



**COUNCIL MEETING  
MINUTES**

**August 12, 2025  
4 pm**

**In Attendance:**

Mayor Belinda Adams  
Deputy Mayor Mitchell Marsh  
Councillor Ryan Pike  
Councillor Kim Hartery  
Councillor Dawn Willcott  
Councillor Jonathan Riviere

**Staff Present:**

Michelle Newhook, Director of Finance & Administration  
Craig Purves, Director of Planning & Development  
Taylor Gambin, Director of Recreation & Community Services  
Mark Brophy, Fire Chief  
Krista Hedlund, Deputy Clerk  
Jackie Greenham, Communications

**Regrets:**

Councillor Junior Humphries  
Wayne Power, Director of Public Works

**1. Call Meeting to Order**

**1.1. Adoption and Approval of Agenda**

**Moved By:** Councillor Willcott

**Seconded By:** Councillor Hartery

**Be it resolved** the agenda for the meeting of August 12<sup>th</sup>, 2025 be adopted as presented.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**2. Delegations**

N/A

**3. Adoption and Signing of Minutes**

**Moved By:** Councillor Willcott

**Seconded By:** Councillor Pike

**Be it resolved** the minutes of the public meeting held July 8<sup>th</sup>, 2025 be adopted as presented.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**4. Business Arising from Minutes**

All follow up items from the July 8<sup>th</sup>, 2025 meetings have been actioned.

**5. Correspondence**

**5.1 Kami Iron Ore Mine Project – Environmental Impact Statement Submission**

An Environmental Impact Statement (EIC) for the proposed Kami Iron Ore Mine Project has been submitted to the Department of Environment and Climate Change in accordance with the Environmental Protection Act, SNL 2002, cE-14.2 and the Environmental Assessment Regulations 2003. Deadline for submission of public comments is September 17<sup>th</sup>, 2025, with the Minister's decision on the acceptability of the EIS due by October 7<sup>th</sup>, 2025.

**6. New Business**

**6.1 KASH – Denial of Permit**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Hartery

**Be it resolved** Council commits to reviewing the Temporary Patio Regulations, 2022 in its entirety, and if desired, will amend the property requirements for installation. Council will revisit the permit application following the review if required.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**6.2 Code of Conduct**

Mayor Adams declares a Conflict of Interest and left the council table. Deputy Mayor Marsh assumed the role as chair.

**Moved By:** Councillor Pike

**Seconded By:** Councillor Hartery

With respect to a complaint of a breach of Code of Conduct against Mayor Belinda Adams made pursuant to the Municipal Conduct Act, SNL 2021, c M-20.01

**WHEREAS:**

A. The Town of Labrador City received a formal complaint from a member of the public (the “Complaint”) alleging that Mayor Belinda Adams had acted outside of her authority and without the permission of the Town Council, in violation of the Municipal Conduct Act;

B. Council engaged an external investigator to investigate the Complaint;

C. The external investigator prepared an Investigation Report dated July 3, 2025. The Investigation Report clarified the scope of the Complaint as being in respect of an alleged breach in Code of Conduct as per Section 3.2.4 and 3.4.1, of the Councillor Code of Conduct and Section 11.1 of the Labrador City Municipal Officials Code of Conduct.

D. The Investigation Report was considered by Council at a closed meeting held on August 12, 2025;

E. The Respondent, Mayor Belinda Adams, was heard before Council in response to the Investigation Report on August 12, 2025;

COUNCIL HAS DETERMINED THAT:

1. The Investigation Report dated July 3, 2025, including the recommendations of the Investigator, is acknowledged as received by Council.

2. Following Mayor Adams Privileged Hearing, regarding the matters described in the Investigation Report dated July 3, 2025 under Report Conclusions, Section 8, 103 (i) the Town Council has determined that Mayor Adams refusal to participate in this investigation is validated by her supporting documentation that a previous investigation is not yet concluded and would therefore pose a conflict of interest.

3. The matters described in the Investigation Report dated July 3, 2025 with regards to the Report Conclusions under Section 8 the Town Council finds that Mayor Belinda Adams breached the Code of Conduct with respect to 103 (ii), pursuant to Section 3.2.4 and 3.4.1 of the Municipal Code of Conduct.

4. The Town Council finds that Mayor Adams has breached the Code of Conduct through a genuine error in judgment within the meaning of Section 9(2) of the Act. Mayor Adams' seat on Council is therefore not vacated.

4. Council has discretion to determine the appropriate sanction within the meaning of Section 9(2) of the Municipal Conduct Act. Council has determined that there will be sanction against Mayor Adams in connection with the Complaint; as per Section 9(2):

(c) require the councillor to attend training as determined by the Council;

5. The Investigation Report dated July 3, 2025 is hereby tabled at a public meeting in keeping with Section 8(11) of the Municipal Conduct Act.

NOW on this 12<sup>th</sup> day of August 2025,

**Be it resolved** that the Town Council of the Town of Labrador City hereby finds Mayor Belinda Adams in a breach of Code of Conduct; Council declines to vacate her seat on Council, however imposes mandatory Code of Conduct training.

Question called; Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

Mayor Adams re-joined the meeting.

**7. Committee Reports**

**7.1 Finance & Administration**

**a) Donations**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Willcott

**Be it resolved** Council approve donation in the amount of \$10,000 to the Labrador City Firefighters Association for their annual grant.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**Moved By:** Councillor Willcott

**Seconded By:** Councillor Hartery

**Be it resolved** Council approve donation in the amount of \$100 to Citizen's Crime Prevention Association of Newfoundland and Labrador for their Bullying Awareness Guide.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Pike

**Be it resolved** Council approve donation in the amount of \$100 to MADD Labrador West for their MADD Week.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Hartery

**Be it resolved** Council approve an in-kind donation of Fire Fighting Foam in support of the CBN Wildfire valued at \$800.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**b) Taxation**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Willcott

**Be it resolved** Council approve Property Tax Rebates for 2024 in the amount of \$3,682.78 and 2025 in the amount of \$3,862.21 as presented.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Pike

**Be it resolved** Council approve Service Club Rebates for 2025 in the amount of \$2,570.41.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**8. Applications for Permits**

**8.1 Permit 2025-0215 BIRA: Mobile Vehicle Servicing – 120 Drake Avenue**

**Moved By:** Councillor Riviere

**Seconded By:** Deputy Mayor Marsh

**Be it resolved** Council approve BIRA permit 2025-0215 for a Mobile Vehicle Servicing business located at 120 Drake Avenue, subject to conditions outlined on the permit.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**8.2 Permit 2025-0207 BIRA: Photo Booth Rental – 435 Vanier Avenue**

**Moved By:** Councillor Riviere

**Seconded By:** Deputy Mayor Marsh

**Be it resolved** Council approve BIRA permit 2025-0207 for a Photo Booth Rental business located at 435 Vanier Avenue, subject to conditions outlined on the permit.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**8.3 Permit 2025-0227 BIRA: Cleaning Business for Residential and Commercial – 722 Bartlett Drive**

Deferred to next meeting; errors in the permit letter that required confirmation with clerk.

**8.4 Permit 25-023 Approval in Principle: Variance – 820 D’Aigle Crescent**

**Moved By:** Councillor Riviere

**Seconded By:** Deputy Mayor Marsh

**Be it resolved** Council approve Approval in Principle permit 25-023 for a 10% Variance for the building line setback located at 820 D’aigle Crescent, subject to conditions outlined on the permit.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**8.5 Permit 2025-0153 Approval in Principle: Consolidate Land – 4014 Ashuanipi Crescent**

**Moved By:** Councillor Riviere

**Seconded By:** Deputy Mayor Marsh

**Be it resolved** Council approve Approval in Principle permit 2025-0153 to Consolidate Land located at 4014 Ashuanipi Crescent, subject to conditions outlined on the permit.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**9. Unfinished Business**

**9.1 Accessibility Plan**

**Moved By:** Councillor Willcott

**Seconded By:** Councillor Hartery

**Be it resolved** Council adopts the Labrador West Accessibility Plan dated June 24, 2025 as presented.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**9.2 Street Reconstruction & Storm Sewer Upgrades Change Order No. 1**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Riviere

**Be it resolved** Council ratify the poll of August 8, 2025 and approve Change Order No 1 under the 17-MYCW-25-00060 2024 Street Reconstruction Program & 17-GI-24-00024 Storm Sewer Upgrades to Grey Rock Services Inc., in the amount of \$56,042.16 before hst.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**10. Tenders**

**10.1 TLC-17-25 RFP Lease and Operation of Arena Canteen**

**Moved By:** Councillor Pike

**Seconded By:** Councillor Willcott

**Be it resolved** Council ratify the poll of August 1<sup>st</sup>, 2025 and award RFP TLC-17-25 Lease and Operation of Arena Canteen to Faith Haven Animal Shelter for the price of 6% of all sales per event.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**10.2 RFP Supply & Operation of Vending Machines at Labrador City Arena**

**Moved By:** Councillor Pike

**Seconded By:** Councillor Hartery

**Be it resolved** Council award RFP for Supply & Operation of Vending Machines at Labrador City Arena to Herbs Industrial, for the price of \$86.25 per month hst inclusive.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**



**10.3 TLC-19-25 Supply of Water Line Materials**

**Moved By:** Councillor Pike

**Seconded By:** Councillor Willcott

**Be it resolved** Council award TLC-19-25 Supply of Water Line Repairs to EMCO Waterworks for the price of \$13,992.94 hst inclusive.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**10.4 TLC-20-25 Supply of Manhole Frames and Covers**

**Moved By:** Councillor Pike

**Seconded By:** Councillor Willcott

**Be it resolved** Council award TLC-19-25 Supply of Manhole Frames and Covers to EMCO Waterworks for the price of \$7,971.51 hst inclusive.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**11. Approval of Accounts & Purchase Orders**

**Moved By:** Deputy Mayor Marsh

**Seconded By:** Councillor Pike

**Be it resolved** Council approve Account & Purchases Orders in the amount of \$11,114,189.83 as presented.

Question called; Mayor Adams, Deputy Mayor Marsh, Councillor Pike, Councillor Hartery, Councillor Willcott and Councillor Riviere all in favor. **Carried**

**12. Community Recognition & Reminders**

Congratulations to the Recreation Department and all Town employees in pulling off a magnificent Ironfest. It was an amazing week for all residents to enjoy!

MM\_August 12, 2025

**13. Date of Next Meeting & Adjournment**

The date of the next Council Meeting will be Tuesday, September 16<sup>th</sup>, 2025 at 3 pm.  
There being no further business to discuss, the meeting was adjourned at 5:10 pm by  
Deputy Mayor Marsh.

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Michelle Newhook, Town Clerk

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Belinda Adams, Mayor