

MINUTES

Town of Port au Port East
Regular Council Meeting July 9th, 2024

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, July 9th, 2024 at 6:00 P.M.

Members

Present

Mayor	J. Tuttle
Deputy Mayor	C. Joseph
Councillors:	A. Barry
	F. Barter

Members

Present

Via

Telephone

Councillor:	K. DeGroot
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Also,

Present

Town Clerk/Manager	K. Hunt
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15 people are present in the public galleries.

Mayor J. Tuttle called the meeting to order at 6:00pm.

Guests

Resident 1 – Asked to address council regarding the following items:

1. Public Safety & Employee Safety. They expressed concern regarding the possibility of someone falling and injuring themselves due to lack of railing around existing wellhead located in the towns restricted/protected watershed area. Resident asked if the town had purchased any safety equipment.

Council informed resident that their safety concerns will be reviewed.

2. Fire Department. Resident inquired why the Port au Port Regional Volunteer Fire Department did not provide a ride in the fire truck to students of St Thomas Aquinas as done in previous years. They also asked

why no representative from the fire department was present at the funeral for a long-time founding member of the Berry Head Fire Department.

Council informed resident that due to the loss of a number of volunteer members recently and a miscommunication to the current Fire Chief regarding the time of the event there were no available volunteers to provide the ride for students. The council/fire department were not aware of the funeral for the member which was why no members attended.

Guest was thanked for their time by council.

*Regular Meeting
Minutes:
June 11th, 2024*

Regular Meeting of June 11th, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the regular meeting on June 11th, 2024, which had been circulated with the agenda.

Motion # 78 - 24 – A. Barry/F. Barter
Be it resolved that the minutes of the June 11th, 2024, regular meeting of council be adopted as circulated, with the addition to Motion # 75 – 24 – C. Joseph/K. De Groot to reflect that A. Barry declined the position on the committee and was being replaced by F. Barter.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Regulations/Policies

Town of Port au Port East Harassment Prevention Plan.

Motion # 79 – 24 – C. Joseph/F. Barter

Be it resolved that the Town of Port au Port East Harassment Prevention Plan with revision date of July 9th, 2024 be adopted as presented.

Correspondence

2024 Clar Simmons Scholarship Form

Counter Terrorism Digest June 13 – 19th, 2024

Counter Terrorism Digest June 20 – 26th, 2024

Counter Terrorism Digest June 27 – July 3rd, 2024

CSCNL Newsletter – July 2024

Finances

Account Payable for June 2024

The Town Clerk/Manager reported that the outstanding account payable list up to and including June 30th, 2024 is \$ 26,585.83.

Motion # 80 - 24 – C. Joseph/A. Barry

Be it resolved that the attached Accounts Payable list for May 2024 in the amount of \$ 26,585.83 be approved for payment as circulated.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0

Abstaining: 0

Motion Carried

Employee Remittance for June 2024

The town clerk/manager reported the amount of \$ 3,106.13 to be remitted for the period beginning June 1st, 2024 and ending June 30th, 2024.

Motion # 81 - 24 – C. Joseph/A. Barry

Be it resolved that the employee remittance for June 2024 in the amount of \$ 3,106.13, be approved for payment.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Bank Reconciliations

The town clerk/manager asked for arrangements to be made to provide dedicated time to complete financial information with the possibility of closing the office to the public an hour earlier each day until financial information is completed.

Motion # 82 – 24 – C. Joseph/A. Barry

Be it resolved that the town clerk/manager be permitted to work two (2) Saturdays, for a total of 14 additional hours, to complete required financial information.

Permits

General Repairs and Maintenance Permits

25 Romaines Road

Motion # 83- 24 – C. Joseph /F. Barter

Be it resolved that the general repairs and maintenance permits be approved.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Shed/Garage/Home Permits

244 Main Street – Erect Shed/Garage

Motion # 84 - 24 – J. Tuttle /C. Joseph

Be it resolved that building application for shed/garage be approved as shown in drawing attached to application.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

83 Romaines Road – New Construction
Motion # 85 – 24 – C. Joseph/F. Barter

Be it resolved that building application for new construction be deferred to next meeting to obtain information regarding waterline.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

400 Main Road – New Construction

Deferred from last meeting with new information now available. Due to conservation zoning, the existing footprint of the non-conforming use dwelling can only be increased by 50%. The submitted proposal does not meet specifications.

Motion # 86- 2024 – J. Tuttle/C. Joseph

Be it resolved that the building application for new construction at 400 Main Street be denied as it does not meet criteria for building within a Conservation Zone as set forth in the Town of Port au Port East Municipal Plan and Development Regulations (2022-32)

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter

K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

11 Garden Drive – Rescind original building permit
Resolution #12 – 2024 – J. Tuttle/C. Joseph
Be it resolved that building permit 27-2023 issued in error
for construction of a new residence be rescinded.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Resolution Carried

11 Garden Drive – Rescind Stop Work Order
Resolution #13 – 2024 – J. Tuttle/C. Joseph
Be it resolved that Stop Work Order issued on building
permit 27-2023 be rescinded.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Resolution Carried

Permits (Other) – None

Discussion:

Letter of Support

Business located at 259 Main Street is looking for a letter
of support from the town so they are able to expand their
scope of work to include vehicle inspections.

Motion # 87- 2024 – K. DeGroot/C. Joseph

Be it resolved that the town clerk/manager will issue the letter of support for the business located at 259 Main Street, as presented, on behalf of the town council.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0

Abstaining: 0

Motion Carried

Artesian Well

Dan Hynes of Atlantic Technical Services Limited has completed an assessment of our current artesian well system and provided quotations for three (3) different options of repair to bring the well back in service.

Resolution # 14 – 2024 - K. DeGroot/F. Barter

Be it resolved, that the Port au Port East town council hereby agree to proceed/purchase Option #2 and Option #3 as presented in Atlantic Technical Services Limited Quotation Q24-0704 dated July 4th, 2024 in the amounts of \$ 126,865.00 plus HST and \$ 17,166.00 plus HST for a combined total of \$ 144,031.00 plus HST. Town clerk/manager will complete application to Canada Community-Building Fund for funding of this project.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0

Abstaining: 0

Resolution Carried

Garbage Being Left Roadside on Hynes Rd

A resident has sent an email with pictures of garbage being left on side of the road.

Motion # 88- 2024 – C. Joseph/K. DeGroot

Be it resolved that the town clerk/manager will ask maintenance to dispose of the items that have been left on Hynes Road.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0

Abstaining: 0

Motion Carried

Hann Drive Development

Building permit number 18-2023 was issued for 7 Hann Drive on May 18th, 2023.

Resolution # 15 – 24 – C. Joseph/A. Barry

Be it resolved, that the Port au Port East town council agree to rescind the building permit 18 – 2023 as the application for new construction was submitted without the required approved septic design.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0

Abstaining: 0

Resolution Carried

Municipal Capital Works Project

The application that was submitted to obtain a new water source was not approved.

Romaines Road

Resident concerned with speeding. Inquiring if the town can install a speed bump or increase police patrols through the area.

Motion # 89 – 2024 C. Joseph/K. DeGroot

Be it resolved due to the uncertainty of ownership of Romaines Road combined with the cost of the repairs to our artesian well the installation of speed bumps on Romaines Road will be differed until next spring.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Mills Law

Retainer Agreement as per council request.

Motion # 90 – 24 – C. Joseph/F. Barter

Be it resolved, that Mills Law will be paid a retainer fee of \$ 2,000.00 to provide legal services to the Town of Port au Port East in the event legal services are required.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Parking Lot Application

Town Clerk/Manager has created an application for residents to use to apply to construct a parking lot to be reviewed by council.

Motion # 91 – 24 – C. Joseph/A. Barry

Be it resolved that council accepts the application for Construction of a Parking Lot as presented with the requirement of a owner-supplied drawing to be included. It will be the decision of council upon review of submitted application whether an engineered drawing will be required.

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

Business Tax

A request to council for a reduction in business tax.

Motion # 92 – 24 – J. Tuttle /K. DeGroot

Be it resolved that a 50% discount be granted for businesses during their first year of operation.

In favor: Mayor J. Tuttle
Councilors: A. Barry
F. Barter
K. DeGroot

Opposed: Deputy Mayor C. Joseph
Abstaining: 0
Motion Carried

Adjournment

Motion # 93 – 24 – A. Barry/C. Joseph

Be it resolved that Council do now adjourn to meet again on Tuesday, August 13th, 2024 at 6:00 PM

In favor: Mayor J. Tuttle
Deputy Mayor C. Joseph
Councilors: A. Barry
F. Barter

K. DeGroot

Opposed: 0
Abstaining: 0
Motion Carried

The meeting adjourned at 8:06 P.M

Mayor Jeff Tuttle

Town Clerk/Manager – Koren Hunt