



## CITY OF CORNER BROOK

**Dear Sir\Madam:**

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **July 21, 2025 at 5pm. Council Chambers, City Hall.**

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CITY CLERK

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**1 CALL MEETING TO ORDER**

3

1.1 Land Acknowledgement

**2 APPROVALS**

2.1 Approval of Agenda

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2.2 Approval of Minutes [Committee of the Whole June 23, 2025]

**3 BUSINESS ARISING FROM MINUTES**

3.1 Business Arising From Minutes

**4 TENDERS/CONTRACTS**

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4.1 2025-13 Notice of Sale - Used Equipment & Materials

19 - 20

4.2 Petries Street Bridge Replacement 2025-05

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4.3 Deep Gulch Culvert Replacement - CO #10

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4.4 Central Fire Station Raising Overhead Door Opening Bay No. 1

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4.5 Civic Centre Sound System Replacement

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4.6 RFP - Cape Blow Me Down Trail Construction

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4.7 Mount Moriah Water Agreement 2025-2035

**5 REPORTS**

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5.1 Council Travel Report - January - June 2025

**6 MUNICIPAL PLAN AND DEVELOPMENT REGULATION AMENDMENT**

101 - 108	6.1	IMSP and Development Regulations Amendment No. 25-03 - Apartments in LI Zone
	7	<b>REGULATION/POLICY</b>
109 - 110	7.1	Advance Poll Dates
111 - 115	7.2	ATV Street Access for a Special Event
117 - 127	7.3	Annual Leave for Full Time Management/Non-Union Staff Policy Revision
129 - 149	7.4	Metered Parking Regulation 2025
151 - 152	7.5	Notice of Motion - Shared Regional Services
	8	<b>ADJOURNMENT</b>
		The meeting adjourned at

## Land Acknowledgement

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





**MINUTES OF A COMMITTEE OF THE WHOLE OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 23 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	D. Burden, Director of Engineering, Development and Operations
	V. Granter	
	B. Griffin	P. Robinson, Director of Recreation Services
	P. Keeping	J. Smith, City Clerk
	C. Pender	R. Teliz, Sergeant-At-Arms

**COW25-52    Land Acknowledgement**

Councillor P. Gill read the Land Acknowledgement.

**COW25-53    Approval of Agenda**

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

**COW25-54    Approval of Minutes- Regular Meeting June 9, 2025**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to approve the minutes of the Regular Meeting of June 9, 2025. **MOTION CARRIED.**

**COW25-55    Ratification of Decisions**

In accordance with section 41(3) of the City of Corner Brook Act, the following minutes are being ratified:

It is **RESOLVED** to ratify minute CC25-004 Approval of Agenda **[Chaisson/Gill]**

It is **RESOLVED** to ratify minute CC25-006 2026 NL Summer Games Committee Chairperson **[Chaisson/Pender]**

It is **RESOLVED** to ratify minute CC25-007 2026 Approval for Execution of Agreement (JCL Reinstatement Agreement) **[Chaisson/Granter]**

**MOTION CARRIED on all minutes.**

**COW25-56    Business Arising From Minutes**

There was no business arising from the minutes.

**COW25-57    Public Works, Water & Wastewater Update**

Deputy Mayor L. Chaisson presented an update on Operational Services for the period of May 1st, 2025 to June 15th, 2025 as follows:

**Public Works**

- 135 service requests: the top three categories were lawn repairs, potholes/road repairs, and curb repairs;
- Ongoing services include downtown wash, spring bulk collection, sinkhole repairs, pothole repairs, street and sidewalk sweeping, greenspace clean-up, line painting, splashpad concrete extension, and Country Road service installation;
- Upcoming work includes curb/sidewalk repairs, storm collection maintenance, and street and sidewalk sweeping.

**Water and Wastewater**

- 46 service requests: the top three categories were water off/on, locate curb stop repair, and water leaks;  
the Water and Wastewater Recoverable Works totaled \$13,425.76;
- Ongoing maintenance includes PRV station servicing, water distribution flow meter upgrades, annual water main and sewer maintenance, and new service installations for Wendy's and on Country Road;
- Upcoming maintenance and projects include: sanitary treatment, new service installation, water distribution field audit and operating the splash pad;
- Average water consumption was 21 million liters per day during May. This is down from the overall 2024 average of 22.2 million liters per day.

**COW25-58    Development, Planning and Community Services**

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

- **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, 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 and 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;
- **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 Dive (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.

#### **COW25-59 Finance & Administration Report - May**

Councillor P. Gill presented an update from the Finance and Administration Department for the five months to May 2025, as follows:

- total revenues were \$38,402,000 against a budget of \$41,900,000;
- total expenses were \$14,466,000 against a budget of \$41,900,000;
- 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.

#### **COW25-60 Capital Project and Engineering Committee Updates**

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

- **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)** - 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 were collected, and 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.

#### **COW25-61 Recreation Update**

Councillor P. Keeping presented a Recreation update as follows:

**Marina Redmond Centre** - the Marina Redmond Centre has seen an overwhelmingly positive response from the public since opening with high participation in programs and daily visits. Individuals interested in participating can now create a profile on RecDesk to register for activities at the Marina Redmond Centre via [cornerbrook.recdesk.com](http://cornerbrook.recdesk.com) or [marinaredmondcentre.com](http://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** - 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, the City will be hosting the Canada Games Torch Relay, beginning at

City Hall during the flag raising and making its way to the Corner Brook Civic Centre. 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 in Margaret Bowater Park featuring live entertainment, bouncy castles, face painting, cake cutting and cupcakes, as well as RibFest.

## **COW25-62    Tourism Update**

Councillor P. Keeping presented a Tourism update as follows:

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.

**COW25-63   Civic Centre Update**

Councillor P. Keeping presented a Civic Centre update as follows:

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. Activities include 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.

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 1st for Hockey NL's High Performance Program (HPP) for male and female provincial team selections U14, U15 & U16. The camp will host over 300 athletes, coaching and training staff. It is expected there will be over 1,000 visitors will come to Corner Brook throughout the camp.

Upcoming 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.

**COW25-64 Protective Services Statistics for the month of May 2025**

Councillor V. Granter presented the statistics for May 2025 from the Protective Services Department as follows:

- Municipal Enforcement received 139 calls for services;
- Animal Control received 12 calls for services;
- There were 17 Parking related violations issued;
- Corner Brook Fire Department received 45 calls for service;
- PSAP received a total of 846 calls of which 5813 were transferable.

**COW25-65 Emergency Management Response Tabletop Exercise**

Councillor V. Granter presented a report outlining an Emergency Management Response Tabletop Exercise as follows:

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.

The conducting of these exercises provides an opportunity to identify weaknesses and reveal opportunities to better our emergency response capabilities including the need for implementation of the P25 Radio System, need to provide more focus for resident enrollment into our Voyent notification system, need for a backup generator system for the Civic Centre which is the City's emergency shelter and need for backup for internet and cellular communications in the event that those infrastructure were affected by an emergency.

**COW25-66 Transitioning from Traditional Parking Meters to Modern Parking Pay Stations**

Councillor V. Granter presented a report regarding the transition from



traditional parking metres to pay stations as follows:

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.

Staff is recommending the following:

- 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.

**COW25-67    Notice of Motion City of Corner Brook Metered Parking Regulations, 2025**

Councillor V. Granter presented a notice of motion as follows:

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.

**COW25-68    Confirmation of Order - 2025-01**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that 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. **MOTION CARRIED.**

**COW25-69    100 West Street (Proposed Third Party Sign)**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the 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. **MOTION CARRIED.**

**COW25-70     4 Clarence Street (Proposed Apartment Building)**

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **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. **MOTION CARRIED.**

**COW25-71     Collection of Garbage and Recycling 2025-08**

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the 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. **MOTION CARRIED.**

**COW25-72     Overhead & Automatic Door Inspection Maintenance/Service 2025-12**

On motion by Deputy Mayor L. Chaisson, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council award Contract No. 2025-12 Overhead & Automatic Door Inspection Service/Maintenance in the Amount of \$6,661.95 (HST Included) per annum to Western Lock Inc. **MOTION CARRIED.**

**COW25-73     Adoption - IMSP and Development Regulations Amendment No. 24-04 - 11 O'Connell Drive**

On motion by Councillor P. Gill, seconded by Deputy Mayor L. Chaisson, it is **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.
- MOTION CARRIED.**

Councillor C. Pender and Councillor V. Granter voted against the motion.

**COW25-74    City of Corner Brook Municipal Election Vote By Mail Regulations**

On motion by Councillor C. Pender, seconded by Councillor B. Griffin, 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. **MOTION DEFEATED.**

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

The Mayor advised that due to the motion being defeated, the original motion made to approve vote by mail that was defeated would need to be reconsidered in order to proceed with vote by mail.

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is RESOLVED to reconsider motion 25-091 - 2025 Elections Vote by Mail. MOTION CARRIED. (Councillor B. Griffin voted against the motion).

Therefore motion 25-091 - 2025 Elections Vote by Mail from the Regular Council Meeting of June 9, 2025 was brought forward for reconsideration:

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 CARRIED. (Councillor P. Gill and Councillor B. Griffin voted against the motion).

**ADJOURNMENT**

The meeting adjourned at 8:48 pm.

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City Clerk

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Mayor





# Request for Decision (RFD)

**Subject:** 2025-13 Notice of Sale - Used Equipment & Materials

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Public Works  
**Staff Contact:** Dawn Marshall, Fleet Management Coordinator  
**Topic Overview:** Used Equipment Sale  
**Attachments:** [RFD Used Sale Results](#)

## BACKGROUND INFORMATION:

The City issued a tender for the sale of equipment that was removed from fleet and were placed on bids. Interested parties were invited to submit a price for a specified list of equipment. The largest bid would be considered for each item. Since no bids were received for 45-04 Cat Loader & insufficient bids were received for 86-15 & 74-14 (Sanders), it is recommended that we not continue with these sales and put them on online auction instead.

## PROPOSED RESOLUTION:

**BE IT RESOLVED** that accept the bids submitted as attached and award the sales of these units.

Director of Engineering, Development and Operational Services	Approved - 07 Jul 2025
City Manager	Approved - 07 Jul 2025
Administrative Assistant	Approved - 07 Jul 2025

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 City Manager

UNIT #	Unit Description	Bid Amt	Acceptable Bid Sheet Y/N?
28-10	Illinz Litter Collector Madvac	500	Y
80-14	Ford F150 4x2 Extended Cab	126	Y
81-14	Ford F150 4x4 Extended Cab	201.99	Y
86-15	Schmidt Salt Truck	202.92	Y
74-14	Schmidt Salt Truck	550.85	Y
133-18	Kubota Lawn & Garden Tractor	208	Y



# Request for Decision (RFD)

**Subject:** Petries Street Bridge Replacement 2025-05

**To:** Donny Burden  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**

## BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the bridge replacement on Petries Street. Tenders for the Petries Street Bridge Replacement, 17-MYCW-24-00005 closed on July 10, 2025, with four (4) submissions received as follows (including HST):

1. Marine Contractors Inc.	\$ 794,861.60
2. Major's Contracting Limited	\$ 895,349.83
3. West Coast Excavating & Equipment Co. Ltd.	\$ 964,769.50
4. JCL Investments Inc.	\$1,144,605.58

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** award the Contract for the Petries Street Bridge Replacement, 17-MYCW-25-00005 to Marine Contractors Inc. in the amount of \$794,861.60 HST included.

## FINANCIAL IMPACT:

Pre-Tender Construction Estimate: \$1,069,222.53 HST Included

**Budget Code:** 17-MYCW-24-00005

**Finance Type:** Funding

Director of Engineering, Development and Operational Services	Approved - 11 Jul 2025
City Manager	Approved - 11 Jul 2025
Administrative Assistant	Approved - 14 Jul 2025

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 City Manager







# Request for Decision (RFD)

**Subject:** Deep Gulch Culvert Replacement - CO #10

**To:** Donny Burden  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [236864-CBDeepGulch-CO10-RVA-JCL](#)

## BACKGROUND INFORMATION:

This change order is for the supply and installation of 300mm ductile iron water main bypass to maintain potable water to the western end of the City as part of the Deep Gulch Culvert Replacement project..

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve JCL Investments Inc.'s Change Order No. 10 for the Deep Gulch Culvert Replacement in the amount of \$172,811.45 HST included.

## FINANCIAL IMPACT:

Authorized Contract Amount \$3,047,143.50  
 Previous Change Orders \$145,999.14

**Budget Code:** 17-RNC-23-00000

**Finance Type:** Capital

Director of Engineering, Development and Operational Services	Approved - 11 Jul 2025
City Manager	Approved - 11 Jul 2025
Administrative Assistant	Approved - 14 Jul 2025

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City Manager

R.V. Anderson Associates Limited  
145 Kelsey Drive, Suite 204  
St. John's NL A1B 0L2 Canada  
T 709 722 0024 F 855 833 4022  
rvanderson.com



<b>Consultant:</b>	R.V. Anderson Associated Limited	<b>Change Order No:</b>	10
<b>Owner:</b>	The City of Corner Brook	<b>Date:</b>	July 07, 2025
<b>Contractor:</b>	JCL Investments Inc.	<b>Contract No.:</b>	236864 / 17-RNC-23-00000
<b>The Work:</b>	Corner Brook Deep Gulch Brook Culvert Replacement	<b>Contract Date:</b>	May 14, 2024

The following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

**Description:**

1. Supply and installation of 300mm ductile iron watermain bypass as detailed on drawing CS108.

2.	Contract Price Change: <u>\$150,270.82</u>	Contract Time Change: <u>13</u>	Working Days
3.	Contract Price Change: <u>\$0.00</u>	Contract Time Change: <u>0</u>	Working Days
4.	Contract Price Change: <u>\$0.00</u>	Contract Time Change: <u>0</u>	Working Days
5.	Contract Price Change: <u>\$0.00</u>	Contract Time Change: <u>0</u>	Working Days
6.	Contract Price Change: <u>\$0.00</u>	Contract Time Change: <u>0</u>	Working Days

The *Contract Price* is increased by the sum of \$150,270.82  
The *Contract Time* is increased by 13 Working Days

**Recommended by the Consultant**

\_\_\_\_\_  
Jason Picco, Project Manager  
Name and title of person signing

**Jason Picco**

Digitally signed by Jason Picco  
DN: cn=Jason Picco, o=RV  
Anderson,  
email=jpicco@rvanderson.com  
Date: 2025.07.07 08:58:37 -02'30'

Signature

\_\_\_\_\_  
Jul 07, 2025  
Date

**Approved by the Owner**

\_\_\_\_\_  
Name and title of person signing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Accepted by the Contractor**

\_\_\_\_\_  
Chad Robinson, Project Manager  
Name and title of person signing

**Chad Robinson**

Digitally signed by Chad Robinson  
DN: cn=Chad Robinson, o=JCL Investments Inc., cn=Chad Robinson  
Date: 2025.07.14 16:23:11 -02'30'

Signature

\_\_\_\_\_  
July 14, 2025

\_\_\_\_\_  
Date

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

Page 1 of 3

September 2023

**OWNER:** The City of Corner Brook **DATE:** July 7, 2025  
**PROJECT NAME:** Corner Brook Deep Gulch Brook Culvert Replacement  
**PROJECT #:** 17-RNC-23-00000 **CONTRACTOR:** JCL Investments Inc.  
**CHANGE ORDER NUMBER:** 10

**.1 NOTICE**

A change to the Contract is contemplated as indicated herein.

**.2 PROCEDURE**

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

**.3 DESCRIPTION OF CHANGE**

Supply and installation of 300mm ductile iron watermain bypass as detailed on drawing CS108. Note - this scope does not include the removal of the bypass line.

**.4 EFFECT OF CHANGE ON CONTRACT**

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

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

WORKING DAYS: 13 REVISED COMPLETION DATE: \_\_\_\_\_

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

☐ No Change

☒ Addition to Contract including HST payable by the Owner \$ 172,811.45

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

Contractor: Chad Robinson Digitally signed by Chad Robinson  
DN: cn=Chad Robinson, o=JCL Investments Inc., email=chad@jclinvestments.ca, c=CA (Signature)

Transportation and Infrastructure

<div> <div>Division of Municipal Infrastructure</div> <div>Form 5 – Contract Change Order Notice</div> </div>	
Page 2 of 3	September 2023
Authorized Contract Amount (A)	\$ 3,047,143.50
<b>Change Order Limit (greater of 10 % of A or \$15,000)</b>	<b>\$ 304,714.35</b>
Previous Change Orders (B)	\$ 145,999.14
<b>This Change Order (C)</b>	<b>\$ 172,811.45</b>
New Approved Contract Amount (A+B+C)	\$ 3,365,954.09

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

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

#### .5 AUTHORIZATION TO PROCEED

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

DATE: July 7, 2025 Consultant: Jason Picco, Project Manager, RVA

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

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

#### .6 CANCELLATION OF CONTEMPLATED CHANGE

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

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

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

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

#### .8 ENCLOSED DOCUMENTS

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

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

---

Transportation and Infrastructure

---

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

**Page 3 of 3**

**September 2023**

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- CCN 5
  - Force Account Forms
  - Invoice backup

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

**R.V. Anderson Associates Limited**  
 145 Kelsey Drive, Suite 204  
 St. John's NL A1B 0L2 Canada  
 T 709 722 0024 F 855 833 4022  
 rvanderson.com



# **CONTEMPLATED CHANGE NOTICE - CCN – 005**

**To:** 1 Massey Drive Access Road, NL A2H 6H6  
**Attention:** Chad Robinson

**PROJECT:** 17-RNC-23-00000

**Contract No.:** 236864

**RVA Project No.:** 236864

**Date:** April 22, 2024

1. Changes in the work as described below are contemplated within the terms and conditions of the Contract. All work and materials are to be in accordance with Contract Documents unless otherwise excluded herein under Description of Work Change. All exclusions from the Contract Documents being proposed by the Contractor shall be clearly described within the Contractor's submitted quotation.
2. The Contractor shall indicate any resulting proposed change in the Contract Price and/or Contract Time and provide appropriate back-up documentation giving an itemized breakdown of the change in cost and schedule for each item contemplated. The Contractor shall sign and return this form with the completed submission.
3. The Contractor shall provide a detailed lump sum quotation with a price breakdown showing hours and rates for labour and equipment to install the work, equipment/materials costs, overhead costs and any other costs/charges deemed appropriate to fully complete and/or delete the work in accordance with the above requirements and as noted below under the Description of Work Change.
4. The Contractor shall not proceed with these Contemplated Changes in the work until authorized to do so by a signed Contract Change Order.

## **Description of Work Change:**

1. Supply and installation of 300mm ductile iron watermain bypass as detailed on drawing CS108.

Please provide pricing within 5 business days.

**Attachments:** CS108

**\* Contractor:** Valuation of Extra Work- CCN-005-R1- Temporary By-Pass

**\* Effect on Contract Value:** DECREASE ☐ INCREASE ☒ NO CHANGE ☐

**\* Value of Change (excluding HST):** \$168,707.93

**\* Effect on Contract Time:** DECREASE ☐ INCREASE ☒ NO CHANGE ☐

**\* Number of Days Requested:** 7 days

## **Additional Clarifications/Instructions:**

**\* Contractor:** Attached valuation is an estimate. CCN will be executed under Force Account

## **Distribution:**

- Original plus attachments to RVA Project File
- Copies to:

Signed on behalf of R.V. Anderson Associates Limited:

Per: [Redacted] Date: April 23, 2025

**\* Signed on behalf of Contractor:**

Per: [Redacted] Date: April 29, 2025

**\* To be completed by the Contractor**

April 2025

Page 1







**JCL INVESTMENTS INC**  
VALUATION OF EXTRA WORK

LOCATION: Deep Gulch

DATE: 28-Apr-25

Description of work: CCN-005 - Supply and install 300mm of ductile iron watermain bypass as detailed on drawing CS108.

CONTRACTOR: JCL Investments Inc.

AUTHORIZED BY: Chad Robinson

LABOUR (CLASSIFICATION)	NO.	HRS EA	HOURS	RATE	AMOUNT
Utility Pipefitter	1	77.00	77	26.65	\$ 2,052.05
Utility	2	77.00	154	28.03	\$ 4,316.62
Operator	2	77.00	154	31.78	\$ 4,894.12
Truck Driver	1	77.00	77	28.70	\$ 2,209.90
Supervisor	2	77.00	154	44.34	\$ 6,828.36
Surveyor	1	77.00	77	30.79	\$ 2,370.83
Carpenters	2	0.00	0	31.06	\$ -
<b>(A) TOTAL:</b>					\$ 22,671.88

EQUIPMENT (TYPE AND ATTACHMENTS)	HOURS	RATE	AMOUNT
360 Komatsu Excavator	77	\$238.70	\$ 18,379.90
Hydraulic Breaker	55	\$147.40	\$ 8,107.00
210 JD Excavator	77	\$121.00	\$ 9,317.00
Tandem	77	\$100.00	\$ 7,700.00
Pick-up Truck	308	\$18.24	\$ 5,617.92
624 JD Loader	77	\$114.18	\$ 8,791.86
Diesel Tamper	77	\$18.43	\$ 1,419.11
Gas Tamper	77	\$9.63	\$ 741.51
Tool Crib	77		\$ -
Office Trailer	77		\$ -
Port-A-Potty	77		\$ -
Pumps	77	4.16	\$ 320.32
Gas Generator	77	5.78	\$ 445.06
Pressure Pump	11	7.45	\$ 81.95
Water Truck	11	40.01	\$ 440.11
Float with Tractor	12	126.50	\$ 1,518.00
Survey GPS	77	15.92	\$ 1,225.84
<b>(B) TOTAL:</b>			\$ 64,105.58

SUPPLIES & MATERIALS	QUANTITY	UNIT	PRICE	AMOUNT
Thrust Block				
300mm CL350 DI Pipe	104.5	m3	\$ 377.59	\$ 39,458.16
300mm MJ DI 11.25 Deg Bend	2	Ea	\$ 330.59	\$ 661.18
300mm MJ DI 22.5 Deg Bend	1	Ea	\$ 347.97	\$ 347.97
300mm DI Sleeve	2	Ea	\$ 286.12	\$ 572.24
300mm Megalug Pack	12	Ea	\$ 219.66	\$ 2,635.92
Surestop Gasket	19	Ea	\$ 295.64	\$ 5,617.16
Denso Mastic				\$ -
Pipe Bedding				
Chlorine	1	Ea	\$ 250.00	\$ 250.00
Composite Valve Box Complete	1	Ea	\$ 743.00	\$ 743.00
300mm Mueller Valve CL350	1	Ea	\$ 4,900.00	\$ 5,555.56
<b>(C) TOTAL:</b>				\$ 55,841.19

**AUTHORIZED SIGNATURES:**

\_\_\_\_\_

CONTRACTOR

Labour	\$ 22,671.88
Payroll Burden	\$ 7,935.16
Materials	\$ 55,841.19
Sub-Total	\$ 86,448.22
Overhead 10%	\$ 8,644.82
Sub-Total	\$ 95,093.05
5% Profit (sub)	\$ -
Sub-total	\$ 95,093.05
Profit (Contractor) 10%	\$ 9,509.30
Sub-total	\$ 104,602.35
Equipment	\$ 64,105.58
Board and Lodging	-
Total	\$ 168,707.93

Notes: Equipment availability to be confirmed  
Standby rate to be charged at 50%  
Material invoices to be provided  
JCL will install a 300mm valve near the east connection. The west end will be endcapped.  
Once pressure test and chlorination is complete, end cap will be removed and west end will be joined.





18 Bruce Street  
Mount Pearl, NL  
A1N 4T4

Tel: (709) 747-2626  
Fax: (709) 747-2623

Prepared by:  
pgmurphy@emcoltd.com

#### CUSTOMER

JCL Investments Inc.  
Attn: Mr Kyle Martin

City of Corner Brook  
Deep Gulch Culvert Replacement  
Proposed Water Main By-Pass Alignment

#### QUOTE

Date: April 29/25

Revision 2

DESCRIPTION	QTY	UM	PRICE	TOTAL
300mm Pressure Class 350 Ductile Iron Pipe	104.5	Ea	\$ 377.59	\$ 39,458.16
300mm SBR Sure Stop 350 Gasket	19	Ea	\$ 295.64	\$ 5,617.16
			\$ -	\$ -
300mm MJ DI 11-1/4 Deg Bend	2	Ea	\$ 330.59	\$ 661.18
300mm MJ DI 22-1/2 Deg Bend	1	Ea	\$ 347.97	\$ 347.97
300mm MJ DI Sleeve	2	Ea	\$ 286.12	\$ 572.24
300mm Megalug Pack	12	Ea	\$ 219.66	\$ 2,635.92
			\$ -	\$ -
300mm Mueller C515 MJ OL Gate Valve	1	Ea	\$ 5,555.56	\$ 5,555.56
Composite Valve Box Complete	1	Ea	\$ 743.00	\$ 743.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Delivery: Pipe & Gaskets 6 -10 Days / Valve 4 Days / Fittings are Stock			\$ -	\$ -
			\$ -	\$ -
Regards			\$ -	\$ -
Peter Murphy			\$ -	\$ -

Sub-Total: \$ 55,591.19  
Hst: \$ 8,338.68  
Total: \$ 63,929.86



**DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT**

CHANGE ORDER #: TBD

DATE: 9-Apr-2024

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

**DESCRIPTION of WORK**

CCN-005 - Temporary Bypass

**LABOUR**

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Surveyor - Andrew Francis	1	2	2	\$37.50	\$75.00
					\$0.00
				Total	\$75.00

**BOARD & LODGING**

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						Total	#DIV/0!

**EQUIPMENT**

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
Survey Equipment	TopConn GPS			2	\$15.92	\$31.84
Pick-Truck - Working	F-150		Gas	1	\$18.24	\$18.24
Pick-Truck - Standby	F-150		Gas	1	\$9.12	\$9.12
					Total	\$59.20

**MATERIALS SUPPLIED BY CONTRACTOR**

TYPE	Units	Quantity	Unit Price	Total
			Total	\$0.00

**SUMMARY**

ITEM	AMOUNT
1 Labour	\$75.00
2 Payroll Burden 35%	\$26.25
3 Materials	\$0.00
4 SUB-TOTAL	\$101.25
5 Overhead 10%	\$10.13
6 SUB-TOTAL	\$111.38
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$111.38
9 Profit (Contractor) 10%	\$11.14
10 SUB-TOTAL	\$122.51
11 Equipment	\$59.20
12 Board & Lodging	\$0.00
13 TOTAL	\$181.71

Is There a Sub-Contractor

2

IF YES, ENTER 1

IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

**Notes:**

1. Invoice to be submitted within thirty days of completion of the work as described

2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )



**DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT**

CHANGE ORDER #: TBD

DATE: 10-Apr-2024

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

**DESCRIPTION of WORK**

WM#2 Surveying Services

**LABOUR**

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Surveyor - Andrew Francis	1	3	3	\$37.50	\$112.50
				<b>Total</b>	<b>\$112.50</b>

**BOARD & LODGING**

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						<b>Total</b>	<b>#DIV/0!</b>

**EQUIPMENT**

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
Drone	DJI			1	\$50.00	\$50.00
Pick-Truck - Working	F-150		Gas	1	\$18.24	\$18.24
Pick-Truck - Standby	F-150		Gas	2	\$9.12	\$18.24
					<b>Total</b>	<b>\$86.48</b>

**MATERIALS SUPPLIED BY CONTRACTOR**

TYPE	Units	Quantity	Unit Price	Total
			<b>Total</b>	<b>\$0.00</b>

**SUMMARY**

ITEM	AMOUNT
1 Labour	\$112.50
2 Payroll Burden 35%	\$39.38
3 Materials	\$0.00
4 SUB-TOTAL	\$151.88
5 Overhead 10%	\$15.19
6 SUB-TOTAL	\$167.06
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$167.06
9 Profit (Contractor) 10%	\$16.71
10 SUB-TOTAL	\$183.77
11 Equipment	\$86.48
12 Board & Lodging	\$0.00
13 TOTAL	\$270.25

Is There a Sub-Contractor

2

IF YES, ENTER 1

IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

**Notes:**

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD DATE: 5-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	2	2	\$33.82	\$67.64
Glendon Lovell - Supervisor	1	0	0		\$0.00
Chris Dunne - Surveyor	1	0	0		\$0.00
Marty Sheppard - Utility Pipefitter	1	0	0		\$0.00
Ricky Pittman - Utility	1	0	0		\$0.00
Dakota White - Utility	1	0	0		\$0.00
Ronald Goosney - Operator	1	7.5	7.5	\$31.78	\$238.35
Lonnie Wells - Truck Driver	1	0	0		\$0.00
Gavin Harding - Operator	1	0	0		\$0.00
Zach Turpin - Carpenters	1	0	0		\$0.00
				Total	\$305.99

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						Total	\$0.00

EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator			D	0	\$238.70	\$0.00
Hydraulic Breaker			N/A	0	\$119.35	\$0.00
Hydraulic Breaker - Standby			N/A	7.5	\$59.68	\$447.56
210 JD Excavator			D	7.5	\$192.50	\$1,443.75
Tandem			D	0	\$100.00	\$0.00
Pick-up Truck	F-150		G	1	\$18.24	\$18.24
625 JD Loader			D	0	\$151.09	\$0.00
Diesel Tamper						
Gas Tamper						
Tool Crib						
Office Trailer						
Port-A-Potty						
Pumps						
Gas Generator						
Pressure Pump						
Water Truck						
Float with Tractor						
Survey GPS						
					Total	\$1,909.55

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
			Total	\$0.00

SUMMARY

ITEM	AMOUNT
1 Labour	\$305.99
2 Payroll Burden 35%	\$107.10
3 Materials	\$0.00
4 SUB-TOTAL	\$413.09
5 Overhead 10%	\$41.31
6 SUB-TOTAL	\$454.40
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$454.40
9 Profit (Contractor) 10%	\$45.44
10 SUB-TOTAL	\$499.83
11 Equipment	\$1,909.55
12 Board & Lodging	\$0.00
13 TOTAL	\$2,409.39

Is There a Sub-Contractor

2

IF YES, ENTER

1

IF NO, ENTER

2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described

2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 6-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	6.5	6.5	\$33.82	\$219.83
Glendon Lovell - Supervisor	1	6.5	6.5	\$31.78	\$206.57
Chris Dunne - Surveyor	1	3	3	\$36.77	\$110.31
Marty Sheppard - Utility Pipefitter	1	6.5	6.5	\$28.03	\$182.20
Ricky Pittman - Utility	1	2.5	2.5	\$26.65	\$66.63
Dakota White - Utility	1	2.5	2.5	\$26.65	\$66.63
Ronald Goosney - Operator	1	6.5	6.5	\$31.78	\$206.57
Lonnie Wells - Operator	1	2.5	2.5	\$31.78	\$79.45
Gavin Harding - Truck Driver	1	6.5	6.5	\$28.70	\$186.55
Zach Turpin - Carpenters	1	0	0		\$0.00
				Total	\$1,324.73

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						Total	\$0.00

EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator			D	0	\$238.70	\$0.00
Hydraulic Breaker			N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	6.5	\$59.95	\$389.68
210 JD Excavator			D	6.5	\$192.50	\$1,251.25
Tandem			D	6.5	\$100.00	\$650.00
Pick-up Truck	F-150		G	0	\$18.24	\$0.00
Pick-up Truck - Standby	F-150		G	13	\$9.12	\$118.56
625 JD Loader			D	2.5	\$151.09	\$377.73
Diesel Tamper				2.5	\$18.43	\$46.08
Survey GPS				3	\$15.92	\$47.76
					Total	\$2,881.05

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
			Total	\$0.00

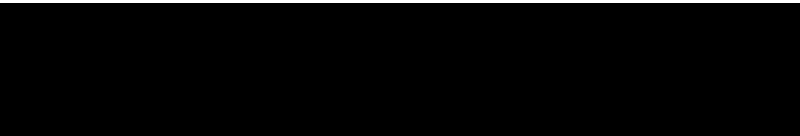
Is There a Sub-Contractor

2

IF YES, ENTER 1

IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE



CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked/Regular Hours ( Maximum of 1.0 )

SUMMARY

	ITEM	AMOUNT
1	Labour	\$1,324.73
2	Payroll Burden 35%	\$463.65
3	Materials	\$0.00
4	SUB-TOTAL	\$1,788.38
5	Overhead 10%	\$178.84
6	SUB-TOTAL	\$1,967.22
7	5% Profit (sub-cont.)	No Sub
8	SUB-TOTAL	\$1,967.22
9	Profit (Contractor) 10%	\$196.72
10	SUB-TOTAL	\$2,163.94
11	Equipment	\$2,881.05
12	Board & Lodging	\$0.00
13	TOTAL	\$5,044.98



**DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT**

CHANGE ORDER #: TBD

DATE: 7-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

**DESCRIPTION of WORK**

CCN-005 - Temporary Bypass

**LABOUR**

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	5	5	\$33.82	\$169.10
Glendon Lovell - Supervisor	1	11	11	\$31.78	\$349.58
Chris Dunne - Surveyor	1	3	3	\$36.77	\$110.31
Marty Sheppard - Utility Pipefitter	1	11	11	\$28.03	\$308.33
Ricky Pittman - Utility	1	4	4	\$26.65	\$106.60
Dakota White - Utility	1	4	4	\$26.65	\$106.60
Ronald Goosney - Operator	1	11	11	\$31.78	\$349.58
Lonnie Wells - Operator	1	8	8	\$31.78	\$254.24
Gavin Harding - Truck Driver	1	8	8	\$28.70	\$229.60
Zach Turpin - Carpenters	1	0	0		\$0.00
<b>Total</b>					<b>\$1,983.94</b>

**BOARD & LODGING**

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
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**EQUIPMENT**

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	11	\$59.95	\$659.45
210 JD Excavator		1.53-1.89	D	11	\$192.50	\$2,117.50
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
Tandem		Tandem	D	3	\$100.00	\$300.00
Tandem - Standby			D	8	\$50.00	\$400.00
Pick-up Truck	F-150	2268-2812	G	10	\$18.24	\$182.40
Pick-up Truck - Standby	F-150		G	0	\$9.12	\$0.00
625 JD Loader		4	D	4	\$151.09	\$604.36
625 JD Loader - Standby			D	7	\$75.55	\$528.82
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	11	\$9.22	\$101.37
Gas Tamper		18-26	G	1	\$12.36	\$12.36
Gas Tamper - Standby			G	10	\$6.18	\$61.80
Survey GPS				3	\$15.92	\$47.76
<b>Total</b>						<b>\$5,015.81</b>

**MATERIALS SUPPLIED BY CONTRACTOR**

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m <sup>3</sup>	0.5	\$1,225.00	\$612.50
300 mm CL350 DI Pipe	m	42	\$377.59	\$15,858.78
300 mm MJ DI 22.5 Deg Bend	ea	1	\$347.97	\$347.97
300 mm Megalug Pack	ea	2	\$219.66	\$439.32
Surestop Gasket	ea	7	\$295.64	\$2,069.48
Pipe Bedding	m <sup>3</sup>	25	\$80.00	\$2,000.00
300 mm Mueller Valve CL350	ea	1	\$5,555.56	\$5,555.56
Composite Valve Box Complete	ea	1	\$743.00	\$743.00
<b>Total</b>				<b>\$27,626.61</b>

Is There a Sub-Contractor 2  
IF YES, ENTER 1  
IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

**Notes:**

- Invoice to be submitted within thirty days of completion of the work as described
- Prorate Ratio = Hrs. Worked / Regular Hours (Maximum of 1.0)

**SUMMARY**

ITEM	AMOUNT
1 Labour	\$1,983.94
2 Payroll Burden 35%	\$694.38
3 Materials	\$27,626.61
4 SUB-TOTAL	\$30,304.93
5 Overhead 10%	\$3,030.49
6 SUB-TOTAL	\$33,335.42
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$33,335.42
9 Profit (Contractor) 10%	\$3,333.54
10 SUB-TOTAL	\$36,668.96
11 Equipment	\$5,015.81
12 Board & Lodging	\$0.00
13 TOTAL	\$41,684.77

DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 8-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

### DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	6	6	\$33.82	\$202.92
Glendon Lovell - Supervisor	1	11	11	\$31.78	\$349.58
Chris Dunne - Surveyor	1	8.5	8.5	\$36.77	\$312.55
Marty Sheppard - Utility Pipefitter	1	11	11	\$28.03	\$308.33
Ricky Pittman - Utility	1	8	8	\$26.65	\$213.20
Dakota White - Utility	1	4	4	\$26.65	\$106.60
Ronald Gooesney - Operator	1	11	11	\$31.78	\$349.58
Lonnice Wells - Operator	1	4.5	4.5	\$31.78	\$143.01
Gavin Harding - Truck Driver	1	6	6	\$28.70	\$172.20
Zach Turpin - Carpenters	1	5	5		\$0.00
				<b>Total</b>	<b>\$2,157.97</b>

## BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						<b>Total</b>	<b>\$0.00</b>

## EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$288.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	11	\$192.50	\$2,117.50
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
Tandem		Tandem	D	4	\$100.00	\$400.00
Tandem - Standby			D	7	\$50.00	\$350.00
Pick-up Truck	F-150	2268-2812	C	14	\$18.24	\$255.36
Pick-up Truck - Standby	F-150		C	30	\$9.12	\$273.60
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
Diesel Tamper		20.36	D	11	\$18.43	\$202.73
Diesel Tamper - Standby			D	0	\$9.22	\$0.00
Gas Tamper		18-26	C	11	\$12.36	\$135.96
Gas Tamper - Standby			C	0	\$6.18	\$0.00
Survey GPS				8.5	\$15.92	\$135.32
					<b>Total</b>	<b>\$3,870.47</b>

[illegible]

<b>TYPE</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Thrust Block	m <sup>3</sup>	0.3	\$1,225.00	\$612.50
300 mm CL380 DI Pipe	m	28	\$377.59	\$10,572.52
300 mm MJ DI 11.25 Deg Bend	ea	1	\$330.59	\$330.59
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	4	\$219.66	\$878.64
Surestone Gasket	ea	4	\$295.64	\$1,182.56
Pipe Bedding	m <sup>3</sup>	18.75	\$80.00	\$1,500.00
300 mm Mueller Valve CL380	ea	0	\$5,555.56	\$0.00
			<b>Total</b>	<b>\$15,076.81</b>

## SUMMARY

	ITEM	AMOUNT
1	Labour	\$2,157.97
2	Payroll Burden 35%	\$755.29
3	Materials	\$15,076.81
4	SUB-TOTAL	\$17,990.06
5	Overhead 10%	\$1,799.01
6	SUB-TOTAL	\$19,789.07
7	5% Profit (sub-ct.)	No Sub
8	SUB-TOTAL	\$19,789.07
9	Profit (Contractor) 10%	\$1,978.91
10	SUB-TOTAL	\$21,767.98
11	Equipment	\$3,870.47
12	Board & Lodging	\$0.00
13	TOTAL	\$25,638.45

Is There a Sub-Contractor	2
IF YES, ENTER	1
IF NO, ENTER	2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

**Notes:**

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 13-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	11	11	\$33.82	\$372.02
Glendon Lovell - Supervisor	1	11	11	\$31.78	\$349.58
Chris Dunne - Surveyor	1	3	3	\$36.77	\$110.31
Marty Sheppard - Utility Pipefitter	1	11	11	\$28.03	\$308.33
Ricky Pittman - Utility	1	0	0	\$26.55	\$0.00
Dakota White - Utility	1	11	11	\$26.65	\$293.15
Ronald Goosney - Operator	1	11	11	\$31.78	\$349.58
Lonnie Wells - Operator	1	11	11	\$31.78	\$349.58
Gavin Harding - Truck Driver	1	11	11	\$28.70	\$315.70
Zach Turpin - Carpenters	1	0	0		\$0.00
				<b>Total</b>	<b>\$2,448.25</b>

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
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EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336 Cat Excavator		1.88-2.27	D	11	\$238.70	\$2,625.70
336 Cat Excavator - Standby			D	0	\$119.35	\$0.00
Tandem		Tandem	D	10	\$100.00	\$1,000.00
Tandem - Standby			D	1	\$50.00	\$50.00
Pick-up Truck	F-150	2268-2812	G	14	\$18.24	\$255.36
Pick-up Truck - Standby	F-150		G	30	\$9.12	\$273.60
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	6	\$151.09	\$906.54
150 Hitachi Loader - Standby			D	5	\$75.55	\$377.73
Diesel Tamper		20-36	D	11	\$18.43	\$202.73
Diesel Tamper - Standby			D	0	\$9.22	\$0.00
Gas Tamper		18-26	G	11	\$12.36	\$135.96
Gas Tamper - Standby			G	0	\$6.18	\$0.00
Survey GPS				3	\$15.92	\$47.76
					<b>Total</b>	<b>\$5,875.38</b>

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m^3	0	\$1,225.00	\$0.00
300 mm CL350 DI Pipe	m	20	\$377.59	\$7,551.80
300 mm MJ DI 11.25 Deg Bend	ea	1	\$330.59	\$330.59
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	1	\$219.66	\$219.66
Surestop Gasket	ea	4	\$295.64	\$1,182.56
Pipe Bedding	m^3	18.75	\$80.00	\$1,500.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00

SUMMARY

ITEM	AMOUNT
1 Labour	\$2,448.25
2 Payroll Burden 35%	\$856.89
3 Materials	\$10,784.61
4 SUB-TOTAL	\$14,089.75
5 Overhead 10%	\$1,408.97
6 SUB-TOTAL	\$15,498.72
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$15,498.72
9 Profit (Contractor) 10%	\$1,549.87
10 SUB-TOTAL	\$17,048.59
11 Equipment	\$5,875.38
12 Board & Lodging	\$0.00
13 TOTAL	\$22,923.97

Is There a Sub-Contractor 2  
IF YES, ENTER 1  
IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked / Regular Hours (Maximum of 1.0)





DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD DATE: 14-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	10	10	\$33.82	\$338.20
Glendon Lovell - Supervisor	1	10	10	\$31.78	\$317.80
Chris Dunne - Surveyor	1	3	3	\$36.77	\$110.31
Marty Sheppard - Utility Pipefitter	1	10	10	\$28.03	\$280.30
Ricky Pittman - Utility	1	0	0	\$26.65	\$0.00
Dakota White - Utility	1	7	7	\$26.65	\$186.55
Ronald Goosney - Operator	1	10	10	\$31.78	\$317.80
Lonnie Wells - Truck Driver	1	10	10	\$31.78	\$317.80
Gavin Harding - Operator	1	10	10	\$28.70	\$287.00
Zach Turpin - Carpenters	1	6	6		\$0.00
				Total	\$2,155.76

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
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EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336 Cat Excavator		1.88-2.27	D	9	\$238.70	\$2,148.30
336 Cat Excavator - Standby			D	2	\$119.35	\$238.70
Tandem		Tandem	D	1	\$100.00	\$100.00
Tandem - Standby			D	10	\$50.00	\$500.00
Pick-up Truck	F-150	2268-2812	G	12	\$18.24	\$218.88
Pick-up Truck - Standby	F-150		G	24	\$9.12	\$218.88
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	11	\$9.22	\$101.37
Gas Tamper		18-26	G	0	\$12.36	
Gas Tamper - Standby			G	11	\$6.18	\$67.98
Survey GPS				3	\$15.92	\$47.76
					Total	\$4,472.86

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m^3	0.25	\$1,225.00	\$306.25
300 mm CL350 DI Pipe	m	14.5	\$377.59	\$5,475.06
300 mm MJ DI 11.25 Deg Bend	ea	-1	\$330.59	-\$330.59
300 mm MJ DI 22.5 Deg Bend	ea	1	\$347.97	\$347.97
300 mm Megalug Pack	ea	3	\$219.66	\$658.98
Surestop Gasket	ea	4	\$295.64	\$1,182.56
Pipe Bedding	m^3	37.5	\$80.00	\$3,000.00
Rock Under Bedding	m^3	8.6875	\$50.00	\$434.38
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
			Total	\$11,074.60

Is There a Sub-Contractor   
IF YES, ENTER 1  
IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:  
1. Invoice to be submitted within thirty days of completion of the work as described  
2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )

SUMMARY	
ITEM	AMOUNT
1 Labour	\$2,155.76
2 Payroll Burden 35%	\$754.52
3 Materials	\$11,074.60
4 SUB-TOTAL	\$13,984.88
5 Overhead 10%	\$1,398.49
6 SUB-TOTAL	\$15,383.36
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$15,383.36
9 Profit (Contractor) 10%	\$1,538.34
10 SUB-TOTAL	\$16,921.70
11 Equipment	\$4,472.86
12 Board & Lodging	\$0.00
13 TOTAL	\$21,394.56



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 15-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	11	11	\$33.82	\$372.02
Glendon Lovell - Supervisor	1	11	11	\$31.78	\$349.58
Chris Dunne - Surveyor	1	0	0	\$36.77	\$0.00
Marty Sheppard - Utility Pipefitter	1	11	11	\$28.03	\$308.33
Ricky Pittman - Utility	1	0	0	\$26.65	\$0.00
Dakota White - Utility	1	2	2	\$26.65	\$53.30
Ronald Goosney - Operator	1	11	11	\$31.78	\$349.58
Lonnie Wells - Operator	1	0	0	\$31.78	\$0.00
Gavin Harding - Truck Driver	1	3	3	\$28.70	\$86.10
Zach Turpin - Carpenters	1	5	5		\$0.00
				<b>Total</b>	<b>\$1,518.91</b>

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
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EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336 Cat Excavator		1.88-2.27	D	11	\$238.70	\$2,625.70
336 Cat Excavator - Standby			D	0	\$119.35	\$0.00
Tandem		Tandem	D	3	\$100.00	\$300.00
Tandem - Standby			D	8	\$50.00	\$400.00
Pick-up Truck	F-150	2268-2812	G	12	\$18.24	\$218.88
Pick-up Truck - Standby	F-150		G	24	\$9.12	\$218.88
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	11	\$9.22	\$101.37
Gas Tamper		18-26	G	0	\$12.36	\$0.00
Gas Tamper - Standby			G	11	\$6.18	\$67.98
Pressure Pump				11	\$7.45	\$81.95
					<b>Total</b>	<b>\$4,845.75</b>

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m <sup>3</sup>	0.25	\$1,225.00	\$306.25
300 mm CL350 DI Pipe	m	0	\$377.59	\$0.00
300 mm MI DI 11.25 Deg Bend	ea	1	\$330.59	\$330.59
300 mm MI DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	2	\$219.66	\$439.32
Surestop Gasket	ea	0	\$295.64	\$0.00
Pipe Bedding	m <sup>3</sup>	0	\$80.00	\$0.00
Rock Under Bedding	m <sup>3</sup>	0	\$50.00	\$0.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
			<b>Total</b>	<b>\$1,076.16</b>

SUMMARY

ITEM	AMOUNT
1 Labour	\$1,518.91
2 Payroll Burden 35%	\$531.62
3 Materials	\$1,076.16
4 SUB-TOTAL	\$3,126.69
5 Overhead 10%	\$312.67
6 SUB-TOTAL	\$3,439.36
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$3,439.36
9 Profit (Contractor) 10%	\$343.94
10 SUB-TOTAL	\$3,783.29
11 Equipment	\$4,845.75
12 Board & Lodging	\$0.00
13 TOTAL	\$8,629.04

Is There a Sub-Contractor 2  
IF YES, ENTER 1  
IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked / Regular Hours (Maximum of 1.0)



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD DATE: 16-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass
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LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	10.5	10.5	\$33.82	\$355.11
Glendon Lovell - Supervisor	1	10.5	10.5	\$31.78	\$333.69
Chris Dunne - Surveyor	1	0	0		\$0.00
Marty Sheppard - Utility Pipefitter	1	10.5	10.5	\$28.03	\$294.32
Ricky Pittman - Utility	1	0	0		\$0.00
Dakota White - Utility	1	0	0		\$0.00
Ronald Goosney - Operator	1	10.5	10.5	\$31.78	\$333.69
Lonnie Wells - Truck Driver	1	0	0		\$0.00
Gavin Harding - Operator	1	9	9	\$28.70	\$258.30
Zach Turpin - Carpenters	1	0	0		\$0.00
				Total	\$1,575.11

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
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EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336/350 Cat Excavator		1.88-2.27	D	10	\$238.70	\$2,387.00
336/350 Cat Excavator - Standby			D	1	\$119.35	\$119.35
Tandem		Tandem	D	4	\$100.00	\$400.00
Tandem - Standby			D	0	\$50.00	
Pick-up Truck	F-150	2268-2812	G	14	\$18.24	\$255.36
Pick-up Truck - Standby	F-150		G	22	\$9.12	\$200.64
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	11	\$9.22	\$101.37
Gas Tamper		18-26	G	0	\$12.36	
Gas Tamper - Standby			G	11	\$6.18	\$67.98
Pressure Pump				4	\$7.45	\$29.80
Survey GPS				0	\$15.92	\$0.00
					Total	\$4,392.49

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m^3	0	\$1,225.00	\$0.00
300 mm CL350 DI Pipe	m	0	\$377.59	\$0.00
300 mm MJ DI 11.25 Deg Bend	ea	0	\$330.59	\$0.00
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	2	\$219.66	\$439.32
Surestop Gasket	ea	0	\$295.64	\$0.00
Pipe Bedding	m^3	0	\$80.00	\$0.00
Rock Under Bedding	m^3	0	\$50.00	\$0.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
300 mm DI Sleeve	ea	2	\$286.12	\$572.24
			Total	\$1,011.56

SUMMARY

ITEM	AMOUNT
1 Labour	\$1,575.11
2 Payroll Burden 35%	\$551.29
3 Materials	\$1,011.56
4 SUB-TOTAL	\$3,137.95
5 Overhead 10%	\$313.80
6 SUB-TOTAL	\$3,451.75
7 5% Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$3,451.75
9 Profit (Contractor) 10%	\$345.17
10 SUB-TOTAL	\$3,796.92
11 Equipment	\$4,392.49
12 Board & Lodging	\$0.00
13 TOTAL	\$8,189.41

Is There a Sub-Contractor

2

IF YES, ENTER

1

IF NO, ENTER

2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described

2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 19-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION OF WORK

CCN-005 - Temporary Bypass					
<b>LABOUR</b>					
Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	8	8	\$33.82	\$270.56
Glendon Lowell - Supervisor	1	8	8	\$31.78	\$254.24
Chris Dunne - Surveyor	1	0	0		\$0.00
Marty Sheppard - Utility Pipelitter	1	8	8	\$28.03	\$224.24
Ricky Pittman - Utility	1	0	0		\$0.00
Dakota White - Utility	1	0	0		\$0.00
Ronald Goosney - Operator	1	8	8	\$31.78	\$254.24
Lennie Wells - Truck Driver	1	0	0		\$0.00
Gavin Harding - Operator	1	0	0		\$0.00
Zach Turpin - Carpenters	1	0	0		\$0.00
				<b>Total</b>	<b>\$1,003.28</b>

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						<b>Total</b>	<b>\$0.00</b>

EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336/350 Cat Excavator		1.88-2.27	D	0	\$238.70	\$0.00
336/350 Cat Excavator - Standby			D	11	\$119.35	\$1,312.85
Tandem		Tandem	D	0	\$100.00	\$0.00
Tandem - Standby			D	0	\$50.00	\$0.00
Pick-up Truck	F-150	2268-2812	G	10	\$18.24	\$182.40
Pick-up Truck - Standby	F-150		G	12	\$9.12	\$109.44
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	0	\$9.22	\$0.00
Gas Tamper		18-26	G	0	\$12.36	\$0.00
Gas Tamper - Standby			G	0	\$6.18	\$0.00
Survey GPS				0	\$15.92	\$0.00
				<b>Total</b>		<b>\$2,435.69</b>

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m³	0	\$1,225.00	\$0.00
300 mm CL350 DI Pipe	m	0	\$377.59	\$0.00
300 mm MJ DI 11.25 Deg Bend	ea	0	\$330.59	\$0.00
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	0	\$219.66	\$0.00
Surestop Gasket	ea	0	\$295.64	\$0.00
Pipe Bedding	m³	0	\$80.00	\$0.00
Rock Under Bedding	m³	0	\$50.00	\$0.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
300 mm DI Sleeve	ea	0	\$286.12	\$0.00
			<b>Total</b>	<b>\$0.00</b>

Is There a Sub-Contractor   
IF YES, ENTER 1  
IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described
2. Prorate Ratio = Hrs. Worked / Regular Hours (Maximum of 1.0)

SUMMARY	
ITEM	AMOUNT
1 Labour	\$1,003.28
2 Payroll Burden 35%	\$351.15
3 Materials	\$0.00
4 SUB-TOTAL	\$1,254.43
5 Overhead 10%	\$135.44
6 SUB-TOTAL	\$1,489.87
7 5% Profit (sub-cont)	No Sub
8 SUB-TOTAL	\$1,489.87
9 Profit (Contractor) 10%	\$148.99
10 SUB-TOTAL	\$1,638.86
11 Equipment	\$2,435.69
12 Board & Lodging	\$0.00
13 TOTAL	\$4,074.54



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD

DATE: 20-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	9	9	\$33.82	\$304.38
Glendon Lovell - Supervisor	1	9	9	\$31.78	\$286.02
Chris Dunne - Surveyor	1	0	0		\$0.00
Marty Sheppard - Utility Pipefitter	1	9	9	\$28.03	\$252.27
Ricky Pittman - Utility	1	0	0		\$0.00
Dakota White - Utility	1	0	0		\$0.00
Ronald Gosney - Operator	1	9	9	\$31.78	\$286.02
Lonnie Wells - Truck Driver	1	0	0		\$0.00
Gavin Harding - Operator	1	0	0		\$0.00
Zach Turpin - Carpenters	1	0	0		\$0.00
				<b>Total</b>	<b>\$1,128.69</b>

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
							<b>\$0.00</b>

EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$69.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336/350 Cat Excavator		1.88-2.27	D	0	\$238.70	
336/350 Cat Excavator - Standby			D	11	\$119.35	\$1,312.85
Tandem		Tandem	D	0	\$100.00	
Tandem - Standby			D	0	\$50.00	
Pick-up Truck	F-150	2268-2812	G	14	\$18.24	\$255.36
Pick-up Truck - Standby	F-150		G	8	\$9.12	\$72.96
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	11	\$9.22	\$101.37
Gas Tamper		18-26	G	0	\$12.36	
Gas Tamper - Standby			G	11	\$6.18	\$67.98
Water Truck				8	\$40.01	\$320.08
Plow with Tractor				0		
Survey GPS				0	\$15.92	\$0.00
					<b>Total</b>	<b>\$2,961.59</b>

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m <sup>3</sup>	0	\$1,225.00	\$0.00
300 mm CL350 DI Pipe	m	0	\$377.59	\$0.00
300 mm MJ DI 11.25 Deg Bend	ea	0	\$330.59	\$0.00
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	0	\$219.66	\$0.00
Sureslope Gasket	ea	0	\$295.64	\$0.00
Pipe Bedding	m <sup>3</sup>	0	\$80.00	\$0.00
Rock Under Bedding	m <sup>3</sup>	0	\$50.00	\$0.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
300 mm DI Sleeve	ea	0	\$286.12	\$0.00
			<b>Total</b>	<b>\$0.00</b>

Is There a Sub-Contractor

IF YES, ENTER 1

IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described

2. Prorate Ratio = Hrs. Worked / Regular Hours (Maximum of 1.0)

SUMMARY

ITEM	AMOUNT
1 Labour	\$1,128.69
2 Payroll Burden 35%	\$395.04
3 Materials	\$0.00
4 SUB-TOTAL	\$1,523.73
5 Overhead 10%	\$152.37
6 SUB-TOTAL	\$1,676.10
7 % Profit (sub-cont.)	No Sub
8 SUB-TOTAL	\$1,676.10
9 Profit (Contractor) 10%	\$167.61
10 SUB-TOTAL	\$1,843.72
11 Equipment	\$2,961.59
12 Board & Lodging	\$0.00
13 TOTAL	\$4,805.31



DEPT. OF TRANSPORTATION & INFRASTRUCTURE  
DAILY FORCE ACCOUNT REPORT

CHANGE ORDER #: TBD DATE: 21-May-2025

PROJECT NO.: 14383  
PROJECT NAME: Deep Gulch Culvert Replacement  
CONTRACTOR: JCL Investments Inc.  
SUB-CONTRACTOR:

DESCRIPTION of WORK

CCN-005 - Temporary Bypass

LABOUR

Classification	No.	Hrs. Each	Man Hours	Rate	Total
Chad Penny - Supervisor	1	9	9	\$33.82	\$304.38
Glendon Lovell - Supervisor	1	9	9	\$31.78	\$286.02
Chris Dunne - Surveyor	1	0	0		\$0.00
Marty Sheppard - Utility Pipefitter	1	9	9	\$28.03	\$252.27
Ricky Pittman - Utility	1	0	0		\$0.00
Dakota White - Utility	1	0	0		\$0.00
Ronald Goosney - Operator	1	9	9	\$31.78	\$286.02
Lonnie Wells - Operator	1	0	0		\$0.00
Kyle Crocker- Truck Driver	1	7	7	\$28.70	\$200.90
Zach Turpin - Carpenters	1	0	0		\$0.00
				Total	\$1,329.59

BOARD & LODGING

EMPLOYEE	Accomm.	Meals	Sub-Total	Hrs. Worked	Regular Hrs.	Prorate Ratio	Total
						Total	\$0.00

EQUIPMENT

TYPE	Make & Model	Capacity	G/D	Hrs. Worked	Rental Rate	Total
360 Komatsu Excavator		1.9	D	0	\$238.70	\$0.00
360 Komatsu Excavator - Standby			D	0	\$119.35	\$0.00
Hydraulic Breaker		3000	N/A	0	\$119.90	\$0.00
Hydraulic Breaker - Standby			N/A	0	\$59.95	\$0.00
210 JD Excavator		1.53-1.89	D	0	\$192.50	\$0.00
210 JD Excavator - Standby			D	0	\$96.25	\$0.00
336/350 Cat Excavator		1.88-2.27	D	0	\$238.70	
336/350 Cat Excavator - Standby			D	11	\$119.35	\$1,312.85
Tandem		Tandem	D	0	\$100.00	
Tandem - Standby			D	0	\$50.00	
Pick-up Truck	F-150	2268-2812	G	14	\$18.24	\$255.36
Pick-up Truck - Standby	F-150		G	19	\$9.12	\$173.28
625 JD Loader		4	D	0	\$151.09	\$0.00
625 JD Loader - Standby			D	0	\$75.55	\$0.00
150 Hitachi Loader		4	D	0	\$151.09	\$0.00
150 Hitachi Loader - Standby			D	11	\$75.55	\$831.00
Diesel Tamper		20-36	D	0	\$18.43	\$0.00
Diesel Tamper - Standby			D	0	\$9.22	\$0.00
Gas Tamper		18-26	G	0	\$12.36	
Gas Tamper - Standby			G	0	\$6.18	\$0.00
Tool Crib				0		
Office Trailer				0		
Port-A-Potty				0		
Pumps				0		
Gas Generator				0		
Pressure Pump				0		
Water Truck				7	\$40.01	\$280.07
Float with Tractor				0		
Survey GPS				0	\$15.92	\$0.00
					Total	\$2,852.56

MATERIALS SUPPLIED BY CONTRACTOR

TYPE	Units	Quantity	Unit Price	Total
Thrust Block	m^3	0	\$1,225.00	\$0.00
300 mm CL350 DI Pipe	m	0	\$377.59	\$0.00
300 mm MJ DI 11.25 Deg Bend	ea	0	\$330.59	\$0.00
300 mm MJ DI 22.5 Deg Bend	ea	0	\$347.97	\$0.00
300 mm Megalug Pack	ea	0	\$219.66	\$0.00
Surestop Gasket	ea	0	\$295.64	\$0.00
Pipe Bedding	m^3	0	\$80.00	\$0.00
Rock Under Bedding	m^3	0	\$50.00	\$0.00
300 mm Mueller Valve CL350	ea	0	\$5,555.56	\$0.00
300 mm DI Sleeve	ea	0	\$286.12	\$0.00
			Total	\$0.00

SUMMARY

	ITEM	AMOUNT
1	Labour	\$1,329.59
2	Payroll Burden 35%	\$465.36
3	Materials	\$0.00
4	SUB-TOTAL	\$1,794.95
5	Overhead 10%	\$179.49
6	SUB-TOTAL	\$1,974.44
7	5% Profit (sub-cont.)	No Sub
8	SUB-TOTAL	\$1,974.44
9	Profit (Contractor) 10%	\$197.44
10	SUB-TOTAL	\$2,171.89
11	Equipment	\$2,852.56
12	Board & Lodging	\$0.00
13	TOTAL	\$5,024.44

Is There a Sub-Contractor

2

IF YES, ENTER 1

IF NO, ENTER 2

DEPARTMENT OF TRANSPORTATION REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Notes:

1. Invoice to be submitted within thirty days of completion of the work as described

2. Prorate Ratio = Hrs. Worked / Regular Hours ( Maximum of 1.0 )

CCN-005 Summary Sheet

Date	Amount
9-Apr	\$ 181.71
10-Apr	\$ 270.25
5-May	\$ 2,409.39
6-May	\$ 5,044.98
7-May	\$ 41,684.77
8-May	\$ 25,638.45
13-May	\$ 22,923.97
14-May	\$ 21,394.56
15-May	\$ 8,629.04
16-May	\$ 8,189.41
19-May	\$ 4,074.54
20-May	\$ 4,805.31
21-May	\$ 5,024.44
	\$ 150,270.82



18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4  
Tel: 709-747-2626

## INVOICE

Invoice Date	Invoice Number
2025-05-07	126253001007
Delivery Number	Order Number
900	6010876631

**Remit To:**  
18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4

**Sales Rep:** Lucas Whelan

**GST/HST REG:** 101626026

**Bill To:**

**QST Reg#:** 1015301364

JCL INVESTMENTS INC  
PO BOX 817  
1 MASSEY DRIVE EXTENSION  
CORNER BROOK, NL A2H 6H6

**Ship To:**

JCL INVESTMENTS INC  
1 MASSEY DRIVE EXTENSION  
PROPOSED WATERMAIN BY-PASS ALIGNMENT  
CORNER BROOK, NL A2H 6H6

Page 1 of 1

Account #	Customer P.O. #	Date Ordered	Ordered By	Date Shipped	Ship Via	PST License
8390843710	40717	2025-04-30	CHAD ROB	2025-05-07	UNSPECIFIED	
Product	Description	Ordered	Shipped	Price	Disc. %	Extension
6570837	300MM PC350 DI TYT PIPE 5.5M	104.50	104.50	377.59	NET	\$39,458.16
X01160995	300MM SBR SURE STOP 350 GASKET	19.00	19.00	295.64	NET	\$5,617.16

Thank you for your order we appreciate your business.

THE TERMS AND CONDITIONS SET OUT ON OUR SHIPPING DOCUMENTS, AND YOUR  
APPROVED APPLICATION FOR CREDIT, ARE INCORPORATED HEREIN BY REFERENCE.  
2 % per month (24% per annum) service charge on all overdue accounts.

CUSTOMER ORIGINAL

Terms: NET 30 DAYS

Sub-total	\$45,075.32
GST/HST	\$6,761.30
PST	\$0.00
<b>TOTAL</b>	<b>\$51,836.62</b>





18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4  
Tel: 709-747-2626

INVOICE

Invoice Date	Invoice Number
2025-05-07	126253001008
Delivery Number	Order Number
900	6010877173

**Remit To:**  
18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4

**Sales Rep:** Lucas Whelan

**GST/HST REG:** 101626026

**Bill To:**

**QST Reg#:** 1015301364

JCL INVESTMENTS INC  
PO BOX 817  
1 MASSEY DRIVE EXTENSION  
CORNER BROOK, NL A2H 6H6

**Ship To:**

JCL INVESTMENTS INC  
1 MASSEY DRIVE EXTENSION  
PROPOSED WATERMAIN BY-PASS ALIGNMENT  
CORNER BROOK, NL A2H 6H6

Page 1 of 1

Account #	Customer P.O. #	Date Ordered	Ordered By	Date Shipped	Ship Via	PST License
8390843710	40717	2025-04-30	CHAD ROB	2025-05-05	DAY & ROSS	
Product	Description	Ordered	Shipped	Price	Disc. %	Extension
0350231	12 MJ MUEL GATE VLV OL	1.00	1.00	5555.56	NET	\$5,555.56
Thank you for your order we appreciate your business.						Sub-total
THE TERMS AND CONDITIONS SET OUT ON OUR SHIPPING DOCUMENTS, AND YOUR						GST/HST
APPROVED APPLICATION FOR CREDIT, ARE INCORPORATED HEREIN BY REFERENCE.						PST
2 % per month (24% per annum) service charge on all overdue accounts.						TOTAL
						\$5,555.56
						\$833.33
						\$0.00
						\$6,388.89

CUSTOMER ORIGINAL

Terms: NET 30 DAYS



18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4  
Tel: 709-747-2626

INVOICE

Invoice Date	Invoice Number
2025-05-07	126253001009
Delivery Number	Order Number
15218880	6010878366

Remit To:  
18 BRUCE ST  
MOUNT PEARL, NL A1N 4T4

Sales Rep: Lucas Whelan

GST/HST REG: 101626026

Bill To:

QST Reg#: 1015301364

JCL INVESTMENTS INC  
PO BOX 817  
1 MASSEY DRIVE EXTENSION  
CORNER BROOK, NL A2H 6H6

Ship To:

JCL INVESTMENTS INC  
1 MASSEY DRIVE EXTENSION  
PROPOSED WATERMAIN BY-PASS ALIGNMENT  
CORNER BROOK, NL A2H 6H6

Page 1 of 1

Account #	Customer P.O. #	Date Ordered	Ordered By	Date Shipped	Ship Via	PST License
8390843710	40717	2025-04-30	CHAD ROB	2025-04-30	DAY & ROSS	
Product	Description	Ordered	Shipped	Price	Disc. %	Extension
6532038	12x11-1/4 DI MJ CMNT LND BEND L/GLAND	2.00	2.00	330.59	NET	\$661.18
6531954	12x22-1/2 DI MJ CMNT LND BEND L/GLAND	1.00	1.00	347.97	NET	\$347.97
6530158	12 DI MJ SH SLV L/GLAND	2.00	2.00	286.12	NET	\$572.24
6532144	12 DUAL WEDGE TUF GRIP RSTRNT PK	12.00	12.00	219.66	NET	\$2,635.92
6545657	AJBV4C 4-1/4 VB ADJ CVR WTR	1.00	1.00	63.69	NET	\$63.69
6549808	AJBV4D-27 4-1/4 VB ADJ TOP SEC	1.00	1.00	285.85	NET	\$285.85
6540469	MVB070 7' VLV BOX BTM SECT	1.00	1.00	382.10	NET	\$382.10
6544003	VB875 GUIDE PLT	1.00	1.00	11.36	NET	\$11.36

Thank you for your order we appreciate your business.

THE TERMS AND CONDITIONS SET OUT ON OUR SHIPPING DOCUMENTS, AND YOUR  
APPROVED APPLICATION FOR CREDIT, ARE INCORPORATED HEREIN BY REFERENCE.  
2 % per month (24% per annum) service charge on all overdue accounts.

Sub-total	\$4,960.31
GST/HST	\$744.05
PST	\$0.00
TOTAL	\$5,704.36

CUSTOMER ORIGINAL

Terms: NET 30 DAYS

K.C. Reid Enterprises Limited  
P.O. Box 1104  
51 Maple Valley Rd, Unit B.  
Corner Brook, NL A2H 6T3  
Tel : (709) 639-1630 Fax: (709) 639-1910  
web: www.kcreid.com

Invoice

PST Registration #:  
GST Registration #: R131051724

Invoice #: 00112961

Bill To:

Ship To:

JCL Investments Inc  
PO Box 817  
Corner Brook NL A2H 6H6

JCL Investments Inc  
PO Box 817  
Corner Brook NL A2H 6H6

SALESPERSON		YOUR NO.	SHIP VIA	COL	PPD	SHIP DATE	TERMS		DATE	PG.
Paula		41353	Pick Up				Net 30		16/05/2025	1
QTY.	ITEM NO.	DESCRIPTION			PRICE		UNIT	DISC %	EXTENDED	TAX
2	UNI-276007-EA	Chlorine			\$14.45		per		\$28.90	HST
<div>05/26/25 24-08</div> <div></div>										
<div>CODE                      RATE                      TAX                      SALE AMOUNT</div> <div>HST                      15%                      \$4.34                      \$28.90</div>							Sale Amt.:		\$28.90	
							Freight:		\$0.00	
							GST:		\$4.34	
							PST:		\$0.00	
							Total Amt.:		\$33.24	
							Paid Today:		\$0.00	
Memo:							Balance Due:		\$33.24	





# Request for Decision (RFD)

**Subject:** Central Fire Station Raising Overhead Door Opening Bay No. 1

**To:** Donny Burden  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [Island Dynamics Adjusted quote](#)

## BACKGROUND INFORMATION:

The City of Corner Brook requested quotations for the raising of Central Fire Station bay No. 1 overhead door to accommodate the new ladder truck. There were two (2) quotations received from the following:

Island Dynamics Inc. \$65,017.44 HST Included

Brook Construction (2007) Inc. \$125,695.00 HST Included

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** award the work for the Central Fire Station Raising Overhead Door Opening Bay No. 1 to Island Dynamics Inc. \$65,017.44 HST Included.

Director of Engineering, Development and Operational Services	Approved - 11 Jul 2025
City Manager	Approved - 14 Jul 2025
Administrative Assistant	Approved - 14 Jul 2025

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City Manager

ISLAND  
DYNAMICS INC.

**Schedule of Quantities**  
**City of Corner Brook Central Fire Station**  
**Raising Bay No. 1 Overhead Door**

Item	Description	Unit Price
1	Provide temporary full height wooden wall at the overhead door location as noted on project drawings No. S1.0.	<b>1817.17</b>
2	Provide temporary wooden seal at passage way between Bay No. 1 and Bay No. 2 as noted on project drawing No. S1.0.	<b>1650.17</b>
3	Provide temporary structural support for the existing exterior wall section (including pre-cast concrete panels) located above the Bay No. 1 overhead door as noted on drawing S1.0.	<b>2310.17</b>
4	Provide temporary rigid 1.5 meter high safety fencing as noted on drawings S1.0.	<b>5940.00</b>
5	Remove and store the existing overhead door, including the track, trim, and lifting mechanism for the Bay No. 1 overhead door.	<b>880.00</b>
6	Demolition and removal of the existing reinforced concrete header located above the overhead door as noted on the project drawings.	<b>5830.00</b>
7	Fabricate, supply and install complete with nuts and washers 16 mm dia. tie rods as noted on Drawing S1.2. 4 required	<b>165.00</b>
8	Fabricate, supply and install tie rod support brackets as noted on Drawing S1.2. 8 required	<b>255.75</b>
9	Supply, fabricate and install slotted holes in the horizontal legs of the existing cross bracing per Drawing S1.2. 8 required	<b>275.00</b>
10	Supply, fabricate and install WT 180 x 19.5 T brackets. 4 required	<b>440.00</b>
11	Supply, fabricate and install HSS 152 x 102 x 6.4 running the full length of the overhead door opening as noted on project drawings. (6 meters ±)	<b>6834.30</b>
12	Supply, fabricate and install HSS 254 x 152 x 6.4 running the full length of the overhead door opening as noted on project drawings.	<b>13969.34</b>
13	Reinstall overhead door complete with existing mechanism, raising track, new door panels, fastener and supports.	<b>8030.00</b>
14	Supply, installation and removal of scaffolding, lifting equipment, temporary supports, etc.	<b>4950.00</b>
15	Supply and install all caulking, primer and paint for all new steel.	<b>1870.00</b>
16	Removal of all temporary wooden walls and seals.	<b>1320.00</b>
<b>Subtotal</b>		<b>57746.91</b>
<b>HST</b>		<b>8662.04</b>
<b>Total</b>		<b>66408.95</b>

ADJUSTED  
JULY 8<sup>th</sup> 2025



# Request for Decision (RFD)

**Subject:** Civic Centre Sound System Replacement

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Recreation  
**Staff Contact:** Peter Robinson, Director of Recreation Services  
**Topic Overview:**  
**Attachments:** [20250716 - Supply & Installation Quotes](#)

## BACKGROUND INFORMATION:

The current sound system in the main arena of the Corner Brook Civic Centre was installed in 1998. The system has served the Civic Centre well but has now far surpassed its life expectancy. The audio experience in the main arena of the Civic Centre is currently very poor and now needs to be upgraded. Having a properly functioning sound system in the main arena is required to provide the best possible fan and user group experience.

A Request for Quotes for the supply of the equipment necessary to upgrade the sound system was sent to four vendors. Only one vendor provided a quote. Pro Audio Inc. provided a quote in the amount of \$44,836.20, HST included, for the supply of the equipment.

Additionally, a Request for Quotes for the installation of this equipment was sent to four vendors. Again, Pro Audio Inc. was the only vendor to provide a quote for the installation in the amount of \$57,183.75, HST included.

When the 2025 budget was being set there was \$150,000.00 dedicated to Capital out of Revenue (COOR) to go towards the purchase of a new Zamboni. Since that time, after observing the continued deterioration of the sound system in the main arena and further assessing the current condition of the Zambonis, staff determined that the more urgent need was the replacement of the sound system. Therefore the recommendation is to use a portion of the COOR funds that were originally designated to replace a Zamboni to now be used to replace the sound system. The remaining funds will be placed in reserve and go towards a future Zamboni replacement.

The sound system as a whole in the main arena no longer functions as it should. However, there are a number of components that continue to function well. These components will be transferred to Kinsmen Arena resulting in an improved audio experience in that arena as well.

## PROPOSED RESOLUTION:

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

- Approves the use of COOR funds for the supply and installation of a new sound system in the main arena of the Corner Brook Civic Centre
- Approves the quote received from Pro Audio Inc. for the supply of the sound system components in the amount of \$44,836.20 (HST Included)
- Approves the quote received from Pro Audio Inc. for the installation of the supplied components in the amount of \$57,183.75 (HST Included)

#### **FINANCIAL IMPACT:**

\$102,019.95 out of \$150,000.00 originally designated to COOR for the replacement of a Zamboni will be used for the replacement of the sound system in the main arena of the Civic Centre. The remaining \$47,980.05 will be carried over in reserve for a future Zamboni replacement.

#### **RECOMMENDATION:**

Staff recommend the use of the COOR funds for the replacement of the sound system in the main arena of the Civic Centre.

#### **ALTERNATIVE IMPLICATIONS:**

1. Council approves the replacement of the sound system.
2. Council does not approve the replacement of the sound system.
3. Council provides alternate direction.

Director of Recreation Services  
City Manager  
City Clerk

Approved - 17 Jul 2025  
Approved - 17 Jul 2025  
Approved - 17 Jul 2025

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City Manager



## Pro Audio Inc

PO Box 222 Upper Island Cove NL  
A0A4E0

(709) 728-5125 chad@proaudionl.com

(709) 589-2878 www.proaudionl.com

Comerbrook Civic Center

Phone:

Invoice #

quote

Fax:


Invoice Date:

Email:

RFQ 2025-01

Item #	Description	Qty	Unit Price	Discount	
1	QSC E110 loud speaker	22	\$ 948.00		\$ 20,856.00
2	QSC E112 loud speaker	4	\$ 1,098.00		\$ 4,392.00
3	QSC E12 yoke	4	\$ 305.00		\$ 1,220.00
4	QSC E110 yoke	22	\$ 285.00		\$ 6,270.00
5	Dynacord matrix mix engine MXE5-64	1	\$ 4,700.00		\$ 4,700.00
6	Dynacord wall panel controller wpm1us	2	\$ 360.00		\$ 720.00
7	Netgear M4250 switch	1	\$ 830.00		\$ 830.00
				Invoice Subtotal	\$ 38,988.00
				Tax Rate	15.00%
				Sales Tax	\$ 5,848.20
				Other	
				Deposit Received	
				<b>TOTAL</b>	<b>\$ 44,836.20</b>

BN 893515874  
EMT chad@proaudionl.com

 <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
	June 17, 2025	2025-01	June 30, 2025
DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com			

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE          CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS


ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Supply of 12 inch 2-Way Passive Loudspeaker (400W)  <b><u>STANDARD OF ACCEPTANCE:</u></b> Model E112 loud speaker by QSC Audio or Approved Equivalent  <b><u>SPECIFICATIONS:</u></b> Configuration 1 × 12-inch, 2-way, non-powered Frequency Response (-6 dB) 64 Hz – 20 kHz Frequency Range (-10 dB) 46 Hz – 20 kHz Power capacity: continuous/peak 400 W / 1600 W Sensitivity 96 dB, 1 W @ 1 m Coverage Angle 85° conical DMT Output (peak SPL @ 1m) 128 dB	EACH	4	1098.00	4392.00
				SUBTOTAL	4392.00
				HST	658.80
				TOTAL	5050.80

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE	DATE
		June 23, 2025
TELEPHONE NUMBER	DELIVERY DATE	
	4 weeks from order date	

The bidder hereby offers to sell and/or supply upon the terms and conditions set out herein (and on any enclosed sheets) the supplies and/or services listed above (and on any attached sheets) at the prices quoted. All prices are accepted as net prices (excluding Goods and Services Tax and Harmonized Sales Tax). Applicable taxes shall be applied at the invoicing stage. The Bidder hereby certifies that the prices quoted are not in excess of those charged anyone else, including their most favoured customer, for like quantity and quality of the items.

IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED ADDITIONAL DOCUMENTS, CONSTITUTE PART OF THE QUOTATION.



 <b>CORNER BROOK</b> <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
	June 17, 2025	2025-01	June 30, 2025
DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com			

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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS


ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Supply of E110-YOKE  <b><u>STANDARD OF ACCEPTANCE:</u></b> Model E110-YOKE by QSC Audio or Approved Equivalent  <b><u>SPECIFICATIONS:</u></b> Powder-Coated Steel Yoke for E110 Loudspeakers	EACH	22	285.00	6270.00
				SUBTOTAL	6270.00
				HST	940.50
				TOTAL	7210.50

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE	DATE
		June 23, 2025

TELEPHONE NUMBER	DELIVERY DATE
	4 weeks from order date.

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 <b>CORNER BROOK</b> <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION <b>June 17, 2025</b>	QUOTATION No.: <b>2025-01</b>	QUOTATION CLOSING <b>June 30, 2025</b>
	DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com		

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE          CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS


ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Dynacord mix engine Supply of Core 110f Mxe5-64 <b>STANDARD OF ACCEPTANCE:</b> Core 110f 128 channel V2 processor without card slots NO GPIO. Unit MUST Have scripting engine software included (SL-QSE-110-P) by QSC Audio or Approved Equivalent <b>SPECIFICATIONS:</b> See Attached	EACH	1	4700.00	4700.00
SUBTOTAL					4700.00
HST					705.00
TOTAL					5405.00

NAME OF OFFICIAL (PLEASE PRINT) [REDACTED]	SIGNATURE [REDACTED]	DATE June 23, 2025
TELEPHONE NUMBER [REDACTED]	DELIVERY DATE 4 weeks from order date.	

The bidder hereby offers to sell and/or supply upon the terms and conditions set out herein (and on any enclosed sheets) the supplies and/or services listed above (and on any attached sheets) at the prices quoted. All prices are accepted as net prices (excluding Goods and Services Tax and Harmonized Sales Tax). Applicable taxes shall be applied at the invoicing stage. The Bidder hereby certifies that the prices quoted are not in excess of those charged anyone else, including their most favoured customer, for like quantity and quality of the items.

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 <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
	June 17, 2025	2025-01	June 30, 2025
DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com			

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE</b> <b>CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Supply of M4250-10G2F-POE+  <b>STANDARD OF ACCEPTANCE:</b> M4250-10G2F-POE+ (GSM4212P) — AV Line 8x1G PoE+ 125W 2x1G and 2xSFP Managed Switch or equivalent  <b>SPECIFICATIONS:</b>  8-port 10/100/1000BASE-T (RJ45) PoE+ with 125W PoE budget  2-port 10/100/1000BASE-T (RJ45)  2-port 1000BASE-X (SFP)  24 Gbps non-blocking fabric across 12 ports  Out-of-band 1G Ethernet management port  USB-C and RJ45 RS232 console ports and USB-A storage port  Front black display panel and all ports in the back  Possible reversed mounting with ports in the front  Rack-mounting standard brackets  Longer brackets for recessed mounting (2	EACH	1	830.00	830.00
				SUBTOTAL	830.00
				HST	124.50
				TOTAL	954.50

inches / 5 cm)  Threaded hole in front (1xM10) for clamps  Threaded holes on the bottom (4xM5) for 50x100mm VESA plates  Selectable fan modes for fanless, quiet, or cool operation  Dimensions (WxDxH): 440 x 200 x 43.2 mm  Weight: 2.85Kg (6.28lb)					
NAME OF OFFICIAL (PLEASE PRINT) [REDACTED]	SIGNATURE [REDACTED]	DATE June 23, 2025			
TELEPHONE NUMBER [REDACTED]	DELIVERY DATE 4 weeks from order date.				
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<b>IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED ADDITIONAL DOCUMENTS, CONSTITUTE PART OF THE QUOTATION.</b>					



 <b>CORNER BROOK</b> <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
	June 17, 2025	2025-01	June 30, 2025
DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com			

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE</b> <b>CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Supply of E12-YOKE  <b><u>STANDARD OF ACCEPTANCE:</u></b> Model E12-YOKE by QSC Audio or Approved Equivalent  <b><u>SPECIFICATIONS:</u></b> Powder-Coated Steel Yoke for E12/E112 Loudspeaker	EACH	4	305.00	1220.00
				SUBTOTAL	1220.00
				HST	183.00
				TOTAL	1403.00

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE	DATE
		June 23, 2025
TELEPHONE NUMBER	DELIVERY DATE	
	4 weeks from order date.	

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IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED ADDITIONAL DOCUMENTS, CONSTITUTE PART OF THE QUOTATION.

 <b>CORNER BROOK</b> <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION <b>June 17, 2025</b>	QUOTATION No.: <b>2025-01</b>	QUOTATION CLOSING <b>June 30, 2025</b>
	DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com		

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE</b> <b>CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	<p><i>Dynacord wpm1us</i></p> <p>Supply of Axon-C1</p> <p><b>STANDARD OF ACCEPTANCE:</b> Axon-C1 Wall Controller (Single-Gang networked audio controller) by Attero Tech or equivalent</p> <p><b>SPECIFICATIONS:</b></p> <p>Axon C1            Network physical layer            Ethernet            Network connector(s)            RJ-45            Network transmission speed            100 Mbps            PoE power            802.3af Class 0            Device dimensions (H x W x D)            4.2 x 1.74 x 1.77 in (106.68 x 44.19 x 44.96 mm)            Device weight            0.25 lbs (0.113 kg)</p>	EACH	2	360.00	720.00
				SUBTOTAL	720.00
				HST	108.00
				TOTAL	828.00

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE	DATE
		June 23, 2025
TELEPHONE NUMBER	DELIVERY DATE	
	4 weeks from order date	

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 <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION <b>June 17, 2025</b>	QUOTATION No.: <b>2025-01</b>	QUOTATION CLOSING <b>June 30, 2025</b>
	DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com		


TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE CORNER BROOK, NL CANADA</b>
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Quotations must be submitted via email by the above noted closing time to: Mr. Max Simms msimms@cornerbrook.com Emails should show the Quotation number and closing date in the subject line.	Phone: (709) 637-1259
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1.	Supply of 10 inch 2-Way Passive Loudspeaker (300W)  <b><u>STANDARD OF ACCEPTANCE:</u></b> Model E110 loud speaker by QSC Audio or Approved Equivalent  <b><u>SPECIFICATIONS:</u></b> Configuration 1 x 10-inch, 2-way, non-powered Frequency Response (-6 dB) 68Hz - 20kHz Frequency Range (-10 dB) 50Hz - 20kHz Power capacity <sup>2</sup> : continuous/peak 300 W / 1200 W Sensitivity 95 dB, 1 W @ 1 m Coverage Angle 85° conical DMT™ Output <sup>1</sup> (Peak SPL @ 1m) 126 dB	EACH	22	948.00	20856.00
				SUBTOTAL	20856.00
				HST	3128.40
				TOTAL	23984.40

NAME OF OFFICIAL (PLEASE PRINT) <b>Chad Crocker</b>	SIGNATURE 	DATE <b>June 23, 2025</b>
TELEPHONE NUMBER <b>709 728 5125</b>	DELIVERY DATE <b>4 weeks from order date</b>	

 <b>CORNER BROOK</b> <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION <b>July 8, 2025</b>	QUOTATION No.: <b>2025-02</b>	QUOTATION CLOSING <b>July 15, 2025</b> <b>12:00 Noon local time</b>
	DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com		

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE</b> <b>CORNER BROOK, NL CANADA</b>
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS


ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	QUANTITY			LUMP SUM PRICE
1.	Installation of:				
	QSC E110 loud speaker	22			
	QSC E112 loud speaker	4			
	QSC E12 yoke	4			
	QSC E110 yoke	22			
	Dynacord matrix mix engine MXe5-64	1			
	Dynacord wall panel controller wpm 1us	2			
	Netgear M4250 switch	1			
				SUBTOTAL	58500.00
				HST	8775.00
				TOTAL	67275.00

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE	DATE
		July 10, 2025
TELEPHONE NUMBER	DELIVERY DATE	
	Sept/Oct 2025	

The bidder hereby offers to sell and/or supply upon the terms and conditions set out herein (and on any enclosed sheets) the supplies and/or services listed above (and on any attached sheets) at the prices quoted. All prices are accepted as net prices (excluding Goods and Services Tax and Harmonized Sales Tax). Applicable taxes shall be applied at the invoicing stage. The Bidder hereby certifies that the prices quoted are not in excess of those charged anyone else, including their most favoured customer, for like quantity and quality of the items.

IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED



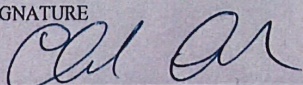
 <b>CITY OF CORNER BROOK</b> <b>REQUEST FOR QUOTATION</b>	DATE OF INVITATION <b>July 8, 2025</b>	QUOTATION No.: <b>2025-02</b>	QUOTATION CLOSING <b>July 15, 2025</b> <b>12:00 Noon local time</b>
	DIRECT INQUIRIES TO: City of Corner Brook NAME: Mr. Max Simms TELEPHONE: (709) 637-1259 E-MAIL: msimms@cornerbrook.com		

TO:	PLEASE QUOTE PRICES FOR DESTINATION OF GOODS / SERVICES TO BE DELIVERED TO: <b>CORNER BROOK CIVIC CENTRE, 1 CANADA GAMES PLACE</b> <b>CORNER BROOK, NL CANADA</b>
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THE CITY OF CORNER BROOK RESERVES THE RIGHT TO REJECT INCOMPLETE QUOTATIONS

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	QUANTITY			LUMP SUM PRICE
1.	Installation of:				<i>Discount price if sale is authorized</i>
	QSC E110 loud speaker	<u>22</u>			
	QSC E112 loud speaker	<u>4</u>			
	QSC E12 yoke	<u>4</u>			
	QSC E110 yoke	<u>22</u>			
	Dynacord matrix mix engine MXe5-64	<u>1</u>			
	Dynacord wall panel controller wpm1us	<u>2</u>			
	Netgear M4250 switch	<u>1</u>			
				SUBTOTAL	<u>49725.00</u>
				HST	<u>7458.75</u>
				TOTAL	<u>57183.75</u>

NAME OF OFFICIAL (PLEASE PRINT) <b>Chad Crocker</b>	SIGNATURE 	DATE <b>July 10, 2025</b>
TELEPHONE NUMBER <b>709-728-5125</b>	DELIVERY DATE <b>Sept/Oct 2025</b>	

The bidder hereby offers to sell and/or supply upon the terms and conditions set out herein (and on any enclosed sheets) the supplies and/or services listed above (and on any attached sheets) at the prices quoted. All prices are accepted as net prices (excluding Goods and Services Tax and Harmonized Sales Tax). Applicable taxes shall be applied at the invoicing stage. The Bidder hereby certifies that the prices quoted are not in excess of those charged anyone else, including their most favoured customer, for like quantity and quality of the items.

IMPORTANT - TERMS AND CONDITIONS (attached), AND ANY ATTACHED ADDITIONAL DOCUMENTS, CONSTITUTE PART OF THE QUOTATION.







# Request for Decision (RFD)

**Subject:** RFP - Cape Blow Me Down Trail Construction

**To:** Donny Burden  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [pricing-form-pw](#)  
[cape\\_blow-me-down](#)

## BACKGROUND INFORMATION:

This Request for Decision (RFD) aims to award a consultant's proposal for the Cape Blow Me Down Trail Construction RFP issued on February 3, 2025. This project is funded by the Atlantic Canada Opportunities Agency (ACOA), the Department of Industry, Energy, and Technology and the City of Corner Brook. This project was initiated as part of the strategic tourism for areas and regions (STAR) report. Successful reconstruction of this trail will bring another destination trail to the region and further increase tourism for Corner Brook and surrounding communities.

The City of Corner Brook invited proposals to select a contractor for this project. One proposal was submitted and evaluated, the recommended contractor is detailed below.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** accept the proposal submitted by Russell's Land Design in collaboration with TRACT Consulting, for \$598,057.50 HST included for the Cape Blow Me Down Trail Construction. The Council of the City of Corner Brook authorizes the City Manager to sign the PCA agreement with the Contractor Russell's Land Design on behalf of the City of Corner Brook.

## FINANCIAL IMPACT:

Funding is as follows:

ACOA: 65%

IET: 22.7%

City: 12.3%

**Finance Type:** Funding

Director of Engineering, Development    Approved - 17 Jul 2025

and Operational Services  
City Manager  
City Clerk

Approved - 17 Jul 2025  
Approved - 17 Jul 2025

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City Manager

## APPENDIX F – PRICING FORMS

### SCHEDULE II

### BASIC AND OTHER ADDITIONAL SERVICES FEES

#### APPENDIX "F" TENDER PRICE TABLE

Sections	Description	Amount (\$)
<b>C1</b>	<b>Base Tender</b>	
	1 Mobilization (Max 5% of Price)	26,045.00
	2 Trail Construction	453,005.00
	3 Washroom Construction	26,000.00
	4 Parking Lot Repair	15,000.00
	5	
	6	
	<b>Sub-total Base Tender Prices</b>	520,050.00
<b>C2</b>	<b>Separate Prices</b>	
	1 (no separate prices applicable to this tender)	
	<b>Sub-total Separate Prices</b>	
<b>C3</b>	<b>Unit Prices</b>	
	1 (no separate prices applicable to this tender)	
	2	
	3	
	<b>Sub-total Unit Prices</b>	
<b>C4</b>	<b>Cash Allowances</b>	
	1 (no separate prices applicable to this tender)	
	2	
	<b>Sub-total Cash Allowances</b>	

<b>C5</b>	<b>Sub-total Tender Prices</b> (Sum of Sections C1 - C4)	520,050.00
<b>C6</b>	<b>Harmonized Sales Tax (HST)</b> (Multiply Section C5 by 13%)	78,007.50
<b>C7</b>	<b>TOTAL TENDER AMOUNT</b> (Add Sections C5 + C6 and transfer this amount to Section 1 on page 1 of Tender Form)	598,057.50

**Notes:**

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

\* per Treasury Board Rates at time of signing contract. Rates available at <https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/> and <https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/>. HST to be removed before applying the value to the form above.





City of Corner Brook  
**Cape Blow Me Down Trail Construction**

Project Proposal  
*March, 2025*



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## LETTER OF INTRODUCTION

Thank you for the opportunity to submit our proposal for the Cape Blow Me Down Trail Construction project. The Russell's Land Design team, in collaboration with Tract Consulting and Gorman Engineering, brings a unique and unmatched combination of expertise to the Cape Blow Me Down Trail Construction project. The value we provide is rooted in our deep understanding of the site, experience in challenging trail projects, and our ability to deliver an integrated approach to trail design and construction.

### **Trail Experience That Sets Us Apart**

*We Know This Trail:* Tract Consulting conducted the original on-the-ground trail assessment and design work for the Cape Blow Me Down Trail, meaning we fully understand the site's terrain, challenges, and opportunities.

*Proven Track Record in Remote & Complex Trails:* We have successfully completed numerous high-profile trail projects in Newfoundland and Labrador, including:

- Western Brook Pond Trail Design & Re-naturalization (Gros Morne National Park)
- Great Coastal Trail Master Planning & Design;
- Man in the Mountain Trail Assessment & Design;
- Pasadena Downtown Development & Trail Master Plan;
- Grand Concourse Trail System Design and Construction (former employees)

Sustainable Trail Construction Best Practices: Our team has extensive experience in erosion control, drainage solutions, and sustainable material selection, ensuring a long-lasting and low-maintenance trail.

### **Seamless Integration of Design, Engineering & Construction**

*Red Seal-Certified Trail Builders:* Russell's Land Design specializes in remote site work and has an award-winning team of skilled builders, horticulturalists, and technicians.

### **Efficient & Cost-Effective Execution**

*Optimized Construction Approach:* Our proposed phased work plan ensures efficiency, minimizing disruption while allowing public access to the trail where feasible.

*Innovative & Budget-Conscious Solutions:* Our approach prioritizes the strategic use of on-site natural materials, reducing unnecessary costs and avoiding excessive reliance on costly imported materials.

**Strong Stakeholder & Community Engagement**

*Established Relationships with Local Stakeholders:* Our long-standing presence in Newfoundland's trail-building and municipal planning community allows us to collaborate effectively with the City of Corner Brook and the Outer Bay of Islands Enhancement Committee.

*Proven Success in Parks Canada & Municipal Projects:* Our work in Gros Morne and other high-profile sites demonstrates our ability to balance ecological sensitivity with user experience.

*Marketing & Branding Support:* As part of Tract's services, we can assist with wayfinding, interpretive signage, and promotional strategies to enhance the visitor experience post-construction.

**Final Thoughts**

The strength of our proposal lies in the collaboration between three highly experienced firms, ensuring that all aspects of the Cape Blow Me Down Trail Construction project are handled by specialists:

With our unparalleled combination of design foresight, technical expertise, and hands-on construction knowledge, we offer a turnkey solution that ensures this project is executed efficiently, sustainably, and with the highest quality standards.

This collective expertise ensures a safe, durable, and world-class Cape Blow Me Down Trail.



ABOUT US

Russell's Land Design is a 20+ year old family-owned company providing land design, landscaping, hardscaping and tree planting services across Newfoundland and Labrador. Our lead technicians are red seal and COR certified and have the expertise to deliver projects of all sizes, from residential to commercial.

We are also Landscape Industry Certified, and proud to have received several awards from the Landscape NL Horticultural Association. We have successfully led and delivered projects for the City of St. John's, the Town of Gander, the Town of Conception Bay South, the Grand Concourse Authority, and the Government of Canada through Parks Canada.



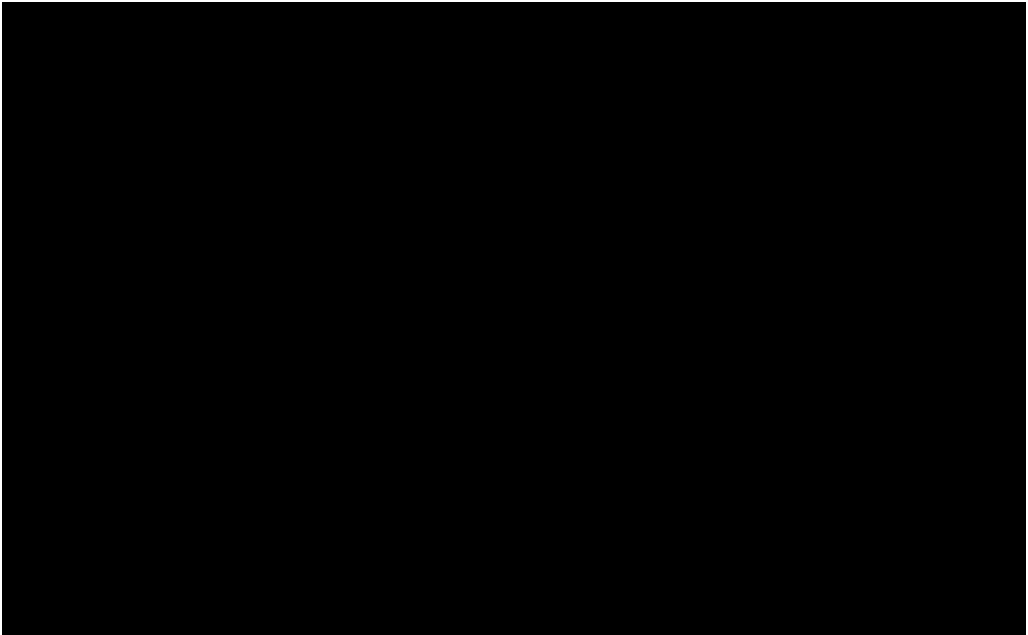
Certified  
Technicians



Red Seal  
Certified



COR  
Certified



## EXECUTIVE SUMMARY

The Cape Blow Me Down Trail Construction Project aims to revitalize an iconic hiking route in the Bay of Islands region, improving safety, accessibility, and long-term resilience. By addressing issues such as erosion, steep or unstable terrain, and outdated trail amenities, this project supports the City of Corner Brook’s goal of enhancing sustainable tourism offerings and preserving the natural beauty of the area for both residents and visitors. The planned scope includes improving steps, upgrading trail surfaces, integrating effective drainage solutions, and adding a dual-occupancy vault toilet at the trailhead.

Russell’s Land Design (RLD) leverages nearly three decades of hands-on experience in trail construction, landscaping, and remote site work. Our team of Red Seal–certified horticulturalists, skilled foremen, and landscape professionals has successfully completed projects across Newfoundland and Labrador, including collaborations with Parks Canada on high-profile sites such as Western Brook Pond in Gros Morne. In partnership with Tract Consulting, whose award-winning landscape architecture and urban planning expertise complements our construction experience, RLD is well-equipped to deliver a high-quality project that balances functional improvements with environmental sensitivity.

Our approach emphasizes thorough site preparation, strategic use of local and durable materials, and rigorous safety and environmental protocols. By combining advanced erosion control techniques, minimal-disturbance construction practices, and carefully planned logistics, we aim to minimize the project’s ecological footprint while ensuring the trail’s longevity. Throughout the build, we will prioritize user experience by ensuring we strike the right balance between accessibility preservation of its inherent natural features and character

To ensure everyone is on the same page and to keep the project moving quickly, RLD will maintain open lines of communication with the oversight committee. Regular progress reports, site inspections, and proactive risk management will enable quick resolution of any logistical or weather-related challenges. Ultimately, this collaborative approach, coupled with RLD an Tract’s extensive expertise, will deliver a resilient, user-friendly trail that enhances the Bay of Islands’ reputation as a premier outdoor destination.

## PROJECT APPROACH

Russell's Land Design (RLD) understands that the Cape Blow Me Down Trail reconstruction is a pivotal project aimed at enhancing sustainable tourism and outdoor recreation opportunities in the Bay of Islands region. The trail must be enhanced to match modern standards of accessibility and environmental sensitivity. We recognize that the City of Corner Brook envisions this trail as a showcase that allows visitors to immerse themselves in the area's stunning natural beauty while preserving the ecological integrity of the landscape. The project is designed to improve trail safety and user experience, mitigate existing erosion or damage, and integrate new amenities (such as a washroom). This aligns directly with Corner Brook's strategic goal of promoting sustainable outdoor activities and boosting the long-term economic vitality of the region through nature-based tourism. RLD is fully committed to delivering a trail that meets the City's objectives.

### Project Plan

*Project Kickoff and Planning:* We will begin with a kickoff meeting involving the City of Corner Brook, Tract Consulting, and other stakeholders to review the project scope, design details, and schedule. During this phase, our team will thoroughly review the trail assessment report to understand existing trail conditions and areas of concern.

We will conduct a site visit with Tract landscape architects to verify conditions and mark out work areas. Based on this review, our work plan will be developed, mapping each segment of trail upgrades and the required materials/equipment. This plan will also identify "high-risk" construction activities and strategies to manage public safety and access (developed in consultation with the trail owners/managers)

Our planning emphasizes upfront risk assessment and preparation – for example, deciding which materials can be sourced on-site versus what needs to be imported, and determining the best access method for each (on foot or helicopter air-lift for heavy items). Early engagement with local suppliers and transport providers will ensure that materials (aggregate, stone, lumber, etc.) are staged efficiently near the site to avoid delays.

*Mobilization and Site Access:* Working in a remote environment presents several challenges, and RLD's experience with remote projects will be crucial in this phase. RLD will mobilize by transporting to site with accommodation and project trailer(s), excavator, backhoe, hand tools. We will setup on the western side of the parking lot adjacent to the trail. Supplies, including stone and timber, will be ordered and delivered to the site.

After reviewing the report, RLD recommends that in areas that require steps, we first assess the area for suitable in situ stone and boulders. If none are found, we propose using pressure treated 6' x 6' timber. The cost to source man-cut stone and fly into site is prohibitive, and the extreme weight for transportation on the trail makes it a financially and operationally unfeasible option.

To mitigate this, we plan to optimize material selection – using local natural rock available on-site for steps whenever possible, but using timber when necessary. Helicopter lifts will be needed for heavy delivery of stone and timber, we will carefully schedule these lifts to

maximize efficiency and coordinate with the team to minimize any disruption. All mobilization activities will be conducted with an emphasis on safety and minimal environmental impact.

*Trail Reconstruction and Upgrade Works:* Once the site is prepared and materials in place, our crew will execute the trail improvements following best practices in sustainable trail construction. We will work section by section along the trail, implementing the upgrades identified in the report. Key techniques include:

*Trail Remediation:* As outlined in the report, deficient areas of the trail will be remediated and improved using a range of techniques, including the use of rock water bars, switch backs, rock riser steps, trail hardening and trail widening and others. This ensures the trail will be resilient to heavy rain and snowmelt. Any muddy or boggy stretches will be hardened and remediated, including through the use of geotextile.

*Step and Stair Installation:* The steep sections of the Cape Blow Me Down Trail require steps for safe ascent/descent. RLD will utilize a combination of long-lasting step solutions based on site conditions – for example, the use of stone or boulder steps when in-situ material allows, or the through the construction of timber steps when necessary. Every step installation will be anchored securely to withstand heavy use and the harsh freeze-thaw climate, ensuring a safe hiking experience for years to come.

*Drainage and Erosion Control:* Throughout construction, we will implement erosion control measures to protect the trail and surrounding environment. As outlined previously, techniques include the use of rock water bars and drain dips. This will actively prevent future washouts and reduce maintenance needs.

*Construction of Trail Amenities:* At the trailhead, we will construct a dual-occupancy vault toilet as specified (following the “Toilets for Remote Locations – Option 2” design provided). This will be an outhouse-style washroom with two separate stalls, built without need for power or running water. RLD will handle all aspects of this construction, including excavation for the vault, framing and finishing of the structure. We will also install two concrete posts at the trailhead to accommodate the future trailhead signage.

*Concurrent Public Access Management:* A unique aspect of our approach is maintaining public access during construction. We will keep the trail open to hikers as much as safely possible, by working in sections and using temporary detours or barriers. For instance, our team can close small segments at a time (using snow fencing and clear signage) and direct hikers around active work areas via short bypass paths (in coordination with the land owner/trail organization). When high-risk activities are underway (such as helicopter lifts or heavy rock work on a steep slope), we will implement controlled closures with advance notice. RLD will provide at least 72 hours notice to the City/trail managers for any full closure that is absolutely necessary, to allow public advisories to be issued



*Quality Control and Monitoring:* Throughout the construction phase, RLD will maintain rigorous quality control. Our Site Supervisor and Project Lead will inspect the workmanship each day – confirming that trail grades are within design tolerance, structures are plumb and secure, and environmental measures are effective. Tract Consulting will support RLD by helping ensure our work is aligned with the report and providing solutions to any unexpected situations that may arise.

*Site Restoration and Demobilization:* After completing the trail construction and installations, our team will carry out thorough site restoration. All construction-related debris or waste will be removed from the trail. Natural materials like excess brush or excavated soil will be disposed of out-of-sight from the trail or spread naturally so as not to detract from the user experience. The result will be a trail that looks as if it was gently “fitted” into the environment, with minimal visual scars from construction. Finally, we will demobilize efficiently, breaking down any temporary facilities or storage areas at the trailhead. Before demobilization, we will conduct a walkthrough with the City’s representative to ensure all scope items are completed and the site is left safe, clean, and ready for visitors.

#### **Safety and Environmental Considerations**

Safety is paramount in our approach, given the remote and rugged conditions of the Cape Blow Me Down Trail work. RLD will develop and implement a comprehensive Site Specific Safety Plan (SSSP) tailored to this project. This safety plan will identify all potential hazards to workers and the public and detail the mitigation measures and emergency procedures in place. Key elements of our safety strategy include:

*Certified and Trained Crew:* All RLD field personnel assigned to this project will be properly trained and certified for the tasks they perform. We will ensure that every crew member has up-to-date training. Daily toolbox talks will be held each morning before work to review the day’s tasks, associated hazards, and controls – keeping safety fresh in everyone’s mind.

*Emergency Response Plan:* Working on a remote trail necessitates a well-thought-out emergency plan. Our SSSP will include detailed procedures for emergencies such as an injury, sudden extreme weather, or a missing team member. We will establish muster points on site and communicate these to all staff. In the event that someone is injured, crew leaders are trained to perform first aid and organize evacuation – whether that means using a stretcher to carry the individual to the trailhead. We will have a roster of emergency contacts (local ambulance and search and rescue) readily available.

*Public Safety and Work Zone Controls:* As noted, the trail will remain open to the public with precautions. RLD will post clear signage at the trailhead and at active work zones indicating “Trail Work Ahead – Please Use Caution” or temporary closures/detours if applicable. When working on a particular section, we will station a lookout at a suitable point on the trail to politely stop or warn hikers before they enter the work area, only allowing them through when it’s safe. Barricade tape or snow fencing will cordon off dangerous areas (e.g. where rocks are being moved overhead on slopes). All equipment and tools will be stowed off-trail or in a safe manner during off-hours so that they do not pose a hazard or temptation to visitors. By maintaining a tidy and controlled worksite, we reduce risks of accidents for both workers and hikers.

**Challenges & Mitigation Planning**

We acknowledge that a project of this nature, in a remote and weather-exposed location, comes with inherent risks. RLD identifies potential risks early and establishes contingency plans to ensure the project stays on track.

*Weather Delays:* The Bay of Islands area can experience harsh and unpredictable weather – from heavy rainfall to foggy conditions, or high winds on the ridge. These could delay outdoor work or make conditions unsafe.

**Mitigation:** Our schedule will be built with weather flexibility in mind, including float days to accommodate unavoidable delays. We will also build a temporary camp that will act as a shelter in poor weather.

*Remote Logistics and Transportation Risks:* Getting people, equipment, and materials to and from the work zones is a complex logistical challenge. Risks include challenges in timely access to the work area or supply chain delays for critical materials.

**Mitigation:** RLD will book experienced local helicopter services well in advance and plan for a secondary date in case of cancellation (e.g., due to weather). To avoid material delays, we intend to procure materials early and stockpile them near the site before construction starts.

*Safety Incidents or Staff Shortages:* Should a key team member become unavailable (due to injury, illness, etc.) or an incident occur that impacts work, we must be prepared to adapt.

**Mitigation:** RLD has a relatively large team of skilled personnel; we will ensure that more than one person is cross-trained or capable of each critical role. We also enforce strict safety protocols to prevent incidents in the first place.

*Stakeholder or Community Issues:* As with any public-facing project, there is a risk of stakeholder concerns – for example, local residents or hikers could voice issues about construction activity.

**Mitigation:** Our approach includes early and ongoing engagement with the committee to keep everyone informed and on our side. By being transparent and responsive to feedback, we aim to prevent discontent. Any issues will be addressed in coordination with the committee.

In summary, RLD's risk mitigation strategy combines thorough planning, built-in flexibility, and responsive problem-solving. We don't just react to problems – we anticipate them

**Conclusion**

RLD's approach to the Cape Blow Me Down Trail Construction is informed by our dedication to sustainable outdoor development and our proven capability to deliver excellent results, even in challenging environments. Our team's expertise, strengthened by our collaboration with long-time partner Tract Consulting partnership, ensures that this project can be undertaken and delivered as designed – safely, sustainably and successfully.

EXPERIENCE

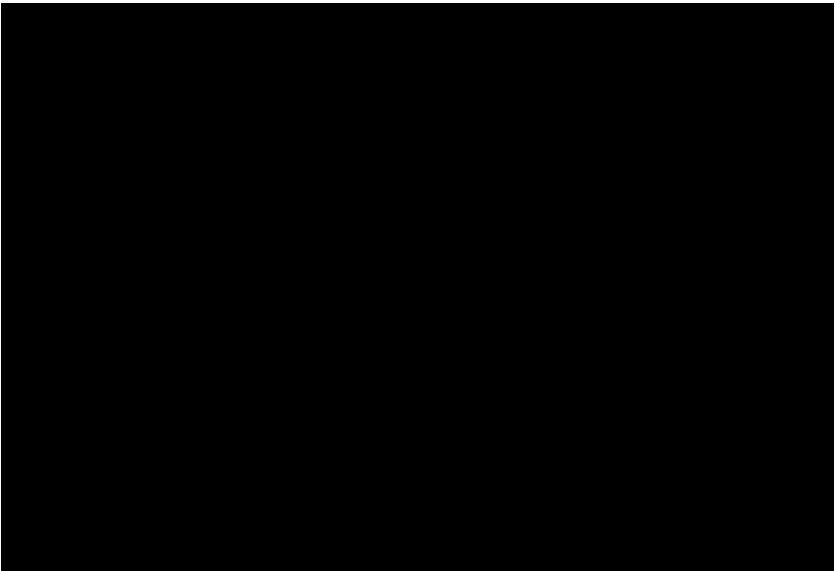
Western Brook Pond Trail Design,  
Gros Morne  
Parks Canada



Parks Canada initiated a construction plan to improve accessibility to Western Brook Pond.  
After the first phase of construction work was completed on the trail, there was a level of public outcry related to the width of the new trail – it was too wide and had lost much of the character that made the trail so popular.

Russell’s Land Design was approached by Parks Canada to complete a landscape design to rehabilitate the area.  
Together with Tract Consultants, we prepared a landscape drawing and plan for re-naturalization.

We encountered many challenges with plant selection to rehabilitate the edge of the walkway because of the sensitive native environment. Water bog plants – common on this trail – cannot adapt to the dry conditions on the slope of a trail. We worked closely with Parks Canada to find solutions, including identifying and sourcing barren plants to aid in the rehabilitation. RLD also provided extensive planting services throughout the trail project, including the heavier materials such as trees. We also supplied a plan for ongoing perennial planting by the Parks Canada team.



Services	Site assessment; project planning & design; planting
Project Duration	Fall 2017 - Spring 2018
Approved Funding	~ \$160,000
Total Project Cost	~ \$160,000
Key Personnel	Sean Russell; Mike Power; Krista Russell; Tract – Neil Dawe

**Bridge Re-naturalization,  
Gros Morne  
Parks Canada**



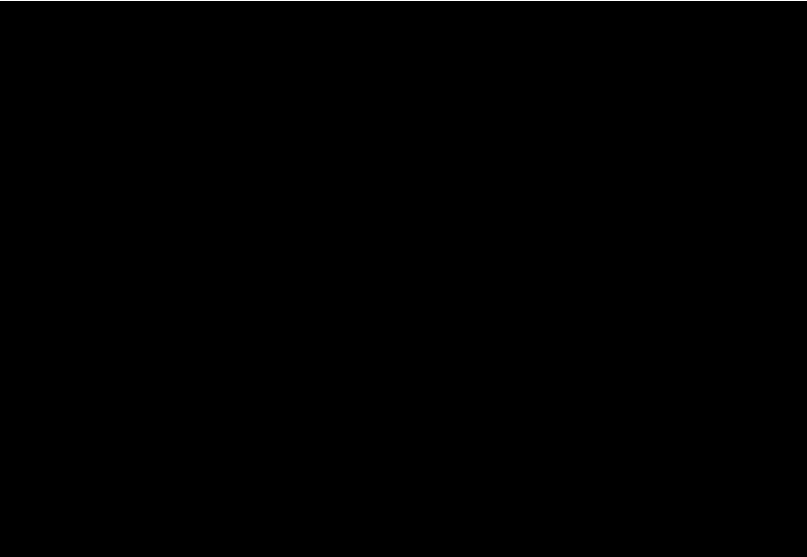
Russell's was tasked with the re-naturalization of several kilometres of road in Gros Morne National Park, including Deer Arm Bridge, Bakers Brook Bridge, Dicks Brook Bridge and Rocky Barachois Bridge.

Parks Canada undertook total replacement work on these bridges, including the installation of a temporary bridge, a new road with pavement to the temporary bridge, tear down of the previous bridge and installation of the new structures.

When construction was complete, the temporary bridge was removed and the several kilometre long temporary road was removed. RLD was hired to rehabilitate the area with a variety of native trees, including balsam fir, white spruce, and paper birch. We coordinated our work with a hydro-seed operation while executing our installation.

The extreme weather proved to be a significant challenge each year, due to the high temperatures. As a result the sites required extensive watering to establish the installation and fulfill our warranty period. In total, 7,000 trees were planted.

Project inspection from client and lead contractor found no deficiencies.



<b>Services</b>	Product sourcing, supply and delivery; specialized compost source and supply; soil mixing (triple mix); plant; winterize; replace
<b>Project Duration</b>	Spring 2016 - Summer 2018
<b>Approved Funding</b>	~ \$650,000
<b>Total Project Cost</b>	~ \$650,000
<b>Key Personnel</b>	Sean Russell; Mike Power; Krista Russell

**Cobb’s Pond Rotary Park,  
Park Renovation  
Town of Gander**



Cobb’s Pond is a destination attraction for tourists and residents in Gander. The park underwent extensive renovation and revitalization in recent years, including the installation of an amphitheatre and other amenities. RLD was tasked with the installation of hundreds of trees and shrubs in this beautiful park.

Our portion of the project lasted three months and involved hundreds of mature trees, which are heavier and require more watering to maintain, along with extensive winter wrapping. A warranty was required and no deficiencies were found on the project.



<b>Services</b>	Product sourcing, supply and delivery; plant; winterize; warranty
<b>Project Duration</b>	Spring/Sumer 2013
<b>Approved Funding</b>	~ \$180,000
<b>Total Project Cost</b>	~ \$180,000
<b>Key Personnel</b>	Sean Russell; Mike Power; Krista Russell; Tract – Neil Dawe







# Request for Decision (RFD)

**Subject:** Mount Moriah Water Agreement 2025-2035

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Finance and Administration  
**Staff Contact:** Darren Charters, City Manager  
**Topic Overview:** The current agreement to provide water to the town of Mount Moriah expires at the end of July 2025.  
**Attachments:** [Mount Moriah Water June 23 Edit agreement August 2025 - July 2035](#)

## BACKGROUND INFORMATION:

Staff have been working on a renewed agreement to supply potable water to the Town of Mt. Moriah, as the current agreement is set to expire on **July 31, 2025**. The water supplied is strictly for residential and commercial purposes.

### Agreement Terms

The proposed agreement closely mirrors the structure of the current one and spans a term of **ten (10) years**. Mt. Moriah will be charged the same **Water and Sewer Levy** as Corner Brook residents, **excluding the sewer portion**, as follows:

- **Residential Units:** \$570 (previously \$455 in 2016)
- **Commercial Units:** \$680 (previously \$535 in 2016)

Rates may be adjusted at Council's discretion during the budget process.

### Usage Restrictions

As part of the City's ongoing efforts to reduce water consumption, restrictions on excessive usage will remain in place for Mt. Moriah residents. Key provisions include:

- **Daily usage cap:** 600 litres/day per residential or commercial unit
- **Excess usage charge:** \$0.583 per 1,000 litres (up from \$0.386 in 2016)
- **Annual adjustment:** The rate will be revised yearly by either the **Consumer Price Index (CPI)** or a rate determined by Water and Sewer staff—whichever is greater

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** approve the Water Agreement with the Town of Mt. Moriah, for a period of ten (10) years beginning August 1st, 2025.

## FINANCIAL IMPACT:

2025-2035 Budget Revenues

**RECOMMENDATION:**

Staff recommend Option 1 and that the following resolution be considered by Council:

**ALTERNATIVE IMPLICATIONS:**

1. That the Council of the City of Corner Brook approve the Water Agreement with the Town of Mt. Moriah, for a period of ten (10) years beginning August 1st, 2025.
2. That the Council of the City of Corner Brook not approve the Water Agreement with the Town of Mt. Moriah, for a period of ten (10) years beginning August 1st, 2025.
3. That the Council of the City of Corner Brook give other direction to Staff.

City Manager

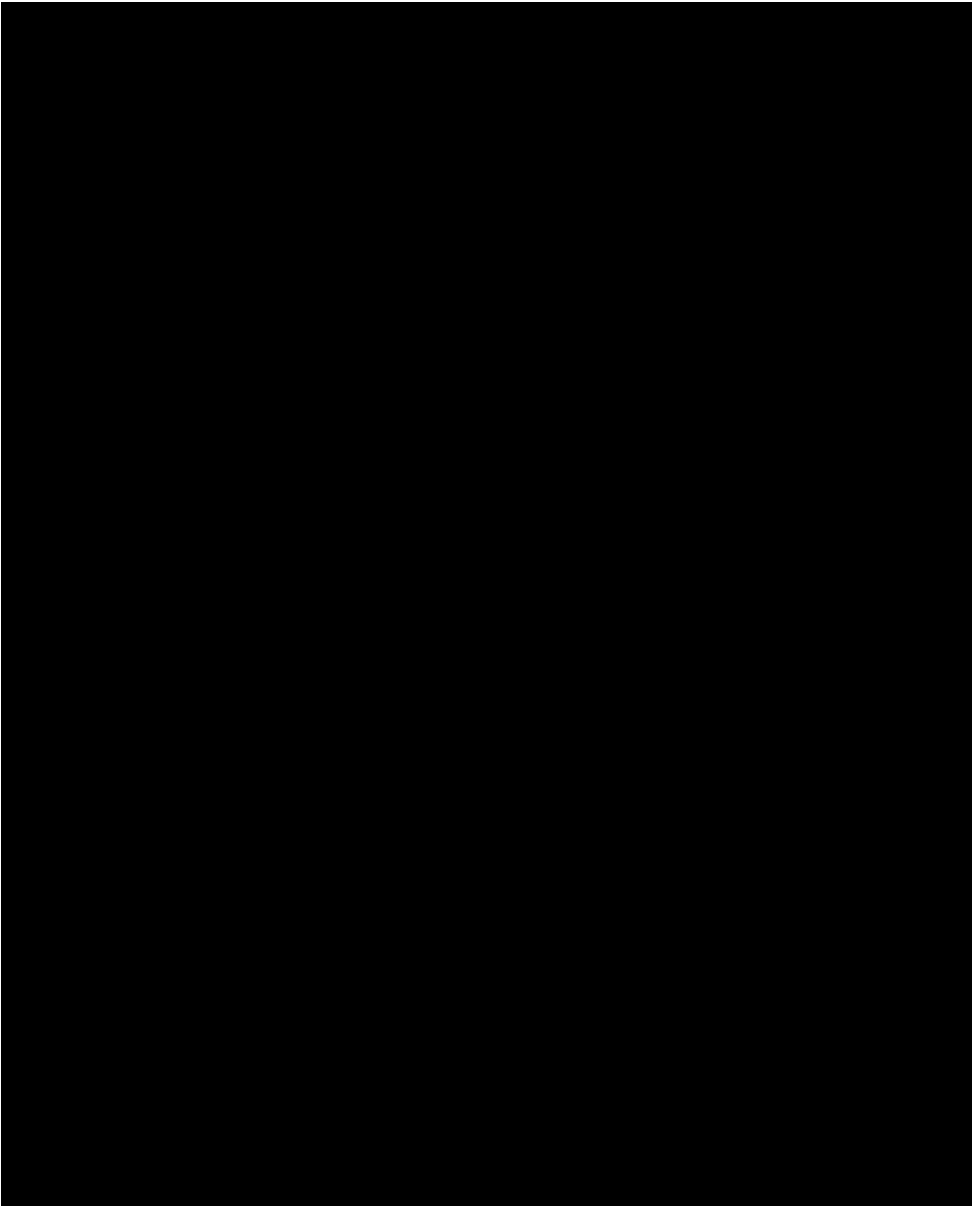
Approved - 17 Jul 2025

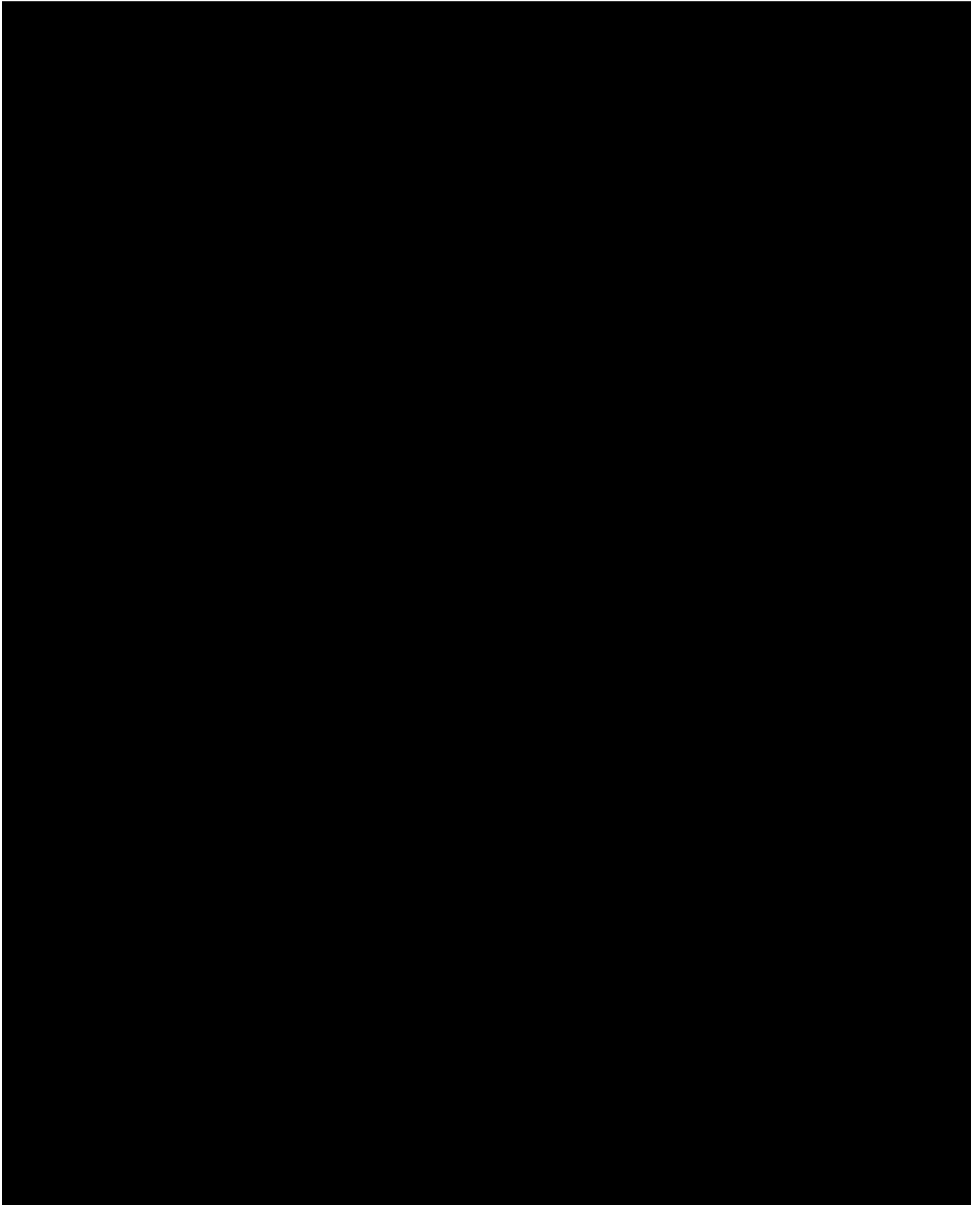
City Clerk

Approved - 17 Jul 2025

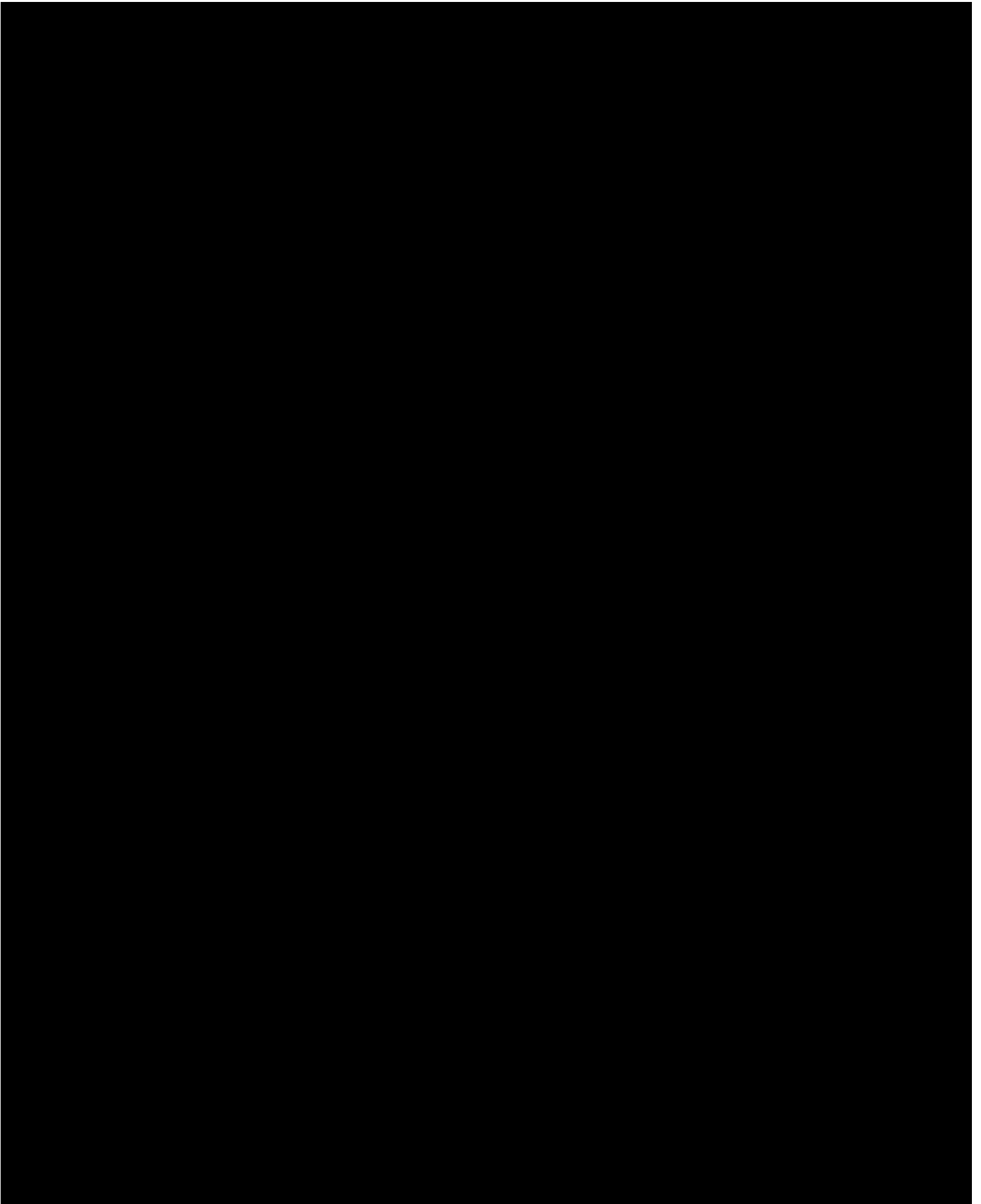
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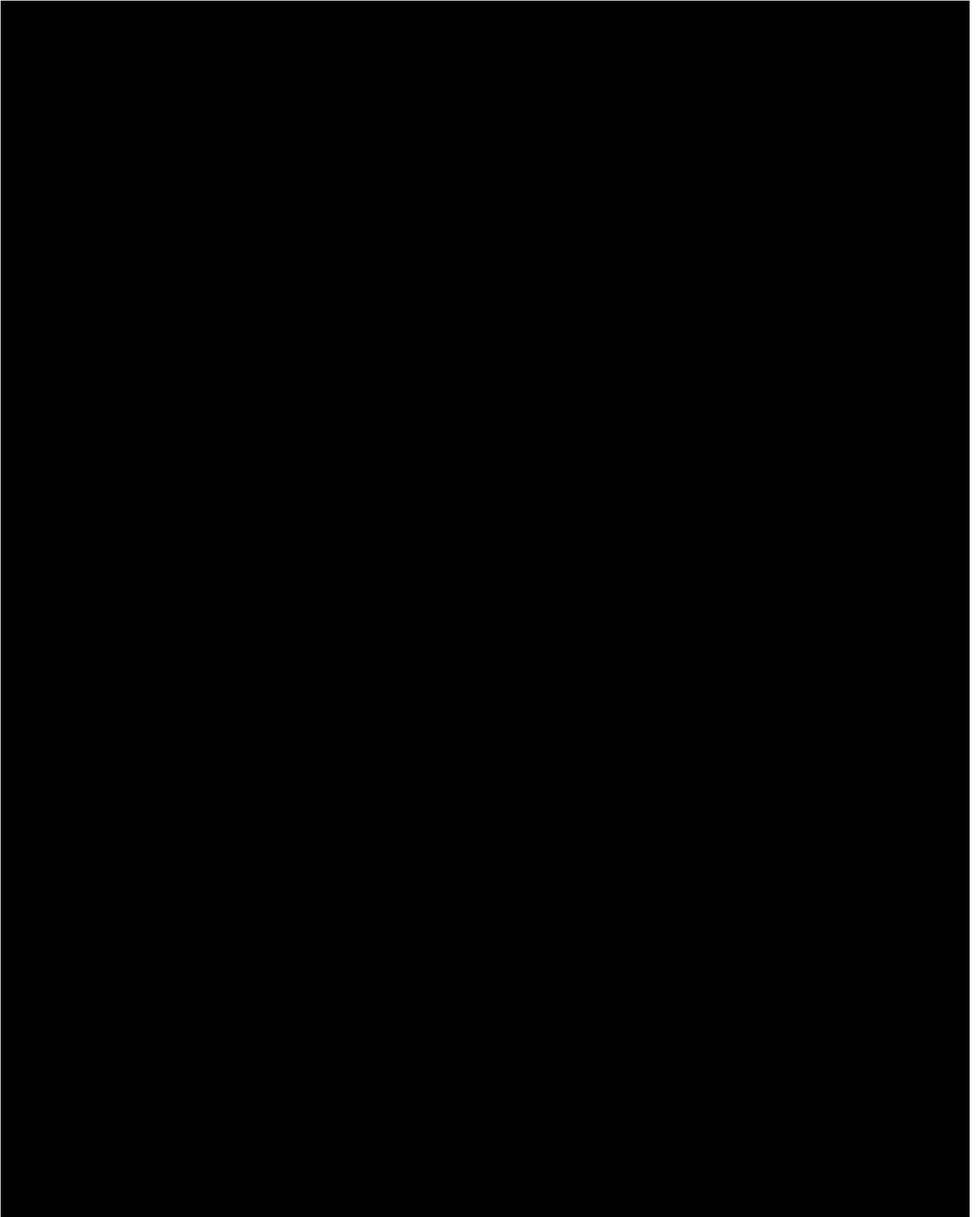
City Manager

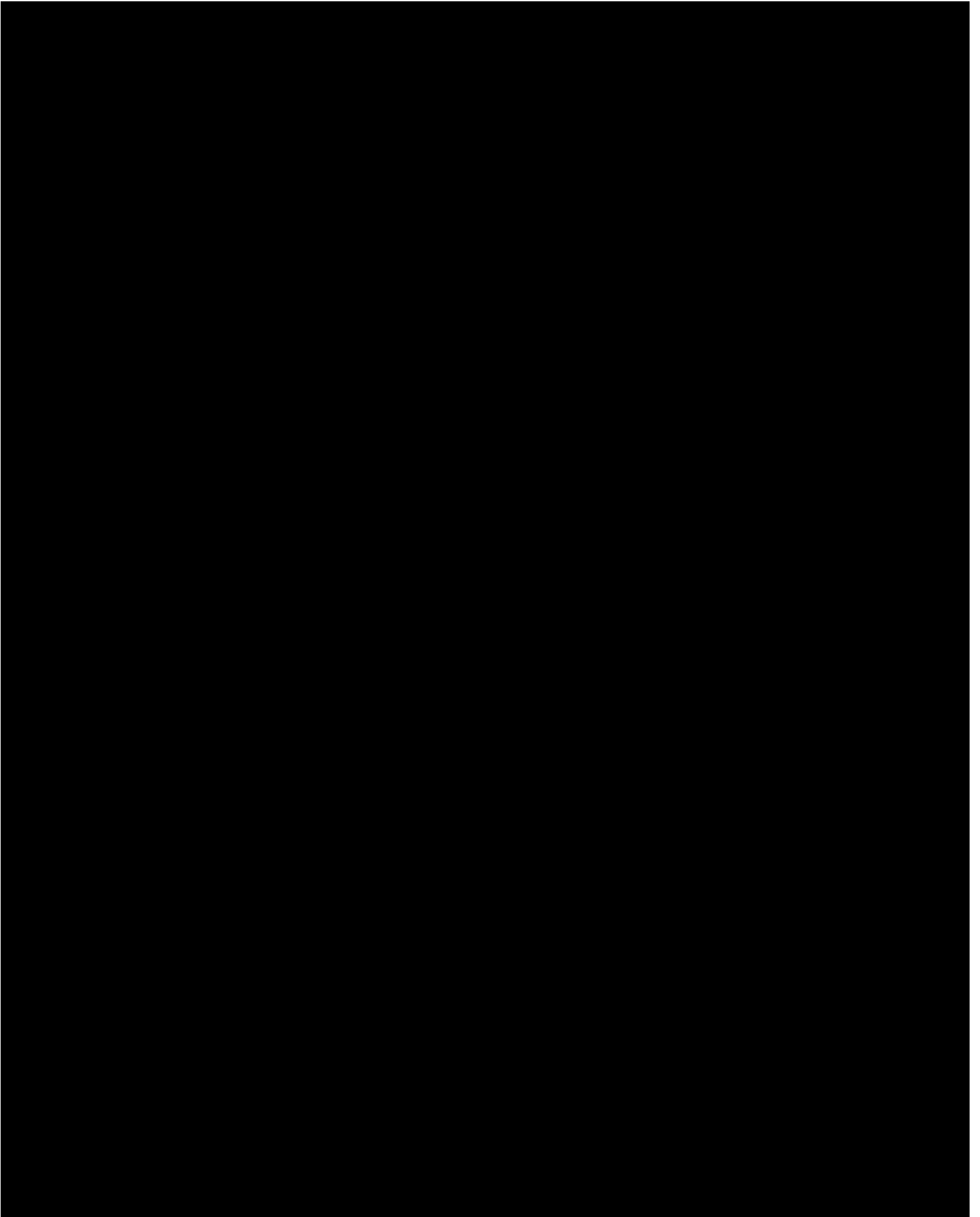


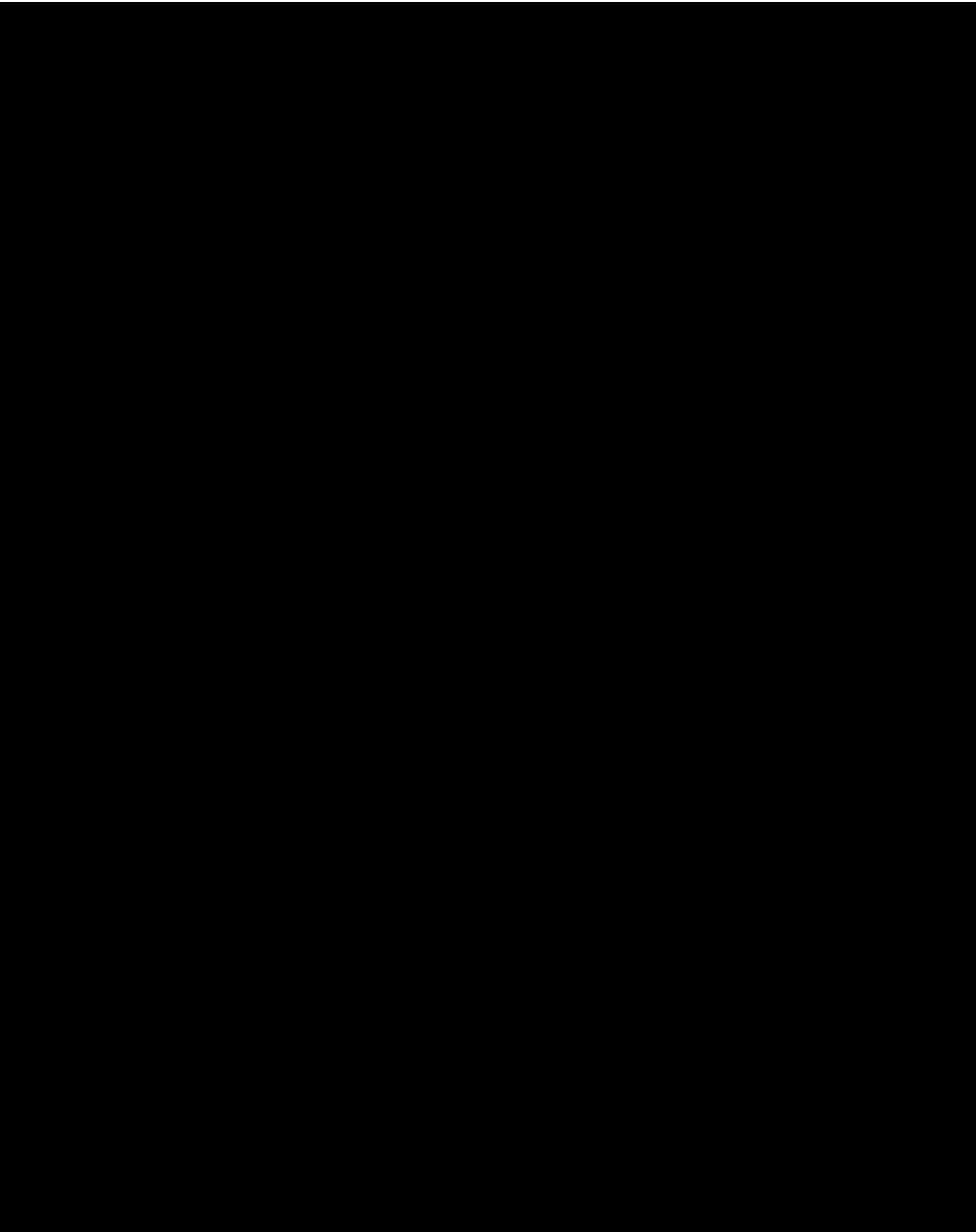


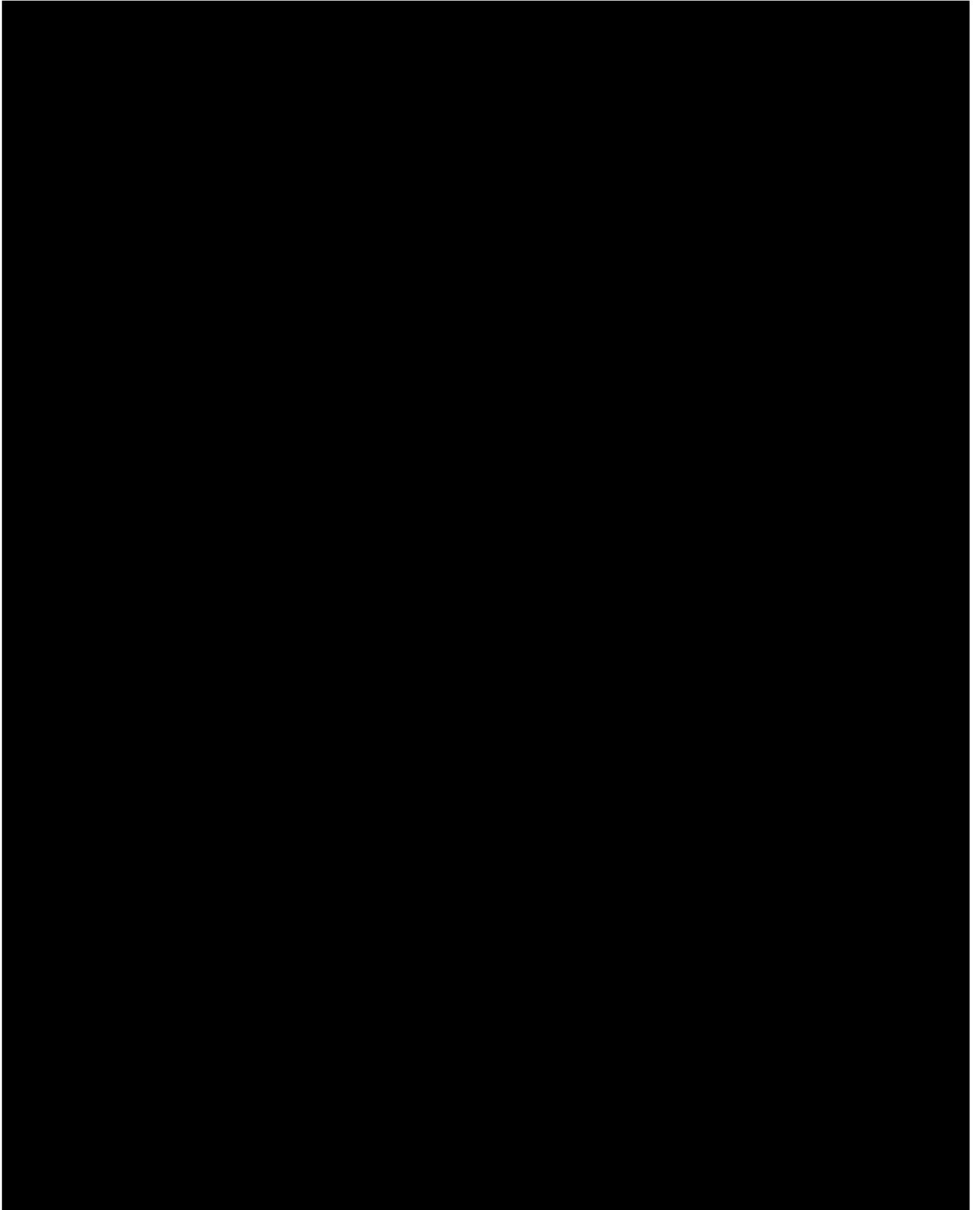


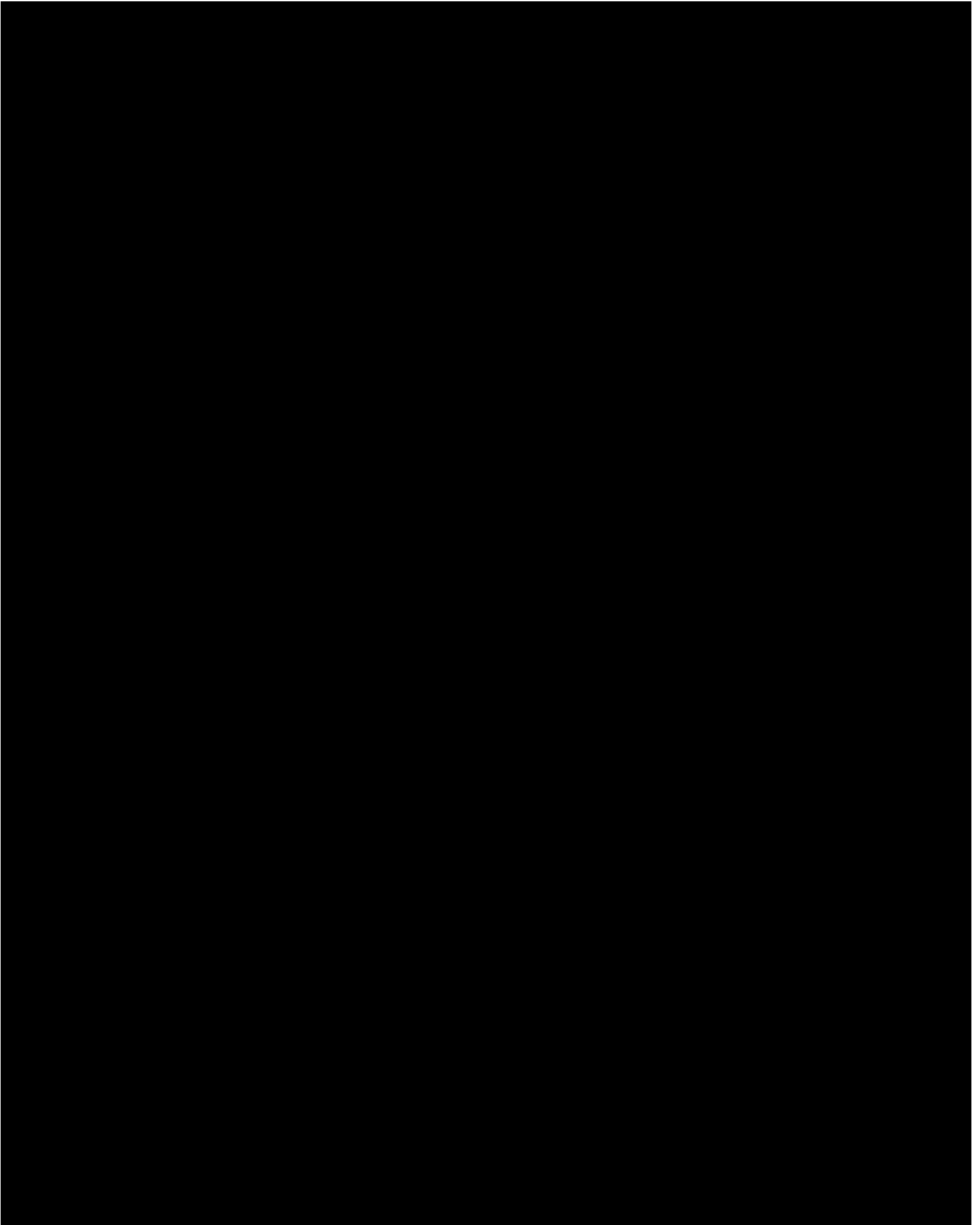




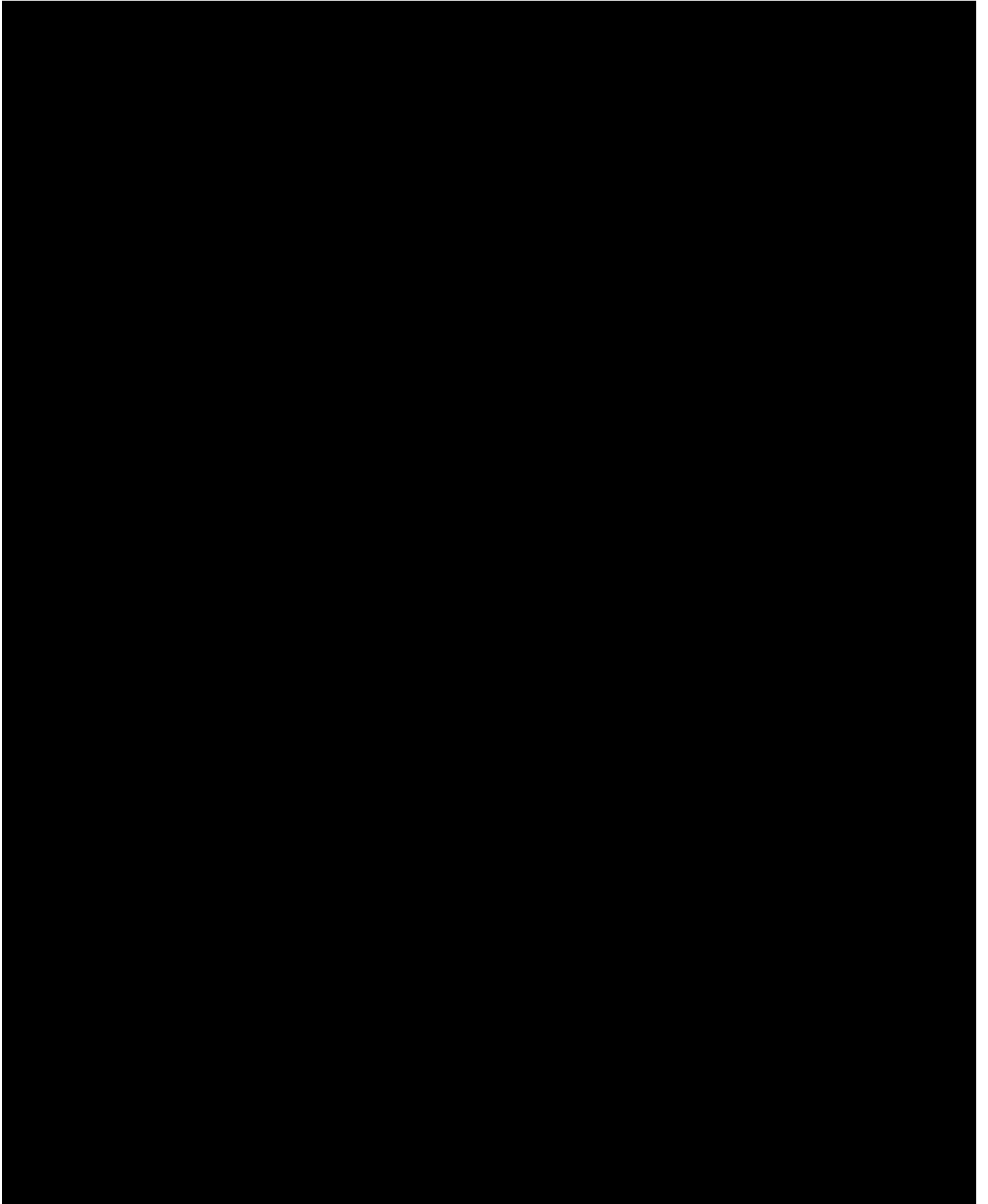


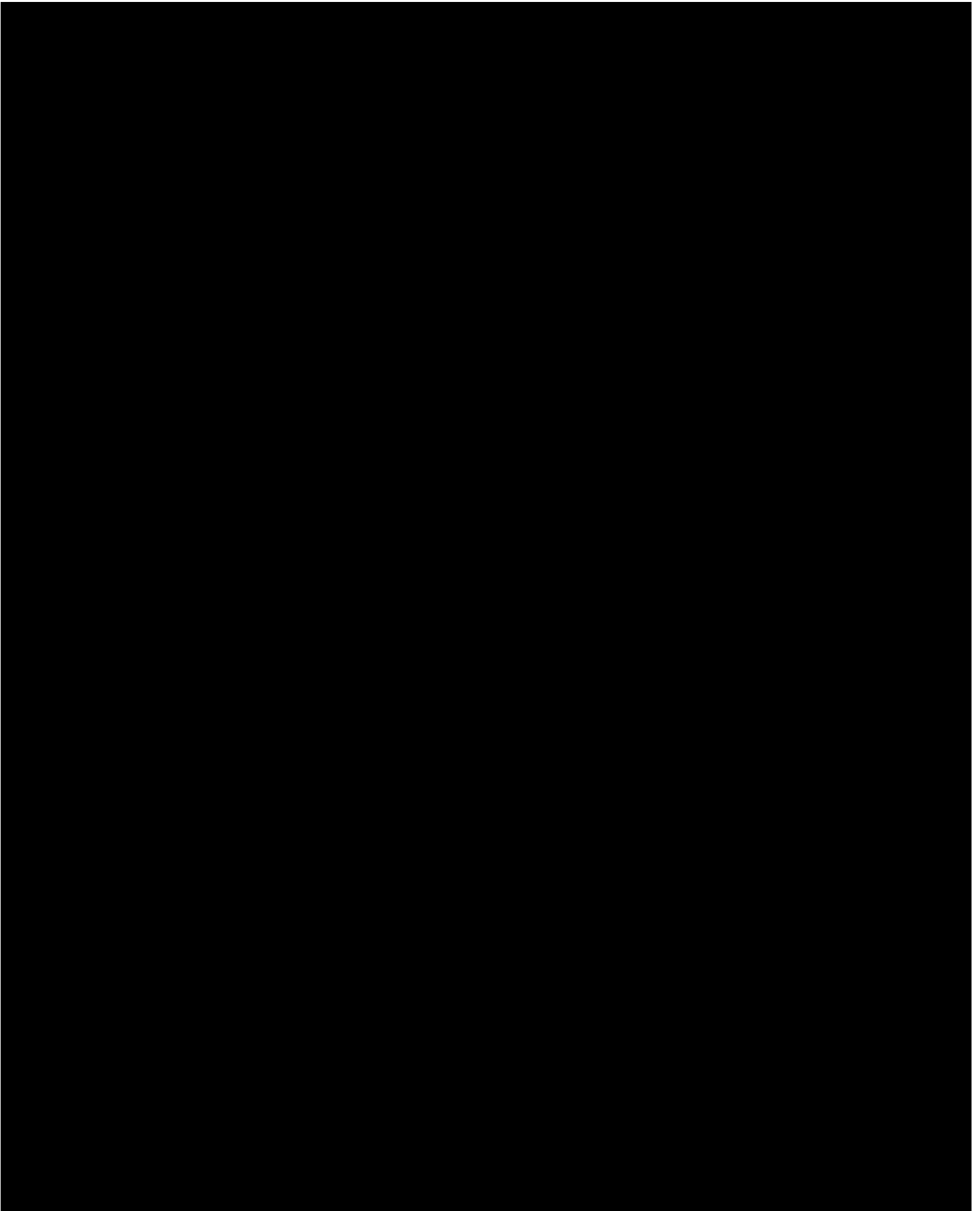


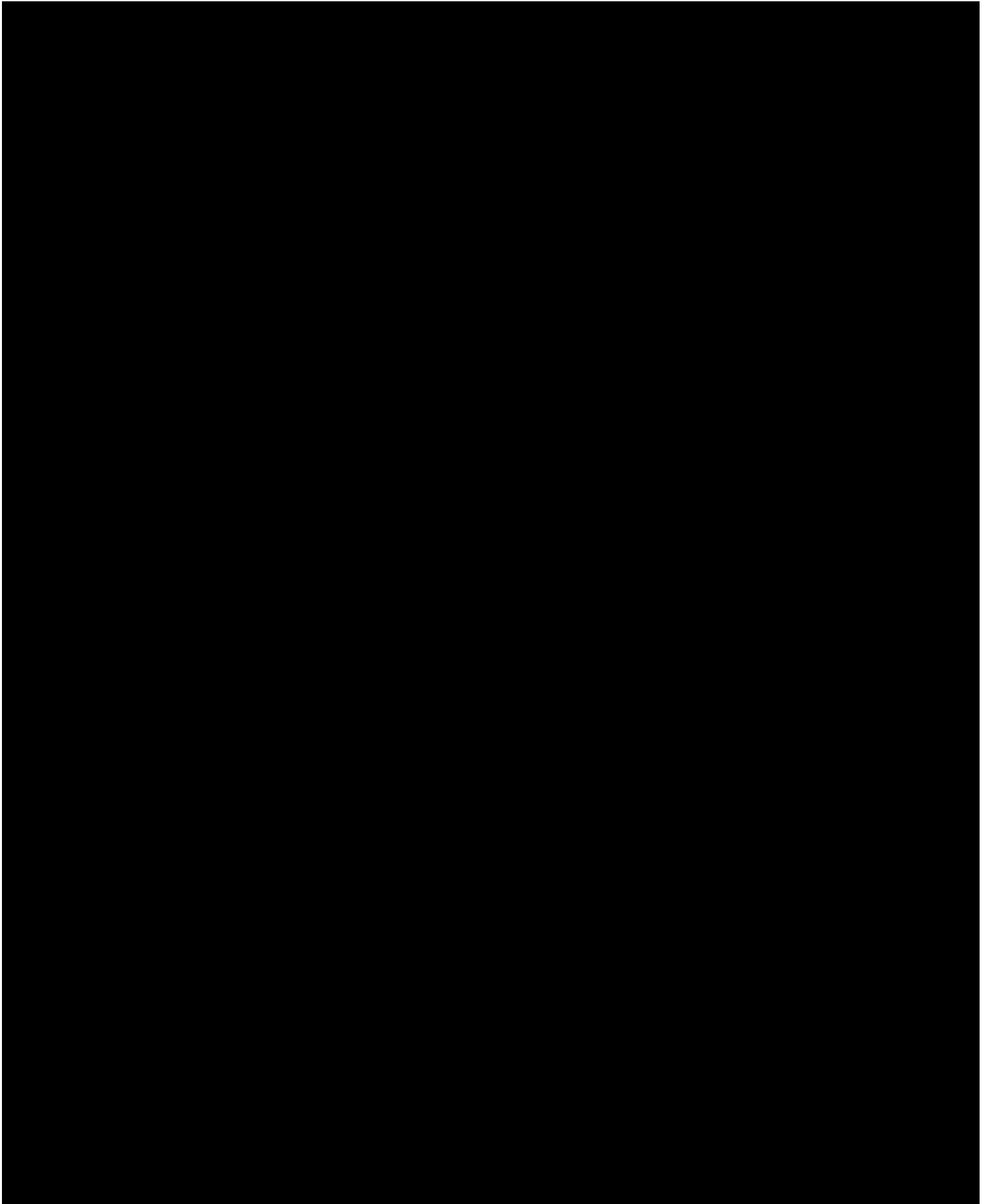


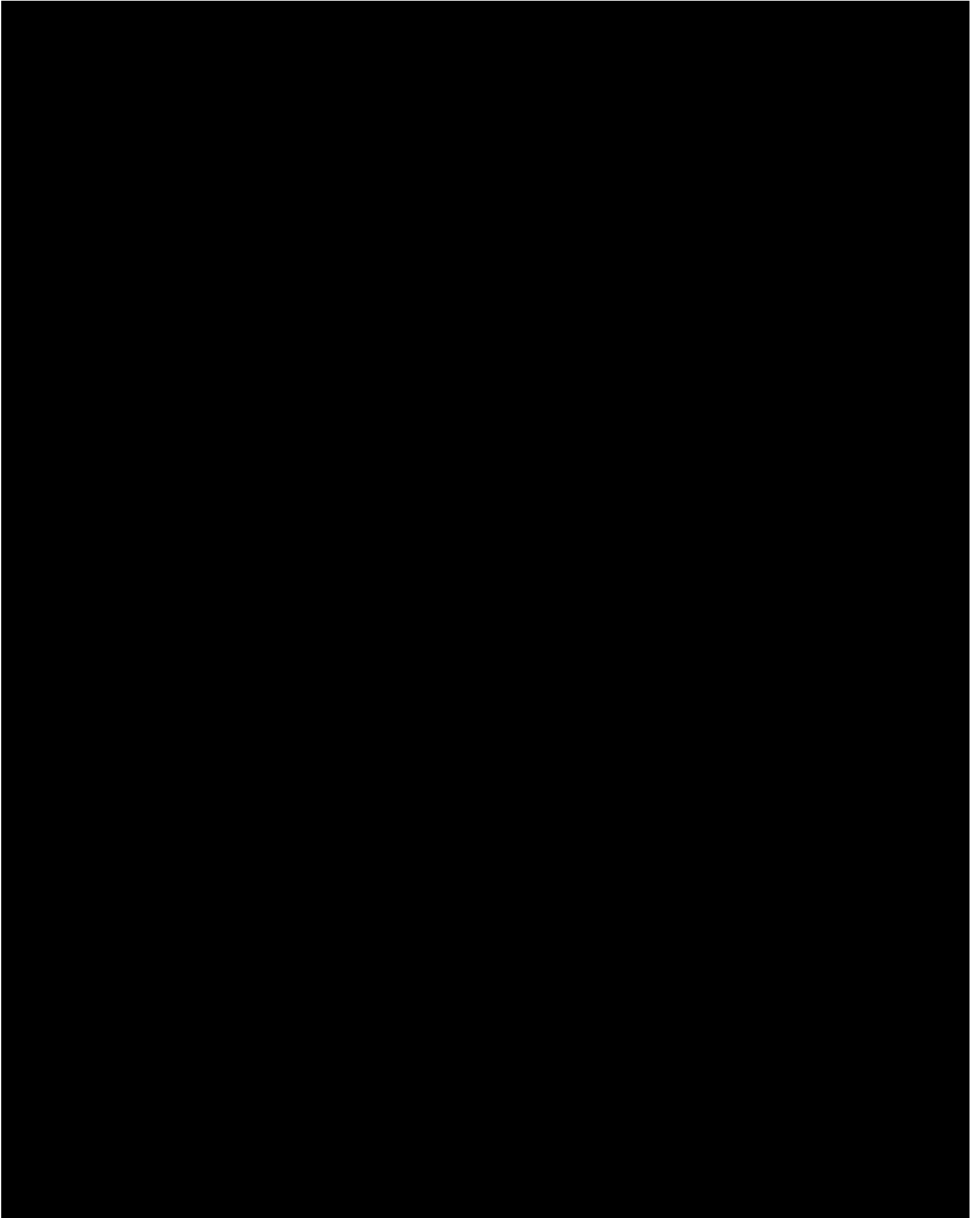












\_\_\_\_\_  
Witness

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







# Information Report (IR)

**Subject:** Council Travel Report - January - June 2025

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Finance and Administration  
**Staff Contact:** Alicia Marshall, Administrative Assistant  
**Topic Overview:** To present the council travel report for January - June 2025  
**Attachments:** [Council Travel Jan - June 2025 public meeting](#)

**BACKGROUND INFORMATION:**

The City of Corner Brook Council Remuneration and Reimbursement Regulations states that "A summary of Council travel expenses by Councilor will be provided to Council semi-annually and reported on at a public meeting". In accordance with this regulation the council travel report is presented below.

Administrative Assistant	Approved - 14 Jul 2025
City Manager	Approved - 14 Jul 2025
Administrative Assistant	Approved - 15 Jul 2025

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

TRAVEL EXPENSE COUNCIL - January 1 - June 30, 2025

Name	Month	Purpose/Destination	Amount	Total
<u>Jim Parsons</u>	May 2025	MNL Symposium Gander		<u>\$ 1,023.77</u>
	June 2025	FCM Conference - Ottawa, ON		<u>\$ 4,017.75</u>
		Total Travel Jim Parsons		<u>\$ 5,041.52</u>
<u>Linda Chaisson</u>	June 2025	FCM Conference - Ottawa, ON		<u>\$ 4,774.02</u>
		Total Travel Linda Chaisson		<u>\$ 4,774.02</u>
<u>Pamela Gill</u>				<u>\$ -</u>
<u>Pam Keeping</u>	June 2025	FCM Conference - Ottawa, ON		<u>\$ 5,828.36</u>
		Total Travel Pam Keeping		<u>\$ 5,828.36</u>
<u>Vaughn Granter</u>				<u>\$ -</u>
<u>Bill Griffin</u>				
<u>Charles Pender</u>				<u>\$ -</u>
GRAND TOTAL				\$ 15,643.90

Total travel previous year January - June 2024	\$12,286.11
Total Travel for current year January - June 2025	\$15,643.90
Difference in semi-annual travel totals	-\$3,357.79



# Request for Decision (RFD)

**Subject:** IMSP and Development Regulations Amendment No. 25-03 - Apartments in LI Zone

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Development and Planning  
**Staff Contact:** Christina Pye,  
**Topic Overview:** First Reading - IMSP and Development Regulations Amendment No. 25-03  
**Attachments:** [IMSP Amendment - 347 O'Connell Drive - RFD DRAFT](#)  
[DR Amendment - 347 O'Connell Drive - RFD DRAFT](#)

## BACKGROUND INFORMATION:

The Planning and Development Department has received a development proposal at 347 O'Connell Drive (the 'Subject Property') to establish an "apartment attached to shops and other businesses" as a secondary use to the existing office building. The Subject Property is in the Light Industrial (LI) zone. Residential uses are not permitted in the LI zone therefore a text amendment is required to accommodate the use.

The secondary apartment dwelling is intended to be integrated into an existing or proposed structure in such a way that it is entirely contained within the main building and does not appear to be a separate use at the discretion of Council. This Development Regulations amendment facilitates an apartment attached to shops and other businesses to be considered in the LI zone (excluding Watson's Pond Industrial Park) through Council's discretion and is supported by an amendment to the City's Integrated Municipal Sustainability Plan.

The Planning Department supports the inclusion of this use as a discretionary provision to promote intensification within established areas of the Municipal Services Area. This amendment aligns with principles of efficient land use, supports greater housing affordability and diversity, and facilitates increased density within the existing urban fabric.

This is the first of three readings of this amendment by council. The purpose of this reading is permit planning staff to move forward with Section 14 Public Consultation and enter into the URPA process.

### Communication Strategy:

The proposed amendment(s) will be advertised as per the URPA s. 14 to satisfy public consultation requirements. Should Council decide to move forward with the amendment(s), a Notice of Public Consultation will be publicized posted on the City's IMSP / Development Regulation Amendments web page and Facebook Page, advising of Council's intent to pursue the proposed amendment(s). The notice will request written comments from the public that may support or oppose the amendment(s) for a specified period of two weeks. The same will be posted in the lobby at City Hall.

**PROPOSED RESOLUTION:**

**BE IT RESOLVED** that the Corner Brook City Council authorizes staff to carry out a public consultation process, as per section 14 of the *Urban and Rural Planning Act, 2000 (URPA)* in order to seek public input and receive information with respect to the proposed Municipal Plan and Development Amendments No. 25-03 to facilitates an apartment attached to shops and other businesses to be considered in the LI zone (excluding Watson's Pond Industrial Park) through Council’s discretion.

**GOVERNANCE IMPLICATIONS:**

Legislation  
Urban and Rural Planning Act  
14

**ENVIRONMENTAL IMPLICATIONS:**

NA

**LEGAL REVIEW:**

NA

**RECOMMENDATION:**

It is recommended that Council support Option 1 and that the following motion be supported:

**ALTERNATIVE IMPLICATIONS:**

- 1. The Council of the City of Corner Brook initiate public consultation for Corner Brook IMSP and Development Regulation Amendment No. 25-03 as proposed.
- 2. The Council of the City of Corner Brook not initiate public consultation Corner Brook IMSP and Development Regulation Amendment No. 25-03 as proposed.
- 3. The Council of the City of Corner Brook provide other direction to Staff.

	Approved - 17 Jul 2025
Director of Engineering, Development and Operational Services	Approved - 17 Jul 2025
City Manager	Approved - 17 Jul 2025
City Clerk	Approved - 17 Jul 2025

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



**CITY OF CORNER BROOK  
MUNICIPAL PLAN AMENDMENT No. 25-03**

**AMENDMENT TO FACILITATE DEVELOPMENT AT 347 O'CONNELL DRIVE**

**July, 2025**

**CITY OF CORNER BROOK**  
**MUNICIPAL PLAN AMENDMENT No. 25-03**  
**AMENDMENT TO FACILITATE DEVELOPMENT AT 347 O'CONNELL DRIVE**

**Background**

The Planning and Development Department has received a development proposal at 347 O'Connell Drive (the 'Subject Property') to establish an "apartment attached to shops and other businesses" as a secondary use to the existing office building. The Subject Property is currently designated Light Industrial on Map A of the City's Integrated Municipal Sustainability Plan (the Plan). The Plan does not support Residential uses in Industrial areas with provisions for additional land uses provided in Section 4.5, Policy 17 which states:

*Catering, funeral homes, child care, amusement, business and personal service, animal uses, outdoor assembly uses, commercial activities limited to shops and convenience stores, commercial residential limited to hotels and motels, and general assembly limited to gymnasia, bowling alleys and other similar indoor recreational facilities, may be permitted in industrial areas when the use may be considered compatible with adjacent industrial uses or will not adversely affect the functioning of industrial uses or result in a conflict of land uses.*

This policy was amended in 2018 to accommodate additional uses. This amendment proposes to further amend this policy to accommodate a secondary residential dwelling use and to direct the Development Regulations to consider the use as discretionary and to apply additional provisions that limit the scope of the use and mitigate potential land use conflicts.

This amendment coincides with a text amendment to the City's Development Regulations (see 'Development Regulations Amendment No. 25-03).

**Plan Policy Framework**

Section 4.5 contains the broad policy framework for industrial development within the City. The general direction of the Industrial policy section is to support the City's economic base while limiting the potential for land use conflict through prioritizing the function of industrial uses, requiring compatible uses to sensitively integrate into these areas. Where the Subject Property is located within a Light Industrial area, an analysis of the Light Industrial policies is required.

Policy 15 speaks to the general nature of development in these areas and then intention to permit uses that are compatible with the surrounding land use pattern:

*15. Light industry uses may be permitted within the light and general industrial land use designations as these activities are usually regarded as being less intensive or disruptive to surrounding land uses and can be compatible with adjacent general industry uses.*

Policy 16 speaks to lower intensity industrial uses that are framed as being compatible with a broader set of uses prescribed for the area:



*16. Uses of a general assembly nature including passenger assembly, taxi stands and general service may be permitted within the industrial areas when the use may be considered compatible with adjacent industrial uses or where extensive warehousing, show rooms, or storage of goods is required in conjunction with a commercial use or business or service activity.*

Policy 17 describes a comprehensive list of uses that are presumed to be reasonably compatible with light industrial uses. These uses include temporary accommodation uses like hotels and motels and service uses that support the general community like child care and indoor recreation facilities with the intention of these uses not detracting from the industrial nature of the surround area:

*17. Catering, funeral homes, child care, amusement, business and personal service, animal uses, outdoor assembly uses, commercial activities limited to shops and convenience stores, commercial residential limited to hotels and motels, and general assembly limited to gymnasia, bowling alleys and other similar indoor recreational facilities, may be permitted in industrial areas when the use may be considered compatible with adjacent industrial uses or will not adversely affect the functioning of industrial uses or result in a conflict of land uses.*

Policy 18 provides flexibility to allow for low intensity recreation uses that prioritize the function of the surrounding industrial areas:

*18. Recreational activities may be permitted in industrial areas where the use will not adversely affect the functioning of industrial uses nor create a demand for municipal services other than those presently existing in the area or as may be proposed in the future by the Authority.*

The City's Municipal Plan sets general direction for the Development Regulations. The Urban and Rural Planning Act requires agreement between the policy of a municipal plan and the development regulations. An amendment is required to the Industrial section of the Municipal Plan to allow for a small dwelling unit to be permitted, under the discretion of Council, in association with a permitted use in a Light Industrial zone.

### **Public Consultation**

[To be completed follow consultation]

### **Municipal Plan Amendment No. 25-03**

The Corner Brook Integrated Municipal Sustainability Plan is hereby amended by adding after Section 4.5, Policy 17, a new subsection as follows:

17. (a) Subject to Council's discretion and the standards of the Development Regulations, with the exception of the Watson's Pond Industrial Park, an apartment attached to shops and other business may be permitted in an Industrial area within the Light Industrial zone. An attached apartment shall be clearly subsidiary to the main use and designed as an integral part of the main structure, not appearing as a separate use from the exterior.



**CITY OF CORNER BROOK**  
**DEVELOPMENT REGULATIONS AMENDMENT No. 25-03**

**Text Amendments to Section 149, Light Industrial Zone**

**July, 2025**

**CITY OF CORNER BROOK**  
**DEVELOPMENT REGULATIONS AMENDMENT No. 25-03**  
**TEXT AMENDMENT TO SECTION 149: LIGHT INDUSTRIAL ZONE**

**Background**

The Planning and Development Department has received a development proposal at 347 O'Connell Drive (the 'Subject Property') to establish an "apartment attached to shops and other businesses" as a secondary use to the existing office building. The Subject Property is in the Light Industrial (LI) zone. Residential uses are not permitted in the LI zone therefore a text amendment is required to accommodate the use.

The purpose of this text amendment is to allow for an apartment to be permitted as a secondary and subsidiary use to non-industrial uses permitted in the Light Industrial zone. The secondary apartment dwelling is intended to be integrated into an existing or proposed structure in such a way that it is entirely contained within the main building and does not appear to be a separate use at the discretion of Council. This amendment facilitates an apartment attached to shops and other businesses to be considered in the LI zone through Council's discretion and is supported by an amendment to the City's Integrated Municipal Sustainability Plan.

**Public Consultation**

[To be completed follow consultation]

**Development Regulations Amendment No. 25-03**

The Corner Brook Development Regulations are hereby amended by:

Amending Section 149, Discretionary Use Class, to add the following: "an apartment attached to shops and other businesses" \*\*\*\*\* (See condition no. 14).

Amending Section 149 to add condition 14 which reads:

13. Apartment Attached to Shops and Other Businesses

An apartment attached to a shop or other business shall be permitted in association with a non-industrial use that is permitted in this zone or has been permitted through Council's discretion.

An apartment attached to a shop or other business in this zone shall be clearly subsidiary and secondary to a main use and shall be contained within the main structure.

No apartment attached to a shop or other business shall be permitted to be located within a detached accessory structure such as a garage.

An apartment attached to a shop or other business shall be prohibited in the Watson's Pond Industrial Park.



# Request for Decision (RFD)

**Subject:** Advance Poll Dates

**To:** Jessica Smith  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** City Manager  
**Staff Contact:** Jessica Smith, City Clerk  
**Topic Overview:** Approval of dates of the advanced polls for the 2025 municipal election.

## BACKGROUND INFORMATION:

Section 26 of the Municipal Election Act, authorizes Council to establish up to two advance poll dates for the municipal election. Advance Poll dates must be held within the two weeks (14 days) prior to Election Day. Offering two Advance Poll Dates will be critical to improving voter turnout, providing more opportunity for people to exercise their right to vote, brings more awareness about the Municipal Elections and will also help to spread out in person voter traffic to avoid congestion and wait times on Election Day. Advance polls for the 2025 Municipal Election shall be held at the Corner Brook Civic Centre

In 2021, the City offered two advance poll dates and both had excellent voter turnouts, therefore it is recommended to hold two advance poll dates again for this year's election. In accordance with the Act the second advance poll date must be held on the Saturday immediately preceding Election Day (September 27, 2025). Staff is recommending holding the first advanced poll on Tuesday, September 23rd.

## PROPOSED RESOLUTION:

Be it **RESOLVED** in accordance with Section 26 of the Municipal Election Act, to hold two advanced polls for the 2025 Municipal Election on Tuesday, September 23rd, 2025 and Saturday, September 27th, 2025 from 8:00 a.m. to 8:00 p.m.

## FINANCIAL IMPACT:

Election Officials will have to be retained to administer the advance poll. Costs associated with operating advanced polls would fall under the Election budget.

## GOVERNANCE IMPLICATIONS:

Legislation  
 Municipal Elections Act  
 26(1) & 26(2)

## RECOMMENDATION:

It is staff's recommendation to approve two advanced polls for the 2025 municipal election and to approve the dates for these advanced polls

## ALTERNATIVE IMPLICATIONS:

1. Approve staff's recommendation.

2. Choose an alternate advance poll date for the first Advance Poll. As stated advanced poll dates have to be no earlier than 14 days prior to election day (October 2) but we also need to ensure we have to time to print and receive our ballots. We have received confirmation from our preferred supplier that they will be able to ensure delivery in time for the September 23rd Advance Poll Date. If Council proceeds with having two dates, the September 27th date would be legislatively required.

3. Choose to do only one advance poll.

City Clerk

Approved - 17 Jul 2025

City Manager

Approved - 17 Jul 2025

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City Manager



# Request for Decision (RFD)

**Subject:** ATV Street Access for a Special Event

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Tourism  
**Staff Contact:** Glenda Simms, Supervisor of Tourism  
**Topic Overview:** ATV street access during Jigs & Wheels Festival  
**Attachments:** [ATV Access RFD Jigs Wheels 2025](#)

## BACKGROUND INFORMATION:

The City of Corner Brook is hosting a ten (10) day Jigs & Wheels Festival. A theme of the festival includes a focus on the All-Terrain Vehicle access offered by the City. The festival organizers have requested that we provide full access to all City streets during the festival.

The City of Corner Brook recognizes that while it wants to provide such access for this special event, it must do so cautiously, mitigating safety risks that may be posed by ATVs operating on the City streets.

## PROPOSED RESOLUTION:

Be it RESOLVED that pursuant to Section 201 and 202 of the City of Corner Brook Act, 1990 and Section 7 of the Recreational Vehicle Regulation 2022 and all other enabling powers, the Council of the City of Corner Brook hereby permits All-Terrain Vehicles to operate on all its City streets with exception of the following:

- 1) Any portion of the Lewin Parkway or TCH;
- 2) A portion of O'Connell Drive from the intersection of Bliss Street to the intersection of Mt. Bernard Avenue;

for the dates of July 25th – August 3rd, 2025, so to support the City's Jigs & Wheels Festival.

## FINANCIAL IMPACT:

There may be some MEO overtime incurred to monitor the ATV access.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations



City of Corner Brook Act  
Recreational Vehicle Regulation 2022  
201/202 & 7

**RECOMMENDATION:**

Staff are recommending that opening all streets could be done, but because of the busyness of certain City streets, they are recommending that restrictions be put in place to not allow ATVs on the Lewin Parkway and on O'Connell Drive from the intersection of Bliss Street to the Mt. Bernard Avenue intersection. All other conditions of the Off-Road Vehicles Act and the Recreational Vehicle Regulation 2022 must continue to apply. Also, much media will need to be produced to advise ATV operators and vehicle traffic of using caution on our streets during this festival.

**ALTERNATIVE IMPLICATIONS:**

1. Approve current recommendation to allow ATV access and support the special event;
2. Not approve and leave ATV access as permitted under the Recreational Vehicle Regulation 2022;
3. Approve with changes. Council will need to direct staff accordingly.

Supervisor of Tourism	Approved - 17 Jul 2025
Director of Recreation Services	Approved - 17 Jul 2025
City Manager	Approved - 17 Jul 2025
City Clerk	Approved - 17 Jul 2025

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City Manager

## Request for Decision (RFD)



**Subject:** ATV Street Access for a Special Event

**To:** Darren Charters  
**Meeting:** Regular Meeting - 21 Jul 2025  
**Department:** Tourism  
**Staff Contact:** Glenda Simms  
**Topic Overview:** ATV street access during Jigs & Wheels Festival  
**Attachments:** N/A

### BACKGROUND INFORMATION:

The City of Corner Brook is hosting a ten (10) day Jigs & Wheels Festival. A theme of the festival includes a focus on the All-Terrain Vehicle access offered by the City. The festival organizers have requested that we provide full access to all City streets during the festival.

The City of Corner Brook recognizes that while it wants to provide such access for this special event, it must do so cautiously, mitigating safety risks that may be posed by ATVs operating on the City streets.

### PROPOSED RESOLUTION:

**Be it RESOLVED** that pursuant to Section 201 and 202 of the City of Corner Brook Act, 1990 and Section 7 of the Recreational Vehicle Regulation 2022 and all other enabling powers, the Council of the City of Corner Brook hereby permits All-Terrain Vehicles to operate on all its City streets with exception of the following:

- 1) Any portion of the Lewin Parkway or TCH;
- 2) A portion of O'Connell Drive from the intersection of Bliss Street to the intersection of Mt. Bernard Avenue;

for the dates of July 25<sup>th</sup> – August 3<sup>rd</sup>, 2025, so to support the City's Jigs & Wheels Festival.

### FINANCIAL IMPACT:

There may be some MEO overtime incurred to monitor the ATV access.

### RECOMMENDATION:

Staff are recommending that opening all streets could be done, but because of the busyness of certain City streets, they are recommending that restrictions be put in place to not allow ATVs on the Lewin Parkway and on O'Connell Drive from the intersection of Bliss Street to the Mt. Bernard Avenue intersection. All other conditions of the Off-Road Vehicles Act and the Recreational Vehicle Regulation

2022 must continue to apply. Also, much media will need to be produced to advise ATV operators and vehicle traffic of using caution on our streets during this festival.

**ALTERNATIVE IMPLICATIONS:**

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

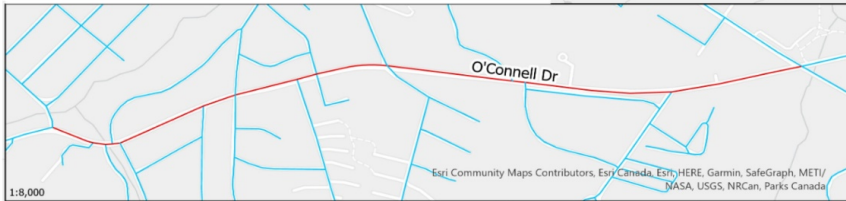
1. Approve current recommendation to allow ATV access and support the special event;
  2. Not approve and leave ATV access as permitted under the Recreational Vehicle Regulation 2022;
  3. Approve with changes. Council will need to direct staff accordingly.
-

## ATV Road Access for 2025 Jigs and Wheels Festival

A



O'Connell Dr from Bliss St Intersection to Mt. Bernard Ave Intersection

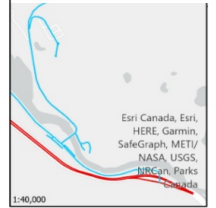


1:33,000

Esri Canada, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, NRCan, Parks Canada

North Shore Highway

A



ATV Road Access  
— Open  
— Closed

All Roads open for ATV access except for: Lewin Pkwy, O'Connell Dr, Trans Canada Hwy as depicted in this map.

projection: NAD83 MTM3  
by: Robyn S. 200 k, GIS  
**Administrator**  
City of Corner Brook  
June 21, 2022





# Request for Decision (RFD)

**Subject:** Annual Leave for Full Time Management/Non-Union Staff Policy Revision

**To:** Darren Charters

**Meeting:** Regular Meeting - 21 Jul 2025

**Department:** Human Resources

**Staff Contact:** Darren Charters, City Manager

**Topic Overview:** There is currently an inconsistency between vacation allotments outlined in senior management contracts and those specified in the City's official policy.

**Attachments:** [Director CM Vacation Memo](#)  
[Annual Leave for Full Time ManagementNon Union Staff Policy10-01-10 July2025](#)  
[Annual Leave for Full Time ManagementNon Union Staff Policy10-01-10](#)

## BACKGROUND INFORMATION:

Senior leadership at the City of Corner Brook—including Directors and the City Manager—currently receive four weeks of vacation annually, along with five floater days. These floater days include Discovery Day, St. Patrick's Day, Orangemen's Day, St. George's Day, and Easter Monday. This allotment remains static regardless of years of service and does not reflect the progressive vacation structure offered to other managers and non-unionized staff. As a result, senior leaders accumulate additional vacation time at a much slower rate, creating an internal equity concern and potentially undermining recruitment and retention efforts.

To enhance leadership stability and competitiveness in attracting experienced professionals, it is recommended that the City implement a progressive vacation entitlement system for the Director and the City Manager positions as shown below:

Years of Service	Vacation Entitlement	Floater Days	Total Entitlement
Less than 5	4 weeks	5 days	25 days
5 – 9 years	5 weeks	5 days	30 days
10 – 19 years	6 weeks	5 days	35 days
20 + years	7 weeks	5 days	40 days

This adjustment acknowledges tenure, aligns with broader municipal practices, and reinforces Corner Brook's commitment to supporting and retaining its executive talent.

## PROPOSED RESOLUTION:

**Be it resolved that the Council of the City of Corner Brook** approves the revised Annual Leave for Full Time Management/Non-Union Staff Policy as presented.

**RECOMMENDATION:**

Staff recommend Option 1

**ALTERNATIVE IMPLICATIONS:**

1. That the Council of the City of Corner Brook approves the updated **Annual Leave for Full Time Management/Non-Union Staff Policy** as presented.
2. That the Council of the City of Corner Brook not approve the updated **Annual Leave for Full Time Management/Non-Union Staff Policy** as presented.
3. That the Council of the City of Corner Brook give other direction to Staff.

City Manager

Approved - 18 Jul 2025

City Clerk

Approved - 18 Jul 2025

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City Manager





## Memo Human Resources

To: Darren Charters, City Manager  
 CC:  
 From: Krista Rose  
**SUBJECT: Vacation, Senior Staff**  
 Date: January 10, 2025

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The following will outline discrepancies in vacation allotment for senior staff.

The City's Annual Leave for Full Time Mgmt/Non-Union Staff #10-01-10 states the following:

- A. LENGTH OF VACATION
 

Years of Service	Vacation Allotment
< 5 years	3 weeks
5-9 years	4 weeks
10-19 years	5 weeks
>20 years	6 weeks
- B. The City Manager/CAO and each of the Directors are entitled to vacation leave as per their employment contract. However, in the absence of a contract, the CAO and Directors will receive a minimum of four (4) weeks of vacation per year, regardless of their years of service, or as allotted in "A" above, whichever is greater.
- C. In addition to regular vacation, all management/non-unionized employees are entitled to five floating holidays in lieu of working on Discovery Day, St. Patrick's Day, Orangemen's Day, St. George's Day and Easter Monday.

A review of the City Manager and the Director's Contracts finds the following:

The City Manager's contract states vacation allotment at 20 days plus an additional 5 for floating holidays and increases will take place as per "A" above. Thus, the first increase would come into effect in the 10<sup>th</sup> year of service when the CM would receive an additional week of vacation time.

All current Directors have a vacation allotment of 25 days, inclusive of floating holidays. Directors remain at this vacation entitlement level until year 20 at which time they advance to a total of 30 days.

The Director contracts in their current state are in contradiction to the Annual Leave Policy and in all cases see subordinates receiving a greater annual leave allotment than their respective Director by year 10 of employment. For example, a Manager or Supervisor will commence work with a lower vacation entitlement of three weeks plus five floaters for a total of four weeks (20 days) of annual leave. The Director commences with twenty-five days. However, in year 5 the Manager/Supervisor advances to 20 + 5 and in year 10 they advance to 25 + 5 for the total of 30 days. Whereas it takes a Director 20 years of service to reach the same 25 + 5 (30) days of annual leave. The Manager/Supervisor then proceeds to receive 30 + 5 for year 20 of service, the Director never achieves this level of annual leave based on the current contracts as written.

In order assist with recruitment and retention of these senior level positions it is recommended that the vacation allotment for senior staff be reviewed. It is the recommendation of the Human Resources Manager that the annual leave policy be revised to include the entitlements for these senior level positions. It is my recommendation that the senior level positions of Director and City Manager/CAO be provided with a leave entitlement as per the following table:

<b>Years of Service</b>	<b>Vacation Entitlement</b>	<b>Floater Days</b>	<b>Total Entitlement</b>
Less than 5	4 weeks	5 days	25 days
5 – 9 years	5 weeks	5 days	30 days
10 – 19 years	6 weeks	5 days	35 days
20 + years	7 weeks	5 days	40 days

A revised Annual Leave policy is attached for your review.

Krista Rose  
Manager of Human Resources



## CITY OF CORNER BROOK

### Policy & Procedure

<b>Index</b>	Human Resources	<b>Section</b>	Annual Leave, Employee Leave, and Education		
<b>Title</b>	Annual Leave for Full Time Management/Non-Union Staff	<b>Policy Number</b>	10-01-10	<b>Authority</b>	Council
<b>Approval Date</b>		<b>Effective Date</b>		<b>Revision Date</b>	July 17 <sup>th</sup> , 2025

#### **Purpose:**

The City of Corner Brook recognizes the benefits of providing employees with time away from work to help employees recharge and maintain their well-being. Providing paid vacation leave ensures salary continuance so employees can take time off from their job for vacation purposes.

#### **Policy Statement:**

This policy outlines how annual leave is requested, scheduled, and managed for management and non-unionized employees.

#### **A. Vacation Entitlement**

Years of Service	Vacation Entitlement
Less than 5 years	3 weeks
5 – 9 years	4 weeks
10 – 19 years	5 weeks
20 years or more	6 weeks

Employees hired mid-year will receive a prorated vacation amount based on their start date. For example, an employee starting on June 1<sup>st</sup> would receive 7/12 of their annual vacation allotment. On January 1<sup>st</sup> of the following year, full entitlement is granted.

#### **B. Floating Holidays**

Management and non-unionized employees are granted five floating holidays annually in lieu of working on June Holiday, St. Patrick's Day, Orangemen's Day, St. George's Day, and Easter Monday.

### **C. City Manager/CAO and Directors**

Vacation entitlement for the City Manager/CAO and Directors will commence at 4 weeks. This group will receive an additional week of vacation at each year of service milestone as per the chart below.

<b>Years of Service</b>	<b>Vacation Entitlement</b>	<b>Floater Days</b>	<b>Total Entitlement</b>
Less than 5	4 weeks	5 days	25 days
5 – 9 years	5 weeks	5 days	30 days
10 – 19 years	6 weeks	5 days	35 days
20 + years	7 weeks	5 days	40 days

#### ***General Regulations***

- The vacation year runs from January 1 to December 31.
- Managers are responsible for coordinating and recording vacation schedules for their teams.
- Departments should finalize vacation schedules as early as possible, but no later than April 30.
- By January 31, Human Resources will provide each Director and Manager with a list of employee vacation entitlements.
- Employees must submit all vacation time requests through the time tracking system well in advance of the vacation taking place.

#### ***Deferment and Accumulation***

- If operational needs prevent an employee from taking vacation, a deferment must be requested in writing and approved by the Director responsible.
- Deferred vacation must be taken by May 31 of the following year.
- In special cases, sick or compassionate leave may be granted without affecting vacation balances, subject to the approval by the Director.
- If a statutory holiday falls during a vacation period, it is not deducted from vacation. Additional time off will be granted as appropriate.

#### ***Termination of Employment***

Vacation entitlements are based on the assumption of employment through the full calendar year.

##### ***If an employee leaves early:***

- And has taken their full year's vacation, repayment on a pro-rated basis is required.
- If vacation wasn't used, payment would be provided for the time earned.

##### ***Floating holidays:***

- Employees are eligible only for floating holidays that occur during their period of employment.

##### ***Upon Retirement at age 65***

- The employee is entitled to vacation equivalent to what would have been earned by year-end.

***Reference:***

CC97-151 (9 July 1997)



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Human Resources	<b>Section</b>	Vacations, Holidays, Employee Leave, and Education			
<b>Title</b>	Annual Leave for Full Time Mgmt/Non-Union Staff	<b>Policy Number</b>	10-01-10	<b>Authority</b>	Council	
<b>Approval Date</b>	21 Aug 06	<b>Effective Date</b>	21 Aug 06	<b>Revision Date</b>		

#### ***Purpose:***

The purpose of this procedure is to state the City of Corner Brook's annual leave policy for full time management/non-unionized staff and to establish the employee's responsibility for requesting vacation time and the Supervisor's responsibility for approving vacation requests.

#### ***Policy Statement:***

The City of Corner Brook has established a procedure for requesting and approving annual leave for management/non-unionized employees.

#### ***Reference:***

Approved: CC06-159 (21 August 2006)  
 CPS06-43 (22 June 2006)  
 CPS06-41 (d) (8 June 2006)  
 CC97-151 (9 July 1997)  
 P-294 (23 July 1987) - MMA Policy  
 P-149 (April 1988)  
 CC-496 (10 August 1979)  
 P-79-17 (11 September 1979)  
 This policy supercedes 10-01-02 Non-Union Salaried Staff Vacation

#### ***Detailed Action Required:***

<b>A. LENGTH OF VACATION</b>	
Years of Service	Vacation Allotment
<5 years	3 weeks
5 - 9 years	4 weeks
10 - 19 years	5 weeks
>20 years	6 weeks

Persons hired at anytime throughout the calendar year will receive annual vacation for that year on a pro-rated basis. For example, if a new employee is hired on June 1st, he/she will be entitled to 7/12th of his/her vacation entitlement. If a new employee begins employment with the City on October 1st, he/she will receive 3/12th of his/her vacation entitlement. When January 1st rolls around, he/she will be recorded with his/her full year of entitlement.

- B. The Chief Administrative Officer and each of the Directors are entitled to vacation leave as per their employment contract. However, in the absence of a contract, the CAO and Directors will receive a minimum of four (4) weeks of vacation per year, regardless of their years of service, or as allotted in 'A' above, whichever is greater.
- C. Part time, casual and relief staff shall be paid 4% vacation pay in lieu of vacation.
- D. In addition to regular vacation, all management/non-unionized employees are entitled to five floating holidays in lieu of working on Discovery Day, St. Patrick's Day, Orangemen's Day, St. George's Day and Easter Monday.

#### GENERAL REGULATIONS

The following regulations govern vacations for all management/non-unionized staff:

- A. The vacation year coincides with the calendar year (1 January to 31 December).
- B. Each Director is responsible for authorizing the vacations of employees under his/her jurisdiction. This responsibility can be delegated to other levels of management as required. He/she must maintain a departmental record of vacations scheduled and taken in each year.
- C. Vacation schedules must be prepared by each department as early in the year as possible, but not later than 30 April.
- D. Prior to 31 January of each year, the Human Resources office will supply each Director with a listing of vacations to which his/her employees are entitled.
- E. Prior to going on vacation, each employee must complete a Leave of Absence form which must be approved by his/her Manager and submitted to the Human Resources Division (approval conditional upon sufficient notice and replacement staff).

#### DEFERMENT AND ACCUMULATION


- A. When an employee is required by the City to forgo vacation as a result of work pressure, it is the responsibility of the Director concerned to see that such a fact is communicated in writing to the Human Resources office for recording in the employee's Personnel file.
- B. Deferment of vacation shall not be extended beyond 31 May of the following year. Vacations not taken within the vacation year (except where deferment is requested) shall be scheduled for use by and approved by the Director as soon as is reasonably possible.
- C. Sick Leave or Compassionate Leave, while on vacation, is permitted in special circumstances without necessarily requiring a reduction in vacation entitlement; but, all such special arrangements and the period of such leave must be referred to the Director for approval.
- D. When a recognized statutory holiday or holidays fall within the vacation period, such time is not to be counted as vacation. In such circumstances, the Director/Manager will either extend the vacation period by an equal number of days, if convenient, or arrange equivalent time off at a later date.

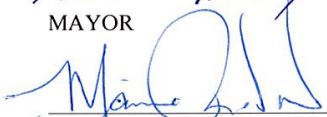
#### TERMINATION OF EMPLOYMENT

It is understood that the vacation entitlement at the beginning of each year is based on the assumption that the employee will remain employed with the City for the entire year.

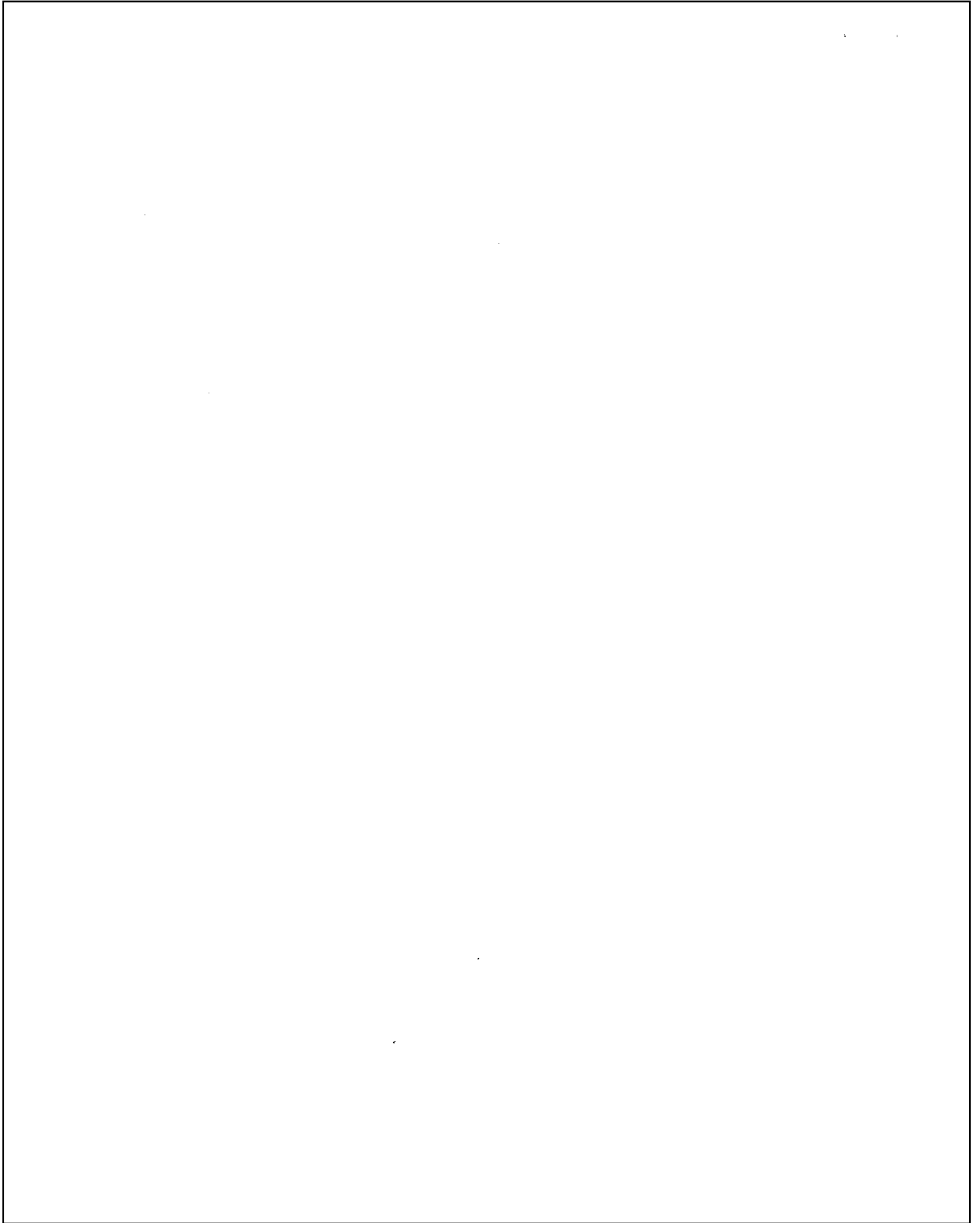
- A. However, if an employee departs from the City without completing a full year of service and has taken all of the vacation entitlement for that full year, that employee will be required to pay back to the City the advanced vacation on a pro-rated basis. For example, an employee starts work with the City on January 1st and is entitled to 3 weeks of annual leave for the year. The person takes the 3 weeks of vacation in June and then leaves the City at the end of July. That person would only be entitled to 7/12th of vacation (January to July) and will have to pay back to the City 5/12th of vacation (August to December) as he/she did not complete the full year.
- B. If an employee leaves employment with the City sometime during the year without using vacation, that person will receive payment for the vacation accrued while employed, but will not receive the full year's entitlement. Thus, the person who comes to work on January 1st and leaves Sept 31st without using any vacation will receive payment for 9/12 of vacation.
- C. Floaters are credited and taken in the year in which they occur (e.g., Discovery Day 2005 is taken during the 2005 vacation year). With respect to the 5 floating days, if an employee leaves employment with the City before the end of the year, he/she will be entitled to that year's floaters which have passed while employed but will not be entitled to the floater days yet to take place during which time the employee will no longer be working.
- D. Employees retiring at the normal retirement age of 65 years shall be entitled to vacation in an amount equal to that which he/she would have received had he/she worked to the end of the calendar year.

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

  
MAYOR

  
CITY CLERK









# Request for Decision (RFD)

**Subject:** Metered Parking Regulation 2025

**To:** Darren Charters

**Meeting:** Regular Meeting - 21 Jul 2025

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** The objective of the City's metered parking program is to effectively cause the turnover of vehicles within downtown street parking areas so that all our downtown businesses have fair and reasonable access to street parking for their customers.

**Attachments:** [Metered Parking Regulations 2025](#)  
[Re\\_ Suggestions for Metered Parking Regulations\\_redacted](#)  
[Briefing -Transition to from Parking Meters to Pay Stations\\_R1](#)

## BACKGROUND INFORMATION:

Historically, the City has utilized 166 single-space parking meters and associated management methodologies to oversee parking operations in the downtown district.

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. Upon some recent repair and/or replacement, the thieves again destroyed the replacement meters to access their coin compartments. The procurement of replacement parts for these older models is becoming 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 making rate adjustments, offering cash-only payments, and interfacing with our online parking app, which all underscore the necessity to adopt a modernized approach to the downtown parking program.

We have been receiving concerns from business residents that there are vehicles parked for extended times in front of their businesses.

Staff have explored other options, including eliminating the parking meters and having free street parking with a two-hour time limit. This method, commonly referred to as "chalking," is labour-intensive and much more cumbersome to enforce; thus, it will be more costly to manage. Metered parking generates revenue that is used to offset the cost of maintenance of the on-street parking infrastructure, enforcement, and management. Metered parking focuses on the users paying for the

service, which would include non-residents, rather than shifting the costs to all our City taxpayers, regardless of whether they drive or use the downtown parking service.

Another concern was that “cashless” only payment would deter seniors or other persons who may be “less tech savvy” from visiting our downtown. Cashless payment has been simplified so that patrons can use “tap” functionality by credit card or Visa debit card to pay for their parking. Most people have a bank account; thus, most have an Interac bank card. Proper signage and education should alleviate this concern. Notably, if we were to return to a coin option, the meters would be subject to vandalism and theft again, thereby rendering our program futile.

The City has conducted a public consultation and has received one letter addressing concerns with this bylaw amendment. See the attached letter.

### **PROPOSED RESOLUTION:**

**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.**

### **FINANCIAL IMPACT:**

There will be an upfront unbudgeted capital cost to implementing the new parking management equipment. These costs will see a payback point within 3-5 years, depending on the cost of supply and installation of the new parking hardware.

**Legal Review:** Yes

### **LEGAL REVIEW:**

Reviewed by City legal and meets all legal requirements.

### **RECOMMENDATION:**

Staff have researched the pay for parking issue and acknowledge that while free parking may appear appealing at first glance, it carries hidden costs, reduces parking availability, threatens downtown business access, and creates an unfunded burden on the City's budget. Maintaining a paid parking program downtown ensures effective space management, business turnover, and sustainable revenue generation for downtown maintenance and improvements. Please review pages 2 to 4 of the revised briefing report “Transitioning from Traditional Parking Meters to Modern Parking Pay Stations”.

Therefore, staff recommend enabling this legislation to assist with its implementation of a new parking management system for the downtown area of our City.

### **ALTERNATIVE IMPLICATIONS:**

Three options to respond to this request and the corresponding implications are as follows:

1. No change in regulation: will result in obsolete and non-relevant legislation.
2. Adopting the proposed regulation will enable effective management of parking in the downtown area of our City.

3. Direct staff to do otherwise.

Director of Protective Services	Approved - 17 Jul 2025
City Manager	Approved - 17 Jul 2025
City Clerk	Approved - 17 Jul 2025

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City Manager

**CITY OF CORNER BROOK  
METERED PARKING REGULATIONS 2025**

**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, delegation(s) of power by the Minister of Transportation and Works dated February 8, 2010 and all other powers it enabling, the Corner Brook City Council, in a session convened on the \_\_\_\_ day of \_\_\_\_\_, 2025, hereby passes and enacts the following regulations.

1. These Regulations may be cited as the *City of Corner Brook Metered Parking Regulations, 2025*.

2. **Definitions**

In these Regulations:

- (a) "Accessible Parking Regulations" means Newfoundland and Labrador Regulation 24/19 enacted under the *Highway Traffic Act RSNL 1990 Ch. H-3* with all amendments thereto and any similar or successor legislation;
- (b) "Accessible Parking Space(s)" means a parking space, including access aisles, that is intended to be reserved for persons with a mobility challenge as defined by the *Accessible Parking Regulations* under the *Highway Traffic Act* or any similar or successor legislation and is
  - i. designated by a RB-71 sign of any dimension or color from the Manual of Uniform Traffic Control Devices for Canada published by the Transportation Association of Canada;
  - ii. designated by a uniform traffic control sign of any dimension or color from the Canada Standards Association standard CSA B651;
  - iii. designated by a sign of any dimension or color bearing a symbol of a figure in a wheelchair;
  - iv. bearing a symbol of a figure in a wheelchair, or
  - v. painted blue in whole or in part.

- (c) “City” means the City of Corner Brook;
- (d) “Council” means Corner Brook City Council;
- (e) “Director” means the Director of Public Works or the Director of Protective Services;
- (f) “Highway Traffic Act” means the *Highway Traffic Act RSNL 1990 Ch. H-3* of the Province of Newfoundland and Labrador with all amendments thereto and any similar or successor legislation;
- (g) “Metered Parking Space(s)” means any area or portion of any highway, street, parking lot, or lands that:
  - i. are owned by, vested in, or leased by the City or Council;
  - ii. are marked out or otherwise designated for the parking of a vehicle;
  - iii. are within **a zone** in which a parking meter **pay station** has been installed; and
  - iv. Contain signage indicating parking time may be purchased by way of a mobile Parking App or Parking Pay Station;
- (h) “Owner” means:
  - i. the person who holds the legal title to a vehicle; or
  - ii. in the case of a vehicle that is registered under section 10 of the *Highway Traffic Act* as amended, the person in whose name it is registered;
- (i) “Park” or “parking” means to permit a vehicle, whether occupied or not, to stand otherwise than temporarily for the immediate purpose of and while actually engaged in loading or unloading goods or taking up or setting down passengers or in obedience to traffic regulations or traffic signs or the directions of a traffic officer;
- (j) “Parking App” means a computer program designed to run on a mobile device such as cellular telephone or tablet and is used to purchase parking time for a Metered Parking Space.

- (k) ~~“Parking Meter Pay Station” means a device installed in a parking zone by the City which provides a means of purchasing parking time for a Metered Parking Space a timing mechanism to indicate the passage of the interval of time during which the parking is permissible and which displays a signal when that interval of time has elapsed; and~~
- (l) “Vehicle” means a device in, upon or by which a person or thing may be transported or drawn upon a highway.

### 3. Designation of Parking Spaces

The Council hereby delegates to the Director the Authority to create and cause to be marked out by suitable lines or markings, Metered Parking Spaces, adapted for the parking and accommodation of a vehicle, on the highways and streets in the City, and the parking lots and lands that are owned by, vested in, or leased by the City or Council and to cause to be installed Parking Pay Stations and signage .

### 4. Paying for Metered Parking Spaces

- (a) No person shall park any vehicle in any Metered Parking Space between the hours of 8:00 a.m. and 6:00 p.m. on Monday through Friday of every week, excluding statutory holidays or other provincial holidays proclaimed by the Lieutenant-Governor in Council unless the driver or operator of such vehicle complies with subsection (b) of this section.

Immediately after parking a vehicle in a Metered Parking Space, the driver or operator of the vehicle shall ~~shall deposit in the parking meter adjacent to such metered parking space a coin or coins as indicated on such parking meter, or~~ immediately **make payment at the closest Parking Pay Station within the designated zone** or by way of the approved Parking App, at the rate prescribed in Schedule A for the full period of time during which such vehicle will be parked in such Metered Parking Space.

- (b) The provisions of this section shall not apply on any day or part of a day resolved by Council as being a day or part of a day on which the provisions of this section are not to apply.



## 5. Parking Spaces for Mobility Impaired Persons

- (a) The Council hereby delegates authority to the Director to create and cause to be marked out by suitable lines or markings, separate Accessible Parking Spaces, adapted for the parking and accommodation of a vehicle, on the highways and streets in the City and the parking lots and lands that are owned by, vested in, or leased by the City or Council and to cause to be installed Parking Pay Stations and signage.
- (b) No person other than a mobility impaired person holding a valid permit issued under the Highway Traffic Act Accessible Parking Regulations governing parking for mobility impaired persons as amended may park in an Accessible Parking Space.
- (c) All provisions of these Regulations, including but not limited to the payment of parking meter rates as outlined in Section 4 hereof, shall apply to persons parking in an Accessible Parking Space.

## 6. Metered Parking Spaces

- (a) No Owner or Operator shall allow their vehicle to remain parked in any Metered Parking Space for a period longer than that for which payment has been made in the applicable Parking meter Pay Station adjacent or Parking App.
- ~~(b) Unless the parking has been paid for by using the mobile parking app or parking pay station, no person shall permit a vehicle to remain in a parking meter space while the display of the adjacent parking meter shows no time remaining, either flashing the number zero or some other indication that no parking time remains, or if it displays the words "violation" or "expired".~~
- (b) Where a Metered Parking Space is without a functioning Parking Pay Station, no Owner or Operator shall allow their vehicle to remain parked in the Metered Parking Space for a period of more than two hours.
- (c) No Owner or Operator of a vehicle shall park or cause or permit to be parked in any Metered Parking Space any motor vehicle forming part of the stock-in-trade of any person who is a dealer in motor vehicles.

- (d) No person shall park a vehicle in a Metered Parking Space unless the front or rear end of such vehicle as appropriate is alongside or as close as is practicable to the lines, curb, signage or other demarcation delineating the boundaries of the Metered Parking Space, except in the case of commercial vehicles loading or unloading.
- (e) No person shall park any vehicle in such a manner that it is not wholly within an area designated or marked under these Regulations as a Metered Parking Space and, if a vehicle is of such length as to prevent it from being parked within one Metered Parking Space, then the person parking such vehicle shall make the necessary payments as required by these Regulations for each of the adjoining Metered Parking Spaces occupied in whole or in part by such vehicle as if such person had parked two vehicles in such adjoining Metered Parking Spaces.

#### **7. ~~Hooded Parking Meters~~ Closed Parking Spaces**

No person shall park a vehicle or permit a vehicle to remain parked in a Metered Parking Space if ~~the parking meter has been covered with a parking meter hood.~~ signage, markers, and or barricades have been placed by the City to indicate the space is not available for parking.

#### **8. Exemptions**

Notwithstanding Section 4 of these Regulations, **Metered** Parking ~~meter~~ Spaces may be used without any charge or payment:

- (a) By vehicles licensed as taxicabs under the City of Corner Brook Taxi Regulations when taking on or discharging passengers provided that no such vehicle shall remain in a Metered Parking Space for a period in excess of three minutes;
- (b) By vehicles of any department of the City while such vehicles or the operators thereof are engaged in the services of the City;
- (c) Emergency vehicles including ambulances, doctors and clergy in the discharge of their duties; and

- (d) By a vehicle displaying a permit granted by the Director allowing a person to park without payment pursuant to section 9 of these Regulations.

## **9. Parking for City Business**

The Director may grant a permit to park without payment to any person regularly engaged in performing duties on behalf of the City or for the betterment of the City, upon such terms and conditions as the Director deems appropriate provided such terms shall include that the permit may not be used by a person other than the one to whom it is granted.

## **10. Currency**

~~Coins used for deposit in Parking Pay Stations shall be coins of Canada or the United States of America in denominations as indicated on the Parking Pay Station, and no person shall deposit or cause to be deposited in any Parking Pay Stationary slug, device or other substitute for any such coin.~~  
The currency of **the Parking Pay Station and** Parking App shall be Canadian dollars.

## **11. Liability of Owner**

The Owner of a vehicle shall incur the penalties provided for any violation of these Regulations with respect to any vehicle owned by such person unless at the time of such violation the vehicle was in the possession of some person other than the Owner, without the consent of the Owner. The burden of proving that the vehicle was in the possession of some person other than the Owner without the Owner's consent shall be on the Owner.

## **12. Vehicle Subject to Removal**

In addition to any other penalties provided by these Regulations, upon discovery of any vehicle parked, stopped or standing on any highway in contravention of any provision of these Regulations, a municipal enforcement officer or an officer appointed for the carrying out of the provisions of the *Highway Traffic Act* may cause such vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removing, care and storage thereof, shall constitute a lien upon such vehicle, **which must be paid to the City prior to release of the vehicle to its Owner.**

### 13. Defacing or Tampering

No person shall deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any Parking Pay Station, signage, or other meter equipment or any part thereof installed under the provisions of these Regulations.

### 14. Conflicting Legislation

Nothing in these Regulations shall excuse any person from compliance with any provision of the *City of Corner Brook Traffic Regulations*, the *Highway Traffic Act*, Accessible Parking Regulations, or of any other Regulations which is not inconsistent herewith.

### 15. Penalties

Where any person contravenes any of the provisions of these Regulations such person is guilty of an offence and liable to a fine of not more than the maximum and not less than the minimum amount prescribed for the offence in Schedule "A" and appearing in that Schedule opposite the number or letter or both section, subsection or paragraph and the statement of the offence. A person who is guilty of an offence under these Regulations for which a penalty has not been prescribed in Schedule "A" shall be liable on summary conviction ~~to a fine or to a period of imprisonment or both in accordance with s. 438 of the City of Corner Brook Act or any similar or successor legislation~~ **to a fine in the amount of the fees and penalties prescribed in Schedule A of these Regulations.**

### 16. Repeal

These Regulations shall come into force as of the date enacted by Council and The City of Corner Brook Metered Parking Regulations 2025 and all amendments thereto are hereby repealed upon the coming into force of these Regulations.

**IN WITNESS WHEREOF** these regulations are sealed with the Common Seal of the City of Corner Brook and subscribed by and on behalf of the Council by the Mayor and City Clerk at Corner Brook, in the Province of Newfoundland and Labrador, this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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

Published in The Western Wire –

First Reading –

Second Reading –

## SCHEDULE A | Fees and Penalties

SECTION	FEE DESCRIPTION	FEE AMOUNT
4. (b)	Rate for parking in a metered parking space	\$2.00 per hour

SECTION	PENALTY DESCRIPTION	PENALTY AMOUNT
6. (a)	Parking in a metered parking space while time is expired.	\$25.00
6. (b)	Remaining parked in the metered parking space for a period of more than two hours where such metered parking space is without a functioning Parking Pay Station.	\$25.00
6. (c)	Dealer Stock-in-Trade parking	\$100.00
6. (d)	Not parked within the metered parking space	\$25.00
6. (e)	Not parked within designated parking space	\$25.00
7.	Parking in a closed parking space with a hooded parking meter	\$100.00
All other penalties shall reference the province of Newfoundland and Labrador Highway Traffic Act, the Accessible Parking Regulations, and the City of Corner Brook Traffic Regulations.		

**From:** [REDACTED]  
**Subject:** Re: Suggestions for Metered Parking Regulations  
**Date:** Wednesday, July 9, 2025 2:39:20 PM

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[REDACTED],  
 I have received your comments and will be including it for the review by council.  
 Thank you for taking the time to express your concerns.

Todd Flynn

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**From:** [REDACTED]  
**Sent:** Friday, July 4, 2025 11:02:15 AM  
**To:** [REDACTED]  
**Subject:** Suggestions for Metered Parking Regulations

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

I have a suggestion relating to the metered parking regulations.

"The proposed changes to the regulations include removing references of parking meters, permitting for the establishment of pay stations and includes a penalty for parking in excess of 2 hours in a metered parking space in the absence of a meter or parking pay station."

I believe that imposing penalties for using a metered parking space in absence of a meter or parking pay station for parking a vehicle longer than two hours is excessive, especially for those that use metered parking space/pay station to use a library, go to City Hall, banking, walking along the Majestic Lawn or Mikwite'tm Garden, dine at local restaurants or do their shopping.

Imposing that limit will also hurt Corner Brook during various special events, including the Winter Carnival, Jigs and Wheels, and the Christmas Season.

In order to accommodate special events or those using metered parking for medical appointments, library use, or to do any business on West Street and Broadway, the two hour time limit for using metered parking/pay station space when meters is not operational is excessive.

That time limit should be increased to four hours.

In the long term, if you want the City of Corner Brook economy, including its hospitality and

tourism sectors to grow, perhaps now is the time for Corner Brook to be in line with other Western Newfoundland towns and get rid of parking meters like Port Aux Basques, Stepheville, Pasadena, Deer Lake, Rocky Harbour, and St. Anthony.

Thanks,







## TRANSITIONING FROM TRADITIONAL PARKING METERS TO MODERN PARKING PAY STATIONS

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

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Todd Flynn, Director of Protective Services for the City of Corner Brook. June 19, 2025-revised July 16, 2025

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PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

DOWNTOWN PARKING PROGRAM	TRANSITIONING FROM 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"><li><b>Vandalism and Theft:</b> 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.</li><li><b>Obsolescence:</b> 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.</li><li><b>Digital Platform Integration:</b> 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.</li></ol>

PROTECTIVE SERVICES | A Briefing to Corner Brook City Council

PAID PARKING VS  
FREE PARKING

- **Encouraging Turnover and Supporting Business Access**  
Paid parking incentivizes turnover, ensuring that prime on-street parking spaces remain available for short-term visitors and customers, which is critical to downtown business viability. In contrast, free two-hour parking often leads to "parking shuffle" behavior, where downtown employees or long-term users simply move their vehicles to avoid enforcement. (Source: Ogden City FAQ - [ogdencity.gov](http://ogdencity.gov))
- **Promoting Fair and Equitable Access Across Downtown Businesses**  
Paid parking creates equal parking opportunities for all businesses, avoiding a situation where popular retail and service areas become dominated by long-term parkers. Free parking without turnover enforcement risks disadvantaging businesses in high-demand areas. (Source: St. John's Downtown Parking Study - [stjohns.ca](http://stjohns.ca))
- **Revenue Generation for Downtown Infrastructure and Services**  
Parking revenue funds essential downtown services, including street and sidewalk maintenance, snow clearing, beautification projects, and parking lot improvements. Eliminating paid parking would create a funding shortfall that would either require new taxes, reallocation of City budget, or service reductions. (Source: Federal Highway Administration - [fhwa.dot.gov](http://fhwa.dot.gov))
- **Improved Enforcement Efficiency and Compliance**  
Managing a free two-hour parking system would require labour-intensive enforcement (e.g., chalking tires or deploying digital monitoring systems) with no revenue offset. Paid parking improves compliance and enforcement cost recovery through modern pay-by-plate systems and mobile apps. (Source: Passport Inc. - [passportinc.com](http://passportinc.com))
- **Aligning with Modern Digital Parking Technology**  
The City has already invested in cashless, app-based, and license plate-recognition parking technology. This modernization enhances user experience, enables flexible pricing, and allows for better data tracking of parking trends. (Source: City of Waterloo Parking Study - [cms6.revize.com](http://cms6.revize.com))
- **Protecting Local Business Vitality**  
Experience from other cities shows that paid parking does not negatively impact downtown sales when managed properly. In fact,

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	<p>business turnover and short-term customer access often improve. (Source: Sightline Institute - sightline.org)</p> <ul style="list-style-type: none"><li>• <b>Lessons from Other Municipalities</b> There are some municipalities North America that experimented with eliminating paid parking ultimately reinstated payment systems after experiencing declining space turnover, reduced revenue, and business complaints. (Source: Canadian Parking Association - canadianparking.ca)<p>In 2012, Huntsville, Ontario, eliminated parking meters in its downtown area, replacing them with 2-hour free parking signs. This decision was driven by the Business Improvement Association, which argued that paid meters deterred shoppers and caused friction between the public and parking enforcement personnel. However, the policy led to unintended consequences: decreased turnover and stricter enforcement of time limits by municipal officials. To revitalize commercial activity, paid parking was eventually reinstated.</p><p>*****</p><p><b>Economic Theory: The High Cost of Free Parking (Donald Shoup)</b> Urban planning expert Donald Shoup, author of "The High Cost of Free Parking", has extensively researched the economic and social consequences of underpriced or free parking. His findings are widely adopted by municipalities around the world.</p><p>Key points from Shoup's research relevant to Corner Brook:</p><ul style="list-style-type: none"><li>• <b>Free parking is never truly free:</b> The costs of providing and maintaining on-street parking (construction, maintenance, enforcement) get shifted to all taxpayers, regardless of whether they drive or use downtown services.</li><li>• <b>Free parking leads to space hoarding and low turnover:</b> When parking is free, people stay longer, reducing space availability for customers. This hurts businesses that rely on high customer turnover.</li><li>• <b>Paid parking increases availability and reduces congestion:</b> Shoup advocates that pricing parking appropriately increases parking availability and reduces vehicle circling and congestion in downtown cores.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• <b>Revenue recycling for local improvements:</b> Shoup recommends cities use parking revenue to directly fund improvements in the neighborhoods where it's collected—something Corner Brook already does for downtown infrastructure, streetscape, and maintenance.</li> <li>• <b>Case Studies:</b> Shoup's analysis of cities like Pasadena, California, demonstrates how paid parking programs funded downtown revitalization and increased business activity.</li> </ul> <p><b>Reference:</b> Shoup, D. (2005). "The High Cost of Free Parking". American Planning Association Planners Press. Shoup, D. (2011). "Parking and the City". Routledge.</p>
<b>RECOMMENDED SOLUTION</b>	<p><b><u>Remove All Conventional Meter Heads and Install Parking Pay Stations</u></b></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>

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<b>Risk</b>	<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>
<b>STEPS TO IMPLEMENTATION</b>	<p><b>Project Implementation Overview</b></p> <ol style="list-style-type: none"> <li><b>1. Planning and Parking Pay Station Placement</b> - 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.</li> <li><b>2. Procurement of Pay Stations and Signage</b> - Various suppliers are being evaluated for pay station technology and infrastructure. The final purchase decision will be presented to the council for their approval.</li> <li><b>3. Installation</b> - Parking pay stations and signage will be installed. Excess meter posts will be removed.</li> <li><b>4. Testing and Integration</b> - All systems will be programmed, tested, and staff will be trained on operation and maintenance requirements.</li> <li><b>5. Public Rollout</b> - The system will be launched alongside a public communication campaign.</li> </ol>

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<b>COST TO IMPLEMENT</b>	<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 data-bbox="532 468 1068 499"><b>Item</b></th><th data-bbox="1068 468 1344 499"><b>Estimated Cost</b></th></tr> <tr> <td data-bbox="532 520 1068 552">Pay Station Units (16–20 units)</td><td data-bbox="1068 520 1344 552">\$100,000–\$200,000</td></tr> <tr> <td data-bbox="532 583 1068 615">Installation</td><td data-bbox="1068 583 1344 615">\$25,000</td></tr> <tr> <td data-bbox="532 636 1068 667">Integration &amp; Software Licensing</td><td data-bbox="1068 636 1344 667">\$10,000–\$20,000</td></tr> <tr> <td data-bbox="532 688 1068 720">Removal of Legacy Meters</td><td data-bbox="1068 688 1344 720">\$10,000</td></tr> <tr> <td data-bbox="532 751 1068 783"><b>Total Estimate</b></td><td data-bbox="1068 751 1344 783"><b>\$155,000–\$255,000</b></td></tr> </table> <p><b>Payback Point:</b> 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>	<b>Item</b>	<b>Estimated Cost</b>	Pay Station Units (16–20 units)	\$100,000–\$200,000	Installation	\$25,000	Integration & Software Licensing	\$10,000–\$20,000	Removal of Legacy Meters	\$10,000	<b>Total Estimate</b>
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<b>Total Estimate</b>	<b>\$155,000–\$255,000</b>											
<b>RECOMMENDATION FROM THE DIRECTOR</b>	<p>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.</p>											







# Information Report (IR)

**Subject:** Notice of Motion - Shared Regional Services

**To:** Darren Charters

**Meeting:** Regular Meeting - 21 Jul 2025

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** The following is some background information and a Notice of motion

## BACKGROUND INFORMATION:

The City of Corner Brook provides high quality, professional firefighting and bylaw enforcement to the residents and businesses of our city. As the costs for these services continue to rise, the City must explore ways to increase revenue so that these services remain robust and sustainable.

At the same time, many smaller communities are struggling to provide these services and wish to partner with larger centres that have capacity.

The City of Corner Brook has entertained the provision of services to neighbouring communities in the past, with the stipulation that such arrangements do not negatively impact service delivery to the City and the arrangements generate positive net revenues for City coffers (example: Mount Moriah).

This topic has been brought up previously however, Council indicated that it was not interested in supporting such agreements which resulted in the Director of Protective Services ceasing to explore or investigate such opportunities.

The Director has indicated that there could be great benefits to the City from these types of agreements, including more revenue, access to better equipment, and more control of our fate as a regional hub for the Humber-Bay of Islands area. In addition, since Council would have the opportunity to evaluate potential agreements on a case-by-case basis, there is no risk to exploring these opportunities.

Therefore, I give notice of motion that at the next public meeting of Council, I will be making the following motion:

“BE IT RESOLVED that the Council of the City of Corner Brook hereby directs the City Manager to explore and develop possible models of shared services, including but not limited to fire and enforcement services, in collaboration with neighbouring municipalities. The City Manager will ensure that such models do not compromise service delivery to city residents, while generating new revenue for the City.”

City Manager  
City Clerk

Approved - 18 Jul 2025  
Approved - 18 Jul 2025

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City Manager