



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by Her Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **March 23, 2026 at 7:00 p.m. City Hall Council Chambers**

CITY CLERK

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Land Acknowledgement

We acknowledge the Land on which we gather is in traditional Mikmaw territory; and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mikmaw, Innu, and Inuit of this province

**MINUTES OF A REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 9 MARCH, 2026 AT 7:00 PM**

PRESENT:

Mayor	L. Chaisson	D. Charters, City Manager
Deputy Mayor	P. Keeping	R. George, Director of Finance and Administration
Councillors:	D. Sherry	A. Miller, Assistant Director of Engineering, Development and Operations
	E. Kennedy	A. O'Brien, Assistant Director of Engineering, Development and Operations
	L. Luther	P. Robinson, Director of Recreation Services
	S. Perchard	J. Smith, City Clerk
	D. Wheeler	<i>R. Teliz, Sergeant-At-Arms</i>

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

26-026 Land Acknowledgement

Councillor D. Luther read the land acknowledgement.

26-027 Approval of Agenda

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

26-028 Approval of Minutes- Regular Meeting February 16, 2026

On motion by Councillor S. Perchard, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of **MOTION CARRIED.**

26-029 Ratification of Decisions

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

Be it **RESOLVED** to ratify minute CC26-001 Approval of Agenda **[Dean/Wheeler]**

Be it **RESOLVED** to ratify minute CC26-005 Watershed Committee Appointment **[Dean/Kennedy]**

Be it **RESOLVED** to ratify minute CC26-011 Approval of Agenda **[Dean/Keeping]**

Mayor L. Chaisson requested a motion of Council to determine whether or not she was in a conflict of interest as she had previously declared a conflict of interest with regards to the following decision that is being ratified due to be a relative of the proposed NL Games Committee Chair.

On motion by Councillor D. Luther, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that Mayor L. Chaisson is in a conflict of interest with regards to the ratification of minute CC26-013. **Councillor D. Wheeler voted against the motion. Deputy Mayor P. Keeping, Councillor S. Dean, Councillor E. Kennedy, Councillor D. Luther and Councillor S. Perchard voted in favour of the motion. MOTION CARRIED.**

Mayor L. Chaisson did not participate in the voting on this item.

Be it **RESOLVED** to ratify minute 2026-013 2026 NL Summer Games Committee Chairperson [**Dean/Perchard**]

MOTION CARRIED on all minutes

26-030 Business Arising From Minutes

No items were brought forward.

26-031 Proclamations and Events

The Mayor declared the following proclamations were made:

- March 2 was declared Amyloidosis Month
- March 2-6 was declared Swim for Hope Week
- March was declared Easter Seals Month
- March 8 was International Women's Day

26-032 Purchase of New Plow Truck w/ SANDER

On motion by Councillor D. Wheeler, seconded by Councillor S. Dean, it is **RESOLVED** that the city purchase a single axle 4WD plow truck with salter to supplement our winter service equipment and improve snow clearing levels of service. **MOTION CARRIED.**

26-033 Change Order 003 – Corner Brook Transit Extended Service Hours

On motion by Councillor S. Perchard, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that the Council of the City of Corner Brook approve Change Order 003 for Contract 2022-22 in the amount of \$110,298.78 plus HST, as allocated in the approved 2026 budget.

Be it further **RESOLVED** that the Council of the City of Corner Brook authorize the City Manager to execute all contractual documents necessary to implement this change order. **MOTION CARRIED.**

26-034 Spring Cleanup 2026

Councillor S. Perchard presented a report regarding Spring Cleanup 2026 as follows:

For 2026, all curbside pickups will be by appointment only. Residents who do not make an appointment will not have their materials collected.

Appointment Portal Opens Friday, March 13, 2026, and remains open until Monday, April 13, 2026. Curbside Cleanup will begin on Monday, April 20, 2026.

Residents who book an appointment will be assigned a specific week during which their materials will be collected. All cleanup waste must be placed at the curb before 8:00 a.m. on the Monday of their scheduled cleanup week.

Materials must be sorted appropriately with metals in a separate pile and normal household garbage placed in the bins. Construction, demolition waste and electronics will not be accepted for curbside collection.

Drop-Off at Wild Cove Transfer Station (WRWM) will be free for City residents from Friday, May 1 – Monday, May 11, 2026 (during WRWM's regular business hours). Commercial waste is not eligible under this program.

26-035 IMSP and Development Regulations Amendment No. 25-02 - Group Rezoning

On motion by Councillor E. Kennedy, seconded by Councillor S. Dean, it is **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed text amendment No. 25-02 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed text amendment No. 25-02 to the City of Corner Brook's 2012 Development Regulations;
- (3) Set Wednesday, March, 25th, 2026, 6:00 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.

26-036 IMSP and Development Regulations Amendment No. 25-03 - Apartments in LI Zone

On motion by Councillor E. Kennedy, seconded by Councillor D. Luther, it is **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed text amendment No. 25-03 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed text amendment No. 25-03 to the City of Corner Brook's 2012 Development Regulations;
- (3) Set Wednesday, March, 25th, 2026, 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.

26-037 Discretionary Use - 176 East Valley Road - Home Based Business

On motion by Councillor E. Kennedy, seconded by Councillor S. Dean, 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 176 East Valley Road in accordance with Regulation 11 - Discretionary Powers of Authority.
MOTION CARRIED.

26-038 City of Corner Brook Entrance Bursary

On motion by Councillor D. Luther, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that Council approve the establishment of the City of Corner Brook Entrance Bursary at Grenfell Campus, valued at \$1,000 annually, effective for the Fall 2026 academic year. **MOTION CARRIED.**

26-039 Grant Policy

On motion by Councillor D. Luther, seconded by Councillor E. Kennedy, it is **RESOLVED** to approve the revised Grant policy (11-04-041) as proposed.
MOTION CARRIED.

26-040 Entertainment Booking Policy

On motion by Councillor P. Keeping, seconded by Councillor D. Luther, it is **RESOLVED** that the council of the City of Corner Brook adopts the Entertainment Booking Policy as proposed. **MOTION CARRIED.**

26-041 Third Party and Digital Signage Regulations - Notice of Amendment

Councillor S. Dean presented the following notice of motion:

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

Therefore, notice is hereby given that at the next public meeting of Council, the Committee of the Whole Meeting on March 23rd, 2026, the following motion will be brought forward:

Pursuant to the powers vested in it under section 249, 250, 251, 252, 252, 438 and 439 of the City of Corner Brook Act, R.S.N.L 1990. c. C-15 as amended, and all other powers enabling, the Corner Brook City Council, hereby rescinds the Third Party and Digital Signage Regulations 2021 and replaces it with the Third Party Digital Signage Regulations 2026.

26-042 Jigs & Wheels Opening – Noise Regulation Exemption for Broadway - Street Party

At the Regular Council Meeting of February 16, 2026, a motion was made as follows:

On motion by Councillor P. Keeping, seconded by Councillor S. Perchard, it is **RESOLVED** that the Council of the City of Corner Brook grant a temporary exemption to the City of Corner Brook Noise Regulations in support of the 2026 Jigs and Wheels Festival, to permit a street party on a portion of Broadway. This bylaw exemption shall be in effect from 5:00 p.m. on Friday, July 24, 2026, to 1:00 a.m. on Sunday, July 26, 2026, with no music between 1:00 a.m. and 10:00 a.m. on Saturday, July 25, 2026.

Subsequently a secondary motion was made to amend the main motion as follows:

On motion by Councillor D. Wheeler, seconded by Councillor S. Dean, it is **RESOLVED** to amend the main motion to have no music between 12:00 a.m. and 10:00 a.m. on Saturday and ending 12:00 a.m. on Sunday, July 26, 2026. **Mayor L. Chaisson, Councillor S. Dean, and Councillor D. Wheeler voted in favour of the motion. Deputy Mayor P. Keeping, Councillor D. Luther, and Councillor S. Perchard voted against the motion. MOTION TIED.**

In accordance with section 36(3) of the City of Corner Brook, when a vote results in a tie, the matter must be brought forward to the next Council meeting for another vote. As a result, the motion to amend the main motion is being brought forward for a second vote as follows:

On motion by Councillor D. Wheeler, seconded by Councillor S. Dean, it is **RESOLVED** to amend the main motion to have no music between 12:00 a.m. and 10:00 a.m. on Saturday and ending 12:00 a.m. on Sunday, July 26, 2026. **Mayor L. Chaisson, Councillor S. Dean, and Councillor D. Wheeler voted in favour of the motion. Deputy Mayor P. Keeping, Councillor D. Luther, Councillor E. Kennedy and Councillor S. Perchard voted against the motion. MOTION DEFEATED.**

Therefore the main motion is to be voted on as original presented:

On motion by Councillor P. Keeping, seconded by Councillor S. Perchard, it is RESOLVED that the Council of the City of Corner Brook grant a temporary exemption to the City of Corner Brook Noise Regulations in support of the 2026 Jigs and Wheels Festival, to permit a street party on a portion of Broadway. This bylaw exemption shall be in effect from 5:00 p.m. on Friday, July 24, 2026, to 1:00 a.m. on Sunday, July 26, 2026, with no music between 1:00 a.m. and 10:00 a.m. on Saturday, July 25, 2026. **Mayor L. Chaisson, Councillor S. Dean and Councillor D. Wheeler voted against the motion. Deputy Mayor P. Keeping, Councillor E. Kennedy, Councillor D. Luther and Councillor S. Perchard voted in favour of the motion. MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Darren Charters
Meeting: Committee of the Whole - 23 Mar 2026
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: [WKD Proclamation 2026](#)
[City of Corner Brook - Long Covid Proclamation \(1\)](#)

BACKGROUND INFORMATION:

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

- March 12 was declared World Kidney Month: One in ten Canadians live with chronic kidney disease. Survival depends on dialysis treatments or a kidney transplant. Kidney disease is the tenth leading cause of death in Canada, and accounts for approximately 71% of the national organ transplant waitlist.
- Long COVID is a significant and ongoing public health concern affecting many Canadians following COVID-19 infection. About 10 to 20 percent of people with COVID-19 develop Long COVID after recovery and struggle with various symptoms, including high blood pressure, irregular heartbeat, chronic fatigue, brain fog, muscle pain, and blurred vision, impacting daily life, work, and well-being.

City Clerk	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 19 Mar 2026

City Manager

PROCLAMATION

Kidney Month March 2026

Whereas: One in ten Canadians live with chronic kidney disease. CKD affects one in three indigenous. Survival will depend on dialysis treatments or a kidney transplant. Kidney disease is the tenth leading cause of death in Canada. Kidney disease accounts for approximately 71% of the national organ transplant waitlist.

Whereas: The Kidney Foundation of Canada is the only national health charity serving the needs of people living with kidney disease through funding research, educational and emotional support programs, promotes access to high quality health care, and, actively promoting awareness of and commitment to kidney health and organ donation.

Whereas: March 12th, 2026, is World Kidney Day the Kidney Foundation, Atlantic Branch aims to raise awareness of the importance of our kidneys to our overall health and to reduce the frequency and impact of kidney disease and its associated health problems.

Linda Chaisson, Mayor
City of Corner Brook

City of Corner Brook's March 2026 Proclamation

Recognizing the Ongoing Impact of Long COVID in Our Community



Proclamation

LONG COVID AWARENESS MONTH PROCLAMATION - March 2026

WHEREAS: Long COVID is a significant and ongoing public health concern affecting many Canadians following COVID-19 infection; and

WHEREAS: About 10 to 20 percent of people with COVID-19 develop Long COVID after recovery and struggle with various symptoms, including high blood pressure, irregular heartbeat, chronic fatigue, brain fog, muscle pain, and blurred vision, impacting daily life, work, and well-being. The likelihood of developing Long COVID/Post-COVID condition increases with each infection, reaching a 38% chance after a third infection; and

WHEREAS: The National Academies of Sciences, Engineering, and Medicine (NASEM) defines Long COVID as “the development of or worsening of a chronic condition that occurs after COVID-19 infection and is present for at least three months, affecting multiple organ systems and resulting in a wide range of symptoms including fatigue, cognitive impairment, shortness of breath, and cardiovascular issues”; and

WHEREAS: According to the World Health Organization (WHO), hundreds of millions of people globally have experienced Long COVID, making it a significant and ongoing public health concern; and

WHEREAS: Although there is no cure, early recognition, research, and support for those affected by Long COVID are essential to improving quality of life, advancing treatment options, and fostering understanding of this emerging public health issue; and

WHEREAS: Raising awareness of Long COVID helps foster understanding, compassion, and advocacy for those living with this condition, while encouraging community, healthcare, and policy efforts to address its long-term impacts;

THEREFORE: Be it resolved that I, **Mayor Linda Chaisson**, do hereby proclaim the month of **March 2026** to be **Long COVID Awareness Month** in the **City of Corner Brook**.

DATED at Corner Brook, Newfoundland this ____ day of March, 2026.

Linda Chaisson

Mayor, City of Corner Brook



Information Report (IR)

Subject: Protective Services Statistics for the month of February 2026

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Protective Services

Staff Contact: Todd Flynn, Director of Protective Services

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

BACKGROUND INFORMATION:

To inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 46 calls for services, including as follows:

- **By-Law Enforcement received 22 calls for service:**

- 1 Abandoned vehicle
- 3 Assistance
- 3 Garbage Issues
- 1 Mobile vending permit
- 1 Pest Issues - rats
- 7 Snow Issues - Depositing on road
- 1 Snow Issues - Impeding snow clearing
- 4 Untidy Property
- 1 Citation - Untidy Property

- **Taxi Regulation received 9 requests for service:**

- 5 Taxi Driver permits
- 3 Taxi Vehicle permits
- 1 Taxi Driver conduct

- **Animal Control received 7 calls for service:**

- 3 Dog – Roaming and Aggressive
- 2 Cat - Roaming
- 1 Dog - Noise
- 1 Dog - Off leash

- **Parking Enforcement:**

- 8 Parking-related violations where citations were issued that included:
- 6 Illegal Parking
- 1 Citation – Expired Time
- 1 Citation – No Parking (HTA)

2. CORNER BROOK FIRE DEPARTMENT

The Cbfd received 49 calls for service that included:

# of Incidents	Type
0	Structure Fire - Residential
4	Residential Alarm
2	Residential Alarm – Smoke Visible
9	Commercial Alarms
22	Medical
1	Electrical Incident – Pole Fire
6	MVC – 4 Injury/2 Entrapment
1	MVC – fuel spill
1	Petroleum Spill
1	Dumpster/Garbage Fire
1	Odor
1	Carbon Monoxide
49	Total

Fire Prevention and Inspection report for February is as follows:

- 5 commercial inspections conducted
- 1 commercial reinspection/follow-up
- 2 home oxygen inspections
- 2 resident fire hazards were dealt with

FireSmart / Community Risk Reduction Plan (CWRP) project work

- 4 CWRP Meetings
- And continued office work on the CWRP

Public Education

- Safety message sent out through email for March (Cooking Safety)

3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for February was 7451. The calls are broken out as follows:

Primary Agency	Number of Transferred Calls
Ambulance	3228
Crisis	11
Fire	360
Northern911	1
Poison Control	2
Police	1691
RoCP	5
TBD	29
Total*	5327

Volume of Non-Transferred 911 Calls: 2124

City Manager



Information Report (IR)

Subject: Operational Update

To: Darren Charters
Meeting: Committee of the Whole - 23 Mar 2026
Department: Public Works
Staff Contact: Andrew Miller, Assistant Director of Operations
Topic Overview: Public Works and Water & Wastewater Summary

BACKGROUND INFORMATION:

Public Works Summary

The city has experienced over 380 cm of snowfall this winter, exceeding totals from five of the previous six years. In addition, snowfall accumulation has been higher than usual due to this winter having the lowest rainfall levels in the past six years, resulting in reduced melting and increased overall buildup.

Winter operations have focused on sustained snow clearing and removal across the city.

- The first full round of roadway widening with our large snow blowers was completed on February 6, 2026, using both City and contracted equipment due to significant snow accumulation in January.
- A second round of roadway with our large snow blowers began on March 6, 2026, and will continue as required or until snowmelt removes the need for road widening operations.

The demands of winter weather have placed additional pressure on the City's snow-clearing budget. Our annual allocation is \$2.5 million, and year-to-date spending for 2026 remains within planned expectations. However, an extended 2026 winter season or an early onset of the 2027 winter could result in exceeding the approved budget for the current year.

Fluctuating temperatures in late February and early March led to an increase in pothole formation.

- Crews have been deploying caution signs to alert motorists of hazards.
- Asphalt repairs have been underway using the City's asphalt reclaimer when weather conditions permit.

- To date, the City has received 79 pothole reports from residents, and staff continue to address.

Upcoming Work

Public Works will continue with snow clearing operations for the remainder of the winter season. As temperatures rise, crews will begin targeted efforts to:

- Clear catch basins and stormwater collection systems to manage spring runoff and potential flooding.
- Monitor and repair roadway surfaces as freeze–thaw cycles continue.

As we progress further towards spring conditions, our teams will transition to spring cleaning activities, including the downtown core, roadway sweeping, lawn repairs, and preparing equipment for the summer construction season.

Water and Wastewater Summary

Water and Wastewater Division crews have completed five full rounds of hydrant snow clearing, with the sixth round currently underway. Each round includes clearing approximately 746 hydrants, ensuring accessibility for emergency response.

Leak reduction remains a key priority:

- 23 water leaks have been identified and repaired this year.
- 10 of these leaks were located through proactive leak detection activities, allowing for repairs before the leaks presented water flow above the ground surface.
- Five valve leaks have been identified and scheduled for repair.

These efforts contribute significantly to reducing overall water consumption citywide.

Crews continue daily operational and maintenance activities across both the water distribution and wastewater collection systems.

Water Treatment Plant

Average water consumption continues its downward trend.

- Between January and February, the City used an average of 20.15 million liters per day, down from the 21.71 million liters per day reported during the same period in 2025.
- February 2026 recorded the 5th lowest monthly usage on record, and the second-lowest February usage since 2015.

Water Treatment Plant staff are progressing with routine annual maintenance activities and have initiated scope development for a treatment process review in collaboration with an industry specialist. The goal is to continue identifying opportunities for operational efficiencies and system improvements.

City Manager



Information Report (IR)

Subject: Development Planning and Community Services Report March 2026

To: Aaron O'Brien

Meeting: Committee of the Whole - 23 Mar 2026

Department: Development and Planning

Staff Contact: Melody Roberts,

Topic Overview: The development and planning department are currently working on over 250 active files. Ranging from small permits to major commercial and residential builds. Below you will find a list of several major projects.

BACKGROUND INFORMATION:

Development and Planning

44 Maple Valley Rd – Plaza Mall – [REDACTED]

- Permits Issued

44 Confederation Drive – New Car Dealership

- Application process and drawing review are progressing forward
- Project to begin this spring

Customer Service Initiative

- The Development and Planning Department have undertaken a new initiative to improve our service to applicants.
- A Development Inspector has been tasked with being the point of contact for incomplete residential applications.
- This initiative is new with 7 applications currently under review.
- In addition, this individual has dealt with several walk-in related inquiries to aid residents through the permitting process.

Industrial Park Study

- Dillon Consulting has been hired to complete this work.
- Project is nearing completion. Consultant has advised that report will be submitted by March 27, 2026

IMSP – New Municipal Plan

- Section 15 review is underway through the Provincial Planning Office.

Rezoning Requests

- Several rezoning requests are still underway and with the provincial body for review.

Assistant Director of Engineering	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 20 Mar 2026

City Manager



Information Report (IR)

Subject: Finance & Administration Update - February

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Finance and Administration

Staff Contact: Robert George, Director of Finance and Administration

Topic Overview:

BACKGROUND INFORMATION:

Department of Finance and Administration Update:

February was a busy month for the Finance & Administration Department within the City.

Staff were busy as Property Tax and Business tax invoices were all finalized and mailed out at the end of January, keeping staff busy in February processing payments. We were aware of some issues with the mail delivery; however, residents were able to get a copy of their tax bill via e-mail or in person at City Hall in those select cases.

Our Customer Service Representatives (CSR's) were exceptionally busy in the month of February as well, handling over 3,900 calls during the month. This does not include those residents who visited in person the CSR desk for various reasons during the month.

Accounts Receivable Update:

With property and business tax invoices issued in January, Accounts Receivable balances are typically at their highest in January and February. The current balance is consistent with prior years, however, the amount of unpaid taxes from previous years remains elevated and continues to be a concern for staff. The City Collector has been actively contacting taxpayers and businesses regarding their outstanding accounts and has continued to make progress on collections throughout February 2026.

Administrative Assistant	Approved - 19 Mar 2026
Director of Finance and Administration	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 19 Mar 2026

City Manager



Information Report (IR)

Subject: Capital Project and Engineering Committee Updates

To: Aaron O'Brien
Meeting: Committee of the Whole - 23 Mar 2026
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

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

Current Projects

Deep Gulch Brook Culvert Replacement (*JCL Investments*)

- Construction of this project is complete pending some minor deficiencies and landscaping. Reinstatement work will take place this Spring.

Petries Bridge Street Replacement (*Englobe*)

- This job is tendered and awarded to Marine Contractors. Work will be completed in the 2026 Construction Season.

Rebuild of Cape Blow Me Down Trail (*Russells Landscaping*)

- Work will restart in Spring of 2026 with work to be completed by mid-late summer. This is a jointly funded project through the City (10%) ACOA (65%) and Industry, Energy & Technology (25%)

Westside Water Reservoir (*Englobe*)

- RFP for Consultant Closes on March 31, 2026

Funding Applications

- **Canadian Housing Infrastructure Fund**
 - Wastewater Treatment Facility (Est. \$140M) – No Update
- **Active Transportation Fund**

- Country Road Sidewalk (Est. \$2M) – No Update
- Confederation Drive Multi Use Trail (Est. \$3.7M) – No Update

Corner Brook City Transit

- Evening and Weekends are beginning on April 1st, 2026. Residents are encouraged to review the slides presented tonight to ensure they are familiar with service hours and operations.

Garbage Collection

- Collection services continue with extremely positive feedback from Recycling provider.
- Spring Cleanup registration is open. Residents are encouraged to visit the City’s website to book their appointment.

Assistant Director of Engineering	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 20 Mar 2026

City Manager



Information Report (IR)

Subject: Civic Centre Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

The Civic Centre continues to serve as a central hub for recreation, sport, and community engagement, with a steady transition from the winter sport season into a diverse spring event schedule.

February marked the beginning of the hockey season wind-down, highlighted by a successful U7 Jamboree that brought together young athletes and families in a positive and energetic environment.

In addition to sport programming, the Civic Centre also hosted a well-attended craft fair as part of the Corner Brook Winter Carnival, drawing strong community participation. These events reinforced the Civic Centre's role as a gathering place beyond sport.

March has continued this momentum with a number of hockey tournaments and volleyball activities utilizing the facility. A notable highlight was the Civic Centre's first-ever "Mrs. Janes Presents St. Patrick's Day Party," featuring live performances by The Navigators, Roblo's Rock, and Jesse Hackett. This event demonstrated a high level of community collaboration and engagement. Partnerships included the Corner Brook Minor Hockey Association and Silver Blades providing bar services, Corner Brook Regional High students managing a coat check, and Corner Brook Intermediate coordinating recycling efforts. Proceeds from these initiatives support user group programming and school band trips, showcasing the broader community benefits generated through Civic Centre events.

Looking ahead to April, the Civic Centre will host the Saltos Gymnastics Club's Provincial Gymnastics Championships in the studio space. This event is expected to attract participants and visitors from across the province, further enhancing the facility's profile as a venue capable of supporting a wide range of athletic events.

Overall, the Civic Centre continues to demonstrate its value as a multi-purpose facility that supports sport development, community programming, and local partnerships.

Director of Recreation Services
City Manager
Administrative Assistant

Approved - 18 Mar 2026
Approved - 19 Mar 2026
Approved - 19 Mar 2026

City Manager



Information Report (IR)

Subject: Recreation Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Recreation

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

The Recreation & Tourism Services Department is pleased to share that this year's Winter Carnival was a tremendous success, bringing residents together for a vibrant 10 days of community celebration. Congratulations are extended to the Carnival organizing committee for their dedication and hard work in delivering such a well-coordinated and engaging event for our residents. City staff were proud to support several key events throughout the carnival, including the flag raising, opening ceremonies, and the ever-popular chili cook-off. Each event was very well attended and contributed to the overall positive atmosphere, highlighting the strong sense of community spirit.

In addition to seasonal festivities, important infrastructure improvements have recently been completed at the Corner Brook Curling Club. The facility's lighting system underwent a much-needed upgrade, significantly enhancing visibility and the overall user experience. The project was completed just in time for the club to successfully host the Canada Games Qualifier during the weekend of March 13–14. The event ran smoothly and showcased the venue's improved conditions.

That same weekend also proved to be a busy and exciting time at the Marina Redmond Centre, where the Corner Brook Rapids Swim Club hosted an invitational meet. The event welcomed approximately 200 swimmers from across the province, along with their families and supporters. The competition was well organized and contributed to a lively and energetic environment, further demonstrating the City's capacity to host high-quality sporting events.

The meet also served to highlight the facility's newly installed timing system, an essential component in the successful hosting of competitive swim events. This upgraded system enhances accuracy, efficiency, and the overall quality of competition, ensuring that the facility meets the standards required for high-level meets. The acquisition of this important equipment was made possible through a collaborative partnership, with contributions from the City, the Corner Brook Rapids Swim Club, and the Government of Newfoundland and Labrador's annual Active NL grant. This joint investment reflects a shared commitment to supporting aquatic sport development and strengthening the City's capacity to host major competitions.

Recreation staff are actively preparing for the upcoming spring and summer seasons, with a focus on delivering a diverse and engaging lineup of programs, events, and activities for residents of all ages. As planning progresses, residents are encouraged to stay informed by visiting the Facebook page for Corner Brook Recreation and Tourism, where regular updates and important information regarding upcoming recreation opportunities will be shared.

Director of Recreation Services
City Manager
Administrative Assistant

Approved - 18 Mar 2026
Approved - 19 Mar 2026
Approved - 19 Mar 2026

City Manager



Information Report (IR)

Subject: Tourism Update

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Tourism

Staff Contact: Peter Robinson, Director of Recreation Services

Topic Overview:

BACKGROUND INFORMATION:

The City's Tourism Department continues to drive initiatives that grow sustainable tourism and support the local economy. City representatives attended the Indigenous Tourism Association of Canada conference and the 2026 Hospitality NL Conference and Trade Show. These events provided insights into industry trends, regional priorities, Indigenous tourism and opportunities to promote Corner Brook as tourist destination.

The Humber Bay of Islands Tourism Committee is finalizing the region's wayfinding plan. New entrance and directional signs highlighting key tourism assets will be installed once conditions allow.

Looking ahead, the Jigs & Wheels festival will run from July 24 to August 2, 2026. This year's festival includes a special Opening Weekend Event on Broadway, numerous other activities and tours, and concludes with the return of the ever popular RibFest. Official announcements and detailed programming will be shared soon.

The City's Tourism department continues to offer support to Aspiring Cabox Geopark Board, as the initiative moves toward UNESCO designation in 2026. Local and regional support is essential, as this designation presents an opportunity to grow sustainable tourism, raise the city's international profile, and support long-term economic and cultural development.

The 2026 cruise season will see 12 ships calling at Corner Brook, along with new calls to other Newfoundland and Labrador ports. While Corner Brook will experience a slightly lower number of ships, the overall cruise program remains strong, offering ongoing opportunities for local businesses.

These initiatives reflect the City's commitment to sustainable growth, celebrating our community, and continuing to enhance Corner Brook as a key destination for visitors from near and far.

Director of Recreation Services

Approved - 18 Mar 2026

City Manager
Administrative Assistant

Approved - 19 Mar 2026
Approved - 19 Mar 2026

City Manager



Request for Decision (RFD)

Subject: Employee Engagement Survey RFP

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: City Manager

Staff Contact: Darren Charters, City Manager

Topic Overview: Employee Engagement Survey RFP

Attachments: [Employee engagement survey RFP 2026 \(004\)](#)
[City of Corner Brook - RFP Response-TECHNICAL PROPOSAL - SENT - 02March26](#)
[City of Corner Brook - RFP Response-PRICING - SENT- 02March26](#)

BACKGROUND INFORMATION:

The City of Corner Brook recognizes that engaged and satisfied employees contribute to higher productivity, improved retention and innovation. All in which lead to a stronger and more efficient work force. As part of the City Manager's plan, regular Employee Engagement Surveys will be conducted to assess key workplace aspects, including work, culture, leadership, professional development, work environment, general wellness, internal communication and safety.

The Employee Engagement Survey RFP was issued and sent out to three potential bidders on February 20th , however, only one bidder responded. Proposal is attached.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook accept the proposal from Talent Maps for the Employee Engagement Survey at a cost of \$25,716 plus HST.

FINANCIAL IMPACT:

The cost of \$25,716 + HST and will come from City Manager's Special Projects Budget

ENVIRONMENTAL IMPLICATIONS:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

It is staff's recommendation that Council approve the proposal submitted by Talent Maps as it met the technical scoring criteria and gave a fair and reasonable price for their services.

ALTERNATIVE IMPLICATIONS:

Recommended options:

- 1. Council can approve Talent Maps proposal
- 2. Council can decline the Talent Maps proposal
- 3. Council can provide other direction to staff

City Clerk	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 20 Mar 2026

City Manager

DOC/2020/02626



Request for Proposals
For
Employee Engagement Survey,
City of Corner Brook

Project No.: **#2026-02**

Issued: **February 20, 2026**

Submission Deadline: **March 6, 2026, 2:00 pm** Newfoundland local time

July 2024 Version

SUMMARY OF KEY INFORMATION

RFP Title	Employee Engagement Survey Proponents should use this title on all correspondence.
RFP Contact	The point of contact for this RFP is: Darren Charters City Manager City of Corner Brook Email: dcharters@cornerbrook.com Phone: 1-709-637-1541
Enquiries	Please direct all enquiries, by email, to the RFP Contact. Enquiries received by any other means may not be answered. Proponents are encouraged to submit enquiries at an early date to permit consideration by the Owner. The Owner may, in its sole and absolute discretion, decide to not respond to any enquiry.
Submission Time	Submission time is 2:00 pm Newfoundland Time on March 6, 2026, or as amended by amendment.
Submission Location	Submitted electronically through the bidding system at: tender-rfp@cornerbrook.com

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the City Manager (the “Owner”) to prospective proponents to submit proposals for Employee Engagement Survey, as further described in Appendix B Project Details and Appendix C Scope of Work, Deliverables, and Other Requirements.

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Owner. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

1.1.3 Eligibility to Participate in This RFP

This RFP is open to any person, firm, joint venture, partnership, or other legal entity. Proponents may use sub-consultants so long as all sub-consultants are identified in their proposal. Proponents, along with their sub-consultants, will be referred to as the “Proponent team” in this RFP. Sub-Consultants may not be removed or replaced prior to or during completion of the Work without the prior written approval of the Owner. Sub-Consultants are not required to be exclusive to any one Proponent.

1.2 RFP Contact

To contact the Owner in relation to this RFP, proponents must initiate the communication electronically through the “RFP Contact”. The Owner will not accept any proponent’s communications by any other means, except as specifically stated in this RFP.

For the purposes of this procurement process, the “RFP Contact” will be the individual indicated in Appendix B.

Proponents should only contact the RFP Contact where specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the bidding system, as described above.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Owner, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Owner for the provision of the Deliverables. The terms and conditions found

in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Owner and the selected proponent.

1.3.2 Term of Contract

The term of the agreement will be in effect until the completion of the Deliverables.

1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	February 20, 2026
Deadline for Questions	February 27, 2026
Deadline for Issuing Amendments	February 27, 2026
Submission Deadline	March 6, 2026, 2:00pm Newfoundland time
Review of Proposals	March 20, 2026
Contract Signing Period	March 24, 2026 calendar days
Anticipated Execution of Agreement	March 24, 2026
Anticipated Project Start Date	April 1, 2026

The RFP timetable is tentative only and may be changed by the Owner at any time. For greater clarity, business days means all days that the Owner is open for business.

1.4.2 Public Opening

- (a) Technical proposals received by the Submission Deadline will be recorded publicly at the Submission Location immediately after the Submission Deadline. The Pricing Proposals may be opened later during the evaluation of the proposal and based on the criteria of this RFP
- (b) All Proposals which were received at the time of the public opening will be evaluated after the public opening.
- (c) Anyone may attend the public opening. Attendance may be via Microsoft Teams or webex as detailed below, depending on the current Special Measures Orders in force at the time.

1.5 Submission Instructions

1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at: tender-rfp@cornerbrook.com

Submissions by other methods will not be accepted.

1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the email system. Late submissions will not be accepted by the email system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the email services, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The email server will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact Corner Brook Help Desk IT.

1.5.3 Proposals to be Submitted in Prescribed Format

Proposals must be presented in a suitably readable text font (standard weight Arial, Calibri, or similar are recommended), size 11 or larger, black in colour, on a white background.

Proposals, including the Gantt chart, must be submitted in a PDF file readable by Adobe Reader.

Email Submissions

- Two Folder System

Proponents shall submit their proposal files in two separate folders in Max size of 20 MG, those being the Technical Proposal and the Pricing Proposal (formerly known as the Two Envelope System). Both proposal documents must be text searchable Portable Document Format (PDF) files. For further clarify the two proposals are outlined below:

Technical Proposal

The Technical Proposal shall consist of:

1. Requirements as outlined in Appendix C including but not limited to completed Project Reference and Key Personnel Templates found in Appendix E.
2. Completed Appendix D – Submission Form
3. Professional and Commercial Insurance Certificates
4. Summary of Consultant Information

The Technical Proposal shall not contain any pricing information. Technical Proposals that contain financial information will immediately be rejected.

Pricing Proposal

The Pricing Proposal shall consist of

1. Requirements as outlined in Appendix C including but not limited to completed Pricing Forms found in Appendix F.

1.5.4 Changes to Proposals

Proponents may change their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the changed proposal is received by the email system by the Submission Deadline.

1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the email system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2 – EVALUATION, NOTIFICATION AND AWARD

2.1 Stages of Evaluation and Notification

The Owner, will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the proposal will be rejected. The mandatory submission requirements are set out in Section E of the Scope of Work, Deliverable, and Other Requirements (Appendix C).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Owner will review the proposals to determine whether the mandatory technical requirements as set out in Section F of the Scope of Work, Deliverable, and Other Requirements (Appendix C) have been met. Proposals that do not satisfy the mandatory technical requirements will be rejected.

2.3.2 Non-Price Rated Criteria

The Owner will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Initial Evaluation Criteria in Section H of the Scope of Work, Deliverable, and Other Requirements (Appendix C).

Proponents must achieve a minimum overall score of 60% on the Non-Price Rated Criteria (Technical Proposal) to have their Pricing Proposal opened for consideration. Proponents not meeting the 60% minimum on the Technical Proposal Evaluation will not receive a Pricing score.

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section I of the Scope of Work, Deliverable, and Other Requirements (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Owner may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the Owner may reject the proposal. The Owner may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which

contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Stage IV – Ranking, Notice to Proponent, and Execution of Agreement

2.5.1 Initial Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be initially ranked based on their total scores. Subject to the reserved rights of the Owner, the top-ranked proponent will be selected to enter into the Agreement in accordance with the following section. In the event of a tie, the selected proponent will be the proponent with the highest score on the non-price rated criteria. If a tie still exists, the selected proponent will be determined through consultation with the Public Procurement Agency.

2.5.2 Notice to Proponent and Execution of Agreement

Notice of selection by the Owner to the selected proponent shall be in writing. The selected proponent shall execute the Agreement with the Owner, and satisfy any other applicable conditions of this RFP, including the pre-conditions of award listed in Section G of the Scope of Work, Deliverable, and Other Requirements (Appendix C), within fifteen (15) days of notice of selection. This provision is solely for the benefit of the Owner and may be waived by the Owner.

2.5.3 Failure to Enter into Agreement

If a selected proponent fails to execute the Agreement or satisfy any pre-conditions of award within fifteen (15) days of notice of selection, the Owner may, without incurring any liability, proceed with the selection of another proponent and pursue all other remedies available to the Owner. This process will continue until an agreement is finalized, until there are no more proponents remaining that are suitable or until the Owner elects to cancel the RFP process.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified. If a proponent is not disqualified despite such changes or qualifications, the provisions of this RFP will prevail over any such changes or qualifications in the proposal.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the Owner may consider the proponent's past performance or conduct on previous contracts with the Owner, or other institutions.

3.1.5 Information in RFP Only an Estimate

The Owner and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of amendment. Any quantities shown or data contained in this RFP or provided by way of amendments are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Owner

The Owner will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 Intellectual Property Rights

The Owner will retain the intellectual property rights including patents, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract.

3.1.9 Material Change After Submission Time

A Proponent will give immediate notice to the Owner in writing of any material change that occurs to a Proponent after the Submission Time, including a change to its membership, ownership structure, Proponent team including any individual members or sub-consultants or a change to the Proponent's financial capability.

The Owner may, in its sole discretion, accept or reject this material change. In the case of a rejection of the material change, the Proponent will be notified in writing that the change has been deemed unacceptable and that their proposal has been disqualified. If a material change is accepted, the Owner will then evaluate the submitted proposal taking into consideration the new information.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing to the RFP Contact on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Owner is under no obligation to provide additional information, and the Owner is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Owner is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

Proponents are encouraged to submit enquiries in writing at an early date to permit consideration by the Owner.

The Owner may in its sole and absolute discretion, decide to not respond to any enquiry.

If a Proponent considers that an enquiry is commercially confidential, this Proponent may request that a response to such enquiry be kept confidential by clearly marking the enquiry "Commercial in Confidence". If the Owner decides that this enquiry or the Owner's response to such enquiry must be distributed to all Proponents, then the Owner will permit the enquirer to withdraw such enquiry rather than receive a response and if the Proponent does not withdraw the enquiry, then the Owner may provide its response to all Proponents.

Notwithstanding the above:

- a) if one or more other Proponents submit an enquiry on the same or similar topic to an enquiry previously submitted by another Proponent as "Commercial in Confidence", the Owner may provide a response to such enquiry to all Proponents; and
- b) if the Owner determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an enquiry, including an

enquiry marked “Commercial in Confidence”, the Owner may, in its sole and absolute discretion, distribute the enquiry, response or information with respect to such matter to all Proponents.

The Owner reserves the right of the Contact Person to contact a Proponent (including by telephone) to clarify a written communication. Proponents may only rely on written communication from the Contact Person. Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, for any purpose.

3.2.2 All New Information to Proponents by Way of Amendment

This RFP may be amended only by amendment in accordance with this section. If the Owner, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by amendment posted in the bidding system. Each amendment forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all amendments issued by the Owner.

3.2.3 Post-Deadline Amendments and Extension of Submission Deadline

If the Owner determines that it is necessary to issue an amendment after the Deadline for Issuing Amendments, the Owner may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Owner may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent’s proposal. The Owner may revisit, re-evaluate, and rescore the proponent’s response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

We send letters via email to successful proponent, as well as all unsuccessful proponent

3.3.2 Debriefing

Proponents may request a debriefing within ten (10) business days after the award has been posted. All requests must be in writing to the RFP Contact. The RFP Contact will contact the proponent’s representative to schedule the debriefing. Debriefings may occur in person at the Owner’s location or by way of conference call or other remote meeting format as prescribed by the Owner. Note that requests for in-person meetings are discouraged, and will generally only be granted in rare circumstances. In-person meetings, when granted, will comply with any applicable Public Health guidelines or measures in place at that time.

The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. The debriefing process is not for the purpose of providing an opportunity to challenge the procurement process or its outcome. The Generic Debrief Template is available upon request and elaborates on the purpose of the

debrief and the information that will be provided to bidders, successful or unsuccessful, who request it.

3.3.3 Supplier Complaint Process

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to register a complaint regarding the RFP process, it must provide the complaint to the RFP Contact within fifteen (15) business days of the debriefing. The complaint must be in writing and must contain the following information:

- (a) the supplier's name and business contact information;
- (b) reference information respecting the RFP; and
- (c) a description of the complaint.

The Owner will review the complaint and respond to it within fifteen (15) business days of receiving it.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the Proponent or member of the Proponent team has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Owner in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:

- (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
- (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Owner may disqualify a proponent for any conduct, situation, or circumstances, determined by the Owner, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Owner may be precluded from participating in the RFP process in instances where the Owner has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The Owner may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the Owner determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix D).

3.4.5 Proponent Not to Communicate with Media

To ensure that all public information generated about the Work is fair and accurate and will not inadvertently or otherwise influence the RFP process, the Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact. Any communication with the media and the public is to be coordinated with the Owner. The Proponents will notify the Owner of any request for information or interviews received from the media.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Owner or the Province; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Supplier Suspension

The Owner may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Owner, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Owner will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Owner in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the Owner

All information provided by or obtained from the Owner in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Owner and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Owner; and
- (d) must be returned by the proponent to the Owner immediately upon the request of the Owner.

3.5.2 Confidential Information of Proponent

This procurement process is subject to the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)*. A proponent must identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is requested to be maintained by the Owner. The confidentiality of such information will be maintained by the Owner, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Owner to advise or assist with the RFP process, including the evaluation of proposals.

The proponent agrees that any specific information in its submission that may qualify for an exemption from disclosure under subsection 39(1) of the *ATIPPA, 2015* has been identified in its submission. If no specific information has been identified it is assumed that, in the opinion of the proponent, there is no specific information that qualifies for an exemption under the subsection 39(1) of the *ATIPPA, 2015*.

Contracting with the Owner is a public process. Information provided through this process will be disclosed when requested under the *ATIPPA, 2015*, except where disclosure of that information is harmful to the business' interests, as set out in the three-part test in the *ATIPPA, 2015*.

Information, including the financial value of a contract resulting from this procurement process, will be publicly released as part of the award notification process, in accordance with section 30 of the *Public Procurement Regulations*.

If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact. Further information relating to subsection 39(1) of the *ATIPPA, 2015* is provided in guidance documents available through the Office of the Information and Privacy Commissioner at <https://oipc.nl.ca/guidance/documents>.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Owner will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Owner by this RFP process until the

successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Owner to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Owner may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Newfoundland and Labrador and the federal laws of Canada applicable therein.
- (d) The "Atlantic Provinces Standard Terms and Conditions" apply to this RFP and may be obtained from the Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca
- (e) Proponents should note that procurements falling within the scope of the Canadian Free Trade Agreement, the Atlantic Procurement Agreement, and/or the Canada-European Union Comprehensive Economic Trade Agreement are subject to those trade agreements but that the rights and obligations of the parties will be governed by the specific terms of this RFP.

3.8 Reserved Rights of the Owner

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

The Owner reserves the right, in its sole and absolute discretion, to:

- (a) waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy, and any resulting ineligibility on the part of the Proponent, or any member of the Proponent team and accept proposals that substantially comply with the requirements of this RFP;

- (b) independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any proposal;
- (c) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in proposals during the evaluation process, with such interviews or presentations conducted in the sole and absolute discretion of the Owner, including the time, location, length and agenda for such interviews or presentations;
- (d) conduct reference checks relevant to the Work with any or all of the references cited in a proposal and any other persons (including persons other than those listed by Proponents in any part of their proposals) to verify any and all information regarding a Proponent, inclusive of its directors/officers and key individuals, and to conduct any background investigations that it considers necessary in the course of the RFP Process, and rely on and consider any relevant information from such cited references in the evaluation of proposals;
- (e) conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;
- (f) not proceed to review and evaluate, or discontinue the evaluation of any proposals and disqualify the Proponent from this RFP;
- (g) rescind a notice of selection or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (h) cancel this RFP process at any stage. They may then issue a new RFP for the same or similar deliverables;
- (i) call for quotes, proposals or tenders, or enter into negotiations for this Work or for work of a similar nature.

Without limiting the foregoing, the Owner may, in its sole and absolute discretion (and without further consultation with the Proponent), reject any proposal which in the opinion of the Owner: (i) is materially incomplete or irregular, (ii) contains omissions, exceptions or variations (including any modifications), (iii) contains any false or misleading statement, claims or information, or (iv) contains any false statements, criminal affiliations or activities by a Proponent or Proponent team member.

To enable the Owner to take any one or more of the above-listed steps, the Owner may enter into separate and confidential communications of any kind whatsoever, with any person, including any Proponent. The Owner has no obligation whatsoever to take the same steps, or to enter into the same or any communications in respect of all Proponents and proposals, or in respect of any Proponent, including the Proponent whose proposal is the subject of the review or evaluation, as the case may be.

The review and evaluation, including the ranking, of any proposal may rely on, take into account and include any information and documentation, including any clarification, more complete, supplementary and additional or replacement information or documentation, including information and documentation obtained through any of the above-listed investigations, research, analyses, checks, and verifications.

Proponents may not submit any clarifications, information or documentation after the Submission Time without the prior written approval of the Owner or without an invitation or request by the Owner to do so.

If any information, including information as to experience or capacity, contained in a proposal is not verified to the Owner's satisfaction, the Owner may, in its discretion, not consider such cited experience, capacity or other information.

The Owner is not bound by industry custom or practice in taking any of the steps listed above, in exercising any of its discretions, in formulating its opinions and considerations, exercising its discretions in making any decisions and determinations, or in discharging its functions under or in connection with this RFP, or in connection with any Proponent, proposal, or any part of any proposal.

3.9 Limitations of Liability

By submitting a proposal, each proponent agrees that:

- (a) neither the Owner nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Owner's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

Each Proponent on its own behalf and on behalf of the Proponent team and any member of a Proponent team:

- a) Agrees not to bring any claim against the Owner or any of its respective employees, advisors or representatives for damages in excess of the amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal for any matter in respect of this RFP, including:
 - i. if the Owner accepts a non-compliant proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP; or
 - ii. if the Work or RFP process is modified, suspended or cancelled for any reason (including modification of the scope of the Work or modification of this RFP or both) or the Owner exercises any rights under this RFP; and
- b) Waives any and all claims against the Owner, or any of their respective employees, advisors or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the Owner and the Proponent for any reason, including:
 - i. if the Owner accepts a non-compliant proposal or otherwise breaches or fundamentally breaches the terms of this RFP or the RFP Process; or
- (c) if the Work or RFP Process is modified, suspended or cancelled for any reason (including modification of the scope of the Work or modification of this RFP or both) or the Owner exercises any rights under this RFP.

3.10 Interpretation

In this RFP:

- a) Any action, decision, determination, consent, approval or any other thing to be performed, made, or exercised by or on behalf of the Owner, including the exercise of “discretion” or words of like effect, unless the context requires it, is at the sole, absolute and unfettered discretion of the Owner;
- b) The use of headings is for convenience only and headings are not to be used in the interpretation of this RFP;
- c) A reference to a Section or Schedule, unless otherwise indicated, is a reference to a Section of, or Schedule to, this RFP;
- d) Words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- e) The word “including” when used in this RFP is illustrative only and is not to be read as limiting or exhaustive;
- f) A reference to a “person” includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government Province; and
- g) Each Appendix and Schedule attached to this RFP is an integral part of this RFP as if set out at length in the body of this RFP.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

The Form of Agreement will be the Municipal Infrastructure Division's Standard Form of Agreement between Client and Prime Consultant (Prime Consultant Agreement), latest version. Samples of this Agreement can be found at the following link:

<https://www.gov.nl.ca/ti/mi/consultant-services/#pca>

APPENDIX B – PROJECT DETAILS

A. BACKGROUND

The City of Corner Brook is a vibrant and growing community located on the west coast of Newfoundland and Labrador. As the largest urban center in the region, Corner Brook serves as a hub for government services, healthcare, education, and commerce for Western Newfoundland. With a population of approximately 20,000 residents, the city is known for its scenic beauty, strong sense of community, and commitment to sustainable development.

Corner Brook is actively investing in modern infrastructure and public services to enhance the quality of life for its residents.

B. PROJECT DESCRIPTION

The City of Corner Brook recognizes that engaged and satisfied employees contribute to higher productivity, improved retention and innovation. All in which lead to a stronger and more efficient work force. As part of the City Manager plan, regular Employee Engagement Surveys will be conducted to assess key workplace aspects, including work, culture, leadership, professional development, work environment, general wellness, internal communication and safety.

The City of Corner Brook is requesting proposals to secure an experienced third-party vendor to design and administer the Employee Engagement Survey for approximately 300 people, provide valid and reliable benchmark data, and support the City in becoming aware of and responsive to employee needs. The selected vendor will offer a survey platform that welcomes employees to share their perspectives on a variety of topics. The findings and recommendations derived from the survey will be used to make decisions that ensure the City attracts, retains, and grows its employees.

The primary objective is to select a vendor that will execute the City of Corner Brook Employee Engagement Survey, anticipated to launch to employees in spring of 2026. The vendor is expected to deliver on the desired outcomes by integrating the City's input into the survey questions along with the vendors expertly tested and benchmarked survey questions, conducting the survey, compiling and analyzing responses and delivering an executive report with findings and recommendations to the executive leadership team.

C. ENQUIRIES

All enquiries regarding this RFP must be directed to the RFP Contact:

Darren Charters
 City Manager
 City Of Corner Brook
 Email: dcharters@cornerbrook.com
 Phone: 1-709-637-1541

All questions must be submitted in writing in accordance with Section 3.2.1. Any verbal representations, promises, statements or advice made by employees of the Owner other than written responses offered through the RFP Contact, should not be relied upon.

D. REPORTING STRUCTURE

The successful Proponent will report directly to the Owner:

Darren Charters
City Manager
City of Corner Brook
Email: dcharters@cornerbrook.com
Phone: 1-709-637-1541

The successful Proponent shall maintain a communication structure that includes the Municipal Infrastructure Division and other significant stakeholders.

APPENDIX C –SCOPE OF WORK, DELIVERABLES, AND OTHER REQUIREMENTS

A. SCOPE OF WORK

The selected vendor will collaborate with the City of Corner Brook across three phases:

- Design survey
- Administer survey and
- Report on findings

Phase 1- Survey Design and Development (Expected Completion Date: on or before)

The successful vendor develops an employee engagement survey that complies with the following requirements:

- a) Benchmark results against comparable municipalities (market Data)
- b) Includes demographic identifiers for analysis
- c) Allows flexibility for customization to incorporate City -specific questions
- d) Accounts for customized question sets for specific employee groups
- e) Incorporates questions that account for different employee's personas

Phase 2 Survey Administration

The successful vendor will administer the survey, including the following features:

- a) Support a Survey Communications Plan with print and digital promotional materials
- b) Through that plan, address survey purpose and objectives, methodology, anonymity, employee trust, and how results will be shared
- c) Utilize a vendor-hosted survey platform with digital access and manual input options for any paper-based responses.

Survey launch target with a three – to four-week response window.

Phase 3 – Analysis, Reporting and Recommendations

The successful vendor will:

- a) Deliver expert survey analysis and insights with industry benchmark comparisons to assess the city's strengths and opportunity for growth.
- b) Apply their expertise to prepare and present an executive summary report to the City's executive leadership team with actionable recommendations.
- c) Provide post survey action planning guides for each division of the organization.
- d) Generate standard and custom reports with insights into aggregate employee group data (handled sensitively to ensure anonymity) to best understand levels and drivers of employee engagement across different segments of the organization.

B. AGREEMENT FOR SERVICES

The Agreement for services will be adjusted for the scope of work undertaken if it differs from the statement herein. Fees should be estimated using “Level of Effort” methodology. Itemized expenses such as meals, private vehicle usage, private lodgings and other incidental expenses will be paid on the basis of Government approved Basic Rates. All other expenses and reimbursable allowances will require supporting documents to be provided for payment. Rates provided in the RFP will form the basis of the PCA. Reimbursement of expenses shall not exceed those rates as submitted in the RFP. These amounts are to be calculated less the HST and shown on the schedule included herein for the duration of the project.

C. MANDATORY SUBMISSION REQUIREMENTS

Submission Form (Appendix D)

Proponents should refer to the instructions attached to the solicitation for the Appendix D – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

Proof of Insurance

Consulting firms are required to provide their Professional and Commercial Insurance Certificates as part of submission. This is confirmation of insurance for the current year of practice.

Summary of Consultant Information

Consultants are hereby asked to provide the following with their response to this RFP.

- Contact Person – as per Article 8 of the PCA
- Legal Company Name
- Address of the firm
- Phone # of the firm
- Fax # of the firm
- Email Address for Contact Person

Separation of Technical and Pricing Proposals

Proponents must ensure they have submitted both Technical Proposal and Pricing Proposal, and that there is no Pricing information included in the Technical Proposal.

Pricing

Each proposal must include pricing information that complies with the instructions set out below in Section I of this Appendix C.

Other Mandatory Submission Requirements

N/A.

D. EVALUATION CRITERIA

The following sections set out the categories, weightings and descriptions of the evaluation criteria for both stages of the RFP. Proponents who do not meet a minimum threshold score for the Non-Price Rated Criteria (Technical Proposal) will not proceed to the next stage of the evaluation process.

Initial Evaluation Criteria

The following categories, weightings and descriptions will be used in the initial evaluation of rated criteria during Stage II of the evaluation process (Evaluations), described in Part II of this RFP. These criteria apply to initial proposals by all proponents.

- a) Proposal Response Content must conform to section page limits outlined in this section; pages in excess of limits will not be assessed.
- b) In order to facilitate the evaluation of the proposals, Proponents are asked to structure their proposals in the order of the evaluation criteria using the same headings. Proponents may refer to different sections of their proposals by identifying the specific paragraph and page number if the subject topic has previously been addressed. Note that it is not the responsibility of the evaluation team to exhaustively search through response documents organized otherwise to find and evaluate response content.
- c) In their proposal, Proponents should clearly demonstrate their understanding of the requirements present in this RFP and explain how they will meet these requirements. Proponents should demonstrate their experience, capability and describe their approach in a thorough, concise and clear manner.
- d) The proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.
- e) Unless explicitly requested in this RFP, no response information may be presented in a supplemental appendix or annex to a Proposal. Any such inclusions will not be considered in the RFP review and evaluation.

Weight Factors and Evaluation Scoring

The Weight Factor Descriptions Table (Table 1), along with the categories, scores and sub-scores outlined in the Technical Proposal Scoring Table (Table 2) will be used in the evaluation of rated criteria during Stage II of the evaluation process (Evaluations), described in Part II of this RFP. These criteria apply to proposals by all proponents.

Weight Factor Descriptions	Weight
Deficient – the Response fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Response has little merit and fails to demonstrate that the work will be performed in an acceptable manner.	0%

Poor – The Response fails to meet the requirement of the RFP references and associated scoring criteria in a suitable and documented manner. The response has some merit, but there are significant weaknesses that could result in unacceptable shortcoming in the performance of the work.	10% - 30%
Fair – the Response barely meets the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The response has substance but there are weaknesses that could result in tolerable or reasonably correctable shortcoming in performance of the work.	40% - 60%
Good - the Response reasonably demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. The response is comprehensive but there are minor weaknesses that should not significantly impact the performance of the work.	70% - 80%
Excellent - the Response fully demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.	90% - 100%

Table 1 - Weight Factor Descriptions Table

EVALUATION CRITERIA	SUB SCORE	SECTION SCORE
Technical Proposal		
1. Project Approach		35
1.1. Project Work Plan and Methodology	20	
1.2. Project Management Plan	8	
1.3. Project Risks, Constraints, Limitations	3	
1.4. Value Added Information	4	
2. Delivery Schedule		6
2.1. Work Plan Key Activities Outlined	2	
2.2. Work Plan Key Deliverables Outlined	2	
2.3. Delivery Timeline Reasonable and Achievable	2	
3. Reference Projects		27
3.1. Reference Project #1		
3.1.1. Similar to this Project	4	
3.1.2. Proponent Role Similar to this Project	3	
3.1.3. Challenges and Mitigation Strategies Outlined	2	
3.2. Reference Project #2		
3.2.1. Similar to this Project	4	
3.2.2. Proponent Role Similar to this Project	3	
3.2.3. Challenges and Mitigation Strategies Outlined	2	
3.3. Reference Project #3		
3.3.1. Similar to this Project	3	
3.3.2. Proponent Role Similar to this Project	3	
3.3.3. Challenges and Mitigation Strategies Outlined	2	
4. Organizational Chart		7
4.1. Project Team Identified	3	
4.2. Team Member Roles and Responsibilities Identified	3	
4.3. Project Reporting Structure Identified	1	
Technical Proposal Evaluation Score		75

Table 2 – Technical Proposal Scoring Table

Final Evaluation Criteria

The following categories, weightings and descriptions will be used in the final evaluation of rated criteria during Stage IV of the evaluation process (Ranking, Notice to Proponent, and Execution of Agreement), described in Part II of this RFP. These criteria will apply only to those proposals that achieved a minimum overall score of 60% of the maximum score on the Non-Price Rated Criteria (Technical Proposal).

Technical Proposal Evaluation Score		/ 75
Pricing Proposal		
5. Pricing Proposal (Provided in the separate MERX folder)		25
5.1. Lowest Cost of Service (See Section I below)	25	
Pricing Proposal Evaluation Score		/ 25
Total Score		/ 100

Table 3 - Final Scoring Table

Technical Proposal Content (for Non-Price Rated Criteria)

Table of Contents

Proposals should include a table of contents properly indicating the section and page of numbers of the information included. Note that the Table of Contents will not be scored.

Executive Summary (one page)

1. Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the Proponent’s unique qualifications and services.
2. An affirmation is to be provided in the Executive Summary that any specific materials deemed by the Proponent to be Confidential have been identified.
3. Content in the Executive Summary is for summary purposes only, and will not be evaluated in the consideration of criteria outlined in the Evaluation Chart.

Project Approach (up to four pages – pages after this limit will not be assessed)

The Proponent, demonstrating clear understanding, shall identify the following:

1. Project Work Plan for organizing and executing the project scope and project objectives;
2. Project Management Plan, including Stakeholder (i.e. Owner, others) engagement process throughout the project, and integration of the Proponent’s Quality Management Process.
3. Project Risks, Project Constraints, and Project Limitations that may impact the project delivery and success, and how they will each be mitigated;
4. Value Added Information that the Proponent specifically brings to the project.

Delivery Schedule (one page - pages after this limit will not be assessed)

1. The Proponent shall provide a work schedule, in the form of a Gantt chart, identifying start and finish dates for key project activities and dates for deliverables identified in the work plan. Completion dates for each project and work plan phase must be provided.
2. For documentation requiring review by the Owner, please allow three weeks from the time the information is provided to the Owner until a reply is received. For the purposes of the work schedule, refer to Appendix B for project timelines. For scheduling purposes only, please allow three weeks from the RFP closing date to the notification of the successful proponent.

Reference Projects (one page per project - pages after this limit will not be assessed)

1. The Proponent must provide three (3) Reference Projects undertaken and completed within the past five (5) years. Reference Project information must be documented in the "Project Reference Form" template format provided in Appendix E at the end of this document. If more than three reference projects are submitted, only the first three will be considered.
2. Reference project examples must demonstrate the Proponent's expertise and practical experience in: infrastructure of similar or equal scope, value, complexity, and/or delivery method; overcoming challenges met throughout the project; and any actions or considerations taken in the design to address climate change. See the "Project Reference Form" template in Appendix E for the full outline of reference project information sought.
3. Reference Project examples provided need not be limited to only those projects that are fully complete, but submission of ongoing projects as references must still demonstrate the Proponent's expertise and practical experience. It will be up to the discretion of the Evaluation Committee to determine the suitability of an ongoing project as a reference project, and ongoing project examples provided will be evaluated correspondingly.
4. Each reference shall consist of one project.

Organizational Chart (one page - pages after this limit will not be assessed)

1. An organizational chart is to be provided, indicating:
 - a. Names and organizations of Proponent team members, including all sub-consultants, involved in the project;
 - b. Specific Roles and Responsibilities of key all team members; and
 - c. Project Lines of Responsibility and Reporting as they relate within the organization, to the Owner, MI, Proponent, and any other applicable organization.
2. The Proponent shall provide a completed "Key Personnel" form for each team member presented in the Organizational Chart as an appendix to their submission. The "Key Personnel" form is presented in Appendix E at the end of this document. Key Personnel

forms are to be limited to one (1) page per person identified. Pages in exceedance of this limit will not be considered.

3. The Organizational chart will be used in the negotiation of the Prime Consultant Agreement; any changes in the key personnel at that time must be approved by the Owner.

E. PRICE EVALUATION METHOD

Pricing is worth **25** points of the total score.

Proponents who have met the minimum score required on the Non-Price Rated Criteria (Technical Proposal) will have their Pricing Proposal considered. Pricing will be scored based on a relative pricing formula using the proposed total cost. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{Points Awarded} = \left(\frac{\text{Lowest Cost Financial Proposal}}{\text{Financial Proposal Being Evaluated}} \right) \times \text{Financial Proposal Total Points}$$

Instructions on How to Provide Pricing

- (a) Proponents shall submit their pricing information electronically within the bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Schedule of Rates and Fees

1. All financial information regarding professional fees including hours used to calculate fees, travel time and expenses are to be provided in the separate Pricing Proposal file.
2. For purposes of this RFP, fees for regulatory permits will be indicated in Appendix F.
3. Any cost associated with site surveying work shall be contained within the level of effort breakdown and provided in Schedule II. If surveys are unable to be self-performed by the proponent, please obtain a quoted price and provide in Appendix F, Schedule III.
4. Requests for other fees such as optional site visits shall be presented on a separate sheet attached to the enclosed schedules.
5. The Proponent shall show Professional fees calculated, based on level of effort, for each of the tasks outlined in the work plan, and further outlined in Appendix B and Appendix C. This summary should include any services not itemized, but deemed necessary by

the Proponent. Fees shall be provided in Schedule II and III, found in Appendix F of this proposal.

6. This section of the proposal should also include:
 - a. Hourly rate of personnel;
 - b. Their relative participation (number of hours); and
 - c. Disbursements.

7. Provincial Supplier Preference
 - a. As required by the Public Procurement Regulations under the Newfoundland and Labrador *Public Procurement Act* (the "Procurement Regulations"), a ten percent (10%) reduction will be applied to the pricing submitted by provincial suppliers for the purposes of evaluating pricing.
 - b. A "provincial supplier" is defined in the Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador.
 - c. A "place of business" is defined in the Procurement Regulations as an establishment where a supplier regularly conducts its activities on a permanent basis.
 - d. The Owner may require a proponent to provide information and/or documentation to confirm whether that it is a "provincial supplier", as defined above.
 - e. In the event of a tie between a provincial and non-provincial supplier, the selected bidder shall be the provincial supplier. In the event of a tie between provincial suppliers, the selected bidder will be determined by way of a coin toss.

APPENDIX D – SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Owner and the proponent unless and until the Owner and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted their pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Amendments

The proponent is deemed to have read and taken into account all amendments issued by the Owner prior to the Deadline for Issuing Amendments.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Owner within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Owner to the advisers retained by the Owner to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

APPENDIX E – PROJECT REFERENCE AND KEY PERSONNEL REFERENCE TEMPLATES

Project Reference Form

Project Location

Insert location here

Client

Name of Client

Project Type

Insert project type

Services

Services proponent was responsible for providing

Duration

Start Date: date

End Date: date

Approved Funding

Total Approved Funding

Final Project Cost

Total Final Cost

Key Proponent Roles

The role the awarded proponent will play throughout duration of project

Key Project Staff Role

Include all significant persons involved and what their role was in reference project, and how it relates to proposed project

Project Description

Insert project description/scope of work here

Role of Proponent

Describe the role the awarded proponent played throughout the life of the project

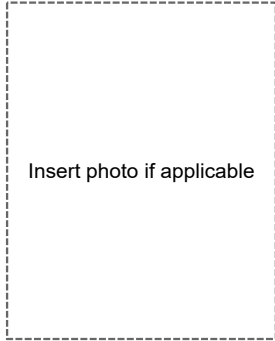
Challenges

Describe the challenges involved with the project and give a detailed description of how they were overcome

Climate Change Adaptation/Mitigation Measures Incorporated

Describe how climate change adaptation/mitigation measures were incorporated in to the project, or provide a rationale for why they were not. If there were no climate change adaptation/mitigation measures included in the reference project, outline how they may be considered in retrospect

Key Personnel Form



Role for Proposed Project

Insert description of the involvement and role that this person will play throughout the life of the proposed project

Name

Insert name here

Title

Title and Professional designation

Experience

Detail years of experience relevant to the project

Contact

Provide contact information for personnel

Reference Project Role

Describe the primary role/level of involvement/main responsibilities of the individual throughout the life of the reference projects (where applicable), detailing the level of experience gained and how this relates to their proposed project position

Reference Project 1:

Name of Project, year completed and role of Personnel *Name of Project, year completed and role of Personnel*

Reference Project 2:

Name of Project, year completed and role of Personnel

Reference Project 3:

Name of Project, year completed and role of Personnel



Proposal for: City of Corner Brook
Regarding: Employee Engagement Survey

Prepared by:
Braydon Williamson
TalentMap
e: bwilliamson@talentmap.com
p: 343-804-4883





Request for Decision (RFD)

Subject: Service/Maintenance for SCADA and Instrumentation Equipment 2026-03

To: Andrew Miller
Meeting: Committee of the Whole - 23 Mar 2026
Department: Public Works
Staff Contact: Andrew Miller, Assistant Director of Operations
Topic Overview:
Attachments: [Cahill - Bid Submission 2026-03 Redacted](#)

BACKGROUND INFORMATION:

An open call for bids was requested for the service and maintenance of the City's SCADA control system, interfaces and appurtenances. The SCADA control system is a crucial piece of infrastructure for controlling and operating the water treatment plant, water distribution, and wastewater collection systems. The Tender closing date was March 4, 2026 with two (2) bids received from the following:

G.A. Duncan Electric \$46,791.20 HST Included
 Cahill Technical Services \$53,032.09 HST Included

The bid documents received from G.A. Duncan Electric were not in compliance with Section E, 12.1 of the Tender Specifications. G.A. Duncan Electric did not have the Certifications required; and therefore is disqualified.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award Tender No. 2026-03 Service/Maintenance of SCADA and Instrumentation Equipment to Cahill Technical Services for the price of \$53,032.09 HST Included per annum for a two-year term.

FINANCIAL IMPACT:

Service and maintenance for the SCADA control system is included in the approved 2026 operating budget. Moving to a direct service support contract enables an efficient and accurate response to work demands on our water treatment, water distribution and sanitary collection systems.

Finance Type: Budget

Assistant Director of Operations
 City Manager

Approved - 19 Mar 2026
 Approved - 19 Mar 2026

Administrative Assistant

Approved - 19 Mar 2026

City Manager



TENDER FORM

Tender for: Service / Maintenance for SCADA and Instrumentation Equipment
Contract No: 2026-03

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

To Whom It May Concern:

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

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

Fifty three thousand, thirty two dollars and nine cents

(\$ **53,032.09**) per annum in lawful money of Canada which includes all prime costs, allowances and Government sales or excise taxes, including HST, in force at this date, except as otherwise provided in the tendering documents.

- 2. The Work will be substantially performed by December 31, 2027.
- 3. WE ENCLOSE HEREWITH if required by the Instructions to Bidders:
 - (a) A Bid Bond in an acceptable form and correct amount issued by a company licensed to carry on such a business in the Province of Newfoundland and Labrador or
 - (b) an approved certified cheque in the correct amount made out in favour of the City of Corner Brook.

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

refusal to enter into a contract.

4. IF NOTIFIED IN WRITING BY THE OWNER OF THE ACCEPTANCE OF THIS TENDER WITHIN 60 DAYS OF THE TENDER CLOSING DATE SUBJECT TO SUCH OTHER PERIOD AS MAY BE SPECIFIED IN THE CONTRACT DOCUMENTS, WE WILL:
 - (a) execute the Form of Agreement;
 - (b) substantially complete all work included in the contract within the time and under conditions specified.
5. WE understand that the Performance Bond and Insurance as required by the contract documents must be provided and in force prior to the commencement of any work and satisfactory proof of such be provided to the Owner.
6. WE declare that the rates and prices herein tendered have been correctly computed for the purposes of this tender and include and cover all contingencies and provisional sums and all duties, taxes, and handling charges and all transportation and all other charges.
7. WE confirm that the sums herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, traveling costs, all overhead and profit, all co-ordination fees, insurance premiums, and all other charges, except as otherwise provided in the contract documents.
8. WE agree to authorize the Owner to release the names of sub-contractors used in our tender where such information is requested from the Owner.
9. WE reserve to us the right to substitute other sub-contractors for any trades in the event of any sub-contractor becoming bankrupt after the date hereof. Any such substitution shall be subject to the approval of the Owner and contingent upon satisfactory evidence of bankruptcy.
10. WE understand and agree that the Owner may order changes to the work in the form of additions or deletions in accordance with the General Conditions, Supplementary General Conditions and the intent of the contract documents.
11. We understand 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. The prices herein Tendered include all fringe benefits, transportation costs, travelling time, administration costs, insurance premiums, coordination fees and all other relevant costs.
- 14. The material shall mean only expendable items to construct the Work described on the Work orders issued by the Owner and not items such as tools, equipment and other items listed in the Specifications. The Tenderer agrees to submit monthly invoices at his/her company's net cost of material purchased plus 10% mark-up to cover local delivery to site and related costs plus 10% profit.
- 15. For materials in unit price Work where any single material item cost \$300 or more the Contractor must obtain written price quotes from three (3) suppliers. The Contractor shall obtain the materials from the lowest supplier and submit the lowest supplier's invoice along with his/her own invoice showing appropriate mark-ups. The other two quotes must be retained and submitted to the Owner should they be requested.
- 16. The Owner reserves the right to use its own forces to perform any Work and to Tender any Work. Generally however, it is the intent that the Contractor will carry out minor projects which are within his/her competence. Refer also to Section D.
- 17. WE hereby acknowledge receipt of the following addenda:

Addendum Numbers: No.1 , _____ , _____ , _____

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: Cahill Instrumentation & Technical Services (2011) Limited

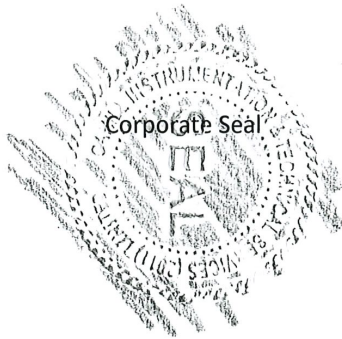
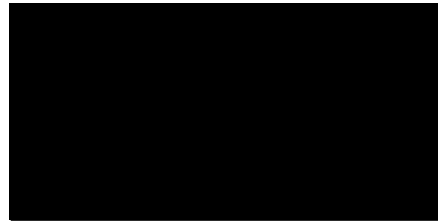
Address: 2-4 Southern Cross Road, Mount Pearl, NL

Postal Code: A1N 5A2

Email: ctsinfo@cahill.ca

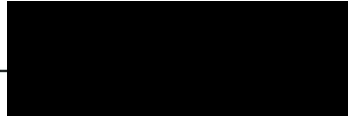
Phone #: 709-747-3800

Fax #: 709-747-4010



Signing Officer
CHRISTINE BRODERICK
A Commissioner for Oaths

In and for the Province of Newfoundland and Labrador,
My commission expires on December 31, 2020.



Witnessed By

**SERVICE / MAINTENANCE
FOR SCADA AND INSTRUMENTATION EQUIPMENT
CONTRACT NO. 2026-03**

APPENDIX A

SCHEDULE OF QUANTITIES AND PRICES

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

Cahill Instrumentation & Technical Services (2011) Ltd.

to CITY OF CORNER BROOK

on (Date) March 4th, 2026 and which is an integral part of the above-noted Tender.

Total Estimated On-Site Hours per Annum		Rate/Hour for Qualified Technician		Material Allowance Factor of 1.4		Sub-Total Annual Tender Amount
104	X	\$148.75	X	1.4	=	\$21,658.00
Total Estimated Remote Support Hours per Annum		Rate/Hour for Qualified Technician				Sub-Total Annual Tender Amount
36	X	\$148.75			=	\$5,355.00
Total Estimated # of Trips to the City of Corner Brook				Travel Cost/Trip for Qualified Technician (Milage rate of \$0.3778/Km)		Sub-Total Annual Tender Amount
5	X			\$3,013.80	=	\$15,069.00
Total Estimated # of Days on site within the City of Corner Brook				Daily Meal, Accommodation and Vehicle Rate for Qualified Technician (Milage rate of \$0.3778/km and Meal Per Diem of \$52.44 / day)		Sub-Total Annual Tender Amount
13	X			\$310.22	=	\$4,032.86
Subtotal					=	\$46,114.86
HST 15%					=	\$6,917.23
Annual Tender Amount					=	\$53,032.09

(Report this Total Amount on Page 1 of the Tender Form)

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



Request for Decision (RFD)

Subject: Multi-Year Capital Works - 3 Year Allocation 2023-2026 Schedule A Amendment

To: Aaron O'Brien
Meeting: Committee of the Whole - 23 Mar 2026
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Corner Brook Schedule A 2023-26 Revised March 2026](#)

BACKGROUND INFORMATION:

The City of Corner Brook is requesting to amend the current funding agreement with the Department of Transportation and Infrastructure for the 2023-2026 Multi-Year Capital Works to reflect the revised amounts for the listed projects. In 2023 the City and the Department of Transportation and Infrastructure agreed upon projects and expected costs to be included in the 2023-2026 MYCW funding agreement. Since that time many of the projects have been completed and the actual costs in some cases are different than the amounts originally anticipated. In order to fully utilize the funding and to receive maximum funding on the MYCW projects, a reallocation of the funds by the project is required. As a result of this reallocation, there is no change in the total amount of funding from Transportation and Infrastructure, the amount of funding required from the City, or the projects to be funded. The only change is the amount of funding allocated to the specified projects.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook proceed with the cost-shared funding 2023-2026 Schedule A Amendment as outlined.

The Corner Brook City Council authorizes the Mayor and City Manager to sign the 2023-2026 Municipal Infrastructure Agreement Amendment with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook.

FINANCIAL IMPACT:

The funding for the City's portion of the 2023-2026 has already been anticipated in City's budgetary plan.

Budget Code: 2023-2026 MYCW

Finance Type: Funding

Assistant Director of Engineering	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 19 Mar 2026

City Manager

**Corner Brook
2023-2026 Multi Year**

Schedule A March 16, 2026

Project	Project #	Original Funding	Revised Funding March 2026	GST Rebate	Net Funding	Provincial Share	Municipal Share
Petries Street Bridge Replacement	17-MYCW-24-00005	1,150,000.00	1,000,000.00	93,165.22	906,834.78	453,417	453,417.39
Old Humber Road Retaining Wall	17-MYCW-24-00006	404,000.00	404,000.00	37,638.75	366,361.25	183,181	183,180.63
Elizabeth Street Intersection Improvements	17-MYCW-24-00007	930,000.00	1,114,577.00	103,839.81	1,010,737.19	505,369	505,368.60
Broadway Storm Sewer	17-MYCW-24-00008	500,000.00	478,781.00	44,605.74	434,175.26	303,923	130,252.58
Curling Street Storm Sewer	17-MYCW-24-00009	1,010,000.00	1,010,000.00	94,096.87	915,903.13	641,132	274,770.94
District Water Meters	17-MYCW-24-00010	175,400.00	110,827.00	10,325.22	100,501.78	70,351	30,150.53
Raymond Heights Reconstruction	17-MYCW-24-00011	-	-	-	-	-	-
Traffic Detection Upgrade	17-MYCW-24-00012	100,000.00	125,881.00	11,727.73	114,153.27	57,077	57,076.63
Street Resurfacing	17-MYCW-24-00013	4,400,000.00	4,587,000.00	427,348.85	4,159,651.15	2,079,826	2,079,825.57
Main Street Pedestrian Bridge	17-MYCW-24-00014	222,882.00	222,882.00	20,764.85	202,117.15	121,270	80,846.86
Water Audit/Loss Analysis	17-MYCW-24-00015	298,500.00	239,297.00	22,294.16	217,002.84	151,902	65,100.85
Unallocated						66	
		9,190,782	9,293,245	865,807	8,427,438	4,567,513	3,859,991



Request for Decision (RFD)

Subject: Discretionary Use - 57 Humber Road - Apartment Building

To: Deon Rumbolt
Meeting: Committee of the Whole - 23 Mar 2026
Department: Development and Planning
Staff Contact: Charlotte Patterson, Development Inspector
Topic Overview: Discretionary Use - 57 Humber Road
Attachments: [57 Humber Road - public notice Redacted](#)
[Figure 1 - Existing Site Aerial View](#)
[Memo - Patterson to Rumbolt Redacted](#)

BACKGROUND INFORMATION:

This property is in the General Commercial (GC) zone where an apartment building is a "Discretionary Use" of the City of Corner Brook's Development Regulations. There was a public notice advertised on March 11, 2026 to allow residents to voice any possible concerns regarding this development. This was placed on the City of Corner Brooks website, Facebook Page and digital message boards. There were no comments received on this matter.

Under Section 11 - Discretionary Powers of Authority, the application is required to be approved by Council.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to convert the existing building to an Apartment Building at 57 Humber Road in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Development Regulations
 Section 11 - Discretionary Powers of Authority

Legal Review: No

RECOMMENDATION:

It is recommended that the apartment building use at 57 Humber Road be approved under Section 11 of the City of Corner Brook's Development Regulations subject to the following conditions:

1.) Engineer & Architect stamped drawings be submitted for approval in the form of a building permit meeting all building, fire, plumbing and life safety codes.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to convert the existing building to an Apartment Building at 57 Humber Road in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to convert the existing building to an Apartment Building at 57 Humber Road in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 18 Mar 2026
Assistant Director of Engineering	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 19 Mar 2026

City Manager



PUBLIC NOTICE

The City of Corner Brook has received an application for an “apartment building use” in the existing property located at 57 Humber Road, Corner Brook, NL.

This property is located in a General Commercial Zone where the “apartment building” classification is a discretionary use to the zone.

Should you wish to provide comment about the proposed development, please contact the Development & Planning Office at 637-1525 or 637-1554 or comments can be emailed to planning@cornerbrook.com or forwarded to: City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax: 637-1514 prior to 4:30 p.m. March 18th, 2026.

██████████
CITY CLERK



 **City of Corner Brook**
 Community Services Department
 Planning Division
 5 Park St, Corner Brook, NL (PO Box 1080)
 Corner Brook, NL, Canada, A2H 6E1
 709-637-1666 city.hall@cornerbrook.com

PROJECT: 57 Humber Road - Discretionary Use
TITLE: Discretionary Use - Apartment Building
 THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

NOTES:

LOCATION: 57 Humber Road
PREPARED BY: C.Patterson
DEPARTMENT: Development & Planning
DATE: March 18, 2026
PAGE: 1 OF 1 **VERSION:** 1

Development & Planning

Memo

To: Deon Rumbolt, Manager of Development & Planning
 From: Charlotte Patterson, Development Inspector III
 Date: March 18, 2026
 Re: **57 Humber Road - Discretionary Use - Apartment Building**

Deon,

This is with reference to an application I received requesting approval to to convert the existing building to an Apartment Building use at 57 Humber Road, Corner Brook, NL.

This property is in the General Commercial (GC) zone where an apartment building is a "Discretionary Use" of the City of Corner Brook's Development Regulations. There was a public notice done on March 11, 2026 in order for residents to voice any possible concerns regarding this development. This was placed on the City of Corner Brooks website, Facebook Page and two TV's (City Hall and Civic Center). Since then, we have received no comments.

Under *Section 11 – Discretionary Powers of Authority*, the application is required to be approved by Council.

It is recommended that an apartment building use at this location be approved under Section 11 of the City of Corner Brook's Development Regulations subject to the following conditions:

- 1.) Engineer & Architect stamped drawings submitted for approval in the form of a building permit meeting all building, fire, plumbing and life safety codes.

I bust this is to your satisfaction. If you have any questions or comments, please let me lnow.


 Charlotte Patterson
 Development Inspector III



Request for Decision (RFD)

Subject: Third Party and Digital Signage Regulations

To: Christina Pye

Meeting: Committee of the Whole - 23 Mar 2026

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview:

Attachments: [Third Party and Digital Signage Regulation 2021-2026 comparison table](#)
[Third Party and Digital Signage Regulation 2026 - March 23 final reading](#)

BACKGROUND INFORMATION:

In accordance with Section 39 of the City of Corner Brook Act, no regulation shall be considered by Council without written notice having been given at a previous meeting.

At the previous regular meeting of council on March 9th, a notice of motion was brought forward for Staff to repeal the Third Party and Digital Sign Regulation, 2021 and replace it with Third Party and Digital Sign Regulation, 2026. Specifically, staff are making the following changes which can be seen in the attached document.

1. Definition to "Digital Sign"- this change is being made to exclude static digital numbers that only display fuel prices on gas station signs.
2. Section 3.4 and 3.5 - this change is being made to clearly outline separation distances and setbacks of Third Party Sign and Digital Signs separately.
3. Section 3.6 - this change is being made so all Third Party Signs must be 100 meters apart.
4. Section 6 - This change is being made in case of a discrepancy between this regulation, the City of Corner Brook Development Regulations 2012, The City of Corner Brook Integrated Municipal Sustainability Plan 2012, any other similar legislation, that the one with a higher standard would prevail.

A notice was put out to the public March 10th seeking input, however, no comments were received.

PROPOSED RESOLUTION:

Be it resolved that pursuant to the powers vested in it under section 249, 250, 251, 252, 252, 438 and 439 of the City of Corner Brook Act, R.S.N.L 1990. c. C-15 as amended, and all other powers enabling, the Corner Brook City Council, hereby rescinds the Third Party and Digital Signage Regulations 2021 and replaces it with the Third Party Digital Signage Regulations 2026.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
Other

RECOMMENDATION:

Staff recommend that the City Council of Corner Brook rescind the Third Party and Digital Signage Regulations 2021 and replaces it with the Third Party Digital Signage Regulations 2026.

ALTERNATIVE IMPLICATIONS:

- (1) The City Council of Corner Brook refuse to rescind the Third Party and Digital Signage Regulations 2021 and replaces it with the Third Party Digital Signage Regulations 2026; or
- (2) The City Council of Corner Brook postpone the decision, requesting additional information from staff.

If Council is not supportive of the proposal as is, and would like staff to provide additional information and/or revise the proposed bylaw amendment, Council is advised to do so before passing proposed resolution.

Assistant Director of Engineering	Approved - 19 Mar 2026
City Manager	Approved - 19 Mar 2026
Administrative Assistant	Approved - 20 Mar 2026

City Manager

Section	Existing	New
2 - Definitions	<p>f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Such signage may include but is not limited to the following:</p> <ul style="list-style-type: none"> • LED, LCD, Plasma screens and projectors which may depict and/or project text, pictures and/or videos • Digital readerboards which depict moving or static text only; 	<p>f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Digital signs may include, but are not limited to, LED, LCD, plasma display screens, projection systems, and digital readerboards capable of displaying static or changing text, images, or video.</p> <p>Digital Sign shall not include signs located at gas stations that are used solely for the static digital display of motor fuel prices provided that the sign meets or exceeds the requirements of Regulation 3.4 enacted herein for protection of the public, neighbouring properties, and traffic safety.</p>
3.4 – Digital Signage	<p>No Digital Sign shall:</p> <p>a) if illuminated, be so designed and provided that:</p> <ol style="list-style-type: none"> i) it does not conflict with or reduce the effectiveness of any traffic signal on any street; ii) it does not interfere with any traffic that might reasonably be expected to be on any street; and iii) it does not create any undue glare to any residentially occupied property <p>b) flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects;</p> <p>c) emit sound or be interactive in any way;</p> <p>d) be projected onto a building structure or any surface;</p> <p>e) have a message duration of less than 6 seconds;</p> <p>f) be displayed continuously in a static manner and without change;</p> <p>g) have a message transition of no longer than 0.25 seconds in duration;</p> <p>h) consist of partial, incremental or sequential changes of the sign copy area;</p> <p>i) display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects;</p> <p>j) be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m2 sign: $\sqrt{5 \times 100} = 22.3\text{m}$];</p> <p>k) contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or</p> <p>l) display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light.</p>	<p>(1) All Digital Signs shall be:</p> <ol style="list-style-type: none"> a. 50m from an intersection with traffic signals; b. a Line of sight check must be approved by the City of Corner Brook; <p>(2) No Digital Sign shall:</p> <p>a. if illuminated, be so designed and provided that:</p> <ol style="list-style-type: none"> i. it does not conflict with or reduce the effectiveness of any traffic signal on any street; ii. it does not interfere with any traffic that might reasonably be expected to be on any street; and iii. it does not create any undue glare to any residentially occupied property <p>b. flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects;</p> <p>c. emit sound or be interactive in any way;</p> <p>d. be projected onto a building structure or any surface;</p> <p>e. have a message duration of less than 6 seconds;</p> <p>f. be displayed continuously in a static manner and without change;</p> <p>g. have a message transition of no longer than 0.25 seconds in duration;</p> <p>h. consist of partial, incremental or sequential changes of the sign copy area;</p> <p>i. display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects;</p> <p>j. be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m2 sign: $\sqrt{5 \times 100} = 22.3\text{m}$];</p> <p>k. contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product;</p> <p>l. display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light</p>
3.5(3) – Size	In instances where the maximum area of proposed advertisement exceeds the maximum	This section has been removed, all sections in 3.5 have been renumbered accordingly.

	area as set out in the Use Zones of the Development Regulations and Municipal Plan it shall be advertised through a public notice. Signage in these instances shall not exceed 10 sq-m.	
3.6 – Advertisements on Vacant Property	<p>Only Ground Signs/Pylon Signs may be erected on vacant property, in zones where they may be permitted, subject to the following conditions:</p> <ul style="list-style-type: none"> (a) It must be a Digital Sign; (b) the maximum size of a Ground or Pylon sign on vacant land shall be 10.0 square metres; (c) only one Ground or Pylon Sign may be permitted on any single vacant parcel of land; (d) separation distances between this and another Ground or Pylon sign on another lot, vacant or containing a building(s) shall meet the separation distances set out in these Regulations; (e) the Ground/Pylon Sign shall meet all other specifications set out in these Regulations, including but not limited to requirements for setbacks from property boundaries, residential zones and intersections; and (f) a Ground or Pylon sign shall be erected on a vacant parcel of land in a manner that will not interfere with the required development standards of a building that may subsequently be developed on the property. 	<p>Only Ground Signs/Pylon Signs may be erected on vacant property, in zones where they may be permitted, subject to the following conditions:</p> <ul style="list-style-type: none"> (a) It must be a Digital Sign; (b) the maximum size of a Ground or Pylon sign on vacant land shall be 10.0 square metres; (c) only one Ground or Pylon Sign may be permitted on any single vacant parcel of land; (d) separation distances between all third party signs, not located on the same lot, shall be a minimum of 100 metres. This measurement shall be taken along the roadway sightline as traffic flows; (e) the Ground/Pylon Sign shall meet all other specifications set out in these Regulations, including but not limited to requirements for setbacks from property boundaries, residential zones and intersections; and (f) a Ground or Pylon sign shall be erected on a vacant parcel of land in a manner that will not interfere with the required development standards of a building that may subsequently be developed on the property.
6 – Conflicting legislation	Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.	All signage including but not limited to Digital Signs, Third Party Signs, Pylon and Ground signs, and signs on Vacant Property shall comply with the Urban and Rural Planning Act, 2000, SNL 2000 Ch. U-8, the City of Corner Brook 2012 Development Regulations, the City of Corner Brook Integrated Municipal Sustainability Plan 2012 and any similar or successor legislation. Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.

**THE CITY OF CORNER BROOK
THIRD PARTY and DIGITAL SIGNAGE
REGULATIONS, 2026**

Pursuant to the powers vested in it under Sections 249, 250, 251, 252, 438 and 439 of the *City of Corner Brook Act R.S.N.L. 1990 c. C-15*, as amended, and all other powers it enabling, the Corner Brook City Council, in a session convened on the ___ day of __, 202___, hereby passes and enacts the following regulations relating to placement, erection, maintenance, and permitting of third party and digital signage in the City of Corner Brook:

1. These Regulations may be cited as the City of Corner Brook Third Party and Digital Signage Regulations.

2. DEFINITIONS:

For the purpose of these regulations:

- a) ADVERTISEMENT- means any word, letter, model, sign, placard, notice, device or representation, whether illuminated or not, whether two dimensional or three dimensional, in the nature of and wholly or in part for the purposes of advertisement, announcement or direction and including any boarding or similar structure used or adapted for use for the display of advertisements but excluding functional advertisement of Council or the department or division of the Province of Newfoundland and Labrador responsible for Transportation and Works;
- b) AUTHORITY- means the Council of the City of Corner Brook or those employees so designated in writing by Council.
- c) CITY - means the City of Corner Brook as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15* ;
- d) COUNCIL - means the Corner Brook City Council as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15*;
- e) CURB - means the line of the established curb in front of a building measured to the street side of the curb;
- f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Digital signs may include, but are not limited to, LED, LCD, plasma display screens, projection systems, and digital readerboards capable of displaying static or changing text, images, or video. **Digital Sign shall not include signs located at gas stations that are used solely for the static digital display of motor fuel prices provided that the sign meets or exceeds the requirements of Regulation 3.4 enacted herein for protection of the public, neighbouring properties, and traffic safety.**
- g) DEVELOPMENT INSPECTOR - means the person from time to time so appointed and employed by the City;
- h) DEVELOPMENT REGULATIONS - means the Development Regulations for the City of Corner Brook in effect and enacted under the *Urban and Rural Planning Act, 2000 SNL 2000 Ch. U-8* or any similar or successor legislation;

- i) GROUND SIGN/PYLON SIGN- means a sign affixed to, supported by or placed upon the ground, whether the ground is paved or unpaved, and which is supported by one or more uprights or braces (pylons) in or upon such ground and not attached to any building, which may be a static sign or a digital sign;
- i) LANE - means a passage or way open to vehicular traffic as a secondary means of access to abutting lots and not intended for general traffic circulation;
- j) LIGHTED AREA- means the portion of a sign that is illuminated;
- k) MUNICIPAL PLAN - means the Municipal Plan for the City of Corner Brook in effect and enacted under the *Urban and Rural Planning Act, 2000 SNL 2000 Ch. U-8* or any similar or successor legislation;
- l) OPERATOR - means a person who, alone or with others, operates, manages, supervises, runs or directs the erection and/or operation of a Sign, Third Party Sign, Digital Sign, Advertisement, or Ground/Pylon Sign;
- m) OWNER - means a person who, alone or with others, owns or controls a Sign, Third Party Sign, Digital Sign, Advertisement, or Ground/Pylon Sign or is the owner of, tenant or licensee of the property on which the Sign, Third Party Sign, Digital Sign, Advertisement or Ground/Pylon Sign is situated;
- n) PERSON - includes a natural individual, and their heirs, executors, administrators or other legal representatives, a corporation, partnership or other form of business Association, or a receiver or mortgagee in possession, or any association or group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires;
- o) RIGHT-OF-WAY- means all that property designated as a public thoroughfare and includes such horizontal distance measured between the edges of a street, road or highway street line reservation as defined by the City and where public or other service utilities are located, including sidewalks, street lighting and water and sewer service infrastructure;
- p) SIGN - means a word, letter, model, placard, board, device or representation, whether illuminated or not, in the nature of or employed wholly or in part for the purpose of advertisement, announcement or direction and excludes functional advertisements of the City or Province of Newfoundland and Labrador;
- q) SIGN AREA- means the total surface area of that portion of a sign, which is used or capable of being used to provide information or advertising and which can be viewed from any one perspective. In the case of a sign composed of individual letters, numerals, or symbols, the sign area shall be the area that is enclosed by one continuous line connecting the extreme points or edges of the sign and encompasses all logos and lettering;

- r) SIGN COPY - means any colour, graphic logo, word, numeral, text, image, message, picture or combination thereof displayed on a sign face.
- s) SIGN DISPLAY AREA- means any colour, graphic logo, symbol, word, numeral, text, image, message, picture or combination thereof displayed;
- t) THIRD PARTY SIGN - means any outdoor sign that advertises goods and services that are not available upon the same property or premises where the sign is located and includes advertisements relating to off-site uses as set out in the Development Regulations; and
- u) ZONE -means an area of land including buildings and water designated on the zoning maps set out in the Municipal Plan to which uses, standards and conditions of a particular use zone table apply.

3. REGULATIONS FOR THIRD PARTY SIGNS

3.1 Signage Conditions

- (1) Third Party Signs may be in the form of a traditional static sign or a digital sign.
- (2) All digital signs shall be equipped with an automatic light sensor to adjust the brightness level of the sign copy area.
- (3) Third party signage shall be a maximum of 10 sq-m.

3.2 General Prohibitions – Permit Requirement

- (1) No person shall be an Owner of a Digital Sign or Third Party Sign, within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these Regulations, a permit for same and complying with all terms and conditions thereof.
- (2) No person shall be an Operator of a Digital Sign or Third Party Sign within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these Regulations, a permit for same and complying with all terms and conditions thereof.
- (3) No Owner or Operator shall own, operate or permit to be placed or operated, a Digital Sign or Third Party Sign contrary to these Regulations or contrary to any conditions of a permit issued under these Regulations.

- (4) The permits required by these Regulations may be revoked at the discretion of Council.
- (5) No permit may be transferred or assigned without written permission of the City.
- (6) Every permit shall have endorsed thereon the location, size and type of sign with respect to which it is issued.
- (7) The permit must be issued on a form bearing the identification of the City and all permits issued pursuant to these Regulations are and shall remain the property of the City. No person shall enjoy a vested right in the continuance of a permit and the value of a permit shall be the property of the City irrespective of the issuance, renewal or revocation of the permit.
- (8) A person must not reproduce, alter or deface a permit.
- (9) The issuing of a permit to a Person, Owner or Operator does not relieve that Person, Owner, or Operator of the responsibility of conforming to any other law.
- (10) Every applicant shall complete a Third Party and Digital Signage Application form as applicable, and shall provide all information requested thereon, and shall furnish to the City such information as requested.
- (11) At the time of submission of the application, every applicant shall pay to the City, a permit fee in the amount approved by Council in its annual budget for development application fees, and any other fees, including costs of any public notices, required by these or any other Regulations. No portion of such fee is refundable in the event that an application is not accepted for permitting or renewal.
- (12) Receipt of the application and the license fee by the City shall not constitute approval of the application for the issuance of a license nor shall it obligate the City to issue such license.

3.3 Third Party Signage

- (1) No Third Party Sign shall:
 - a. depict or display sign copy that could be misinterpreted as an emergency vehicle or traffic control device;
 - b. block or reduce the visibility of any part of the road for any road users including vehicles, cyclists or pedestrians, traffic signals, traffic signs or other traffic control devices;
 - c. contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or
 - d. be located or encroach upon a Right-of-Way.
 - e. be in a zone where advertisements are not permissible;

3.4 Digital Signage

(1) All Digital Signs shall be:

- a. 50m from an intersection with traffic signals;
- b. a Line of sight check must be approved by the City of Corner Brook;

(2) No Digital Sign shall:

- a. if illuminated, be so designed and provided that:
 - i. it does not conflict with or reduce the effectiveness of any traffic signal on any street;
 - ii. it does not interfere with any traffic that might reasonably be expected to be 3. on any street; and
 - iii. it does not create any undue glare to any residentially occupied property
- b. flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects;
- c. emit sound or be interactive in any way;
- d. be projected onto a building structure or any surface;
- e. have a message duration of less than 6 seconds;
- f. be displayed continuously in a static manner and without change;
- g. have a message transition of no longer than 0.25 seconds in duration;
- h. consist of partial, incremental or sequential changes of the sign copy area;
- i. display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects;
- j. be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m² sign: $\sqrt{5m^2 \times 100} = 22.3m$];
- k. contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or
- l. display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light

3.5 Location - Zoning

3.5(1) Third Party Signs, including Digital Signs, are not permitted in the zones identified below:

- Residential Special Density
- Residential Low Density
- Residential Medium Density
- Residential High Density
- Mobile/Mini Home Residential
- Mosaic Residential
- Comprehensive Residential Development Area
- Townsite Residential
- Cemetery
- Environmental Protection
- Environmental Conservation
- Protected Water Supply Area

- Special Management Area

3.5(2) Signage Prohibitions

Third Party GROUND/PYLON signs are not permitted in the Residential Commercial Mix or Community Service zones.

3.5(3) Setback and Separation Distances for Third Party Digital Signs

All Third Party Signs must meet the following setback and separation distances:

- 50m from an intersection with traffic signals;
- a Line of sight check must be approved by the City of Corner Brook;
- the distance between all third party signs, not located on the same lot, shall be a minimum of 100 metres. This measurement shall be taken along the roadway sightline as traffic flows; and
- the distance between all third party signs, located on the same lot, shall be a minimum of 30 metres. This measurement shall be taken along the roadway sightline as traffic flows.*

3.5(4) Digital Signage Malfunction

All Digital Signs shall be designed to cease operation in the event of a malfunction.

3.5(5) School Zones

Digital Signs are not permitted in school zones or any other areas where the speed limit is thirty (30) kilometers per hour or slower.

3.5(6) Discretionary Powers

In considering an application for a permit under these Regulations the Authority shall take into account the policies expressed in the Municipal Plan and any further scheme, plan or regulations pursuant thereto, and shall assess the general appearance of the sign, its effect on the overall development of the area, the amenity of the surroundings, public safety and convenience, including but not limited to traffic hazards, pedestrian safety, structural condition, and any other considerations which are, in its opinion, material, and notwithstanding the conformity of the application with the requirements of these Regulations, the Authority may, in its discretion, and as a result of its consideration of the matters set out in this Regulation, conditionally approve or refuse the application.

3.6 Advertisements on Vacant Property

Only Ground Signs/Pylon Signs may be erected on vacant property, in zones where they may be permitted, subject to the following conditions:

- It must be a Digital Sign;
- the maximum size of a Ground or Pylon sign on vacant land shall be 10.0 square metres;
- only one Ground or Pylon Sign may be permitted on any single vacant parcel of land;
- separation distances between all third party signs, not located on the same lot, shall be a minimum of 100 metres. This measurement shall be taken along the roadway sightline as*

traffic flows;

- (e) the Ground/Pylon Sign shall meet all other specifications set out in these Regulations, including but not limited to requirements for setbacks from property boundaries, residential zones and intersections; and
- (f) a Ground or Pylon sign shall be erected on a vacant parcel of land in a manner that will not interfere with the required development standards of a building that may subsequently be developed on the property.

4. Existing Signs

Notwithstanding these Regulations, any third party or digital sign that has been previously approved by the Authority may continue, provided that there is no change to the size, function or location of the sign unless otherwise approved by the Authority, in accordance with these Regulations and the City of Corner Brook Development Regulations.

5. Application Requirements

Applications for Digital Signs must include the following:

- a) One copy of a scaled drawing for each side of the sign, giving all dimensions and areas, as well as colours and materials used;
- b) One copy of a site plan showing the proposed location of the sign in relation to sight triangles, signalized and non-signalized intersections and lot lines.
- c) A set of engineered plans to provide detailed information on the design and installation method will be required for all signs.

6. Conflicting legislation

All signage including but not limited to Digital Signs, Third Party Signs, Pylon and Ground signs, and signs on Vacant Property shall comply with the *Urban and Rural Planning Act, 2000, SNL 2000 Ch. U-8, the City of Corner Brook 2012 Development Regulations, the City of Corner Brook Integrated Municipal Sustainability Plan 2012 and any similar or successor legislation.* Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.

7. Offence and penalty

Any person who contravenes any provision of these regulations is guilty of an offence and liable on summary conviction to a fine or to a period of imprisonment or both in accordance with section 438 of the City of Corner Brook Act.

8. Effective date

These regulations shall come into force and effect as of the date enacted by Council.

IN WITNESS WHEREOF these Regulations are sealed with the common seal of the City of Corner Brook and subscribed by and on behalf of Corner Brook City Council by the Mayor and City Clerk at the City of Corner Brook, in the Province of Newfoundland and Labrador, this ____ day of _____ 202___.A.D.

Mayor

Witness

City Clerk

Witness

Published _____(add date and publication)

First Reading _____(date of)

Second Reading _____(date of)



Request for Decision (RFD)

Subject: Request for Proposals - Cellular Phone & Mobility Services

To: Darren Charters

Meeting: Committee of the Whole - 23 Mar 2026

Department: Finance and Administration

Staff Contact: Robert George, Director of Finance and Administration

Topic Overview:

Attachments: [RFP - Mobility 2026](#)

BACKGROUND INFORMATION:

The City of Corner Brook issued a Request for Proposals for the Provision of Cellular Phone & Mobility Services on February 20, 2026 with a closing date of March 19, 2026. The RFP required the provision of a combination of voice only, data only or data and voice to 87 devices for the City of Corner Brook.

There were four groups that had requested a copy of the RFP, however the City received two submissions. Submissions were received from Bell Mobility Inc. and Telus Business. The submissions were reviewed and graded based on the evaluation criteria outlined in the RFP document. Based on the overall evaluation, staff recommend proceeding with Telus Business.

PROPOSED RESOLUTION:

It is RESOLVED to accept the proposal for the provision of mobility and cellular services to Telus Business.

Administrative Assistant

Approved - 23 Mar 2026

City Manager



**Request for Proposals for
The Provision of Cellular Phones and Cellular Service**

City of Corner Brook

**RFP# 2026-04
February 2026**



Request for Proposals for the Provision of Cellular Phones and Cellular Service

RFP#: 2026-04

February 2026

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1.0 Introduction

- 1.1 The City of Corner Brook requests proposals for the provision of cellular phones and cellular service. The city is seeking options that will help to reduce its overall monthly spend on this service and hardware. Further details as to the scope of work is provided in Section 5.0 of this document.
- 1.2 It is anticipated that service will commence March 31, 2026.

2.0 Description of Current Services

2.1 The City of Corner Brook currently subscribes to the following contract plans:

- **BYOD PNL Unltd Smartphone Flex (41 users)**
 - o Plan includes the following:
 - pay per use data
 - Up to 375MB \$0
 - Up to 3GB \$5.00
 - Over 3 GB \$15.00 max
 - Unlimited local calling
 - \$.15/min Canada to US
 - Automatic roaming plan when travelling to the US
 - Voicemail, Caller ID, Conference calling, Call waiting, call forwarding, unlimited text messaging and unlimited Canada LD
- **Voice Rate Plan (10 users)**
 - o Plan includes the following:
 - Unlimited local talk
 - \$.20/min Canada to US
 - Voicemail, Caller ID, Conference calling, Call waiting, call forwarding, text messaging
- **Mobile High Speed and Tablet Rate Plan (36 users)**
 - o Plan includes the following:
 - Shared data only (device does not contribute to data pool)
 - Used in devices ranging from iPads, laptops, internet sticks and internet hubs

2.2 Current Usage

Below are combined average monthly usage for all mobile devices based on a 6-month period from September 2025 – February 2026 inclusive.

Total local airtime	11540
Total domestic long distance	825
Total domestic data	185Gb

2.3 Mobile Device Management and Additional Device Requirements

The City currently uses Meraki Systems Manager for management of its mobile devices. Proposed devices must be able to be managed by this software solution. All Apple devices must be enrolled

in the Apple DEP program by the vendor prior to delivery and any cost associated with this enrollment must be clearly identified.

3.0 Cost to Buy Out Existing Contract

- 3.1 There is currently no buy out as all devices on plan are owned by the City.

4.0 Definitions

- 4.1 Throughout this RFP, the following definitions are to apply:
- a. "Closing Time" means the closing date, time, and place as set out in articles 10.1 and 10.2 of this Request for Proposals;
 - b. "Respondent" means an individual or a company or a firm that submits, or intends to submit, a Response;
 - c. "RFP" or "Request for Proposals" means a request for proposals, inclusive of all appendices and any addenda that is issued by the City;
 - d. "Submission" means the consultant's response to this RFP in the format as defined herein.
 - e. "City" means the City of Corner Brook.

5.0 Scope of Work

- 5.1 The City of Corner Brook requests proposals to provide cellular service commencing March 31, 2026 and is requesting options that will help to reduce its overall monthly spend on this service and hardware. The City is expecting to sign a contract which would require a minimum of 35 mobile devices and will require various types of devices to meet the needs of its staff members; from front line workers to senior level executives. The City also makes use of approximately 30 data only plans to use in devices such as iPad, laptops, mobile internet sticks and internet hubs. As a result, we are also looking for plans which provide sim cards and mobile connection devices to allow for this service.
- 5.2 The City's minimum requirements for service are unlimited nationwide calling and roaming, unlimited local calling, unlimited SMS, 3GB pooled data or unlimited, voicemail, caller ID and call forwarding. The City is also looking for solutions that would allow for US roaming using existing local plan details or automatic addition of roaming plans when entering the US. International roaming plan options would also be considered as a nice-to-have. The City plans to have the devices enrolled in Apple's DEP program and will be managing the devices using a 3rd party mobile device management solution (MDM).

6.0 Minimum Requirements

- Replacement/upgrade of all existing devices as required
- iPhones and Android Smartphones
- Various plan terms pertaining to refresh of hardware for a mixture of staff needs
- Must have kiosk or retail location in Corner Brook for device acquisition.

- Unlimited text messaging (SMS), nationwide calling, roaming and local calling
- Plans with the ability to pool data
- Minimum of 3GB data per device
- Call Detail reporting
- Caller ID, Voicemail, Call Waiting, Call forwarding
- Per second billing
- Existing phone numbers to be ported to avoid disruption of service
- Electronic and/or paper billing
- Online account management by a minimum of two City representatives
- Protective case options would be nice to have.
- Ability to remove up to 10% of the devices from the contract without penalty.

7.0 Additional Items for Consideration

- The City of Corner Brook operates most of its cell services within the City of Corner Brook, however, its staff travel for business reasons throughout the province and country. As such, we would require service coverage throughout these areas. Please include your service coverage map within your bid.
- The City of Corner Brook is looking for a partner who can add value to this service by proposing new services/technology and management of this service which is beyond traditional mobility service.
- Options to reduce overall cost by purchasing/managing directly through an online portal are preferred.
- Options for employees to participate in reduced rate purchasing plans (EPP)
- Warranty and warranty repair/replacement procedures
- State any additional applicable fees such as 911, system access, costs to activate/deactivate/transfer
- Ability to add City owned devices to the rate plans without incurring costs for additional devices or signing into a long-term contract (ie: add voice only plan to City owned flip phone)

8.0 Billing and Administration (Service)

Please indicate the following:

- The process for ordering new devices and associated plan, including expected or typical delivery times.
- The process for adding additional coverage such as roaming plans.
- The process for upgrade or replacement of faulty devices.
- When cellular plans and data usage will be reviewed to ensure account optimization and maximum cost-savings are achieved.
- A description of itemized billings, including a sample.
- Can billing be organized by categories such as department to provide for more streamlined internal billing.

- Capabilities for an automated notification system when users reach or exceed specified limits.
- Temporary line suspension fees.
- Costs for moves and changes associated with mobility devices.

9.0 Information To Be Included in Proposals

Proposals are to include information regarding the following:

- Customer Service:
 - The service delivery model of the organization, including the names of any dealers or subcontractors who would be involved in providing services to the Client.
 - Service representatives that would be assigned to the Client account and the roles and responsibilities of each.
- Cellular phones and Smartphone Devices:
 - Available models and pricing for mobile devices (Min Quantity required: 40)
 - Device costs are to be included in the monthly contract price per device
- Data-Only Devices
 - Pricing for 5 data-only device plans for mobile equipment. Shared data preferred.
- Voice and Data Plans
 - Provide a range of voice and data plan options, including what services are included in each plan which conform to the desired features in section 6.0
 - Roaming options for use in United States
- Implementation/Deployment
 - Proposed high level plan for implementation and deployment of the cellular service program, including when solution would be available for use by the Client. Include information regarding the obligations and efforts required by the Client during deployment.

10.0 Submission Requirements

10.1 Proposals must be submitted in a sealed envelope clearly marked as follows:

RFP- Provision of Cellular Phones and Cellular Service

**City Clerk's Office
City of Corner Brook
5 Park Street
Corner Brook, NL A2H 6E1**

10.2 Proposals must be received at the address above and time stamped no later than 12:00 pm on March 13, 2026.

10.3 In the unexpected event that the City Hall is closed earlier than normal, prior to the scheduled deadline, or for the full day, the closing date for proposals will be extended to the next business day for the City at the same time as listed originally.

- 10.4 Proponents are required to submit, in a sealed envelope, two (2) hard copies and one (1) electronic copy on a USB flash drive. One (1) hardcopy is to be marked ORIGINAL and the remaining (1) to be marked COPY.
- 10.5 The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the general conditions or detailed specifications unless requested by the City for purposes of clarifications.
- 10.6 Prices quoted in the proposal are to be in Canadian funds and are to show all applicable taxes.
- 10.7 All proposal hardcopies are to be on 8 ½ x 11-inch format paper printed on both sides. The main body of the proposal is to be limited to a maximum of fifty (50) pages.
- 10.8 Proponents needing to amend a submitted proposal must contact the Assistant for the Director of Finance & Administration, Alicia Marshall in writing at amarshall@cornerbrook.com for instructions on how to submit amendments. Amendments must be submitted before the closing date.
- 10.9 Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals. No payment will be made by the City of Corner Brook for costs incurred in the preparation or submission of this proposal.
- 10.10 If the Proponent wishes to withdraw from the competition, he/she must contact the Assistant for the Director of Finance & Administration in writing before the closing time and the proposal will be returned unopened.
- 10.11 Faxed or emailed submissions will not be accepted.
- 10.12 The laws of the Province of Newfoundland and Labrador shall govern this proposal and any subsequent contract resulting from this proposal.
- 10.13 Proposals received and not conforming to the requirements of Section 10.0 will be returned to the Proponent(s), without consideration.
- 10.14 The documentation submitted in response to this Request for Proposal as well as any correspondence or additional information provided to the City by Proponents, in connection with the request for Proposal, shall become the City record, and thus will be deemed subject to the Access to Information and Protection of Privacy Act. Section 27 of the Act excludes the disclosure of information that would be harmful to the business interests of a third party and any disclosure by the City would be subject to that provision.
- 10.15 The evaluation of this RFP and the award of contract will be done in accordance with the Public Procurement Act (2018), Public Procurement Policy, amendments to the Act, and all associated regulations.
- 10.16 The financial value of the contract will be publicly released as part of the award notification.
- 10.17 If a proposal contains a defect or fails in some way to comply with a specific requirement of the RFP document, which in the sole discretion of the City is not material, the City may waive the defect and accept the proposal.

- 10.18 No submitted proposal may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

11.0 General Terms and Conditions

11.1 Good Faith Statement and Errors in Proposals

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

In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total proposal prices and words shall govern over numbers.

The City reserves the right in its sole discretion:

- to waive irregularities and/or minor non-compliance by any Proponent with the requirements of this Request for Proposals;
- to request clarification and/or further information from one or more Proponents after closing without becoming obligated to offer the same opportunity to all Proponents;

Any waiver, clarification, or negotiation will not be considered as an opportunity for Proponents to correct errors in their proposals.

11.2 Non-Disclosure and Confidentiality

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

11.3 The City Reserves the Right to:

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

12.0 Evaluation Criteria

12.1 The City of Corner Brook reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost. The City reserves the right to conduct pre-selection meetings with the Proponents, if necessary, which may include a run-through of the proposal submission.

Proposals will be evaluated using the following criteria:

CRITERIA	MAXIMUM SCORE	SUB SCORE
1.0 Technical Evaluation		
1.1 Methodology	20	
Quality and completeness of proposal		10
Understanding of the Scope of Work		10
1.2 Experience	20	
Background information		5
Experience in similar work		10
References		5
1.3 Service Delivery	20	20
2.0 Financial Evaluation		
2.1 Cost of Service	40	40
TOTAL (Technical Evaluation + Financial Evaluation)	100	100

12.2 Technical Evaluation

The City will take the following into account when conducting the evaluation of the technical component of this RFP:

Methodology (20 points)

Quality and completeness of the proposal (10 points)

- The overall quality of the proposal and the level of effort that went to its preparation

Understanding the scope of work (10 points)

- The extent the proponent fully understands the requirements and expectations of this project
- The thoroughness and organization of the proponent’s approach to the project

Experience (20 points)

Background Information

- A description of the company is to be provided including but not limited to its mission, vision and values statement, its age, number of years providing relative services, etc.

Experience in similar work

- Details on similar past projects

References

- Proponents are to provide at least three (3) references. Reference information is to include: name of company and location, contact person and job title of that person, contact information (email, phone number), and a description of the completed project.

Service Delivery (20 points)

Proponents are to provide details as to the requirements outlined in Section 9, specifically:

- Customer Service
- Devices
- Voice and Data Plans
- Implementation/Deployment.

12.3 Financial Evaluation (40 points)

Proponents must provide detailed pricing for monthly plans as per the minimum requirements presented in this RFP. Proposals must also provide pricing for Apple and Android hardware only (i.e., current model iPhones).

13.0 Enquiries and Addenda

13.1 All enquiries regarding this RFP must be submitted in writing or e-mail to:

Alicia Marshall
City of Corner Brook
amarshall@cornerbrook.com

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

13.3 Every interpretation of, or addition to, the RFP document considered a valid part of the RFP documents will be issued in the form of a written addendum. When a written addendum is issued, its receipt must be acknowledged by the proponent in an appropriate section of the proposal.

13.4 Questions and requests for clarifications must be submitted no later than three (3) business days prior to the closing date and time of this RFP.

13.5 No addenda will be issued less than two (2) working days prior to the closing date and time of this RFP.

13.6 Verbal responses are not binding on either party.

14.0 Timeline

14.1 The proposed timeline is as follows:

DATE	ACTION
February 19, 2026	Request for proposals issued
March 6, 2026	Deadline to submit questions or requests for clarification
March 13 2026 at 12:00 pm	Deadline to submit proposals
March 23, 2026	Award of RFP
March 31, 2026	Implementation

14.2 Dates provided for award and implementation may be subject to change.

15.0 Contract

- 15.1 Notice of acceptance in writing to the Proponent by the City and the subsequent full execution of a written contract will constitute a contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.
- 15.2 The awarded contract to the Successful Proponent (if any) shall include the terms of this RFP together with those terms of the Proponent's proposal which are not inconsistent with the City's documents and which have been accepted by the City.
- 15.3 The Successful Proponent (if any) shall indemnify the City, its Municipal Council, employees, Servants and/or agents from all damage, losses, costs, claims, demands, actions, suits, or proceedings which may arise directly or indirectly as a result of the negligent or wrongful acts or omissions of the successful Proponent (if any), its employees, agents and/or servants in the performance or purported performance of any of its obligations under the contract, whether or not such claims are initiated by third parties or arise between the parties.
- 15.4 The City and the Successful Proponent (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer - employee, partnership nor agency relationship is intended or created by their agreement.
- 15.5 In addition to any rights of termination at law or in equity, the City shall have the right to terminate any contract formed with the Successful Proponent (if any) upon written notice to the Successful Proponent.
- 15.6 It is hereby understood and agreed that the City reserves the right to terminate this contract and withhold payment for any or all of the following reasons:
 - i. If the materials/work are of a sub-standard nature;
 - ii. If the Proponent does not adhere to all the terms and conditions and specifications of the contract.

PROPOSAL FORM "A"

The City of Corner Brook, Cellular Phones and Cellular Services

1. I/We hereby submit a Proposal for **Cellular Phones and Cellular Service** in accordance with the requirements of this RFP.
2. I/We have carefully examined all of the contents of this RFP, including the RFP terms and conditions.
3. In the event of our proposal being accepted, I/We agree to enter into a contract with the City of Corner Brook.
4. I/We acknowledge receipt of, and have taken into consideration, the following addenda issued during this Request for Proposals: #_____ #_____ #_____ #_____ #_____
5. Proposal Closing Time: March 13, 2026 @ 12:00 Noon Newfoundland Standard Time.
6. I/We acknowledge the proposals will be based on the results of all the factors outlined in the proposal package, and that the City of Corner Brook will select a proposal which provides the City of Corner Brook with the best value and which the Corner Brook City Council determines is in its best interests.

PROPONENT'S FULL REGISTERED BUSINESS NAME: _____

PROPONENT'S FULL BUSINESS ADDRESS: _____

BUSINESS LICENSE #: _____

TELEPHONE NUMBER: _____

SIGNATURE(S): _____

TITLE: _____

PRINTED NAME AND SEAL IF ANY _____

Attested to and delivered on behalf of the Respondent this ___ day of _____, _____ in the presence of:

WITNESS SIGNATURE: _____

NAME: _____