



## **CITY OF CORNER BROOK**

**Dear Sir\Madam:**

I have been directed by Her Worship the Mayor to summon you to a Committee of the Whole Meeting of the Corner Brook City Council, to be held on **January 26, 2026 at 7 p.m. City Hall Council Chambers.**

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CITY CLERK

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## Land Acknowledgement

We acknowledge the Land on which we gather is in traditional Mikmaw territory; and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mikmaw, Innu, and Inuit of this province

Msit No'kmaq, All my relations



**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
TUESDAY, 13 JANUARY, 2026 AT 7:00 PM**

**PRESENT:**

|              |             |   |
|--------------|-------------|---|
| Mayor        | L. Chaisson | D. Charters, City Manager                         |
| Deputy       | P. Keeping  | T. Flynn, Director of Protective Services         |
| Mayor        |             | R. George, Director of Finance and Administration |
| Councillors: | D. Sherry   | P. Robinson, Director of Recreation Services      |
|              | E. Kennedy  | A. Millier, Assistant Director of Operations      |
|              | L. Luther   | A. O'Brien, Assistant Director of Engineering     |
|              | S. Perchard | J. Smith, City Clerk                              |
|              | D. Wheeler  | R. Teliz, Sergeant-At-Arms                        |

*Absent with regrets: D. Burden, Director of Engineering, Development and Operational Services*

**26-001 Land Acknowledgement**

Councillor D. Wheeler read the land acknowledgement

**26-002 Approval of Agenda**

On motion by Councillor. S. Dean, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**26-003 Approval of Minutes- December 16, 2025**

On motion by Councillor E. Kennedy, seconded by Councillor S. Perchard, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of December 16, 2025 **MOTION CARRIED.**

**26-004 Ratification of Decisions**

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

Be it RESOLVED to ratify minute CC25-030 - Approval of Agenda **[Perchard/Keeping]**

Be it RESOLVED to ratify minute CC25-033 - Nominee - Board of Directors of Deer Lake Airport Authority

**[Perchard/Wheeler]**

Be it RESOLVED to ratify minute CC25-034 - Approval of Agenda **[Perchard/Luther]**

Be it RESOLVED to ratify minute CC25-037 - Authority and Authorizing individuals for CRA

**[Perchard/Kennedy]**

Be it RESOLVED to ratify minute CC25-038 - Parking Pay Stations **[Kennedy/Dean]**

Be it RESOLVED to ratify minute CC25-039 - Sale of Used Equipment and Materials

**[Kennedy/Keeping]**

Be it RESOLVED to ratify minute CC25-040 - Approval of Agenda  
**[Kennedy/Wheeler]**

Be it RESOLVED to ratify minute CC25-042 - IAFF 1222 Agreement  
**[Kennedy/Perchard]**

**MOTION CARRIED on all minutes.**

**26-005 Business Arising From Minutes**

No items were brought forward.

**26-006 Asphalt Patching 2025 Change Order #1**

On motion by Councillor E. Kennedy, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that the City of Corner Brook Council approve Change order No. 1 for the Asphalt Patching 2025 for Marine Contractors Inc. in the amount of \$81,894.61 HST included. **MOTION CARRIED.**

**26-007 Asphalt Patching 2025 Change Order #2**

On motion by Councillor E. Kennedy, seconded by Councillor D. Wheeler, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 2 for the Asphalt Patching 2025 for Marine Contractors Inc. in the amount of \$148,159.10 HST included. **MOTION CARRIED.**

**26-008 Mount Bernard Avenue Reconstruction Change Order No. 35**

On motion by Councillor S. Perchard, seconded by Councillor D. Luther, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 35 for the Mount Bernard Avenue Reconstruction for Marine Contractors Inc. in the amount of \$66,916.50 HST included. **MOTION CARRIED.**

**26-009 Mount Bernard Avenue Reconstruction Change Order No. 36**

On motion by Councillor D. Wheeler, seconded by Councillor D. Luther, it is **RESOLVED** that the City of Corner Brook Council approve Change Order No. 36 for the Mount Bernard Avenue Reconstruction for Marine Contractors Inc. in the amount of \$110,135.76 HST Included. **MOTION CARRIED.**

**26-010 Marina Redmond Centre Daycare Outdoor Play Area**

On motion by Deputy Mayor P. Keeping, seconded by Councillor D. Luther, it is **RESOLVED** that the council of the City of Corner Brook approve the quote from Dirtworx Landscaping for the landscaping and installation of the outdoor play area for the daycare at the Marina Redmond Centre in the amount of \$63,250.00 including HST. **MOTION CARRIED.**

**26-011 Approval Letter 17-CHIF-26-00014 Curling/Westside Reservoir**

On motion by Councillor D. Luther, seconded by Councillor S. Dean, it is **RESOLVED** that, we the City of Corner Brook accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project

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approval letter dated 15th day of December, 2025, Project number 17-CHIF-26-00014, Curling/Westside Reservoir with a total project value of \$13,314,858.00. The City of Corner Brook Council agrees to provide the City of Corner Brook share value of \$3,622,313.00 (after GST/HST Rebate) in funding for this project and authorizes the City Manager and City Clerk to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook **MOTION CARRIED.**

#### **26-012 Launch of New Garbage Collection Program**

Councillor S. Dean presented information regarding the launch of the new garbage program. The new garbage collection program is set to launch on January 19, 2026 which will see two major changes:

- Automated collection – residents must begin using their city provided bins on January 19. Automated collection will begin in some areas of the City, however due to procurement delays the contractor is still waiting on second truck;
- Dual-stream recycling – Dual-stream recycling will also take effect on January 19, 2026. The first week of recyclables will focus on plastics and containers, as outlined in the collection schedule.

Residents should expect to receive updated collection schedules and sorting guides in their mailboxes this week.

#### **26-013 Notice of Motion - Garbage & Recycling By-Laws**

Councillor S. Dean presented a notice of motion as follows:

Notice is hereby given that at the next public meeting of Council, the Committee of the Whole Meeting on Monday, January 26th the following motion will be brought forward:

Pursuant to powers vested in it under section 207, 208, 209, 210, 280.1, 280.2 and 280.4 of the City of Corner Brook Act R.S.N. L 1990, c. C15, as amended, and all other powers enabling, the Corner Brook City Council, here rescinds the existing Garbage and Refuse Regulations 2025 and enacts the Garbage and Refuse Regulations, 2026.

#### **ADJOURNMENT**

The meeting adjourned at 7:54 p.m.

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City Clerk

Mayor





# Information Report (IR)

**Subject:** Civic Centre Update

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Recreation  
**Staff Contact:** Peter Robinson, Director of Recreation Services  
**Topic Overview:**

## BACKGROUND INFORMATION:

After experiencing the sudden and unexpected loss of the Civic Centre General Manager, Willie Smith, in November, the staff at the Civic Centre rallied together to ensure that the Civic Centre continued to serve the residents of Corner Brook throughout what is traditionally a very busy season for the centre. On behalf of city council, I would like to acknowledge the effort, energy, and commitment displayed by the staff of the Civic Centre during this challenging time.

This season began with successfully hosting the 2025 Municipalities Newfoundland and Labrador conference welcoming delegates from all across the province.

Additionally, leading up to, and throughout, the Christmas season the Civic Centre hosted multiple craft fairs, Corner Brook Royals senior hockey games, Christmas parties and the annual Hospital gala.

In the past two months the Civic Centre has hosted five minor hockey tournaments, four different hockey camps and the Silver Blades Western Figure Skating Classic Competition.

The process has now begun to fill the General Manager position at the Civic Centre as staff and residents look ahead to another year of incredible events and countless hours of minor sports programming.

|                                 |                        |
|---------------------------------|------------------------|
| Director of Recreation Services | Approved - 21 Jan 2026 |
| City Manager                    | Approved - 21 Jan 2026 |
| Administrative Assistant        | Approved - 22 Jan 2026 |

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City Manager





# Information Report (IR)

**Subject:** Recreation Update

**To:** Darren Charters

**Meeting:** Committee of the Whole - 26 Jan 2026

**Department:** Recreation

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

## Topic Overview:

### BACKGROUND INFORMATION:

The Corner Brook Rapids Swim Club successfully hosted its first-ever swim meet at the Marina Redmond Centre, receiving overwhelmingly positive feedback from athletes, coaches, and spectators. The event highlighted the facility's ability to support competitive aquatics programming and marked an important milestone for both the club and the Centre.

In preparation for the expanded use of the aquatics facility, City Aquatic staff delivered an instructor training course, enabling additional lifeguards to become certified swim instructors. This investment in staff development allowed the department to increase the number of swimming lesson offerings during the winter session and better meet community demand.

Fall swimming lessons concluded following a successful first season hosted at the Marina Redmond Centre. Building on that success, registration has recently reopened for winter swimming lessons. Several new level options have been added, including adult lessons and private lesson opportunities, further expanding accessibility and choice for participants of all ages and skill levels. To date over 300 people have registered for swimming lessons.

The Seniors Christmas Party was held on December 10th in the Civic Centre Studio and was met with overwhelmingly positive feedback from attendees. More than 250 seniors participated in the event, enjoying a festive afternoon that included delicious refreshments, live entertainment, and dancing. Mena Lodge and Friends provided music throughout the event, creating an energetic and welcoming atmosphere that encouraged participation and social connection.

To accommodate the increased demand for space during the holiday season, several regular programs—including Active Tots, and Pickleball Drop-In sessions—were temporarily relocated to the Marina Redmond Centre. This transition ensured continuity of programming while allowing the Civic Centre Studio to host multiple Christmas parties and seasonal events without interruption.

Additionally, December 1st marked the launch of a promotional initiative offering 50% off memberships at the Marina Redmond Centre. The promotion generated significant interest and resulted in a strong increase in new memberships being created and sold. This initiative successfully introduced new users to the facility and supported continued growth in membership participation.

Director of Recreation Services  
City Manager  
Administrative Assistant

Approved - 21 Jan 2026  
Approved - 21 Jan 2026  
Approved - 22 Jan 2026

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City Manager



# Information Report (IR)

## **Subject:** Tourism Update

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Tourism  
**Staff Contact:** Peter Robinson, Director of Recreation Services  
**Topic Overview:**

## BACKGROUND INFORMATION:

Cruise season statistics for the 2025 season are expected to be received shortly. Once finalized, staff will provide Council with an update on overall passenger numbers, economic impact, and related statistics. We are also awaiting the anticipated cruise schedule for the 2026 season, which will support tourism planning for the coming year.

The cruise welcome program is fully prepared and ready to launch for another season. The program includes a list of over 100 participating vendors and partners, scheduled throughout the cruise season.

Tourism staff will be attending upcoming conferences to support professional development and destination marketing efforts. Tourism staff will attend both the Hospitality Newfoundland Conference in February and the 2026 International Indigenous Tourism Conference.

Work is progressing on the new wayfinding signage for the Humber Bay of Islands region. The wayfinding design is currently being finalized, with committee meetings scheduled for February to confirm final details and determine installation timelines.

|                                 |                        |
|---------------------------------|------------------------|
| Director of Recreation Services | Approved - 21 Jan 2026 |
| City Manager                    | Approved - 21 Jan 2026 |
| Administrative Assistant        | Approved - 22 Jan 2026 |

## City Manager





# Information Report (IR)

**Subject:** Protective Services Statistics for the month of December 2025

**To:** Darren Charters

**Meeting:** Committee of the Whole - 26 Jan 2026

**Department:** Protective Services

**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:** On a monthly basis Protective Services compiles its statistics to report them out to council and residents.

## BACKGROUND INFORMATION:

To inform the residents of Corner Brook of the work that is being done by the Protective Services Department.

### 1. MUNICIPAL ENFORCEMENT

Our Municipal Enforcement Officers received 59 calls for services including as follows:

- **By-Law Enforcement received 28 calls for service:**

|   |                                      |
|---|--------------------------------------|
| 1 | Abandoned Vehicle                    |
| 5 | Assistance                           |
| 1 | Document service                     |
| 1 | Littering                            |
| 1 | Mobile vending permit                |
| 7 | Pest Issues - rats                   |
| 4 | Snow Issues - Depositing on road     |
| 2 | Snow Issues - Impeding snow clearing |
| 6 | Untidy Property                      |

- **Taxi Regulation received 48 requests for service:**

|   |                      |
|---|----------------------|
| 2 | Taxi Driver permits  |
| 2 | Taxi Vehicle permits |

- **Animal Control received 9 calls for service:**

|   |                 |
|---|-----------------|
| 1 | Dog - Neglected |
|---|-----------------|

- 1 Cat - Roaming
- 1 Dog - Biting
- 1 Dog - Off leash
- 3 Dog - Roaming
- 1 Dog - Roaming & Aggressive
- 1 Citation - Dog - Roaming 2nd offence

- **Parking Enforcement:**

- 18 Parking-related violations where citations were issued that included:
- 10 Illegal Parking
- 1 Citation - Obstructing traffic
- 5 Citation - Overnight parking
- 1 Citation - Property markers
- 1 Citation - Failure to remove vehicle from highway

## 2. CORNER BROOK FIRE DEPARTMENT

The CBFD received 49 calls for service that included:

| <b># of Incidents</b> | <b>Type</b>                          |
|-----------------------|--------------------------------------|
| 1                     | Structure Fire - Residential         |
| 3                     | Residential Alarm                    |
| 1                     | Residential Alarm – Smoke Visible    |
| 11                    | Commercial Alarms                    |
| 5                     | Medical                              |
| 1                     | Electrical Incident -Residential     |
| 9                     | MVC – 6 Injury/3 Entrapment          |
| 6                     | MVC – fuel spill                     |
| 2                     | Petroleum Spill                      |
| 1                     | Carbon Monoxide Alarm                |
| 2                     | Dumpster/Garbage Fire                |
| 2                     | Odor                                 |
| 1                     | Wire Down                            |
| 4                     | Extra Services – Medical Lift Assist |
| 49                    | Total                                |

- **Fire Prevention and Inspection report is unavailable for December.**

## 3. PUBLIC SAFETY ANSWERING POINT (PSAP)

The total volume of calls received by the Corner Brook PSAP for April was 9226.

The calls are broken out as follows:

| <b>Primary Agency</b> | <b>Number of Transferred Calls</b> |
|-----------------------|------------------------------------|
| Ambulance             | 3,830                              |
| Crisis                | 17                                 |
| Fire                  | 456                                |
| Natural Resources     | 1                                  |
| Northern911           | 2                                  |
| Poison Control        | 2                                  |
| Police                | 2,236                              |
| RoCP                  | 11                                 |
| <b>Total*</b>         | <b>6,555</b>                       |
|                       |                                    |

Volume of Non-Transferred 911 Calls: 2671

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City Manager





# Information Report (IR)

**Subject:** Corner Brook Community Wildfire Resiliency Plan

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Protective Services  
**Staff Contact:** Todd Flynn, Director of Protective Services

**Topic Overview:**

## BACKGROUND INFORMATION:

The City of Corner Brook is participating in a Community Wildfire Resiliency Plan (CWRP) Template, which is a pilot project funded by the Canadian Interagency Forest Fire Centre (CIFFC). This template is being designed to be nationally accessible and used by local governments, indigenous communities or other planning authorities interested in developing a CWRP. Created in collaboration with our local partners, the plan promotes a whole-of-society approach to wildfire preparedness, mitigation, and response. This pilot will test and refine Newfoundland and Labrador's provincial, landscape-level community risk assessment, tailor a CWRP to local conditions, and serve as a template for other communities seeking to proactively strengthen wildfire resiliency.

As part of its Emergency Management Planning, City staff, along with its provincial and federal counterparts, recognized the elevated threat of wildfire on our communities. Newfoundland and Labrador is experiencing an increase in wildfire frequency and intensity, driven by climate change and prolonged drought conditions. In 2025, the province saw a rise in evacuation alerts, orders, and structural losses. With an increase in wildland-urban interface (WUI) fires, many communities across the province face elevated wildfire risks and require proactive planning to strengthen their wildfire resilience.

The CWRP is supported by multiple partnerships:

- Canadian Interagency Forest Fire Centre (CIFFC)
- City of Corner Brook
- Government of Newfoundland and Labrador (FAL and Emergency Services)
- Qalipu First Nation
- Corner Brook Pulp and Paper Ltd.
- College of the North Atlantic

CIFFC is currently supporting two other CWRP template pilot projects in Saskatchewan and Nova Scotia.

The Corner Brook pilot will test the national CWRP template in Newfoundland and Labrador's unique landscape, refine risk assessment, and produce a locally tailored wildfire resiliency plan. The results will help improve the national template and support broader adoption across other communities. The project started on September 29th, 2025, and its targeted completion date is March 31st, 2026.

### **FINANCIAL IMPACT:**

The project is funded both provincially and federally. There is little impact on our budget from the plan's composition; however, prevention and mitigation recommendations may require some funding.

### **ENVIRONMENTAL IMPLICATIONS:**

Wildfire prevention

Director of Protective Services

Approved - 23 Jan 2026

Administrative Assistant

Approved - 23 Jan 2026

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City Manager



# Information Report (IR)

**Subject:** Public Works, Water and Wastewater Update

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Engineering  
**Staff Contact:** Andrew Miller, Assistant Director of Operations

**Topic Overview:**

## **BACKGROUND INFORMATION:**

### **Public Works Summary**

Fall 2025 was a busy season, our Public Works teams focused on finalizing asphalt patching throughout the city, and over 2025 they conducted 104 pavement patches in various locations. Prior to winter, the team conducted maintenance work on storm ditching and culverts to prepare the systems for significant rain events, as well as completed all pre-season maintenance on our winter vehicles. Fall of 2025 also included the roll out of our new Service Request software, with a purpose to better log, schedule and complete necessary work throughout the city as concerns or issues are reported from the public. Residents are encouraged to report any issues by calling 709-637-1666 or using the “report an issue” function available on the city’s website.

We’ve seen a significant start to this winter, as of January 20th we’ve had over 235cm of snow, more than double what we saw in the same period last year. Our workforce has been incredibly busy and is covering 24hrs per day. Our plows have incurred a total of 2,880 operating hours, and we are continuing to work around the clock to serve the city throughout the winter.

We recognize and hear the public concerns regarding sidewalk snow clearing. We have begun development of our sidewalk snow clearing program, beginning with additional focus this winter on downtown and surrounding areas within the allocated budget for 2026. This program will continue to develop, and proposals will be presented to council in advance of the 2027 budget process.

### **Water and Wastewater Summary**

2025 was a very busy year within our water and wastewater department with a large focus on a water audit throughout the city. The purpose of the water audit included identifying water loss throughout the water distribution system. The program identified water leaks that were otherwise unknown throughout the city so our team could complete necessary repairs. Identifying and repairing these leaks contributed to the city’s water consumption being the lowest on record for 5 consecutive months

and counting, and 2025 being the lowest year on record for water consumption since our treatment plant opened in 2015. This is a decrease of 7% compared to 2024.

Looking ahead into 2026, our efforts will continue to further reduce our water consumption, providing both financial and environmental benefits. Through the winter, our team is conducting operation and maintenance of our water distribution and wastewater collection systems, conducting fire hydrant snow clearing to maintain hydrant accessibility, and completing waterline repairs promptly and efficiently as issues arise to minimize the impact on our water system and residents in the affected areas.

|                          |                        |
|--------------------------|------------------------|
| City Manager             | Approved - 21 Jan 2026 |
| Administrative Assistant | Approved - 21 Jan 2026 |

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City Manager



# Information Report (IR)

**Subject:** Finance & Administration Report

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Finance and Administration  
**Staff Contact:** Robert George, Director of Finance and Administration  
**Topic Overview:**

## BACKGROUND INFORMATION:

### Financial Update:

January is a busy month for the Finance & Administration Department within the City.

Staff have been busy entering the 2026 budget and preparing the 2026 Municipal tax invoices. These invoices were printed and mailed to residents this week.

Staff have also been busy completing month-end and year-end tasks for December 2025. With December being our fiscal year-end, staff have been completing their year-end review procedures and getting the City's accounting records updated and ready for year end reporting.

### Accounts Receivable Update:

While the accounts receivable balance is comparable to the prior year, it is a large balance, which is a matter of concern for staff. The City Collector has been actively engaged in contacting taxpayers and businesses regarding their outstanding accounts and have made some progress in January 2026, however, there are still many accounts with outstanding taxes.

Staff anticipates that collection efforts will be reflected positively in the coming month's financial reports on overdue amounts.

|  |                        |
|--|------------------------|
| Administrative Assistant               | Approved - 23 Jan 2026 |
| Director of Finance and Administration | Approved - 23 Jan 2026 |
| City Clerk                             | Approved - 23 Jan 2026 |

City Manager





# Information Report (IR)

**Subject:** IR - Development Planning and Community Services January 2026

**To:** Aaron O'Brien  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**

## BACKGROUND INFORMATION:

**Topic:** This report is intended to serve as an update to Council and the public regarding the various Development, Planning and Community Services. The current project updates are as follows:

### Development and Planning

#### **29 Lundrigan Drive (Office/Warehouse)**

- Permits Issued – foundation complete

#### **40 North Shore Highway (Mt. Patricia Cemetery Extension)**

- Permits Issued- work almost complete

#### **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
- Plans under review for final permit

#### **21 Mt. Bernard Avenue (33 unit apartment building)**

- All permits issued- Work Ongoing in old section, almost complete
- Occupancy issued for the new addition section (12 units)

#### **24 Murphy Square – Significant Interior Renovation**

- Permit Issued, work ongoing

## **44 Brook Street – Building Extension**

- Permit Issued for foundation
- Final Permit Issued

## **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 new church

## **14 West Street – 2nd floor office renovation**

- Project under review

## **10 Wellington Street - Alteration of Water and Sewer Services**

- Permit issued

## **36 Crestview Avenue – New 6 Unit Apartment Building**

- Permit issued for site works.
- Final Permit Issued.

## **North Shore Highway – Maintenance Garage (WRWM)**

- Permits issued – work ongoing

## **41 Clarence Street – NLHC**

- Exterior renovation – Permit issued

## **4 Main Street – Emco**

- Exterior/Interior Renovations – Partial Permit issued

## **4 Clarence Street – 4 Unit Apartment Building**

- Partial Permit issued

## **Industrial Park Study**

- Dillon Consulting has been hired to complete this work.
- Project is nearing completion. Consultant has advised that report will be submitted by Jan 31, 2026

## **IMSP - New Municipal Plan**

- Upland have submitted the final documents.
- The consultant is progressing through the Provincial Government process to approve these documents. This process will require an extensive review by the provincial planning office.

|                                   |                        |
|-----------------------------------|------------------------|
| Assistant Director of Engineering | Approved - 22 Jan 2026 |
| City Manager                      | Approved - 23 Jan 2026 |
| Administrative Assistant          | Approved - 23 Jan 2026 |

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City Manager





# Information Report (IR)

**Subject:** Capital Project and Engineering Committee Updates

**To:** Aaron O'Brien  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**

## BACKGROUND INFORMATION:

**Topic:** This report is intended to serve as an update to Council and the public regarding the various Capital and Engineering projects being undertaken in the City. The current project updates are as follows:

### Current Projects

#### **Deep Gulch Brook Culvert Replacement (JCL Investments)**

- Construction of this project is complete pending some minor deficiencies and landscaping. Reinstatement work will take place this Spring.

#### **Petries Bridge Street Replacement (Englobe)**

- This contract is tendered and awarded to Marine Contractors. Work will be completed in the 2026 Construction Season.

#### **Rebuild of Cape Blow Me Down Trail (Russells Landscaping)**

- Work will restart in Spring of 2026 with work to be completed by mid-late summer. This is a jointly funded project through the City (10%) ACOA (65%) and Industry, Energy & Technology (25%)

#### **Bartlett's Point Park Bandstand (Englobe)**

- Final design expected in the coming weeks

### **Funding Applications**

- **Canadian Housing Infrastructure Fund**
  - Wastewater Treatment Facility (Est. \$140M) – No Update
  - Westside Water Reservoir (Est. \$13.3M) – Funding Secured
    - RFP to be issued for Consulting in near future.
- **Active Transportation Fund**

- Country Road Sidewalk (Est. \$2M) – No Update
- Confederation Drive Multi Use Trail (Est. \$3.7M) – No Update

#### **Corner Brook City Transit**

- The on-demand application for accessible transit launched in January 2026. Trial testing has shown very positive results, and passengers can expect full access to the application in February. Accessible transit users will be able to pre-book rides, track vehicles in real time, and receive live estimated arrival times (ETA).

#### **Garbage Collection**

- The City officially launched its new waste collection system on January 19, 2026. The contractor has provided positive feedback, noting that residents are doing well with proper recycling sorting. There have been some delays with the local delivery of garbage schedules, which has caused minor issues; however, staff are actively assisting residents with information, education, and providing schedules as required.

Assistant Director of Engineering

Approved - 22 Jan 2026

City Manager

Approved - 23 Jan 2026

Administrative Assistant

Approved - 23 Jan 2026

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City Manager



# Request for Decision (RFD)

**Subject:** Discretionary Use - 37 Fisher's Road - Home Based Business Office

**To:** Deon Rumbolt  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Discretionary Use - 37 Fisher's Road  
**Attachments:** [Figure 1 - 37 Fisher's Road](#)  
[Application - 37 Fisher's Road](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business office (one piece of snow clearing equipment) from the dwelling located at 37 Fisher's Road which is located in a Residential Medium Density Zone. A home based business office is a "Discretionary Use" of the City of Corner Brook Development Regulations for this zone. It is proposed that the use is for a home based business office only and there will no visitors to the property. A notice was delivered to the residents in the immediate area of 37 Fisher's Road indicating the above mentioned request. As a result of this notice, one submission was received. The City received a telephone call in which the main concerns were relating to possible noise and repairs of the snow clearing equipment. Other concerns included the possible hours of operation, the location of the equipment onsite as well as the possibility that the resident will switch over to lawn equipment in the summer months. After review of the concerns and consultation with the applicant, the City was advised that the piece of snow clearing equipment will not be parked onsite. Therefore, the City's Development & Planning Office is recommending approval subject to no storage of snow clearing equipment onsite.

## PROPOSED RESOLUTION:

**Be it RESOLVED that the Council of the City of Corner Brook** approve the application to operate a home based business office from the dwelling located at 37 Fisher's Road in accordance with Regulation 11 - Discretionary Powers of Authority.

## GOVERNANCE IMPLICATIONS:

Bylaw/Regulations  
 City of Corner Brook Development Regulations  
 11

## RECOMMENDATION:

Staff recommends option #1.

## ALTERNATIVE IMPLICATIONS:

1. That Council approve the application to operate a home based business office from the dwelling located at 37 Fisher's Road in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to operate a home based business office from the dwelling located at 37 Fisher's Road in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

Assistant Director of Engineering  
Administrative Assistant

Approved - 23 Jan 2026

Approved - 23 Jan 2026

Approved - 23 Jan 2026

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City Manager



|   |                      |                                    |
|---|----------------------|------------------------------------|
| PROJECT: Discretionary Use  | NOTES:               | LOCATION: 37 Fisher's Road         |
| TITLE: Home Based Business Office   | PREPARED BY: J. King | DEPARTMENT: Development & Planning |
| THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.   | DATE: 2026-01-20     | PAGE: 1 OF 1 VERSION: 1            |
| <b>City of Corner Brook</b><br>5 Park St, Corner Brook, NL (PO Box 1080)<br>Corner Brook, NL, Canada, A2H 6E1<br>709-637-1666 city.hall@cornerbrook.com |                      |                                    |

**CITY OF CORNER BROOK**BUILDING INSPECTION OFFICE, COMMUNITY SERVICES, CITY HALL, 637-1500  
BUILDING PERMIT / DEVELOPMENT APPLICATION

|                         |                     |
|-------------------------|---------------------|
| RESERVED FOR OFFICE USE | PERMIT NUMBER _____ |
| PROPERTY ID _____       |                     |

|                               |                       |
|-------------------------------|-----------------------|
| OWNER / APPLICANT: [REDACTED] | DATE: _____           |
| ADDRESS: 37 Fisher's Rd.      | EMAIL: [REDACTED]     |
| CITY: Corner Brook NL         | PROVINCE: NL          |
| POSTAL CODE: A2H 1B2          | TELEPHONE: [REDACTED] |
| PROPERTY LOCATION:            |                       |
| BUILDER:                      |                       |
| ADDRESS: Same as above.       |                       |
| CITY: _____                   | PROVINCE: _____       |
| POSTAL CODE: _____            | TELEPHONE: _____      |

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

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

|  |                                 |
|--|---------------------------------|
| <b>DESCRIPTION OF WORK:</b>                                  | Home based Business Office      |
|  | 1 piece snow clearing equipment |
|  | No visitors to Building         |
| ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ _____ |                                 |

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

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



Discretionary Use - 37 Fisher's Road - Home Based Business Office

|  |   |                                    |
|--|---|------------------------------------|
| PROJECT: Discretionary Use   |   | NOTES:                             |
| TITLE: Home Based Business Office  |   |                                    |
| City of Corner Brook   | THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS. |                                    |
| 5 Park St, Corner Brook, NL (PO Box 1080)<br>Corner Brook, NL, Canada, A2H 6E1<br>709-637-1866 city.hall@cornerbrook.com | PAGE: 1 OF 1  | VERSION: 1                         |
| LOCATION: 37 Fisher's Road   | PREPARED BY: J. King  | DEPARTMENT: Development & Planning |
|  | DATE: 2026-01-20  | 10.1                               |



# CITY OF CORNER BROOK

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

|                         |                     |
|-------------------------|---------------------|
| RESERVED FOR OFFICE USE |                     |
| PROPERTY ID _____       | PERMIT NUMBER _____ |

|                               |                       |
|-------------------------------|-----------------------|
| OWNER / APPLICANT: [REDACTED] | DATE: _____           |
| ADDRESS: 37 Fisher's Rd.      | EMAIL: [REDACTED]     |
| CITY: Corner Brook NL         | PROVINCE: NL          |
| POSTAL CODE: A2H 1B2          | TELEPHONE: [REDACTED] |

PROPERTY LOCATION:

BUILDER:

ADDRESS: Same as above.

CITY:

PROVINCE:

POSTAL CODE:

TELEPHONE:

**BUILDING PERMIT APPLICATION** (Please check appropriate box)
BUILDING TYPECONSTRUCTION TYPEPATIO / DECK ASSEMBLY ERECT (NEW) CARPORT / GARAGE INSTITUTIONAL REPAIR ACCESSORY BUILDING RESIDENTIAL EXTEND APARTMENT BUSINESS / SERVICE ALTERATION RETAINING WALL MERCANTILE SIGN DRIVEWAY INDUSTRIAL POOL OTHER 
**DEVELOPMENT APPLICATION** (Please check appropriate box)
DEVELOPMENT TYPESITE DEVELOPMENT HOME BASED BUSINESS NEW BUSINESS RESIDENTIAL DEMOLITION CHANGE OF USE COMMERCIAL DEMOLITION RELOCATION OF BUILDING SUBDIVISION / CONSOLIDATION OF PROPERTY OTHER NEW BUILDING (RESIDENTIAL / COMMERCIAL) 

DESCRIPTION OF WORK: Home based Business Office

1 piece snow clearing equipment

No visitors to Building

ESTIMATED CONSTRUCTION VALUE - (MATERIALS &amp; LABOUR) \$ \_\_\_\_\_

**DECLARATION:**

I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.

**NOTE:**

Where the Applicant and Property Owner are not the same, the signature of the Property Owner may be required before the application can be processed.

SIGNED BY: [REDACTED]

APPLICANT: [REDACTED]

PROPERTY OWNER: [REDACTED]

WITNESS: [REDACTED]

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





# Request for Decision (RFD)

**Subject:** Purchasing of Cyber Insurance

**To:** Darren Charters  
**Meeting:** Committee of the Whole - 26 Jan 2026  
**Department:** Finance and Administration  
**Staff Contact:** Robert George, Director of Finance and Administration  
**Topic Overview:** Cyber Insurance

## BACKGROUND INFORMATION:

The City of Corner Brook has requested the enrollment of cyber insurance from our current insurance agent.

Cyber insurance can provide protection from financial losses due to cyber threats like data breaches and ransomware by covering costs for incident response, data recovery, legal fees, notification, and lost income, acting like traditional insurance for digital risks. It's crucial as cyberattacks rise, helping manage expenses from fraud, extortion, system repairs, and reputational damage. Cyber insurance will help better posture us in the event of a cyber security event and improves our incident response.

Staff reviewed the information submitted from Cal Legrow and recommend proceeding with the purchase of the Cyber Insurance for an annual premium of \$ 18,825.00.

## PROPOSED RESOLUTION:

**It is RESOLVED** to accept the quote of \$ 18,825.00 from Cal Legrow Insurance and allow staff to proceed with securing cyber insurance.

|  |                        |
|--|------------------------|
| Administrative Assistant               | Approved - 23 Jan 2026 |
| Director of Finance and Administration | Approved - 23 Jan 2026 |
| City Clerk                             | Approved - 23 Jan 2026 |

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





# Request for Decision (RFD)

**Subject:** Garbage and Refuse Regulations 2026

**To:** Aaron O'Brien

**Meeting:** Committee of the Whole - 26 Jan 2026

**Department:** Engineering

**Staff Contact:** Aaron O'Brien, Assistant Director of Engineering

**Topic Overview:** The following RFD is for Council's approval to amend the Garbage and Refuse Regulations

## BACKGROUND INFORMATION:

At the Regular Meeting on January 12th a notice of motion was presented to propose amendments to the City's Garbage and Refuse Regulations to enhance service flexibility and improve accessibility for eligible organizations. The changes are intended to address resident needs and support community-based facilities while maintaining operational efficiency and compliance with established standards. Proposed changes are summarized below:

### Additional Bin Requests:

Residents will now have the option to request an additional bin if they believe one is necessary. Requests will be evaluated based on specific criteria established in the updated regulations.

### Non-Profit Facilities:

Non-profit facilities may be eligible to opt into City garbage collection services. The revised regulations detail the opt-in process and outline the criteria used to determine eligibility.

Six emails were received from the public on this matter. All six requested additional bins and did not provide specific feedback on the proposed changes. However, the requests for extra bins demonstrate support for the portion of the proposed change that would allow residents to obtain an additional bin.

## PROPOSED RESOLUTION:

It is **RESOLVED** that Pursuant to powers vested in it under section 207, 208, 209, 210, 280.1, 280.2 and 280.4 of the City of Corner Brook Act R.S.N. L 1990, c. C15, as amended, and all other powers enabling, the Corner Brook City Council, here rescinds the existing Garbage and Refuse Regulations 2025 and enacts the Garbage and Refuse Regulations, 2026.

## GOVERNANCE IMPLICATIONS:

**Legislation**

City of Corner Brook Act  
207,208,209,210,280

Assistant Director of Engineering  
City Clerk  
City Manager  
Administrative Assistant

Approved - 22 Jan 2026  
Approved - 22 Jan 2026  
Approved - 23 Jan 2026  
Approved - 23 Jan 2026

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**City Manager**