

Town of Port au Port East
Minutes
August 18th, 2026

Minutes of a regular meeting of the council of the Town of Port au Port East, held in the Town Hall, August 18th, 2026 at 6:00 P.M.

Council Members

<i>Present</i>	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councillor	K. Gaudon
	Councillor	G. McFatridge

Also,
Present Town Clerk/Manager K. Hunt

5 people are present in the public galleries.

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

Meeting Minutes

Regular Council Meeting July 21st, 2026
Motion # 74 - 26 – A. Barry/G. McFatridge

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on July 21st, 2026 which had been circulated via email with the agenda and provided in print to council at the public meeting on August 18th, 2026, at the request of council.

Be it resolved that the minutes from July 21st, 2026, regular meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	K. Gaudon
		G. McFatridge
Opposed:	0	
Abstaining:	0	
Motion Carried		

Deferred Business
None

Town of Port au Port East
Minutes
August 18th, 2026

Regulations/Policies

Sea Container and Maintenance By-Law

Resolution #57 – 26 – A. Barry/G. McFatridge

As sea containers are becoming a popular choice for storage, the town clerk/manager has prepared a Sea Container and Maintenance By-Law at the request of council. Council accepts the draft copy as presented but would like to add that the property shall not exceed the allowable number of accessory buildings as per the current Town of Port au Port East Development Regulations; no livestock or animals are to be housed in the sea container; and it will be located in the rear yard. Sea Container will require a permit application, with a cost of \$ 50.00 and will be reviewed by council at the monthly meetings. Residents with existing containers must complete a application and ensure the container is in the rear yard of the residence.

Be it resolved, that the presented Sea Container and Maintenance By-Law, with the noted additions above, be accepted, effective August 18th, 2026.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Tax Arrears By-Law

Resolution #58 – 26 – A. Barry/G. McFatridge

As our town is partly financed from taxes collected from residents, we have implemented a bylaw to ensure timely and consistent payment. The Department of Municipal and Community Affairs have a template for this by-law that is available to all municipalities and the town clerk/manager has downloaded input our town information.

Be it resolved, that the presented Tax Arrears By-Law, be accepted as presented, effective August 18th, 2026.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Town of Port au Port East
Minutes
August 18th, 2026

Correspondence

Bacteriological Water Analysis Report
July 28th, 2026 – Satisfactory

Water Operator Update
Monthly information was provided to council by D. Flynn. Our water and chlorine are currently maintaining satisfactory levels. Council inquired about the flow meter in the reservoir building and was informed by the town clerk/manager that it has not been operational since 2024.

Reservoir Flow Meter
Resolution #59 – 26 – A. Barry/K. Gaudon

Be it resolved, that the town clerk/manager will obtain quotations to replace or repair the existing flow meter for the reservoir.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	K. Gaudon
		G. McFatridge
Opposed:	0	
Abstaining:	0	
Resolution Carried		

Finances

Account Payable for June 2026
Resolution # 60 - 26 – G. McFatridge/K. Gaudon

The Town Clerk/Manager reported that the outstanding account payable list up to and including July 31st, 2026 is \$ 41,117.42.

Be it resolved that the attached Accounts Payable list for July 2026, in the amount of \$ 41,117.42 be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	G. McFatridge
		K. Gaudon
Opposed:	0	

Town of Port au Port East

Minutes

August 18th, 2026

Abstaining: 0
Resolution Carried

Employee Remittance for June 2026

Resolution # 61 - 26 – A. Barry/K. Gaudon

The town clerk/manager reported the amount of \$ 3,637.13 to be remitted for the period beginning July 1st, 2026 and ending July 31st, 2026.

Be it resolved that the employee remittance for July 2026 in the amount of \$ 3,637.13, be approved for payment.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Mastercard Statement for July 2026

Resolution # 62 - 26 – A. Barry/G. McFatridge

The Town Clerk/Manager provided the Mastercard statements for July 2026.

Be it resolved, that the Mastercard statement for July 2026 be accepted, as presented.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Variance Report for July 31st, 2026

Resolution # 63 - 26 – A. Barry/G. McFatridge

The Town Clerk/Manager provided council with the variance report ending July 31st, 2026.

Town of Port au Port East

Minutes

August 18th, 2026

Be it resolved, that the attached Variance Report ending July 31st, 2026, as circulated with the agenda, be accepted as presented.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councillors:	K. Gaudon
		G. McFatridge

Opposed: 0
Abstaining: 0
Resolution Carried

Bank Reconciliation

Resolution # 64 - 26 – A. Barry/G. McFatridge

Bank statement for July 2026 was presented to council. Computers and Communications have determined what caused the discrepancy and have provided the town clerk/manager the journal entry to fix the error. Councillor K. Gaudon advised council that until the entry was made she could not accept the bank reconciliation as presented.

Be it resolved, the reconciled bank statements for July 2026, be accepted as presented to council.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councillors:	G. McFatridge

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

Pavement Installation Mountainview Road, Oceanview Drive and Garden Drive

Resolution # 65 - 26 – A. Barry/G. McFatridge

A quotation to complete paving in our town was received from Western Paving Ltd in 2025, tabled at the regular council meeting held on September 9th, 2025 and accepted by motion # 108 -25. The work was placed on hold and in August 2026 the town clerk/manager reached out to Western Paving Ltd to ask if the work could be completed this year at the same cost of the quotation received in 2025 and Western Paving agreed. The council discussed the matter during a closed meeting of Council and subsequently made the decision to proceed with the completion of the paving work; and add a small section of Mountainview Road to the project.

Be it resolved, Council formally advises residents that a decision was made by Council during a closed meeting to proceed with the completion of the paving project, and that the paving work has already begun.

Town of Port au Port East
Minutes
August 18th, 2026

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

Opposed: 0
Abstaining: 0
Resolution Carried

Capital Investment Plan to Repave 45 linear meters of Oceanview Drive.
Resolution # 66 - 26 – A. Barry/K. Gaudon

Be it resolved, that the town of Port au Port East submit a Capital Investment Plan Application to the Department of Municipal Affairs and Community Engagement for Canada Community -Building Funds in the amount of \$ 17,988.75 plus HST for the Oceanview Drive Partial Resurfacing Project.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Leak Detection by RPM Geospatial
Resolution # 66 - 26 – A. Barry/G. McFatridge

For a number of years, the condition and performance of the reservoir and water system have been uncertain and unstable. We have experienced challenges that have made it difficult to clearly identify where water may be being lost and to determine the full extent of the issues within the system. To better understand what is happening, a professional leak detection team was brought in to investigate the system. Their work is intended to help us identify potential leaks, determine where improvements are needed, and give us a clearer picture of the condition of our infrastructure. The council discussed the matter with RPM Geospatial during a closed meeting on August 13th, 2026 and we were given a quotation of \$ 9,998.58 plus HST. Council then made the decision to proceed with the completion of the leak detection.

Be it resolved, Council formally advises residents that a decision was made by Council during a closed meeting to proceed with the completion of the leak detection project, and that the work has already begun.

Town of Port au Port East

Minutes

August 18th, 2026

Capital Investment Plan to complete leak detection.

Resolution # 67 - 26 – A. Barry/G. McFatridge

Be it resolved that the town of Port au Port East submit a Capital Investment Plan Application to the Department of Municipal Affairs and Community Engagement for Canada Community -Building Funds in the amount of \$ 9,998.58 plus HST to complete leak detection.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Permits

General Repairs and Maintenance Permits

Motion # 75 – 26 – K. Gaudon/G. McFatridge

117 Main Street

90 Hynes Road

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:	K. Gaudon
		G. McFatridge

Opposed: 0
Abstaining: 0
Motion Carried

Shed/Garage/House Permits

Romaines Road – Shed - New Build

Motion # 76 - 26 – A. Barry/G. McFatridge

Be it resolved, that the application to construct a new shed on Romaines Road has been reviewed and is approved, as presented.

Town of Port au Port East

Minutes

August 18th, 2026

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

Opposed: 0
Abstaining: 0
Motion Carried

Other Permits - None

Discussion:

Garbage Pile on Gravels Beach

Motion # 77 – 26 – G. McFatridge/K. Gaudon

Individuals have been discarding their garbage and tree cuttings on the gravels section of beach that overlooks St. George's Bay.

Be it resolved, that the town clerk/manager will have maintenance remove the items that cannot be burned and as the Port au Port Regional Volunteer Fire Department to have a controlled burn to get rid of the tree cuttings, and other burnable materials.

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

Opposed: 0
Abstaining: 0
Motion Carried

Other Business

Mayor K. DeGroot asked councillors if there was any other business to discuss before adjourning that had not been previously placed on the agenda.

Canada Post Change to Operating Hours

Motion # 78 - 26 – A. Barry/G. McFatridge

Town of Port au Port East
Minutes
August 18th, 2026

Council received notice on August 18th, 2026 that the Canada Post Corporation will be changing the operating hours of the Port au Port Post Office. Instead of opening at 8:30am this office will now open at 9:00am and close at 5:00pm, Monday through Friday.

Be it resolved, that the town clerk/manager will write a letter to the Canada Post Corporation to express council’s dissatisfaction in the reduction of hours.

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

Opposed: 0
Abstaining: 0
Motion Carried

Change to Town Office Operating Hours
Motion # 78 - 26 – G. McFatridge/A. Barry

To allow the Town Clerk/Manager time to identify and complete grant applications that will benefit our town, the office will be temporarily closed on Wednesdays.

Be it resolved, that beginning on Wednesday, August 26th, 2026 the town office will be closed to the public to provide the town clerk/manager with a weekly Administration Day.

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

Opposed: 0
Abstaining: 0
Motion Carried

Romaines Road Building Permits
Motion # 79 - 26 – A. Barry/K. Gaudon

The last available curb stop on Romaines Road has now been allocated for the future home at 42 Romaines Road. Until the town can secure future funding to extend services no other building permits should be given.

Be it resolved, that beginning immediately, there will be no new building permits issued for Romaines Road until the town is able to secure funding to extend the existing watermain.

Town of Port au Port East
Minutes
August 18th, 2026

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

Opposed: 0
Abstaining: 0
Motion Carried

Guests

None

Adjournment

Motion # 80 – 26 – A. Barry/G. McFatridge

Be it resolved that Council do now adjourn to meet again on Tuesday, September 8th, 2026 at 6:00 PM

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

Opposed: 0
Abstaining: 0
Motion Carried

The meeting adjourned at 6:39 P.M

Mayor Kimberly De Groot

Town Clerk/Manager – Koren Hunt