



**COUNCIL MEETING
MINUTES**

**July 16, 2026
3:00 pm**

In Attendance:

Mayor Jordan Brown
Deputy Mayor Kim Hartery
Councillor Julia Anne Manstan
Councillor Ryan Pike
Councillor Jonathan Riviere
Councillor Matthew White

Staff Present:

Jody Murray, CAO (Virtual)
Michelle Newhook, Director of Finance & Administration
Krista Hedlund, Deputy Clerk
Taylor Gambin, Director of Recreation & Community Services
Colin Oldford, Director of Engineering & Public Works
Mark Brophy, Fire Chief

Regrets:

Councillor Reilly Farrell
Craig Purves, Director of Planning & Development

1. Call Meeting to Order

1.1 Adoption and Approval of Agenda

Moved By: Councillor White

Seconded By: Councillor Manstan

Be it resolved the agenda for the meeting of July 16th, 2026 be adopted as presented.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

2. Conflict of Interest

Councillor Manstan declared a conflict of interest with item 6.1 Labrador West Rotary Signage Request.

3. Adoption and Signing of Minutes

Moved By: Councillor Pike

Seconded By: Deputy Mayor Hartery

Be it resolved the minutes of the public meeting held June 10th, 2026 be adopted as presented.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

4. Business Arising from Minutes

All items of June 10th, 2026 meeting have been actioned.

5. Finance & Administration

5.1 Donation – Royal Newfoundland Constabulary Association

Moved By: Councillor Manstan

Seconded By: Councillor Riviere

Be it resolved Council approve a donation of \$100.00 to the Royal Newfoundland Constabulary Association for the 36th Annual Community Guide, Suicide Prevention Awareness Handbook as per Donation Policy #2.4-1.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

5.2 Donation – Labrador West Status of Women

Moved By: Councillor Manstan

Seconded By: Councillor Riviere

Be it resolved Council approve a donation in the amount of \$ 100.00 to Labrador West Status of Women in support of the Community Wellness Fair as per Donation Policy #2.4-1.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

5.3 Write Offs

Moved By: Councillor Manstan

Seconded By: Councillor White

Be it resolved Council approve the write-off of uncollectible accounts totaling \$8,790.24, as identified during our 2025 audit and authorize Administration to remove these balances from the Town's accounts receivable records.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

5.4 Accounts Payable

Moved By: Councillor Manstan

Seconded By: Deputy Mayor Hartery

Be it resolved Council adopt the Accounts Payable Report totaling \$1,401,763.47 as presented at the July 15, 2026 Committee of the Whole meeting.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

5.5 RFP TLC-12-26 Organizational Review & Operational Assessment

Moved By: Councillor Manstan

Seconded By: Councillor Pike

Be it resolved Council award RFP TLC-12-26 – Organizational Review and Operational Assessment to KBRS 2022 Ltd. in the amount of \$21,500 plus HST, for a total contract value of \$24,725, and authorize the Chief Administrative Officer to finalize and execute the agreement.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

6. Recreation & Community Services

6.1 Labrador West Rotary Signage Request

Prior to discussion on this item Councillor Manstan declared a conflict of interest and left the table.

Moved By: Deputy Mayor Hartery

Seconded By: Councillor Riviere

Be it resolved Council give the recreation department permission to work with the Labrador West Rotary Club and install a permanent sign at the Labrador City Arena.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

Councillor Manstan rejoined the meeting.

6.2 Donation Request – Mental Health Softball Tournament Field Rental

Moved By: Deputy Mayor Hartery

Seconded By: Councillor White

Be it resolved Council waive the field rental fees associated with the Mental Health Fundraiser Softball Tournament, subject to confirmation that all proceeds from the event will be donated to a non-profit organization based in Labrador West or to a registered charity, in accordance with the Town's Donation Policy #2.4-1. Should the event proceeds not be directed to a non-profit organization or registered charity, Council will apply a reduced field rental rate for this special event.

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Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7. Municipal Services

7.1 TLC-13-26 Street & Sidewalk Repairs

Moved By: Councillor Riviere

Seconded By: Deputy Mayor Hartery

Be it resolved Council award Tender TLC-13-26 to Grey Rock Services Inc., with the final scope of work not to exceed the approved budget of \$800,000.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7.2 TLC-14-26 Fire Hydrant Replacement

Moved By: Councillor Riviere

Seconded By: Councillor Pike

Be it resolved Council award Tender TLC-14-26 Fire Hydrant Replacement to Northern Pipe & Plumbing in the amount of \$34,845, HST included.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7.3 Labrador West Recreational Facility – Naming & Signage Direction

Moved By: Councillor Riviere

Seconded By: Councillor Pike

Be it resolved Council approve the name Labrador West Recreational Facility and authorize Administration to finalize the exterior signage within the approved project budget.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7.4 FCM Local Leadership for Climate Adaptation – Climate-Ready Plans and Processes Funding Application

Moved By: Councillor Riviere

Seconded By: Councillor Manstan

Be it resolved Council direct staff to apply for funding through the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation: Climate-Ready Plans and Processes program for the Town of Labrador City's Implementing a Climate Readiness Initiative project.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7.5 PO# 2026-8129 Arena Refrigeration Plant Overhaul and Maintenance

Moved By: Councillor Riviere

Seconded By: Deputy Mayor Hartery

Be it resolved Council approve PO# 2026-8129 to CIMCO Refrigeration in the amount of \$20,680.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

7.6 PO# 2026-8170 2026 Waste Management Site Operations

Moved By: Councillor Riviere

Seconded By: Councillor White

Be it resolved Council approve PO# 2026-8170 to Hodge Brothers in an estimated amount not to exceed \$500,000 for the operation of the Labrador West Landfill Site, as per the contract.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

8. Fire & Emergency Services

8.1 By-Law No. H-003 Open Air Burning By-Law

Moved By: Deputy Mayor Hartery

Seconded By: Councillor Riviere

Be it resolved Council adopt the Open Air Burning By-law as presented, repealing and replacing the Open Air Burning Regulations, 2012, in order to align the Town's regulatory framework with the Towns and Local Service Districts Act, 2023, update enforcement provisions, and support public safety and effective municipal governance.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9. Planning & Development

9.1 Permit # 2026-0139 BIRA: 428 Grenfell Crescent

Moved By: Councillor White

Seconded By: Councillor Manstan

Be it resolved Council approve Permit # 2026-0139 to permit a home-based business providing cakes and baked goods at 428 Grenfell Crescent.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.2 Permit # 2026-0104 BIRA: 516 Bristol Crescent

Moved By: Councillor White

Seconded By: Deputy Mayor Hartery

Be it resolved Council approve Permit # 2026-0104 to permit a home-based roofing and minor-renovation services business at 516 Bristol Crescent.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.3 Permit # 2026-0086 BIRA: 907 Tamarack Drive

Moved By: Councillor White

Seconded By: Councillor Pike

Be it resolved Council approve Permit # 2026-0086 to permit a home-based welding and eavestrough business at 907 Tamarack Drive.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.4 By-Law No. Z-002 Fence and Retaining Wall

Moved By: Councillor White

Seconded By: Councillor Riviere

Be it resolved Council adopt By-law No. Z-002 – Fence and Retaining Wall as presented and repeal the Town's previous Fence Regulations upon the new by-law coming into force.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.5 Permit # 2026-0076 Temporary Accommodations: 4050 Duley Crescent

Moved By: Councillor White

Seconded By: Councillor Pike

Be it resolved Council approve Permit #2026-0076 for a Temporary Accommodations service to be located at 4050 Duley Crescent.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.6 Permit # 2026-0077 Temporary Accommodations: 4052 Duley Crescent

Moved By: Councillor White

Seconded By: Councillor Pike

Be it resolved Council approve Permit #2026-0077 for a Temporary Accommodations service to be located at 4052 Duley Crescent.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.7 PO# 2026-8143 Bartlett Drive North Sub-Division Layout and Engineering

Moved By: Councillor White

Seconded By: Deputy Mayor Hartery

Be it resolved Council approve PO# 2026-8143 to Nova Consultants Inc. in the amount of \$40,835 for Bartlett Drive North subdivision layouts and engineering.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.8 RFP TLC-11-26 Strategic Planning Consultant Services

Moved By: Councillor White

Seconded By: Councillor Riviere

Be it resolved Council award RFP TLC-11-26 Strategic Planning Consultant Services to Municipal Management Advisors for a professional fee of \$55,000 plus HST, with approved travel and disbursements additional.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

9.9 Land Sale Request 823 Carol Drive

Moved By: Councillor White

Seconded By: Deputy Mayor Hartery

Be it resolved Council deny the request to purchase additional municipal land adjacent to 823 Carol Drive and maintain the previously approved property boundaries; and delegate authority to the Chief Administrative Officer, pursuant to Section 35 of the Municipalities Act, to deny requests for the purchase of municipal lands identified within the Town's Asset Registry and not designated for disposition.

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

10. New Business

N/A

11. Unfinished Business

11.1 Updated Council Meeting Schedule

Moved By: Deputy Mayor Hartery

Seconded By: Councillor Pike

Be it resolved Council revise the 2026 Council meeting schedule as shown below and advertise the new schedule accordingly.

Monday, August 3rd Public Committee of the Whole
Wednesday, August 5th Council Meeting

Monday, September 14th Public Committee of the Whole
Wednesday, September 16th Council Meeting

Monday, October 19th Public Committee of the Whole
Wednesday, October 21st Council Meeting

Monday, November 9th Public Committee of the Whole
Thursday, November 12th Council Meeting

Monday, December 7th Public Committee of the Whole
Wednesday, December 9th Council Meeting (Budget)

Question called; Mayor Brown, Deputy Mayor Hartery, Councillor Manstan, Councillor Pike, Councillor Riviere, and Councillor White all in favor. **Carried**

12. Notice of Motions

N/A

13. Correspondence Log

N/A

14. Community Recognition & Reminders

1. Thank you to all agencies, departments, businesses, organizations, employees and residents for all the support shown during the most recent wildland fire that saw the evacuation of three areas within our municipal planning zone
2. We would like to recognize Encore Entertainment for the amazing Shrek show they held at the Arts Centre in June – it was phenomenal. We have such great talent in our region – bravo to all involved
3. Wishing best of luck to Dana Martin-Kelly & her daughter Cordelia as they take on Amazing Race Canada edition – we will be cheering for you every step of the way
4. Labrador West Pride Week just kicked off and they have a full schedule for the week – be sure to check out their Facebook page for all details
5. Congratulations to Gateway Labrador on the reopening of the exhibit hall in June
6. Congratulations to members of Council, past and present, and our MHA, on advocating for the return of a water bomber full time during fire season; hard work is paying off. We were very pleased to hear Minister Forsey's announcement and will continue to ensure this comes to fruition
7. We would like to remind everyone that Ironfest is coming up on August 8th, it will be another jammed packed weekend of fun for all ages. There are some general admission tickets remaining, get your before its too late

15. Date of Next Meeting & Adjournment

The next Public Committee of the Whole meeting will be held Monday, August 3rd, 2026 at 4:00 pm and the Public Council Meeting Wednesday, August 5th, 2026 at 4 pm. There being no further business to discuss, the meeting was adjourned at 3:50 pm Councillor Riviere.

Michelle Newhook, Town Clerk

Jordan Brown, Mayor