



## LABRADORCITY

### SPECIAL COUNCIL MEETING MINUTES

**October 14, 2025  
5 pm**

**In Attendance:**

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

**Staff Present:**

Michelle Newhook, Director of Finance & Administration  
Pete Bolland, Superintendent of Public Works  
Craig Purves, Director of Planning & Development  
Taylor Gambin, Director of Recreation & Community Services  
Mark Brophy, Fire Chief  
Krista Hedlund, Deputy Clerk

**Regrets:**

Reilly Farrell, Councillor Elect  
Jackie Greenham, Communications

Swearing In of Council took place on October 14<sup>th</sup>, 2025 at 4 pm in Council Chambers, as per Section 98 of the Municipal Elections Act.

**1. Call Meeting to Order**

**1.1. Adoption and Approval of Agenda**

**Moved By:** Councillor White

**Seconded By:** Councillor Pike

**Be it resolved** the agenda for the meeting of October 14<sup>th</sup>, 2025 be adopted as presented.

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

**1.2 Election of Deputy Mayor**

Mayor Brown handed the meeting over to the Returning Officer Michelle Newhook to conduct the election for Deputy Mayor.

Returning Officer Michelle Newhook called for nominations from the floor.

Councillor White nominated Councillor Julia Anne Manstan; Councillor Manstan accepted the nomination.

Councillor Pike nominated Councillor Kim Hartery; Councillor Hartery accepted the nomination.

Second call for nominations from the floor. No further nominations were added; Council proceeded to vote by secret ballot. Returning Officer collected the ballots, counted and advised that Kim Hartery obtained majority vote for Deputy Mayor.

**Moved By:** Councillor Riviere

**Seconded By:** Councillor Pike

**Be it resolved** Council declared Kim Hartery as Deputy Mayor, Labrador City.

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

**1.3 By-Law No. A-001 Rules of Procedure at Town Council Meetings**

**Moved By:** Councillor Pike

**Seconded By:** Deputy Mayor Hartery

**Be it resolved** in accordance with Section 12 of the Towns and Local Service District Act, Council adopt By-Law No. A-001: Rules of Procedure at Town Council Meetings and rescind Rules of Procedure and Policy No. 2.4-2 Remote Meeting Attendance, as this is now covered under By-Law A-001.

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

**2. Delegations**

N/A

**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 October 1<sup>st</sup>, 2025 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 follow up items from the October 1<sup>st</sup>, 2025 meetings have been actioned.

**5. Correspondence**

**5.1 Congratulations from Municipalities Newfoundland & Labrador (MNL)**

MNL sends congratulations along to all elected members of Council and introduces themselves and what they do for municipalities across the province.

**5.2 Municipalities Newfoundland & Labrador (MNL) – Board of Directors**

MNL sends correspondence to advise that nominations are now open for Board of Director positions. Open positions include: President, Vice President, Urban Municipalities Director & Labrador Director, amongst others. Nominations will close on October 22, 2025.

**5.3 Municipal Assessment Agency (MAA) – Board of Directors**

MAA sends correspondence to advise that nominations are now open for Urban and Labrador Region Director positions. Nominations will close on November 6, 2025.

**5.4 Congratulations from MP Philip Earle**

MP Philip Earle sends along congratulations to all members of the newly elected Council. MP Earle looks forward to working with Council to continue to build strong, vibrant, and resilient communities that reflect the pride and full potential of Labrador.

**6. New Business**

**6.1 Appointment of Town Manager /CAO**

**Moved By:** Deputy Mayor Hartery

**Seconded By:** Councillor White

**Be it resolved** Council appoint Ms. Jody Murray as Town Manager / CAO for the Town of Labrador City effective November 3<sup>rd</sup>, 2025.

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

**6.2 Councillor Code of Conduct**

**Moved By:** Councillor White

**Seconded By:** Councillor Pike

**Be it resolved** Council adopt Policy 2.4-7 Councillor Code of Conduct as presented.

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

**7. Committee Reports**

7.1 Finance & Admin

a) Donations

Prior to discussion on this topic Councillor White declared a conflict of interest and exited the Chambers.

**Moved By:** Councillor Riviere

**Seconded By:** Councillor Pike

**Be it resolved** Council approve donations in the amount of \$100 to the annual Toys for Joys event and Menihek High School annual awards night.

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

Councillor White rejoined the meeting.

**Moved By:** Councillor Riviere

**Seconded By:** Deputy Mayor Hartery

**Be it resolved** Council approve in-kind donation of ice-time to Polaris Figure Skating Club at a value of \$2,160.00.

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

b) Taxation

**Moved By:** Councillor Riviere

**Seconded By:** Councillor Pike

**Be it resolved** Council approve Property Tax Rebates for 2025 in the amount of \$2,749.42 as presented.

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

**8. Applications for Permits**

**8.1 Permit 25-026 Approval in Principle: Variance Rear Yard – 1 Moss Crescent**

**Moved By:** Councillor Pike

**Seconded By:** Deputy Mayor Hartery

**Be it resolved** Council approve permit 25-026 Approval in Principle for a 10% variance for the rear yard setback located at 1 Moss Crescent.

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

**8.2 Permit 2025-0285 BIRA: 2 Juniper Crescent**

**Moved By:** Councillor Pike

**Seconded By:** Councillor Riviere

**Be it resolved** Council approve BIRA permit 2025-0285 for a Photobooth Rental business located at 2 Juniper Crescent.

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

**9. Unfinished Business**

N/A

**10. Tenders**

N/A

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

**Moved By:** Councillor Riviere

**Seconded By:** Councillor Pike

**Be it resolved** Council approve Account & Purchases Orders in the amount of \$2,345,972,76 as presented, noting abstention by Councillor Manstan on cheque # 22861.

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

**12. Community Recognition & Reminders**

- Congratulations to all involved with the Skatepark expansion; soft opening held last week and was well attended by many excited residents
- Congratulations on the opening of Spruce Bough Flower Shop in the Labrador Mall

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

The date of the next Council Meeting will be Tuesday, November 4<sup>th</sup>, 2025 at 4 pm. There being no further business to discuss, the meeting was adjourned at 5:18 pm by Councillor White.

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Michelle Newhook, Town Clerk

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Jordan Brown, Mayor