



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 **June 9, 2025 at 7 p.m.. City Hall Council Chambers.**

CITY CLERK

Page

1 CALL MEETING TO ORDER

3

1.1 Land Acknowledgement

2 APPROVALS

2.1 Approval of Agenda

5 - 12

2.2 Approval of Minutes- Committee of the Whole May 26, 2025

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 CORRESPONDENCE/PROCLAMATIONS/PETITIONS/

13 - 20

4.1 Proclamations and Events

5 TENDERS/CONTRACTS/CHANGE ORDERS

21 - 30

5.1 Margaret Bowater Park Cleaning Grant 2025

31 - 35

5.2 Asphalt Paving Program 2025-07

37 - 44

5.3 Asphalt Consulting Fee Request 2025

45 - 48

5.4 Operation of Corner Brook Transit - Change Order 2

49 - 57

5.5 Regional Recreation Center Change order No. 70

6 REPORTS

59 - 62

6.1 2025 Lawn Repairs

7 PLANNING AND DEVELOPMENT

63 - 66

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

67 - 70	7.2	Discretionary Use - 12 West Avenue - Home Based Business Office
8		REGULATION/POLICY
71 - 91	8.1	City of Corner Brook Teenage Dance Hall Regulations Repeal
93 - 102	8.2	2025 Elections - Vote by Mail
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, 26 MAY, 2025 AT 7:00 PM**

PRESENT:

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

Absent with regrets: Councillor C. Pender, Councillor P. Gill and D. Charters, City Manager

COW25-32 Land Acknowledgement

Deputy Mayor L. Chaisson read the Land Acknowledgement.

COW25-33 Approval of Agenda

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

COW25-34 Approval of Minutes- Regular Meeting May 12, 2025

On motion by Councillor B. Griffin, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the minutes of the Regular Meeting of May 12, 2025. **MOTION CARRIED.**

COW25-35 Business Arising From Minutes

Deputy Mayor L. Chaisson requested an update on the cut-offs for appointments for garbage and leaf pick up. The Director of Engineering, Development and Operational Services advised that the cut off for taking appointments is tomorrow May 27th and the bulk drop off is running until June 5th.

COW25-36 Proclamations and Events

The Mayor declared the following proclamations were made:

- May was declared MS Awareness Month;
- June was declared Recreation Month.

COW25-37 Public Works Summary April 19th to May 20th, 2025

Deputy Mayor L. Chaisson presented an update on Operational Services for the period of April 19th, 2025 to May 20th, 2025 as follows:

Public Works

- 143 service requests: the top three categories were Lawn Repairs, Potholes/Road Repairs, and Curb Repairs;
- Ongoing services includes downtown wash, spring bulk collection, sinkhole repairs, pothole repairs, and street and sidewalk sweeping;
- Upcoming work includes asphalt patching, line painting, and lawn repairs, greenspace maintenance, and curb/sidewalk repairs;

Water and Wastewater

- 89 service requests: the top three categories were water off/on, curb stop repair, and sewer backup;
- the Water and Wastewater Recoverable Works totaled \$1307.67;
- upcoming maintenance and projects includes: watermain flushing, water supply intake cleaning and inspection, sanitary sewer flushing, and operating the splash pad;
- average water consumption was 20.75 million liters per day during April. This is down from the overall 2024 average of 22.2 million liters per day.

COW25-38 Protective Services Statistics for the month of April 2025

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

- Municipal Enforcement received 37 calls for services;
- Animal Control received 11 calls for services;
- There were 78 Parking related violations issued;
- Corner Brook Fire Department received 40 calls for service;
- PSAP received a total of 7650 calls of which 5436 were transferable;
 - The province is assessing the City for possible locations to place traffic cameras as part of the Province's Traffic Camera Program.

COW25-39 Capital Project and Engineering Committee Updates

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

- **Deep Gulch Brook Culvert Replacement** - Construction ongoing, temporary waterline bypass installed, testing in progress, excavation for culverts commencing the week of June 26 in the trail area;
- **Petries Bridge Street Replacement** - Final review of tender documents in progress;
- **Transit Accessibility Study and Implementation Plan** - Final Report received, Council presentation to occur in June 2025;
- **Elizabeth Street/O'Connell Drive Intersection Improvements** - Anticipated start in July 2025;
- **District Water Meters** - Meters are installed, district Water meters are funded by Multi-Year Capital and are being completed by City forces. It supports the water audit project being completed by CBCL;

-
- **Water Audit/Loss Analysis** - Project underway, the consultant is collecting and reviewing data;
 - **Traffic Detection Upgrade to Improve Intersection Efficiency** - Work has started - no traffic impact anticipated (Main Street/ Riverside Drive, Mill Road/Main Street, Mount Bernard Avenue/ Main Street/ Herald Avenue);
 - **Street Resurfacing** - Tender is issued. Closes June 3rd;
 - **STAR Trail Design & Construction Services** - Awaiting funding application decision from ACOA/IET;
 - **City Hall Atrium Lighting** - Lights received, installation pending in May 2025;
 - **Community Market Feasibility** - What we heard report" expected in early June 2025;
 - **Bartlett's Point Park Bandstand** - The initial concept was received, awaiting feedback from traffic engineers;
 - **Confederation Drive Intersection Design** - Issued for approval, drawings received and under review, follow-up meeting planned with the consultant;
 - **Broadway Storm Sewer** - Work started April 15th, anticipated to be completed in May 2025;
 - **CHIF Funding Application** - Funding has been applied for to complete the following projects:
 - o Wastewater Treatment Facility (Est. \$140M)
 - o Westside Water Reservoir (Est. \$13.3M)
 - o Active Transportation Fund – Country Road Sidewalk (Est. \$2M)
 - o Active Transportation Fund – Confederation Drive Multi-Use Trail (Est. \$3.7M);
 - **Rural Transit Funding Application** - Funding approval received, signing formalities underway;
 - **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** - Study is underway;
 - **Provincial Transit Agreement** - Partnership with the Province of NL to offer seniors on the Guaranteed Income Supplement (GIS), youth receiving youth services and residents of Corner Brook on Income Support. The program is now up and running with a large uptake;
 - **2025 Spring Cleanup** - Cleanup is underway. Some statistics below:
 - o 1289 appointments for pickup made
 - o 1836 visits to the landfill made
 - o Leaf drop-off site has been busy and is open two more days, Thursday, May 29th and June 5th;

- **Aerial Imagery** - Flying has commenced to update aerial imagery of the City;
- **Garbage Collection Contract** - Tender for new contract closed May 23, 2025, submissions under review.

COW25-40 Finance & Administration – YTD April 2025 Financial Results

Councillor V. Granter presented an update from the Finance and Administration Department for the YTD April 2025, as follows:

- total revenues were \$37,590,000 against a budget of \$41,900,000;
- total expenses were \$11,000,000 against a budget of \$41,900,000;
- Accounts Receivables are higher than previous years. This is of concern and the City Collector has been busy contacting taxpayers on their outstanding accounts. Several taxpayers have opted for monthly payment plans for the first time this year due to financial constraints, hence contributing to an increase in outstanding balances.

COW25-41 Development, Planning and Community Services

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

- **74 West Street (KFC)** - interior Exterior Renovations, permit issued;
- **29 Lundrigan Drive (Office/Warehouse)** - permits issued, foundation complete;
- **4 Herald Avenue (Annex converted to Apartment Building)** - architectural drawings received, permit issued for exterior upgrades;
- **39 Confederation Drive** - new car dealership permit complete for Phase #1 (Civil/ Site Works), drawings for Phase #2 currently under review;
- **44 Brook Street (Building Extension)** - permit Issued for foundation;
- **28 Commercial Street (Interior Renovations)** - Partial permit issued;
- **57 Riverside Drive (New Warehouse Building)** - permit issued for foundation;
- **16 West Street (Old Seven Seas -Apartment Building & Commercial Units)** - drawings reviewed, partial permit issued;
- **168 Country Road (New Church)** - permit issued for new church;
- **36 Crestview Avenue (New 6 Unit Apartment Building)** - drawings are under review;
- **28 Murphy Square (Tim Horton's Renovation)** - permits issued – work ongoing;
- **396 O'Connell Dive (2nd Level Renovation)** - permits issued;
- **North Shore Highway (Maintenance Garage (WRWM))** - drawings are under review;

- **93 West Street (Interior Alteration for new restaurant)** - permits issued;
- **14 St. John's Avenue (Daycare)** - drawings are under review;
- **IMSP – New Municipal Plan**
 - o Upland have submitted the final documents.
 - o Public Consultation of the draft plan and regulations is complete. The consultant will compile a report for council to review.

COW25-42 Civic Centre Update

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

The 2025 Spring and Winter seasons at the Civic Centre continued to be busy with lots of activity.

Corner Brook Minor Hockey Association continued their on-going success hosting over 8 Rep tournaments this past winter for all ages groups from U18 to U7/U9 Jamborees – female and male with each tournament hosting an estimated 500+ attendees. As well, Corner Brook hosted two provincial – Easter week tournament with the U11 boys wining the provincial championship at home. Corner Brook also played host to a number of AAA tournaments since January 1st including the U16AAA boys, U13 AAA boys' provincials and a combined weekend where the U15AAA & U18AAA girls hosted provincial championships. All in all, it was a busy and successful year for minor hockey in Corner Brook.

Silver Blades continued to experience growth in registration since the pandemic. After Christmas the club hosted skating seminar with Elizabeth Manley and on May 10th held their annual Ice Show headlined by Kaitlyn Osmond – Newfoundland's own World Figure Skating Champion. This year was the 60th Anniversary of the club and production value was remarkable. Not to mention the local skaters displaying their talent.

April and early May represented an end to most regular groups ice activity and beginning of private programming. The ice will be taken off the Main Arena on Thursday May 15th while the Kinsmen Arena ice will be removed on June 2nd.

The meeting areas were busy with training sessions, AGM's, craft fairs, meetings, banquets, with a highlight of hosting the United Church 100 Anniversary Conference on May 2-4. Upcoming events include Circus Spectacular on May 24th and Monster Trucks on May 29th.

COW25-43 Tourism Update

Councillor P. Keeping presented a Tourism update as follows:

- **Humber Bay of Islands Tourism Committee Update** - The Humber Bay of Islands Tourism Committee is continuing to work

through several important initiatives including a Brand and Marketing Plan, a Regional Wayfinding Strategy, a Regional Website and a Public Launch Strategy;

- **Jigs and Wheels 2025** - The annual Jigs & Wheels Festival is retuning again from July 25 – August 5 featuring Kim Mitchell, known for hits such as “Go For A Soda” and “Patio Lanterns”, as the opening night headliner. More information about the festival can be found at jigsandwheels.ca;
- **Mill Whistler** - ready to return to the streets of Corner Brook. This popular summer attraction will begin operation when the school year comes to an end;
- **Cruise Atlantic Canada – Cruise Symposium** - The City of Corner Brook is a member of Cruise Atlantic Canada and representatives from the City of Corner Brook will be attending the Cruise Canada New England Symposium taking place June 9 – 11 in Halifax, NS. A highlight of this event will be a breakfast that will be attended by more than 150 delegates from the cruise industry and will be jointly sponsored by the City of Corner Brook, NILTA and the Port of Corner Brook. This breakfast will provide an incredible opportunity to showcase what Corner Brook has to offer to our visitors. Additionally, a number of delegates will be visiting Corner Brook before and after the Symposium to experience all that Corner Brook has to offer to the cruise industry.

COW25-44 Recreation Update

Councillor P. Keeping presented a Recreation update as follows:

- **Naming Ceremony** - The Marina Redmond Centre naming ceremony was held on April 15th to officially dedicate the facility in honor of Marina Redmond, who served The City of Corner Brook for 27 years and was a passionate advocate for sports and recreation within Corner Brook. The event celebrated Marina’s decades of service and her lasting impact on the development of local sport and community services. The ceremony featured remarks from city officials, community partners, and Marina’s family, who shared heartfelt reflections on her journey and commitment to public service. A plaque unveiling marked the official name of the facility, followed by a guided tour of the updated spaces. Light refreshments and a community reception concluded the event, fostering a strong sense of local pride and connection. The Marina Redmond Centre now stands as a lasting tribute to Marina’s legacy of leadership, sport, and community empowerment;
- **Marina Redmond Centre Grand Opening** - The grand opening of the Marina Redmond Centre was held on Saturday May 24th at 10:00am, celebrating the official launch of the new facility. The ceremony began with speeches from numerous dignitaries.

Following the speeches, a ceremonial ribbon cutting marked the official opening of the facility.

The public was invited to explore the facility through guided tours, showcasing the modern aquatic spaces, fitness areas, and multi-purpose rooms. The ceremony also included demonstrations of the various amenities at the MRC;

- **Marina Redmond Centre Operational** - The newly completed Aquatic Recreation Centre officially opened its doors to the public on Sunday, May 25th, marking the beginning of full operations. The facility features a range of state-of-the-art amenities including a 25 m training pool, leisure pool, waterslide, splash features, sauna and a modern fitness area;
- **Nora's Fitness Class Update** - Nora's adult fitness class wrapped up a highly successful season, achieving the best participation rates since its startup. The program consistently drew strong attendance, particularly from adults aged 50 and up.
- **Civic Centre Studio Activities** - Recreational programming at the Civic Centre Studio continues over the next month with popular offerings such as pickleball and Active Tots.
- **Artificial Turf at Doug Sweetapple Field** - The artificial turf at Doug Sweetapple Field in Corner Brook is currently being replaced and is nearing completion, marking a much-needed revitalization of one of the city's most heavily used athletic facilities.

COW25-45 Regional Recreation Center Change Order No. 68

On motion by Councillor P. Keeping, seconded by Councillor B. Griffin, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 68 in the amount of \$23,875.61 (HST Included) for Pomerleau Inc. for the Regional Recreation Center. **MOTION CARRIED.**

COW25-46 Regional Recreation Center Change Order NO. 69

On motion by Councillor P. Keeping, seconded by Councillor V. Granter, it is **RESOLVED** that the Corner Brook City Council approve change order no. 69 in the amount of \$40,816.70 (HST included) for the Regional Recreation Center for Pomerleau Inc. **MOTION CARRIED.**

COW25-47 Corner Brook Development Regulations Amendment 25-01

On motion by Councillor B. Griffin, seconded by Councillor V. Granter, it is **RESOLVES** to:

- (1) Adopt proposed text amendment No. 25-01 to the City of Corner Brook's Development Regulations 2012;
- (2) Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and (3) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration. **MOTION CARRIED.**

COW25-48 Notice of Motion - Teen Dance Hall Regulations

Councillor V. Granter presented a Notice of Motion as follows:

Notice is hereby given that at the Regular Meeting of June 9, 2025 the following motion will be brought forward for consideration:

Pursuant to the powers vested in it by virtue of section 39 of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby repeals the City of Corner Brook Teenage Dance Hall Regulations.

COW25-49 Call for 2025-26 Newfoundland and Labrador Community Transportation Program

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** that the Council of the City of Corner Brook authorize staff to submit applications for the 2025-26 Newfoundland and Labrador Community Transportation Program. **MOTION CARRIED.**

COW25-50 Discretionary Use - 303 Georgetown Road - Replace Dwelling in a Rural Zone

On motion by Councillor B. Griffin, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to replace the single dwelling located at 303 Georgetown Road in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

COW25-51 Movemobility Ford Transit Accessible Van

On motion by Deputy Mayor L. Chaisson, seconded by Councillor V. Granter, it is **RESOLVED** that the City of Corner Brook Council approve the purchase of a 2024 Ford Transit Accessible Van, at a purchase price of \$192,259.69 (HST excluded) facilitated through Canoe Procurement. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Darren Charters
Meeting: Regular Meeting - 09 Jun 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.
Attachments: [Early Childhood Educators Week](#)
[Menstrual Health Day](#)
[Hope Air Day](#)
[Oceans Day 2025 proclamation Corner Brook](#)
[2025 Proclamation - June is ALS Awareness Month](#)
[Pride Month Proclamation 2025](#)

BACKGROUND INFORMATION:

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

- **May 25-May 31 was declared Early Childhood Educators Week** - Years of research confirm the benefits of high-quality early learning and child care for young children's intellectual, emotional, social, and physical development. Early Childhood Educators will be vital to the success of the Early Learning and Child Care system.
- **May 28th was declared Menstrual Health Day-** to raise awareness and change how the world perceives menstruation. Striving to achieve menstrual equity by removing the stigma and barriers to education and access to period supplies in communities across Canada.
- **May 30th was declared Provincial Francophone Day in Newfoundland and Labrador-** to honour the vibrant culture, the deep-rooted history, and the many contributions of francophones throughout our province.
- **June 6th was declared Hope Air Day-** a national charity that provides access to healthcare by facilitating free flights and other travel supports for patients in financial need in Newfoundland & Labrador who must access specialty medical care far from home.
- **June 8th was declared World Oceans Day-** day for celebrating the critical role the ocean plays in everyday life and encouraging action to protect it.

- **June was declared ALS Awareness Month-** ALS Newfoundland and Labrador is committed to providing support to ALS clients, their families, and caregivers while helping to find the cause of and a cure for ALS.
- **June was declared Pride Month-** celebrating Pride Month helps spread awareness and visibility of the 2SLGBTQIA community.

City Clerk	Approved - 04 Jun 2025
City Manager	Approved - 04 Jun 2025
Administrative Assistant	Approved - 04 Jun 2025

City Manager

Early Childhood Educators Week

Whereas years of research confirms the benefits of high-quality early learning and child care for young children’s intellectual, emotional, social and physical development and later life outcomes; and

Whereas child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

Whereas trained and knowledgeable Early Childhood Educators are the key to quality in early learning and child care; and

Whereas Early Childhood Educators and child care workers will be vital to the success of the Early Learning and Child Care system;

Now Therefore Be It Resolved That I, Jim Parsons, Mayor of Corner Brook, declare May 25 to May 31, 2025 “Early Childhood Educators Week” in Corner Brook.



Jim Parsons
Mayor



Whereas: 1 in 4 Canadian menstruators (25%) have been forced to make the decision between purchasing menstrual products and purchasing other essentials such as food or rent within the last year. Today we recognize that this is an issue that exists in our community, throughout the province, and across the country.

Whereas: Menstrual Health Day (MH Day) is a global day of action that was initiated by German non-profit WASH United in 2014 to raise awareness and change how the world perceives menstruation.

Whereas: The date of May 28 was chosen to represent the average menstrual cycle, with the average duration of the cycle being 28 days while the average bleeding period is 5 days.

Whereas: The Period Purse, a federally registered charity, strives to achieve menstrual equity by removing the stigma and barriers to education and access to period supplies in communities across Canada.

Whereas: A Period Friendly Canada is a Canada where everyone can access the products, education and infrastructure they need to achieve menstrual health. Working together we can end the root causes of period poverty in our community.

Now Therefore, I Jim Parsons, Mayor of Corner Brook HEREBY PROCLAIM May 28, 2025 as Menstrual Health Day in Corner Brook, NL.

Jim Parsons, Mayor of Corner Brook, NL

Municipal Proclamation

Hope Air Day

June 6, 2025

Whereas, access to healthcare is a fundamental right for all citizens, regardless of their geographic location or financial means;

Whereas, Hope Air, a national charity, provides access to healthcare by facilitating free flights and other travel supports for patients in financial need in Newfoundland & Labrador who must access speciality medical care far from home;

Whereas, Hope Air has been instrumental in bridging the gap to access life saving healthcare both within and out of province, reducing the barriers that often prevent individuals from reaching medical care;

Whereas, the impact of Hope Air extends beyond the individual patients served, positively affecting families, communities, and the healthcare system as a whole;

Now, therefore, be it proclaimed by the [Name of Municipality] that June 6th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of Newfoundlanders & Labradorians.

We urge all citizens to join us in celebrating Hope Air Day and to reflect on the significance of ensuring equitable access to healthcare for all members of our society.

Let us reaffirm our commitment to supporting initiatives that promote health equity and extend our gratitude to Hope Air for their unwavering dedication to serving those in need.

Signed,

Jim Parsons, Mayor
City of Corner Brook

PROCLAMATION WORLD OCEANS DAY 2025

WHEREAS, in 2008 the United Nations General Assembly resolved June 8th as a day for celebrating the critical role the ocean plays in everyday life and encouraging action to protect it, as highlighted by the 2025 theme “Sustaining What Sustains Us”;

WHEREAS, Canada, alongside other nations, has established the goal of conserving 30 percent of the country’s ocean by the year 2030 to protect our valued marine environments;

WHEREAS, a healthy ocean is a major carbon sink that absorbs almost one-third of anthropogenic CO² emissions, thereby mitigating climate change to a large degree;

WHEREAS, a vibrant ocean is necessary for a thriving culture and economy;

WHEREAS, celebrating the ocean can raise the profile of marine conservation’s role in preserving marine habitat and slowing biodiversity loss therein; and

WHEREAS, it is crucial for municipal leaders to recognise the importance of marine stewardship to protect marine habitat, flora, and fauna.

THEREFORE, I, Jim Parsons, Mayor of Corner Brook, do hereby proclaim June 8th, 2025, as World Oceans Day in the City of Corner Brook and acknowledge our role in safeguarding the marine environment, encouraging all to actively protect and conserve the ocean, waterways, habitat, and life therein.

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

Jim Parsons
Mayor
City of Corner Brook



ALS AWARENESS MONTH

June 2025

WHEREAS, the ALS Society of Newfoundland and Labrador, is dedicated to the fight against ALS and supports those living with ALS; and

WHEREAS, the mission of ALS Newfoundland and Labrador is committed to providing support to ALS clients, their families, and caregivers while helping to find the cause of and a cure for ALS; and

WHEREAS, this month friends, family and supporters of those living with ALS will raise awareness about this devastating disease; and

WHEREAS, in June, walks will be held across Canada to honour loved ones, raise funds for research and improve the quality of life for those afflicted with ALS;

THEREFORE, I, Jim Parsons, Mayor of the City of Corner Brook, do hereby proclaim the month of **June 2023 ALS Awareness Month** in Corner Brook.

Jim Parsons, Mayor
City of Corner Brook, NL



PRIDE MONTH 2025

Official declaration by the City of Corner Brook that June 2025 shall be designated as
Pride Month 2025.

WHEREAS the *Canadian Human Rights Act* recognizes that no discrimination on the basis of sex, sexual orientation, gender identity, or gender expression shall be made;

WHEREAS Newfoundland and Labrador is a society, open to everyone, including all those identifying within the 2SLGBTQIA+ community;

WHEREAS discrimination targeting the 2SLGBTQIA+ community remains present in society despite efforts to the contrary;

WHEREAS there is a widespread general agreement opposing discrimination and violence targeting the 2SLGBTQIA+ community;

WHEREAS celebrating ***Pride Month*** helps spread awareness and visibility of the 2SLGBTQIA community;

THEREFORE, the city of Corner Brook is pleased to declare the month of June 2025 as ***Pride Month***;

The decision has been made to declare the month of June, 2025 “PRIDE MONTH”.

Jim Parsons, Mayor
City of Corner Brook

Date

Executive Committee, Corner Brook - Bay of Islands Pride



Request for Decision (RFD)

Subject: Margaret Bowater Park Cleaning Grant 2025

To: Peter Robinson
Meeting: Regular Meeting - 09 Jun 2025
Department: Recreation
Staff Contact: Jessica Parsons, Supervisor of Recreation Services
Topic Overview: The following is to approve cleaning services for the facilities at Margaret Bowater Park
Attachments: [MBP Cleaning 2025](#)

BACKGROUND INFORMATION:

Humber Valley Employment Corporation has been responsible for cleaning the Margaret Bowater Park Building since its opening in 2011. The Humber Valley Employment Corporation is a community organization that collaborates with its partners to facilitate the inclusion of individuals with disabilities into the labor force. Maintaining cleanliness in the park is essential to ensuring an enjoyable experience for residents and visitors. Therefore, these services are an important part of Margaret Bowater Park operations.

PROPOSED RESOLUTION:

BE IT RESOLVED to approve the execution of the grant agreement with the Humber Valley Employment Corporation in the amount of \$26,624.00 (HST inc.) for cleaning services at Margaret Bowater Park.

FINANCIAL IMPACT:

The item is budgeted for under the Recreation Budget - Margaret Bowater Park Cleaning (\$26,624.00 HST inc.).

Budget Code: 1250-64855

Finance Type: Budget

ENVIRONMENTAL IMPLICATIONS:

Agreement includes maintaining the Margaret Bowater Park Building, cleaning the washrooms as well as keeping the facilities clean of garbage and recycling.

RECOMMENDATION:

Staff recommends approving the cleaning agreement for the 2025 season with the Humber Valley Employment Corporation to supply cleaning services at Margaret Bowater Park facilities.

ALTERNATIVE IMPLICATIONS:

Options:

- 1. Council can approve the grant agreement as proposed.
- 2. If Council does not approve the grant agreement as proposed, staff will require further direction as services would need to be acquired for the purpose of cleaning the facility for the 2025 season.

Director of Recreation Services	Approved - 04 Jun 2025
City Manager	Approved - 04 Jun 2025
Administrative Assistant	Approved - 04 Jun 2025

City Manager

THIS GRANT AGREEMENT made at the City of Corner Brook in the Province of Newfoundland & Labrador this ____ day of May Anno Domini two thousand and twenty-three.

BETWEEN **CORNER BROOK CITY COUNCIL**, a body corporate duly continued pursuant to the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended

hereinafter called "The City".

AND **HUMBER VALLEY COMMUNITY EMPLOYMENT CORPORATION**, a body corporate duly registered in the Province of Newfoundland and Labrador

hereinafter called "HVCEC".

WHEREAS the City wishes to have custodial services provided at Margaret Bowater Park;

AND WHEREAS HVCEC wishes to provide custodial services;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT for and in consideration of the mutual covenants and conditions herein set forth, the parties hereby agree as follows:

1. HVCEC agrees to provide the City with custodial services at Margaret Bowater Park ("The Park") located on O'Connell Drive in the City of Corner Brook, including the building thereon which houses the concession stand, washrooms and changerooms, cleaning of the eating area, park grounds and garbage bins and weekly dumpster removal commencing May 20th 2025 and ending October 15th, 2025 ("The Term"). Hours of operation for May 20th, 2025 -September 2nd, 2025, include 11:30 am to 7:30 pm. Hours of operation for September 3rd, 2025– October 12, 2025 - 25 include 3:00 pm – 7:00 pm.
2. The City agrees to pay to HVCEC the sum of Twenty-Six Thousand Six Hundred and Twenty Four Dollars (\$26,624.00) for the provision of custodial services after such services have been provided to the satisfaction of the City in accordance with the provisions set out in this grant agreement upon completion of the services and after final inspection by the City on the 17th of October, 2025.
3. The City covenants to:

- A. Maintain the existing water supply when reasonably possible at the Park for the use of HVCEC in providing custodial services;
 - B. Provide access to the Park as needed for provision of the custodial services;
 - C. To inspect regularly and to notify HVCEC promptly of any dissatisfaction with provision of its custodial services; and
 - D. Ensure the building at the Park is maintained for annual start up operations and annual facility shut down.
4. HVCEC covenants to:
- A. Be responsible for the daily start up and shut down activities related to the custodial services and related equipment;
 - B. Provide the custodial services at the times and in the manners specified in its proposed cleaning contract and attachment to cleaning contract.
 - C. Not assign or transfer the custodial services, or any of its rights or obligations under this Agreement, without the consent of the City, provided that such consent may be arbitrarily refused by the City in its sole and uncontrollable discretion;
 - D. At its own expense obtain all licenses and permits that may be required for and in connection with the provision of custodial services;
 - E. Co-operate with the City and/or its duly authorized representatives, in such tasks as requested pertaining to the provision of custodial services, including but not limited to facilitating the City's entrance to the building at the Park any time for any reason;
 - F. At all times observe and comply with and endeavor to ensure strict observance of and compliance with all statutory requirements, regulations, rules and/or by-laws of every municipal or other authority which in any manner affect or relate to the Park and/or building and/or the use of the Park and/or building, or any part thereof;
 - G. Keep and maintain the washrooms, changerooms, building, and outdoor eating areas in a clean, sanitary, attractive condition that is satisfactory to the City and the

Department of Health and Community Service for the Province of Newfoundland & Labrador and regularly ensure disposal of all garbage, waste and recyclable material and rubbish throughout the Park;

- H. Notify the City immediately with respect to any damage occurring to the Park, the building or the equipment therein;
 - I. Not alter the Park, building or equipment without prior consent of the City;
 - J. Provide sufficient supervision and Personal Protective Equipment to employees while cleaning duties are being completed.
 - K. At all times indemnify and save harmless the City from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever, (including but not limited to those under or in connection with the *Workplace Health, Safety and Compensation Act, RSNL 1990 Ch. W-11*, as amended, or any successor legislation) made or brought against, suffered by or imposed on the City or its property in respect of any loss, damage or injury (including fatal injury) to any person or property (including, without restriction, invitees, employees, agents and property of the City and HVCEC) directly or indirectly arising out of, resulting from or sustained as a result of HVCEC's provision of custodial services;
5. If at any time HVCEC is in default in the performance of any of the covenants and agreements therein set forth to be performed by HVCEC, and such default continues for five(5) days after the receipt by HVCEC of notice in writing from the Supervisor of Recreation Services of the City setting out the particulars of such default, the City shall have the right to terminate this agreement forthwith and thereupon all the rights of HVCEC hereunder shall immediately cease, determine and be at an end, and the City shall not be liable for payment to HVCEC of any moneys whatsoever by reason of such termination or otherwise howsoever, including but not limited to any damages for loss of business.
 6. The City reserves the right to terminate this agreement for any reason without showing cause by giving ten (10) days written notice to HVCEC. Thereupon all the rights of HVCEC hereunder shall immediately cease, determine and be at an end, and the City shall not be liable for payment to HVCEC of any moneys whatsoever by reason of such termination or otherwise including but not limited to any damages for loss of business save and except for such custodial services that have been provided to the City up to the date of termination which payment shall be pro-rated in accordance with

the number of days such services were provided as compared to the total number of days set out in the Term herein.

7. Upon failure by HVCEC to comply with any covenant(s) incumbent upon it under this Agreement within five (5) days after written notice requiring such compliance is given by the City to HVCEC, the City may fulfill such covenant(s) at the sole expense of HVCEC, who shall forthwith upon being invoiced therefor reimburse the City who in default of such reimbursement may collect same as a debt owing and in arrears. Nothing herein prevents the City from electing to terminate this tenancy for default as set out in clause #5 of this Agreement.
8. HVCEC agrees to indemnify the City for any damage to the Park, building or its furnishings and fixtures and any part thereof due to any act of HVCEC, its agents or employees, or of any person using the said premises by reason of the use thereof by HVCEC.
9. The termination of this Agreement shall not affect the liability of either party to this Agreement to the other with respect to any obligation under this indenture which has accrued up to the date of such termination but not been properly satisfied or discharged.
10. Any notice pursuant to any of the provisions of this Agreement shall be deemed to have been properly given if delivered in person, or mailed by prepaid registered post addressed:

- (i) In the case of notice to the City to:

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

- (ii) In the case of notice to HVCEC to:

Humber Valley Community Employment Corporation
P.O. Box 415
Corner Brook, NL
A2H 6E3

Or to such other address as either party may notify the other of, and in the case of

mailing as aforesaid, such notice shall be deemed to have been received by the addressee, in the absence of a major interruption in postal services affecting the handling or delivery thereof, on the fifth (5th) business day, excluding Saturdays, next following the date of mailing.

11. All sums, debts, payments or otherwise, payable to the City under this Agreement shall bear interest commencing the thirtieth (30th) day next following the falling due thereof, at the then current rate of interest charged to the City by its bankers until the actual date of payment.
12. HVCEC shall pay to the City all the City's legal costs on a solicitor and client basis, of all actions or other proceedings in which the City participates in connection with, or arising out of the obligations of HVCEC under this Agreement or arising out of HVCEC's provision of custodial services, except to the extent that the City is not successful therein.
13.
 - (a) No condonation, excusing or overlooking by the City of any default, breach or non-observance of any of HVCEC's obligations under this Agreement at any time shall affect the City's remedies or rights with respect to any subsequent (even if by way of continuation) default, breach or non-observance.
 - (b) No waiver shall be inferred from or implied by anything done or omitted by the City.
 - (c) Any written waiver by the City shall have effect only in accordance with its expressed terms.
 - (d) All rights and remedies of the City under this Agreement shall be cumulative and not alternative.
14. HVCEC acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this agreement other than as set out in this agreement, which constitutes the entire agreement between the parties, concerning the provision of custodial services and which may be modified only by further written agreement under seal.
15. No changes or modifications of any of the terms of this agreement shall be effective unless made in writing and duly executed by both parties.

16. The provisions of this indenture shall be binding upon and ensure to the benefit of the parties and their respective successors and (where applicable), permitted assigns.
17. If any of the provisions of this Agreement are held invalid or unenforceable in any judicial or any other proceeding, such invalidity or unenforceability shall not affect in any way the validity or enforceability of any other provision of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed the day and year first before written.

THE CORPORATE SEAL of the
Corner Brook City Council was
hereunto affixed and these
presents executed by its
duly authorized signing officers
in the presence of:

CORNER BROOK CITY COUNCIL

Witness

Mayor or Deputy Mayor

Witness

City Manager or City Clerk

THE CORPORATE SEAL of the
Humber Valley Community
Employment Corporation was
hereunto affixed and these
presents executed by its
duly authorized signing officers
in the presence of:

Witness

Director



Request for Decision (RFD)

Subject: Asphalt Paving Program 2025-07

To: Donny Burden
Meeting: Regular Meeting - 09 Jun 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Merx Bid Comparison - 17-MYCW-24-00013](#)

BACKGROUND INFORMATION:

The City of Corner Brook has requested bids to replace asphalt and do road repairs in various areas of the City which require intensive repairs and new asphalt. There was an assessment completed by staff to determine a street rehabilitation program. Tenders for the Asphalt Paving Program 2025-07 closed on June 3, 2025 with one bid received from Marine Contractors Inc. in the amount of \$3,495,956.30 HST Included.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award the Contract for the Asphalt Paving Program 2025-07 to Marine Contractors Inc. in the amount of \$3,495,956.30 HST included.

FINANCIAL IMPACT:

Pre-Tender Estimate - \$3,217,357.30 HST Included
 Quantities will be reduced through Change Order to meet funding budgets

Director of Engineering, Development and Operational Services	Approved - 05 Jun 2025
City Manager	Approved - 05 Jun 2025

City Manager

City of Corner Brook - Asphalt Paving Program 2025 - 17-MYCW-24-00013

Project 1

Mobilization & Demobilization (1010)

Code	Description	UOM
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1010		Lump-Sum
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1010		Lump-Sum
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1010		Lump-Sum
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Selected Granular Base & Sub Base Materials (2233)

Code	Description	UOM
2233	PART A - MYCW - 1. Class "A" Compacted Shouldering	Cubic Meter
2233	PART B - GAS TAX - 2. Class "A" Compacted Shouldering	Cubic Meter
2233	PART C - STAR STREET - 1. Class "A" Granular Base	Cubic Meter

Asphalt Tack Coat (2547)

Code	Description	UOM
2547	PART A - MYCW - 1. Supply & Placement of Asphalt Tack Coat	Square Meter
2547	PART B - GAS TAX - 1. Supply & Placement of Asphalt Tack Coat	Square Meter
2547	PART C - STAR STREET - 1. Supply & Placement of Asphalt Tack Coat	Square Meter

Hot Mix Asphaltic Concrete Pavement (2552)

Code	Description	UOM
2552	PART A - MYCW - 1.2 Asphaltic Concrete - Surface Course	Metric Ton/Tonne
2552	PART B - GAS TAX - 1.2 Asphaltic Concrete - Surface Course	Metric Ton/Tonne
2552	PART C - STAR STREET - 1.1 Asphaltic Concrete - Base Course	Metric Ton/Tonne

MARINE CONTRACTORS INC

Project 1

Mobilization & Demobilization (1010)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
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1010	1	25000	25000	1	
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1010	1	2000	2000	1	
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1010	1	11000	11000	1	
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Group Total : \$ 38000

Selected Granular Base & Sub Base Materials (2233)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2233	162	130	21060	1	
2233	24	130	3120	1	
2233	20	130	2600	1	

Group Total : \$ 26780

Asphalt Tack Coat (2547)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2547	37070	3.25	120477.5	1	
2547	7150	4	28600	1	
2547	45	5	225	1	

Group Total : \$ 149302.50

Hot Mix Asphaltic Concrete Pavement (2552)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2552	5100	300	1530000	1	
2552	1000	300	300000	1	
2552	100	300	30000	1	

2552 PART C - STAR STREET - 1.2 Metric Ton/Tonne
Asphaltic Concrete - Surface
Course

2552 100 300 30000 1

Group Total : \$ 1890000

Reshaping & Patching Asphalt Pavement (2574)

Code	Description	UOM
2574	PART A - MYCW - 1. Removal of Asphalt Pavement - Reprofilling	Square Meter
2574	PART A - MYCW - 2. Patching of Asphalt Pavement	Square Meter
2574	PART A - MYCW - 5. Cutting of Asphalt Pavement	Meter
2574	PART A - MYCW - 6. Channel Cut	Meter
2574	PART B - GAS TAX - 1.2 Removal of Asphalt Pavement - Reprofilling	Square Meter
2574	PART B - GAS TAX - 2. Patching of Asphalt Pavement	Square Meter
2574	PART B - GAS TAX - 5. Cutting of Asphalt Pavement	Meter
2574	PART B - GAS TAX - 6. Channel Cut	Meter
2574	PART C - STAR STREET - 1.1 Removal of Asphalt Pavement - Stripping	Square Meter
2574	PART C - STAR STREET - 5. Cutting of Asphalt Pavement	Meter

Reshaping & Patching Asphalt Pavement (2574)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2574	37070	10	370700	1	
2574	200	122	24400	1	
2574	100	25	2500	1	
2574	700	25	17500	1	
2574	7150	10	71500	1	
2574	200	122	24400	1	
2574	250	25	6250	1	
2574	142	25	3550	1	
2574	592	10	5920	1	
2574	35	25	875	1	

Group Total : \$ 527595

Maintenance Holes, Catch Basins, Ditch Inlets (2601)

Code	Description	UOM
2601	PART A - MYCW - 8.1 Manholes - Adjust Existing	Each
2601	PART A - MYCW - 8.2 Manholes - Adjust with Mechanical Riser Ring	Each
2601	PART A - MYCW - 8.3 Manholes - New Standard Frame and Cover	Each
2601	PART A - MYCW - 8.4 Manholes - New Self Adjustable Manhole Frame and Cover	Each
2601	PART A - MYCW - 8.5 Catch Basins - Adjust Existing	Each
2601	PART A - MYCW - 8.6 Catch Basins - Adjust with Concrete Ring	Each
2601	PART A - MYCW - 8.7 Valve Box - Adjust Existing	Each
2601	PART A - MYCW - 8.8 Valve Box - New Sleeve and Cover	Each
2601	PART B - GAS TAX - 8.1 Manholes - Adjust Existing	Each
2601	PART B - GAS TAX - 8.2 Manholes - Adjust with Mechanical Riser Ring	Each
2601	PART B - GAS TAX - 8.3 Manholes - New Standard Frame and Cover	Each
2601	PART B - GAS TAX - 8.4 Manholes - New Self Adjustable Manhole Frame and Cover	Each
2601	PART B - GAS TAX - 8.5 Catch Basins - Adjust Existing	Each

Maintenance Holes, Catch Basins, Ditch Inlets (2601)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2601	30	2030	60900	1	
2601	10	2030	20300	1	
2601	10	2310	23100	1	
2601	5	3570	17850	1	
2601	5	1160	5800	1	
2601	5	1470	7350	1	
2601	15	950	14250	1	
2601	10	1050	10500	1	
2601	4	2030	8120	1	
2601	6	2030	12180	1	
2601	2	2310	4620	1	
2601	2	3570	7140	1	
2601	2	1160	2320	1	

2601	PART B - GAS TAX - 8.6 Catch Basins - Adjust with Concrete Ring	Each	2601	2	1470	2940	1
2601	PART B - GAS TAX - 8.7 Valve Box - Adjust Existing	Each	2601	5	950	4750	1
2601	PART B - GAS TAX - 8.8 Valve Box - New Sleeve and Cover	Each	2601	5	1050	5250	1
2601	PART C - STAR STREET - 1.1 Supply & Placement of Pre-Cast Maintenance Holes Diameter depth 2m or less (diameter size)(including cover)	Each	2601	1	10500	10500	1
2601	PART C - STAR STREET - 6. Catch Basins (including cover)	Each	2601	2	6300	12600	1
2601	PART C - STAR STREET - 8.1 Manholes - Adjust Existing	Each	2601	2	2030	4060	1

Group Total : \$ 234530

Sitework, Demolition & Removal of Structures (2070)

Code	Description	UOM
2070	PART B - GAS TAX - 4. Removal of Asphalt Sidewalk	Meter
2070	PART B - GAS TAX - 5. Removal of Curb & Gutter	Meter
2070	PART C - STAR STREET - 5. Removal of Curb & Gutter	Meter

Sitework, Demolition & Removal of Structures (2070)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2070	82	20	1640	1	
2070	120	25	3000	1	
2070	10	25	250	1	

Group Total : \$ 4890

Curbs, Gutters and Sidewalk (2528)

Code	Description	UOM
2528	PART B - GAS TAX - 1. Supply & Place Granular Base Material	Cubic Meter
2528	PART B - GAS TAX - 2.2 Asphalt Sidewalk - 1350mm x 50mm	Meter
2528	PART B - GAS TAX - 5.1 Curb & Gutter - Slip Form	Meter
2528	PART B - GAS TAX - 5.3 Curb & Gutter - Non Slip Form	Meter
2528	PART C - STAR STREET - 1. Supply & Place Granular Base Material	Cubic Meter
2528	PART C - STAR STREET - 5.1 Curb & Gutter - Slip Form	Meter
2528	PART C - STAR STREET - 5.2 Curb No Gutter - Slip Form	Meter

Curbs, Gutters and Sidewalk (2528)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2528	80	140	11200	1	
2528	82	160	13120	1	
2528	113	185	20905	1	
2528	7	420	2940	1	
2528	60	140	8400	1	
2528	120	185	22200	1	
2528	30	420	12600	1	

Group Total : \$ 91365

Traffic Regulations (1570)

Code	Description	UOM
1570	PART C - STAR STREET - 1. Flag Persons Wages	Hour

Traffic Regulations (1570)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
1570	280	45	12600	1	

Group Total : \$ 12600

Reinstatement and Cleaning (1710)

Code	Description	UOM
1710	PART C - STAR STREET - 2. Ditching	Meter
1710	PART C - STAR STREET - 7. Hydraulic Seeding & Mulching	Square Meter
1710	PART C - STAR STREET - 9. Supply & Placing Topsoil	Square Meter

Reinstatement and Cleaning (1710)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
1710	8	40	320	1	
1710	300	55	16500	1	
1710	300	55	16500	1	

Excavation, Trenching & Backfilling (2223)

Code	Description	UOM
2223	PART C - STAR STREET - 1.1 Main Trench Excavation - Rock	Cubic Meter
2223	PART C - STAR STREET - 1.2 Main Trench Excavation - Common	Cubic Meter
2223	PART C - STAR STREET - 5.1 Granular Pipe Bedding - Type 1	Cubic Meter
2223	PART C - STAR STREET - 8.1 Supply & Placement of Making Tape - Plastic	Meter

Roadway Excavation, Embankment & Compaction (2224)

Code	Description	UOM
2224	PART C - STAR STREET - 1.2 Mass Excavation & Backfill - Common	Cubic Meter

Scarifying & Reshaping (2231)

Code	Description	UOM
2231	PART C - STAR STREET - 1. Scarifying & Reshaping incl. Compaction	Square Meter

Salvage & Reinstallation of Guide Rail (2283)

Code	Description	UOM
2283	PART C - STAR STREET - 1.1 Salvage & Reinstallation of Guide Rail - On New Posts	Meter

Cold Planing (2575)

Code	Description	UOM
2575	PART C - STAR STREET - 1. Cold Planing	Square Meter

Sewer Mains (2702)

Code	Description	UOM
2702	PART C - STAR STREET - 2. Supply & Placement of Storm Sewer (375mm dia HDPE)	Meter
2702	PART C - STAR STREET - 7. Break into & Connect to Existing Maintenance Holes	Each

Harmonized Sales Tax (HST)

Code	Description	UOM
HST	Harmonized Sales Tax (HST)	Lump-Sum

Group Total : \$ 33320

Excavation, Trenching & Backfilling (2223)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2223	2	370	740	1	
2223	65	40	2600	1	
2223	25	105	2625	1	
2223	26.5	3	79.5	1	

Group Total : \$ 6044.5

Roadway Excavation, Embankment & Compaction (2224)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2224	90	40	3600	1	

Group Total : \$ 3600

Scarifying & Reshaping (2231)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2231	660	10	6600	1	

Group Total : \$ 6600

Salvage & Reinstallation of Guide Rail (2283)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2283	20	210	4200	1	

Group Total : \$ 4200

Cold Planing (2575)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2575	25	10	250	1	

Group Total : \$ 250

Sewer Mains (2702)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
2702	26.5	290	7685	1	
2702	1	3200	3200	1	

Group Total : \$ 10885.0

Harmonized Sales Tax (HST)

Code	Quantity	Price	Total Cost	Bid Rank	Buyer Comment
HST	1	455994.3	455994.3	1	

Group Total : \$ 455994.3

Project Total : \$ 3495956.30



Request for Decision (RFD)

Subject: Asphalt Consulting Fee Request 2025

To: Donny Burden

Meeting: Regular Meeting - 09 Jun 2025

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [City of Corner Brook 2025 Paving Program AllRock Consulting Redacted](#)

BACKGROUND INFORMATION:

The City of Corner Brook requires inspection services for the 2025 asphalt paving season. These services comprise of on-site inspections, reporting, and quality assurance of the construction. This proposal covers the consulting services of AllRock Consulting Ltd. and their duties, rights, and obligations as related to asphalt inspection services.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council award the Consultant Fee Proposal for the Asphalt Paving 2025 Inspection Services to AllRock Consulting Ltd. in the amount of \$101,039.00 HST Included

FINANCIAL IMPACT:

Inspection cost in 2024 was \$9.66 per tonnage of asphalt. Inspection cost in 2025 is \$10.20 per tonnage of asphalt. Inspection hourly rate cost increased 5.6% from 2024

Finance Type: Budget

Director of Engineering, Development and Operational Services Approved - 05 Jun 2025

City Manager Approved - 05 Jun 2025

City Manager



Paving Program 2025

Consultant Fee Request for Quality Assurance Testing,
Monitoring & Inspection Services

May 22, 2025

Mr. Scott Remo, CET

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

Prepared by: AllRock Consulting Ltd.
19B Union Street
Corner Brook, NL A2H 5P9



Contents

Introduction.....	2
1.0 Asphalt QA Monitoring and Testing Services	2
1.1 Mix Design.....	2
1.2. Field	2
1.2.1 Inspection Services	2
1.2.2 Compaction Testing	2
1.2.2 Coring	3
1.3 Laboratory.....	3
2.0 Fee Proposal.....	3
3.0 Project Experience and Resumes	3
4.0 Closure	3



Quality Assurance Plan

Introduction

AllRock Consulting Ltd (AllRock) is pleased to present our proposal for Quality Assurance (QA) monitoring and testing services for the City of Corner Brook Paving Program 2023. It is understood that approximately 2,400 tonnes of asphalt will be installed from June to September 2023. AllRock's proposed Project Plan for execution of the required QA monitoring and testing services is presented herein.

1.0 Asphalt QA Monitoring and Testing Services

1.1 Mix Design

AllRock will prepare and submit one Hot Mix Asphalt (HMA) mix design in accordance with the City of Corner Brook's Standard Specifications. AllRock will assess the aggregate materials, asphalt binders, blending sands, mineral fillers and anti-stripping agents proposed to carry out the design of the asphalt mix. The submitted documentation shall be signed and sealed by a Professional Engineering registered to practice in Newfoundland and Labrador. AllRock will follow the Marshall method as outlined in the latest edition of the Asphalt Institute Manual Series No.2 (MS-2). AllRock will conduct all aggregate characteristic properties testing associated with the mix designs. A list of aggregate tests and test methods are outlined below in table 1.

Aggregate Characteristics/Mix Design	Standard	Minimum Frequency (A)
Sampling Sieve	ASTM D 75	Preliminary aggregate testing
Analysis	ASTM C 117, C 136	Preliminary aggregate testing
Soundness (MgSO ₄) Los	ASTM C 88	Preliminary aggregate testing
Angeles Abrasion Micro	ASTM C 131	Preliminary aggregate testing
Deval	ASTM D 6928, D 7428	Preliminary aggregate testing
Petrographic Number	CSA A23.2-15A	Preliminary aggregate testing
Specific Gravity and Absorption, Coarse Aggregate	ASTM C 127	Preliminary aggregate testing
Specific Gravity and Absorption, Fine Aggregate Fine	ASTM C 128	Preliminary aggregate testing
Aggregate Angularity, Method A	ASTM C 1252	Preliminary aggregate testing
Sand Equivalent	ASTM C 2419	Preliminary aggregate testing
Crushed Particles	ASTM D 5821	Preliminary aggregate testing
Stripping Test, Moisture Induced Damage	AASHTO T283 (and visual)	One per mix design formula

1.2. Field

1.2.1 Inspection Services

During placement of base and surface course roadway asphalt, AllRock will complete field inspection services. Inspection will include temperature of asphalt, frequency of delivery, rolling patterns, thickness of asphalt, weather and site conditions. These aspects will be reported daily.

1.2.2 Compaction Testing

Compaction testing will be completed using a nuclear density gauge in accordance with ASTM 2950. One densometer measurement will be completed per 75 tonnes of asphalt and a minimum of five per project/street. Results and any identified deficiencies will be reported on site immediately to the site superintendent or other designated representative and corrective actions will be further reviewed for conformance.



1.2.2 Coring

Cores will be obtained every 150 tonnes with a minimum of three locations per project/street. All cores will be recovered within 48 hours of placement at random locations. The cores will be tested for thickness and compaction and results will be communicated to the City of Corner Brook's representative within 48 hours.

1.3 Laboratory

During placement, AllRock will collect one loose mix sample every 300 tonnes of mix placed, with a minimum of two samples per day. AllRock will complete a Marshall analysis at AllRock's Corner Brook Laboratory. Results will be immediately reported to the site superintendent.

2.0 Fee Proposal

AllRock's QA Monitoring, testing and inspection services will be completed on a part time and as-requested basis, and coordinated by the City of Corner Brook's representative. The work will be invoiced based on rates indicated in the Fee Proposal attached in Appendix A. AllRock will monitor the level of effort throughout the project and update the City of Corner Brook's representative on progress in regards to the total budget.

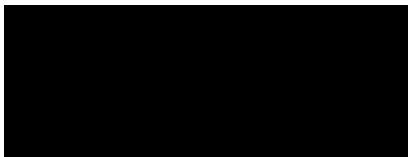
3.0 Project Experience and Resumes

AllRock is a Newfoundland owned and operated firm that was formed in 2018. AllRock has already successfully executed multiple large-scale quality control/quality assurance projects around Newfoundland and Labrador for distinguished clients such as Parks Canada, PCL Construction/Marco Group, the City of St. John's etc. AllRock employees have significant experience in third party testing and inspection and boast a wide range of quality control/ quality assurance backgrounds on major and minor infrastructure projects. AllRock is proud to say that it's employees have been completing asphalt projects in the City of Corner Brook successfully for years. Each proposed team member for this project has completed asphalt testing for the City of Corner Brook throughout their career. Appendix B outlines Key Personnel Resumes and past QA experience on similar projects for proposed project personnel.

4.0 Closure

AllRock appreciates the opportunity to submit this offer. If you have any questions, please contact the undersigned.

Thank you.



AllRock Consulting Ltd.

Scott Allen, P. Eng.

Project Manager





Appendix A: Fee Proposal

CONSULTANT FEE PROPOSAL

Project Name	Asphalt Paving Program 2025
Project Representative	Scott Remo
Firm	AllRock Consulting
Date Submitted	5/22/2025

Consultant Fee Proposal

Line Item	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL
1	NEW ASPHALT MIX DESIGN	EA			
	Damage Assessment	EA			850.00
3	Petrographic Analysis ASTM C295-12	EA			650.00
4	Los Angeles Abrasion ASTM C131-06, C535-12	EA			540.00
5	Specific Gravity – Coarse Aggregate	EA			120.00
6	Specific Gravity – Fine Aggregate	EA			360.00
7	Fractured Particles ASTM D5821-13	EA			100.00
8	Soundness – Fine or Coarse ASTM C88-13	EA			250.00
9	Sand Equivalent ASTM D2419-09	EA			300.00
10	Fine Aggregate Angularity	EA			120.00
11	Moisture Content ASTM D2216-10, C566-13	EA			70.00
12	Grain Size Sieve Analysis ASTM C117-13, C136-06	EA			340.00
13	Absorption of Aggregate (Coarse) ASTM C127-12	EA			0.00
14	Absorption of Aggregate (Fine) ASTM C128-12	EA			0.00
15	FULL MARSHALL TEST	EA			12,600.00
16	Asphalt Cores : Sampling, Testing & Reporting ASTM D5361-11, 3549-11	EA			8,800.00
	Granular and Concrete Testing				
17	Standard Proctor Density Testing	EA			500.00
18	Concrete Slump Test	EA			0.00
19	Concrete Air Entrainment Test	EA			0.00
20	Concrete Compressive Strength of Cast Cylinders (set of 3)	EA			560.00
21	FIELD REPRESENTATION Field-based services	PER HR			57,000.00
22	Standby Hours (Provisional)	PER HR			950.00

CONSULTANT FEE PROPOSAL

Project Name	Asphalt Paving Program 2025
Project Representative	Scott Remo
Firm	AllRock Consulting
Date Submitted	5/22/2025

SUBTOTAL	87,860.00
HST	13,179.00
TOTAL	101,039.00



Request for Decision (RFD)

Subject: Operation of Corner Brook Transit - Change Order 2

To: Donny Burden
Meeting: Regular Meeting - 09 Jun 2025
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Operation of Accessible Transit Change Order \(002\)](#)

BACKGROUND INFORMATION:

The City of Corner Brook has successfully acquired an Accessible Transit Van to enhance transit services by offering a fully accessible transportation option for residents. Buckles Bussing, the current operator of the City's transit system, has submitted a proposal to supply qualified personnel to operate the accessible van and integrate the service into the existing transit system.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve the Change Order 002 for contract 2022-22 in the amount of \$99,825 plus HST. The Council of The City of Corner Brook authorize the City Manager to sign contractual documents related to this change order.

Director of Engineering, Development and Operational Services	Approved - 03 Jun 2025
City Manager	Approved - 04 Jun 2025
Administrative Assistant	Approved - 04 Jun 2025

 City Manager

City of Corner Brook – Operation of Corner Brook Transit

2022-22

CHANGE ORDER

Change Order No.: [CO-002]

Contractor: Buckles Bussing Ltd.

Date: 2025-06-03

Subject: Provision of Operator for Accessible Transit Van

This Change Order forms part of the Agreement between the City of Corner Brook and Buckles Bussing Ltd. for the provision of public transit services. The purpose of this Change Order is to authorize the Contractor to provide operators for the City's Accessible Transit Van.

Scope of Work:

Effective June 23, 2025 the Contractor shall:

1. Labour Provision

Provide qualified and competent personnel to operate an Accessible Transit Van during the regular hours of operation for Corner Brook Transit.

This vehicle shall be used only for the purposes of providing accessible transit to residents who qualify for this program. Any other uses shall require written approval from the City of Corner Brook

2. Licensing Requirement

Ensure that the designated operator holds all necessary and valid licenses required to operate the Accessible Transit Van as per provincial regulations.

3. Mandatory Training

Ensure the operator completes the Canadian Transportation Agency (CTA) training titled »Accessibility.for.All« , available at:

<https://otc-cta.gc.ca/eng/training-videos-how-assist-persons-disabilities>

A certificate of completion must be submitted to the City as proof prior to commencing duties.

4. Overhead & Supervision

Include all associated overhead, including but not limited to supervision, administration, and employee-related costs, in the pricing for this Change Order.

Buckles Bussing shall immediately notify the City of any safety or traffic incident and comply with City personnel and/or authorities to complete incident investigations.

5. Ride Bookings and Communications

The transit phone number shall remain the primary point of contact for accessible ride bookings. The volume of phone bookings may decrease when the On-Demand App is launched but will not be eliminated entirely.

Buckles Bussing shall maintain a record of all customers who uses this service. Revenue shall be retained by Buckles Bussing Ltd.

6. Complete Daily Inspections on the Vehicle

Daily inspection sheets will be provided by the City of Corner Brook. The operator shall complete these inspections daily, or at the beginning of a shift. Any items requiring attention will be immediately reported to the City.

Completed inspection sheets will be provided to the City on a weekly basis.

City Responsibilities:

The City of Corner Brook will remain responsible for the following:

- Providing the Accessible Transit Vehicle
- Completing all maintenance
- Supplying fuel
- Providing vehicle insurance

Compensation:

This contract shall be adjusted by a price of \$99,825 plus HST annually until the end of the contract.

Billing shall be submitted monthly and is subject to the terms outlined in the main service agreement.

Authorization:

This Change Order shall become effective upon the date signed by both parties below and shall remain in effect until modified in writing or terminated as per the terms of the primary agreement.

Accepted by:

City of Corner Brook

Name: _____

Title: _____

Signature: _____

Date: _____

Contractor: Buckles Bussing Ltd.

Name: _____

Title: _____

Signature: _____

Date: _____



Request for Decision (RFD)

Subject: Regional Recreation Center Change order No. 70

To: Donny Burden

Meeting: Regular Meeting - 09 Jun 2025

Department: Engineering

Staff Contact: Melody Roberts,

Topic Overview:

Attachments: [CB2021-10 Change Order #070 - Existing Stair Non-Compliance Corrections Redacted](#)

BACKGROUND INFORMATION:

This change order is required for the costs associated with correcting the non-compliance issues regarding existing exit stairwell #6 as per the direction from the City of Corner Brook's Development inspector. This includes updating the guard/handrail to be installed at 1070mm high at landings and on stairs with no openings greater than 4" and non-climbable. The major structural components including the current stair's location, rise, run, and landings can remain the same.

PROPOSED RESOLUTION:

Be it resolved that the City of Corner Brook Council approve Change Order No. 70 for Pomerleau Inc. for the Regional Recreation Center in the amount of \$94,618.56 HST Included.

FINANCIAL IMPACT:

Authorized Contract Amount \$22,091,500.00

Previous Change Orders \$2,743,569.08

Budget Code: 17-CCR-21-00005

Finance Type: Funding

Director of Engineering, Development and Operational Services Approved - 04 Jun 2025

City Manager Approved - 04 Jun 2025

Administrative Assistant Approved - 04 Jun 2025

City Manager

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

Page 1 of 3

March 2022

PROJECT NAME: Corner Brook Regional Recreation Centre **DATE:** 2025-05-20
MI PROJECT NO: 17-CCR-21-00005 **CHANGE ORDER NUMBER:** 070
CONTRACTOR: Pomerleau Inc.

.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

Provide costs associated with correcting the non-compliance issues regarding existing exit stairwell #6 as per direction from the City of Corner Brook's inspector. This includes updating the guard/handrail to be installed at 1070mm high at landings and on stairs with no openings greater than 4" and non-climbable. The major structural components including the current stair's location, rise, run, and landings can remain the same.

.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 \$ 94,618.56

☐ 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

March 2022

Authorized Contract Amount (A)	\$	22,091,500.00
Change Order Limit (greater of 10% or \$15,000)	\$	2,209,150.00
Previous Change Orders (B)	\$	2,743,569.08
This Change Order (C)	\$	94,618.56
New Approved Contract Amount (A+B+C)	\$	24,929,687.64

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: May 22, 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, Contractor change order cost and supporting emails.

Transportation and Infrastructure


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

Page 3 of 3

March 2022

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



CHANGE ORDER

Owner:	City of Corner Brook	Change Order No.:	070
Project:	Corner Brook Regional Recreation Centre	AR Project No.:	677762
Project No.:	CB2021-10	Phase:	N/A
Contractor:	Pomerleau Inc.	Date:	20-May-2025

SCOPE:

Provide costs associated with correcting the non-compliance issues regarding existing exit stairwell #6 as per direction from the City of Corner Brook's inspector. This includes updating the guard/handrail to be installed at 1070mm high at landings and on stairs with no openings greater than 4" and non-climbable. The major structural components including the current stair's location, rise, run, and landings can remain the same.

SCHEDULE:


COMMENTS:

ORIGINAL CONTRACT VALUE.....	\$ 19,210,000.00
CURRENT CHANGE ORDER VALUE.....	\$ 82,277.01
CUMULATIVE CHANGE ORDER VALUE.....	\$ 2,467,989.26
REVISED CONTRACT VALUE.....	\$ 21,677,989.26

** All amounts identified above exclude HST

Signatures below confirm review and recommendation for the related change order.

APPROVED BY OWNER'S ADVISOR:
AtkinsRéalis Inc.



Recommended By: Steven Greeley, P.Eng.
Title: Project Manager

Date: 20-May-2025

 AtkinsRéalis	CONTEMPLATED CHANGE ORDER REVIEW	
--	---	--

PROJECT #	PHASE	AR REF #	CONTRACTOR REF#
CB2021-10	N/A	CCO #017	EC-0080 R1

Document Control Date Received:

May 15, 2025

AR Document Control Number:

677762-0001-SLI-C-CCO-000-0017_2

Discipline Review Checklist

Discipline	Review Required	Reviewed By	Date
Civil	<input type="checkbox"/>		
Structural	<input type="checkbox"/>		
Architectural	<input type="checkbox"/>		
Mechanical	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>		
PM Review	<input checked="" type="checkbox"/>	Steven Greeley	May 16, 2025

AR recommendation to Owner for approval



Rejected - revise and re-submit subject to comments



Comments

Overall reduction in cost is approximately \$23,000.00 primarily attributable to the reduction in Pomerleau self labour. Superintendent costs are removed by PM time has increased from 10 hours to 32 for increased coordination.

The cost for Corner Brook fab has increased by \$6,000 to facilitate them performing hoarding, protection, ventilation, cleaning, etc. This is approximately \$1800 more than when Pomerleau were self-performing but reasonable.

The requested breakdown of the material cost from the subcontractor has not been provided as requested.

This review does not relieve the Vendor/Contractor of any responsibility for errors or omissions on its part or from full compliance with contractual or other obligations.

POMERLEAU

521, 6^e AVENUE, SAINT-GEORGES, QC G5Y 0H1 CANADA T_418 228-6688 F_418 228-3524
 500, RUE SAINT-JACQUES, BUREAU 900, MONTREAL, QC H2Y 0A2 CANADA T_514 789-2728 F_514 789-2288
 562, CHEMIN OLIVIER, LEVIS, QC G7A 2N6 CANADA T_418 626-2314 F_418 626-0241
 220-343 PRESTON STREET, OTTAWA, ON K1S 1N4 CANADA T_613 244-4323 F_613 244-4327
 1496 BEDFORD HIGHWAY, SUITE 500, BEDFORD, NS B4A 1E5 CANADA T_902 468-3669 F_902 468-3049
 3300 BLOOR STREET WEST, CENTRE TOWER (10th FLOOR), SUITE 3050, TORONTO, ON M5X 3X3 CANADA T_416 207-0848 F_416 207-9636
 99 AIRPORT ROAD, SUITE 200, ST. JOHN'S, NL A1A 4Y3 CANADA T_709 739-6652 F_709 739-9110
 MOUNTAIN VIEW BUSINESS CAMPUS, 4000, 4th STREET S.E., SUITE 311, CALGARY, AB T2G 2W3 T_403 237-5308 F_808 434-2796
 8241 - 129th STREET, SURREY, BC V3W 0A6 T_604 592-9767 F_604 592-9766
 RBO_2743-1162-70 ISO_9001-2008 WWW.POMERLEAU.CA

May 15, 2025

Mr. Steven Greeley
SNC Lavalin
 27 Beclin Road, Muont Pearl
 A1N 5G4

RE: EC-0080R1
 Email: steven.greeley@snclavalin.com

PROJECT: Corner Brook Rec Centre
 Ref. No.: 20.0382

SUBJECT: Existing Stair, Non Compliant Corrections
 Our file EC-0080R1 per CCO 017

Dear Mr. Steven Greeley,

Further to your request, please find the enclosed detailed breakdown of the costs associated with the External Change **EC-0080R1**.

THE WHOLE FOR A TOTAL OF: \$82,277.01 (\$ CAD)
(HST Excluded)

We request that you send the pertinent Charge Order for signature by all the stakeholders as quickly as possible. Any element that is not specifically included and that could be required for the execution of this change is excluded.

Our price is valid for a period of ten (10) days from the date of reception of this letter.

If applicable, you will be informed of the impact of the overall work schedule at a later date, either when the Change Order or ammendement to the contract is signed, or as part of a general evaluation at the end of the work.

We trust that the above is satisfactory.

Yours truly,

POMERLEAU INC.

Warren Dietrich
 Project Manager

Enclosed: Breakdown of Costs Associated with the Change
cc: Ken Aucoin
 Aswin Rajendran

EXTERNAL CHANGE	
Date: <div style="text-align: center; margin-top: 5px;">May 5, 2025</div>	External Change No.: <div style="text-align: center; margin-top: 5px;">EC-0080R1</div>
POMERLEAU INC. 99 Airport Road, Suite 200 St. Johns, NL A1A 4Y3	Project: <div style="text-align: center; margin-top: 5px;">20.0382 Corner Brook Rec Centre</div>
Owner: City of Corner Brook	Owner Directive No.: CCO 017
Description of Change: <div style="text-align: center; margin-top: 5px;">Existing Stair, Non Compliant Corrections</div>	RFI No.: <div style="text-align: center; margin-top: 5px;">0</div>
See attached scope of work (SOW) for Existing Stair Non-Compliance Corrections	
Revision History: <div style="display: flex; justify-content: space-between; align-items: center;"> 1 PM and Superintendent hour change </div>	
PROPOSAL BY CONTRATOR	
The amount of the Contract will be: (Excl. HST) <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Increased <div style="margin: 0 10px;">by</div> <input type="checkbox"/> Decreased <div style="margin: 0 10px;">by</div> <input type="checkbox"/> Unchanged </div>	The duration of the contract will be: <div style="display: flex; align-items: center;"> <input type="checkbox"/> Increased <div style="margin: 0 10px;">by</div> <div style="border: 1px solid black; padding: 2px 10px; margin: 0 10px;">TBD</div> <input type="checkbox"/> Decreased <div style="margin: 0 10px;">by</div> <div style="border: 1px solid black; width: 50px; height: 15px; margin: 0 10px;"></div> <input checked="" type="checkbox"/> To Be Determined </div>

[illegible]



Information Report (IR)

Subject: 2025 Lawn Repairs

To: Darren Charters
Meeting: Regular Meeting - 09 Jun 2025
Department: Public Works
Staff Contact: Donny Burden, Director of Engineering, Development and Operational Services
Topic Overview: To inform Council of the City's 2025 approach for addressing reported lawn damages resulting from recent public works operations
Attachments: [Lawn Repairs 2025](#)

BACKGROUND INFORMATION:

As part of our commitment to maintaining the quality and aesthetics of residential neighbourhoods, the City continues to address property disruptions caused during snow clearing, infrastructure maintenance and service upgrades. Lawn damage remains a recurring concern, particularly following excavation or repair work.

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

1. Preparation by Public Works:

- Public Works crews will begin by preparing affected lawn areas with topsoil.
- This includes proper grading and levelling to ensure optimal seed adherence and growth.

2. Hydroseeding by Contractor:

- A contractor has been engaged to perform hydroseeding once the areas are prepped.
- Hydroseeding is preferred for its efficiency and effective seed coverage.

3. Resident Engagement:

- A notice letter will be delivered to affected residences at the time of restoration work.
- The letter outlines the completed work and provides clear instructions and tips for maintaining the hydroseeded area.
- Property owners are asked to take responsibility for watering and caring for the seeded lawn to ensure successful growth.

This updated process aims to streamline lawn restoration while promoting resident involvement in achieving long-term success. By combining City preparation work with hydroseeding and homeowner maintenance, we anticipate more consistent results and improved community satisfaction.

Director of Engineering, Development and Operational Services	Approved - 06 Jun 2025
City Manager	Approved - 06 Jun 2025
Legislative Assistant	Approved - 06 Jun 2025

City Manager



Date: June 2025

To: Residents receiving lawn repairs

Good day,

Thank you for reporting the damage to your lawn. We apologize for the inconvenience, and we are committed to assisting in the repair.

The damaged area was prepared with topsoil, and we have hired a contractor to spray hydroseed on the affected area in late June. Hydroseed is product which includes grass seed, lime, fertilizer and mulch. As with any lawn repair, maintenance and care are required. Included, you will find guidelines and best practices on caring for the hydroseed and ensuring its growth. Once the hydroseed has been sprayed, it is the responsibility of the property owner to care for the patch.

We encourage you to follow the guidelines attached and do some additional research on your own to help ensure a quality product. Once again, we apologize for the inconvenience and hope you find this information helpful.

Public Works Division
City of Corner Brook

www.cornerbrook.com

City of Corner Brook

P.O. Box 1080, Corner Brook, NL A2H 6E1

Tel: 709-637-1500



How to Care for Hydroseed - Understanding how to care for hydroseed is an important part of making sure your hydroseed has the best chance for success. These are a few best practices to help make sure the seeds are healthy and have a rich foundation for growth.

Watering schedule for new hydroseed - When to water new hydroseed is key, because moisture levels can help determine both how quickly, and how successfully, seeds root and establish. Establishing a consistent watering schedule for new hydroseed is an effective way to maintain consistent moisture levels, and the first 2 weeks after hydroseed is applied are especially important.

Begin watering the area after the initial hydroseed application has dried – this will generally happen overnight. When watering, use a light spray setting on a hose to avoid creating over-saturated areas. Similarly, with sprinklers, make sure the area is as uniformly covered by spray as possible, and look out for any areas where water may be collecting and adjust as needed.

Depending on the weather in the area after hydroseeding, a general rule of thumb is to water the area for about 10-20 minutes, 2-3 times per day. This can sometimes be reduced to just once daily, if the area is warm, not hot, and dry, or every other day if temperatures are cooler and the ground is naturally more moist. If there is sufficient rainfall to keep the area evenly moist, you can skip watering.

The key things to watch for are not to let the area dry out between waterings, and not to overwater the area to drown the seeds.

When to mow after hydroseeding - Wait for your grass to grow between 3" to 4" high before mowing your newly hydroseeded lawn for the first time. This typically takes 3-4 weeks. You will usually see sprouts within 7-10 days after seeding, depending on the seed type, climate, and prevailing temperatures.

Make sure your mower is also set to the correct height to remove only about the top ⅓ of grass — this will help prompt growth and help the grass fill in any areas that haven't established as well as others.

Fertilizer - Wait about 30 days after the hydroseed has been applied to add additional fertilizer. Choose a time when the grass is relatively dry and then apply a thorough watering once fertilizer is applied. Look for fertilizers that are meant for new grass like starter fertilizers, those that offer a slow-release formula, or are well-balanced. Also make sure you read the instructions about how to apply any fertilizer you choose, and follow those recommendations. In general, after establishing, fertilizing your new lawn can be done once a season except in winter, or about 3 times per year.

Weed Control - Avoid using any weed killer or herbicidal products on your new hydroseed lawn for at least 3-4 months. You want to give the grass plenty of time to establish before using any weed control methods. Once grass has grown well and established, you can select a weed control product designed for new grass.

Information source: Finn Corporation: <https://www.finncorp.com/hydroseeding/how-to-hydroseed/>

www.cornerbrook.com

City of Corner Brook

P.O. Box 1080, Corner Brook, NL A2H 6E1

Tel: 709-637-1500



Request for Decision (RFD)

Subject: Discretionary Use - 29 Greening's Hill - Home Based Business Office

To: Deon Rumbolt
Meeting: Regular Meeting - 09 Jun 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview:
Attachments: [Figure 1 - 29 Greening's Hill](#)
[Application - 29 Greening's Hill](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business office (retail food safety auditor) from the dwelling located at 29 Greening's Hill which is located in a Residential Medium Density Zone. A home based business office is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. It is proposed that the use is for a home based business office only and there will no visitors to the property. A notice was delivered to the residents in the immediate area of 29 Greening's Hill 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 business office from the dwelling located at 29 Greening's Hill 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 business office from the dwelling located at 29 Greening's Hill in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business office from the dwelling located at 29 Greening's Hill in accordance with Regulation 11 - Discretionary Powers of Authority.

3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 06 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 06 Jun 2025
City Manager	Approved - 06 Jun 2025
Legislative Assistant	Approved - 06 Jun 2025

City Manager



 City of Corner Brook Community Services Department Planning Division	PROJECT: Discretionary Use	NOTES: THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.	LOCATION: 29 Greening's Hill		
	TITLE: Home Based Business Office		PREPARED BY: J. King		
			DEPARTMENT: Development & Planning		
	5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com			DATE: 2025-06-03	
			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: May 13, 2025
ADDRESS: 29 Greening's Hill		EMAIL: [REDACTED]
CITY: Corner Brook		PROVINCE: NL
POSTAL CODE: A2H 4J6		TELEPHONE: [REDACTED]
PROPERTY LOCATION:		
BUILDER:		
ADDRESS:		
CITY:		PROVINCE:
POSTAL CODE:		TELEPHONE:

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:
Independent Contractor - Retail Food Supply Supplier
no business name/title as of yet!
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: Discretionary Use - 12 West Avenue - Home Based Business Office

To: Deon Rumbolt
Meeting: Regular Meeting - 09 Jun 2025
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Discretionary Use - 12 West Avenue
Attachments: [Figure 1 - 12 West Avenue](#)
[Application - 12 West Avenue](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business office (bouncy castle rentals) from the dwelling located at 12 West Avenue which is located in the Downtown Residential Zone. A home based business office is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. It is proposed that the use is for a home based business office only and there will no visitors to the property. A notice was delivered to the residents in the immediate area of 12 West Avenue indicating the above mentioned request. As a result of this notice, no submissions were received however, one telephone call was received in which there was no objection.

PROPOSED RESOLUTION:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to operate a home based business office from the dwelling located at 12 West Avenue in accordance with Regulation 11 - Discretionary Powers of Authority.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations
 City of Corner Brook Development Regulations
 11

RECOMMENDATION:

Staff recommends option #1.

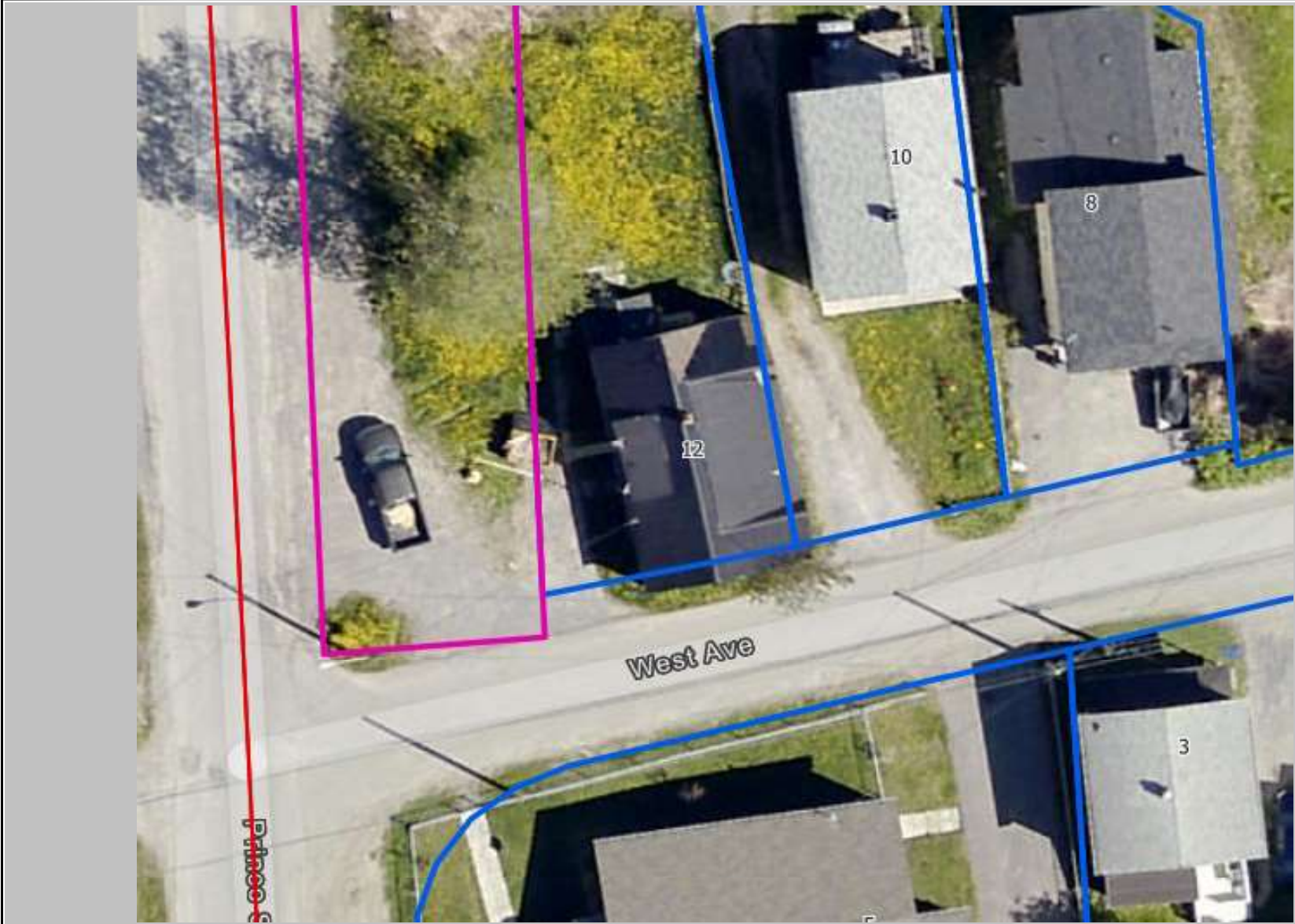
ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based business office from the dwelling located at 12 West Avenue in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business office from the dwelling located at 12 West Avenue in accordance with Regulation 11 - Discretionary Powers of Authority.

3. That the Council of the City of Corner Brook provides other direction to staff.

	Approved - 06 Jun 2025
Director of Engineering, Development and Operational Services	Approved - 06 Jun 2025
City Manager	Approved - 06 Jun 2025
Legislative Assistant	Approved - 06 Jun 2025

City Manager



City of Corner Brook
Community Services Department
Planning Division

5 Park St, Corner Brook, NL (PO Box 1080)
Corner Brook, NL, Canada, A2H 6E1
709-637-1666 city.hall@cornerbrook.com

PROJECT: Discretionary Use

TITLE: Home Based Business Office

THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT
INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.

NOTES:

LOCATION: 12 West Avenue

PREPARED BY: J. King

DEPARTMENT: Development & Planning

DATE: 2025-06-03

PAGE: 1 OF 1

VERSION: 1



Registration of a New Business

Business Name: [REDACTED]

Date of Start of Operations: JANUARY 28, 2025

Owner of Business: [REDACTED]

Business Address: 12 WEST AVENUE

Corner Brook, NL A2H 4K2

Business Mailing Address: (if different from above)

Name: (Same as above)

Street: _____

Description of Business: BOONCY CASTLE RENTALS (INDOOR & OUTDOOR)

Phone: [REDACTED] Email: [REDACTED]

Website: _____

I, [REDACTED], certify that I will notify City Hall in writing of any changes which may occur in my business, such as my business closes, relocates to a different location or changes ownership.

Signed this 30th day of January, 2025
(day) (month) (year)

Owner Signature: [REDACTED]

For Office Use Only

Roll Number: _____

Date Received: _____ Received by: _____

www.cornerbrook.com

City of Corner Brook P.O. Box 1080, Corner Brook, NL A2H 6E1 Tel: 709-637-1500



Request for Decision (RFD)

Subject: City of Corner Brook Teenage Dance Hall Regulations Repeal

To: Darren Charters
Meeting: Regular Meeting - 09 Jun 2025
Department: Council
Staff Contact: Jessica Smith, City Clerk
Topic Overview: The following is a motion bring brought forward for the purpose of repealing the City's current Teenage Dance Hall Regulations.
Attachments: [Teenage Dance Hall Regulations](#)
[Notice of Motion to repeal the Teenage Dance Hall regulations 6-3-2025 1-58-26 PM_Redacted](#)

BACKGROUND INFORMATION:

In accordance with section 39 of the City of Corner Brook Act, a notice of motion was made at the previous session of Council at a Committee of the Whole Meeting on May 26 that at the Regular Meeting of June 9 a motion would be brought forward to repeal the existing City of Corner Brook Teenage Dance Hall Regulations. Staff advertised the notice of motion via the City's website and social media and received one comment (attached) against the repeal of the Regulations. No other comments or responses were received.

The use of a Teen Dance Hall would be considered a "General Assembly Use" which is a permitted use in certain zones such as "Downtown Commercial". The Regulations however stipulate that anyone wishing to operate a "Teen Dance Hall" would be required to apply for and subsequently receive a license to operate a teenage dance hall that would come with conditions stipulated in the regulations. The conditions of the licensing are onerous and address issues that the City may not have the ability to enforce. However, some of the stipulations of a licensing approval would be addressed under regular process for permit applications including but not limited to compliance with building code, zoning, fire code, etc. In reviewing current City Policies and Bylaws, staff are recommending that this bylaw be repealed to streamline our regulatory framework and eliminate unnecessary redundancy.

PROPOSED RESOLUTION:

BE IT RESOLVED that pursuant to the powers vested in it by virtue of the City of Corner Brook Act, 1990 and all other enabling powers, the Council of the City of Corner Brook hereby repeals the City of Corner Brook Teenage Dance Hall Regulations.

GOVERNANCE IMPLICATIONS:

Bylaw/Regulations

RECOMMENDATION:

It is staff's recommendation to repeal the City of Corner Brook Teenage Dance Hall Regulations.

ALTERNATIVE IMPLICATIONS:

1. If Council approves the repealing of the regulations, this use will be addressed as per the existing City of Corner Brook Development Regulations.
2. If Council does not approve the repealing of the regulations, then the current regulations will stand as is - unless other recommendations for changes to the existing regulations are made and a subsequent notice of motion is made to incorporate those changes.
3. Council may provide further direction including but not limited to reviewing other alternatives, reviewing the regulation and or any other direction that Council provides.

City Manager

Approved - 06 Jun 2025

City Manager

City of Corner Brook Teenage Dance Hall Regulations

Pursuant to the powers vested in it under Sections 44, 265, 266, 438 and 439 of the *City of Corner Brook Act R.S.N.L. 1990 c. C-15*, as amended, and all other powers it enabling, the Corner Brook City Council, in a session convened on the 18 day of June, 2012, hereby passes and enacts the following regulations relating to licensing, use, operation, and location of teenage dance halls in the City of Corner Brook:

Short Title

1. These Regulations may be cited as the City of Corner Brook Teenage Dance Hall Regulations.

Definitions

2. In these Regulations:

- (a) "applicant" means a person applying for a license pursuant to these regulations;
- (b) "City" means the City of Corner Brook as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15* ;
- (c) "City Manager" means the city manager appointed under the *City of Corner Brook Act RSNL 1990 Ch.C-15*;
- (d) "Council" means the Corner Brook City Council as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15*;
- (e) "customer" means a person who pays for goods and/or services and includes but is not limited to payment of a cover charge or entrance fee and purchasing food and/or beverages;
- (f) "development inspector" means a development inspector employed by the City;
- (g) "License", "licensed" and "licensing" means a license or reference to a license issued pursuant to these Regulations;
- (h) "licensee" means a person holding a valid and subsisting license;
- (i) "license fee" means a fee payable for a license as established in section 20 herein;
- (j) "municipal enforcement officer" means a municipal enforcement officer appointed under section 211 of the *City of Corner Brook Act RSNL 1990 Ch.C-15*;
- (k) "nonprofit organization" means any incorporated or unincorporated organization formed for charitable purposes and not organized for profit or personal gain, including purposes which are of the philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational nature;
- (l) "operator" includes a person who, alone or with others, operates, manages, supervises, runs or directs the trade, calling, business or occupation carried on at a teenage dance hall;
- (m) "owner" includes a person who, alone or with others, owns or controls the trade, calling, business or occupation carried on at a teenage dance hall or directs the activities of an operator or is the owner of, tenant or licensee in respect of premises, which are utilized as a teenage dance hall, and "owner" excludes "operator" except that where one person is both

owner and operator that person shall be deemed to be an owner for the purposes of these Regulations;

- (n) "peace officer" includes municipal enforcement officers, police officers and special constables appointed under the *Royal Newfoundland Constabulary Act, 1992 SNL 1992 Ch.R-17* or any similar or successor legislation, and members and officers appointed under the *Royal Canadian Mounted Police Act RSC 1985, c.R-10* or any similar or successor legislation;
- (o) "person" includes a natural individual, and their heirs, executors, administrators or other legal representatives, a corporation, partnership or other form of business Association, or a receiver or mortgagee in possession, or any association or group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires;
- (p) "person of authority" means a person who is authorized by the owner and/or operator of the teenage dance hall to operate, manage, supervise, run or control the establishment and who meets the requirements for such designation under these Regulations;
- (q) "public notice" means advertisement in a newspaper circulating in the area of the City of Corner Brook and any additional notice by any other means deemed necessary by Council;
- (r) "premises" means the building, unit, property, enclosure or other place that contains a teenage dance hall;
- (s) "security guard" means a person whose exclusive responsibility or duty while engaged or hired by a teenage dance hall is to guard or patrol the premises for the purpose of ensuring orderly conduct and protecting persons and property;
- (t) "subsequent offense" means any offense under this regulation committed by a person after that person has already committed an offense under this regulation ;
- (u) "Teenage Dance Hall" is a place of entertainment under s. 269 of the *City of Corner Brook Act RSNL 1990 Ch.C-15* and is a facility in which customers dance to live or recorded music and which permits entrance of customers who are under the age of majority as defined by the *Age of Majority Act SNL 1995 Ch.A-4.2* or any similar or successor legislation.

License Requirement

3. (1) No person shall be an owner in respect of a teenage dance hall within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these regulations, a teenage dance hall owners license authorizing that person to carry on such trade, calling, business or occupation in respect of that teenage dance hall.
- (2) No person shall be an operator in respect of a teenage dance hall within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these regulations, a teenage dance hall operators license authorizing that person to carry on such trade, calling, business or occupation in respect of that teenage dance hall.
4. No owner shall permit any person other than a licensed operator to operate a teenage dance hall.

5. No operator shall operate a teenage dance hall in premises for which the owner thereof has not obtained an owners license under this regulation.
6. No owner or operator shall carry on any trade, calling, business or occupation at a teenage dance hall other than the teenage dance hall endorsed on the license and at the location endorsed on the license.
7. A license is required for each premises where a teenage dance hall is operated in the City.
8. A license is not required:
 - a. for a business carried on by the City;
 - b. for a business carried on by the governments of the province of Newfoundland and Labrador or Canada or a Crown corporation created by either government; but
 - (i) a person who contracts with any of the governments, persons or organizations designated in subsection (b) will be subject to all the requirements of these regulations;
 - c. For a business that is incorporated, continued or registered as a corporation without share capital under the *Corporations Act*, *RSNL 1990 Ch. C-36*;
 - d. For schools and school councils established under the *Schools Act*, *1997 SNL 1997 Ch.5-12.2* or any similar or successor legislation;
 - e. For universities and colleges established under the *Memorial University Act RSNL 1990 Ch.M-7* or any similar or successor legislation;
 - f. For colleges established under the *College Act*, *1996 SNL 1996 Ch.C-22.1* or any similar or successor legislation; and
 - g. for such other businesses as Council may from time to time exempt.

Nature of License

9. The licenses required by these Regulations shall, unless they are expressed to be for a shorter period of time, be for the period up to and including the twelfth (12) month following the date of issuance, unless they are sooner forfeited or revoked.
10. No license shall be transferred or assigned and if an owner or operator sells, leases or otherwise disposes of the owner or operator's interest in the trade, calling, business or occupation carried on at a teenage dance hall, the licenses in respect of such teenage dance hall shall, notwithstanding any other provision of these regulations, be revoked.
11. Every teenage dance halls owners licence and every teenage dance hall operators license shall have endorsed thereon the location and the name of the teenage dance hall with respect to which it is issued. Such endorsement shall be for the one location only and such license shall be valid only for the location and the teenage dance hall endorsed on such license.

12. The license must be issued on a form bearing the identification of the City and all licenses issued pursuant to these regulations are and shall remain the property of the City. No person shall enjoy a vested right in the continuance of a license and the value of a license shall be the property of the City irrespective of the issuance, renewal or revocation of the license.
13. A license must bear on its face the date on which it is issued and the date on which the license will expire.
14. A person must not reproduce, alter or deface a license.
15. A license is not transferable from one person to another or from one person's business premise to another.
16. The issuing of a license to a person, owner or operator does not relieve that person, owner, or operator of the responsibility of conforming to any other law.

Powers/Duties of City Manager

17. Without restricting any other power, duty or function granted by these Regulations or the *City of Corner Brook Act*, the City Manager may:
 - a. carry out whatever inspections are reasonably required to determine compliance with these Regulations;
 - b. require a person, owner or operator holding a license to provide any information required to make a decision regarding that license;
 - c. delegate any powers, duties or functions under these Regulations to an employee of the City;
 - d. establish forms for the purposes of these Regulations; and
 - e. refer any decision that may arise in relation to these Regulations to Council for decision, including but not limited to decisions regarding issuance, renewal, revocation or conditions of a license.
18. The City Manager or his or her delegate shall:
 - a. receive and process all applications for licenses and renewal of licenses to be issued under these regulations;
 - b. coordinate the enforcement of this regulation with municipal enforcement officers and/or peace officers;
 - c. generally perform all the administrative functions conferred upon him or her by these regulations;
 - d. make or cause to be made all investigations which he or she deems necessary to determine whether an applicant has or will have met or continues to meet the requirements of these regulations and all applicable laws;

- e. make or cause to be made a public notice providing a minimum of seven (7) clear days for the public to provide input respecting any application for licence wherein the applicant seeks to hold more than two teenage dances in a six month period, which shall include circulation of the license application to municipal and provincial police services for comments;
- f. Issue licences, licence renewals and licence revocations as required under these regulations or as directed by council; and
- g. upon receipt of councils disposition with respect to matters referred to council for decision pursuant to these regulations, execute and issue all licenses as directed by council or refuse to issue a license as directed by council or revoke a license as directed by council.

Applications for licencing and renewal

- 19. Every applicant shall appear in person before the City Manager or his or her delegate and shall complete a Teenage Dance Hall Owner/Operator's License Application form or Renewal Form, as applicable, and shall provide all information requested thereon, and shall furnish to the City Manager or his or her delegate such information as he or she may reasonably require. In the case of a Teenage Dance Hall owned by a partnership such appearance shall be made by one of the partners, provided the application shall be signed by all of the partners and in the case of a teenage dance hall owned by a corporation, such appearance shall be made by an authorized officer of the corporation and not by an agent thereof.
- 20. At the time of submission of the application or renewal, every applicant shall pay to the City, a licence fee in the amount approved by council in its annual budget for development application fees, and any other fees, including costs of any public notices, required by these or any other regulations. No portion of such fee is refundable in the event that an application is not accepted for licensing or renewal. A person, owner or operator that is recognized by the City manager as a nonprofit organization may apply to the City Manager or his or her designate for waiver of the license fee.
- 21. Receipt of the application and the license fee by the City shall not constitute approval of the application for the issuance of a license nor shall it obligate the City to issue such license.
- 22. A license will not be issued under these Regulations for any teenage dance hall or premise occupied by a business which does not conform to any other law, including zoning or building standards.
- 23. The City Manager or his or her delegate may consult, prior to issuing or renewing a license, with the Province of Newfoundland and Labrador, the Royal Canadian Mounted Police, the Royal Newfoundland Constabulary, other departments within the City including but not limited to Municipal Enforcement and the Fire Department, to determine whether they are in possession

of information which, in the opinion of the City Manager or his or her delegate, renders it inappropriate for an applicant to be issued a license.

24. The applicant shall, prior to the City Manager or his or her delegate issuing a license, ensure that all necessary approvals required under the City of Corner Brook Development Regulations and any other applicable provincial, federal or municipal regulations, have been obtained and shall provide satisfactory proof thereof to the City Manager or his or her delegate.
25. The City Manager or his or her delegate shall refuse to issue a license if for any premise at or from which the applicant intends to operate a teenage dance hall, is not a permitted use at that location under the City of Corner Brook Development Regulations.
26. Without limiting the generality of any other provision in this regulation, persons associated in a partnership applying for a license under this regulation shall file with their application a statutory declaration, in writing, signed by all members of the partnership, which declaration shall state:
 - a. the full name of every partner and the address of his or her ordinary residence;
 - b. the name or names under which they carry on or intends to carry on business;
 - c. that the persons named in the declaration are the only members of the partnership; and
 - d. the mailing address of the partnership.
27. No partnership shall be licensed as an owner in respect of a teenage dance hall unless that partnership is also an operator or some other person is licensed as an operator in respect of that teenage dance hall.
28. Without limiting the generality of any other provision in this regulation, every corporation applying for a license shall file with the City Manager or his or her delegate, at the time of making its application, a copy of its articles of incorporation or other incorporating document and shall file a statutory declaration, in writing signed by an authorized officer of the Corporation, which declaration shall state:
 - a. the full name of every shareholder and the address of his or her ordinary residence;
 - b. the name or names under which it carries on or intends to carry on business;
 - c. that the persons named in the declaration are the only shareholders of the Corporation; and
 - d. the mailing address of the corporation.
29. No Corporation shall be licensed as an owner in respect of a teenage dance hall unless that Corporation or some other person is licensed as an operator in respect of that teenage dance hall.
30. Every person applying for a teenage dance hall owners license shall file with the City Manager or his or her delegate, documentation satisfactory to the City Manager or his or her delegate

demonstrating the applicant's right to possess or occupy the premises to be used by them as a teenage dance hall. If any applicant is not the registered owner or owner in fee simple of the property upon which the teenage dance hall is to be located, such person shall file with the City Manager or his or her delegate, with the application for a teenage dance hall license, a copy of the lease, if any, and a copy of any other document constituting or affecting the legal relationship relating to the lands or premises between the applicant and the registered owner or owner in fee simple of the real property.

31. Every owner and operator of a dance club shall:

- (1) at the time of application for a teenage dance hall owners and/or operators license or the renewal thereof, or at the request of the City Manager or his or her delegate at any time during the term of the license, file with the City Manager or his or her delegate a list of all persons of authority and security guards for the establishment, including current contact information for each person on the list and proof that each person on the list is at least 19 years of age, is not on the National Sex Offender Registry, and has no prior criminal record of violent and/or sexual offenses, drug related offenses, or convictions for providing alcohol to minors;
- (2) notify the City Manager or his or her delegate in writing forthwith upon any change in the names or contact information contained on the list filed with the City Manager or his or her delegate; and
- (3) designate at least one person named on the list filed with the City Manager or his or her delegate to be on the premises at all times when the teenage dance hall is open or operating.

32. At the time of application for a teenage dance hall license and at each renewal thereof, or at the request of the City Manager or his or her delegate at any time during the term of the license, every owner and operator shall file with the City Manager or his or her delegate:

- a. A crowd control plan which includes but is not limited to a description of the manner in which people seeking entry or re-entry into the establishment may line up outside of the establishment prior to entry, including the location of such lineups, the maximum number of people permitted to be in such lineups, and the procedures used by the establishment to monitor the lineups, to control the number of people in the lineups, and to ensure orderly conduct by the people in the lineups;
- b. A recent certificate of conduct and National Sex Offender Registry check issued by the Royal Newfoundland Constabulary/Royal Canadian Mounted Police, as applicable, for the applicant, all security guards, persons of authority, primary managers, owners, partners, directors and officers;
- c. A current and accurate floorplan of the teenage dance hall which indicates:
 - i. the nature, location, and type of each and every amusement device to be located on the premises;
 - ii. the total gross floor area of the premises;
 - iii. the floor area to be utilized for dancing; and

- iv. the location and floor area of all other facilities and uses to which the premises will be put;
- d. A proposed security plan for the premises; and
- e. a proposed medical/safety plan for the premises.

Licence Conditions

33. It is a deemed condition of every license that the licensee must:

- a. comply with an approved crowd control plan;
- b. comply with an approved security plan;
- c. comply with an approved medical/safety plan;
- d. comply with an approved floor plan;
- e. have at least one person of authority who is named on the list filed with and approved by the City Manager or his or her delegate on supervisory duty on the premises at all times when the teenage dance hall is open or operating;
- f. have at least one security guard on duty at each entrance and exit of the premises and a minimum of one security guard for every one hundred (100) people in the premises at all times when the teenage dance hall is open or operating;
- g. insure that all security guards and persons of authority wear identification or clothing by which they can be readily identified as security guards or persons of authority respectively;
- h. provide patrons with unrestricted access to a supply of fresh running water at no charge;
- i. not permit alcohol or drugs on the premises;
- j. not permit smoking on the premises;
- k. not operate the teenage dance hall contiguous to an event that has alcohol service;
- l. refuse entry to or remove from the premises persons who appear to be intoxicated or under the influence of drugs;
- m. remove persons whose behavior becomes quarrelsome, riotous or disorderly;
- n. remove persons who are involved in illegal activities such as drug possession or trafficking;
- o. report illegal activities such as drug possession or trafficking to the Royal Newfoundland Constabulary or Royal Canadian Mounted Police forthwith;
- p. refuse entry to persons 19 years of age and older except for parents and/or guardians of customers and peace officers who shall be permitted entry at all times that the teenage dance hall is operating. Peace officers shall be permitted to remain on the premises as long as they in their sole discretion determine necessary. Parents and/or guardians shall be permitted entry only for the time necessary to retrieve and remove their child from the premises, and shall be escorted by an employee or agent of the owner or operator while on the premises;
- q. utilize and keep current a sign in & out sheet recording the names of all persons who enter and leave the teenage dance hall ;
- r. operate a coat check insuring that all patrons remove their coats on entering the teenage dance hall. An exception shall be made for Peace officers who may retain their coats;
- s. refuse entry to persons under the age of 13 years;

- t. refuse entry to persons identified by the Royal Newfoundland Constabulary or Royal Canadian Mounted Police who, within the past three years, have been convicted of an indictable criminal offense of a violent and/or sexual nature, or who is listed on the National Sex Offender Registry, or has been convicted of a drug related criminal offense or convicted of a criminal offense pertaining to providing alcohol to minors;
- u. refuse entry to persons who have been removed from the premises repeatedly;
- v. provide waste receptacles in the premises which shall be cleared at least two (2) times each day and when full;
- w. keep the premises in a clean and sanitary condition at all times;
- x. insure the number of persons in the premises at any time shall not exceed the number permitted by the Fire Commissioners licence for the premises; and
- y. insure that all areas immediately adjacent to the premises are clean and free of litter, refuse and other debris and shall install and maintain containers for the deposit of litter, refuse and other debris.

ISSUANCE OF LICENCE:

- 34. When an application for a license is made in accordance with the provisions of these regulations and the applicant meets all the requirements of these regulations or as otherwise directed by council, the City Manager or his or her delegate shall, subject to the City Manager's discretion set out in section 35 herein, issue a license certificate which shall set out the expiry date of the license in accordance with these regulations and the applicant shall thereby be licensed.
- 35. The City manager or his or her delegate may refuse to issue or renew a license, may revoke a license, and may impose any conditions on a license for any of the following reasons:
 - a. the applicant or licensee does not or no longer meets the requirements of these Regulations with respect to the license applied for or held;
 - b. the licensee has breached a condition of the license;
 - c. the applicant or licensee or any of its officers or employees:
 - i. furnishes false information or misrepresents any fact or circumstance to a peace officer, municipal enforcement officer, development inspector, or the City manager or his or her delegate;
 - ii. has, in the opinion of the City Manager based on reasonable grounds, contravened these Regulations whether or not the contravention has been prosecuted;
 - iii. fails to pay a fine imposed by a court for contravention of these Regulations; or
 - iv. fails to pay any fee required by these or any other applicable regulations;
 - d. the past or current conduct of the applicant or license holder affords a reasonable grounds for the belief that the applicant or license holder will not carry on the trade, calling, business or occupation in respect of the teenage dance hall in accordance with law and with integrity and honesty;

- e. there are reasonable grounds for the belief that the carrying on of the trade, calling, business or occupation in respect of the teenage dance hall by the applicant or license holder will result in a breach of this regulation or any other applicable law;
- f. the applicant or license holder is a corporation or partnership and its conduct or the conduct of its officers, directors, employees, agents or partners affords reasonable grounds for the belief that its trade, calling, business or occupation in respect of the teenage dance hall will not be carried on in accordance with the law and with integrity and honesty;
- g. there are reasonable grounds for the belief that the premises, accommodations, equipment or facilities in respect of which the license is required do not comply with the provisions of these regulations or any other applicable law;
- h. the conduct of the applicant or license holder or other related circumstances afford reasonable grounds for the belief that the carrying on by the applicant of the trade, calling, business or occupation in respect of the premises for which the license is sought would infringe the rights or endanger the health or safety of other members of the public or would result in damage to other property; or
- i. in the opinion of the City Manager based on reasonable grounds it is in the public interest to do so.

36. Every person to whom the City issues or renews a license shall furnish to the City any information that the City Manager or his or her delegate may from time to time require.

RENEWAL:

37. Provided a licensed applicant is not in breach of any of the terms of these regulations, the City Manager or his or her delegate shall, subject to the City Manager's discretion set out in section 35 herein, renew an applicant's license for a period of time up to one year following the date of application for renewal, provided such applicant has completed the application for renewal and has provided all information requested in the application for renewal.
38. Any license that has not had a renewal application submitted within six months after expiry shall be considered a new license application.

REVOCATION:

39. Revocation of a licence shall take effect upon service of written notice of the revocation to the licensee or, upon the third day following posting of a written notice on the front entrance of the teenage dance hall premises in the event that the address of the licensee is unknown. Such notification shall state the grounds on which the license has been revoked.

APPEAL:

40. A person, owner or operator:

- a. who has been refused the issue or renewal of a license;
- b. whose license has been revoked; or
- c. whose license is made subject to conditions, other than conditions imposed by this regulation;

may appeal the decision by making application to the Council in the form provided by the City Manager or his or her delegate within 30 days from the date of service of the notification from the City Manager or his or her delegate of the decision being appealed.

- 41. Prior to council rendering a decision on whether or not to reinstate or to issue or renew a license, the licensee shall be entitled to a hearing thereon before the Council and shall be notified of such hearing. Notice of hearing shall be in writing and served on the licensee at least five clear days prior to the date of hearing. Such notice shall state the time and location for the hearing.
- 42. A person, owner, or operator may not appeal a refusal to issue or renew a license if the reason for the refusal is the failure to pay any fee or provide any required information.

Change of status

- 43. Where there is any change in any of the particulars relating to a person licensed under these regulations, which particulars are required to be filed with the City on applying for or renewal of a license under these regulations, such person shall report the change to the City Manager or his or her delegate within 14 days of the change or the license issued under these regulations may be revoked.
- 44. Where there is to be a change in the composition or the controlling interest of a partnership licensed under this regulation, the persons licensed under this regulation in partnership shall obtain the approval of the City Manager or his or her delegate to such change prior thereto, failing which, the license may be revoked.
- 45. Where there is to be a change in the composition or the controlling interest of the shareholders of a Corporation licensed under this regulation, the Corporation shall obtain the approval of the City Manager or his or her delegate to such change prior thereto, failing which the license may be revoked. Where there has been any change in the controlling interest of the corporation, either by one transaction or a number of transactions, the license may be revoked, despite the City Manager or his or her delegates prior approval of any one or more such transactions.
- 46. The licensee must notify the City Manager or his or her delegate if its business is discontinued.
- 47. A licensee must apply for a new license if the teenage dance hall relocates.

Signage

48. No person shall be an owner or operator in respect of a teenage dance hall unless there is maintained over the street door or lower front window of the premises in respect to which such persons license is issued or in some other conspicuous place visible from the exterior of such premises satisfactory to the City Manager or his or her delegate, a sign issued by the City Manager or his or her delegate bearing the words "LICENSED TEENAGE DANCE HALL NO. ____" (inserted after "No." The owners license number) and "comments regarding this business may be made to the City of Corner Brook licensing office at (put in telephone number)."
49. Every owner and operator shall keep the license issued in respect of a teenage dance hall posted in a conspicuous place in the premises, in a manner satisfactory to the City Manager or his or her delegate, at all times during the currency of the license.

Good order

50. Every person to whom these regulations relates shall keep good order in or at any building or premises in respect to which license has been issued, and at his or her own expense shall keep a sufficient staff of employees for that purpose.

Insurance coverage

51. (1) Every owner shall, in respect of each teenage dance hall for which he or she holds a license, procure a policy of insurance endorsed to the effect that the City will be given at least 10 days notice in writing of any cancellation, expiration or variation in the amount of the policy, insuring:
- a. in at least the amount of \$2 million (exclusive of interest and costs) comprehensive against loss or damage resulting from bodily injury to or death of one person;
 - b. in at least the amount of \$5 million (exclusive of interest and costs) against loss or damage resulting from bodily injury or the death of two or more people in any one accident; and
 - c. in at least the amount of \$50,000.00 (exclusive of interest and costs) against loss or damage to property resulting from any one accident.
- (2) A certified copy or certificate of the policy of insurance shall be deposited with the City Manager or his or her delegate.

Inspection

52. Where a person, operator, or owner of a teenage dance hall has applied for a license, license renewal, or there are reasonable grounds for the City Manager or his or her delegate to believe that a teenage dance hall business is operating without a license the premises and surrounding lot may be inspected by the City Manager or his or her delegate, municipal enforcement officer or peace officer to:
- a. determine if this regulation is being complied with; and

- b. verify the information provided by the applicant, licensee, person, operator or owner for the purpose of obtaining or renewing a license or verifying that the teenage dance hall has been operated without a license.

53. A person whom the City Manager or his or her delegate reasonably believes owns or operates a teenage dance hall, requiring a license, or an applicant, shall:

- a. permit and assist in all inspections requested by the City Manager or his or her delegate;
- b. furnish to the City Manager or his or her delegate all identification, information, or documentation related to the inspection or licensing requirements; and
- c. not provide to the City Manager or his or her delegate false or misleading information or information intended to mislead with regards to any matter or thing arising in connection with the licensing of a teenage dance hall.

54. No person shall attempt to prevent, obstruct or hinder the City Manager or his or her delegate from making an inspection authorized by these regulations.

55. The City Manager or his or her delegate shall not enter a premise, house or any other building or structure located on residential property without the consent of the owner or occupant of that property.

56. In the event that the City Manager or his or her delegate is refused access or entry to any property pursuant to section 55, the City Manager or his or her delegate may apply to a provincial court judge for a warrant pursuant to s. 6 of the *Provincial Offences Act SNL 1995 Ch.P-31.1* and s.487 of the *Criminal Code of Canada RSC 1985 c.C-46* and any similar or successor legislation.

Hours and days of operation

57. No owner or operator shall operate or cause to permit the operation of any teenage dance hall except during the times set forth below:

<u>DAYS</u>	<u>FROM</u>	<u>TO</u>
Mondays to Fridays	9 a.m.	11:30 p.m.
Saturdays	9 a.m.	11:30 p.m.
Sundays	9 a.m.	11:30 p.m.

Restrictions on location

58. No person shall own or operate or cause or permit the operation of a teenage dance hall on land or premises abutting the following streets or highways or on land that abuts a municipally owned reserve that abuts the following streets or highways:

- a. Broadway

Service of Notice

- 59. Wherever notice or materials are required to be served upon or provided to any person pursuant to this regulation, such service or provision shall be deemed effective upon the mailing of such materials by registered mail to the last address of that person as indicated upon the license or other material filed with the City.

Conflicting legislation

- 60. Where any provision of these regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.

Vicarious liability

- 61. For the purposes of these regulations, an act or omission by an employee or agent of a person, owner or operator is deemed also to be an act or omission of the person, owner or operator if the act or omission occurred in the course of the employee's employment with the person, owner or operator, or in the course of the agent's exercising the powers or performing the duties on behalf of the person, owner or operator under their agency relationship.

Engaging in or operating a business

- 62. In a prosecution for contravention of these regulations against owning or operating a teenage dance hall without a license, proof of one transaction as a teenage dance hall operation or that a teenage dance has been advertised is sufficient to establish that a person, owner or operator is engaged in or operates a teenage dance hall.

Use compliance

- 63. No person shall own or operate a teenage dance hall from any premises except upon such lands as are zoned to permit the use of premises as a dance hall-general assembly Use as defined pursuant to the City of Corner Brook Development Regulations, or any similar or successor legislation.
- 64. No person shall own or operate a teenage dance hall from any land or premises where any use is maintained other than a use which is accessory to dance halls-general assembly as defined within the City of Corner Brook Development Regulations, or any similar or successor legislation.
- 65. No person shall own or operate a teenage dance hall unless such teenage dance hall is separated from other uses or occupancies of the premises by walls or permanent partitions.

Compliance

66. No owner or operator shall operate, or permit to be operated, a teenage dance hall except in accordance with the crowd control plan, floor plan, security plan and medical/safety plan filed in accordance with these Regulations.
67. No owner or operator shall operate or permit to be operated, a teenage dance hall contrary to any conditions of a license, including but not limited any deemed conditions set out in these regulations.
68. Every person shall comply with the provisions of these regulations applicable to that person whether or not that person is licensed under these regulations.

Misrepresentation

69. The making of a false or intentionally misleading recital of fact, statement or representation in any agreement, statutory declaration or application form required by this regulation shall be deemed to be a violation of the provisions of this regulation.

Offence and penalty

70. Any person who contravenes any provision of these regulations is guilty of an offence and liable on summary conviction to a fine or to a period of imprisonment or both in accordance with section 438 of the City of Corner Brook Act.
71. In addition to the remedy set out in section 70 herein, where the breach of these regulations is of a continuing nature over a persons operating or owning a teenage dance hall or in doing any act, matter or thing without having paid the license fee required to be paid by this regulation and/or without having obtained a licence, in any of those cases the City may apply to the Supreme Court of Newfoundland Labrador, by way of an action or originating notice for an injunction, or for an order:
 - a. prohibiting a person, owner or operator contravening these regulations from continuing to own or operate a teenage dance hall without obtaining a license and paying their required license fee, or
 - b. from continuing to own or operate the teenage dance hall without complying with the provisions of these regulations.

Effective date

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

IN WITNESS WHEREOF these Regulations are sealed with the Common Seal of the City of Corner Brook and subscribed by and on behalf of Corner Brook City Council by the Mayor and City Clerk at the City of Corner Brook, in the province of Newfoundland and Labrador, this 18th of June, 2012.

Deputy

Mayor

Witness

City Clerk

Witness

Published July 5, 2012First Reading May 28, 2012Second Reading June 18, 2012

JOSEPHINE GRIFFIN
A Commissioner for Oaths in and
for the Province of Newfoundland
and Labrador. My Commission
expires on December 31, 2014.

DEBORAH McHUGH
A Commissioner for Oaths in and
for the Province of Newfoundland
and Labrador. My Commission
expires on December 31, 2015

From: [REDACTED]
Sent: Tuesday, June 3, 2025 1:58 PM
To: Smith, Jessica
Subject: Notice of Motion to repeal the Teenage Dance Hall regulations

Dear Mayor and Council:

In reference to the Public Notice of Motion advertised on the City of Corner Brook Facebook page on May 28, 2025 to repeal the City of Corner Brook Teenage Dance Hall Regulations, the following is being presented in an effort to block this repeal. At a bare minimum, it is our opinion that the City must have a plan in place for how the City will monitor and deal with Teenage Dance Halls prior to repealing the regulation. As we all know, problems associated with such establishments occur when Municipal Enforcement Officers are tucked away in their beds.

For some background, let's familiarize ourselves with what happened in 2011 which – in part – led to the creation of the regulation due to a Teenage Dance Hall being operated at 103 Broadway without any enforceable City regulations in effect. The comments below are from a petition we (my wife and I) presented to Council at the time:

On the weekend of October 7-10, 2011 we witnessed and were exposed to the operation of this establishment – which we later learned the owner did not have proper permits in place. We would like to outline some of the specific events we witnessed over the course of those 4 nights:

- *Dozens of youth congregated outside of the establishment ; loitering in adjacent parking lot, in the Stratton's Road roadway, [REDACTED]. As these youth were congregating there was a lot of loud noise – screaming girls, taunting boys, and screeching tires. At times we were compelled to go to our [REDACTED]. There was a fight in the unlit parking lot – with several males pushing each other as well as a young girl who appeared to be intoxicated as she inserted herself in the fight.*
 - *We also witnessed several males carrying beer and consuming it outside of the establishment. The next morning we found a beer case under our vehicle. We also saw a young female being carried to a vehicle – she appeared to not be able to walk of her own volition.*
 - *We also observed several adult males hanging out in the parking lot opposite to the Teen Dance Hall/Jack and Jill's. Their presence amongst these youth was very concerning.*
 - *The dance music was much louder than we had previously witnessed when Jack and Jill's Exotic Dance Bar was in operation. In fact, it was louder than our own T.V. and continued until approximately 3:00 am each night. [REDACTED]. This speaks to the fact that the noise of this establishment is more intrusive than daytime traffic and activity in our commercial neighbourhood.*
- As concerned citizens we are appealing to our city council to consider the moral obligations required of a business owner when dealing with youth."*

Teenagers are not adults. I would implore you to consider the following reasons why we feel the regulations should not be repealed:

1. Safety and Security

Dance halls that cater to teenagers can attract large, energetic crowds. Without regulations:

- There may be inadequate security, increasing the risk of fights, theft, or even assault.
- Emergency preparedness (e.g., fire exits, crowd control procedures) might not be properly enforced.

2. Protection from Substance Abuse

Teens are in a developmental stage where they are more susceptible to peer pressure and risky behavior. Regulations help:

- Ensure alcohol is not sold or consumed at events for minors.
- Prevent drug distribution or use within the venue.
- Require monitoring by adults or staff trained to detect and handle substance-related issues.

Repealing such rules could open the door to environments where illegal or unsafe behaviors flourish unnoticed.

3. Prevention of Exploitation

Unregulated venues can become hotspots for predatory behavior or inappropriate adult-teen interactions.

- Regulations often set rules about who can attend (e.g., age limits) and who must be present (e.g., licensed chaperones).
- Removing these safeguards can make it easier for older individuals or bad actors to exploit or manipulate teenagers, particularly in dimly lit or unsupervised settings.

4. Noise and Disturbance Concerns

Teen dance events often involve loud music and may continue late into the evening. Without regulation:

- Residents near venues may face persistent noise complaints, which could cause friction between youth and their communities.
- Sound limits, curfews, and zoning rules help ensure events don't disrupt neighborhoods or infringe on others' right to quiet.

5. Public Nuisance

Large events can draw hundreds of attendees. Without regulation, surrounding businesses or homes may experience loitering, littering, or vandalism.

6. Parental and Community Confidence

Many parents are only willing to let their children attend dance halls if they believe there are strong safeguards.

In summary, after becoming intimately aware of how an unregulated Teenage Dance Hall establishment dramatically impacted our family in 2011, we feel that repealing this regulation is a mistake which would have the potential to greatly affect residents and parents of teenagers. In our opinion, Council should educate the public on the reasons why it should be repealed, clearly demonstrating that there are more positives than negatives. Maybe a public consultation should take place first. Personally, we do not see any positives in this proposed action.

Thank you for your consideration.

Regards,





Request for Decision (RFD)

Subject: 2025 Elections - Vote by Mail

To: Darren Charters

Meeting: Regular Meeting - 09 Jun 2025

Department: Council

Staff Contact: Darren Charters, City Manager

Topic Overview: The following motion is being brought forward for Council decision regarding vote by mail.

Attachments: [Vote by Mail 2021](#)

BACKGROUND INFORMATION:

The City of Corner Brook currently has regulations in place that permits the use of vote by mail for municipal elections. However, there are some concerns regarding the Vote by Mail process considering the current potential for a strike from Canada Post. In the scenario that Canada Post does in fact strike during the municipal election, there could be additional costs and complications to facilitating vote by mail delivery. For example, we could have to pay for kits that cannot be distributed and have to communicate to residents that they need to proceed with voting using another method or the City could incur additional costs associated with arranging courier services to ensure that residents who register for a vote by mail kit receive one. There is a potential for additional barriers as well with regards to the City receiving completed returned ballots from residents if they cannot mail them. Residents would be required to drop off their completed ballot to the drop box at City Hall. Therefore, in order to proceed with vote by mail, there would need to be contingency plans in place to ensure that residents can take advantage of the vote by mail option in the case of a Canada Post Strike coinciding with the Municipal Election. If Council wishes to proceed with vote by mail and Canada Post does not strike during the municipal election, then the process would remain the same (as it was in the 2021 municipal election).

If Council does not approve proceeding with a vote by mail process in the 2025 municipal election, a subsequent notice of motion should be made with the intent to rescind the current City of Corner Brook Municipal Election Vote by Mail Regulations (attached). The election would then proceed with in-person, advance polls and vote by proxy as the options for voters.

PROPOSED RESOLUTION:

BE IT RESOLVED pursuant to section 54(2) of the Municipal Elections Act to authorize a vote by mail process for the 2025 Municipal General Election in addition to in-person, proxy and advance pole voting options.

FINANCIAL IMPACT:

The financial impact will vary depending on the decision to proceed with vote by mail or not. The regular cost of facilitating vote by mail is approximately \$11,870 (plus HST). This cost will vary depending on the number of kits that are registered. Additional costs related to the potential strike would be the cost of courier services and additional advertising, resources to address the gaps.

There will still be a voter management system to facilitate the efficiency of the election and ability for residents to register for the voter list of \$19,100 (plus HST).

GOVERNANCE IMPLICATIONS:

Legislation
Municipal Elections Act
06 May 2025

ALTERNATIVE IMPLICATIONS:

1. If Council approves the resolution to proceed with a vote by mail option, staff will work on developing contingency plans that will aim to address the gaps in service that could arise from a strike from Canada Post that coincides the election times. The nomination period would remain as August 28-September 4th from 9am - 4pm each day, except Saturday, Sunday and Stat Holidays (Labour Day).
2. If Council decides not to proceed with a vote by mail, then a notice of motion should be subsequently made to rescind the current Vote by Mail Regulation. Staff will work proceed to work on the election while offering advance polls, in person and proxy voting as the options for voters. If vote by mail is not an option in the election, the nomination period will be

City Manager

Approved - 06 Jun 2025

City Manager

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

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

TITLE

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

RULES

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

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

APPLICATION PROCESS

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

PROVIDING BALLOTS TO VOTERS

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

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

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

RECEIVING BALLOTS FROM VOTERS

14. Voters are required to:

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

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

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

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

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

- a. are deemed to be spoiled;

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

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

OBJECTION BY CANDIDATES

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

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

COUNTING BALLOTS

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

PENALTIES

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

COMING INTO EFFECT

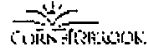
30. This Bylaw shall come into force and take effect on the date of final passing.

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


Mayor
City Clerk

Approved by Council: 26 July 2021

SCHEDULE A
VOTE BY MAIL BALLOT (TEMPLATE)



City of Corner Brook

September 28, 2021 Ballot

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

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

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