

## MINUTES

Town of Port au Port East  
Regular Council Meeting May 21st, 2024

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, May 21st, 2024 at 6:00 P.M.

### *Members*

#### *Present*

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

### *Also,*

#### *Present*

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

### *Guests*

None

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

### *Regular Meeting*

#### *Minutes:*

*March 19<sup>th</sup>, 2024*

### **Regular Meeting of March 19th, 2024**

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the regular meeting on March 19<sup>th</sup>, 2024, which had been circulated with the agenda.

Motion # 47 - 24 – A. Barry/C. Joseph

Be it resolved that the minutes of the March 19<sup>th</sup>, 2024, regular meeting of council be adopted as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

*Regular Meeting  
Minutes:  
April 16th, 2024*

**Regular Meeting of April 16th, 2024**

Mayor J. Tuttle asked if there were any errors or omissions to the minutes of the regular meeting on April 16<sup>th</sup>, 2024, which had been circulated with the agenda.

Motion # 48 - 24 – A. Barry/C. Joseph

Be it resolved that the minutes of the April 16th, 2024, regular meeting of council be adopted as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

*Regulations/Policies*

No regulations/policies

*Correspondence*

**Bacteriological Water Analysis Report for May 8th, 2024**

**Municipal Assessment Agency -Assessment Roll for Tax Year 2025**

**MADD Bay St. George Chapter – Candlelight Vigil**

*Finances*

**Account Payable for April 2024**

The Town Clerk/Manager reported that the outstanding account payable list up to and including April 30th, 2024 is \$ 37,574.55.

Motion # 49 - 24 – F. Barter/C. Joseph

Be it resolved that the attached Accounts Payable list for April 2024 in the amount of \$ 37,574.55 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 April 2024**

The town clerk/manager reported the amount of \$ 3,034.37 to be remitted for the period beginning April 1st, 2024 and ending April 30th, 2024.

Motion # 50 - 24 – A. Barry/C. Joseph

Be it resolved that the employee remittance for April 2024 in the amount of \$ 3,034.37, 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

*Permits*

**General Repairs and Maintenance Permits**

251 – 257 Main Street  
18a Hynes Road  
7 – 9 Roberts Drive  
1 Oceanview Drive

Motion # 51 - 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  
F. Barter  
K. DeGroot

Opposed: 0  
Abstaining: 0  
Motion Carried

**Shed/Garage/Home Permits**

1 Leonard Drive – Shed Permit

Motion # 52 - 24 – C. Joseph /A. Barry

Be it resolved that building application to construct a shed at 1 Leonard Drive be approved.

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

Opposed: 0

Abstaining: 0

Motion Carried

**Permits (Other) - None**

*Discussion:*

**Artesian Well**

Resolution # 11 – 24 - A. Barry/C. Joseph

Atlantic Technical Services Limited has provided a quotation of \$ 8,470.00 plus HST to complete the diagnostics of our current artesian well system to see what is currently preventing the system from functioning properly. We are currently operating on the back up reservoir only and the water level of the reservoir is very low.

Be it resolved, that the Port au Port East Town Council accepts the quotation provided by Atlantic Technical Services Limited and gives approval in the amount of \$ 8,470.00 plus HST for the diagnostic procedure of the artesian well system.

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

Opposed: 0

Abstaining: 0

Motion Carried

### **Parked Vehicles On Shoulder of Roads**

Motion # 53 – 24 C. Joseph/J. Tuttle

Residents have voiced concerns over safety hazards presented by parked vehicles on the shoulder of roadways that cause blind spots for oncoming traffic, as well as blocking the shoulder of the road preventing pedestrians from safely passing.

There is currently no by-law or an enforcement officer for the town.

### **Summer Employment for Student**

Motion # 54 - 24 – C. Joseph/J. Tuttle

The town applied for funding through Qalipu First Nation and the LaMPPS program to obtain funding for summer employment for 5 students.

The town was successful in obtaining funding for one (1) student. The town clerk/manager will advertise to fill the Student Office Assistant position upon receiving written confirmation of funding from LaMPPS.

### **400 Main Road**

Motion # 55 – 24 – C. Joseph/A. Barry

Resident property owner has forwarded correspondence presenting questions regarding the future development of this parcel of land.

Be it resolved, that the Port au Port East town council agree to defer this application until further information can be obtained from the homeowner.

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

Opposed: 0

Abstaining: 0  
Motion Carried

### **Building Permit for 11 Garden Drive**

Motion # 56 – 24 – J. Tuttle/C. Joseph

Property owners of 11 Garden Drive are present in the public gallery. After reviewing and discussing all information that was circulated with the agenda council has decided to grant approval for a residential building permit with the provision that a Conditional Agreement between the municipality and the property owners be drafted and signed before the permit is issued. Council addressed the property owners and explained that each existing residence on Garden Drive has individual water lines and it would be the property owner(s) responsibility to install the water line connecting 11 Garden Drive to the curb stop the town will install at the intersection of Garden Drive and Main Street. At that time Council also spoke of additional items of concern, such as the close proximity of high voltage power transmission lines for fire protection, that would be a part of the conditional agreement and both property owners verbally expressed that they understood and were in agreement.

Be it resolved that the town clerk/manager will draft a conditional agreement for residential building at 11 Garden Drive to be signed by the Mayor and the property owner. Once signed a residential building permit will be issued.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

### **Permit Applications**

Motion # 57 – 24 – C. Joseph/J. Tuttle

Resident located at 293 Main Street would like to apply for a permit to operate a personal saw mill. Saw mill permits

are not given by municipality, the resident has to apply to Dept of Forestry. The applications need to be updated.

Be it resolved, that the Port au Port East town council agree to defer this application until further information can be obtained.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

**Purchase of Truck Cap or Tonneau Cover with Safety Lighting System for 2023 Ford F150.**

Motion # 58 – 24 – J. Tuttle/C. Joseph

Action Truck provided a quotation in the amount of \$ 3,483.03 plus HST to provide and install a hard folding truck bed cover with a backrack protector and arrow board traffic director.

Be it resolved, that the Port au Port East town council agree to defer this purchase until further quotations can be obtained.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

**Make a Wish Foundation Donation Request**

Motion # 59– 24 – C. Joseph /J. Tuttle

29<sup>th</sup> Annual Run the Rock fundraiser being held from July 5<sup>th</sup> – July 17<sup>th</sup>, 2024. The crew of the HMCS-ST. JOHN'S are seeking public and corporate donations to help them on their mission of granting at least 10 wishes for children in our province.

Be it resolved, that the Port au Port East town council agree to make a donation to the Make-A-Wish Annual Run the Rock fundraiser in the amount of \$500.00.

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

Opposed: 0  
Abstaining: 0  
Motion Carried

### **Agenda for Public Meetings**

Motion # 60 – 24 – C. Joseph /K. DeGroot

Should the agenda be posted online and made available for pick-up from the town office? Draft agenda to go to council by Thursday of the week before scheduled public meeting for approval and input before being made public.

Be it resolved, that the agenda for the monthly public meetings will be posted to the town's facebook page, sent to residents on the current email list and available for pickup from the town office no later than the morning of the monthly public scheduled meeting.

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

Opposed: 0  
Abstaining: 0  
Motion Carried



### **Items Being Placed on Romaines Beach**

Motion # 61 – 24 – J. Tuttle/C. Joseph

People have been piling garbage and brush on Romaines Beach and leaving it.

Be it resolved, that the town clerk/manager will contact the province to enquire about NO DUMPING signs to be placed on Romaines Beach.

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

Opposed: 0

Abstaining: 0

Motion Carried

### **Spring Clean-Up**

Motion # 62 – 24 – C. Joseph/J. Tuttle

Containerized Sanitation contacted the town office regarding renovation items being placed curbside that would result in contaminated load charges if it is picked up during clean-up week.

Be it resolved, that items that were made known to the public to not be acceptable during clean-up week will remain curbside and are the responsibility of the homeowner for proper disposal.

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

Opposed: 0

Abstaining: 0

Motion Carried

*Adjournment*

Motion # 63 – 24 – J. Tuttle/C. Joseph

Be it resolved that Council do now adjourn to meet again on Tuesday, June 11th, 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 7:26 P.M

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Mayor Jeff Tuttle

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Town Clerk/Manager – Koren Hunt