



CITY OF CORNER BROOK

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 **April 13, 2026** at **07:00 PM. City Hall Council Chambers**

1. CALL MEETING TO ORDER

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2. APPROVALS

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3. BUSINESS ARISING FROM MINUTES

4. CORRESPONDENCE/PROCLAMATIONS/PETITIONS

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6. PLANNING AND DEVELOPMENT

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- Apartments in Li Zone Page 59

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Building Page 72

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| 6.3 | Approval - IMSP and Development Regulations Amendment No. 25-02 - Group Rezoning | Page 76 |
| 6.4 | Proposed Street Closure - Todd Street (Along the Hew - Draw Hotel) | Page 116 |

7. 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

**MINUTES OF A COMMITTEE OF THE WHOLE OF
THE COUNCIL OF THE CITY OF CORNER BROOK
COUNCIL CHAMBERS, CITY HALL
MONDAY, 23 MARCH, 2026 AT 7:00 PM**

PRESENT:

Mayor	L. Chaisson	D. Charters, City Manager
Deputy Mayor	P. Keeping	R. George, Director of Finance and Administration
Councillors:	S. Dean	D. Burden, Director of Engineering, Development and Operations
	E. Kennedy	P. Robinson, Director of Recreation Services
	D. Luther	J. Smith, City Clerk
	S. Perchard	R. Teliz, Sergeant-At-Arms
	D. Wheeler	

Absent with regrets: T. Flynn, Director of Protective Services

COW26-18 Land Acknowledgement

Councillor D. Wheeler read the land acknowledgement.

COW26-19 Approval of Agenda

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

COW26-20 Approval of Minutes- Regular Meeting March 9, 2026

On motion by Councillor D. Luther, seconded by Councillor D. Wheeler, it is **RESOLVED** to approve the minutes of the Regular Meeting of March 9, 2026. **MOTION CARRIED.**

COW26-21 Business Arising From Minutes

No business arising from the minutes.

COW26-22 Proclamations and Events

The Mayor declared the following proclamations were made:

- March 12 was declared World Kidney Month
- March was declared Long Covid Awareness Month

COW26-23 Protective Services Statistics for the month of February 2026

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

- Municipal Enforcement received 46 calls for services;
- Animal Control received 7 calls for services;
- There were 8 parking-related violations issued;
- Corner Brook Fire Department received 49 calls for service;

- PSAP received a total of 7451 calls of which 5327 were transferable.

COW26-24 Operational Update

Councillor D. Wheeler provided an operational update as follows:

Public Works

- Over 380 cm of snow this winter, sustained snow clearing and removal ongoing;
- Road widening completed in early February, second round began March 6;
- Snow-clearing budget (\$2.5M) currently on track but could be strained by an extended winter;
- Pothole activity increased due to freeze-thaw, 79 reports received and being addressed;
- Upcoming work: clearing catch basins, managing spring runoff, roadway repairs, and transition to spring cleanup.

Water & Wastewater

- Hydrant clearing: five rounds completed; sixth underway (approx. 746 hydrants per round);
- Leak repairs: 23 completed, proactive detection identified 10 before surfacing, five valve leaks scheduled for repair.

Water Treatment Plant

- Water consumption continues to decline: Jan–Feb average 20.15M L/day (down from 21.71M in 2025);
- February 2026 marked one of the lowest usage months on record;
- Routine maintenance ongoing, work has begun on a treatment process review to improve system efficiency

COW26-25 Development Planning and Community Services Report March 2026

Councillor E. Kennedy provided a Development Planning and Community Services update as follows:

Development and Planning

- Currently working on over 250 active files ranging from small permits to major commercial and residential builds;
- 44 Maple Valley Rd (Plaza Mall – No Frills Grocery) - Permits issued;
- 44 Confederation Drive (New Car Dealership) - project to begin this spring;

Customer Service Initiative

- The Development and Planning Department have undertaken a new initiative to improve our service to applicants with the establishment of a Development Inspector that is appointed as the point of contact for incomplete residential applications and currently has 7 applications under review and has dealt with several walk-in related inquiries to aid residents through the permitting process.

Industrial Park Study

- Dillon Consulting has been hired for this project and is nearing completion, the consultant has advised that report will be submitted by March 27, 2026.

IMSP- New Municipal Plan

- Section 15 review is underway through the Provincial Planning Office

Rezoning Requests

- Several rezoning requests are still underway and with the provincial body for review.

COW26-26 Finance & Administration Update - February

Councillor D. Luther presented a Finance & Administration update for February as follows:

- Staff were busy processing payments following the issuance of Property Tax and Business Tax invoices at the end of January. Some residents experienced mail delivery issues; however, tax bills were made available by email or in person when required.
- Customer Service Representatives handled over 3,900 calls during February, in addition to in-person inquiries at the CSR desk.
- With property and business tax invoices issued in January, Accounts Receivable balances are typically at their highest in January and February. The current balance is consistent with prior years, however, the amount of unpaid taxes from previous years remains elevated and continues to be a concern and staff have been actively contacting taxpayers and businesses regarding their outstanding accounts and has continued to make progress on collections throughout February 2026.

COW26-27 Capital Project and Engineering Committee Updates

Councillor S. Perchard presented a Capital Project and Engineering Department update as follows:

Current Projects

- Deep Gulch Brook Culvert Replacement (JCL Investments) - Construction of this project is complete pending some minor deficiencies and landscaping with Reinstatement work will take place this Spring.

- Petries Bridge Street Replacement (Englobe) - This project is tendered and awarded to Marine Contractors, work will be completed in the 2026 Construction Season.
- Rebuild of Cape Blow Me Down Trail (Russells Landscaping) - work will restart in Spring of 2026 with work to be completed by mid-late summer. This is a jointly funded project through the City (10%) ACOA (65%) and Industry, Energy & Technology (25%)
- Westside Water Reservoir - RFP for Consultant Closes on March 31, 2026

Funding Applications

- Canadian Housing Infrastructure Fund - Wastewater Treatment Facility (Est. \$140M) – No Update
- Active Transport Fund
 - Country Road Sidewalk (Est. \$2M) – No Update
 - Confederation Drive Multi Use Trail (Est. \$3.7M) – No Update

Corner Brook City Transit

- Evening and Weekends are beginning on April 1st, 2026. Residents are encouraged to review the slides presented tonight to ensure they are familiar with service hours and operations.

Garbage Collection

- Collection services continue with extremely positive feedback from Recycling provider.
- Spring Cleanup registration is open. Residents are encouraged to visit the City's website to book their appointment

COW26-28 Civic Centre Update

Deputy Mayor P. Keeping presented an update on the Civic Centre as follows:

- February marked the beginning of the hockey season wind-down, highlighted by a successful U7 Jamboree;
- the Civic Centre also hosted a well-attended craft fair as part of the Corner Brook Winter Carnival;
- March has continued this momentum with a number of hockey tournaments and volleyball activities utilizing the facility.
- A notable highlight was the Civic Centre's first-ever "Mrs. Janes Presents St. Patrick's Day Party," featuring live performances by The Navigators, Roblo's Rock, and Jesse Hackett and included partnerships with the Corner Brook Minor Hockey Association and Silver Blades providing bar services, Corner Brook Regional High students managing a coat check, and Corner Brook Intermediate coordinating recycling efforts. Proceeds from these initiatives support user group programming and school band trips, showcasing the broader community benefits generated through Civic Centre events.

- Looking ahead to April, the Civic Centre will host the Saltos Gymnastics Club's Provincial Gymnastics Championships in the studio space.

COW26-29 Recreation Update

Deputy Mayor P. Keeping presented an update from the Recreation & Tourism Services Department as follows:

- This year's Winter Carnival was a tremendous success, and staff were proud to support several key events throughout the carnival, including the flag raising, opening ceremonies, and the ever-popular chili cook-off. Congratulations are extended to the Carnival organizing committee for their dedication and hard work in delivering such a well-coordinated and engaging event for our residents.
- Important infrastructure improvements have recently been completed at the Corner Brook Curling Club. The facility's lighting system underwent a much-needed upgrade, significantly enhancing visibility and the overall user experience. The project was completed just in time for the club to successfully host the Canada Games Qualifier during the weekend of March 13-14.
- That same weekend also proved to be a busy and exciting time at the Marina Redmond Centre, where the Corner Brook Rapids Swim Club hosted an invitational meet which welcomed approximately 200 swimmers from across the province, along with their families and supporters. The meet also served to highlight the facility's newly installed timing system, an essential component in the successful hosting of competitive swim events. The acquisition of this important equipment was made possible through a collaborative partnership, with contributions from the City, the Corner Brook Rapids Swim Club, and the Government of Newfoundland and Labrador's annual Active NL grant.
- Recreation staff are actively preparing for the upcoming spring and summer seasons, with a focus on delivering a diverse and engaging lineup of programs, events, and activities for residents of all ages.

COW26-30 Tourism Update

Deputy Mayor P. Keeping presented an update on the Tourism Department as follows:

- City representatives attended the Indigenous Tourism Association of Canada conference and the 2026 Hospitality NL Conference and Trade Show. These events provided insights into industry trends, regional priorities, Indigenous tourism and opportunities to promote Corner Brook as tourist destination.
- The Humber Bay of Islands Tourism Committee is finalizing the region's wayfinding plan. New entrance and directional signs highlighting key tourism assets will be installed once conditions allow.
- The Jigs & Wheels festival will run from July 24 to August 2, 2026. This year's festival includes a special Opening Weekend Event on

Broadway, numerous other activities and tours, and concludes with the return of the ever popular RibFest.

- The City's Tourism department continues to offer support to Aspiring Cabox Geopark Board, as the initiative moves toward UNESCO designation in 2026. Local and regional support is essential, as this designation presents an opportunity to grow sustainable tourism, raise the city's international profile, and support long-term economic and cultural development.
- The 2026 cruise season will see 12 ships calling at Corner Brook, along with new calls to other Newfoundland and Labrador ports. While Corner Brook will experience a slightly lower number of ships, the overall cruise program remains strong, offering ongoing opportunities for local businesses.

COW26-31 Transit Presentation

The Assistant Director of Engineering, Development and Planning presented information on the Transit system that includes:

- Recent implementations for improvements to the existing transit system came from concerns from residents and results of consultant study results include the addition of 2 accessible buses and on demand accessible transit and a new higher capacity bus;
- Received funding from provincial and federal funds to enable the City to enhance its transit service;
- New evenings (Monday to Friday 6pm-11pm) and Weekends (Saturday and Sunday 7am-6pm)
- Residents encourage to book rides in advance through the app or calling in
- Further enhancements coming in the future include route enhancements to make the routes more accessible and efficient

COW26-32 Employee Engagement Survey RFP

On motion by Councillor D. Luther, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that the Council of the City of Corner Brook accept the proposal from Talent Maps for the Employee Engagement Survey at a cost of \$25,716 plus HST. **MOTION POSTPONED.**

On motion by Councillor D. Luther, seconded by Councillor S. Dean, it is **RESOLVED** to postpone the decision on this item until Council can get further information. **ALL IN FAVOUR. MOTION CARRIED.**

COW26-33 Service/Maintenance for SCADA and Instrumentation Equipment

On motion by Councillor D. Wheeler, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** that the City of Corner Brook Council award Tender No. 2026-03 Service/Maintenance of SCADA and Instrumentation Equipment to Cahill Technical Services for the price of \$53,032.09 HST Incl per annum for a two-year term. **ALL IN FAVOUR. MOTION CARRIED.**

COW26-34 Multi-Year Capital Works - 3 Year Allocation 2023-2026 Schedule A Amendment

On motion by Councillor S. Perchard, seconded by Councillor E. Kennedy, it is **RESOLVED** that the Council of the City of Corner Brook proceed with the cost-shared funding 2023-2026 Schedule A Amendment as outlined.

It is **FURTHER RESOLVED that** the Corner Brook City Council authorizes the Mayor and City Manager to sign the 2023-2026 Municipal Infrastructure Agreement Amendment with the Department of Transportation and Infrastructure on behalf of the City of Corner Brook. **ALL IN FAVOUR. MOTION CARRIED.**

COW26-35 Discretionary Use - 57 Humber Road - Apartment Building

On motion by Councillor E. Kennedy, seconded by Councillor S. Perchard, it is **RESOLVED** that the Council of the City of Corner Brook approve the application to convert the existing building to an Apartment Building at 57 Humber Road in accordance with Regulation 11 - Discretionary Powers of Authority. **ALL IN FAVOUR. MOTION CARRIED.**

COW26-36 Third Party and Digital Signage Regulations

On motion by Councillor S. Dean, seconded by Councillor D. Wheeler, it is **RESOLVED** that 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. **ALL IN FAVOUR. MOTION CARRIED.**

COW26-37 Request for Proposals - Cellular Phone & Mobility Services

On motion by Councillor D. Luther, seconded by Deputy Mayor P. Keeping, it is **RESOLVED** to accept the proposal from Telus Business for the provision of Cellular Phone & Mobility Services as proposed. **ALL IN FAVOUR. MOTION CARRIED.**

ADJOURNMENT

Meeting adjourned at 8:47 p.m.

City Clerk

Mayor

Information Report (IR)

Subject: Proclamations

To: City Manager

Meeting: Regular Meeting, April 13, 2026

Department: City Clerk

Staff Contact: Jessica Smith

Topic Overview: The City of Corner Brook routinely receives requests from various organizations to recognize significant days, weeks, and months.

Background Information:

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

- March 26, 2026 was declared Purple Day for Epilepsy – Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy, you are not alone. Epilepsy is a chronic neurological disorder, which affects each person differently and is estimated to affect more than 10,000 people in Newfoundland and Labrador.
- April was declared as Parkinson’s Awareness Month – over 1500 families in Newfoundland and Labrador live with Parkinson’s disease. The Parkinson Society of Newfoundland & Labrador are the provincial voice of people living with Parkinson’s, through research, education, advocacy and support services.

PARKINSON'S AWARENESS MONTH

This is to let all members of Council and all citizens know that April is ***Parkinson's Awareness Month***.

Over 1,500 families in *Newfoundland & Labrador* live with Parkinson's disease - a neurodegenerative disease which causes tremors, slowness and stiffness, impaired balance, rigidity of muscles, and trouble speaking and swallowing. Parkinson's affects men and women equally and is not a natural part of aging.

Parkinson Society Newfoundland and Labrador is the provincial voice of people living with Parkinson's. Through research, education, advocacy and support services the Society endeavors to ease the burden for all those affected by Parkinson's.

I invite all citizens to join me in recognizing ***Parkinson's Awareness Month 2024***.

Mayor

Date

Proclamation

Purple Day for Epilepsy

March 26th

WHEREAS, Purple Day is a global effort to promote Epilepsy Awareness in countries around the world; and

WHEREAS, Purple Day was founded by nine-year-old Cassidy Megan of Nova Scotia, who wanted to let people know that if you have epilepsy you are not alone; and

WHEREAS, Epilepsy is a chronic neurological disorder, which affects each person differently, estimated to affect more than 10,000 people in Newfoundland and Labrador, over 300,000 people in Canada, and 50 million people worldwide; and

WHEREAS, One in ten persons will have at least one seizure during their lifetime; and

WHEREAS, The public is often unable to recognize common seizure types, and unable to respond with appropriate first aid; and

WHEREAS, Purple Day will be celebrated on March 26th annually to increase understanding, reduce stigma, and improve the quality of life for people living with epilepsy throughout the country and globally

NOW, THEREFORE, be it resolved that I, _____, of _____, do hereby proclaim March 26th as Purple Day in an effort to raise awareness and understanding of epilepsy, and to support all those who live with seizures each day.

Dated this _____ day of _____, 20_____

Request for Decision (RFD)

Subject: Employment Engagement Survey RFP

To: City Manager

Meeting: Regular Meeting, April 13, 2026

Department: City Clerk

Staff Contact:

Topic Overview: Award of Contract to TalentMap for an Employee Engagement Survey

Background Information:

The City of Corner Brook recognizes that engaged and satisfied employees contribute to higher productivity, improved retention and innovation. All in which lead to a stronger and more efficient work force. As part of the City Manager's plan regular Employee Engagement Surveys will be conducted to assess key workplace aspects, including work, culture, leadership, Professional development, work environment, general wellness, internal communication and safety.

The Employee Engagement Survey RFP was issued and sent out to three potential bidders on February 20th, however only one bidder responded. The proposal is attached.

At the Committee of the Whole Meeting on March 23, 2026, a motion was brought forward for a council decision on the approval of a proposal and subsequently was postponed. The motion now coming forward again however, the price is now revised from \$25,716 plus HST to **\$24,596 + HST**.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook accept the proposal from TalentMap for the Employee Engagement Survey at a cost of **\$24,596 plus HST**

Financial Impact:

City Managers Project Budget 2026

Alternative Implications:

1. That the Council of the City of Corner Brook accept the Proposal from TalentMap for the Employee Engagement Survey at a Cost of \$24,596 plus HST.
2. That the Council of the City of Corner Brook does not accept the proposal from TalentMap for the Employee Engagement Survey at a cost of \$24,596 plus HST
3. That the Council of the City of Corner Brook give other direction to Staff.



**City of Corner Brook
Information Report (IR)**

Subject Matter: Employee Engagement Survey – Contract Award

Report Information

Department: Office of the City Manager

Report No:

Prepared By: Darren Charters

Attachments:

Meeting Date: 2026-04-13

Issue:

The issue being addressed is whether the City should invest in a third-party consultant to conduct a professional employee engagement survey or attempt to complete the survey internally using existing staff and AI tools.

Background

At the Committee of the Whole (COW) Council meeting held on Monday, March 23, 2026, Council considered a Request for Decision (RFD) regarding the award of a contract to the sole respondent to the City’s request for Proposals (RFP) for conducting and Employee Engagement Survey.

The purpose of this report is to provide Council with additional information needed to support a decision on engaging **TalentMap**, a nationally recognized employee engagement firm, to design, administer, analyze, and support the implementation of the City’s first comprehensive Employee Engagement Survey. This report outlines the rationale for using an external consultant, the expected outcomes, the return on investment, and the risks associated with conducting the survey internally.

Discussion

Rationale for Conducting an Engagement Survey

A well-designed engagement survey provides a confidential and structured way for employees to share honest feedback about their workplace experience. This information is foundational to improving morale, strengthening leadership practices, and identifying organizational risks before they become more costly issues.

The survey will help the City:

- Understand the current state of employee engagement and morale
 - Identify barriers to productivity, communication, and retention



- Establish a baseline for future measurement
- Develop a targeted improvement plan
- Strengthen trust between staff and leadership

This work directly supports one of the CAO's core priorities: **improving organizational culture and morale.**

Why an External Consultant Is Recommended

Council has raised important questions about whether the City could design and administer an engagement survey internally, potentially with the assistance of AI tools. While AI can support certain tasks, it cannot replace the specialized expertise, benchmarking capacity, or psychological analysis required to produce meaningful, actionable results.

I. Internal Capacity Limitations

The City does not currently have:

- Staff trained in survey methodology, organizational psychology, or statistical correlation analysis
- A secure, anonymous survey platform
- Access to municipal benchmarking data
- The capacity to manage a multi-month project of this scale
- The expertise to interpret complex engagement data and translate it into an actionable improvement plan

Any attempt to conduct this internally would be done "off the side of someone's desk," which risks low participation, low credibility, and limited follow-through.

II. Importance of Confidentiality and Trust

Employee participation and honesty depend heavily on trust. Staff are significantly less likely to provide candid feedback if the survey is administered internally. A third-party consultant ensures:

- Full anonymity
- Secure data storage
- Independent analysis
- Greater employee confidence in the process

This is a critical factor in obtaining reliable results.

III. Expertise and Benchmarking

TalentMap brings:

- 26 years of experience conducting engagement surveys
- A team that includes PhD-level psychologists
- A database of municipal benchmarking data from across Canada
- Proven methodologies used by municipalities nationwide

This expertise allows TalentMap to answer the most important question: “**Why are employees saying this?**”

AI tools can generate questions, but they cannot interpret the psychological or organizational meaning behind the results.

IV. Technology and Reporting

TalentMap’s platform provides:

- Real-time dashboards
- Multiple reporting formats
- Heat maps and trend analysis
- Secure data storage
- Benchmark comparisons

These tools are not available internally and cannot be replicated with generic AI platforms.

Risks of Conducting the Survey Internally

If the City attempted to conduct the survey in-house, the following risks would arise:

- **Low participation** due to concerns about anonymity
- **Biased or incomplete data**
- **Misinterpretation of results** without psychological or statistical expertise
- **Lack of benchmarking**, making results less meaningful
- **Reduced credibility** with staff, undermining the purpose of the survey
- **Limited follow-through**, as internal staff lack the time to manage the process



These risks would significantly reduce the value of the survey and could damage trust rather than build it.

Consideration of AI Tools

Council has asked whether AI could be used to design, distribute, and analyze the survey. AI can assist with drafting questions, but it cannot:

- Ensure psychological validity
- Interpret complex organizational dynamics
- Benchmark results against other municipalities
- Guarantee anonymity
- Provide implementation guidance

TalentMap itself uses AI within its platform, but only as a supplement to expert analysis, not a replacement. AI cannot replicate the training, experience, or contextual understanding of TalentMap's psychologists and municipal specialists.

Return on Investment

The expected return on investment includes:

- Improved retention, reducing recruitment and training costs
- Higher productivity through improved morale
- Reduced absenteeism
- Better leadership practices
- Enhanced service delivery to residents
- Stronger employer reputation, aiding recruitment

Even modest improvements in retention alone can offset the cost of the survey.

Expected Outcomes Within the Next Year

If Council approves the project, the City can expect:

- A validated engagement baseline
- A detailed report identifying strengths, risks, and priority areas
- A practical, achievable improvement plan
- Enhanced communication and leadership practices
- Increased trust between staff and leadership
- A roadmap for becoming an employer of choice



The Senior Leadership Team is fully committed to acting on the results and integrating them into ongoing organizational development efforts.

Financial Considerations

Revised cost: **\$24,596 + HST**

This includes:

- Survey design
- Platform access
- Data collection
- Analysis by psychologists
- Benchmarking
- Reporting
- Action-planning support

This is a one-time investment that establishes a credible baseline for future internal surveys.

Industry Standards and Best Practices

Across Canada and internationally, the industry standard for conducting employee engagement surveys, particularly first-time baseline surveys, is to engage a specialized third-party firm. This practice is well-established in both the municipal sector and the broader public service for several key reasons:

I. Independence and Confidentiality

Municipalities overwhelmingly rely on external consultants to ensure:

- Employee anonymity
- Independence from internal bias
- Credibility of results

Research in organizational psychology consistently shows that employees are more candid when responding to surveys administered by an external party.

II. Professional Survey Design and Validation

Best-practice engagement surveys require:

- Psychometrically validated questions

- Statistically sound analysis
- Expertise in organizational behaviour

These elements ensure that results are accurate, reliable, and meaningful.

III. Benchmarking Against Peer Organizations

Benchmarking is considered essential in modern engagement surveys. Municipalities routinely compare their results to:

- Similar-sized municipalities
- Regional peers
- National public-sector averages

Internal surveys cannot provide this level of comparative insight.

IV. Action Planning Support

Industry standards emphasize that the value of an engagement survey lies in the actions taken afterward. Best-practice surveys include:

- Facilitated interpretation
- Identification of root causes
- Prioritization of improvement areas
- Development of a practical action plan

This is where specialized consultants add the most value.

V. Use of Secure, Purpose-Built Technology

Modern engagement surveys rely on:

- Secure cloud-based platforms
- Real-time dashboards
- Heat maps and trend analysis
- Automated reporting tools

These systems meet industry standards for data security and privacy.

VI. Alignment With Municipal Best Practices

Most Canadian municipalities including Halifax, St. John's, Fredericton, Moncton, Guelph, Kingston, Thunder Bay, Lethbridge, Red Deer, and many others, use external



**City of Corner Brook
Information Report (IR)**

firms for engagement surveys. This reflects a sector-wide recognition that engagement surveys require specialized expertise, independence, and benchmarking that internal teams cannot replicate.

Conclusion and Recommendation

The City's employees are its most valuable asset. A professionally conducted engagement survey is an investment in their wellbeing, in organizational performance, and in the City's ability to attract and retain high-quality staff.

Given the lack of internal capacity, the need for confidentiality, the importance of benchmarking, and the value of expert interpretation, it is recommended that Council approve the engagement of **TalentMap** to conduct the City's Employee Engagement Survey at a cost of **\$24,596 + HST**.

Prepared by: D. Charters

Director:

City Manager: D. Charters

Date: 2026-04-06

Proposal for: City of Corner Brook

Regarding: Employee Engagement Survey

Prepared by:
Braydon Williamson
TalentMap
e: bwilliamson@talentmap.com
p: 343-804-4883



Letter of Transmittal

March 2, 2026

Darren Charters
City Manager
City of Corner Brook
Tel: 709-637-1541
dcharters@cornerbrook.com

RE: TalentMap's Response to the City of Corner Brook Employee Engagement Survey

On behalf of TalentMap, we are excited to provide our proposal for the City of Corner Brook Employee Engagement Survey. We appreciate your organization's commitment to building an engaging work culture for workplace improvement.

Based on our experience working with the City of Vaughan, City of Port Colborne, City of Spruce Grove, City of Fort Saskatchewan, Sturgeon City, City of Surrey, City of Port Moody, the City of Kelowna, the Region of Waterloo, and many others, we are familiar with the unique business culture, opportunities, and challenges facing Canadian municipalities and workforces with unionized and non-unionized employee groups.

TalentMap is a Canadian-based organization with 26+ years of experience surveying Canadians. With over 14 million individuals surveyed, we have a better understanding than anyone of what is on the 'hearts and minds' of the Canadian workers. In the process, we have built the most significant benchmark of employee survey results in Canada and across North America that we use to help guide our client's understanding of the results and their culture.

Please don't hesitate to contact me if you require further clarification on our submission. Thank you once again for requesting our quote. We look forward to working together with you and your team!

Sincerely,



Braydon Williamson, VP of Sales
Phone: 343-804-4883
Email: bwilliamson@talentmap.com

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1. Executive Summary

TalentMap's Experience with Municipal Engagement Survey Services

Over the past 26+ years, TalentMap has partnered with hundreds of public and private sector organizations to design, deploy, analyze, and act on employee feedback. Our mission is to help organizations better understand themselves through the eyes of their employees by developing and implementing world-class employee engagement survey programs that drive meaningful workplace improvements. Our surveys and services account for the unique operational structures, governance frameworks, and workforce challenges that municipalities face.

Out of all employee engagement survey providers doing business in Canada, TalentMap was selected as #1 by the readers of Canadian HR Reporter in an anonymous reader survey as the best Employee Engagement Solution in Canada two years in a row.



World-Class Robust Benchmarks

Comparing your results to relevant benchmark norms can help build greater understanding and insight. Over the past 26+ years, TalentMap has built Canada's largest and most robust benchmark on employee feedback. No other competitor comes close. Our norms include responses from thousands of organizations across Canada and the USA. It can further be broken down by geographical region, industry sector, and function – to compare your employee responses to similar organizations.

Security & Innovative Industry Leadership



Our confidential survey information is stored and backed up in cloud services at the Azure data centers located in Toronto & Montreal. TalentMap led the way in its industry with respect to security & data protection by becoming the first Canadian employee survey firm to become ISO/IEC 27000:2013 certified.

Affirmation of Confidential Materials

We affirm that no material contained within this response is deemed confidential.

2. Project Approach & Detailed Methodology

Overview and Summary

TalentMap proposes our ‘Managed Service’ approach to the service requirements. It is a tech-enabled solution that combines high-touch consulting, advisory and our proven 7-step project management service. It includes full access to our purpose-built world-class employee survey software technology to deliver an innovative, unique experience.

Our 7-step project management methodology incorporates best practices from the leading project management models and our 26 years of research in the field. Each step ensures that your project is managed smoothly at all stages. Our proven methodology yields high participation rates, minimizes risk, assures that the project is delivered within scope, on budget, on time, and provides exceptional workplace insights. The process has been followed in thousands of organizations of all types and sizes, including similar projects with many municipal and local governments. The following describes each step in more detail.



Systems

i) Prepare for Action

TalentMap will kick off the project by meeting with your survey and executive teams to discuss engagement benefits and how to overcome potential obstacles. These sessions allow us to align the survey with your strategic objectives, workplace requirements, and unique corporate culture.

ii) Develop Questionnaire

With over 25 years of public sector questionnaire design experience, TalentMap’s Organizational Psychologist will work with your team to develop and customize the questionnaire. Working with our library of more than 250 proven, reliable and valid bank of items to allow you to add further or customize dimensions such as safety, diversity & inclusion, mental health, psychological safety, corporate social responsibility and more. Following our initial consultations, we will provide recommendations on the survey and report design that aligns with your objectives.

iii) Pre-Survey Communications & Setup

TalentMap will provide proven pre- and post-survey communication and FAQ templates for the design of your key messages. A high response rate is vital to a successful survey program, allowing you to act on credible data and have confidence in the action plans you develop. We will provide you with email templates and posters for common rooms to communicate and promote the survey, reminder messages to increase response rates as well as follow up thank you emails to employees for participation in the survey.

iv) Deploy Questionnaire

TalentMap will program, test, and deploy your final survey online. Before deployment, TalentMap will share the test link with your organization for review and sign-off. TalentMap aims to make our software accessible and inclusive. TalentMap partnered with the Canadian National Institute for the Blind (CNIB) to test and improve accessibility to meet and exceed standards. Our disability-compatible software uses assistive technologies such as screen readers, magnifiers, alternative input devices and voice recognition.

Confidentiality/Security: We recognize the importance of confidentiality in our work. Individual response data is protected, and the respondent's identifying information will never be linked to response data. We are fully compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA). We ensure that survey respondents are fully aware of the steps that TalentMap takes to protect the privacy and confidentiality of responses.

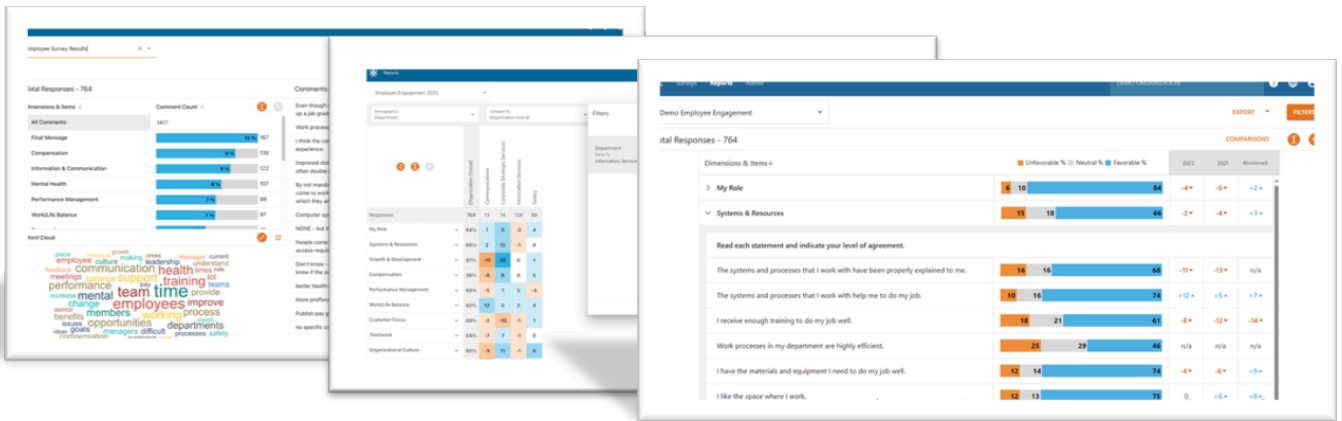
Response Rate Management: Your project manager will monitor your participation rates daily using our online reporting platform. You will also get access to the same real-time platform.

v): Actionable Insight from Reporting

In step 5 there are two key deliverables; **online real-time reporting platform** (Compass) and, a **consultant-prepared executive report** in PowerPoint format.

1. Online Reports (Compass)

All online reports can be accessed online through a password-protected reporting platform (Compass). This powerful tool provides the City with easy-to-use web-based reporting. The system allows users to filter by demographics, view results in real-time, compare them to benchmark and previous period data (if applicable) and quickly and easily export them into native Microsoft PowerPoint or Excel format, making it easy to share and communicate results. TalentMap trains on how to create, filter and save and or export reports.



2. Executive Report

Following an initial data cleanup, we create your “Employee Engagement Index.” We create a client-specific model that uses sophisticated statistical analysis to identify specific key drivers that have the most significant impact on improving your “Engagement” score and, thus, the most significant impact on overall organizational performance. We rank your “Key Drivers” in order of importance.

This is the foundation of your comprehensive Executive Report which identifies your key drivers of engagement along with specific recommendations on priority improvement areas for enhancing engagement and workplace culture. Before finalizing the Executive Report, our consultants review staff comments to understand the nuances of the results and culture. TalentMap then includes a verbatim comment report to supplement the Executive-Level presentation.

Additionally, we utilize text analysis tools, including the ability to use AI/large language models to extract meaningful insights from open-ended comments. This involves sentiment analysis and topic modelling to identify common themes, key ideas, suggestions, and recommendations for improvement.

vi) Discussion, Clarify & Plan

As part of the scope in Step 6, we deliver two online presentations of survey results. The first presentation to the survey team occurs about five (5) days after the survey's close and is an effective pre-view or dry run to the executive presentation. This gives both the TalentMap and the survey teams a chance to discuss the initial results, identify anomalies or outliers, and discuss key issues that the executive team will likely want covered. The second presentation to the final Senior Leadership team (typically 90 minutes long) is usually a few days after the first. The final Senior Leadership presentation is critical in helping the leadership team better understand the results as it is supported with insightful commentary, best practices and recommendations and identifies key priority areas for positive change. It also allows the Senior Leaders to ask questions and clarify issues. In a clear, concise presentation that is reviewed by the survey team to further validate and contextualize our recommendations. This ensures we cover the client's objectives and may direct us to any additional analysis needed before presenting the final results to the Senior Leadership Team.

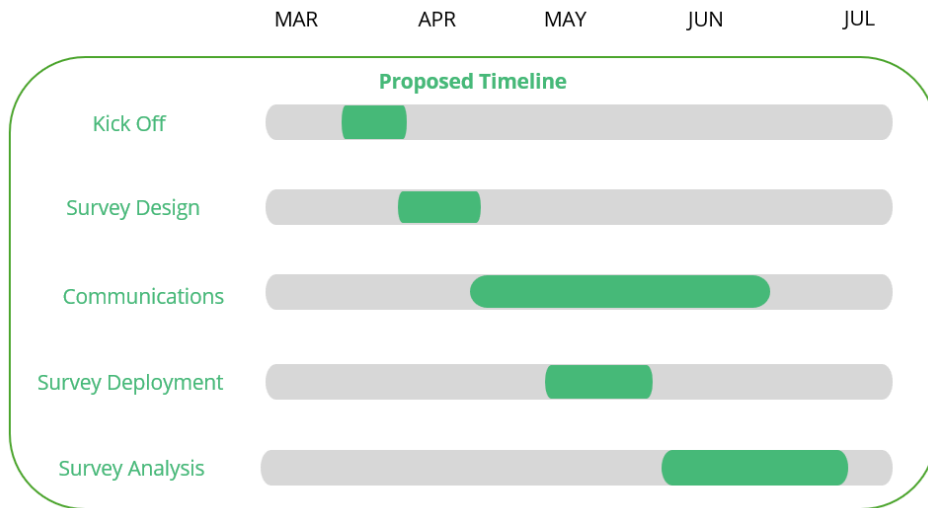
vii) Communicate & Take Action (Optional)

Creating and deploying a successful survey is essential; however, how the Senior Leadership team decides to follow up makes all the difference to your business performance. We understand each organization is different. As such, we have developed core action planning products/services to meet various needs and budgets, including a range of post-survey workshops for executives, leaders and managers.

By following these steps, we are confident your leaders will be well-equipped to effectively communicate the employee survey results to their teams, facilitate meaningful discussions, and drive positive changes based on the insights gained from the survey.

Delivery Schedule

The City of Corner Brook seeks to deploy the survey in spring (May) of 2026, with the report ready for the Executive team a month after survey close (June/July). These timelines are very achievable. Below is a high-level sample project schedule that could enable the City of Corner Brook to launch and complete the project by the beginning of June 2026. However, the schedule may be changed and adjusted per Corner Brook’s needs.



Survey Stage	Duration
Prepare for Action Kick-off	March. 30th to April. 10th
Survey Design Survey programming and testing	April. 13th to April. 30th
Pre-survey Communications	~ 2 weeks before launch (May 20th)
Survey Deployment Online deployment; response rate monitoring	May. 4th to May 15th
Online Real-Time Report Access	1-2 days post-launch
Survey Analysis, Interpretation & Reporting	~1 week post-survey close
Preview & Executive Presentation	June. 1st

3. Reference Projects

Project Location

Remote

Client

City of Kelowna

Project Type

Surveys & Consultancy

Services

Engagement Survey and
Action Planning

Duration

Start Date: Sept. 2021

End Date: Aug. 2021

Approved Funding

2021: \$63,475

Final Project Cost

\$63,475

Key Proponent Roles

Project management support,
I/O psychology support,
survey design & development,
pre-survey communications,
reporting, executive
presentations.

Key Project Staff Role

Paul Mastrangelo - I/O Psych.

Makayla Poutanen - PM

Chris Creery - CTO

Project Description

Since 2012, the City of Kelowna has collaborated with TalentMap to carry out an employee engagement survey every three years. The survey, administered online to over 2,000 employees, results in a comprehensive executive report and detailed departmental snapshots. A follow-up Pulse survey was conducted in 2023 to assess the effectiveness of the action planning efforts.

Role of Proponent

TalentMap designed, built, and launched the survey, along with pre-survey communications. TalentMap's PM provided training and support for the platform. Upon survey completion, TalentMap presented the Executive Report to three distinct executive groups and supported post-survey action planning sessions. In 2021, the engagement survey introduced DIY Survey Action Planning Training for HR and managers.

Challenges

Due to our proven process, no notable challenges were encountered.

Climate Change Adaptation/Mitigation Measures Incorporated

TalentMap encourages the use of online communication and project management platforms, along with online presentation platforms to avoid any unnecessary travel. As such, most meetings and presentations were conducted online, without the need for airline travel and the corresponding carbon emissions.

Project Location

Remote

Client

Rocky View County

Project Type

Surveys & Consultancy

Services

Engagement Survey

Duration

Start Date: March 31, 2025

End Date: June 26, 2025

Approved Funding

\$29,900

Final Project Cost

\$29,900

Key Proponent Roles

Project management support,
I/O psychology support,
survey design & development,
pre-survey communications,
reporting, executive
presentations.

Key Project Staff Role

Paul Mastrangelo - I/O Psych.
Sue-Anne Poutanen - PM
Chris Creery - CTO

Project Description

On March 31, 2025, Rocky View County partnered with TalentMap to conduct an employee engagement survey to measure a baseline for engagement among their 530 employees.

Role of Proponent

A comprehensive analysis leveraging TalentMap's municipal sector benchmark data was conducted. Engagement levels were assessed across various factors, including customer focus, work environment, supervision, teamwork, professional growth, and innovation. A Heat Map was provided to visually illustrate strengths and areas for improvement across all twelve engagement elements.

Challenges

Due to our proven process, no notable challenges were encountered.

Climate Change Adaptation/Mitigation Measures Incorporated

TalentMap encourages the use of online communication and project management platforms, along with online presentation platforms to avoid any unnecessary travel. As such, most meetings and presentations were conducted online, without the need for airline travel and the corresponding carbon emissions.

Project Location

Remote

Client

City of Port Moody

Project Type

Surveys & Consultancy

Services

Engagement Survey

Duration

Start Date: October 2024

End Date: December 2025

Approved Funding

\$29,992

Final Project Cost

\$29,992

Key Proponent Roles

Project management support,
I/O psychology support,
survey design & development,
pre-survey communications,
reporting, executive
presentations.

Key Project Staff Role

Paul Mastrangelo - I/O Psych.

Sue-Anne Poutanen - PM

Chris Creery - CTO

Project Description

The City of Port Moody has worked with TalentMap to conduct employee engagement surveys since 2012. In 2024 the City leveraged our services to administer an online survey to 760 City employees. The City has maintained a bi-annual schedule for follow-up surveys, allowing them to measure the impact of the changes they implement.

Role of Proponent

In addition to survey design and pre-survey communication, TalentMap delivered Executive Summary and Snapshot Reports and presented the findings to the Executive team, assisting the client in identifying areas for positive organizational change.

Challenges

Due to our proven process, no notable challenges were encountered.

Climate Change Adaptation/Mitigation Measures Incorporated

TalentMap encourages the use of online communication and project management platforms, along with online presentation platforms to avoid any unnecessary travel. As such, most meetings and presentations were conducted online, without the need for airline travel and the corresponding carbon emissions.

4. Organizational Chart

TalentMap team members all have extensive experience conducting world-class employee surveys across a wide range of industries and company profiles.

[REDACTED] Senior Executive Consultant/Organizational Psychologist

[REDACTED]

[REDACTED], Project Manager & Relationship Manager

[REDACTED]

[REDACTED]

[REDACTED], Director of Technology & Chief Information Security Officer

[REDACTED]

5. Summary of Consultant Information

Full Legal Name: Napa Networks, Inc.

Operating Name: TalentMap

Street Address: 1000 Innovation Drive, Suite 300, Ottawa, Ontario, K2K 3E7

Business License Number: 002392423

GST Number: 892813213

Ontario Corporation Number: 1427509

Company Website: www.talentmap.com

Contact Name and Title: Braydon Williamson, VP of Sales

Contact Phone: 343-804-4883

Contact Email: bwilliamson@talentmap.com

Finance Contact: Kim Parter, CFO

Finance Email: KParker@talentmap.com

6. Professional and Commercial Insurance Certificate

CSIO		CERTIFICATE OF LIABILITY INSURANCE				
<p>This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.</p>						
1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS			2. INSURED'S FULL NAME AND MAILING ADDRESS			
To Whom It May Concern			Napa Networks Inc.o/a Talentmap 1000 Innovation Dr, Suite 500,			
			Kanata		Ontario	POSTAL CODE K2K 3E7
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)						
TECHNOLOGY SERVICES: Software development, employee survey services and consulting RE: Proof of Insurance Only						
4. COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.						
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> Employee Benefits	CFC Underwriting Ltd. - ES00440584573	2025/11/30	2026/11/30	COMMERCIAL GENERAL LIABILITY		
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		\$5,000,000
				- EACH OCCURRENCE		\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY		
				OR		
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$500,000
				POLLUTION LIABILITY EXTENSION	\$1,000	\$5,000,000
Included		\$5,000,000				
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	CFC Underwriting Ltd. -	2025/11/30	2026/11/30	NON-OWNED AUTOMOBILES		\$5,000,000
<input checked="" type="checkbox"/> HIRED AUTOMOBILES	CFC Underwriting Ltd. -	2025/11/30	2026/11/30	HIRED AUTOMOBILES	\$1,000	\$50,000
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODILY INJURY (PER PERSON)		
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (PER ACCIDENT)		
<input type="checkbox"/> LEASED AUTOMOBILES **				PROPERTY DAMAGE		
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE						
EXCESS LIABILITY				EACH OCCURRENCE		
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE		
<input type="checkbox"/>						
OTHER LIABILITY (SPECIFY)						
<input type="checkbox"/>						
<input type="checkbox"/>						
5. CANCELLATION						
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.						
6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS			7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)			
NFP Canada Corp. 1550 Upper James Street Unit 14-C						
Hamilton	ON	POSTAL CODE L9B 2L6				
BROKER CLIENT ID: TALEA00-01			POSTAL CODE			
8. CERTIFICATE AUTHORIZATION						
ISSUER NFP Canada Corp.	CONTACT NUMBER(S)		TYPE Main NO. (905) 648-3922		TYPE Fax NO. (905) 648-6980	
AUTHORIZED REPRESENTATIVE Pamela Derksen	TYPE NO.		TYPE NO.		TYPE NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE January 06, 2026		EMAIL ADDRESS info@nfp.ca			

7.

APPENDIXD – SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

1. Proponent Information

Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	Napa Networks, Inc.
Any Other Relevant Name under which Proponent Carries on Business:	TalentMap
Street Address:	1000 Innovation Drive, Suite 300
City, Province/State:	Ottawa, Ontario
Postal Code:	K2K 3E7
Phone Number:	1-888-641-1113
Company Website (if any):	www.talentmap.com
Proponent Contact Name and Title:	Braydon Williamson, VP of Sales
Proponent Contact Phone:	343-804-4883
Proponent Contact Email:	bwilliamson@talentmap.com

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Owner and the proponent unless and until the Owner and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted their pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Amendments

The proponent is deemed to have read and taken into account all amendments issued by the Owner prior to the Deadline for Issuing Amendments.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Owner within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

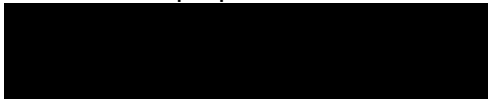
Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Owner to the advisers retained by the Owner to advise or assist with the RFP process, including with respect to the evaluation of this proposal.



Signature of Proponent Representative

Braydon Williamson

Name of Proponent Representative

VP of Sales

Title of Proponent Representative

March 2, 2026

Date

I have the authority to bind the proponent.

Request for Decision (RFD)

Subject: RFD - Purchase Snow Clearing Equipment

To: Darren Charters, City Manager

Meeting: Regular Meeting, April 13, 2026

Department: Public Works, Water and Wastewater

Staff Contact: Andrew Miller, Dawn Marshall

Topic Overview: Snow clearing equipment assigned to the department of Public Works, Water & Wastewater have been leased from Brandt Tractor Ltd. since 2021, the agreement expires April 2026.

Background Information:

Six front end loaders equipped with snowplow attachments were leased from Brandt Tractor Ltd. in 2021. The lease agreement expires in April 2026. Staff have assessed exercising the buyout option at the end of the lease term. Given the relatively low operational hours on the equipment and the purchase cost compared to current market value, staff recommend exercising the purchase option of the lease agreement.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook accept the staff's recommendation to accept the buy out of the current leased loaders from Brandt Tractor Ltd. for \$158,700.00 (tax in) for each unit, totaling \$952,200.00

Financial Impact:

The purchase of this equipment was included and approved as part of the 2026 capital, out of revenue budget and quotes received are in line with the approved budget allocation.

Recommendation:

It is the recommendation of staff to accept the buyout of \$952,200.00 (tax in for all 6) from Brandt Tractor Ltd.

Options:

1. Accept staff's recommendation to buy out six (6) John Deere 644L Loaders
2. Reject staff's recommendation to purchase six (6) John Deere 644L Loaders. This option will require staff to tender a new lease or purchase agreement which would have higher financial implications than the option presented within this RFD.

Alternative Implications:

No alternative implications

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2020 JOHN DEERE 644L S/N 1DW644LZVML708667

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2021 JOHN DEERE 644L S/N 1DW644LZLML708655

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2020 JOHN DEERE 644L S/N 1DW644LZTML708662

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2021 JOHN DEERE 644L S/N 1DW644LZHML708804

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2021 JOHN DEERE 644L S/N 1DW644LZCML708649

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Payout Statement

Customer: CITY OF CORNER BROOK

Equipment: 2020 JOHN DEERE 644L S/N 1DW644LZTML708788

Buy Out Based on 100% of Equipment Cost.

Buyout Amount	\$	138,000.00
15% HST Due	+ \$	20,700.00
Accounts Receivable*	+ \$	-
TOTAL BUYOUT	= \$	158,700.00
Effective Until 12:00 NOON		14-Apr-2026

Add per diems for each day past
*Assumes that all payments credited as of today's date clear the bank.

**Comments: Brandt
GST #:899544779**

Note: THIS STATEMENT IS PROVIDED WITHOUT PREJUDICE AND WITHOUT WAIVER OF OUR SECURITY, NOR ARE WE AUTHORIZING SALE ON TERMS WITHOUT FULL PAYMENT TO BRANDT FINANCE LTD.

Prepared by: Brandt Finance Ltd.
E. & O. E.

Request for Decision (RFD)

Subject: Deep Gulch Culvert Replacement Change Order No. 26

To: Darren Charters

Meeting: Regular Meeting, April 13, 2026

Department: Engineering

Staff Contact:

Topic Overview: The following is a change order for the Deep Gulch Culvert Replacement Project

Background Information:

Quantity changes were required during the construction of the Deep Gulch Brook Culvert Replacement 17-RNC-23-00000. This change order is for the final variances on the quantities that were originally tendered.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook approve Change Order No. 26 for the Deep Gulch Culvert Replacement in the amount of \$91,486.92 HST Included to JCL Investments Inc.

Financial Impact:

Authorized Contract Amount \$3,047,143.50 HST Inc.

Previous Change Order Amount \$282,094.04 HST Inc.

Recommendation: To approve Change order No. 26 in the amount of \$91,486.92 HST included to JCL Investments Inc.

Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice

Page 1 of 3

September 2023

OWNER: The City of Corner Brook DATE: March 10, 2026

PROJECT NAME: Corner Brook Deep Gulch Brook Culvert Replacement

PROJECT #: 17-RNC-23-00000 CONTRACTOR: JCL Investments Inc.

CHANGE ORDER NUMBER: 26

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Contractor shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Contractor shall return three signed copies of this document to the Engineer for approval. Should it be decided to proceed with the work, an approved copy will be returned to the Contractor. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

Change order to update the contract amount due to variances. This change order has already been paid out through progress certificates.

.4 EFFECT OF CHANGE ON CONTRACT

This change order WILL or WILL NOT (circle one) affect the approved completion date.

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: 0 REVISED COMPLETION DATE: _____

The change described in Item 3 above will affect the current contract amount as follows:

No Change

Addition to Contract including HST payable by the Owner \$ 91,486.92

Deduction from Contract including HST payable by the Owner \$ _____

Contractor: Chad Robinson  (Signature)

Transportation and Infrastructure

**Division of Municipal Infrastructure
Form 5 – Contract Change Order Notice**

Page 2 of 3

September 2023

Authorized Contract Amount (A)	\$ <u>3,047,143.50</u>
Change Order Limit (greater of 10 % of A or \$15,000)	\$ <u>304,714.35</u>
Previous Change Orders (B)	\$ <u>282,094.04</u>
This Change Order (C)	\$ <u>91,486.92</u>
New Approved Contract Amount (A+B+C)	\$ <u>3,420,724.46</u>

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

The Contractor is authorized to proceed with the changes for the amounts stated in Item 4 above.

DATE: Mar 20, 2026

Consultant: Jason Picco

DATE: _____

Municipality /Owner: _____

DATE: _____

Regional Engineer: _____

(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: _____

Consultant: _____

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

The Bonding Company and Insurance Company shall each be immediately notified by the Contractor of this change to the contract by being issued copies of the Change Order.

.8 ENCLOSED DOCUMENTS

Please attach all back up as supplied by the Contractor for the value of this change order.
List below the attachments provided:

A copy of this document signed by the Owner and Consultant, (list on next page)

-Form 20 - Variance Report

Note: Upon Regional Engineer approval, the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer's signature will be returned to the Consultant for distribution to all applicable parties.

Division of Municipal Infrastructure
Form 20 - Variance Report

Project Name: Deep Gulch Brook Culvert Replacem	MI Project #: 17-RNC-23-00000
Owner: The City of Corner Brook	Contractor: JCL Investments Inc.
Date: February 19, 2026	Request No:

REQUEST FOR ADDITIONAL WORK AND/OR VARIANCE IN QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANTITIES			UNIT PRICE	\$ VALUE OF REVISED TOTAL
			ORIGINAL	VARIANCE +, -, or 0	REVISED TOTAL		
1	1. Maintain Existing Water System (Part 14.2)	Lump-Sum	1		1	\$10,000.00	\$10,000.00
2	2. Maintain Existing Sewer System (Part 15.1)	Lump-Sum	1		1	\$20,000.00	\$20,000.00
3	1. Mobilization & Demobilization (not greater than 5% if on the Island, or 10% if in Labrador, or 15% north of Cartwright, of Sub-Total Before HST)	Lump-Sum	1		1	\$130,000.00	\$130,000.00
4	1. Pole Relocation/Shoring/Bracing	Lump-Sum	1		1	\$20,000.00	\$20,000.00
5	Underground Telecommunications Lines, Shoring & Bracing	Lump-Sum	1		1	\$40,000.00	\$40,000.00
6	9. Liquid Asphalt (SGC #1)	Lump-Sum	1	-1	0	\$10,000.00	
7	10. Petroleum Products Cost (SGC #3)	Lump-Sum	1	-1	0	\$10,000.00	
8	11. Excavation for Geotechnical as Directed by Engineer	Lump-Sum	1		1	\$2,500.00	\$2,500.00
9	12. Dust Control	Lump-Sum	1		1	\$5,000.00	\$5,000.00
10	1. Consultant Site Office	Lump-Sum	1		1	\$27,000.00	\$27,000.00
11	1. Silt Fence	Meter	150	-114.8	35.2	\$8.20	\$288.64
12	1. Flagpersons Wages	Hour	3000	3	3003	\$55.00	\$165,165.00
13	2. Project Sign - Federal	Lump-Sum	1		1	\$1,825.00	\$1,825.00
14	1.1 Type A - X (yeild sign)	Each	1	-1	0	\$1,000.00	
15	1.4 Type D - LW (Remove and Replace ACC sign)	Each	1	-1	0	\$2,000.00	
16	3. Remove, Relocate and/or Reinstall Culverts - 1500mm CSP	Meter	18		18	\$59.00	\$1,062.00
17	3. Remove, Relocate and/or Reinstall Culverts - 2400mm CSP	Meter	12	-9.5	2.5	\$89.00	\$222.50
18	4. Removal of Concrete Sidewalk	m ²	240	105	345	\$85.00	\$29,325.00
19	5. Removal of Curb & Gutter	Meter	156	40	196	\$80.00	\$15,680.00
20	6. Removal of Catch Basins, Maintenance Holes & Ditch Inlets	Each	3	1	4	\$1,500.00	\$6,000.00
21	9. Removal of Sanitary Sewers	Meter	6	15	21	\$65.00	\$1,365.00
22	10. Removal of Water Lines	Meter	70	32.5	102.5	\$65.00	\$6,662.50
23	12. Removal of Storm Sewers	Meter	95	-47	48	\$78.00	\$3,744.00
24	14. Removal of Mass Concrete	m ³	6	6.2	12.2	\$660.00	\$8,052.00
25	15. Removal of Asbestos Cement Pipe	Meter	30	-30	0	\$425.00	
26	16. Removal of Fire Hydrant and 150mm Dia. Lead	Each	1		1	\$1,150.00	\$1,150.00
27	17. Removal of City of Corner Brook Pylon Sign and associated electrical service	Each	1		1	\$1,515.00	\$1,515.00
28	2. Temporary Cover for Seed Protection	m ²	300		300	\$2.50	\$750.00
29	3. Hydraulic Seeding & Mulching	m ²	2370		2370	\$2.60	\$6,162.00
30	5. Supply & Placing Topsoil	m ²	2370		2370	\$13.00	\$30,810.00
31	2. Grubbing	Hectare	0.15		0.15	\$24,000.00	\$3,600.00
32	3. Clearing & Grubbing	Hectare	0.1	0.02	0.12	\$28,000.00	\$3,360.00
33	1.1 Main Trench Excavation - Rock	m ³	100	54	154	\$200.00	\$30,800.00
34	1.2 Main Trench Excavation - Common	m ³	9100	300	9400	\$26.00	\$244,400.00
35	3. Imported Common Backfill - Rock	m ³	3300	-2049.5	1250.5	\$50.00	\$62,525.00
36	5.1 Granular Pipe Bedding - Type 1 (or Manufacturer Recommended)	m ³	1100	544.9934	1644.9934	\$80.00	\$131,599.47
37	6. Rock Under bedding	m ³	50	129.3	179.3	\$50.00	\$8,965.00
38	8.1 Supply & Placement of Marking Tape - Plastic	Meter	85	49.14	134.14	\$1.30	\$174.38
39	1. Class "A" Granular Base	m ³	248	100.3	348.3	\$80.00	\$27,864.00
40	2. Class "B" Granular Sub-Base	m ³	372	173.65	545.65	\$80.00	\$43,652.00

41	1. Supply & Placement of Armour Stone (D50=1.0m)	m³	260	-179.6	80.4	\$175.00	\$14,070.00
42	2. Supply & Placement of Armour Stone (D50=0.3m)	m³	70		70	\$80.00	\$5,600.00
43	1. Handrail (Guard Rail for top of headwall)	Meter	10.5		10.5	\$655.00	\$6,877.50
44	2. Supply & Placement of Granular Filter Material	m³	5	-0.1	4.9	\$104.00	\$509.60
45	3. Supply & Placement of Sub-Drains (150mm)	Meter	11	7	18	\$140.00	\$2,520.00
46	1. Supply & Placement of Pipe Culvert 1500mm HDPE	Meter	223		223	\$1,100.00	\$245,300.00
47	1. Supply & Placement of Pipe Culvert 2100mm HDPE	Meter	48		48	\$3,985.00	\$191,280.00
48	2. Supply & Placement of Cut-off Collars	Each	3		3	\$7,400.00	\$22,200.00
49	4. Supply & Placement of Debris Racks	Each	2		2	\$9,000.00	\$18,000.00
50	4. Supply & Placement of Concrete Head Walls (Inlet)	m³	35		35	\$1,975.00	\$69,125.00
51	5. Supply & Placement of Concrete Head Walls (outlet)	m³	58		58	\$1,975.00	\$114,550.00
52	1. Supply & Place Granular Base Material	m³	55	-8.4	46.6	\$80.00	\$3,728.00
53	2. Concrete Walks (1.65m)(100mm)	Meter	80	36.8	116.8	\$142.00	\$16,585.60
54	2. Concrete Walks (1.35m)(100mm)	Meter	80	7.84	87.84	\$135.00	\$11,858.40
55	5. Curb & Gutter	Meter	160	132.8	292.8	\$105.00	\$30,744.00
56	7. Tactile Plates	Each	2		2	\$700.00	\$1,400.00
57	1. Supply & Placement of Asphalt Tack Coat	m²	1240	177	1417	\$2.50	\$3,542.50
58	1.1 Asphaltic Concrete - Base Course	Metric Ton/Tonne	144	21.07	165.07	\$500.00	\$82,535.00
59	1.2 Asphaltic Concrete - Surface Course	Metric Ton/Tonne	155	58.33	213.33	\$500.00	\$106,665.00
60	1. Removal of Asphalt Pavement	m²	1300	117	1417	\$11.00	\$15,587.00
61	5. Cutting of Asphalt Pavement	Meter	80	3	83	\$20.00	\$1,660.00
62	1. Cold Planing	m²	115	-65.2	49.8	\$25.00	\$1,245.00
63	1. Pavement Marking	Lump-Sum	1		1	\$4,000.00	\$4,000.00
64	1.4 Supply & Placement of Pre-Cast Maintenance Holes Diameter > 3.0 m to 3.5 m	Each	3		3	\$8,200.00	\$24,600.00
65	1.9 Supply & Placement of Pre-Cast Maintenance Holes Diameter > 6.0 m to 6.5 m with Safety Landing (etc.)	Each	4		4	\$79,000.00	\$316,000.00
66	6. Catch Basins	Each	3		3	\$3,400.00	\$10,200.00
67	9. Sealing Existing Maintenance Hole/Catch Basin Tops	Each	1	-1	0	\$1,000.00	
68	1.1 Supply & Placement of Sanitary Sewer - Main Line - 250mm PVC DR35	Meter	30	-9	21	\$175.00	\$3,675.00
69	2. Supply & Placement of Storm Sewer - 600mm HDPE	Meter	12		12	\$330.00	\$3,960.00
70	2. Supply & Placement of Storm Sewer - 375mm HDPE	Meter	35	-2.5	32.5	\$150.00	\$4,875.00
71	3. Supply & Install Tees c/w Bends - 150mm	Each	2	-2	0	\$235.00	
72	4. Supply & Installation of End Caps - 300mm	Each	1	-1	0	\$485.00	
73	4. Supply & Installation of End Caps - 200mm	Each	1	-1	0	\$120.00	
74	6. CCTV Camera Inspection Services	Meter	450	-179	271	\$33.00	\$8,943.00
75	8. Locate and Connect to Existing Sewer Mains	Each	2		2	\$1,900.00	\$3,800.00
76	1. Supply & Installation of Water Main - 400mm DI Pre-Insulated	Meter	20	8.44	28.44	\$1,360.00	\$38,678.40
77	1. Supply & Installation of Water Main - 400mm DI PE Encased	Meter	20	5.9	25.9	\$865.00	\$22,403.50
78	1. Supply & Installation of Water Main - 300mm DI PE Encased	Meter	20	3.8	23.8	\$535.00	\$12,733.00
79	1. Supply & Installation of Water Main - 200mm DI PE Encased	Meter	25	1.4	26.4	\$362.00	\$9,556.80
80	1. Supply & Installation of Water Main - 150mm DI PE Encased	Meter	10	-1.4	8.6	\$290.00	\$2,494.00
81	3. Supply & Install of Fire Hydrants (City of Corner Brook Standard)	Each	1		1	\$6,500.00	\$6,500.00
82	4.4 Supply & Installation of Fitting (300) - End Caps/Plugs	Each	2	-1	1	\$225.00	\$225.00
83	4.4 Supply & Installation of Fitting (200) - End Caps/Plugs	Each	2	-2	0	\$120.00	
84	4.6 Supply & Installation of Fitting (150 off 200) - Tees	Each	1		1	\$320.00	\$320.00
85	4.10 Supply & Installation of Fitting (300) - Sleeve-type Couplings	Each	2	8	10	\$320.00	\$3,200.00

86	4.10 Supply & Installation of Fitting (200) - Sleeve-type Couplings	Each	2		2	\$160.00	\$320.00
87	8. Supply & Install Valves Including Valve Boxes 200mm	Each	1		1	\$3,700.00	\$3,700.00
88	8. Supply & Install Valves Including Valve Boxes 150mm	Each	1		1	\$2,650.00	\$2,650.00
89	10. Supply & Placement of Joint Restraints (400)	Each	8	9	17	\$415.00	\$7,055.00
90	10. Supply & Placement of Joint Restraints (300)	Each	4	8	12	\$275.00	\$3,300.00
91	10. Supply & Placement of Joint Restraints (200)	Each	5	14	19	\$150.00	\$2,850.00
92	10. Supply & Placement of Joint Restraints (150)	Each	4		4	\$110.00	\$440.00
93	12. Supply & Install Valve Box Extensions	Each	2		2	\$1,200.00	\$2,400.00
94	14. Swabbing of Water Lines	Meter	95	-52.7	42.3	\$35.00	\$1,480.50
95	15. Locating & Connecting to Existing System	Each	4		4	\$2,500.00	\$10,000.00
96	16. Water Main Insulation (100mm thick)	Meter	20	13.1	33.1	\$295.00	\$9,764.50
97	1. Supply & Erection of Chain Link Fence, Including Brace Panels & Gate Openings Requirements	Meter	24	27.7	51.7	\$485.00	\$25,074.50
98	1. Supply & Install Filter Fabric	m ²	110	105.3	215.3	\$11.00	\$2,368.30
99	1. Cast-In-Place Concrete (grouting in old culvert)	m ³	160	63	223	\$365.00	\$81,395.00
100	5. Concrete Thrust Blocks	m ³	4	19.25	23.25	\$1,225.00	\$28,481.25
101	Traffic Control	Lump-Sum	1		1	\$15,000.00	\$15,000.00
CO1	CCN-003: Drain Line	Lump-Sum	0	1	1	\$13,650.82	
CO2	CCN-001: 400mm Gate Valve	Lump-Sum	0	1	1	\$75,695.18	
CO3	CCN-002: Mechanically Restrained Couplings	Lump-Sum	0	1	1	\$25,821.96	
CO4	Petroleum Cost Adjustment - August 2024	Lump-Sum	0	1	1	-\$230.87	
CO5	Petroleum Cost Adjustment - September 2024	Lump-Sum	0	1	1	-\$64.89	
CO6	Petroleum Cost Adjustment - October 2024	Lump-Sum	0	1	1	-\$14.20	
CO7	CCN-004: Watermain Bends	Lump-Sum	0	1	1	\$12,122.60	
CO8	Petroleum Cost Adjustment - November 2024	Lump-Sum	0	1	1	-\$1.58	
CO9	Second Petroleum Cost Adjustment - August 2024	Lump-Sum	0	1	1	-\$23.25	
CO10	Watermain Bypass	Lump-Sum	0	1	1	\$150,270.82	
CO11	Petroleum Cost Adjustment for May, 2025	Lump-Sum	0	1	1	-\$2,622.49	
CO12	Petroleum Cost Adjustment for June, 2025	Lump-Sum	0	1	1	-\$9,226.74	
CO13	Removal of Temporary Watermain	Lump-Sum	0	1	1	\$5,913.18	
CO14	Exploratory Excavation for Sanitary Leak	Lump-Sum	0	1	1	\$2,319.49	
CO15	Supply and Install New Culvert and Swale	Lump-Sum	0	1	1	\$8,500.00	
CO16	Additional Concrete for Filling Old Culvert	Lump-Sum	0	1	1	\$43,120.00	
CO17	City Waterline Leak University Ave.	Lump-Sum	0	1	1	\$12,176.12	
CO18	Petroleum Cost Adjustmet - July, 2025	Lump-Sum	0	1	1	-\$133.21	
CO19	Petroleum Cost Adjustmet - August, 2025	Lump-Sum	0	1	1	-\$1,475.21	
CO20	Petroleum Cost Adjustmet - September, 2025	Lump-Sum	0	1	1	-\$577.33	
CO21	Petroleum Cost Adjustmet - October, 2025	Lump-Sum	0	1	1	-\$405.40	
CO22	Supply and Install Hydrant Flange Extension	Lump-Sum	0	1	1	\$2,500.00	
CO23	Install Manhole During Sinkhole Investigation	Lump-Sum	0	1	1	\$11,037.25	
CO24	Exportation of Unusable Material	Lump-Sum	0	1	1	\$16,634.40	
CO25	GC 46	Lump-Sum	0	1	1	-\$121,687.50	

REVISED VALUE OF TENDER

~~\$2,729,243.84~~

ORIGINAL VALUE OF TENDER

\$2,649,690.00

VALUE OF ADDITIONAL WORK AND/OR VARIANCES

\$79,553.84

Transportation and Infrastructure

Division of Municipal Infrastructure

Form 20 - Variance Report

Page 2 of 2

2022 March

EXPLANATION WHY ADDITIONAL WORK IS REQUIRED OR QUANTITY VARIANCES ARE EXPECTED	
	Items 28 & 29 are showing no variance as these are seasonal items and will be billed in full in the spring.

Request for Decision (RFD)

Subject: RFD - Purchase New Fleet 2026

To: Darren Charters, City Manager

Meeting: Regular Meeting, April 13, 2026

Department: Public Works, Water and Wastewater

Staff Contact: Andrew Miller, Dawn Marshall

Topic Overview: *Fleet vehicles assigned to the department of Public Works, Water and Wastewater need to be replaced due to age, mileage, mechanical and physical issues.*

Background Information:

As part of annual fleet assessments, staff have identified four fleet vehicles in need of replacement. Staff have requested quotes for vehicle replacement through both local dealerships as well as Enterprise fleet leasing services. Staff have identified the lowest total purchase cost is available through local vehicle dealerships.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook City Council accept staff's recommendation to accept the bids as follows;

Dennis GM for one (1) 1 ton crew cab (\$73,719.60 HST included)

Dennis GM for two (2) ½ ton crew cab trucks (\$60,736.10 HST included, each)

Humber Ford for one (1) ¾ ton regular cab (\$72,321.20 HST included)

Financial Impact:

These funds were approved within the 2026 budget as capital, out of revenue and quotes received are in line with the approved budget allocation.

Recommendation:

It is the recommendation of staff to accept the quotes from Dennis GM and Humber Ford for the purchase of four (4) new fleet vehicles with a total cost of \$206,776.90 HST included.

Options:

1. Accept staff's recommendation to purchase Four (4) trucks in total (1- 1 ton crew, 1- $\frac{3}{4}$ ton regular, 2 - $\frac{1}{2}$ ton crew cab trucks).
2. Reject staff's recommendation to purchase four (4) trucks in total (1- 1 ton crew, 1- $\frac{3}{4}$ ton regular, 2 - $\frac{1}{2}$ ton crew cab trucks). This option will create inefficiencies in daily operations and will also require staff to rent vehicles on occasion to meet the daily workload demands.

Alternative Implications:

No alternative implications

Request for Decision (RFD)

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

To: Deon Rumbolt

Meeting: Regular Meeting, April 13, 2026

Department: Development and Planning

Staff Contact:

Topic Overview: Third and Final reading of council Amendment 25-03 – Apartments in LI Zone

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. This Development Regulation 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.

In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25, 2026) was posted on the City’s Website, Facebook page, and screens in both City Hall and Civic Center, there was also a Voyent Alert sent out advertising the public hearing. Where no objections were received two (2) days before the tentative public hearing date, staff cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

This Council request is for Section 23 Approval of Amendment No. 25-03. Approval of the proposed amendments is the final affirmative decision of Council prior to submitting the documents to the provincial government for ministerial approval and registration.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook

(1) Adopt proposed amendments No. 25-03 to the City of Corner Brook's Integrated Municipal Sustainability Plan and Development Regulations 2012;

(2) Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and

(3) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under (2).

Governance Implications:

Urban and Rural Planning Act, 2000

Recommendation:

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

Alternative Implications:

The Corner Brook City Council RESOLVES to:

(1) Refuse approval of the proposed amendment; or

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



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

Text Amendments to Section 149, Light Industrial Zone

April, 2026

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. [Redacted Signature]

Date: Jan 9, 2026



RESOLUTION TO APPROVE

CITY OF CORNER BROOK

DEVELOPMENT REGULATIONS AMENDMENT No. 25-03

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

1. Adopted the City of Corner Brook Development Regulations Amendment No. 25-03 on the ____ day of _____;
2. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-03 by way of posting on the City’s Facebook account on the ____ day of _____;
3. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-03 by way of posting on the City’s website on the ____ day of _____;
4. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-03 by way of sending out a Voyent Alert to the public on the ____ day of _____;
5. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-03 by way of displaying post multiple times per hour on City owned screens in both City Hall and the Civic Center between the ____ day of _____ and the ____ day of _____;
6. Set the ____ day of _____ at 6 p.m. at Corner Brook City Hall in the Hutchings Room for the holding of a public hearing to consider objections and submissions.

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

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



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

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on February 27th, 2026.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on March 9th, 2026. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25th, 2026) was published on the City's website, Facebook page, in City Hall, on City monitors in both City Hall and Corner Brook Civic Center, and sent out through a Voyant alert to residents. Where no objections were received two (2) days before the tentative public hearing

date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

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

April, 2026

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. [Redacted Signature]

Date: Jan 9, 2026



RESOLUTION TO APPROVE

CITY OF CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. 25-03

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

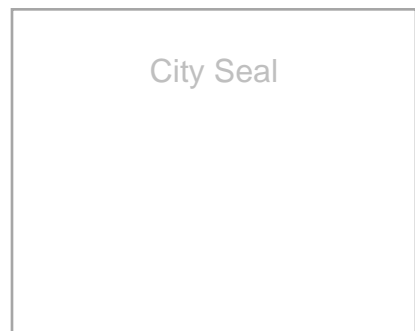
1. Adopted the City of Corner Brook Municipal Plan Amendment No. 25-03 on the ____ day of _____;
2. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-03 by way of posting on the City’s Facebook account on the ____ day of _____;
3. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-03 by way of posting on the City’s website on the ____ day of _____;
4. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-03 by way of sending out a Voyent Alert to the public on the ____ day of _____;
5. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-03 by way of displaying post multiple times per hour on City owned screens in both City Hall and the Civic Center between the ____ day of _____ and the ____ day of _____;
6. Set the ____ day of _____ at 6 p.m. at Corner Brook City Hall in the Hutchings Room for the holding of a public hearing to consider objections and submissions.

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

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



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 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.

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 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.

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

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental

interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on February 27th, 2026.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on March 9th, 2026. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25th, 2026) was published on the City's website, Facebook page, in City Hall, on City monitors in both City Hall and Corner Brook Civic Center, and sent out through a Voyant alert to residents. Where no objections were received two (2) days before the tentative public hearing date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

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 - 7 O'Brien's Lane - Three Unit Apartment Building

To: Deon Rumbolt

Meeting: Regular Meeting, April 13, 2026

Department: Development and Planning

Staff Contact:

Topic Overview: Discretionary Use - 7 O'Brien's Lane

Background Information:

The City of Corner Brook received an application to convert the existing single dwelling located 7 O'Brien's Lane to a three (3) unit apartment building. The property is located in a Residential Medium Density Zone where an apartment building classification of use is a "Discretionary Use" of the City of Corner Brook's Development Regulations. A notice was delivered to the residents in the immediate area of 7 O'Brien's Lane indicating the above-mentioned request. As a result of this notice, no submissions were received. To meet the parking requirements for the proposed three unit building, it is proposed to construct a new driveway as outlined on a previously submitted drawing. It should be noted that a portion of the driveway crosses adjacent property. Also, the current proposal does not meet the sideyard requirement, however, the applicant has consulted with the neighbor to obtain a portion of land to consolidate with 7 O'Brien's Lane to achieve this standard. Should this Discretionary Use be approved and planning permission granted, no building permits will be issued until such time that land has been obtained to complete the proposed driveway as well as to meet the minimum sideyard requirement.

Proposed Resolution:

Be it RESOLVED that the Council of the City of Corner Brook approve the application to convert the existing single dwelling located 7 O'Brien's Lane to a three (3) unit apartment building in accordance with Regulation 11 - Discretionary Powers of Authority subject to the applicant obtaining the required land from neighbors for the driveway and to meet the minimum sideyard requirement.

Governance Implications:

Regulation 11, City of Corner Brook Development Regulations

Recommendation:

Staff recommends option #1.

Alternative Implications:

1. That Council approve the application to convert the existing single dwelling located 7 O'Brien's Lane to a three (3) unit apartment building in accordance with Regulation 11 - Discretionary Powers of Authority.
2. That Council not approve the application to convert the existing single dwelling located 7 O'Brien's Lane to a three (3) unit apartment building in accordance with Regulation 11 - Discretionary Powers of Authority.
3. That the Council of the City of Corner Brook provides other direction to staff.

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: <i>Mar 24 2026</i>
ADDRESS: [REDACTED]	EMAIL: _____
CITY: <i>CB</i>	PROVINCE: <i>NL</i>
POSTAL CODE: <i>A2H</i>	TELEPHONE: [REDACTED]
PROPERTY LOCATION: <i>5-A O'Briens Lane</i>	
BUILDER:	
ADDRESS:	
CITY:	PROVINCE:
POSTAL CODE:	TELEPHONE:

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

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

DESCRIPTION OF WORK:
<i>Convert dwelling to A 3 unite Building</i>
ESTIMATED CONSTRUCTION VALUE - (MATERIALS & LABOUR) \$ _____

DECLARATION:	
I hereby apply for permission to carry out the development herein. I declare that all the information given by me in connection with this application is true and correct to the best of my belief and that the development described, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the City of Corner Brook.	
NOTE:	
Where the Applicant and Property Owner <u>are 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
SEE REVERSE FOR FEES AND CONDITIONS



City of Corner Brook

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

PROJECT: Discretionary Use

TITLE: Convert Single Dwelling to Three Unit Apartment

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

NOTES:

LOCATION: 7 O'Brien's Lane

PREPARED BY: J. King

DEPARTMENT: Development & Planning

DATE: 2026-04-08

PAGE: 1 OF 1

VERSION: 1

Request for Decision (RFD)

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

To: Deon Rumbolt

Meeting: Regular Meeting, April 13, 2026

Department: Development and Planning

Staff Contact:

Topic Overview: Third and Final reading of council Amendment 25-02 – Group Rezoning

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.

In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25, 2026) was posted on the City's Website, Facebook page, and screens in both City Hall and Civic Center, there was also a Voyent Alert sent out advertising the public hearing. Where no objections were received two (2) days before the tentative public hearing date, staff cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

Although there were no objections received during the public hearing phase, issues brought up about 55 Premier Drive rezoning by a resident during the consultation phase will be addressed through development. With approval of this rezoning city staff will ensure that the parcels are consolidated to be 1 St. Marks Ave and the property will front St. Marks Ave. Proper screening will be put in place if needed (potentially natural treed screening); and drainage concerns will be addressed during engineering review of the site plan to ensure surface water is dealt with onsite. While the existing lot has no storm collection currently, the proponent will likely require storm collection on the proposed development.

This Council request is for Section 23 Approval of Amendment No. 25-02. Approval of the proposed amendments is the final affirmative decision of Council prior to submitting the documents to the provincial government for ministerial approval and registration. If Council is not supportive of the proposal as is, Council should not proceed with approval.

Proposed Resolution:

It is **RESOLVED** that the Council of The City of Corner Brook

- (1) Adopt proposed amendment No. 25-02 to the City of Corner Brook's Integrated Municipal Sustainability Plan and Development Regulations 2012;
- (2) Authorize staff to submit the proposed amendments to the provincial government for ministerial approval and registration; and
- (3) Authorize staff to give statutory notice of registration of the amendments following ministerial approval and registration under (2).

Governance Implications:

URPA, 2000

Recommendation:

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

Alternative Implications:

The Corner Brook City Council RESOLVES to:

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



CITY OF CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. 25-02

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

April 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)

RESOLUTION TO APPROVE

CITY OF CORNER BROOK

MUNICIPAL PLAN AMENDMENT No. 25-02

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

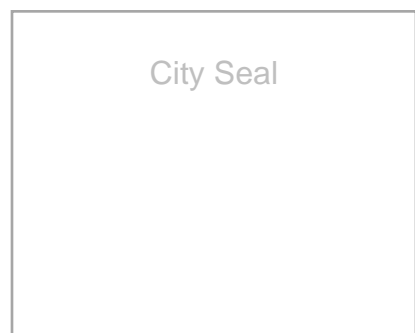
1. Adopted the City of Corner Brook Municipal Plan Amendment No. 25-02 on the ____ day of _____;
2. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-02 by way of posting on the City’s Facebook account on the ____ day of _____;
3. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-02 by way of posting on the City’s website on the ____ day of _____;
4. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-02 by way of sending out a Voyent Alert to the public on the ____ day of _____;
5. Gave notice of the adoption of the City of Corner Brook Municipal Plan Amendment No. 25-02 by way of displaying post multiple times per hour on City owned screens in both City Hall and the Civic Center between the ____ day of _____ and the ____ day of _____;
6. Set the ____ day of _____ at 6 p.m. at Corner Brook City Hall in the Hutchings Room for the holding of a public hearing to consider objections and submissions.

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

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



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.

Provincial Release

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental

interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on March 2nd, 2026.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on March 9th, 2026. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25th, 2026) was published on the City's website, Facebook page, in City Hall, on City monitors in both City Hall and Corner Brook Civic Center, and sent out through a Voyent alert to residents. Where no objections were received two (2) days before the tentative public hearing date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

Approval by Council

T.B.D.

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 CHANGE FROM RES TO GC

Land Use Designations

Residential	RES	Shopping Centre	◆	Open Space	◆	Mineral Working	◆
Comprehensive Residential Development Area	iCRDA	Large Scale Commercial	@ £]	Cemetery	◆	Special Management Area	SMA
Townsite Heritage Conservation District	iTHCD	Waterfront Mixed Use	iWMU	Environmental Protection	◆		
Downtown	◆	General Industrial	GI	Environmental Conservation	◆		
General Commercial	◆	Light Industrial	◆	Protected Water Supply Area	iPWSAI		
Residential/Commercial Mix	RCM	Hazardous Industrial	◆	Rural	R		
Highway and Tourist Commercial	HTC	Innovation District	◆	Solid Waste/Scrap Yard	SW/SY		
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
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 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 _____

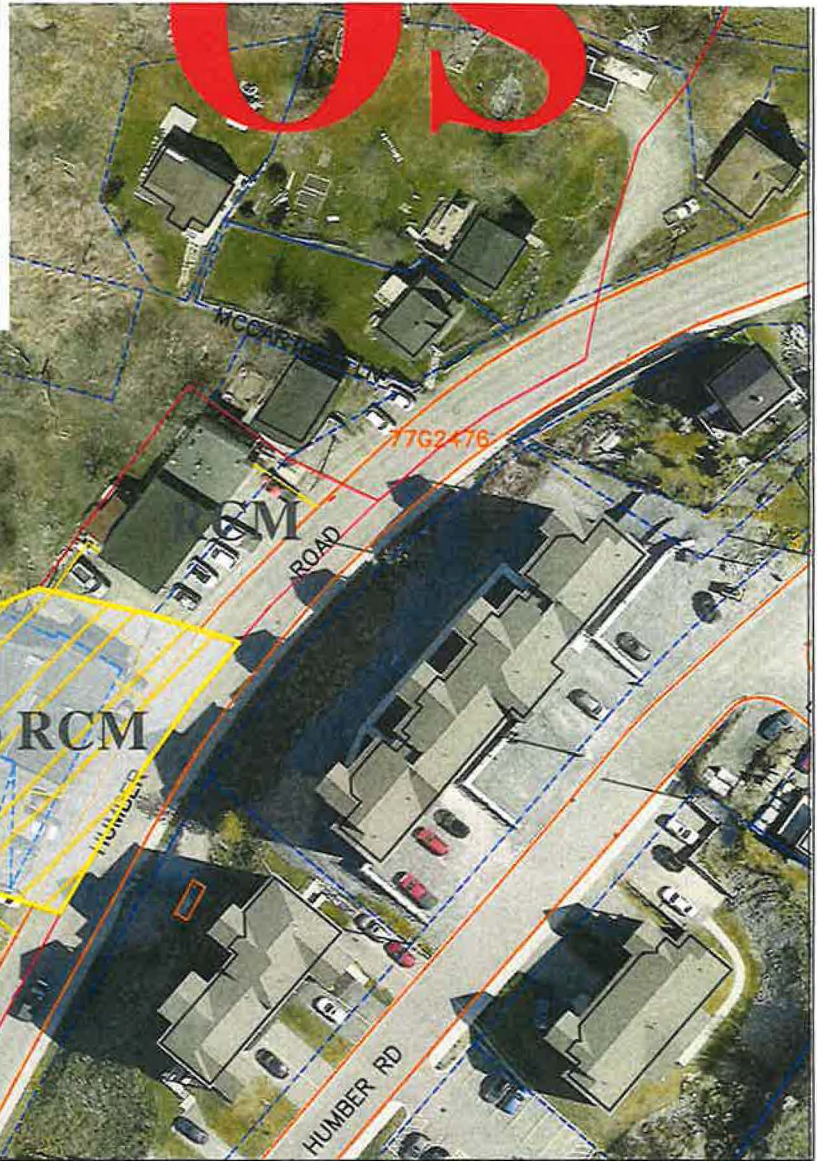
CLERK _____

DATE _____

(COUNCIL SEAL)

Municipal Plan/Amendment REGISTERED

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



LEGEND

	ZONING BOUNDARY		CHANGE FROM OS TO RCM
<u>Land Use Designations</u>			
Residential		Shopping Centre	
Comprehensive Residential Development Area		Large Scale Commercial	
Townsite Heritage Conservation District		Waterfront Mixed Use	
Downtown		General Industrial	
General Commercial		Light Industrial	
Residential/Commercial Mix		Hazardous Industrial	
Highway and Tourist Commercial		Innovation District	
Community Service		Open Space	
		Cemetery	
		Environmental Protection	
		Environmental Conservation	
		Protected Water Supply Area	
		Rural	
		Solid Waste/Scrap Yard	
		Mineral Working	
		Special Management Area	

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
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 _____

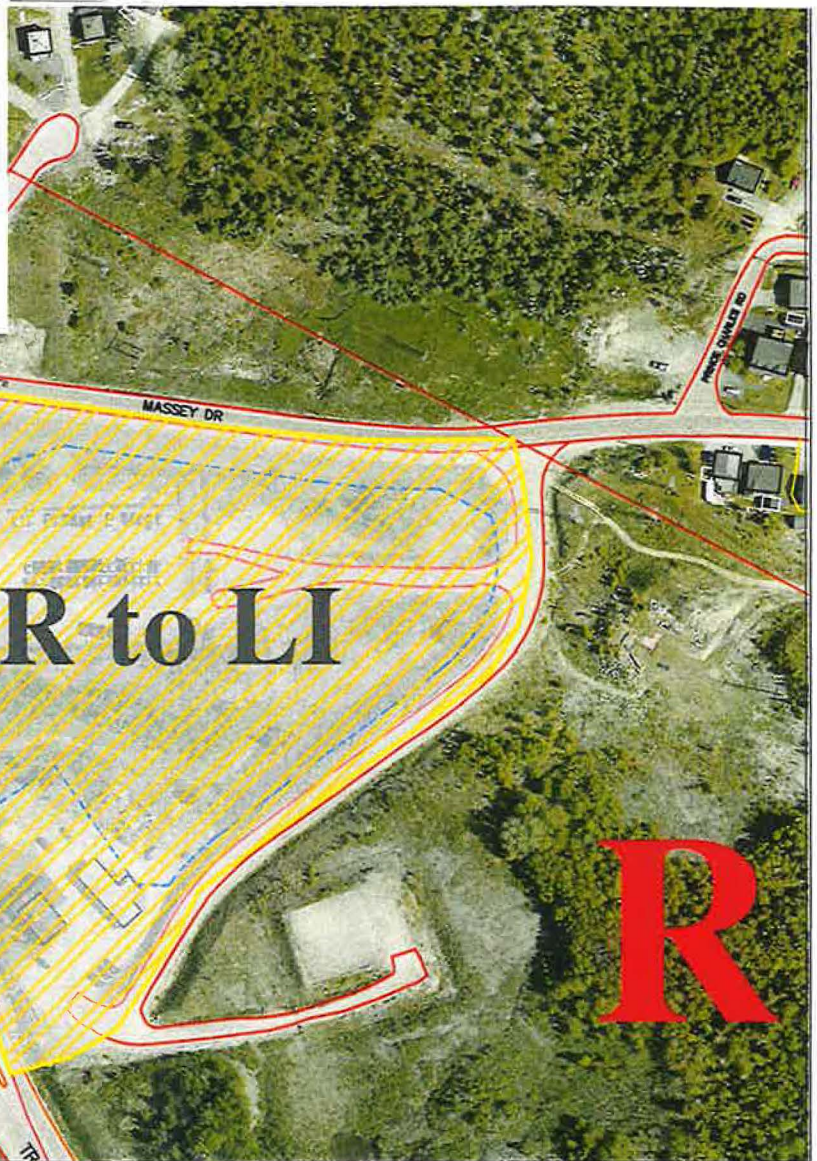
CLERK _____

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		IT:] 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.

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M.C.I.P. _____

DATE _____



SEAL AND SIGNATURE

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MAYOR _____

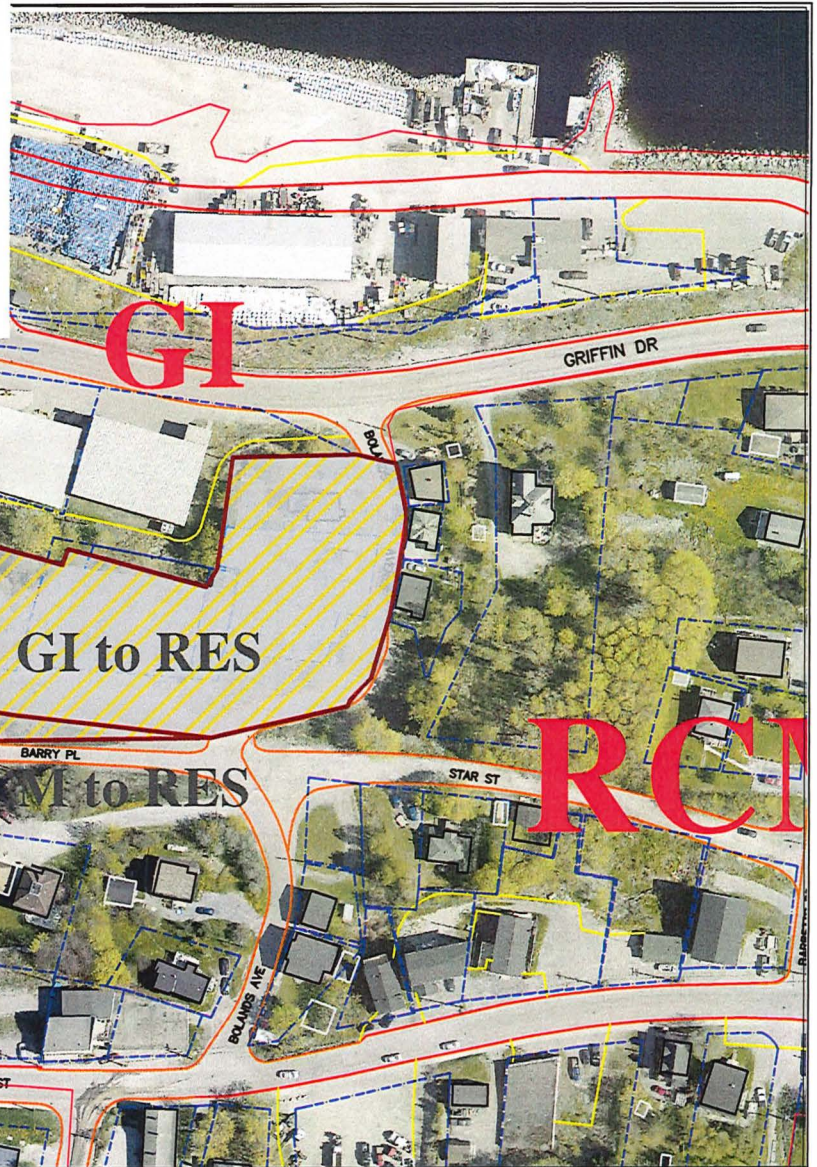
CLERK _____

DATE _____

(COUNCIL SEAL)

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	Open Space	<input type="checkbox"/> OS
Comprehensive Residential Development Area	<input type="checkbox"/> CRDA	Large Scale Commercial	<input type="checkbox"/> LSC	Cemetery	<input type="checkbox"/> C
Townsite Heritage Conservation District	<input type="checkbox"/> THCD	Waterfront Mixed Use	<input type="checkbox"/> WMU	Environmental Protection	<input type="checkbox"/> EP
Downtown	<input type="checkbox"/> DT	General Industrial	<input type="checkbox"/> GI	Environmental Conservation	<input type="checkbox"/> EC
General Commercial	<input type="checkbox"/> GC	Light Industrial	<input type="checkbox"/> LI	Protected Water Supply Area	<input type="checkbox"/> PWSA
Residential/Commercial Mix	<input type="checkbox"/> RCM	Hazardous Industrial	<input type="checkbox"/> HI	Rural	<input type="checkbox"/> R
Highway and Tourist Commercial	<input type="checkbox"/> HTC	Innovation District	<input type="checkbox"/> ID	Solid Waste/Scrap Yard	<input type="checkbox"/> SW/SY
Community Service	<input type="checkbox"/> CS				

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 _____

(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	ICROA I	Large Scale Commercial		Cemetery		Special Management Area	SMA I
Townsite Heritage Conservation District	ITHCD I	Waterfront Mixed Use	WMU I	Environmental Protection			
Downtown		General Industrial	GI	Environmental Conservation			
General Commercial		Light Industrial	QC]	Protected Water Supply Area	PWSA I		
Residential/Commercial Mix	RCM I	Hazardous Industrial	CB!:]	Rural	R		
Highway and Tourist Commercial		Innovation District		Solid Waste/Scrap Yard	SW/SY		
Community Service							

CITY OF CORNER BROOK

PROJECT TITLE:

INTEGRATED MUNICIPAL SUSTAINABILITY PLAN 2012

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)

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.



CITY OF CORNER BROOK
DEVELOPMENT REGULATIONS AMENDMENT No. 25-02

AMENDMENT TO LAND USE ZONING MAPS
RE-ZONING OF PROPERTIES

April 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)

RESOLUTION TO APPROVE

CITY OF CORNER BROOK

DEVELOPMENT REGULATIONS AMENDMENT No. 25-02

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

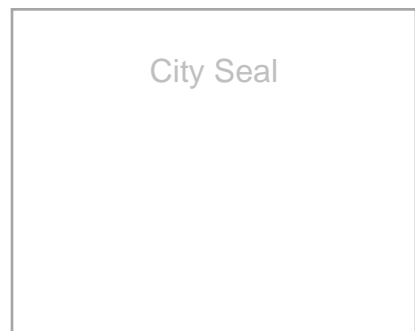
1. Adopted the City of Corner Brook Development Regulations Amendment No. 25-02 on the ____ day of _____;
2. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-02 by way of posting on the City’s Facebook account on the ____ day of _____;
3. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-02 by way of posting on the City’s website on the ____ day of _____;
4. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-02 by way of sending out a Voyent Alert to the public on the ____ day of _____;
5. Gave notice of the adoption of the City of Corner Brook Development Regulations Amendment No. 25-02 by way of displaying post multiple times per hour on City owned screens in both City Hall and the Civic Center between the ____ day of _____ and the ____ day of _____;
6. Set the ____ day of _____ at 6 p.m. at Corner Brook City Hall in the Hutchings Room for the holding of a public hearing to consider objections and submissions.

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

Signed and sealed this ____ day of _____.

Mayor: _____

Clerk: _____



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, 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 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.

Provincial Release

In accordance with Section 15 of the Act, City Staff forwarded the Amendment to the Provincial Department of Municipal Affairs and Environment for review. Where no agency or departmental interests were identified, the Amendment was released from the Local Governance and Land Use Planning Division on March 2nd, 2026.

Adoption by Council and Public Hearing

In accordance with Section 16 of the Act, Council adopted the Amendment on March 9th, 2026. In accordance with Section 17 of the Act, notice of adoption and tentative public hearing date (March 25th, 2026) was published on the City's website, Facebook page, in City Hall, on City monitors in both City Hall and Corner Brook Civic Center multiple times per hour, and sent out through a Voyant alert to residents. Where no objections were received two (2) days before the tentative public hearing date, Council cancelled the public hearing in accordance with Section 20 and subsection 21(1) of the Act.

Approval by Council

T.B.D.

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

CITY OF CORNER BROOK

DEVELOPMENT REGULATIONS AMENDMENT No. 25-02

AMENDMENT TO THE LAND USE ZONING MAP – REZONING OF PROPERTIES

Background

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649 O'Connell Drive

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T.B.D.

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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

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)

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'CONNEL DRIVE
FROM OPEN SPACE TO RESIDENTIAL MEDIUM DENSITY

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CANADIAN INSTITUTE OF PLANNERS CERTIFICATION

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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)

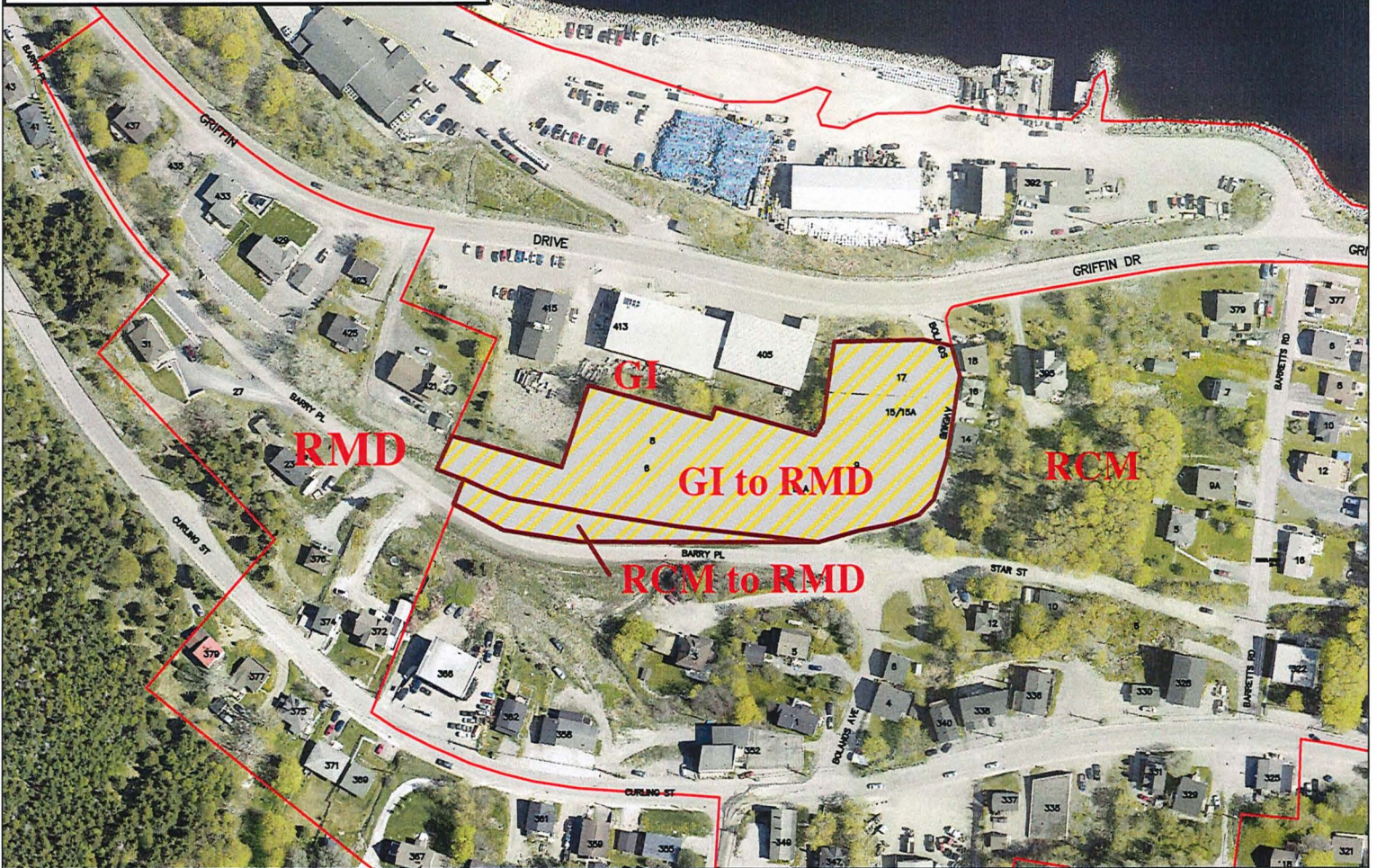
MAYOR -----

CLERK _____

DATE _____

(COUNCIL SEAL)

REGISTRATION APPROVAL



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

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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 _____

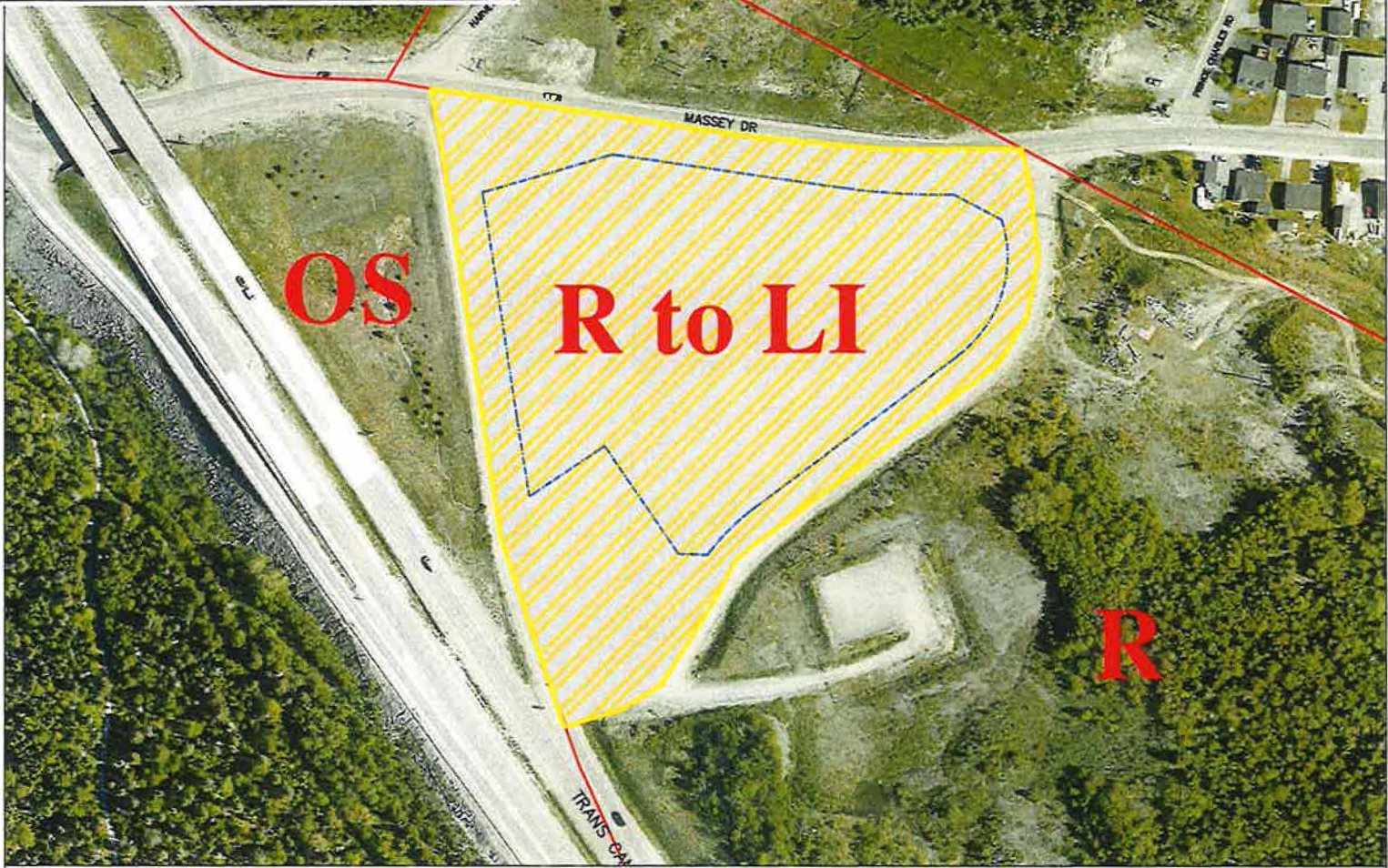
(COUNCIL SEAL)

REGISTERED

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

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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)

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 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)

Departmental Memo

To: Deon Rumbolt, Manager of Planning and Development
From: Christina Pye, Supervisor of Planning
cc:
Date: April 8, 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+ requested 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 to the front of the building.
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.

Although there were no objections received during the public hearing phase, issues brought up about 55 Premier Drive rezoning by a resident during the consultation phase will be addressed through development. If this rezoning is approved the city will ensure that the parcels are consolidated to be 1 St. Marks Ave; proper screening is put in place if needed (potentially natural treed screening); and drainage concerned will be addressed during engineering review of the site plan to ensure surface water is dealt with onsite. Storm would be required to be connected to the City system with storm retention onsite. The existing lot has no storm collection currently. The proponent should not expect the same for the lot expansion. A part of the single comment received objecting rezoning 55 Premier Drive, included a package submitted to the City for an older application considered in 2012. No other objectives or comments were received besides for the one individual one outlined above.

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

Regards,

Christina Pye

Activity	Person Responsible	Date of Action	Date Complete	Anticipated Duration
Development Application is received - Admin logs the application Manager reviews and assigns Dev Inspector receives/reviews, may consult with Planner Dev Inspector decides if a plan amendment is required				
IF PLAN AMENDMENT REQUIRED				
Inspector contacts applicant re Plan Amendment (PA) requirement	DI			
Applicant decides to pursue Plan Amendment				
Applicant submits 2nd or revised application (PA)				
Planner receives new application (this could be an amended Dev application)	P			
Pre-consultation with applicant to ensure amendment application is complete with required documentation (Pre-Application process may be required at this stage at which point a pre-application file is created).	P			
Submission of a complete amendment application and fee as prescribed through consultation with staff, with or without a pre-application process. The completed amendment application includes all supporting documentation including those documents carried forward from a pre-application process as well as a completed general development application form specifying the amendment.				
Planner create amendment file	P			
STEP 1. Proposal Circulation/ Staff Review				
Amendment drafted, and circulated to internal department (Fire/Eng, etc) Or external if needed.	PT			
Planner prepares decides what additional info is required after initial review	P			
STEP 2. Presentation to Council / Council Decision				
Summary Planning Dept Recommendation	P			
“1 st Council Reading” – Council decision Accepted – Carry on to Public Consultation Denied – Planner advises applicant				
STEP 3. Public Consultation				
Planner prepares Public Notification (Website/Newspaper /etc.), and gives 14 days for the public to make comments, and adjust amendment if needed/warranted.	P			S-14
STEP 4. Amend or Submit Plan to Municipal Affairs				
Internal City Review of Amendment Including: a. Amendment Document b. Where applicable, amendment map(s) c. Resolution to Adopt Template d. Resolution to Accept Template e. Evidence of Public Consultation				S-15
Planner submits electronic copies of the Amendment (including a-e in previous step)	P			
STEP 5. Adoption				
Municipal Affairs advises no concerns with proposed amendment				S-16
“2 nd Council Reading” –Resolution to Adopt which should include a. Statement of adoption b. The setting of a public hearing, including details on date, time, and location c. If not given effect though the Municipalities Act 1999, authorization for a specific employee to give statutory notice of amendments in accordance with section 17 d. If council choses, authorization for a specific employee to cancel the public hearing in accordance with subsection 21(2) e. If there is no standing commissioner in place, appointment of a commissioner (and potentially one other individual to assist the commissioner, as per subsection 19(2)				
STEP 6. Notice of Adoption				
Planner prepares Notice of Adoption document requesting public input (send to Clerk for newspaper) Notice includes: a. The date of the adoption b. Details for inspecting the documents (location, regular business hours, website url, contact of planner, and cut-off time and for the inspection) c. Details on the Public Hearing (location, time, cut-off, etc.) d. Indication that members of the public may submit objections and representations e. Indication that the City may cancel public hearing in accordance with subsection 21(2) f. Where to receive additional information (coordinates may vary)	P			S-17
STEP 7. Public Hearing				
Public input RECEIVED				S-18

Activity	Person Responsible	Date of Action	Date Complete	Anticipated Duration
Public input NOT RECEIVED – proceed to Step 10				
Planner prepares Notice of Public Hearing document (send to Clerk for newspaper)	P			
Planning tech posts Notice of Public Hearing on website	PT			
Commissioner retained				
STEP 9. Commissioner, hearing, and Report				S-19 to 22
Commissioner administers Public Hearing – hears objections/representations that must be made under oath				
Commissioner report must include: <ul style="list-style-type: none"> a. Two (2) copies of evidence taken from the public hearing b. Recommendations respecting objections and representations c. Reasons and a statement showing objections and representations that came to the attention of the commissioner but were not together with the reasons why they were not considered **There is no legislation on the timeframe that the commissioner has to get his/her report to council				
STEP 10. Approval of Report by Council				S-23
“3 rd Council Reading” - Council reviews report, finalizes decision to approve/reject, applies conditions / terms to amendment as applicable – council directs whether to proceed or quit **Where changes are made to the amendment, a public hearing in accordance with S-18 to S-22 shall apply to the changes. **If substantive, sweeping changes are proposed between adoption and approval, process shall start again from S-14				
STEP 12. Government Policy Review and Plan Registration				S-24
Planner puts together approved amendment package for submission to MAE, both hard copies and electronic.				
Planner publishes Notice of Registration to the Gazette and advertises publicly within 10 days of Notice of Registration	P			

May 12, 2025

ATTN: Christina Pye,

Subject: Request to rezone lot# 55, Premier Drive Dated May 5, 2025:

Other than the fact that I prefer lot #55 remain as residential for obvious reasons, my major concerns are as follows:

1) The water runoff from Lot #55 presents a very high risk of flooding [REDACTED] property and basement. This is particularly bad when we have a significant rain fall or during spring runoff from the accumulated snow plus the mountain of snow that is transported onto Lot #55 from the owner's other two parking lots during the wintertime. Also, there is additional runoff from the properties on Fords Road that also negatively impacts the problem.

Presently there is a sodded trench on Lot #55 in an area that was left open after [REDACTED] [REDACTED] when grubbing off the lot #55 it destroyed the natural drainage ditch that was historically on Lot #55 and that I was very concerned it would result in flooding [REDACTED] [REDACTED]. (I really appreciated his decision to leave this small, sodded area intact.) Since that time the owner has connected a drain ditch to the sodded drain ditch and to prevent washouts of the east side of Premier Drive and [REDACTED] the City Council connected the sodded drain to a pipe and culvert that directs the runoff water into the storm sewer.

This drainage system must be mowed and kept clean of debris on a regular basis to keep it functional. [REDACTED]. But it is necessary and plays a vital part in preventing flooding of [REDACTED] and the southeast side of Premier Drive Street [REDACTED]. Therefore, it is imperative that any modifications planned for Lot #55 consider the importance of this existing drainage system and at the very least leave the present drainage system intact or take the appropriate action to accommodate the major amount of runoff from Lot #55.

2) Although Lot #55 is a residential lot, over the last 15 years there has been Commercial type activity on this property and that leads to unsightly heavy equipment and freight continually stored there. This normally leads to a very unsightly environment. It begs the question "How many people would like to have that next door to them after purchasing a residential lot in good faith with the lot next door zoned as residential. Will this carry on if rezoning takes place? Without guard rails in place to improve this situation it is very unfair to the common citizen especially when, by rezoning the lot commercial it could potentially lead to a much worst situation for the surrounding citizens. This is especially true if there is no detailed plan or commitment presented by the owner for evaluation.

3) If rezoning should be approved will the owner leave existing sodded slopped bank that [REDACTED] in place or is he planning on bring the parking lot right up to the boundary line. This is important in that it could mean cars, trucks and heavy equipment

could be parked and Head stones store [REDACTED]. Nobody would appreciate that, I'm sure.

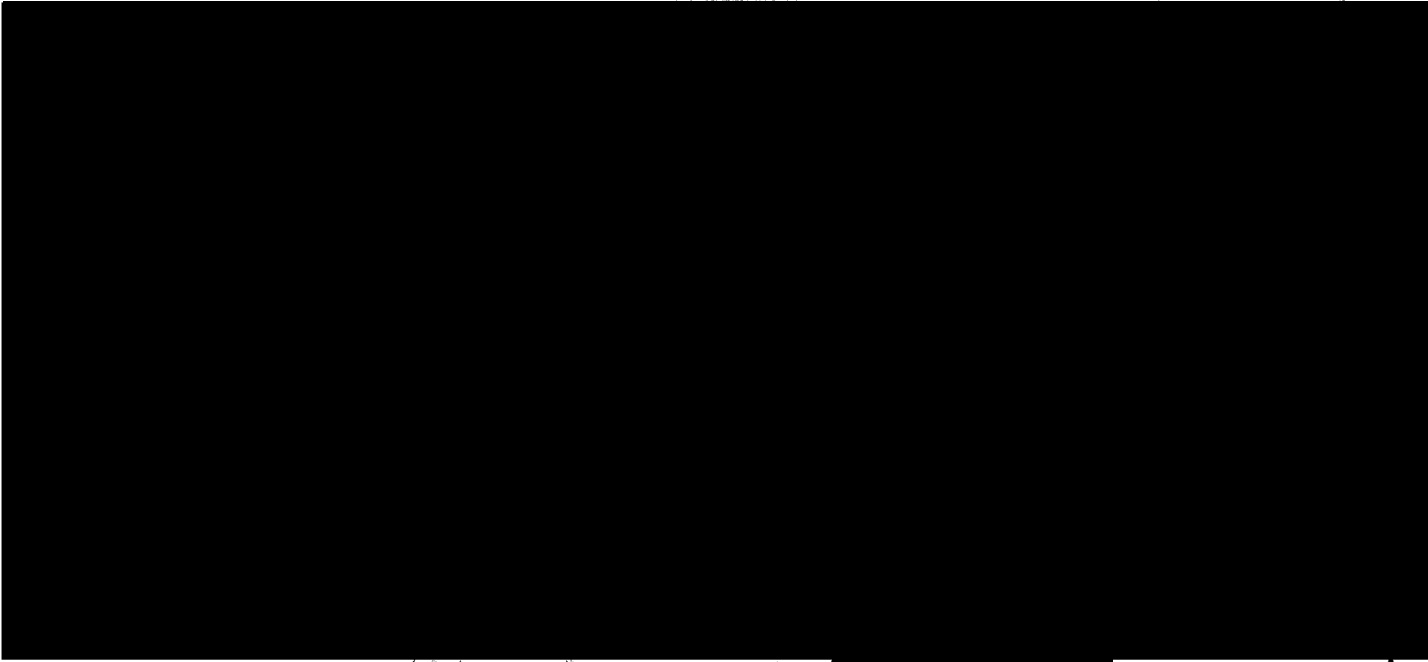
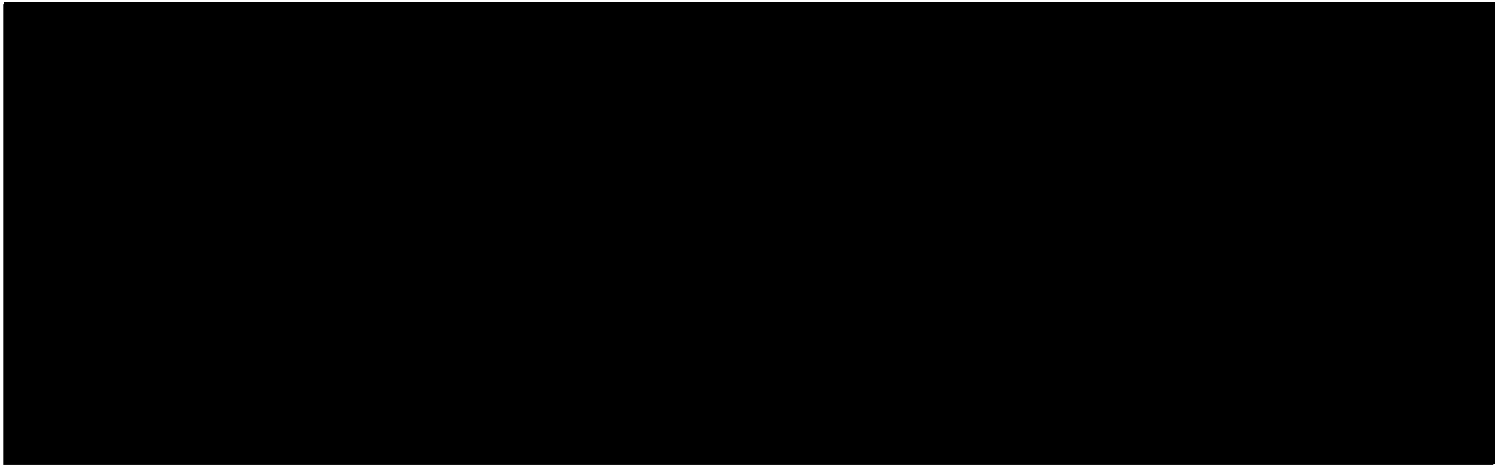
4) While all the above items are bad enough it goes without saying that rezoning the Lot# 55 to commercial would surely reduce the [REDACTED] especially if the above items are not addressed properly.

While I am very interested in anything that will improve the present conditions [REDACTED] [REDACTED] I am trying to prevent enabling them from becoming worst. After due consideration I believe the rezoning of lot #55 from Residential to General Commercial Not be approved unless the above concerns are address and resolved.

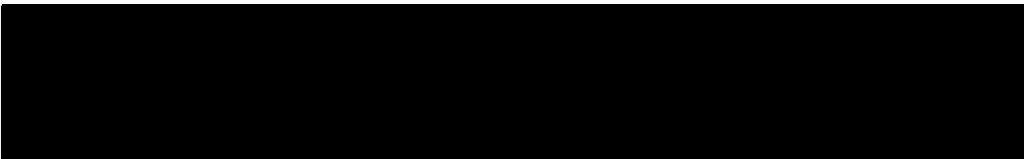
[REDACTED]

Attached:

- 1) Please see a sketch of existing sodded ditch, piping and culvert layout.
- 2) Please find attached Copy of "Submission To IMSP" Subject: Rezoning of lot #55 Premier Drive. Dated March 28,2012. Note: (At that time the city made the decision that Lot # 55 remain as Zoned Residential) Note: For reference only. Petitioners list compiled March 2012.
- 3) Please find attached copy of "Submission in relation to the Hearing of the IMSP"



To Date Available



12/16

March 28, 2012

Submission To IMSP
City Of Corner Brook, NL.

Subject: Rezoning of lot # 55 Premier Drive

With reference to the decision made by City Council at the regular council meeting March 5/2012 [REDACTED] to the residential lot boundaries of # 55 Premier Drive, CB, NL) wish to state that we are in agreement with Council's decision to reject the request made by the owner of residential lot number 55 Premier Drive to have it rezoned from Residential to General Commercial.

We also understand that there are additional actions available to the owner of lot 55 Premier Drive if He or She wishes to pursue the request further. In that regard we wish to go on the record as being strongly opposed to the rezoning of this property from Residential to General Commercial.

The reasons for our objections should be quite obvious in that [REDACTED] that this property being zoned residential would someday have a residential home constructed on it. Thus, keeping the residential boundaries intact.

If it is rezoned to General Commercial it will open the lot to the possibility of any and all permitted uses of the General Commercial Zoning class such as: Service station, Dance Hall, Club and Lodge, Bars, Restaurant, Electronic games Arcade or pinball Parlours. See **Schedule C attached for a complete list of Classes allowed.** One can readily see from the Use Zone Table for General Commercial that some of these uses can be totally devastating to [REDACTED] to the Residential lot being rezoned. This is something that residents in the area should never have to contend with. Also, if the lot is rezoned to General Commercial it will:

- 1) Reduce [REDACTED]
- 2) [REDACTED]
- 3) Increase traffic in the area that is already very busy since the opening of Murphy's Square shopping area.
- 4) Lend itself to the parking and storage of unsightly Commercial equipment and goods (Backhoes, Boom Trucks, Truck Trailers, Dump trucks, Snow Ploughs and the like) on a continuous basis [REDACTED]. Because of the land elevations in the area there is no reasonable way to block out the items that could be stored or used on the lot. Therefore, it will provide a very unsightly view of Commercial equipment or stored commercial goods, etc [REDACTED]

- 5) Lend itself to the operation of large noisy Commercial equipment within 10 ft. of [REDACTED]
- 6) Lend itself to storage of unsightly commercial goods pertaining to any business carried out on the lot.
- 7) Lend itself to the operation of a business (entertaining people or providing other services as stated in Schedule C attached) at all hours of day and night [REDACTED]
- 8) Generally provide an eyesore when compared to a residential home.
- 9) Lend itself to the storage of "mountains" of snow in the wintertime. Thus, considering the raised elevation of the land greatly increases the possibility of flooding and washouts during the spring thaw.
- 10) Discourage residents in the [REDACTED] from investing more money to upgrade or maintain their properties. Throwing good money after bad so to speak.
- 11) Greatly increase stress [REDACTED] associated with trying to deal with all of these "downside" items everyday that [REDACTED]

These are some of the items that we are concerned about. However, if the rezoning were ever approved we are sure that many more "downside" items would become glaringly apparent.

As stated above we agree with the city in rejecting the rezoning of this property to General Commercial and in our opinion they should always try to avoid rezoning Residential lots to General Commercial whenever it is in direct conflict with residential [REDACTED]

Also, we would appreciate being notified, on a timely basis, if the rezoning request made by the owner is to be reconsidered.

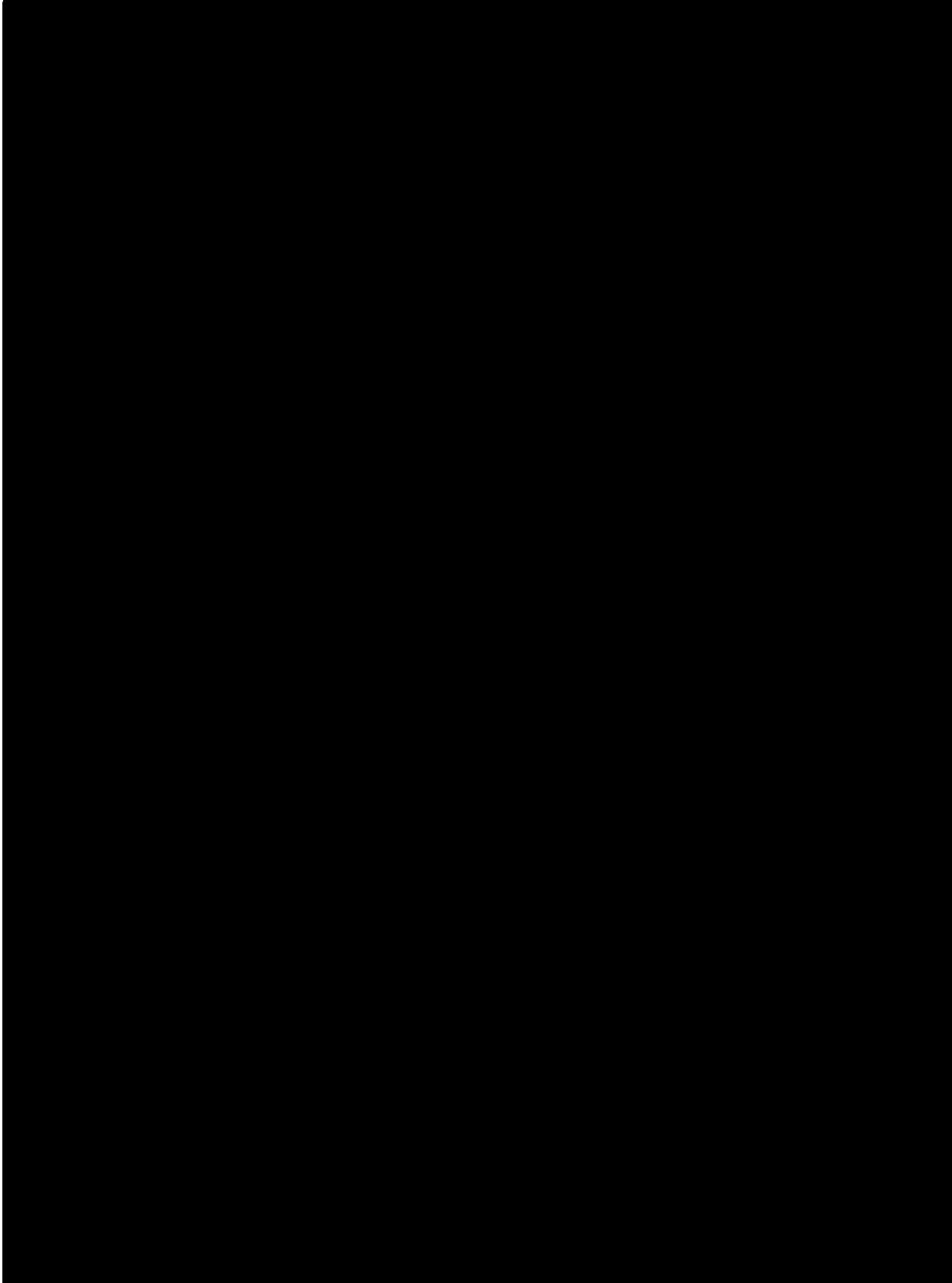
USE ZONE TABLE

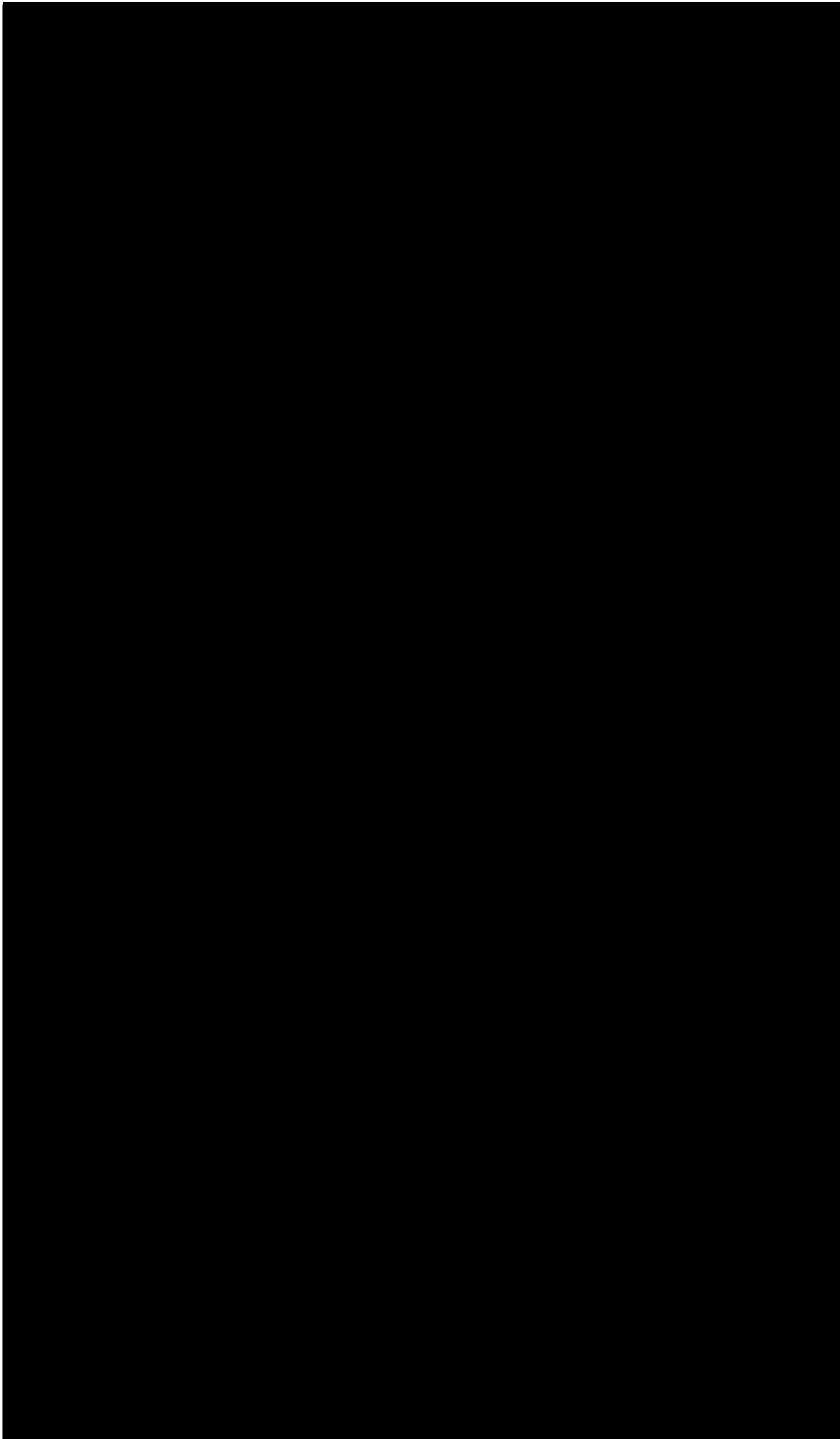
GENERAL COMMERCIAL

<p>PERMITTED USE CLASSES - (see Regulation 85)</p> <p>Theatre, cultural and civic, passenger assembly, catering, funeral home, child care, office, medical and professional, personal service, general service, communications, police station, taxi stand, veterinary, shop, indoor market, service station, apartments - (attached to shops), take-out food service and convenience store.</p>
<p>DISCRETIONARY USE CLASSES - (see Regulations 22 and 86)</p> <p>General assembly, educational, place of worship, amusement, collective residential, commercial residential, outdoor market, recreational open space, antenna, club and lodge.</p>

Notes list compiled

MM 1012







The City of Corner Brook

July 3, 2013

Re: Submission in relation to the Public Hearing of the IMSP

Dear [REDACTED]

With respect to your submission to the Commissioner for the public hearing of the Corner Brook Integrated Municipal Sustainability Plan 2012 and 2012 Development Regulations, to request that Council uphold its decision to not support a plan amendment/rezoning of the land at 55 Premier Drive to General Commercial, please be advised that Council has not changed its position with respect to the property and the zoning is to remain as Residential Medium Density.

I trust this is satisfactory to you but should you have any questions or wish to discuss the matter further, please contact me at your convenience at 637-1553.

Yours truly,

[REDACTED]
Colleen Humphries, MCIP
SUPERVISOR OF PLANNING

cc: Mr. Paul Barnable, DIRECTOR OF COMMUNITY SERVICES
Mr. Jeff Pickett, MANAGER OF COMMUNITY SERVICES

Request for Decision (RFD)

Subject: Proposed Street Closure - Todd Street (Along the Hew & Draw Hotel)

To: Deon Rumbolt

Meeting: Regular Meeting, April 13, 2026

Department: Development and Planning

Staff Contact:

Topic Overview: Proposed Street Closure - Todd Street

Background Information:

The City of Corner Brook has received an application to close a portion of Todd Street along the Hew & Draw Hotel as shown on the attached drawing (please see Figure 1 - Safe Access Drawing). The purpose of this street closure is to accommodate a summer event tent (tent and fenced area) from the period of June 1, 2026 to September 30, 2026. This road closure and event tent was in place for the last three seasons with few issues and it has enhanced the West Street experience for both residents and visitors to our City. The event tent and fencing will remain in place throughout this period and will be removed at the end of the season. If approved, it will be required that the applicant follow the attached Safe Access Drawing which includes entry points and the installation of required safety signage at their cost.

Proposed Resolution:

It is RESOLVED to approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2026 to September 30, 2026.

Governance Implications:

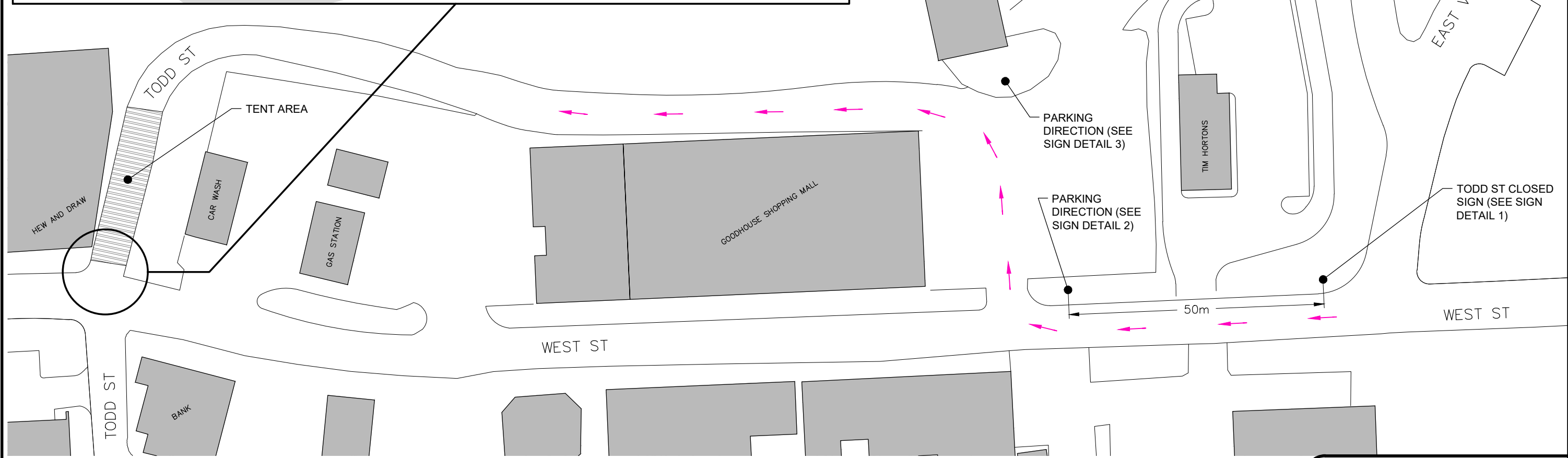
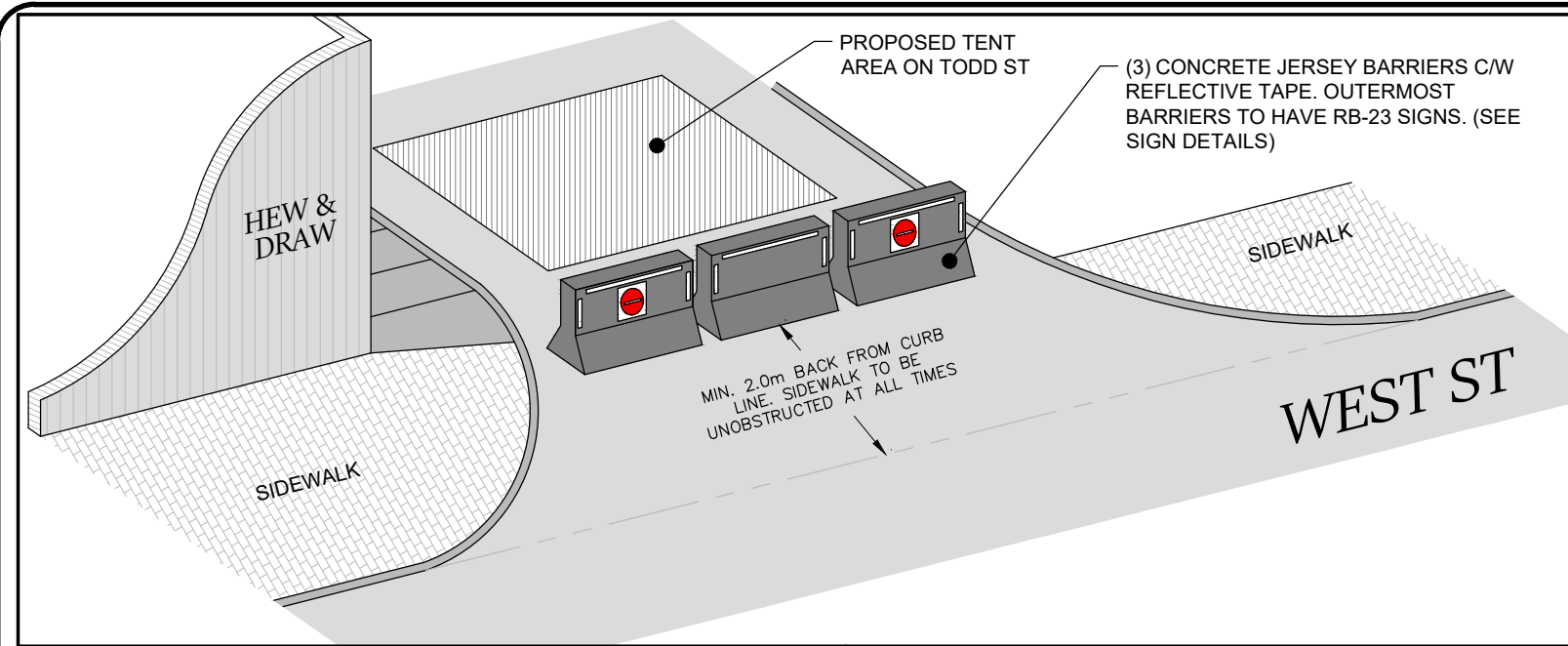
Section 191, City of Corner Brook Act

Recommendation:

Staff recommends Option #1.

Alternative Implications:

1. That Council approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2026 to September 30, 2026.
2. That Council not approve the application to close a portion of Todd Street (Along the Hew & Draw Hotel) for the purpose of accommodating a summer event tent from the period of June 1, 2026 to September 30, 2026.
3. That the Council of the City of Corner Brook provides other direction to staff.



PROPOSED ACCESS TO HEW AND DRAW/TRAIL PARKING

ENGINEERING STAMP/PERMIT :

DRAWING TITLE :

SITE PLAN

PROJECT :

HEW & DRAW ACCESS PLAN

SCALE : N.T.S.

PROJECT No.

DRAWING No.

REVISIONS :

NO.	DATE	DESCRIPTION	BY

CORNER BROOK

APPROVED BY :	DATE :
	MAY 31, 2023
CHECKED BY :	REV :
DRAWN BY :	SHEET :
A.W.	1 OF 2

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON ORANGE BACKING
- * SIGNS TO BE RETROREFLECTIVE

TODD ST
CLOSED

SIGN DETAIL 1

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON SILVER BACKING
- * SIGNS TO BE RETROREFLECTIVE

HEW & DRAW
HOTEL PARKING
→

TRAIL
PARKING
→

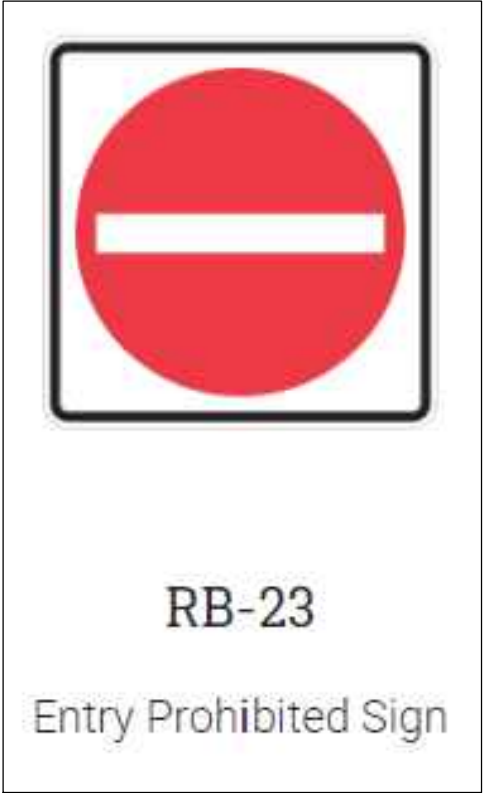
SIGN DETAIL 2

- * SIZE OF SIGN TBD
- * TEXT HEIGHT TO BE 75mm
- * COLORS TO BE BLACK TEXT ON SILVER BACKING
- * SIGNS TO BE RETROREFLECTIVE

HEW & DRAW
HOTEL PARKING
←

TRAIL
PARKING
←

SIGN DETAIL 3



SIGN DETAIL 4

ENGINEERING STAMP/PERMIT :

DRAWING TITLE :

SIGN LEGEND

SCALE : N.T.S.

PROJECT No.

DRAWING No.

REVISIONS :

NO.	DATE	DESCRIPTION	BY

PROJECT :

HEW & DRAW
ACCESS PLAN



APPROVED BY :

DATE :

MAY 31, 2023

CHECKED BY :

REV :

DRAWN BY :

SHEET :

A.W.

2 OF 2