



INFORMATION NOTE

Title:	Labour Report
Date Prepared:	March 8, 2026
Report to:	Regular Meeting of Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services - Finance, Administration and Policy

Issue:

Council is provided with a summary of labour costs for Public Works, Parks, Firehall and Exploits Regional Water Supply Committee for the first nine weeks of 2026 (up to February 28, 2026).

Discussion – Background and Current Status:

Labour costs as at February 28, 2026 were \$644,474 which was \$19,022 (or 3.04%) over the budget of \$625,452. With the amount of winter events that have happened so far in 2026, being only 3% over budget is a positive outcome; Management will continue to monitor labour costs as operations continue through the winter.

Key Considerations/Implications:

1. Budget/Financial Implications:
The Labour Report is used to aid management in decisions such as layoff, recall and the use of overtime. Maintaining the budget for labour is crucial to the operations of the Town as it represents a significant portion of the overall budget.

Conclusion/Next Steps:

Management will continue to monitor labour costs moving forward into 2026 and ensure steps are taken to get back on budget for the year in the coming weeks and months.

Prepared By:	
Approved By:	Steve Gosse

Date Approved:	March 8, 2026
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DECISION/DIRECTION NOTE

Title:	Project #99-2025-8652 - Water system control and pump upgrade
Date Prepared:	March 11, 2026
Report to:	Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services – Finance, Administration, and Policy

Decision:/Direction Required:

Approval to award the contract for the Canada Community-Building Fund project #99-2025-8652 for the replacement of the two pumps that supply water to the Andrews Crescent water standpipe along with upgrades to the water system controls.

Proposed Resolution for Council:

That Council approves the award of the contract for project #99-2025-8652 in the amount of is \$575,933.44 HST rebate included to Rodco Mechanical (2014) Ltd.

Discussion – Background and Current Status:

The Town has secured a five-year allocation of \$3,348,611.00 (HST rebate included) through the Canada Community-Building Fund (CCBF), with funding available until March 2029. The Town received two bids on this project with the lowest bid being from Rodco Mechanical Ltd. that is \$12,239.56 below the funding allotted for this project.

This critical infrastructure project addresses the aging pump system at the Grenfell Heights pump facility. The existing pumps, installed in 2000, have reached the end of their service life and are now experiencing operational failures.

In addition to mechanical upgrades, the project includes a modernization of the control system, enabling integration with the Water Treatment Plant’s VTSCADA system. This upgrade will allow for:

- Remote operation of pumps

- Real-time monitoring of flows, pressures, chlorine residuals and water levels
- Data trending and visualization for improved operational insight and long-term planning
- Flow regulation through a new Variable Frequency Drive (VFD) resulting in more consistent flows thereby improving the water treatment process

Awarding this project to Rodco Mechanical Ltd. ensures these enhancements that are essential for maintaining reliable water service and ensuring the Town’s infrastructure meets current and future demands will be realized.

Key Considerations/Implications:

1. Budget/Financial Implications
Town portion would be \$0 as it is under the Canadian Community Building Fund (CCBF).
2. Partners or Other Stakeholders
Provincial and Federal Government.
3. Alignment with Strategic Directions
Results in an essential infrastructure upgrade for the Towns water system.
4. Human Resource Implications
Staff will need to oversee the design and construction of this project.
5. Procurement Implications
All design and construction related work will be tendered publicly following the PPA.

Recommendation:

It is recommended that the Town approve the award of this contract to Rodco Mechanical (2014) Ltd. in the amount of \$575,933.44 HST rebate included.

Prepared By:	Chad Clendenning
Approved By:	Nelson Chatman
Date Approved:	March 11, 2026



DECISION/DIRECTION NOTE

Title:	Amended 2023-26 MYCW Agreement
Date Prepared:	March 13, 2026
Report to:	Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services – Finance, Administration, and Policy

Decision:/Direction Required:

Council approval required to accept the amended 2023-26 MYCW Agreement received March 12th, 2026.

Proposed Resolution for Council:

That Council approves entering into the amended 2023-26 MYCW Agreement received March 12th, 2026, from the Department of Transportation and Infrastructure.

Discussion – Background and Current Status:

The Town requested an amendment to the 2023–26 Municipal Capital Works (MYCW) Agreement during the March 11, 2026, Special Council Meeting to ensure alignment between approved funding allocations. Following this request, the Department of Transportation and Infrastructure reviewed and approved the amendment and issued a revised Agreement on March 12, 2026.

To proceed, Council must formally approve the amended Agreement before it can be signed by the Mayor and returned to the Department for final ministerial authorization. Ministerial approval is required to validate the revised funding structure and allow the remaining projects to move forward. Timely approval is essential to maintain compliance with program deadlines and to protect the Town’s access to MYCW funding for the 2026 construction season.

Key Considerations/Implications:

- 1. Budget/Financial Implications:
Costs approved by resolution #CM26-R-03-025.
- 2. Partners or Other Stakeholders:
Government of NL.
- 3. Alignment with Strategic Directions:
Maximizes use of government funding towards infrastructure upgrades.
- 4. Procurement Implications:
Tendering for construction per PPA requirements.
- 5. Other Implications:
Risk of losing MYCW funding if not reallocated by deadline.

Recommendation:

That Council approve the amended 2023–26 Municipal Capital Works (MYCW) Agreement, as revised and issued by the Department of Transportation and Infrastructure on March 12, 2026, and authorize the Mayor to execute the Agreement on behalf of the Town so that the remaining projects can proceed without delay.

Prepared By:	Chad Clendenning
Approved By:	Nelson Chatman
Date Approved:	March 15, 2026



DECISION/DIRECTION NOTE

Title:	2024 Auditor’s Report and Financial Statements
Date Prepared:	March 18, 2026
Report to:	Regular Meeting of Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services – Finance, Administration and Policy

Decision:/Direction Required:

It is required under section 92(1) of the TLSDA to adopt the audited financial statements.

Proposed Resolution for Council:

That Council accepts the December 31, 2024 Audited Financial Statements for approval and submission to the Province of Newfoundland and Labrador.

Discussion – Background and Current Status:

Total revenues of \$27.9M; expenses of \$28.8M for an overall deficit of \$0.8M. Total assets of December 2023 of \$6.9M.

The auditor did not find any significant unusual transactions, have any disagreements during the audit process, or have any difficulties during the audit process. There were no significant matters that arose during the audit process and no significant deficiencies in internal control.

Recommendation:

For Council to approve the Audited Financial Statements.

Prepared By:	
Approved By:	Steve Gosse
Date Approved:	March 18, 2026