



## **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 **August 18, 2025** at **5 pm. City Hall Council Chambers.**

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CITY CLERK

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**8 ADJOURNMENT**

## Land Acknowledgement

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



**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 21 JULY, 2025 AT 5:00 PM**

**PRESENT:**

Mayor	J. Parsons	D. Charters, City Manager
		T. Flynn, Director of Protective Services
Councillors:	P. Gill	D. Burden, Director of Engineering, Development and Operations
	B. Griffin	P. Robinson, Director of Recreation Services
	P. Keeping	J. Smith, City Clerk
	C. Pender	<i>J. Alexander, Sergeant-At-Arms</i>

Absent with regrets: Deputy Mayor L. Chaisson and Councillor V. Granter.

**25-92 Land Acknowledgement**

Councillor P. Gill read the Land Acknowledgement.

**25-93 Approval of Agenda**

On motion by Councillor P. Gill, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**25-94 Approval of Minutes [Committee of the Whole June 23, 2025]**

On motion by Councillor C. Pender, seconded by Councillor B. Griffin, it is **RESOLVED** to approve the Minutes of the Committee of the Whole Council Meeting of June 23, 2025. **MOTION CARRIED.**

**25-95 Business Arising From Minutes**

No items were brought forward.

**25-96 2025-13 Notice of Sale - Used Equipment & Materials**

On motion by Councillor P. Gill, seconded by Councillor P. Keeping, it is **RESOLVED** to accept the bids submitted as attached and award the sales of these units. **MOTION CARRIED.**

**25-97 Petries Street Bridge Replacement 2025-05**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to award the contract for the Petries Street Bridge Replacement (17-MYCW-25-00005) to Marine Contractors Inc. in the amount of \$794,861.60 (HST included). **MOTION CARRIED.**

**25-98 Deep Gulch Culvert Replacement - CO #10**

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** to approve change order No. 10 for JCL Investment Inc. for the Deep Gulch Culvert Replacement in the amount of \$172,811.45 (HST included). **MOTION CARRIED.**

**25-99 Central Fire Station Raising Overhead Door Opening Bay No. 1**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council award the work for the Central Fire Station Raising Overhead Door Opening Bay No. 1 to Island Dynamics Inc. for \$65, 017 (HST included). **MOTION CARRIED.**

**25-100 Civic Centre Sound System Replacement**

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook approves the use of Capital out of Revenue funds for the supply and installation of a new sound system in the main arena of the Corner Brook Civic Centre.

It is **FURTHER RESOLVED** to approve the quote received from Pro Audio Inc. for the supply of the sounds system components in the amount of \$44,836.20 (HST included).

It is **FURTHER RESOLVED** to approve the quote received from Pro Audio Inc for the installation of the supplied components in the amount of \$57,183.75 (HST included). **MOTION CARRIED.**

**25-101 RFP - Cape Blow Me Down Trail Construction**

On motion by Councillor P. Keeping, seconded by Councillor P. Gill, it is **RESOLVED** that the Council of the City of Corner Brook accept the proposal submitted by Russel's Land Design in collaboration with TRACT Consulting, for \$598,057.50 (HST included) for the Cape Blow Me Down Trail Construction.

It is **FURTHER RESOLVED** that the Council of the City of Corner Brook authorizes the City Manager to sign the PCA Agreement with the Contractor Russell's Land Design on behalf of the City of Corner Brook. **MOTION CARRIED.**

**25-102 Mount Moriah Water Agreement 2025-2035**

On motion by Councillor C. Pender, seconded by Councillor P. Keeping, it is **RESOLVED** to approve the Water Agreement with the Town of Mount Moriah, for a period of ten (10) years beginning August 1st, 2025. **MOTION CARRIED.**

**25-103 Council Travel Report - January - June 2025**

Councillor P. Gill presented the Council Travel Report for January to June 2025 with a total cost of 15,643.90 as follows:

- Mayor Jim Parsons - \$5,041.52 (MNL Symposium Gander and FCM Conference Ottawa);
- Councillor Linda Chaisson - \$4,774.02 (FCM Conference Ottawa);
- Councillor Pam Keeping - \$5,828.36 (FCM Conference Ottawa).

**25-104 IMSP and Development Regulations Amendment No. 25-03 - Apartments in LI Zone**

On motion by Councillor B. Griffin, seconded by Councillor P. Gill, it is **RESOLVED** that the Corner Brook Council authorizes staff to carry out as a public consultation process, as per section 14 of the Urban and Rural Planning Act, 2000 (URPA) in order to seek public input and receive information with respect to the proposed Municipal Plan and Development Amendments No. 25-03 to facilitates an apartment attached to shops and other business to be considered in the L1 zone (excluding Watson's Pond Industrial Park) through Council's discretion. **MOTION CARRIED.**

**25-105 Advance Poll Dates**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** in accordance with Section 26 of the Municipal Election Act, to hold two advanced polls for the 2025 Municipal Election on Tuesday, September 23rd, 2025 and Saturday, September 27th, 2025 from 8:00 am to 8:00 p.m. **MOTION CARRIED.**

**25-106 ATV Street Access for a Special Event**

On motion by Councillor P. Keeping, seconded by Councillor B. Griffin, it is **RESOLVED** that pursuant to Section 201 and 202 of the City of Corner Brook Act, 1990 and Section 7 of the Recreational Vehicle Regulation 2022 and all other enabling powers, the Council of the City of Corner Brook hereby permits All-Terrain Vehicles to operate on all its City street with exception of the following:

- 1) Any portion of the Lewin Parkway or TCH;
- 2) A portion of O'Connell Drive from the intersection of Bliss Street to the intersection of Mount Bernard Avenue;

for the dates of July 25th to August 3rd, 2025, so to support the City's Jigs and Wheels Festival. **MOTION CARRIED.**

**25-107 Annual Leave for Full Time Management/Non-Union Staff Policy Revision**

On motion by Councillor P. Gill, seconded by Councillor P. Keeping, it is **RESOLVED** that the Council of the City of Corner Brook approves the revised Annual Leave for Full Time Management/Non-Union Staff Policy as presented. **MOTION CARRIED.**

**25-108 Metered Parking Regulation 2025**

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is Pursuant to the powers vested in it under Section 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 dates 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 Regulation, 2019, that were enacted September 16th, 2019. **MOTION CARRIED.**

**25-109 Notice of Motion - Shared Regional Services**

Councillor P. Gill gave Notice that at the next Regular Meeting of Council the following Motion would be brought forward:

**BE IT RESOLVED** that the Council of the City of Corner Brook hereby directs the City Manager to explore and develop possible models of shared services, including but not limited to fire and enforcement services, in collaboration with neighbouring municipalities. The City Manager will ensure that such models do not compromise service delivery to City residents, while generating new revenue for the City.

**ADJOURNMENT**

The meeting adjourned at 5:49 p.m.

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City Clerk

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Mayor



# Request for Decision (RFD)

**Subject:** Green Municipal Fund – Funding Application: Feasibility Study for City Infrastructure Green House Gas Reduction

**To:** Donny Burden  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [cbr-letter-support-template-gmf \(1\)](#)

## BACKGROUND INFORMATION:

City staff have prepared an application to the Green Municipal Fund (GMF) to secure funding for a greenhouse gas (GHG) reduction feasibility study focused on City infrastructure. The proposed study will assess three City facilities: the Fire Department, the Public Works Depot, and the Wellington Place Centre (Lions Club building).

The study will involve a comprehensive review of each facility, with a focus on identifying current GHG emissions and exploring opportunities to retrofit or remodel the buildings to reduce their environmental impact.

If the funding application is successful, the City will also become eligible to apply for additional funding to implement the recommendations outlined in the completed feasibility study.

The total estimated cost of the study is \$243,750. If approved, the GMF would cover up to 80% of the project cost, resulting in a City contribution of approximately \$48,750.

This project, if successful in obtaining funding, will be included in the City's 2026 COOR budget.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** authorize staff to submit the application to the Green Municipal Fund (GMF) to undertake a City Infrastructure Green House Gas Reduction Feasibility Study in the estimated total of \$243,750.00.

Director of Engineering, Development and Operational Services      Approved - 11 Aug 2025

City Manager      Approved - 11 Aug 2025

Administrative Assistant      Approved - 11 Aug 2025

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City Manager



Green Municipal Fund  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

**Re: Confirmation of financial contribution for GMF application: City Infrastructure GHG Reduction, Corner Brook, Feasibility Study**

Dear Sir/Madam,

This letter is to confirm that the City of Corner Brook will make cash contributions of \$48,750 to undertake the **City Infrastructure GHG Reduction Feasibility Study** for which funding is requested from the Green Municipal Fund.

The City of Corner Brook acknowledges that should this application be approved, no further projects within the municipality will be eligible under the above noted funding initiative through the Green Municipal Fund's Community Buildings Retrofit initiative.

Yours sincerely,

Darren Charters, P.Eng  
City Manager  
City of Corner Brook





# Request for Decision (RFD)

**Subject:** MOU with Western Environment Center (WEC)

**To:** Donny Burden  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [WEC 2025 MOU](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has maintained a longstanding and mutually beneficial partnership with the Western Environmental Center (WEC), formalized through a Memorandum of Understanding (MOU). The agreement recently expired and requires renewal to continue the collaborative efforts that support the City's environmental and sustainability goals. WEC has been a key partner in advancing community-based environmental initiatives, most notably through its leadership stewardship of the City's community gardens. These gardens provide residents with access to green space, promote local food production, and foster environmental education and community engagement.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve the Memorandum of Understanding between the Western Environmental Center (WEC) and the City of Corner Brook. The City of Corner Brook Council authorizes the City Manager to sign the Memorandum of Understanding with the Western Environmental Center (WEC) on behalf of the City of Corner Brook.

Director of Engineering, Development and Operational Services      Approved - 13 Aug 2025

City Manager      Approved - 13 Aug 2025  
 Administrative Assistant      Approved - 14 Aug 2025

\_\_\_\_\_  
 City Manager



**THIS MEMORANDUM OF UNDERSTANDING (MOU) IS MADE** at the City of Corner Brook, Newfoundland and Labrador, as of the \_\_\_ day of \_\_\_\_\_, 2025

**BETWEEN:** WESTERN ENVIRONMENT CENTRE INC. ("WEC"),

**AND:** the CITY OF CORNER BROOK ("City")

**WHEREAS** the City is interested in providing environmental education and programs such as community gardens and composting in the City of Corner Brook;

**AND WHEREAS** WEC currently develops and coordinates environmental education and programs in the City of Corner Brook;

**AND WHEREAS** both the City and WEC would like to reach an agreement that sets out the roles and responsibilities of each party to allow the successful development and operation of environmental education and programs in the City by WEC;

**NOW THEREFORE** in consideration of the mutual covenants, conditions and agreements herein contained and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereto covenant and agree as follows:

**1) City Obligations.** The City agrees to:

- a) Take responsibility for the construction and/or installation of garden raised bed planters, sheds, and other structures and materials required on each site
- b) Provide general site landscaping work as required
- c) Provide continued repair and maintenance of community garden structures at all gardens operated by WEC within City of Corner Brook boundaries, as well as ongoing site services such as lawn-mowing, and filling water tanks
- d) Support and work with WEC staff in public consultations
- e) Meet with WEC staff as needed to review program needs
- f) Assist in the marketing and promotion of WEC programs via City media channels
- g) Provide annual financial support
- h) Acknowledge WEC as a partner.

- 2) **WEC Obligations.** WEC agrees to:
  - a) Take responsibility for the development, administration and management of environmental education and programs
  - b) Provide ongoing general light maintenance and upkeep of community garden and compost sites including litter clean up, tool cleaning, minor repairs, and harvesting finished compost
  - c) Set and collect the fees associated with any of the programs, and retain revenue associated with those fees. It is understood by both parties that the fees collected are intended to be set at a rate calculated to reasonably subsidize the partial costs of the operation and maintenance of the programs
  - d) Seek ongoing external funding to support the continued development and operation of environmental education and programs
  - e) Acknowledge the City as a partner
- 3) **Term.** Upon execution by both parties, this Agreement shall be effective for a three-year term, commencing \_\_\_\_\_ and expiring on \_\_\_\_\_.
- 4) **Amendment.** This MOU may be amended, extended, or terminated upon written agreement by both parties.
- 5) **Without Prejudice.** This MOU is entered into without prejudice to the parties' legal rights.
- 6) **Entirety of agreement.**
  - a) The preceding articles in this MOU contain the entire agreement between the parties; and
  - b) All previous proposals and communications relative to the provision of new Community Gardens, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated into this MOU.
- 7) **Counterparts.** This MOU may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original, and the counterparts together shall constitute one and the same instrument. Signatures delivered by pdf, facsimile or other electronic means shall be deemed for all purposes to be counterparts of this MOU.

**IN WITNESS WHEREOF** the parties have executed this MOU as of the day and year first above written.



**Western Environment Centre Inc.**

**The City of Corner Brook**

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\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_



# Request for Decision (RFD)

**Subject:** Accessible Transit Software Solution

**To:** Donny Burden  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**  
**Attachments:** [APPENDIX F Pricing - Blaise Transit](#)

## BACKGROUND INFORMATION:

The City of Corner Brook recently issued a Request for Proposals (RFP) for an On-Demand Transit Software Solution, marking the next phase in enhancing its public transportation system. The RFP outlines key accessibility upgrades to the current system, including features such as audible service announcements and integration of a payment solution within the On-Demand Transit app.

This initiative will enable the City to deliver a fully accessible On-Demand transit service while also exploring opportunities to improve the efficiency of its fixed-route system in the near future.

Multiple funding sources have been secured to support the implementation of this project, which are listed below. At this time, the City does not anticipate any direct costs beyond annual software subscription fees, which are scheduled to begin in 2026.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** accept the proposal submitted by Blaise Transit Ltd. for \$202,400.00 HST Included for the Accessible Transit Software Solution.

The Corner Brook City Council authorizes the City Manager to sign the Contractual documents with the Consultant Blaise Transit Ltd. on behalf of the City of Corner Brook.

## FINANCIAL IMPACT:

Investing in Canadian Infrastructure Program (ICIP)  
 Rural Transit Solutions Fund (RTSF)  
 Province of Newfoundland 7 Labrador Accessibility Grant

**Finance Type:** Funding

Director of Engineering, Development and Operational Services Approved - 13 Aug 2025

City Manager Approved - 13 Aug 2025

Administrative Assistant

Approved - 14 Aug 2025

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City Manager

## APPENDIX F – PRICING FORMS

### SCHEDULE II BASIC AND OTHER ADDITIONAL SERVICES FEES

#### APPENDIX "F" TENDER PRICE TABLE

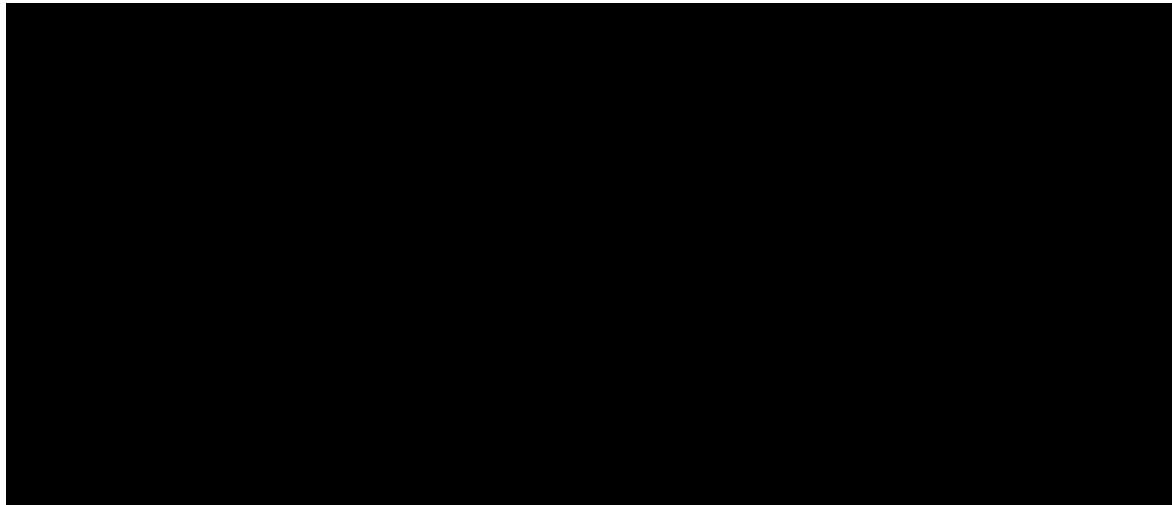
Sections	Description		Amount (\$)
<b>C1</b>	<b>Base Tender</b>		
<b>C1</b>	1	Implementation Fee	\$17,000
	2	Annual Software Fee	\$36,000
	3	[Optional] Estimated On-Site Travel Fee: \$5,500	
	4	[Optional] Custom Marketing Package: \$8000	
	5	Includes: Poster 11" x 17", flyer/pamphlet, 6 x social media publications (eg: Facebook, Instagram, Twitter/X), large format adaptation (e.g. bus shelters, bus panels, etc.)	
	6	rider education video, creation and production - 90 to 120 sec	
	<b>Sub-total Base Tender Prices (CAD, HST EXCLUSIVE)</b>		\$53,000
<b>C2</b>	<b>Separate Prices</b> <b>Bidders Must Submit one of the following in each item: N/A: Meaning the separate price is not being offered, INC: Meaning the price is included in the base tender or the actual price of the item offered.</b>		
<b>C2</b>	1	Audible Announcement Prompts	\$40,000
	2	Payment System, including validator	\$75,000 <sup>1</sup>
	<b>Sub-total Separate Prices (CAD, HST EXCLUSIVE)</b>		\$135,000

**Notes:** \* per Treasury Board Rates at time of signing contract. Rates available at <https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates/> and <https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement/>. HST to be removed before applying the value to the form above.

<sup>1</sup> Note this is for integration with the 3rd party payment system, Blaise has its own native payment system included in the base price



## APPENDIX F – CONTINUED: Pricing Details



The (optional) on-site travel costs have been estimated using calculations for one Blaise employee for flights, accommodations, travel to/from the airport, car rental, meals, and project management hourly rate for 5 business days.

Please note that our Annual license fees are subject to a 5% increase, pending negotiations on the duration of the contract.



# Request for Decision (RFD)

**Subject:** Approval - IMSP and Development Regulations Amendment No. 24-04 - 11 O'Connell Drive

**To:** Donny Burden  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Development and Planning  
**Staff Contact:** Christina Pye,  
**Topic Overview:** Rezoning portion of 11 O'Connell Drive  
**Attachments:** [MEMO - RFD - Approval](#)  
[Commissioner's Report- 24-04 \(003\)](#)  
[Corner Brook - Development Regulations Amendment No. 24-04 - For Approval](#)  
[Corner Brook - Municipal Plan Amendment No. 24-04 - For Approval](#)  
[Signed Maps 11 O'Connell](#)

## BACKGROUND INFORMATION:

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RLD zone. The purpose of this rezoning is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted. Maps can be seen in the attached package.

A public hearing was held by commissioner Mark Mills, he heard concerns and comments from owners of neighboring properties. The comments collectively reflect concerns about land ownership, impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc. The commissioners report along with his recommendation can be seen in the attached "commissioners report".

This Council request is for approval of Amendment No. 24-04. This is the third and final decision for this amendment by council.

## PROPOSED RESOLUTION:

### PROPOSED RESOLUTION:

The Corner Brook City Council RESOLVES to:

- (1) Adopt proposed amendment No. 24-04 to the City of Corner Brook's Integrated Municipal Sustainability Plan and 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 under (3).

## GOVERNANCE IMPLICATIONS:

Legislation  
Urban and Rural Planning Act  
Section 17-24

## RECOMMENDATION:

Staff Recommend that the City of Corner Brook adopt the proposed amendment as outlined above.

## ALTERNATIVE IMPLICATIONS:

Adoption of the proposed amendments is the final affirmative decision of Council (the first being adoption) prior to submitting the documents to the provincial government for ministerial approval and registration. If Council is not supportive of the proposal as is, Council should not proceed with approval.

## ALTERNATIVE MOTIONS:

The Corner Brook City Council RESOLVES to:

- (1) Refuse approval of the proposed amendment; or
- (2) Postpone approval of the proposed amendments, with direction given to staff to work further with the proponent in revising the development proposal before bringing the item back to Council.

Director of Engineering, Development and Operational Services	Approved - 13 Aug 2025
City Manager	Approved - 13 Aug 2025
Administrative Assistant	Approved - 13 Aug 2025

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City Manager

## Planning Department

**Departmental Memo**

**To:** Donald Burden, Director - EDOS  
**From:** Christina Pye, Planning Technician  
**cc:**  
**Date:** August 12, 2025  
**Re:** Amendments No. 24-04 – 11 O'Connell Drive

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RLD zone. The purpose of this rezoning is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted. Maps can be seen in the attached package.

In accordance with URPA, 2000, a public hearing was held by commissioner Mark Mills on July 29, 2025, he heard concerns and comments from owners of neighboring properties. The comments collectively reflect concerns about land ownership, impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc.

The commissioners report, attached, noted that the city should verify land ownership. The city has received both a property survey and a real property report signed and stamped by Clint O. Rumbolt December 3, 2013. The survey submitted by [REDACTED] was reviewed, it shows a narrow strip of land owned by Corner Brook Pulp and Paper (or assigns), and was dated 2004. The newer survey and real property report for the property has the narrow strip included in the lands owned by the applicant.

The report also indicated that there could potentially be a conflict of interest because a city staff member is involved in this application. From the planning perspective, the applicant has not been involved in any portion of the planning process above and beyond what is normal for any application.

Finally, the report indicated concerns mentioned above including impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc. As indicated to the applicants, there are engineering concerns here, and they will need to be addressed during development stage.

At this point in time, the planning department understands the concerns of the neighbours but supports the rezoning of the back portion of 11 O'Connell Drive from RLD to CS. We believe the concerns noted can be mitigated through engineering interventions, and landscaping. If you have any questions or would like any further information, please do not hesitate to contact me.

Regards,  
Christina Pye

## COMMISSIONER'S REPORT

City of Corner Brook  
Municipal Plan and Development Regulations  
Amendment No. 24-04

Report on the Public Hearing

Submitted by: Mark Mills  
Commissioner

August 1, 2025

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Appendix A: Letter of Appointment

Appendix B: Audio Recording

Appendix C: Written objections/representations

Appendix D: Survey of Regina Coleman

Appendix E: Slide Deck/Presentation

Appendix F: Photo Packet submitted by Brian Bailey

**INTRODUCTION**

1. In general terms, the purpose of the City of Corner Brook amendment number 24-04 is to rezone a portion of the property at 11 O'Connell Drive from Residential Low Density (RLD) to Community Services (CS) to allow the expansion of a parking area for the church that occupies that property.

**APPOINTMENT OF THE COMMISSIONER**

2. As required by Section 19 of the *Urban and Rural Planning Act*, 2000 (hereinafter the "Act"), the undersigned was appointed by the City of Corner Brook as Commissioner to hold a public hearing regarding the adoption of amendment number 24-04 in accordance with the Act on June 9, 2025. The e-mail confirming my appointment is attached at Appendix A.

**THE PUBLIC HEARING**

3. The hearing took place at Corner Brook City Hall on July 29<sup>th</sup>, 2025. Four people were in attendance, including the undersigned and 3 members of the public.
4. The hearing began at 1903 hours. I made some introductory remarks regarding the purpose of the hearing, which is for the commissioner to receive representations and objections. I emphasized that this was not a repeat of the public consultation, nor an opportunity for members of the audience to engage in debate on the amendment. The meeting was audio recorded, and the audio record is annexed to this report as Appendix B. The city did not present at the public hearing.
5. The Commissioner received the background information prepared by the City of Corner Brook, including but not limited to the draft amendments, the Request for Decision (RFD), the evidence of public consultation, written objections, and e-mail correspondence between City planning staff, the applicant, and Newfoundland Power.

**ISSUES**

6. The amendments to the Plan and Regulations at issue concern a single property and development proposal located at 11 O'Connell Drive (the "Subject Property"). The present occupant of 11 O'Connell Drive is the Baptist Church. The Baptist Church is seeking to expand its parking area to the rear of the lot. The proposed area to be developed is presently split zoned as Residential Low Density (RLD) and Community Services (CS). The parking lot would not be permitted to extend into the RLD portion of the lot and therefore the applicant is requesting that portion be rezoned to CS.

**OBJECTIONS AND REPRESENTATIONS**

7. Five written submissions were received prior to the commencement of the hearing. Copies of those written objections are attached to this report at Appendix C. Three of the authors of written objections, [REDACTED] [REDACTED] also attended the hearing in person and made supplemental verbal submissions at the hearing. No other party attended the hearing.
8. In addition to verbal representations, I have been provided with additional supporting materials consisting of:
  - a. A survey of [REDACTED] property on Elswick Road which appears to show an easement in favour of Corner Brook Pulp and Paper Co. Ltd. on or near the subject property (Appendix D) – submitted by [REDACTED]
  - b. A copy of a presentation purportedly authored and distributed by the Applicant to neighbouring property owners which appears to aim to address some of the issues raised in the representations (Appendix E) – submitted by [REDACTED]
  - c. A packet of photographs of the existing parking lot of the Baptist church (Appendix F) – submitted by [REDACTED]
9. All parties making verbal submissions were affirmed prior to giving their submissions, as required under section 21(2) of the *Urban and Rural Planning Act*.
10. While each party made representations separately, all of them were residents of Elswick Road and there was concurrence among them as to issues of concern. As such, I will refer to them collectively as "the Elswick Residents". Furthermore, rather than summarizing the objections individually by person, below is a summary of the various areas of concern that were raised collectively by them.

**Water Runoff/Drainage**

11. The Elswick Residents have strong concerns regarding potential water runoff and drainage which could negatively impact on their properties. The area of proposed development was formerly used by the Baptist church to contain the substantial quantity of snow that was ploughed from the front parking area of the church, which would then melt in the spring and create significant runoff that had the potential to incur upon their respective properties. The Elswick Residents are concerned that the plans for drainage, grading, and removal of foliage from the slope between their properties and the Subject Property (which has already occurred), along with the design of the new parking lot, may exacerbate these water issues and increase the risk of damage to their properties.
12. They are furthermore concerned that the new design encourages the placement of snow in a manner that will threaten their properties, and that the Applicant's proposed solution, which is to remove accumulated snow by truck throughout the winter, will not be implemented or enforced, and will leave them at a heightened risk.
13. The correspondence between staff and the Applicant indicates drainage issues were raised with the Applicant, and it was suggested that certain engineering features may be required during the planning phase of the site, and that eventual construction plans must address these concerns before development can occur. According to the planning department, the Applicant has committed to adjusting their plans to deal with these and other engineering issues.

**True Ownership of the Land**

14. The 2004 survey presented at Appendix D seems to indicate that, at that time, title to a narrow strip of land at the southern boundary of the Elswick Residents' land, which presumably abuts the northern boundary of the Subject Property, belongs to Corner Brook Pulp & Paper Co. Ltd.. The survey alone gives no indication as to the present-day ownership of the said parcel.
15. Some consideration should be given to whether the Applicant can demonstrate it has proper legal title to the entire parcel it is proposing to rezone, and if it does not, whether the proposed amendments are impacted by the said issues.

**Aesthetics**

16. The Elswick Residents feel the proposed amendment will result in a negative impact on the character and aesthetics of the neighborhood. They objected to the removal of mature trees which has already occurred. The loss of the trees has also resulted in reduced privacy.
17. The Applicant, in discussions with staff, has committed to permitting trees to grow back on the embankment once construction of the parking lot is complete.

#### **Perceived lack of need for increased parking**

18. The Elswick Residents believed that the existing parking facilities are sufficient for the church and the expansion is unnecessary. Photos of the parking lot at peak capacity were presented in Appendix F. While the photos appear to show a relatively full parking lot, it was noted that there are several other public parking lots within a short walk from the church. It was requested that the city undertake a study to analyze whether this proposed increased parking is a benefit.

#### **Potential Conflict of Interest**

19. It was noted that a representative for the applicant also is a staff member of the City of Corner Brook. It is unclear in what capacity the person acts for either party.

#### **ANALYSIS**

20. I have reviewed all background information and submissions and have noted the concerns expressed. The proposed amendment directly affects a single property in the city and indirectly impacts 4-5 neighbouring property owners.

21. The concerns raised in opposition to the development are valid insofar as they outlined potential negative outcomes that could occur if the rezoning and eventual development is carried out without due care. The neighbouring property owners have the right to be concerned about negative impacts upon their properties and to voice those concerns. Concerns over drainage, aesthetics, snow storage, and slope stability, etc, appear however, not to be insurmountable obstacles, but rather features which must be appropriately dealt with during the engineering and implementation phases of development. The factual record shows city staff and the applicants have already been in discussions regarding these aspects of the development, and those discussions will

need to continue to ensure no negative impacts occur in the long term. That the applicants have committed to addressing those issues as the development progresses is a positive indicator.

22. The potential benefit of improving an area that was previously of not much use other than snow storage, is self-evident. It is clear from the photographs presented that the parking lot at present does reach levels nearing capacity at busy times. There is some indication that the church plans to expand its space, and therefore a desire for added parking spaces is understandable.
23. The concerns raised regarding title issues should be considered and the city should be satisfied that no such issue exists before proceeding. It is beyond the scope of this report to determine whether the objections have merit, and whether the existence of any encumbrances as posited would have an impact on the proposed development.
24. Regarding the possibility of a conflict of interest, staff should identify whether there is any factual merit to the claim that such a conflict exists and review the Code of Ethics which prohibits any city employee from engaging in any business which is incompatible with the proper discharge of their official duties or would impair their independence of judgment.

#### **RECOMMENDATION**

25. Upon review, subject to the caveats at paragraphs 23 and 24, I find that nothing revealed at the public hearing should preclude approval of Amendment 24-04, and I therefore recommend the amendment be approved as adopted by Council.
26. With respect to concerns regarding drainage, aesthetics, snow storage, and slope stability, I trust that Council will take those concerns under advisement as the project moves forward to ensure any negative effects to the neighbouring landowners are fully mitigated possible.

Respectfully submitted,

A large black rectangular box used to redact a signature.

Mark Mills  
June 8, 2022



**CITY OF CORNER BROOK**  
**DEVELOPMENT REGULATIONS AMENDMENT No. 24-04**

**Rezoning of 11 O'Connell Drive**

**August 2025**

**CITY OF CORNER BROOK**  
**DEVELOPMENT REGULATIONS AMENDMENT No. 24-04**  
**REZONING OF 11 O'CONNELL DRIVE**

**Background**

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently split zoned 'Residential Low Density' (RLD) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

*"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone. This regulation applies to all parking areas, driveways, accesses, uses and areas or activities defined as development that area subsidiary to, associated with and/or connected to the permitted or discretionary use."*

The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RLD zone. The purpose of this rezoning is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted.

The purpose of this map amendment is thus to rezone the Subject Property from 'Residential Low Density' (RLD) to 'Community Services' (CS). This amendment coincides with a map amendment to the City's Integrated Municipal Sustainability Plan (see 'Municipal Plan Amendment No. 2024-04').

Supporting plan policy for this amendment is located in the corresponding 'IMSP Amendment No. 2024-04.'

**Public Consultation**

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on December 18<sup>th</sup>, 2024, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand delivered to adjacent properties. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received five written objections. The comments received collectively reflect concerns about environmental consequences, impacts on property value and neighborhood character, future development of the property with the new zoning changes, as well as water, snow, and drainage issues. The concerns were provided back to the applicant to which they provided some feedback, and they committed to adjusting plans before construction to deal with any potential engineering issues.

**Provincial Release**

In accordance with section 15 of the Act, City staff forwarded the Amendment to the provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental interests were identified, the Amendment was released from the Local Governance and Planning Division on June 6<sup>th</sup>, 2025.

### **Adoption by Council and Public Hearing**

In accordance with section 16 of the Act, Council adopted the Amendment on June 23<sup>rd</sup>, 2025. In accordance with section 17 of the Act, notice of adoption and public hearing date (July 29<sup>th</sup>, 2025) was published on the City's website June 26<sup>th</sup>, 2025, as well as posted on the City's social media on June 26<sup>th</sup>, and July 14<sup>th</sup>, 2025.

A public hearing was held by commissioner Mark Mills on July 29, 2025, he heard concerns and comments from owners of neighboring properties. The comments collectively reflect concerns about land ownership, impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc.

The commissioners report, attached, noted that the city should verify land ownership. The city has received both a property survey and a real property report signed and stamped by Clint O. Rumbolt December 3, 2013. The survey submitted by [REDACTED] was reviewed, it shows a narrow strip of land owned by Corner Brook Pulp and Paper (or assigns), and was dated 2004. The newer survey and real property report for the property has the narrow strip included in the lands owned by the applicant.

The report also indicated that there could potentially be a conflict of interest because a city staff member is involved in this application. From the planning perspective, the applicant has not been involved in any portion of the planning process above and beyond what is normal for any application.

Finally, the report indicated concerns mentioned above including impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc. As indicated to the applicants, there are engineering concerns here, and they will need to be addressed during development stage.

### **Approval by Council**

[To be completed after approval.]

### **Development Regulations Amendment No. 24-04**

The Corner Brook Development Regulations proposed is to rezone 11 O'Connell Drive from 'Residential Low Density' (RLD) to 'Community Services' (CS) as per attached 'C1-C5 Zoning Map – Amendment No. 24-04.'



**CITY OF CORNER BROOK**  
**MUNICIPAL PLAN AMENDMENT No. 24-04**

**Redesignation of 11 O'Connell Drive**

**August 2025**

**CITY OF CORNER BROOK**  
**MUNICIPAL PLAN AMENDMENT No. 24-04**  
**RE-DESIGNATION OF 11 O'CONNELL DRIVE**

**Background**

The Planning and Development Department received a development proposal for 11 O'Connell Drive (the 'Subject Property') to expand the parking lot associated with the place of worship use. The Subject Property is currently has split land use designations of 'Residential' (RES) and 'Community Services' (CS). Regulation 129 of the 2012 Development Regulations state:

*"Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone. This regulation applies to all parking areas, driveways, accesses, uses and areas or activities defined as development that area subsidiary to, associated with and/or connected to the permitted or discretionary use."*

The "place of worship" use is not set out in the RLD use zone tables, which prohibits the proposed parking lot extending into the RES designation. The purpose of this re-designation of land is to allow for the expansion of parking lot, upon approval, all engineering requirements will need to be met before construction permits will be granted.

The purpose of this map amendment is thus to re-designate the Subject Property from 'Residential' (RES) to 'Community Services' (CS). This amendment coincides with a map amendment to the City's Development Regulations (see 'Development Regulations Amendment No. 2024-04').

**Plan Policy Framework**

Subsection 4.2.2 contains the broad residential objectives of the city. Objective 11 outlines that the city aims to have complementary uses, like community services, located in convenient locations from residential developments:

*02. To coordinate the location of housing with complementary facilities and services, such as transportation routes, recreational open space, trails, community services and commercial areas.*

**Public Consultation**

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on December 18<sup>th</sup>, 2024, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand delivered to adjacent properties. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received five written objections. The comments received collectively reflect concerns about environmental consequences, impacts on property value and neighborhood character, future development of the property with the new zoning changes, as well as water, snow, and drainage issues. The concerns were provided back to the

applicant to which they provided some feedback, and they committed to adjusting plans before construction to deal with any potential engineering issues.

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The commissioners report, attached, noted that the city should verify land ownership. The city has received both a property survey and a real property report signed and stamped by Clint O. Rumbolt December 3, 2013. The survey submitted by [REDACTED] was reviewed, it shows a narrow strip of land owned by Corner Brook Pulp and Paper (or assigns), and was dated 2004. The newer survey and real property report for the property has the narrow strip included in the lands owned by the applicant.

The report also indicated that there could potentially be a conflict of interest because a city staff member is involved in this application. From the planning perspective, the applicant has not been involved in any portion of the planning process above and beyond what is normal for any application.

Finally, the report indicated concerns mentioned above including impacts on property value and neighborhood character, as well as water, snow, and drainage issues, etc. As indicated to the applicants, there are engineering concerns here, and they will need to be addressed during development stage.

### **Approval by Council**

[To be completed after approval.]

### **Municipal Plan Amendment No. 24-04**

The Corner Brook Integrated Municipal Sustainability Plan is proposed to re-designate the Subject Property at 11 O'Connell from 'Residential' (RES) to 'Community Services' (CS). as per attached 'Generalized Future Land Use Map A – Amendment No. 24-04.'



**REGISTRATION APPROVAL**

**LEGEND** ————— **ZONING BOUNDARY** **CHANGE FROM RLD TO CS**

Zone Title	Zone Symbol	Zone Title	Zone Symbol	Zone Title	Zone Symbol
Residential Special Density	RSD	Downtown Commercial	DTC	Community Service	CS
Residential Low Density	RLD	Downtown Smithville	DTS	Innovation District	ID
Residential Medium Density	RMD	General Commercial	GC	Open Space	OS
Residential High Density	RHD	Residential/Commercial Mix	RCM	Cemetery	C
Mobile/Mini Home Residential	MHR	Highway and Tourist Commercial	HTC	Environmental Protection	EP
Mosaic Residential	MR	Shopping Centre	SC	Environmental Conservation	EC
Comprehensive Residential Development Area	CRDA	Large Scale Commercial	LSC	Protected Water Supply Area	PWSA
Townsit Residential	TR	Waterfront Mixed Use	WMU	Rural	R
Townsit Commercial	TC	General Industrial	GI	Solid Waste/Scrap Yard	SW/SY
Downtown Residential	DTR	Light Industrial	LI	Mineral Working	MW
		Hazardous Industrial	HI	Special Management Area	SMA

**CITY OF CORNER BROOK**

**PROJECT TITLE:**  
**DEVELOPMENT REGULATIONS 2012**

**DRAWING TITLE:**  
**PROPOSED LAND USE  
ZONING MAP C-2  
(AMENDMENT No. 24-04)**

	<b>City of Corner Brook</b> Community Services Department Planning Division	<b>DATE:</b> NOVEMBER 2024	
		<b>SCALE:</b> 1:1000	

**DESCRIPTION**

LAND USE ZONING TO CHANGE FROM RESIDENTIAL LOW DENSITY TO COMMUNITY SERVICE

**THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.**

**CANADIAN INSTITUTE OF PLANNERS CERTIFICATION**

I hereby certify that this City of Corner Brook Development Regulations 2012, Map C-2 has been prepared in accordance with the requirements of the Urban and Rural Planning Act.

M.C.I.

**SEAL AND SIGNATURE**

Jennifer Brown

APL 7/25

REGISTERED PROFESSIONAL PLANNER  
Province of New Brunswick  
Nouveau-Brunswick  
COMMISSIONNÉ CERTIFIÉ

**MAYOR** \_\_\_\_\_

**CLERK** \_\_\_\_\_ (COUNCIL SEAL)

**DATE**

Municipal Plan/Amendment  
**REGISTERED**

Number \_\_\_\_\_  
Date \_\_\_\_\_  
Signature \_\_\_\_\_



LEGEND ————— ZONING BOUNDARY ■ CHANGE FROM RES TO CS

Land Use Designations

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

**CITY OF CORNER BROOK**

PROJECT TITLE:  
**INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012**

DRAWING TITLE:  
**GENERALIZED FUTURE LAND USE MAP A**  
**AMENDMENT NO. 24-04**

	<b>City of Corner Brook</b> Community Services Department Planning Division	DATE: NOVEMBER 2024	N
		SCALE: 1:1000	

**DESCRIPTION**

LAND USE DESIGNATION CHANGE FROM  
RESIDENTIAL TO COMMUNITY SERVICE

THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE

**CANADIAN INSTITUTE OF PLANNERS CERTIFICATION**

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

M.C.I.P.

DATE APR 7 25

**Jennifer Brown**

Signature (M.C.I.P. SEAL)

APR 7 25 Date

**SEAL AND SIGNATURE**

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map \_\_\_\_\_ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map \_\_\_\_\_ approved by the Council of the City of Corner Brook on the

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(month) (year)

MAYOR \_\_\_\_\_

CLERK \_\_\_\_\_

(COUNCIL SEAL)







# Request for Decision (RFD)

**Subject:** Confirmation of Order - 2025-02

**To:** Donny Burden  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Confirmation of Order  
**Attachments:** [stop work order - 308 Curling Street August 2025](#)

## BACKGROUND INFORMATION:

Since the previous meeting of Council the following Order was issued by the Department of Community Engineering, Development & Planning and therefore must be confirmed by Council pursuant to Section 109(4) of the Urban and Rural Planning Act:

Order #	Date of Issue	Civic Address/Location	Violation/Section	Order
2025-02	August 12, 2025	308 Curling Street	Section 8 of the City of Corner Brook Development Regulations	Stop Work Order

Section 109(4) of the Urban and Rural Planning Act 2000 requires that all orders issued by the Authority be confirmed by a majority of Council at the next meeting of the Council after the order is made. If the order is not confirmed by Council in this manner, it shall be considered to be cancelled.

## PROPOSED RESOLUTION:

In accordance with Section 109(4) of the Urban and Rural Planning Act the following Stop Work Order is hereby confirmed by Council, Order #2025-02.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
City of Corner Brook Development Regulations  
8

## RECOMMENDATION:

City staff recommend that Council confirm this Stop Work Order.

## ALTERNATIVE IMPLICATIONS:

1. That the Council of the City of Corner Brook confirm Order #2025-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.
2. That the Council of the City of Corner Brook not confirm Order #2025-02 pursuant to Section 109(4) of the Urban and Rural Planning Act.

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

Director of Engineering, Development and Operational Services      Approved - 13 Aug 2025

City Manager      Approved - 13 Aug 2025

Administrative Assistant      Approved - 14 Aug 2025

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City Manager



## STOP WORK ORDER

2025-02

To:

308 Curling Street  
Corner Brook, NL  
A2H 3J7

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

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

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

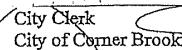
Under Section 106 of the Urban and Rural Planning Act, 2000 any person who contravenes an order made under the act is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1000 for the first offence, or in default of payment a period of imprisonment not exceeding three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

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

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

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

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

  
City Clerk  
City of Corner Brook





# Request for Decision (RFD)

**Subject:** Implementation of Transit Code of Conduct Policy

**To:** Donny Burden

**Meeting:** Regular Meeting - 18 Aug 2025

**Department:** Engineering

**Staff Contact:** Melody Roberts,

**Topic Overview:**

**Attachments:** [Corner Brook Transit Code of Conduct 2025-07-21\\_jsedits \(002\)](#)

## BACKGROUND INFORMATION:

The City of Corner Brook is committed to providing a safe, respectful, and reliable public transit experience for all residents. As ridership grows and service expectations evolve, it is essential to establish a clear and comprehensive Code of Conduct that outlines the roles, responsibilities, and behavioral expectations of transit employees, riders, and members of the public. This policy has been developed in consultation with transit staff, City employees, and legal advisors to ensure it reflects best practices and aligns with the City's values of fairness, safety, and inclusivity.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** adopt this policy on Transit Code of Conduct.

## GOVERNANCE IMPLICATIONS:

Policy

Director of Engineering, Development and Operational Services      Approved - 13 Aug 2025

City Manager      Approved - 13 Aug 2025  
Administrative Assistant      Approved - 13 Aug 2025

\_\_\_\_\_  
City Manager



## CITY OF CORNER BROOK

Index	Community Services		Section	Transit		
Title	Rider Code of Conduct		Policy Number	01-02-01	Authority	Council
Approval Date	2025-08	Effective Date	2025-08	Revision Date		

### **POLICY STATEMENT**

#### **Purpose**

This Code of Conduct outlines the expectations for behavior on all Corner Brook Transit vehicles, at bus stops, and within transit facilities. It is designed to ensure a safe, respectful, and inclusive environment for all passengers and employees.

#### **Scope**

This policy applies to all individuals using Corner Brook Transit services, including passengers, visitors, and employees.

#### **1. Respect and Dignity**

All individuals have the right to be treated with dignity and respect. Corner Brook Transit does not tolerate:

- Threatening, aggressive, or violent behavior
- Harassment or discriminatory actions
- Profanity, insulting language, or disruptive conduct

#### **2. Safety and Security**

To maintain a safe environment:

- Follow all instructions from Corner Brook Transit personnel
- Do not distract the driver while the bus is in motion
- Use handrails when boarding or exiting
- Remain in designated passenger area while bus is in motion.
- Report unsafe behavior to the driver or by calling the designated transit line
- Wear appropriate attire (shirts and shoes required)
- Pets are not permitted on Corner Brook Transit busses. Registered service animals are permitted.

#### **3. Prohibited Conduct**

The following actions are strictly prohibited on Corner Brook Transit vehicles and facilities:

- Smoking or vaping on buses or in shelters
- Consumption or distribution of drugs or alcohol
- Possession of weapons or dangerous goods
- Loud, rowdy, or abusive behavior
- Placing feet on seats or blocking aisles with baggage;
- Using cell phones in a disruptive manner, including: Loud conversations
- Playing music or videos without headphones
  - Loud ringers or notification alerts

**4. Accessibility and Courtesy**

To ensure a respectful and inclusive transit experience for all passengers:

- Reserve front seats for seniors and passengers with disabilities and others with accessibility needs
- Keep personal belongings secure and out of the aisles, seats and doorways to avoid obstructing access or creating safety hazards

**5. Fare and Transfers**

To help keep transit service timely and accessible for all riders:

- Have fare or transit card ready before boarding
- Request transfers when boarding the first bus
- Transfers are valid only for the next connecting bus and not for return trips on the same route

**6. Enforcement**

Violations of this policy may result in:

- Verbal warnings
- Removal from the vehicle or premises
- Suspension of riding privileges
- Involvement of law enforcement if necessary

**7. Reporting Violations**

To report violations:

- Notify the driver
- Call the Corner Brook Transit customer service line
- In emergencies, call 911

**REFERENCE:**

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK





# Request for Decision (RFD)

**Subject:** Civic Centre Helmet Policy

**To:** Darren Charters

**Meeting:** Regular Meeting - 18 Aug 2025

**Department:** Recreation

**Staff Contact:** Peter Robinson, Director of Recreation Services

**Topic Overview:**

**Attachments:** [Civic Centre Helmet Policy #08-01-07](#)

## BACKGROUND INFORMATION:

The City of Corner Brook does not currently have a policy that requires participants of on-ice activities at the Corner Brook Civic Centre to wear helmets while they are on the ice. The risk of a slip and fall is significantly increased while engaging in on-ice activities. Wearing a helmet significantly reduces the risk of injury. The attached policy will require helmets to be worn while engaging in on-ice activities and will increase the safety of participants.

## PROPOSED RESOLUTION:

**Be it RESOLVED that** the council of the City of Corner Brook approve the Civic Centre Helmet Policy #08-01-07.

**Legal Review:** Yes

## LEGAL REVIEW:

The Civic Centre Helmet Policy #08-01-07 has been reviewed by the city solicitor.

## RECOMMENDATION:

City staff recommend the approval of the Civic Centre Helmet Policy #08-01-07.

Director of Recreation Services

Approved - 13 Aug 2025

City Manager

Approved - 13 Aug 2025

Administrative Assistant

Approved - 14 Aug 2025

City Manager



## CITY OF CORNER BROOK

### Policy Statement

<b>Policy Title</b>	<i>Civic Centre Helmet Policy</i>	<b>Index:</b>	<i>Properties &amp; Facilities</i>
<b>Section:</b>	<i>City Properties</i>	<b>Policy Number:</b>	<i>#08-01-07</i>
<b>Authority</b>	<i>Council</i>	<b>Adopted Date:</b>	<i>Date</i>
<b>Effective Date:</b>	<i>September 1, 2025</i>	<b>Revision Date:</b>	<i>Date</i>
<b>Policy Owner:</b>			

**1. POLICY STATEMENT:** The City of Corner Brook will strive to ensure use of recreation facilities is as safe as possible.

**2. PURPOSE:** To provide clarity on the requirements to wear helmets while engaging in on-ice activities at the Civic Centre.

#### 3. APPLICABILITY

1. All individuals, including staff and members of the public, are required to wear a helmet while engaging in on ice activity with the exception of the exemptions listed in paragraph 5 herein. A CSA approved hockey style helmet is strongly recommended.
2. The City of Corner Brook (“the City”) will not be responsible for monitoring compliance with this Policy. The City may however in its sole discretion remove from the ice and deny future ice access to any individuals and/or user groups that fail to comply with this policy.
3. Parents and guardians of minor children are responsible to ensure that their children/wards under the age of nineteen years wear a helmet in accordance with this policy.
4. All companies, clubs, associations, organizations, and other groups and individuals that rent, lease or are otherwise granted ice time at a City facility including but not limited to hockey teams, figure skating clubs, curling clubs and other sporting or leisure groups are responsible to monitor and ensure compliance with this Policy during their allotted ice times.
5. The following exemptions apply to the requirement to wear helmets set out in paragraph 1 of this Policy:
  - a. “Designated First Aid and Emergency Responders responding to a medical emergency or injury that has occurred on the ice surface;
    - Designated First Aid and Emergency Responders include:
    - Team/organization appointed trainers
    - Paramedics/EMT's
    - Firefighters
    - Police

- Security; and
- Doctors and/or nurses called upon to assist in an emergency.

b. Participants participating in a sanctioned practice or competition of a sport for which helmets are not required in accordance with the rules of Sport NL or other respected governing body that has been approved by the City in its sole discretion, or participating in a medal ceremony, on ice celebration, or on-ice special event such as a team photo, and which sporting group has provided the following:

- i. proof of insurance with an endorsement from the insurance provider approving participation without helmets and covering all participants in the amount of at least Five Million dollars (\$5,000,000.00) per occurrence naming the City as an insured and proving cross liability coverage.

c. Professional athletes where the industry standard includes performance without the use of helmets provided that the athlete, their manager or employer provide:

- i. a signed waiver and indemnity in a form approved by the City signed by the athlete and/or athlete's parent or legal guardian if the athlete is under the age of 19 years; and
- ii. Proof of insurance coverage satisfactory to the City such as workers compensation insurance, long term disability insurance and/or other personal injury insurance

d. Individuals participating in ceremonies, such as anthems or ceremonial face-offs, provided that a non-slip walkway, such as a carpet, is provided; and

f. Such other exemptions as may be pre-approved in writing by the City in its sole discretion from time to time on such terms and conditions as the City in its sole discretion may deem necessary or desirable provided that a waiver and indemnity to the satisfaction of the City has first been provided.

10. Reference:

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## CITY OF CORNER BROOK – HELMET POLICY WAIVER AND INDEMNITY AGREEMENT

(For Participants Engaging in On-Ice Activities Without a Helmet in Accordance with Section 5 of the Helmet Policy)

### 1. ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

I acknowledge and understand that participating in on-ice activities without wearing a helmet, even under an exemption granted by the City of Corner Brook, involves inherent risks of serious injury, disability, or death.

I confirm that:

- I am aware of and voluntarily assume all such risks;
- I or my child/ward are participating in one or more of the following exempted activities as described in Section 5 of the Helmet Policy (please initial all that apply):

Professional Athlete Performance  
 Ceremony Participation (e.g. Anthem, Ceremonial Face-Off)  
 Other (pre-approved by the City): \_\_\_\_\_

### 2. RELEASE AND WAIVER OF LIABILITY

In consideration of being permitted to use the City ice surface and to do so without a helmet under the applicable exemption, I, on behalf of myself and my child/ward \_\_\_\_\_ hereby release, waive, and forever discharge the City, its elected officials, officers, employees, volunteers, and agents (collectively, the “Releasees”) from any and all claims, demands, actions, or causes of action for injury, illness, death, property damage, or loss arising from or related to the participation of myself and my child/ward \_\_\_\_\_ in any on-ice activity without a helmet, whether caused by negligence of the Releasees or otherwise.

### 3. INDEMNITY

I agree to indemnify and hold harmless the Releasees from any and all liabilities, claims, damages, costs, and expenses (including legal fees) incurred in connection with or arising from the aforementioned helmet-free participation.

### 5. BINDING EFFECT

This Agreement is binding on the undersigned, the child participant, and their heirs, executors, administrators, legal representatives, successors, and assigns. By signing this form, I acknowledge having read, understood, and agreed to this waiver, release and indemnity on my own behalf and on behalf of my child/ward. If signing on behalf of another person, I hereby represent and warrant that I am their legal parent and/or legal guardian.

Participant Name (or Authorized Representative): \_\_\_\_\_

User Group/Organization (if applicable): \_\_\_\_\_

Signature of participant: \_\_\_\_\_

Signature of participant’s legal guardian if participant is under the age of 19 years or does not otherwise have legal capacity: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Request for Decision (RFD)

**Subject:** Attendant Pass Policy Revision

**To:** Darren Charters

**Meeting:** Regular Meeting - 18 Aug 2025

**Department:** Recreation

**Staff Contact:** Peter Robinson, Director of Recreation Services

**Topic Overview:**

**Attachments:** [Attendant Pass Program Policy #08-06-01](#)

## BACKGROUND INFORMATION:

On January 24, 2022 the Attendant Pass Program For Persons With Disabilities Policy#08-01-06 was approved by Corner Brook City Council. The policy was intended to provide a mechanism by which a person requiring an attendant in order to attend a City event, due to a disability, would be able to have an attendant accompany them to an event at no extra charge. As part of staff's ongoing policy review, the attached Attendant Pass Program Policy #08-06-01 has been updated with clarified language as well as a simpler implementation process. The updated policy would become effective, and the Attendant Passes would be available, as of October 1, 2025. This will allow time to properly train staff and implement procedures for a smooth rollout of the program.

## PROPOSED RESOLUTION:

**Be it RESOLVED that** the council of the City of Corner Brook approve the revised Attendant Pass Program For Persons With Disabilities Policy #08-06-01 as attached.

Director of Recreation Services

Approved - 13 Aug 2025

City Manager

Approved - 13 Aug 2025

Administrative Assistant

Approved - 14 Aug 2025

\_\_\_\_\_  
City Manager



## CITY OF CORNER BROOK

### Policy Statement

<b>Policy Title</b>	<i>Attendant Pass Program</i>	<b>Index:</b>	<i>Properties &amp; Facilities</i>
<b>Section:</b>	<i>City Facilities</i>	<b>Policy Number:</b>	<i># 08-01-06</i>
<b>Authority</b>	<i>Council</i>	<b>Adopted Date:</b>	<i>Date</i>
<b>Effective Date:</b>	<i>2025-10-01</i>	<b>Revision Date:</b>	<i>2025-08-13</i>
<b>Policy Owner:</b>			

**1. POLICY STATEMENT** The City of Corner Brook will remove barriers to events, activities and programs for individuals with disabilities by creating an attendant pass program allowing a care giver, guardian or support worker to be present with the participant during a City event, activity and/or program.

**2. PURPOSE** To provide guidelines for the allowance of an attendant, care giver, guardian or support worker accompanying people with disabilities to City of Corner Brook events, activities and/or programs that take place at City owned facilities and outdoor spaces.

**3. DEFINITIONS** “City event” – an event organized and or sponsored by The City of Corner Brook.

**4. PROCEDURE** The City of Corner Brook will require the person with a disability (the participant) to complete the application form provided in order to receive an attendant pass to participate in events, activities and/or programs. Application forms are available online, City Hall, Civic Centre and Marina Redmond Centre. Completed applications must be completed online or submitted at the Marina Redmond Centre.

City staff will require the participants name, phone number, address, photo and email address to create a file and pass for the individual. Attendant Pass will include pass number and expiry.

Applicants will be required to provide verification of requirements for an attendant. Verification can be provided by one of the following:

- Medical Doctor
- Registered Social Worker
- Disability Agency
- Or other healthcare professional as approved by the City

Attendant passes are valid for one year, from the date of issue.

The City of Corner Brook will ensure that outside organizers and promoters of City events will include the attendant pass in their contract.

Attendant pass holders will need to indicate they need an additional ticket at the time of purchase.

Regular pricing and fees are applied to the participant only and tickets to all events are on a public first come first serve basis.

When attending City of Corner Brook events, activities and/or programs attendant pass holders must display their attendant pass to staff in order to obtain free admission for the attendant. For programs or activities that require pre-registration attendant pass holders must call.

City, event staff, security will be trained and educated on the attendant pass program and be able to identify the pass during City of Corner Brook events, activities and/or programs.

5. SCHEDULE(S) (Optional)

6. AMENDMENT(S) (Mandatory)

Date of Council Decision	Report / Bylaw	Description

7. REVIEW(S) (Mandatory)

Date of Policy Owner's Review	Description

8. Reference:

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Attendant Pass Application

Recreation and Tourism Department

### Contact Information

**Name of Applicant  
(Required):** \_\_\_\_\_

**Date of Birth (Required):** \_\_\_\_\_

**Applicants Address (Required):**

Street: \_\_\_\_\_

Address \_\_\_\_\_

Line 2: \_\_\_\_\_

City, \_\_\_\_\_

State, Zip: \_\_\_\_\_

**Primary Phone Number  
(Required):** ( ) - \_\_\_\_\_

**Secondary Phone Number:** ( ) - \_\_\_\_\_

### Caregiver Information

**Caregiver Name:** \_\_\_\_\_

**Caregiver Phone Number:** ( ) - \_\_\_\_\_

### Official Verification/ Reference

*Official verification/ reference can come from a Medical Doctor, Registered Social Worker, Disability Agency or other healthcare professional as approved by the City*

This is to verify that the applicant has a disability that requires an attendant to assist them to attend events, activities and programs in the community. Children under 12 may apply if a support person/worker is required in addition to a parent/guardian. You may upload a Medical Doctors note, Registered Social Workers letter of reference or a Disability Agency's letter of reference below.

**Referee's Name (Required):** \_\_\_\_\_

**Referee's Phone Number (Required):** ( ) \_\_\_\_\_

**Referee's Email:** \_\_\_\_\_

**Referee's Address (Required):**

Street: \_\_\_\_\_  
Address \_\_\_\_\_  
Line 2: \_\_\_\_\_  
City, \_\_\_\_\_  
State, Zip: \_\_\_\_\_

## **Declaration**

The information provided in the application is to the best of my knowledge complete and accurate. I understand that City of Corner Brook will contact the reference for additional information if required. I understand that approval of an attendant pass is given only if an acceptable reference is given and this form is complete fully.

**Signature of applicant (Required):** \_\_\_\_\_  
*A guardian/caregiver may sign if the applicant is under the age of 18 OR is of legal age and unable to sign*

**Date (Required):** \_\_\_\_\_





# Request for Decision (RFD)

**Subject:** Shared Regional Services

**To:** Darren Charters  
**Meeting:** Regular Meeting - 18 Aug 2025  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services  
**Topic Overview:** Shared Regional Services

## BACKGROUND INFORMATION:

At the Regular Council Meeting on July 21, 2025, Councillor P. Gill provided notice of motion regarding shared regional services that would be brought forward to the next Council meeting, therefore it is being brought forward for discussion and decision. The following background information was provided at the previous meeting of Council:

The City of Corner Brook provides high quality, professional firefighting and bylaw enforcement to the residents and businesses of our city. As the costs for these services continue to rise, the City must explore ways to increase revenue so that these services remain robust and sustainable.

At the same time, many smaller communities are struggling to provide these services and wish to partner with larger centres that have capacity.

The City of Corner Brook has entertained the provision of services to neighbouring communities in the past, with the stipulation that such arrangements do not negatively impact service delivery to the City and the arrangements generate positive net revenues for City coffers (example: Mount Moriah).

This topic has been brought up previously; however, Council indicated that it was not interested in supporting such agreements which resulted in staff ceasing to explore or investigate such opportunities.

Staff have indicated that there could be great benefits to the City from these types of agreements, including more revenue, access to better equipment, and more control of our fate as a regional hub for the Humber-Bay of Islands area. In addition, since Council would have the opportunity to evaluate potential agreements on a case-by-case basis, there is no risk to exploring these opportunities.

## PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook hereby directs the City Manager to explore and develop possible models of shared services, including but not limited to fire and enforcement services, in collaboration with neighbouring municipalities. The City Manager will ensure

that such models do not compromise service delivery to city residents, while generating new revenue for the City.

City Clerk	Approved - 14 Aug 2025
City Manager	Approved - 15 Aug 2025
Administrative Assistant	Approved - 15 Aug 2025

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City Manager