

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 23 JUNE, 2025 AT 7:00 PM**

PRESENT:

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

COW25-52 Land Acknowledgement

Councillor P. Gill read the Land Acknowledgement.

COW25-53 Approval of Agenda

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

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

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

COW25-55 Ratification of Decisions

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

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

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

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

MOTION CARRIED on all minutes.

COW25-56 Business Arising From Minutes

There was no business arising from the minutes.

COW25-57 Public Works, Water & Wastewater Update

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

Public Works

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

Water and Wastewater

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

COW25-58 Development, Planning and Community Services

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

- **2 Hemlock Avenue (Motorcycle and Power Equipment Dealership)** - Permit issued;
- **74 West Street (KFC)** - interior exterior renovations, permit issued;
- **29 Lundrigan Drive (Office/Warehouse)** - permits issued, foundation complete;
- **40 North Shore Highway (Mt. Patricia Cemetery Extension)** - permits issued, work ongoing, likely completion this summer;
- **4 St. Marks Avenue (Fillatre's Funeral Home Extensions)** - permit issued for two extensions. One extension is complete, the second one is progressing (anticipate to be completed in a couple of months);
- **4 Herald Avenue (Annex converted to an Apartment Building)** - Permit issued for exterior upgrades and for interior fit-up;
- **39 Confederation Drive (New Car Dealership)** - permit complete for Phase #1 (Civil/ Site Works), permit issued for Phase #2 (Rock pad & Site Services);
- **21 Mt. Bernard Avenue (33-unit apartment building)** - all permits issued, work ongoing;

- **12 Confederation Drive (Cosmetic Hotel Renovation)** - permit issued, work almost complete;
- **24 Murphy Square (Significant Interior Renovation)** - permit issued, work ongoing;
- **44 Brook Street (Building Extension)** - permit issued for foundation;
- **28 Commercial Street (Interior Renovations)** - partial permit issued;
- **57 Riverside Drive (New Warehouse Building)** - permit issued for foundation;
- **16 West Street (Apartment Building & Commercial Units)** - final permit issued;
- **168 Country Road (New Church)** - permit issued;
- **36 Crestview Avenue (New 6-Unit Apartment Building)** - awaiting revised drawings;
- **28 Murphy Square (Tim Horton's Renovation)** - permits issued, work almost complete;
- **396 O'Connell Drive (2nd Level Renovation)** - permits issued, work ongoing;
- **North Shore Highway (Maintenance Garage (WRWM))** - permits issued for civil/site works, foundations and structural steel;
- **93 West Street (Interior Alteration for new restaurant)** - permits issued;
- **41 Clarence Street (NLHC)** - exterior renovation, permit issued;
- **Industrial Park Study** - Dillon Consulting has been hired to complete this work, project is progressing forward;
- **IMSP (New Municipal Plan)** - Upland have submitted the final documents, public consultation of the draft plan and regulations is complete. The consultant will compile a report for council to review.

COW25-59 Finance & Administration Report - May

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

- total revenues were \$38,402,000 against a budget of \$41,900,000;
- total expenses were \$14,466,000 against a budget of \$41,900,000;
- Accounts Receivable exceeds that of previous years, which is a matter of concern for staff. The City Collector has been actively engaged in contacting taxpayers and businesses regarding their outstanding accounts. Water shut off notices have been issued in select cases and several businesses with larger outstanding balances have committed to a payment plan. Staff anticipates that collection efforts will be reflected positively in June's financial reports.

COW25-60 Capital Project and Engineering Committee Updates

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

- **Deep Gulch Brook Culvert Replacement (JCL Investments)** - Construction ongoing, work is progressing through O'Connell Drive, traffic control plans are in place for detour routes;
- **Petries Bridge Street Replacement (Englobe)** - tender issued, closing July 3, 2025;
- **Transit Accessibility Study and Implementation Plan (Dillon Consulting)** - council presentation occurred on June 18, 2025, public consultation started;
- **Elizabeth Street/O'Connell Drive Intersection Improvements (JCL Investments)** - anticipated start in July 2025, waiting on the delivery of traffic poles;
- **District Water Meters** - meters installed;
- **Water Audit/Loss Analysis (CBCL)** - overnight work will start in July 2025, this will consist of operating valves and monitoring flow data to identify potential leaks. Water Audit will be completed before field work begins;
- **Traffic Detection Upgrade** - work has started, Humber/Main Street is completed; Main Street and Mill Road is currently underway;
- **Curling Street Retaining Wall** - Surface Asphalt completed June 14th ,2025, landscaping remaining;
- **Mount Bernard Avenue** - surface asphalt completed June 14th, 2025;
- **Street Resurfacing** - work started on June 17th, paving operations will take place in the Townsite area first;
- **STAR Trail Design & Construction Services (Tract Consulting)** - awaiting funding application decision;
- **City Hall Atrium Lighting** - Lights received, installation scheduled for July 2025;
- **Community Market Feasibility (Fowler Bauld & Mitchell Ltd.)** - draft final report received;
- **Bartlett's Point Park Bandstand (Englobe)** - feedback from traffic engineers is expected in the coming weeks;
- **Confederation Drive Intersection Improvements (Englobe)** - final design expected in early July 2025;
- **Broadway Storm Sewer (Anderson Engineering)** - project is almost complete, pedestrian crossing remaining, waiting on delivery of poles for heritage lights;
- **CHIF Funding Application**
 - Funding has been applied for to complete the following projects:
 - Wastewater Treatment Facility (Est. \$140M)
 - Westside Water Reservoir (Est. \$13.3M)
 - Active Transportation Fund – Country Road Sidewalk (Est. \$2M)
 - Active Transportation Fund – Confederation Drive Multi-Use Trail (Est. \$3.7M)

- **Rural Transit Funding Application** - funding approval received, accessible on demand software RFP released;
- **Legacy Funding** - funding is being applied for through the Canadian Heritage Program to commemorate the 100th anniversary of Corner Brook Pulp and Paper. If successful, this funding will go towards upgrades in Margaret Bowater Park. Funding application submitted March 14, 2025;
- **Riverside Drive Risk Assessment (Stantec Consulting)** - study is underway, site visit occurred on June 4, 2025;
- **2025 Spring Cleanup** - cleanup is complete 1289 appointments were collected, and almost 4000 visits were made to the landfill. Public survey being drafted to encourage resident feedback;
- **Aerial Imagery** - Flying completed, expect imagery in July 2025;
- **Garbage Collection Contract** - tender review completed, RFD to be presented to Council during this council meeting.

COW25-61 Recreation Update

Councillor P. Keeping presented a Recreation update as follows:

Marina Redmond Centre - the Marina Redmond Centre has seen an overwhelmingly positive response from the public since opening with high participation in programs and daily visits. Individuals interested in participating can now create a profile on RecDesk to register for activities at the Marina Redmond Centre via cornerbrook.recdesk.com or marinaredmondcentre.com.

The Marina Redmond Centre offers a wide variety of aquatic activities for all ages, including free community swims, parent and tot swims, aqua Zumba, and more. Participants can have fun with a variety of open gym activities including basketball, volleyball, and coming soon — pickleball. The gym is a welcoming space for all skill levels and is also available for private bookings through RecDesk.

Artificial Turf at Doug Sweetapple Field - the artificial turf at Doug Sweetapple Field project is complete with the Grand Opening taking place on Saturday June 7th. The field is now being utilized by Corner Brook United Soccer Club for its minor and senior programming. This upgrade enhances safety, performance, and durability for hundreds of local athletes and community users.

Canada Day - festivities in Corner Brook kick off with a flag-raising ceremony at City Hall, followed by a community breakfast at the Corner Brook Civic Centre, cake cutting and fun for the whole family with bouncy castles, face painting, and live entertainment at Margaret Bowater Park. This year, the City will be hosting the Canada Games Torch Relay, beginning at City Hall during the flag raising and making its way to the Corner Brook Civic Centre. The festivities will cap off with a spectacular fireworks display at Margaret Bowater Park to light up the night sky.

Corner Brook Day/Ribfest - Corner Brook Day Celebrations are on Saturday August 2nd in Margaret Bowater Park featuring live entertainment, bouncy castles, face painting, cake cutting and cupcakes, as well as RibFest.

COW25-62 Tourism Update

Councillor P. Keeping presented a Tourism update as follows:

Over the past few weeks, our tourism team has been hard at work promoting Corner Brook and enhancing the visitor experience in our city. Earlier this month, from June 9th to 11th, the Tourism Supervisor attended the Cruise Canada New England Symposium in Halifax. In partnership with NILTA and the Port of Corner Brook, we hosted a Newfoundland-themed breakfast event for over 150 cruise industry delegates. The event featured local music, stunning video and photography, speeches, and gift bags filled with local and Indigenous products — all designed to highlight what makes our region special. We also had the chance to welcome cruise executives to Corner Brook before and after the symposium, giving us valuable time to showcase our attractions firsthand.

Looking ahead, we're excited to announce that the next cruise ship will arrive on June 25th. A fantastic lineup of vendors, musicians, and information volunteers will be ready to bring the city alive and create a warm, memorable experience for visitors. These cruise visits continue to be a vital piece of our tourism strategy, boosting our local economy and community spirit.

Another major milestone is the recent visit from the Canadian Geoparks Network evaluators as part of our application to become a UNESCO Global Geopark. This is the second-to-last step in the process, and if successful, the Cabox Aspiring Geopark — in partnership with Gros Morne — will receive international recognition. New interpretive signage, including a new panel at Three Bear Mountain, is being installed throughout the region to celebrate our unique geological and cultural heritage. This designation has the potential to increase tourism, support education, and build pride in our community.

Lastly, we're excited to share that the Mill Whistler Road Train will officially begin operation on June 27th. Running six days a week through downtown Corner Brook, the train will offer a fun and informative way for visitors to explore the city. Friendly guides at the Majestic Lawn will help direct tourists to trails, local businesses, the museum, and more.

COW25-63 Civic Centre Update

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

The ice came off the Kinsmen Arena on June 1st; post minor hockey provincials, Silver Blades testing, hockey camps and a highly successful season finale charity hockey tournament – The Breakaway Cup - where the organizer donated over four thousand dollars to the Islaview foundation.

On May 31st, the Main Arena was converted from a sold-out Monster Trucks event back to sports arena and almost immediately, on June 2nd minor (U9, U11, U13, U15 & U18) and senior ball hockey programming for the summer.

June is a busy month with numerous meetings, training sessions, banquets and RN Exams. Activities include a variety of federal and provincial government departments, nonprofit groups, minor programs, charities and The Special Olympics Corner Brook for the Law Enforcement Torch Run.

The Centre was privileged to host The College of the North Atlantic Graduation, on June 13th and looks forward to hosting Corner Brook Regional High's Cap & Gown ceremony, followed by the Grand March on Thursday, June 26th.

The summer ice season will be busy with hockey and figure skating camps. The Kinsmen arena will have ice for the first skate of summer on Friday, July 11th. The main arena will have the first skate of the season on August 1st for Hockey NL's High Performance Program (HPP) for male and female provincial team selections U14, U15 & U16. The camp will host over 300 athletes, coaching and training staff. It is expected there will be over 1,000 visitors will come to Corner Brook throughout the camp.

Upcoming events at the Civic Centre for the Summer include:

- Michelle Russell – Canada's Top Psychic Medium Event will be in the Corner Brook Civic Centre Meeting Rooms on Saturday July 5th.
- Autocross Saturday, July 26th on the Civic Centre Parking Lot as part of Jigs and Wheels Festival. A timed competition in which drivers navigate one at a time through a defined race course. 9:00am registration, 10:00am Safety Briefing, 11:00am – 5:00pm Timed Races.
- Thomas Amusements will be back at the Civic Centre from August 14-17 and August 19-24. Hours of operation are from 3:00pm – 10:00pm Weekdays, 1:00pm - 10:00pm Saturday and 1:00 – 6:00pm Sunday.

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

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

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

COW25-65 Emergency Management Response Tabletop Exercise

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

On May 13th, 2025, the City conducted an Emergency Management tabletop exercise in its Emergency Operations Centre. All our Emergency First Responding Agencies were invited to attend. The Provincial Justice and Public Safety - Regional Emergency Planning Officer facilitated the exercise in which we saw a school bus and fuel delivery truck collision on Grenfell Avenue sparked a wildfire that threatened the Corner Brook Long-term Care facility and then moved towards our neighbouring community of Massey Drive.

The exercise participants included the Corner Brook city staff of the City Clerk, Engineering, Public Works, and the Corner Brook Fire Department. External agencies included the Royal Newfoundland Constabulary, NL Health Ambulance, Memorial University - Grenfell campus, the Corner Brook Port Corporation, the Salvation Army, and the provincial Department of Children, Seniors and Social Development.

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

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

Councillor V. Granter presented a report regarding the transition from traditional parking metres to pay stations as follows:

The City of Corner Brook has historically managed downtown parking with 166 conventional parking meters. These meters have recently suffered from widespread vandalism and theft, resulting in over 90% being rendered inoperative. Coupled with the obsolescence of the equipment and a declining ability to procure replacement parts, the system no longer meets operational needs or community expectations.

The current meters are also incompatible with the City's digital mobile parking app and limit users to coin-only payments.

Staff is recommending the following:

- Decommission and remove all current single-space coin-operated meter heads;
- Install approximately 16–20 digital pay stations across the downtown area;
- Enable payments via debit/credit cards only; coins will be phased out;
- Units will serve 8–10 parking spaces each, are remotely programmable, and will fully integrate with mobile parking systems;
- Improve data collection for parking trends and system planning.

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

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

Notice is hereby given that at the Public Council Meeting on July 21st, 2025, the following motion will be brought forward for consideration:

Pursuant to the powers vested in it under Sections 197, 188, 203, 438, & 439 of the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended, Section 189 of the Highway Traffic Act, R.S.N.L. 1990, c. H-3, as amended, (a) delegation(s) of power by the Minister of Transportation and Works dated February 8, 2010, and all other powers it enabling, the Council of the City of Corner Brook hereby adopts and enacts the following Metered Parking Regulations, 2025 and thereby repeals the current Metered Parking Regulations, 2019, that were enacted September 16th, 2019.

COW25-68 Confirmation of Order - 2025-01

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that in accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2025-01. **MOTION CARRIED.**

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

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook in its Authority approve the application for the proposed 10 sq./m. Third Party Digital Sign at 100 West Street, Corner Brook, NL. **MOTION CARRIED.**

COW25-70 4 Clarence Street (Proposed Apartment Building)

On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is **RESOLVED** that Council of the City of Corner Brook in its Authority approve

the application for the proposed Apartment Building at 4 Clarence Street, Corner Brook, NL. **MOTION CARRIED.**

COW25-71 Collection of Garbage and Recycling 2025-08

On motion by Councillor C. Pender, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the City of Corner Brook Council award the Collection of Garbage and Recycling 2025-08, choosing Option 2 in the amount of \$1,445,148.42 (HST included) to Murphy Brothers Ltd. **MOTION CARRIED.**

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

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

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

On motion by Councillor P. Gill, seconded by Deputy Mayor L. Chaisson, it is **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed map amendment No. 24-04 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed map amendment No. 24-04 to the City of Corner Brook's 2012 Development Regulations;
- (3) Set Tuesday, July, 29th, 2025, 7:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;
- (4) Authorize staff to give statutory notice of adoption of the proposed amendments;
- (5) Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and
- (6) Appoint Mark Mills to preside over the scheduled Public Hearing.

MOTION CARRIED.

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

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

On motion by Councillor C. Pender, seconded by Councillor B. Griffin, it is **RESOLVED** that pursuant to section 54 of the Municipal Elections Act SNL 2001, c. m-20.2 as amended and all other enabling powers, the City of Corner Brook Council hereby repeals the City of Corner Brook Municipal Election Vote By Mail Regulations. **MOTION DEFEATED.**

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

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

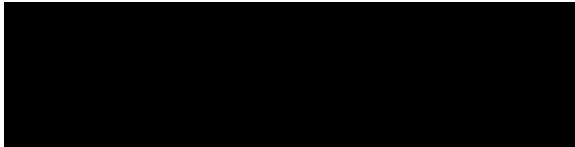
On motion by Councillor C. Pender, seconded by Councillor V. Granter, it is RESOLVED to reconsider motion 25-091 - 2025 Elections Vote by Mail. MOTION CARRIED. (Councillor B. Griffin voted against the motion).

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

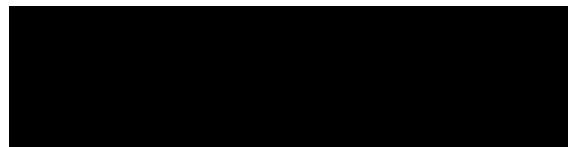
On motion by Councillor P. Gill, seconded by Councillor P. Keeping, it is RESOLVED pursuant to section 54(2) of the Municipal Elections Act to authorize a vote by mail process for the 2025 Municipal General Election in addition to in-person, proxy and advance poll voting options. MOTION CARRIED. (Councillor P. Gill and Councillor B. Griffin voted against the motion).

ADJOURNMENT

The meeting adjourned at 8:48 pm.



City Clerk



Mayor