



Torbay

Agenda

Regular Public Council Meeting
Monday, June 15, 2026 @ 5:00 PM
Council Chambers

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Mayor Scott, Liaisons
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Mayor Scott, Liaison (Deputy Mayor Tapper Alternate Liaison)

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- 10.3. Councillor Gosse
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- 10.6. Councillor Pollard
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11. QUESTION & ANSWER SESSION

12. NEXT PUBLIC COUNCIL MEETING

- 12.1. The next Public Council Meeting is scheduled to take place on Tuesday, July 14, 2026, at 5:00 p.m. Council Chambers, Torbay Town Hall.

13. ADJOURNMENT

- 13.1. Adjournment of Meeting.



MINUTES
Regular Public Council Meeting
Monday, May 25, 2026
Council Chambers

Minutes of the Regular Meeting of Council held in the Council Chambers, Town Hall, on Monday, May 25, 2026, at 5:00 PM

COUNCIL PRESENT: Craig Scott, Mayor
Colleen Tapper, Deputy Mayor
Karen Gosse, Councillor
Rhonda Manning, Councillor
Scott Martin, Councillor
Tony Pollard, Councillor
Jenny Whitten, Councillor

COUNCIL ABSENT:

STAFF PRESENT: Sandy Hounsell, Chief Administrative Officer
Holly Walters, Accounts Receivable/Assessment & Procurement Administrator
Mark Whalen, Chief Human Resources Officer
Brian Winter, Director of Infrastructure & Public Works
David Pine, Director of Corporate Services
Julia Schwarz, Director of Planning
Jen Martin, Director of Recreation & Community Services

STAFF ABSENT: Kim Osmond, Town Clerk
Kerry Murray, Director Economic Development and Tourism

GALLERY PRESENT: There were nine (9) people in attendance.

1. Agenda/Minutes

- a) Please note that Town Clerk Kim Osmond is away from the office and, therefore, will not be in attendance for the Public Council Meeting of Monday, May 25, 2026.

As a result, an Acting Town Clerk must be appointed in order for the Public Council Meeting on May 25, 2026 to proceed.

Please see the required motion below.

RES-170-2026

Moved by Tony Pollard, Seconded by Rhonda Manning

RESOLVED THAT in the absence of the Town Clerk, that Accounts Receivable and Procurement Administrator Holly Walters be appointed the Acting Town Clerk for the Monday, May 25, 2026 Public Council Meeting.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning (Seconded By</i>	<i>x</i>			
<i>Scott Martin</i>	<i>x</i>			
<i>Tony Pollard (Moved By)</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

- b) Adoption of Agenda.

RES-171-2026

Moved by Tony Pollard, Seconded by Scott Martin

RESOLVED THAT the Agenda be adopted, as presented.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			
<i>Scott Martin (Seconded By)</i>	<i>x</i>			
<i>Tony Pollard (Moved By)</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	

Carried.

- c) Adoption of Public Council Meeting Minutes, dated Ma11, 2026.

RES-172-2026

Moved by Scott Martin, Seconded by Karen Gosse

RESOLVED THAT the Minutes of the May 11, 2026 Public Council Meeting be adopted as presented.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	x			
<i>Colleen Tapper</i>	x			
<i>Karen Gosse (Seconded By)</i>	x			
<i>Rhonda Manning</i>	x			
<i>Scott Martin (Moved By)</i>	x			
<i>Tony Pollard</i>	x			
<i>Jenny Whitten</i>	x			
	7	0	0	

Question called. Motion carried.

2. Conflict of Interest

None to report

Mayor acknowledged Mayor Dave Bartlett and Councillor Gavin Will from Portugal Cove St. Philips who were in attendance in the gallery for the meeting.

3. Proclamations/Presentations/Question & Answer Session

- a) Proclamations
b) Early Educators Week May 24-30, 2026

RES-173-2026

Moved by Craig Scott, Seconded by Tony Pollard

RESOLVED THAT that the Town of Torbay Proclaim May 24-30, 2026 Early Childhood Educators Week.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott (Moved By)</i>	x			
<i>Colleen Tapper</i>	x			

<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			
<i>Scott Martin</i>	<i>x</i>			
<i>Tony Pollard (Seconded By)</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

- c) Recreation Month

RES-174-2026

Moved by Craig Scott, Seconded by Scott Martin

RESOLVED THAT the Town of Torbay Proclaim the month of June 2026 as Recreation Month.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott (Moved By)</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			
<i>Scott Martin (Seconded By)</i>	<i>x</i>			
<i>Tony Pollard</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

- d) Red Shirt Day June 3, 2026

RES-175-2026

Moved by Craig Scott, Seconded by Colleen Tapper

RESOLVED THAT the Town of Torbay Proclaim June 3, 2026 as Red Shirt Day.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>

<i>Craig Scott (Moved By)</i>	<i>x</i>			
<i>Colleen Tapper (Seconded By)</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			
<i>Scott Martin</i>	<i>x</i>			
<i>Tony Pollard</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

e) Presentations

There are no presentations

f) Question & Answer

Robbie Hicks - inquired about the Presentation of cheque for the East Coast Trails Association for the upcoming Trail Raiser.

Mayor advised that in error it was not placed on the agenda however the cheque was ready and that the CAO would be happy to provide after the meeting.

4. Mayor's Report

Happy Birthday for the month of May to staff and Council.

5. Business Arising

a) Business Arising Report - 22 May 2026

Councillor Pollard spoke regarding the Great Pond Water Supply Project and the additional \$9 million required to complete the project. Council has previously committed to moving the project forward; however, several questions and concerns were raised by Councillor Pollard.
 Owner's Advisor RFP and Potential Project Cancellation

- Clarification was requested regarding the current RFP process for the Owner's Advisor.
- If the Town is unable to secure the additional funding and is required to cancel or postpone the project, what financial obligations would the Town have with respect to the Owner's Advisor contract?
- Council would like confirmation on any cancellation provisions and associated costs

before proceeding.

Project Rollout and Prioritization Plan

- To date, Council has not been presented with a detailed rollout plan identifying priority areas for water distribution infrastructure.
- There is interest in understanding which areas would receive service first and how the Town intends to maximize the impact of the investment.
- Council would like to ensure the shortest and most efficient path is identified to begin realizing benefits once the water source project is operational.

Funding Discussions

- It was noted that there has not been any recent formal communication with Minister Thompson regarding funding opportunities or commitments.
- An update on funding discussions and next steps would be beneficial.

Financial Impact on Residents

- Council requested projected cash flow information associated with the project.
- Information is needed regarding the anticipated impact on residential and commercial property taxes, as well as water and sewer rates.
- Understanding the long-term financial implications for residents will assist Council in making informed decisions.

Next Steps

- Once an Owner's Advisor has been retained, Council would like an opportunity to meet with the consultant to review project timelines, priorities, financial projections, and overall implementation strategy.

6. Correspondence

- a) MNL Info Note

Forward to Corporate Services

7. Committees of Council

7.1. Planning and Land Use Development

Deputy Mayor Tapper, Chair / Councillor Pollard, Member

7.1.1. Planning and Development Reports

RES-176-2026

Moved by Colleen Tapper, Seconded by Tony Pollard

RESOLVED THAT the Town of Torbay approve the extension of the Approval in Principle C2021-025 at 7 Darryl Pye Drive to July 21, 2026, and to approve associated engineering drawings titled 7 Darryl Pye Drive Residential Development, Project Number 252045.00, Revision F, dated 14/05/26, subject to drawings being

stamped and signed off on by the design engineer prior to a footing permit being issued. All other conditions of the original approval remain in effect and the development is subject to meeting Municipal Plan Policy 3.1.3 (Section 12), Condition 19. of the RMD Land Use Zone Table, and conditions 1. and 13. of the Approval in Principle letter. This approval is being granted in accordance with Regulation 10. of the Torbay Development Regulations 2015-2025.

	For	Against	Abstained	Absent
<i>Craig Scott</i>	x			
Colleen Tapper (Moved By)	x			
<i>Karen Gosse</i>	x			
<i>Rhonda Manning</i>	x			
<i>Scott Martin</i>	x			
Tony Pollard (Seconded By)	x			
<i>Jenny Whitten</i>	x			
	7	0	0	0

Carried.

RES-177-2026

Moved by Colleen Tapper, Seconded by Tony Pollard

RESOLVED THAT the Town of Torbay accept the Torbay 2026 Permit Listings for the weeks ending May 22, 2026, as tabled.

	For	Against	Abstained	Absent
<i>Craig Scott</i>	x			
Colleen Tapper (Moved By)	x			
<i>Karen Gosse</i>	x			
<i>Rhonda Manning</i>	x			
<i>Scott Martin</i>	x			
Tony Pollard (Seconded By)	x			
<i>Jenny Whitten</i>	x			
	7	0	0	0

Carried.

7.1.2. Minutes and Background Reports

The Town has received revised engineering drawings for the proposed 14-unit residential row dwelling/apartment building at 7 Darryl Pye Drive. The development

has an active Approval in Principle (AIP), is nearing the footing permit stage, and the current AIP has expired. The applicant has requested an extension to the AIP to allow for the completion of engineering requirements.

The Committee reviewed the request and supported the extension, noting the project's long history and delays beyond the applicant's control. The Committee also reviewed the updated engineering drawings and determined they satisfy the stormwater management requirements outlined in the original approval. Given the design engineer's certification and compliance with the AIP conditions, the Committee recommends approval of both the AIP extension and the revised engineering drawings.

Further information can be found in the Planning and Land Use Committee report.

7.2. Administration and Human Resources
Councillor Gosse, Chair / Councillor Whitten, Member

7.2.1. Administration and Human Resources Reports

- Town of Torbay adopt the 'Revised' Municipal Councillor Code of Conduct as presented, effective May 25th, 2026.

RES-178-2026

Moved by Colleen Tapper, Seconded by Tony Pollard

Resolved that the Town of Torbay defer the 'Revised' Municipal Councillor Code of Conduct as presented for further review by Council.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	x			
<i>Colleen Tapper (Moved By)</i>	x			
<i>Karen Gosse</i>	x			
<i>Rhonda Manning</i>	x			
<i>Scott Martin</i>	x			
<i>Tony Pollard (Seconded By)</i>	x			
<i>Jenny Whitten</i>	x			
	7	0	0	0

Carried.

7.2.2. Minutes and Background Reports

Interviews for the Museum Interpreter summer student positions at the Torbay History House will be scheduled shortly following the completion of the short-listing process.

Employment offers are being prepared for the successful applicants for the 2026 Summer Day Camp and Sports Camp positions, with all twenty positions now filled.

Applications for the Seasonal Infrastructure & Recreation Worker II position are under review, with an eligible candidate to be identified in accordance with the collective agreement.

Justin Hickey has accepted the position of Seasonal Heavy Equipment Operator with the Infrastructure & Public Works Department and commenced employment on May 11, 2026.

Applications for the Municipal Taxation Administrator (Contract) position are currently being reviewed, and a shortlist of candidates will be developed for further consideration.

Further updates will be provided to Council as the recruitment processes progress.

7.3. Corporate Services
Councillor Pollard, Chair / Councillor Manning, Member

7.3.1. Corporate Services Reports
 • Motions

RES-179-2026

Moved by Tony Pollard, Seconded by Rhonda Manning

RESOLVED THAT the Town of Torbay approve payment of invoices in the amount of \$111,488.69, as presented.

<i>Invoice Number</i>	<i>Vendor</i>	<i>Detail</i>	<i>Amount</i>
<i>E600000267691</i>	<i>GFL Environmental</i>	<i>Monthly Garbage & Recycling</i>	<i>\$66,581.33</i>
<i>May 1-15, 2026</i>	<i>Receiver General of Canada</i>	<i>Payroll Deductions May 1-15-,2026</i>	<i>\$44,907.36</i>

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
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<i>Craig Scott</i>	x			
<i>Colleen Tapper</i>	x			
<i>Karen Gosse</i>	x			
<i>Rhonda Manning (Seconded By)</i>	x			
<i>Scott Martin</i>	x			
<i>Tony Pollard (Moved By)</i>	x			
<i>Jenny Whitten</i>	x			
	7	0	0	

Carried.

RES-180-2026

Moved by Tony Pollard, Seconded by Rhonda Manning

Financing of Torbay Common Generator Backup Project 17-MYCW -22-00066

The total required financing based upon the tenders issued is \$160,394.72 and will be amortized over a 10-year term.

The quotes received for these borrowings were:

TD Bank:

- *3-year term 5.10%*
- *5-year term 5.25%*
- *7-year term 5.35%*

RBC:

- *3-year term 4.10%*
- *5-year term 4.30%*
- *7-year term 5.10%*

NLCU:

- *3-year term 3.94%*
- *7-year term 4.12%*
- *7-year term 4.26%*

CIBC Bank

- *No bid received*

RESOLVED THAT the Town of Torbay award the financing of Torbay Common Generator Backup Project 17-MYCW -22-00066to NLCU Bank for a 3-year term and 10-year amortization at the rate of 3.94% with a monthly payment \$1,619.35.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning (Seconded By)</i>	<i>x</i>			
<i>Scott Martin</i>	<i>x</i>			
<i>Tony Pollard (Moved By)</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Question called. Motion carried.

RES-181-2026

Moved by Tony Pollard, Seconded by Rhonda Manning

RESOLVED THAT that the Town of Torbay approve a donation of \$200 to the Newfoundland and Labrador Basketball Association (NLBA) in support of provincial team athletes, including participants from Torbay, attending competitions in Regina, Saskatchewan in July and August 2026, with funding provided in accordance with the Town's Donation Policy.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning (Seconded By)</i>	<i>x</i>			
<i>Scott Martin</i>	<i>x</i>			
<i>Tony Pollard (Moved By)</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

7.3.2. Minutes and Background Reports

7.4. Economic Development, Tourism, History and Culture

Councillor Gosse, Chair / Councillor Whitten, Member

7.4.1. Economic Development, Tourism, History and Culture Reports

- No Motions

- 7.4.2. Minutes and Background Reports
- No report

7.5. Emergency Services & Fire Department
Deputy Mayor Tapper, Chair / Councillor Martin, Member

- 7.5.1. Emergency Services & Fire Department
- Motion

RES-182-2026

Moved by Colleen Tapper, Seconded by Scott Martin

RESOLVED THAT the Fire Dept and Emergency Services committee meeting minutes be adopted as presented.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper (Moved By)</i>	<i>x</i>			
<i>Karen Gosse</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			
<i>Scott Martin (Seconded By)</i>	<i>x</i>			
<i>Tony Pollard</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>6</i>	<i>0</i>	<i>0</i>	

Question called. Motion carried.

- 7.5.2. Minutes and Background Reports

7.6. Infrastructure and Public Works
Councillor Appleby, Chair / Councillor Manning, Member

- 7.6.1. Infrastructure and Public Works Reports
- No Motions
- 7.6.2. Minutes and Background Reports
- No report

Councillor Manning provided Council with an update on current Public Works projects and related matters. She also advised Council of the upcoming bulk garbage collection program. It was confirmed that residents may arrange for Town staff to collect bulk garbage from their property at a cost of \$25.00 per load per household. In addition, Councillor Pollard inquired about the buffer zone associated with the road work currently being completed on Garden Road. Director Brian Winter advised that

the contractors have obtained all necessary permits and that Withrod Pond is within a conservation zone. He confirmed that all required environmental guidelines and regulations are being followed.

- 7.7. Recreation and Community Services
Councillor Martin, Chair / Deputy Mayor Tapper, Member
- 7.7.1. Recreation and Community Services Reports
- No Motions
- 7.7.2. Minutes and Background Reports
- No report

Councillor Martin advised that there are still spaces available in both the Summer Camp and Sports Camp programs. Residents are encouraged to register early, as a variety of programs and events are currently available for registration at Torbay Common.

Staff continue to prepare and maintain the fields for the upcoming outdoor sports season. In addition, birthday party rentals at Torbay Common are now available to book online.

8. Liaison Committees

- a) Atlantic Mayors Congress
Mayor Scott, Liaison
- Next meeting has been re-scheduled to the fall.
- b) Intergovernmental Affairs - Federal, Provincial, Municipal
Mayor Scott, Liaison

No updates.

- c) Jack Byrne Regional Sports and Entertainment Centre
Councillor Manning / Councillor Pollard, Liaisons
- Working with the lawyers on their response to CRA.
- d) Northeast Avalon Joint Council
Deputy Mayor Thorne-Gosse / Councillor Tapper, Liaisons

Mayor attended the last meeting and will forward notes to Town Clerk for disbursement to Council. Upcoming BBQ at the City of St. John's, the Mayor and Deputy Mayor will be attending.

- e) Royal Newfoundland Constabulary
Mayor Scott, Liaison

CAO advised Council that he spoke with the RNC last week and they had been ticketing a

number of vehicles in the area for speeding and other traffic violations. The RNC have also begun to sit in on the Regional CAO/Managers meetings that take place.

- f) Urban Municipalities Committee
Mayor Scott, Liaison (Councillor Thorne-Gosse, Alternate Liaison)

Next meeting will take place in Bay Roberts.

9. Notices of Motion

10. New Business

- a) Mayor Scott

The Mayor echoed the comments of the Deputy Mayor, noting that Muriel was a long-standing member of the Firefighters' Auxiliary and contributed an enormous amount of time and effort volunteering within the community.

"Muriel's dedication, kindness, and commitment to helping others touched many lives over the years. Her contributions to both the firefighting community and the Town of Torbay will be fondly remembered.

My heart goes out to Bob and the entire family during this sad and difficult time. Our thoughts and prayers are with them as they mourn their loss.

Thanked staff for their work over the past couple of weeks. This is the last meeting before we move into our summer schedule.

- b) Deputy Mayor Tapper

Deputy Mayor Tapper would like to extend sincere condolences to the Webber /Connors family on their recent loss. Bob and Muriel were dedicated members of the Torbay volunteer firefighting community for many years, contributing countless hours of service and support to our town. Their commitment, generosity, and willingness to help others left a lasting impact on the community and on those who had the privilege of serving alongside them.

Our thoughts and prayers are with the Webber / Connors family and their loved ones during this difficult time. Their contributions to Torbay will be remembered with gratitude and respect.

- c) Councillor Gosse

Pass

- d) Councillor Manning

Pass

- e) Councillor Martin

Pass

f) Councillor Pollard

Pass

g) Councillor Whitten

Pass

11. Question & Answer Session

1. Mary Thorne Gosse

Mary Thorne-Gosse stated that she was pleased to hear that discussions regarding the proposed \$9 million project were continuing; however, she expressed concern that none of the anticipated funding has been secured to date. The resident noted that if external funding is not received, the Town may be required to assume the full cost of the project, which could potentially increase to \$14–15 million.

Ms. Thorne-Gosse emphasized that Council has previously identified a debt ratio of 20% as a significant threshold and recalled discussions indicating that a \$9 million borrowing commitment could increase the Town's debt ratio to approximately 29%, potentially limiting the Town's ability to undertake future borrowing for other critical infrastructure needs.

She further expressed concern that proceeding with project planning and infrastructure work without confirmed funding may have significant financial implications for residents. She requested that Council provide information on the anticipated impact on taxation and user fees, including whether costs would be borne by all residents or only those connected to water and sewer services.

In addition, she asked whether the process to designate Great Pond as a protected watershed area has been completed and whether this designation is now formally reflected by the Provincial Government.

Director Julia Schwarz advised that she had recently followed up with the Provincial Government Department regarding the proposed protected watershed designation for Great Pond. She noted that the Department is currently awaiting feedback from the various provincial government agencies involved in the review process and has indicated that a response is expected in the near future.

The resident commented that it was their understanding that further progress on the matter could not occur until the designation process has been completed.

2. Ralph Tapper

As a former Mayor and Councillor who spent a total of 16 years serving in this chamber, I feel compelled to voice my concern regarding the long-standing and complex issue of the Bauline Line Quarry appeal, which I understand may be proceeding before the courts in the coming months.

This matter has been ongoing through the administrations of Mayor Cyril Power, Mayor Bob Codner, Mayor Ralph Tapper, and now our current Mayor, who is serving his third term. This represents a significant period of time and highlights the complexity and importance of the issue.

With the election of a new Council, including several new Councillors who now find themselves tasked with addressing this matter, I believe it is important to ask whether Council and senior administration have been fully briefed on all aspects of the case. Specifically, have they been made aware of the potential financial implications and risks that the ongoing legal proceedings may have on

the Town's future?

If such briefings have not occurred, I would strongly encourage that they take place as soon as possible so that Council can make informed decisions regarding this significant matter.

CAO Sandy Hounsell advised that the matter is currently in the hands of the Town's legal counsel. He noted that there has been no recent update over the past several months. While discoveries have been completed as part of the legal process, the Town is still awaiting further direction and information from its lawyers. The Mayor further indicated that the matter remains an active legal case, and at this time the outcome and next steps are uncertain.

3. Madeleine Florent

Resident Madeleine Florent noted that the Town of Torbay will be hosting the upcoming SAM meeting and advised that she had registered to attend portions of the event. She reflected on the work undertaken over many years by community volunteers to protect and promote wetlands in Torbay and highlighted that 2027 will mark the 30th anniversary of the signing of the Wetland Stewardship Agreement.

Ms. Florent suggested that the Town consider recognizing this milestone through special events and educational activities focused on local wetlands. She noted that opportunities could include public open houses, guided wetland walks, wildlife and environmental awareness initiatives, and other community engagement activities. Ms. Florent expressed the view that greater efforts should be made to promote awareness of Torbay's wetlands and their importance to the community, and that the anniversary would provide an excellent opportunity to celebrate and showcase these valuable natural assets.

12. **Next Public Council Meeting**

- a) The next Public Council Meeting is scheduled to take place on Monday, June 15, at 5:00 p.m. Council Chambers, Torbay Town Hall.

13. **Adjournment**

- a) Adjournment of Meeting.

RES-183-2026

Moved by Scott Martin, Seconded by Karen Gosse

RESOLVED THAT the meeting be adjourned at 5:55 p.m., as there was no further business.

	<i>For</i>	<i>Against</i>	<i>Abstained</i>	<i>Absent</i>
<i>Craig Scott</i>	<i>x</i>			
<i>Colleen Tapper</i>	<i>x</i>			
<i>Karen Gosse (Seconded By)</i>	<i>x</i>			
<i>Rhonda Manning</i>	<i>x</i>			

Regular Public Council Meeting
May 25, 2026

<i>Scott Martin (Moved By)</i>	<i>x</i>			
<i>Tony Pollard</i>	<i>x</i>			
<i>Jenny Whitten</i>	<i>x</i>			
	<i>7</i>	<i>0</i>	<i>0</i>	<i>0</i>

Carried.

Town Clerk

Mayor



Proclamation

Canadian Multiculturalism Day

WHEREAS, Canada is recognized around the world for its rich cultural diversity, and multiculturalism is a fundamental characteristic of Canadian society that strengthens our communities and enriches our collective experience; and

WHEREAS, people from diverse cultural, ethnic, linguistic, and religious backgrounds have contributed significantly to the growth, prosperity, and vibrancy of our community and our nation; and

WHEREAS, Canadian Multiculturalism Day provides an opportunity to celebrate the many cultures that make up the fabric of Canada, while promoting inclusion, mutual respect, understanding, and unity among all people; and

WHEREAS, embracing diversity fosters innovation, strengthens social cohesion, and helps build welcoming communities where everyone has the opportunity to participate fully and reach their potential; and

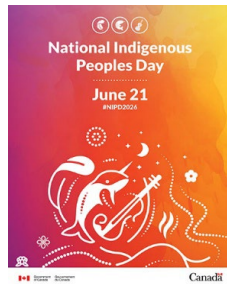
WHEREAS, Canadian Multiculturalism Day encourages all Canadians to reflect upon and celebrate the cultural heritage, traditions, and contributions of people from all backgrounds, while reaffirming our commitment to equity, inclusion, and respect for all;

NOW THEREFORE, I, **Mayor Craig Scott**, on behalf of the Town Council of **Torbay**, do hereby proclaim **June 27, 2026, as Canadian Multiculturalism Day** in the Town of Torbay.

I encourage all residents to recognize and celebrate the diverse cultures, traditions, and experiences that contribute to the strength and vitality of our community and to continue fostering a welcoming and inclusive Torbay for all.

Proclaimed this 27th day of June, 2026.

Mayor Craig Scott
Town of Torbay



Proclamation

National Indigenous Peoples Day – June 21, 2026

WHEREAS, the Constitution of Canada recognizes and protects the rights, cultures, and traditions of the First Nations, Inuit, and Métis peoples of Canada; and

WHEREAS, National Indigenous Peoples Day is celebrated annually on June 21, coinciding with the summer solstice, a day that holds deep spiritual, cultural, and historical significance for many Indigenous communities across Turtle Island; and

WHEREAS, this day provides an opportunity for all Canadians to recognize and celebrate the rich heritage, diverse cultures, valuable contributions, and enduring strength of Indigenous Peoples; and

WHEREAS, celebrating National Indigenous Peoples Day encourages learning, understanding, and respect while supporting ongoing efforts toward truth, reconciliation, and meaningful relationships between Indigenous and non-Indigenous peoples; and

WHEREAS, the Town of Torbay is committed to fostering an inclusive and welcoming community that acknowledges and honours the history, traditions, and contributions of Indigenous Peoples;

NOW THEREFORE, I, Craig Scott, Mayor of the Town of Torbay, on behalf of Council and the residents of Torbay, do hereby proclaim **June 21, 2026, as National Indigenous Peoples Day** in the Town of Torbay and encourage all residents to participate in activities and events that celebrate Indigenous cultures, histories, and contributions.

Dated this 21st day of June, 2026.

Mayor Craig Scott
Town of Torbay

AT Item Number	Meeting Date	Meeting Type	Meeting Item Description	Resolution Text	Description	Staff Responsible	Department/Group	Date Updated	Comments
MD - 29822026	25 May 2026	Regular Public Council	Clarification required regarding concerns about the Great Pond Project outlined for follow up.	<p>Councillor Pollard spoke regarding the Great Pond Water Supply Project and the additional \$9 million required to complete the project. Council has previously committed to moving the project forward; however, several questions and concerns were raised by Councillor Pollard.</p> <p>Owner's Advisor RFP and Potential Project Cancellation</p> <p>Clarification was requested regarding the current RFP process for the Owner's Advisor. If the Town is unable to secure the additional funding and is required to cancel or postpone the project, what financial obligations would the Town have with respect to the Owner's Advisor contract? Council would like confirmation on any</p>	Great Pond Water Supply	Sandy Hounsell	Administration	03 Jun 2026 12:56:21 PM	

MD - 29842026	11 May 2026	Regular Public Council	C2026- 024 for the extension to an existing apartment building to accommodate 4 additional apartment units (apartment use) and to renovate an existing apartment unit at 1359 Torbay Road	RES-159-2026 RESOLVED THAT the Town of Torbay conditionally approve the application C2026- 024 for the extension to an existing apartment building to accommodate 4 additional apartment units (apartment use) and to renovate an existing apartment unit at 1359 Torbay Road in accordance with Regulations 33 and 90 of the Torbay Development Regulations 2015-2025 pertaining to discretionary uses, as well as the Town Centre (TC) Land Use Zone requirements, Schedule "D", engineering standards and the conditions outlined in the attached report.	Extension to an existing apartment building	Julia Schwarz	Planning and Land Use Development	08 Jun 2026 05:17:06 PM
MD - 29852026	11 May 2026	Regular Public Council	C2026-027 for a new single dwelling (semi-serviced) at 2 Moore's Valley Road	RES-160-2026 RESOLVED THAT the Town of Torbay conditionally approve application C2026-027 for a new single dwelling (semi-serviced) at 2 Moore's Valley Road in accordance with a reduced flanking street sideyard based on the existing building line along St. Nicholas Lane in accordance with Regulation 42 (where Council can establish a building line), and in accordance with the Development Standards Table for the RI Land Use Zone, asterisk (h), pertaining to semi-serviced development on existing infill lots in already serviced areas, and subject to the conditions outlined in the attached background report.	New single family dwelling	Julia Schwarz	Planning and Land Use Development	08 Jun 2026 05:19:36 PM

MD - 29862026	11 May 2026	Regular Public Council	Adopt Revision 1 to Torbay Development Regulations Amendment No. 19, 2026 pertaining to Accessory Building Development Standards	RES-161-2026 RESOLVED THAT the Town of Torbay adopt Revision 1 to Torbay Development Regulations Amendment No. 19, 2026 pertaining to Accessory Building Development Standards in accordance with the requirements of the Urban and Rural Planning Act, 2000, as tabled.	Revision 1 to Torbay Development Regulations	Julia Schwarz	Planning and Land Use Development	08 Jun 2026 05:21:58 PM
MD - 29872026	11 May 2026	Regular Public Council	Permit listing for week ending May 7, 2026	RES-162-2026 RESOLVED THAT the Town of Torbay accept the Torbay 2026 Permit Listings for the weeks ending May 7, 2026, as tabled.	Permit listing	Julia Schwarz	Planning and Land Use Development	08 Jun 2026 05:26:50 PM
MD - 29882026	11 May 2026	Regular Public Council	Amended and updated Standing Committee and Advisory Committee structure	RES-163-2026 RESOLVED THAT the Town of Torbay approve the amended and updated Standing Committee and Advisory Committee structure of Council for the 2025–2029 term, effective May 11th, 2026 as presented.	Standing Committee and Advisory Committee	Mark Whalen	Administration	08 Jun 2026 05:28:55 PM
MD - 29892026	11 May 2026	Regular Public Council	Approval of invoices over \$5000.00	RESOLVED THAT the Town of Torbay approve payment of invoices in the amount of \$191,918.94, as presented.	Invoices over \$5000.00	David Pine	Corporate Services	08 Jun 2026 05:30:18 PM
MD - 29902026	11 May 2026	Regular Public Council	Tax Adjustment due to incorrection	RES-165-2026 RESOLVED THAT the Town if Torbay approve the Committee's recommendation to apply a tax adjustment for HANNR001 the 2024 taxation year for the identified property, which qualifies for a farm exemption and was incorrectly taxed; and that the overcharged amount of \$747.88 be approved as a write-off.	Tax Adjustment	David Pine	Corporate Services	08 Jun 2026 05:38:58 PM

MD - 29922026	11 May 2026	Regular Public Council	Financing of 2026 1/2 ton pick up truck	RES-167-2026 RESOLVED THAT the Town of Torbay award the financing of 2026 1/2-ton Pick-up to NLCU Bank for a 7-year term and 7-year amortization at the rate of 4.29% with a monthly payment \$1,017.04.	Financing	David Pine	Corporate Services	08 Jun 2026 05:42:13 PM
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MD - 29932026	11 May 2026	Regular Public Council	Awarding to consultant	RES-168-2026 RESOLVED THAT the Town of Torbay award the Consulting portion of project 17-MYCW-26-00073 Torbay Storm Water Mitigation to Englobe Corp. in the amount of \$124,190.80 tax included. April and Walter Gosse, developers of the Daryl Pye Drive area, addressed Council regarding delays and additional engineering requirements related to Approval in Principle C2021-025 for a 14-unit seniors-focused development. They stated their engineer believes the project meets the original approval conditions and Town regulations, but additional stormwater analysis and infrastructure requirements beyond the original approval have caused delays and added costs. They requested that the original approval conditions be applied as written, an extension to their water allocation, permission to use existing sewer laterals, and compensation for additional engineering expenses incurred since January.	Storm Water Mitigation	Brian Winter	Infrastructure and Public Works	08 Jun 2026 05:44:17 PM
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MD - 29692026	27 Apr 2026	Regular Public Council	Requested that the original approval conditions be applied as written, an extension to their water allocation, permission to use existing sewer laterals, and compensation for additional engineering expenses incurred since January.	RES-168-2026 RESOLVED THAT the Town of Torbay award the Consulting portion of project 17-MYCW-26-00073 Torbay Storm Water Mitigation to Englobe Corp. in the amount of \$124,190.80 tax included. April and Walter Gosse, developers of the Daryl Pye Drive area, addressed Council regarding delays and additional engineering requirements related to Approval in Principle C2021-025 for a 14-unit seniors-focused development. They stated their engineer believes the project meets the original approval conditions and Town regulations, but additional stormwater analysis and infrastructure requirements beyond the original approval have caused delays and added costs. They requested that the original approval conditions be applied as written, an extension to their water allocation, permission to use existing sewer laterals, and compensation for additional engineering expenses incurred since January.	April & Wally Gosse	Julia Schwarz	Planning and Land Use Development	14 May 2026 04:00:37 PM
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MD - 29712026	27 Apr 2026	Regular Public Council	Update to the Torbay Subdivision Engineering Design Guidelines (RFQ No. EDG-- 2026-02-20)	RESOLVED THAT the Town of Torbay award the contract for the completion of the Update to the Torbay Subdivision Engineering Design Guidelines (RFQ No. EDG-- 2026-02-20) to WSP for the contract price of \$47,585.85 incl. tax. This resolution is subject to the approval of the budget re-allocation tabled by the Corporate Services Committee. The Committee reviewed the bids received on the tender for a 1/2 ton pick-up with the added accessories; floor mats, reverse alarm, bedliner, seat coverings, back rack, amber warning light, and traffic arrow. Two bids were received: Hickman Chrysler \$ 87,013.96 HST Included Hickman Motors Ltd \$ 81,254.40 HST Included RESOLVED THAT the Town of Torbay award the tender for the 1/2 ton pick-up to the lowest bidder, Hickman Motors Ltd in the amount of \$81,254.40 HST Included.	Awarding of Contract	Julia Schwarz	Planning and Land Use Development	22 May 2026 02:17:35 PM
MD - 29752026	27 Apr 2026	Regular Public Council	Tender for the 1/2 ton pick-up	RESOLVED THAT the Town of Torbay approve payment of invoices \$564,675.10 , as presented.	Tender Award	David Pine	Corporate Services	22 May 2026 02:58:20 PM
MD - 29762026	27 Apr 2026	Regular Public Council	Approval of invoices over \$5000.00	RESOLVED THAT the Town of Torbay approve invoice # 2849 from Catering by Design in the amount of \$5126.60.	Invoices over \$5000.00	David Pine	Corporate Services	22 May 2026 03:06:21 PM
MD - 29772026	27 Apr 2026	Regular Public Council	Catering for Best of Torbay Awards		Invoice approval	David Pine	Corporate Services	22 May 2026 03:07:30 PM

MD - 29782026	27 Apr 2026	Regular Public Council	Donation request Karate NL	RESOLVED THAT the Town of Torbay approve a financial donation of \$200.00 in support of Karate NL athletes' upcoming participation in national-level competition. Five athletes from Torbay are participating athletes. The donation would be used to offset the costs of travel, accommodations, and competition fees.	Donation	David Pine	Corporate Services	22 May 2026 03:08:45 PM
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MD - 29792026	27 Apr 2026	Regular Public Council	\$50,000.00 received from the provincial government to provide additional support for the Welcoming and Supporting Newcomers Project	RESOLVED THAT the Town of Torbay approve the additional \$50,000.00 received from the provincial government to provide additional support for the Welcoming and Supporting Newcomers Project be allocated to the following GL accounts as follows: For salary and related employment expenses: Salary - to GL account 5056-8900 Vacation Pay - to GL account 5054-8900 Mandatory Employment Related Costs - to GL account 5049-8900 Health and Post-secondary Tax - to GL account 5052-8900 Workers Compensation Premiums - to GL account 5053-8900 Expenses related to	Additional funding for position	David Pine	Corporate Services	22 May 2026 03:11:15 PM
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MD - 29802026	27 Apr 2026	Regular Public Council	Consulting portion of project 17-MYCW-26- 00074 Torbay Tyndale Pump House Retrofit Work	<p>A limited call for a consultant was issued to five proponents; two bids were received.</p> <ul style="list-style-type: none"> • Stantec \$89,902.98 tax included • WSP \$97,590.06 tax included <p>RESOLVED THAT the Town of Tobay award the Consulting portion of project 17-MYCW-26- 00074 Torbay Tyndale Pump House Retrofit Work to Stantec in the amount of \$89,902.98 tax included.</p>	Consultant call for bids	Brian Winter	Infrastructure and Public Works	22 May 2026 03:12:49 PM
MD - 29812026	27 Apr 2026	Regular Public Council	Funding of \$36,646.40 awarded for Summer Student Jobs	<p>RESOLVED THAT the Town of Torbay accept \$36,646.40 in funding through the Government of Canada's Canada Summer Jobs funding grant.</p>	Canada Summer Jobs	Jen Martin	Recreation and Community Services	22 May 2026 03:14:26 PM
MD - 29572026	13 Apr 2026	Regular Public Council	Adoption of Municipal Emergency Management Plan as per Emergency Services	<p>RESOLVED THAT the Town of Torbay hereby accepts and approves the Town of Torbay Municipal Emergency Management Plan, as presented, and authorizes the Mayor to sign the plan on behalf of Council.</p>	Municipal Emergency Management Plan	Sandy Hounsell	Administration	08 May 2026 02:38:31 PM

MD - 29602026	13 Apr 2026	Regular Public Council	Re-established and newly appointed	RESOLVED THAT the Town of Torbay approve the amend re-establishment and updated appointments to the Standing Committees and Advisory Committees of Council for the 2025–2029 term, effective April 13, 2026, to reflect current organizational structure, including the establishment of the Emergency Services Department and the addition of new Advisory Committees be confirmed as presented.	Standing Committees and Advisory committees	Mark Whalen	Administration and Finance	08 May 2026 02:47:20 PM
MD - 29362026	06 Apr 2026	Special Public Council	To be awarded for the full scope of work in the amount of \$9,503,973.72, resulting in a funding shortfall of \$984,103.72, which the Town intends to fund from reorganization of existing budget amounts plus approximately \$200,000 of additional financing. Yearly budget impact will be about \$16,000 per year.	RESOLVED that Council acknowledge receipt of a letter from the Royal Bank of Canada (RBC) confirming the Town of Torbay's capacity to borrow and support financing related to the North Pond Water Treatment Plant Project. Further, that Council confirm the project shortfall in the amount of \$984,103.72, inclusive of HST, will be addressed through borrowing, comprised of: <ul style="list-style-type: none"> • Net amount (before HST): \$855,742.80 • HST (15%): \$128,360.92 • Total: \$984,103.72 	The Design-Build contract	David Pine	Corporate Services	01 May 2026 03:36:33 PM
MD - 29432026	30 Mar 2026	Regular Public Council		RESOLVED THAT the Town of Torbay amend the Non-Unionized Travel Policy to update the per diem rate to \$65.00 per day, aligning it with the current per diem rate provided to unionized staff.	Non-Unionized Travel Policy	Mark Whalen	Administration and Finance	22 May 2026 11:30:36 AM

MD - 29442026	30 Mar 2026	Regular Public Council	Adjustment and write-off of business tax charges for the following closed business accounts	<p>RESOLVED THAT Council approve the adjustment and write-off of business tax charges for the following closed business accounts: XYX K001 (\$9,639.78), XRXN001 (\$3,320.00), and CXXDX001 (\$3,242.21), for periods after the businesses ceased operations, for a total amount of \$15,951.99. AND THAT all related interest and penalties be cancelled. AND FURTHER THAT staff be directed to update Town records accordingly and confirm completion of the adjustments.</p>	Adjustment to business tax	David Pine	Corporate Services	22 May 2026 11:29:28 AM
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MD - 29462026	30 Mar 2026	Regular Public Council	The purchase of the northeastern corner of the property at 52 Quarry Road as described in attached survey for municipal road right of way purposes for a total of \$12,222.29	<p>RESOLVED THAT Council approve the purchase of the northeastern corner of the property at 52 Quarry Road as described in attached survey for municipal road right of way purposes for a total of \$12,222.29, which includes not only the purchase price for the land, but also the placement of a storm drainage easement on the northeastern corner of the remaining subject property, legal costs, compensation and adjustment of the tax account.</p>	Purchase of the northeastern corner of the property at 52 Quarry Road	David Pine	Corporate Services	01 May 2026 04:25:15 PM
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MD - 29472026	30 Mar 2026	Regular Public Council	<p>Approve a donation in the amount of \$200.00 in support of the U17 Fastpitch Team's participation in the U17 Fastpitch National Championships being held in Surrey, British Columbia, recognizing the team's representation of both their organization and</p>	<p>RESOLVED THAT Council approve a donation in the amount of \$200.00 in support of the U17 Fastpitch Team's participation in the U17 Fastpitch National Championships being held in Surrey, British Columbia, recognizing the team's representation of both their organization and the Town of Torbay at a national level, and acknowledging the positive impact of this opportunity on local youth sport development.</p>	<p>Approve a donation in the amount of \$200.00 in support of the U17 Fastpitch Team</p>	David Pine	Corporate Services	01 May 2026 04:27:58 PM
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MD - 29482026	30 Mar 2026	Regular Public Council	<p>Donation of \$200.00 to Avalon U16 Volleyball Club</p>	<p>RESOLVED THAT Council approve a donation in the amount of \$200.00 to support the Avalon U16 Volleyball Club team's participation in the U16 Girls National Championships in Calgary, to assist with travel, accommodation, and competition expenses, recognizing that the team includes several athletes from the Town of Torbay and provides an opportunity to represent the community at a national level.</p>	<p>Donation</p>	David Pine	Corporate Services	01 May 2026 04:34:50 PM
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MD - 29492026	30 Mar 2026	Regular Public Council	<p>Donation of \$1000.00 to U13 AAA Boys Hockey - not approved</p>	<p>RESOLVED THAT the request for a \$1,000 sponsorship contribution to the Eastern Knights U13 AAA Boys Hockey team for participation in the Atlantic Championships in Halifax not be approved at this time, as the requested amount exceeds the Town's established donation policy limits for community contributions</p>	<p>Donation</p>	David Pine	Corporate Services	01 May 2026 04:36:18 PM
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MD - 29512026	30 Mar 2026	Regular Public Council	Donation to Torbay 5K Run	RESOLVED THAT Council approve a \$500 donation in support of the annual Torbay 5K Run organized by John Callahan; and that the funds support this community event, with all proceeds directed to the Mental Health Association.	Donation	David Pine	Corporate Services	01 May 2026 04:39:54 PM
MD - 29522026	30 Mar 2026	Regular Public Council	Donation to \$100.00 U18AAA Championship	RESOLVED THAT Council approve a financial contribution of \$100.00 to the Torbay athlete traveling to New Brunswick to participate in the U18AAA Atlantic Championships.	Donation	David Pine	Corporate Services	01 May 2026 04:42:13 PM
MD - 29532026	30 Mar 2026	Regular Public Council	Invoices over \$313,158.98	RESOLVED THAT Council approve a financial contribution of \$100.00 to the Torbay athlete traveling to New Brunswick to participate in the U18AAA Atlantic Championships.	Invoices over \$5000.00	David Pine	Corporate Services	01 May 2026 04:45:10 PM
MD - 29542026	30 Mar 2026	Regular Public Council	funding in the amount of \$50,000 from the Office of Immigration and Multiculturalism,	RESOLVED THAT Council accept the additional funding in the amount of \$50,000 from the Office of Immigration and Multiculturalism, as recommended by the Economic Development Committee; and further, that this funding be used to extend the current Immigration Settlement Coordinator position until such time as the funds have been fully expended, in support of expanding initiatives related to multiculturalism and welcoming newcomers within the community.	Additional funding in the amount of \$50,000 from the Office of Immigration and Multiculturalism	David Pine	Corporate Services	01 May 2026 04:53:26 PM

MD - 29552026	30 Mar 2026	Regular Public Council	Additional Funding for Extension of current Immigration Settlement Coordinator	RESOLVED THAT Council accept the additional funding in the amount of \$50,000 from the Office of Immigration and Multiculturalism, as recommended by the Economic Development Committee; and further, that this funding be used to extend the current Immigration Settlement Coordinator position until such time as the funds have been fully expended, in support of expanding initiatives related to multiculturalism and welcoming newcomers within the community.	Additional Funding for Extension of current Immigration Settlement Coordinator	Kerry Murray	Economic Development, Tourism, History and Culture	08 May 2026 01:29:29 PM
MD - 29262026	30 Mar 2026	Regular Public Council	Small parcel near Gallows Cove Pond	Madeleine Florent raised a question regarding a small parcel of land near Gallows Cove Pond, asking whether staff could investigate and confirm ownership of the property.	Ownership of land	Julia Schwarz	Planning and Land Use Development	01 Apr 2026 05:13:43 PM
MD - 29222026	30 Mar 2026	Regular Public Council	Recently had a member resign and now looking for a new board member for the Arena	Call for a Board member, and consideration is being given to issuing a public notification in the near future. Mark Whalen - Chief Human Resources Officer has been asked to proceed with preparing and issuing this notice.	Call for Board Member	Mark Whalen	Administration and Finance	01 Apr 2026 04:33:29 PM

MD - 29232026	27 Mar 2026	Regular Public Council	Internal Great Pond Committee overseeing the RFP process for an Owners Advisor	Committee formed internally with CAO Sandy Hounsell, Town Clerk Kim Osmond Dir of IPW Brian Winter, Dir of PLUD Julia Schwarz, Dir CS David Pine, Ne gar Khajehpour M.Sc in Civil Engineering and Matthew Snow Accountant. This committee will help expediate the process to complete the RFP and report to council on the process of compiling all necessary information for the Owners Advisor. This is very time sensative project and weekly review meetings and action plan will be put in place.	Great Pond RFP - Owners Advisor	Sandy Hounsell	Administration	10 Apr 2026 02:46:14 PM
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MD - 29282026	18 Mar 2026	Regular Public Council	Support the Stewardship Association of Municipalities (SAM)	RESOLVED THAT the Town of Torbay to support the Stewardship Association of Municipalities (SAM) in applying for funding under the Federation of Canadian Municipalities' Growing Canada's Community Canopies initiative to "Strengthen Newfoundland Municipalities in the Stewardship of their Trees and Forests"; and whereas, the Town of Torbay is interested in engaging in the discussion of forest management, to develop a community vision towards sustainably managing and enhancing forested lands within our municipal planning boundaries and to contribute towards SAM's planned initiative through in-kind staff support.	Stewardship Association of Municipalities (SAM)	Julia Schwarz	Planning and Land Use Development	10 Apr 2026 02:32:47 PM
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MD - 29302026	18 Mar 2026	Regular Public Council	Donation to U17 Fastpitch	RESOLVED THAT Council approve a financial contribution of \$200.00 for the U17 Fastpitch National Championship.	Donation	David Pine	Corporate Services	10 Apr 2026 02:34:48 PM
MD - 29312026	18 Mar 2026		Award financing to RBC	RESOLVED THAT the Town of Torbay recommends that the Town award the financing to RBC Royal Bank at the lower quoted rate of 3.83% for an amortization period of five (5) years for \$276,383.19 for the monthly payment of \$5,069.76.	Financing to RBC	David Pine	Corporate Services	10 Apr 2026 02:36:12 PM
MD - 29322026	18 Mar 2026	Regular Public Council	Approval of invoices	RESOLVED THAT the Town of Torbay approve payment of invoices, as presented. The following invoices, totaling \$126,982.40, is presented for approval	Invoices over \$5000	David Pine	Corporate Services	10 Apr 2026 02:42:20 PM
MD - 29332026	18 Mar 2026	Regular Public Council	to approve the audited 2025 Canada Building Fund Annual Expenditure report	RESOLVED THAT Council approve the audited 2025 Canada Community Building Fund Annual Expenditure Report (AER) as presented; AND FURTHER THAT the Mayor be authorized to sign the report on behalf of Council.	Canada building fund report	David Pine	Corporate Services	10 Apr 2026 02:44:54 PM
MD - 29212026	18 Mar 2026	Regular Public Council	To review the letter and provide appropriate responses.	To meet with Director of Planning, CAO, Director of IPW and TC to discuss answers to the questions and concerns addressed in the letter from Madeline Florent.	Letter from Madeleine Florent regarding water	Sandy Hounsell	Administration	31 Mar 2026 10:48:55 AM
MD - 29082026	02 Mar 2026	Regular Public Council	Purple Day is March 26, 2026	RESOLVED THAT the Town of Torbay Proclaim March 26, 2026 as Purple Day for Epilepsy	Purple Day Proclamation			17 Mar 2026 01:02:36 PM

MD - 29112026

02 Mar 2026

Regular Public Council

Home Based Office -
Landscaping and snow
clearing

RESOLVED to conditionally approve application BR2025-011 for the operation of a home based office in association with a landscaping/snow clearing business at 279 Indian Meal Line in accordance with Regulations 33 and 90 of the Torbay Development Regulations 2015- 2025 pertaining to discretionary uses, and subject to the development meeting standard conditions for a home based business in the Residential Infill (RI) Land Use Zone, and more specifically the required removal of all heavy/commercial equipment from the residential property at 279 Indian Meal Line within 14 days of the issuance of the approval letter.

Application BR2025-011

Julia Schwarz

Planning and Land Use
Development

18 Mar 2026 10:10:19 AM

Allison Augot
18 Mar 2026 10:10:11 AM
AIP letter issued March 12,
2026. Will follow up after
the 14 day deadline.

MD - 29132026	02 Mar 2026	Regular Public Council	To extend he position until Wednesday, June 3, 2026	<p>WHEREAS the Town of Torbay has received approval from the Employment and Training Division of the Department of Jobs, Growth and Rural Development to extend the Immigration Settlement Coordinator position under the NL Settlement and Integration Program (Operating); and WHEREAS the extension is fully funded by the Provincial Government at no cost to the Town and will conclude on Wednesday, June 3, 2026;</p> <p>THEREFORE, BE IT RESOLVED THAT Council approve the employment extension of the Immigration Settlement Coordinator position to Wednesday, June 3, 2026, as fully funded by the province.</p>	Extension Immigration Settlement Coordinator position	Mark Whalen	Administration and Finance	17 Mar 2026 01:33:25 PM
MD - 29142026	02 Mar 2026	Regular Public Council	Donation for school trip to Greece	<p>RESOLVED THAT Council approve a financial contribution of \$100.00 to support the School Trip to Greece. All funds collected will be placed into a dedicated account to support students whose families may not have the financial means to afford this educational and cultural opportunity. This initiative aims to ensure that all eligible students can participate regardless of financial circumstance</p>	Donation	David Pine	Corporate Services	17 Mar 2026 01:34:36 PM
MD - 29152026	02 Mar 2026	Regular Public Council	Invoices over \$5000.00 for approval	<p>RESOLVED THAT the Town of Torbay approve payment of invoices in the amount of \$145,084.12, as presented.</p>	Invoices over \$5000.00	David Pine	Corporate Services	17 Mar 2026 01:35:56 PM

MD - 29162026	02 Mar 2026	Regular Public Council	Donation of \$100.00	RESOLVED THAT Council approve a financial contribution of \$100.00 to help a local athlete represent the Town at the National Championship in Edmonton from May 14- 17, by offsetting participation fees and reducing financial barriers.	Donation	David Pine	Corporate Services	17 Mar 2026 01:37:24 PM
MD - 28982026	03 Feb 2026	Regular Public Council	Payment of invoices over \$5000.00	RESOLVED THAT the Town of Torbay approve payment of invoices in the amount of \$172,738.73, as presented.	Invoices over \$5000	David Pine	Corporate Services	13 Feb 2026 10:52:01 AM
MD - 28992026	03 Feb 2026	Regular Public Council	Donation to members of Gale Force Volleyball team	RESOLVED THAT Council approve a donation of \$200 (\$100 each) to Taylor Bradbury and Paige Mitchell, both members of the Galeforce Volleyball team.	Donation	David Pine	Corporate Services	13 Feb 2026 10:53:24 AM
MD - 29002026	03 Feb 2026	Regular Public Council	Acceptance of the offer of funding from the Provincial Government - Department of Jobs, Growth and Rural Development (Rural Development Fund)	RESOLVED THAT the Town of Torbay approve acceptance of the offer of funding from the Provincial Government - Department of Jobs, Growth and Rural Development (Rural Development Fund) in the amount of \$179,350 to support the construction of the History House Annex.	Offer of Funding from Provincial Government NL& Lab	Kerry Murray	Economic Development, Tourism, History and Culture	13 Feb 2026 10:55:14 AM
MD - 29012026	03 Feb 2026	Regular Public Council	The acceptance of the offer of funding from the Federal Government - Atlantic Canada Opportunities Agency (ACOA)	RESOLVED THAT the Town of Torbay approve the acceptance of the offer of funding from the Federal Government - Atlantic Canada Opportunities Agency (ACOA) in the amount of \$358,700 to support the construction of the History House Annex.	Offer of Funding	Kerry Murray	Economic Development, Tourism, History and Culture	13 Feb 2026 10:57:51 AM

MD - 28792026	20 Jan 2026	Regular Public Council	Apply for Approval from the Minister of Municipal & Community Affairs to expropriate the property at 313 Bauline Line	RESOLVED THAT the Town of Torbay apply for approval from the Minister of Municipal & Community Affairs to expropriate the property at 313 Bauline Line, Torbay, in accordance with Sections 50 and 57 of the Urban and Rural Planning Act, 2000, as a means of obtaining clear marketable title to the property for the public purpose of constructing a municipal potable water intake and treatment facility, so the Town can address existing potable water supply capacity issues and bring Great Pond on stream as Torbay's second potable water supply.	Expropriate property at 313 Bauline line	Julia Schwarz	Infrastructure and Public Works	27 Jan 2026 12:00:37 PM	
MD - 28862026	20 Jan 2026	Regular Public Council	update to Collection policy to conform to new TLSDA	RESOLVED THAT Council approve updating the Town's Collection Policy to replace references to the former Municipalities Act, 1999 with the current Towns and Local Districts Act.	Update of Collection Policy	David Pine	Corporate Services	30 Jan 2026 11:58:59 AM	Jen Martin 06 May 2026 11:26:12 AM Work is 80% completed and is on track to finish by end of May.
MD - 28902026	20 Jan 2026	Regular Public Council	Mold Remediation at History House RFP awarding	RESOLVED THAT Council to award the contract for Mold Remediation at the Torbay History House to SEA Contracting Ltd. In the amount of \$99,191.81.	Award of Contract	Jen Martin	Recreation and Community Services	06 May 2026 11:26:17 AM	Jen Martin 26 Mar 2026 11:25:11 AM Work is 30% completed and full completion date will depend on material availability. Jen Martin 27 Feb 2026 10:27:31 AM Work started February 16th, 2026 and is ongoing.

MD - 28542026	10 Dec 2025	Regular Public Council	Public consultation process for a proposed text amendment to the Torbay Development Regulations 2015-2025,	RESOLVED THAT the town of Torbay proceed with the public consultation process for a proposed text amendment to the Torbay Development Regulations 2015-2025, more specifically an amendment to the RI, RMD, RLL and MIX Land Use Zone Tables to update max. lot coverage and max. height requirements for accessory buildings as tabled, in accordance with the Urban and Rural Planning Act, 2000.	Public Consolation Process	Julia Schwarz	Planning and Land Use Development	18 Mar 2026 10:16:57 AM	Allison Augot 18 Mar 2026 10:16:51 AM Sent to MACE for registration March 3, 2026.
MD - 28452026	24 Nov 2025	Regular Public Council	John Ozon – Dunphy’s Lane Mr. Ozon attended to discuss ongoing water issues affecting his property. He outlined the history of previous water problems in the area and expressed concern about the current conditions. Mr. Ozon advised that he would like to excavate the area to address the water flow on his land.	To visit site and determine the extent of water problems and next steps forward	John Ozon – Dunphy’s Lane concern of water problems in the area	Brian Winter	Infrastructure and Public Works	02 Jan 2026 12:55:56 PM	
MD - 28322026	10 Nov 2025	Regular Public Council	That the ballot boxes and associated material related to the 2025 Municipal Election held on October 2, 2025 in the Town of Torbay be destroyed.	RESOLVED THAT further to Section 59 of the Municipal Elections Act, that the ballot boxes and associated material related to the 2025 Municipal Election held on October 2, 2025 in the Town of Torbay be destroyed.	Destroy Ballots	Kim Osmond	Administration	02 Jan 2026 12:08:17 PM	

MD - 28402026	10 Nov 2025	Regular Public Council	Approve and sign the official CHIF Agreement	RESOLVED THAT the Town of Torbay approve and sign the official agreement with Canada Housing Infrastructure Fund (CHIF) to address the drinking water infrastructure issues within the Town of Torbay. The Agreement is to establish the terms and conditions whereby the Federal Government of Canada will provide funding to the Town of Torbay.	CHIF Agreement	Kerry Murray	Economic Development, Tourism, History and Culture	02 Jan 2026 12:46:52 PM
MD - 28072025	02 Sep 2025	Regular Public Council	Reallocation of Funds of projects and returning excess funding to unallocated fund	RESOLVED THAT TOWN of Torbay approve reallocating excess funding currently approved for these projects and returning the excess funding to the Town's unallocated funding pool for the submission of future projects. Project 261-2021-7431 – Road Upgrades: \$707 Project 261-2022-7676 – Softball Field Upgrades: \$3,638 Project 261-2023-7962 – Recreation Fields Upgrade: \$5,900 Project 261-2023-8146 – Softball Field Upgrade: \$5,260 Project 261-2024-8208 – Culvert Replacement – Woodfine's Lane & Moore's Valley Road: \$37,357 Project 261-2024-8274 – Energy Efficiency Upgrade – History	Reallocation of Funds	David Pine	Corporate Services	17 Feb 2026 12:06:26 PM

MD - 28182025	02 Sep 2025	Regular Public Council	transfer and ownership of Mannion Project	RESOLVED THAT the Town of Torbay approve that the town move forward with transferring and taking ownership of the Mannion Collection, including the transfer of the digital files to the Town's website under the history house page. The total cost for this work will be a one-time development cost of \$19,607.50 and an annual hosting fee of \$2,640. These funds are to come from an already received grant from Canadian heritage. This initiative will guarantee that the town has access, ownership, and control of the Mannion research along with access in perpetuity to the digital files.	Mannion Collection	Kerry Murray	Economic Development, Tourism, History and Culture	09 Dec 2025 02:15:42 PM	
MD - 27832025	05 Aug 2025	Regular Public Council	Enforce order west of Marine Drive and south of Paul's Place	RESOLVED THAT the Town of Torbay enforce the Order and remove existing obstructions off a walkway west of Marine Drive, south of Paul's Place in the Jones Pond area.	Enforce Order	Julia Schwarz	Planning and Land Use Development	07 Nov 2025 12:12:39 PM	
MD - 27652025	07 Jul 2025	Regular Public Council	Pride Festival Week	RESOLVED THAT the Town of Torbay Proclaim July 9- 20, 2025 as Pride Festival Week.	Proclamation	Kerry Murray	Economic Development, Tourism, History and Culture	11 Jul 2025 01:31:33 PM	
MD - 27272025	26 May 2025	Regular Public Council	Update council on CHIF meeting	Council request an update on the meeting that staff would have on June 10 with CHIF representatives from Infrastructure and Housing with Federal Government	CHIF Update	Sandy Hounsell	Administration	22 May 2026 02:51:23 PM	Sandy Hounsell 05 Mar 2026 01:26:35 PM Meetings continue with federal representatives to secure additional funding for Great Pond development. Next meeting with Cordell Johnson scheduled for March 10, 2026.

MD - 27402025	26 May 2025	Regular Public Council	Official changing of name of History House	RESOLVED THAT the Town of Torbay support changing the official name of History House from Torbay History House and Museum to "Torbay History House."	Change of name for History house	Kerry Murray	Economic Development, Tourism, History and Culture	30 Jun 2025 09:54:36 AM
MD - 27042025	28 Apr 2025	Regular Public Council	Requested information on Advisory Board	Clarification requested on History House to stand alone and what changes have occurred to date.	Advisory board	Kerry Murray	Economic Development, Tourism, History and Culture	30 May 2025 03:10:23 PM
MD - 27052025	28 Apr 2025	Regular Public Council	Appointment of Noah Morritt to Advisory Board Committee	RESOLVED THAT the Town of Torbay approve the appointment of Noah Morritt for a position on the Torbay History House Advisory Board Committee.	Appointment to Advisory Board	Kerry Murray	Economic Development, Tourism, History and Culture	30 May 2025 03:12:08 PM
MD - 26822025	14 Apr 2025	Regular Public Council	CHIF announcement need to secure another 9 million	Town Clerk and CAO to follow up with province to set up a meeting with Minister Hutton regarding possible funding for Great Pond Have reached out to new Minister of Municipal Affairs and Community Enagement May 30, 2025	Follow up with province regarding potential funding for Great Pond	Kim Osmond	Administration	30 May 2025 03:31:55 PM
MD - 26862025	14 Apr 2025	Regular Public Council	The Committee proposes reallocating funds in the amount of \$7200 from account 5057-6110 Hoses and Equipment to cover the cost of the compressor repair to 5056-6110 SCBA Maintenance. The repair is essential for maintaining the safety and functionality of our air filtration system, which is critical for our operations.	RESOLVED that the Town of Torbay approve the reallocating funds in the amount of \$7200 from account 5057-6110 Hoses and Equipment to cover the cost of the compressor repair to 5056-6110 SCBA Maintenance. The repair is essential for maintaining the safety and functionality of our air filtration system, which is critical for our operations.	Reallocation of funds	David Pine	Corporate Services	07 May 2025 02:48:16 PM
MD - 26772025	07 Apr 2025	Regular Public Council	Breakdown in Cost of Projects	Council would like to review the current project cost to review and have overall discussion	Breakdown in Project Cost	David Pine	Corporate Services	25 Apr 2025 02:01:24 PM

MD - 26662025	31 Mar 2025	Regular Public Council	Accept various methods of payment based on stage of development	RESOLVED THAT the Town of Torbay accept Cash Deposits, Certified Cheques and Irrevocable & Automatically Renewable Letters of Credit as accepted means for subdivision securities going forward, and to reduce required security amounts for Stage I Deposits as follows: Stage I Deposit = 15% of estimated and approved Stage I construction costs, while Stage II Deposit requirements remain the same (100% plus 20% escalation clause), and the Town committing to further reviewing development bonds for reporting back to Council, to then subsequently amend the Subdivision Engineering Guidelines based on all recommended changes.	Securities for Subdivisions	Julia Schwarz	Planning and Land Use Development	25 Apr 2025 01:42:44 PM	
MD - 26082025	09 Dec 2024	Regular Public Council	Green Municipal Fund Climate Adaptation - Climate Ready Plans and Processes The Town of Torbay is submitting an application to the Green Municipal Fund under the Local Leadership for Climate Adaptation – “Climate Ready Plans and Processes” stream with a Town contribution of \$17,496 and a Green Municipal Fund contribution of \$69,984, to a total of \$87,480 project cost. This is a 20% / 80% fund	RESOLVED THAT the Town of Torbay confirm the town's contribution in the amount of \$17,500 towards Torbay's funding application under the Climate Ready Plans and Processes stream of the Green Municipal Fund.	Green Municipal Fund - Climate Change	Julia Schwarz	Planning and Land Use Development	12 Jan 2026 04:41:20 PM	Julia Schwarz 12 Jan 2026 04:41:17 PM APPLICATION SUCCESSFUL. Project in progress. Community Survey currently active. Community Workshop planned for February 11, 2026, 4-8 pm. Summary of climate vulnerability assessments to be presented and discussed by community. COMMENCED. Julia Schwarz 25 Apr 2025 01:19:42 PM APPLICATION SUBMITTED. AWAITING RESPONSE FROM GMF. IN PROGRESS.

MD - 25782024	12 Nov 2024	Regular Public Council	Torbay Museum Advisory Committee seeks to undertake a project to document the history and intangible cultural heritage of Torbay	RESOLVED THAT the Town of Torbay adopt the Torbay Folklore & Oral History Survey Project Charter as presented.	Project to document the history and cultural heritage of Torbay	Kerry Murray	Economic Development, Tourism, History and Culture	20 May 2025 12:30:45 PM	Kerry Murray 20 May 2025 12:30:43 PM May 2025 - HH has commenced interviews with identified residents.
MD - 25982024	12 Nov 2024	Regular Public Council	The project charter sets out the mandate, objectives, scope of work, and research protocols for the Torbay Folklore and Oral History Survey. This project will be an ongoing community based research project to document the history and intangible cultural heritage of Torbay.	WHEREAS, the Torbay Museum Advisory Committee seeks to undertake a project to document the history and intangible cultural heritage of Torbay: RESOLVED THAT the Town of Torbay adopt the Torbay Folklore & Oral History Survey Project Charter as presented herein:	Torbay Folklore & Oral History Survey Project Charter	Kerry Murray	Economic Development, Tourism, History and Culture	30 Dec 2024 02:22:39 PM	
MD - 24672024	15 Apr 2024	Regular Public Council	Department of Municipal and Provincial Affairs - Capital Investment Plan Approval - March 28, 2024		Correspondence referred to Corporate Services.	David Pine	Corporate Services	24 Apr 2024 03:22:15 PM	
MD - 24772024	15 Apr 2024	Regular Public Council	Minutes and Background Reports		Economic Dev., Tourism, History & Culture Report - April 15, 2024: Portugal Cove-St. Philips Chamber of Commerce - expansion to included Killick Coast communities. Representative to meet and address members of Council at an upcoming Committee of the Whole Meeting. Time in Torbay events - it was requested that posting of events be completed as soon as possible for resident's' information, to encourage attendance and participation, and so that people can plan for the Summer. It was suggested that events content information be reviewed for broadening of information, and also to ensure there is no competition with neighbouring communities and other	Kerry Murray	Economic Development, Tourism, History and Culture	24 Apr 2024 03:22:09 PM	

MD - 24402024	01 Apr 2024	Regular Public Council	Presentations	Resident Presentation - Flooding on property at Gallow's Cove Road. PLUD Committee Members to complete site visit. Referred to PLUD Committee for discussion.	Julia Schwarz	Planning and Land Use Development	25 Apr 2025 01:14:40 PM	<p>Julia Schwarz 25 Apr 2025 01:14:37 PM This was discussed at a number of PLUD meetings, close to Order being issued. Owner has engaged legal counsel. Agreement to provide engineered solution. Engineer engaged, however, still awaiting application and engineering solution. Last contact with legal counsel on April 24 2025. IN PROGRESS.</p> <p>Julia Schwarz 20 Dec 2024 05:12:52 PM Meeting held between two property owners and Town. Town currently awaiting a response. Will need to be further discussed by PLUD in terms of next steps. IN PROCESS.</p> <p>Julia Schwarz 07 Nov 2024 12:02:37 PM PLUD discussed at meeting</p>
MD - 23512024	22 Jan 2024	Regular Public Council	History, Heritage, Culture and Arts Reports Motions	RESOLVED THAT the Town of Torbay establish a voluntary committee to administer funds donated to the municipality for the creation of a memorial to the victims of the 1974 Bradbury fire, in accordance with the policies and regulations of the Town of Torbay, as presented.	Kerry Murray	Economic Development, Tourism, History and Culture	18 Apr 2024 02:42:01 PM	
MD - 23312024	08 Jan 2024	Regular Public Council	Minutes and Background Reports	HHCA - Anniversary of the Bradbury Disaster. The HH is hosting a reception, however, it was requested that this be rescheduled due to recent passing of a family member in the Bradbury family.	Kerry Murray	Economic Development, Tourism, History and Culture	20 May 2025 12:14:42 PM	<p>Kerry Murray 20 May 2025 12:14:37 PM May 2025 - The work is ongoing for this initiative - we have a draft of a design and location for installation and will make sure all issues are resolved prior to issuing a RFP.</p>

MD - 23022023

11 Dec 2023

Regular Public Council

Planning and Development
Reports Motions

RESOLVED THAT the Town of Torbay authorize Town staff and legal counsel to take the necessary steps to see the KMB subdivision on Flora Drive and Scenic View Drive to "Total Completion" stage in accordance with the Subdivision Development currently in legal effect dated December 5, 2011; this shall include the conveyance of all required real property for road and walkway purposes to the Town, for the Town to tender the paving/shouldering of the road(s) for Stage II works, to obtain 'as-built drawings' and/or quality assurance reports and warranties, and to sell the mortgaged lots at civic #'s 35, 37, 39 Flora Drive, so the Town of Torbay can recover all costs associated with the legal, surveying, appraisal and

Approval to authorize.

Julia Schwarz

Planning and Land Use
Development

22 May 2026 03:27:31 PM

Allison Augot
22 May 2026 03:27:26 PM
Declarations of Ownership for the Scenic View and Flora Drive Road r.o.w.'s and the 3 metre wide walkway in the area have been submitted for registration with the Registry of Deeds. Next step is to determine Stage II works for Flora Drive and associated collateral held by the Town.

Julia Schwarz
25 Apr 2025 01:09:52 PM
Still in process of sorting out.
IN PROGRESS.

Julia Schwarz
28 Oct 2024 03:10:39 PM
Letter to KMB issued through legal. Matter of acquisition deferred to new Act coming into legal effect.
IN PROGRESS.

MD - 21752023	05 Sep 2023	Regular Public Council	Planning and Development Reports Motions	RESOLVED THAT the Town of Torbay provide approval for Planning staff to contact the Town's lawyers to request a case meeting in the matter of the obstruction of the Jones Pond Walkway and associated Removal Order and Appeal, and to see this matter finally resolved at Supreme Court.	Approval to request case meeting with lawyers.	Julia Schwarz	Planning and Land Use Development	12 Jan 2026 04:38:35 PM	<p>Julia Schwarz 12 Jan 2026 04:38:32 PM Reached out again Jan 12, 2026 for update. Court date for Sept 7 2025 was cancelled, and Case Management Meeting was to be scheduled. No further update to date. IN PROGRESS.</p> <p>Julia Schwarz 25 Apr 2025 01:06:28 PM Followed up with legal on April 25 2025. IN PROGRESS.</p> <p>Julia Schwarz 06 Dec 2024 01:58:18 PM Legal Update received. CAO Hounsell and DPD Schwarz are dealing with legal on this.</p> <p>Julia Schwarz 28 Oct 2024 03:06:55 PM DPD Schwarz requested update from legal on this</p>
MD - 21332023	14 Aug 2023	Regular Public Council	Mayor Scott discussed the below:	Mayor's Report - Administration & HR Committee to review placing completed ATIPP Requests on the Town's website for all residents' review. Committee to review requirements and if motion of Council is required.		Kim Osmond	Administration	09 Jul 2024 10:23:00 AM	

MD - 21552023

14 Aug 2023

Regular Public Council

Minutes and Background
Reports

History, Heritage, Culture &
Arts:
Projects - Picco's Ridge and
Amherst's Landing
Memorial. It was requested
that grand openings be
scheduled soon. The History
House Manager requires
direction.

It's unsure where the former
Economic Development
Officer was with these
projects - CAO to review and
coordinate these events. For
further discussion at
Committee. It was suggested
that sponsors be looked into
for events and programming.

Update July 2024 - the
landscaping for Piccos Ridge
Memorial is being completed
and the committee will work
with the family and council
to secure a date before the
end of summer to dedicate
the memorial.

Kerry Murray

Economic Development,
Tourism, History and Culture

20 May 2025 12:05:04 PM

Kerry Murray
20 May 2025 12:04:57 PM
Piccos Ridge Memorial
completed - the Amherst
Landing Memorial will
require a little more research
and background information

MD - 21052023

17 Jul 2023

Regular Public Council

Planning and Development
Reports Motions

RESOLVED THAT the Town of Torbay award the contract for the Torbay Municipal Plan & Development Regulations Review to Stantec Consulting Ltd. in keeping with the Town's Request for Proposals and the Stantec proposal as per their submitted bid amount of \$214,570.00 plus HST.

Approval to award contract.

Julia Schwarz

Planning and Land Use
Development

25 Apr 2025 01:09:18 PM

Julia Schwarz
25 Apr 2025 01:09:16 PM
Goal to have draft versions of all documents in May 31 2025, then present to Community Planning Table and Council for feedback. Then submission to Province for Review June/July 2025. IN PROGRESS.

Julia Schwarz
06 Dec 2024 01:57:32 PM
Next meeting with consultant on Dec 10 2024. IN PROGRESS.

Julia Schwarz
07 Nov 2024 11:59:14 AM
Upcoming meeting with consultant on November 12, 2024. IN PROGRESS.

Julia Schwarz
27 Sep 2024 03:56:16 PM
Department met with consultant. They have

MD - 20712023	12 Jun 2023	Regular Public Council	Recreation and Community Services Reports Motions	RESOLVED THAT the Town of Torbay commit to working with First Light and First Voice: Urban Indigenous Coalition to develop and sign a Declaration of Support for Indigenous Peoples.	Approval to work with First Light and first Voice.	Jen Martin	Recreation and Community Services	26 Mar 2026 11:15:58 AM	<p>Jen Martin 26 Mar 2026 11:15:52 AM Committee discussed and determined that this is not a priority at the moment due to budget and resource constraints but will be revisited at a later date.</p> <p>Jen Martin 20 Nov 2025 04:30:06 PM Director to discuss with committee to see if this is still a commitment right now.</p> <p>Jen Martin 27 Feb 2025 10:07:38 AM Recreation Department staff completed this training on February 18th. There are two other sessions planned for March 25th and April 29th which Council, Management and all other staff will be invited too.</p> <p>Julia Schwarz 09 Nov 2023 02:16:50 PM Will be included in Municipal Plan Review process. IN PROGRESS.</p>
MD - 18952023	06 Mar 2023	Regular Public Council	Planning and Development Reports Motions	RESOLVED THAT the Planning & Development Department to research and draft for Council's future consideration a Cell Tower Application and Siting Protocol which shall outline best practice on how to process cell tower applications in the future and which shall reflect a review of FCM's Guideline on this matter; the protocol shall also be included in the Town's upcoming Municipal Plan Review.	Approval to research and draft Cell Tower Application and Siting Protocol.	Julia Schwarz	Planning and Land Use Development	09 Nov 2023 02:16:58 PM	

MD - 17312022	31 Oct 2022	Regular Public Council	Letter to Killick Coast Mayors - Killick Coast Agriculture Strategic Plan (KCASP)	Referred to PLUD.	Craig Scott	Administration	19 Jan 2023 01:22:25 PM	Julia Schwarz 19 Jan 2023 12:31:40 PM Mayor and CAO will table on agenda and invite Agricultural Committee to present at March 2023 meeting of Killick Coast Mayors in PCSP Kerry Murray 20 May 2025 12:19:08 PM I have discussed with the HH manager - we are looking at issues currently be faced with regards to publishing - there are some publication currently out of print that we would like to have re- published - but need info on ownership - publishing rights etc...
MD - 17032022	03 Oct 2022	Regular Public Council	Minutes and Background Reports	THHM - Publishing It was requested that Committee review policy re: publishing.	Kerry Murray	Economic Development, Tourism, History and Culture	20 May 2025 12:19:14 PM	21 Dec 2022 08:56:55 AM Feasibility of linkage confirmed as part of Budget 2023. DIPW to confirm timelines for review.
MD - 13052022	30 May 2022	Regular Public Council	Presentations - Correspondence from Residents of Pine Ridge Creek - Pine Ridge to Forest Landing Connecting Trail	Residents request for trail connection from Pine Ridge to Forest Landing. To be discussed as part of strategic plan. Referred to IPW.	Brian Winter	Infrastructure and Public Works	21 Dec 2022 08:57:48 AM	22 Nov 2022 08:13:15 PM DIPW is reviewing potential route.

MD - 10152022

18 Apr 2022

Regular Public Council

Planning and Development
Reports Motions

RESOLVED THAT the Town of
Torbay adopt Torbay
Development Regulations
Amendment No. 11, 2022
(also known as Wildlife
Rehabilitation Centre
Amendment) in accordance
with the requirements of the
Urban and Rural Planning
Act, 2000.

Approval to adopt
Regulations Amendment -
Wildlife Rehab Centre.

Julia Schwarz

Planning and Land Use
Development

25 Apr 2025 01:01:59 PM

Julia Schwarz
25 Apr 2025 01:01:56 PM
See above resolution. IN
PROGRESS.

Julia Schwarz
28 Oct 2024 02:54:15 PM
DPD Schwarz reached out to
MAPA again on October 4th.
Preliminary response
received that requires
further follow up. IN
PROGRESS.

Julia Schwarz
10 Jul 2024 04:55:42 PM
Contacted MAPA today to
determine best way forward
regarding this. Possibly
explore including in
Municipal Plan Review and
address policy concerns
there, instead of having this
matter in limbo for so long.
IN PROGRESS.

Julia Schwarz

MD - 11362022	17 May 2021	Regular Public Council	Minutes and Background Reports	RESOLVED THAT the Town of Torbay cover the cost of public notification process through advertising in the amount of \$175.00 for Wildlife Rescue and Rehabilitation	Approval to cover costs of public notification.	Julia Schwarz	Planning and Land Use Development	12 Jan 2026 04:36:25 PM	Julia Schwarz 12 Jan 2026 04:36:21 PM No movement on this from Municipal Affairs. Reached out again in June 24/25, 2025 and Department committed to reviewing. Will incorporate into Municipal Plan Review. IN PROGRESS.
MD - 26892025			Support East Coast Trail Association - Trail Raiser Community Hike	RESOLVED that the Town of Torbay is proud to host and support the East Coast Trail Association Trail Raiser Community Hike that will be held on June 7, 2025 within the Town of Torbay.	East Coast Trail Raiser	Kerry Murray	Economic Development, Tourism, History and Culture	20 May 2025 11:56:50 AM	Julia Schwarz 25 Apr 2025 01:01:14 PM This matter is in limbo, as no clear direction from Municipal Affairs, now planning on addressing this as part of Municipal Plan Review. IN PROGRESS. Julia Schwarz 10 Jul 2024 04:53:03 PM Reached out to MAPA to get update on registration of amendment. IN PROGRESS. 03 Jan 2023 11:07:44 AM Kerry Murray 20 May 2025 11:56:33 AM May 2025 - we have met with and engaged ECT officials along with recreation staff. We are sharing resources and jointly promoting this event.
MD - 27422025			Application for 3rd Phase	WTP for WTP Building Construction and Water Storage funding application underway. Recently received notification that town has moved to the next step of funding application.	Application for funding			30 Jun 2025 10:21:49 AM	



Help Us Shape the Future of Municipalities



MNL has spent 75 years advocating for municipalities and helping build stronger communities across Newfoundland and Labrador. As we celebrate this milestone, we are also preparing for the future.

Our current strategic plan is nearing completion and we are beginning work on a renewed vision that will guide MNL over the next several years.

This process is about listening, learning and building a stronger organization that continues to meet the evolving needs of municipalities throughout the province.

MNL members who complete the Strategic Plan Survey will be entered to win a Tim Horton's gift card!

[Take the Survey Now!](#)

Connect with Colleagues and Shape Community Solutions!



MNL is pleased to announce Summer Sessions, a series of one-day workshops to collaborate with your regional colleagues and discuss housing, economic development, and municipal sustainability.

Keep an eye on your inbox for more information in the coming weeks!

Interested in Building a More Resilient Future?



GMF is looking to fast-track local climate adaptation by introducing new funding available to municipalities.

They are now accepting applications from Canadian municipal governments (e.g., towns, cities, regions, districts and local boards) with a population of less than 50,000.

This new funding project focuses on small and rural communities, supporting them to implement “quick wins” that protect community members against the impacts of climate change.

See the details [here!](#)

Recycling Your Electronics Has Never Been Easier



The Electronic Products Recycling Association (EPRA) is a not-for-profit organization that operates regulated recycling programs across Canada. EPRA has several collection sites around the St. John's, NL area!

Find the nearest collection site [here](#).

Doing a bit of spring cleaning? EPRA accepts household appliances and power tools, audio/video and entertainment devices, office and communications device, electronic bikes, scooters and toys.

See the details of what's accepted for recycling [here!](#)

Growing Community Food Access with Local Retailers



Food First NL is a provincial non-profit, striving to advance the right to food in Newfoundland and Labrador.

Great Things in Store is a multi-year project focused on partnering with local retailers to improve food access and affordability in their communities.

Food First NL will be accepting applications from retailers for Phase Two of this project.

Up to 16 retailers will be selected to pursue pilot programs which improve food access.

[See the details here!](#)

Applications close July 31, 2026.

NL Fire Department Survey



MNL is pleased to work on this important topic with the Newfoundland and Labrador Association of Fire Services and Professional Municipal Administrators.

NLAFS is encouraging all firefighter to complete the survey below.

By participating, it helps the association identify current firefighting challenges and opportunities in our province.

[Take the Survey Today](#)

Prepare Now for the Upcoming Open Call for Applications

The Municipal Infrastructure Division (MI) would like to advise communities throughout the province that the next Open Call for Applications is expected to open on the first Tuesday in September and run for six weeks.

Recipients are encouraged to review the information and begin preparing potential submissions.

[Get the details today!](#)

Municipalities Asked to Coordinate Ahead of Paving Season

The Department of Transportation and Infrastructure wishes to advise that asphalt paving work will proceed during this construction season on several provincial roads within communities.

To address issues and protect the integrity of newly constructed infrastructure, the department is implementing the following policy measures:

1. Restrictions for cutting new asphalt
2. Municipal Capital Works program limitation
3. Required municipal coordination

[See the details here.](#)



Make Your Municipality Harder to Hack Today!



Learn how to keep your community safe from online threats with Cal Legrow's page on the MNL website.

Cal LeGrow has been in business in Atlantic Canada for over 30 years, proudly serving businesses and individuals with tailored risk management, insurance, and financial planning solutions.

Want to keep your Municipality cybersafe? See [Cal Legrow's Top 5 Picks to Make Your Town Harder to Hack](#)

[Protect Your Community Now!](#)

Building Stronger Municipalities Together!



MNL has spent 75 years advocating for municipalities and helping build stronger communities across Newfoundland and Labrador. As we celebrate this milestone, we are also preparing for the future.

Our current strategic plan is nearing completion and we are beginning work on a renewed vision that will guide MNL over the next several years.

This process is about listening, learning and building a stronger organization that continues to meet the evolving needs of municipalities throughout the province.

MNL members who complete the Strategic Plan Survey will be entered to win a Tim Horton's gift card!

[Take the Survey Today!](#)

Marine Atlantic's Impact on Municipalities

MNL has been made aware of an application to remove Marine Atlantic's essential service designation. As a primary transporter of freight and people, the ferry enables delivery of much-needed supplies to our communities, including chlorine for water treatment, groceries for our residents, and visitors during tourism season.

In an effort to show the need for, at minimum, Marine Atlantic's current level of service and the importance of the ferry to communities in Newfoundland and Labrador, we are asking MNL members to draft a letter detailing the many ways in which your community relies on Marine Atlantic's service.

Additionally, we are interested in hearing about the impact a reduction in ferry service would have on your community. When drafting your letter, please consider any health and safety impacts related to a reduction in ferry service. For example, this may include health concerns related to a potential lack of drinking water treatment chemicals, food security concerns around delayed grocery deliveries, the economic impacts of reduced tourism visits, or delays in projects due to equipment and parts not arriving.

Please send your letters by email to Alexis Foster, MNL Director of Advocacy and Communications at afoster@municipalnl.ca

We request that you send us your letters by **Friday, June 12**. These letters will be used to support and strengthen MNL's advocacy work on behalf of its member municipalities.

Thank you!

Summer Sessions: Bringing Municipal Leaders Together



MNL is pleased to announce Summer Sessions, a series of one-day workshops to collaborate with your regional colleagues and discuss housing, economic development, and municipal sustainability.

- July 20 - Conception Bay South
- July 21 - Clarenville
- July 22 - Burin
- July 24 - Gander
- July 25 - Grand Falls-Windsor
- July 27 - Corner Brook
- July 28 - Stephenville
- July 30 - St. Anthony
- July 31 - Hawke's Bay
- September 15-16 - Happy Valley-Goose Bay

See the full details [here!](#)

[Register Today!](#)

New Tools for the Municipal Bylaw Toolbox

MNL is working alongside PMA to develop a set of bylaw samples with Stewart McKelvey for our membership to use. There are 6 mandatory bylaws outlined in the Towns and Local Service District Act.

Please see the information below:

- [Arrears Sales By-Law Template](#)
- [Town Council Rules of Procedure](#)
- [Property Standards and Nuisance By-Law](#)

In addition to the mandatory bylaws required by the TLSDA, there will be a set of additional bylaws developed, based on member feedback.

Share Your Perspective on Municipal Emergency Management

Elected officials and municipal staff are invited to participate in a Memorial University graduate research survey on emergency management in Newfoundland and Labrador.

Your experience as local representatives is important in understanding how emergency management is planned and implemented across the province. This research seeks to gather input from municipalities to better understand current practices, identify barriers and successes within emergency management processes. The research findings will be shared in a policy brief with Municipalities Newfoundland and Labrador (MNL), along with any recommendations to improve provincial or regional emergency management practices.

The survey includes up to 24 multiple-choice questions and 1 short-answer question and will take approximately 10 minutes to complete.

Click [here](#) for details. Please note the survey will remain open until **July 1, 2026**.

We appreciate your consideration and thank all participants!

[Take the Survey Today](#)

Create, Celebrate, Inspire: A New Public Art Resource!



Public art plays a powerful role in building vibrant communities, boosting local tourism, and celebrating community identity.

To support local councils in bringing these projects to life, Business & Arts NL has published a new Public Art Planning and Funding Primer. This practical guide is designed to help municipalities navigate the planning, funding, and partnerships needed for public art projects of all sizes.

Download the Public Art Primer [here](#) or reach out to [Business and Arts NL!](#)

Municipalities Asked to Coordinate Ahead of Paving Season

The Department of Transportation and Infrastructure wishes to advise that asphalt paving work will proceed during this construction season on several provincial roads within communities.

To address issues and protect the integrity of newly constructed infrastructure, the department is implementing the following policy measures:

1. Restrictions for cutting new asphalt
2. Municipal Capital Works program limitation
3. Required municipal coordination

[See the details here.](#)

Don't Miss Out: Funded AI Training for Economic Development



Practical AI for Economic Developers

**Get your week back.
Move your community forward.**

100% Funded
300 Seats Available

Funding for this initiative has been provided by the Government of Newfoundland and Labrador through the Canada - Newfoundland and Labrador Labour Market Development Agreement.

Newfoundland Labrador

A 40-hour applied AI micro-credential built specifically to accelerate economic development work in Newfoundland and Labrador.

The banner features a scenic background image of a coastal town with a large rock formation in the water. The text is overlaid on the image in various colors and sizes. A circular badge on the right side contains the text "100% Funded" and "300 Seats Available". At the bottom, there is a blue bar with white text.

EDANL and Keyin College have partnered to offer a 40-hour Applied Artificial Intelligence (AI) micro-credential designed to support economic development professionals across Newfoundland and Labrador.

Fully funded for participants, the program offers 300 seats—spaces are filling quickly!

This hands-on micro-credential explores practical ways to use AI in day-to-day economic development work, from drafting reports and proposals to analyzing information, engaging stakeholders, and identifying new opportunities for community growth.

See the details [here!](#)

[Pre-Register Today](#)

Volunteer Fire Departments Invited to Apply for P25 Radios



Applications are now open for volunteer fire departments across Newfoundland and Labrador to receive P25 radios, helping strengthen emergency communications and connect first responders through the province-wide radio network.

Each volunteer department can apply for up to two radios. Available radios include:

- **Portable:** a handheld, battery-operated radio.
- **Mobile:** a radio installed in a fire department-owned vehicle (dash-mounted).
- **Base station:** a radio unit installed in a fixed location (e.g., on a desk in a building).

Applications are open until June 30. For more information, contact the Provincial Radio Communications Office at 1-833-696-7726 or PRCO@gov.nl.ca.

New Federal Funding Supports Local Infrastructure Improvements

The federal government has launched the new Build Communities Strong Fund (BCSF) Local Impact stream, making nearly \$76 million available through ACOA to support infrastructure projects that strengthen communities across Atlantic Canada.

Funding is available for a range of small-scale public infrastructure initiatives, including new construction, expansions, renovations, retrofits, replacements, and climate adaptation projects.

The fund aims to help communities invest in the infrastructure they need to create opportunities, improve accessibility, strengthen resilience, and prepare for future challenges.

See more details [here](#).

Nominations Open for the 2026 National Youth Justice Policing Award

The Department of Justice Canada, in partnership with the Canadian Association of Chiefs of Police (CACP) and the Canadian Police Association (CPA), is now accepting nominations for the 2026 Minister of Justice National Youth Justice Policing Award.

The award recognizes police officers and police-led initiatives that have developed innovative approaches to supporting youth who come into contact with the criminal justice system. It celebrates programs and practices that provide effective alternatives to the formal court process and highlights creative responses to youth involvement in the justice system.

Eligible nominations include initiatives that were active or launched between January 1 and December 31, 2025.

The award will be presented on September 3, 2026, at the CPA Biennial Convention in Victoria, British Columbia.

Nomination deadline: June 26, 2026, at 11:59 p.m. (PST).

Click [here](#) for more information.

Growing Community Food Access with Local Retailers



Food First NL is a provincial non-profit, striving to advance the right to food in Newfoundland and Labrador.

Great Things in Store is a multi-year project focused on partnering with local retailers to improve food access and affordability in their communities.

Food First NL will be accepting applications from retailers for Phase Two of this project. Up to 16 retailers will be selected to pursue pilot programs which improve food access.

[See the details here!](#)

Applications close July 31, 2026.

Upcoming Open Call for Applications: Prepare Now

The Municipal Infrastructure Division (MI) would like to advise communities throughout the province that the next Open Call for Applications is expected to open on the first Tuesday in September and run for six weeks.

Recipients are encouraged to review the information and begin preparing potential submissions.

[Get the details today!](#)



Top Tips to Protect Your Municipality from Online Threats



Learn how to strengthen your community's defences against online threats with a helpful resource from Cal LeGrow available on the [MNL website](#).

With more than 30 years of experience in Atlantic Canada, Cal LeGrow provides risk management, insurance, and financial planning services to businesses and individuals across the region.

Explore their “[Top 5 Picks](#)” for practical steps to improve cyber security and make your system harder to hack!

[Protect Your Community Today](#)



MOTIONS REPORT & MINUTES
Planning and Land Use Development Committee Meeting
Friday, June 12, 2026, 11:30 AM
Council Chambers

COMMITTEE MEMBERS: Tony Pollard, Councillor
Colleen Tapper, Deputy Mayor

COMMITTEE MEMBERS
ABSENT:

STAFF PRESENT: Allison Augot, Administrative Assistant
Jason Slade, Planning Technician

ITEMS DISCUSSED:

1. Motion Items For Direction

- a) **1 Quarry Road**
BR2026-004
Mixed Development (MIX), Land Use Zone
Light Industry Use - Masonary Company

The Town of Torbay is in receipt of an application proposing to establish a light industry use for construction and storage associated with a masonry company at 1 Quarry Road. The existing commercial building would be used for operating the masonry company and the rearyard would be used for storage of equipment and excess materials. There will be one full-time and two part-time employees associated with this business. In accordance with the Torbay Development Regulations 2015-2025, the majority of subject property is located in the Mixed (MIX) Land Use Zone. The proposed Light Industry use is listed as discretionary use.

The majority front facing portion of the subject property is located within the Mixed Development (MIX) Land Use Zone of the Torbay Development Regulations 2015-2025. The proposed Light Industry Use is listed as discretionary in the MIX Land Use Zone. This application was processed in accordance with Regulations 33 and 90, requiring public notification. The notice was mailed to 15 neighbouring properties in the area, posted on the Town's website, distributed to Council members and to the

public via social media in keeping with the Town's public notification policy and the Torbay Development Regulations. The advertisement was also posted at 4 conspicuous locations across Town (Canada Post, Lorina's, Torbay Common and District Drugs). The submission deadline is 12:00 pm, Friday, June 19, 2026.

At the time of this report preparation, the Town has not received any objections or inquiries to the public notice. In the event the Town receives any objections for this development before the submission deadline, the department shall re-table this report at the next Planning & Land Use Development (PLUD) Committee Meeting of July 8, 2026, for further review. A background report is provided.

Recommendation:

The Committee reviewed the background report provided and noted that they had no issue with the application and concurred with the Department's recommendation for conditional approval pending that no objections are received by the submission deadline. Therefore the following Motion is tabled:

Motion:

Motion to conditionally approve application BR2026-004 for a proposed Light Industry Use for construction and storage associated with a masonry company at 1 Quarry Road in accordance with Regulations 33 and 90 pertaining to discretionary uses, and subject to standard conditions for commercial construction in the Torbay Development Regulations and the requirements of the MIX Use Zone Table and subject to conditions outlined in background report.

[PDD Report to PLUD of June 12, 2026 - 1 Quarry Road - Light Industry Use Business - Discretionary Use BR2026-004 - Report](#)

- b) **75 Quigley's Lane
C2026-054
Residential Infill (RI), Land Use Zone
Accessory Building in Conservation Zone**

The Town of Torbay is in receipt of an application proposing the construction of a 28ft x 28ft foot (8.53m x 8.53m) accessory building at 75 Quigley's Lane. The proposed location of the accessory building is at the rear of the subject property which is located within the Conservation (CON) Land Use Zone as per the Town's Municipal Plan and Development Regulations 2015-2025. The proposed accessory building does not fall under the permitted use or discretionary use classes of the CON Land Use Zone Table.

In 2017 the Town approved an application for the construction of an accessory building on the subject property that was within the conservation zone, however, there was no reference of the conservation zone noted in any council reports. The adjacent property has an accessory building located within the conservation Land Use Zone. Review of cadastral mapping of the area shows that the accessory building was

constructed at some point between 2001 and 2008. The Town did not receive an application for the development of the accessory building and no permits/approvals were given for the construction. A permit for an extension of the accessory building was given by the Town on January 2, 2013. A background report is provided.

Recommendation:

The Committee reviewed the report provided and noted that the neighbouring properties have accessory buildings and vehicles parked in the conservation zone. The conservation zone had not been protected and has been so developed there is not much of a 'protected' zone left in that area. It was noted that the department should review and see if that area should be rezoned from conservation.

Recommendation by Planning & Development Department to PLUD of June 12, 2026:

In consideration of points outlined in the report, as well as the existing goals, policies, and objectives in effect, the Department advises that Council's policies currently do not support the issuance of a permit, and is forwarding this application to the Planning, Land Use &

Development (PLUD) Committee and Council with a recommendation for refusal under the specific considerations of Regulation 91.

Recommendation by PLUD Committee at June 12, 2026 Committee Meeting:

The Committee recommended that this application be reviewed and further discussed at the next regular Council meeting with the following accompanying Motions:

Motion 1:

Motion to clarify / investigate with Province of NL if the existing Conservation Zone in effect still is valid and warranted as a Conservation Zone; and whereas the Town will consider applications for accessory buildings on the odd side of Quigleys Lane in the vicinity of #75 Quigleys Lane on a case by case basis, given that there are a number of pre-existing structure currently within the Conservation Zone.

Motion 2:

Motion to conditionally approve as proposed application C2026-054 for the proposed development of a 28ft x 28ft (8.53m x 8.53m) accessory building at 75 Quigley's Lane in keeping with standard requirements for construction of an Accessory Building in the Town of Torbay.

[PDD Report to PLUD of June 12 2026 - 75 Quigley's Lane Accessory Building C2026-054 - Report](#)

- c) **279 Indian Meal Line
Recommendation for an Order**

The Committee reviewed a report regarding complaints received about construction equipment being parked at, and a business operating from 279 Indian Meal Line. A review of the Town's files indicates that the permits issued on March 12, 2026, required that no regular parking of commercial vehicles except for one vehicle with a gross weight of no greater than one tonne will be permitted on the lot, or on the road reservation adjacent to the lot, and all commercial and heavy equipment be removed from the Property by May 18, 2026. There has been no compliance with the Town's notice letters to remove all heavy equipment.

Recommendation:

Based on the information provided, the Committee concurs with the Planning & Development Department's recommendation to proceed with the issuance of a Cease and Desist and Removal Order. Therefore the following Motion is tabled:

Motion:

Motion to issue an Order to the property owners of 279 Indian Meal Line to Cease and Desist business operations and to remove all commercial construction / snow removal / property maintenance equipment from the property in accordance with the Urban and Rural Planning Act, 2000 and the Towns and Local Service Districts Act, 2023, and the Torbay Development Regulations 2015-2025 (more specifically Regulations 6, 7, 89 and 90); and the RI Land Use Zone Table (more specifically Conditions 10. (e) and (i)).

- d) **125 North Pond Road
Appeal No. 15-006-094-032
Adjudicators Orders**

On December 19, 2025, the Town issued an Order to the property owner of 125 North Pond Road to remove all commercial vehicles (school bus) off the property in accordance with the requirements of the Urban and Rural Planning Act, 2000, and the Towns and Local Service Districts Act, 2023, and the Torbay Development Regulations 2015-2025 (more specifically Schedule A Definitions, Regulations 6, 7, 89 and 90); and the RMD Land Use Zone Table (more specifically Conditions 9. (e) and (i)).

The property owner of 125 North Pond Road appealed the Order and an appeal hearing was held on April 28, 2026. The Adjudicator's decision was received by the Town on May 8, 2026. The Adjudicator further orders that the decision of the Authority requiring the removal of the school bus parked at 125 North Pond Road, Torbay, based on a determination that said parking constitutes development as defined under the Urban and Rural Planning Act, 2000 and the Torbay Development Regulations, be reversed and struck from the Order.

The Authority is directed to make changes to the Order consistent with this decision, and to reissue the Order to the Appellant.

Recommendation:

The committee reviewed the adjudicator's decision and concurred with the department's recommendation to follow the decision of the Adjudicator and rescind the Order issued to the property owners of 125 North Pond Road on December 19, 2025, and then reissue the Order as recommended by the Adjudicator.

Motion:

Motion to revoke the Order issued on December 19, 2025, for 125 North Pond Road and re-issue the Order requiring the property owner of 125 North Pond Road to remove the commercial vehicle (school bus) from the property within fourteen (14) days of the issuance of the Order noting only that the parking of the bus was in contravention of the Town's Property Standards & Maintenance By-laws.

[PDD Report to PLUD of June 12, 2026 - 125 North Pond Road - Adjudicators Decision from Appeal \(Parking Commercial Vehicles\) - Report Decision-15-006-094-032](#)

- e) **CBS Referral**
SJURRPA No. 115, 2026; MPA No. 42, 2026; DRA No. 66, 2026

The Town of Torbay is in receipt of a referral by the Town of CBS proposing an amendment to the mapping of their municipal plan and development regulations, which requires an associated amendment to the St. John's Urban Region Regional Plan to ensure the Regional Plan Map corresponds with their proposed amendments. The Minister of Municipal and Provincial Affairs has requested, as per standard practice, that the Town of CBS consult with all municipalities located within the regional plan limits. The Town of Conception Bay South and the Town of Torbay do not share a municipal planning boundary, therefore, the amendment lands (Graham Miffen Drive) are not located anywhere near Torbay. A background report is provided.

Recommendation:

The Committee reviewed the report provided and noted that the proposed amendment does not involve a policy change nor is it located near the Torbay boundary. However, they noted, the Town of Torbay has made numerous inquiries regarding connecting into the regional water supply but were told that the water supply was at capacity, but this referral is related to opening up rural lands for further serviced development. Therefore, the following Motion is tabled:

Motion:

Motion to advise the Town of Conception Bay South that Torbay

Town Council reviewed the referral for proposed St. John's Urban Region Regional Plan Amendment No. 115, 2026 and, while the proposed regional plan amendment is recognized as an amendment site specific to Graham Miffen Drive with no proposed policy change nor proximity to the Torbay municipal planning boundary, Torbay Town Council notes that the amendment is related to opening up rural lands for further serviced development, even though Torbay Town Council had been advised that the regional supply is at capacity. The Town of Torbay has made numerous requests to be connected to the regional system as its municipal supply is at capacity. Torbay Town Council is inquiring as to how this proposed amendment for service expansion can be considered, while Torbay's repeated requests to be included in the regional system have not found support.

[PDD Report to PLUD June 12, 2026 - Referral - CBS - SJURRPA No. 115, 2026; MPA No. 42, 2026; DRA No. 66, 2026 - Report](#)

f) **Permit Listings**

Attached are the Torbay 2026 Permit Listings for the weeks ending June 12, 2026. Therefore the following Motion is tabled:

Motion:

Motion to accept the Torbay 2026 Permit Listings for the weeks ending June 12, 2026, as tabled.

[Torbay 2026 Permit Listings Weeks Ending on June 12, 2026](#)

2. **For Updates and Information**

a) **Housing**

- The following initiatives are part of the Town's Housing Action Plan:
 - As part of our Housing Action Plan, the Town completed an Active Transportation Study and a public survey on how the Town is doing with its active transportation networks, which includes walking, biking and rolling. On Wednesday, April 15, 2026 the Town held an open house at Torbay Common, from 4:30 - 6:30 pm, to discuss active transportation opportunities and possible improvements in the Town.
 - The Town is also undertaking a Climate Change Vulnerability and Adaptation Study. We completed an online community survey on climate change impacts on Torbay residents, and on February 11, 2026 we held a community workshop at Torbay Common to learn about the results of the survey and the climate change vulnerability assessment. The Town gained great feedback from the attendees and the consultant, thank you. The Town has now received the "What we Heard Report" and the "Climate Change Vulnerability Assessment Report" which will be

available on the town's website April 28, 2026.

- The Public Land Inventory Study has been completed. Study is now available on the Torbay website for those interested in housing development.
- Annual Reporting to CMHC of Housing Action Plan Items, Initiatives & Milestones, Funds Spent and Permits Issued completed by January 18, 2026. Second installment of funds received.
- Torbay's Online Permitting System has officially launched and it is now available on the Town's website via our e-services portal. We encourage applicants to use the e-permitting system and please contact the Department if you have any questions!
- Torbay will soon commence with a call for a pilot project for combined residential / commercial development and missing middle housing on Town owned land.
 - Call for Expression of Interest (EOI) for Town Centre Project is drafted.
- Torbay launched its Housing Incentive Package for 'Missing Middle Housing' mid 2025 and there is active interest in the program. For anyone interested in availing of a grant to discuss missing middle or affordable housing units, please contact the Planning & Development Department or refer to the Town's website for further information.
- The Town is offering \$10,000 towards construction of missing middle units, and \$15,000 towards affordable housing units, subject to a number of conditions. It's first come first served in terms of grant availability. Don't miss out and apply. Contact the Department or review the Town's website to find out more.
- A recent presentation by CMHC brings together data to explain how housing and rental housing supply, demand, and affordability are evolving in Newfoundland & Labrador.

b) **Development Control**

1. Gallows Cove Road - Matter was discussed at PLUD meeting of March 25 and March 11th, 2026. Engineering Report received on March 25, 2026. Under review by staff.
2. Tapper's Cove Hill Road - As of July 30, 2025, the sea can has been removed but the Department will need to confirm if site clean up is fully completed when snow melts.
3. Quarry Update - Order by Mineral Lands remains in effect. Operator has submitted draft proposal plans for review by Mineral Lands at the end of October 2025. Mineral Lands issued a letter of response on February 13, 2026 requesting more detailed information from applicant. Applicant has engaged engineering firm.

c) **Water Supply & Allocations**

- The following studies have been completed and can be found on the Town's website: Great Pond Distribution System Study, Great Pond Treatment Options Study, Fish Habitat Study.

- Funding Agreement with Federal Government (CHIF Funding) for construction of Great Pond water intake facility over 26.8 Million Dollars signed.
- Ownership mapping for Great Pond completed.
- Meeting with DECC, Agriculture, MAPA, PCSP, and Forestry was held April 16, 2024.
- Freeze in effect on granting any further water allocations from the North Pond system beyond the 60 already on the allocation listing. The freeze does not apply to properties that, at the time of the coming into effect of this resolution have an allocation in place as outlined in the Water Allocation Policy, or, as per November 25, 2024, public Council meeting, where a private developer installed the water main, the Town can issue a very small number of remaining units up to the max. 60. As of public Council meeting February 17, 2025, the remaining water allocations will go through Council before being issued.
- Information session was held with property owners of the Great Pond Watershed area on April 29, 2025, at Torbay Common. Meeting Notes and PowerPoint Presentation was tabled at the public Council meeting of May 26, 2025, and copies were distributed to the property owners via email and via postal mail.
- The Department met with Water Resources and Portugal Cove-St. Phillips on June 17, 2025, regarding future watershed conditions and policies, as well as started the conversation about possible management approaches for agriculture operators in the watershed.
- The Planning Department has since completed its research into watershed policies, based on research into the management of City of St. John's and Town of Gander water supplies, and will discuss further internally with other Departments and subsequently with the Water Resources Division and Portugal Cove - St. Philip's before tabling with Council for review.
- An application for the protection of Great Pond by the Minister of Environment has been submitted by the Department of Planning & Development, and was submitted to Water Resources on September 22, 2025. Great Pond water test results were submitted to Water Resources on November 27, 2025.
- Land Acquisition of the property at 313 Bauline Line for the intake facility is ongoing. Proposed next steps were tabled and resolved with Council at January 20, 2026 public meeting. The Town forwarded email request to Minister on February 20, 2026.
- Land acquisition of property for the proposed water tower is continuing to be considered. The aim is to acquire Crown land, if possible. Based on recent engineering information, exact location can only be determined at detailed engineering stage, based on volume, pressure, elevations etcetera. Might also be possible to locate tower on land of intake facility.
- Town internal Committee has been formed which is guiding the next steps in the process of hiring a Project Manager (Owner's Advisor) for the Great Pond project, who will then assist with RFP for the design and construction of the intake facility.
- ***The RFP for Owner's Advisor was issued via the MERX website on Friday***

April 10, 2026. Multiple Addendums have been issued, with a revised tender closing on May 27, 2026. Details can be found on the MERX website.

d) **Amendments**

1. **Development Regulations Amendment No. 17, 2025.** Secondary Suites (Text) Amendment came into legal effect on December 24, 2025.
2. **Development Regulations Amendment No. 19, 2026** (Accessory Building Development Standards Review) was adopted by Council on February 16, 2026. Was sent to MACA for registration on March 3, 2026. On April 30, 2026, the Department of Municipal and Provincial Affairs responded advising of recommended revisions to the amendment to avoid a discrepancy between the amendment documents and the existing definition of accessory buildings. Revision changes will be re-tabled at May 11, 2026, regular Council meeting and re-submitted to MACA for registration May 15, 2026. Will come into legal effect once registered and posted in Gazette.
3. **Amended Public Notification Policy** in Legal Effect as of December 10, 2025, when Council officially adopted the amended policy.
4. **Independent Commissioners for Public Hearings.** The Town has appointed new Independent Commissioners to a list/roster for future appointments for Public Hearings at the public Council meeting of March 30 2026.

e) **Larger Files**

1. 585 Indian Meal Line – 49 Units Condo Complex – AIP issued. Wetland and flood plain have been delineated. Temporary access permit issued on October 20, 2025 to dig test wells.
2. 1068 Torbay Road – 45 Unit Apartment Complex. AIP issued and extended. Crown Land Referral reviewed by Council on Oct. 27, 2025 meeting.
3. 51 North Pond Road. 28 dwelling units. Footing Permit issued on March 25, 2026.
4. 7 Darryl Pye Drive. 14 dwelling units. AIP issued. Engineering review underway.
5. 57 Bauline Line. 7 dwelling units. Footing permit issued on October 24, 2025.
6. 46-50 Convent Lane. 13 units. AIP issued on December 18, 2025.
7. 27 Evening's Path. Combined Residential Commercial. 8 Residential Units. 2 Commercial. AIP issued May 23, 2025.
8. 45 Robin's Pond Hill Road. 12-unit row dwellings. Approved at Council meeting of February 3, 2026, Approval in Principle issued on February 26, 2026.
9. Discretionary Use Application for proposed multi-unit developments on Hiscock's Lane under active review by the Department and the proponent. Will be tabled with PLUD and Council once file can be considered for decision.

f) **Subdivision Updates**

1. Flora Drive / Scenic View Road r.o.w. - Deficiencies. Follow Up:

- a. Declarations of Ownership for the Scenic View and Flora Drive Road r.o.w.'s and the 3 metre wide walkway in the area have been submitted for registration with the Registry of Deeds.
- b. Next step is to determine Stage II works for Flora Drive and associated collateral held by the Town.
2. Forest Landing: Phase 7B Stage I works near completion – a number of homes have received occupancy permit; Phase 7A has reached Total Completion (only one minor deficiency hold back).
3. Phase 7C - Subdivision Development Agreement for 22 lots executed. Infrastructure Construction Permit issued on May 7, 2026.
4. Laurmax; 40-lot residential subdivision (unserviced); AIP Issued. Engineering drawings and development agreement are near execution. Subdivision securities received in place. Clearing and Grubbing Permit has been issued.
5. Wildberry Lane. Engineering review commentary issued to applicant on September 22, 2025. Response with revised submission received on April 8 2026.
6. Valley Loop. Subdivision Development Agreement executed and securities received. Subdivision construction permit issued on March 2, 2026.
7. Bernice Drive Extension. AIP for 7 lots issued. Groundwater approval received. Engineering drawings reviewed by Town, anticipating revisions from proponent soon.

g) **Legal/Appeals/Land**

- Jones Pond Walkway Obstruction. Two separate appeals of Appeal Board ruling. First Case Management Hearing has been held (March 6, 2024), second one is called for March 19, 2025. Due to lack of progress on the matter, Council resolved to proceed with removal of obstructions. Town was served with Interlocutory Application. Court appearance of September 4, 2025 was changed to required case management meeting. Scheduling of this meeting was to be in progress, but there has been no update on the Matter. The Director has reached out to Legal requesting status update on January 12, 2026.
- Ellard Place / Quarry Road Extension; land acquisition of encroachment lands. Potential purchase and sale agreement tabled with public Council on March 30 2026 and offer has been made.
- 125 North Pond Road. Appeal has been filed against the Town's Order for Removal of school bus. Info sent to Appeal Board. Appeal Hearing proceeded Tuesday, April 28 2026. Waiting for decision from Adjudicator.

h) **Environmental Stewardship**

1. Torbay Environment Advisory Committee (T.E.A.C)
 - a. Committee meeting was held on May 13, 2026.
2. Radon Testing Program
 - a. Residents who participated in the 2026 Radon Gas Challenge should now return their kits to the Town Hall, Planning & Development

Department.

3. Climate Change Plans

a. Community Workshop was held on February 11, 2026, 5:30-7:30 pm at Torbay Common which included presentation of research and survey results into Torbay specific climate data and a discussion on action plans. 'What We Heard' report and the Climate Change Vulnerability Assessment report are both available on the Town's website.

4. Stewardship Association of Municipalities (SAM)

a. On May 28 & 29, 2026 SAM hosted a Workshop at the Capital Hotel, St. John's.

b. Torbay hosted the SAM Annual General Meeting (AGM) on May 30, 2026, at St. Nicholas Parish Hall, Torbay.

i) **Municipal Plan Review**

Presentation to Committee of the Whole of draft documents for feedback by Council proceeded on May 4, 2026. The submission of the draft plan documents to Municipal Affairs for Provincial Review by June 30, 2026, is one of the milestones of the Housing Action Plan.

j) **Other Matters**

1. Crowe's Lane - PLUD requested review of 'ideal access location' to rectify the curve issue. Town's consultant has reviewed and prepared possible solution to the issue. Department met with applicant and emailed applicant on October 27, 2025 with possible solution concept attached. Awaiting response from applicant. PLUD raised matter again at Jan 28 PLUD meeting. Commentary provided by Town's inhouse Design Review Expert and meeting held with St. John's regarding other development referenced. PLUD requested that Town Design Review Expert meet with Project Engineer to go over how to address deficiencies. Department sent letter to applicant and their engineer requesting this meeting on Feb. 6, 2026. The Project Engineer replied with a number of questions that were answered by the Town prior to a meeting proceeding.
2. 279 Indian Meal Line - Deadline for removal of equipment extended to May 18, 2026 at the latest with required confirmation for new location. PDD has sent an email to the property owners stating May 18, is the deadline and no more extensions will be given.
3. Planning & Development Department has completed an update on all its Regulations to By-laws under the new Towns and Local Service Districts Act, 2023. The only remaining by-law to be developed are Torbay's Building By-laws.
4. The Planning Department has partnered with the TVFD and Public Works to provide a GIS map that pinpoints the structure on the properties that have range numbers instead of an individual civic number to improve 911 emergency response system.

3. **Upcoming Meetings / Events**

4. Next Committee Meeting

- a) Next PLUD Committee Meeting is July 8, 2026.



**PLANNING & DEVELOPMENT DEPARTMENT
BACKGROUND REPORT
TO
PLUD MEETING OF JUNE 10, 2026**

Date: June 5, 2026
Prepared By: Planning & Development Department
PT Blundon, PD Slade (acting)

Property Address: 1 Quarry Road
Application #: BR2026-004
Land Use Zone(s): Mixed Development (MIX) Residential Infill (RI),
Conservation (CON)

Proposal: Commercial Building for Light Industry Use for a masonry company at the existing Commercial Building.
(Light Industry Use - Discretionary Use)

Background

The Town of Torbay is in receipt of an application proposing to establish a light industry use for construction and storage associated with a masonry company at **1 Quarry Road**. The existing commercial building would be used for operating the masonry company and the rearyard would be used for storage of equipment and excess materials. There will be one full-time and two part-time employees associated with this business. In accordance with the Torbay Development Regulations 2015-2025, the majority of subject property is located in the MIX Land Use Zone. The proposed Light Industry use is listed as discretionary. A location map is attached for reference.

Development History

The existing commercial building located at 1 Quarry Road has been vacant for a number of years. On February 20, 2025, a first notice was given to the property owner regarding the storage yard behind the building being unsightly and a serious safety concern. A second

notice was issued on April 10, 2025, followed by the issuance of a final order for the removal of debris and a semi-trailer from the rearyard.

The Order was since rescinded to help the closing of the sale for the subject property, as well as a \$3500 security deposit for the removal of the remaining debris and semi-trailer. The new owner of the subject property is in the process of cleaning up the rearyard.

Municipal Plan 2015-2025

The subject property is located in the MIXED USE designation of the Torbay Municipal Plan. Section 3.2.4: *"A mixture of different kinds of development may be found along Torbay Road and consists predominantly of residential uses interspersed with businesses, light industry and public buildings. Such areas are placed under the Mixed Use designation."*

In accordance with the MIXED USE designation, applicable policy excerpts cite the following: *Service stations and light industrial uses may be permitted on a discretionary basis. New Commercial uses shall not be permitted if they will have a detrimental effect on adjacent residential uses.*

Torbay Development Regulations 2015-2025

The majority front facing portion of the subject property is located within the Mixed Development (MIX) Land Use Zone of the Torbay Development Regulations 2015-2025. The proposed Light Industry Use is listed as discretionary in the MIX Land Use Zone. This application was processed in accordance with Regulations 33 and 90, requiring public notification. A copy of the discretionary use notice and location map are attached for reference.

Public Notification

The notice was mailed to 15 neighbouring properties in the area, posted on the Town's website, distributed to Council members and to the public via social media in keeping with the Town's public notification policy and the Torbay Development Regulations. The advertisement was also posted at 4 conspicuous locations across Town (Canada Post, Lorina's, Torbay Common and District Drugs). The submission deadline is 12:00 pm, Friday, June 19, 2026.

At the time of report preparation, the Town has not received any objections or inquiries to the public notice. In the event the Town receives any objections for this development before the deadline, the department shall re-table this report to the next Planning & Land Use Development (PLUD) Committee Meeting of July 8, 2026 for further review.

Copies of the public notice, location map, photos of public postings are attached.

Department Commentary

The proposed secondary suite use can be considered by Council at its discretion.

Regulation 90 of the Town of Torbay Development Regulations states:

Discretionary Uses

Subject to these Regulations, the uses that fall within the Discretionary Use Classes set out in the appropriate Use Zone Table in Schedule C may be permitted in that Use Zone if the Council is satisfied that the development would not be contrary to the general intent and purpose of these Regulations, the Municipal Plan, or any further scheme or plan or regulation pursuant thereto, and to the public interest, and if the Council has given notice of the application in accordance with Regulation 33 and has considered any objections or representations which may have been received on the matter.

The Department is satisfied that the application was processed in accordance with Regulations 33 and 90. At the time of report preparation, no objections were received. Given the Town does not receive any objections to the public notice, the Department recommends conditional approval of the application to establish a light industry use for construction and storage associated with a masonry company in keeping with Regulations 33 and 90 of the Torbay Development Regulations and the requirements of the MIX Use Zone Table for the property at 1 Quarry Road, subject to the following:

1. The development meeting the standard requirements for commercial / industrial construction and use in accordance with the Torbay Development Regulations 2015-2025 and the MIX Land Use Zone.
2. Maintenance of the existing treed buffer along the boundary.
3. A fenced dumpster enclosure must be provided.
4. Service NL approval for fire life safety and accessibility.
5. Development subject to the Town's Noise and Nuisance Regulations.

6. Lighting shall be designed so as not to be directed towards area residential properties.

Respectfully,

A handwritten signature in blue ink that reads "Jason Slade". The signature is written in a cursive, flowing style.

Jason Slade
Director of Planning & Development (acting)

Attachments



DEVELOPMENT NOTICE

Discretionary Use

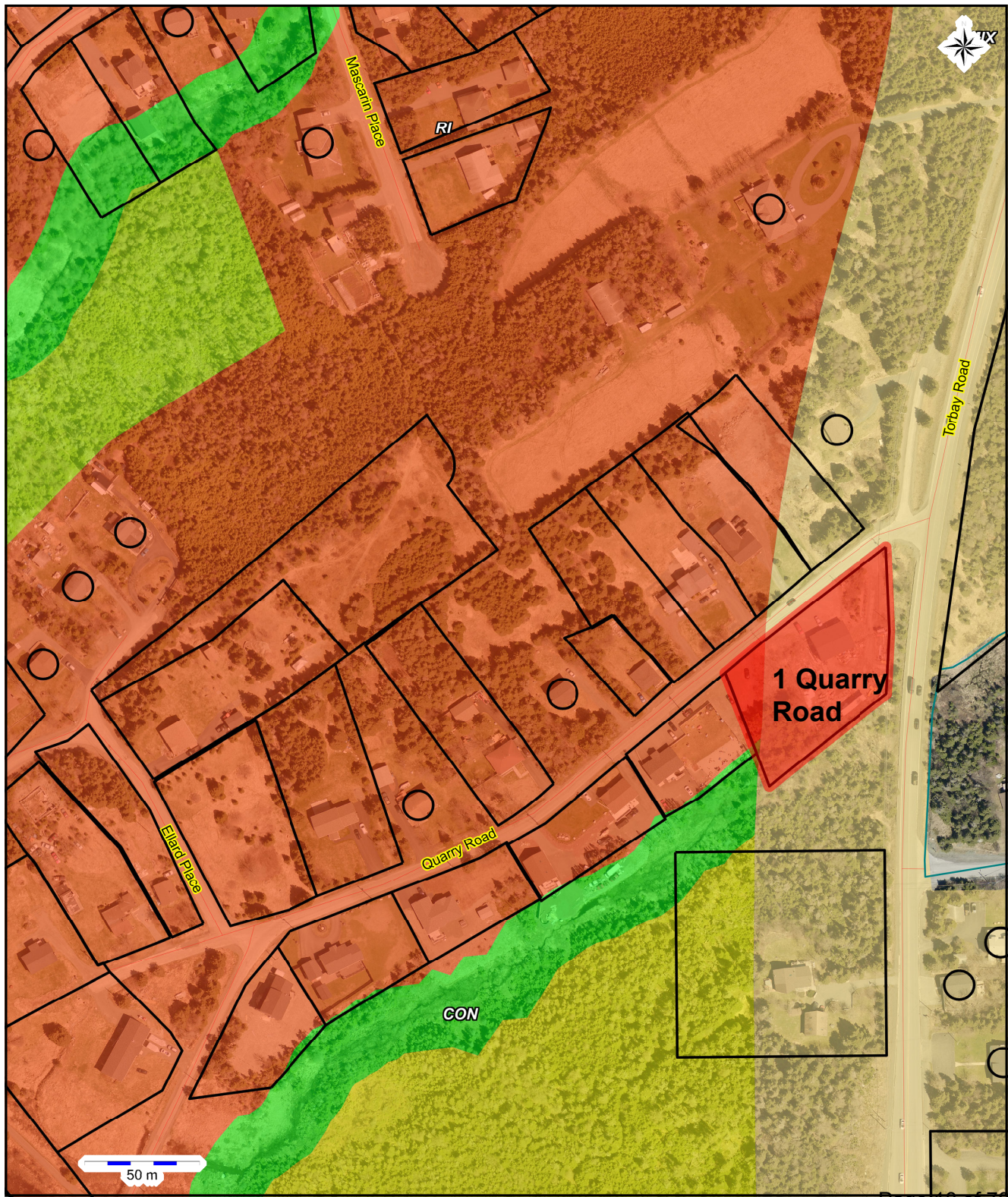
The Town of Torbay is in receipt of an application from **1 Quarry Road** proposing to establish a light industry use for construction and storage association with a masonry company. The property is located within the Mixed Development (MIX) Land Use Zone of the Torbay Development Regulations 2015-2025, and the proposed light industry use is listed as a discretionary use. This application is processed in accordance with Regulations 33 and 90, requiring public notification.

Anyone wishing to comment on this proposal is asked to contact the Town Office in writing. The **deadline** for written comments shall be **12:00 noon, Friday, June 19, 2026**. Further information on this matter may be obtained on the Town's website at www.torbay.ca or by contacting the Town's Planning and Development Department.

1288 Torbay Road, P.O. Box 1160, Torbay, NL A1K 1K4
TEL.: (709) 437-6532 • FAX (709) 437-1309 • sblundon@torbay.ca or jslade@torbay.ca

1 Quarry Road Location Map

Mixed Development (MIX) Land Use Zone



1:2170

This data is provided 'as is' and without any warranty of any kind. The Town of Torbay does not represent or warrant, guarantee, or make any representation whatsoever regarding the use, accuracy, or the results of use, of the data or that the data will be error free. The entire risk as to the use, and the results of the use of the data, is assumed by the user.

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District Drugs



Canada Post



Lorina's



Torbay Common



**PLANNING & DEVELOPMENT DEPARTMENT
BACKGROUND REPORT
To
PLUD MEETING OF JUNE 12, 2026**

Date: June 10, 2026
Prepared By: Planning & Development Department
PT Blundon, DP Slade (acting)

Property Address: 75 Quigley's Lane
Application #: C2026-054
Land Use Zone(s): Residential Infill (RI), Conservation (CON)
Proposal: Construction of Accessory Building within Conservation (CON)
Land Use Zone

Background

The Town of Torbay is in receipt of an application proposing the construction of a 28ft x 28ft foot (8.53m x 8.53m) shed at **75 Quigley's Lane**. The proposed location of the shed is within the Conservation (CON) Land Use Zone as per the Town's Municipal Plan and Development Regulations 2015-2025.

Development History

On June 9, 2017, the Town of Torbay received a building application for the construction of a 12ft x 16ft accessory building at the subject property (C2017-069). The proposed location of the structure was within the Conservation (CON) Land Use Zone as per the Town's Development Regulations 2015-2025. The CON Land Use Zone prohibits the construction of any permanent buildings or structures. However, the Town approved the development - along with its location within the CON Land Use Zone - on July 25, 2017. However no reference of the Conservation zone with noted in any Council reports.

There was a smaller shed located on the subject property adjacent to the approved 12x16 foot accessory building. This structure was also located within the CON Land Use Zone, but no application was received from the Town and no permits/approvals were given for this

construction. This shed was recently removed by the property owners. A greenhouse is also located on the subject property. This is located within the CON Land Use Zone and outside of the subject property boundary.

The adjacent property at 71 Quigley's Lane has an accessory building located within the CON Land Use Zone. Review of cadastral mapping of the area shows that the accessory building was constructed at some point between 2001 and 2008. The Town did not receive an application for the development of the accessory building and no permits/approvals were given for the construction. A permit for an extension of the accessory building was given by the Town on January 2, 2013. However, it is important to note that there is a strip of land located between 71 Quigley's Lane and 75 Quigley's Lane. This strip was not shown in the survey submitted with the application. The adjacent property at 79 Quigley's Lane also has an accessory building located within the CON Land Use Zone. In 1986, a permit was given by the Town for its construction.

Torbay Municipal Plan 2015-2025

The rear of the subject property is located in the CONSERVATION designation of the Torbay Municipal Plan 2015-2025. Section 3.2.9: *"Lands are designated Conservation to protect important features of the natural environment, to ensure public access, and maintain the rural character of the Town. In most cases, these areas are located where municipal services cannot be feasibly extended."*

In accordance with the CONSERVATION designation, applicable policy excerpts cite the following: *No permanent buildings or structures shall be permitted on lands designated for Conservation Uses, except those necessary for environmental protection (e.g., for erosion control).*

Torbay Development Regulations 2015-2025

The rear of the subject property is located within the Conservation (CON) Land Use Zone of the Torbay Development Regulations 2015-2025. The proposed accessory building does not fall under the permitted use or discretionary use classes of the CON Land Use Zone Table.

Town of Torbay Development Regulations 2015-2025 - Under Part 1 - General Regulations section 6. Compliance with Regulations

No development shall be carried out within the Planning Area except in accordance with these Regulations.

Town of Torbay Development Regulations 2015-2025 - Under Schedule A- Definitions

ACCESSORY BUILDING is:

(a) A detached subordinate building not used as a dwelling, located on the same lot as the main building or use to which it is accessory, and which has a use which is customarily incidental or complimentary to the main use of the building or land:

(b) for residential uses such as domestic garages, carports, ramps, sheds, swimming pools, greenhouses, cold frames, fuel sheds, vegetable storage cellars, shelters for domestic pets, or radio and television antennae,

ACCESSORY USE:

means a use that is subsidiary to a permitted or discretionary use and that is customarily expected to occur with the permitted or discretionary use.

Further, Regulation 7. Permit Required

No person shall carry out any development within the Planning Area except where otherwise provided in these Regulations unless a permit for the development has been issued by the Council.

Furthermore, Regulation 21. Development Permit, Section (2) specifies:

The Council may attach conditions to a Permit to Develop to ensure compliance with the Municipal Plan and these Regulations, and the permit holder shall be responsible for full compliance with the permit conditions.

Furthermore, Regulation 91. Uses Not Permitted

Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone.

Department Commentary

The water body/brook is identified on the Provincial 1:50 000 topographical map.

The proposed construction of a 28ft x 28ft foot (8.53m x 8.53m) structure and associated site development at 75 Quigley's Lane are proposed within the Conservation Zone (CON) Boundary and are not in accordance with Regulations 91 of the Torbay Development Regulations 2015-2025 for the following reasons:

The proposal is in contravention of:

Regulation 91. Uses Not Permitted

Uses that do not fall within the Permitted Use Classes or Discretionary Use Classes set out in the appropriate Use Zone Tables in Schedule C, shall not be permitted in that Use Zone.

And

Against the Goals and Objectives of Town of Torbay Municipal Plan 2015-2025

1. The proposal is contrary to a Municipal Plan objective (Section 2.7 Environment) which To maintain a minimum 15 metre buffer of land from the highwater mark of ponds, lakes, and streams, to be kept generally free from development

However, staff can issue permits to the applicant if the accessory building being constructed outside of the CON Land Use Zone.

Recommendation

For considerations outlined above and attached, in particular relating to the structure being proposed within the Conservation Land Use Zone staff does not support the application for the proposed accessory Building for the following reasons:

1. The proposal is contrary to Municipal Plan objective (Section 2.7 Environment) which To maintain a minimum 15 metre buffer of land from the highwater mark of ponds, lakes, and streams, to be kept generally free from development.
2. The Proposal is not a listed use with the Conservation Land use Zone (CON).

Respectfully,

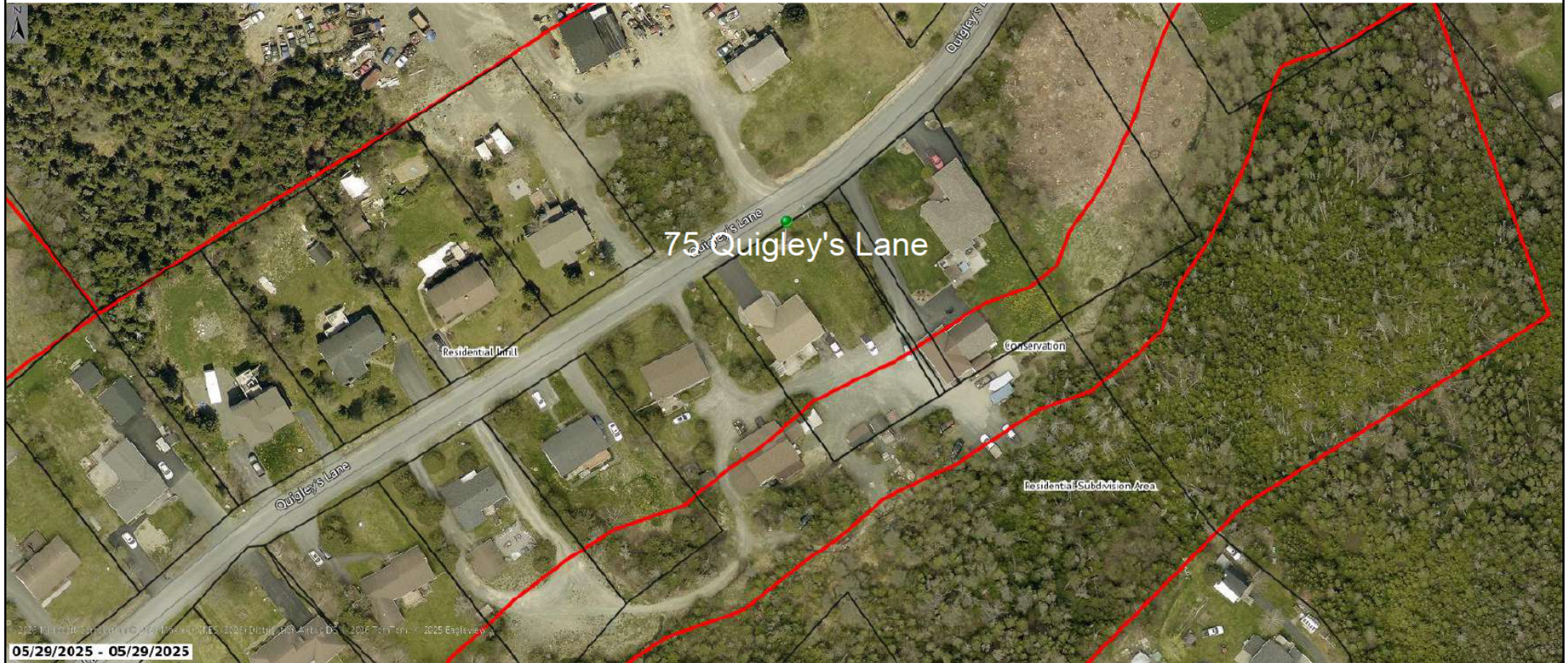
A handwritten signature in blue ink that reads "Jason Slade". The signature is written in a cursive style with a large initial 'J'.

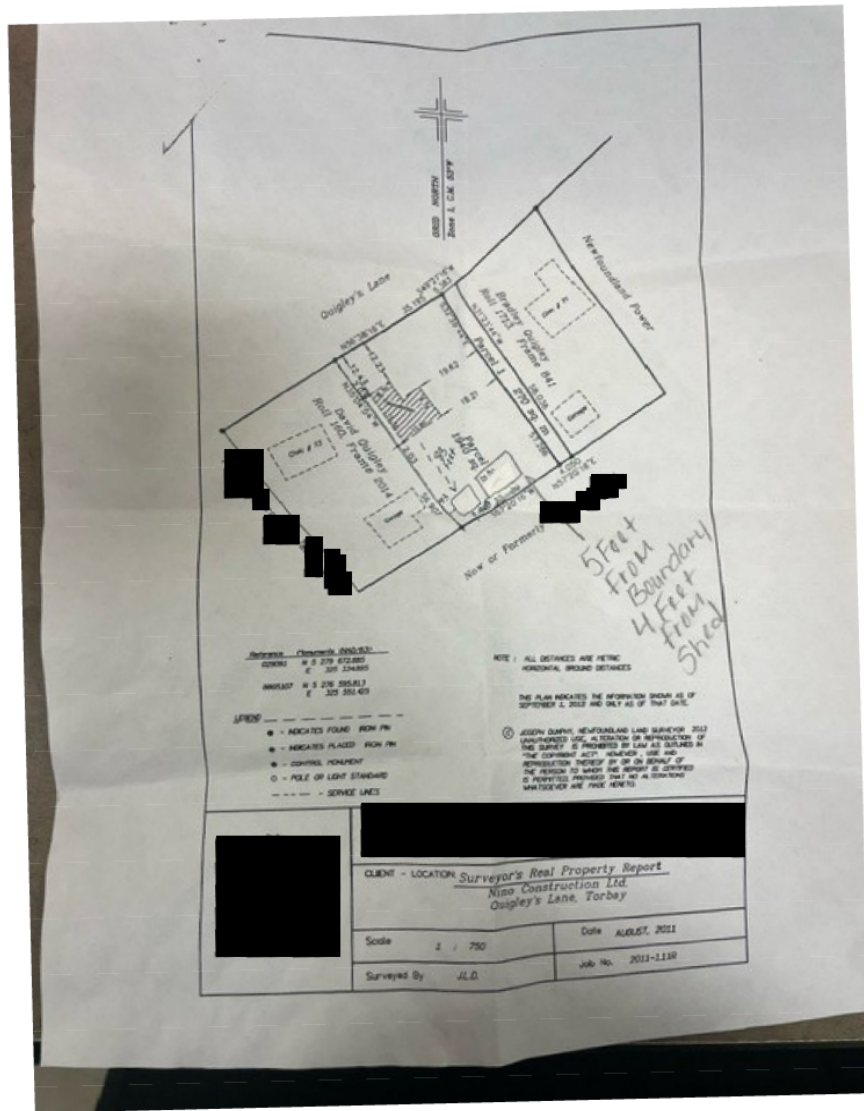
Jason Slade
Director of Planning & Development (acting)

Attachments

75 Quigley's Lane Location Map

Residential Infill (RI), Conservation (CON) Land Use Zone





From: [REDACTED]
To: [Doug Paul](#)
Cc: [Jason Shale](#); [Allison Augot](#); [Shane Blandon](#); [Julia Schwarz](#)
Subject: Re: [REDACTED]
Date: Friday, June 5, 2026 2:15:24 PM

Hi Doug,

Thanks for meeting with me yesterday, I appreciate your time. Below you will find the answers to the questions you require.

. We currently have one accessory building on our property that is the 12x16 Shed (permit C2017-069). We are looking to build adjacent to this.

. No backfill or any other material required. The site is in its ready state.

. We are not looking to add a second driveway to our property. We have access to our property through civic address #73. Please see attached document signed by owner [REDACTED]

Any other questions you may have please reach out.

Thanks
[REDACTED]

Property Access Agreement

June 5, 2026

I [REDACTED] agree to allow access to [REDACTED] to my property located at Civic [REDACTED] Torbay, NL A1K 1A5.

Name of Property Owner:

[REDACTED]

Signature Date

[REDACTED]

Sent from my iPhone

On Jun 4, 2026, at 12:17 PM, Doug Paul <dpaul@torbay.ca> wrote:

Hi [REDACTED]

As per our conversation, I apologize for the wrong email address. Please see my previous email below.

Thank you,
Doug

Douglas M. Paul B.Tech, AScT
Development Control Officer

t. (709) 437-6532 ext. 266 f. (709) 437-1309 w. torbay.ca
1288 Torbay Road, P.O. Box 1160, Torbay, NL A1K 1K4

<image001.png>

<image002.jpg>

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From: Doug Paul

Sent: Tuesday, June 2, 2026 2:06 PM

To: [REDACTED]

Cc: Jason Slade <JSlade@torbay.ca>; Allison Augot <AAugot@torbay.ca>; Shane Blundon <SBlundon@torbay.ca>; Julia Schwarz <jschwarz@torbay.ca>

Subject: [REDACTED] - Building Application C2026-054

Hi [REDACTED]

I have reviewed your application for the new 8.53m x 8.53m (28ft x 28ft) accessory building. I have a couple of questions to be answered and a comment regarding approval of the building application. I'll start with the questions.

- The proposed location for the new accessory building has two existing accessory buildings (sheds) a 10ft x 12ft and a 12ft x 16ft (permit C2017-069). Are you planning to keep both accessory buildings?
- Will you require any backfill material to be brought to the site for backfill? If so, please provide the location from where the backfill is coming from and the type of backfill material you plan to use.
- Will you be adding a second driveway to your property to access this new accessory building? If you do not intend to add a second driveway, it is recommended that you have an access agreement with the neighbour drawn up and registered.

Regarding approving your building application, the application will need to go to Council for approval due to the proposed location for the accessory building is in a Conservation zoning area that runs along the rear of your property about 14m wide. See below.

<image003.jpg>

The next council meeting is Monday, June 15th. Your application will be present to the PLUD committee next week on Wednesday, June 10th for recommendation. If the PLUD committee has any questions we may reach out again after that time.

If you have any questions, you can reach me at 709-233-0572 or reply to this email.

Thank you,
Doug

Douglas M. Paul B.Tech, AScT
Development Control Officer

t. (709) 437-6532 ext. 266 f. (709) 437-1309 w. torbay.ca
1288 Torbay Road, P.O. Box 1160, Torbay, NL A1K 1K4

<image001.png>

<image002.jpg>

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**PLANNING & DEVELOPMENT DEPARTMENT REPORT
TO PLANNING AND LAND USE DEVELOPMENT
(PLUD) COMMITTEE
MEETING OF JUNE 10, 2026**

Date: June 4, 2026
Prepared By: Jason Slade Director of Planning and Development (acting)
Planning & Development Department

Property Address: 125 North Pond Road
Application #: N/A
Land Use Zone(s): Residential Medium Density (RMD)
Proposal: Update from Adjudicators decision from the appeal hearing for the matter of Non-Compliance with Development Regulations, 2015-2025 Removal of Commercial Vehicle (School Bus) on Undeveloped Property 125 North Pond Road

Appeal No. 15-006-094-032 Adjudicators Orders:

The Adjudicator orders that the decision of the Authority requiring the removal of a school bus parked at 125 North Pond Road, Torbay on the basis that the parking of the bus is in contravention of Section 6.5 of the Torbay Property Standards and Maintenance Bylaw, 2025, be confirmed.

The Adjudicator further orders that the decision of the Authority requiring the removal of the school bus parked at 125 North Pond Road, Torbay, based on a determination that said parking constitutes development as defined under the Urban and Rural Planning Act, 2000 and the Torbay Development Regulations, be reversed and struck from the Order.

The Authority is directed to make changes to the Order consistent with this decision, and to reissue the Order to the Appellant.

Background

The Town of Torbay Planning Department received a complaint on September 3rd, 2025, via email, regarding parking of a school bus on a vacant building lot in a residential area at 125 North Pond Road.

A review of the property file did not provide any details on any previous request(s) for a permit required for compliance with the Town's Development Regulations, to park a commercial vehicle (school bus) on the vacant building lot in a residential area at 125 North Pond Road.

The Planning & Development Department issued the first Notice letter to the property owner on September 12, 2025, via email and sent regular mail through Canada Post. A phone conversation was initiated by the DCO with the property owner prior to sending the Notice letter. The property owner was heading out of town and would be away for an extended period. The property owner of 127 North Pond Road reached out to the Planning Department on September 23, 2025, to discuss the Notice letter on behalf of the property owner at 125 North Pond Road.

The final Notice letter was issued October 27th, 2025, via email and a paper copy was delivered to the property owner's home address by Municipal Enforcement officer on October 28, 2025. The final Notice letter noted the requirement to respond within twenty (20) working days. The owner of 125 North Pond Road has not reached out to the Planning & Development Department to acknowledge or action this final Notice letter. The Department did have an email exchange and a longer phone conversation with the property owner at 127 North Pond Road, a relative of the property owner at 125 North Pond Road to outline steps in the notice process.

Torbay Development Regulations 2015-2025

A permit must be obtained from the Town of Torbay prior to commencing any development/construction/use of the property at 125 North Pond Road. The property is cleared and undeveloped at the current moment.

In accordance with Schedule A Definitions of the Torbay Development Regulations 2015-2025, a vehicle is a building, and the Town has not issued any permits for a building or vehicle on the property:

BUILDING means:

- a) A structure, erection, alteration or improvement placed on, over or under land, or attached, anchored or moored to land;
 - b) Mobile structures, **vehicles** and marine vessels adapted or constructed for residential, commercial, industrial and other similar uses;
 - c) A part of and fixtures on buildings referred to in (a) and (b); and
 - d) An excavation of land whether or not that excavation is associated with the intended or actual construction of a building or thing referred to in (a) to (c).
- (Same definition as the Urban and Rural Planning Act, 2000 Section 2(c))

The property is vacant and has not been approved for any kind of use, accessory or main use of the land.

Under **Part 5 – Use Zones** in the **Development Regulations 2015-2025** references in section **89**.

Permitted Uses

Subject to these Regulations, the uses that fall within the Permitted Use Classes set out in the appropriate Use Zone Table in Schedule C shall be permitted by the Council in that Use Zone.

And section **90. Discretionary Uses**

Subject to these Regulations, the uses that fall within the Discretionary Use Classes set out in the appropriate Use Zone Table in Schedule C may be permitted in that Use Zone if the Council is satisfied that the development would not be contrary to the general intent and purpose of these Regulations, the Municipal Plan, or any further scheme or plan or regulation pursuant thereto, and to the public interest, and if the Council has given notice of the application in accordance with Regulation 33 and has considered any objections or representations which may have been received on the matter.

With reference to **Schedule C, Use Zone Table for Residential Medium Density (RMD)**, any uses that could be considered for parking a school bus, such as a business / educational and/or light industry purpose, is considered Discretionary and the requirements for any business are clarified more specifically in sections 7. **Place of Worship and Educational Use**

Where permitted, a place of worship and an educational use shall conform to the frontage, building line setback, sideyard, rearyard, lot coverage and height requirements specified

for a single dwelling. The only educational uses that may be permitted on a discretionary basis are elementary and junior high schools.

And 9. Home Businesses - Office, Medical and Professional Service, Personal Service, Child Care and Light Industry Uses as Home Occupations

A Home Business is defined as an accessory use of a residential dwelling consisting of an occupation or profession which generates revenue for the resident.

Office, medical and professional services, personal service, and light industry uses may be permitted provided they are carried out as home occupations, businesses operated in the dwelling, or in a building subsidiary to the dwelling on the same lot, by the occupants of the dwelling, and meet the following requirements.

The requirements mentioned above in section 9. range from (a) to (m) inclusively. With specific reference to two items (e)

Activities associated with the use are not hazardous and do not cause noticeable noise, odour, dust, fumes, or inconvenience to occupants of adjoining residences.

And (i)

No regular parking of commercial vehicles except for one vehicle with a gross weight of no greater than one tonne will be permitted on the lot or on the road reservation adjacent to the lot.

The parking of a school bus without a permit or a main use on the property is contrary to the Torbay Development Regulations, 2015-2025.

A copy of the location map and site photos are attached for reference.

Recommendation

To follow the Order of the Adjudicator and rescind the Order issued to the property owners of 125 North Pond Road on December 19, 2025 and then reissue the Order as recommended by the Adjudicator.

Respectfully,

A handwritten signature in blue ink that reads "Jason Slade". The signature is written in a cursive style with a large initial 'J'.

Jason Slade, CPT
Director of Planning & Development (acting)
Attachments







URBAN AND RURAL PLANNING ACT, 2000

Section 40-46

<https://www.assembly.nl.ca/legislation/sr/statutes/u08.htm#40>

Appeal No: **15-006-094-032**
Adjudicator: Mary Bishop
Appellant(s): Robert Lacey/Dawn McGrath
Respondent/Authority: Town of Torbay
Date of Hearing: April 27, 2026
Start/End Time : 10:00am - 11:00am

In Attendance

Appellant: Robert Lacey/Dawn McGrath
Appellant Representative(s): Dawn McGrath
Respondent/Authority: Town of Torbay
Respondent Representative(s): Julia Schwarz, Director of Planning and Development,
Douglas M. Paul, Development Control Officer
Appeal Officer: Sarah Kimball, Departmental Program Coordinator,
Municipal and Community Affairs
Technical Advisor: Tastrophia Pham, Planner III, Department of Municipal and
Community Affairs

Adjudicator's Role

Part VI of the *Urban and Rural Planning Act, 2000* authorizes adjudicators to hear appeals and establishes the powers of adjudicators.

In the matter of Appeal No. **15-006-094-032**, the role of the Adjudicator is to determine if the Authority acted in accordance with the *Urban and Rural Planning Act, 2000 (URPA)*, and the Town of Torbay Municipal Plan and Development Regulations, 2017 and the Town of Torbay Property Standards and Maintenance Bylaw when it issued an Order to remove a commercial vehicle (school bus) at 125 North Pond Road, Town of Torbay, on December 10, 2025 pursuant to Resolution RES-299-2025.

Hearing Presentations

Technical Advisor

The role of the planner is to act as a technical advisor to the appeal process and act as an expert witness as outlined in the Appeal Board (Rules of Procedure) Order, 1993. Section 10 states: The Hearing shall proceed in the following manner:

- (a) there shall be a technical advisor to the Board who shall provide data relative to the Municipal Plan or other Scheme in effect and an interpretation on whether or not the proposal under appeal conforms, is contrary to, or could be discretionarily approved pursuant to the Municipal Plan, Scheme or Regulations in effect ...

Matters Relating to a Removal Order - Appeal No. 15-006-094-032

At the hearing, the Technical Advisor presented the technical report, indicated the series of events leading to the issuance of the Removal Order dated December 19, 2025. The Technical Advisor outlined the requirements for considering the validity of the appeal, and the statutory and procedural requirements for the issuance of orders. The validity of the appeal and the procedural requirements for serving the Order are not at issue in this appeal.

The report indicated that the Authority determined that the appellant was in violation of the Torbay Municipal Plan and Development Regulations, and outlined the applicable sections of the URPA, 2000 and the Torbay Development Regulations that were considered in arriving at their determination. With respect to the Order, the Technical Advisor noted several errors related to reference to specific sections of the Regulations.

Appellant's Presentation

The Appellant outlined the grounds for appeal as follows:

1. The complaints concerning emissions are unsubstantiated;
2. The complainant does not reside at the adjoining property; and
3. The Town is exercising selective enforcement in this matter as there are many buses and other commercial vehicles parked on residential properties throughout the town.

The Removal Order advised the Appellants of their right of appeal to the Adjudicator, as required by the Town's Development Regulations. At the Hearing, the Appellant acknowledged that she had received the Order and was informed of her right to appeal.

Authority's Presentation

The Authority, in making their presentation, responded to the Appellant's grounds for the appeal stating that the parking of commercial vehicles in residential areas is not permitted by the Town's Municipal Plan and Development Regulations and, when they receive a complaint, they investigate and respond accordingly. The Director of Planning and Development stated that the Town does not want large commercial vehicles to be parked in residential areas as they contribute to noise, traffic and the visual amenity of neighbourhoods.

Adjudicator's Analysis

The Order issued to the Appellant includes reference to several pieces of legislation and regulations as the basis for the Order. In considering this Appeal, I will deal with each of these:

1. Did the Town have the authority to issue the Removal Order?

Yes, Section 102 of *URPA* provides the Town with the authority to issue orders for development that is not in accordance with the Town's Municipal Plan and Development Regulations. Section 285 of the Towns and Local Service Districts Act gives Towns the authority to issue orders where a person is contravening the Act, the regulations or bylaws.

2. Did the Authority correctly interpret that the parking of a school bus constituted development under the URPA, 2000 and the Torbay Development Regulations?

In its Order, and in its presentation at the Hearing, the Authority goes to great lengths to demonstrate how it arrived at its interpretation that the parking of the bus constituted development in violation of the URPA, 2000 and the Torbay Development Regulations.

The Torbay Development Regulations, in accordance with Section 2(g) of URPA, 2000, define development as:

"development" means the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of a material change in the use, or the intensity of use of land, buildings or premises and the

(i) making of an access onto a highway, road or way,

(ii) erection of an advertisement or sign,

(iii) construction of a building,

(iv) parking of a trailer, or vehicle used for the sale of refreshments or merchandise, or as an office, or for living accommodation,

Building, is defined as

a) A structure, erection, alteration or improvement placed on, over or under land, or attached, anchored or moored to land;

b) Mobile structures, vehicles and marine vessels adapted or constructed for residential, commercial, industrial and other similar uses;

c) A part of and fixtures on buildings referred to in (a) and (b); and

d) An excavation of/and whether or not that excavation is associated with the intended or actual construction of building or thing referred to in (a) to (c).

As Adjudicator, I reject the Authority's interpretation that the parking of a bus constitutes development. Specifically, the interpretation that clause (iv) (highlighted) applies, as the bus is not a trailer, or a vehicle used for the sale of refreshments, or merchandise, or as an office, or for living accommodation. The bus is used for the purpose for which it was originally intended, which is the transportation of people.

As to whether a bus meets the definition of Building, I reject the Authority's interpretation that the bus can be considered building as it has not been altered or adapted for anything other than its intended purpose. To interpret the parking of a bus on a vacant lot as development is in the view of the Adjudicator, a stretch of the intent of the URPA, 2000.

3. Is the parking of a commercial vehicle permitted in the Residential Land Use Zone of the Torbay Development Regulations?

The Order includes reference to the parking of commercial vehicles in the Residential Medium Density land use zone in the Torbay Development Regulations and cites the following:

Section 9. of" Schedule C, Use Zone Table for Residential Medium Density (RMD) Zone related to home business (relevant excerpts):

(e) Activities associated with the use are not hazardous and do not cause noticeable noise, odour, dust, fumes, or inconvenience to occupants of adjoining residences.

and;

(i) No regular parking of commercial vehicles except for one vehicle with a gross weight of no greater than one tonne will be permitted on the lot or on the road reservation adjacent to the lot.

No evidence was presented at the Hearing to indicate that the parking of the bus on the property in question was related in any way to a Home Business use. The Director of Planning and Development stated that the conditions that apply to Home Business uses included in the Order were not applicable in the matter under appeal. The Technical Report noted errors in the sections referenced.

The Residential Medium Density Use Zone in Schedule C of the Torbay Development Regulations does not address the parking of commercial vehicles, except where it is in association with Home Business uses.

The Appellant argued that she is being treated unfairly and asserted that there are many examples in the town of commercial vehicles (including buses) parked on residential properties. The bus is used daily during the school year and parked at the bus company yard in another municipality during the summer months. The Authority acknowledged that commercial vehicles are parked on residential properties in the town, but the enforcement of the Development Regulations pertaining to them is addressed only in response to complaints. No evidence was presented at the Hearing to demonstrate whether the Authority has adopted this approach as part of its enforcement policies.

I find that the Authority, in dealing with what is, in this case, essentially a parking issue, has erred in applying the provisions of the URPA, 2000 and the Torbay Development Regulations by considering it development.

4. Did the Town appropriately apply its Property Standards and Maintenance Bylaw in issuing the Order?

Yes. The Authority quotes Section 6.5 of the Bylaw that states:

(6.5) No person shall park, or cause to be parked, a vehicle on residential property beyond the building line unless such vehicle is parked in an approved driveway or parking space.

While no evidence was presented at the Hearing on whether the bus was parked beyond the building line, it is clear that as the lot has not been approved for development and there is no building on the property, that there is no building line, and no driveway has been approved.

The Technical Report noted clauses from the Town's Noise and Nuisance Bylaw that could apply to address the matter. While this Bylaw is mentioned in pieces of

correspondence included in the Authority's submission, no reference to this bylaw is included in the Order.

Decisions of the Adjudicator

As Adjudicator, I am bound by Section 44 of the URPA, 2000, which states:

- 44.** (1) In deciding an appeal, an adjudicator may do one or more of the following:
- (a) confirm, reverse or vary the decision that is the subject of the appeal;
 - (b) impose conditions that the adjudicator considers appropriate in the circumstances; and
 - (c) direct the council, regional authority or authorized administrator to carry out its decision or make the necessary order to have the adjudicator's decision implemented.
- (2) Notwithstanding subsection (1), a decision of an adjudicator shall not overrule a discretionary decision of a council, regional authority or authorized administrator.
- (3) An adjudicator shall not make a decision that does not comply with
- (a) this Act;
 - (b) a plan and development regulations registered under section 24 that apply to the matter being appealed; and
 - (c) a scheme, where adopted under section 29.
- (4) An adjudicator shall, in writing, notify the person or group of persons who brought the appeal and the council, regional authority or authorized administrator of the adjudicator's decision.

Dealing with matters concerning the parking of commercial vehicles in residential areas could more effectively and directly, be addressed through the implementation of a Commercial Vehicle Parking Bylaw. The Municipal Plan and Development Regulations could also be amended to include clearly articulated policy and regulatory provisions for the use of land for the purposes of parking of commercial and other forms of vehicles, including buses.

As Adjudicator, I accept that the Authority has the discretion to decide it does not wish to permit commercial vehicles to park in residential areas for reasons provided at the Hearing. Section 6.5 of the Property Standards and Maintenance Bylaw applies to all vehicles, and as such, I find that the parking of the bus at 125 North Pond Road does violate section 6.5 of the bylaw.

The Order contains errors in interpretation and application of sections of the Development Regulations, as noted above and in the Technical Report.

Appeal 15-006-094-032 concerning the issuance of a Removal Order dated December 19, 2025. The Adjudicator finds that:

1. The Authority did not act in accordance with the *Urban and Rural Planning Act, 2000*, and the Town of Torbay Development Regulations 2012-2022 when it interpreted the parking of the school bus at 125 North Pond Road to constitute development.
2. The Authority did act in accordance with the Torbay Property Standards and Maintenance Bylaw, 2025 in issuing the Order to remove the bus parked at 125 North Pond Road.

Order

The Adjudicator orders that the decision of the Authority requiring the removal of a school bus parked at 125 North Pond Road, Torbay on the basis that the parking of the bus is in contravention of Section 6.5 of the Torbay Property Standards and Maintenance Bylaw, 2025, be confirmed.

The Adjudicator further orders that the decision of the Authority requiring the removal of the school bus parked at 125 North Pond Road, Torbay, based on a determination that said parking constitutes development as defined under the Urban and Rural Planning Act, 2000 and the Torbay Development Regulations, be reversed and struck from the Order.

The Authority is directed to make changes to the Order consistent with this decision, and to re-issue the Order to the Appellant.

The Authority and the Appellant(s) are bound by this decision.

According to section 46 of the *Urban and Rural Planning Act, 2000*, the decision of the Adjudicator may be appealed to the Supreme Court of Newfoundland and Labrador on a question of law or jurisdiction. If this action is contemplated, the appeal must be filed no later than ten (10) days after the Adjudicator's decision has been received by the Appellant(s).

DATED at St. John's, Newfoundland and Labrador, this 30th of May, 2026.



Mary Bishop, RPP, MCIP, FCIP
Adjudicator,
Urban and Rural Planning Act, 2000



**PLANNING & DEVELOPMENT DEPARTMENT REPORT
TO PLANNING AND LAND USE DEVELOPMENT
(PLUD) COMMITTEE
MEETING OF JUNE 12, 2026**

Date: June 10, 2026
Prepared By: Planning & Development Department
DPD Slade (acting)

Property Address: Town of Conception Bay South – Graham Miffelen Drive
Application #: Correspondence
Land Use Designation(s): Amendment from RURAL to URBAN DEVELOPMENT
Proposal: St. John’s Urban Region Regional Plan Amendment
No. 115, 2026

Background

The Town of Torbay is in receipt of a referral by the Town of Conception Bay South proposing an amendment to the mapping of their municipal plan and development regulations, which requires an associated amendment to the St. John’s Urban Region Regional Plan to ensure the Regional Plan Map corresponds with their proposed amendments. The Minister of Municipal and Provincial Affairs has requested, as per standard practice, that the Town of Conception Bay South consult with all municipalities located within the regional plan limits.

A copy of the Town of Conception Bay South referral letter, as well as the Department of Municipal and Provincial Affairs’ consultation letter and draft mapping amendment to the regional plan are attached for reference.

Planning & Development Department Review

The Town of Conception Bay South and the Town of Torbay does not share a municipal planning boundary and the amendment lands (Graham Miffelin Drive) are not located anywhere near Torbay. The subject lands are located along the east side of Graham Miffelin Drive in (Kelligrews)Conception Bay South,.

The proposed SJURRP amendment is intended to align with similar proposed changes to the Town' s Municipal Plan and Development Regulations. The amendments would allow commercial development adjacent to the Gateway commercial area within Conception Bay South. This amendment does not include any proposed changes to the policies of the St. John's Urban Region Regional Plan. The proposed regional plan amendment from the RURAL to the URBAN DEVELOPMENT Designation would enable Conception Bay South Town Council to amend the subject lands within their Municipal Plan from *Rural* to the Regional Centre(RC) and to amend the Conception Bay South Development Regulations from the Rural Zone to the Regional Centre Zone.

Recommendation

Planning & Development Department staff have no objection to the proposed amendment to the Conception Bay South Region Regional Plan map, as the location is not near the Torbay boundary and there are no regional plan policy changes proposed.

It is recommended tabling this referral from the Town of Conception Bay South at the upcoming public Council meeting with a recommendation to advise the Town of Conception Bay South that the Town of Torbay has reviewed the proposed regional plan amendment and Torbay has no objection to the planned St. John's Urban Region Regional Plan Amendment #115, 2026.

Respectfully,



Jason Slade
Director of Planning & Development (acting)

Attachments

St. John's Urban Region Regional Plan

Amendment No. 115, 2026

**Graham Miffen Drive
Conception Bay South**

June 2026

**Urban and Rural Planning Act, 2000
Resolution to Adopt
St. John's Urban Region Regional Plan
Amendment No. 115, 2026**

Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the Minister of Municipal and Community Affairs hereby adopts St. John's Urban Region Regional Plan Amendment No. 115, 2026.

Minister of Municipal and Community Affairs

Signed and sealed before me at St. John's, Newfoundland and Labrador
this ____ day of _____ 2026.

Witness

Canadian Institute of Planners Certification

I certify that the attached St. John's Urban Region Regional Plan, 1976 Amendment No. 115, 2026 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

**Urban and Rural Planning Act, 2000
Resolution to Approve
St. John's Urban Region Regional Plan
Amendment No. 115, 2026**

Under the authority of Sections 16, 17 and 18 of the *Urban and Rural Planning Act, 2000*, the Minister of Municipal and Community Affairs:

- a) Adopted the St. John's Urban Region Regional Plan Amendment No. 115, 2026 on _____, 2026.
- b) Gave notice of the adoption of the St. John's Urban Region Regional Plan Amendment No. 115, 2026 by posting notices at the Conception Bay South Town Hall and the Conception Bay South Arena on _____, 2026 and by advertisement in the Shoreline newspaper on _____ and _____, 2026.
- c) Set the ____ or _____, 2026 for the holding of a public hearing to consider objections and submissions.

Now under the authority of Section 23 of the *Urban and Rural Planning Act, 2000* the Minister of Municipal and Community Affairs approves the St. John's Urban Region Regional Plan Amendment No. 115, 2026 as **adopted / modified**.

Minister of Municipal and Community Affairs

Signed and sealed before me at St. John's, Newfoundland and Labrador
this ____ day of _____ 2026.

Witness

St. John's Urban Region Regional Plan Amendment No. 115, 2026

Introduction

The Minister of Municipal and Community Affairs is considering amending the St. John's Urban Region Regional Plan. This report has been prepared to explain the proposed change and to provide background information for the Minister, municipalities and the public.

Background

The Town of Conception Bay South is proposing to amend its Municipal Plan and Development Regulations.

The *Urban and Rural Planning Act, 2000* (the "Act") sets out the process for amending a Plan and Development Regulations. The St. John's Urban Region Regional Plan, 1976 (the "Regional Plan") sets out a framework for growth and development on the North east Avalon Peninsula. Amendments to Municipal Plans within the region must comply with the Regional Plan.

The Town of Conception Bay South is proposing a change to the future land use designation of approximately 5.4 hectares (13.4 acres) of land at Graham Miffen Drive to the Regional Centre designation. The area that is the subject of the request is shown in Figure 1.

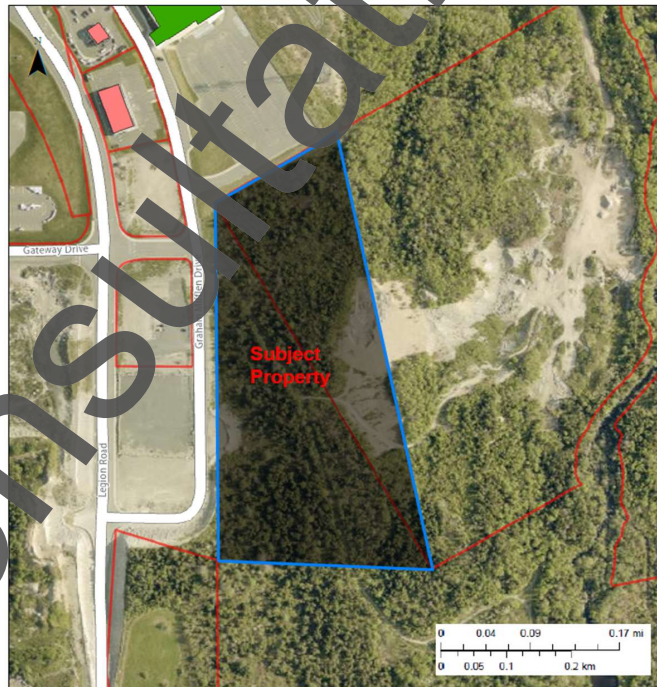


Figure 1: Graham Miffen Drive

The Town is proposing to extend the existing Municipal Plan future land use designation so that all the land fronting onto Graham Miffen Drive is similarly designated and available for development.

The Town acquired land for development of the Gateway from private title holders and Crown lands in 2009. A portion of the land acquired for the overall Gateway area was subject to subsurface mineral rights that were held by a Greenslades Construction Limited (“Greenslades”). In exchange for release of the subsurface mineral rights, the Town agreed to convey approximately 10 acres of land on the east side of Graham Miffen Drive to Greenslades. The Town also agreed to align the municipal plan future land use designations and zoning of the land the land to be conveyed, along with approximately 3.5 acres of Greenslades’ adjacent land holdings.

Within the Conception Bay South Municipal Plan, the subject property is within the “Rural” future land use designation as illustrated in Figure 2.

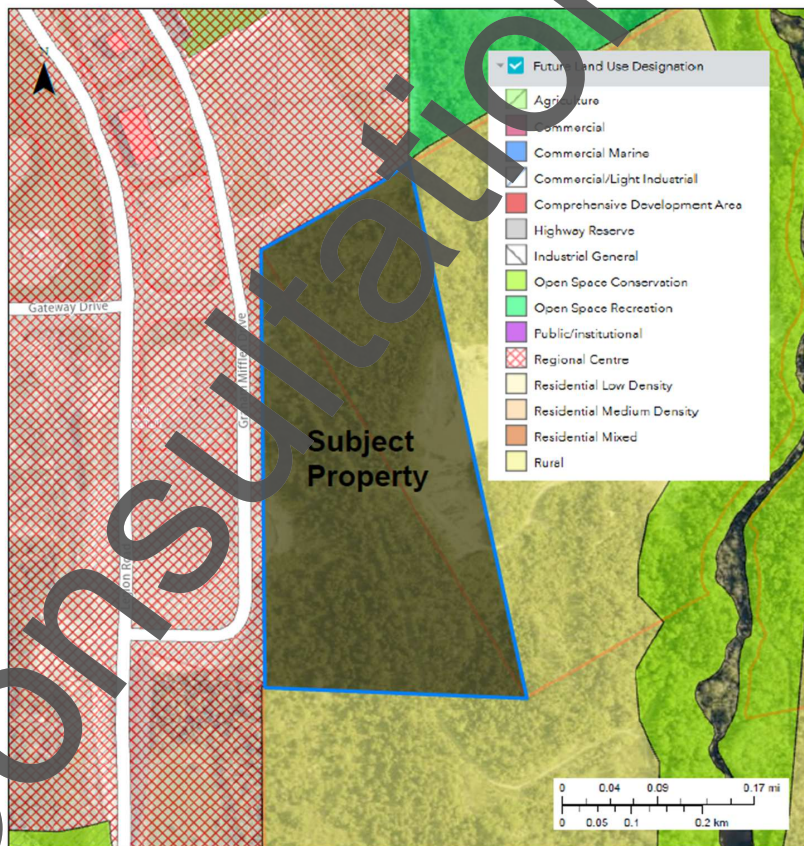


Figure 2: Municipal Plan Designations

The property within the Town's Rural Designation and Zone are also designated as "Rural" by the Regional Plan as illustrated in Figure 3.

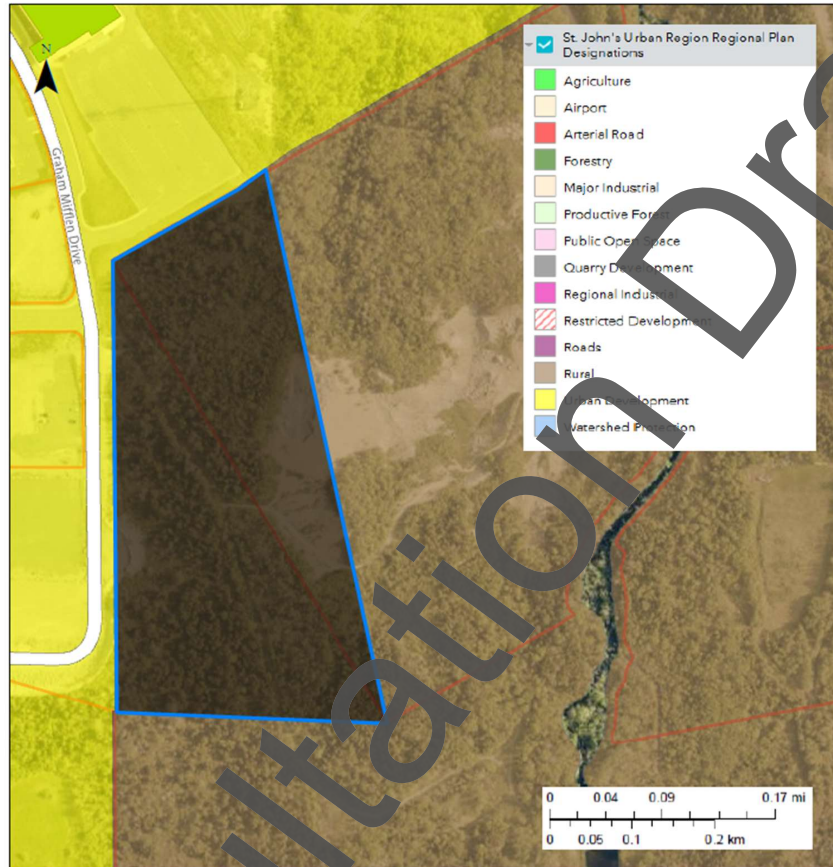


Figure 3 Regional Plan Designations

The Town requested that the Regional Plan map be changed from "Rural" to "Urban Development" at the subject property to reflect the proposed Municipal Plan amendment.

The regional and municipal plan amendments are intended to accommodate further commercial development that would serve regional needs.

Assessment

The property is located on the east side of Graham Miffen Drive to the immediate south of the Conception Bay South Arena. The property is within the Ward Three municipal electoral district.

The land in the area that fronts onto Graham Miffen Drive, Legion Road and Gateway Drive is under development and intended to accommodate a range of commercial uses consistent with a 'regional power centre'.

The proposed development would capitalize on Council's investments in that infrastructure. The Town Council therefore agreed to initiate the amendment process subject to similar agreement from the Minister to consider amending the Regional Plan.

St. John's Urban Region Regional Plan

The St. John's Urban Region Regional Plan (Regional Plan) identifies Conception Bay South as a sub-regional centre. Upon installation of municipal services, the Regional Plan encourages a wide range of residential densities, a variety of commercial operations, parks and recreational facilities and other uses that are characteristic and appropriate for a sub-regional centre.

The Regional Plan designates a portion of the subject property as "Rural". The Regional Plan policies for the "Rural" designation does not contemplate serviced development. The Regional Plan "Urban Development" designation allows for a range of urban uses connected to municipal water and sewer services. In consideration that the area is serviced by municipal water and sewer services, changing the area to the "Urban Development" Regional Plan designation is consistent with the Regional Plan policies. Therefore, the Minister of Municipal and Community Affairs Engagement agreed to consider amending the Regional Plan to accommodate the proposal.

Consultation

The Town of Conception Bay South managed the consultation process for this amendment.

A notice regarding the proposed amendments was posted on public bulletin boards at the Town Hall and Conception Bay South Arena and distributed to known property owners in the area of the proposed changes. In addition, notices were published in the June 25, 2026 and July 2, 2026 editions of the Shoreline newspaper. The notice was also posted to the Town's website and social media. At the direction of the Minister, the Town also consulted with the other municipalities subject to the St. John's Region Regional Plan.

A public information session to discuss the proposed amendments is scheduled for July 22, 2026 at the Conception Bay South Town Hall and written submissions will be accepted until July 27, 2026.

Any submissions and the discussion at the information session will be considered by Council and the Minister of Municipal and Community Affairs prior to decisions on whether to proceed with the amendment process.

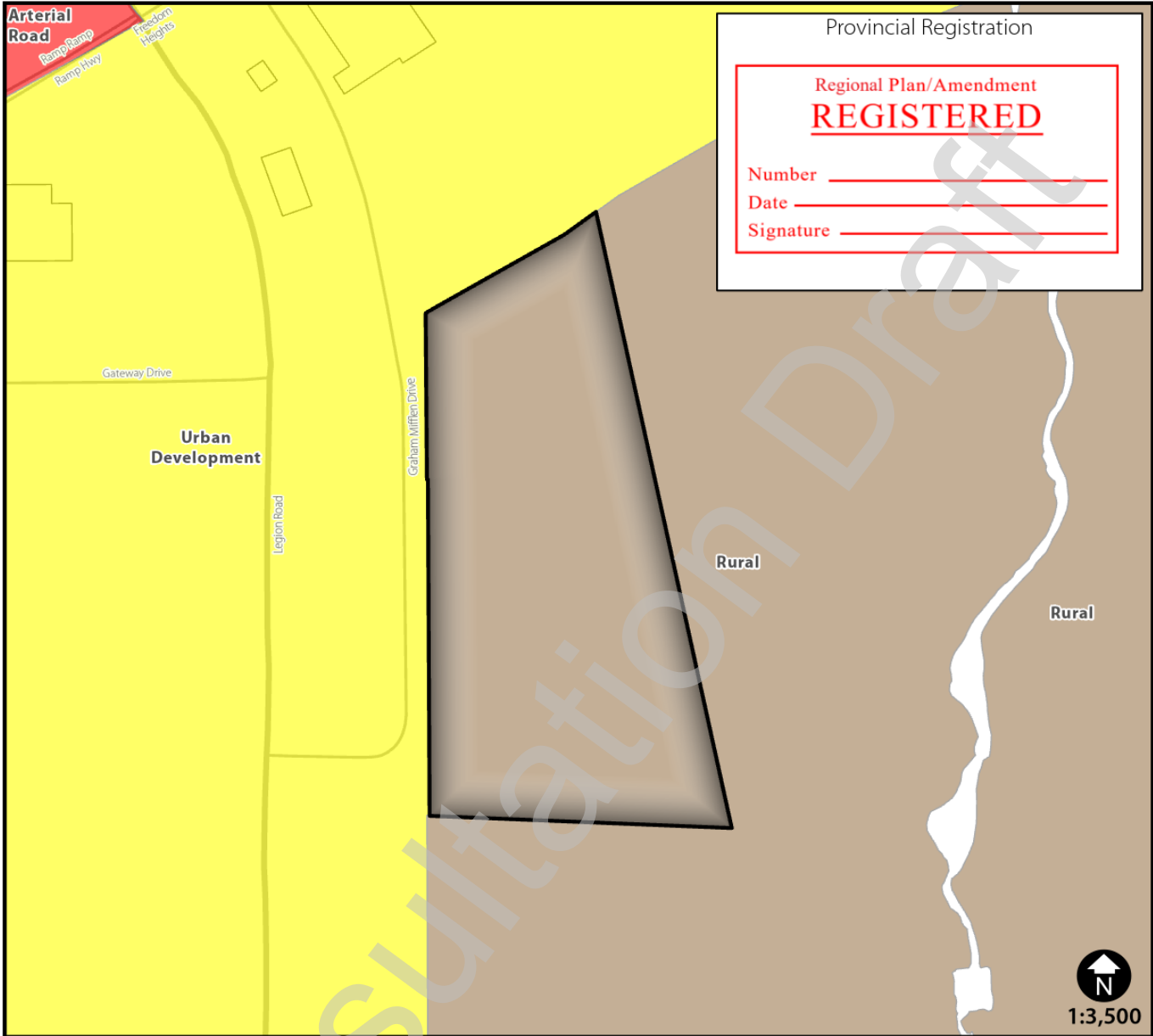
The Minister agreed that this consultation effort is reflective of the size, structure and complexity of planning and policy issues under consideration for the proposed amendments.

St. John's Urban Region Regional Plan Amendment No. 115/2026

The St. John's Urban Region Regional Plan, 1976 shall be amended as follows:

1. The regional land use designation map is amended as shown on the attached plan.

Consultation Draft



St. John's Urban Region Regional Plan
Amendment No. 115, 2026



From: Rural
To: Urban Development

Minister of Municipal and Community Affairs

Signed and sealed before me at St. John's, Newfoundland and
Labrador

This ____, day of ____, 2026

Witness

I certify that this Regional Plan Amendment has been prepared in
accordance with the requirements of the Urban and Rural Planning Act 2000.

Town of Conception Bay South
Municipal Plan Amendment No. 42, 2026
Graham Miffen Drive

Town of Conception Bay South

June 2026

**Urban and Rural Planning Act, 2000
Resolution to Adopt
Town of Conception Bay South
Municipal Plan Amendment No. 42, 2026**

Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000* the Town Council of Conception Bay South adopts the Conception Bay South Municipal Plan Amendment No. 42, 2026.

Adopted by the Town Council of Conception Bay South on the ____ day of _____, 2026.

Signed and sealed this ____ day of _____ 2026.

Mayor: _____

Clerk: _____

Canadian Institute of Planners Certification

I certify that Conception Bay South Municipal Plan Amendment No. 42, 2026 has been prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.



**Urban and Rural Planning Act, 2000
Resolution to Approve
Town of Conception Bay South
Municipal Plan Amendment No. 42, 2026**

Under the authority of Sections 16, 17 and 18 of the *Urban and Rural Planning Act, 2000*, the Town Council of Conception Bay South

- a) Adopted the Conception Bay South Municipal Plan Amendment No. 42, 2026 on _____, 2026.
- b) Gave notice of the adoption of the Conception Bay South Municipal Plan Amendment No. 42, 2026 by posting notices at the Conception Bay South Town Hall and the Conception Bay South Arena on _____, 2026 and by advertisement in the Shoreline newspaper on _____ and _____, 2026.
- c) Held a public hearing to consider objections and submissions on _____, 2026.

Now under the authority of Section 23 of the *Urban and Rural Planning Act, 2000* the Town Council of Conception Bay South approves the Conception Bay South Municipal Plan Amendment No. 42, 2026 as **adopted / modified**.

SIGNED AND SEALED this _____ day of _____ 2026.

Mayor: _____

Clerk: _____

Municipal Plan/Amendment REGISTERED
Number _____
Date _____
Signature _____

Town of Conception Bay South Municipal Plan Amendment No. 42, 2026

Introduction

The Conception Bay South Municipal Plan came into legal effect on July 20, 2012. Council is considering amending the Municipal Plan. This report has been prepared to explain the proposed change and to provide background information for the public and Council.

Background

The Town of Conception Bay South is proposing a change to the future land use designation of approximately 5.4 hectares (13.4 acres) of land at Graham Miffen Drive to the Regional Centre designation. The area that is the subject of the request is shown in Figure 1.



Figure 1: Graham Miffen Drive

The Town is proposing to extend the existing Municipal Plan future land use designation so that all the land fronting onto Graham Miffen Drive is similarly designated and available for development.

The Town acquired land for development of the Gateway from private title holders and Crown lands in 2009. A portion of the land acquired for the overall Gateway area was subject to subsurface mineral rights that were held by a Greenslades Construction Limited (“Greenslades”). In exchange for release of the subsurface mineral rights, the Town agreed to convey approximately 10 acres of land on the east side of Graham Miffen Drive to Greenslades. The Town also agreed to align the municipal plan future land use designations and zoning of the land the land to be conveyed, along with approximately 3.5 acres of Greenslades’ adjacent land holdings.

Within the Conception Bay South Municipal Plan, the subject property is within the “Rural” future land use designation as illustrated in Figure 2.

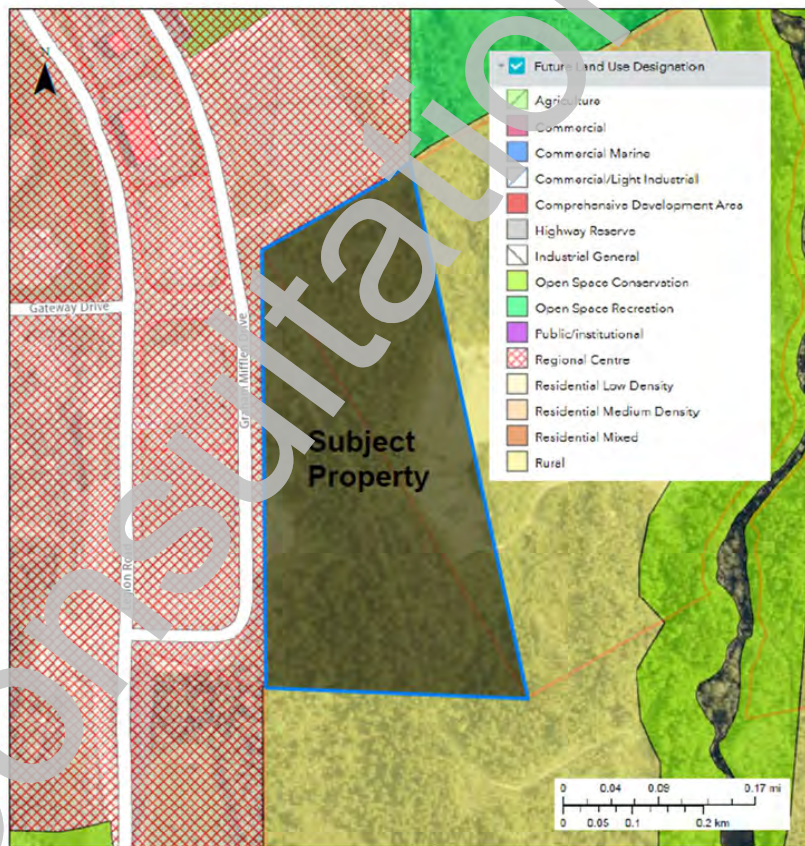


Figure 2: Municipal Plan Designations

An amendment to the St. John's Urban Region Regional Plan to re-designate the property from "Rural" to "Urban Development" is being processed concurrently with this amendment.

The regional and municipal plan amendments are intended to accommodate future commercial development.

An amendment to the Conception Bay South Development Regulations to rezone the same lands to the "Regional Centre (RC)" zone is being processing concurrently with the Regional and Municipal Plan amendments.

Assessment

The property is located on the east side of Graham Miffen Drive to the immediate south of the Conception Bay South Arena. The property is within the Ward Three municipal electoral district.

The land in the area that fronts onto Graham Miffen Drive, Legion Road and Gateway Drive is under development and intended to accommodate a range of commercial uses consistent with a 'regional power centre'.

The proposed development would capitalize on Council's investments in that infrastructure. The Town Council therefore agreed to initiate the amendment process subject to similar agreement from the Minister to consider amending the Regional Plan.

St. John's Urban Region Regional Plan

The St. John's Urban Region Regional Plan (Regional Plan) identifies Conception Bay South as a sub-regional centre. Upon installation of municipal services, the Regional Plan encourages a wide range of residential densities, a variety of commercial operations, parks and recreational facilities and other uses that are characteristic and appropriate for a sub-regional centre.

The Regional Plan designates a portion of the subject property as "Rural". The Regional Plan policies for the "Rural" designation does not contemplate serviced development. The Regional Plan "Urban Development" designation allows for a range of urban uses connected to municipal water and sewer services. In consideration that the area is serviced by municipal water and sewer services, changing the area to the "Urban Development" Regional Plan designation is consistent with the Regional Plan policies. Therefore, the Minister of Municipal and Community Affairs Engagement agreed to consider amending the Regional Plan to accommodate the proposal.

The Municipal Plan

The property is designated Rural by the Municipal Plan as described above. Section 5.6.3(1) of the Municipal Plan provides policy guidance for future use of land designated as Rural. Those policies do not foresee urban like commercial development that is serviced by municipal water and sanitary sewerage.

The proposed use of the property under consideration in this amendment does not align with those policies.

Section 5.4.3 of the Town's Municipal Plan outlines policies that apply to areas designated as "Regional Centre". Application of the Regional Centre designation south of the Conception Bay South Arena for lands fronting onto Graham Mifflin Drive is consistent with the policies expressed in the Municipal Plan.

Section 9.3.1 of the Municipal Plan guides Council when considering proposed re-zonings.

Section 9.6 of the Municipal Plan outlines circumstances where amending the Municipal Plan would be appropriate. The rationale for the proposed change as noted above is, in Council's opinion, is sufficient to support the change.

Consultation

A notice regarding the proposed amendments was posted on public bulletin boards at the Town Hall and Conception Bay South Arena and distributed to known property owners in the area of the proposed changes. In addition, notices were published in the June 25, 2026 and July 2, 2026 editions of the Shoreline newspaper. The notice was also posted to the Town's website and social media. At the direction of the Minister, the Town also consulted with the other municipalities subject to the St. John's Region Regional Plan.

A public information session to discuss the proposed amendments is scheduled for July 22, 2026 at the Conception Bay South Town Hall and written submissions will be accepted until July 27, 2026.

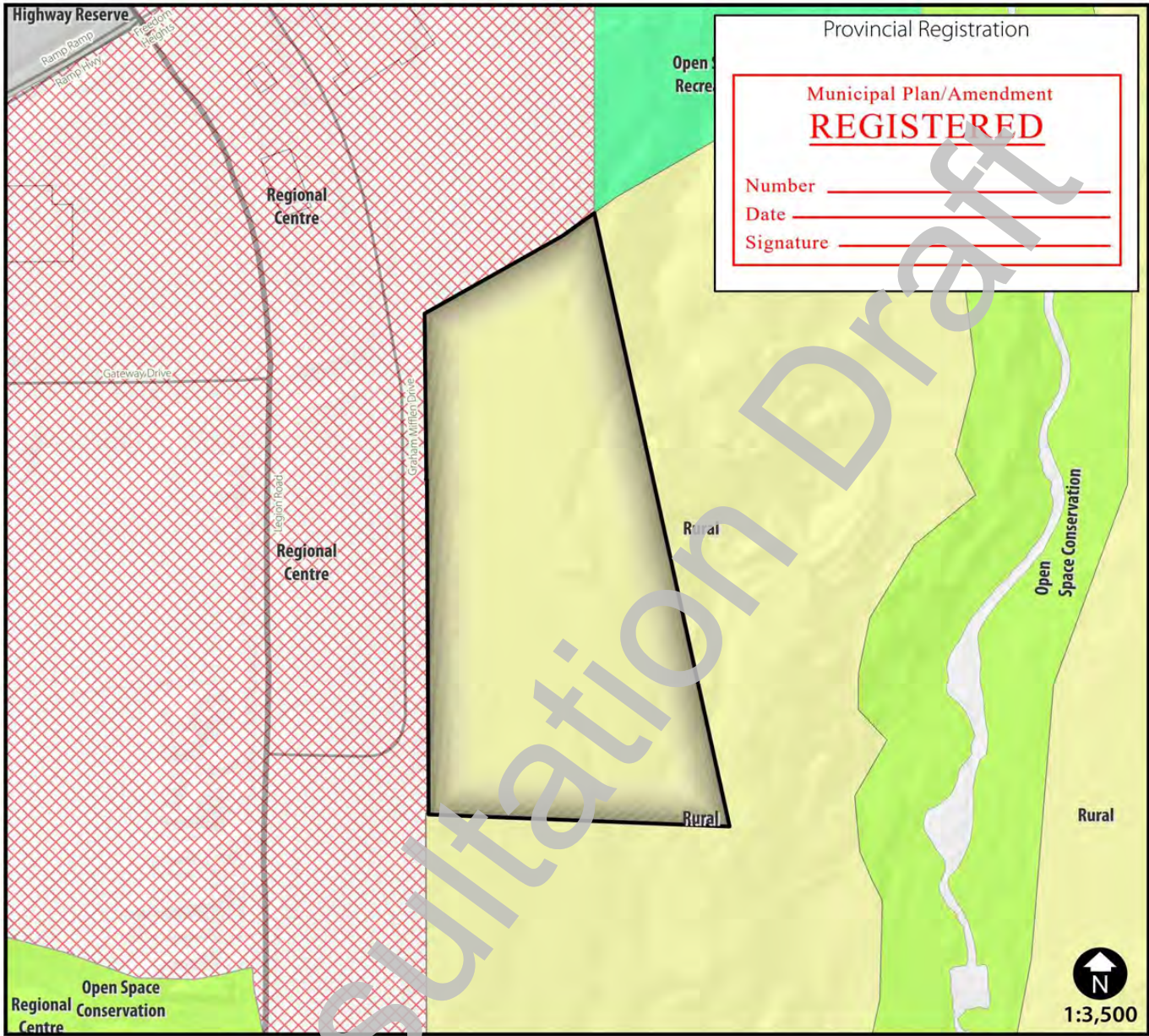
Any submissions and the discussion at the information session will be considered by Council and the Minister of Municipal and Community Affairs prior to decisions on whether to proceed with the amendment process.

The Town determined that this consultation effort is reflective of the size, structure and complexity of planning and policy issues under consideration for the proposed amendments.

Municipal Plan Amendment No 42. 2026

The Conception Bay South Municipal Plan Future Land Use Map shall be amended as follows:

1. The Future Land Use Map is amended as shown on the attached plan.



Town of Conception Bay South
 Municipal Plan
 Amendment No. 42, 2026
 Future Land Use



From: Rural
 To: Regional Centre

Signed and sealed at the Town of Conception Bay South, NL
 This _____, day of _____, 2026

 Mayor

 Town Clerk

I certify that this Municipal Plan Amendment has been prepared in accordance with the requirements of the Urban and Rural Planning Act 2000.

**Town of Conception Bay South
Development Regulations Amendment No. 66, 2026**

Graham Miffen Drive

**Prepared by
Town of Conception Bay South**

June 2026

Urban and Rural Planning Act, 2000
Resolution to Approve
Town of Conception Bay South
Development Regulations Amendment No. 66, 2026

Under the authority of Sections 16, 17 and 18 of the *Urban and Rural Planning Act, 2000* the Town Council of Conception Bay South

- a) Adopted the Conception Bay South Development Regulations Amendment No. 66, 2026 on _____, 2026.
- b) Gave notice of the adoption of the Conception Bay South Development Regulations Amendment No. 66, 2026 by posting notices at the Conception Bay South Town Hall and Arena, and by advertisement in the Shoreline News on _____ and _____, 2026.
- c) Held a public hearing to consider objections and submissions on _____, 2026.

Now under the authority of Section 23 of the *Urban and Rural Planning Act, 2000* the Town Council of Conception Bay South approves the Conception Bay South Development Regulations Amendment No. 66, 2026 as **adopted / or modified.**

SIGNED AND SEALED this ____ day of _____ 2026.

Mayor: _____

Clerk: _____

Development Regulations/Amendment <u>REGISTERED</u>
Number _____
Date _____
Signature _____

Town of Conception Bay South Development Regulations Amendment No. 66, 2026

Purpose

The purpose of this proposed Development Regulations amendment is to re-zone land at Graham Miffen Drive from Rural (R) to the "Regional Centre (RC)" zone.

This amendment implements Municipal Plan Amendment No. 42, 2026, which is being processed concurrently. An amendment to the St. John's Urban Region Regional Plan is also being processed concurrent with this amendment that would extend the regional plan "Urban Development" designation to the land.

Consultation

A notice regarding the proposed amendments was posted on public bulletin boards at the Town Hall and Conception Bay South Arena and distributed to known property owners in the area of the proposed changes. In addition, notices were published in the June 25, 2026 and July 2, 2026 editions of the Shoreline newspaper. The notice was also posted to the Town's website and social media. At the direction of the Minister, the Town also consulted with the other municipalities subject to the St. John's Region Regional Plan.

A public information session to discuss the proposed amendments is scheduled for July 22, 2026 at the Conception Bay South Town Hall and written submissions will be accepted until July 27, 2026.

Any submissions and the discussion at the information session will be considered by Council and the Minister of Municipal and Community Affairs prior to decisions on whether to proceed with the amendment process.

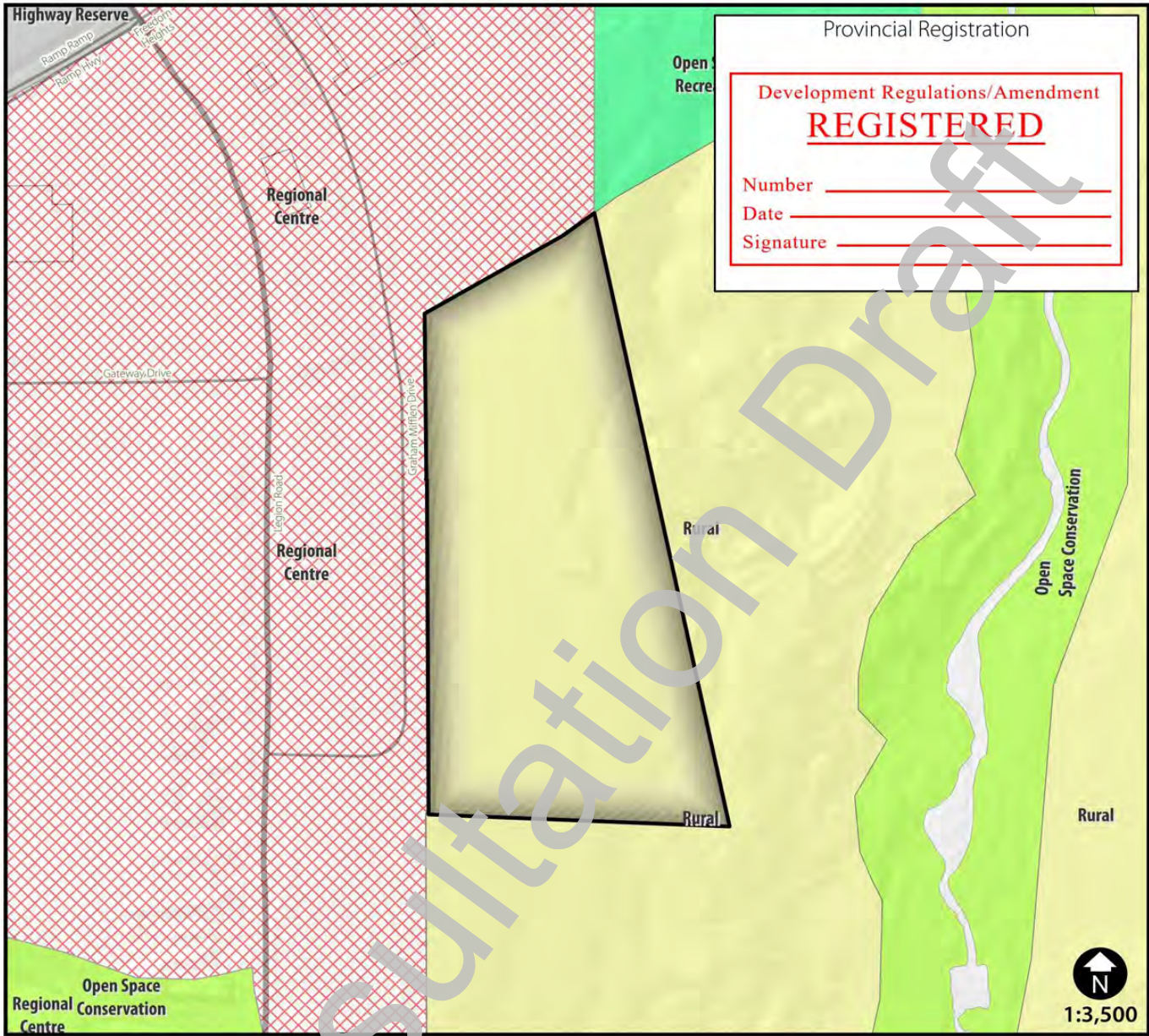
The Town determined that this consultation effort is reflective of the size, structure and complexity of planning and policy issues under consideration for the proposed amendments.

Development Regulations Amendment No. 66, 2026

The Conception Bay South Development Regulations shall be amended as follows:

1. The Zoning Map is amended as shown on the attached plan.

Consultation Draft



Town of Conception Bay South
Development Regulations
Amendment No. 66, 2026
Land Use Zoning

Signed and sealed at the Town of Conception Bay South, NL
This _____, day of _____, 2026

Mayor

Town Clerk

 From: Rural (R)
To: Regional Centre (RC)

June 19, 2026

Public Information Session
7:00p.m. Thursday, July 22, 2026
Town Hall, 11 Remembrance Square
Proposed Re-Zoning
East Side of Graham Mifflen Drive

Council is considering re-zoning land on the east side of Graham Mifflen Drive (south of the CBS Arena parking lot) to allow for the potential additional commercial development.

To move forward, several planning documents would need to be updated:

- The **St. John's Urban Region Regional Plan**: changing the regional land use designation from *Rural* to *Urban Development*,
- The **Conception Bay South Municipal Plan**: changing the designations from *Rural* to *Regional Centre*, and
- The **Conception Bay South Development Regulations** re-zoning those same areas from *Rural (R)* to *Regional Centre (RC)*.

You can review the proposed amendments in person at the Conception Bay South Town Hall during regular hours or online anytime at:

conceptionbaysouth.ca/services/development/municipal-plan-development-regulations

Have your say:

Council is accepting feedback until **2:00 p.m. on Monday, July 27, 2026**.

There will also be a **public information session** on the proposal at **7:00 p.m. on Wednesday, July 22, 2025**, at the **Conception Bay South Town Hall, Greenslade Gallery**.

For written submissions to the above notice:

Deposit in the drop box at the Town Hall entrance

E-mail: planning@conceptionbaysouth.ca

Fax: 709-834-8337

Mail: 11 Remembrance Square, P.O. Box 14040 Stn. Manuels, Conception Bay South, NL, A1W 3J1

Questions? Call the Planning & Development at 709-834-6500, ext. 401#.

All information submitted to the Town of Conception Bay South is collected and managed in compliance with the *Access to Information and Protection of Privacy Act, 2015*.

11 Remembrance Square
P.O. Box 14040, Stn Manuels
Conception Bay South, NL A1W 3J1

T 709-834-6500 Ext. 401
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www.conceptionbaysouth.ca
planning@conceptionbaysouth.ca

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Approvals in Principle Year to Date 2026

Application	Civic	Location	Proposal	Issued Dated
C2025-155	14	Piperstock Place	Subdivision and Consolidation of Property and SFD	January 23, 2026
C2026-002	24	Byrne's Place	Renovate Basement of SFD to Construct Secondary Suite	January 28, 2026
BR2025-014	14	Country Drive	Home Based Business - Personal Service Use / Nail Technician (Discretionary Use)	January 29, 2026
S2025-016	104-106	North Pond Road	Subdivision of property to create two lots	January 29, 2026
MV2025-003	104	North Pond Road	Variance to lot Frontage & Construction of SFD & Secondary Suite	January 29, 2026
C2025-153	46-50	Convent Lane	Consolidation of Property up to 13-unit Residential Row Dwelling (Condo) Development	Rev February 3, 2026
BR2026-001	1368	Torbay Road	Tenant Fit-Up in Commercial Building (Vape) Shop Use - Permitted Use	February 5, 2026
S2026-001	30 & 26	Motion Drive	Subdivision of Land from 26 Motion Drive and Consolidate with 30 Motion Drive	February 5, 2026
C2025-015	65	Marine Drive	Single Dwelling (Semi or Un-Serviced) 65 Marine Drive (Regulation 42: Revised Building Line)	February 5, 2026
C2026-011	69	Quigley's Lane	Single Dwelling (Un-Serviced)	February 19, 2026
C2026-014	1234	Torbay Road	Renovations of Existing Commercial Building for New Occupancy (Shop Use/ Take-Oct)	February 24, 2026
C2026-001	45	Robin's Pond Hill Road	12-Unit Residential Development (Un-Serviced) (Row Dwelling/Condo)	February 26, 2026
C2026-008	6	Nathaniel Drive	Construct a Secondary Suite Within Existing Single Dwelling (Un-Serviced)	March 11, 2026
C2026-004	17	Cedarwood Lane	Construct a Single Dwelling with Secondary Suite (Un-Serviced)	March 11, 2026
C2026-016 / C2025-017	21	Spray Lane	Construct a Single Dwelling with Secondary Suite (Un-Serviced)	March 12, 2026
C2026-017	46	Doyle's & Quigley's Lane	Single Dwelling with Secondary Suite (Serviced)	March 12, 2026
C2026-018	7	Wildberry Lane	Renovations to Basement (UNSERVICED)	March 24, 2026
C2026-022	15	Country Drive	Single Dwelling with Secondary Suite REDUCED REARYARD (Semi-Serviced)	March 31, 2026
C2026-025	1	Albert Place	Construct SFD with Secondary Suite (Un-Serviced)	April 28, 2026
C2023-093	4	Riverdale Drive	Single Dwelling with Secondary Suite (serviced)	April 28, 2026
C2026-028	17	Valley Loop Drive	Single Dwelling (Un-Serviced)	May 1, 2026
C2026-033	253	Marine Drive	Extension to Dwelling (attached garage)	May 1, 2026
C2026-038	15	Motion Lane	Construct a Secondary Suite Within Existing Single Dwelling Basement (Serviced)	May 11, 2026
C2026-048	15	Motion Lane	Extension to Dwelling and Second Storey Addition (Serviced)	May 11, 2026
C2026-024	1359	Torbay Road	Extension to Apartment Building (4 Units) & Renovations	May 22, 2026
C2026-040	18	Valley Loop Drive	Single Dwelling (Un-Serviced)	May 22, 2026
C2026-039	11	Valley Loop Drive	Single Dwelling (Un-Serviced)	May 22, 2026
C2026-027	2	Moore's Valley Road	Single Dwelling (semi-serviced)	May 25, 2026
S2026-005	5	Barron's Lane	Subdivide (201.8m ² parcel of land) and Consolidation	June 3, 2026
S2026-004	16 & 20	Woodfine's Lane	Subdivide of 6 m ² parcel of land and Consolidation	June 3, 2026
C2026-052	150	Marine Drive	Single Dwelling (semi-serviced)	June 4, 2026
C2026-056	1441	Torbay Road	Single Dwelling (Serviced) REGULATION 49	June 9, 2026
C2026-057	1441	Torbay Road	Accessory Building (Serviced) REGULATION 49	June 9, 2026

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C2026-007	21	Cherrywood Drive	Subdivision of Land to Create One Un-Serviced Building Lot and One Remaining Parcel	June 10, 2026
C2026-059	636	Bauline Line	Construction of a Culvert for Access to Rear Land	June 10, 2026
Year to Date:		35		



Extensions to Approval in Principle Year to Date 2026

Application	Civic	Location	Proposal	Issued Dated	Extended to
C2024-059	6	Riverdale Drive	SFD - EXTENSION TO AIP - SERVICED	December 20, 2024	November 18, 2026
C2023-093	4	Riverdale Drive	SFD - EXTENSION TO AIP - SERVICED	December 20, 2024	November 18, 2026
S2024-011	162	Marine Drive	Subdivision of Land to Create 3 Lots (1 Semi-Serviced, 1 Serviced & 1 Remaning Parcel)	January 14, 2025	January 10, 2027
S2024-006	51	Crowes Lane	Subdivision of Land & Construction of New Cul-de-sac/Two New Lots	July 2, 2024	July 2, 2026
C2026-050	11	Wind Gap Road	Commercial Building Extension	May 21, 2026	July 16, 2027
C2021-025	7	Darryl Pye Drive	14-unit Residential Development (Row Dwelling/Apartment Use) (Serviced)	May 21, 2024	July 21, 2026
C2025-070	59	Dunphy's Lane	SFD - EXTENSION TO AIP - UN-SERVICED	June 18, 2025	June 18, 2027
Year to Date:	7				



Approval in Principle
May 23, 2026 to June 11, 2026

Application	Civic	Location	Proposal	Issued Dated
C2026-027	2	Moore's Valley Road	Single Dwelling (semi-serviced)	May 25, 2026
S2026-005	5	Barron's Lane	Subdivide (201.8m ² parcel of land) and Consolidation	June 3, 2026
S2026-004	16 & 20	Woodfine's Lane	Subdivide of 6 m ² parcel of land and Consolidation	June 3, 2026
C2026-052	150	Marine Drive	Single Dwelling (semi-serviced)	June 4, 2026
C2026-056	1441	Torbay Road	Single Dwelling (Serviced) REGULATION 49	June 9, 2026
C2026-057	1441	Torbay Road	Accessory Building (Serviced) REGULATION 49	June 9, 2026
C2026-007	21	Cherrywood Drive	Subdivision of Land to Create One Un-Serviced Building Lot and One Remaining Parcel	June 10, 2026
C2026-059	636	Bauline Line	Construction of a Culvert for Access to Rear Land	June 10, 2026
<i>This Period:</i>		8		



Building/Development Permits Issued Year to Date 2026

Permit Number	Parcel Id	Footing Permit Issued Date	Bldg/Dev/Demo Permit Issued	Occupancy Permit Issued Date	Civic	Street	Estimated Cost of Construction	Building Type	Permit Type	Proposed Used	New Dwelling Units
C2025-124	168120	N/A	January 15, 2026	N/A	1114	Torbay Road	\$1.00	Commercial	Renovate/Repair	General Repairs - Siding/Shingles/Windows/Doors	N/A
C2026-003	168326	N/A	January 15, 2026	N/A	2	Convent Lane	\$99,192.00	Commercial	Renovate/Repair	Renovations - Commercial Building	N/A
C2025-135	204427	N/A	January 16, 2026	N/A	15	Martin's & Doyle's Lane	\$5,000.00	Residential	Renovate/Repair	Renovations - Add Secondary Suite	1
C2025-135	204427	N/A	N/A	January 19, 2026	15	Martin's & Doyle's Lane	N/A	Residential	Renovate/Repair	Renovations - Add Secondary Suite	N/A
C2023-132	167927	N/A	January 20, 2026	N/A	33	Gosse's & Rodger's Crescent	N/A	Single Detached Dwelling	Construction	SFD with Subsidiary Apartment	N/A
S2025-011	181711	N/A	January 28, 2026	N/A	429	Bauline Line	N/A	Vacant Lot	Subdivide	Subdivision of parcel of land from 425 Bauline Line to Consolidate with	N/A
C2025-170	168010	N/A	January 29, 2026	N/A	6	South Pond Road	\$1.00	Residential	Construction	429 Bauline Line	N/A
C2025-125	167868	N/A	January 29, 2026	N/A	1	Robin's Pond Hill Road	\$1.00	Residential	Construction	Second Driveway	N/A
S2025-018	168578	N/A	February 3, 2026	N/A	40	Wind Gap Road	N/A	Residential	Subdivide	Secondary Suite	1
C2025-010	278207	N/A	N/A	February 9, 2026	32	Cedarwood Lane	N/A	Single Detached Dwelling	Construction	Subdivision of Land at 40 Wind Gap Road to Create Two Building Lots	N/A
C2025-097	181711	N/A	February 16, 2026	N/A	429	Bauline Line	\$60,000.00	Residential	Construction	Single Dwelling	N/A
C2025-143	207808	N/A	February 17, 2026	N/A	3	Captain Matthew Davis Drive	\$40,000.00	Residential	Construction	Accessory Building greater than 30m ²	N/A
C2025-161	166922	N/A	February 27, 2026	N/A	32	Lynch's Lane	\$1.00	Residential	Construction	Accessory Building greater than 30m ²	N/A
S2023-012	Multiple	N/A	March 2, 2026	N/A	N/A	Valley Loop Drive	\$227,305.64	Residential Subdivision	Construction	Accessory Building less than 30m ²	N/A
C2024-103	168248	N/A	N/A	March 3, 2026	1754	Torbay Road (5 Wind Gap Road)	N/A	Single Detached Dwelling	Construction	Infrastructure Works (roadway, stormwater) - 14-lot Residential	N/A
C2022-096	166305	N/A	N/A	March 5, 2026	71	Evening's Path	N/A	Single Detached Dwelling	Construction	SFD with Subsidiary Apartment	N/A
BR2026-001	168168	N/A	N/A	March 13, 2026	1368	Torbay Road	\$1.00	Commercial/Residential	Renovate	Single Dwelling	N/A
C2026-013	202343	N/A	March 17, 2026	N/A	60	Convent Lane	\$1.00	Commercial	Renovate / Repair	Vape Shop	N/A
C2017-067	168299	N/A	N/A	March 23, 2026	1147	Torbay Road	N/A	Commercial	Extension to Existing	Renovations - Other	N/A
C2025-001	264305	N/A	N/A	March 25, 2026	15	Cannon Marsh Road	N/A	Residential	New Construction	Extension to Commercial Building	N/A
C2024-079	167442	March 26, 2026	N/A	N/A	51	North Pond Road	\$7,000,000.00	Residential	New Construction	Single Dwelling	N/A
C2024-130	167863	N/A	N/A	March 27, 2026	72	Robin's Pond Hill Road	N/A	Seasonal Dwelling	Addition	28 Unit Residential Row Dwelling Development	28
C2023-033	166351	N/A	N/A	April 6, 2026	29	Field's Lane	\$48,000.00	Single Detached Dwelling	Addition	Renovations - Other	N/A
T2026-001	202370	N/A	April 6, 2026	N/A	7	Kennedy's Brook Drive	N/A	Commercial Public Arena	Portable Sign	Extension to SFD - Other	N/A
C2025-031	166629	N/A	N/A	April 9, 2026	220	Indian Meal Line	\$110,000.00	Single Detached Dwelling	Addition	Portable Sign for Advertising	N/A
S2026-003	165697	N/A	April 14, 2026	N/A	16 and 18	Bellaventure Place	N/A	Residential	Subdivide/Consolidation	Extension to SFD - Garage	N/A
C2023-001	166941	N/A	N/A	April 17, 2026	56	Mahon's Lane	\$400,000.00	Residential	Construction	Subdivision of 531sq. m parcel of land from 18 Bellaventure Place to consolidate with 16 Bellaventure Place	N/A
C2024-007	182631	April 21, 2026	N/A	N/A	20	Field's Lane	\$450,000.00	Residential	Construction	Single Dwelling	N/A
C2026-007	167350	N/A	April 22, 2026	N/A	40	Motion Lane	\$13,000.00	Residential	Construction	Single Dwelling with Secondary Suite	2
C2025-062	165605	N/A	N/A	April 24, 2026	21	Bauline Line	N/A	Single Detached Dwelling	Construction	Accessory Building less than 30m ²	N/A
C2026-011	500000	April 24, 2026	N/A	N/A	69	Quigley's Lane	\$500,000.00	Residential	Construction	SFD with Subsidiary Apartment	N/A
C2023-052	167269	N/A	April 27, 2026	N/A	43	Moore's Valley Road	\$2,200.00	Residential	Construction	Single Dwelling	1
C2026-032	166467	N/A	April 29, 2026	N/A	45	Gosse's Lane	\$3,000.00	Residential	Renovate/Repair	Accessory Building less than 30m ²	N/A
C2025-107	167649	N/A	May 1, 2026	N/A	39	Pulpit Rock Road	N/A	Garage/Carport/Shed	Construction	Patio / Deck / Pool	N/A
C2026-011	500000	N/A	May 6, 2026	N/A	69	Quigley's Lane	N/A	Residential	Construction	REVISED -Access Bldg Res Use (> 30 sq.m)	N/A
S2024-001		N/A	May 7, 2026	N/A		Dogwood Cove Place	\$375,669.56	Residential	Construction	Single Dwelling	N/A
C2025-036	200477	N/A	May 11, 2026	N/A	41	Forest River Road	\$20,000.00	Residential	Extension to Existing	Infrastructure Construction Permit - 22 Lot Residential Subdivision	N/A
C2025-147	192469	N/A	May 11, 2026	N/A	10	Cordelia Crescent	\$40,000.00	Residential	Renovate/Repair	Accessory Building greater than 30m ²	N/A
C2025-049	182825	N/A	May 11, 2026	N/A	30	Pineridge Crescent	\$15,000.00	Residential	Renovate/Repair	Renovations - Basement Finish	N/A
C2025-059	213070	May 11, 2026	N/A	N/A	6	Riverdale Drive	\$400,000.00	Residential	New Construction	Patio / Deck / Pool	N/A
C2024-007	182631	N/A	May 12, 2026	N/A	20	Field's Lane	N/A	Residential	New Construction	Single Dwelling	1
C2023-093	213069	May 12, 2026	N/A	N/A	4	Riverdale Drive	\$360,000.00	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2025-036	213069	N/A	May 12, 2026	N/A	4	Riverdale Drive	\$12,000.00	Residential	New Construction	Single Dwelling with Secondary Suite	2
C2025-129	999999	N/A	May 13, 2026	N/A	534	Bauline Line	N/A	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2025-023	166672	N/A	May 14, 2026	N/A	444	Indian Meal Line	\$9,500.00	Residential	Extension to Existing	Single Dwelling	N/A
										Accessory Building greater than 30m ²	N/A

C2026-022	264230	May 14, 2026	N/A	N/A	15	Country Drive	\$350,000.00	Residential	New Construction	Single Dwelling with Secondary Suite	2
C2025-152	168215	May 14, 2026	N/A	N/A	1576	Torbay Road	\$392,585.00	Residential	New Construction	Single Dwelling (Rebuild due to Fire)	1
C2026-021	166603	N/A	May 14, 2026	N/A	88	Indian Meal Line	\$100,000.00	Residential	Renovate/Repair	Renovation (Rebuild due to Fire)	N/A
C2026-001	167359	N/A	May 15, 2026	N/A	25	Motion Lane	\$30,000.00	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2025-125	167868	N/A	N/A	May 21, 2026		1 Robin's Pond Hill Road	N/A	Residential	Construction	Secondary Suite	N/A
C2026-026	166588	N/A	May 21, 2026	N/A	46	Indian Meal Line	\$90,000.00	Residential	Renovate/Repair	Add Secondary Suite	1
C2026-022	264230	N/A	May 22, 2026	N/A	15	Country Drive	N/A	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2026-017	166176	May 22, 2026	N/A	N/A	46	Doyle's & Quigley's Lane	\$450,000.00	Residential	New Construction	Single Dwelling with Secondary Suite	2
T2026-002	168267	N/A	May 22, 2026	N/A	959	Torbay Road	N/A	Commercial	Portable Sign	Portable Sign for Advertising	N/A
C2026-053	165695	N/A	May 25, 2026	N/A	12	Bellaventure Place	\$1.00	Residential	Repair	Patio / Deck / Pool	N/A
BE2026-001	168108	N/A	May 26, 2026	N/A	1010	Torbay Road	\$1.00	Residential	Renovate / Repair	General Repairs - Other	N/A
C2026-006	205522	N/A	May 26, 2026	N/A	12	Streamside Lane	\$15,000.00	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2025-034	168041	N/A	May 26, 2026	N/A	15	Spray Lane	\$20,000.00	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2023-093	213069	N/A	May 28, 2026	N/A	4	Riverdale Drive	N/A	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2026-017	166176	N/A	May 28, 2026	N/A	46	Doyle's & Quigley's Lane	N/A	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2026-014	168141	N/A	June 4, 2026	N/A	1234	Torbay Road	\$6,000.00	Commercial	Renovate / Repair	Renovations - Commercial Building	N/A
C2025-152	168215	N/A	June 4, 2026	N/A	1576	Torbay Road	N/A	Residential	New Construction	Single Dwelling (Rebuild due to Fire)	N/A
C2024-058	999999	N/A	June 8, 2026	N/A	354	Bauline Line	N/A	Single Detached Dwelling	Construction	Single Dwelling (Unserviced)	N/A
C2026-063	166707	N/A	June 9, 2026	N/A	568	Indian Meal Line	\$1,000.00	Single Detached Dwelling	Renovate / Repair	Single Dwelling (Unserviced)	N/A
C2025-148	204300	N/A	June 9, 2026	N/A	3	Sprucewood Lane	\$3,000.00	Single Detached Dwelling	Renovate / Repair	Driveway/Culvert	N/A
C2026-029	184502	N/A	June 10, 2026	N/A	42	Weather Station Road	\$2,000.00	Residential	New Construction	Accessory Building less than 30m ²	N/A

INSERT INFO ABOVE THIS LINE

Total Estimated Cost of Construction \$11,649,460.20
Total Number of Building/Development Permits Issued 45
Total Number of Demolition Permits Issued 0
Total Number of Footing Permits Issued 8
Total Number of Occupancy Permits Issued 13
Total Number of Dwelling Units 42

Please do not insert extra table lines above of your total count/summary will be incorrect.



Building/Development Permit Extensions Year to Date 2026

Permit Number	Parcel Id	Permit Issued	Extended to	Civic	Street	Estimated Cost of Construction	Building Type	Work Type	Proposal	Dwelling Units
C2025-016	278199	March 20, 2025	March 20, 2027	6	Tanglewood Lane	\$45,000.00	Accessory Building	Construction	Access Bldg Res Use (>30 sq.m)	N/A
C2024-098	264196	November 15, 2024	November 15, 2026	22	Woodbridge Lane	\$40,000.00	Garage/Carport/Shed	Construction	Access Bldg Res Use (> 30 sq.m)	N/A
C2025-025	264253	May 14, 2025	May 14, 2027	4	Mayflower Drive	\$30,000.00	Garage/Carport/Shed	Construction	Access Bldg Res Use (> 30 sq.m)	N/A
C2025-032	186029	May 14, 2025	May 14, 2027	98	Bauline Line	\$40,000.00	Single Detached Dwelling	Renovations	General Repairs - Siding/Shingles/Windows/Doors	N/A
C2025-045	166877	May 22, 2025	May 22, 2027	5	Kelly's Lane	\$30,000.00	Accessory Building	Construction	Access Bldg Res Use (> 30 sq.m)	N/A
C2025-041	264213	June 6, 2025	June 6, 2027	19	Woodbridge Lane	\$30,000.00	Accessory Building	Construction	Access Bldg Res Use (> 30 sq.m)	N/A
C2023-021	165596	June 5, 2025	June 5, 2027	600 (560)	Bauline Line	\$1.00	Residential	Construction	Single Detached Dwelling	N/A

Year to Date **7**



**Building/Development Permits Issued
May 23 to June 12, 2026**

Permit Number	Parcel Id	Footing Permit Issued Date	Bldg/Dev/Demo Permit Issued Date	Occupancy Permit Issued Date	Civic	Street	Estimated Cost of Construction	Building Type	Work Type	Proposal	New Dwelling Units
C2026-053	165695	N/A	May 25, 2026	N/A	12	Bellaventure Place	\$1.00	Residential	Repair	Patio / Deck / Pool	N/A
BE2026-001	168108	N/A	May 26, 2026	N/A	1010	Torbay Road	\$1.00	Residential	Renovate / Repair	General Repairs - Other	N/A
C2026-006	205522	N/A	May 26, 2026	N/A	12	Streamside Lane	\$15,000.00	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2025-034	168041	N/A	May 26, 2026	N/A	15	Spray Lane	\$20,000.00	Residential	New Construction	Accessory Building greater than 30m ²	N/A
C2023-093	213069	N/A	May 28, 2026	N/A	4	Riverdale Drive	N/A	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2026-017	166176	N/A	May 28, 2026	N/A	46	Doyle's & Quigley's Lane	N/A	Residential	New Construction	Single Dwelling with Secondary Suite	N/A
C2026-014	168141	N/A	June 4, 2026	N/A	1234	Torbay Road	\$6,000.00	Commercial	Renovate / Repair	Renovations - Commercial Building	N/A
C2025-152	168215	N/A	June 4, 2026	N/A	1576	Torbay Road	N/A	Residential	New Construction	Single Dwelling (Rebuild due to Fire)	N/A
C2024-058	999999	N/A	June 8, 2026	N/A	354	Bauline Line	N/A	Single Detached	Construction	Single Dwelling (Unserviced)	N/A
C2026-063	166707	N/A	June 9, 2026	N/A	568	Indian Meal Line	\$1,000.00	Single Detached	Renovate / Repair	Single Dwelling (Unserviced)	N/A
C2025-148	204300	N/A	June 9, 2026	N/A	3	Sprucewood Lane	\$3,000.00	Single Detached	Renovate / Repair	Driveway/Culvert	N/A
C2026-029	184502	N/A	June 10, 2026	N/A	42	Weather Station Road	\$2,000.00	Residential	New Construction	Accessory Building less than 30m ²	N/A
<i>INSERT INFO ABOVE THIS LINE</i>											

Total Estimated Cost of **\$47,002.00**
Total Number of Dwelling Units **0**
Total Number of Bldg/Dev **12**
Total Number of Demolition **0**
Total Number of Footing **0**
Total Number of Occupancy **0**



MOTIONS REPORT & MINUTES
Administration and Human Resources Meeting
Tuesday, June 9, 2026
Council Chambers Boardroom 9:30 AM

COMMITTEE MEMBERS: Karen Gosse, Councillor
Jenny Whitten, Councillor

COMMITTEE ABSENT:

STAFF PRESENT: Mark Whalen, Chief Human Resources Officer

ITEMS DISCUSSED:

1. Recruitment & Selection

- a) Municipal Taxation Administrator - Contract Position - Corporate Services

The Administration & Human Resources Committee is pleased to announce that **Vera Muise** has accepted the role of **Municipal Taxation Administrator** within our Corporate Services Department on a contractual basis. Vera brings more than 25 years of experience in credit, collections, accounts receivable, and risk management across a variety of industries. In this role, Vera will report directly to David Pine – Director of Financial Operations within our Corporate Services Department.

- b) Seasonal Infrastructure & Recreation Worker II - 2026 Summer Position - Recreation & Community Services

The Administration & Human Resources Committee is pleased to announce the addition of **Devon O'Keefe** to the Torbay Common team. Devon has accepted Seasonal Employment as an **Infrastructure & Recreation Worker II**. Devon brings an extensive background in outdoor maintenance and groundskeeping and takes great pride in his work. In this role, Devon will report to Mark Reddy – Acting Facilities Supervisor within our Recreation & Community Services Department.

- c) Facilities Supervisor - Acting Assignment - Recreation & Community Services

The Administration & Human Resources Committee is pleased to announce that **Mark Reddy** has accepted an Acting Assignment role as **Facilities Supervisor**. Mark is looking forward to

taking on the role and the responsibilities associated with the Facilities Supervisor position and contributing to the effective management and maintenance of the facilities that fall under his responsibility. In this role, Mark will continue to report to Jen Martin, Director of Recreation and Community Services. Please join me in extending congratulations to Mark on accepting this assignment.

d) 2026 Summer Day Camp & Sports Camp - Recreation & Community Services

The Administration and Human Resources Committee is pleased to announce the hiring of the following individuals for the upcoming **2026 Summer Day Camp and Sports Camp**

Summer Day Camp Coordinator: Mackenzy Maroun

Summer Day Camp / Sports Camp Events Coordinator: Kathleen Walsh

Summer Day Camp Head Counsellor: Megan Williams

Summer Day Camp Counsellors:

Jillian Clarke

Anna Nowotczynski

Sam Gosse

Ava King

Regan Matchem

Quinn Richardson

Brianna Squires

Ava Tuck

Brooke-Lynn O'Neill

Jackson Piccott

Summer Day Camp Inclusion Coordinator: Chloe King

Summer Day Camp Inclusion Attendant: Sarah Smith

Summer Day Camp Inclusion Counsellor: Hailey Squires

Sports Camp Counsellors:

Ryan Tapper

Brooke Coady

Community Recreation & Leisure Counsellors:

Ava-Grace Christopher

Jayne Churchill

e) Part-Time Casual Recreational Services Representatives - Recreation & Community Services

The Chief Human Resources Officer in consultation with the Director of Recreation & Community Services are currently in the process of reviewing external applications received on the above noted employment opportunity. Following this review, the Chief Human Resources Officer will schedule interviews in accordance with the Town's Interviewing & Applicant Selection Policy. A further update will be provided to all members of council once available.

- f) Museum Interpreters - 2026 Summer Student Positions - Torbay History House

The Chief Human Resources Officer met with the Museum Manager to review and confirm the final details of the above noted summer employment opportunities. The external candidates selected for the positions have been notified and the final details of their employment agreements are being confirmed. A final update will be provided to all members of council once available.

2. Other Items

- a) PRIME PATH 2 - OHS Certification Training Session

The Chief Human Resources Officer will be attending an off-site training seminar on Thursday June 18th to receive training on the newly updated OHS Prime Requirements for large scale employers such as the Town of Torbay. This training session will provide an extensive and in-depth overview of all 15 OH&S elements that are required to form part of the Town's Occupational Health and Safety Program.

- b) Council & Staff - Summer BBQ Kick Off Event - Public Works Depot - June 17th @ Noon

Just a reminder to all staff and council regarding the Town's kick off to the Town's 2026 barbeque being held at the Town's Public Works Depot on Wednesday June 17th at 12 Noon. We hope to see as many staff and council members out to this event as possible.

3. Next Committee Meeting: Wednesday July 15th, 2026 @ 10AM

4. Meeting Adjourned at 10:30AM



Corporate Services Report June 11, 2026 for the June 15, 2026 Public Council Meeting

1. Invoices for Council Approval

The following invoices, totaling \$353,861.41, is presented for approval:

Invoice Number	Vendor	Detail	Amount
June 1, 2026	Canada Life	Employee Group	\$17,702.80
May 2026	CIBC Mellon	Pension Contributions May	\$33,383.82
RF-2026-06	City of St. John's	911 Service & Standby Annual Fees	\$11,409.02
282704	Englobe Corp	HAF Active Transportation Study	\$6,509.46
603840	Farrell's Excavating Ltd.	Winter Sand Restock	\$13,340.62
E600000268340	GFL Environmental	Spring Clean-up Bins	\$6,970.62
E600000269598	GFL Environmental	Monthly Garbage Collection	\$63,932.47
6950841	Hickman Chevrolet Cadillac	2026 Chev Silverado 1500 IPW	\$81,254.40
52	McDonald & Hounsell Law Offices	Land Purchase Agreement	\$12,222.29
7351910000051426	Newfoundland Power Inc.	Monthly Group Billing	\$18,071.42
1038220000052826	Newfoundland Power Inc.	Street Lighting	\$20,652.93
MAY 16-31, 2026	Receiver General of Canada	Payroll Deductions MAY 16-31, 2026	\$43,573.20
12411	SEA Contracting	History House Basement Work	\$19,838.36

Concerts 2026	Torbay Folk Arts Council Inc.	Summer Concert Series 2026	\$5,000.00
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Emergency Services & Fire Department Meeting
Thursday, June 11, 2026 Fire Hall 5:00 PM
MINUTES

COMMITTEE MEMBERS: Colleen Tapper, Deputy Mayor
Scott Martin, Councillor

COMMITTEE ABSENT:

STAFF PRESENT: Rodney Gaudet, Director of Emergency Services/Fire Chief

ITEMS DISCUSSED:

1. Item

- a) Emergency Services / Fire Department Minutes and Report

Review past meeting minutes and discussed outstanding items from that

- b) Casual/relief staff

Director had a meeting with HR and Finance to move this item forward. This will be discussed at Corporate services committee meeting and then brought forward to Committee of the Whole

- c) Update on RFP for Community Wildfire prevention and resiliency plan

RFP was posted and closed yesterday - June 10th at 4pm.

8 bids were received. The committee reviewed the bids and have chosen Resilient Roots Wildfire Consulting as the recommendation to complete the work. Therefore the following Motion is tabled:

MOTION

Motion - that the Town of Torbay award the Community Wildfire Resiliency Plan - 2026-05-26 to Resilient Roots Wildfire Consulting in the amount of \$24,347.83(Excluding taxes), utilizing the funds from the Community Wildfire Prevention and Mitigation Grant.

- d) Review general meeting minutes and call volume

117 calls for the year.

- e) Review Budget

There were a couple items that were showing as over budgeted, but following a review, items were placed under the wrong g/l. Things have been rectified and the only budget item showing over right now is 911 service which is difficult to budget as it's based on the total calls received at the 911 centre and which portion of those calls are for TVFD.

- f) Life Preserver at Whiteway pond

Communication was received from a resident asking about having a life preserver buoy placed at Whiteway pond. Director will look into and respond back to resident.

- g) Dry Hydrant

Director is looking into dry hydrant option for Waterman pond in Flatrock, as budgeted by Town of Flatrock. will bring forward to Flatrock council once quotes are received.

2. Next Committee Meeting

July 9th at 5pm

3. Adjournment

1725hrs



MOTIONS REPORT & MINUTES
Economic Development, Tourism, History and Culture
Committee Meeting
Tuesday, May 19, 2026, 9:00 AM
ZOOM

COMMITTEE MEMBERS: Karen Gosse, Councillor
Jenny Whitten, Councillor

COMMITTEE ABSENT:

STAFF PRESENT: Kerry Murray, Director Economic Development and Tourism
Donna Norvey, Manager of History House

ITEMS DISCUSSED:

1. Economic Development

- a) RFP for History House Annex Design and Project Management
 - The submissions (three) have been ranked by staff and once all municipal procurement requirements have been met - a motion will be brought to council to award the contract to the successful bidder.
 - [U:\COUNCIL\2026\June 15, 2026\Economic Development & HH\Briefing Note June 15 History House Annex RFP.docx](#)
- b) Update on Upcoming Events - council is welcome to attend all of these
 - Community Tour for Newcomers - May 25 - community tour and lunch at History House at 11:30.
 - Lower St. Stage Opening - June 28 - to open the stage and acknowledge the contributions of Cahill Group in bringing power to this facility.
 - Multi-cultural Community Market - June 27 - noon to 3 pm at History House.
- c) Regional Transportation Update
 - The feasibility study (draft) is complete and being reviewed by the committee - once the final version is done - it will be circulated to staff and council.

- The next step is to apply to the regional Transit Solutions Fund for additional funding for infrastructure assets.

2. Marketing and Communications

- Summer Guide is now available .
- Promotion of key upcoming events
- Great response to Municipal Awareness Week Activities from the community!

3. History House

- Programs at HH have been scaled back in the past month due to the work on mold remediation in the basement.
- That work is almost complete - cleaning is the final stage in that process which is now being scheduled.
- Work is proceeding on the Mannion collection and furnishing / equipping the genealogy centre at History House. (note: - No town funds are required for this initiative as it is fully supported by funding through the Department of Canadian Heritage and the Department of Tourism, Culture, Arts and Recreation).

4. New Business

5. Next Committee Meeting

6. Adjournment



June 15th, 2026 - Briefing Note and Motion

Background information and motion re RFP for project management and design work for History House Annex

Lowest bid received - (ranked highest)

- Vigilant Architecture Inc \$145,187.50

Scoring matrix

- Ranking completed by Director of Public Works, Director of Economic Development and History House Manager

Method Weight

Project Approach / Methodology	25%
Relevant Experience	25%
Fees and Expenses	20%
Project Team Qualifications	20%
Schedule and Timelines	10%
TOTAL	100%

Draft Motion:

- The Economic Development Committee recommends awarding the project management and design contract for History House to Vigilant Architecture Inc. of Paradise NL at a cost of \$145,187.50, which was the lowest of 3 submissions to the RFP.

Background

- This project, which has been in the concept phase for several years has been made possible due to the generosity of Carl Galeana. We used a portion of the Galeana Fund (\$179,350) to leverage an additional \$538,050 from federal and provincial sources.
- This project does not require or use any general revenues of the Town and is 100% funded from external sources. We will need to reallocate funds within



the budget estimates to cover the cost differences and may require additional funds from the Galeana Fund to cover increased costs.

- We also anticipate there will be cost savings in the allotted amount for fixtures, furniture and equipment. (i.e. - we can re-allocate \$80,000 from fixtures, furniture and equipment to design services and project management which would not alter the budget total but simply move money within the budget).

Key Financial Estimates of Cost and Funding Sources

Category	Estimated Cost
Construction (building envelope and interior finishings)	\$386,400
Design Services and Project management	\$ 66,000
Fixtures furniture and equipment	\$240,000
Marketing strategy	\$ 25,000
Total	\$717,400

Project Revenue / Funding Sources

Source	Contribution
Town of Torbay (25%)	\$179,350
ACOA Innovative Communities Fund (50%)	\$358,700
Government of Newfoundland and Labrador (25%)	\$179,350
Total	\$717,400



MOTIONS REPORT & MINUTES
Infrastructure and Public Works Committee Meeting
Tuesday, June 9, 2026, 8:00 am
IPW Boardroom

COMMITTEE MEMBERS: Rhonda Manning, Councillor
Scott Martin, Councillor

STAFF PRESENT: Brian Winter, Director of Infrastructure & Public Works

ITEMS DISCUSSED:

1. Water and Wastewater Projects

a) Water Treatment – North Pond

- This project is broken down into to three phases
- Phase 1: WTP Best Technologies \$950,000.00
- Phase 2: WTP Building Construction \$3,000,000.00
- Phase 3: WTP Equipment Installation, Commission, Water Storage \$4,930,913.00
- The total cost of the project is **\$9,865,016.70**

Land Acquisition

- The portion of land that the province owns is in the process of being conveyed to the Town.
- For the private property portion, we are waiting on the final layout of the treatment plant and lagoons prior to moving forward with the purchase.

Current Update

- The project is at its 30% design stage, site work is scheduled to start in July.

b) **Great Pond Water Project**

- The RFP for Owners Advisor was released; there were no interested bidders due to certain items in the RFP. Committee is in the process of re-releasing it in a different format.
- Provincial protection documents are being reviewed.

c) **Wastewater Testing and Requirements**

- Wastewater testing and flow monitoring is continuing at the outfall and being reported to Environment and Climate Change Canada (ECCC) as required.

2. **2024-25 Projects**

a) **Trail Development 2025-26**

- **Bypass Road to Bridge Road area**, a licence to occupy has been approved, a section 48 permit to do work in a buffer zone as also been approved. *Currently working through some private property issues in the Bridge Road area.*
- **Trail in Eagles Nest Area**, Planning Department is close to having the deed for the trail completed, this trial will most likely start in the 2026.
- **Flora Drive down to Indian Meal Line**, DIPW is working with the Grand Concourse Authority to see if the room is there to fit a trail, he will also be meeting with adjacent property owners for input.
- **Jones Pond Trail**, A request to complete some work on the Jones Pond Trail was received, the DIPW will reach out to LMO to see where they are to with the trail development on their side to determine if there is a possibility for connection.

b) **Carry Over Projects from 2025**

- Sewer Pipe Repair Bauline Line - only one provider working on a date to repair in the Spring/Summer.
- Valve Replacement at Flemings Hill and Torbay Road - will be completed in the Spring/Summer.

- Backwater Valve Replacement at Lift Station 1532 Torbay Road - will be completed in the Spring/Summer.
- Thornes Lane and Tyndale Drive Pump House Projects - On Going

c) **Canada Community Building Fund(CCBF)(Gas Tax) Projects 2025**

- The consulting portion of the project was awarded to Englobe Corp. and the construction portion of the project as been awarded to Dexter Construction with work to commence in early May.
- Streets being paved in this project include
 - Whittens Lane
 - Ocean View Hill
 - Garden Road
 - Piperstock Place
 - Culvert work on Whitty's Lane
- Budget for this project is \$1,128,544.00; with current bid the project is within budget.
- This project is ongoing and currently on schedule.

d) **Panel Replacement at Lift Station 216 Marine Drive**

- Project is ongoing waiting on delivery of the last items prior to commissioning.
- The budget for this project is \$65,000; the contract was awarded for \$31,045.58 there are a few other items to do with the station in relation this project which will use most of the remaining budget.

e) **Wastewater Collection and Treatment System Feasibility Study**

- The project was awarded to Stantec, work started in November 2025 and is expected to take 8-9 months.
- Project budget is \$100,000.00, current tendered amount is \$98,789.43

f) **Water Distribution Model Project**

- The Town as received the final report and a copy as been provided to committee. it was agreed to forward to all of Council for review and comments prior to accepting the report.
- The budget for the project is \$100,000.00, current tendered amount is \$55,497.05

Motion: Motion to accept the Water Distribution Model Report and it recommendations, prepared by Englobe dated April 2026.

Motion: Motion that Council adopt the recommendations contained therein as a guiding framework for future decision making and budget planning related to the Town's water distribution system and associated infrastructure improvements

g) **Patch Paving Project 2026**

- The patch paving project were tendered as per normal process. Two bids were received, after review of the bids it is recommended that the project be award to H&M Paving Ltd.

Motion: Motion to award the 2026 Patch Paving Project PP-2026-05-29 to H&M Paving Ltd. in the amount of \$4.25 per square foot for cut and patch and \$4.00 per square foot for grind and patch. This is within our budgeted amount for the proposed projects.

h) **Line Painting and Curb Sweeping Project 2026**

- The Line Painting and Curb Sweeping Project was tendered as per normal process. We received four bids, after review of the bids it is recommended that the project be award to Clean Sweep property Maintenance

Motion: Motion to award the 2026 Line Painting and Curb Sweeping Project 2026 LPCS-2026-05-08 to Clean Sweep Property Maintenance in the amount of \$21,250.00 plus HST. This is within our budgeted amount for the projects.

3. **Multi Year Capital Works projects 2023-2025**

a) **Common Generator Project 2020-23**

- Civic works is completed, the generator arrived on site on May 6, 2026. the remaining work to be completed over the next couple of weeks.
- The total budget for the project is **\$385,054.79**. Based on current pricing, we are approximately \$25,000 under budget.

b) **Storm Water Mitigation 2020-23**

- The sites being worked on are:
 - Whiteways Pond Brook
 - The Gully
- Project was tendered with seven bids being received, attached is the recommendation from Aguathuna. The project has already been approved to award by the Province.

Motion: Motion that the Storm Water Mitigation Project 17-MYCW-22-00067 be awarded to Dexter Construction in the amount of \$1,329,947.86 (HST inclusive). This amount, together with the associated consulting fees, keeps the total project cost within the approved budget.

- The total budget for this project is **\$1,733,271.70**.

[17-MYCW-22-00067 Tender Recommendation](#)

[17-MYCW-22-00067 - Approval to Award Storm Water Mitigation](#)

c) **Storm Water Mitigation Projects 2023-26**

- Crowes Lane, Western Island Pond Drive, Dunphy's Lane and various driveway culverts
 - The total budget for this project is **\$2,549,076.00**
- The consulting portion of this project has been awarded to Englobe.
- DIPW noted that the project may be split into two parts one with the road crossings and the other with the driveway culverts. By doing this the driveway

culvert portion can be completed while the other portion is being designed and permits obtained.

d) **Pump House Retrofit Work Project 2023-26**

- Tyndale Pump House
 - The total budget for this project is **\$622,069.50**.
- The consulting portion of this project has been awarded to Stantec, they are currently working on the design and tender documents.

4. **Other Items**

a) **Asset Management**

- DIPW noted that the Capital Asset Mapping Technologist is working on declaration for Council.
- The Council Declaration is a formal statement of Council's commitment to asset management and sustainable infrastructure planning. It establishes organizational support for developing an Asset Management Program and provides direction to Administration to begin implementing asset management principles and practices.
- Following adoption of the declaration, the next step would be the development of an Asset Management Policy, which would establish the Town's guiding principles, objectives, roles, and responsibilities for managing municipal assets.

b) **Whittys Lane Turnaround**

- DIPW noted that he is working with the property owner and the Corporate Services Department to determine next steps and possible suitable compensation if required.

c) **Water Conservation Order Proposal**

- The Director of Infrastructure and Public Works (DIPW) noted that he has drafted a water conservation and water ban by-law similar to the one the City of St. John's has had in place since 2002.
- The order will apply to all outdoor water use within the Town, promote responsible water use by residents year-round, and place limits on certain

water-use activities. Currently waiting on input from the province on potential penalties.

d) **MEO Reports and Patrols**

- There were a few incidents reported this time around, speeding, barking dogs, and vandalism. The MEO's are addressing the issues as required.
- The Town of PCSP is working on a contract extension document.

e) **Traffic Calming**

- DIPW noted he is keeping track of areas of concern and will be addressing them in the Spring/Summer.

5. **Next Committee Meeting**

- July 7, 2026

6. **Adjournment**

- 8:50 am



MOTIONS REPORT & MINUTES
Recreation and Community Services Committee Meeting
Wednesday, June 10, 2026, 9:00 AM
The Common Boardroom

COMMITTEE MEMBERS: Scott Martin, Councillor
Colleen Tapper, Deputy Mayor

COMMITTEE ABSENT:

STAFF PRESENT: Jen Martin, Director of Recreation & Community Services

ITEMS DISCUSSED:

1. Program / Events

- a) **Fall Programs/Events:** The committee reviewed the draft program and event plan for the fall. The Director will bring it back to committee for another review before it is finalized. Registration for Fall programs and events will open August 12th for residents and August 19th for non-residents.
- b) **Summer Programs/Events:** Registration is still ongoing for all summer programs and events including summer camp. There are still spots in four weeks of Camp T and all eight weeks of Sports Camp. Registration for sports camp is really low. The committee discussed potential changes for summer camps in 2027.

2. Facilities

- a) **Facility Rentals:** The committee reviewed facility rental revenue year to date and reviewed what areas the revenue is coming from.
- b) **Soccer Field:** The soccer field was sodded in the fall, hydroseeded in the fall and spring, and was limed and fertilized in the spring of this year. Despite this there are still several areas of concern on the field which pose as safety hazards. As a result minor soccer has been forced to cancel hosting Under 15 provincial tournaments and also three Under 15 metro games as we will not be able to use the full field. The Director is looking into the possibility of using Juniper Ridge field to help some of the practice groups which will alleviate some of the stress and overuse that a grass field is not built to withstand. The soccer program was scheduled to start May 21st but could not due to the condition of the field and will now start June 15th. The Director has quotes to replace the netting on the soccer field to the original 24 feet that has

always been there or to increase it to 30 feet which is 6 feet higher. This is in reference to an incident which happened when the Killick Coast Games was hosted. The Director will bring it to the next committee meeting for discussion.

- c) **Outdoor sites:** The Director gave the committee an update on all other outdoor sites. There was damage done to the fence on the junior softball field due to snow weight the winter which will need to be repaired before minor softball starts. There continues to be a drainage issue on the junior softball field which leads to sand and debris ending up on the basketball and tennis court below. The Director will look into temporary solutions for this for the summer.
- d) **History House:** The only work left to be completed by SEA Contracting on site is the electrical which has been held up due to the Town not receiving the permit from Service NL which has been experiencing a backlog due to short staffing. SEA has been putting pressure on Service NL to rush the permit so the work can be completed. Once the permit is received the project can be completed. The Director is also meeting SEA to obtain a quote on a deep clean once the work is complete. As part of that clean up any items that were stored in the basement prior to the project will need to be removed as it might contain mold particles. Moving forward no organic material will be able to be stored down in the basement as it can create a food source for future mold growth. As suggested by committee the Director will ask staff at the History House to contact organizations who might have use for the items and would want to clean them and keep them so they can be donated instead of being throw out.
- e) **Community Garden:** All garden beds and the storage container from the Holy Trinity Lane garden have been moved to the Torbay Common garden. The greenhouse has not been moved yet as the Director is working on getting quotes to have it moved with a boom truck.

3. Other

- a) **Inclusion Advisory Committee:** The next event offered by this committee is Wednesday June 17th at 6:30-8:30pm which is a Fire Hall tour and a bbq. The event is for all ages and if anyone needs more information they can email recreation@torbay.ca or call 709-437-6555. The next committee meeting is scheduled for Tuesday July 7th.
- b) **Play On! 2027 Event:** The committee discussed the potential of hosting the Play On 2027 event and agreed it is a fantastic opportunity but it would be a big undertaking which would require more staff and would have significant budget implications. The committee requested the Director go back to the event organizers and ask for more information regarding the cost to host and the obligation if selected as the host once an expression of interest was submitted. The committee also felt that in order to host something like this it would have to be a regional approach which involved the other Killick Coast communities.

4. Next Meeting
July 7th 3:00pm

5. Adjournment
9:45am