



CITY OF CORNER BROOK

Dear Sir\Madam:

I have been directed by Her Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on October 6, 2025 immediately following the swearing in of Council, **City Hall Council Chambers**

CITY CLERK

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1 CALL MEETING TO ORDER

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1.1 Land Acknowledgement

2 APPROVALS

2.1 Approval of Agenda

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2.2 Approval of Minutes- Committee of the Whole September 22, 2025

3 BUSINESS ARISING FROM MINUTES

3.1 Business Arising From Minutes

4 CORRESPONDENCE/PROCLAMATIONS/PETITIONS

15 - 16

4.1 Proclamations and Events

5 ELECTION OF DEPUTY MAYOR

17 - 18

5.1 Election of Deputy Mayor

6 INAUGURAL ADDRESS

6.1 Inaugural Address- Mayor Chaisson

7 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 COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 22 SEPTEMBER 2025 AT 7:00 PM**

PRESENT:

Deputy Mayor	L. Chaisson	D. Charters, City Manager
Councillors:	P. Gill	P. Robinson, Director of Recreation Services
	B. Griffin	Director of Finance and Administration – vacant
	P. Keeping	A. O'Brien, Manager of Engineering/Assistant Director of Engineering, Development and Planning
	C. Pender	J. Smith, City Clerk
		J. Baines, Sergeant-At-Arms

Absent with regrets: D. Burden, Director of Engineering, Development and Operations and T. Flynn, Director of Protective Services

COW25-75 Land Acknowledgement

Councillor B. Griffin read the land acknowledgement.

COW25-76 Approval of Agenda

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

COW25-77 Approval of Minutes- Regular Meeting September 8, 2025

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** to approve the minutes of the Regular Meeting of September 8, 2025. **MOTION CARRIED.**

COW25-78 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 CC25-008 Approval of Agenda [Gill/Griffin]

It is **RESOLVED** to ratify minute CC25-010 Purchase of private land off Mayfair Avenue [Gill/Pender]

It is **RESOLVED** to ratify minute CC25-011 Approval of Agenda [Gill/Keeping]

It is **RESOLVED** to ratify minute CC25-013 Preferred Candidate- Director of Finance and Administration [Gill/Keeping]

MOTION CARRIED on all minutes.

COW25-79 Business Arising From Minutes

There was no business arising from the minutes.

COW25-80 Proclamations and Events

Councillor B. Griffin declared the following proclamation was made:

September 15-21 was declared World Mitochondrial Disease Week.

COW25-81 Protective Services Statistics for the month of August 2025

Councillor C. Pender presented the statistics for August from the Protective Services Department as follows:

- Municipal Enforcement received 52 calls for services;
- Animal Control received 13 calls for services;
- There were 8 Parking related violations issued;
- Corner Brook Fire Department received 59 calls for service;
- PSAP received a total of 10695 calls of which 7503 were transferable.

COW25-82 Public Works, Water & Wastewater Update

Councillor Gill presented an update on Operational Services for the period of June 16 -September 12, 2025 as follows:

Public Works

- Projects including lawn repairs, splashpad extension, sinkhole/culvert repairs are 100% complete and work is finished to the season;
- other ongoing projects include: pothole repairs, street and sidewalk sweeping, line painting, parks maintenance, storm collection maintenance, curb and sidewalk repairs, winter equipment prep, Walbourne's bridge repair, Asphalt Patching (round 2), ditching fall maintenance, gravel road fall maintenance and field and turf fall maintenance.
- 322 service calls were received, with the top three categories being pothole/road repairs, general maintenance, and lawn repairs;

Water and Wastewater

- Projects including water intake cleaning & inspections, pump station roofing repairs are 100% complete and work is finished.
- other ongoing projects include water distribution flow meter upgrades, water distribution maintenance, sanitary collection maintenance, water leak repair - griffin drive, splash pad winterization, water leak detection, new service installations, watermain valve repairs and curb stop repair - 424 Curling Street.

Water Treatment Plant

Average City work consumption was 21.1 million liters per day during the months of June, July, and August. This is down from the 2024 average of 22.5 million liters per day in comparison to the same three months. Management of the watershed levels throughout the dry summer was very successful, no mandatory water conservation measures were

required.

COW25-83 Finance & Administration Report - August

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

- total revenues were \$39,709,000 against a budget of \$41,900,000;
- total expenses were \$22,755,000 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. Staff anticipates that collection efforts will be reflected positively in the coming month's financial reports.

COW25-84 Development, Planning and Community Services

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

- **29 Lundrigan Drive** - Permits Issued, work on-going;
- **40 North Shore Highway (Mt. Patricia Cemetery Extension)** - permits issued - work ongoing, project progressing forward, likely completion soon;
- **4 Herald Avenue (Annex converted to Apartment Building)** - permit issued for exterior upgrades, permit issued 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), permit issued for foundation & steel;
- **21 Mt. Bernard Avenue (33-unit apartment building)** - all permits issued, occupant inspection starting soon;
- **24 Murphy Square** - significant interior renovation- permit issued, work ongoing;
- **44 Brook Street (Building Extension)** - permit issued for foundation;
- **28 Commercial Street (Interior Renovations)** - complete permit issued;
- **57 Riverside Drive (New Warehouse Building)** - permit issued for complete building;
- **16 West Street (Apartment Building & Commercial Units)** - final permit issued;
- **168 Country Road (New Church)** - permit issued for site works;
- **36 Crestview Avenue (New 6 Unit Apartment Building)** - permit issued for site works;
- **396 O'Connell Drive (2nd Level Renovation)** - permits issued

- and work ongoing;
- **North Shore Highway (Maintenance Garage (WRWM))** - permits issued and work ongoing;
 - **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 has submitted the final documents, public consultation of the draft plan and regulations is complete. The consultant compiled a report for Council to review, council has provided the consultant with feedback, the consultant will compile changes as per this direction.

COW25-85 Civic Centre Update

Councillor Keeping provided a Civic Centre update as follows:

The Civic Centre was busy hosting several graduations as well as banquets, and training sessions. Summer events included Monster Trucks, Silver Blades 50th Anniversary Ice Show, Canada's Circus Spectacular, Jiggs and Wheels Autocross, and Thomas Amusements, as well as several Ball hockey programs.

The Studio hosted regular activity including basketball, pickleball, volleyball, and soccer, as well as a training camp for Canada Games Volleyball. Regular programming started in the studio post Labor Day weekend for Active Tots, Seniors, Pickleball, Grenfell recreation and others. The Centre will also play host to Volley West in October with Ladies League starting at the end of September.

Summer ice remained in demand with hockey and figure skating camps. The Kinsmen arena had ice for the first skate of summer on Friday, July 11th, and will remain on for the season.

Corner Brook was awarded the bid to host to Hockey Newfoundland and Labrador's High

Performance Program (HPP) - male and female provincial team selections for U14, U15 & U16. The HPP camp hosted over 300 athletes, coaching and training staff with housing and meals provided at Grenfell Campus in August.

Other programs and events include:

- Silver Blades started their regular season on Wednesday Sept 3rd;
- Corner Brook Minor Hockey starts their 2025-26 season on September 22nd with tournaments currently being finalized for the season.
- The Western Kings AAA held tryouts, started practices and hosted their first weekend of the season on September 12th.
- Fall ice programming includes several hockey camps, youth tournaments, a figure skating seminar and tryouts for minor AAA programming for both male and female.
- The Corner Brook Senior Royals will be hosting tryouts for the 2025-26 season in October and is expected to begin their season in November.
- The Agrifoods Show on September 12-14;

- other events such as craft fairs, meetings, training seminars and elections.

The Fall will also see the start and completion of two major projects, New Sound System for the Main Arena which will replace the original public system and replacement of concrete in the Kinsmen entrance and sidewalk, which is expected to start at the end of September.

COW25-86 Tourism Update

Councillor Keeping presented a Tourism update as follows:

This summer's Jigs and Wheels Festival was a great success. Many events drew more than 700 people, and over 1000 attendees for the opening night. Over the course of 10 days, the festival supported nearly 100 not-for-profit organizations and local businesses—making a real impact in our community.

The cruise ship season is still going strong, with ships scheduled to call well into September and October. A highlight will be October 13th, when we welcome the iconic Queen Mary Two during our annual Colours of Corner Brook celebration. West Street will be closed to traffic and transformed into a lively festival space, with live music, buskers, photo booths, and more than 50 vendors.

The Humber Bay of Islands Tourism Committee is in the final stages of its regional branding project. A launch event will take place in October, and we're excited to unveil this important initiative that will showcase our region to the world.

COW25-87 Recreation Update

Councillor Pender provided a recreation update as follows:

To celebrate Recreation NL's June is Recreation Month campaign, City Recreation staff launched our annual challenge, encouraging residents to spend time outdoors, try new fitness activities, and focus on their well-being. Participation was strong again this year, with three lucky winners receiving prizes for their efforts.

The popular Sounds of Summer series kicked off in June with The Griffin's performing at Bartlett's Point Park, followed by concerts during Jigs N' Wheels and wrapping up with an Orientation concert for returning post-secondary students at Margaret Bowater Park.

Canada Day was a memorable celebration of our country, and Memorial Day in Newfoundland. This year, Corner Brook proudly hosted the Canada Games Torch Relay, beginning at City Hall and concluding at the Civic Centre. Community members enthusiastically carried the Torch, reflecting

on the city's pride from hosting the Games in 1999. The relay was followed by a community breakfast hosted by the Humber Community YMCA.

Corner Brook Day, held in collaboration with Jigs N' Wheels, drew an incredible turnout across Margaret Bowater Park, Majestic Lawn, and West Street. The day featured live entertainment, local vendors, and children's activities.

From August 1st–3rd, Margaret Bowater Park hosted Ribfest, combining great food and live music for the perfect finale to the Jigs N' Wheels festival.

The Marina Redmond Centre continues to be a busy facility with over the summer there were more than 1,400 program registrations that occurred. More than 5,500 people have created accounts in the online portal since the MRC opened. Nearly 7,000 people visited the MRC during the summer months.

Other recreational activities include:

- The Corner Brook Baseball Association hosted the Mary Tavenor Tournament at Jubilee Field, welcoming 40 teams.
- The Corner Brook United Soccer Club's U13 Boys and Girls Mega Tournament also brought 40 teams to the city.
- Outdoor pickleball continues to grow in popularity, with the club hosting the 3rd annual Marina Redmond Memorial Pickleball Tournament at the Corner Brook Tennis Club Courts.
- Corner Brook Disc Golf had a very successful summer with rising participation numbers. There were players from 7 Canadian provinces, 8 US states and Germany that utilized the course. The local club has also created a 9-hole putting course that's fun for all ages, especially those learning to play.

COW25-88 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. Paving of O'Connell Drive completed;
- **Petries Street Bridge Replacement (Marine Contractors Inc.)** - construction is planned for the 2026 Construction Season;
- **Elizabeth Street/O'Connell Drive Intersection Improvements (JCL Investments)** - work is underway, anticipated completion date of mid-October;
- **Water Audit/Loss Analysis (CBCL)** - project underway, second round of leak detection occurring this week. First round of leak detection resulted in several substantial leaks being identified and have since been repaired;

- **Traffic Detection Upgrade** - the following intersections have had traffic detection installed during the 2025 Construction Season: Humber Road & Main Street, Mill Road & Main Street, and Mount Bernard & Main Street;
- **Street Resurfacing** - all paving is completed;
- **STAR Trail Design & Construction Services (Russels Landscaping)** - work to start in October 2025;
- **Community Market Feasibility (Fowler Bauld & Mitchell Ltd.)** - final report received, concept in progress, and meetings scheduled with local funding partners;
- **Bartlett's Point Park Bandstand (Englobe)** - ongoing, waiting for approval drawings;
- **Confederation Drive Intersection Design (Englobe)** - final design received. Project is shovel ready for when funding is available;
- **Broadway Storm Sewer (Marine Contractors Inc.)** - all work is completed except the Rectangular Rapid Flashing Beacons (RRFB) crosswalk signs which will be installed in the coming days;
- **Civic Centre (Kinsmen Entrance Upgrades)** - contract awarded to West Coast Excavating & Equipment Co. Ltd, work commencing September 22nd;
- **CHIF Funding Application** - funding has been applied for to complete the following projects:
 - o Wastewater Treatment Facility (Est. \$140M)
 - o Westside Water Reservoirs (Est. \$13.3M)
 - o Active Transportation Fund - Country Road Sidewalk (Est. \$2M)
 - o Active Transportation Fund - Confederation Drive Multi-Use Trail (Est. \$3.7M)
 - o No update on funding applications to date;
- **Riverside Drive Risk Assessment (Stantec Consulting)** - study is underway, geotechnical report has been received;
- **City of Corner Brook Transit** - the new Code of Conduct policy is in place, accessible transit system is functioning well, with over 300 trips completed since its inception, new accessible transit bus is arriving in October, on-demand software project kicked off with software expected to be released at the end of October;
- **Garbage Collection Contract** - new collection contract approved at June 23rd, 2025 council meeting, Notice of Motion for Amended Bylaw advertised at last Council Meeting, decision to approve bylaw on the agenda for this meeting, tender RFD for the new garbage bins on the agenda for this meeting as well;
- **Sustainable Development**
- **Water Meter Reader:** Training has been completed on the new water meter reading device. Staff are collecting data on water usage to create educational campaigns and engagement activities surrounding water conservation.
- **Tree Assessments & Trimming:** 32 tree assessments have been completed. A total of 8 City trees has been removed due to health-related risks, plans for replanting are underway. Amending Urban

Hen Policy: Review underway to amend policy to an "Urban Fowl" policy.

COW25-89 Commercial Lease Rates

On motion by Councillor B. Griffin, seconded by Councillor C. Pender, it is **RESOLVED** that Council approve the conversion of all existing and future commercial land leases to a nominal rate of One Dollar (\$1.00) per year, consistent with the City's practice for residential leases. **MOTION CARRIED.**

COW25-90 Supply of Residential Garbage Carts

On motion by Councillor P. Keeping, seconded by Councillor C. Pender, it is **RESOLVED** that the City of Corner Brook Council accept the quotation from Schaefer System International Limited in the total amount of \$731,053.73 (CAD) for City of Corner Brook Residential Garbage Carts. **MOTION CARRIED.**

COW25-91 Garbage and Refuse Regulations 2025

On motion by Councillor C. Pender, seconded by Councillor P. Gill, it is **RESOLVED** that pursuant to the authority granted under Sections 207, 208, 209, 210, 280.1, 280.2, and 280.4 of the City of Corner Brook Act, R.S.N.L. 1990, c. C-15, as amended, and all other enabling powers, the Corner Brook City Council hereby rescinds the Garbage and Refuse Regulations, 2015 and enacts the Garbage and Refuse Regulations, 2025. **MOTION CARRIED.**

COW25-92 Advertising Rights for Public Transit Shelters

On motion by Councillor P. Gill, seconded by Councillor C. Pender, it is **RESOLVED** that the Council of the City of Corner Brook award the Transit Shelter Advertising contract to 75427 Newfoundland and Labrador Inc. (Digital Advertising Solutions) for a three (3) year term beginning on January 1, 2026. **MOTION CARRIED.**

COW25-93 Marina Redmond Centre - Score Clock & Timing System

On motion by Councillor B. Griffin, seconded by Councillor P. Keeping, it is **RESOLVED** that the council of the City of Corner Brook approve the purchase of the score clock and timing system as quoted by DB Perks & Associates Ltd. in the amount of \$100,335.00 plus HST and shipping. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

City Clerk

Mayor



Information Report (IR)

Subject: Proclamations and Events

To: Jessica Smith
Meeting: Regular Meeting - 06 Oct 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.
Attachments: [FPW Proclamation 2025](#)

BACKGROUND INFORMATION:

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

October 5-11 was declared Fire Prevention Week- This year's theme is "Charge Into Fire Safety", and focuses on proper safety measures for lithium-ion batteries in your house! Most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which, if misused, damaged, or improperly charged, can overheat, start a fire, or explode! There are a few ways to prevent this: use batteries from trusted brands (don't trust the internet!), do not charge improperly, do not overcharge, do not let them overheat, and do not expose them to damage.

City Clerk	Approved - 03 Oct 2025
City Manager	Approved - 03 Oct 2025
Administrative Assistant	Approved - 03 Oct 2025

City Manager



FIRE PREVENTION WEEK

2025 Proclamation

WHEREAS, the City of Corner Brook is committed to ensuring the safety and security of all those living in Corner Brook and visiting ; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, Corner Brook first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

THEREFORE, I, Linda Chaisson, Mayor, City of Corner Brook, do hereby proclaim October 5–11, 2025, as Fire Prevention Week throughout Corner Brook, Newfoundland and Labrador.

Linda Chaisson | Mayor
City of Corner Brook



Request for Decision (RFD)

Subject: Election of Deputy Mayor

To: Jessica Smith
Meeting: Regular Meeting - 06 Oct 2025
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: Election of Deputy Mayor

BACKGROUND INFORMATION:

Annually, in accordance with the requirements of Section 28 of the City of Corner Brook Act, Council has to conduct an annual election for the position of Deputy Mayor.

As presiding officer of Council, the Mayor conducts the nomination in accordance with the process outlined below:

NOMINATION PROCESS

Nominations from the floor:

- Mayor call for nominations three times.
- If there is only one nomination, and the Councillor accepts, the nominated Councillor is declared Deputy Mayor by acclamation. If the Councillor declines then the process above is repeated.
- If there is more than one nomination once the nomination period closes Council members are asked to fill out a ballot indicating the name of one Councillor whom he/she desires to be selected as Deputy Mayor
- If a Councillor receives a majority in this manner, the Councillor is declared elected Deputy Mayor.
- If no majority is received, a second ballot is then taken which will see the Councillor with the lowest number of votes dropped from the ballot.

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
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City Clerk

Approved - 03 Oct 2025

City Manager
Administrative Assistant

Approved - 03 Oct 2025
Approved - 03 Oct 2025

City Manager