

MINUTES

Town of Port au Port East
Regular Council Meeting November 12th, 2024

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, November 12th, 2024 at 6:00 P.M.

Members

Present

Mayor	K. De Groot
Deputy Mayor	C. Joseph
Councillors:	A. Barry
	F. Barter

Also,

Present

Town Clerk/Manager K. Hunt

11 people are present in the public galleries.

Mayor K. De Groot called the meeting to order at 6:01 pm.

Guests To Address Council

Resident #1 addressed council with their concerns and asked council when they were going to put the best interests of the town first and ensure that work is being completed in a way that does not prohibit on-going operations. They further inquired and voiced their opinions regarding bank reconciliations, variance reports, meeting minutes made public, reservoir issues and water well permits.

Council thanked the resident for their time and advised that any existing issues would be reviewed.

Meeting Minutes

a. Regular Council Meeting September 10th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on September 10th, 2024, which had been circulated with the agenda.

Motion # 142 - 24 – C. Joseph/A. Barry

Be it resolved that the minutes from September 10th, 2024, regular meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

b. Special Council Meeting September 24th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on September 24th, 2024, which had been circulated with the agenda.

Motion # 143 - 24 – C. Joseph/A. Barry

Be it resolved that the minutes from September 24th, 2024, special meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

c. Regular Council Meeting October 8th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on October 8th, 2024, which had been circulated with the agenda.

Motion # 144- 24 – C. Joseph/A. Barry

Be it resolved that the minutes from October 8th, 2024, regular meeting of council, be adopted as circulated.

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

F. Barter

Opposed: 0
Abstaining: 0
Motion Carried

d. Special Council Meeting October 10th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on October 10th, 2024, which had been circulated with the agenda.

Motion # 145 - 24 – A. Barry/C. Joseph

Be it resolved that the minutes from October 10th, 2024, special meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

e. Special Council Meeting October 31st, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on October 31st, 2024, which had been circulated with the agenda.

Motion # 146 - 24 – A. Barry/C. Joseph

Be it resolved that the minutes from October 31st, 2024, special meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

f. Special Council Meeting November 5th, 2024

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on November 5th, 2024, which had been circulated with the agenda.

Motion # 147 - 24 – A. Barry/C. Joseph

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

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

Opposed: 0

Abstaining: 0

Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report – October 30th, 2024 – Satisfactory Results

Bacteriological Water Analysis Report – November 6th, 2024 – Satisfactory Results

Boil Water Advisory Removal – November 12th, 2024

Circular to Towns & LSD – Municipal General Election 2024 – Date set for October 2nd, 2025

Stephenville High School – Annual Scholarship Donation Request

Resolution # 20 - 24 – C. Joseph/A. Barry

Be it resolved that the Port au Port East town council will continue to provide a \$ 200.00 scholarship award to Stephenville High Scholarship and Bursary Committee, for the student residing in the community of Port au Port East who graduated from Stephenville High School or Piccadilly Central High with the highest academic average.

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

Opposed: 0
Abstaining: 0

Resolution Carried

Request from Regional Aquatic Centre for Donation

Resolution # 21 - 24 – C. Joseph/A. Barry

Be it resolved that the Port au Port East town council will provide a \$ 1,000.00 donation to the Regional Aquatic Centre to aid with operational costs.

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

Opposed: 0
Abstaining: 0

Resolution Carried

BSG Sport Recognition – Donation Request

Motion # 148 – 24 – C. Joseph/A. Barry

Be it resolved that the Port au Port East town council is unable to provide a donation at this time.

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

Opposed: 0
Abstaining: 0

Motion Carried

Our Lady of Mercy Heritage Church – Donation Request

Motion # 149 – 24 – A. Barry/F. Barter

Be it resolved that the Port au Port East town council is unable to provide a donation at this time.

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

Opposed: 0
Abstaining: 0

Motion Carried

Go Western Newfoundland – Donation Request

Motion # 150 – 24 – A. Barry/F. Barter

Be it resolved that the Port au Port East town council is unable to provide a donation at this time.

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

Opposed: 0
Abstaining: 0

Motion Carried

Stephenville Emergency Food Services – Donation Request

Motion # 151 – 24 – A. Barry/F. Barter

Be it resolved that the Port au Port East town council is unable to provide a donation at this time.

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

Opposed: 0
Abstaining: 0

Motion Carried

St. Thomas Aquinas Annual Turkey Dinner

Resolution # 22 - 24 – F. Barter/C. Joseph

Be it resolved that the Port au Port East town council will provide a \$ 500.00 donation to St. Thomas Aquinas School to help cover the cost of the annual Christmas turkey dinner for staff and students. Any monies remaining after the purchase of dinner items is to be used to purchase items for the school decided upon by staff.

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

Opposed: 0

Abstaining: 0

Resolution Carried

Finances

Account Payable for October 2024

The Town Clerk/Manager reported that the outstanding account payable list up to and including October 31st, 2024 is \$ 20,524.52.

Motion # 152 - 24 – F. Barter/C. Joseph

Be it resolved that the attached Accounts Payable list for October 2024, as circulated, in the amount of \$ 20,524.52 be approved for payment.

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

Opposed: 0

Abstaining: 0

Motion Carried

Employee Remittance for October 2024

The town clerk/manager reported the amount of \$ 2,562.67 to be remitted for the period beginning October 1st, 2024 and ending October 31st, 2024.

Motion # 153 - 24 – C. Joseph/F. Barter

Be it resolved that the employee remittance for October 2024 in the amount of \$ 2562.67, be approved for payment.

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

Opposed: 0
Abstaining: 0

Motion Carried

Bank Reconciliations

The Town Clerk/Manager provided the bank reconciliations for April 2024 and May 2024.

Motion # 154 - 24 – A. Barry/F. Barter

Be it resolved that the bank reconciliations for April 2024 and May 2024 have been reviewed and accepted as presented.

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

Opposed: 0
Abstaining: 0

Motion Carried

Permits

General Repairs and Maintenance Permits

223 Main Street

Motion # 155 - 24 – C. Joseph/F. Barter

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

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

F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Shed/Garage/Home Permits

None

Permits (Other)

290B Main Street – Installation of New Water Line

Motion # 156 - 24 – C. Joseph/A. Barry

Be it resolved that the town council of Port au Port East will table this motion and revisit once a meeting has been arranged between all affected properties and council to review possible routes for water line installation.

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

Opposed: 0

Abstaining: 0

Motion Carried

Discussion:

2025-2026 Municipal Capital Works Program

Council was given the Call for Applications – 2025-2026 Municipal Capital Works Circular which outlined all the criteria and necessary steps required to apply for this funding. Various projects that the town could apply for through the Municipal Capital Works Program such as Water Tower, Romaine’s Road Water Line Extension were discussed. The town clerk/manager advised council that the water usage numbers, after the installation of the new frequency drive system for the artesian well was installed, remain high and could indicate possible leaks in our town system. If there are existing leaks the chance to receive funding is greatly reduced and perhaps leak detection could be completed beforehand. Topic was tabled for further discussion at a later date.

Potholes on Pine Avenue

Item was tabled as clerk had previously advised council that repairs were in the process of completion.

Budget 2025

The town clerk/manager advised council more time was required to fully discuss budget items. A meeting, whether it be public or privileged, would be necessary to discuss any items to be included in the municipal budget for 2025. This would include any potential projects for the coming year, changes to tax structure, infrastructure upgrades, etc.

Tender for Winter Maintenance on Romaine’s Road

Motion # 157 – 24 – A. Barry/F. Barter

The ongoing discussions with the Department of Transportation and Infrastructure regarding ownership of Romaine’s Road continues. Both parties are claiming that the road is to be maintained and assumed by the other. The town has been advised to complete the tender process again this year for winter maintenance on Romaine’s Road.

Be it resolved that the town clerk/manager will complete the tendering process for Winter Maintenance on Romaine’s Road for the 2024 – 2025 Winter Season as instructed by Department of Transportation and Infrastructure.

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

Opposed: 0

Abstaining: 0

Motion Carried

Adjournment

Motion # 158 – 24 – A. Barry/C. Joseph

Be it resolved that Council do now adjourn to meet again on Tuesday, December 10th, 2024 at 6:00 PM

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

Opposed: 0
Abstaining: 0

Motion Carried

The meeting adjourned at 7:20 P.M

Mayor Kimberly De Groot

Town Clerk/Manager – Koren Hunt