



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **April 14, 2025** at **7 p.m. City Hall Council Chambers**

CITY CLERK

Page

1 CALL MEETING TO ORDER

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1.1 Land Acknowledgement

2 APPROVALS

2.1 Approval of Agenda

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2.2 Approval of Minutes- Committee of the Whole March 24, 2025

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 TENDERS AND AGREEMENTS

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4.1 Deep Gulch Brook Culvert Replacement- Change Order No. 2

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6.1 Corner Brook Development Regulations Amendment 25-01

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	8	REGULATION/POLICY
81 - 83	8.1	Notice of Motion - Recreational Vehicles Regulation, 2022
85 - 86	8.2	Alternate Returning Officer for Municipal Election 2025
	9	ADJOURNMENT
		The meeting adjourned at

Land Acknowledgement

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

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 24 MARCH, 2025 AT 7:00 PM**

PRESENT:

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

Absent with regrets: Councillor C. Pender

COW25-15 Land Acknowledgement

Councillor P. Gill read the Land Acknowledgement

COW25-16 Approval of Agenda

On motion by Councillor P. Gill, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

COW25-17 Approval of Minutes- Regular Meeting March 10th, 2025

On motion by Councillor V. Granter, seconded by Councillor P. Gill, it is **RESOLVED** to approve the minutes of the Regular Meeting of March 10, 2025. **MOTION CARRIED.**

COW25-18 Business Arising From Minutes

There was no business arising from the minutes.

COW25-19 Protective Services Statistics for the month of February 2025

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

- Municipal Enforcement received 32 calls for services;
- Animal Control received 14 calls for services;
- There were 58 Parking related violations issued;
- Corner Brook Fire Department received 37 calls for service;
- PSAP received a total of 7141 calls of which 4908 were transferable.

There has been a significant amount of theft and vandalism on parking meters, especially in the downtown area, with approximately 30% of its parking meters are destroyed and will need replacement. Due to the age of the parking meters, replacement parts are difficult to find. The Protective

Services Department is assessing the replacement strategy and hopes to bring a recommendation to council in the coming months. Notably there will be a drop in parking revenues until this situation is resolved.

COW25-20 Operational Services Summary from January 18 to March 14, 2025

Deputy Mayor L. Chaisson presented an update on Operational Services for the period of January 18th, 2025 to March 14th, 2025 as follows:

Water and Wastewater

- 89 Water and Wastewater Complaints were received;
- completed a total of 15 Water and Wastewater Repairs;
- the Water and Wastewater Recoverable Works totaled \$1909.18 at a cost of \$2809.48;
- current maintenance and projects includes: hydrant snow clearing, leak detection, flow meter installation, old city hall lift station repair;
- upcoming maintenance and projects includes: Woodcrest PRV repair;
- splash pad new feature install;
- Water Treatment Plant production rates for 2024 were an average of 22.1 million L/day;
- Water consumption continues to decline, thanks to efforts of water distribution management including leak detection and repairs;
- one chemical is currently sourced directly from a US supplier - we currently have sufficient quantity on hand to treat water through to the end of 2025, however staff are exploring alternative options outside of US suppliers to mitigate risk imposed by potential tariffs.

Public Works

- 615 service requests from January 18-March 14, 2025: the top three categories were Salt/Sand requests, Potholes, and Snow clearing;
- Ongoing services include: snow clearing, pothole repair, maintaining outdoor ice rink as long as the weather allows.

COW25-21 Development, Planning and Community Services

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

- **2 Hemlock Avenue (Motorcycle and Power Equipment Dealership)** - Permit Issued;
- **74 West Street (KFC)** - Interior/exterior renovations, permit issued;
- **29 Lundrigan Drive (Office/Warehouse)** - New building, work ongoing;
- **40 North Shore Highway (Mt. Patricia Cemetery Extension)** - Permits issued, work ongoing, likely completion this summer;

- **336 Curling Street (4 Unit apartment building)** - Occupancy Permit Issued;
- **4 St Mark's Avenue (Fillatre's Funeral Home)** - Extension, permit issued for two extensions, one extension complete, second one is progressing (Anticipated to be completed in a couple of months);
- **4 Herald Avenue – Annex converted to Apartment Building** - Architectural drawings received – Exterior work is slated to start this fall or spring of 2025;
- **44 Confederation Drive (New Car Dealership)** – Permit Complete for Phase #1 (Civil/ Site Works). Anticipated to start spring of 2025;
- **55 Lundrigan Drive (Warehouse Expansion)** - Permits issued for foundation and structural steel, permits issued for interior fit-up and mechanical;
- **21 Mt. Bernard Avenue (33 unit apartment building)** - Partial permit issued for siteworks, foundation, & exterior shell, work ongoing;
- **12 Confederation Drive – Cosmetic Hotel Renovation** - Permit issued;
- **24 Murphy Square – Significant Interior Renovation** - Permit issued, work ongoing;
- **Industrial Park Study** - Dillon Consulting has been hired to complete this work, project is progressing forward;
- **IMSP – New Municipal Plan** - Upland have submitted the final documents, public consultation of the draft plan and regulations will begin in April.

COW25-22 Finance & Administration Report - February

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

- total revenues were \$36,590,000 against a budget of \$33,630,000;
- total expenses were \$5,500,000 against a budget of \$6,500,000;
- outstanding property and business tax debtors is inline with prior user comparative periods

COW25-23 Corner Brook Recreation Centre Budget Update

Councillor V. Granter presented an update on the Corner Brook Recreation Centre budget.

1. Owners Consultant: \$719,251.83
2. Contractor: \$24,470,978.38
3. Climate Lens: \$19,517.80
4. Honorariums: \$150,000.00
5. Ineligible: \$151,881.96
6. Gym Equipment: \$192,218.90
7. Furniture: \$152,269.20

Total Cost: \$25,856,118.07
Total Budget: \$24,700,000.00
Percent Overage: 4.7%

COW25-24 Capital Project and Engineering Updates

Councillor B. Griffin presented an update from Capital Works and Engineering as follows:

- **Corner Brook Recreation Centre** - Substantial completion has been approved, reviewing remaining deficiencies to ensure all are documented and have a remediation plan;
- **Deep Gulch Brook Culvert Replacement (JCL Investments)** - anticipated construction startup mid-April, contractor to complete the remaining work during 2025 construction season;
- **Curling Street Retaining Wall Replacement (West Coast Excavating & Equipment Co. Ltd)** - landscaping to be completed in Spring 2025 as well as surface course asphalt;
- **Petries Bridge Street Replacement** - initial concept/estimate reviewed, comments returned to consultant to finalize design;
- **Transportation Study (Harbourside Transportation Consultants)** - final report submitted, council approval of remaining policies to follow;
- **Transit Accessibility Study and Implementation Plan (Dillon Consulting)** - service Implementation Plan in progress, update to be provided to Council in coming weeks;
- **Elizabeth Street/O'Connell Drive Intersection Improvements (JCL Investments)** - working through shop drawings and material acquisition, work commences late spring, early summer;
- **District Water Meters** - additional water meters being installed throughout City to improve data surrounding water use;
- **Traffic Detection Upgrade** - materials ordered, work being completed under traffic signal standing offer contract;
- **Street Resurfacing** - street assessments will begin when weather permits;
- **STAR Trail Design & Construction Services (Tract Consulting)** - RFP for construction closed March 7, 2025, one submittal received, and staff are working through review of proposal;
- **City Hall Atrium Lighting** - lights have been ordered and shipped, delivery is expected this week and installation should commence early April 2025;
- **Community Market Feasibility (Fowler Bauld & Mitchell Ltd.)** - a public survey has been released, residents are encouraged to fill out the survey and provide their input;
- **Western Memorial Regional Hospital Bus Shelter (Etheridge's Maintenance)** - bus shelter is installed;
- **Bartlett's Point Park Bandstand (Englobe)** - expecting initial concept soon;

- **Confederation Drive Intersection Design (Englobe)** - Confederation Drive from the Northeast of the plaza intersection to the roundabout redesigned to make the intersections in this area much safer, this project is design only, future funding required for construction, design is underway;
- **Broadway Storm Sewer (Anderson Engineering)** - tender closed March 18, 2025;
- **CHIF Funding Application** - funding has been applied for to complete the following projects, Wastewater Treatment Facility (Est. \$140M), Westside Water Reservoir (Est. \$13.3M), Active Transportation Fund – Country Road Sidewalk (Est. \$2M), Active Transportation Fund – Confederation Drive Multi Use Trail (Est. \$3.7M);
- **Rural Transit Funding Application** - \$50,000 of funding received to design an On-Demand accessible transit system, motion of Council to approve funding on agenda;
- **Legacy Funding** - funding is being applied for through the Canadian Heritage Program to commemorate the 100th anniversary of Corner Brook Pulp and Paper. If successful, this funding will go towards upgrades in Margaret Bowater Park. Funding application submitted March 14, 2025;
- **Riverside Drive Risk Assessment (Stantec Consulting)** - awarded to Stantec at last Council Meeting, contractual documents being assembled for signatures.
-

COW25-25 Recreation Update

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

With substantial completion of the new Corner Brook Regional Recreation Staff now being achieved, city staff are working diligently to get the facility ready to be opened to the public. In the coming weeks furniture and fitness equipment will be moved in. Additionally, lifeguards and other recreation staff will begin onboarding and will go through their orientation process at the new facility. Also, in the coming weeks more information will be made available regarding facility pricing, membership options, programming, rentals and much more.

The City of Corner Brook Recreation Department has also recently received two grants from the Government of Newfoundland and Labrador. As a part of the Year of Sport these grants will allow the City to offer free swims throughout the year at the new recreation centre as well as a "Try-It" sports day that will give young people in our community the opportunity to try a number of different sports activities.

COW25-26 Tourism Update

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

The Humber Bay of Islands Tourism Committee has been meeting with various municipalities in the region to identify assets and hidden gems as well as any gaps. The consultant for this project, Monogram Communications, is in the final stages of developing the Brand and Marketing Plan. Additionally, the committee is working on the design and implementation plan for the wayfinding signs.

There are 23 cruise ships scheduled to call to the Corner Brook Port this season. The first ship of the season arrived on March 11, marking the first Winter Cruise call. The call was very successful, and a number of passengers were even able to enjoy snowshoeing while they were here. The remaining cruise ships will call between June 4 and October 22. The Colours of Corner Brook Festival will occur on October 13 while Corner Brook welcomes a cruise ship with over 2,500 passengers.

City of Corner Brook representatives recently attended the Hospitality Newfoundland. Conference in St. John's. This event brought together close to 400 industry leaders, professionals, and stakeholders to discuss key trends, challenges, and opportunities within the hospitality and tourism sectors. Congratulations are to be extended to Rob Thomas with Saltbox and Everoutdoor Adventures who won the Cruise Newfoundland and Labrador Vision Award and to the Hew & Draw Hotel who won the Accommodator Award of Excellence.

COW25-27 Broadway Storm Sewer 2025-01 - 17-MYCW-24-00008

On motion by Councillor P. Keeping seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook award the Contract for the Broadway Storm Sewer (17-MYCW-24-00008) in the amount of \$432,809.40 (HST Included) to Marine Contractors Inc. **MOTION CARRIED.**

COW25-28 Discretionary Use - 7A Snow Street - Home Based Business Office

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to operate a home-based business office from the dwelling located at 7A Snow Street in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

COW25-29 Mount Bernard Avenue Reconstruction - Change Order No. 34

On motion by Deputy Mayor L. Chaisson, seconded by Councillor P. Gill, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 34 for the Mount Bernard Avenue Reconstruction for Marine Contractors Inc. for the variances on the attached variance report. **MOTION CARRIED.**

COW25-30 Canada's Rural Transit Solutions Fund

On motion by Councillor P. Gill, seconded by Councillor P. Keeping, it is **RESOLVED** that the Council of the City of Corner Brook accept the grant offered by the Rural Transit Solutions Fund in the amount of \$50,000.

It is FURTHER RESOLVED that the Council of the City of Corner Brook authorizes the City Manager to sign contractual documents related to this grant. **MOTION CARRIED.**

COW25-31 Multi-Year Capital Works - 3 Year Allocation 2023-2026 Schedule 'A' Amendment

On motion by Councillor P. Gill, seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook proceed with the cost-shared funding 2023-2026 Schedule A Amendment as outlined.

It is **FURTHER RESOLVED** that 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. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

 City Clerk

 Mayor



Request for Decision (RFD)

Subject: Deep Gulch Brook Culvert Replacement- Change Order No. 2

To: Donny Burden
Meeting: Regular Meeting - 14 Apr 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [236864-CBDeepGulch-CO02 \(002\)](#)

BACKGROUND INFORMATION:

During the replacement of the existing 400mm water main, the City is requesting that a new 400mm gate valve to be installed to maintain the redundant supply of water to the Hospital.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 2 for the Deep Gulch Brook Culvert Replacement in the amount of \$87,049.46 (HST Included) for JCL Investments Inc.

FINANCIAL IMPACT:

Authorized Contract Amount \$3,047,143.50 HST Included
 Previous Change orders \$87,049.46 HST Included

Budget Code: 17-RNC-23-00000

City Manager
 Legislative Assistant

Approved - 10 Apr 2025
 Approved - 10 Apr 2025

 City Manager

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

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September 2023

OWNER: The City of Corner Brook **DATE:** March 26, 2025

PROJECT NAME: Corner Brook Deep Gulch Brook Culvert Replacment

PROJECT #: 17-RNC-23-00000

CONTRACTOR: JCL Investments Inc.

CHANGE ORDER NUMBER: 02

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

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

.3 DESCRIPTION OF CHANGE

1. During the replacement of the existing 400mm watermain, the City is requesting for a new 400mm gate valve be installed to maintain redundant supply of water to the Hospital. See attached sketch.
2. Installation of valve can only occur once water is restored on Mount Bernard Avenue.

.4 EFFECT OF CHANGE ON CONTRACT

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

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

WORKING DAYS: 8 REVISED COMPLETION DATE: _____

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

☐ No Change

☒ Addition to Contract including HST payable by the Owner \$ 87,049.46

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

Contractor: _____ (Signature)

Transportation and Infrastructure

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

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September 2023

Authorized Contract Amount (A)	\$ <u>3,047,143.50</u>
Change Order Limit (greater of 10 % of A or \$15,000)	\$ <u>304,714.35</u>
Previous Change Orders (B)	\$ <u>15,698.45</u>
This Change Order (C)	\$ <u>87,049.46</u>
New Approved Contract Amount (A+B+C)	\$ <u>3,149,891.41</u>

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

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

DATE: March 26, 2025 Consultant: _____

DATE: _____ Municipality /Owner: _____

DATE: _____ Regional Engineer: _____

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

.6 CANCELLATION OF CONTEMPLATED CHANGE

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

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

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

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order.

List below the attachments provided:

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

Transportation and Infrastructure

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

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September 2023

-Contemplated Change Notice CCN 01
-Daily Force Account Summary
-Daily Force Account Reports

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

Transportation and Infrastructure



Request for Decision (RFD)

Subject: Deep Gulch Brook Culvert Replacement - Change Order No.3

To: Donny Burden
Meeting: Regular Meeting - 14 Apr 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [236864-CBDeepGulch-CO03](#)

BACKGROUND INFORMATION:

During the replacement of a section of the existing 400mm watermain, Two specialty couplings were required to tie into existing steel pipe.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 3 for the Deep Gulch Brook Culvert Replacement in the amount of \$29,695.26 HST Included for JCL Investments Inc.

FINANCIAL IMPACT:

Original Contract Amount \$3,047,143.50 HST Included
 Previous Change orders \$102,747.91 HST Included

Budget Code: 17-RNC-23-00000

Finance Type: Funding

City Manager
 Legislative Assistant

Approved - 10 Apr 2025
 Approved - 10 Apr 2025

 City Manager

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

Page 1 of 3

September 2023

OWNER: _____ DATE: _____

PROJECT NAME: _____

PROJECT #: _____ CONTRACTOR: _____

CHANGE ORDER NUMBER: _____

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

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

.3 DESCRIPTION OF CHANGE

.4 EFFECT OF CHANGE ON CONTRACT

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

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

WORKING DAYS: _____ REVISED COMPLETION DATE: _____

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

☐ No Change

☐ Addition to Contract including HST payable by the Owner \$ _____

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

Contractor: _____ (Signature)

Transportation and Infrastructure

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

Page 2 of 3

September 2023

Authorized Contract Amount (A)	\$ _____
Change Order Limit (greater of 10 % of A or \$15,000)	\$ _____
Previous Change Orders (B)	\$ _____
This Change Order (C)	\$ _____
New Approved Contract Amount (A+B+C)	\$ _____

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

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

DATE: _____ Consultant: _____

DATE: _____ Municipality /Owner: _____

DATE: _____ Regional Engineer: _____

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

.6 CANCELLATION OF CONTEMPLATED CHANGE

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

DATE: _____ Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

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

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order.

List below the attachments provided:

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

Transportation and Infrastructure

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

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September 2023

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



Request for Decision (RFD)

Subject: Replacement of One 30-Ton Water-to-Water Heat Pump

To: Donny Burden
Meeting: Regular Meeting - 14 Apr 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Northridge Development Bid - 2025-06 Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requested bids for the supply and installation of a new geothermal 30-ton water-to-water heat pump to replace an existing unit at City Hall. Tenders closed on April 8, 2025, with two (2) bids received from the following (HST Included):

- Northridge Developments Ltd. \$113,275.00
- R&R HVAC and Controls Ltd. \$114,137.00

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award the Tender for the Replacement of One 30-Ton Water-to-Water Heat Pump Contract No. 2025-06 to Northridge Developments Ltd. in the amount of \$113,275.00 HST Included.

City Manager
 Legislative Assistant

Approved - 10 Apr 2025
 Approved - 10 Apr 2025

 City Manager

12:06 pm
Apr. 8/2025

CITY OF CORNER BROOK
CONTRACT NO. 2025-06
REPLACEMENT OF ONE 30-TON WATER-TO-WATER HEAT PUMP
TENDER / CONTRACT FORM

CONTRACT NAME: Replacement of One 30-Ton Water-to-Water Heat Pump

CONTRACT No: 2025-06

TENDER CLOSING TIME: 12:00 Noon, ^{April 8} ~~March 25~~, 2025

TENDER ADDRESS: City Clerk's Office
City of Corner Brook
2nd Floor, City Hall
P. O. Box 1080
5 Park Street
Corner Brook, NL A2H 2W8

OWNER: City of Corner Brook

CONTRACTOR: Northridge Developments Ltd.

1. TENDER AND CONTRACT AGREEMENT

Having carefully examined the attached materials, specifications, and all drawings listed in the specifications, WE, THE UNDERSIGNED, hereby offer to supply & install all the materials at Corner Brook City Hall, 5 Park Street, Corner Brook, NL, for the lump sum of

One hundred thirteen thousand, two hundred
Seventy five dollars (HST incl.)

(\$ 113,275.00 HST INCL.) in lawful money of Canada which includes all Government sales or excise taxes in force at this date.

The Bidder agrees that this Tender/Contract Form, subject to all provisions contained herein, when accepted and executed on behalf of the City of Corner Brook shall constitute a binding Contract between the Bidder and the City of Corner Brook.

2. TENDER PRICES

The Bidder declares that the bid price includes and covers all contingencies and provisional sums and all duties, taxes, handling charges and all transportation and all other charges.

3. GENERAL AGREEMENT

The Bidder also agrees that:

- 3.1. this tender shall remain effective for a period of 30 days from the closing date;
- 3.2. the City of Corner Brook may reject any and all tenders and that the lowest tender may not necessarily be accepted;
- 3.3. the prices herein tendered include all sales taxes, royalties, custom duties, foreign exchange charges, transportation, travelling costs, all overhead and profit, all co-ordination fees, insurance premiums and all other charges;
- 3.4. failure to enter into a contract with the City of Corner Brook if this tender is accepted may necessitate forfeiture of the tender security, if such security is required.

4. ADDENDA

We hereby acknowledge receipt of the following Addenda:

Numbers: 1, , , , , .

5. COMPLETION OF THE WORK

The work will be completed within ninety (90) days upon award of Contract.

6. PAYMENT

Subject to applicable legislation respecting holdback percentages and in accordance with the provisions of the General Conditions of the Contract, the City of Corner Brook shall make payments to the Bidder under such arrangements as may be agreed to by both the Bidder and the City of Corner Brook.

CONTRACTOR'S SIGNATURE

Northridge Developments Ltd.
Contractor's Name

4 Lundrigan Drive
Contractor's Address

Corner Brook, NL A2H 6C3

709-634-3740
Contractor's Phone Number

(SEAL)

April 8, 2025
Date

OWNER'S ACCEPTANCE

Accepted on behalf of the Owner

Signed By

Signed By

Witnessed By

Date



Request for Decision (RFD)

Subject: Extension of Transit Shelter Advertising Agreement

To: Darren Charters
Meeting: Regular Meeting - 14 Apr 2025
Department: City Manager
Staff Contact: Manas Mukhopadhyay, Business Facilitator
Topic Overview:
Attachments: [Agreement Renewal Proposal](#)

BACKGROUND INFORMATION:

The current agreement giving DAS exclusive advertising rights at the public transit bus shelters will expire on June 9th, 2025. Through this agreement, the City has earned 50% of the gross revenue generated by such advertising. The extended agreement, if approved by the Council, will come into force on June 10th, 2025, with a termination date of December 31st, 2025.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook extend the current agreement with DAS until the end of 2025 as proposed.

RECOMMENDATION:

It is staff's recommendation to approve the extension of the current agreement with DAS until the end of 2025.

ALTERNATIVE IMPLICATIONS:

Option 1: Council to extend the contract with DAS until the end of 2025.

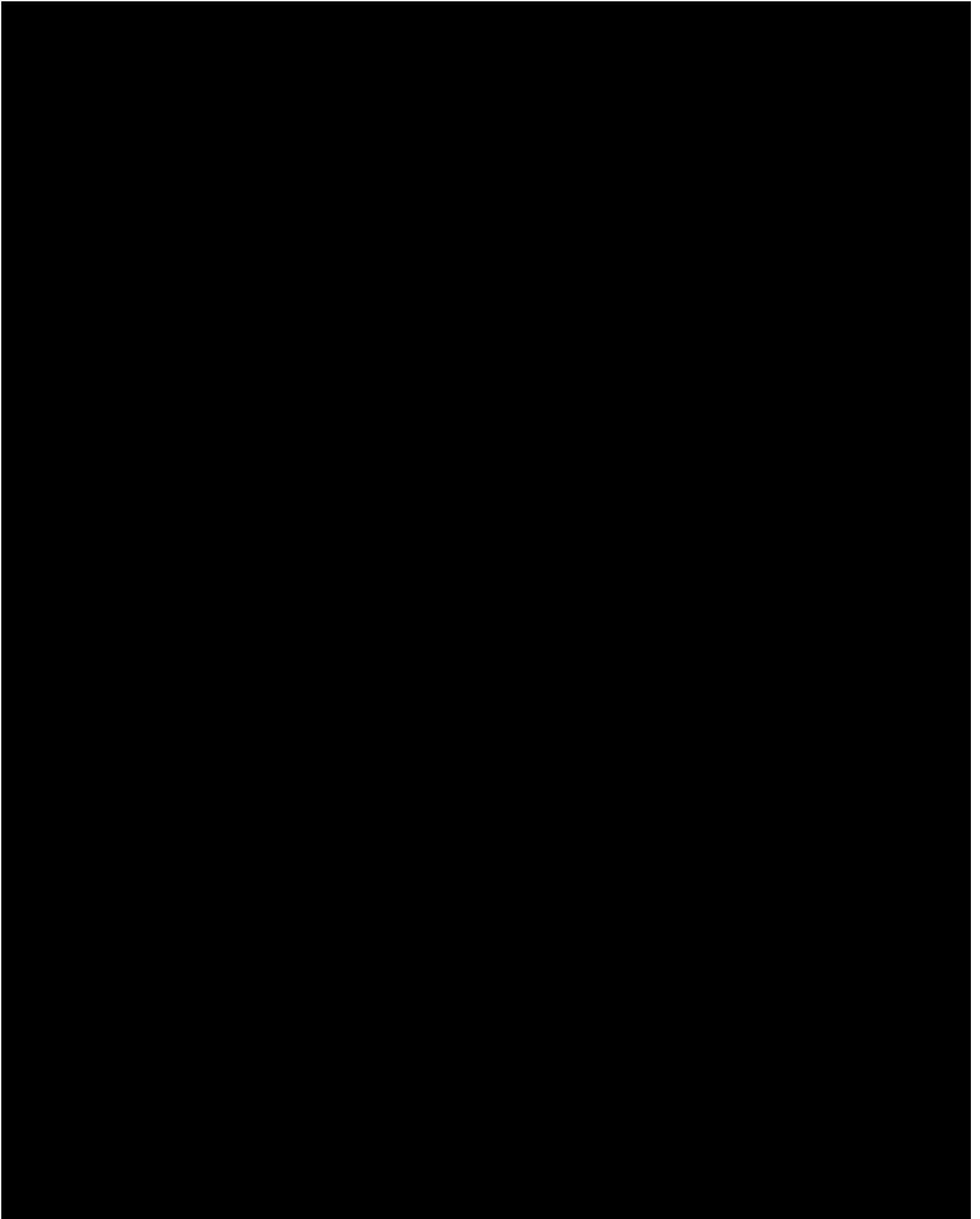
Option 2: Council to not extend the contract with DAS until the end of 2025.

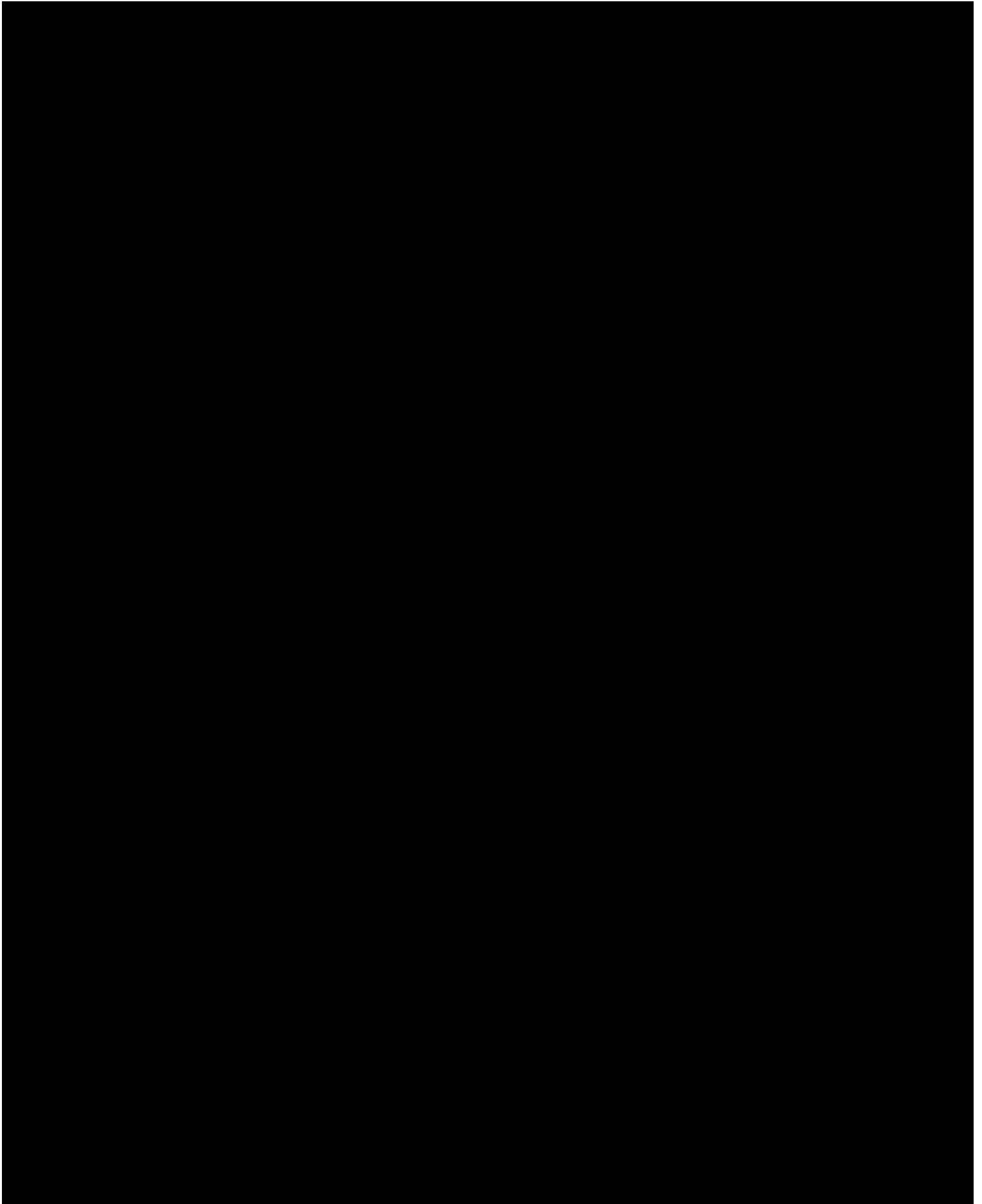
Option 3: Council can give other direction to Staff.

City Manager
 Legislative Assistant

Approved - 10 Apr 2025
 Approved - 10 Apr 2025

City Manager







Information Report (IR)

Subject: Council Travel Report - July - December 2024

To: Darren Charters
Meeting: Regular Meeting - 14 Apr 2025
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview: To present the council travel report for July - December 2024
Attachments: [Council Travel July - Dec 2024](#)

BACKGROUND INFORMATION:

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

Director of Finance and Administration	Approved - 09 Apr 2025
City Manager	Approved - 09 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

City Manager

TRAVEL EXPENSE COUNCIL - July 1 - December 31, 2024

<u>Name</u>	<u>Month</u>	<u>Purpose/Destination</u>	<u>Amount</u>	<u>Total</u>
<u>Jim Parsons</u>	Nov 2024	MNL Trade Show - Gander		\$ 1,396.08
		Total Travel Jim Parsons		<u>\$ 1,396.08</u>
<u>Linda Chaisson</u>	Nov 2024	MNL Trade Show - Gander		\$ 1,309.75
		Total Travel Linda Chaisson		<u>\$ 1,309.75</u>
<u>Pamela Gill</u>	Sept 2024	MNL Regional Meetings - Cow Head		\$360.66
		Total Travel Pamela Gill		<u>\$360.66</u>
<u>Bill Griffin</u>				\$ -
		Total Travel Bill Griffin		<u>\$ -</u>
<u>Vaughn Granter</u>				\$ -
		Total Travel Vaughn Granter		<u>\$ -</u>
<u>Pam Keeping</u>				\$ -
		Total Travel Pam Keeping		<u>\$ -</u>
<u>Charles Pender</u>		MNL Trade Show - Gander		\$ 906.50
		Total Travel Charles Pender		<u>\$ 906.50</u>
GRAND TOTAL				\$ 3,972.99

Total travel previous year July - December 2023	\$12,752.84
Total travel previous year July - December 2024	\$3,972.99
Difference in semi-annual travel totals	\$8,779.85



Request for Decision (RFD)

Subject: 2024 Annual Expenditure Report - Canada Community Building Fund Agreement

To: Darren Charters
Meeting: Regular Meeting - 14 Apr 2025
Department: Finance and Administration
Staff Contact: Sievendra Maistry, Director of Finance and Administration
Topic Overview: The City of Corner Brook requires approval of the Annual Expenditure Report for the Canada Community Building Fund Agreement (Formally referred to as Gas Tax)
Attachments: [2024 CCBF Annual Expenditure Report City of Corner Brook](#)

BACKGROUND INFORMATION:

As per the requirements of the Canada Community Building Fund Agreement, each year the City is required to prepare and approve a report showing a full and detailed statement of revenue and expenditures of the City related to the Canada Community Building Fund Agreement on an annual basis. In 2024 the City received \$457,822 in funding and spent \$1,015,035 on paving projects. At the end of 2024 the City had \$1,668,220 of funds available for additional projects.

PROPOSED RESOLUTION:

It is **RESOLVED** to approval of the Annual Expenditure Report for Canada Community Building Fund Agreement funding for 2024 as presented.

FINANCIAL IMPACT:

The CCBF funding is a critical piece of ongoing, known and dedicated capital funding for the City.

RECOMMENDATION:

It is staff's recommendation to approve the 2024 Annual Expenditure Report - Canada Community Building Fund Agreement as presented.

Director of Finance and Administration	Approved - 31 Mar 2025
City Manager	Approved - 31 Mar 2025
Administrative Assistant	Approved - 31 Mar 2025

City Manager

CITY OF CORNER BROOK

**Annual Expenditure Report - Canada
Community Building Fund Agreement**

Year Ended December 31, 2024

City of Corner Brook
Index to Annual Expenditure Report
December 31, 2024

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www.bdo.ca

BDO Canada LLP
300 Kenmount Road, Suite 100
St. John's, NL A1B 3R2

Independent Practitioner's Reasonable Assurance Report on Compliance

To the Council of City of Corner Brook

We have undertaken a reasonable assurance engagement for City of Corner Brook (the "City")'s compliance during the period January 1, 2024 to December 31, 2024 with the criteria established by the terms and conditions described in sections 4.3, 5.2.1, Schedule A paragraphs 1, 3, 4, 5 (Newfoundland and Labrador Public Procurement Act only), 13, 14, 15, 16, 17, 23, 25, 26, 27 and 28, Schedule C and Schedule D ("the specific requirements") established in the Ultimate Recipient Canada Community Building Fund Agreement dated September 28, 2024, between the Province of Newfoundland and Labrador and the City including the interpretation set out in Note 1 to this report.

Management's Responsibility

Management is responsible for the City's compliance with the specified requirements of the Agreement. Management is also responsible for such internal control as management determines necessary to enable the City's compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on the City's compliance based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the City complied with the specified requirements, in all significant respects.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a significant instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered significant if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the City's compliance with the specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.



Our Independence and Quality Control

We have complied with the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Opinion

In our opinion, the City complied with the specified requirements established in the Ultimate Recipient Canada Community Building Fund Agreement, including the interpretation in Note 1, during the period January 1, 2024 to December 31, 2024, in all significant respects.

We do not provide a legal opinion on the City's compliance with the specified requirements.

BDO Canada LLP

Chartered Professional Accountants

St. John's, Newfoundland and Labrador
March 28, 2025

Appendix A: Summary of Ultimate Recipients Fund and Certification

2024 Annual Expenditure Report

**City of Corner Brook
For the Year Ended December 31, 2024**

	Annual January 1, 2024 - December 31, 2024	Cumulative January 22, 2007 - December 31, 2024
1. Opening balance of unspent funding	1,105,010	\$ -
2. Received from Government of Newfoundland & Labrador	457,822	16,163,256
3. Interest earned on Canada Community Building Fund	105,388	508,955
4. Interest spent on eligible projects	-	-
5. Net interest earned on Canada Community Building Fund	105,388	508,955
6. Canada Community Building Fund spent on eligible projects	1,015,035	16,019,026
7. Closing balance of unspent funding	\$ 653,185	\$ 653,185
8. Canada Community Building Fund bank account balance	1,668,220	1,668,220
9. Canada Community Building Fund bank account surplus/deficit	\$ 1,015,036	\$ 1,015,036

Reasoning for difference:


The entity uses the Annual Expenditure Report as a basis to reconcile the CCBF account annually.

10. Does the recipient have a separate bank account for CCBF funds? Yes X No

11. Certification by Ultimate Recipient

I, **Jim Parsons, Mayor of the City of Corner Brook** certify that the information reported is a true and accurate representation of the City government's position with respect to its Canada Community Building Fund revenues. I acknowledge and understand that any contravention of the terms and conditions of the Ultimate Recipient Canada Community Building Fund Agreement may result in funding being withheld.

Signature



Date:

Jim Parsons March 27, 2025

Appendix B: Summary of Ultimate Recipients Project Expenditure Report
2024 Ultimate Recipient Annual Expenditure Report

City of Corner Brook
 For the Year Ended December 31, 2024

A	B	C	D	E	F	G	H	I	J	K
Project Number	Amount Approved by the CCBF Committee	Project Title	Project Description	Current Status	Start & End Date	Total Project Costs	CCBF spent in 2024	Interest Spent in 2024	Total CCBF Spent	Outcomes
60-2007-71	\$ 57,621	Storm Drainage Improvements	East Valley Road and surrounding areas	Completed	Jun-08 - Sep-09	\$ 57,621	\$ -	\$ -	\$ 57,621	Cleaner Water
60-2008-146	81,387	Paving	Humber Road	Completed	Jul-08 - Jul-08	81,387	-	-	81,387	Reduced GHG
60-2008-147	333,315	Paving	Sunnyslope Drive	Completed	Aug-08 - Aug-08	333,315	-	-	333,315	Reduced GHG
60-2008-148	101,567	Paving	Elizabeth Street	Completed	Aug-08 - Aug-08	101,567	-	-	101,567	Reduced GHG
60-2008-149	220,766	Paving	Mt. Bernard Ave	Completed	Aug-08 - Aug-08	220,766	-	-	220,766	Reduced GHG
60-2008-150	157,477	Paving	O'Connell Drive	Completed	Aug-08 - Aug-08	157,477	-	-	157,477	Reduced GHG
60-2008-151	105,489	Paving	Country Road	Completed	Aug-08 - Aug-08	107,684	-	-	105,489	Reduced GHG
60-2009-666	24,414	Paving	Caribou Road	Completed	Aug-08 - Aug-08	24,414	-	-	24,414	Reduced GHG
60-2009-667	29,657	Paving	Poplar Road	Completed	Aug-08 - Aug-08	29,657	-	-	29,657	Reduced GHG
60-2009-668	83,273	Paving	Country Road	Completed	Aug-09 - Aug-09	83,273	-	-	83,273	Reduced GHG
60-2009-669	49,155	Paving	Elizabeth Street	Completed	Aug-09 - Aug-09	49,155	-	-	49,155	Reduced GHG
60-2009-670	195,607	Paving	O'Connell Drive	Completed	Aug-09 - Aug-09	195,607	-	-	195,607	Reduced GHG
60-2009-671	29,821	Paving	Carter Avenue	Completed	Aug-09 - Aug-09	29,821	-	-	29,821	Reduced GHG
60-2009-672	58,986	Paving	Philip Drive	Completed	Aug-09 - Aug-09	58,986	-	-	58,986	Reduced GHG
60-2009-673	9,176	Paving	Wheeler's Road	Completed	Aug-09 - Aug-09	9,176	-	-	9,176	Reduced GHG
60-2009-674	13,080	Paving	Atlantic Avenue	Completed	Aug-09 - Aug-09	13,080	-	-	13,080	Reduced GHG
60-2009-675	41,599	Paving	Coronation Street	Completed	Aug-09 - Aug-09	41,599	-	-	41,599	Reduced GHG
60-2009-676	32,145	Paving	Georgetown Road	Completed	Aug-09 - Aug-09	32,145	-	-	32,145	Reduced GHG
60-2009-677	18,351	Paving	Callahan's Road	Completed	Aug-09 - Aug-09	18,351	-	-	18,351	Reduced GHG
60-2009-678	33,738	Paving	Petries Street	Completed	Aug-09 - Aug-09	45,893	-	-	33,738	Reduced GHG

**Appendix B: Summary of Ultimate Recipients Project Expenditure Report
2024 Ultimate Recipient Annual Expenditure Report**

**City of Corner Brook
For the Year Ended December 31, 2024**

A	B	C	D	E	F	G	H	I	J	K
Project Number	Amount Approved by the CCBF Committee	Project Title	Project Description	Current Status	Start & End Date	Total Project Costs	CCBF spent in 2024	Interest Spent in 2024	Total CCBF Spent	Outcomes
60-2009-679	34,000	ICSP	Corner Brook	Completed	Jan-10 - Dec-12	261,494			34,000	Capacity Building
60-2009-680	590,000	City Hall Retro fit	City Hall Park Street	Completed	Jan-10 - Dec-12	817,303		-	590,000	Reduced GHG
60-2009-72	92,436	Watershed Management Plan	Corner Brook Water Supply	Completed	Jul-07-Jun-09	92,436		-	92,436	Capacity Building
60-2010-1206	42,000	District Energy Plan	Park Street	Completed	Jan-11 - Jun-12	498,925		-	42,000	Capacity Building
60-2011-1513H	46,000	Paving	Brookfield Avenue	Completed	Aug-11 - Aug-11	46,000		-	46,000	Infrastructure Upgrade
60-2011-1513A	29,600	Paving	Carlbou Road	Completed	Jul-11 - Jul-11	29,600		-	29,600	Reduced GHG
60-2011-1513B	29,400	Paving	Golden Glow Place	Completed	Jul-11 - Jul-11	29,400		-	29,400	Reduced GHG
60-2011-1513C	13,000	Paving	Herald Avenue	Completed	Jul-11 - Jul-11	13,000		-	13,000	Reduced GHG
60-2011-1513D	78,000	Paving	Maple Valley Road	Completed	Aug-11 - Aug-11	78,000		-	78,000	Reduced GHG
60-2011-1513E	69,000	Paving	Petries Street	Completed	Aug-11 - Aug-11	69,000		-	69,000	Reduced GHG
60-2011-1513F	57,400	Paving	St. Marks Avenue	Completed	Jul-11 - Jul-11	57,400		-	57,400	Reduced GHG
60-2011-1513G	49,600	Paving	University Drive	Completed	Jul-11 - Jul-11	49,600		-	49,600	Reduced GHG
60-2011-1513	2,970,459	Road Upgrade	Local Roads & Bridges	Completed	Aug-11 - Aug-11	2,970,459		-	2,970,459	Reduced GHG
60-2015-5275	4,194,515	Road Upgrade	Local Roads & Bridges	In Progress	Jul-15	4,194,515	862,021	-	4,097,215	Productivity & Economic Growth
60-2019-6743	6,144,296	Road and Asphalt Improvements 2019-2024	Upgrade roads within the City	Completed	June 19 - Nov 24	6,144,296	153,014	-	6,144,296	12 km of improved/resurfaced road
60-2021-7314	46,929	Drinking Water	Regional Water Supply study and design	Not Started	Aug-21	51,750		-	-	Clean Environment
	\$		Total			17,094,148	1,015,035	-	16,019,026	

Table A: Other Sources of Funding to Date
For the Year Ended December 31, 2024

A Project Title	B		C		D		E		F		G	
	Municipal		Provincial		Federal		Other (GST Rebate)		Total Other Sources		Program (i.e. MRIF, MCW, etc.) and Project number	
60-2008-151 - Road Upgrade	\$ 2,195	\$ -	-	\$ -	-	-	\$ -	-	\$ 2,195	-	60-2008-151 (MCW)	
60-2009-678 - Road Upgrade	12,155	-	-	-	-	-	-	-	12,155	-	60-2009-678 (MCW)	
60-2009-679 - ICSP Development	227,494	-	-	-	-	-	-	-	227,494	-	60-2009-679 (MCW)	
60-2009-680 - Municipal Building Retrofit	227,303	-	-	-	-	-	-	-	227,303	-	60-2009-680 (MCW)	
60-2010-1206 - District Energy Plan	-	456,925	-	-	-	-	-	-	456,925	-	60-2010-1206	
60-2015-5275 - Road Upgrade	1,420,348	749,011	-	-	453,203	-	-	-	2,622,562	-	17-SCF-18-00011 (SCF) / MYCW-18-00028 (Capital Works Program)	
60-2019-6743 - Road and Asphalt Improvements 2019-2024	382,870	-	-	-	-	-	-	-	382,870	-	60-2019-6743 - Municipal funding	
60-2021-7314 - Regional Water Supply	4,821	-	-	-	-	-	-	-	4,821	-		
Total	\$ 2,277,186	\$ 1,205,936	\$ -	\$ 453,203	\$ -	\$ -	\$ -	\$ -	\$ 3,936,325	\$ -		

Asset Management Plan Information

For the Year Ended December 31, 2024

Please answer the following questions:

1. Has your local Government completed an Asset Management Plan?
Yes ___ No X

- 1a. If no, please provide a brief update on the progress/if any on your Local Government's Asset Management Plan?

Asset Management Plan is in progress.

- 1b. If yes, did you receive funding from other sources to complete the Asset Management Plan? Which source?

2. Has your Local Government completed any training on Asset Management Planning?
Yes X No ___

- 2a. If yes, what type of training has your Local Government completed?

One staff member has a Professional Certificate in Asset Management Planning (FCM/IPWEA).

City of Corner Brook
Notes to Independent Practitioner's Reasonable Assurance Report on Compliance
For the Period January 1, 2024 to December 31, 2024

1. Schedule A Paragraph 5 of the Ultimate Recipient Canada Community Building Fund Agreement states:

"With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Newfoundland and Labrador *Public Procurement Act*, the Agreement on Internal Trade and applicable International trade agreements, and all other applicable laws."

We have interpreted this requirement to be limited to the specific sections of the Newfoundland and Labrador *Public Procurement Act* which replaced the Public Tender Act in March 2018. Specific sections of the *Public Procurement Act* for which compliance was evaluated included sections 10(1)(g) and 11(2). Additionally, specific sections of the related *Public Procurement Regulations* that were evaluated for compliance included 4, 5, 6, 10, 11, 12, 13 and 15.

2. 2023 Invoice Included in 2024 - Project 60-2015-5275:

Subsequent to finalization of the 2023 Annual Expenditure Report, Management identified a missing invoice related to Project 60-2015-5275 Road Upgrades. On May 15, 2024, the City communicated the omission to the Manager of Canada Community Building Fund administration, who granted permission to the City to include the costs in 2024, along with a disclosure stating the expenditures relate to 2023. The missing costs totaled \$278,545 and are included in Appendix A of the current year report.



Request for Decision (RFD)

Subject: Corner Brook Development Regulations Amendment 25-01

To: Deon Rumbolt
Meeting: Regular Meeting - 14 Apr 2025
Department: Development and Planning
Staff Contact: Christina Pye,
Topic Overview: Text Amendment to Downtown Smithville Zone - Limited Manufacturing
Attachments: [DR Amendment - 26 Commercial Street - Draft - Updated Apr 8 2025](#)
[MEMO - RFD - Section 14](#)

BACKGROUND INFORMATION:

The Planning and Development Department received a development proposal at 26 Commercial Street (the 'Subject Property') to create a small-scale metal siding and roofing manufacturing business. The Subject Property is currently zoned 'Downtown Smithville' (DTS). The building is a legal non-conforming warehouse. The proposal is to continue the storage use, with an added "limited manufacturing" use, along with an accessory commercial retail space.

The proposed use is not reasonably defined and therefore is not permitted by the Development Regulations. However, the use "Limited Manufacturing" is a proposed use in the Downtown zones in the new 2025-2035 Development Regulations. The purpose of this text amendment to the Development Regulations is to introduce the 'limited manufacturing use' definition and to include the use in the discretionary use class of the Downtown Smithville zone. The text amendments will allow the proposed development and those that fit within the definition of limited manufacturing use (up to a maximum of 250 m²) to be considered in the Downtown Smithville zone at Council's discretion.

PROPOSED RESOLUTION:

The Corner Brook City Council RESOLVES to authorize staff to carry out a public consultation process, as per section 14 of the Urban and Rural Planning Act, in order to seek public input and receive information with respect to the proposed Development Regulations text amendment to introduce the 'limited manufacturing use' definition and to include the use in the discretionary use class of the Downtown Smithville zone.

FINANCIAL IMPACT:

cost of newspaper notice.

GOVERNANCE IMPLICATIONS:

Legislation
 Urban and Rural Planning Act
 14

RECOMMENDATION:

Initiate public consultation for Corner Brook Amendment No. 25-01 as proposed.

ALTERNATIVE IMPLICATIONS:

- 1. Council resolve not to proceed as proposed.
- 2. Council provide other direction to staff.

	Approved - 10 Apr 2025
City Manager	Approved - 10 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

City Manager



**CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-01**

Text Amendments to Section 141 Downtown Smithville and Schedule A: Definitions

April, 2025

CITY OF CORNER BROOK

DEVELOPMENT REGULATIONS AMENDMENT No. 25-01

TEXT AMENDMENT TO SECTION 141: DOWNTOWN SMITHVILLE ZONE AND SCHEDULE A: DEFINITIONS

Background

The Planning and Development Department received a development proposal at 26 Commercial Street (the 'Subject Property') to create a small-scale metal siding and roofing business. The Subject Property is currently zoned 'Downtown Smithville' (DTS).

The proposed use is not reasonably defined and therefore is not permitted by the Development Regulations. The purpose of this text amendment is to introduce the 'limited manufacturing use' definition and to include the use in the discretionary use class of the Downtown Smithville zone, adding a condition of use to limit the use to a maximum of 250 square metres. The text amendments will allow the proposed development and those that fit within the definition of limited manufacturing use to be considered in the Downtown Smithville zone at Council's discretion.

Public Consultation

[To be completed follow consultation]

Development Regulations Amendment No. 25-01

The Corner Brook Development Regulations is hereby amended by:

Amending Schedule A: Definitions, after the definition for Light Industry and before the definition for Local Street, by adding the following:

LIMITED MANUFACTURING USE: a small-scale manufacturing use which is entirely enclosed within a building, and where the discharge of noise, radiation, odorous, toxic or noxious matter, and similar impacts, across a lot line does not occur and the use would not be classified as light industry.

Amending Section 141, Discretionary Use Class, to add the following: Limited Manufacturing Use****(See condition no. 13).

Amending Section 141 to add condition 13 which reads:

13. Limited Manufacturing Use

A Limited Manufacturing Use in this zone shall not exceeded 250 square metres in gross floor area.

Planning Department

Departmental Memo

To: Deon Rumbolt, Manager of Planning and Development
From: Christina Pye, Planning Technician
cc:
Date: April 6, 2025
Re: Development Regulations Text Amendment

The Planning and Development Department received a development proposal at 26 Commercial Street (the 'Subject Property') to create a small-scale metal siding and roofing manufacturing business. The Subject Property is currently zoned 'Downtown Smithville' (DTS). The building is a legal non-conforming warehouse. The proposal is to continue the storage use, with an added "limited manufacturing" use, along with an accessory commercial retail space.

The proposed use is not reasonably defined and therefore is not permitted by the Development Regulations. However, the use "Limited Manufacturing" is a proposed use in the Downtown zones in the new 2025-2035 Development Regulations. The purpose of this text amendment to the Development Regulations is to introduce the 'limited manufacturing use' definition and to include the use in the discretionary use class of the Downtown Smithville zone. The text amendments will allow the proposed development and those that fit within the definition of limited manufacturing use (up to a maximum of 250 m2) to be considered in the Downtown Smithville zone at Council's discretion.

The planning department believes introducing this small-scale manufacturing use will help promote economic growth in the Downtown Smithville area, create more diverse job opportunities, support local entrepreneurship, diversify commercial retail spaces, prioritize local sourcing of manufactured items, and boost foot traffic in the area.

It is proposed to Amend Schedule A: Definitions, after the definition for Light Industry and before the definition for Local Street, by adding the following:

"LIMITED MANUFACTURING USE: a small-scale manufacturing use which is entirely enclosed within a building, and where the discharge of noise, radiation, odorous, toxic or noxious matter, and similar impacts, across a lot line does not occur and the use would not be classified as light industry."

It is further proposed to Amend Section 141, Discretionary Use Class, to add the following: Limited Manufacturing Use****(See condition no. 13).

Amending Section 141 to add condition 13 which reads:

"13. Limited Manufacturing Use

A Limited Manufacturing Use in this zone shall not exceed 250 square metres in gross floor area."

If you have any questions or would like any further information, please do not hesitate to contact me.

Regards,

Christina Pye

Planning Tech.



Request for Decision (RFD)

Subject: Corner Brook Amendment No. 25-02

To: Deon Rumbolt
Meeting: Regular Meeting - 14 Apr 2025
Department: Development and Planning
Staff Contact: Christina Pye,
Topic Overview: Group of Zoning Changes
Attachments: [Memo RFD](#)
[DR Amendment -Group Map Amendments - Draft - Apr 8 2025](#)
[MP Amendment Template - Group Map Amendments - Draft - Apr 8 2025](#)
[IMSP Proposed - Corner Brook Amendment No. 25-02 - Group Rezoning](#)

BACKGROUND INFORMATION:

The principal purpose of proposed Municipal Plan Amendment No. 25-02 and Development Regulations Amendment No. 25-02 (henceforth the "Amendments") is to allow Council to consider approval of the following rezonings.

1. 55 Premier Drive – Zoning change from RMD to GC to facilitate the property owner of the funeral home to rebuild a new building and extend the parking lot.
2. 785 & 799 O'Connell Drive – Zoning change from CRDA to RMD to facilitate residential development of these vacant lots. It is important to note on this that septic systems will be required to be approved by Service NL before any building permits will be issued.
3. 23 & 27 Humber Road – Zone change from OS to RCM to facilitate redevelopment of two buildings along a collector road.
4. Massey Drive / TCH area – Zone Change from R to LI to make the lot legal from non-conforming, and provide an opportunity for the owner to build a storage warehouse in the future. It is important to know that this development will require lift station if sanitary sewer is required.
5. Bolands Ave and Barry Place – Zoning Change from GI to RMD to facilitate redevelopment of the residential lots, and promote residential infill development on a vacant property.
6. 649 O'Connell Drive – Zoning change from OS to RMD is just a housekeeping change.

Map amendments to both the IMSP and Development Regulations are required to support these proposed changes.

This is the first reading of this amendment by council. This Council request is for permission to initiate Public Consultation by advertising the proposal in the Newfoundland Wire newspaper to inform and request public comments be supplied to the City for consideration.

PROPOSED RESOLUTION:

The Corner Brook City Council RESOLVES to authorize staff to carry out a public consultation process, as per section 14 of the Urban and Rural Planning Act, in order to seek public input and

receive information with respect to the proposed Municipal Plan and Development Regulation amendments to rezone:

1. 55 Premier Drive – from RMD to GC
2. 785 & 799 O’Connell Drive – from CRDA to RMD
3. 23 & 27 Humber Road – from OS to RCM
4. Massey Drive / TCH area – from R to LI
5. Bolands Ave and Barry Place – from GI to RMD
6. 649 O’Connell Drive – from OS to RMD

FINANCIAL IMPACT:

cost of 1 newspaper notice

GOVERNANCE IMPLICATIONS:

Legislation
 Urban and Rural Planning Act
 14

RECOMMENDATION:

Initiate public consultation for Corner Brook Amendment No. 25-02 as proposed.

ALTERNATIVE IMPLICATIONS:

1. Council provide further direction to staff.

	Approved - 10 Apr 2025
City Manager	Approved - 10 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

 City Manager

Planning Department

Departmental Memo

To: Deon Rumbolt, Manager of Planning and Development
From: Christina Pye, Planning Technician
cc:
Date: April 5, 2025
Re: Proposed Group of Zoning Changes

As a part of the development of the 2025-2035 IMSP and Development Regulations, planning staff and their consultants engaged the public on existing documents and zoning. The public were provided an opportunity to submit an application to rezone their properties while developing the new documents. At that time, 20+ requests were received and considered by City, including; Engineering, Planning & Development, and Emergency Services.

At that time there were many of the requests considered unviable, however, there were some proposals for the properties that were supported. This process has been ongoing for some time and will likely not be finalized until late in 2026. Applicants have not been able to move forward with their proposals, and several are ready to develop the land. In order to support these developments, the planning department has decided to pursue this group of rezonings.

For growth and revitalization of our community, it is essential that we consider targeted rezonings for several underutilized or strategically located properties within the municipality. These rezonings will help facilitate development and redevelopment of these properties.

By rezoning properties, we can create opportunities for a variety of new developments, including residential, commercial, and possibly mixed-use projects, which are vital to meeting the needs of our growing population. This proactive approach will help to enhance the overall appeal of the area, stimulate economic activity, and ultimately contribute to a more vibrant and thriving community. The proposed land use changes will attract investment and encourage development that aligns with our long-term vision for sustainable growth.

Planning staff support the following group of rezonings:

1. 55 Premier Drive – Zoning change from RMD to GC to facilitate the property owner of the funeral home to rebuild a new building and extend the parking lot.
2. 785 & 799 O'Connell Drive – Zoning change from CRDA to RMD to facilitate residential development of these vacant lots. It is important to note on this that septic systems will be required to be approved by Service NL before any building permits will be issued.
3. 23 & 27 Humber Road – Zone change from OS to RCM to facilitate redevelopment of two buildings along a collector road.

4. Massey Drive / TCH area – Zone Change from R to LI to make the lot legal from non-conforming, and provide an opportunity for the owner to build a storage warehouse in the future. It is important to know that this development will require lift station if sanitary sewer is required.
5. Bolands Ave and Barry Place – Zoning Change from GI to RMD to facilitate redevelopment of the residential lots, and promote residential infill development on a vacant property.
6. 649 O'Connell Drive – Zoning change from OS to RMD is just a housekeeping change.

If you have any questions or would like any further information, please do not hesitate to contact me.

Regards,

Christina Pye

Planning Tech.



CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-02

**AMENDNMENT TO THE GENERALIZED FUTURE LAND USE MAP A - RE-
DESIGNATION OF PROPERTIES**

April, 2025

CITY OF CORNER BROOK

DEVELOPMENT REGULATIONS AMENDMENT No. 25-02

AMENDMENT TO THE LAND USE ZONING MAP – REZONING OF PROPERTIES

Background

The Planning and Development Department received a series of requests to change the land use zoning as part of the ongoing Development Regulations update process. Given the anticipated approval and registration timelines associated with the new Development Regulations, the requests are being accommodated through amendments to the Land Use Zoning Map of the Development Regulations.

A description of each amendment and associated plan policy compliance is offered below:

55 Premier Drive

- Zoning change from Residential Medium Density to General Commercial
- Amendment is required to facilitate the expansion of the existing funeral home and extend the parking lot.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Residential to General Commercial.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as it facilitates the continuation an existing use which borders a residential area and forms part of mixed use node at the intersection of Premier Drive, Edinburgh Avenue, and St. Marks Avenue. Policy 21 directs General Commercial areas to include a range of shops and services which serve the adjacent residential neighbourhood.

785 & 799 O'Connell Drive

- Zoning change from Comprehensive Residential Development Area to Residential Medium Density.
- Amendment is required to facilitate residential development on the vacant lots.
- It is important to note that building permits cannot be issued at this site without a septic system approved by Service NL.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Comprehensive Residential Development Area to Residential.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the intention of the Comprehensive Residential Development Area was to spur housing growth. The redesignation to Residential allows for a more simplified approach to development while maintaining the intention of the Municipal Plan.

23 & 27 Humber Road

- Zoning change from Open Space to Residential Commercial Mix.
- Amendment is required to facilitate the redevelopment of two buildings along a collector road.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Open Space to Residential Commercial Mix
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as there are existing builds on the site and the redevelopment of those buildings contributes to the character of the Humber Road corridor. Section 4.4 identifies Residential Commercial Mix areas as being located on collector or arterial streets and policy positions these areas for increased density.

Massey Drive / TCH Area

- Zoning change from Rural to Light Industrial.
- Amendment is required to legalize a non-conforming use and to facilitate the development of a storage warehouse in the future.
- It is important to note that development of the site that requires connection to sanitary sewer will require the installation of a lift station.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Rural to Light Industrial.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing use of the site is classified as light industrial. Policies under section 4.5 of the Municipal Plan acknowledge the intention of light industrial areas to be less intensive or disruptive to surrounding land uses.

Bolands Avenue and Barry Place

- Zoning change from General Industrial to Residential Medium Density.
- Amendment is required to facilitate redevelopment of residential lots and position the vacant property for residential infill development.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from General Industrial to Residential.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the predominant land use pattern along the frontage of Barry Place and extending into Star Street is residential. The change supports increased residential growth while limiting industrial encroachment from Griffin Drive. The policies of section 9.4.1 identify residential infill as an important method of expanding the residential land base. The proposed change positions land for residential infill development at a variety of scales.

649 O'Connell Drive

- Zoning change from Open Space to Residential Medium Density.
- Amendment is required to bring existing use into conformity with the Municipal Plan.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Open Space to Residential.

- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing land use on the site is a single detached dwelling.

Public Consultation

[To be completed follow consultation]

Development Regulations Amendment No. 25-02

The Corner Brook Development Regulations is hereby amended by rezoning the following properties as described and as per the attached series of Land Use Zoning Map amendments.

Drawing Title	Address / Description	Existing Land Use Zone	Amended Land Use Zone
Land Use Zoning Map C2 Amendment No. 25-02	55 Premier Drive	RMD	GC
Land Use Zoning Map C1 Amendment No. 25-02	785 & 799 O'Connell Drive	CRDA	RMD
Land Use Zoning Map C2 Amendment No. 25-02	23 & 27 Humber Road	OS	RCM
Land Use Zoning Map C4 Amendment No. 25-02	Massey Drive / TCH Area	R	LI
Land Use Zoning Map C4 Amendment No. 25-02	Bolands Avenue and Barry Place	GI	RMD
Land Use Zoning Map C1 Amendment No. 25-02	649 O'Connell Drive	OS	RMD

CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 25-02
**AMENDMENT TO THE GENERALIZED FUTURE LAND USE MAP A - RE-
 DESIGNATION OF PROPERTIES**

Background

The Planning and Development Department received a series of requests to change land use designations as part of the ongoing Municipal Plan update process. Given the anticipated approval and registration timelines associated with the new Municipal Plan, the requests are being accommodated through amendments to the Generalized Future Land Use Map of the Integrated Municipal Sustainability Plan.

A description of each amendment and associated plan policy compliance is offered below:

55 Premier Drive

- Change from Residential to General Commercial
- Amendment is required to facilitate the expansion of the existing funeral home and extend the parking lot.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as it facilitates the continuation an existing use which borders a residential area and forms part of mixed use node at the intersection of Premier Drive, Edinburgh Avenue, and St. Marks Avenue. Policy 21 directs General Commercial areas to include a range of shops and services which serve the adjacent residential neighbourhood.

785 & 799 O'Connell Drive

- Change from Comprehensive Residential Development Area to Residential
- Amendment is required to facilitate residential development on the vacant lots.
- It is important to note that building permits cannot be issued at this site without a septic system approved by Service NL.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the intention of the Comprehensive Residential Development Area was to spur housing growth. The redesignation to Residential allows for a more simplified approach to development while maintaining the intention of the Municipal Plan.

23 & 27 Humber Road

- Change from Open Space to Residential Commercial Mix
- Amendment is required to facilitate the redevelopment of two buildings along a collector road.
- The change conforms with the intention of the Municipal Plan.

- The change is supportable as there are existing builds on the site and the redevelopment of those buildings contributes to the character of the Humber Road corridor. Section 4.4 identifies Residential Commercial Mix areas as being located on collector or arterial streets and policy positions these areas for increased density.

Massey Drive / TCH Area

- Change from Rural to Light Industrial
- Amendment is required to legalize a non-conforming use and to facilitate the development of a storage warehouse in the future.
- It is important to note that development of the site that requires connection to sanitary sewer will require the installation of a lift station.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing use of the site is classified as light industrial. Policies under section 4.5 of the Municipal Plan acknowledge the intention of light industrial areas to be less intensive or disruptive to surrounding land uses.

Bolands Avenue and Barry Place

- Change from General Industrial to Residential
- Amendment is required to facilitate redevelopment of residential lots and position the vacant property for residential infill development.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the predominant land use pattern along the frontage of Barry Place and extending into Star Street is residential. The change supports increased residential growth while limiting industrial encroachment from Griffin Drive. The policies of section 9.4.1 identify residential infill as an important method of expanding the residential land base. The proposed change positions land for residential infill development at a variety of scales.

649 O'Connell Drive

- Change from Open Space to Residential
- Amendment is required to bring existing use into conformity with the Municipal Plan.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing land use on the site is a single detached dwelling.

Public Consultation

[To be completed follow consultation]

Municipal Plan Amendment No. 25-02

The Corner Brook Integrated Municipal Sustainability Plan is hereby amended by re-designating the following properties as described and as per the attached ‘Generalized Future Land Use Map A – Amendment No. 25-02’.

Address / Description	Existing Land Use Designation	Amended Land Use Designation
55 Premier Drive	RES	GC
785 & 799 O’Connell Drive	CRDA	RES
23 & 27 Humber Road	OS	RCM
Massey Drive / TCH Area	R	LI
Bolands Avenue and Barry Place	GI	RES
649 O’Connell Drive	OS	RES

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

ZONING BOUNDARY

CHANGE FROM RES TO GC

Land Use Designations

Residential

RES

Shopping Centre

SC

Open Space

OS

Mineral Working

MW

Comprehensive Residential
Development Area

CRDA

Large Scale Commercial

LSC

Cemetery

C

Special Management Area

SMA

Townsite Heritage
Conservation District

THCD

Waterfront Mixed Use

WMU

Environmental Protection

EP

Downtown

DT

General Industrial

GI

Environmental Conservation

EC

General Commercial

GC

Light Industrial

LI

Protected Water Supply Area

PWSA

Residential/Commercial Mix

RCM

Hazardous Industrial

HI

Rural

R

Highway and Tourist Commercial

HTC

Innovation District

ID

Solid Waste/Scrap Yard

SW/SY

Community Service

CS

CITY OF CORNER BROOK

PROJECT TITLE:

**INTEGRATED MUNICIPAL
SUSTAINABILITY PLAN 2012**

DRAWING TITLE:

**GENERALIZED FUTURE LAND USE
MAP A
AMENDMENT NO. 25-02**



City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250



DESCRIPTION

**LAND USE DESIGNATION CHANGE
55 PREMIER DRIVE
FROM RESIDENTIAL TO GENERAL COMMERCIAL**

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
with the requirements of the Urban and Rural
Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated
Municipal Sustainability Plan 2012, Map _____ is
a correct copy of the Integrated Municipal
Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

ZONING BOUNDARY



CHANGE FROM CRDA TO RES

Land Use Designations

Residential

RES

Shopping Centre

SC

Open Space

OS

Mineral Working

MW

Comprehensive Residential
Development Area

CRDA

Large Scale Commercial

LSC

Cemetery

C

Special Management Area

SMA

Townsite Heritage
Conservation District

THCD

Waterfront Mixed Use

WMU

Environmental Protection

EP

Downtown

DT

General Industrial

GI

Environmental Conservation

EC

General Commercial

GC

Light Industrial

LI

Protected Water Supply Area

PWSA

Residential/Commercial Mix

RCM

Hazardous Industrial

HI

Rural

R

Highway and Tourist Commercial

HTC

Innovation District

ID

Solid Waste/Scrap Yard

SW/SY

Community Service

CS

CITY OF CORNER BROOK

PROJECT TITLE:

**INTEGRATED MUNICIPAL
SUSTAINABILITY PLAN 2012**

DRAWING TITLE:

**GENERALIZED FUTURE LAND USE
MAP A
AMENDMENT NO. 25-02**



City of Corner Brook
Community Services Department
Planning Division

DATE: NOVEMBER 2024

SCALE: 1:1250



DESCRIPTION

**LAND USE DESIGNATION CHANGE
785 AND 799 O'CONNELL DRIVE
FROM COMPREHENSIVE RESIDENTIAL DEVELOPMENT
AREA TO RESIDENTIAL**

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
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Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated
Municipal Sustainability Plan 2012, Map _____ is
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Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

Land Use Designations

Residential

RES

Shopping Centre

SC

Open Space

OS

Mineral Working

MW

Comprehensive Residential
Development Area

CRDA

Large Scale Commercial

LSC

Cemetery

C

Special Management Area

SMA

Townsite Heritage
Conservation District

THCD

Waterfront Mixed Use

WMU

Environmental Protection

EP

Downtown

DT

General Industrial

GI

Environmental Conservation

EC

General Commercial

GC

Light Industrial

LI

Protected Water Supply Area

PWSA

Residential/Commercial Mix

RCM

Hazardous Industrial

HI

Rural

R

Highway and Tourist Commercial

HTC

Innovation District

ID

Solid Waste/Scrap Yard

SW/SY

Community Service

CS

CITY OF CORNER BROOK

PROJECT TITLE:

**INTEGRATED MUNICIPAL
SUSTAINABILITY PLAN 2012**

DRAWING TITLE:

**GENERALIZED FUTURE LAND USE
MAP A
AMENDMENT NO. 25-02**



City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:2500



DESCRIPTION

**LAND USE DESIGNATION CHANGE
TCH - MASSEY DRIVE AREA
FROM RURAL TO LIGHT INDUSTRIAL**

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
with the requirements of the Urban and Rural
Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated
Municipal Sustainability Plan 2012, Map _____ is
a correct copy of the Integrated Municipal
Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)

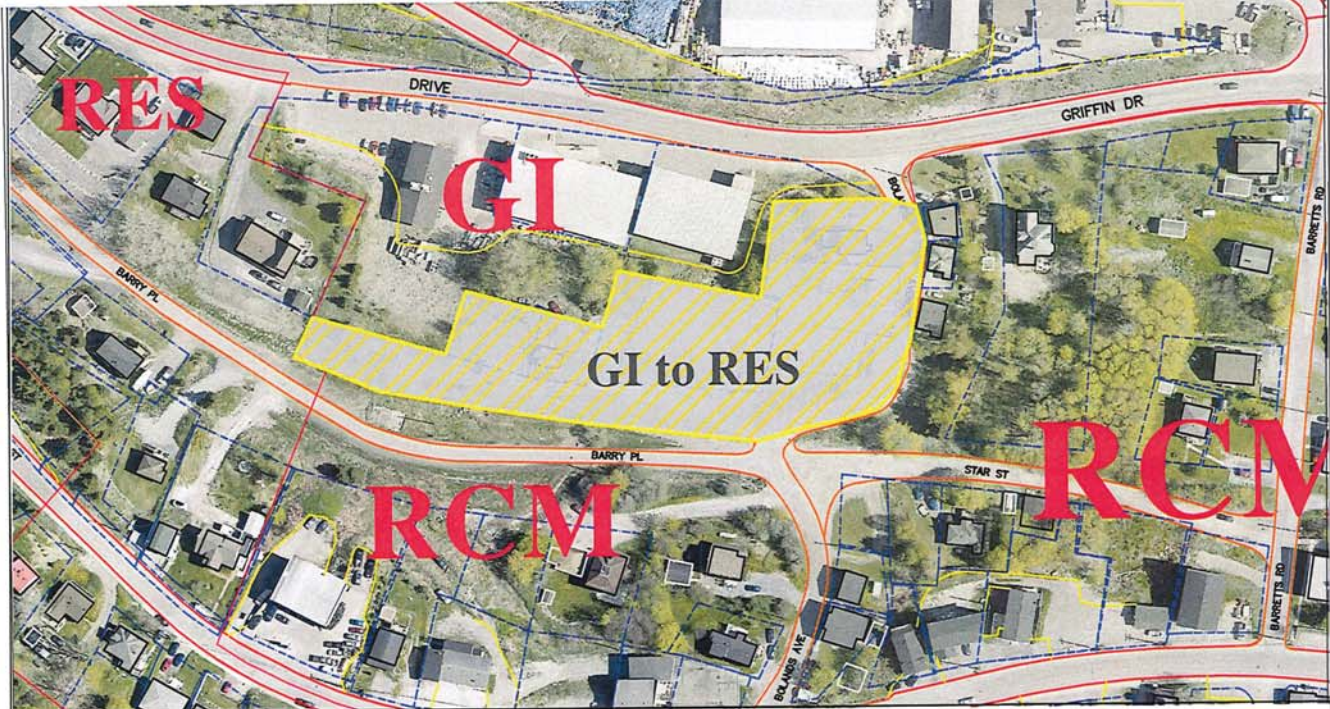
THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

ZONING BOUNDARY



CHANGE FROM GI TO RES

Land Use Designations

Residential	RES	Shopping Centre	SC	Open Space	OS	Mineral Working	MW
Comprehensive Residential Development Area	CRDA	Large Scale Commercial	LSC	Cemetery	C	Special Management Area	SMA
Townsite Heritage Conservation District	THCD	Waterfront Mixed Use	WMU	Environmental Protection	EP		
Downtown	DT	General Industrial	GI	Environmental Conservation	EC		
General Commercial	GC	Light Industrial	LI	Protected Water Supply Area	PWSA		
Residential/Commercial Mix	RCM	Hazardous Industrial	HI	Rural	R		
Highway and Tourist Commercial	HTC	Innovation District	ID	Solid Waste/Scrap Yard	SW/SY		
Community Service	CS						

CITY OF CORNER BROOK

PROJECT TITLE:

INTEGRATED MUNICIPAL
SUSTAINABILITY PLAN 2012

DRAWING TITLE:

GENERALIZED FUTURE LAND USE
MAP A
AMENDMENT NO. 25-02



City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:2000



DESCRIPTION

LAND USE DESIGNATION CHANGE
BARRY PLACE & BOLANDS AVE
FROM GENERAL INDUSTRIAL TO RESIDENTIAL

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
CITY OF CORNER BROOK, BUILDING & OTHERS

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
with the requirements of the Urban and Rural
Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated
Municipal Sustainability Plan 2012, Map _____ is
a correct copy of the Integrated Municipal
Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

ZONING BOUNDARY



CHANGE FROM OS TO RES

Land Use Designations

Residential

RES

Shopping Centre

SC

Open Space

OS

Mineral Working

MW

Comprehensive Residential
Development Area

CRDA

Large Scale Commercial

LSC

Cemetery

C

Special Management Area

SMA

Townsite Heritage
Conservation District

THCD

Waterfront Mixed Use

WMU

Environmental Protection

EP

Downtown

DT

General Industrial

GI

Environmental Conservation

EC

General Commercial

GC

Light Industrial

LI

Protected Water Supply Area

PWSA

Residential/Commercial Mix

RCM

Hazardous Industrial

HI

Rural

R

Highway and Tourist Commercial

HTC

Innovation District

ID

Solid Waste/Scrap Yard

SW/SY

Community Service

CS

CITY OF CORNER BROOK

PROJECT TITLE:

INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:

GENERALIZED FUTURE LAND USE MAP A AMENDMENT NO. 25-02



City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250



DESCRIPTION

LAND USE DESIGNATION CHANGE
649 O'CONNELL DRIVE
FROM OPEN SPACE TO RESIDENTIAL

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
with the requirements of the Urban and Rural
Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

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Municipal Sustainability Plan 2012, Map _____ is
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Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)

REGISTERED

Number _____

Date _____

Signature _____



LEGEND

ZONING BOUNDARY



CHANGE FROM OS TO RCM

Land Use Designations

Residential

RES

Shopping Centre

SC

Open Space

OS

Mineral Working

MW

Comprehensive Residential
Development Area

CRDA

Large Scale Commercial

LSC

Cemetery

C

Special Management Area

SMA

Townsite Heritage
Conservation District

THCD

Waterfront Mixed Use

WMU

Environmental Protection

EP

Downtown

DT

General Industrial

GI

Environmental Conservation

EC

General Commercial

GC

Light Industrial

LI

Protected Water Supply Area

PWSA

Residential/Commercial Mix

RCM

Hazardous Industrial

HI

Rural

R

Highway and Tourist Commercial

HTC

Innovation District

ID

Solid Waste/Scrap Yard

SW/SY

Community Service

CS

CITY OF CORNER BROOK

PROJECT TITLE:

**INTEGRATED MUNICIPAL
SUSTAINABILITY PLAN 2012**

DRAWING TITLE:

**GENERALIZED FUTURE LAND USE
MAP A
AMENDMENT NO. 25-02**



City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250



DESCRIPTION

**LAND USE DESIGNATION CHANGE
23 & 27 HUMBER ROAD
FROM OPEN SPACE TO RESIDENTIAL COMMERCIAL MIX**

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK
SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I hereby certify that this City of Corner Brook
Integrated Municipal Sustainability Plan 2012,
Map _____ has been prepared in accordance
with the requirements of the Urban and Rural
Planning Act.

M.C.I.P. _____

DATE _____

(M.C.I.P. SEAL)

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated
Municipal Sustainability Plan 2012, Map _____ is
a correct copy of the Integrated Municipal
Sustainability Plan 2012, Map _____ approved by
the Council of the City of Corner Brook on the
_____ day of _____,
(month) (year)

MAYOR _____

CLERK _____

(COUNCIL SEAL)



Request for Decision (RFD)

Subject: 25-27 Broadway (Discretionary Use/Amusement)

To: Deon Rumbolt
Meeting: Regular Meeting - 14 Apr 2025
Department: Development and Planning
Staff Contact: Darryl Skinner, Development Skinner
Topic Overview: Proposed Arcade at 25-27 Broadway / (Discretionary Use)
Attachments: [25-27 Broadway \(memo \)](#)
[Attachment #1](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application requesting permission to operate an Amusement Use, (Arcade) from the building located at 25-27 Broadway, Corner Brook, NL. The building is in the Downtown Commercial Zone where the proposed use, (Amusement) is considered a "Discretionary Use" of the City of Corner Brook's Development Regulations.

On March, 31, 2025 the application was posted on the City of Corner Brook's website and also on the City of Corner Brooks Facebook page. The city did receive twenty six (26) e-mails of support from the public on this application. There were no submittals opposing the application.

PROPOSED RESOLUTION:

Be it resolved that Council of the City of Corner Brook in its Authority approve the application for the proposed Arcade at 25-27 Broadway , Corner Brook, NL.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 Section 128

RECOMMENDATION:

After reviewing the proposed application and location, staff does not feel that an Arcade at 25-27 Broadway will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed Arcade at 25-27 Broadway, Corner Brook, NL.

ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook approve the application for the proposed Amusement Use, (Arcade) at 25-27 Broadway as recommended.
2. That the Council of the City of Corner Brook not approve the application for the proposed Amusement Use, (Arcade) at 25-27 Broadway .

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

	Approved - 09 Apr 2025
Director of Engineering, Development and Operational Services	Approved - 09 Apr 2025
City Manager	Approved - 09 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

City Manager

Memo

To: Deon Rumbolt, Manager of Development and Planning

From: Darryl Skinner, Development Inspector III

Date: April 8, 2025

Re: Discretionary Use / Amusement (Arcade) 25-27 Broadway

The City of Corner Brook has received an application requesting permission to operate an Amusement Use, (Arcade) from the second floor of the building located at 25-27 Broadway, Corner Brook, NL. The building is in the Downtown Commercial Zone where the proposed use, (Amusement) is considered a **“Discretionary Use”** of the City of Corner Brook’s Development Regulations.

On March 31, 2025 the application was posted on the City of Corner Brook’s website and also on the City of Corner Brook’s Facebook page. The city did receive twenty six (26) responses from the public supporting the application. There were no submittals opposing the application.

After reviewing the proposed application and location, staff does not feel that an Arcade will have any negative impacts on the surrounding area. Therefore, it is recommended that Council approve the application for the proposed Arcade at 25-27 Broadway, Corner Brook, NL.


Sincerely,




Darryl Skinner
Development Inspector III

Attachments:

1. Picture of Lot Location
2. RFD



© 2025 Google

 City of Corner Brook Community Services Department Planning Division 5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada A2H 6E1 709-637-1666 city.hall@cornerbrook.com	PROJECT: Proposed Arcade		NOTES:	LOCATION: 25-27 Broadway		
	TITLE: Arcade			PREPARED BY: Darryl Skinner		
	THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.			DEPARTMENT: CEDP		
				DATE:		
				PAGE: 1	OF 1	
				VERSION: 1		



Request for Decision (RFD)

Subject: Discretionary Use - 81 Birchy Cove Drive - Homed Based Child Care

To: Deon Rumbolt
Meeting: Regular Meeting - 14 Apr 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Discretionary Use - 81 Birchy Cove Drive
Attachments: [Figure 1 - 81 Birchy Cove Drive](#)
[Application - 81 Birchy Cove Drive](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based child care from the dwelling located at 81 Birchy Cove Drive which is located in a Residential Medium Density Zone. A home based child care is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 81 Birchy Cove Drive indicating the above mentioned request. As a result of this notice, no submissions were received.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to operate a home based child care from the dwelling located at 81 Birchy Cove Drive in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 11

RECOMMENDATION:


Staff recommends option #1.


ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based child care from the dwelling located at 81 Birchy Cove Drive in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based child care from the dwelling located at 81 Birchy Cove Drive in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

City Manager	Approved - 10 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025
	Approved - 10 Apr 2025

City Manager



 City of Corner Brook Community Services Department Planning Division 5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com	PROJECT: Discretionary Use		NOTES:
	TITLE: Home Based Child Care		
	THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.		
LOCATION: 81 Birchy Cove Drive		PREPARED BY: J. King	
DEPARTMENT: Development & Planning		DATE: 2025-04-09	
PAGE: 1		OF 1	VERSION: 1

CITY OF CORNER BROOK

BUILDING INSPECTION OFFICE, COMMUNITY SERVICES, CITY HALL, 637-1500
BUILDING PERMIT / DEVELOPMENT APPLICATION

RESERVED FOR OFFICE USE	
PROPERTY ID _____	PERMIT NUMBER _____

OWNER / APPLICANT: [REDACTED]	DATE: March 20 th , 2025
ADDRESS: 81 Birchy Cove Drive	EMAIL: [REDACTED]
CITY: Corner Brook	PROVINCE: NL
POSTAL CODE: A2H 6W8	TELEPHONE: [REDACTED]
PROPERTY LOCATION:	
BUILDER:	
ADDRESS: 81 Birchy Cove Dr	
CITY: Corner Brook	PROVINCE: NL
POSTAL CODE: A2H 6W8	TELEPHONE: [REDACTED]

BUILDING PERMIT APPLICATION (Please check appropriate box)		
<u>BUILDING TYPE</u>	<u>CONSTRUCTION TYPE</u>	PATIO / DECK <input type="checkbox"/>
ASSEMBLY <input type="checkbox"/>	ERECT (NEW) <input type="checkbox"/>	CARPORT / GARAGE <input type="checkbox"/>
INSTITUTIONAL <input type="checkbox"/>	REPAIR <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>
RESIDENTIAL <input type="checkbox"/>	EXTEND <input type="checkbox"/>	APARTMENT <input type="checkbox"/>
BUSINESS / SERVICE <input type="checkbox"/>	ALTERATION <input type="checkbox"/>	RETAINING WALL <input type="checkbox"/>
MERCANTILE <input type="checkbox"/>	SIGN <input type="checkbox"/>	DRIVEWAY <input type="checkbox"/>
INDUSTRIAL <input type="checkbox"/>	POOL <input type="checkbox"/>	OTHER <input type="checkbox"/>

DEVELOPMENT APPLICATION (Please check appropriate box)		SITE DEVELOPMENT <input type="checkbox"/>
<u>DEVELOPMENT TYPE</u>		HOME BASED BUSINESS <input checked="" type="checkbox"/>
RESIDENTIAL DEMOLITION <input type="checkbox"/>		NEW BUSINESS <input type="checkbox"/>
COMMERCIAL DEMOLITION <input type="checkbox"/>		CHANGE OF USE <input type="checkbox"/>
SUBDIVISION / CONSOLIDATION OF PROPERTY <input type="checkbox"/>		RELOCATION OF BUILDING <input type="checkbox"/>
NEW BUILDING (RESIDENTIAL / COMMERCIAL) <input type="checkbox"/>		OTHER <input type="checkbox"/>

DESCRIPTION OF WORK:
a home Day Care
ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ _____

DECLARATION: I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.	
NOTE: Where the Applicant and Property Owner are not the same, the signature of the Property Owner may be required before the application can be processed.	
SIGNED BY: [REDACTED]	APPLICANT: [REDACTED]
PROPERTY OWNER: [REDACTED]	WITNESS: [REDACTED]

THIS APPLICATION IS NOT VALID UNTIL COMPLETED AND SIGNED
SEE REVERSE FOR FEES AND CONDITIONS



Request for Decision (RFD)

Subject: Proposed Street Closure - Todd Street (Along the Hew & Draw Hotel)

To: Deon Rumbolt
Meeting: Regular Meeting - 14 Apr 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Proposed Street Closure
Attachments: [Figure 1 - Safe Access Drawing](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to close a portion of Todd Street along the Hew & Draw Hotel as shown on the attached drawing (please see Figure 1 - Safe Access Drawing). The purpose of this street closure is to accommodate a summer event tent (tent and fenced area) from the period of June 1, 2025 to September 30, 2025. This road closure and event tent was in place for the 2023 and 2024 seasons with few issues. The event tent and fencing will remain in place throughout this period and will be removed at the end of the season. If approved, it will be required that the applicant follow the attached Safe Access Drawing which includes entry points and the installation of required safety signage at their cost.

PROPOSED RESOLUTION:

It is RESOLVED to approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2025 to September 30, 2025.

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
 191

RECOMMENDATION:

Staff recommends Option #1.

ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2025 to September 30, 2025.
2. That Council not approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2025 to September 30, 2025.
3. That the Council of the City of Corner Brook provides other direction to staff.

City Manager
Legislative Assistant

Approved - 10 Apr 2025
Approved - 10 Apr 2025
Approved - 10 Apr 2025

City Manager

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON ORANGE BACKING
- * SIGNS TO BE RETROREFLECTIVE

TODD ST
CLOSED

SIGN DETAIL 1

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON SILVER BACKING
- * SIGNS TO BE RETROREFLECTIVE

HEW & DRAW
HOTEL PARKING

TRAIL PARKING

SIGN DETAIL 2

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON SILVER BACKING
- * SIGNS TO BE RETROREFLECTIVE

HEW & DRAW
HOTEL PARKING

TRAIL PARKING

SIGN DETAIL 3



RB-23

Entry Prohibited S

SIGN DETAIL 4

AMP/PERMIT :

DRAWING TITLE:

SIGN LEGEND

PROJECT:

HEW & DRAW
ACCESS PLAN

SCALE: NT S

NTS

PROJECT No.

DRAWING No.

REVISIONS:

APPROVED BY :

CHECKED BY :	
--------------	--

DRAWN BY



CORP



Information Report (IR)

Subject: Notice of Motion - Recreational Vehicles Regulation, 2022

To: Darren Charters
Meeting: Regular Meeting - 14 Apr 2025
Department: Protective Services
Staff Contact: Todd Flynn, Director of Protective Services
Topic Overview: Notice of Motion - Recreational Vehicles Regulation, 2022
Attachments: [Schedule A 2025](#)

BACKGROUND INFORMATION:

The Corner Brook Bay of Islands Yacht Club is requesting that the ATV Community be able to access their facilities. The Corner Brook Bay of Islands Yacht Club is a non-profit organization that includes a full-service laundry, washrooms, showers, members lounge, and a 70-boat capacity, that operates from May to October. This is a prime location for ATV riders & tourists to stop. This amendment to Schedule A will connect the current designated route of Petries Street to Pikes Avenue, and Connors Road to Bartletts Avenue, enabling access to the Bay of Islands Yacht Club.

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

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

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

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

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

Notice is hereby given that at the Public Council Meeting on May 12, 2025, the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of Section 201 and 202 of the City of Corner Brook Act, 1990 and Section 15 of the Off-Road Vehicles Act, 2021, and all other enabling powers, the Council of the City of Corner Brook hereby amends the Recreational Vehicles Regulation 2022, by adding a revised Schedule A which will permit operation on the added streets of Pikes Avenue, Connors Road, and Bartletts Avenue.

Director of Protective Services	Approved - 09 Apr 2025
City Manager	Approved - 09 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

City Manager

Schedule "A" (2025)

Permitted All-Terrain Vehicle Routes

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

- Riverside Drive, west from intersection of the Northshore Highway;
- Main Street;
- Herald Avenue;
- Broadway;
- Pier Road;
- Griffin Drive;
- Petries Street (from the intersection of Curling Street to the intersection of McLeod's Lane);
- McLeod's Lane;
- Confederation Drive;
- Massey Drive;
- Lundrigan Drive.
- Sunnyslope Drive
- Country Road
- Popular Road
- Caribou Road (from intersection of Popular Road to Broadway)
- West Valley Road
- Corporal Pinksen Memorial Drive
- University Avenue (from intersection of Corporal Pinksen Memorial Drive south to O'Connell Drive)
- Mt. Bernard Avenue
- Pikes Avenue to the Bay of Islands Yacht Club
- Connors Road to Bartletts Avenue to the Bay of Islands Yacht Club

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

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

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

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



Request for Decision (RFD)

Subject: Alternate Returning Officer for Municipal Election 2025

To: Jessica Smith
Meeting: Regular Meeting - 14 Apr 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The appointment of an Alternate Returning Officer for the 2025 Municipal Election.

BACKGROUND INFORMATION:

Staff have been working on preparations for the 2025 municipal election taking place on October 2nd. This election will once again offer multiple avenues for voting such as in person, advance polls and vote by mail. Staff are exploring options to increase awareness, efficiency and accessibility in this year's election. There will be a candidates information session held in May for anyone who is interested in running for Council. The session will provide some details about the election and nomination process, as well as information regarding the roles and responsibilities of a Councillor.

Another important step in preparing for the Election is to designate an Alternate Returning Officer in accordance with the Municipal Election Act, 2001. The Act designates the City Clerk as the Returning Officer for municipal general elections and requires the appointment, by motion of Council, of an Alternate Returning Officer to perform the duties of the Returning Officer in the event the Returning Officer cannot perform those duties and to maintain the election process.

PROPOSED RESOLUTION:

It is **RESOLVED** to appoint the Legislative Assistant as the Alternate Returning officer for the 2025 municipal election.

GOVERNANCE IMPLICATIONS:

Legislation
 Municipal Elections Act
 13 (2)

RECOMMENDATION:

It is recommended to appoint the Legislative Assistant as the Alternate Returning Officer for the 2025 Municipal Election.

ALTERNATIVE IMPLICATIONS:

- 1. Council approve appointment of the Legislative Assistant as the Alternate Returning Officer for the 2025 municipal election.
- 2. Council reject the recommendation and appoints another individual as the Alternate Returning Officer.

City Clerk	Approved - 07 Apr 2025
City Manager	Approved - 07 Apr 2025
Legislative Assistant	Approved - 10 Apr 2025

City Manager