

## MINUTES

Town of Port au Port East  
Regular Council Meeting April 25, 2023

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, April 25, 2023, at 4:30 P.M.

### *Members*

#### *Present*

Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: G. Johnston, A. Barry

### *Also,*

#### *Present*

Town Clerk (Acting) V. Glasgow

11 people are present in the public galleries.

### *Appointment*

#### **Acting Town Clerk**

Mayor J. Cashin reminded Council that Ms. Vanessa Glasgow would need to be appointed as the Acting Town Clerk to record the meeting minutes.

Motion # 01 – 23 – G. Johnston/A. Barry

Be it resolved that, effective immediately, Ms. Vanessa Glasgow be appointed as Acting Town Clerk.

In favor: Mayor J. Cashin  
Deputy E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

### *Regular Meeting*

#### *Minutes:*

*Feb. 14, 2023*

#### **Regular Meeting of February 14, 2023**

Mayor J. Cashin asked if there were any errors or omissions to the minutes of the regular meeting on February 14, 2023, which had been circulated with the agenda.

Motion # 02 – 23 – G. Johnston/E. Hann

Be it resolved that the minutes of the February 14, 2023, regular meeting of council be adopted as circulated.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

*Regular Meeting  
Minutes:  
Feb. 27, 2023*

**Regular Meeting of February 27, 2023**

Mayor J. Cashin asked if there were any errors or omissions to the minutes of the regular meeting on February 27, 2023, which had been circulated with the agenda.

Motion # 03 – 23 – A. Barry/G. Johnston

Be it resolved that the minutes of the February 27, 2023, regular meeting of council be adopted as circulated.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Motion Carried

*Regular Meeting  
Minutes:  
Mar. 28, 2023*

**Regular Meeting of March 28, 2023**

Mayor J. Cashin asked if there were any errors or omissions to the minutes of the regular meeting on March 28, 2023, which had been circulated with the agenda.

Motion # 04 – 23 – G. Johnston/E. Hann

Be it resolved that the minutes of the March 28, 2023, regular meeting of council be adopted as circulated.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Regular Meeting  
Minutes:  
Apr. 12, 2023*

**Regular Meeting of April 12, 2023**

Mayor J. Cashin asked if there were any errors or omissions to the minutes of the regular meeting on April 12, 2023, which had been circulated with the agenda.

Mayor J. Cashin noted two errors in the minutes. He directed the Clerk to strike the name of Mr. Wayne Deaves from the record and to edit the motion ‘to make Mr. Alex White the Acting Town Clerk to take minutes’ and replace it with the wording ‘to make Mr. Alex White the Acting Town Clerk.’

Motion # 05 – 23 – G. Johnston/E. Hann

Be it resolved that the minutes of the April 12, 2023, regular meeting of council be adopted as amended.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Committee Reports*

No committee reports.

*Delegations*

No delegations

*Correspondence*

<b>FROM</b>	<b>REGARDING</b>	<b>ACTION</b>
MA & E	2023 Budget accepted	None required
RNC	Request support for community guide	None required
Councilor E. Gaudon	Correspondence	Passed to MA&E and Committee of the whole
New West Valley FD	Petition – Lift assist compensation	Sign Petition
Service NL	Reports for 2023 Feb. 20 & Mar. 2023	None required

*Finances*

**Accounts for Payment**

The Acting Town Clerk reported that the list of accounts for payment had been attached to the agenda.

Motion # 06 – 23 – E. Hann/A. Barry

Be it resolved that the attached Accounts Payable List from 04/12/23 to 04/25/23 inclusive totaling \$ 23 367.25 be approved for payment.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0  
Abstaining: 0  
Motion Carried

*General Business*

*Admin.*

**Town Hall Land Purchase**

Mayor J. Cashin explained that the Town had recently purchased the land where the office was located, at 9 Hynes Road, from the Corner Brook and Labrador Episcopal Corporation. The Town had received an invoice from Stagg & Stagg who represented the Town and an invoice from Poole Althouse who represented the Diocese for the purpose of this legal transaction.

Motion # 07 – 23 – G. Johnston/A. Barry

Be it resolved that Council would pay the invoice from Stagg & Stagg for \$917.70 and Poole Althouse for \$1552.50 to conclude the purchase of property located at 9 Hynes Road.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0  
Abstaining: 0  
Motion Carried

**Purchase New Laptop**

Mayor J. Cashin suggested that Council purchase a new laptop that the public works staff could use to update water data reports and it would also be available to the part-time call-in office clerk to assist with ATIPP requests, training, and budget preparation.

Motion # 08 – 23 – G. Johnston/E. Hann

Be it resolved that Council would purchase a new laptop with a maximum budget set at \$ 1000.00.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

*Taxes*

**Business Tax Rate for Bed & Breakfast Establishment**

Mayor J. Cashin asked Council to set a business tax rate for Bed & Breakfast Establishments.

Motion # 09 – 23 – A. Barry/G. Johnston

Be it resolved that Council would set a yearly minimum business tax rate of \$ 100.00 to operate a Bed and Breakfast.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

*Public Works*

**Pavement repairs on Town roads**

Council discussed the need to make repairs to roads owned by the Town. Council will direct public works staff to evaluate all Town roads and make recommendations for repairs.

*Staffing*

**Part time Town Clerk**

The council considered the need to hire a part-time office Clerk to assist in the completion of ATIPP requests, budget preparation, yearly tax billing and to staff the office while the Town Clerk is taking their annual leave. The new hire will need to be trained on the Town Manager accounting software.

Motion # 10 – 23 – G. Johnston/A. Barry

Be it resolved that Council would hire a part-time call-in office Clerk on a as needed basis at a rate of pay of \$20.00/hour.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

**Full Time Town Clerk**

Council discussed permanently filling the recently vacant role of Town Clerk. Council reviewed and accepted the job posting prepared by the Acting Town Clerk as presented. The Acting Town Clerk will post the job posting around Town, the Town Face Book page, and the website INDEED for a period of two weeks from the time of posting. The new hire will need training on the Town Manager accounting software.

Motion # 11 – 23 – G. Johnston/E. Hann

Be it resolved that Council would hire a Town Clerk for thirty-five (35) hours a week at a rate of pay of \$ 20.00/hour.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

**Public Works**

The Council members agreed to fill the recently vacated full time public works position. After some debate, it was decided that, going forward, Council would employ two part time public works positions for a period of twenty (20) hours per week for each position.

Motion # 12 – 23 – G. Johnston/E. Hann

Be it resolved that Council would hire a new part time public works staff for twenty (20) hours a week at a rate of pay of \$16.00/hour. Effective upon the start of the new hire, the current part time public works staff will receive an increase in their rate of pay and receive an hourly wage rate of \$16.50/hour and upon their successful completion of the Water Operator certification exam, they will receive an additional wage increase of \$0.50/hour to bring their hourly wage rate to \$ 17.00/hour for twenty (20) hours a week.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

*Regulations*

*Permits*

**General Repairs and Maintenance Permits**

Council reviewed general repairs and maintenance permit applications #01-23 - #06-23 inclusive.

Motion # 13 – 23 – G. Johnston/A. Barry

Be it resolved that permit applications #01-23 - #06-23 inclusive be approved.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston

Opposed: 0

Abstaining: 0

Motion Carried

**Shed/Garage Permits**

Council reviewed shed/garage permit applications #07-23.

Motion # 14 – 23 – E. Hann/G. Johnston

Be it resolved that permit applications #07-23 be approved.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Shed/Garage Permits**

Council reviewed shed/garage permit applications #08-23.

Motion # 15 – 23 – G. Johnston/A. Barry

Be it resolved that permit applications #08-23 be approved.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Shed/Garage Permits**

Council reviewed shed/garage permit applications #09-23 & #10-23.

Motion # 16 – 23 – A. Barry/G. Johnston

Be it resolved that permit applications #09-23 & #10-23 be approved.

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Motion* No new notices of motion

*Adjournment* Motion # 17– 23 – G. Johnston/E. Hann

Be it resolved that Council do now adjourn to meet again on Tuesday,  
May 9, 2023, at 4:30 PM

In favor: Mayor J. Cashin  
Deputy Mayor E. Hann  
Councilors: A. Barry, G. Johnston  
Opposed: 0  
Abstaining: 0  
Motion Carried

The meeting adjourned at 6:05 P.M

