



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by Her Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **November 17, 2025 at 7 p.m. City Hall Council Chambers.**

CITY CLERK

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Land Acknowledgement

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

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 6 OCTOBER, 2025 AT 7:00 PM**

PRESENT:

Mayor	L. Chaisson	T. Flynn, Director of Protective Services
Deputy Mayor	P. Keeping	R. George, Director of Finance and Administration
Councillors:	S. Dean E. Kennedy D. Luther S. Perchard D. Wheeler	<i>P. Robinson, Director of Recreation Services</i> <i>A. O'Brien, Manager of Engineering</i> <i>A. Miller, Manager of Operations</i> <i>J. Smith, City Clerk</i> <i>R. Teliz, Sergeant-At-Arms</i>

Absent with regrets: D. Charters, City Manager, and *D. Burden, Director of Engineering, Development, and Operations*

25-138 Land Acknowledgement

Mayor Chaisson read the land acknowledgement.

25-139 Approval of Agenda

On motion by Councillor D. Luther, seconded by Councillor D. Wheeler, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

25-140 Approval of Minutes- Committee of the Whole September 22, 2025

On motion by Councillor D. Wheeler, seconded by Councillor D. Luther, it is **RESOLVED** to approve the Minutes of the Committee of the Whole meeting of September 22, 2025. **MOTION CARRIED.**

25-141 Proclamations and Events

Mayor L. Chaisson declared the following proclamation was made:

- October 5-11 was declared Fire Prevention Week

25-142 Election of Deputy Mayor

Councillor D. Luther nominated Councillor P. Keeping for the position of Deputy Mayor. There were no further nominations. Councillor P. Keeping was declared Deputy Mayor by acclamation.

25-143 Inaugural Address- Mayor Chaisson

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

ADJOURNMENT

The meeting adjourned at 7:34 p.m.

City Clerk

Mayor



Request for Decision (RFD)

Subject: Ratification of Decisions

To: Darren Charters
Meeting: Regular Meeting - 17 Nov 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: Ratification of Decisions
Attachments: [Ratification of Minutes Nov17](#)

BACKGROUND INFORMATION:

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

Council in Committee Meeting - September 22, 2025

- **CC25-014 Approval of Agenda** - agenda was approved as circulated
- **CC25-16 Tax Sale Auction** - it was approved for staff to submit bids on properties at the 2025 Tax Sale Auction in accordance with section 162 of the City of Corner Brook Act (for properties outlined as attached)

Council in Committee Meeting - October 20, 2025

- **CC25-017 Approval of Agenda** - agenda was approved as circulated
- **CC25-019 Confirmation of Order 2025-04** - it was approved to confirm the Stop Work Order # 2025-04 in accordance with section 109(4) of the Urban and Rural Planning Act
- **CC25-020 Discretionary Use 2 Westview Avenue** - approved the application to operate a home-based business office from the dwelling located at 2 Westview Avenue in accordance with Regulations 11 - Discretionary Powers of Authority.
- **CC25-021 Discretionary Use 57 Windsor Street** - approved the application to operate a home-based business from the dwelling located at 57 Windsor Street in accordance with Regulation 11 - Discretionary Powers of Authority.

Council in Committee Meeting - November 3, 2025

- **CC25-024 CUPE 768 Agreement** - approved the ratification of the Labour Agreement with the Canadian Union of Public Employees for the period ending December 31, 2028;
- **CC25-025 Non-Union Staff Wages** - approved the annual wage increases for non-union employees for 2025-2028.
- **CC25-028 Corner Brook Royals Contract** - approved the agreement between the Corner Brook Royals Hockey Club Inc. and the City of Corner Brook for the 2025-2026 hockey season.

PROPOSED RESOLUTION:

Be it RESOLVED to ratify minute CC25-014 - Approval of Agenda

Be it RESOLVED to ratify minute CC25-016 - Tax Sale Auction

Be it RESOLVED to ratify minute CC25-017 - Approval of Agenda

Be it RESOLVED to ratify minute CC25-019 - Confirmation of Order 2025-04

Be it RESOLVED to ratify minute CC25-020 - Discretionary Use 2 Westview Avenue

Be it RESOLVED to ratify minute CC25-021 - Discretionary Use 57 Windsor Street

Be it RESOLVED to ratify minute CC25-024 CUPE 768 Agreement

Be it RESOLVED to ratify minute CC25-025 Non-Union Staff Wages

Be it RESOLVED to ratify minute CC25-028 - Corner Brook Royals Contract

GOVERNANCE IMPLICATIONS:

Legislation

City of Corner Brook Act

41(3)

City Clerk

Approved - 14 Nov 2025

City Manager

Approved - 14 Nov 2025

Legislative Assistant

Approved - 14 Nov 2025

City Manager

Council in Committee Meeting September 22, 2025

CC25-014 Approval of Agenda

It is **RESOLVED** to approve the agenda as circulated.

CC25-016 Tax Sale Auction

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that Council approve staff to submit bids on properties at the 2025 Tax Sale Auction in accordance with section 162 of the City of Corner Brook Act for properties outlined below:

PID	Civic #	Property Address	City Bids
043092	42	Broadway	\$ 100.00
043093	42A	Broadway	\$ 100.00
043380		Burnt Hill	\$ 100.00
043447		Carberrys Road	\$ 30,000.00
043448		Carberrys Road	\$ 30,000.00
199340		Charles Street	\$ 10,000.00
044060		Confederation Drive	\$ 100.00
183392		Country Road	\$ 100.00
044832		Dykes Road	\$ 5,000.00
045639	702	Gearyville Road	\$ 100.00
047009		Laydens Lane	\$ 100.00
047633		North Shore HW	\$ 5,000.00

047650		North Shore HW	\$ 4,000.00
047924		O'Connell Drive	\$ 100.00
048141		Paynes Road	\$ 100.00
201102		St. Aidens Road	\$ 100.00
049933		Union Street	\$ 100.00
050011	57	Valley Road	\$ 100.00
0263524		Verge Place	\$ 100.00
051054		Youngs Avenue	\$ 100.00
051055		Youngs Avenue	\$ 100.00
			\$ 85,500.00

Council in Committee Meeting October 20, 2025

CC25-017 Approval of Agenda

It is **RESOLVED** to approve the agenda as circulated.

CC25-019 Confirmation of Order 2025-04

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 #2025-04.

CC25-020 Discretionary Use- 2 Westview Avenue

It is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 2 Westview Avenue in accordance with Regulation 11 - Discretionary Powers of Authority.

CC25-021 Discretionary Use- 57 Windsor Street

It is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business from the dwelling located at 57 Windsor Street in accordance with

Regulation 11 - Discretionary Powers of Authority.

Council in Committee Meeting November 3, 2025

CC25-024 CUPE 768 Agreement

It is RESOLVED that the Council of the City of Corner Brook approve the ratification of the Labour Agreement with the Canadian Union of Public Employees for the period ended December 31, 2028.

CC25-025 Non-Union Staff Wages

It is RESOLVED that the Council of the City of Corner Brook approve annual wage increases for non-union employees for 2025-2028.

CC25-028 Corner Brook Royals Contract

It is RESOLVED that the council of the City of Corner Brook approve the attached agreement between the Corner Brook Royals Hockey Club Inc. and the City of Corner Brook for the 2025-2026 hockey season.



Information Report (IR)

Subject: Proclamations and Events

To: Darren Charters
Meeting: Regular Meeting - 17 Nov 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.
Attachments: [Foster Families Month](#)
[Deam Awareness Month](#)
[2025 NBW Proclamation - Municipalities, Businesses, Organizations](#)
[National Dental Care Day](#)
[PURA Syndrome](#)
[Small Business Week Redacted](#)
[Remembrance Period Redacted](#)
[TDOR Nov 2025](#)

BACKGROUND INFORMATION:

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

October was declared Foster Families Month- to recognize the important role of foster families in the child protection system in our province;

October was declared Disability Employment Awareness Month (DEAM)- to recognize and celebrate the many and varied contributions of workers with disabilities. DEAM will also recognize the leadership of inclusive employers who promote employment inclusion;

October 1-7 was declared National Breastfeeding Week- breastfeeding has an impact on lifelong health, with exclusive breastfeeding for the first six months, and continued breastfeeding for two years and beyond, ensuring that mothers and children receive maximum health benefits;

October 10 was declared National Dental Care Day- The initiative promotes dignity, health equity, and community compassion through accessible oral healthcare;

October 23 was declared PURA Syndrome Awareness Day- PURA syndrome is a rare genetic disorder caused by pathogenic variants in the PURA gene, leading to neurodevelopmental delays, intellectual disability, and various other challenges for affected individuals and their families;

October 19-25 was declared Small Business Week- small businesses represent a tradition of hard-working/ dedicated individuals,striving to provide for their families/ create job opportunities for their neighbors, and make invaluable contributions to their community;

November 1-11 was declared Remembrance Period- it is a time for each one of us to reflect and recall to mind the sacrifices made by our Veterans to ensure the peace we now enjoy.

November 20 is Transgender Day of Remembrance- Transgender Day of Remembrance helps bring public awareness to transphobic hate crimes and honors the memory of those hurt and killed by acts of transphobic violence each year.

City Clerk	Approved - 12 Nov 2025
City Manager	Approved - 14 Nov 2025
Legislative Assistant	Approved - 14 Nov 2025

City Manager

PROCLAMATION

WHEREAS: Newfoundland and Labrador Foster Families provide a safe and nurturing environment for the children/youth in their homes,

WHEREAS: the City of Corner Brook recognizes the important role of Foster Families in the Child Protection system in our province and the role of Foster Families Newfoundland and Labrador.

WHEREAS: Foster Families are celebrated as valued members of their communities for their contribution to the well-being of our province and our country.

NOW therefore I, Linda Chaisson Mayor of the City of Corner Brook

do hereby proclaim October

FOSTER FAMILIES MONTH

Dated at Corner Brook Newfoundland and Labrador this 15th day of October 2025.

Linda Chaisson
Mayor of City of Corner Brook

Stephanie Lowe
Board Director - FFNL

October is
Disability Employment Awareness Month



PROCLAMATION

Disability Employment Awareness Month

October 2025

Be it known to all Newfoundlanders and Labradorians; Disability Employment Awareness Month (DEAM) will be an annual awareness campaign which occurs each October throughout Canada. The purpose of Disability Employment Awareness Month is to recognize and celebrate the many and varied contributions of workers with disabilities. DEAM will also recognize the leadership of inclusive employers who promote employment inclusion and educate Newfoundlanders and Labradorians about disability employment issues and the benefits of inclusion to all its citizens.

Whereas: A strong workforce is one, inclusive of the skills and talents of ALL Newfoundlanders & Labradorians.

Whereas: Newfoundlanders and Labradorians with disabilities constitute a growing population and experience issues which require positive change including disproportionate unemployment, poverty, and labour market exclusion

Whereas: The employment inclusion of people with disabilities benefits all our citizens.

Whereas: The awareness of said benefits and the innumerable success stories of employment inclusion serve to positively promote inclusion of people with disabilities in the provincial workforce; and

Whereas: The city of Corner Brook is committed in our work to increase employment inclusion for Newfoundlanders & Labradorians through the provision of leadership, resources and ongoing opportunities for dialogue and engagement.

Now therefore, I, Mayor Linda Chaisson, hereby proclaim the month of October as **Disability Employment Awareness Month**.

Signature :

Date :

National Breastfeeding Week Proclamation 2025



National Breastfeeding Week
October 1 - 7, 2025

Whereas

Breastfeeding is recommended for optimal nutrition and healthy growth and development in the early months and years of life, and is fundamental to the well-being and prosperity of communities; and

Whereas

Breastfeeding has an impact on lifelong health, with exclusive breastfeeding for the first six months, and continued breastfeeding for two years and beyond, ensuring that mothers and children receive maximum health benefits; and

Whereas

Breastfeeding is one of the most cost-effective prevention strategies for many infections and chronic and acute diseases; and

Whereas

Infant feeding is one of the most important decisions that a new family makes; and
 Parents need the support of family, friends, Government and Health authorities, municipalities, community groups and organizations, businesses and employers; and

Whereas

National Breastfeeding Week provides an opportunity for people to celebrate and to raise public awareness about the importance of breastfeeding and the role everyone can play in normalizing breastfeeding; and

Whereas

The Theme for National Breastfeeding Week 2025 is “**Prioritizing Breastfeeding: Create sustainable support systems**” and focuses on environment and climate change. It will highlight our roles in supporting breastfeeding to create a sustainable environment while simultaneously reducing the impact of climate change caused by artificial feeding. All breastfeeding parents need access to breastfeeding support—it is essential that no one is left behind.

Therefore

I, _____

(Name)

(Title)

proclaim October 1 to 7, 2025 “National Breastfeeding Week” in _____

(Town/Business/Organization)

Signed: _____

Dated: _____



Proclamation—*National Dental Care Day* (October 10, 2025)

State the cause/issue/special occasion to be proclaimed:

National Dental Care Day – a coast-to-coast movement dedicated to providing free dental care to underserved Canadians each year on **October 10**. The initiative promotes dignity, health equity, and community compassion through accessible oral healthcare.

WHEREAS:

The **National Dental Care Day Foundation** is a volunteer-led initiative that has delivered over a decade of free dental services across Ontario. Its goal is to establish a unified national movement—**National Dental Care Day**—in which dentists from all backgrounds commit to one day of service annually, restoring dignity through smiles.

WHEREAS:

On **October 10**, participating dental clinics across Canada will open their doors to provide one free dental procedure—**cleaning, filling, or extraction**—to any patient in need, with no insurance or income documentation required. Clinics will also host oral health education, community outreach, and volunteer engagement activities to amplify the spirit of compassion and care.

WHEREAS:

This initiative will raise public awareness about the importance of oral health, reduce barriers to essential dental care, and inspire civic pride through volunteerism—demonstrating **(Municipality name)** commitment to advancing compassion, dignity, and healthcare equity for all.

Mayor, Corner Brook

Date

P R O C L A M A T I O N
Pura Syndrome Awareness Day
October 23, 2025

WHEREAS, the City of Corner Brook is committed to recognizing the unique strengths and contributions of all its residents, including those with rare genetic disorders; and

WHEREAS, PURA syndrome is a rare genetic disorder caused by pathogenic variants in the PURA gene, leading to neurodevelopmental delays, intellectual disability, and various other challenges for affected individuals and their families; and

WHEREAS, a greater understanding and awareness of PURA syndrome can help foster inclusive communities and support families affected by this condition, which was first identified in 2014 and is characterized by symptoms such as hypotonia (low muscle tone), feeding difficulties, seizures, and motor and speech delays; and

WHEREAS, the PURA Syndrome Foundation provides vital resources and support for individuals with PURA syndrome, their families, and the medical community, and champions awareness and research into this condition; and

WHEREAS, by proclaiming a PURA Syndrome Awareness Day, the City of Corner Brook can help educate the public and show solidarity with families living with PURA syndrome, encouraging understanding and empathy;

THEREFORE, I, the Mayor of the City of Corner Brook, do hereby proclaim October 23, 2025 as PURA Syndrome Awareness Day, and urge all residents to learn more about this condition and to support efforts to improve the lives of those affected.

Signed at City Hall, Corner Brook, NL on this _____ day of _____ 2025

Mayor



WHEREAS, Small Business Week is a significant moment in the year to salute our small businesses for their countless contributions to our community; and

WHEREAS, small businesses are at the heart of every city, preserving traditional values while providing new ideas, new jobs, and increased sustainability; and

WHEREAS, small businesses represent a tradition of hard-working, dedicated individuals, striving to provide for their families, create job opportunities for their neighbors and make invaluable contributions to their community; and

WHEREAS, small businesses are a vibrant and vital segment of our economy and an influential economic force; and

WHEREAS the City of Corner Brook recognizes the value of small businesses within our community and their priceless contributions.

NOW, THEREFORE, we, and our fellow members of the City of Corner Brook business community, do hereby proclaim the week of October 19 - 25, 2025 as **Small Business Week**.



Mayor, City of Corner Brook



BDC



GCBT



The Royal Canadian Legion Poppy/Remembrance Proclamation



Whereas

the purposes and objects of the Legion, as contained in the "ACT TO INCORPORATE", the Royal Canadian Legion, Chapter 84 of the Statutes of Canada 1948, as amended by Chapter 86 of the Statutes of Canada 1951; Chapter 72 of the Statutes of Canada 1959; Chapter 83 of the Statutes of Canada 1961; Chapter 112 of the Statutes of Canada 1975; Chapter 47 of the Statutes of Canada 1977 - 1978 and by the Statutes of Canada 1980 - 1981, include:

- e) perpetuate the memory and deeds of the fallen and those who die in the future;
- f) to promote and care for memorials to their valour and sacrifice... to keep an annual Memorial Day, to preserve the records and memorials of their service and to see that such service shall not be forgotten by the nation;
- g) to educate public opinion regarding national duties to the dead;
- h) to foster loyalty among the public and educations in the principles of patriotism, duty and unstinted public service; AND

Whereas

every person who has been initiated into membership in the Royal Canadian Legion has sworn to uphold and advance the aims and objectives of the Legion; AND

Whereas

the Provincial Poppy/Remembrance Committee has recommended that the observance of a "REMEMBRANCE PERIOD" immediately prior to November 11th would do a great deal to encourage greater interests on the part of the public; AND

Whereas

by decree of caucus, the Government of Newfoundland & Labrador fully support the Legion's efforts to promote Remembrance by flying the Legion's "Flag of Remembrance" from November 1st to the 11th November each year;

Know Ye

that we, by and with the approval of the Provincial Command of The Royal Canadian Legion do designate the eleven days commencing November 1st and ending November 11th as:

"Remembrance Period"

And we do recommend to all loyal members of The Royal Canadian Legion and to all other citizens of the Province of Newfoundland Labrador:

1. Remembrance Period is a time for each one of us to reflect and recall to mind the sacrifices made by our Veterans to ensure the peace we now enjoy.
2. The Poppy is the symbol of Remembrance, Peace and Hope for the future.

Dated at 31 Oct
City Hall

This day of

Two thousand 25






Transgender Day of Remembrance

Official declaration by the City of Corner Brook that November 20th, 2025 shall be designated as *Transgender Day of Remembrance 2025*.

Motion presented before the Municipal Council of the City of Corner Brook by Trans Support NL and Corner Brook and Bay of Islands Pride on November 20th, 2025.

WHEREAS the Transgender Day of Remembrance known as TDOR is recognized annually on November 20th through vigil and solidarity in honor of those who are no longer with us;

WHEREAS Transgender Day of Remembrance helps bring public awareness to transphobic hate crimes and honors the memory of those hurt and killed by acts of transphobic violence each year;

WHEREAS the *Canadian Human Rights Act* recognizes that no discrimination and violence on the basis of gender expression and gender identity shall be made;

WHEREAS Newfoundland and Labrador is a society open to everyone, including those who identify within the Transgender community;

WHEREAS discrimination and violence targeting the Transgender community remains present in society despite efforts to the contrary;

WHEREAS there is a widespread general agreement opposing discrimination and violence targeting the Transgender community;

WHEREAS Corner Brook recognizes November 20th, 2025 as *Transgender Day of Remembrance*;

The decision has been made to declare the day of November 20, 2025 as "TRANSGENDER DAY OF REMEMBRANCE."

Linda Chaisson, Mayor
City of Corner Brook

Date

Representative of Trans Support NL



Request for Decision (RFD)

Subject: Committee Appointment 2025-2026

To: Darren Charters

Meeting: Regular Meeting - 17 Nov 2025

Department: Council

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The 2025-2026 Committee Appointments are scheduled for annual review, and the appointments are required to be approved by Council

BACKGROUND INFORMATION:

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

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

PROPOSED RESOLUTION:

It is **RESOLVED** pursuant to the power vested in it in accordance with Section 42 of the City of Corner Brook Act to approve the appointments for the 2025-2026 Committee as presented below:

Topic Leads:

- Councillor Dean: Protective Services
- Councillor Kennedy: Development and Planning
- Councillor Perchard: Capital Works, Engineering and Community Services
- Councillor Wheeler: Operational Services (Public Works, Water & Wastewater)
- Councillor Luther: Finance and Administration
- Deputy Mayor Keeping: Recreation and Tourism

Advisory Committees:

- Deputy Mayor Keeping, and Councillor Dean - Accessibility and Inclusiveness Community
- Councillors Kennedy and Perchard - Youth
- Councillors Luther & Wheeler- Community Partners

Outside Appointments

- Councillors Dean and Kennedy - Western Regional Waste Management
- Deputy Mayor Chaisson - Corner Brook Port Corporation
- Councillor Wheeler - Deer Lake Airport Authority

GOVERNANCE IMPLICATIONS:

Legislation

City of Corner Brook Act

42

City Clerk	Approved - 13 Nov 2025
City Manager	Approved - 14 Nov 2025
Legislative Assistant	Approved - 14 Nov 2025

City Manager



Request for Decision (RFD)

Subject: Extension for Phosphates for Corrosion Control 2024-24

To: Aaron O'Brien
Meeting: Regular Meeting - 17 Nov 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Corner Brook Canada Extension 2025-2026](#)
[Price Increase Letters Redacted](#)

BACKGROUND INFORMATION:

Shannon Chemical Corporation were requested to provide a quotation for an extension to the Phosphates for Corrosion Control Contract 2024-24 for a one (1) year period ending November 30, 2026. Shannon Chemical had provided a quotation in the amount of \$9.236/kilogram US Dollars; a \$0.506/kg US Dollars increase from the 2024 Contract. Quantity of material to be ordered on an as-needed basis.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve the quotation for the Phosphates for Corrosion Control 2024-24 extension for one (1) year to November 30, 2026, to Shannon Chemical Corporation.

FINANCIAL IMPACT:

Price increase of \$0.506/kg US. Letters from Shannon Chemical Corporation raw product supplier attest to the necessary price increase.

Finance Type: Budget

Assistant Director of Engineering	Approved - 06 Nov 2025
City Manager	Approved - 06 Nov 2025
Administrative Assistant	Approved - 06 Nov 2025

City Manager



**CITY OF CORNER BROOK
REQUEST FOR QUOTATION
CORROSION CONTROL**

DATE OF INVITATION	QUOTATION No.:	QUOTATION CLOSING
October 15, 2025	2024-24	October 30, 2025

DIRECT INQUIRIES TO: City of Corner Brook
 NAME: Mr. Erik Neilson
 TELEPHONE: (709)637-1638
 E-MAIL: eneilson@cornerbrook.com

TO: Shannon Chemical Corporation
 P.O. Box 376
 Malvern, PA 19355
 Attention: Daniel Flynn

PLEASE QUOTE PRICES
 FOR DESTINATION
 GOODS/SERVICES TO BE
 DELIVERED TO: City of Corner Brook

Quotations must be submitted to the following email address by closing time to:
tender-rfp@cornerbrook.com

Phone: (709) 637-1638
 Fax: (709) 637-1502

Emails Containing Quotations should show the Quotation number, Quotation Name and Firm's Name.

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

The supplier agrees to sell and supply the goods listed at the prices set out herein subject to the terms and conditions stated in the contract.

The unit price bid price shall include all labour, plant, materials, freight, overhead and profit and all other obligations and liabilities under the Contract including any shipping and handling charges related to the return of the empty cylinders, containers, pallets etc. to the Contractors site, with the exception of brokerage fees, excise taxes and duty, Province of Newfoundland and Government of Canada sales taxes. The unit price bid is based on the percentage (%) w/w of orthophosphate content, where the orthophosphate content is that stipulated on the CERTIFICATE OF ANALYSIS. The bulk product shall not contain less than 50% (w/w) orthophosphate.

Prices shall be F.O.B. destination City of Corner Brook, Water Treatment Plant.

The quantities shown are only estimates of the City of Corner Brook's annual requirements; the City does not guarantee purchase of these amounts. Payment will be made on the basis of the unit prices included herein applied to the actual quantities supplied in accordance with the Specifications.

The City of Corner Brook reserves the right to increase or decrease total annual consumption at the quoted unit price.
Prices shall be in U.S DOLLARS, ALL TAXES EXCLUDED

ITEM	DESCRIPTION/SPECIAL INSTRUCTIONS	UNIT	ESTIMATED ANNUAL QUANTITY (ORTHOPHOSPHATE PORTION)	UNIT PRICE Note 1,2	EXTENDED PRICE
1.	Zinc Orthophosphate (bulk)	Kg	12,000	\$9.236/kg	\$110,832.00

Total Tender Amount **U.S. DOLLARS \$110,832.00**

¹ The unit price bid is based on the percentage (% w/w) of the bulk product which is orthophosphate where the orthophosphate content is that stipulated on the CERTIFICATE OF ANALYSIS. The bulk product shall not contain less than 50% (w/w) orthophosphate.

Example: if a product is 50% orthophosphate with a bulk product price of \$5/kg, the unit price bid shall be calculated as follows:

$$\text{Bid Unit Price} = \frac{\$5/\text{kg}}{50\% \text{ Orthophosphate}} = \frac{\$10}{\text{kg Orthophosphate}}$$

\$10 is therefore the bid unit price.

The total bid price is therefore calculated as follows:

$$\text{Total Bid Price} = \frac{\$10}{\text{kg Orthophosphate}} * 12,000 \text{ kg Orthophosphate} = \$120,000$$

The total bid price is therefore \$120,000.

² Payment shall be based on the orthophosphate content of each delivery as documented by a CERTIFICATE OF ANALYSIS.

NAME OF OFFICIAL (PLEASE PRINT)	SIGNATURE		DATE
Daniel C. Flynn			10/17/25
TELEPHONE NUMBER	DELIVERY DATE		
	12/01/25		

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.



Innophos, Inc.
 259 Prospect Plains Road • Building A
 Cranbury, NJ 08512-3706
 Telephone: (609) 495-2495
 Fax: (609) 860-0138
www.innophos.com

May 30th, 2025

Dear Valued Customer,

As you know, Innophos continues to face significant, ongoing structural cost pressures as part of our commitment to supply high quality specialty phosphates which deliver both functional and nutritional benefits to our end markets. Specifically, we are facing challenges from:

- Increases in energy costs such as natural gas and electricity
- Rising raw material prices and reduced availability for high quality raw materials
- Higher supply chain expenses in the new operating environment
- High inflation on labor, insurance, maintenance/repairs and other operational expenses

As a result, we need to increase prices as follows on all phosphate salts and phosphoric acid products effective July 1, 2025. These price increases are in addition to the price increases that were effective on May 1st, 2025.

- Phosphate Salts, all grades – additional increase of \$.07/lb
- Phosphoric Acid, all grades – additional increase of \$.04/lb
- Polyphosphoric Acid, all grades – additional increase of \$.07/lb

Thank you again for your business and we remain committed to delivering competitive, high-quality ingredients. We will continue to take meaningful steps to manage costs within our operations and try to mitigate these cost effects.

If you have any questions, please do not hesitate to contact your regional Innophos Sales Executive.

Regards,

Leon Buzali



Commercial Director
Industrial Specialties

Migue DeJong



Commercial Director
Food & Health

Matt Phillips



Commercial Director
Distribution



*Innophos, Inc.
259 Prospect Plains Road • Building A
Cranbury, NJ 08512-3706
Telephone: (609) 495-2495
Fax: (609) 860-0138
www.innophos.com*

April 14th, 2025

Dear Valued Customer,

As we continue to navigate through unprecedented macroeconomic challenges, we remain committed to being a reliable supplier of high-quality phosphate salts and phosphoric acid products. [REDACTED]

Due to our strategic North American footprint, the effects of tariff changes have, at this point, been less than initially anticipated. However, the global specialty phosphate markets continue to experience rising raw material costs and a [REDACTED] As a result, we will be implementing a price increase on all orders shipping on or after May 1, 2025 as follows:

- Phosphate Salts, all grades - \$.16/lb
- Phosphoric Acid, all grades - \$.09/lb
- Polyphosphoric Acid, all grades - \$.16/lb

This increase will be subject to any contractual limitations previously agreed to. Furthermore, we will be reviewing prices for products that do not meet a minimum threshold and, if necessary, we will make additional adjustments.

Innophos values your business, and we remain committed to being your supplier of choice, serving both your current and future needs while always operating according to our core values of Integrity, Quality, Safety, Respect, and Ethics.

If you have any questions, please do not hesitate to contact your regional Innophos Sales Executive.

Regards,

Leon Buzali

Migue DeJong

Matt Phillips

[REDACTED]
Commercial Director
Industrial Specialties

[REDACTED]
Commercial Director
Food & Health

[REDACTED]
Commercial Director
Distribution



Request for Decision (RFD)

Subject: Capital purchase of a truck scale system

To: Darren Charters
Meeting: Regular Meeting - 17 Nov 2025
Department: Public Works
Staff Contact: Andrew Miller, Assistant Director of Operations
Topic Overview: Capital purchase of a truck scale system
Attachments: [APX Spec](#)
[Portable scale spec](#)
[Hi-Tech Scales - Quote Redacted](#)

BACKGROUND INFORMATION:

Our Public Works division utilizes salt and sand for winter ice control operations. Currently, staff do not have equipment to weigh all quantities that leave the yard. A scale system would enable accurate measurement and documentation of salt and sand usage in real time. This documentation will enable the analysis of salt and sand usage for the winter ice control program to identify and implement operational efficiencies and improved inventory management.

Staff have requested quotes for the supply and installation of scale equipment. Of the three quotes requested, only one was received. Hi-Tech Scales LTD was the only quote submission, valued at \$44,950.00 plus HST for the supply, delivery, installation and certification of a scale system at the Public Works Salt Shed.

PROPOSED RESOLUTION:

It is RESOLVED that Council approve the reallocation of unused 2025 COOR budget to facilitate the purchase of the quoted scale system from Hi-Tech Scales for a purchase price of \$44,950.00 plus HST.

FINANCIAL IMPACT:

Budget for the purchase of the scale equipment is covered through reallocation of previously approved and unused 2025 COOR Budget.

Budget Code: COOR
Finance Type: Budget

Assistant Director of Operations	Approved - 07 Nov 2025
City Manager	Approved - 07 Nov 2025
Administrative Assistant	Approved - 07 Nov 2025

City Manager



Western Scale Co. Ltd.
1670 Kingsway Ave.
Port Coquitlam, B.C.
Canada V3C 3Y9

Tel: 1.604.941.3474
Fax: 1.604.941.4020
Email: info@westernscale.ca
Web: www.westernscale.ca

APX PROGRAMMABLE INDICATOR

The Apex of Weighing Accuracy & Process Control.

The APX delivers the highest level of performance for any type of weighing system. Modular design, custom programming and standard applications allow an incredible range of connectivity options and system solutions.

FEATURES

- Ultra-fast ARM Cortex Processor
- Full Color! Graphic display shows multiple scales and real-time application progress.
- 5 interactive, programmable function keys
- Modular design for easy service & upgrading
- Huge memory for Truck Databases & more.
- Removable SD card backup memory
- Programmable weigh tickets, labels and responsive program macros for basic apps
- Standard applications for Truck In/Out, Axle weighing, accumulation and more...
- Factory customized programs
- Selectable communication outputs
- Password and Category 1 Audit Trail system
- Easy to navigate Configuration Menus and full keypad calibration to any test weight amount.
- Time & Date



* Standard Enclosure

SPECIFICATIONS

SCALE INTERFACE (select from...)

- High Speed Single Channel A/D
- 4 Channel Multi A/D plus total

EXCITATION

- Analog: 7 VDC. Up to 32 350 Ω or 64 700 Ω load cells

RESOLUTION

- 1,000,000 internal A/D counts
- Up to 100,000 displayed divisions

MEASUREMENT RATE

- 100 weight samples/second

ANALOG SIGNAL SENSITIVITY

- .3µV

SYSTEM LINEARITY

- 0.01% of Full Scale

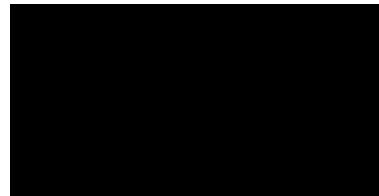
RFI PROTECTION

- Filtered Excitation, Signal, and Sense lines

POWER REQUIREMENTS

- 100-240 VAC 50/60 Hz 0.40 A
- Consumption: 96 W (max)

COMMUNICATIONS



OTHER I/O

- Coming soon!

ENCLOSURE

- 304 Stainless Steel w/swivel brkt
- Watertight cable connectors & strain-reliefs
- Tough, dependable, and weather proof (NEMA 4X / IP65)

KEYPAD

- 27 key membrane keypad
- Numeric keys, scale function keys, program keys and navigation keys.

DISPLAY

- TFT LCD color graphic display
- Size: 4.6" x 3.2" (320 x 240 pixels)

DIMENSIONS

- 12 1/2" x 9 3/4" x 4 1/2" (318 x 248 x 114 mm)

WEIGHT

- 7.7 lb (3.5 kg)

OPERATING TEMPERATURE

- 14°F to 104°F (-10°C to 40°C)

APPROVALS

- NTEP Class III/IIIL (10,000): 15-086
- Measurement Canada Class III (10,000) / IIIHD (20,000): AM-5992

WARRANTY

- 2 year standard warranty

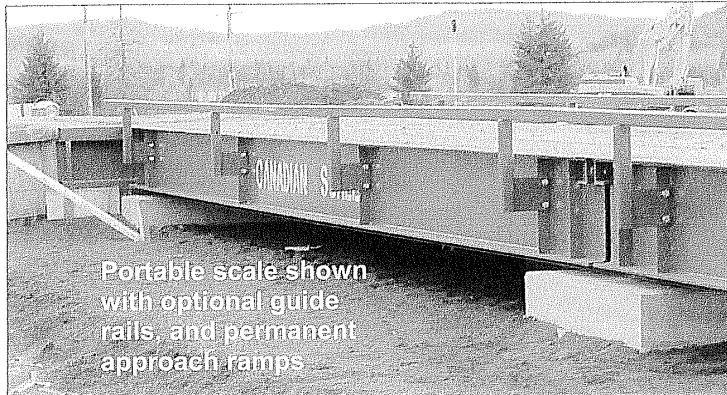


EP-Series TRUCK SCALES

**Extra Heavy Duty – Full Electronic – Portable
STEEL DECK TRUCK SCALE**

The EP-Series is built to handle the toughest jobs.

Here's why:

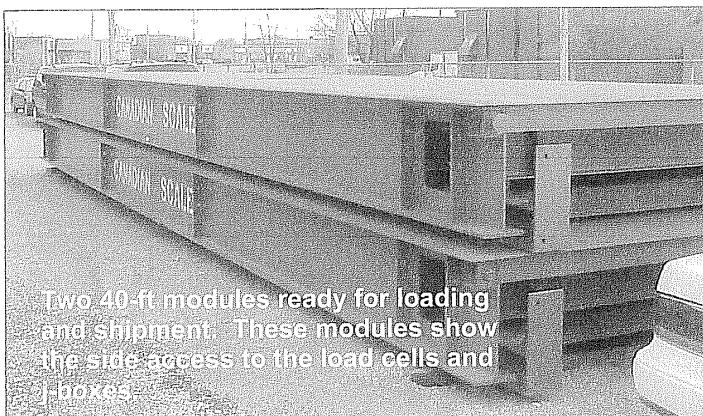


- Extra-heavy duty beam construction.
- 3/8" thick top plate - standard
- Hidden portability frame support that eliminates outboard scale structures and provides a very clean design
- Easy bolt on bulk-heads
- Up to 40ft modules bolt together
- Open access to load cells and mount assemblies (for easy serviceability and cleaning)
- 75k Double-ended shear beam, nickel plated, load cells.
- Full floating, saddle link weighbridge suspension system

It includes a 10-year weighbridge warranty - even in your most difficult sites.

CANADIAN SCALE truck scales last in the most grueling application sites – whether you have a wood lot, a scrap yard, a waste facility, or an aggregate yard or mine. They will withstand heavy traffic loads, nasty environments, and inclement weather.

Available in 10ft, 11ft, or 12 ft widths, and 25-ft, 30-ft, 35-ft, and 40-ft module lengths.



Mix and Match module lengths to make the scale you require/need.

Each module comes complete with four (4) load cells, bumper bolts, summing card, cabling, and connection points. Two 12' wide bulkheads are provided with each scale.

Select and add the instrument of your choice.

Call TOLL FREE today (800) 461-0634 for additional information.

Canadian Scale Company Limited
305 Horner Ave., Toronto, ON M8W 1Z4, CANADA
Phone: 416-259-1111 - Fax: 416-259-1959
www.canscale.com

Miller, Andrew

From: [REDACTED]
Sent: October 24, 2025 3:15 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Truck Scale System

Hi Andrew,

PRICING IS AS FOLLOWS:

30' x 10' PORTABLE VEHICLE SCALE (USED)

C/W SIDE RAILS \$ 27,500.00
END WALLS
JUNCTION BOX WITH SUMMING CARD.

DIGITAL INDICATOR W/ SOFTWARE AND PRINTER.....\$ 4,150.00

- LOADING/OFFLOADING/ TRANSPORTATION OF SCALE
FROM ST. JOHN'S TO CORNER BROOK.....\$ 4,500.00

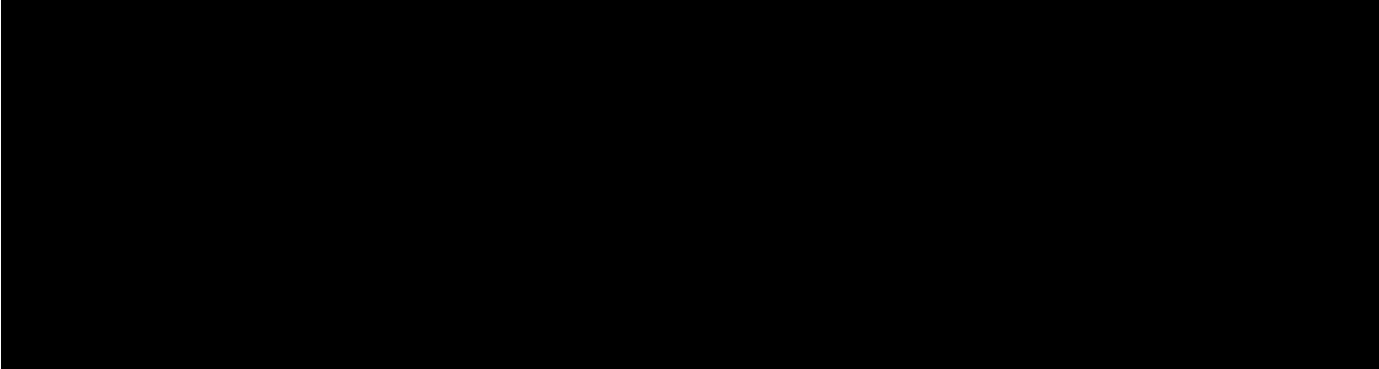
- INSTALLATION, CALIBRATION, AND CERTIFICATION.....\$ 4,800.00

- CONCRETE PADS/ FOUNDATIONS.....\$ 4,000.00

TOTAL: \$ 44,950.00
HST EXTRA

THANKS,

HI-TECH SCALES LTD
31 BREMIGENS BLVD
PARADISE, NL
A1L 4A2





Request for Decision (RFD)

Subject: Maintenance & Cleaning Services for City Buildings 2025-19 (2-year Contract)

To: Aaron O'Brien

Meeting: Regular Meeting - 17 Nov 2025

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [K&D Commercial Maintenance Bid Results Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the maintenance and cleaning of City buildings (Public Works Depot, Fire Department, and Water Treatment Plant). Tenders closed on November 12, 2025, with two (2) bids received from the following:

K & D Commercial Maintenance Ltd.	\$61,870.00 HST included per annum
Blair Holdings Limited	\$63,825.00 HST included per annum

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award Contract No. 2025-19 Maintenance & Cleaning Services - City Buildings to K & D Commercial Maintenance Ltd. in the amount of \$61,870.00 HST included per annum.

FINANCIAL IMPACT:

The low bidder above represents an increase of 5.1% compared to the current 2-year cleaning contract that expires November 30, 2025

Finance Type: Budget

Assistant Director of Engineering

Approved - 13 Nov 2025

City Manager

Approved - 13 Nov 2025

Legislative Assistant

Approved - 13 Nov 2025

City Manager

TENDER FORM

Tender for: Maintenance and Cleaning Services
 City Buildings
 Contract No: 2025-19

To: City Clerk
 City of Corner Brook
 2nd Floor, City Hall
 P.O. Box 1080
 5 Park Street
 Corner Brook, NL A2H 2W8

To Whom It May Concern:

1. Having carefully examined the site of the proposed work and all conditions affecting such, as well as the Contract Documents including the Specifications, all Addenda, and the Instructions to Bidders for this project,

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

Sixty One Thousand, Eight hundred 3
Seventy Dollars.

(\$ 61,870.00) per Annum in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes in force at this date, except as otherwise provided in the tendering documents.

2. The Work will be substantially performed by November 30, 2027.
3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:

A Bid Security in the amount of \$1,000.00 with the Tender. This Security shall be in the form of a Certified Cheque or Bank Draft from a recognized financial institution registered to do business in the province of Newfoundland and Labrador, made payable to the City of Corner Brook.

In the event of this Tender being accepted within the time stated in Section 4 below and our failure to enter into a Contract in the form hereinafter mentioned for the amount of our Tender, the said Security will be forfeited. The forfeiting of the Security does not limit

the right of action of the City of Corner Brook against us for failure or refusal to enter into a Contract.

4. IF NOTIFIED IN WRITING BY THE CITY OF CORNER BROOK OF THE ACCEPTANCE OF THIS TENDER WITHIN 30 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL:
 - (a) execute the Form of Agreement;
 - (b) substantially complete all work included in the contract within the time and under conditions specified.
5. WE understand that Insurance as required by the Contract Documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the City of Corner Brook.
6. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.
7. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the Contract Documents.
8. WE agree to authorize the City of Corner Brook to release the names of sub-contractors used in our tender where such information is requested from the City of Corner Brook.
9. WE reserve to use the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the City of Corner Brook and contingent upon satisfactory evidence of bankruptcy.
10. WE understand and agree that the City of Corner Brook may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the Contract Documents.
11. We understand that this procurement process is subject to the Access to Information and Protection of Privacy Act, 2015 and agree that the financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
12. We understand and agree that the procurement is subject to trade agreements, if applicable.
13. WE hereby acknowledge receipt of the following addenda:

Addendum Numbers: _____, _____, _____, _____

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

SIGNATURE OF TENDERER

Firm Name: K & D Commercial Maintenance Ltd.

Address: [REDACTED], Corner Brook

Phone #: Fax #: N/A

Signing Officer

Signing Officer

Corporate Seal

Witnessed by

November 12
2025
12:02 pm

APPENDIX "A"

SCHEDULE OF QUANTITIES AND PRICES

The quantities set out in this schedule are estimated quantities only and are not to be taken as final quantities by the Contractor. The unit prices bid shall include all labour, plant, materials, overhead, duties, and profit and all other obligations and liabilities under the Contract. H.S.T. is to be applied. Totals shall be determined by multiplying the quantity by the tendered unit price.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>AMOUNT PER ANNUM</u>
1.	Public Works Depot	Lump Sum	\$ 31,000.00
2.	Central Fire Station	Lump Sum	\$ 16,368.42
3.	Water Treatment Plant	Lump Sum	\$ 6431.58

SUBTOTAL \$ 53,800.00

HST 15% \$ 8,070.00

TOTAL ANNUAL TENDER AMOUNT: \$ 61,870.00

(Report this total amount on the Tender Form)

WEEKLY WORK SCHEDULE

Each bidder shall indicate on this form the number of personnel he/she intends to assign to the cleaning of each building and the hours that they will be working. The Contractor shall maintain as a minimum the number of personnel and hours of work as per this Schedule unless otherwise revised by the Contractor and approved by the Director of Public Works, Water & Wastewater or designate.

<u>BUILDING</u>	<u>NUMBER OF PERSONNEL</u>	<u>COMBINED TOTAL HOURS OF WORK PER WEEK</u>
Public Works Depot	2	15
Central Fire Station	2	10
Water Treatment Plant	2	2



Request for Decision (RFD)

Subject: Deep Gulch Brook Culvert Replacement - Change Order No. 16

To: Aaron O'Brien
Meeting: Regular Meeting - 17 Nov 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [236864-CB Deep Gulch-CO16_Redacted](#)

BACKGROUND INFORMATION:

The Deep Gulch Brook Culvert Replacement project required the existing deteriorated culvert to be left in place due to its depth. A flowable concrete mix was specified to be used to fill this pipe to eliminate the potential for future sinkholes along its path. Due to the amount of deterioration encountered with the pipe, a different concrete mix was required along some areas of the culvert to seal it from groundwater intrusion. Also, additional flowable concrete was required due to the lack of access points to plug the existing pipe.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 16 for the Deep Gulch Brook Culvert Replacement for JCL Investments Inc. in the amount of \$49,588.00 HST included.

FINANCIAL IMPACT:

Authorized contract amount \$3,047,143.50

Previous Change Orders \$324,426.55

Budget Code: 17-RNC-23-00000

Finance Type: Funding

Assistant Director of Engineering	Approved - 13 Nov 2025
City Manager	Approved - 14 Nov 2025
Legislative Assistant	Approved - 14 Nov 2025

 City Manager

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

Page 1 of 3

September 2023

OWNER: The City of Corner Brook **DATE:** November 10, 2025
PROJECT NAME: Corner Brook Deep Gulch Brook Culvert Replacement
PROJECT #: 17-RNC-23-00000 **CONTRACTOR:** JCL Investments Inc.
CHANGE ORDER NUMBER: 16

.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

Additional concrete required to fill the existing culvert and address groundwater intrusion.

.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: 1 **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 \$ 49,588.00

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

Contractor: _____ (Signature)

Transportation and Infrastructure

Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice

Page 2 of 3

September 2023

Authorized Contract Amount (A)	\$ <u>3,047,143.50</u>
Change Order Limit (greater of 10 % of A or \$15,000)	\$ <u>304,714.35</u>
Previous Change Orders (B)	\$ <u>324,426.55</u>
This Change Order (C)	\$ <u>49,588.00</u>
New Approved Contract Amount (A+B+C)	<u>\$ <u>3,421,158.05</u></u>

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: Nov 10, 2025

Consultant: _____

DATE: _____

Municipality /Owner: _____

DATE: _____

Regional Engineer: _____

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

.6 CANCELLATION OF CONTEMPLATED CHANGE

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

DATE: _____

Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

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

.8 ENCLOSED DOCUMENTS

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

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

Transportation and Infrastructure

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

Page 3 of 3

September 2023

-CCN 5
-CCN 12

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.

Transportation and Infrastructure

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

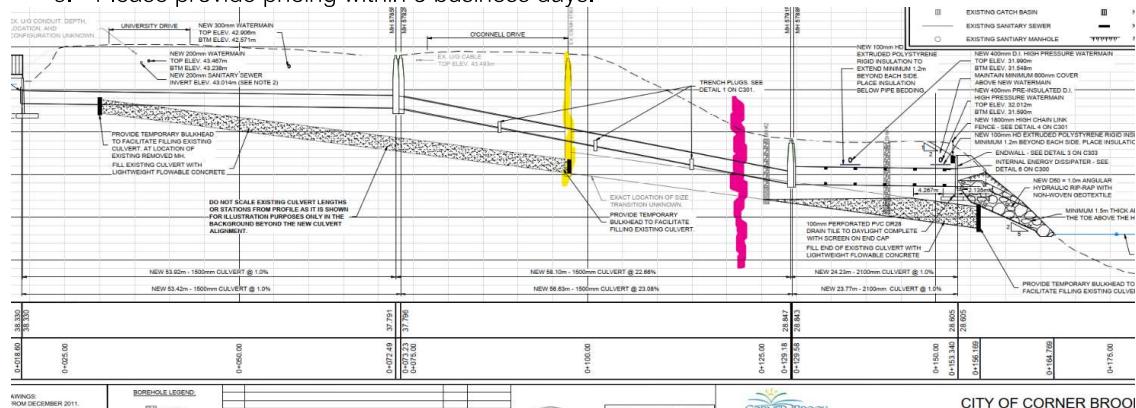
RVA Project No.: 236864

Date: May 5, 2025

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. Increase volume of lightweight flowable concrete will be required to fill the line to the 'existing' manhole located at ~36m from the culvert outlet vs use of existing CB/MH 5780R as it is not connected to the line. Image below outlines the general location of the manhole.
2. Change request will be for the additional concrete from CB/MH 5780R to the 'existing' manhole.
3. Please provide pricing within 5 business days.



Please provide pricing within 5 business days.

Attachments: N/A

*** Contractor:** Increase quantity of Item # 99 - 3300 - Cast-in-Place Concrete (grouting in existing culvert) by 55m3 @ Contract Price of \$365/m3. QTY to be confirmed by amount of concrete pumped into culvert.

*** Effect on Contract Value:** DECREASE INCREASE NO CHANGE

*** Value of Change (excluding HST):** \$20,075

* Effect on Contract Time: DECREASE INCREASE NO CHANGE

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



*** Number of Days Requested:** _____

Additional Clarifications/Instructions: _____

*** Contractor:** _____

Distribution:

- Original plus attachments to RVA Project File

Copies to:

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

Per: _____ Date: May 1, 2025

*** Signed on behalf of Contractor:** _____

Per: _____ Date: May 6, 2025

*** To be completed by the Contractor**

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 - 012

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: October 14, 2025

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. Additional concrete required to fill the existing culvert and address groundwater intrusion.

Attachments: Batch Tickets and Summary of tickets

*** Contractor:** Increase quantity of Item#99-3300 -Cast-in-Place Concrete (grouting in existing culvert) by 8m3 @ contract price of \$365/m3. Add new line item for 25 MPA concrete for a quantity of 5m3 @ \$385/m3. Add new line item for 35 MPA concrete for a quantity of 40m3 @ \$420/m3. Add new line item for Anti-Washout Additive for a quantity of 56 L @ \$25/L.

*** Effect on Contract Value:** DECREASE INCREASE NO CHANGE

*** Value of Change (excluding HST):** \$23,045.00

*** Effect on Contract Time:** DECREASE INCREASE NO CHANGE

*** Number of Days Requested:** 1 Day

Additional Clarifications/Instructions: Once the water was diverted away from existing culvert, an inspection of the culvert

*** Contractor:** revealed water infiltration through rusted and damaged sections of the existing culvert. Anti-washout and "dry" mixes were required to prevent the flowable mix from washing out.

Distribution:

- Original plus attachments to RVA Project File

Copies to:

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

Per:

Oct 14, 2025

* Sign

Oct 16, 2025

Per:

*** To be completed by the Contractor**

Date	Ticket #	Description	QTY (m3)	Unit Price	Sub-Total	Additive	Amount (L)	Unit Price	Sub-Total	Total
25-Sep	17947	25 Mpa	5	\$ 385.00	\$ 1,925.00	Yes	3	\$ 25.00	\$ 75.00	\$ 2,000.00
26-Sep	17960	5-10 Mpa	8	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
26-Sep	17961	5-10 Mpa	8	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
26-Sep	17962	5-10 Mpa	8	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
29-Sep	17971	35 Mpa	8	\$ 420.00	\$ 3,360.00	Yes	4	\$ 25.00	\$ 100.00	\$ 3,460.00
29-Sep	17972	35 Mpa	8	\$ 420.00	\$ 3,360.00	Yes	4	\$ 25.00	\$ 100.00	\$ 3,460.00
29-Sep	17973	35 Mpa	8	\$ 420.00	\$ 3,360.00	Yes	4	\$ 25.00	\$ 100.00	\$ 3,460.00
30-Sep	17975	5-10 Mpa	6	\$ 365.00	\$ -	Yes	3	\$ 25.00	\$ 75.00	\$ 75.00
30-Sep	17976	5-10 Mpa	9	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
30-Sep	17977	5-10 Mpa	6	\$ 365.00	\$ -	Yes	3	\$ 25.00	\$ 75.00	\$ 75.00
30-Sep	17979	35 Mpa	8	\$ 420.00	\$ 3,360.00	Yes	4	\$ 25.00	\$ 100.00	\$ 3,460.00
30-Sep	17980	35 Mpa	8	\$ 420.00	\$ 3,360.00	Yes	4	\$ 25.00	\$ 100.00	\$ 3,460.00
30-Sep	17981	5-10 Mpa	6	\$ 365.00	\$ -	Yes	3	\$ 25.00	\$ 75.00	\$ 75.00
30-Sep	17983	5-10 Mpa	8	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
30-Sep	17984	5-10 Mpa	8	\$ 365.00	\$ -	Yes	4	\$ 25.00	\$ 100.00	\$ 100.00
30-Sep	17985	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17986	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17988	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17989	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17990	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17991	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17992	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17994	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17995	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17996	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17998	5-10 Mpa	6	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	17999	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18000	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18001	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18002	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18003	5-10 Mpa	6	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18004	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18005	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18006	5-10 Mpa	8	\$ 365.00	\$ -	No		\$ 25.00	\$ -	\$ -
30-Sep	18007	5-10 Mpa	8	\$ 365.00	\$ 2,920.00	No		\$ 25.00	\$ -	\$ 2,920.00
			268		\$ 21,645.00					\$ 1,400.00
										\$ 23,045.00

Item	Amount Pumped(m3)	Contract Amount	CCN Amount	Remaining
5-10 Mpa	223	160	55	8
25 Mpa	5	0	0	5
35Mpa	40	0	0	40
Item	Amount Pumped (L)	Contract Amount	CCN Amount	Remaining
Anti-Washout Additive (L)	56	0	0	56

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



Consultant:	R.V. Anderson Associated Limited	Change Order No:	16
Owner:	The City of Corner Brook	Date:	November 10, 2025
Contractor:	JCL Investments Inc.	Contract No.:	236864 / 17-RNC-23-00000
The Work:	Corner Brook Deep Gulch Brook Culvert Replacement	Contract Date:	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. Additional concrete required to fill the existing culvert and address groundwater intrusion.

Contract Price Change:	\$43,120.00	Contract Time Change:	1	Working Days
2.	<hr/>			
Contract Price Change:	\$0.00	Contract Time Change:	0	Working Days
3.	<hr/>			
Contract Price Change:	\$0.00	Contract Time Change:	0	Working Days
4.	<hr/>			
Contract Price Change:	\$0.00	Contract Time Change:	0	Working Days
5.	<hr/>			
Contract Price Change:	\$0.00	Contract Time Change:	0	Working Days
6.	<hr/>			
Contract Price Change:	\$0.00	Contract Time Change:	0	Working Days

The *Contract Price* is increased by the sum of \$43,120.00

The *Contract Time* is increased by 1 Working Days

Recommended by the Consultant

Jason Picco, Project Manager Name and title of person signing	Signature	Nov 10, 2025 Date
--	-----------	----------------------

Approved by the Owner

Name and title of person signing	Signature	Date
----------------------------------	-----------	------

Accepted by the Contractor

Name and title of person signing	Signature	Date
----------------------------------	-----------	------



Request for Decision (RFD)

Subject: Purchase of Accessible Transit Van

To: Aaron O'Brien

Meeting: Regular Meeting - 17 Nov 2025

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [P116708_City_of_Corner_Brook](#)

BACKGROUND INFORMATION:

On May 26, 2025, Council approved the purchase of an accessible transit van to enhance the City's transit services and ensure inclusivity for all residents. This approval included an interim measure: the rental of a temporary accessible transit van until the newly purchased vehicle could be manufactured and delivered.

The new accessible transit van was successfully delivered on November 12, 2025, fulfilling the original procurement plan. During the rental period, the temporary van has proven to be a valuable asset in maintaining service continuity.

The supplier is now offering the City an opportunity to purchase the existing rental van at a significant discount. In addition to the discounted price, all rental payments made to date will be applied toward the purchase cost. The original price of the van was \$197,766.96; with rental credits and savings applied, the City can acquire the vehicle for \$144,148.18 HST included.

Funding is available to complete this purchase with virtually no direct cost to the City. Furthermore, acquiring this accessible transit van aligns with the City's Transit Vision, which emphasizes accessibility, reliability, and improved service for all residents.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council authorizes staff to purchase the 2023 Ram Promaster 3500 accessible transit van from Move Mobility for the price of \$144,148.18 HST included.

FINANCIAL IMPACT:

Funding is available for \$143,334.20, resulting in a cost of \$813.83 (HST included) to the City.

Finance Type: Funding

Assistant Director of Engineering

Approved - 13 Nov 2025

City Manager

Approved - 14 Nov 2025

Legislative Assistant

Approved - 14 Nov 2025

City Manager



Proposal Package



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THE P SERIES

P4 Side Entry

Patent Pending Ram Promaster Side Entry Conversion



- ✓ No additional driver licensing required
- ✓ Cost-effective alternative to heavy duty cutaway buses
- ✓ Fuel efficient, adaptable, and accessible
- ✓ Customize AutoFloor seating layouts in minutes to suit passenger needs
- ✓ Flexible vehicle solution for on-demand transit and microtransit fleets

Accommodate up to **10 passengers** with a combination of
up to **8 ambulatory seats** or **3 wheelchairs**

RAM PROMASTER CHASSIS

Ram Promaster High Roof, 159" Wheelbase Model

Driver-friendly interface
Front Wheel Drive

3.6L V6 gasoline engine
UConnect with 7" display

Adjustable driver's seat
Cruise control and backup camera



DUAL OPENING BUS DOORS

The patent-pending door and ramp design enhances your riders' dignity by allowing all passengers to use the same entrance, no matter their mobility needs.

- Dual transit bus-style glass doors provide drivers an excellent line of sight to the curb
- Electric side opening doors
- Assist handles on each door for passenger support
- Doors and ramp controlled from driver dash
- Exterior switch option allows users to operate doors from curbside
- Door and ramp interlock prevents operation while vehicle is in use

POWERED SIDE ENTRY RAMP

The durable, transit grade ramp offers a barrier-free passenger boarding experience, meaning there are no steps that typically limit mobility passengers' entry to the van.

- Heavy duty 1,000 lb powered ramp
- Low power consumption
- Smooth, quiet operation
- Manual ramp option available; 600 lb capacity
- Integrated ramp handles for quick manual deployment
- Accommodates large mobility devices
- Does not block entrance when stowed
- Easy access to curbs and drop-off areas
- Manual backup system for powered ramp
- CMVSS & D409 Certified



Optional INLINE ASSIST to help load heavier wheelchairs instead of manually pushing



Optional exterior switches allow users to operate doors from curbside.



Optional powered sliding step for ambulatory passenger entrance without deploying ramp.

With no lowered floor, minimal frame modifications, and OEM ride quality, the P4 is a popular option for accessible transportation providers downsizing from large cutaway buses.

Side entry door width	41"
Side entry door height	69.5"
Interior floor to ceiling height	72"-74.25"
Interior floor length	142"
Interior floor width	72"
Ramp width	34"

*Dimensions are approximate and may vary due to manufacturing tolerances.

FLEXIBLE SEATING CONFIGURATIONS WITH AUTOFLOOR

Save time and money with AutoFloor, the flexible floor system that allows you to configure seat and wheelchair layouts as you need.

- Add, remove, and rearrange seats in seconds
- Lightweight, front facing SmartSeats on wheels
- Wipe-clean transit grade leatherette
- 17" wide
- Remove seats by simply lifting a lever and wheel to another location
- No seat lifting required; wheel seats in and out of the vehicle using the ramp
- Integrated 3-point seat belt
- Built-in social distancing capabilities
- Flip & Fold seating option available (fixed and mounted)
- Optional luggage compartment or farebox mount available to replace front passenger seat.



Space for seating and securing wheelchairs and mobility devices.



Customizable seat and wheelchair layouts give you full flexibility to adapt the van to your riders' needs.



4-point wheelchair restraint system with adjustable shoulder belts and wall-mounted storage.



THE P SERIES CONCEPT

The P Series was designed to meet demands for a side and/or rear entry ramp on a full size van chassis.

- On-demand transit providers choose the P Series due to its easy access to curbs and drop-off areas
- Barrier-free entry allows all passengers to enter and exit through the same doors, saving drivers time and reducing risk of injury
- Lower acquisition, maintenance, and operating costs provide a feasible option for transit providers transitioning away from heavily modified buses
- Passengers with mobility challenges experience an increased sense of dignity and independence



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465 Lucas Avenue, Winnipeg, MB
3111 Wharton Way, Mississauga, ON

www.movemobility.ca
877-781-8267



PROPOSAL TERMS

Frequently Asked Questions

What is the Delivery Fee/Destination Charge? Can it be removed if we pick up our van?

The Delivery Fee is a standard, subsidized fee that covers your van's transport needs throughout the entire manufacturing and conversion process: from the factory, to our facility, and to you. Throughout this process, your van may be transported via transport truck, MoveMobility's team of drivers, and via truck and trailer. Picking up your van does not waive the Delivery Fee/Destination Charge, as this fee covers additional transportation requirements aside from transportation to you.

What is the Administration Fee?

The Administration Fee is applicable to new and used vehicles to cover costs associated with preparing necessary documentation to facilitate your vehicle purchase. Requirements vary from province to province and include items such as purchase contracts, bills of sale, tax forms, NVIS documents, rebate forms as required, transfer of ownership, insurance documents, lien checks, vehicle history searches, warranty forms, third party funding, and financing documents.

Why am I being charged for windows?*

Vehicles that are factory-built as cargo vans typically do not have windows. This requires MoveMobility to install certified windows during the van conversion process.

*Applicable to certain vehicles only.

Is it possible to add more options/equipment after the van is built?

Some accessories can be added after a van is built, but many require the van to be taken apart. This incurs extra charges due to the time and labour required when the accessories could have been installed during the standard production process. We encourage you to ensure your van proposal includes all equipment that you need to prevent additional charges.

Does pricing include staff/operator training?

If your van is delivered by a MoveMobility employee, you will receive a basic orientation of your van. Some deliveries require a third party delivery provider, whom are not MoveMobility employees. MoveMobility's training and orientation videos will be provided to you at or after delivery. Should you require onsite/in depth orientation training, contact our Customer Care Team.

What is the D409 Kit?

The D409 Equipment is an essential kit made up of safety equipment required in vehicles being used for the transportation of persons with disabilities. (CSA D409)

How are taxes calculated?

Canada's Tax Relief for Specially Equipped Motor Vehicles means that certain components of mobility van conversions are not taxed, so your proposal's tax total may not match a simple calculation of GST % and PST %. Under the Indian Act, you may qualify for tax exemption.

What insurance do I need for my van?

Due to insurance requirements varying from province to province, we recommend that you contact your insurance provider for guidance on what insurance you need for your new van.

What license is required to drive this van?

Due to licensing requirements varying from province to province, we recommend that you contact your province's licensing provider for guidance on what license you need to drive your new van.

Where can I see a floorplan layout of the van on this proposal?

Request a floorplan from your Account Executive to see a visual illustration of possible layouts for your van.

Pricing is subject to change at any time. Proposals are valid for a limited time. If client funding delays occur before an order confirmation is received, a new proposal may be required. This information is confidential and intended for the named recipient only. Images are for illustration purposes only. Copyright MoveMobility. All Rights Reserved.



PROPOSAL P116708

Mailing: 99 Bergen Cutoff Road, Centreport, MB, R4B 0A7
 465 Lucas Avenue, Winnipeg, MB R3C 2E6
 P: 877-781-8267 | F: 204-775-6142 |
 info@movemobility.ca

Proposal Prepared For:

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

Rep	Date	Valid Until
James Hewines	9/12/2025	9/30/2025

Attention	Aaron O'Brien
Project	
Payment Terms	\$25000 Conversion Prepayment
FOB	Corner Brook
Customer Canoe ID	

QTY	Description	Unit Price	Ext. Price
1.00	2023 Ram Promaster 3500 Cargo Van High Roof (159 WB) Color: White VIN: 3C6MRVHG4PE543673 **Odometer ~49,000 kms**	69,579.79	69,579.79
1.00	P4 Auto-Floor with side entry ramp and Transit bus doors. Durable Grey non-slip Altro Floor Auto Floor track system for completely flexible wheelchair configurations. Complies with D409-16 6.6 & 7	8,821.35	8,821.35
1.00	Ram Promaster High Capacity Rear Heat and Air conditioning with overhead air duct console. Complies with D409-16 6.11.3	8,687.20	8,687.20
1.00	Ram Promaster 159" full interior lining kit -Wipe clean durable factory finish. Complies with FM/CMVSS 302 For P-Series vehicles.	6,643.04	6,643.04
1.00	Ram Promaster Window Kit 159 WB Complies with FM/CMVSS 302 for P-Series	3,219.83	3,219.83
1.00	Standard Insulation Package-Full size van	1,118.26	1,118.26
6.00	Para-Transit Grey wipe clean durable artificial leather 17" inches seat - Left Front facing Smart seat. Quick Removable on wheels. 3PT Integral Seat Belt. Standard height. Complies with D409-16 6.7	1,560.50	9,362.97
1.00	Full Size Van LED Lighting Package Complies with D409-16 Section 6.4	588.49	588.49
1.00	Braun Electric Bi-Fold Side Entry Ramp C/W Electric Transit side opening doors Usable Platform: 34" x 62". Side Mount. P4/P5 Series only Ramp Capacity:1000 pounds Electrical System: 12V DC Ambulatory Entrance Handles Complies with D409-16 8 & 9.4.5	30,673.16	30,673.16
2.00	AMF Protektor - Wheelchair Restraint System Pro 4 S HV with Hook and 4 Stud fitting. C/w Static shoulder belt with 4 stud fitting and Standard Length Pelvis Belt. Includes Wall Pouch.	928.05	1,856.09
1.00	5th Point Shoulder harness wall mounted track for Ram Promaster (required if van is equipped to carry wheelchairs). Quantity 2 Rails either side over wheelwell and behind the drivers seat area.	1,616.42	1,616.42
1.00	D409 Equipment including:- 10 LBS Fire Extinguisher with Vehicle Bracket, Back up Alarm, Triangle kit with holder, First Aid Kit, Ambulatory Entrance Lighting. Complies with D409-16 6.12.1, 6.13, 6.15	1,328.94	1,328.94
1.00	PMSE Exterior Switch Option. - Allows user to operate ramp and doors from outside the van, only when van is running.	482.55	482.55



Standards terms and conditions apply. Special orders are non-returnable/non-refundable and will not be accepted for credit. MoveMobility is National Safety Mark accredited by Transport Canada.
GST/HST No.841428766 | MoveMobility Canoe Contract: CAN-20224-010-MMI



PROPOSAL P116708

Mailing: 99 Bergen Cutoff Road, Centreport, MB,
R4B 0A7
465 Lucas Avenue, Winnipeg, MB R3C 2E6
P: 877-781-8267 | F: 204-775-6142 |
info@movemobility.ca

Proposal Prepared For:

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

Rep	Date	Valid Until
James Hewines	9/12/2025	9/30/2025

Attention	Aaron O'Brien
Project	
Payment Terms	\$25000 Conversion Prepayment
FOB	Corner Brook
Customer Canoe ID	

1.00	Destination Charge	0.00	0.00
1.00	Administration Fee	1,396.00	1,396.00
	Documentation and Vehicle Preparation Fee		
1.00	Deduction for 4 Month Prepaid Rental	(10,560.00)	(10,560.00)

Subtotal CAD	\$134,814.09
GST	\$0.00
PST	\$0.00
Tax	\$9,334.09
Total CAD	\$144,148.18



Standards terms and conditions apply. Special orders are non-returnable/non-refundable and will not be accepted for credit. MoveMobility is National Safety Mark accredited by Transport Canada.

GST/HST No.841428766 | MoveMobility Canoe Contract: CAN-20224-010-MMI



Contact Dan



Phone: 416-987-0217
Email: dan.cherry@movemobility.ca
www.movemobility.ca

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Information Report (IR)

Subject: Garbage Carts Delivery

To: Aaron O'Brien
Meeting: Regular Meeting - 17 Nov 2025
Department: Engineering
Staff Contact: Melody Roberts,

Topic Overview:

BACKGROUND INFORMATION:

The City of Corner Brook will begin delivering new garbage bins to residents this week as part of the transition to the automated garbage collection system. While the official launch of the new program and collection methods will not take place until **January 12, 2026**, residents may begin using their bins as soon as they receive them. Until the official start date, current collection practices will remain in place. The City encourages residents to monitor its social media channels and other communication platforms for updates, educational materials, and instructions on the new collection system.

Assistant Director of Engineering	Approved - 13 Nov 2025
City Manager	Approved - 13 Nov 2025
Legislative Assistant	Approved - 13 Nov 2025

City Manager



Request for Decision (RFD)

Subject: Rescind Stop Work Order

To: Deon Rumbolt
Meeting: Regular Meeting - 17 Nov 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Rescind Stop Work Order
Attachments: [stop work order - 308 Curling Street August 2025](#)

BACKGROUND INFORMATION:

A stop work order was issued to the property owner of 308 Curling Street for constructing an extension to the dwelling without the required building permit. This stop work order required the property owner to restore the site to its original condition or obtain the necessary building permit. City staff issued a building permit once all required building plans and information was presented to the City of Corner Brook.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook rescind Stop Work Order #2025-02 in accordance with Section 102(3) of the Urban and Rural Planning Act.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends Option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council revoke Order #2025-02 as recommended by staff.
2. That Council not revoke Order #2025-02.
3. That Council provide other direction to City staff.

Assistant Director of Engineering	Approved - 13 Nov 2025
City Manager	Approved - 13 Nov 2025
Legislative Assistant	Approved - 13 Nov 2025

City Manager



STOP WORK ORDER

2025-02

To:
 308 Curling Street
 Corner Brook, NL
 A2H 3J7

WHEREAS the City of Corner Brook has concluded that you are carrying out development by constructing an extension to the dwelling on property located at municipal number 308 Curling Street (hereinafter called "the Property");

AND WHEREAS no permit has been issued for the construction of an extension to the dwelling on the Property as required by Section 8 of the City of Corner Brook Development Regulations.

YOU ARE HEREBY ORDERED under Section 102 of the Urban and Rural Planning Act to stop all work immediately and restore the Property to a condition that existed prior to work taking place, which includes the removal of the extension to the dwelling **OR** obtain the required permit(s) for any work on the Property.

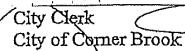
Under Section 106 of the Urban and Rural Planning Act, 2000 any person who contravenes an order made under the act is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1000 for the first offence, or in default of payment a period of imprisonment not exceeding three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

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

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

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

Dated at the City of Corner Brook, this 12th day of August, 2025 A.D.


 City Clerk
 City of Corner Brook



Request for Decision (RFD)

Subject: Expression of Interest - Assessment Review Commissioner 2026

To: Darren Charters

Meeting: Regular Meeting - 17 Nov 2025

Department: Finance and Administration

Staff Contact: Alicia Marshall, Administrative Assistant

Topic Overview: Expression of Interest - Assessment Review Commissioner 2026

BACKGROUND INFORMATION:

Pursuant to Section 31(1) of the Assessment Act, the City of Corner Brook is required to appoint a person to the position of Assessment Review Commissioner for 2026. The City has solicited expressions of interest in the position of Assessment Review Commissioner and one submission was received. Mr. Waterman has held a number of positions in his career in which he was responsible for property acquisition and disposition. He has served on several panels and hearings in relation to statutes and regulations. He has served as the City's commissioner for the past twelve years.

PROPOSED RESOLUTION:

It is **RESOLVED** to appoint Mr. Dennis Waterman as the Assessment Review Commissioner for 2026.

GOVERNANCE IMPLICATIONS:

Policy

Other

Assessment Act

Section 31 (1)

RECOMMENDATION:

It is staff recommendation to appointment Mr. Waterman as the Assessment Review Commissioner for the 2026 tax year.

ALTERNATIVE IMPLICATIONS:

1. Approve the appointment of Mr. Waterman as Assessment Review Commissioner
2. Reject the appointment, and advertise again

Administrative Assistant

Approved - 13 Nov 2025

City Manager
Legislative Assistant

Approved - 14 Nov 2025
Approved - 14 Nov 2025

City Manager



Request for Decision (RFD)

Subject: MNL Convention 2025- Voting Delegates

To: Jessica Smith
Meeting: Regular Meeting - 17 Nov 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: MNL Convention 2025- Voting Delegates

BACKGROUND INFORMATION:

The Municipalities NL annual Conference is being held in Corner Brook on November 20-22, 2025. Each municipality is asked to submit the names of two voting delegates. Mayor Linda Chaisson and Deputy Mayor Pam Keeping will attend the conference, and their names are being brought forward for appointment as voting delegates for the City of Corner Brook at the Conference.

PROPOSED RESOLUTION:

Be it **RESOLVED** to approve Mayor Linda Chaisson and Deputy Mayor Pam Keeping as the two voting delegates at the MNL Conference 2025.

City Clerk	Approved - 14 Nov 2025
City Manager	Approved - 14 Nov 2025
Legislative Assistant	Approved - 14 Nov 2025

City Manager



Information Report (IR)

Subject: Council Meeting Schedule

To: Darren Charters

Meeting: Regular Meeting - 17 Nov 2025

Department: City Manager

Staff Contact: Jessica Smith, City Clerk

Topic Overview: The Council Meeting Schedule for January 2026 to December 2026 is below.

BACKGROUND INFORMATION:

Section 31 of the City of the Corner Brook Act requires that Council meet at least once a month for the dispatch of general business. Council meetings are in the form of a Regular Meeting and a Committee of the Whole Meeting, both of which are public meetings. A confirmed schedule will allow for improved communication to staff, council, the public and the media.

The following is the proposed Council Meeting schedule for the period of January 2026 to December 2026, however the schedule is subject to change:

Council Meeting Type	Meeting Date
Regular Meeting	January 12
Committee of the Whole	January 26
Regular Meeting	February 16
Regular Meeting	March 9
Committee of the Whole	March 23
Regular Meeting	April 13
Committee of the Whole	April 27
Regular Meeting	May 11
Committee of the Whole	May 25
Regular Meeting	June 15
Committee of the Whole	June 29
Regular Meeting	July 20
Regular Meeting	August 17
Regular Meeting	September 21
Regular Meeting	October 5
Committee of the Whole	October 26
Regular Meeting	November 23
Regular Meeting	December 7th

**Public Council Meetings (Regular and Committee of the Whole): 7pm except meetings occurring in July and August, which will be held at 5:00 p.m.

**Public Budget Consultation tentatively scheduled for September 14th

GOVERNANCE IMPLICATIONS:

Legislation
City of Corner Brook Act
31

City Manager	Approved - 14 Nov 2025
Legislative Assistant	Approved - 14 Nov 2025

City Manager