

MINUTES

Town of Port au Port East
Regular Council Meeting December 9th, 2025

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, December 9th, 2025 at 6:00 P.M.

Members

<i>Present</i>	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councillor	F. Barter
	Councillor	M. Gale
	Councillor	K. Gaudon

Also,

Present Town Clerk/Manager K. Hunt

6 people are present in the public galleries.

Mayor K. DeGroot called the meeting to order at 6:07 pm.

Guests

Resident M. McCann addressed council to thank them for providing him with a letter of support for his proposed senior development in Port au Port East. He understands, acknowledges and respects the constraints that limit the level of support the council can provide for his project at this time. He is currently in the early stages of development, will continue to provide status updates to the town council and work in conjunction with our economic development officer to ensure all development regulations are adhered to.

Mayor K. De Groot thanked M. McCann for his time.

Meeting Minutes

Regular Council Meeting November 18th, 2025

Motion # 148 - 25 – A. Barry/F. Barter

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on November 18th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on November 18th, 2025, at the request of council.

Be it resolved that the minutes from November 18th, 2025, regular meeting of council, be adopted as circulated.

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

Councilors: F. Barter
M. Gale
K. Gaudon

Opposed: 0
Abstaining: 0
Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report – November 25th, 2025 – Satisfactory Results

Finances

Account Payable for November 2025

Resolution # 32 - 25 – A. Barry/M. Gale

The Town Clerk/Manager reported that the outstanding account payable list up to and including November 30th, 2025 is \$ 32,185.37.

Be it resolved that the attached Accounts Payable list for November 2025, as circulated with the agenda, in the amount of \$ 32,185.37 be approved for payment.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Employee Remittance for October 2025

Resolution # 33 - 25 – A. Barry/F. Barter

The town clerk/manager reported the amount of \$ 3,441.24 to be remitted for the period beginning November 1st, 2025 and ending November 30th, 2025.

Be it resolved that the employee remittance for November 2025 in the amount of \$ 3,441.24, be approved for payment.

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

M. Gale
K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Bank Reconciliations for March, April and May 2025

Resolution # 34 - 25 – A. Barry/F. Barter

The Town Clerk/Manager provided the reconciled bank statements for the months of March, April and May 2025. K. Gaudon inquired regarding whether or not the direct payment of NL Power was causing issues with reconciliations. The town clerk/manager advised that the issue that was created during the change from manual payment to direct payment in early 2024 has been since rectified. The error remains showing on the bank reconciliation as it requires our accountant to complete an adjusting journal entry to remove. K. Gaudon and F. Barter expressed reservations about accepting the presented bank reconciliations as they were not completed up to date. M. Gale brought up the fact that the town clerk/manager was completing the task assigned to her and bringing forward to council for approval as soon as available. The presented bank statements have been reconciled and it is his opinion should be accepted.

Be it resolved that the completed and reconciled bank statements for March, April and May 2025 have been reviewed and accepted as presented.

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

Opposed: Councilors: F. Barter
K. Gaudon

Abstaining: 0
Resolution Carried

Trial Balance for month ended October 31st, 2025

Resolution # 35 - 25 – A. Barry/F. Barter

The town clerk/manager advised council that due to the adjusting journal entries being made to reconcile bank account some balances showing in ledger account may be incorrect until bank reconciliations were completed.

Be it resolved that the trial balance for the period ended November 30th, 2025 has been reviewed and accepted as presented.

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

Opposed: Councilors: F. Barter
K. Gaudon

Abstaining: 0
Resolution Carried

Donation Requests

Regional Aquatic Centre

Resolution # 36 - 25 – M. Gale/A. Barry

The Regional Aquatic Centre donation request was deferred from the November 18th, 2025 meeting. Council discussed the available amount remaining in the 2025 donation budget. A proposed donation in the amount of \$ 500.00 was put forward.

Be it resolved that the town clerk/manager will prepare a donation for the Regional Aquatic Centre in the amount of \$ 500.00.

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

Opposed: 0
 Abstaining: 0
 Resolution Carried

Printer Purchase/New Lease Agreement

Resolution # 37 - 25 – F. Barter/M. Gale

The town clerk/manager presented an expense breakdown comparison of the current office photocopier/printer and a newer model of the same brand. Entering into a new lease agreement for a Toshiba E330ac photocopier/printer will result in a monthly cost saving of approx. \$50.65 for the town.

Be it resolved that the town clerk/manager will enter into a new lease agreement for one (1) Toshiba E330ac photocopier/printer.

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

Opposed: 0
 Abstaining: 0
 Resolution Carried

Bank Signatory Authorization

Resolution # 38 - 25 – A. Barry/M. Gale

During the public meeting held on October 14th, 2025 council passed Resolution # 20 – 25 which designated Mayor K. DeGroot, Deputy Mayor A. Barry and Town Clerk/Manager K. Hunt as the signing authorities for the

Town of Port au Port East. Council wishes to now have Councillor F. Barter remain on the list of signing authorities.

Be it resolved that Councillor F. Barter will remain as a signing officer for all existing BMO bank accounts.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Volunteer Firefighter and Staff Christmas Gift

Resolution # 39 - 25 – A. Barry/F. Barter

The town council would like to show their appreciation for all those who volunteer to provide fire protection to the town and its residents. They would also like to acknowledge the staff who work hard every day to ensure the needs of our town residents are met.

Be it resolved that the town clerk/manager will purchase \$ 50.00 gift cards to give to each individual. A total of sixteen (16) gift cards will be purchased for a total cost of \$ 800.00.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Port au Port Regional Volunteer Fire Department 2026 Budget

Resolution # 40 - 25 – A. Barry/M. Gale

The town council was presented with the 2026 proposed budget from the fire department. They provided a detailed breakdown of how monies will be allocated/used by the fire department for the coming year.

Be it resolved that the Port au Port Regional Volunteer Fire Department 2026 Budget has been reviewed and accepted as presented.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Port au Port East 2026 Budget

Resolution # 41 - 25 – A. Barry/F. Barter

The town clerk/manager presented council with the prepared annual budget for 2026.

Be it resolved that the town council of Port au Port East has reviewed the 2026 Budget and accept as presented.

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

Opposed: 0
 Abstaining: 0
 Resolution Carried

Port au Port East 2026 Tax Structure

Resolution # 42 - 25 – A. Barry/F. Barter

The town clerk/manager presented council with the prepared annual tax structure for 2026.

Be it resolved that the town council of Port au Port East has reviewed the 2026 Tax Structure and accept as presented.

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

Opposed: 0
 Abstaining: 0
 Resolution Carried

Installation of Street Light on Pole 10447698

Resolution # 42 - 25 – M. Gale/F. Barter

The town clerk/manager was contacted by a resident to inquire about the possibility of installing a street light in an area on Romaine’s Road where there is currently none.

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

Opposed: 0
 Abstaining: 0
 Resolution Carried

Permits

General Repairs and Maintenance Permits

None

Shed/Garage/Home Permits

None

Other

Home Based Business- 293 Main Street

Motion # 149 - 25 – A. Barry/F. Barter

Application to open/operate a massage therapy business at 293 Main Street has been submitted. Applicant has provided documentation that they are in compliance with any Service NL.

Be it resolved that the application to open/operate a massage therapy business at 293 Main Street has been reviewed and approved as presented.

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

Opposed: 0

Abstaining: 0

Motion Carried

Discussion:

Water Update

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

Economic Development Progress Update

Economic Development Officer J. Pinksen was in attendance and provided the council and residents with a status update on funding opportunities that have been applied for.

There have been two funding opportunity attempts:

1. *Growing Canada's Community Canopy – Tree Planting*

This was a 50/50 funding opportunity and our town did not have funding available to cover our portion.

2. *Adaptation in Action*

This is a funding program that offers up to 100% coverage, up to a million dollars, for funding of a project that helps counteract Climate Change. We do not currently have a Climate Adaptation Plan in place so we do not qualify.

There have been two (2) funding applications successfully submitted:

1. *Climate-Ready Plans and Processes* – Application to receive \$70,000.00 in funding to complete a Climate Adaptation Plan. Application was submitted September 16th, 2025 and notification of results will be in March 2026.
2. *Community Waste Diversion Fund* – Application to purchase two (2) large community compost tumblers and supplies.

Fire Department Update

Fire Chief L. Young was unavailable to attend but Firefighter J. Pinksen was in attendance and provided an update to notify that the fire department currently has 13 active members, 2 (two) members stepped away. No incidents to report.

Smith Community Planning

Motion # 150 – 25 – A. Barry/M. Gale

The town clerk/manager has been in contact with Andrew Smith of Smith Community Planning. As current council and staff were not a part of the development of the Municipal Plan and Development Regulations (2022 – 2032) Andrew Smith has offered to provide a training session on the legal interpretation and application of the Municipal Plan and Development Regulations. He will be in our area in February 2026 and has a two (2) hour slot available at the cost of \$ 750.00. Council is wondering if the two (2) hour training session will be sufficient. Council has asked the town clerk/manager to contact Mr. Smith for further information.

Be it resolved that the town council of Port au Port East will defer this motion to the next public meeting to be held on January 13th, 2026.

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

Opposed: 0

Abstaining: 0

Motion Carried

Tourist Chalet Phone/Electrical Cost

Motion # 151 – 25 – F. Barter/A. Barry

The town clerk/manager was asked by council in November 2025 to contact Bell Aliant regarding the high cost for service at the Tourist Chalet. When contacted it was discovered that the telephone service was being charged at the non-contract rate as no service contract has existed since 2015. After discussions were held a new 3-year contract was entered into that reduced the monthly cost from \$ 199.95 plus HST to \$ 89.95 plus HST. This service is typically placed on hold for 10 months each year as the tourist chalet is seasonal. The off-season rate is \$25.00 plus HST per month and is charged from September to June each year. The tourist chalet is currently being used by the Port au Port Indian Band as an office therefore the telephone service has not been

placed on hold. Council discussed what should be done regarding the additional \$ 65.00 monthly charge being currently paid by the town. The town clerk/manager was asked to approach the Port au Port Indian Band to find out if the telephone/internet service was required. In the event that the band still wished to keep the service they would be responsible to cover the additional \$ 65.00 monthly charge.

Be it resolved that the Port au Port Indian Band will incur a \$ 65.00 monthly charge for use of the telephone service for the duration of their occupancy of the Port au Port East Tourist Chalet.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councillors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Other Business

Mayor K. DeGroot asked councillors if there was any other business to discuss before adjourning. No councillor came forward.

Mayor K. De Groot extended a thank you to the Port au Port Recreation Committee for taking the time to create and enter a float in the annual Kinsmen Parade that was held in Stephenville on December 6th, 2025.

Adjournment

Motion # 147 – 25 – A. Barry/M. Gale

Be it resolved that Council do now adjourn to meet again on Tuesday, January 13th, 2026 at 6:00 PM

In favor:	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councillors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 7:05 P.M



Mayor Kimberly De Groot



Town Clerk/Manager – Koren Hunt

