



## 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 **February 16, 2026** at **7 p.m. City Hall Council Chambers**

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CITY CLERK

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**ADJOURNMENT**

## 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 COMMITTEE OF THE WHOLE OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, 26 JANUARY, 2026 AT 7:00 PM**

**PRESENT:**

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

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

**COW26-01 Land Acknowledgement**

Councillor P. Keeping read the land acknowledgement.

**COW26-02 Approval of Agenda**

On motion by Councillor S. Perchard, seconded by Councillor E. Kennedy, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**COW26-03 Approval of Minutes- January 13, 2026**

On motion by Councillor D. Luther, seconded by Councillor D. Wheeler, it is **RESOLVED** to approve the minutes of the Regular Meeting of January 13, 2026. **MOTION CARRIED.**

**COW26-04 Business Arising From Minutes**

No business arising from the minutes.

**COW26-05 Civic Centre Update**

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

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

**COW26-06 Recreation Update**

Councillor P. Keeping presented a Recreation update as follows:

- The Corner Brook Rapids Swim Club successfully hosted its first-ever swim meet at the Marina Redmond Centre which highlighted the facility's ability to support competitive aquatics programming;
- Fall swimming lessons had a successful first season at the MRC and registration recently reopened for winter swimming lessons with several new levels being added including adult lessons and opportunities for private lessons - there has been over 300 people register for lessons to date;
- City Aquatic staff delivered an instructor training course to allow for more offerings of swimming lesson during the winter session.
- The Seniors Christmas Party was held on December 10th in the Civic Centre Studio and was met with overwhelmingly positive feedback with more than 250 seniors attending
- Several regular programs - including Active Tots, and Pickleball Drop-In sessions - were temporarily relocated to the Marina Redmond Centre to allow for the increased demand in programming to continue and allow for 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 which generated an increase in memberships and introduced new users to the facility.

**COW26-07 Tourism Update**

Councillor P. Keeping presented a Tourism update as follows:

- Cruise season statistics for the 2025 season are expected to be received shortly and will provide an update on overall passenger numbers, economic impact, and related statistics;
- Staff are waiting on the cruise schedule for the 2026 season to prepare for the cruise welcome program which includes a list of over 100 participating vendors and partners;
- Tourism staff will be attending upcoming conferences such as Hospitality Newfoundland Conference and the 2026 International Indigenous Tourism Conference to support professional development and destination marketing efforts;
- Work is progressing on the new wayfinding signage for the Humber Bay of Islands region with the design currently being finalized and committee meetings scheduled for February to confirm final details and determine installation timelines.

**COW26-08 Protective Services Statistics for the month of December 2025**

Councillor S. Dean presented the statistics for December 2025 from the Protective Services Department as follows:

- Municipal Enforcement received 59 calls for services;
- Animal Control received 9 calls for services;
- There were 18 Parking related violations issued;
- Corner Brook Fire Department received 49 calls for service;
- PSAP received a total of 9226 calls of which 6555 were transferable.

**COW26-09 Corner Brook Community Wildfire Resiliency Presentation**

Councillor S. Dean introduced Jeff Motty who presented on the Community Wildfire Resiliency program as follows:

- The City is participating in a Community Wildfire Resiliency Plan (CWRP) template which is a pilot project funded by the Canadian Interagency Forest Fire Centre (CIFFC);
- The template is being worked on by various partner contribution and is designed to be nationally accessible and used by local governments, indigenous communities or other planning authorities and presents a whole-of-society approach to wildfire preparedness, mitigation and response;
- The pilot will test and refine Newfoundland and Labrador's provincial, landscape-level community risk assessment, tailor to local conditions and serve as a template for other communities seeking to proactively strengthen wildfire resiliency;
- The CWRP is aligned with seven FireSmart disciplines including: education, emergency planning, vegetation management, legislation, development, interagency cooperation, cross training;
- The plan assesses wildfire risk by assessing vegetation hazard within 15km of the perimeter of the built area within the municipal boundary of the City and proposes mitigations the City and residents can take;
- The project started on September 29th, 2025 and it set to be completed by March 31, 2026.

**COW26-10 Public Works, Water and Wastewater Update**

Councillor D. Wheeler an update on the Public Works operation as follows:

**Public Works Summary**

- In the Fall staff 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 over 235cm of snow as of January 20th (more than double of the amount in the same period last year), staff have incurred a total of

2,880 operating hours and are continuing snow clearing operations 24/7;

- Staff 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**

- Staff have had a large focus on our water audit program which allows staff to identify water loss throughout the water distribution system and identify water leaks that were otherwise unknown, which allows for necessary repairs. The program has 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;
- Through the winter, staff are 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.

### **COW26-11 Snow Clearing Presentation**

Assistant Director A. Miller presented some information on snow-clearing which included what the scope of work for snow clearing is (i.e. salt and sanding application, snow plowing, sidewalk clearing, downtown snow removal and road widening and cleanup). Assistant Director provided information about designated routes and priorities, some background on the different equipment used, what work is deployed and how - during a typical work event, and improvements that are being made to the snow clearing operations including increases to the 2026 sidewalk clearing budget and the purchase of a new plow truck.

### **COW26-12 Finance & Administration Report**

Councillor D. Luther presented an update from the Finance and Administration Department as follows:

- Staff have working entering the 2026 budget and preparing the 2026 Municipal tax invoices which were mailed to residents this week;
- Staff have also working on month-end and year-end tasks for December 2025, getting the City's accounting records updated and preparing for year-end reporting;
- While the accounts receivable balance is comparable to the prior year, the balance is significant and 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.

**COW26-13 Development Planning and Community Services January 2026**

Councillor E. Kennedy presented an update from Development and Planning 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 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**

- 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.

**COW26-14 Capital Project and Engineering Committee Updates**

Councillor S. Perchard presented an update from Capital Works and Engineering 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.

**COW26-15 Discretionary Use - 37 Fisher's Road - Home Based Business Office**

On motion by Councillor E. Kennedy, seconded by Deputy Mayor P. Keeping, it is **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. **MOTION CARRIED.**

**COW26-16 Purchasing of Cyber Insurance**

On motion by Councillor D. Luther, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** to accept the quote of \$ 18,825.00 from Cal Legrow Insurance and allow staff to proceed with securing cyber insurance. **MOTION CARRIED.**

**COW26-17 Garbage and Refuse Regulations 2026**

On motion by Councillor S. Perchard, seconded by Councillor D. Luther, 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. **MOTION CARRIED.**

**ADJOURNMENT**

The meeting adjourned at 8:48 p.m.

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 City Clerk

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 Mayor





# Information Report (IR)

**Subject:** Proclamations and Events

**To:** Darren Charters  
**Meeting:** Regular Meeting - 16 Feb 2026  
**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:** [EDAwareness Week Proclamation 2026](#)  
[211 Day Proclamation Corner Brook](#)  
[Wear Red Canada Day 2026](#)  
[2026 municipal heritage proclamation](#)

## BACKGROUND INFORMATION:

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

- **February 1-7 was declared Eating Disorders Awareness Week** - an Eating Disorder is a serious mental illness with often devastating physical implications. Eating Disorders Awareness Week is a time dedicated to raising awareness, promoting understanding, and providing support to individuals affected by this illness.
- **February 11 was declared National 211 Day**- This is a public awareness initiative for the 211 service that helps guide individuals and families through the complex network of human services by phone, online, chat, and email.
- **February 13 was declared Wear Red Canada Day** - Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women. Wear Red Canada Day is celebrated annually to raise awareness for Canadian women, to be mindful, curious, and proactive in the management of their hearthealth and wellness.
- **February 16 was declared Heritage Day, and February 16-22 is Heritage Week**- a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage. Our citizens are encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in our heritage

City Clerk  
City Manager  
Administrative Assistant

Approved - 11 Feb 2026  
Approved - 11 Feb 2026  
Approved - 11 Feb 2026

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City Manager



## Proclamation

### **Eating Disorders Awareness Week February 1<sup>st</sup> – 7<sup>th</sup>, 2026**

**Whereas:** An Eating Disorder is a serious mental illness with often devastating physical implications;

**Whereas:** Eating Disorders affect many individuals and families in the Province of Newfoundland and Labrador;

**Whereas:** Recovery from an eating disorder is a journey that includes support from families and caregivers;

**Whereas:** The Eating Disorder Foundation of Newfoundland and Labrador is a leadership advocacy group dedicated to promoting awareness, treatment services and providing family support services and information about matters related to eating disorders;

**Whereas:** Eating Disorders Awareness Week is a time dedicated to raising awareness, promoting understanding, and providing support to individuals affected by this illness;

**Whereas:** February 1-7, 2026, is dedicated across Newfoundland and Labrador and the entire country as a special time when many educational and awareness activities take place to help raise the level of understanding of Eating Disorder Prevention, Treatment and Recovery;

**Whereas:** The theme for Eating Disorders Awareness Week 2026 is “Health Doesn't Have A Look.”;

**Therefore:** I, \_\_\_\_\_, Mayor of the City/Town of \_\_\_\_\_, do hereby proclaim February 1 to February 7, 2026, be observed as Eating Disorders Awareness Week in the City/Town of \_\_\_\_\_.

Signed By:

**Mayor** \_\_\_\_\_

**City/Town of** \_\_\_\_\_



## 211 Day Proclamation

### **Increasing Awareness of 211 in Newfoundland and Labrador for National 211 day, February 11, 2026**

**WHEREAS:** February 11 is proclaimed as 211 Day in Newfoundland Labrador; and

**WHEREAS:** the main goal of 211 is to connect people in our province with help when they need it most. 211 is Canada's primary source of information and referral for government and community-based programs and other social services. It operates 24 hours a day, seven days a week, is free and confidential, and can accommodate over 150 different languages. It can also connect people to clinical programs and services upon request through life transfers. All calls are answered by trained and certified service navigators who are ready to listen, assess, provide service navigation and referrals if needed; and

**WHEREAS:** 211 will be organizing building illuminations, inviting mayors of municipalities in Newfoundland and Labrador to proclaim February 11 as 211 day, distributing 211 promotional materials, and offering information sessions both in person and virtually to raise awareness of the 211 service; and

**WHEREAS:** these activities will raise awareness of the 211 information and referral service and that it can be accessed by anyone living in Newfoundland Labrador by phone, website, or chat; and

**THEREFORE:** I, Mayor Linda Chaisson, do hereby proclaim February 11, 2026 as 211 day in the City of Corner Brook.

Signed at Corner Brook, NL on this 11<sup>th</sup> day of February 2026.

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Mayor



NATIONAL  
ALLIANCE



**HER HEART MATTERS**  
WEAR RED CANADA • FEB 13

## WEAR RED CANADA DAY

**February 13, 2026**

**WHEREAS**, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

**WHEREAS**, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

**WHEREAS**, **Wear Red Canada Day** is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

**WHEREAS**, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

**THEREFORE**, I, \_\_\_\_\_, Mayor of \_\_\_\_\_, do hereby proclaim **February, 13, 2026 Wear Red Canada Day** in \_\_\_\_\_.



Heritage NL  
www.heritagenl.ca

## Heritage Day/Week Proclamation 2026

**WHEREAS**, the third Monday in February is recognized nationally as Heritage Day; and

**WHEREAS**, Heritage Day and Heritage Week are a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

**WHEREAS**, our citizens should be encouraged to celebrate Newfoundland and Labrador's uniqueness and to rejoice in our heritage; and

**WHEREAS**, in 2026 the residents of Newfoundland and Labrador will celebrate our rich and diverse heritage.

**THEREFORE**, I, \_\_\_\_\_ on behalf of the Town of \_\_\_\_\_, do hereby proclaim **Monday, February 16, 2026 as Heritage Day and February 16-22, 2026 as Heritage Week**, and call upon all citizens to celebrate the richness of our past and the promise of our future.

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Mayor, City of Corner Brook



# Request for Decision (RFD)

**Subject:** Civic Centre Zamboni Replacement

**To:** Darren Charters  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Recreation  
**Staff Contact:** Peter Robinson, Director of Recreation Services  
**Topic Overview:**  
**Attachments:** [Corner Brook Zamboni 526 Canoe 020526](#)

## BACKGROUND INFORMATION:

One of the Zamboni's at the Civic Centre is in need of replacement. The replacement of the Zamboni has been budgeted for through COOR in the 2026 budget. The attached quote from Saunders Equipment Ltd. was obtained through the Canoe procurement process and is within the anticipated budget for this purchase.

## PROPOSED RESOLUTION:

**Be it RESOLVED that** the council of the City of Corner Brook approve the purchase of a Zamboni 526 Ice Resurfacer in the amount of \$145,548.50 plus HST from Saunders Equipment Ltd.

Director of Recreation Services	Approved - 10 Feb 2026
City Manager	Approved - 11 Feb 2026
Administrative Assistant	Approved - 11 Feb 2026

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City Manager



57 Pepin Road  
 Vanier Industrial Park  
 Fredericton, NB E3B 8J9  
 Ph. (506) 458-9460 Fax (506) 458-0186  
 Website: [www.saundersequipment.com](http://www.saundersequipment.com)

**QUOTE**

**Date:** February 5, 2026

**To:** Corner Brook Civic Centre  
 Dawn Marshall  
**Phone:** 709-637-1610  
**Email:** dmarshall@cornerbrook.com

**From:** Saunders Equipment Ltd.  
 Jamie Coady  
**Phone:** 709-743-4545  
**Email:** jcoady@saundersequipment.com

<b>1- New Zamboni 526 Ice Resurfer Front Dump</b>	<b>\$ 150,050.00 + Hst</b>
<b>3% Canoe Procurement Discount (Contract # 081425-FZC)</b>	<b>&lt;4,501.50&gt;</b>
<b>Customer Canoe Member # <u>NL1038</u></b>	
<b>Subtotal</b>	<b>\$ 145,548.50 + Hst</b>

Propane Powered, Mitsubishi 2.4 Litre, 4 Cylinder Fuel Efficient Engine  
 Hydrostatic Transmission, Four Wheel Drive, Power Steering  
 Standard Board Brush, Propane Low Indicator Light  
 Low Oil/High Water Temp Auto Engine Shutdown System  
 3-Way Catalytic Converter/Lambda Fuel Management System  
 Audible Alarm - High Temperature / Low Oil  
 Gauge Pkg (Voltmeter, Oil Pressure & Coolant Temperature)  
 Ice Making Water Tank (Poly Non-Rusting 727 Litres)  
 Water Level Sight Gauge, Main Tank - Gravity Type  
 Stainless Steel Spreader Pipe, Water Tank Drain Valve  
 Wash Water System with 273 Litre Tank  
 Tire Wash System, Advanced Watering System  
 Back-Up Alarm, Retractable Seat Belt  
 Fiberglass Snow Tank, Capacity 2.83 m<sup>3</sup> (3.54 Compacted)  
 Poly Snow Tank Liner - 1/4" x 4' x 8'  
 Front Guide Wheel and Conditioner Guide Rail  
 Hydrodynamic and Drum Braking with Mechanical Park Brake  
 16" Tungsten Carbide Studded Tires & Aluminum Wheels  
 Paint – Standard Zamboni Blue & White or All White, Galvanized Conditioner  
 (2) Blades, (1) Spreader Cloth, (1) Digital Parts & Service Manual, (1) Full Size Spare Tire  
 Zamboni 2 Year or 2,000 Hour Warranty



**ZAMBONI.**

**FOB - Corner Brook, NL. Current Estimated Delivery = Approx. 14 Months**

Pricing and specifications are subject to change. All prices quoted, plus tire levies (If applicable), and HST.  
 Training provided on the operation & maintenance of the Zamboni by our factory trained, propane licensed technician upon delivery.





# Request for Decision (RFD)

**Subject:** Discretionary Use - 2 Dunfield Place - Home Based Business

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Discretionary Use - 2 Dunfield Place  
**Attachments:** [Application - 2 Dunfield Avenue](#)  
[Figure 1 - 2 Dunfield Place Map](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business (floral design and wedding/event planning business) from the property located at 2 Dunfield Place. It should be noted that the proposed business involves virtual and offsite appointments and does not include people visiting the property. A home based business is a “Discretionary Use” of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 2 Dunfield Place indicating the above mentioned request. As a result of this notice, no submissions were received.

## PROPOSED RESOLUTION:

**Be it RESOLVED that the Council of the City of Corner Brook** approve the application to operate a home based business from the dwelling located at 2 Dunfield Place 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 from the dwelling located at 2 Dunfield Place in accordance with Regulation 11 - Discretionary Powers of Authority.

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

	Approved - 13 Feb 2026
Assistant Director of Engineering	Approved - 13 Feb 2026
City Manager	Approved - 13 Feb 2026
Administrative Assistant	Approved - 13 Feb 2026

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City Manager

### CITY OF CORNER BROOK

BUILDING INSPECTION OFFICE, COMMUNITY SERVICES, CITY HALL, 637-1557 / 637-1552

#### BUILDING PERMIT / DEVELOPMENT APPLICATION

<b>RESERVED FOR OFFICE USE</b>	
PROPERTY ID _____	PERMIT NUMBER _____

<b>OWNER / APPLICANT:</b> [REDACTED]		DATE: January 29, 2026
ADDRESS: 2 Dunfield Place		
CITY: Corner Brook	PROVINCE: Newfoundland and Labrador	
POSTAL CODE: A2H 1T7	TELEPHONE: [REDACTED]	
<b>PROPERTY LOCATION:</b> 2 Dunfield Place, Corner Brook		
<b>BUILDER:</b>		
ADDRESS:		
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)		SITE DEVELOPMENT <input type="checkbox"/>
<u>DEVELOPMENT TYPE</u>		HOME BASED BUSINESS <input checked="" type="checkbox"/>
RESIDENTIAL DEMOLITION <input type="checkbox"/>	NEW BUSINESS <input type="checkbox"/>	
COMMERCIAL DEMOLITION <input type="checkbox"/>	CHANGE OF USE <input type="checkbox"/>	
SUBDIVISION / CONSOLIDATION OF PROPERTY <input type="checkbox"/>	RELOCATION OF BUILDING <input type="checkbox"/>	
NEW BUILDING (RESIDENTIAL / COMMERCIAL) <input type="checkbox"/>	OTHER <input type="checkbox"/>	

<b>DESCRIPTION OF WORK:</b>
<p><i>The Orchid Special Occasions Company is a floral design and wedding/event planning business operating primarily through online and telephone orders, with delivery as the main service model. Event planning services and appointments are offered virtually and offsite. There is no noise associated with this business and no customer traffic that will disrupt the peace of the neighbourhood. We currently operate at 31 West St. I am moving this business to a home-based studio to ensure its longterm sustainability, keep the business in the community and to allow me to care for my children.</i></p>
<b>ESTIMATED CONSTRUCTION VALUE - (MATERIALS &amp; LABOUR) \$</b> _____

<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.	
<b>SIGNED BY:</b> [REDACTED]	APPLICANT: _____
PROPERTY OWNER: [REDACTED]	WITNESS: [REDACTED]

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



 <b>City of Corner Brook</b>	PROJECT: Discretionary Use	NOTES:  THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.	LOCATION: 2 Dunfield Place	
	TITLE: Home Based Business		PREPARED BY: J. King	
5 Park St, Corner Brook, NL (PO Box 1080) Corner Brook, NL, Canada, A2H 6E1 709-637-1666 city.hall@cornerbrook.com			DEPARTMENT: Development & Planning	
		DATE: 2026-02-11		
		PAGE: 1	OF 1	VERSION: 1



# Request for Decision (RFD)

**Subject:** Discretionary Use - 28 Glen Haven Boulevard - Home Based Business

**To:** Deon Rumbolt  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Development and Planning  
**Staff Contact:** James King,  
**Topic Overview:** Discretionary Use - 28 Glen Haven Boulevard  
**Attachments:** [Application - 28 Glen Haven Boulevard](#)  
[Figure 1 - 28 Glen Haven Boulevard Map](#)

## BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business (making baked goods and smoked meat/fish and delivering to customers, no visitors to the home) from the dwelling located at 28 Glen Haven Boulevard which is located in a Residential Medium Density Zone. A home based business is a “Discretionary Use” of the City of Corner Brook Development Regulations for this zone. A notice was delivered to the residents in the immediate area of 28 Glen Haven Boulevard indicating the above mentioned request. As a result of this notice, one submission of support was received.

## PROPOSED RESOLUTION:

**Be it RESOLVED that the Council of the City of Corner Brook** approve the application to operate a home based business from the dwelling located at 28 Glen Haven Boulevard 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 from the dwelling located at 28 Glen Haven Boulevard in accordance with Regulation 11 - Discretionary Powers of Authority.

- 2. That Council not approve the application to operate a home based business from the dwelling located at 28 Glen Haven Boulevard 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	Approved - 12 Feb 2026
City Manager	Approved - 13 Feb 2026
Administrative Assistant	Approved - 13 Feb 2026

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City Manager

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

<b>RESERVED FOR OFFICE USE</b>	
PROPERTY ID _____	PERMIT NUMBER _____

<b>OWNER / APPLICANT:</b> [REDACTED]		DATE: 30 January 2016
ADDRESS: 28 Glenhaven Boulevard		EMAIL: [REDACTED]
CITY: Corner Brook	PROVINCE: NL	
POSTAL CODE: A2H 4P6	TELEPHONE: [REDACTED]	
PROPERTY LOCATION: 28 Glenhaven Boulevard, Corner Brook, NL A2H 4P6		
<b>BUILDER:</b>		
ADDRESS:		
CITY:		PROVINCE:
POSTAL CODE:		TELEPHONE:

**BUILDING PERMIT APPLICATION** (Please check appropriate box)

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

**DEVELOPMENT APPLICATION** (Please check appropriate box)

<u>DEVELOPMENT TYPE</u>	SITE DEVELOPMENT <input type="checkbox"/>
RESIDENTIAL DEMOLITION <input type="checkbox"/>	HOME BASED BUSINESS <input checked="" type="checkbox"/>
COMMERCIAL DEMOLITION <input type="checkbox"/>	NEW BUSINESS <input type="checkbox"/>
SUBDIVISION / CONSOLIDATION OF PROPERTY <input type="checkbox"/>	CHANGE OF USE <input type="checkbox"/>
NEW BUILDING (RESIDENTIAL / COMMERCIAL) <input type="checkbox"/>	RELOCATION OF BUILDING <input type="checkbox"/>
	OTHER <input type="checkbox"/>

**DESCRIPTION OF WORK:** Selling baked goods from main dwelling, no traffic, delivery only and also smoked meat and fish

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

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

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

**SIGNED BY:** [REDACTED]      **APPLICANT:** [REDACTED]

**PROPERTY OWNER:** [REDACTED]      **WITNESS:** [REDACTED]

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



**City of Corner Brook**

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

**PROJECT:** Discretionary Use

**TITLE:** Home Based Business

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

**NOTES:**

**LOCATION:** 28 Glen Haven Boulevard

**PREPARED BY:** J. King

**DEPARTMENT:** Development & Planning

**DATE:** 2026-02-11

**PAGE:** 1 OF 1

**VERSION:** 1



# Request for Decision (RFD)

**Subject:** Multi-Unit Buildings Between 6-10 Units

**To:** Aaron O'Brien  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Engineering  
**Staff Contact:** Melody Roberts,  
**Topic Overview:**

## BACKGROUND INFORMATION:

The Council of the City of Corner Brook wishes to consider approving a temporary tax adjustment for residential properties containing 6-10 living units that share a common driveway entrance. Recent changes to municipal garbage regulations removed City garbage collection services from these buildings. To support landlords and tenants during the transition to private garbage collection, Council wishes to implement a tax break of \$125.00 per unit per year for a definite period. This will result in an estimated \$13,000.00 loss in revenue each year the tax adjustment is in effect. Staff recommended this tax adjustment to be in effect for three years.

In accordance with section 158 of the City of Corner Brook Act, Council may by vote of 2/3 of the Councilors in office approve a tax exemption or incentive for a defined period of time.

## PROPOSED RESOLUTION:

**Be it resolved that the City of Corner Brook Council** approve the temporary tax break of \$125 per unit per year for affected properties as detailed above for the period of three years.

## FINANCIAL IMPACT:

Approval will result in an estimated \$13,000.00 of tax breaks per year for the period approved by Council.

## RECOMMENDATION:

Staff recommended Option 1 of this RFD

## ALTERNATIVE IMPLICATIONS:

1. Council approves the tax break for a period of 3 years.
2. Council approves the tax break for a different period.
3. Council provides alternate direction.

Assistant Director of Engineering

Approved - 11 Feb 2026

City Manager  
Administrative Assistant

Approved - 11 Feb 2026  
Approved - 12 Feb 2026

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City Manager



# Request for Decision (RFD)

**Subject:** Jigs & Wheels Opening – Noise Regulation Exemption for Broadway - Street Party

**To:** Darren Charters  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Tourism  
**Staff Contact:** Glenda Simms, Supervisor of Tourism  
**Topic Overview:**

## BACKGROUND INFORMATION:

The City of Corner Brook will be enacting a temporary exemption to permit a street celebration on Broadway between **5:00 p.m. on Friday, July 24** and **1:00 a.m. on Sunday, July 26**.

The street party will feature outdoor music and activities beginning at **5:00 p.m. on Friday, July 24**, continuing on **Saturday, July 25 (from 1:00 p.m.)**, and concluding at **1:00 a.m. on Sunday, July 26**. **No music will take place between 1:00 a.m. and 10:00 a.m. on Saturday, July 25.**

As the City of Corner Brook Noise Regulations outline specific timeframes during which noise-generating activities are prohibited, a **temporary exemption** to these regulations is required to facilitate this event.

## PROPOSED RESOLUTION:

**Be it RESOLVED** that the Council of the City of Corner Brook grant a temporary exemption to the City of Corner Brook Noise Regulations in support of the 2026 Jigs and Wheels Festival, to permit a street party on a portion of **Broadway**. This bylaw exemption shall be in effect from **5:00 p.m. on Friday, July 24, 2026, to 1:00 a.m. on Sunday, July 26, 2026, with no music between 1:00 a.m. and 10:00 a.m. on Saturday, July 25, 2026.**

## RECOMMENDATION:

Staff recommend **Option One**, that Council grant a temporary exemption to the City of Corner Brook Noise Regulations in support of the **2026 Jigs and Wheels Festival**, to permit a street party on **Broadway** from **5:00 p.m. on Friday, July 24, 2026, to 1:00 a.m. on Sunday, July 26, 2026, with no music permitted between 1:00 a.m. and 10:00 a.m. on Saturday, July 25, 2026.**

## ALTERNATIVE IMPLICATIONS:

**Options:** The following options are available:

1. That Council grant a temporary exemption to the City of Corner Brook Noise Regulations in support of the **2026 Jigs and Wheels Festival**, to permit a street party on **Broadway** from **5:00 p.m. on Friday, July 24, 2026, to 1:00 a.m. on Sunday, July 26, 2026**, with **no music permitted between 1:00 a.m. and 10:00 a.m. on Saturday, July 25, 2026**.
2. That Council decline the temporary exemption to the City of Corner Brook Noise Regulations in support of the **2026 Jigs and Wheels Festival** for a street party on **Broadway** during the above times.
3. That Council provide alternative direction to staff.

Supervisor of Tourism

Approved - 12 Feb 2026

City Manager

Approved - 12 Feb 2026

Administrative Assistant

Approved - 12 Feb 2026

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City Manager



# Request for Decision (RFD)

**Subject:** ATV street access during Jigs & Wheels Festival

**To:** Darren Charters  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Tourism  
**Staff Contact:** Glenda Simms, Supervisor of Tourism  
**Topic Overview:**

## BACKGROUND INFORMATION:

The City of Corner Brook is hosting a ten-day (10-day) Jigs & Wheels Festival. A theme of the festival includes a focus on the all-terrain vehicle access offered by the City. The festival organizers have requested that we provide full access to all City streets during the festival.

The City of Corner Brook recognizes that while it wants to provide such access for this special event, it must do so cautiously, mitigating safety risks that may be posed by ATVs operating on the City streets.

## PROPOSED RESOLUTION:

**Be it 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 streets except for 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 Mt. Bernard AVE

for the dates of **July 24th – August 2nd, 2026**, so to support the City's Jigs & Wheels Festival.

## FINANCIAL IMPACT:

There may be some MEO overtime incurred to monitor the ATV access.

## RECOMMENDATION:

Staff are recommending that all streets be opened, but due to the high traffic volume on certain City streets, they are recommending that restrictions be put in place prohibiting ATVs on the Lewin Parkway and on O'Connell Drive from Bliss Street to Mt. Bernard Avenue. All other conditions of the Off-Road Vehicles Act and the Recreational Vehicle Regulation, 2022 must continue to apply.

In addition, extensive media and public communication will be required to advise ATV operators and vehicle traffic to use caution on City streets during this festival.

**ALTERNATIVE IMPLICATIONS:**

**Options:**(What are the 3 key options? What are the implications with each?)

1. Approve the current recommendation to allow ATV access and support the special event;
2. Not approve and leave ATV access as permitted under the Recreational Vehicle Regulation 2022;
3. Approve with changes. Council will need to direct staff accordingly.

Supervisor of Tourism	Approved - 12 Feb 2026
City Manager	Approved - 12 Feb 2026
Administrative Assistant	Approved - 12 Feb 2026

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City Manager



# Request for Decision (RFD)

**Subject:** Borrowing Resolution

**To:** Darren Charters  
**Meeting:** Regular Meeting - 16 Feb 2026  
**Department:** Finance and Administration  
**Staff Contact:** Robert George, Director of Finance and Administration  
**Topic Overview:** Amend Resolution for Borrowing Approval

## BACKGROUND INFORMATION:

At the Regular Council Meeting of December 15, Council approved a loan in the amount of \$1,250,000, to be repaid over a five-year term with a five-year amortization, at the lowest quoted interest rate of 3.48% from RBC Bank. The loan was approved to fund the City's share of several capital projects that are not otherwise financed through operating funds or through federal or provincial funding programs.

In accordance with section 117 of the City of Corner Brook Act, ministerial approval is required for any borrowing approved by Council. As part of that process, the approving authority has advised that the Council resolution must explicitly state the purpose of the loan. While the purpose of the loan was clearly outlined in the report presented to Council at the December 15 meeting, it was not included in the wording of the resolution itself. As a result, Council is now required to amend the previously adopted resolution to formally include the purpose of the loan.

## PROPOSED RESOLUTION:

**BE IT RESOLVED** to amend motion 25-172 - Borrowing Resolution to include the purpose of the loan as follows: the Council of the City of Corner Brook approve to borrow \$1,250,000 for a 5 year term with a 5 year amortization at the lowest quoted rate by RBC Bank at 3.48% for the purpose of paying for various capital projects.

## GOVERNANCE IMPLICATIONS:

Legislation  
 City of Corner Brook Act  
 117

## RECOMMENDATION:

It is staff's recommendation to approve the borrowing from RBC Bank for the New Recreational Centre.

City Manager  
 Administrative Assistant

Approved - 13 Feb 2026  
 Approved - 13 Feb 2026

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City Manager