

**Meeting # 9  
November 23, 2021**

**Present:** James Cashin – Mayor  
Eileen Hann – Deputy Mayor  
Gordon Johnston – Councillor  
Michael McCann – Councillor  
Jan Crane – Councillor

**Mayor Cashin called the meeting to order at 6 pm**

**Minutes of last meeting held on October 6<sup>th</sup>, and Emergency Meetings of Oct. 26, & Nov 8, 2021**

**Motion 51-2021 Councillor Johnston / Deputy Mayor Hann**

Resolved, that, the minutes of October 6<sup>th</sup>, be adopted as presented. Results of vote are:

In Favor: Mayor Cashin  
Deputy Mayor Hann  
Councillor Johnston  
Councillor McCann

Opposed: Councillor Crane

**Motion Carried**

**Motion 52-2021 Councillor Johnston / Deputy Mayor Hann**

Resolved, that, the minutes of Emergency meeting held on Oct.26, 2021 be adopted with the following change: Remove the word "Responsible" and replace with "Did Report".

**All In Favor**

**Motion Carried**

**Motion 53-2021 Councillor McCann / Councillor Johnston**

Resolved, that, the minutes of Nov. 8, 2021 be adopted as presented

**All In Favor**

**Motion Carried**

**Correspondence:**

- Stephenville Emergency Food Services – seeking funds to assist with Christmas Hamper Project
- Twilight 50+ Club – Tree of Love - donation

**Motion 54-2021**

**Councillor Johnston / Councillor Crane**

Resolved, that, the Town of Port au Port East will donate \$200.00 to the Stephenville Emergency Food Services and \$50.00 to the Sir Thomas Roddick Hospital Foundation Tree of Love.

**All In Favor**

**Motion Carried**

- “Go Western” – Seeking annual financial support (we did this last year)

**Motion 55-2021**

**Deputy Mayor Hann / Councillor McCann**

Resolved, that, the Town of Port au Port East will pay membership fees of \$75.00 to “Go Western” for 2022.

**All In Favor**

**Motion Carried**

- VOCM (Don Gibbons) – Christmas Greeting \$ 258.75 last year – The Town of Port au Port East will not be placing Christmas Greeting on Radio this season. We will send out Greetings through resident emails, facebook, town website & Canada Post
- Bay St. George Waste Disposal - Closing out account and issuing a rebate of 1.7% of sums paid.
- “Thank You” from Deputy Mayor Hann

**Finances: Accounts Payable \_\_\_\_\_ \$ 37,228.78**

**Motion 56-2021**

**Councillor Johnston / Councillor McCann**

Resolved, that, the Accounts Payable be approved for payment as presented by Clerk.

**All In Favor**

**Motion Carried**

**Finances: Bank Statements - September & October 2021 – Reviewed by Council**

**Permits: Shed Construction**

- 265 Main Street (to replace the one that was destroyed by fire) – Yes

**Items for Discussion:**

- Boil Water Advisory in effect since October 27, 2021
- Well Capital Works Project – How are we paying our share? 90/10 Approx. 25,000.00 and Motion to submit Application

**Motion 57-2021**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, The Town of Port au Port East will use GIC,s to pay its share of the Well Capital Works Project.

**All In Favor**

**Motion Carried**

**Motion 58-2021**

**Councillor McCann / Councillor Crane**

Resolved, that, the Town of Port au Port East submit a Capital Works Application for a study and well drilling program.

**All In Favor**

**Motion Carried**

- Disclosure Statements – Completed
- Containers and Vehicles on a property on Hynes Road and others on a side street – Clerk will make contact with the owners to have it cleaned up.
- Budget Items - There were no new items brought forward. It was decided that the well project is enough for now.
- Town Clerk Spending Authority – Councillor Crane said that it's not normal for administration to go ahead and make purchases without council approval.

**Motion 59-2021**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, the Clerk be given spending authority in the amount of \$5,000.00 per transaction to make purchases and pay invoices.

In Favor: Mayor Cashin  
Deputy Mayor Hann  
Councillor McCann  
Councillor Johnston

Opposed: Councillor Crane

**Motion Carried**

- Harassment Policy

There was a discussion and Councillor Crane stated that she is not in favor.

**Motion 60-2021**

**Councillor McCann / Councillor Johnston**

Resolved, that, the Town of Port au Port East adopt the new Harassment Policy as directed by Occupational Health & Safety

In Favor: Mayor Cashin  
Deputy Mayor Hann  
Councillor Johnston  
Councillor McCann

Opposed: Councillor Crane

**Motion Carried**

- Website – Clerk will apply for Student Project to hire 1 or 2 post-secondary students to develop a new website for the town.
- Auditor's report of payroll – Mayor Cashin read the auditor's report as prepared by Darren Roberts, the Town Accountant.

Councillor Crane wanted to discuss the Twilight 50+ Club and Mayor Cashin stated that this item is not on the agenda and that there is a lot of materials to get through. Councillor Crane argued and Mayor Cashin asked her for order or that she would have to leave the meeting.

At this point, Councillor Johnston made a motion to have all meetings going forward audio recorded.

**Motion 61-2021**

**Councillor Johnston / Deputy Mayor Hann**

Resolved, that, going forward, all Council meetings will be audio recorded and kept for an indefinite period to be able to refer back if necessary. Clerk will purchase an audio recorder for next meeting

**Motion Carried**

The following are items that Councillor Crane wants added for discussion:

- **Management of Incoming Communications** – I intend to make a motion to have all incoming communication that is addressed to the Town Council as a whole or to individual members, including any communication directed to the Town Office that raises community concerns; provided to all council members. Ideally this would follow

the procedure as set out on page 4.8 of the Municipal Council Handbook. Communication shall include letters, email, electronic messages, phone calls and cases whereby residents address council members and/or employees individually with town concerns. – Deferred

- **Presentations of Financials** – I intend to make a motion to modify the procedure of how financials are presented at each monthly council meeting. To ensure that Council has a complete understanding of the Town’s financial position I ask that in addition to the Accounts Payable listing and bank reconciliation the following be added: Aging Summary Accounts Payable, Summary of Accounts Receivable (not detailed), a Variance Report (comparing budget vs actual spending – sample worksheet can be obtained from Municipal & Provincial Affairs) be presented, and a cash inflow report. All should be dated to the end of the previous month – Deferred
- **Financial Policy & Security** – I intend to make a motion that a Financial Committee be appointed. The Financial committee would be responsible to review (create) the financial policy & procedure manuals and to ensure checks and balances are in place for all financial matters, including a cheque numbering review and receipt numbering review – Deferred
- **Live Streaming/Recording of Monthly Council Meetings** – I intend to make a motion that Monthly council meetings are public meetings and as such should be available to all residents by the introduction of live streaming or live audio recordings. This would allow General Council Meetings to be more accessible to residents, which is in accordance with the Municipalities Act (1999).

#### **Motion 62-2021**

**Councillor McCann / Councillor Crane**

In Favor: Councillor McCann  
Councillor Crane

Opposed: Mayor Cashin  
Deputy Mayor Hann  
Councillor Johnston

#### **Motion Defeated**

- **Privacy** – I intend to make a motion that the Town of Port au Port East adapt all guidelines set out in the Protection of Privacy, Policy and Procedures manual (June 2015) by Gov. NL. Whereby no individual’s information shall be released except in accordance with the above noted policy. Training is available and can be arranged with the help of Municipal and Provincial Affairs [info-pdf-protection-of-privacy-and-procedures-manual.pdf \(gov.nl.ca\)](http://info-pdf-protection-of-privacy-and-procedures-manual.pdf(gov.nl.ca)) – Deferred
- **E-Mail** – Municipal & Provincial Affairs does not recommend that personal email be used for Town correspondence/business. Individual councilor emails should be set up using the town domain of portauporteast.com - Deferred

**Other Info:**

- Recycling Product News – September 2021
- The Appalachian – October 13 – November 17, 2021

**Adjournment:**

**Motion 63-2021**

**Councillor Johnston / Councillor McCann**

**Time of Adjournment: 8:08 pm**

**All In Favor**

**Motion Carried**

**Mayor**

Jim Cashin

**Clerk**

Florence Baitea