

MINUTES

Town of Port au Port East
Regular Council Meeting April 21st, 2026

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, April 21st, 2026 at 6:00 P.M.

Members

Present

Mayor	K. DeGroot
Deputy Mayor	A. Barry
Councillor	M. Gale
Councillor	K. Gaudon

Also,

Present

Town Clerk/Manager K. Hunt

9 people are present in the public galleries.

Mayor K. DeGroot called the meeting to order at 6:03 pm.

Mayor K. De Groot began the meeting by reviewing the Emergency Excavation Plan and Muster Station locations for all in attendance.

Meeting Minutes

Regular Council Meeting March 10th, 2026

Motion # 23 - 26 – A. Barry/M. Gale

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on March 10th, 2026 which had been circulated via email with the agenda and provided in print to council at the public meeting on April 21st, 2026, at the request of council.

Be it resolved that the minutes from March 10th, 2026, regular meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Special Council Meeting March 20th, 2026

Motion # 24 - 26 – A. Barry/M. Gale

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on March 20th, 2026 which had been circulated via email with the agenda and provided in print to council at the public meeting on April 21st, 2026, at the request of council.

Be it resolved that the minutes from March 20th, 2026, special meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Deferred Business

Storage of Vehicles – 188-198 Main Street

Motion # 25 - 26 – A. Barry/M. Gale

The town clerk/manager advised council that, due to the close proximity to our town water supply, Water Resources had been contacted. We have been advised that parked vehicles are permitted in the area but must be maintained and free of any leaking substances.

Be it resolved that the town clerk/manager will send a letter to the property owner requesting a letter of intention from the property owner outlining what they are proposing to do with the property. The property owner will have thirty (30) days to respond.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report – April 8th, 2026 – Satisfactory Results

Letter from Resident – Tiny Homes and Backyard Suites on Property

Go Western Newfoundland

Memorandum – Adoption of the 2025 National Building Code/Fire Code

Dept of Municipal and Community Affairs – Extension for Mandatory Code of Conduct Training

Emergency Act Memo

Municipalities NL Monthly Newsletter

PMA Monthly Newsletter

MNL Municipal Infrastructure Funding

Dept of Municipal and Community Affairs – Sanitation Regulations

WWSB – January Newsletter

Finances

Account Payable for March 2026

Resolution # 23 - 26 – A. Barry/M. Gale

The Town Clerk/Manager reported that the outstanding account payable list up to and including March 31st, 2026 is \$ 38,750.66.

Be it resolved that the attached Accounts Payable list for March 2026, as circulated with the agenda, in the amount of \$ 38,750.66 be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Resolution Carried

Employee Remittance for March 2026

Resolution # 24 - 26 – A. Barry/M. Gale

The town clerk/manager reported the amount of \$ 2,540.80 to be remitted for the period beginning March 1st, 2025 and ending March 31st, 2026.

Be it resolved that the employee remittance for March 2026 in the amount of \$ 2,540.80, be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale

K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Bank Statement and Income Statement for March 2026

Resolution # 26 - 26 – A. Barry/M. Gale

The Town Clerk/Manager provided the bank statement for the month of March 2026 without being reconciled. There are errors that exist in the accounting system that require technical support from Computers and Communication. To date the town clerk/manager has not been successful in obtaining this support and emails/phones to the company are going unanswered.

Be it resolved, that the bank statement and income statement for March 2026 has been reviewed and accepted as presented.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale

Opposed:	Councillor:	K. Gaudon
Abstaining:	0	
Resolution Carried		

Donation Request

Resolution # 27 - 26 – A. Barry/M. Gale

A donation request has been received from Terry Fox Foundation. Councillor K. Gaudon suggests creating a donations schedule and reviewing donation requests quarterly.

Be it resolved, that future donation requests will be reviewed quarterly, during the regular meeting held in April, July, October and December of the current year.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed:	0
Abstaining:	0
Resolution Carried	

Permits

General Repairs and Maintenance Permits

Motion # 26 – 26 – K. Gaudon/A. Barry

10 Romaines Road

197 Main Street

275 Main Street

7 Cashin's Lane

Be it resolved that the above application for general repairs and maintenance permits be approved and issued.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Shed/Garage/House Permits

82 Hynes Road – House Permit

Motion # 27- 26 – A. Barry/K. Gaudon

Be it resolved that the application to build a house at 82 Hynes Road has been reviewed and will be approved with the condition that the property owner must install a municipal curb stop.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

27 Main Street – House Permit

Motion # 28- 26 – A. Barry/K. Gaudon

Be it resolved that the application to build a house at 27 Main Street has been reviewed and approved in principle. Property owner must submit all required documents for review/approval should they decide to build.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

83 Romaines Road – Garage Permit
Motion # 29 - 26 – A. Barry/M. Gale

Be it resolved that the application to build a shed at 83 Romaines Road be approved and issued.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon
Opposed:	0	
Abstaining:	0	

Other

82 Hynes Road - Demolition Permit
Motion # 30 - 26 – A. Barry/K. Gaudon

Be it resolved that the application to build demolish the house at 82 Hynes Road has been reviewed and approved with the condition that the property owner must provide advance notice before demolition to allow the town clerk/manager to notify residents if water needs to be shut off on Hynes Road.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon
Opposed:	0	
Abstaining:	0	

Discussion:

Water Update

Monthly information was provided to council by D. Flynn. Our water and chlorine are currently maintaining satisfactory levels.

Fire Department Update

A representative was unavailable to attend. Things remain status quo with 12 active members and no incidents to report.

Livestock Regulations

Motion # 31- 26 – A. Barry/M. Gale

Be it resolved that the inquiry made regarding raising livestock on private property being deferred until further information can be obtained.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon
Opposed:	0	
Abstaining:	0	

Spring Clean-Up

Motion # 32 – 26 – A. Barry/K. Gaudon

The town clerk/manager reached out to Containerized Sanitation at the request of council to inquire about holding the annual spring clean up at a later date. Due to Containerized Sanitation's schedule and availability the only option for this year's curbside clean-up is the week of May 19th, 2026 – May 22nd, 2026.

Be it resolved that the annual curbside spring clean up will be held during the week of May 19th, 2026 – May 22nd, 2026.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
Opposed:	Councillor	K. Gaudon
Abstaining:	0	

Motion Carried

Past Practice of Pension in Lieu

Resolution # 27 - 26 – A. Barry/M. Gale

Be it resolved, that Resolution # 18 – 26 moving to discontinue the yearly past practice of pension in lieu to the town clerk/manager, effective as at December 31st. 2024 be rescinded.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon
Opposed:	0	
Abstaining:	0	

Resolution Carried

Resolution # 28 - 26 – A. Barry/M. Gale

Be it resolved, the town clerk/manager will receive 5% of annual wage as pension in lieu for the year ended December 31st, 2025.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Resolution # 29 - 26 – A. Barry/M. Gale

Be it resolved, that council will discontinue the yearly past practice of pension in lieu to the town clerk/manager, effective as at December 31st. 2025.

In favor: Mayor K. De Groot
Deputy Mayor A. Barry
Councilors: K. Gaudon

Opposed: Councillor: M. Gale
Abstaining: 0
Resolution Carried

Xplornet Fibre Project

Motion # 33 – 26 – A. Barry/K. Gaudon

The town clerk/manager received a request to place a service pole on Hynes Road.

Be it resolved that the request will be deferred until more information is provided by Xplornet.

In favor: Mayor K. De Groot
Deputy Mayor A. Barry
Councilors: M. Gale
K. Gaudon

Opposed:
Abstaining: 0
Motion Carried

Community Garden

The town clerk/manager informed council that an application for funding to create a community was submitted in March 2025. In March 2026 we received notification that our application has been approved and we will receive \$ 10,000.00 to help create a community garden.

Wildfire Resiliency Plan Funding

Resolution # 30 - 26 – K. Gaudon/A. Barry

The town clerk/manager advised the council that we had received notification of award of \$ 54,096.00 in funding to create a Wildfire Resiliency Plan.

Be it resolved, Tract Consulting will create a Wildfire Resiliency Plan for the Town of Port au Port East for the sum of \$ 54,096.00.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Spring 2026 Operator Education Seminar

The town clerk/manager provided the council with a schedule of various upcoming courses available for the town water operator.

ATIPP Head of Body

Motion # 34 – 26 – A. Barry/K. Gaudon

Be it resolved that Mayor K. De Groot will be the designated ATIPP Head of Body for the town of Port au Port East.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed:
Abstaining: 0
Motion Carried

Excessive Amount of Rodents

Motion # 34 – 26 – A. Barry/K. Gaudon

Be it resolved that this be deferred until more information can be obtained.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed:
Abstaining: 0
Motion Carried

Speed Limit on Municipality Sideroads

A resident reached out with concerns of speeding on sideroads. The town clerk/manager will obtain quotations on various awareness signs that can be posted.

Other Business

Mayor K. DeGroot asked councillors if there was any other business to discuss before adjourning.

No councillor came forward.

Guests

Mr. Bill Hynes addressed council to thank them for the donation that was made to the Bay St. George Sport Recognition – Stephenville Dome Project. There has been great support from local towns and communities for this project. Mr. Hynes invited everyone to stop by the Stephenville Dome to view the various displays recognizing the local athletes and coaches for their contributions to sports in our area. He also mentioned that there is a Facebook page that people can access and post any pictures that they may have of friends and family.

Mayor K. De Groot thanked Mr. Hynes for his time and commitment to such a wonderful project.

Adjournment

Motion # 35 – 26 – A. Barry/K. Gaudon

Be it resolved that Council do now adjourn to meet again on Tuesday, May 12th, 2026 at 6:00 PM

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 8:02 P.M

Mayor Kimberly De Groot

Town Clerk/Manager – Koren Hunt