



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 **March 9, 2026 at 7 p.m. City Hall Council Chambers**

CITY CLERK

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10 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 REGULAR MEETING OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 16 FEBRUARY, 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:	D. Sherry	A. O'Brien, Assistant Director of Engineering, Development and Operational Services
	L. Luther	
	S. Perchard	<i>J. Smith, City Clerk</i>
	D. Wheeler	<i>R. Teliz, Sergeant-At-Arms</i>

Absent with regrets: Councillor E. Kennedy, P. Robinson and D. Burden, Director of Engineering, Development and Operational Services

26-014 Land Acknowledgement

Councillor S. Perchard read the Land Acknowledgement.

26-015 Approval of Agenda

On motion by Councillor D. Luther, seconded by Councillor S. Dean, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

26-016 Approval of Minutes - Committee of the Whole January 26, 2026

On motion by Councillor S. Perchard, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** to approve the Minutes of the Committee of the Whole, January 26, 2026. **MOTION CARRIED.**

26-017 Business Arising From Minutes

Mayor L. Chaisson requested an update from on the new garbage and recycling program. The Assistant Director of Engineering, Development and Planning advised that staff are working with residents to rectify any non-compliance with regards to recycling and advises residents to give the city a call if their recycling is not picked up. It was also advised that we have had good feedback with regards to the limited amount of contamination since the new program came into effect.

26-018 Proclamations and Events

The Mayor declared the following proclamations were made:

- February 1-7 was declared Eating Disorders Awareness Week;
- February 11 was declared National 211 Day;
- February 13 was declared Wear Red Canada Day;
- February 16 was declared Heritage Day, and February 16-22 is Heritage Week

26-019 Civic Centre Zamboni Replacement

On motion by Councillor P. Keeping, seconded by Councillor D. Luther, it is **RESOLVED** that the council of the City of Corner Brook approve the purchase of a Zamboni 526 Ice Resurfacers in the amount of \$145,548.50 plus HST from Saunders Equipment Ltd. **MOTION CARRIED.**

26-020 Discretionary Use - 2 Dunfield Place - Home Based Business

On motion by Councillor D. Wheeler, 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 from the dwelling located at 2 Dunfield Place in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

26-021 Discretionary Use - 28 Glen Haven Boulevard - Home Based Business

On motion by Councillor D. Wheeler, seconded by Councillor D. Luther, it is **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. **MOTION CARRIED.**

26-022 Multi-Unit Buildings Between 6-10 Units

On motion by Councillor S. Perchard, seconded by Deputy Mayor P. Keeping, it is **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.

On motion by Councillor D. Wheeler, seconded by Councillor D. Wheeler, it is **RESOLVED** to amend the main motion as follows: "approve the temporary tax break of \$125 per unit per year for affected properties as detailed above for the period **of two years**". **ALL VOTED IN FAVOUR. MOTION CARRIED.**

Therefore the motion was amended as follows:

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 two years. **MOTION CARRIED.**

26-023 Jigs & Wheels Opening – Noise Regulation Exemption for Broadway - Street Party

On motion by Councillor P. Keeping, seconded by Councillor S. Perchard, it is **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.

On motion by Councillor D. Wheeler, seconded by Councillor S. Dean, it is **RESOLVED** to amend the main motion to have no music between 12:00 a.m. and 10:00 a.m. on Saturday and ending 12:00 a.m. on Sunday, July 26, 2026. **Mayor L. Chaisson, Councillor S. Dean and Councillor D. Wheeler voted in favour of the motion. Deputy Mayor P. Keeping, Councillor D. Luther, and Councillor S. Perchard voted against the motion. MOTION TIED.**

This motion will be brought forward to the next meeting of Council.

26-024 ATV street access during Jigs & Wheels Festival

On motion by Councillor S. Dean, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that pursuant to Section 201 and 202 of the City of Corner Brook Act, 1990 and Section 7 of the Recreational Vehicle Regulation 2022, and all other enabling powers, the Council of the City of Corner Brook hereby permits All-Terrain Vehicles to operate on all its City 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. **MOTION CARRIED**

26-025 Borrowing Resolution

On motion by Councillor D. Luther, seconded by Councillor D. Wheeler, it is **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. **MOTION CARRIED.**

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

City Clerk

Mayor



Request for Decision (RFD)

Subject: Ratification of Decisions

To: Darren Charters
Meeting: Regular Meeting - 09 Mar 2026
Department: City Manager
Staff Contact: Gloria Manning, Legislative Assistant
Topic Overview: Ratification of Decisions

BACKGROUND INFORMATION:

In accordance with section 41(3) of the City of Corner Brook Act, "Where a decision is made by the councilors at a privileged meeting, the decision, in order to be valid, shall be ratified at a public meeting of the council". The following minutes are being brought forward for ratification:

Council in Committee Meeting January 13, 2026

- Be it **RESOLVED** to ratify minute CC26-001 Approval of Agenda- agenda was approved as circulated
- Be it **RESOLVED** to ratify minute CC26-005 Watershed Committee Appointment- the appointment of Councillor D. Wheeler to the Watershed Committee was approved.

Council in Committee Meeting- February 16, 2026

- Be it **RESOLVED** to ratify minute CC26-011 Approval of Agenda- agenda was approved as circulated
- Be it **RESOLVED** to ratify minute CC26-013 2026 NL Summer Games Committee Chairperson- The appointment of Len Moores as the Chairperson of the 2026 NL Summer Games Host Committee as approved.

GOVERNANCE IMPLICATIONS:

Legislation
 City of Corner Brook Act
 41(3)

City Clerk

Approved - 05 Mar 2026

City Manager
Administrative Assistant

Approved - 05 Mar 2026
Approved - 05 Mar 2026

City Manager



Information Report (IR)

Subject: Proclamations and Events

To: Darren Charters

Meeting: Regular Meeting - 09 Mar 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: [Amyloidosis Awareness Month 2026](#)
[Swim for Hope Week 2026](#)
[Easter Seals Month Proclamation 2026](#)

BACKGROUND INFORMATION:

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

- **March 2 was declared Amyloidosis Awareness Month-** Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. This month is dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones;
- **March 2-6 was declared Swim for Hope Week-** 2026 marks the 30th Annual Swim for Hope fundraising event for Cancer Care in Corner Brook and throughout Newfoundland and Labrador. Last year, Corner Brook Rapids raised over \$10,000, and more than \$160,000 over the years for local cancer care;
- **March was declared Easter Seals Month-** Easter Seals Newfoundland & Labrador is a charitable organization with a vision for a community where all people with disabilities live full, healthy, and active lives. A mission to engage, inspire, and maximize opportunities for people with disabilities of all ages by providing meaningful programs and services;
- **March 8 was International Women's Day-** a day to celebrate the strength, achievements, and resilience of women. This year's theme is "Accelerate Action: Emphasizing the urgency of advancing gender parity and supporting initiatives that empower women and girls.

City Clerk

Approved - 05 Mar 2026

City Manager

Approved - 05 Mar 2026

Administrative Assistant

Approved - 05 Mar 2026

City Manager

**Proclamation
Amyloidosis Awareness Month
March 2026**

WHEREAS, March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and

WHEREAS, Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

WHEREAS, Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

WHEREAS, Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

WHEREAS, Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

WHEREAS, Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

**Therefore: I, Linda Chaisson, Mayor of
the City of Corner Brook, do hereby proclaim the month of March 2026 be observed as Amyloidosis
Awareness Month.**

Mayor, City of Corner Brook



Corner Brook Rapids Swim for Hope Proclamation

WHEREAS, Corner Brook Rapids Swim Club is a valuable member of our community for over 65 years, contributing significantly to Cancer Care Foundation and Swimming Newfoundland and Labrador Annual Swim for Hope Event and

WHEREAS, 2026 marks the 30th Annual Swim for Hope fundraising event for Cancer Care in Corner Brook and throughout Newfoundland and Labrador. Last year, Corner Brook Rapids raised over \$10,000 and more than \$160,000 over the years for local cancer care. In Newfoundland and Labrador, Swim for Hope has raised almost \$3million since 1997. Again this year, Corner Brook Rapids will undertake a significant initiative to raise money for Cancer Care Centre in Corner Brook and the Cancer Care Foundation of Newfoundland and Labrador during the 2026 Swim For Hope; and

WHEREAS, Corner Brook Rapids Swim Club athletes build confidence, develop discipline and character to demonstrate a strong commitment to their sport and in turn find the inspiration necessary to do their best in challenging situations. The club fosters a positive and inclusive environment, provides essential skill development to athletes and the importance of being responsible members of the community

WHEREAS, recognizing and celebrating the contributions of Corner Brook Swim Club to cancer care in Corner Brook it is important that we show community support throughout the 2026 Swim for Hope campaign.

NOW, THEREFORE, I Linda Chaisson, Mayor of Corner Brook do hereby declare that March 2nd to 6th is Swim for Hope Week for the Corner Brook Rapids in the City of Corner Brook.

Signed at City Hall, Corner Brook, NL on the _____ day of March 2026

Linda Chaisson, Mayor
City of Corner Brook

PROCLAMATION

Easter Seals Month

WHEREAS More than 130,000 people of all ages in our province live with disabilities such as physical, sensory, cognitive, or other disabilities that present barriers to full participation in society;

WHEREAS Easter Seals Newfoundland & Labrador is a charitable organization with a vision for a community where all people with disabilities live full, healthy, and active lives. A mission to engage, inspire, and maximize opportunities for people with disabilities of all ages by providing meaningful programs and services;

WHEREAS Easter Seals NL's *Recreation Programs* help those with disabilities explore what they can do, through independence camps, art and music therapy, and adaptive sports, promoting full, active, and healthy, socially engaged lifestyles;

WHEREAS Easter Seals NL offers *Employment and Educational Services* to assist those with barriers to employment in successfully transitioning from home and school into adulthood and independence with a focus on preparing for, obtaining, and maintaining gainful employment;

WHEREAS Easter Seals NL *'I Can Too' Disability Awareness Program* activities foster disability awareness and sensitivity and provide tools for accessibility and inclusion;

THEREFORE, with the support of the Council of _____, I sign this proclamation and declare the Month of March in 2026 to be observed throughout the _____ as Easter Seals Month.

I call upon all citizens of this community to support this worthy charitable organization and the people of all ages and all disabilities it serves.



Request for Decision (RFD)

Subject: Purchase of New Plow Truck w/ SANDER

To: Andrew Miller
Meeting: Regular Meeting - 09 Mar 2026
Department: Public Works
Staff Contact: Dawn Marshall, Fleet Management Coordinator
Topic Overview: Snow Clearing Fleet Addition

BACKGROUND INFORMATION:

The City has identified that supplementing our snow clearing equipment with a plow truck integrated salt spreading capability can improve snow clearing efficiency and level of service with use on main roads throughout the city. This will also provide increased capacity for the city's existing snow clearing equipment to more efficiently clear side roads throughout the city.

Allocation for this new fleet addition was presented to council and approved in the 2026 budget. The plow truck is available for purchase through the Canoe Procurement and therefore no other quotes are necessary.

PROPOSED RESOLUTION:

Be it RESOLVED that the city purchase a single axle 4WD plow truck with salter to supplement our winter service equipment and improve snow clearing levels of service.

FINANCIAL IMPACT:

The financial impact to purchase this plow truck from Harvey & Company Ltd. is \$422,901.00.

Budget Code: 2600-70000

Finance Type: Capital

GOVERNANCE IMPLICATIONS:

Legislation
 Public Procurement Act

Legal Review: No

RECOMMENDATION:

Staff recommends Council to approve the purchase of the new plow truck to facilitate more efficient snow clearing operations.

ALTERNATIVE IMPLICATIONS:

Options:

1. Council can approve the purchase for the new snow plow as presented.
2. Council can deny the purchase of the new snow plow as presented.
3. Council can provide other direction.

Assistant Director of Operations
City Manager
Administrative Assistant

Approved - 03 Mar 2026
Approved - 03 Mar 2026
Approved - 03 Mar 2026

City Manager



Request for Decision (RFD)

Subject: Change Order 003 – Corner Brook Transit Extended Service Hours

To: Aaron O'Brien
Meeting: Regular Meeting - 09 Mar 2026
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:
Attachments: [Operation of Accessible Transit Change Order 3](#)

BACKGROUND INFORMATION:

The City of Corner Brook is moving forward with its plan to enhance the level of service provided through its existing public transit system. Funding approved in Budget 2026 enables the implementation of several key service upgrades aimed at improving accessibility, flexibility, and overall transit availability for residents.

Beginning April 1, 2026, Corner Brook Transit will introduce an On-Demand Transit Service for all passengers outside regular transit operating hours. This new offering expands access to transportation during evenings and weekends and is designed to better meet the travel needs of residents.

Extended On-Demand Service Hours

Monday – Friday: 6:00 p.m. – 11:00 p.m.

Saturday & Sunday: 9:00 a.m. – 5:00 p.m.

To facilitate the introduction of the On-Demand service, a change order to the existing transit operations contract 2022-22 with Buckle's Busing is required. This modification will formally authorize the contractor to provide the extended on-demand service and ensure appropriate resourcing and operational adjustments are in place.

PROPOSED RESOLUTION:

Be it resolved that the Council of the City of Corner Brook approve Change Order 003 for Contract 2022-22 in the amount of \$110,298.78 plus HST, as allocated in the approved 2026 budget.

Be it further resolved that the Council of the City of Corner Brook authorize the City Manager to execute all contractual documents necessary to implement this change order.

Assistant Director of Engineering	Approved - 05 Mar 2026
City Manager	Approved - 05 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager

City of Corner Brook – Operation of Corner Brook Transit

2022-22

CHANGE ORDER

Change Order No.: [CO-003]

Contractor: Buckles Busing Ltd.

Date: 2026-03-9

Subject: Provision of Operator for Accessible Transit Van

This Change Order forms part of the Agreement between the City of Corner Brook and Buckles Busing Ltd. for the provision of public transit services. The purpose of this Change Order is to authorize the Contractor to provide operators to offer an extended hours transit service using the existing accessible transit van.

Scope of Work:

Effective April 1, 2026 the Contractor shall:

1. Labour Provision

Provide qualified and competent personnel to operate an Accessible Transit Van during the extended hours of:

- Monday – Friday: 1800 - 2300
- Saturday & Sunday: 0900 – 1700

During the extended hours detailed above, the accessible transit van will provide On-Demand transit for both regular transit passengers, as well as accessible transit passengers.

Operators will be required, at times to assist passengers registered as an accessible transit user from entering and exiting the bus, as well as securely fastening passengers, mobility aids and/or wheelchairs safely in the vehicle.

Buckles Busing shall be responsible for ensuring operators are fit for work and provide notification to the City of Corner Brook of any issues relating to this matter. Operators are required to obey all rules of the road and adhere to posted speed limits.

2. Licensing Requirement

Ensure that the designated operator holds all necessary and valid licenses required to operate the Accessible Transit Van as per provincial regulations.

3. Mandatory Training

Ensure the operator completes the Canadian Transportation Agency (CTA) training titled »Accessibility.for.All«, available at:

<https://otc-cta.gc.ca/eng/training-videos-how-assist-persons-disabilities>

A certificate of completion must be submitted to the City as proof prior to commencing duties.

The contractor shall provide a record of the operator's drivers abstract when requested by the City of Corner Brook. Drivers are expected to maintain a clean drivers abstract and may be required to complete drivers' safety training in the event of driving infractions.

4. Overhead & Supervision

Include all associated overhead, including but not limited to supervision, administration, and employee-related costs, in the pricing for this Change Order.

Buckles Bussing shall immediately notify the City of any safety or traffic incident and comply with City personnel and/or authorities to complete incident investigations.

5. Ride Bookings and Communications

A dedicated booking line will be established as the primary point of contact for accessible ride bookings. The City of Corner Brook will be responsible for receiving and managing all phone calls related to booking requests. Buckles Busing shall maintain a record of all customers who use the service and will be responsible for resolving any conflicts or issues that arise with booked rides. Revenue shall be retained by Buckles Busing Ltd., and the fare structure shall follow the same rates as the conventional transit service. The City of Corner Brook will provide Buckles Busing with the necessary hardware and software required to operate the On-Demand system. The City may also enter into partnerships with local groups to offer accessible transportation to their members during transit operating hours, with Buckles Busing remunerated at the posted fare rate for each ride provided.

6. Complete Daily Inspections on the Vehicle

Daily inspection sheets will be provided by the City of Corner Brook. The operator shall complete these inspections daily, or at the beginning of a shift. Any items requiring attention will be immediately reported to the City. Any immediate issues or safety concerns shall be reported to the City immediately.

Completed inspection sheets will be provided to the City on a weekly basis. Inspections will eventually be completed using the provided Tablet.

7. Ownership of Vehicle

The Vehicle shall remain the property of the City of Corner Brook. The City of Corner Brook may use this bus outside of transit hours for events or other transportations requirements. In certain circumstances, the contractor will be invited to provide quotations on the labour to operate the van outside transit hours.

8. Maintenance of Vehicle

The City of Corner Brook will be responsible for maintaining the vehicle being used by Buckles to deliver this service. Buckles shall notify the City with at least 5 business days of notice when preventative maintenance of the vehicle is required. The vehicle shall be serviced every 10,000km or as per the vehicles owner's manual. The city may opt for Buckles to provide maintenance from time to time. If Buckles is responsible for paying for maintenance upfront, the City shall reimburse Buckles with a 10% overhead, and 10% profit. During maintenance or downtime of the vehicle, Buckles Busing shall provide an accessible transit vehicle if the City does not have a spare accessible transit van available at an hourly rate of \$45 per hour. The temporary vehicle provided will be the spare bus provided for the existing fixed route transit system. If the bus is in use within the fixed route system, a temporary delay in service may occur.

Buckles shall ensure the vehicle kept cleaned for safety and customer comfort.

City Responsibilities:

The City of Corner Brook will remain responsible for the following:

- Providing the Accessible Transit Vehicle
- Covering all maintenance costs
- Supplying fuel
- Providing vehicle insurance
- Providing a dedicated Transit Booking software
- Providing staff to answer booking calls made by customers.

Compensation:

This contract shall be adjusted by a price of \$110,298.76 plus HST annually until the end of the contract.

Billing shall be submitted monthly and is subject to the terms outlined in the main service agreement.

Authorization:

This Change Order shall become effective upon the date signed by both parties below and shall remain in effect until modified in writing or terminated as per the terms of the primary agreement.

Accepted by:

City of Corner Brook

Name: _____

Title: _____

Signature: _____

Date: _____

Contractor: Buckles Busing Ltd.

Name: _____

Title: _____

Signature: _____

Date: _____



Information Report (IR)

Subject: Spring Cleanup 2026

To: Aaron O'Brien
Meeting: Regular Meeting - 09 Mar 2026
Department: Engineering
Staff Contact: Melody Roberts,
Topic Overview:

BACKGROUND INFORMATION:

Each year, the City conducts a Spring Cleanup Program to assist residents with the disposal of bulk household items. The program provides scheduled curbside collection of eligible materials and is supported by a separate drop-off period at the Western Regional Waste Management (WRWM) facility for waste streams not accepted curbside. The scheduled approach, implemented in recent years, has improved operational efficiency and increased predictability for both residents and work crews.

For 2026, all curbside pickups will be by appointment **only**. Residents who do not make an appointment will not have their materials collected.

Key Dates for Residents

Appointment Portal Opens:

Friday, March 13, 2026, and remains open until Monday, April 13, 2026

Curbside Cleanup Begins:

Monday, April 20, 2026

Residents who book an appointment will be assigned a specific week during which their materials will be collected. All cleanup waste must be placed at the curb before 8:00 a.m. on the Monday of their scheduled cleanup week.

Curbside Sorting Requirements

- Metals must be separated into their own pile.
- All other bulk materials should be placed in a separate pile.
- Normal household garbage will not be collected as part of the cleanup and must be placed in City-issued garbage bins for regular weekly collection.

Not Accepted Curbside

- Construction and demolition waste
- Electronics

Drop-Off at Wild Cove Transfer Station (WRWM)

Friday, May 1 – Monday, May 11, 2026 (during WRWM’s regular business hours)

Proof of residency within the City of Corner Brook is required.

All residential waste streams will be accepted during this period, including electronics and construction/demolition debris.

Commercial waste is not eligible under this program.

Due to reliability issues with local mail service, the City will invest in enhanced digital and radio advertising for the 2026 Spring Cleanup Program. Residents who require or prefer a paper copy of program details may pick one up at City Hall.

Residents are encouraged to tune into local media outlets, visit the City’s website, and listen to local radio stations for information on how to book their appointment and for general program updates.

Assistant Director of Engineering
City Manager
Administrative Assistant

Approved - 05 Mar 2026
Approved - 05 Mar 2026
Approved - 05 Mar 2026

City Manager



Request for Decision (RFD)

Subject: IMSP and Development Regulations Amendment No. 25-02 - Group Rezoning

To: Deon Rumbolt
Meeting: Regular Meeting - 09 Mar 2026
Department: Development and Planning
Staff Contact: Christina Pye,
Topic Overview: Second Reading - Adoption - IMSP and Development Regulations Amendment No. 25-02
Attachments: [Corner Brook - Development Regulations 2012 - Amendment No. 25-02 - For Release - R3](#)
[Corner Brook - Municipal Plan 2012 - Amendment No. 25-02 - For Release - R3](#)
[Memo RFD 2](#)

BACKGROUND INFORMATION:

The principal purpose of proposed Municipal Plan Amendment No. 25-02 and Development Regulations Amendment No. 25-02 is to allow Council to adopt of the following rezonings.

1. 55 Premier Drive – Zoning change from Residential Medium Density (RMD) to General Commercial (GC) to facilitate the property owner of the funeral home to rebuild a new building and extend the parking lot.
2. 23 & 27 Humber Road – Zoning change from Open Space (OS) to Residential Commercial Mix (RCM) to facilitate redevelopment of two buildings along a collector road.
3. Massey Drive / TCH area – Zoning Change from Rural to Light Industrial (LI) to make the lot legal from non-conforming, and provide an opportunity for the owner to build a storage warehouse in the future. It is important to know that this development will require lift station if sanitary sewer is required.
4. Bolands Ave and Barry Place – Zoning Change from General Industrial (GI) and RCM to RMD to facilitate redevelopment of the residential lots, and promote residential infill development on a vacant property.
5. 649 O’Connell Drive – Zoning change from OS to RMD is just a housekeeping change.

Map amendments to both the IMSP and Development Regulations are required to support these proposed changes.

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. The Public Consultation received no comments or objections. Section 15 Release was received March 2nd, 2026.

This Council request is for Section 16 Adoption of Amendment No. 25-02, and allow planning staff to move forward with Sections 17-21 of the URPA process. This is the second of three readings of this amendment by council.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed text amendment No. 25-02 to the City of Corner Brook's Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed text amendment No. 25-02 to the City of Corner Brook's 2012 Development Regulations;
- (3) Set Wednesday, March, 25th, 2026, 6:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;
- (4) Authorize staff to give statutory notice of adoption of the proposed amendments;
- (5) Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and
- (6) Appoint Mark Mills to preside over the scheduled Public Hearing.

FINANCIAL IMPACT:

The cost for a public commissioner to reside over the public hearing.

GOVERNANCE IMPLICATIONS:

Legislation

Urban and Rural Planning Act

16, 17, 18, 19, and 21

RECOMMENDATION:

Staff recommend that the City Council of Corner Brook adopt the proposed amendments as outlined above.

ALTERNATIVE IMPLICATIONS:

- (1) The City Council of Corner Brook refuse to adopt the proposed amendments as outlined above; or
- (2) The City Council of Corner Brook postpone adoption of the proposed amendments, requesting additional information from staff.

The adoption of the proposed amendments would be an indication that Corner Brook City Council supports the proposal as presented, with the intent to hear any objections and representations of the public prior to rendering a final decision on the proposal. If Council is not supportive of the proposal as is, and would like staff to provide additional information and/or revise the proposed amendments, Council is advised to do so at this stage in the process.

	Approved - 04 Mar 2026
Assistant Director of Engineering	Approved - 05 Mar 2026
City Manager	Approved - 05 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager



CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-02
AMENDMENT TO LAND USE ZONING MAPS
RE-ZONING OF PROPERTIES

February 2026

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 25-02**

Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook adopts the Corner Brook Development Regulations Amendment No. 25-02.

Adopted by the City Council of Corner Brook on the ____ day of _____, 2026.

SIGNED AND SEALED this ____ day of _____, 2026.

Mayor: _____

Clerk: _____

(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Development Regulations Amendment No. 25-02 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____



(MCIP Seal)

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CCORNER BROOK DEVELOPMENT REGULATIONS
AMENDMENT No. 25-02**

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted Development Regulations Amendment No. 25-02 on the ____ day of _____, 2026; and
- b) gave notice of the adoption of the Development Regulations Amendment No. 25-02 by Notice placed on the ____ day of _____ and the ____ day of _____, 2026 in the Newfoundland Wire.
- c) set the ____ day of _____ at ____ p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves Development Regulations Amendment No. 25-02 as adopted.

SIGNED AND SEALED this ____ day of _____, 2026.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-02
AMENDMENT TO THE LAND USE ZONING MAP – REZONING OF PROPERTIES

Background

The Planning and Development Department received a series of requests to change the land use zoning as part of the ongoing Development Regulations update process. Given the anticipated approval and registration timelines associated with the new Development Regulations, the requests are being accommodated through amendments to the Land Use Zoning Map of the Development Regulations.

A description of each amendment and associated plan policy compliance is offered below:

55 Premier Drive

- Zoning change from Residential Medium Density to General Commercial
- Amendment is required to facilitate the expansion of the existing funeral home and extend the parking lot.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Residential to General Commercial.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as it facilitates the continuation an existing use which borders a residential area and forms part of mixed use node at the intersection of Premier Drive, Edinburgh Avenue, and St. Marks Avenue. Policy 21 directs General Commercial areas to include a range of shops and services which serve the adjacent residential neighbourhood.

23 & 27 Humber Road

- Zoning change from Open Space to Residential Commercial Mix.
- Amendment is required to facilitate the redevelopment of two buildings along a collector road.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Open Space to Residential Commercial Mix
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as there are existing builds on the site and the redevelopment of those buildings contributes to the character of the Humber Road corridor. Section 4.4 identifies Residential Commercial Mix areas as being located on collector or arterial streets and policy positions these areas for increased density.

Massey Drive / TCH Area

- Zoning change from Rural to Light Industrial.
- Amendment is required to legalize a non-conforming use and to facilitate the development of a storage warehouse in the future.
- It is important to note that development of the site that requires connection to sanitary sewer will require the installation of a lift station.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Rural to Light Industrial.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing use of the site is classified as light industrial. Policies under section 4.5 of the Municipal Plan acknowledge the intention of light industrial areas to be less intensive or disruptive to surrounding land uses.

Bolands Avenue and Barry Place

- Zoning change from General Industrial to Residential Medium Density, and from Residential Commercial Mix to Residential Medium Density.
- Amendment is required to facilitate redevelopment of residential lots and position the vacant property for residential infill development.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from General Industrial to Residential.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the predominant land use pattern along the frontage of Barry Place and extending into Star Street is residential. The change supports increased residential growth while limiting industrial encroachment from Griffin Drive. The policies of section 9.4.1 identify residential infill as an important method of expanding the residential land base. The proposed change positions land for residential infill development at a variety of scales.

649 O'Connell Drive

- Zoning change from Open Space to Residential Medium Density.
- Amendment is required to bring existing use into conformity with the Municipal Plan.
- The amendment requires an amendment to the Municipal Plan to redesignate the site from Open Space to Residential.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing land use on the site is a single detached dwelling.

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on May 7th, 2025, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand

delivered to adjacent properties. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received one written objection to rezoning 55 Premier Drive. The comments reflect concerns about impacts on property value of adjacent property, future development of the property with the new zoning changes, as well as water, snow, and drainage issues.

Development Regulations Amendment No. 25-02

The Corner Brook Development Regulations is hereby amended by rezoning the following properties as described and as per the attached series of Land Use Zoning Map amendments.

Drawing Title	Address / Description	Existing Land Use Zone	Amended Land Use Zone
Land Use Zoning Map C2 Amendment No. 25-02	55 Premier Drive	RMD	GC
Land Use Zoning Map C2 Amendment No. 25-02	23 & 27 Humber Road	OS	RCM
Land Use Zoning Map C4 Amendment No. 25-02	Massey Drive / TCH Area	R	LI
Land Use Zoning Map C4 Amendment No. 25-02	Bolands Avenue and Barry Place	GI	RMD
		RCM	
Land Use Zoning Map C1 Amendment No. 25-02	649 O'Connell Drive	OS	RMD

Development Regulations Amendment
REGISTERED
 Number -----
 Date -----
 Signature _ -"-----



LEGEND — ZONING BOUNDARY ▨▨▨▨▨▨▨▨▨▨ CHANGE FROM OS to RCM

CITY OF CORNER BROOK

PROJECT TITLE:
**FOR DEVELOPMENT REGULATIONS
 2012**

DRAWING TITLE:
**LAND USE ZONING MAP C2
 AMENDMENT No. 25-02**



City of Corner Brook
 Community Services Department
 Planning Division

DATE: APRIL 2025

SCALE: 1:1000

DESCRIPTION

REZONING 23 & 27 HUMBER ROAD FROM
 OPEN SPACE TO RESIDENTIAL COMMERCIAL MIX

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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



M.C.I.P. _____

DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook
 Development Regulations 2012, Map __ is a
 correct copy of the Development Regulations
 2012, Map __ approved by the Council of the
 City of Corner Brook on the __ day of

 (month) (year)

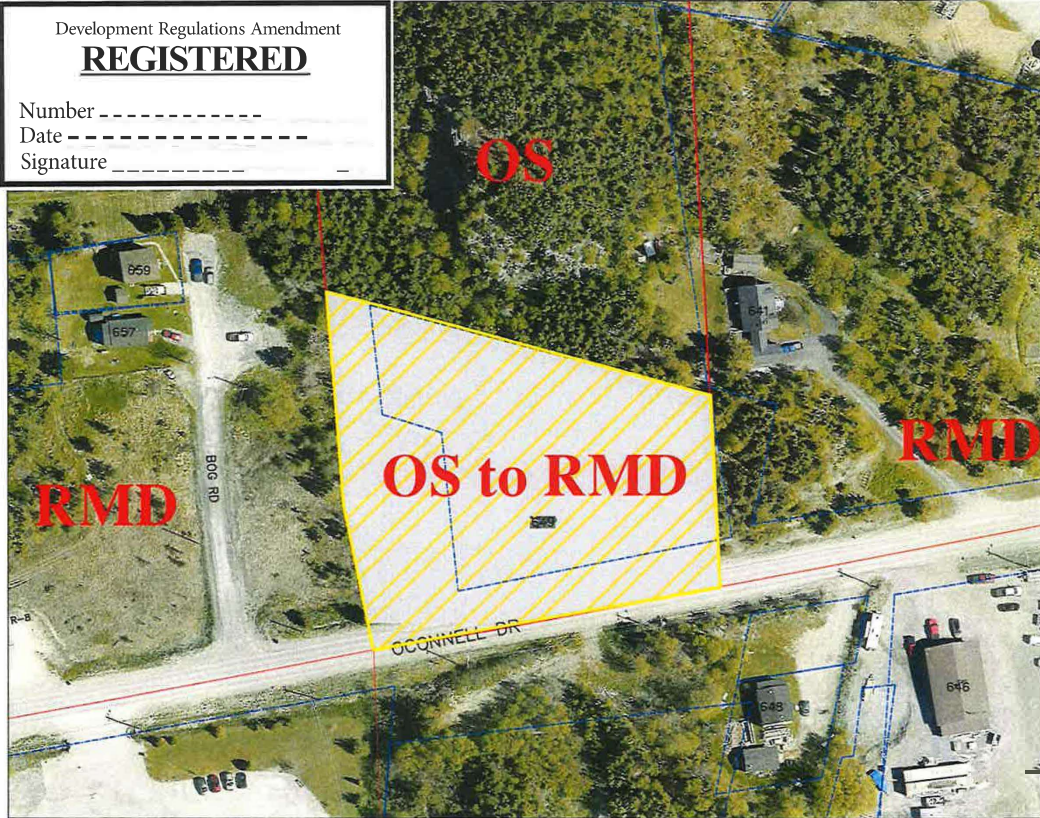
MAYOR _____

CLERK _____

DATE _____

(COUNCIL SEAL)

Development Regulations Amendment
REGISTERED
 Number -----
 Date -----
 Signature -----



LEGEND ——— ZONING BOUNDARY ▨▨▨▨▨▨▨▨▨▨ CHANGE FROM OS TO RMD

CITY OF CORNER BROOK

PROJECT TITLE:
**FOR DEVELOPMENT REGULATIONS
 2012**

DRAWING TITLE:
**LAND USE ZONING MAP C1
 AMENDMENT No. 25-02**

City of Corner Brook Community Services Department Planning Division	DATE: APRIL 2025
	SCALE: 1:1250

DESCRIPTION

REZONING 649 O'CONNELL DRIVE
 FROM OPEN SPACE TO RESIDENTIAL MEDIUM DENSITY

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____
 DATE _____



SEAL AND SIGNATURE

Certified that this City of Corner Brook Development Regulations 2012, Map ___ is a correct copy of the Development Regulations 2012, Map ___ approved by the Council of the City of Corner Brook on the ___ day of _____ (month) (year)

MAYOR ----- (COUNCIL SEAL)
 CLERK _____
 DATE _____

REGISTRATION APPROVAL

LEGEND

ZONING BOUNDARY
 AREAS BEING REZONED

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

CITY OF CORNER BROOK

PROJECT TITLE:

DEVELOPMENT REGULATIONS 2012

DRAWING TITLE:

PROPOSED LAND USE
ZONING MAP C-1
(AMENDMENT No. 25-02)

City of Corner Brook
Community Services Department
Planning Division

DATE: JULY 2025

SCALE: 1: 2500

DESCRIPTION

Bolands Avenue and Barry Place
LAND USE ZONING TO CHANGE FROM
GI TO RMD & RCM TO RMD

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____

DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____ (month) (year)

MAYOR _____

CLERK _____ (COUNCIL SEAL)

DATE _____

Development Regulations Amendment <u>REGISTERED</u>	
Number ----- Date ----- Signature -----	
LEGEND	ZONING BOUNDARY
	CHANGE FROM R to LI
CITY OF CORNER BROOK	
PROJECT TITLE: FOR DEVELOPMENT REGULATIONS 2012	
DRAWING TITLE: LAND USE ZONING MAP C4 AMENDMENT No. 25-02	
City of Corner Brook Community Services Department Planning Division	DATE: APRIL 2025 SCALE: 1:2500
DESCRIPTION	
REZONING MASSEY DRIVE FROM RURAL TO LIGHT INDUSTRIAL	
THIS MAP IS A GRAPHICAL REPRESENTATION OF THE CITY OF CORNER BROOK SHOWING THE APPROXIMATE LOCATION OF ROADS, BUILDINGS AND OTHER ELEMENTS. THIS MAP IS NOT A LAND SURVEY AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.	
CANADIAN INSTITUTE OF PLANNERS CERTIFICATION	
I hereby certify that this City of Corner Brook Development Regulations 2012, Map __ has been prepared in accordance with the requirements of the Urban and Rural Planning Act	
M.C.I.P. _____ DATE _____	
SEAL AND SIGNATURE	
Certified that this City of Corner Brook Development Regulations 2012, Map __ is a correct copy of the Development Regulations 2012, Map __ approved by the Council of the City of Corner Brook on the __ day of _____ (month) (year)	
MAYOR _____ (COUNCIL SEAL) CLERK _____ DATE _____	





Development Regulations Amendment
REGISTERED
 Number -----
 Date -----
 Signature -----

LEGEND ZONING BOUNDARY CHANGE FROM RMD TO GC

CITY OF CORNER BROOK

PROJECT TITLE
**FOR DEVELOPMENT REGULATIONS
 2012**

DRAWING TITLE
**LAND USE ZONING MAP C2
 AMENDMENT No. 25-02**

City of Corner Brook Community Services Department Planning Division	DATE: APRIL 2025
	SCALE: 1:1250

DESCRIPTION
**REZONING 55 PREMIER DRIVE
 FROM RESIDENTIAL MEDIUM DENSITY TO GENERAL
 COMMERCIAL**

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____
 DATE _____



SEAL AND SIGNATURE

Certified that this City of Corner Brook Development Regulations 2012, Map ___ is a correct copy of the Development Regulations 2012, Map ___ approved by the Council of the City of Corner Brook on the ___ day of _____ (month) (year)

MAYOR ----- (COUNCIL SEAL)

CLERK _____
 DATE _____



CITY OF CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. 25-02

**AMENDMENT TO THE GENERALIZED FUTURE LAND USE MAP A
RE-DESIGNATION OF PROPERTIES**

February 2026

**URBAN AND RURAL PLANNING ACT
RESOLUTION TO ADOPT
CORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
AMENDMENT No. 25-02**

Under the authority of Section 16 of the *Urban and Rural Planning Act 2000*, the City Council of Comer Brook adopts the Comer Brook Integrated Municipal Sustainability Plan Amendment No. 25-02.

Adopted by the City Council of Comer Brook on the __ day of _____, 2026.

SIGNED AND SEALED this __ day of _____, 2026.

Mayor: _____

Clerk: _____

(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Municipal Plan Amendment No. 25-02 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act*.

MCIP: _____



(MCIP Seal)

**URBAN AND RURAL PLANNING ACT
 RESOLUTION TO APPROVE
 CCORNER BROOK INTEGRATED MUNICIPAL SUSTAINABILITY PLAN
 AMENDMENT No. 25-02**

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Comer Brook

- a) adopted the Municipal Plan Amendment No. 25-02 on the __ day of ____, 2026;and
- b) gave notice of the adoption of the Municipal Plan Amendment No. 25-02 by Notice placed on the __ day of _____ and the __ day of _____, 2026 in, _____.
- c) set the __ day of _____ at __ p.m. at the City Hall, 5 Park Street, Comer Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Comer Brook approves the Municipal Plan Amendment No. 25-02 as adopted.

SIGNED AND SEALED this __ day of _____, 2026.

Mayor: -----

Clerk: -----

(Council Seal)

CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 25-02
**AMENDMENT TO THE GENERALIZED FUTURE LAND USE MAP A - RE-
DESIGNATION OF PROPERTIES**

Background

The Planning and Development Department received a series of requests to change land use designations as part of the ongoing Municipal Plan update process. Given the anticipated approval and registration timelines associated with the new Municipal Plan, the requests are being accommodated through amendments to the Generalized Future Land Use Map of the Integrated Municipal Sustainability Plan.

A description of each amendment and associated plan policy compliance is offered below:

55 Premier Drive

- Change from Residential to General Commercial
- Amendment is required to facilitate the expansion of the existing funeral home and extend the parking lot.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as it facilitates the continuation an existing use which borders a residential area and forms part of mixed use node at the intersection of Premier Drive, Edinburgh Avenue, and St. Marks Avenue. Policy 21 directs General Commercial areas to include a range of shops and services which serve the adjacent residential neighbourhood.

23 & 27 Humber Road

- Change from Open Space to Residential Commercial Mix
- Amendment is required to facilitate the redevelopment of two buildings along a collector road.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as there are existing builds on the site and the redevelopment of those buildings contributes to the character of the Humber Road corridor. Section 4.4 identifies Residential Commercial Mix areas as being located on collector or arterial streets and policy positions these areas for increased density.

Massey Drive / TCH Area

- Change from Rural to Light Industrial
- Amendment is required to legalize a non-conforming use and to facilitate the development of a storage warehouse in the future.
- It is important to note that development of the site that requires connection to sanitary sewer will require the installation of a lift station.

- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing use of the site is classified as light industrial. Policies under section 4.5 of the Municipal Plan acknowledge the intention of light industrial areas to be less intensive or disruptive to surrounding land uses.

Bolands Avenue and Barry Place

- Change from General Industrial to Residential, and from Residential Commercial Mix to Residential.
- Amendment is required to facilitate redevelopment of residential lots and position the vacant property for residential infill development.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the predominant land use pattern along the frontage of Barry Place and extending into Star Street is residential. The change supports increased residential growth while limiting industrial encroachment from Griffin Drive. The policies of section 9.4.1 identify residential infill as an important method of expanding the residential land base. The proposed change positions land for residential infill development at a variety of scales.

649 O'Connell Drive

- Change from Open Space to Residential
- Amendment is required to bring existing use into conformity with the Municipal Plan.
- The change conforms with the intention of the Municipal Plan.
 - The change is supportable as the existing land use on the site is a single detached dwelling.

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, in the Newfoundland Wire on May 7th, 2025, and The City Facebook Page advising of Council's intent to pursue the proposed amendment, as well as hand delivered to adjacent properties. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received one written objection to redesignation of 55 Premier Drive. The comments reflect concerns about impacts on property value of adjacent property, future development of the property with the new zoning changes, as well as water, snow, and drainage issues.

Municipal Plan Amendment No. 25-02

The Corner Brook Integrated Municipal Sustainability Plan is hereby amended by re-designating the following properties as described and as per the attached ‘Generalized Future Land Use Map A – Amendment No. 25-02’.

Address / Description	Existing Land Use Designation	Amended Land Use Designation
55 Premier Drive	RES	GC
23 & 27 Humber Road	OS	RCM
Massey Drive / TCH Area	R	LI
Bolands Avenue and Barry Place	GI	RES
	RCM	RES
649 O’Connell Drive	OS	RES

Municipal Plan/Amendment
REGISTERED

Number -----
Date -----
Signature -----



LEGEND		—	ZONING BOUNDARY	[Hatched Box]	CHANGE FROM RES TO GC
Land Use Designations					
Residential	[RES]	Shopping Centre	◆	Open Space	◆
Comprehensive Residential Development Area	[ICRDA]	Large Scale Commercial	[@ L]	Cemetery	◆
Townsite Heritage Conservation District	[ITHCD]	Waterfront Mixed Use	[WMU]	Environmental Protection	◆
Downtown	◆	General Industrial	[GI]	Environmental Conservation	◆
General Commercial	◆	Light Industrial	◆	Protected Water Supply Area	[PWSA]
Residential/Commercial Mix	[RCM]	Hazardous Industrial	◆	Rural	[R]
Highway and Tourist Commercial	[HTC]	Innovation District	◆	Solid Waste/Scrap Yard	[SW/SY]
Community Service	[@]				
				Mineral Working	◆
				Special Management Area	[SMA]

CITY OF CORNER BROOK

PROJECT TITLE:
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:
GENERALIZED FUTURE LAND USE MAPA AMENDMENT NO. 25-02

City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250

DESCRIPTION

**LAND USE DESIGNATION CHANGE
55 PREMIER DRIVE
FROM RESIDENTIAL TO GENERAL COMMERCIAL**

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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



M.C.I.P. _____
DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____ (month) (year).

MAYOR _____
CLERK _____ (COUNCIL SEAL)
DATE _____

Municipal Plan/Amendment
REGISTERED

Number _____
Date _____
Signature _____



LEGEND		ZONING BOUNDARY	CHANGE FROM OS TO RCM
<u>Land Use Designations</u>			
Residential	◆	Shopping Centre	◆
Comprehensive Residential Development Area	CRDA	Large Scale Commercial	@ £
Townsite Heritage Conservation District	THCD	Waterfront Mixed Use	WMU
Downtown	@ : J	General Industrial	GI
General Commercial	◆	Light Industrial	QQ
Residential/Commercial Mix	RCM	Hazardous Industrial	◆
Highway and Tourist Commercial	CeTJ	Innovation District	◆
Community Service	◆	Open Space	◆
		Cemetery	Q :: J
		Environmental Protection	◆
		Environmental Conservation	◆
		Protected Water Supply Area	PWSA
		Rural	R
		Solid Waste/Scrap Yard	SW/SY
		Mineral Working	◆
		Special Management Area	SMA

CITY OF CORNER BROOK

PROJECT TITLE:
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:
GENERALIZED FUTURE LAND USE MAPA AMENDMENT NO. 25-02

City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250

N

DESCRIPTION

LAND USE DESIGNATION CHANGE
23 & 27 HUMBER ROAD
FROM OPEN SPACE TO RESIDENTIAL COMMERCIAL MIX

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____
DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map __ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map __ approved by the Council of the City of Corner Brook on the ____ day of ____ (month) ____ (year)

MAYOR _____
CLERK _____
DATE _____



(COUNCIL SEAL)

Municipal Plan/Amendment
REGISTERED

Number -----
Date -----
Signature -----

LEGEND

ZONING BOUNDARY
 CHANGE FROM R TO LI

Land Use Designations

Residential		Shopping Centre		Open Space		Mineral Working	
Comprehensive Residential Development Area		Large Scale Commercial		Cemetery		Special Management Area	
Townsite Heritage Conservation District		Waterfront Mixed Use		Environmental Protection			
Downtown		General Industrial		Environmental Conservation			
General Commercial		Light Industrial		Protected Water Supply Area			
Residential/Commercial Mix		Hazardous Industrial		Rural			
Highway and Tourist Commercial		Innovation District		Solid Waste/Scrap Yard			
Community Service							

CITY OF CORNER BROOK

PROJECT TITLE

INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE

GENERALIZED FUTURE LAND USE MAPA AMENDMENT NO. 25-02

City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:2500

DESCRIPTION

LAND USE DESIGNATION CHANGE
TCH - MASSEY DRIVE AREA
FROM RURAL TO LIGHT INDUSTRIAL

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____

DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map __ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map __ approved by the Council of the City of Corner Brook on the ____ day of _____ (month) (year).

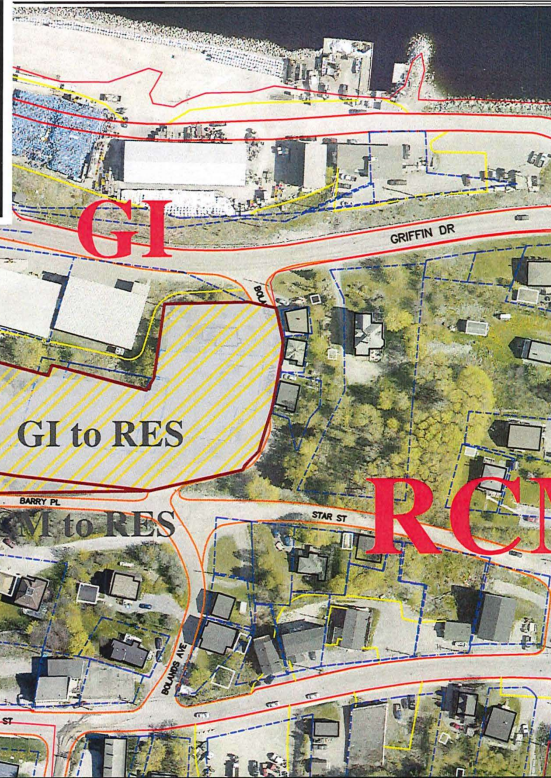
MAYOR _____

CLERK _____ (COUNCIL SEAL)

DATE _____

Municipal Plan/Amendment
REGISTERED

Number _____
Date _____
Signature _____



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

CITY OF CORNER BROOK

PROJECT TITLE:
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:
GENERALIZED FUTURE LAND USE MAP A AMENDMENT NO. 25-02

City of Corner Brook
Community Services Department
Planning Division

DATE: JULY 2025
SCALE: 1:2500



DESCRIPTION

LAND USE DESIGNATION CHANGE
BOLANDS AVE / BARRY PLACE FROM
GENERAL INDUSTRIAL TO RESIDENTIAL &
RESIDENTIAL COMMERCIAL MIX TO RESIDENTIAL

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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

M.C.I.P. _____
DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map _____ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map _____ approved by the Council of the City of Corner Brook on the _____ day of _____ (month) _____ (year)

MAYOR _____
CLERK _____
DATE _____

(COUNCIL SEAL)



Municipal Plan/Amendment
REGISTERED

Number -----
Date -----
Signature _____



LEGEND **ZONING BOUNDARY** **CHANGE FROM OS TO RES**

Land Use Designations

Residential		Shopping Centre	@ =]	Open Space	@]	Mineral Working	
Comprehensive Residential Development Area		Large Scale Commercial		Cemetery		Special Management Area	
Townsite Heritage Conservation District		Waterfront Mixed Use		Environmental Protection			
Downtown		General Industrial		Environmental Conservation			
General Commercial		Light Industrial		Protected Water Supply Area			
Residential/Commercial Mix		Hazardous Industrial		Rural			
Highway and Tourist Commercial		Innovation District		Solid Waste/Scrap Yard			
Community Service							

CITY OF CORNER BROOK

PROJECT TITLE:
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

DRAWING TITLE:
GENERALIZED FUTURE LAND USE MAPA AMENDMENT NO. 25-02

City of Corner Brook
Community Services Department
Planning Division

DATE: APRIL 2025

SCALE: 1:1250

DESCRIPTION

LAND USE DESIGNATION CHANGE
649 O'CONNELL DRIVE
FROM OPEN SPACE TO RESIDENTIAL

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

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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



M.C.I.P. _____
DATE _____

SEAL AND SIGNATURE

Certified that this City of Corner Brook Integrated Municipal Sustainability Plan 2012, Map __ is a correct copy of the Integrated Municipal Sustainability Plan 2012, Map __ approved by the Council of the City of Corner Brook on the ____ day of _____ (month) (year)

MAYOR ----- (COUNCIL SEAL)
CLERK _____
DATE _____

Departmental Memo

To: Deon Rumbolt, Manager of Planning and Development
From: Christina Pye, Supervisor of Planning
cc:
Date: March 4, 2026
Re: Proposed Group of Zoning Changes

As a part of the development of the 2025-2035 IMSP and Development Regulations, planning staff and their consultants engaged the public on existing documents and zoning. The public were provided an opportunity to submit an application to rezone their properties while developing the new documents. At that time, 20+ requests were received and considered by City, including; Engineering, Planning & Development, and Emergency Services.

At that time there were many of the requests considered unviable, however, there were some proposals for the properties that were supported. This process has been ongoing for some time and will likely not be finalized until late in 2026. Applicants have not been able to move forward with their proposals, and several are ready to develop the land. In order to support these developments, the planning department has decided to pursue this group of rezonings.

The IMSP has policies that support growth and revitalization of our community, it is essential that we consider targeted rezonings for several underutilized or strategically located properties within the municipality. These rezonings will help facilitate development and redevelopment of these properties.

By rezoning properties, we can create opportunities for a variety of new developments, including residential, commercial, and possibly mixed-use projects, which are vital to meeting the needs of our growing population. This proactive approach will help to enhance the overall appeal of the area, stimulate economic activity, and ultimately contribute to a more vibrant and thriving community. The proposed land use changes will attract investment and encourage development that aligns with our long-term vision for sustainable growth.

Planning staff support the following group of rezonings:

1. 55 Premier Drive – Zoning change from RMD to GC to facilitate the property owner of the funeral home to rebuild a new building and extend the parking lot.
2. 23 & 27 Humber Road – Zone change from OS to RCM to facilitate redevelopment of two buildings along a collector road.
3. Massey Drive / TCH area – Zone Change from R to LI to make the lot legal from non-conforming, and provide an opportunity for the owner to build a storage warehouse in the future. It is important to know that this development will require lift station if sanitary sewer is required.

4. Bolands Ave and Barry Place – Zoning Change from GI to RMD to facilitate redevelopment of the residential lots, and promote residential infill development on a vacant property.
5. 649 O'Connell Drive – Zoning change from OS to RMD is just a housekeeping change.

Since the last reading of council 785 & 799 O'Connell Drive – Zoning change from CRDA to RMD has been removed from this group of rezonings. Although this area is proposed to be RMD in the new IMSP, it was determined that an additional comprehensive development plan would be required by the applicant. As this change is already made in the new IMSP, the applicant will wait until effective date of the new IMSP to develop the property.

If you have any questions or would like any further information, please do not hesitate to contact me.

Regards,

Christina Pye



Request for Decision (RFD)

Subject: IMSP and Development Regulations Amendment No. 25-03 - Apartments in LI Zone

To: Deon Rumbolt

Meeting: Regular Meeting - 09 Mar 2026

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview: Second Reading - Adoption - IMSP and Development Regulations Amendment No. 25-03

Attachments: [Corner Brook - Development Regulations Amendment No. 25-03 - For Review -R1](#)
[Corner Brook - Municipal Plan Amendment No. 25-03 - For Review -R1](#)

BACKGROUND INFORMATION:

The Planning and Development Department has received a development proposal at 347 O’Connell Drive (the ‘Subject Property’) to establish an “apartment attached to shops and other businesses” as a secondary use to the existing office building. The Subject Property is in the Light Industrial (LI) zone. Residential uses are not permitted in the LI zone therefore a text amendment is required to accommodate the use.

The secondary apartment dwelling is intended to be integrated into an existing or proposed structure in such a way that it is entirely contained within the main building and does not appear to be a separate use at the discretion of Council. This Development Regulations amendment facilitates an apartment attached to shops and other businesses to be considered in the LI zone (excluding Watson's Pond Industrial Park) through Council’s discretion and is supported by an amendment to the City’s Integrated Municipal Sustainability Plan.

The Planning Department supports the inclusion of this use as a discretionary provision to promote intensification within established areas of the Municipal Services Area. This amendment aligns with principles of efficient land use, supports greater housing affordability and diversity, and facilitates increased density within the existing urban fabric.

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. The Public Consultation received no comments or objections. Section 15 Release was received February 27th, 2026.

This Council request is for Section 16 Adoption of Amendment No. 25-03, and allow planning staff to move forward with Sections 17-21 of the URPA process. This is the second of three readings of this amendment by council.

PROPOSED RESOLUTION:

Be it **RESOLVED** that the Council of the City of Corner Brook:

- (1) Adopt proposed text amendment No. 25-03 to the City of Corner Brook’s Integrated Municipal Sustainability Plan 2012;
- (2) Adopt proposed text amendment No. 25-03 to the City of Corner Brook’s 2012 Development Regulations;
- (3) Set Wednesday, March, 25th, 2026, 7:00 p.m. in the Hutchings Room at City Hall for the tentative Public Hearing;
- (4) Authorize staff to give statutory notice of adoption of the proposed amendments;
- (5) Authorize staff to cancel the Public Hearing in the event that no objections are received, or no member of the public expresses intent to attend the Public Hearing, 48 hours prior to the tentative Public Hearing; and
- (6) Appoint Mark Mills to preside over the scheduled Public Hearing.

FINANCIAL IMPACT:

The cost for a public commissioner to reside over the public hearing.

GOVERNANCE IMPLICATIONS:

Legislation
Urban and Rural Planning Act
16, 17, 18, 19, and 21

RECOMMENDATION:

Staff recommend that the City Council of Corner Brook adopt the proposed amendments as outlined above.

ALTERNATIVE IMPLICATIONS:

- (1) The City Council of Corner Brook refuse to adopt the proposed amendments as outlined above; or
- (2) The City Council of Corner Brook postpone adoption of the proposed amendments, requesting additional information from staff.

The adoption of the proposed amendments would be an indication that Corner Brook City Council supports the proposal as presented, with the intent to hear any objections and representations of the public prior to rendering a final decision on the proposal. If Council is not supportive of the proposal as is, and would like staff to provide additional information and/or revise the proposed amendments, Council is advised to do so at this stage in the process.

	Approved - 04 Mar 2026
Assistant Director of Engineering	Approved - 05 Mar 2026
City Manager	Approved - 05 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager



**CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-03**

Text Amendments to Section 149, Light Industrial Zone

August, 2025

**URBAN AND RURAL PLANNING ACT, 2000
CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT NO. 25-03
RESOLUTION TO ADOPT**

Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the City of Corner Brook adopts Development Regulations Amendment No. 25-03 to the City of Corner Brook's 2012 Development Regulations.

Adopted by the City Council of Corner Brook on the ____ day of ____, ____.

SIGNED AND SEALED this ____ day of _____, ____.

Mayor: _____

City Clerk: _____ (Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Development Regulations Amendment was prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

M.C.I.P. *Jessie Brown* _____

Date: *Jan 9, 2026* _____



**URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS No. 25-03**

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted the Development Regulations Amendment No. 25-03 on the ____ day of _____, 2025; and
- b) gave notice of the adoption of the Development Regulations Amendment No. 25-03 by Notice placed on the ____ day of _____ and the ____ day of _____, 2025 in, the _____.
- c) set the ____ day of _____ at ____ p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the Development Regulations Amendment No. 25-03 as adopted.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-03
TEXT AMENDMENT TO SECTION 149: LIGHT INDUSTRIAL ZONE

Background

The Planning and Development Department has received a development proposal at 347 O’Connell Drive (the ‘Subject Property’) to establish an “apartment attached to shops and other businesses” as a secondary use to the existing office building. The Subject Property is in the Light Industrial (LI) zone. Residential uses are not permitted in the LI zone therefore a text amendment is required to accommodate the use.

The purpose of this text amendment is to allow for an apartment to be permitted as a secondary and subsidiary use to non-industrial uses permitted in the Light Industrial zone. The secondary apartment dwelling is intended to be integrated into an existing or proposed structure in such a way that it is entirely contained within the main building and does not appear to be a separate use at the discretion of Council. This amendment facilitates an apartment attached to shops and other businesses to be considered in the LI zone through Council’s discretion and is supported by an amendment to the City’s Integrated Municipal Sustainability Plan.

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City’s IMSP / Development Regulation Amendments web page, and The City Facebook Page advising of Council’s intent to pursue the proposed amendment. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received no comments.

Provincial Release

[To be completed at a later date]

Adoption by Council and Public Hearing

[To be completed after adoption]

Approval by Council

[To be completed after approval.]

Development Regulations Amendment No. 25-03

The Corner Brook Development Regulations are hereby amended by:

Amending Section 149, Discretionary Use Class, to add the following: “an apartment attached to shops and other businesses” ***** (See condition no. 14).

Amending Section 149 to add condition 14 which reads:

13. Apartment Attached to Shops and Other Businesses

An apartment attached to a shop or other business shall be permitted in association with a non-industrial use that is permitted in this zone or has been permitted through Council’s discretion.

An apartment attached to a shop or other business in this zone shall be clearly subsidiary and secondary to a main use and shall be contained within the main structure.

No apartment attached to a shop or other business shall be permitted to be located within a detached accessory structure such as a garage.

An apartment attached to a shop or other business shall be prohibited in the Watson’s Pond Industrial Park.



**CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 25-03**

AMENDMENT TO FACILITATE DEVELOPMENT AT 347 O'CONNELL DRIVE

August, 2025

**URBAN AND RURAL PLANNING ACT, 2000
CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT NO. 25-03
RESOLUTION TO ADOPT**

Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the City of Corner Brook adopts Municipal Plan Amendment No. 25-03 to the City of Corner Brook's 2012 Integrated Municipal Sustainability Plan.

Adopted by the City Council of Corner Brook on the ____ day of ____, ____.

SIGNED AND SEALED this ____ day of _____, ____.

Mayor: _____

City Clerk: _____

(Council Seal)

CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

I certify that the attached Municipal Plan Amendment was prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

M.C.I.P. Jennifer Brown

Date: Jan 9, 2026



URBAN AND RURAL PLANNING ACT
RESOLUTION TO APPROVE
CITY OF CORNER BROOK
INTEGRATED MUNICIPAL SUSTAINABILITY PLAN AMENDMENT NO. 25-03

Under the authority of section 16, section 17 and section 18 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook

- a) adopted the Municipal Plan Amendment No. 25-03 on the ____ day of _____, 2025; and
- b) gave notice of the adoption of the Municipal Plan Amendment No. 25-03 by Notice placed on the ____ day of _____ and the ____ day of _____, 2025 in, the _____.
- c) set the ____ day of _____ at ____ p.m. at the City Hall, 5 Park Street, Corner Brook, for the holding of a public hearing to consider objections and submissions.

Now under section 23 of the *Urban and Rural Planning Act 2000*, the City Council of Corner Brook approves the Municipal Plan Amendment No. 25-03 as adopted.

SIGNED AND SEALED this ____ day of _____, 2025.

Mayor: _____

Clerk: _____

(Council Seal)

CITY OF CORNER BROOK
MUNICIPAL PLAN AMENDMENT No. 25-03
AMENDMENT TO FACILITATE DEVELOPMENT AT 347 O'CONNELL DRIVE

Background

The Planning and Development Department has received a development proposal at 347 O'Connell Drive (the 'Subject Property') to establish an "apartment attached to shops and other businesses" as a secondary use to the existing office building. The Subject Property is currently designated Light Industrial on Map A of the City's Integrated Municipal Sustainability Plan (the Plan). The Plan does not support Residential uses in Industrial areas with provisions for additional land uses provided in Section 4.5, Policy 17 which states:

Catering, funeral homes, child care, amusement, business and personal service, animal uses, outdoor assembly uses, commercial activities limited to shops and convenience stores, commercial residential limited to hotels and motels, and general assembly limited to gymnasias, bowling alleys and other similar indoor recreational facilities, may be permitted in industrial areas when the use may be considered compatible with adjacent industrial uses or will not adversely affect the functioning of industrial uses or result in a conflict of land uses.

This policy was amended in 2018 to accommodate additional uses. This amendment proposes to further amend this policy to accommodate a secondary residential dwelling use and to direct the Development Regulations to consider the use as discretionary and to apply additional provisions that limit the scope of the use and mitigate potential land use conflicts.

This amendment coincides with a text amendment to the City's Development Regulations (see 'Development Regulations Amendment No. 25-03).

Plan Policy Framework

Section 4.5 contains the broad policy framework for industrial development within the City. The general direction of the Industrial policy section is to support the City's economic base while limiting the potential for land use conflict through prioritizing the function of industrial uses, requiring compatible uses to sensitively integrate into these areas. Where the Subject Property is located within a Light Industrial area, an analysis of the Light Industrial policies is required.

Policy 15 speaks to the general nature of development in these areas and then intention to permit uses that are compatible with the surrounding land use pattern:

15. Light industry uses may be permitted within the light and general industrial land use designations as these activities are usually regarded as being less intensive or disruptive to surrounding land uses and can be compatible with adjacent general industry uses.

Policy 16 speaks to lower intensity industrial uses that are framed as being compatible with a broader set of uses prescribed for the area:

16. Uses of a general assembly nature including passenger assembly, taxi stands and general service may be permitted within the industrial areas when the use may be considered compatible with adjacent industrial uses or where extensive warehousing, show rooms, or storage of goods is required in conjunction with a commercial use or business or service activity.

Policy 17 describes a comprehensive list of uses that are presumed to be reasonably compatible with light industrial uses. These uses include temporary accommodation uses like hotels and motels and service uses that support the general community like child care and indoor recreation facilities with the intention of these uses not detracting from the industrial nature of the surround area:

17. Catering, funeral homes, child care, amusement, business and personal service, animal uses, outdoor assembly uses, commercial activities limited to shops and convenience stores, commercial residential limited to hotels and motels, and general assembly limited to gymnasia, bowling alleys and other similar indoor recreational facilities, may be permitted in industrial areas when the use may be considered compatible with adjacent industrial uses or will not adversely affect the functioning of industrial uses or result in a conflict of land uses.

Policy 18 provides flexibility to allow for low intensity recreation uses that prioritize the function of the surrounding industrial areas:

18. Recreational activities may be permitted in industrial areas where the use will not adversely affect the functioning of industrial uses nor create a demand for municipal services other than those presently existing in the area or as may be proposed in the future by the Authority.

The City's Municipal Plan sets general direction for the Development Regulations. The Urban and Rural Planning Act requires agreement between the policy of a municipal plan and the development regulations. An amendment is required to the Industrial section of the Municipal Plan to allow for a small dwelling unit to be permitted, under the discretion of Council, in association with a permitted use in a Light Industrial zone.

Public Consultation

The proposed amendment was advertised as per the URPA s. 14 to satisfy public consultation requirements. A Notice of Public Consultation was posted on the City's IMSP / Development Regulation Amendments web page, and The City Facebook Page advising of Council's intent to pursue the proposed amendment. The notices requested written comments from the public that may support or oppose the amendment. The same was posted in the lobby at City Hall. The Public Consultation received no comments.

Provincial Release

[To be completed at a later date]

Adoption by Council and Public Hearing

[To be completed after adoption]

Approval by Council

[To be completed after approval.]

Municipal Plan Amendment No. 25-03

The Corner Brook Integrated Municipal Sustainability Plan is hereby amended by adding after Section 4.5, Policy 17, a new subsection as follows:

17. (a) Subject to Council's discretion and the standards of the Development Regulations, with the exception of the Watson's Pond Industrial Park, an apartment attached to shops and other business may be permitted in an Industrial area within the Light Industrial zone. An attached apartment shall be clearly subsidiary to the main use and designed as an integral part of the main structure, not appearing as a separate use from the exterior.



Request for Decision (RFD)

Subject: Discretionary Use - 176 East Valley Road - Home Based Business

To: Deon Rumbolt
Meeting: Regular Meeting - 09 Mar 2026
Department: Development and Planning
Staff Contact: James King,
Topic Overview: Discretionary Use - 176 East Valley Road
Attachments: [Application - 176 East Valley Road](#)
[Figure 1 - 176 East Valley Road](#)

BACKGROUND INFORMATION:

The City of Corner Brook has received an application to operate a home based business (making and selling crafts) from the property located at 176 East Valley Road. It should be noted that the proposed business involves online and offsite sales 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 176 East Valley Road 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 176 East Valley 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 from the dwelling located at 176 East Valley Road 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 176 East Valley 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	Approved - 05 Mar 2026
City Manager	Approved - 05 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager

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: Feb 25 2026
ADDRESS: 176 East Valley Rd	EMAIL: [REDACTED]
CITY: Corner Brook	PROVINCE: NL
POSTAL CODE: A2H 2L9	TELEPHONE: [REDACTED]
PROPERTY LOCATION:	
BUILDER:	
ADDRESS:	
CITY:	PROVINCE:
POSTAL CODE:	TELEPHONE:

BUILDING PERMIT APPLICATION (Please check appropriate box)		
BUILDING TYPE	CONSTRUCTION TYPE	
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"/>

DEVELOPMENT APPLICATION (Please check appropriate box)	
DEVELOPMENT TYPE	
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"/>

DESCRIPTION OF WORK: Online hobby business. Selling crafts. Not to be opened to the public.

ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ N/A
--

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 <u>not the same</u> , 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

 <p>City of Corner Brook 5 Park St, Corner Brook, NL (PO Box 1089) Corner Brook, NL, Canada A2H 6E1 709-637-1665 cityhall@cornerbrook.com</p>	<p>PROJECT: Discretionary Use</p> <p>TITLE: Home Based Business</p> <p>THIS IMAGE IS A GRAPHICAL REPRESENTATION AND IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS.</p>	<p>NOTES:</p>	<p>LOCATION: 176 East Valley Road</p> <p>PREPARED BY: J. King</p> <p>DEPARTMENT: Development & Planning</p> <p>DATE: 2026-03-05</p> <p>PAGE: 1 OF 1 VERSION: 1</p>
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Request for Decision (RFD)

Subject: City of Corner Brook Entrance Bursary

To: Darren Charters

Meeting: Regular Meeting - 09 Mar 2026

Department: Council

Staff Contact: Jessica Smith, City Clerk

Topic Overview: Proposing a new entrance bursary for students from Corner Brook entering their first year at Grenfell Campus, Memorial University.

BACKGROUND INFORMATION:

The City of Corner Brook has a longstanding history of supporting post-secondary education and local students through annual financial contributions to entrance scholarships at Grenfell Campus. In recent years, the City's annual contribution has been directed toward the J. R. Smallwood Entrance Scholarship.

In discussions with Grenfell Campus, the City has an opportunity to redirect this existing annual contribution to create a **City of Corner Brook Entrance Bursary**, valued at \$1000, focused specifically on students from Corner Brook who will be entering their first year at Grenfell Campus. The intent of this bursary is to support local students who have demonstrated academic commitment and potential, but may face financial barriers to pursuing post-secondary education. By prioritizing financial need rather than solely academic achievement, the bursary is designed to assist students who may not otherwise have access to significant financial support.

PROPOSED RESOLUTION:

RESOLVED that Council approve the establishment of the City of Corner Brook Entrance Bursary at Grenfell Campus, valued at \$1,000 annually, effective for the Fall 2026 academic year.

FINANCIAL IMPACT:

Funding to be provided through the reallocation of the City's existing annual scholarship contribution.

City Manager
Administrative Assistant

Approved - 03 Mar 2026
Approved - 04 Mar 2026

City Manager



Request for Decision (RFD)

Subject: Grant Policy

To: Darren Charters
Meeting: Regular Meeting - 09 Mar 2026
Department: City Manager
Staff Contact: Jessica Smith, City Clerk
Topic Overview: Grant Policy Draft
Attachments: [Grant Policy Draft_Mar2026](#)
[Grants Policy 11-04-04_march 2022](#)

BACKGROUND INFORMATION:

As part of ongoing policy review, the Grant Committee has been reviewing the existing Grant Policy and providing necessary revisions to better reflect the purpose of the grant program and the requests the Committee has been receiving.

Some of these changes include:

- removal of the neighborhood grants section, as it was not being utilized.
- changes to the funding limits for the project and event grant will provide greater flexibility, allowing funds to be allocated based on the specific request, the proposed budget, and the nature of the project or event.
- requirements for reoccurring applicants to provide financial statements.

All other parts of the grant program remain the same. Attached is the new proposed policy as well as the existing version. Non-profit and charitable organizations are encouraged to apply for grants for any projects and/or events. For more information or to apply, they can go to www.cornerbrook.com/community-grant-program/

PROPOSED RESOLUTION:

Be it **RESOLVED** to approve the revised Grant policy (11-04-041) as proposed.

GOVERNANCE IMPLICATIONS:

Policy

City Clerk	Approved - 03 Mar 2026
City Manager	Approved - 03 Mar 2026
Administrative Assistant	Approved - 04 Mar 2026

City Manager



CITY OF CORNER BROOK

Policy Statement

Policy Title	Grants Policy	Index:	Finance and Administration
Section:	Donations/Grants	Policy Number:	11-04-04
Authority	Council	Adopted Date:	March 28, 2022
Effective Date:		Revision Date:	

1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

4. PROCEDURE

TYPES OF GRANTS

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to working with non-profit and community organizations on projects that benefit the community and enhance service delivery. A summary of the types of grants include:

1. Standing Grants (Operational Grants)

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year's grant will be used and include most recent year-end financial statements.

2. Project Grant

The purpose of the Project Grant is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

3. Festival and Event Funding

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

5. APPLICABILITY

Eligible Applicants

The grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year

- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability
- Reoccurring grant applicants must provide audited financial statements and project budget

Ineligible Applicants

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

Project Eligibility

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups for events, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport group events and sponsorship is covered under the Convention/Special Event Policy.

Roles and Responsibilities

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants requested for over \$10,000 will need approval from council on the submission of the grant committees' recommendation.

Grant Committee is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested,
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements. The final report is to be submitted within 90 days of event/project completion. If the report is not received within the timeframe outlined any remaining funds will not be paid.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

Application and Review Process

Completed applications will be forwarded to The Grant Committee which shall be comprised of City staff representatives from Departments for Recreation, Tourism, Finance and any other department deemed necessary, to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy. The Team will review and discuss each application to make determinations for funding and in-kind support.

Grants shall be paid in installments of 50% up front and then 50% when completed. Final reports are to be submitted within 90 days of event/project completion in order to receive remaining funding. Grant awards up to \$1,000 shall be issued in full upon notification of being approved.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will require Council approval. The grant committee will review and provide a recommendation to Council to consider. Council may request additional information from the applicant if deemed necessary. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing and can follow the appeal process.

Recognition of City Support

The City of Corner Brook must receive recognition for funding and/or in-kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.

10. Reference:

Related Council policies

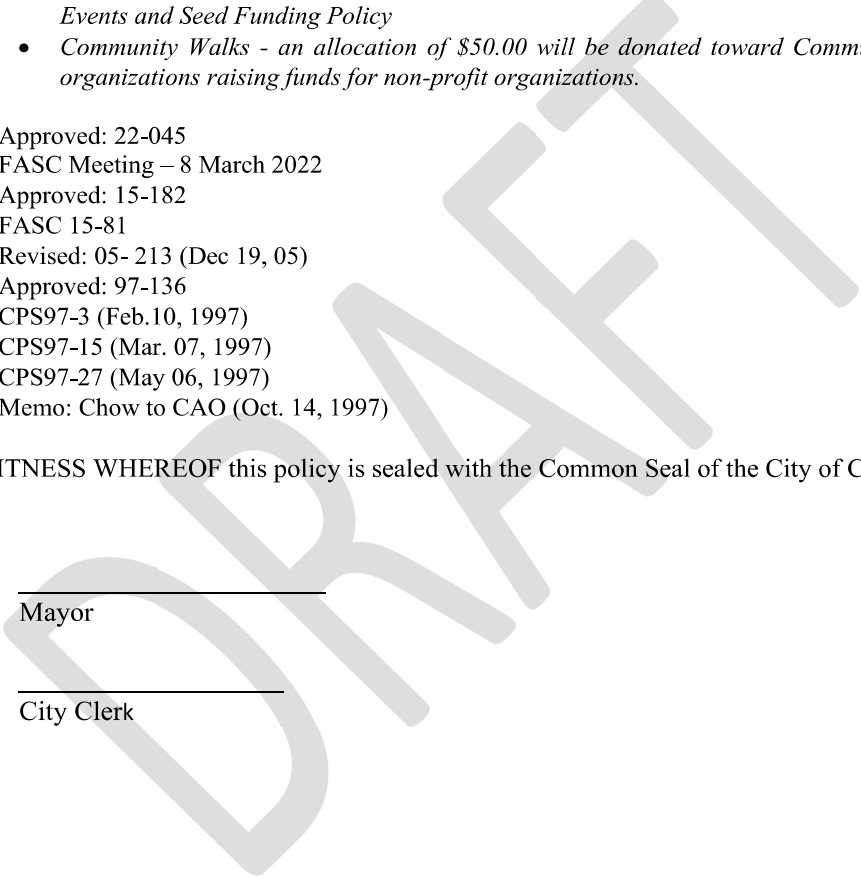
- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions - funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

Approved: 22-045
 FASC Meeting – 8 March 2022
 Approved: 15-182
 FASC 15-81
 Revised: 05- 213 (Dec 19, 05)
 Approved: 97-136
 CPS97-3 (Feb.10, 1997)
 CPS97-15 (Mar. 07, 1997)
 CPS97-27 (May 06, 1997)
 Memo: Chow to CAO (Oct. 14, 1997)

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

 Mayor

 City Clerk





CITY OF CORNER BROOK

Policy Statement

Policy Title	Grants Policy	Index:	Finance and Administration
Section:	Donations/Grants	Policy Number:	11-04-04
Authority	Council	Adopted Date:	March 28, 2022
Effective Date:	March 28, 2022	Revision Date:	March 28, 2022

1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

4. PROCEDURE

TYPES OF GRANTS

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to supporting non-profits community organizations as well as neighbour initiatives. A summary of the types of grants include:

1. Standing Grants (Operational Grants)

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year's grant will be used and include most recent year-end financial statements.

2. Project/Event Grant: Up to a maximum of \$2,000

The purpose of the Project/Event Grants is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

3. Festival and Event Funding (up to a maximum of \$10,000\$)

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

4. Neighbourhood Grants: up to \$1,000

Neighbourhood Incentive grants will be made available to resident led groups to help them enhance their neighbourhoods and contribute to neighbourhood beautification initiatives and building community pride.

Criteria

- Initiated by local residents (minimum of three)
- Create gathering spots to bring people together
- Residents take the lead. City staff will be available to provide advice in design, development, installation construction and regulatory guidelines

- Project must be completed within one year of application funding
- At least 25% of the grant funds matched must come from the applicant. (cash be in-kind)

5. APPLICABILITY

Eligible Applicants

With the exception of the neighbourhood grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability

Ineligible Applicants

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations that may be located within the City of Corner Brook, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

Project Eligibility

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually
- Repeat grant applications must demonstrate how their initiative differs from their previous application.

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Costs related to fundraising activities
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport groups is covered under the Convention Special Event Seed Funding Policy.

Roles and Responsibilities

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants in the \$10,000 category will need approval from council on the submission of staff's recommendation.

Finance staff is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested, and include information within the draft budget documents
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

Application and Review Process

Completed applications will be forwarded to a staff committee comprised of representatives from the Recreation Services, Community Service Division or a cross departmental team to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy.

The Team will review and discuss each application and make recommendations for funding and in-kind support.

Grant awards up to \$1,000 shall be issued in full upon notification of being approved.

Grant awards with the exception of the neighborhood grants, shall be paid in installments of 50% up front and then 50% when completed.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will be required to be presented through a delegation of Council. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing.

Recognition of City Support

The City of Corner Brook must receive recognition for funding and/or in kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.

10. Reference:

Related Council policies

- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions- funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

Approved: 22-045

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

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

Mayor

City Clerk



Request for Decision (RFD)

Subject: Entertainment Booking Policy

To: Darren Charters
Meeting: Regular Meeting - 09 Mar 2026
Department: Recreation
Staff Contact: Peter Robinson, Director of Recreation Services
Topic Overview:
Attachments: [20260305 - Entertainment Booking Policy Final](#)

BACKGROUND INFORMATION:

In order to ensure that entertainment acts for non-ticketed City events are booked in a clear, consistent, and defined manner it is beneficial for those responsible for booking entertainment acts to have a policy to guide the process and procedures that are used. The attached Entertainment Booking Policy ensures that consistent practices will be used when booking entertainment acts.

PROPOSED RESOLUTION:

Be it RESOLVED that the council of the City of Corner Brook adopts the Entertainment Booking Policy.

Legal Review: Yes

LEGAL REVIEW:

The attached policy has been reviewed by the City Solicitor.

Director of Recreation Services	Approved - 05 Mar 2026
City Manager	Approved - 05 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager



CITY OF CORNER BROOK
Policy Statement

Policy Title	<i>Entertainment Booking Policy</i>	Index:	<i>Category</i>
Section:	<i>Section</i>	Policy Number:	<i>#</i>
Authority	<i>Authority</i>	Adopted Date:	<i>Date</i>
Effective Date:	<i>Date</i>	Revision Date:	<i>Date</i>
Policy Owner:			

1. POLICY STATEMENT (Mandatory)

The following Entertainment Booking Policy will apply to the booking of entertainment for all non-ticketed City of Corner Brook events (an Event). Examples of such events include, but are not limited to:

- Canada Day
- Jigs & Wheels
- Cruise Ship Days
- Seniors' Parties
- Corner Brook Day

2. PURPOSE (Mandatory)

The purpose of this policy is to provide a clear, consistent, and defined policy for booking entertainment for non-ticketed City events.

3. DEFINITIONS (Optional)

Director – the Director employed by the City of Corner Brook to oversee Tourism and Recreation events

Event – a non-ticketed performance hosted by the City of Corner Brook

Act – performer(s) interested in performing at an Event

Pop-Up Event – an Event that is not advertised and has a duration of 60 minutes or less

4. APPLICABILITY (Mandatory)

REQUEST FOR QUALIFICATIONS

At the beginning of each year the Recreation & Tourism Department will put out a Request for Qualifications from entertainment acts who would like to make themselves available to be booked for an Event.

Interested entertainment acts will be required to submit their Qualifications using the Entertainment Qualifications Form (Appendix I).

Submitting an Entertainment Qualifications Form does not guarantee any particular entertainment act will be booked for an Event but serves to provide event organizers with a pre-qualified supplier list indicating the availability of, and interest in, an entertainment act that may be booked for an Event. Entertainment Qualification Forms may be submitted at any time throughout the year but are only valid for the calendar year in which they are submitted.

Event organizers are not required to book an act that has submitted an Entertainment Qualification Form but may book any entertainment act suitable to a particular event at their discretion. The City reserves its rights under the *Public Procurement Act SNL 2016 Ch. P-41.001* and *Public Procurement Regulations, NL Regulation 13/18* and their similar or successor Act and Regulations to use such other methods of procurement as may be permitted therein.

REQUEST FOR QUOTES

In accordance with sections 12(1)(b) and 13(1)(a) of the Public Procurement Regulations and Parts 6.1.4 and 6.2 of the Public Procurement Policy of the Province of Newfoundland and Labrador, the City will not be required to obtain multiple quotes from Pre-Qualified entertainment acts. The cost of the Act must be within the approved budget for the Event. Organizers will have the option to seek multiple quotes when booking an event if, in their opinion, doing so will aid in determining which, of very similar entertainment acts, will be booked.

If not included, supplemental expenses associated with booking a particular act will be considered in the booking decision. Examples of supplemental costs include, but are not limited to,:

- Hiring external sound and or production services (if not arranged by the organizer for the Event)
- Staging beyond what is existing under normal circumstances at the Event venue and/or custom stage requests/requirements
- Road closures or special permits beyond which are already included for the Event
- Accommodation, mileage, and meal costs (if requested to by the act)
 - Note: Requests for accommodation, mileage, meal costs, etc. will only be considered for entertainment acts located outside of the Local Zone identified on the Local Zone Map (Appendix III).

ELIGIBILITY REQUIREMENTS

Any entertainment act to be considered eligible for booking for a particular Event must meet the following eligibility requirements:

- Must be available for the date, time and location of the Event
- Must sign the Entertainment Booking Agreement (Appendix II) prior to the Event
- Must be determined to be suitable for the Event at the discretion of the Event organizer(s)
- Cannot be booked for more than four (4) events in a calendar year (eg. 2026) unless no other eligible act is available or with Director approval for special circumstances
 - “Pop-up” events will not be counted against this limit
 - Events where the booked performance time is less than 30 minutes will not be counted against this limit
 - Events where the performance fee is less than the following thresholds will not be counted against this limit
 - Entertainment acts consisting of 3 performers or less: \$150.00
 - Entertainment acts consisting of more than 3 performers: \$300.00
- Cannot be booked for the same event for three (3), or more, consecutive years unless no other eligible act is available or with Director approval for special circumstances
- Must allow the City of Corner Brook Recreation and Tourism Department to maintain a minimum threshold of 60% of entertainment bookings of acts with “Local Status”

- To be considered to have “Local Status” entertainment acts must meet the following criteria:
 - A minimum of 50% +1 of the members of the act must reside in the Province of Newfoundland and Labrador.

BOOKING OF ENTERTAINMENT ACT

The decision to book a particular entertainment act for a particular Event will be solely with the organizer(s) of the event and be made in consideration of:

- Eligibility Requirements met; and
- Total performance fee (including supplemental costs) within the Event budget.

Note: While efforts will be made to provide opportunity to as many entertainment acts as possible the organizer(s) of any particular Event are under no obligation to ensure all interested entertainment acts are booked an equal number of times throughout a year or that any particular entertainment act is booked within a calendar year. Submitting a Qualifications Form does not guarantee that an act will receive a booking.

5. LEGISLATIVE AUTHORITY (Optional)

6. PROCEDURE (Mandatory) reference number and identification

7. SCHEDULE(S) (Optional)

8. AMENDMENT(S) (Mandatory)

Date of Council Decision	Report / Bylaw	Description

9. REVIEW(S) (Mandatory)

Date of Policy Owner's Review	Description

10. Reference:

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

Mayor

City Clerk

PLEASE PROVIDE ANY ADDITIONAL PERFORMANCE/PRODUCTION REQUIREMENTS THAT YOU HAVE (eg. Backline requirements, etc.):

IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW?

PRIMARY CONTACT SIGNATURE: _____

DATE SUBMITTED: _____

APPENDIX II – BOOKING AGREEMENT FORM

● **City of Corner Brook**

Entertainment Booking Agreement

This Agreement is entered into by and between:

The City of Corner Brook
5 Park Street, Corner Brook, NL A2H 6E1
(hereinafter referred to as “the City”)

AND

Name Person(s) or Corporation: _____ (“the Performer(s)”)
Primary Contact Name: _____
Phone: _____ Email: _____
Mailing Address: _____

1. Performance Engagement

Event Name: _____
Event Date: _____ Performance Time: _____
Location: _____
Performance Duration: _____
Compensation: Flat Fee of \$ _____ (including HST and all recoverable expenses)
- Payment will be issued within 30 days of the performance upon receipt of an invoice, assuming all terms are met.
- No payment will be made in the event of cancellation, per Section 4.

2. Performer Responsibilities

The Performer agrees to provide the following services to the City:
- to provide live entertainment in accordance with the specifications noted above under part 1 “Performance Engagement” and as set out on any Entertainment Qualifications Form or proposal submitted by the Performer to the City
- Be available for the specified date, time, and location of the Event.
- Arrive a minimum of ___ minutes prior to performance time.
- Supply their own instruments/equipment unless otherwise agreed.
- Conduct themselves professionally and adhere to City event and safety protocols.
- Coordinate with any City-provided sound/technical staff, if applicable.
- Notify the City of any special requirements in advance.

3. Eligibility Requirements Acknowledgment

By signing this Agreement, the Performer confirms they:
- Have not exceeded the maximum of four bookings per calendar year (unless exempt).
- Are not booked for the same Event for three or more consecutive years (unless exempt).

- Meet the Local Status threshold (if applicable) and agree to all eligibility terms defined in the Entertainment Booking Policy.

4. Cancellation and Disclaimer

This booking is contingent on the event proceeding as planned. The City of Corner Brook reserves the right to cancel or postpone events in its sole discretion for any reason, including but not limited to high winds and inclement weather. The City shall not be responsible to pay any contract or performance fees for cancelled performances. Further, the City shall not be liable and shall be held harmless for any injuries or damage from cancellations, postponements, and inclement weather including but not limited to any consequential loss or damage, loss of business, loss of income, loss of profits, loss of reputation, and damage to merchandise.

5. Indemnity and Insurance

a. The City of Corner Brook and Corner Brook City Council shall not be liable for any death or injury of any kind to any person or persons (including but not limited to those under or in connection with the *Workplace Health, Safety and Compensation Act, RSNL 1990 Ch. W-11*, as amended, or any successor legislation) or with respect to any loss of or damage to property arising out of any act or omission of **The Performer(s)** its servants or agents in the performance of his, her, it's or their obligations under this Agreement. **The Performer(s)** shall indemnify and save the City of Corner Brook and Corner Brook City Council and its staff and volunteers harmless from and against all claims, demands, losses, costs, debts, damages, expenses, actions, suits or other proceedings and all liability therefrom arising.

b. **The Performer** shall, at all times, and at its own expense maintain in force general liability insurance coverage for a minimum of two million dollars (\$2,000,000.00) per occurrence with respect to their services, the performers and any performances on City property and shall provide the City with certificates of a policy or policies of an insurance company or companies on the date of signing this agreement and at such other times as required by the City within five (5) days of request of the City.

6. Permits and Licences.

The Performer agrees to comply with all federal, provincial and municipal laws, by-laws, rules and regulations, including obtaining all necessary permits and licences and complying with all orders. The Performer is solely responsible for obtaining any required insurance, licenses, and permits and complying with all permit and licence conditions and applicable laws, including but not limited to the *Occupational Health and Safety Act and Regulations*.

7. Notices

Any notice pursuant to any of the provisions of this Agreement shall be deemed to have been properly given if delivered in person, or mailed by prepaid registered post addressed:

a. In the case of notice to the City to:

City Clerk
City of Corner Brook
P.O. Box 1080
Corner Brook, NL
A2H 6E1

b. In the case of notice to **The Performer** to:

Name:

Address: _____

- 8. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Newfoundland and Labrador and all actions, suits or proceedings arising out of this Agreement shall be determined in a court of competent jurisdiction in Newfoundland and Labrador subject to any right of appeal
- 9. This Agreement constitutes the entire agreement between the parties and supersede all previous agreements, arrangements, communications or understandings, written or oral, relative to the services unless specifically incorporated herein..

10. Independent Contractor

The Performer is an independent contractor. This Agreement does not create an employer-employee relationship, joint venture, or partnership.

Agreement and Signature

By signing below, the Performer agrees to the terms outlined above and in the City of Corner Brook Entertainment Booking Policy.

City of Corner Brook Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Performer / Authorized Representative

Name: _____

Signature: _____

Date: _____

APPENDIX III – LOCAL ZONE MAP





Information Report (IR)

Subject: Third Party and Digital Signage Regulations - Notice of Amendment

To: Deon Rumbolt

Meeting: Regular Meeting - 09 Mar 2026

Department: Development and Planning

Staff Contact: Christina Pye,

Topic Overview:

Attachments: [Third Party and Digital Signage Regulation 2021-2026 comparison table](#)
[Third Party and Digital Signage Regulation 2026 - Final Draft -](#)

BACKGROUND INFORMATION:

Staff will be repealing the Third Party and Digital Sign Regulation, 2021 and replacing them with Third Party and Digital Sign Regulation, 2026 at the next meeting of council. Specifically, staff will be making the following changes which can be seen in the attached document.

1. Definition to "Digital Sign"- this change is being made to exclude static digital numbers that only display fuel prices on gas station signs.
2. Section 3.4 and 3.5 - this change is being made to clearly outline separation distances and setbacks of Third Party Sign and Digital Signs separately.
3. Section 3.6 - this change is being made so all Third Party Signs must be 100 meters apart.
4. Section 6 - This change is being made in case of a discrepancy between this regulation, the City of Corner Brook Development Regulations 2012, The City of Corner Brook Integrated Municipal Sustainability Plan 2012, any other similar legislation, that the one with a higher standard would prevail.

In accordance with Section 39 of the City of Corner Brook Act, a notice of motion is required for the amendment, repeal and passing of bylaws/regulations of the City of Corner Brook. Therefore, notice is hereby given that at the next public meeting of Council, the Committee of the Whole Meeting on March 23rd, 2026, the following motion will be brought forward:

Pursuant to the powers vested in it under section 249, 250, 251, 252, 252, 438 and 439 of the City of Corner Brook Act, R.S.N.L 1990. c. C-15 as amended, and all other powers enabling, the Corner Brook City Council, hereby rescinds the Third Party and Digital Signage Regulations 2021 and replaces it with the Third Party Digital Signage Regulations 2026.

GOVERNANCE IMPLICATIONS:

Legislation
City of Corner Brook Act

	Approved - 04 Mar 2026
Assistant Director of Engineering	Approved - 04 Mar 2026
City Manager	Approved - 04 Mar 2026
Administrative Assistant	Approved - 05 Mar 2026

City Manager

Section	Existing	New
2 - Definitions	<p>f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Digital signs may include, but are not limited to, LED, LCD, plasma display screens, projection systems, and digital readerboards capable of displaying static or changing text, images, or video.</p> <ul style="list-style-type: none"> • LED, LCD, Plasma screens and projectors which may depict and/or project text, pictures and/or videos • Digital readerboards which depict moving or static text only; 	<p>f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Digital signs may include, but are not limited to, LED, LCD, plasma display screens, projection systems, and digital readerboards capable of displaying static or changing text, images, or video.</p> <p>Digital Sign shall not include signs located at gas stations that are used solely for the static digital display of motor fuel prices provided that the sign meets or exceeds the requirements of Regulation 3.4 enacted herein for protection of the public, neighbouring properties, and traffic safety.</p>
3.4 – Digital Signage	<p>No Digital Sign shall:</p> <ol style="list-style-type: none"> if illuminated, be so designed and provided that: <ol style="list-style-type: none"> it does not conflict with or reduce the effectiveness of any traffic signal on any street; it does not interfere with any traffic that might reasonably be expected to be on any street; and it does not create any undue glare to any residentially occupied property or backlighting effects; flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects; emit sound or be interactive in any way; be projected onto a building structure or any surface; have a message duration of less than 6 seconds; be displayed continuously in a static manner and without change; have a message transition of no longer than 0.25 seconds in duration; consist of partial, incremental or sequential changes of the sign copy area; display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects; be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m2 sign: $\sqrt{(5m2 \times 100)} = 22.3m$]; contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light. 	<p>(1) All Digital Signs shall be:</p> <ol style="list-style-type: none"> 50m from an intersection with traffic signals; a Line of sight check must be approved by the City of Corner Brook; <p>(2) No Digital Sign shall:</p> <ol style="list-style-type: none"> if illuminated, be so designed and provided that: <ol style="list-style-type: none"> it does not conflict with or reduce the effectiveness of any traffic signal on any street; it does not interfere with any traffic that might reasonably be expected to be on any street; and it does not create any undue glare to any residentially occupied property or backlighting effects; flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects; emit sound or be interactive in any way; be projected onto a building structure or any surface; have a message duration of less than 6 seconds; be displayed continuously in a static manner and without change; have a message transition of no longer than 0.25 seconds in duration; consist of partial, incremental or sequential changes of the sign copy area; display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects; be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m2 sign: $\sqrt{(5m2 \times 100)} = 22.3m$]; contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light
3.5(3) – Size	<p>In instances where the maximum area of proposed advertisement exceeds the maximum</p>	<p>This section has been removed, all sections in 3.5 have been renumbered accordingly.</p>

<p>3.6 – Advertisements on Vacant Property</p>	<p>area as set out in the Use Zones of the Development Regulations and Municipal Plan it shall be advertised through a public notice. Signage in these instances shall not exceed 10 sq-m.</p>	<p>Only Ground Signs/Pylon Signs may be erected on vacant property, in zones where they may be permitted, subject to the following conditions:</p>
<p>6 – Conflicting legislation</p>	<p>Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.</p>	<p>(a) It must be a Digital Sign; (b) the maximum size of a Ground or Pylon sign on vacant land shall be 10.0 square metres; (c) only one Ground or Pylon Sign may be permitted on any single vacant parcel of land; (d) separation distances between this and another Ground or Pylon sign on another lot, vacant or containing a building(s) shall meet the separation distances set out in these Regulations; (e) the Ground/Pylon Sign shall meet all other specifications set out in these Regulations, including but not limited to requirements for setbacks from property boundaries, residential zones and intersections; and (f) a Ground or Pylon sign shall be erected on a vacant parcel of land in a manner that will not interfere with the required development standards of a building that may subsequently be developed on the property.</p>
		<p>All signage including but not limited to Digital Signs, Third Party Signs, Pylon and Ground signs, and signs on Vacant Property shall comply with the Urban and Rural Planning Act, 2000, SNL 2000 Ch. U-8, the City of Corner Brook 2012 Development Regulations, the City of Corner Brook Integrated Municipal Sustainability Plan 2012 and any similar or successor legislation. Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.</p>

**THE CITY OF CORNER BROOK
THIRD PARTY and DIGITAL SIGNAGE
REGULATIONS, 2026**

Pursuant to the powers vested in it under Sections 249, 250, 251, 252, 438 and 439 of the *City of Corner Brook Act R.S.N.L. 1990 c. C-15*, as amended, and all other powers it enabling, the Corner Brook City Council, in a session convened on the ___ day of __, 202___, hereby passes and enacts the following regulations relating to placement, erection, maintenance, and permitting of third party and digital signage in the City of Corner Brook:

1. These Regulations may be cited as the City of Corner Brook Third Party and Digital Signage Regulations.

2. DEFINITIONS:

For the purpose of these regulations:

- a) ADVERTISEMENT- means any word, letter, model, sign, placard, notice, device or representation, whether illuminated or not, whether two dimensional or three dimensional, in the nature of and wholly or in part for the purposes of advertisement, announcement or direction and including any boarding or similar structure used or adapted for use for the display of advertisements but excluding functional advertisement of Council or the department or division of the Province of Newfoundland and Labrador responsible for Transportation and Works;
- b) AUTHORITY- means the Council of the City of Corner Brook or those employees so designated in writing by Council.
- c) CITY - means the City of Corner Brook as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15* ;
- d) COUNCIL - means the Corner Brook City Council as continued under the *City of Corner Brook Act RSNL 1990 Ch.C-15*;
- e) CURB - means the line of the established curb in front of a building measured to the street side of the curb;
- f) DIGITAL SIGN - means any sign that is remotely changed on or off site and incorporates a technology or method allowing sign copy to be changed without having to physically or mechanically replace the sign face or its components. Digital signs may include, but are not limited to, LED, LCD, plasma display screens, projection systems, and digital readerboards capable of displaying static or changing text, images, or video. **Digital Sign shall not include signs located at gas stations that are used solely for the static digital display of motor fuel prices provided that the sign meets or exceeds the requirements of Regulation 3.4 enacted herein for protection of the public, neighbouring properties, and traffic safety.**
- g) DEVELOPMENT INSPECTOR - means the person from time to time so appointed and employed by the City;
- h) DEVELOPMENT REGULATIONS - means the Development Regulations for the City of Corner Brook in effect and enacted under the *Urban and Rural Planning Act, 2000 SNL 2000 Ch. U-8* or any similar or successor legislation;

- i) GROUND SIGN/PYLON SIGN- means a sign affixed to, supported by or placed upon the ground, whether the ground is paved or unpaved, and which is supported by one or more uprights or braces (pylons) in or upon such ground and not attached to any building, which may be a static sign or a digital sign;
- i) LANE - means a passage or way open to vehicular traffic as a secondary means of access to abutting lots and not intended for general traffic circulation;
- j) LIGHTED AREA- means the portion of a sign that is illuminated;
- k) MUNICIPAL PLAN - means the Municipal Plan for the City of Corner Brook in effect and enacted under the *Urban and Rural Planning Act, 2000 SNL 2000 Ch. U-8* or any similar or successor legislation;
- l) OPERATOR - means a person who, alone or with others, operates, manages, supervises, runs or directs the erection and/or operation of a Sign, Third Party Sign, Digital Sign, Advertisement, or Ground/Pylon Sign;
- m) OWNER - means a person who, alone or with others, owns or controls a Sign, Third Party Sign, Digital Sign, Advertisement, or Ground/Pylon Sign or is the owner of, tenant or licensee of the property on which the Sign, Third Party Sign, Digital Sign, Advertisement or Ground/Pylon Sign is situate;
- n) PERSON - includes a natural individual, and their heirs, executors, administrators or other legal representatives, a corporation, partnership or other form of business Association, or a receiver or mortgagee in possession, or any association or group of persons acting in concert unless the context explicitly or by necessary implication otherwise requires;
- o) RIGHT-OF-WAY- means all that property designated as a public thoroughfare and includes such horizontal distance measured between the edges of a street, road or highway street line reservation as defined by the City and where public or other service utilities are located, including sidewalks, street lighting and water and sewer service infrastructure;
- p) SIGN - means a word, letter, model, placard, board, device or representation, whether illuminated or not, in the nature of or employed wholly or in part for the purpose of advertisement, announcement or direction and excludes functional advertisements of the City or Province of Newfoundland and Labrador;
- q) SIGN AREA- means the total surface area of that portion of a sign, which is used or capable of being used to provide information or advertising and which can be viewed from any one perspective. In the case of a sign composed of individual letters, numerals, or symbols, the sign area shall be the area that is enclosed by one continuous line connecting the extreme points or edges of the sign and encompasses all logos and lettering;

- r) SIGN COPY - means any colour, graphic logo, word, numeral, text, image, message, picture or combination thereof displayed on a sign face.
- s) SIGN DISPLAY AREA- means any colour, graphic logo, symbol, word, numeral, text, image, message, picture or combination thereof displayed;
- t) THIRD PARTY SIGN - means any outdoor sign that advertises goods and services that are not available upon the same property or premises where the sign is located and includes advertisements relating to off-site uses as set out in the Development Regulations; and
- u) ZONE -means an area of land including buildings and water designated on the zoning maps set out in the Municipal Plan to which uses, standards and conditions of a particular use zone table apply.

3. REGULATIONS FOR THIRD PARTY SIGNS

3.1 Signage Conditions

- (1) Third Party Signs may be in the form of a traditional static sign or a digital sign.
- (2) All digital signs shall be equipped with an automatic light sensor to adjust the brightness level of the sign copy area.
- (3) Third party signage shall be a maximum of 10 sq-m.

3.2 General Prohibitions – Permit Requirement

- (1) No person shall be an Owner of a Digital Sign or Third Party Sign, within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these Regulations, a permit for same and complying with all terms and conditions thereof.
- (2) No person shall be an Operator of a Digital Sign or Third Party Sign within the geographic limits of the City of Corner Brook without making application for, obtaining and maintaining, pursuant to the terms of these Regulations, a permit for same and complying with all terms and conditions thereof.
- (3) No Owner or Operator shall own, operate or permit to be placed or operated, a Digital Sign or Third Party Sign contrary to these Regulations or contrary to any conditions of a permit issued under these Regulations.

- (4) The permits required by these Regulations may be revoked at the discretion of Council.
- (5) No permit may be transferred or assigned without written permission of the City.
- (6) Every permit shall have endorsed thereon the location, size and type of sign with respect to which it is issued.
- (7) The permit must be issued on a form bearing the identification of the City and all permits issued pursuant to these Regulations are and shall remain the property of the City. No person shall enjoy a vested right in the continuance of a permit and the value of a permit shall be the property of the City irrespective of the issuance, renewal or revocation of the permit.
- (8) A person must not reproduce, alter or deface a permit.
- (9) The issuing of a permit to a Person, Owner or Operator does not relieve that Person, Owner, or Operator of the responsibility of conforming to any other law.
- (10) Every applicant shall complete a Third Party and Digital Signage Application form as applicable, and shall provide all information requested thereon, and shall furnish to the City such information as requested.
- (11) At the time of submission of the application, every applicant shall pay to the City, a permit fee in the amount approved by Council in its annual budget for development application fees, and any other fees, including costs of any public notices, required by these or any other Regulations. No portion of such fee is refundable in the event that an application is not accepted for permitting or renewal.
- (12) Receipt of the application and the license fee by the City shall not constitute approval of the application for the issuance of a license nor shall it obligate the City to issue such license.

3.3 Third Party Signage

- (1) No Third Party Sign shall:
 - a. depict or display sign copy that could be misinterpreted as an emergency vehicle or traffic control device;
 - b. block or reduce the visibility of any part of the road for any road users including vehicles, cyclists or pedestrians, traffic signals, traffic signs or other traffic control devices;
 - c. contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield' 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or
 - d. be located or encroach upon a Right-of-Way.
 - e. be in a zone where advertisements are not permissible;

3.4 Digital Signage

(1) All Digital Signs shall be:

- a. 50m from an intersection with traffic signals;
- b. a Line of sight check must be approved by the City of Corner Brook;

(2) No Digital Sign shall:

- a. if illuminated, be so designed and provided that:
 - i. it does not conflict with or reduce the effectiveness of any traffic signal on any street;
 - ii. it does not interfere with any traffic that might reasonably be expected to be 3. on any street; and
 - iii. it does not create any undue glare to any residentially occupied property
- b. flash, scroll or fade, during the transition of sign copy including any lighting or backlighting effects;
- c. emit sound or be interactive in any way;
- d. be projected onto a building structure or any surface;
- e. have a message duration of less than 6 seconds;
- f. be displayed continuously in a static manner and without change;
- g. have a message transition of no longer than 0.25 seconds in duration;
- h. consist of partial, incremental or sequential changes of the sign copy area;
- i. display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects;
- j. be erected unless it is equipped with an automatic light sensor to adjust the brightness level of the sign copy area. The sensor must be set so that brightness levels do not exceed 3.23 lux (0.3 foot candles) above ambient light conditions as measured using a Lux meter at a preset distance depending on sign area. The measurement distance shall be calculated with the following formula: The square root of the sign area x 100. [Example using a 5m² sign: $\sqrt{5 \times 100} = 22.3\text{m}$];
- k. contain the words or phrases 'Stop', 'Go Slow', 'Caution', 'Danger', 'Warning', 'Emergency', 'Yield', 'Detour', or similar language typical for traffic control or warning signage unless such word or phrase is part of the name of a business or product and is displayed solely to identify such business or product; or
- l. display the colours red, yellow or green in any sequence or shape so as to resemble in any way a traffic signal light

3.5 Location - Zoning

3.5(1) Third Party Signs, including Digital Signs, are not permitted in the zones identified below:

- Residential Special Density
- Residential Low Density
- Residential Medium Density
- Residential High Density
- Mobile/Mini Home Residential
- Mosaic Residential
- Comprehensive Residential Development Area
- Townsite Residential
- Cemetery
- Environmental Protection
- Environmental Conservation
- Protected Water Supply Area

- Special Management Area

3.5(2) Signage Prohibitions

Third Party GROUND/PYLON signs are not permitted in the Residential Commercial Mix or Community Service zones.

3.5(3) Setback and Separation Distances for Third Party Digital Signs

All Third Party Signs must meet the following setback and separation distances:

- 50m from an intersection with traffic signals;
- a Line of sight check must be approved by the City of Corner Brook;
- the distance between all third party signs, not located on the same lot, shall be a minimum of 100 metres. This measurement shall be taken along the roadway sightline as traffic flows; and
- the distance between all third party signs, located on the same lot, shall be a minimum of 30 metres. This measurement shall be taken along the roadway sightline as traffic flows.

3.5(4) Digital Signage Malfunction

All Digital Signs shall be designed to cease operation in the event of a malfunction.

3.5(5) School Zones

Digital Signs are not permitted in school zones or any other areas where the speed limit is thirty (30) kilometers per hour or slower.

3.5(6) Discretionary Powers

In considering an application for a permit under these Regulations the Authority shall take into account the policies expressed in the Municipal Plan and any further scheme, plan or regulations pursuant thereto, and shall assess the general appearance of the sign, its effect on the overall development of the area, the amenity of the surroundings, public safety and convenience, including but not limited to traffic hazards, pedestrian safety, structural condition, and any other considerations which are, in its opinion, material, and notwithstanding the conformity of the application with the requirements of these Regulations, the Authority may, in its discretion, and as a result of its consideration of the matters set out in this Regulation, conditionally approve or refuse the application.

3.6 Advertisements on Vacant Property

Only Ground Signs/Pylon Signs may be erected on vacant property, in zones where they may be permitted, subject to the following conditions:

- It must be a Digital Sign;
- the maximum size of a Ground or Pylon sign on vacant land shall be 10.0 square metres;
- only one Ground or Pylon Sign may be permitted on any single vacant parcel of land;
- separation distances between all third party signs, not located on the same lot, shall be a minimum of 100 metres. This measurement shall be taken along the

roadway sightline as traffic flows;

- (e) the Ground/Pylon Sign shall meet all other specifications set out in these Regulations, including but not limited to requirements for setbacks from property boundaries, residential zones and intersections; and
- (f) a Ground or Pylon sign shall be erected on a vacant parcel of land in a manner that will not interfere with the required development standards of a building that may subsequently be developed on the property.

4. Existing Signs

Notwithstanding these Regulations, any third party or digital sign that has been previously approved by the Authority may continue, provided that there is no change to the size, function or location of the sign unless otherwise approved by the Authority, in accordance with these Regulations and the City of Corner Brook Development Regulations.

5. Application Requirements

Applications for Digital Signs must include the following:

- a) One copy of a scaled drawing for each side of the sign, giving all dimensions and areas, as well as colours and materials used;
- b) One copy of a site plan showing the proposed location of the sign in relation to sight triangles, signalized and non-signalized intersections and lot lines.
- c) A set of engineered plans to provide detailed information on the design and installation method will be required for all signs.

6. Conflicting legislation

All signage including but not limited to Digital Signs, Third Party Signs, Pylon and Ground signs, and signs on Vacant Property shall comply with the *Urban and Rural Planning Act, 2000, SNL 2000 Ch. U-8, the City of Corner Brook 2012 Development Regulations, the City of Corner Brook Integrated Municipal Sustainability Plan 2012 and any similar or successor legislation.* Where any provision of these Regulations conflicts with a provision of another law or regulation in force in the City, the provisions that establish the higher standard to protect the health, safety and welfare of the general public shall prevail.

7. Offence and penalty

Any person who contravenes any provision of these regulations is guilty of an offence and liable on summary conviction to a fine or to a period of imprisonment or both in accordance with section 438 of the City of Corner Brook Act.

8. Effective date

These regulations shall come into force and effect as of the date enacted by Council.

IN WITNESS WHEREOF these Regulations are sealed with the common seal of the City of Corner Brook and subscribed by and on behalf of Corner Brook City Council by the Mayor and City Clerk at the City of Corner Brook, in the Province of Newfoundland and Labrador, this ___ day of _____ 202___.A.D.

Mayor

Witness

City Clerk

Witness

Published _____ (add date and publication)

First Reading _____ (date of)

Second Reading _____ (date of)



Request for Decision (RFD)

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

To: Darren Charters

Meeting: Regular Meeting - 09 Mar 2026

Department: Tourism

Staff Contact: Glenda Simms, Supervisor of Tourism

Topic Overview: Jigs & Wheels Opening – Noise Regulation Exemption for Broadway - Street Party

BACKGROUND INFORMATION:

At the Regular Council Meeting of February 16, 2026, a motion was considered by Council to enact a temporary exemption to the Noise Regulations to permit a street celebration on Broadway during the Jigs and Wheels Festival.

The proposed resolution was as follows:

On motion by Councillor P. Keeping, seconded by Councillor S. Perchard, it is **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.

Subsequently a secondary motion was made to amend the main motion in order for the noise exemption to end at 12:00 a.m. instead of 1:00 a.m. on both the Friday and Saturday night as follows:

On motion by Councillor D. Wheeler, seconded by Councillor S. Dean, it is **RESOLVED** to amend the main motion to have no music between 12:00 a.m. and 10:00 a.m. on Saturday and ending 12:00 a.m. on Sunday, July 26, 2026. **Mayor L. Chaisson, Councillor S. Dean, and Councillor D. Wheeler voted in favour of the motion. Deputy Mayor P. Keeping, Councillor D. Luther, and Councillor S. Perchard voted against the motion. MOTION TIED.**

In accordance with section 36(3) of the City of Corner Brook, when a vote results in a tie, the matter must be brought forward to the next Council meeting for another vote. If the vote is tied again at that meeting, the motion is considered lost. As a result, the motion to amend the main motion is being brought forward for a second vote. Following that vote, Council will then be required to vote on the main motion (amended or not), which was not voted on previously due to the tie on the amendment.

GOVERNANCE IMPLICATIONS:

Legislation
City of Corner Brook Act
36(3)

ALTERNATIVE IMPLICATIONS:

If the motion to amend is carried, the main motion as amended must be voted on as well (i.e. vote on the noise exemption ending at 12:00 a.m. both nights).

If the motion to amend is defeated, a vote is required on the main motion as previously presented (i.e. vote on the noise exemption ending at 1:00 a.m. both nights).

City Clerk	Approved - 03 Mar 2026
City Manager	Approved - 03 Mar 2026
Administrative Assistant	Approved - 03 Mar 2026

City Manager