

**Meeting # 7  
April 5, 2022**

**Present:** Mayor James Cashin  
Deputy Mayor Eileen Hann  
Councillor Mary J Cole  
Councillor Gordon Johnston

Residents

**Guest:** Darren Roberts CPA – Mr. Roberts attended to discuss the Financial Statements and to answer any questions from Council and Residents.

Council for the Town of Port au Port East invited the Town Auditor of 32 years to attend our meeting to discuss the latest Audit and Financial Statements. He started by introducing himself and his qualifications, and then proceeded to inform residents and council of the steps his firm takes to ensure a clear picture of the town financial position.

The audit was done as a team approach (his staff assisted) whereby various tests were completed to look for errors. The auditor stated that he is satisfied with all results and that the Town of Port au Port East is in sound financial condition. Testing included: comparing minutes to approved expenditures, invoices – to see if they belonged to the town and if they were posted correctly, cheques – signed by 2 signing officers, levy – are people paying the correct amount of taxes ?, and other test as required. The purpose of the annual audit is to look for any sign of fraud. In all tests performed, there was no indication of wrongdoing. He addressed the issue of the town having GIC's and said that having some extra dollars makes sense in the event of an emergency.

When he had finished his presentation, residents were given the opportunity to ask questions. Mr. Robert's took as long as was required to ensure that everyone had a chance to clarify any items.

Mayor Cashin asked if there were any more questions and then thanked Mr. Roberts for taking time to meet with us.

Mayor Cashin called the regular Council Meeting to order at 7:12 p.m

**Minutes of Meeting held on March 22, 2022**

**Motion 19-2022**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, the minutes of meeting held on March 22, 2022 be adopted as presented.

**All In Favor**  
**Motion Carried**

**Correspondence**

- Town of Kippen’s Municipal Plan Review – Mayor Cashin will look at their regulations.
- Port au Port East – Section 15 release letter – Municipal Plan – Our Planner has some work left to do before a public meeting can be held.
- Recreation Facility in Stephenville – Requesting monetary support – Not in the budget for this year.
- Stephen Awards – A student from Port au Port East was disappointed that our town does not participate in the Stephen Awards. – Council discussed this and said that the Town policy is to contribute locally. However, the Town of Port au Port East gives a \$200.00 Scholarship to a Student at Stephenville High or Piccadilly High for highest academic average to a student who lives in Port au Port East. Clerk/Manager will write a letter letting her know of the scholarship in the event that she is not aware of it.
- Bay St. George Chamber of Commerce – Tendering to local businesses
- CNA Award Ceremonies 2022 – April 4<sup>th</sup> to 15<sup>th</sup>, 2020

**Finances: Accounts Payable \_\_\_\_\_ \$15,040.22**

**Motion 20-2022**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, the Accounts Payable, as presented be approved for payment.

**All In Favor**  
**Motion Carried**

**Items for Discussion**

- Councillor resignation letter – Councillor XXX presented Mayor Cashin with a resignation letter at Council Meeting on March 22, 2022. In reference to the letter, she had made public (facebook) that there was a complaint pending against her.
- Harassment – Mayor Cashin said that as per Workplace NL, revisions have to be made to the Town of Port au Port East Harassment Policy in reference to, not just employees, but to apply to any member of Council or Staff.
- Bi-election to be called within 90 days
- Breach of Privacy (emails that a resident circulated which resulted in a complaint to Privacy Commissioner – Correspondence is ongoing with the Privacy Commissioner’s Office.

- PMA 2022 Annual Convention and Exhibition (Gander – June 8-10, 2022 – Clerk/Manager usually attends

**Motion 21-2022**

**Councillor Cole / Councillor Johnston**

Resolved, that, the Clerk/Manager be permitted to attend the 2022 Annual Convention and Exhibition in Gander from June 8<sup>th</sup> to June 10<sup>th</sup>, 2022

**All In Favor**

**Motion Carried**

- Report on “Clean & Safe Drinking Water Workshop” – Clerk/Manager gave a report on behalf of our Water Operator on what topics were covered and contacts that he made in relation to water parts/maintenance/repairs.
- Containerized Sanitation Ltd – Guidelines for Clean-up – Council reviewed the guidelines for Clean-up week and they will be circulated to residents.
- Monthly meetings – Go back to 1 per month starting on the 2<sup>nd</sup> Tuesday of May, 2022 at 4:30 pm.

**Motion 22-2022**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, effective immediately, Council Meetings will be held once a month on the 2<sup>nd</sup> Tuesday at 4:30 p.m.

**All In Favor**

**Motion Carried**

**Adjournment:**

**Time of Adjournment: 7:55 pm**

**Motion 23-2022**

**Councillor Cole / Deputy Mayor Hann**

**All In Favor**

**Motion Carried**

Mayor

Jim Cashin

Town Clerk/Manager

Florence Barte