology and infrastructure. The final purchase decision will be presented to the council for their approval.</p> <p>3. Installation - Parking pay stations and signage will be installed. Excess meter posts will be removed.</p> <p>4. Testing and Integration - All systems will be programmed, tested, and staff will be trained on operation and maintenance requirements.</p> <p>5. Public Rollout - The system will be launched alongside a public communication campaign.</p>												
COST TO IMPLEMENT	<p>While we are working to establish accurate costing of this endeavour, below is an estimate of our anticipated costs to implement this parking management solution.</p> <table> <tr> <th>Item</th><th>Estimated Cost</th></tr> <tr> <td>Pay Station Units (16–20 units)</td><td>\$160,000–\$200,000</td></tr> <tr> <td>Installation</td><td>\$25,000</td></tr> <tr> <td>Integration & Software Licensing</td><td>\$10,000–\$20,000</td></tr> <tr> <td>Removal of Legacy Meters</td><td>\$10,000</td></tr> <tr> <td>Total Estimate</td><td>\$200,000–\$255,000</td></tr> </table> <p>Payback Point: Before the COVID-19 pandemic in 2019, the city generated approximately \$80,000 annually from its parking program. However, due to the pandemic, revenue declined sharply to around \$40,000 per year. Currently, with most parking meters removed, metered on-street parking generates little to no revenue.</p> <p>With the implementation of new parking technology, increased parking rates, and enhanced enforcement activities, we anticipate a rise in revenue. If parking income increases modestly, the payback point is projected to be reached by 2030 at the latest.</p>	Item	Estimated Cost	Pay Station Units (16–20 units)	\$160,000–\$200,000	Installation	\$25,000	Integration & Software Licensing	\$10,000–\$20,000	Removal of Legacy Meters	\$10,000	Total Estimate	\$200,000–\$255,000
Item	Estimated Cost												
Pay Station Units (16–20 units)	\$160,000–\$200,000												
Installation	\$25,000												
Integration & Software Licensing	\$10,000–\$20,000												
Removal of Legacy Meters	\$10,000												
Total Estimate	\$200,000–\$255,000												

PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

RECOMMENDATION FROM THE DIRECTOR	The Director of Protective Services recommends that Corner Brook City Council approve that we proceed capital investment to replace the existing parking meter system with multi-space pay stations equipped with digital integration. This upgrade is expected to deliver substantial long-term financial savings, boost operational efficiency, and enhance the overall customer experience, making the initial investment highly worthwhile.
---	---



Information Report (IR)

Subject: Notice of Motion City of Corner Brook Metered Parking Regulations, 2025

To: Darren Charters
Meeting: Committee of the Whole - 23 Jun 2025
Department: Protective Services
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview:
Attachments: [Metered Parking Regulations 2025](#)

BACKGROUND INFORMATION:

Notice of Motion City of Corner Brook Metered Parking Regulations, 2025

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 Section 203 of the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended, authorizes council to make regulations:

- In accordance with sections 189 of the *Highway Traffic Act*;
 And specifically, Section 189(1)(n) of the *Highway Traffic Act* authorizes Council to make regulations:

- Regulating the reservation of highways or parts of highways for parking purposes and the charging and collection of fees for parking, and generally in respect of other matters in connection with parking for which the council considers regulations necessary;

Notice is hereby given that at the Public Council Meeting on July 21st, 2025, the following motion will be brought forward for consideration:

Pursuant to the powers vested in it under Sections 197, 188, 203, 438, & 439 of the *City of Corner Brook Act*, R.S.N.L. 1990, c. C-15, as amended, Section 189 of the *Highway Traffic Act*, R.S.N.L. 1990, c. H-3, as amended, (a) delegation(s) of power by the Minister of Transportation and Works dated February 8, 2010, and all other powers it enabling, the Council of the City of Corner Brook hereby adopts and enacts the following *Metered Parking Regulations, 2025* and thereby repeals the current *Metered Parking Regulations, 2019*, that were enacted September 16th, 2019.

Director of Protective Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



Request for Decision (RFD)

Subject: Confirmation of Order - 2025-01

To: Deon Rumbolt
Meeting: Committee of the Whole - 23 Jun 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Confirmation of Order
Attachments: [stop work order - 5 Carriage Avenue.docx](#)

BACKGROUND INFORMATION:

Since the previous meeting of Council the following Order was issued by the Department of Community Engineering, Development & Planning and therefore must be confirmed by Council pursuant to Section 109(4) of the Urban and Rural Planning Act:

Order #	Date of Issue	Civic Address/Location	Violation/Section	Order
2025-01	June 19, 2025	5-7 Carriage Lane	Section 8 of the City of Corner Brook Development Regulations	Stop Work Order

Section 109(4) of the Urban and Rural Planning Act 2000 requires that all orders issued by the Authority be confirmed by a majority of Council at the next meeting of the Council after the order is made. If the order is not confirmed by Council in this manner, it shall be considered to be cancelled.

PROPOSED RESOLUTION:

In accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2025-01.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 8

RECOMMENDATION:

City staff recommend that Council confirm this Stop Work Order.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook confirm Order #2025-01 pursuant to Section 109(4) of the Urban and Rural Planning Act.
2. That the Council of the City of Corner Brook not confirm Order #2025-01 pursuant to Section 109(4) of the Urban and Rural Planning Act.

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

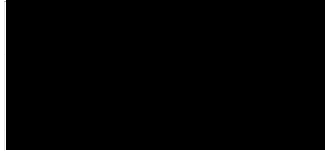
	Approved - 19 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 19 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



STOP WORK ORDER

To:



WHEREAS the City of Corner Brook has concluded that you are carrying out development by excavating land and constructing a driveway on property located at municipal number 5-7 Carriage Lane (hereinafter called "the Property");

AND WHEREAS no permit has been issued for the excavation of land and construction of a driveway on the Property as required by Section 8 of the City of Corner Brook Development Regulations;

YOU ARE HEREBY ORDERED under Section 102 of the Urban and Rural Planning Act to stop all work immediately and restore the Property to a condition that existed prior to work taking place **immediately**. Should you wish to obtain the required permit(s) for any work on the Property in the future, please note that any proposed site work will require a site grading plan to accompany the submitted application form. The site grading plan shall be prepared by an engineer licensed to practice in the province of Newfoundland and Labrador and shall include current and proposed final grades, any proposed site drainage and any other pertinent information.

A review of this file will take place on or about Monday, June 23, 2025 to verify your anticipated compliance.

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

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

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

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

Dated at the City of Corner Brook, this 19th day of June, 2025 A.D.



City Clerk
City of Corner Brook



Request for Decision (RFD)

Subject: 100 West Street (Proposed Third Party Sign)

To: Deon Rumbolt
Meeting: Committee of the Whole - 23 Jun 2025
Department: Development and Planning
Staff Contact: Darryl Skinner, Development Skinner
Topic Overview: 100 West Street (Proposed 10 Sq/m. Third Party Digital Sign)
Attachments: [Photo of Building](#)
[100 West Street \(memo \)](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application requesting permission to install a 10 sq./m. Third Party Digital Sign on the building located at 100 West Street, Corner Brook, NL. The purpose of the sign is to display Third Party advertisements which includes, "advertising goods and services that are not available upon the same property or premises where the sign is located and includes advertisements relating to off-site uses." The sign will be in the Downtown Commercial Zone where Third-Party Advertisement Signs that are proposed to exceed 3 sq. /meters to a maximum of 10 sq. /meters are required to be advertised through a public notice.

On June 1st a "Public Notice" was placed on the City of Corner Brook's Facebook page and website. The city did receive seven (7) responses of opposition to the proposed sign, please see summary in attached memo.

PROPOSED RESOLUTION:

Be it resolved that Council of the City of Corner Brook in its Authority approve the application for the proposed 10 sq./m. Third Party Digital Sign at 100 West Street, Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 11

RECOMMENDATION:

After reviewing the proposed application and location, staff does not feel that a 10 sq/m Third Party Digital Sign will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed 10 sq/m Third Party Digital Sign at 100 West Street, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the application for the proposed Third Party Digital Sign at 100 West Street as recommended.
2. That the Council of the City of Corner Brook not approve the application for the proposed Third Party Digital Sign at 100 West Street.

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

	Approved - 18 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



 City of Corner Brook Community Services Department Planning Division 5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com	PROJECT: Proposed Third Party Sign	NOTES:	LOCATION: 100 West Street
	TITLE: 100 West Street / Proposed Digital Sign		PREPARED BY: Darryl Skinner
	THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.		DEPARTMENT: CEDP
			DATE: 2025-06-11
			PAGE: 1 OF 1
		VERSION:	

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: June 11, 2025

Re: Third Part Digital Sign (100 West Street)

The City of Corner Brook has received an application requesting permission to install a 10 sq. /meter digital sign located on the building at 100 West Street, Corner Brook, NL. The purpose of the sign is to display **Third Party** advertisements which includes, *“advertising goods and services that are not available upon the same property or premises where the sign is located and includes advertisements relating to off-site uses.”*

The sign will be in the Downtown Commercial Zone where Third-Party Advertisement Signs that are proposed to exceed 3 sq. /meters to a maximum of 10 sq. /meters are required to be advertised through a public notice.

On June 1st a “Public Notice” was placed on the City of Corner Brook's Facebook page and website. The city did receive 7 responses of opposition to the proposed sign, see summary below.

1. Potential for light to shine in the windows of the adjacent apartment building.
2. There is already enough around the city.
3. Aesthetically not pleasing.
4. Distraction to drivers and pedestrians.
5. Light pollution.

During the development of the approved “Third Party and Digital Signage Regulations” in 2021, the concerns listed above would have been considered in formulating the conditions outlined in the regulations. The regulations limit the distance between signs, not permitted in school zones and other particular zones, not to create any undue glare to any residentially occupied property, maximum brightness levels, etc. The city currently has five (5) of the similar type of signs and has not received any complaints to date.

Therefore, after reviewing the proposed application and location, staff does not feel that the proposed 10 sq/m. Third Party Digital Sign would have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed sign to be located on the building at 100 West Street, Corner Brook, NL.

Sincerely,


Darryl Skinner Development
Inspector III

Attachments:

1. Picture of Lot
2. RFD



Request for Decision (RFD)

Subject: 4 Clarence Street (Proposed Apartment Building)

To: Deon Rumbolt
Meeting: Committee of the Whole - 23 Jun 2025
Department: Development and Planning
Staff Contact: Darryl Skinner, Development Skinner
Topic Overview: Construct a 4-unit Apartment Building
Attachments: [4 Clarence Street \(memo \)](#)
[4 Clarence Street \(Photo\)](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application requesting permission to construct a 4 unit apartment building on the vacant lot located at 4 Clarence Street, Corner Brook, NL. The lot is in the General Commercial Zone where the proposed use, (Apartment Building) is considered a "**Discretionary Use**" of the City of Corner Brook's Development Regulations. On May 29, 2025 a "Notice to Occupant" notice was sent to residents living in the neighborhood. Also on May 29th a "Public Notice" was placed on the City of Corner Brook's facebook page and website. The city did receive one e-mail of support for the proposed development.

PROPOSED RESOLUTION:

Be it resolved that Council of the City of Corner Brook in its Authority approve the application for the proposed Apartment Building at 4 Clarence Street, 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 an apartment building at 4 Clarence Street will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed apartment building at 4 Clarence Street, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the application for the proposed Apartment Building Use at 4 Clarence Street as recommended.
2. That the Council of the City of Corner Brook not approve the application for the proposed Apartment Building Use at 4 Clarence Street.
3. That the Council of the City of Corner Brook to give other direction to Staff.

	Approved - 13 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 13 Jun 2025
City Manager	Approved - 13 Jun 2025
Administrative Assistant	Approved - 18 Jun 2025

City Manager

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: June 10, 2025

Re: Discretionary Use / Apartment Building) 4 Clarence Street

The City of Corner Brook has received an application requesting permission to construct a 4-unit apartment building on the vacant lot located at 4 Clarence Street, Corner Brook, NL. The lot is in the General Commercial Zone where the proposed use, (Apartment Building) is considered a **“Discretionary Use”** of the City of Corner Brook’s Development Regulations.

On May 29th a "Notice to Occupant" notice was sent to the residents living in the neighborhood. Also, on May 29th a "Public Notice" was placed on the City of Corner Brook's Facebook page and website. The city did receive one e-mail of support for the proposed development.

After reviewing the proposed application and location, staff does not feel that an Apartment Building will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed Apartment Building at 4 Clarence Street, Corner Brook, NL.

Sincerely,



Darryl Skinner
Development Inspector III

Attachments:

1. Picture of Lot
2. RFD



Request for Decision (RFD)

Subject: Collection of Garbage and Recycling 2025-08

To: Donny Burden
Meeting: Committee of the Whole - 23 Jun 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Murphy Brothers Ltd. - Tender Submission 2025-08 Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook is undertaking a significant transformation in its approach to curbside waste collection. This initiative is driven by the need to address rising contamination charges at the local transfer station, which have prompted a comprehensive review of the City's Current collection practices.

To support this transition, a public tender was issued requesting pricing for two distinct waste collection models:

Option 1: Manual Collection

Weekly garbage performed manually (existing condition)
 Bi-weekly recycling collection, sorted into two alternating streams:
 Week A: Fiber (paper and cardboard)
 Week B: Plastics and metals

Option 2: Automated Collection

Weekly garbage collection using automated collection arms.
 Each Household will receive a City-provided garbage cart at no cost.
 Bi-weekly recycling collection, sorted into two alternating streams as in Option 1
 A separate Request for Decision (RFD) will be presented to Council for the purchase of garbage carts if this option is chosen.

Key Benefits of the Proposed Changes

Standardized Waste Containers: Each property will be assigned a registered garbage cart, with maintenance and repairs managed by the City. (Option 2 Only)

Cleaner Streets: Automated collection reduces litter and deters pests. (Option 2 only)

Lower Contamination Rates: Improved sorting and containerization are expected to eliminate contamination charges at the transfer station.

Cost Savings: Reduced tipping fees for properly sorted recyclables.

Tender Results:

The Tender for the Garbage and Recycling Collection (2025-08) closed on May 23, 2025. One bid was received from Murphy Brothers Ltd. with the following annual pricing (HST Included)

Option 1 \$1,450,380.92 per annum

Option 2 \$1,445,148.42 per annum

PROPOSED RESOLUTION:

Be it resolved that City of Corner Brook Council award the Collection of Garbage and Recycling 2025-08 choosing Option 2 in the amount of \$1,445,148.42 HST included to Murphy Brothers Ltd.

Director of Engineering, Development and Operational Services Approved - 18 Jun 2025

City Manager Approved - 19 Jun 2025

Administrative Assistant Approved - 19 Jun 2025

City Manager

May 23, 2025
12:02 pm

TENDER FORM

STIPULATED PRICE CONTRACT

Tender for: Collection of Garbage and Refuse
Contract No: 2025-08

To: City of Corner Brook
P.O. Box 1080
Corner Brook, NL
A2H 6E1

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 C4 of Appendix "C" of the contract:

Option 1: \$1,450,380.92

Option 2: \$1,445,148.42

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 August 1, 2025 to August 1, 2032, inclusive and there after shall be escalated annually during the contract period in accordance with the escalation formula set out herein. This lump sum price shall also be reduced in the event that recycling collection services are no longer required by the Owner at any point during the term of this Contract, such reduction shall be the cost of Recycling Collection indicated as separate price 2 on the Tender Price Table Appendix C prorated from the beginning of the contract to the date recycling collection is no longer required by the Owner.

2. WE ENCLOSE HERewith if required by the Instructions to Bidders
 1. 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 highest option presented tendered amount; **OR**

2. 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 highest option presented tendered amount; **OR**
3. 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 highest option presented 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 seven years commencing on August 1, 2025 and terminating on August 1, 2032, 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.
 3. The number of employees for this Contract.
 4. The arrangements for equipment storage and maintenance.
 5. The estimated transition period required to obtain any required equipment.
 6. 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) \$30,000.00 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

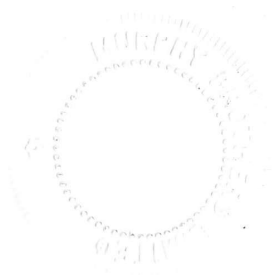
Corner Brook, NL

Si

President

Signing Officer

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. _____

<u>Division/ Work</u>	Names and Addresses of Sub-Contractors and <u>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 May 23 /25 and which is an integral part of the above noted tender.

OPTION A

Garbage collection : 3, 2024 or newer single stream side load compactor truck
 All detachable bulk waste containers as per schedule A & necessary trucks for service.
 1, 2016 pick-up truck for side roads
 Recyclable : 1, 2019 dual stream side load compactor truck
 Leaf & Christmas tree collection : 1, 2011 rear load compactor truck
 Transition Period
 Waste 1, 2019 side load dual stream, 2, 2014 dual stream side load compactor truck
 Recycle 1, 2013 side load dual stream compactor truck
 Existing equipment will be maintained for spares after new equipment arrives

OPTION B

Garbage collection : 3, 2024 or newer single stream side load compactor trucks equipped with helping hand & drop frame
 All detachable bulk waste containers as per schedule A & necessary trucks for service.
 1, 2016 pick up for collections on side roads & cart admin-
 Recyclable : 1, 2019 dual stream side load compactor truck
 Leaf & Christmas tree collection : 1, 2011 rear load compactor truck
 Transition Period
 Waste 1, 2019 side load dual stream, 2, 2014 dual stream compactor truck
 Recycle 1, 2013 side load dual stream compactor truck
 Existing equipment will be maintained for spares after new equipment arrives

* full list of contractors existing equipment typed. Included with separate attached document.

APPENDIX 'C' TENDER PRICE TABLE

OPTION 1: Manual Collection

Sections	Description		Amount (\$)
C1	Separate Prices		
	1	Garbage Collection	1,008,344.60
	2	Recycling Collection	229,546.20
	3	Fall Leaf Pickup	13,800.00
	4	Christmas Tree Collection	9,520.00
	Subtotal Separate Prices		1,261,200.80
C2	Subtotal Tender Prices (Sum of Section C1)		1,261,200.80
C3	Harmonized Sales Tax (HST) (Multiply Section C2 by 15%)		189,180.12
C4	TOTAL TENDER AMOUNT (ADD Sections C2 +C3 and transfer this amount to Section 1 on page 1 of the Tender Form)		1,450,380.92

OPTION 2: Semi-Automated Cart Collection

Sections	Description		Amount (\$)
C1	Separate Prices		
	1	Garbage Collection	987,534.60
	2	Recycling Collection	229,546.20
	3	Fall Leaf Pickup	13,800.00
	4	Christmas Tree Collection	9,520.00
	5	Cart Administration	16,250.00
	Subtotal Separate Prices		1,256,650.80
C2	Subtotal Tender Prices (Sum of Section C1)		1,256,650.80
C3	Harmonized Sales Tax (HST) (Multiply Section C2 by 15%)		188,497.62
C4	TOTAL TENDER AMOUNT (ADD Sections C2 +C3 and transfer this amount to Section 1 on page 1 of the Tender Form)		1,445,148.42

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 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.
3. The Total Tender Amount (C4) is the first year Contract price from August 1, 2025 to August 1, 2026 inclusive and there after shall be escalated annually during the contract period in accordance with the escalation formula set out.
4. Work associated with Separate Price 2- Recycling Collection may be removed by the Owner at any time during the term of Contract and the Separate Price 2 shall then be reduced on a prorated basis such that the Owner would pay for Recycling Collection only to the date that the recycling collection is no longer required.

Cash Flow Statement Option 1 Manual

Revenue		
First Year Revenue Waste	1008334.60	
First Year Revenue Recycle	229546.20	
Total Revenue HST Included		\$ 1,423,562.92
Expenses		
Insurance	\$20,000.00	
Fuel	\$119,104.00	
Labour	\$240,000.00	
Financing	\$300,000.00	
Maintenance/painting	\$65,000.00	
Tires	\$32,470.00	
Bulk Waste Containers	\$80,642.00	
Pick Up	\$15,000.00	
Cart Admin	\$0.00	
Equipment Reserve	\$40,000.00	
Contingency	\$40,000.00	
Total	\$952,216.00	
Management	\$95,221.60	
Profit	\$95,221.60	
Overhead	\$95,221.60	

Sub Total	1237880.80	
Total HST Included		\$ 1,423,562.92

Cash Flow Statement Option 2 Automated

Revenue		
First Year Revenue Waste	987534.60	
First Year Revenue Recycle	229546.20	
Cart Administration	16250	
Total Revenue HST Included		\$ 1,418,330.42
Expenses		
Insurance	20,000.00	
Fuel	119,104.00	
Labour	224,000.00	
Financing	300,000.00	
Maintenance/painting	65,000.00	
Tires	32,470.00	
Bulk Waste Containers	80,642.00	
Pick Up	15,000.00	
Cart Admin	12,500.00	
Equipment Reserve	40,000.00	
Contingency	40,000.00	
Total	948,716.00	
Management	94,871.60	
Profit	94,871.60	
Overhead	94,871.60	
Sub Total	1233330.80	
Total HST Included		\$ 1,418,330.42



Request for Decision (RFD)

Subject: Overhead & Automatic Door Inspection Maintenance/Service 2025-12

To: Donny Burden
Meeting: Committee of the Whole - 23 Jun 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Western Lock Tender Form 2025-12 Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the inspection, service, and maintenance of overhead and automatic doors for various city buildings on an on-call basis. Tenders closed on June 10, 2025, with one bid received from Western Lock Inc. in the amount of \$6,661.95 HST included per annum.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award Contract No. 2025-12 Overhead & Automatic Door Inspection Service/Maintenance to Western Lock Inc. in the Amount of \$6,661.95 HST Included per annum.

FINANCIAL IMPACT:

An increase of 22.8% to current 2-year contract

Finance Type: Budget

Director of Engineering, Development and Operational Services	Approved - 17 Jun 2025
City Manager	Approved - 17 Jun 2025
Administrative Assistant	Approved - 18 Jun 2025

City Manager

TENDER FORM

Tender for: Overhead & Automatic Door Inspection Maintenance / Service
Contract No: 2025-12

Addressed to: **City of Corner Brook**
P.O. Box 1080
5 Park Street
Corner Brook, NL
A2H 2W8

To Whom It May Concern:

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 Addenda, and the Instructions to Bidders for this project,

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

Six thousand Six hundred and
Sixtyone and Ninety five
Cents

(\$ 6661.95 ^{13323.90 TL}) per annum in lawful money of Canada which includes all prime costs, allowances and ~~Government sales~~ or excise taxes, including HST, in force at this date, except as otherwise provided in the tendering documents.


2. The Work will be substantially performed by June 30, 2027.
3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:
 - (a) A Bid Bond in an acceptable form and correct amount issued by a company licensed to carry on such a business in the Province of Newfoundland and Labrador or
 - (b) an approved certified cheque in the correct amount made out in favour of the City of Corner Brook.

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

refusal to enter into a contract.

4. IF NOTIFIED IN WRITING BY THE OWNER OF THE ACCEPTANCE OF THIS TENDER WITHIN 60 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL:
 - (a) execute the Form of Agreement;
 - (b) substantially complete all work included in the contract within the time and under conditions specified.
5. WE understand that the Performance Bond and Insurance as required by the contract documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the Owner.
6. WE declare that the rates and prices 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.
7. 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.
8. WE agree to authorize the Owner to release the names of sub-contractors used in our tender where such information is requested from the Owner.
9. WE reserve to us the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the Owner and contingent upon satisfactory evidence of bankruptcy.
10. WE understand and agree that the Owner may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the contract documents.
11. We understand and agree that the financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
12. We understand and agree that this procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.
13. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information

that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection Act, 2015.

14. We understand and agree that the procurement is subject to trade agreements, if applicable.
15. The prices herein Tendered include all fringe benefits, transportation costs, travelling time, administration costs, insurance premiums, coordination fees and all other relevant costs.
16. The material shall mean only expendable items to construct the Work described on the Work orders issued by the Owner and not items such as tools, equipment and other items listed in the Specifications. The Tenderer agrees to submit monthly invoices at his/her company's net cost of material purchased plus 10% mark-up to cover local delivery to site and related costs plus 10% profit.
17. For materials in unit price Work where any single material item cost \$300 or more the Contractor must obtain written price quotes from three (3) suppliers. The Contractor shall obtain the materials from the lowest supplier and submit the lowest supplier's invoice along with his/her own invoice showing appropriate mark-ups. The other two quotes must be retained and submitted to the Owner should they be requested.
18. The Owner reserves the right to use its own forces to perform any Work and to Tender any Work. Generally however, it is the intent that the Contractor will carry out minor projects which are within his/her competence. Refer also to Section D.
19. WE hereby acknowledge 

Addendum Numbers: 

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

SIGNATURE OF TENDERER

Firm Name: Western Lock Inc

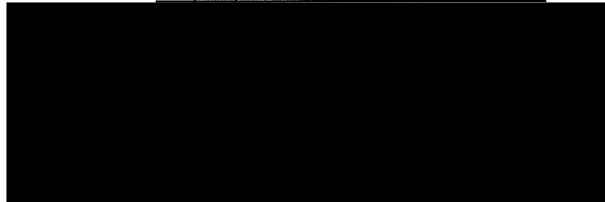
Address: 73 Humber Rd
Corner Brook, NL

Postal Code: A2H1E9

Email: Western.lock@nf.aibn.com

Phone #: 709 634-9918

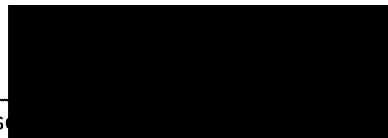
Fax #: 709 634-9530



Corporate Seal

Signing Officer

Witness



APPENDIX A

SCHEDULE OF QUANTITIES AND PRICES

Hereunder is the breakdown of the lump sum quoted in Section 1 of the Tender submitted by

Western Lock Inc

to CITY OF CORNER BROOK

on (Date) June 9, 2025 and which is an integral part of the above-noted Tender.

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	AMOUNT
1.	OVERHEAD DOOR INSPECTION for 2025 – 2027	EACH	35	$\left(\begin{array}{l} \text{Year 1 - } 35 @ 94.80 \\ \text{Year 2 - } 35 @ 94.80 \end{array} \right)$ <u>94.80</u>	<u>3318.00</u>
2.	AUTOMATIC / ACCESSIBILITY DOOR INSPECTION for 2025 - 2027	EACH	33	$\left(\begin{array}{l} \text{Year 1 } 33 @ 75.00 \\ \text{Year 2 } 33 @ 75.00 \end{array} \right)$ <u>75.00</u>	<u>2475.00</u>
(a) Sub-Total:					<u>5793.00</u>
(b) HST 15%:					<u>868.95</u>
(c) TOTAL TENDER AMOUNT:					<u>6661.95 x 2 years</u>
(Report this Total Tender Amount on Page 1 of the Tender Form)					
3.	Rate for Service Person:	\$	<u>38.50</u>	/ Hour	
4.	Rate for Helper:	\$	<u>27.50</u>	/ Hour	

The **Total Tender Amount** will be used for determining the amounts of Security and Insurance required as outlined in Section A and C.



Request for Decision (RFD)

Subject: Adoption - IMSP and Development Regulations Amendment No. 24-04 - 11 O'Connell Drive

To: Deon Rumbolt
Meeting: Committee of the Whole - 23 Jun 2025
Department: Development and Planning
Staff Contact: Christina Pye,
Topic Overview: Rezoning portion of 11 O'Connell Drive
Attachments: [Corner Brook - Development Regulations Amendment No. 24-04 - For Review R1](#)
[Corner Brook - Municipal Plan Amendment No. 24-04 - For Review - R1](#)
[Corner Brook Amendment No. 24-04 -For Review - Evidence of Public Consultation](#)
[combined - elswick comment Redacted](#)

BACKGROUND INFORMATION:

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RLD zone. The purpose of this rezoning is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted. Maps can be seen in the attached package.

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. The Public Consultation received five written objections. The comments received collectively reflect concerns about environmental consequences, impacts on property value and neighborhood character, future development of the property with the new zoning changes, as well as water, snow, and drainage issues. The concerns were provided back to the applicant to which they provided some feedback, and they committed to adjusting plans before construction to deal with any potential engineering issues.

Section 15 release was granted by the province June 6th, 2025.

This Council request is for adoption of Amendment No. 24-04, and to appoint a public hearing commissioner to satisfy requirements set out in URPA 2000 . This is the second of three readings of this amendment by council.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed map amendment No. 24-04 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed map amendment No. 24-04 to the City of Corner Brook's 2012 Development Regulations;

- (3) Set Tuesday, July, 29th, 2025, 7:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;
- (4) Authorize staff to give statutory notice of adoption of the proposed amendments;
- (5) Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and
- (6) Appoint Mark Mills to preside over the scheduled Public Hearing.

FINANCIAL IMPACT:

The cost for a public commissioner to reside over the public hearing.

GOVERNANCE IMPLICATIONS:

Legislation
Urban and Rural Planning Act
16, 17, 18, 19, and 21

RECOMMENDATION:

Staff recommend that the City Council of Corner Brook adopt the proposed amendments as outlined above.

ALTERNATIVE IMPLICATIONS:

- (1) The City Council of Corner Brook refuse to adopt the proposed amendments as outlined above; or
- (2) The City Council of Corner Brook postpone adoption of the proposed amendments, requesting additional information from staff.

The adoption of the proposed amendments would be an indication that Corner Brook City Council supports the proposal as presented, with the intent to hear any objections and representations of the public prior to rendering a final decision on the proposal. If Council is not supportive of the proposal as is, and would like staff to provide additional information and/or revise the proposed amendments, Council is advised to do so at this stage in the process.

	Approved - 18 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 18 Jun 2025
City Manager	Approved - 19 Jun 2025
Administrative Assistant	Approved - 19 Jun 2025

City Manager



**CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 24-04**

Rezoning of 11 O'Connell Drive

April 2025

URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 24-04

Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook adopts the Corner Brook Development Regulations Amendment No. 24-04.

Adopted by the City Council of Corner Brook on the ____ day of _____, 2025.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Development Regulations Amendment No. 24-04 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____

(MCIP Seal)

URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CCORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 24-04

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

- a) adopted Development Regulations Amendment No. 24-04 on the ____ day of _____, 2025; and
- b) gave notice of the adoption of the Development Regulations Amendment No. 24-04 by Notice placed on the ____ day of _____ and the ____ day of _____, 2025 in the West Coast Wire.
- c) set the ____ day of _____ at ____ p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves Development Regulations Amendment No. 24-04 as adopted.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 24-04
REZONING OF 11 O'CONNELL DRIVE

Background

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone. This regulation applies to all parking areas, driveways, accesses, uses and areas or activities defined as development that area subsidiary to, associated with and/or connected to the permitted or discretionary use."

The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RLD zone. The purpose of this rezoning is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted.

The purpose of this map amendment is thus to rezone the Subject Property from 'Residential Low Density' (RLD) to 'Community Services' (CS). This amendment coincides with a map amendment to the City's Integrated Municipal Sustainability Plan (see 'Municipal Plan Amendment No. 2024-04').

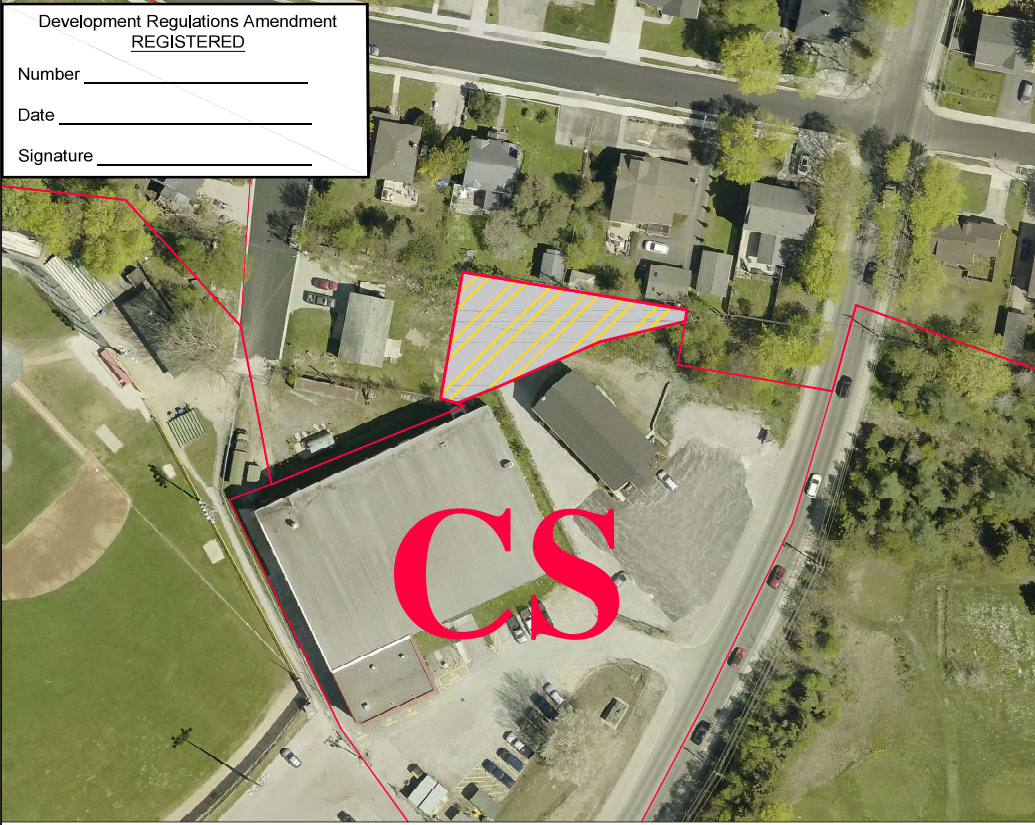

Supporting plan policy for this amendment is located in the corresponding 'IMSP Amendment No. 2024-01.'

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on December 18th, 2024, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand delivered to adjacent properties. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received five written objections. The comments received collectively reflect concerns about environmental consequences, impacts on property value and neighborhood character, future development of the property with the new zoning changes, as well as water, snow, and drainage issues. The concerns were provided back to the applicant to which they provided some feedback, and they committed to adjusting plans before construction to deal with any potential engineering issues.

Development Regulations Amendment No. 24-01

The Corner Brook Development Regulations proposed is to rezone 11 O'Connell Drive from 'Residential Low Density' (RLD) to 'Community Services' (CS) as per attached 'C1-C5 Zoning Map – Amendment No. 24-04.'

Development Regulations Amendment REGISTERED																																																																										
Number _____																																																																										
Date _____																																																																										
Signature _____																																																																										
LEGEND																																																																										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 2px solid red; width: 50px; display: inline-block;"></div> ZONING BOUNDARY </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="border: 2px solid yellow; width: 50px; height: 10px; display: inline-block;"></div> CHANGE FROM RLD TO CS </div>																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">Zone Title</th> <th style="text-align: left; font-size: small;">Zone Symbol</th> </tr> </thead> <tbody> <tr><td>Residential Special Density</td><td>RSD</td></tr> <tr><td>Residential Low Density</td><td>RLD</td></tr> <tr><td>Residential Medium Density</td><td>RMD</td></tr> <tr><td>Residential High Density</td><td>RHD</td></tr> <tr><td>Mobile/Mini Home Residential</td><td>MHR</td></tr> <tr><td>Mosaic Residential</td><td>MR</td></tr> <tr><td>Comprehensive Residential</td><td>CRDA</td></tr> <tr><td>Development Area</td><td></td></tr> <tr><td>Townsite Residential</td><td>TR</td></tr> <tr><td>Townsite Commercial</td><td>TC</td></tr> <tr><td>Downtown Residential</td><td>DTR</td></tr> </tbody> </table>	Zone Title	Zone Symbol	Residential Special Density	RSD	Residential Low Density	RLD	Residential Medium Density	RMD	Residential High Density	RHD	Mobile/Mini Home Residential	MHR	Mosaic Residential	MR	Comprehensive Residential	CRDA	Development Area		Townsite Residential	TR	Townsite Commercial	TC	Downtown Residential	DTR	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">Zone Title</th> <th style="text-align: left; font-size: small;">Zone Symbol</th> </tr> </thead> <tbody> <tr><td>Downtown Commercial</td><td>DTC</td></tr> <tr><td>Downtown Smithville</td><td>DTS</td></tr> <tr><td>General Commercial</td><td>GC</td></tr> <tr><td>Residential/Commercial Mix</td><td>RCM</td></tr> <tr><td>Highway and Tourist Commercial</td><td>HTC</td></tr> <tr><td>Shopping Centre</td><td>SC</td></tr> <tr><td>Large Scale Commercial</td><td>LSC</td></tr> <tr><td>Waterfront Mixed Use</td><td>WMU</td></tr> <tr><td>General Industrial</td><td>GI</td></tr> <tr><td>Light Industrial</td><td>LI</td></tr> <tr><td>Hazardous Industrial</td><td>HI</td></tr> </tbody> </table>	Zone Title	Zone Symbol	Downtown Commercial	DTC	Downtown Smithville	DTS	General Commercial	GC	Residential/Commercial Mix	RCM	Highway and Tourist Commercial	HTC	Shopping Centre	SC	Large Scale Commercial	LSC	Waterfront Mixed Use	WMU	General Industrial	GI	Light Industrial	LI	Hazardous Industrial	HI	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">Zone Title</th> <th style="text-align: left; font-size: small;">Zone Symbol</th> </tr> </thead> <tbody> <tr><td>Community Service</td><td>CS</td></tr> <tr><td>Innovation District</td><td>ID</td></tr> <tr><td>Open Space</td><td>OS</td></tr> <tr><td>Cemetery</td><td>C</td></tr> <tr><td>Environmental Protection</td><td>EP</td></tr> <tr><td>Environmental Conservation</td><td>EC</td></tr> <tr><td>Protected Water Supply Area</td><td>PWSA</td></tr> <tr><td>Rural</td><td>R</td></tr> <tr><td>Solid Waste/Scrap Yard</td><td>SW/SY</td></tr> <tr><td>Mineral Working</td><td>MW</td></tr> <tr><td>Special Management Area</td><td>SMA</td></tr> </tbody> </table>	Zone Title	Zone Symbol	Community Service	CS	Innovation District	ID	Open Space	OS	Cemetery	C	Environmental Protection	EP	Environmental Conservation	EC	Protected Water Supply Area	PWSA	Rural	R	Solid Waste/Scrap Yard	SW/SY	Mineral Working	MW	Special Management Area	SMA
Zone Title	Zone Symbol																																																																									
Residential Special Density	RSD																																																																									
Residential Low Density	RLD																																																																									
Residential Medium Density	RMD																																																																									
Residential High Density	RHD																																																																									
Mobile/Mini Home Residential	MHR																																																																									
Mosaic Residential	MR																																																																									
Comprehensive Residential	CRDA																																																																									
Development Area																																																																										
Townsite Residential	TR																																																																									
Townsite Commercial	TC																																																																									
Downtown Residential	DTR																																																																									
Zone Title	Zone Symbol																																																																									
Downtown Commercial	DTC																																																																									
Downtown Smithville	DTS																																																																									
General Commercial	GC																																																																									
Residential/Commercial Mix	RCM																																																																									
Highway and Tourist Commercial	HTC																																																																									
Shopping Centre	SC																																																																									
Large Scale Commercial	LSC																																																																									
Waterfront Mixed Use	WMU																																																																									
General Industrial	GI																																																																									
Light Industrial	LI																																																																									
Hazardous Industrial	HI																																																																									
Zone Title	Zone Symbol																																																																									
Community Service	CS																																																																									
Innovation District	ID																																																																									
Open Space	OS																																																																									
Cemetery	C																																																																									
Environmental Protection	EP																																																																									
Environmental Conservation	EC																																																																									
Protected Water Supply Area	PWSA																																																																									
Rural	R																																																																									
Solid Waste/Scrap Yard	SW/SY																																																																									
Mineral Working	MW																																																																									
Special Management Area	SMA																																																																									
CITY OF CORNER BROOK		CANADIAN INSTITUTE OF PLANNERS CERTIFICATION																																																																								
PROJECT TITLE: DEVELOPMENT REGULATIONS 2012		I hereby certify that this City of Corner Brook Development Regulations 2012, Map C-2 has been prepared in accordance with the requirements of the Urban and Rural Planning Act.																																																																								
DRAWING TITLE: PROPOSED LAND USE ZONING MAP C-2 (AMENDMENT No. 24-04)		M.C.I.P. _____ DATE _____ (M.C.I.P. SEAL)																																																																								
<div style="display: flex; align-items: center;"> <div style="text-align: center;">  <p>City of Corner Brook Community Services Department Planning Division</p> </div> <div style="margin-left: 20px;"> <p>DATE: NOVEMBER 2024</p> <p>SCALE: 1:1000</p> </div> <div style="margin-left: 20px; text-align: center;"> <p>N</p> </div> </div>		SEAL AND SIGNATURE Certified that this City of Corner Brook Development Regulations a Plan 2012, Map _____ is a correct copy of the Development Regulations 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____ (month) (year)																																																																								
DESCRIPTION LAND USE ZONING TO CHANGE FROM RESIDENTIAL LOW DENSITY TO COMMUNITY SERVICE		MAYOR _____ CLERK _____ (COUNCIL SEAL) DATE _____																																																																								
THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.																																																																										



**CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 24-04**

Redesignation of 11 O'Connell Drive

April 2025

URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
AMENDMENT No. 24-04

Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook adopts the Corner Brook Municipal Plan Amendment No. 24-04.

Adopted by the City Council of Corner Brook on the ____ day of _____, 2025.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Municipal Plan Amendment No. 24-04 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____

(MCIP Seal)

URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CCORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
AMENDMENT No. 24-04

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

- a) adopted the Municipal Plan Amendment No. 24-04 on the ____ day of _____, 2025; and
- b) gave notice of the adoption of the Municipal Plan Amendment No. 24-04 by Notice placed on the ____ day of _____ and the ____ day of _____, 2025 in, the Newfoundland Wire.
- c) set the ____ day of _____ at ____ p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the Municipal Plan Amendment No. 24-04 as adopted.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 24-04
RE-DESIGNATION OF 11 O'CONNELL DRIVE

Background

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently has split land use designations of 'Residential' (RES) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

“Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone. This regulation applies to all parking areas, driveways, accesses, uses and areas or activities defined as development that area subsidiary to, associated with and/or connected to the permitted or discretionary use.”

The “place of worship” use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RES designation. The purpose of this re-designation of land is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted.

The purpose of this map amendment is thus to re-designate the Subject Property from 'Residential' (RES) to 'Community Services' (CS). This amendment coincides with a map amendment to the City's Development Regulations (see 'Development Regulations Amendment No. 2024-04').

Plan Policy Framework

Subsection 4.2.2 contains the broad residential objectives of the city. Objective 11 outlines that the city aims to have complementary uses, like community services, located in convenient locations from residential developments:

02. To coordinate the location of housing with complementary facilities and services, such as transportation routes, recreational open space, trails, community services and commercial areas.

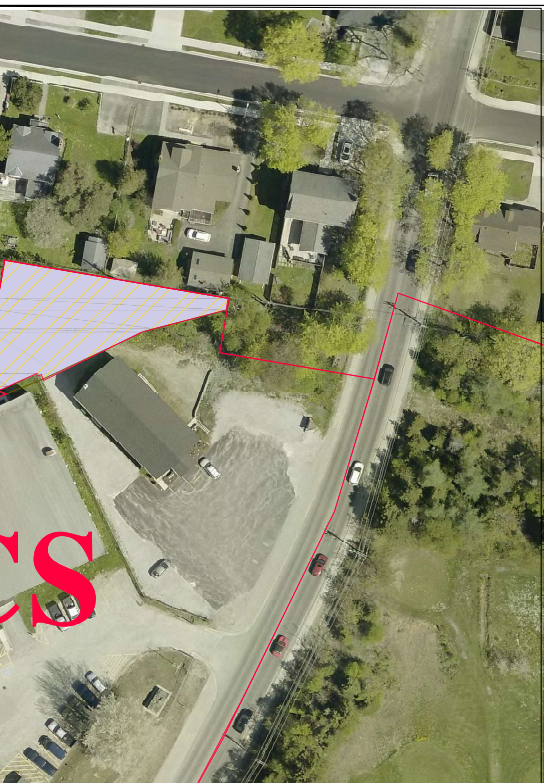

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on December 18th, 2024, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand delivered to adjacent properties. The notices requested written comments from the public

that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received five written objections. The comments received collectively reflect concerns about environmental consequences, impacts on property value and neighborhood character, future development of the property with the new zoning changes, as well as water, snow, and drainage issues. The concerns were provided back to the applicant to which they provided some feedback, and they committed to adjusting plans before construction to deal with any potential engineering issues.

Municipal Plan Amendment No. 24-04

The Corner Brook Integrated Municipal Sustainability Plan is proposed to re-designate the Subject Property at 11 O'Connell from 'Residential' (RES) to 'Community Services' (CS). as per attached 'Generalized Future Land Use Map A – Amendment No. 24-04.'

Municipal Plan/Amendment <u>REGISTERED</u>																																																																		
Number _____ Date _____ Signature _____																																																																		
																																																																		
<div style="display: flex; justify-content: space-between;"> <div> LEGEND <u>Land Use Designations</u> <table border="0" style="width: 100%;"> <tr> <td>Residential</td> <td><input type="checkbox"/> RES</td> <td>Shopping Centre</td> <td><input type="checkbox"/> SC</td> <td>Open Space</td> <td><input type="checkbox"/> OS</td> <td>Mineral Working</td> <td><input type="checkbox"/> MW</td> </tr> <tr> <td>Comprehensive Residential Development Area</td> <td><input type="checkbox"/> CRDA</td> <td>Large Scale Commercial</td> <td><input type="checkbox"/> LSC</td> <td>Cemetery</td> <td><input type="checkbox"/> C</td> <td>Special Management Area</td> <td><input type="checkbox"/> SMA</td> </tr> <tr> <td>Townsite Heritage Conservation District</td> <td><input type="checkbox"/> THCD</td> <td>Waterfront Mixed Use</td> <td><input type="checkbox"/> WMU</td> <td>Environmental Protection</td> <td><input type="checkbox"/> EP</td> <td></td> <td></td> </tr> <tr> <td>Downtown</td> <td><input type="checkbox"/> DT</td> <td>General Industrial</td> <td><input type="checkbox"/> GI</td> <td>Environmental Conservation</td> <td><input type="checkbox"/> EC</td> <td></td> <td></td> </tr> <tr> <td>General Commercial</td> <td><input type="checkbox"/> GC</td> <td>Light Industrial</td> <td><input type="checkbox"/> LI</td> <td>Protected Water Supply Area</td> <td><input type="checkbox"/> PWSA</td> <td></td> <td></td> </tr> <tr> <td>Residential/Commercial Mix</td> <td><input type="checkbox"/> RCM</td> <td>Hazardous Industrial</td> <td><input type="checkbox"/> HI</td> <td>Rural</td> <td><input type="checkbox"/> R</td> <td></td> <td></td> </tr> <tr> <td>Highway and Tourist Commercial</td> <td><input type="checkbox"/> HTC</td> <td>Innovation District</td> <td><input type="checkbox"/> ID</td> <td>Solid Waste/Scrap Yard</td> <td><input type="checkbox"/> SW/SY</td> <td></td> <td></td> </tr> <tr> <td>Community Service</td> <td><input type="checkbox"/> CS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> <div style="text-align: center;"> ZONING BOUNDARY </div> <div style="text-align: center;"> CHANGE FROM RES TO CS </div> </div>			Residential	<input type="checkbox"/> RES	Shopping Centre	<input type="checkbox"/> SC	Open Space	<input type="checkbox"/> OS	Mineral Working	<input type="checkbox"/> MW	Comprehensive Residential Development Area	<input type="checkbox"/> CRDA	Large Scale Commercial	<input type="checkbox"/> LSC	Cemetery	<input type="checkbox"/> C	Special Management Area	<input type="checkbox"/> SMA	Townsite Heritage Conservation District	<input type="checkbox"/> THCD	Waterfront Mixed Use	<input type="checkbox"/> WMU	Environmental Protection	<input type="checkbox"/> EP			Downtown	<input type="checkbox"/> DT	General Industrial	<input type="checkbox"/> GI	Environmental Conservation	<input type="checkbox"/> EC			General Commercial	<input type="checkbox"/> GC	Light Industrial	<input type="checkbox"/> LI	Protected Water Supply Area	<input type="checkbox"/> PWSA			Residential/Commercial Mix	<input type="checkbox"/> RCM	Hazardous Industrial	<input type="checkbox"/> HI	Rural	<input type="checkbox"/> R			Highway and Tourist Commercial	<input type="checkbox"/> HTC	Innovation District	<input type="checkbox"/> ID	Solid Waste/Scrap Yard	<input type="checkbox"/> SW/SY			Community Service	<input type="checkbox"/> CS						
Residential	<input type="checkbox"/> RES	Shopping Centre	<input type="checkbox"/> SC	Open Space	<input type="checkbox"/> OS	Mineral Working	<input type="checkbox"/> MW																																																											
Comprehensive Residential Development Area	<input type="checkbox"/> CRDA	Large Scale Commercial	<input type="checkbox"/> LSC	Cemetery	<input type="checkbox"/> C	Special Management Area	<input type="checkbox"/> SMA																																																											
Townsite Heritage Conservation District	<input type="checkbox"/> THCD	Waterfront Mixed Use	<input type="checkbox"/> WMU	Environmental Protection	<input type="checkbox"/> EP																																																													
Downtown	<input type="checkbox"/> DT	General Industrial	<input type="checkbox"/> GI	Environmental Conservation	<input type="checkbox"/> EC																																																													
General Commercial	<input type="checkbox"/> GC	Light Industrial	<input type="checkbox"/> LI	Protected Water Supply Area	<input type="checkbox"/> PWSA																																																													
Residential/Commercial Mix	<input type="checkbox"/> RCM	Hazardous Industrial	<input type="checkbox"/> HI	Rural	<input type="checkbox"/> R																																																													
Highway and Tourist Commercial	<input type="checkbox"/> HTC	Innovation District	<input type="checkbox"/> ID	Solid Waste/Scrap Yard	<input type="checkbox"/> SW/SY																																																													
Community Service	<input type="checkbox"/> CS																																																																	
<div style="background-color: black; color: white; text-align: center; padding: 5px; font-weight: bold;">CITY OF CORNER BROOK</div> <div style="border: 1px solid black; padding: 5px;"> PROJECT TITLE: INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012 </div> <div style="border: 1px solid black; padding: 5px;"> DRAWING TITLE: GENERALIZED FUTURE LAND USE MAP A AMENDMENT NO. 24-04 </div> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> <div style="text-align: center;"> City of Corner Brook <small>Community Services Department Planning Division</small> </div> <div style="text-align: center;"> DATE: NOVEMBER 2024 SCALE: 1:1000 </div> <div style="text-align: center;"> </div> </div> <div style="border: 1px solid black; padding: 5px;"> DESCRIPTION LAND USE DESIGNATION CHANGE FROM RESIDENTIAL TO COMMUNITY SERVICE </div> <div style="font-size: small; padding: 5px;"> THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS. </div>		<div style="border: 1px solid black; padding: 5px;"> CANADIAN INSTITUTE OF PLANNERS CERTIFICATION I hereby certify that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ has been prepared in accordance with the requirements of the Urban and Rural Planning Act. </div> <div style="margin-top: 10px;"> M.C.I.P. _____ DATE _____ (M.C.I.P. SEAL) </div> <div style="margin-top: 10px;"> SEAL AND SIGNATURE Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____ (month) (year). </div> <div style="margin-top: 10px;"> MAYOR _____ CLERK _____ (COUNCIL SEAL) DATE _____ </div>																																																																

arranty
tion
eport
e
da

Rates, DAC.

-8881

da.com



City of Corner Brook

PUBLIC CONSULTATION NOTICE

The Public is advised that the City of Corner Brook is considering amendments to its 2012 Integrated Municipal Sustainability Plan (IMSP) and 2012 Development Regulations, as per the following:

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone."

The "place of worship" use is not set out in the RLD use zone tables and therefore the expansion of the associated parking lot is prohibited. The purpose of this rezoning is to allow for the expansion of the parking lot associated with the place of worship use. Upon approval, all engineering requirements will need to be met before construction permits will be granted. The purpose of this map amendment is thus to rezone the Subject Property from 'Residential Low Density' (RLD) to 'Community Services' (CS).

Council requests that anyone wishing to provide comments on the proposed amendments do so in writing by Friday, January 3rd, 2025. A response to this public notice shall form part of the public record. If you do not wish your name attributed to the comment, please advise the City in your response. Anyone wishing to inspect a copy of the proposed amendments may do so by visiting City Hall during normal business hours, by contacting the Planning Office at 637-1578, or by visiting the City's website at www.cornerbrook.com.

Jessica Smith
City Clerk

HOME

CITY SERVICES

DOING BUSINESS

COUNCIL

TOURISM

NEWS

CONTACT

CORNERBROOK

PUBLIC CONSULTATION NOTICE

DECEMBER 17, 2024 | UNCATEGORIZED | CHRISTINA PYTE

The Public is advised that the City of Corner Brook is considering amendments to its 2012 Integrated Municipal Sustainability Plan (IMSP) and 2012 Development Regulations, as per the following:

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone."

The "place of worship" use is not set out in the RLD use zone tables and therefore the expansion of the associated parking lot is prohibited. The purpose of this rezoning is to allow for the expansion of the parking lot associated with the place of worship use. Upon approval, all engineering requirements will need to be met before construction permits will be granted. The purpose of this map amendment is thus to rezone the Subject Property from 'Residential Low Density' (RLD) to 'Community Services' (CS).

Council requests that anyone wishing to provide comments on the proposed amendments do so in writing by Friday, January 3rd, 2025. A response to this public notice shall form part of the public record. If you do not wish your name attributed to the comment, please advise the City in your response. Anyone wishing to inspect a copy of the proposed amendments may do so by visiting City Hall during normal business hours, by contacting the Planning Office at 637-1578, or by visiting the City's Municipal Plan Amendment page.

Previous

Discretionary Use – 30 Confederation Drive – Vehicle Dealership

Next

PUBLIC HEARING CANCELLATION

Search

Search

Recent Posts

LANE CLOSURE

APRIL 4, 2025

CORNER BROOK'S IMSP UPDATE CONTINUES WITH OPEN HOUSE SESSIONS AND ONLINE FORM

APRIL 1, 2025

DISCRETIONARY USE – 25-27 BROADWAY – AMUSEMENT USE

MARCH 18, 2025

FREE TRANSIT FOR ELIGIBLE RESIDENTS STARTS APRIL 1ST

MARCH 27, 2025

Adoption - IMSP and Development Regulations Amendment No. 24-04 - 11 O.C...

Page 146 of 177

10.7



City of Corner Brook

December 17, 2024 - 🌐

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state: "Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone."

The "place of worship" use is not set out in the RLD use zone tables and therefore the expansion of the associated parking lot is prohibited. The purpose of this rezoning is to allow for the expansion of the parking lot associated with the place of worship use. Upon approval, all engineering requirements will need to be met before construction permits will be granted.

Council requests that anyone wishing to provide comments on the proposed amendments do so in writing by Friday, January 3rd, 2025. A response to this public notice shall form part of the public record. If you do not wish your name attributed to the comment, please advise the City in your response. Anyone wishing to inspect a copy of the proposed amendments may do so by visiting City Hall during normal business hours, by contacting the Planning Office at 637-1578, or by clicking the links below.

www.cornerbrook.com/permits/municipal-plan-amendments





City of Corner Brook

NOTICE TO RESIDENT

The Public is advised that the City of Corner Brook is considering amendments to its 2012 Integrated Municipal Sustainability Plan (IMSP) and 2012 Development Regulations, as per the following:

The Planning and Development Department received a development proposal for 11 O'Connell Drive (The Baptist Church) to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone."

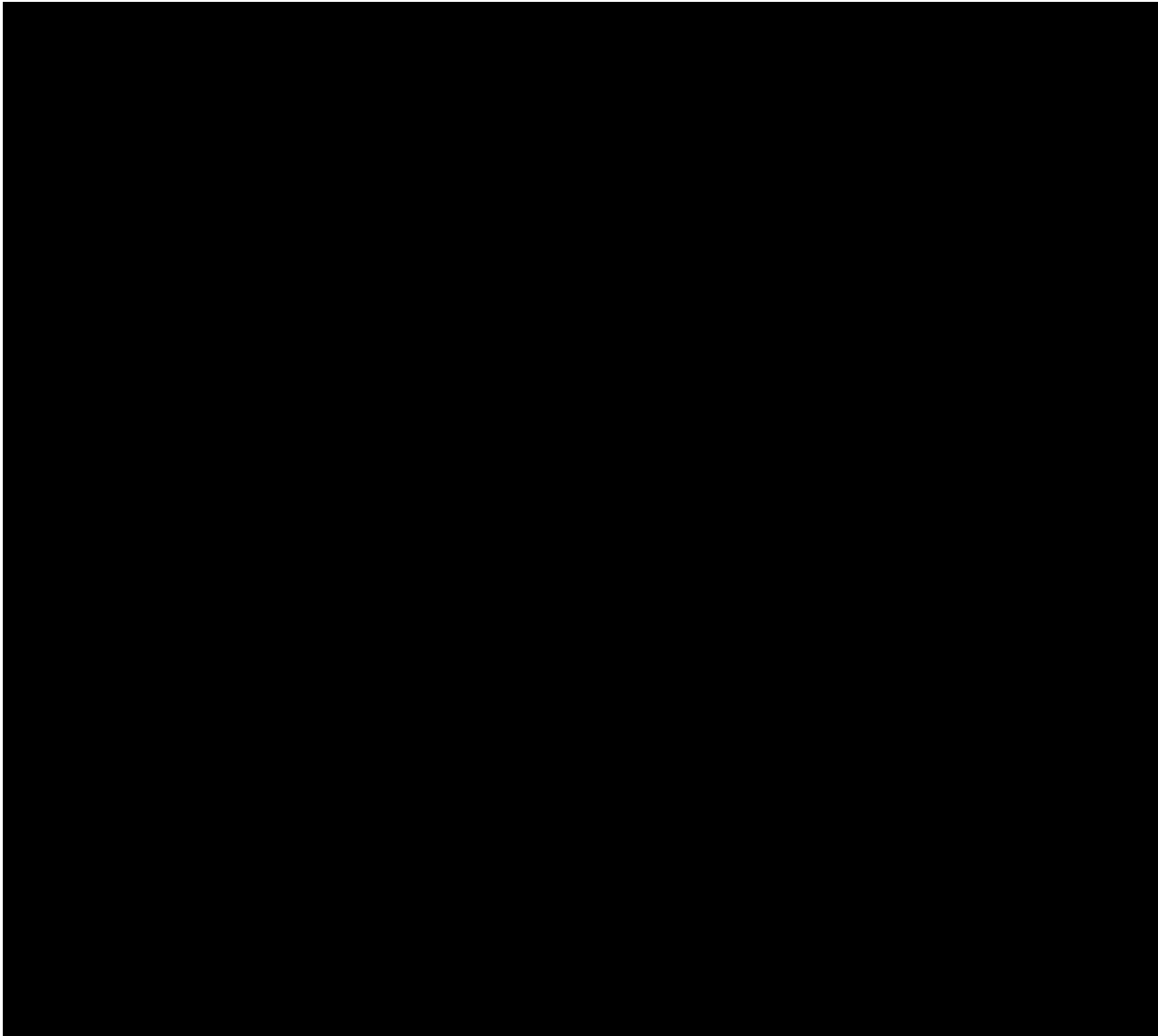
The "place of worship" use is not set out in the RLD use zone tables and therefore the expansion of the associated parking lot is prohibited. The purpose of this rezoning is to allow for the expansion of the parking lot associated with the place of worship use. Upon approval, all engineering requirements will need to be met before construction permits will be granted. The purpose of this map amendment is thus to rezone the Subject Property from 'Residential Low Density' (RLD) to 'Community Services' (CS).

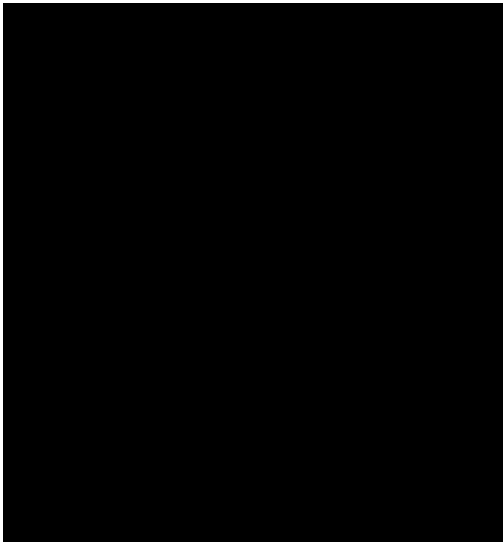
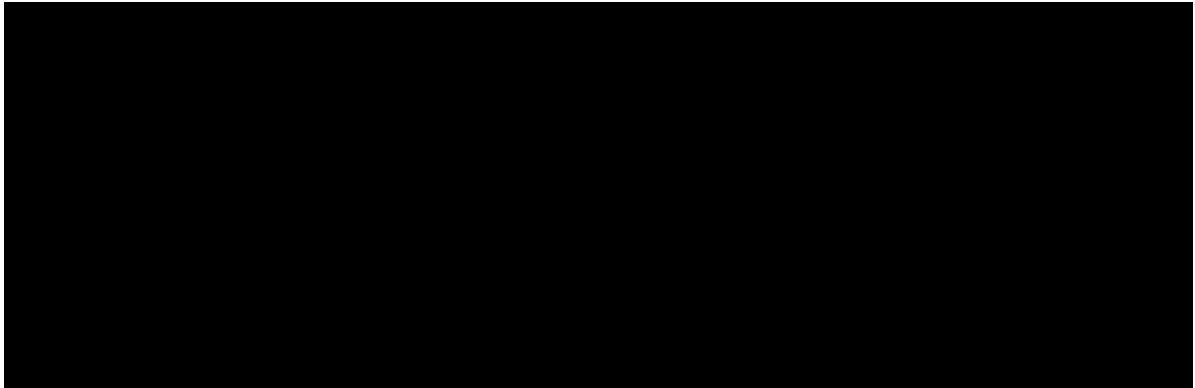
Council requests that anyone wishing to provide comments on the proposed amendments do so in writing by Friday, January 3rd, 2025. A response to this public notice shall form part of the public record. If you do not wish your name attributed to the comment, please advise the City in your response. Anyone wishing to inspect a copy of the proposed amendments may do so by visiting City Hall during normal business hours, by contacting the Planning Office at 637-1578, or by visiting the City's website at www.cornerbrook.com.

Hand delivered to 12, 14, 16, & 20
Elswek by Neo's Dec 17, 2024



The City of Corner Brook,





Pye, Christina

From: Manning, Gloria
Sent: January 6, 2025 1:30 PM
To: Pye, Christina
Subject: FW: Rezoning of 11 O'Connell Drive
Attachments: Internet Fax Job; Internet Fax Job; Cith of Cornerr Brook.docx

Hi Christina

Here is another one. [REDACTED] said she already submitted the letter but wanted to include [REDACTED] survey as well.

Gloria

Sent: January 6, 2025 1:27 PM
To: Manning, Gloria <gmanning@cornerbrook.com>
Subject: Rezoning of 11 O'Connell Drive

Hi Gloria,

It was nice talking to you today.

Please see attached my letter of concern regarding the proposed zoning changes to allow 11 O'Connell Drive to build a parking lot. Also see copy of a survey done in 2004 showing there is a portion of that land owned by Corner Brook Pulp & Paper Co.

Please let me know if you anything further.

Thanks,

[REDACTED]

[REDACTED]

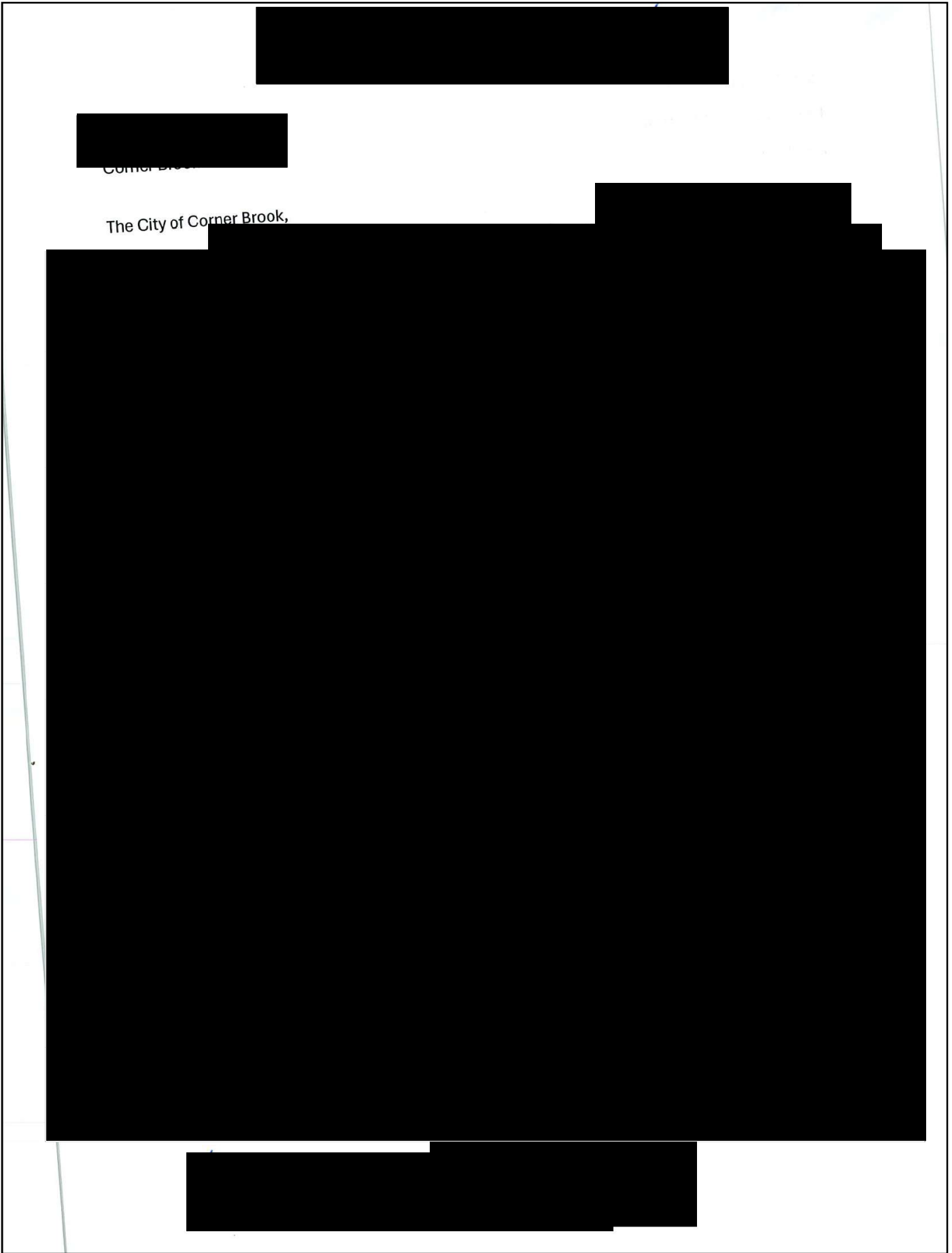
January 3rd, 2025

City of Corner Brook

To whom it may concern:

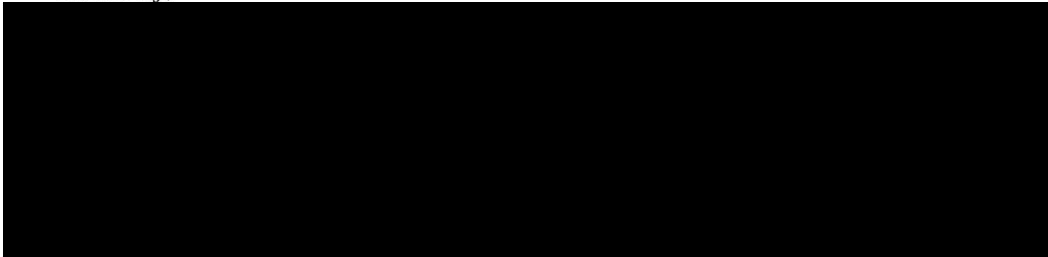
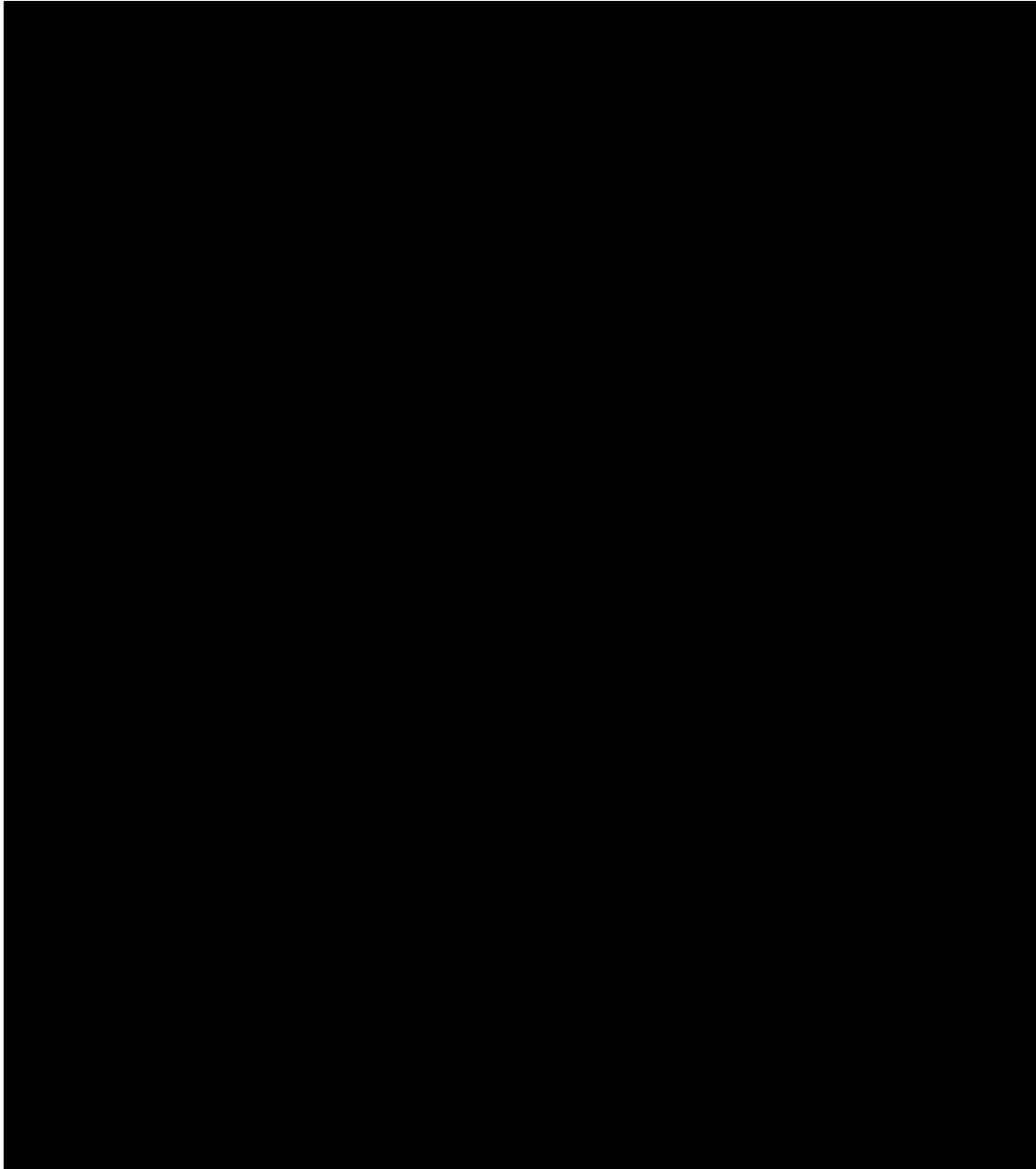
[REDACTED]

[REDACTED]





To City of Corner Brook Planning Office,


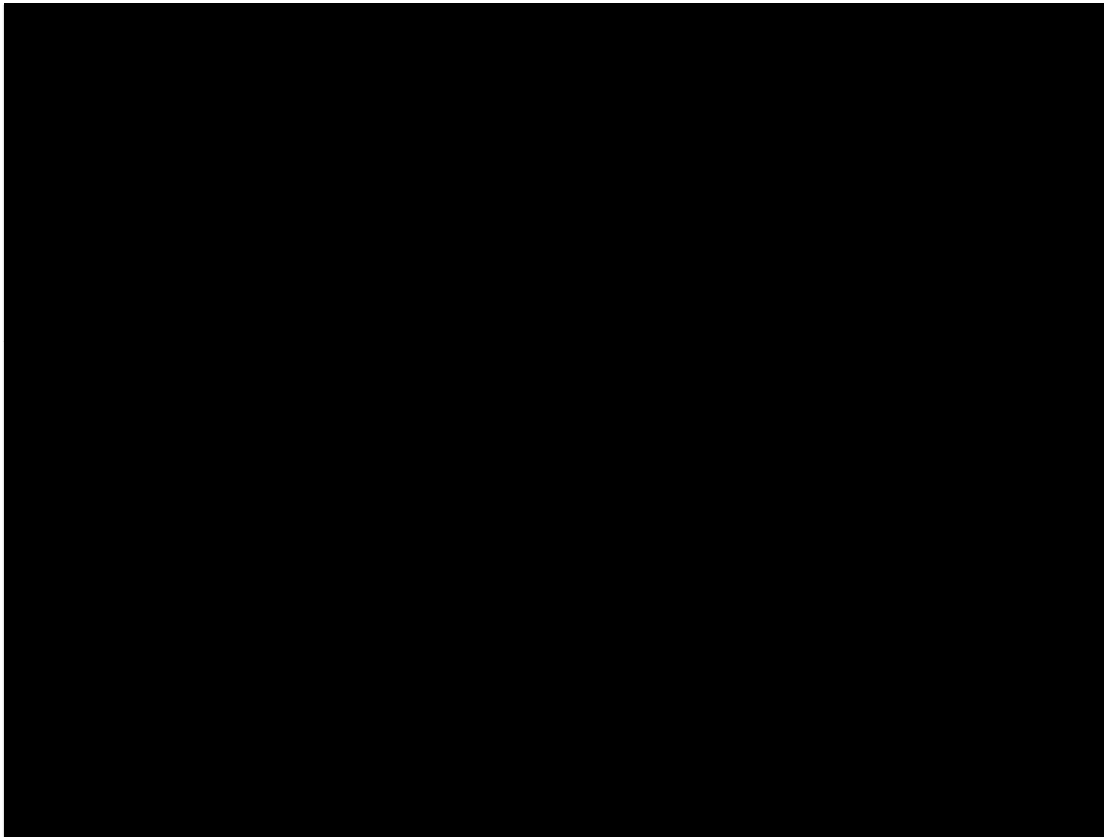




January 3, 2025
City of Corner Brook
Planning and Development Department
Corner Brook, NL

To Whom It May Concern,

Re: Development Proposal for 11 O'Connell Drive





Request for Decision (RFD)

Subject: City of Corner Brook Municipal Election Vote By Mail Regulations

To: Darren Charters

Meeting: Committee of the Whole - 23 Jun 2025

Department: City Manager

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The following is a motion being brought forward for the purpose of repealing the City of Corner Brook Municipal Election Vote By Mail Regulations

Attachments: [Comments Redacted](#)
[Vote by Mail 2021](#)

BACKGROUND INFORMATION:

At a previous Regular Council Meeting on June 9th, a motion was made to authorize a vote-by-mail process for the 2025 Municipal General Election. There were concerns addressed regarding the potential Canada Post Strike and general mail delays that could mean additional costs, as well as complications with ensuring residents can effectively cast their vote via the vote by mail option. Therefore, Council unanimously defeated the motion to conduct vote by mail in the 2025 Election and Council subsequently provided Notice that a motion would be brought forward at the Committee of the Whole Meeting of June 23rd, 2025, to repeal the City of Corner Brook Municipal Election Vote By Mail Regulations.

Staff advertised the notice of motion via the City's website and social media and received 6 responses against the repeal of the Regulations which are attached. The comments addressed concerns mainly focused on accessibility for seniors, residents with mobility challenges or disabilities, and other residents who may face other barriers that could prevent them from voting in-person. Other concerns addressed include but are not limited to: limiting participation of voting and options for access, the speculative nature of the Canada Post strike and the need to provide more options for residents to exercise their democratic right to vote.

PROPOSED RESOLUTION:

It is **RESOLVED** that pursuant to section 54 of the Municipal Elections Act SNL 2001, c. m-20.2 as amended and all other enabling powers, the City of Corner Brook Council hereby repeals the City of Corner Brook Municipal Election Vote By Mail Regulations.

GOVERNANCE IMPLICATIONS:

Legislation

Municipal Elections Act

Legal Review: Yes

LEGAL REVIEW:

If Council does not wish to do a vote by mail option in the 2025 Election, the current Regulations would need to be repealed as they state that the City shall conduct vote by mail.

RECOMMENDATION:

The recommendation of staff is to ensure that accessibility is considered in all facets of the election, as well as maintaining the integrity of the Election. It is critical to ensure that every option possible is provided to residents to exercise their right to vote and it is also critical to ensure that every vote is received and counted. If there is no option for vote by mail in the 2025 election, staff will be looking at options to enhance accessibility for in-person voting including options for accessible transit availability, increased mobile polls and awareness regarding options for proxy voting. If the Regulations are not repealed and vote by mail remains an option, staff will examine options to limit any barriers for residents if there is a Canada Post strike and provide alternate options for picking up vote by mail kits and dropping off completed ballots.

ALTERNATIVE IMPLICATIONS:

1. If Council repeals the Regulations, then the 2025 Municipal Election will be conducted via in-person voting, advance polls and proxy-voting.
2. If Council does not repeal the Regulations, then Council will need to reconsider the previous motion to authorize vote by mail.

City Manager
Administrative Assistant

Approved - 19 Jun 2025
Approved - 19 Jun 2025

City Manager

From: [REDACTED]
Sent: Wednesday, June 11, 2025 8:05 PM
To: Smith, Jessica
Subject: Ability to Vote by Mail is Essential

In person voting isn't inclusive. You cannot take away the ability to vote via mail without also taking away the ability to vote at all.

People with differences have always been excluded from public life, limited in what they can access by infrastructure and policy that disables them. The effect of this is worst in rural areas like Corner Brook, where accessible transportation and supports are far from accessible (I don't know if you're aware but our ONLY accessible taxi has been out of service with no repair date).

Government officials (elected or not) don't get to choose their constituents. They serve the people who live in their designated communities/provinces/countries and serving means serving us all. Are you actually considering a measure that would actively exclude people from using their right to vote?

We don't need to hear that you can use a proxy, we don't need to hear that the facility where voting will occur is accessible, we need to hear that you are making every single effort to include all your residents in elections. If you think a ramp and a proxy solve every accessibility issue in this town then please take the time to get to know your people -the ones whose social anxiety precludes them from visiting public spaces, the ones whose support person doesn't show up that day to drive them to the vote, the ones who have no access to transportation (or sidewalks safe enough to access).

A mail in voting option is essential. Please don't take steps to make this city a worse place to live.

[REDACTED]

From: [REDACTED]
Sent: Wednesday, June 11, 2025 6:49 PM
To: Smith, Jessica
Subject: Email Cover Letter - Formal Submission Opposing Repeal of Vote-by-Mail Regulations
Attachments: Vote-by-Mail_Submission_[REDACTED]_2025_06_11.pdf

Dear Ms. Smith,

I am submitting my formal submission titled "Vote-by-Mail_[REDACTED]
[REDACTED]_2025_06_11" for your consideration.

Thank you for providing the opportunity to express my views on this significant matter. Please confirm receipt of this email and advise on the subsequent process for my submission. Specifically, I would like to know whether each councillor and the mayor will review it.

Take good care.

Warm regards,

[REDACTED]

Formal Submission Opposing the Repeal of Vote-by-Mail Regulations – 2025 Municipal Election, City of Corner Brook

To: The Council of the City of Corner Brook

Re: Proposed Rescission of Vote-by-Mail Option for the 2025 Municipal Election

Date: June 11, 2025

Executive Summary

Summary of Key Objections:

- The repeal disproportionately harms vulnerable, elderly, disabled, rural, and time-constrained voters.
- It is based on hypothetical disruption from a Canada Post strike, unsupported by evidence.
- It fails to meet the legal threshold for administrative reasonableness, transparency, and proportionality.
- The public consultation process was severely truncated, precluding meaningful civic participation.
- It introduces a precedent that permits voter access to be withdrawn for convenience rather than necessity.

Council is entrusted not only with legislative discretion, but with democratic stewardship. This motion calls into question whether we choose to govern in a way that expands participation or contracts it. Do we lead with prudence and preparedness, or do we abdicate responsibility when complexity arises?

This submission constitutes a formal and categorical objection to the motion introduced at the June 9, 2025, Regular Meeting of Council, which proposes the repeal of the City of Corner Brook's vote-by-mail regulations. The justification advanced by the Request for Decision (RFD), dated June 6, 2025, asserts that an anticipated Canada Post disruption poses a threat to mail-in ballot delivery, and that managing this risk through contingencies would impose avoidable costs and administrative complexity. These claims rest not on evidence, but on conjecture. They substitute hypothetical inconvenience for proven necessity, recommending a course of action that effectively disenfranchises certain voters.

While municipalities are not directly governed by the Canadian Charter of Rights and Freedoms, they are public institutions that must reflect the Charter's democratic principles. Canadian courts have long affirmed that all levels of government must act equitably and transparently, particularly when regulating access to democratic participation. This repeal is not administrative housekeeping. It is an intentional narrowing of the participatory base of our civic life.

I. Voting Access Is Unequally Harmed by the Repeal

The Proposal Infringes the Principle of Effective Representation

Access to voting must accommodate the diverse realities of the electorate. As articulated in *Reference re Prov. Electoral Boundaries (Sask.)*, [1991] 2 SCR 158, the right to vote encompasses not just the formal ability to cast a ballot, but the substantive ability to do so meaningfully.

Vote-by-mail is not merely an alternative method; for many, it is the only method. Consider:

- A senior in Curling with limited mobility and no family support.
- A single parent balancing multiple jobs.
- A chronically ill voter unable to risk public exposure.
- A rural resident without transit access to polling stations.

For these voters, repealing vote-by-mail does not restore simplicity—it removes access. It disenfranchises by design. As affirmed in *Figueroa v. Canada (AG)*, 2003 SCC 37, the right to "meaningful participation" requires us to design systems that do not privilege the most mobile, healthy, or resourced.

This is not theoretical. It is structural. The repeal would impose exclusion under the cover of administrative revision.

II. The Repeal Fails the Vavilov Standard of Reasonableness

Administrative Justification is Inadequate

In *Canada (Minister of Citizenship and Immigration) v. Vavilov*, 2019 SCC 65, the Court made clear that discretionary decisions must be reasonable: they must be justified, coherent, and supported by evidence.

The rationale presented in the RFD fails this test:

- There is **no documented evidence** of a Canada Post strike.
- No data has been provided regarding **prior mail-in voting performance**.
- The **estimated cost (\$11,870)** is not contextualized within broader electoral spending.

A reasonable public authority would plan for risk, not retreat from it. Instead of contingency protocols, this proposal eliminates the access point entirely. The logic is not protective; it is avoidant.

Council should have considered:

- Drop box deployment,
- Early voter communication,
- Use of courier services,
- A designated "mail-in vote coordinator."

Instead, voters are being punished for administrative discomfort. This is not prudent governance—it is procedural abandonment.

III. Public Input Was Too Short and Insufficient

Procedural Fairness Has Been Compromised

Baker v. Canada, [1999] 2 SCR 817, confirms that procedural fairness must reflect the nature of the decision. A nine-day comment window on such a significant change falls dramatically short.

No ward-level consultations were held. No outreach was made to accessibility groups. No public forum was organized. For a decision that affects how people vote—especially vulnerable residents—this is indefensible.

Public institutions do not merely perform governance. They model trust. This process modeled haste and exclusion. Council must ask: do we want our citizens to feel informed and included, or blindsided and ignored?

IV. The Justification Lacks Proportionality and Evidence

Legal and Policy Grounds are Absent

Under *Sauvé v. Canada (Chief Electoral Officer)*, 2002 SCC 68, any limit on voting rights must pass the *Oakes* test: a pressing and substantial objective, and the least impairing means.

This repeal fails both:

- The threat of postal disruption is **speculative**.
- There is **no compelling evidence** of past failures.
- **No alternatives were proposed** before repeal was recommended.

Contrast this with other municipalities that have preserved or expanded vote-by-mail access: Vancouver, Toronto, Halifax. They planned for risk, invested in redundancy, and affirmed inclusion. Corner Brook is poised to do the opposite.

\$11,870 is not a justification. It is a fiscal red herring. **The cost of exclusion far outweighs the cost of accommodation.**

V. The Proposal Establishes a Constitutionally Unstable Precedent

Retrenchment is a Dangerous Governance Model

This repeal sets a precedent that **voting access is revocable**, contingent not on failure, but on the mere anticipation of administrative strain.

Future Councils could cite this as cause to curtail other access points: advanced polls, proxy voting, even polling station distribution. Rights once taken for granted may now be subject to “ease of delivery” assessments.

Council should ask: are we building resilience into our democracy—or fragility?

VI. Democratic Institutions Must Center the Voter, Not the State

Good Governance Requires Flexibility, Not Withdrawal

A resilient democracy requires work. It requires us to adapt to complexity, not erase it. Removing vote-by-mail because it may become complicated is a dereliction of civic duty.

True leadership would respond: “How can we ensure access *even if* there is a postal disruption?” Not, “How do we simplify our role?”

The question before Council is not logistical. It is moral. Do we lead by making access more resilient, or by abandoning our responsibility to uphold it?

Conclusion: Reject the Repeal and Reaffirm Democratic Integrity

Council now stands at a threshold. The decision it makes will reverberate far beyond October 2025. It will determine whether this body is remembered for shrinking democracy, or safeguarding it.

It is easy to govern when circumstances are convenient. But real leadership emerges in challenge. When the process is messy. When equity requires effort.

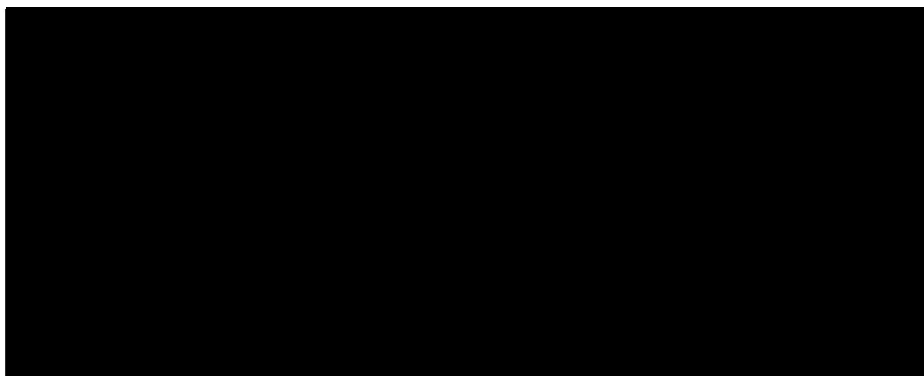
I urge this Council to:

1. Reject the repeal motion in full;
2. Instruct staff to prepare risk-based contingency protocols;
3. Reaffirm this municipality’s commitment to inclusive, equitable electoral participation.

To repeal vote-by-mail is to abandon those for whom voting is not simply a civic right, but a civic struggle. This Council has the power to remove that struggle—or deepen it.

Some decisions live only in minutes and memos. Others echo across years. This will be one of them. Let its legacy be inclusion.

Respectfully submitted,



From: [REDACTED]
Sent: Thursday, June 12, 2025 7:38 AM
To: Smith, Jessica
Subject: Mail In Voting Regulations

Good day, this is [REDACTED], Corner Brook resident,

As you know, the 2025 Municipal Elections will be held on October 2.

One issue relates to repealing regulations in relation to mail in voting, and the city's plan to get rid of it.

Getting rid of mail in voting will set Corner Brook back, and take away options for residents to exercise one of our major democratic rights, a right to vote.

Not only should Corner Brook keep mail in ballots, but they need more options, such as online voting.

We need more options to vote, not less.

[REDACTED]

From: [REDACTED]
Sent: Tuesday, June 10, 2025 5:17 PM
To: Smith, Jessica
Subject: Mail-in votes

Hello,

I would just like to voice my concern for Council's motion to eliminate mail-in voting in the upcoming election.

As Jim Parsons reported to the CBC in 2021, voter turnout [prior to mail-in ballots] was "terrible" and would only get "somewhere between 40 and 50 per cent turnout..."

Jim also told the CBC, "the ability to provide citizens another avenue to exercise their democratic duty is worth *any headaches*."

So unless those sentiments no longer apply, I am in agreement with Jim's 2021 ideas: mail-in ballots increase voter turnout and elect councils more reflective of their constituents.

Thanks for your time! Have a nice day.

Kindly,

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: Tuesday, June 10, 2025 2:17 PM
To: Smith, Jessica
Subject: Municipal Voting

Eliminating voting by mail in a municipal election, especially in a community with a significant senior population, can have several serious disadvantages:

1. Reduced Voter Turnout

Accessibility challenges: Seniors often face mobility issues, chronic health problems, or lack of transportation, making it difficult to vote in person.

Weather dependence: Inclement weather or icy conditions can deter older adults from leaving home, especially in fall or winter elections.

2. Disenfranchisement of Vulnerable Voters

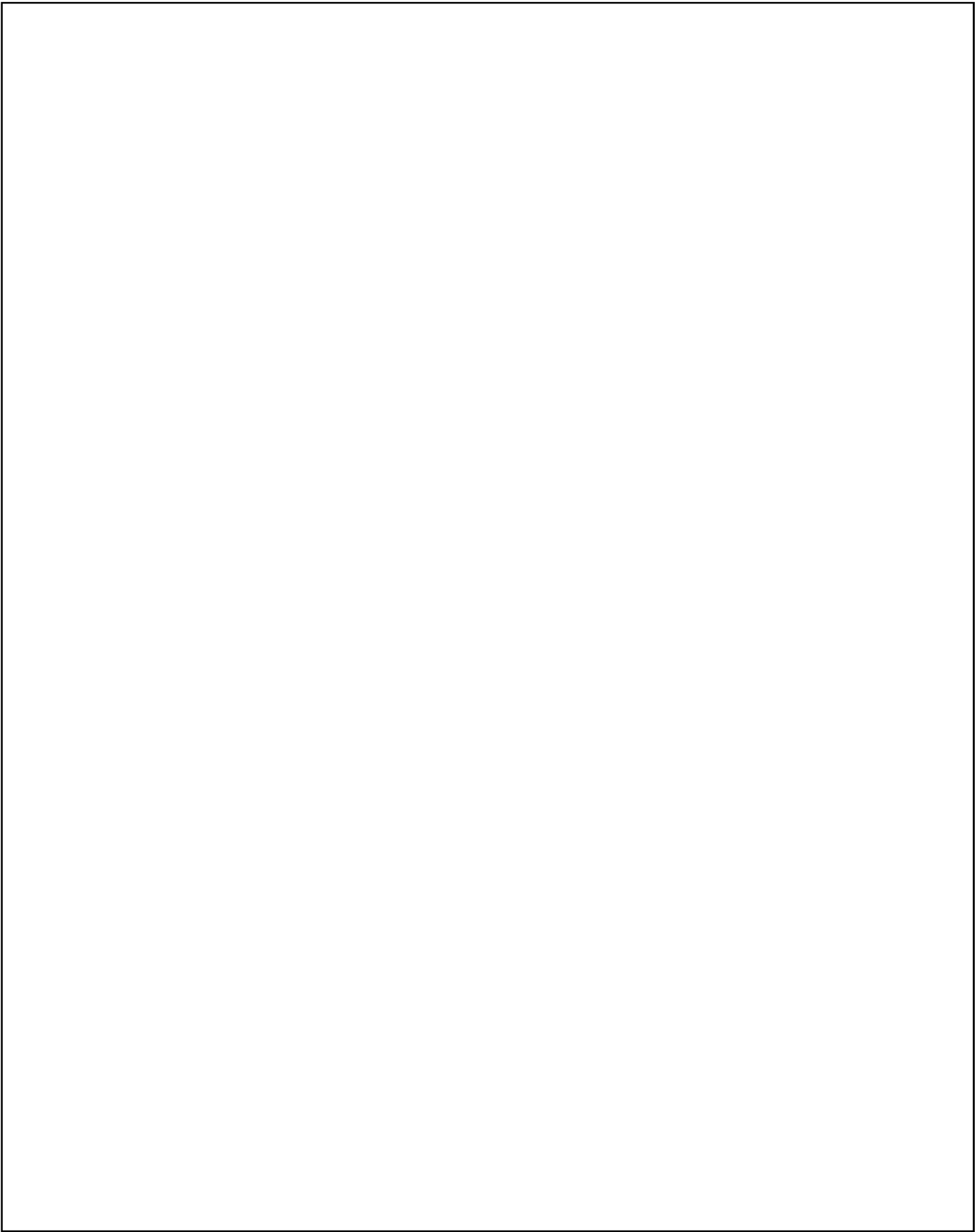
Homebound seniors: Those living in long-term care facilities, or those who are homebound due to illness or disability, may lose their only practical means of voting.

Caregivers' constraints: Seniors who rely on caregivers may miss voting opportunities if coordination is difficult.

3. Increased Barriers to Civic Participation

Cognitive or technological limitations: Seniors may struggle with unfamiliar in-person voting procedures or long lines. If mail voting is removed without offering adequate alternatives (e.g. assisted voting, mobile polling stations), this effectively raises the cost of participation.

Dependence on others: Without mail voting, seniors might be forced to depend more on family or neighbors, which can compromise their independence



From: [REDACTED]
Sent: Wednesday, June 11, 2025 9:16 PM
To: Smith, Jessica
Subject: Voting by Mail

Hi,

I am disturbed by Corner Brook city council's plan to repeal mail-in voting for the upcoming fall municipal election. The justification, apparently, is that there could possibly be a future Canada Post strike which would perfectly coincide with the election, and, in any case, mail-in voting was really just for Covid and we don't need it anymore.

Of course, anything could disrupt an election - in the 2021 provincial election, we had a sudden spike in Covid-19 cases. If we're going to make decisions now about purely hypothetical scenarios (why is a Canada Post strike expected several months down the line specifically?), then it follows that we must also for events that could disrupt in-person voting. Mail-in voting allows for such flexibility, but it also ensures that voters with mobility challenges, disabilities, and limited social supports can exercise their fundamental democratic rights to participate in the election. That Council would look to impede those rights is unjustifiable and indefensible.

[REDACTED]
Corner Brook

Sent from my iPhone

**CITY OF CORNER BROOK
MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS**

Pursuant to the powers vested in it under the *Municipal Elections Act, SNL 2001, c. M-20.2* as amended and all other enabling powers, the Corner Brook City Council hereby adopts and enacts the following MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS:

TITLE

1. These Regulations may be cited as the *City of Corner Brook Municipal Elections Vote by Mail Regulations*.
2. All words where not otherwise defined by their context herein have the meaning as set out in the Municipal Elections Act.

RULES

3. Sections 26, 27 and 34 of the Municipal Elections Act, SNL 2001, Chapter M-20.2 shall apply in these regulations.
4. The Returning Officer shall:
 - a. Appoint in writing such election officials as may be required to conduct the municipal election, as per section 13 of the Municipal Elections Act, Stats. NF 2001, c. M-20.2,;
 - b. Establish and maintain a secure vault into which the Return Envelopes and the Ballot Envelopes shall be place until the time specified for the counting of ballots;
 - c. Establish and maintain until 12:00 noon (local time) on the day immediately preceding election day a minimum of one site for the deposit of Return Envelopes and Ballot
 - d. Establish and maintain an Elections Office for corrections and additions to or deletions from the Voter's List;
5. Notwithstanding the foregoing, the Returning Officer, may, with prior Ministerial approval, vary the procedures from time to time as they deem appropriate to ensure the efficiency and integrity of the municipal election.
6. Persons appointed by the Returning Officer as election officials shall carry out their duties as specified in the Municipal Elections Act and outlined in this regulation
7. A Voter's Kit shall be mailed to each eligible voter who registers to receive one after the close of the nomination period and shall contain the following:

- a. Voting Instruction Sheet;
 - b. Voter Declaration Form;
 - c. Ballot;
 - d. Return Envelope;
 - e. Ballot Envelope; and
 - f. Such further enclosures as the Returning Officer may deem necessary or appropriate.
8. Each voter has the responsibility of completing their mail in ballot in accordance with all applicable legislation and returning it to the Returning Officer as stipulated in Section 14(e) of this regulation. Hand Delivery of Return Envelopes and Ballot Envelopes will be received up to 12 noon (local time) on the day immediately before the day of the election.
 9. The City of Corner Brook shall enter into any/all contracts necessary to conduct the election in accordance with this regulation, including but not limited to, the Canada Post Corporation.
 10. Any person who contravenes this Regulation shall be guilty of an offence and liable upon conviction to a penalty as per section 99 and 100 of the *Municipal Elections Act*, SNL2001, c. M-20.2

APPLICATION PROCESS

11. A voter who desires to vote by mail must register to receive a Vote by Mail Kit. by using the online registration system on the City of Corner Brook's website; or apply in person during City Hall Business Hours in accordance with the deadline established by the Returning Officer. To register, voters will complete a voter declaration form. Identification, that is satisfactory to the Returning Officer, must be supplied for each person registering in order to receive a vote by mail kit
12. Online registrants may also be required to attend in person at City Hall if their application, including all required supporting documentation, is incomplete, unclear, illegible, or otherwise unsatisfactory as determined by the Returning Officer.

PROVIDING BALLOTS TO VOTERS

13. A ballot kit shall consist of:
 - a. The ballots to which the voter is entitled
 - b. A ballot envelope,
 - c. A return envelope, bearing the words "IMPORTANT: Election Ballot enclosed" on the face and back of the envelope

- d. Voting Instructions Form and Voting Declaration Form
- e. Any further enclosures the Returning Officer may deem necessary or appropriate

All Voter kits will be imprinted with “RETURN TO SENDER IF UNDERLIVERED TO ADDRESSEE”. Upon receipts of these returned non-delivered kits, adjustments may be made to the Voters list to advise that the voter kit has been returned to the election office. All returned voter kits in this category will be held in a secure location.

RECEIVING BALLOTS FROM VOTERS

14. Voters are required to:

- a. insert marked ballots into the ballot envelope;
- b. seal the ballot envelope and insert it into the Return Envelope
- c. sign the voter declaration form; detach it from the Voting Instruction Form and then insert it in the front of the Return Envelope so that the address of the Returning Officer is visible in the Return Envelope window.
- d. seal the return envelope; and
- e. ensure delivery of the return envelope to the returning officer in its original form with all required contents, as stipulated above, by election day via one of the following methods
 - regular mail, registered mail, courier;
 - via a secure Drop Box located outside City Hall 24 hours a day during the election period **up to 12 noon (local time) on the day immediately before the day of the election**
 - in person up to **up to 12 noon (local time) on the day immediately before the day of the election**

15. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until the close of polls on Election Day.

16. Upon receipt of a Return Envelope containing voter’s ballot on or before the close of poll on Election Day, the returning officer shall:

- a. ensure the voter declaration form is signed by the voter;
- b. record the date on which the envelope was received; and
- c. deposit the ballot envelope in a ballot box.

17. Ballots received after the close of polls on Election Day notwithstanding Section 33(3) of the Municipal Elections Act, SNL 2001, Chapter M-20.2

- a. are deemed to be spoiled;

- b. will remain unopened in the ballot envelope; and
- c. are retained in the manner prescribed in [the Act](#).

18. The returning officer shall designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on Election Day.
19. A final Canada Post pick up will take place at 8 pm on election day, under the direction and control of the Returning Office, and the return envelope obtained at that time shall be brought directly to designated site established for counting the ballots.
20. All return envelopes received by Canada Post, after the closing of polls, on Election Day shall be date and time stamped by Canada Post and returned to the City of Corner Brook where they will be retained in a secure location in accordance with the Act. Regardless of postmark, these ballots will be considered spoiled and will not be counted.
21. Prior to the close of polls on Election Day, the following materials shall be delivered to the returning officer or deputy returning officer designated pursuant to [Section 18](#) of this bylaw or the returning officer:
 - d. the ballot box containing all ballots received by mail;
 - e. the application kits from all voters who applied for a mail-in ballot; and
 - f. any vote by mail ballots received after the above materials have been delivered to the returning officer or deputy returning officer.

OBJECTION BY CANDIDATES

22. On Election Day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot. Authorized agents are subject to the following rules:
 - a. agents will conduct themselves in a professional manner.
 - b. agents will not interfere with the activities of election workers.
 - c. agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions.
 - d. agents will be provided with an access pass and must wear it all times while in the polling station or in the counting area.
 - e. agents may not handle any ballots or election materials.
 - f. agents must acknowledge, in writing, their agreement to observe the above noted rules.
 - g. Failure to observe the above stated rules shall result in the agent being removed from the polling station and/or counting area.
23. A candidate or candidate's agent retains the right to object to a person's entitlement to vote if that person votes by mail.

24. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries in the poll book consistent with section 41.1 of the Act.

COUNTING BALLOTS

25. Counting/sorting of the ballots will take place after 8pm on Election Day. The secrecy envelope can only be opened after 8pm on Election Day in accordance with section 51 of the act. The areas designated as counting areas on Election Day shall be closed to all personnel other than those necessary for the conduct of the count of ballots. Security personnel shall be posted at each counting area to ensure restricted entry and secrecy of the results is maintained. Election staff will be sequestered in the counting areas on Election Day from the commencement of the count until all ballots have been counted
26. The returning officer or deputy returning officer shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to Section 36 of the [Act](#).
27. The returning officer or deputy returning officer shall examine each voter declaration form in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter declaration form.
28. The returning officer or deputy returning officer shall deem **spoiled** those ballots which were sent to voters by the returning officer and subsequently were not returned to the returning officer prior to the close of polls on Election Day; regardless of postmark; and shall, pursuant to Section 50(2) of the [Act](#), reference this fact in the report of the count of the votes. Additionally upon receipt of a ballot described in [Section 17](#) of this bylaw, the returning officer shall:
- g. write "deemed spoiled" on the return envelope;
 - h. record the date said ballot came into his or her possession;
 - i. initial the entry; and
 - j. retain it with, but not in, the ballot box described in Section 57 of the Act, unless the said ballot can be deposited in the ballot box without unsealing the ballot box.
29. The mail-in ballots and any forms used in conjunction with vote by mail, including the voter declaration form opened by the deputy returning officer pursuant to [Section 21](#) of this bylaw are placed in packets in the same manner as other ballots as prescribed in the Act.
30. With the exception of the ballot form, other forms used to administer a municipal election, as prescribed by the Minister of Municipal and Provincial Affairs, will be used.

PENALTIES

29. Any person who contravenes these Regulations shall be guilty of an offence and liable upon conviction to a penalty as provided in the Municipal Elections Act, SNL 2001 Chapter M-20.2.

COMING INTO EFFECT

30. This Bylaw shall come into force and take effect on the date of final passing.

IN WITNES WHEREOF this Regulation is sealed with the Common Seal of the Corner Brook City Council and subscribed by and on behalf of Council by Jim Parsons, Mayor and Marina Redmond, City Clerk, at the City of Corner Brook, this 26 day of July, 2021.



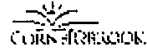
Mayor



City Clerk

Approved by Council: 26 July 2021

SCHEDULE A
VOTE BY MAIL BALLOT (TEMPLATE)



City of Corner Brook

September 28, 2021 Ballot

Complete this ballot by clearly marking an X in the box(es) beside the name(s) of the candidate(s) of your choice. Use a pen or marker with blue or black ink.

Ballot for Office of	Ballot for Office of
Mayor	Councillor
Vote for ONE (1) candidate	Vote for up to SIX (6) candidates
FIRST NAME LAST NAME 1 <input type="checkbox"/>	FIRST NAME LAST NAME 10 <input type="checkbox"/>
FIRST NAME LAST NAME 2 <input type="checkbox"/>	FIRST NAME LAST NAME 3 <input type="checkbox"/>
	FIRST NAME LAST NAME 4 <input type="checkbox"/>
	FIRST NAME LAST NAME 5 <input type="checkbox"/>
	FIRST NAME LAST NAME 6 <input type="checkbox"/>
	FIRST NAME LAST NAME 7 <input type="checkbox"/>
	FIRST NAME LAST NAME 8 <input type="checkbox"/>
	FIRST NAME LAST NAME 9 <input type="checkbox"/>
	FIRST NAME LAST NAME 9 <input type="checkbox"/>

Fold this ballot and insert into the white Ballot Secrecy Envelope. Only insert one ballot per envelope. Seal the envelope. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope.