

MINUTES

Town of Port au Port East
Regular Council Meeting March 10th, 2026

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, March 10th, 2026 at 6:00 P.M.

Members

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

Also,

Present Town Clerk/Manager K. Hunt

8 people are present in the public galleries.

Mayor K. DeGroot called the meeting to order at 6:04 pm.

Meeting Minutes

Regular Council Meeting February 10th, 2026

Motion # 13 - 26 – A. Barry/M. Gale

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on February 10th, 2026 which had been circulated via email with the agenda and provided in print to council at the public meeting on March 10th, 2026, at the request of council.

Be it resolved that the minutes from February 10th, 2026, regular meeting of council, be adopted as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

Deferred Business

Pine Avenue

Notified homeowner of council's request that a meeting be arranged between D. Flynn to discuss location of proposed garage. Homeowner will contact the office when the snow is gone.

Installation of Transducer – Atlantic Technical Services Ltd

Spoke with D. Hynes regarding the date he will be in our area to install the transducer. He has estimated the first week in April but he will call the office when he has a specific date.

Storage of Vehicles

At the request of council during the February 10th, 2026 public meeting the town clerk/manager has made inquires regarding the large quantity of vehicle currently parked at 188-198 Main Street. The owner is currently out of province. A message has been left to contact our office upon returning to the province.

Bay St. George Sport Recognition – Stephenville Dome Project

Donation request tabled at the February 10th, 2026 public meeting was deferred.

Resolution # 14 – 26 – A. Barry/M. Gale

Be it resolved that a donation in the amount of \$ 200.00 will be given to the Bay St. George Sport Recognition Committee in support of the Stephenville Dome Project.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report

Not yet received

St. Thomas Aquinas School Council – Letter of Support Request

Motion # 14 – 26 – A. Barry/K. Gaudon

The school council has asked for a letter of support from council to meet with Premier Wakeham to discuss the ongoing speeding and dangerous driving in our area.

Be it resolved that the town clerk/manager will write a letter supporting the St. Thomas Aquinas School Council’s request to meet with Premier Wakeham.

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

Opposed: 0
Abstaining: 0
Motion Carried

Town of Stephenville's Application to ACOA's Regional Defense Investment Initiative – Letter of Support Request
Motion # 15 – 26 – A. Barry/M. Gale

The Town of Stephenville has asked for a letter of support from council to establish a coordinated, resilient, and future oriented defence supply-chain network that will strengthen local industries and position our region as a strategic contributor to national security and defence priorities.

Be it resolved that the town clerk/manager will write a letter supporting the Town of Stephenville in their application to ACOA's Regional Defense Investment Initiative.

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

Opposed: 0
Abstaining: 0
Motion Carried

Department of Municipal and Community Affairs – Financial and Human Resource Oversight – Role of Council

The Department of Municipal and Community Affairs sent a letter to all towns and local services districts in Newfoundland and Labrador reminding all parties about the responsibilities of council when it comes to town finance and managing town staff. Mayor K. De Groot read this letter out loud during the meeting and asked the town clerk/manager to post to the town website for all to read.

Territorial Steering Committee – Terms of Reference
Motion # 16 – 26 – A. Barry/M. Gale

The Territorial Steering Committee has issued a Terms of Reference to all members and all parties are required to sign the Terms of Reference document. Council has read the document and agrees to the terms. Councillor Gaudon is the representative for the Town and will sign the document on behalf of the council.

Be it resolved that Councillor K. Gaudon will sign the Terms of Reference for the Territorial Steering Committee on behalf of the town council.

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

Opposed: 0
Abstaining: 0
Motion Carried

Finances

Account Payable for February 2026

Resolution # 15 - 26 – A. Barry/K. De Groot

The Town Clerk/Manager reported that the outstanding account payable list up to and including February 28th, 2026 is \$ 37,334.40.

Be it resolved that the attached Accounts Payable list for February 2026, as circulated with the agenda, in the amount of \$ 37,334.40 be approved for payment.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Employee Remittance for February 2026

Resolution # 16 - 26 – A. Barry/M. Gale

The town clerk/manager reported the amount of \$ 3,180.32 to be remitted for the period beginning February 1st, 2026 and ending February 28th, 2026.

Be it resolved that the employee remittance for February 2026 in the amount of \$ 3,180.32, be approved for payment.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Bank Reconciliations for February 2026

Resolution # 17 - 26 – A. Barry/K. Gaudon

The Town Clerk/Manager provided the reconciled bank statements for the month of February 2026.

Be it resolved that the completed and reconciled bank statement for February 2026 has been reviewed and accepted as presented.

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

Opposed: 0
Abstaining: 0
Resolution Carried

Trial Balance for period ended February 28th, 2026

The trial balance was presented to council. The town clerk/manager advised council that a update to the accounting program was completed but technical issues are still present. The town clerk/manager is waiting for a representative from to contact the office.

Income Statement for period ended February 28th, 2026

The income statement was presented to council. The town clerk/manager advised council that the variance report will be available to council after the 2026 Budget is accepted by Municipal and Community Affairs.

Permits

General Repairs and Maintenance Permits

None

Shed/Garage/Home Permits

None

Other

None

Discussion:

Water Update

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

Fire Department Update

A representative was unavailable to attend and no report was given to council.

Pothole and Flooding Update

Concerns from residents regarding the numerous potholes on the section of highway that is in between both Main Street & Romaines Road intersections are still being received from residents by council and the town clerk/manager. The Department of Transportation and Infrastructure is maintaining the roadway by filling in the potholes with asphalt mix. Our town is currently on the provincial list to receive pavement repairs and we will be informed if we will receive these repairs once the provincial budget is completed. The Department of Transportation and Infrastructure is also removing excess snow from the ditches along Route 460 to help minimize potential flooding in our area this spring.

Fire Coverage Invoicing

Invoices to the Towns/LSD currently receiving fire coverage from Port au Port Regional Volunteer Fire Department will be issued once the financial statements are completed for the year ended December 31st, 2024. Councillor K. Gaudon expressed concerns over the length of time that the accountant is taking to complete the financials and expressed apprehension regarding the same accounting firm being retained to complete the finances for the year ended December 31st, 2025.

Mayor K. De Groot and Councillor M. Gale declared a conflict of interest and left the council table at 6:48pm.

Code of Conduct Complaint

Motion # 17 – 26 – A. Barry/K. Gaudon

On February 16th, 2026 the council convened a closed meeting to address a code of conduct complaint that had been filed. The council's decision to hold a closed meeting to discuss this sensitive matter was in line with standard procedures, allowing for a thorough and confidential examination of the complaint. Both parties involved have been notified of the council's decision and the necessary steps to be taken.

Be it resolved that the matter has been fully addressed and council considers the code of conduct complaint to be closed.

In favor: Deputy Mayor A. Barry
Councillors: K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Mayor K. De Groot and Councillor M. Gale returned to council table at 6:51pm.

Spring Clean-Up Week

Motion # 18 – 26 – A. Barry/K. Gaudon

Councillor K. Gaudon would like the curbside spring clean to take place in the month of June instead of May. The town clerk/manager informed council that the service provider for clean-up had been approached before regarding changing the dates. It was at that time that the town clerk/manager informed council that all towns/lsd's schedule clean-up weeks in conjunction to avoid individuals disposing of garbage in areas that they do not live because their town/lsd's clean-up week is over. This results in the town having to cover the cost of excess garbage that was not placed there by a resident(s) of the community. Council asked the town clerk/manager to reach out the service provider and inquire about available dates in June to host our annual clean-up week.

Be it resolved that the council will defer this matter to the next scheduled monthly meeting to allow the town clerk/manager to gather the requested information.

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

K. Gaudon

Opposed: 0
Abstaining: 0
Motion Carried

Voter List Update

Councillor K. Gaudon inquired about the accuracy of the current voter's list for our community. The town clerk/manager informed council that the list is current and updated as information is received.

Past Practice of Pension in Lieu

Resolution# 18 – 26 – A. Barry/M. Gale

Mayor K. De Groot addressed the past practice of pension in lieu being paid to the town clerk/manager. The town clerk/manager informed council that this practice dated back 30+ years. Mayor K. De Groot informed the council and the town clerk/manager that she had contacted the Department of Municipal and Community Affairs regarding the motion that was put into place to begin paying the pension and was told if the motion can not be located then the pension did not have to be paid. Mayor K. De Groot motioned to stop paying the pension in lieu. The town clerk/manager informed the council that this was a HR issue and should not be discussed at a public meeting. The motion to stop payment for the fiscal year 2025 and all years going forward was made once again.

Be it resolved that the council will discontinue the yearly past practice payment of pension in lieu to the town clerk/manager, effective as at December 31st, 2024.

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

Opposed: Councilors: M. Gale
Abstaining: 0
Resolution Carried

Air BNB

Council has requested that the town clerk/manager make a list of all Air BNB units in our municipality.

Hydrant Snow Removal

Motion # 19 – 26 – A. Barry/K. Gaudon

Councillor K. Gaudon has been approached by residents concerned over the current amount of snow remaining in front of a number of fire hydrants in our town. Councillor K. Gaudon said the amount of snow that a fireperson would have to walk through is excessive. Council's two main concerns are water and fire protection for residents therefore we need better cleaning of hydrants on a regular basis.

Be it resolved that all snow will be removed from fire hydrants on a regular basis, allowing firefighters unobstructed access.

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

Opposed: 0
Abstaining: 0
Motion Carried

Municipal By-Election

Motion # 20 – 26 – K. Gaudon/A. Barry

Due to the resignation of a councillor, there is a vacant seat on council. A by-election will need to be held to fill the vacancy. Following legislation, the by-election needs to be held on or before May 8th, 2026.

Be it resolved that nomination dates for the by-election will be held during the normal working hours of 9:00am and 4:30pm on April 20th, 2026 and April 21st, 2026, with the by-election held between the hours of 8:00am and 8:00pm on May 8th, 2026.

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

The town clerk/manager asked and was granted permission to add an item for council discussion.

Temporary Water Operator Coverage

Resolution # 19 – 26 – A. Barry/M. Gale

D. Flynn will be attending the annual Wastewater Conference in Gander from March 23rd, 2026 to March 26th, 2026. We will require someone to check the chlorine levels of our water system while D. Flynn is out of town. P. Martin has been approached and is willing to fill in.

Be it resolved that P. Martin will receive 3 hours daily, at the current hourly wage for water operator/maintenance person, to be the temporary fill-in worker while D. Flynn is away.

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

Councilors: M. Gale
K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Change Date for Public Monthly Meeting on April 14th, 2026

Motion # 21 – 26 – A. Barry/M. Gale

The town clerk/manager K. Hunt will be attending the annual PMA Conference in Gander from April 13th, 2026 to April 17th, 2026. Our regular public meeting is currently scheduled for April 14th, 2026.

Be it resolved that the public meeting scheduled for April 14th, 2026 will now be held on Tuesday, April 21st, 2026.

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

Opposed: 0
Abstaining: 0
Motion Carried

Guests

Resident J. Cochrane Jr. addressed council with his concerns regarding the historical flooding that typically occurring in the spring of the year, after the snow melt or during a heavy rainfall. On July 29th, 2013 \$ 229,000.00 in funding from the provincial government was given to our town to create a flood control system. The flood control system was never completed and the town council at that time returned the monies to the provincial government. Mr. Cochrane questioned why this money was returned and asked if we are still able to access these funds. It is his understanding that a flood control study was completed for the area that should have contained recommendations to remedy the situation, along with an environmental report. He asked current council to try to access this information so it can be used to complete a possible future phased project to eliminate/reduce the flooding that occurs.

Mayor K. De Groot thanked J. Cochrane Jr for his time.

Adjournment

Motion # 22 – 26 – K. Gaudon/M. Gale

Be it resolved that Council do now adjourn to meet again on Tuesday, April 21st, 2026 at 6:00 PM

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

Opposed: 0

Abstaining: 0
Motion Carried

The meeting adjourned at 7:31 P.M

Mayor Kimberly De Groot

Town Clerk/Manager – Koren Hunt