

MINUTES

Town of Port au Port East
Regular Council Meeting March 19th, 2024

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, March 19th, 2024 at 6:00 P.M.

Members

Present

Mayor	J. Tuttle
Deputy Mayor	C. Joseph
Councilors:	A. Barry

Also,

Present

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

Mayor J. Tuttle called the meeting to order at 6:04pm.

Regular Meeting

Minutes:

February 13th, 2024

Regular Meeting of February 13th, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the regular meeting on February 13th, 2024, which had been circulated with the agenda.

Motion # 23 - 24 – C. Joseph/A. Barry

Be it resolved that the minutes of the February 13th, 2024, regular meeting of council be adopted as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

Special Meeting

Minutes:

February 20th, 2024

Special Meeting of February 20th, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the special meeting on

February 20th, 2024, which had been circulated with the agenda.

Motion # 24 – 24 – A. Barry/C. Joseph

Be it resolved that the minutes of the February 20th, 2024, special meeting of council be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

*Special Meeting
Minutes:
March 5th, 2024*

Special Meeting of March 5th, 2024

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the special meeting on March 5th, 2024, which had been circulated with the agenda.

Motion # 25 – 24 – C. Joseph/A. Barry

Be it resolved that the minutes of the March 5th, 2024, special meeting of council be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

Regulations/Policies

No regulations/policies

General Business

No general business

Correspondence

Bacteriological Water Analysis Report for February 7th, 2024 and March 11th, 2024

Letter of Support to Port au Port Indian Band

Regional Health Opportunities Zone 4

Finances

Account Payable as at February 29th, 2024

The Town Clerk/Manager reported that the outstanding account payable list up to and including February 29th, 2024 had been attached to the agenda.

Motion # 26 - 24 – C. Joseph/A. Barry

Be it resolved that the attached Accounts Payable list to February 29th, 2024 in the amount of \$ 15,775.19 be approved for payment as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

Employee Remittance for February 2024

The town clerk/manager reported the amount of \$ 3,086.04 to be remitted for the period beginning February 1st, 2024 and ending February 29th, 2024.

Motion # 27 - 24 – C. Joseph /A. Barry

Be it resolved that the employee remittance for February 2024 in the amount of \$ 3086.04, be approved for payment.

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

Opposed: 0
Abstaining: 0
Motion Carried

Permits

General Repairs and Maintenance Permits

242 Main Street

Motion # 28 - 24 – C. Joseph /A. Barry

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

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

Opposed: 0
Abstaining: 0
Motion Carried

Shed/Garage/Home Permits

275 Main Street – Addition to home.

Motion # 29 - 24 – C. Joseph /A. Barry

Be it resolved that the addition to residence be approved as shown in submitted drawing.

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

Opposed: 0
Abstaining: 0
Motion Carried

400 Main Street – Renovation of Existing Residence

Motion # 30 – 24 C. Joseph/A. Barry

Be it resolved that building application be deferred until next meeting to allow town clerk/manager to contact Water Resources regarding proximity of property to Port au Port Bay.

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

Opposed: 0
Abstaining: 0
Motion Carried

11 Garden Drive – Residential New Build

Motion # 31 – 24 C. Joseph/A. Barry

Be it resolved that building application be deferred until next meeting to obtain current approval documentation required due to change in location of home on property by applicant(s).

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

Opposed: 0
Abstaining: 0
Motion Carried

Permits (Other) - None

Discussion:

Health & Safety Representative

Motion # 32 – 24 – C. Joseph/A. Barry

According to Workplace NL employers with fewer than 20 workers at a worksite require an occupational health and safety policy and a worker representative.

Be it resolved that Daren Benoit, the current full-time water operator/maintenance person, assume the role of Health & Safety Representative for the Town of Port au Port East employees.

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

Opposed: 0
Abstaining: 0
Motion Carried

Purchase of new vehicle

Resolution # 6 – 24

Council reviewed three (3) quotations for the purchase of a new vehicle.

Be it resolved that the town council will purchase a 2023 Ford F150 pickup truck with regular cab/8' box from Humber Motors Ford in Stephenville, NL for the sum of \$ 64,779.80 HST included.

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

Opposed: 0
Abstaining: 0
Motion Carried

Electronic Funds Transfer for Employee Pay Periods

Resolution # 7 – 24

Currently the employees of the town are paid via cheque.

Be it resolved, that the town clerk/manager contact the Bank of Montreal to set up recurring Electronic Funds Transfers for each town employee.

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

Opposed: 0
Abstaining: 0
Motion Carried

Donation Request – PickleBall Infrastructure Project

Motion # 33 - 24 – C. Joseph/A. Barry

The Bay St. George Pickleball Club is proposing to convert the existing Tennis & Pickleball Courts located on Massachusetts

Drive into 8 (eight) Pickleball Courts and 1 (one) hybrid tennis/pickleball court.

Be it resolved, that council will not make a donation at this time to the Pickleball Infrastructure Project.

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

Opposed: 0
Abstaining: 0
Motion Carried

Letter of Support Request for Heritage Church

Motion # 34 – 24 – C. Joseph/A. Barry

Our Lady of Mercy Heritage Church is applying to ACOA for funding to upgrade various items and is asking for a letter of support.

Be it resolved, that the town clerk/manager will provide a letter of support on behalf of the town council.

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

Opposed: 0
Abstaining: 0
Motion Carried

2024 Water and Wastewater Workshop - March 25th, 2024 to March 29th, 2024.

Motion # 35 – 24 – C. Joseph/J. Tuttle

Annual Water and Wastewater Workshop will be taking place in Gander, NL.

Be it resolved, that Daren Benoit, the full-time Water Operator/Maintenance Worker, will attend the 2024 Water

and Wastewater Workshop in Gander, NL as the Port au Port East representative.

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

Opposed: 0
Abstaining: 0
Motion Carried

PMA 2024 Convention & Tradeshow – April 8th, 2024 to April 12th, 2024.

Motion # 36 - 24 – C. Joseph /A. Barry

PMA Convention & Tradeshow will be taking place in Gander, NL.

Be it resolved, that Koren Hunt, the town clerk/manager, will attend the PMA 2024 Convention & Tradeshow in Gander, NL as the town of Port au Port East representative.

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

Opposed: 0
Abstaining: 0
Motion Carried

Letter sent to residents regarding the resignation of members of the PAPRVFD.

Mayor J. Tuttle publicly apologized on behalf of the town council to any individual who may have been offended by the letter written by council to the residents of Port au Port East regarding the events in our town that led to the resignations of some volunteer fire members. The letter was issued to make residents aware of the important role our volunteers play in our community and to show that the

town council fully supports our regional fire department and all of its members.

Burning of Garbage Regulations

A resident inquired what could be done regarding the burning of garbage in our community. Council will have town clerk/manager compose a letter regarding fire etiquette and post a link to Department of Forestry Fire Hazard Map and Fire Index.

Containers for Garbage/Recycling

A resident inquired what can be done to ensure garbage that is placed curbside by neighbors is secure from blowing into adjacent yards and/or destroyed by wildlife resulting into debris all over neighboring properties. Council will have town clerk/manager address this in a newsletter.

Individual Civic Address Requiring Its Own Curb Stop Valve

Council will have town clerk/manager find out if any current curb stop valves are shared between households within our town.

New Building Development Permit Length Clarification

A resident has inquired what the time frame is currently on new development permits. Council confirmed that an individual has two (2) years from date of issue to complete build.

Addition of Flag Poles

There are two (2) existing flag poles owned by the town. One is located at the town office on 9 Hynes Road and the other is located at the Tourist Chalet at 172 Main Street. At this time no additional flag poles are required.

Vehicles Speeding Through Town Boundaries

RCMP have been contacted regarding the excessive speeding through town and also through our school zone during school hours. Mayor J. Tuttle has volunteered to be the town council liaison with RCMP/government departments regarding this issue. Council fully supports Mayor Tuttle in this role.

Town By-Election

Resolution # 8 – 24 – C. Joseph/A. Barry

Two seats are currently vacant on the town council.

Be it resolved, the Town of Port au Port East will hold a Nomination Day on April 2nd, 2024 between the hours of 8:00am and 8:00pm and Election Day will be set for April 23rd, 2024 at 9 Hynes Road between the hours of 8:00am and 8:00pm. The returning officer will be K. Hunt, poll clerk will be D. Flynn and the alternate returning officer will be E. Gaudon.

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

Opposed: 0
Abstaining: 0
Motion Carried

Adjournment

Motion # 37 – 24 – C, Joseph/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, April 16th, 2024 at 6:00 PM

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

Opposed: 0
Abstaining: 0
Motion Carried

The meeting adjourned at 7:35 P.M

Mayor Jeff Tuttle

Town Clerk/Manager – Koren Hunt