

## MINUTES

Town of Port au Port East  
Regular Council Meeting October 8th, 2024

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, October 8th, 2024 at 6:00 P.M.

### *Members*

#### *Present*

|              |           |
|--------------|-----------|
| Mayor        | J. Tuttle |
| Deputy Mayor | C. Joseph |
| Councillors: | A. Barry  |
|              | F. Barter |

### *Members*

#### *Present Via*

#### *Electronically*

|             |             |
|-------------|-------------|
| Councillor: | K. De Groot |
|-------------|-------------|

### *Also,*

#### *Present*

Town Clerk/Manager K. Hunt

14 people are present in the public galleries.

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

### **Guests To Address Council**

None

### **Meeting Minutes**

Will be available at next public meeting

### **Regulations/Policies**

None

### **Correspondence**

*Bacteriological Water Analysis Report – October 4th, 2024 – Satisfactory Results*

*Request from Miles for Smiles Foundation*

The foundation is asking for support and help heighten awareness efforts by signing a proclamation for National Child Abuse Prevention Month (October)

Motion # 126 – 24 – C. Joseph/A. Barry

Be it resolved the month of October 2024 is to be National Child Abuse Prevention Month in Port au Port East and council urges all residents to work together to help reduce child abuse and neglect significantly in years to come.

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councilors:  | A. Barry  |
|           |              | F. Barter |

Opposed: 0  
Abstaining: 0

Motion Carried

*Regional Aquatic Centre – Donation Request*

The regional swimming pool has approached the town to ask for a monetary donation to help cover some of their operational costs.

Motion # 127 – 24 – C. Joseph/A. Barry

Councillor Barter would like to wait until the town clerk/manager is able to provide up to date bank reconciliations before making decision on donation. Council has decided to table until next meeting.

Be it resolved that the donation request for Regional Aquatic Centre be tabled and revisited the public meeting scheduled for November 12<sup>th</sup>, 2024.

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councilors:  | A. Barry  |
|           |              | F. Barter |

Opposed: 0  
Abstaining: 0

Motion Carried

**Finances**

**Account Payable for September 2024**

The Town Clerk/Manager reported that the outstanding account payable list up to and including September 30th, 2024 is \$ 18,912.16

Motion # 128- 24 – A. Barry/F. Barter

Be it resolved that the attached Accounts Payable list for September 2024, as circulated, in the amount of \$ 18,912.16 be approved for payment.

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councilors:  | A. Barry  |
|           |              | F. Barter |

Opposed: 0

Abstaining: 0

Motion Carried

**Employee Remittance for September 2024**

The town clerk/manager reported the amount of \$ 2,891.13 to be remitted for the period beginning September 1st, 2024 and ending September 30th, 2024.

Motion # 129 - 24 – A. Barry/C. Joseph

Be it resolved that the employee remittance for September 2024 in the amount of \$ 2,891.13, be approved for payment.

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councilors:  | A. Barry  |
|           |              | F. Barter |

Opposed: 0

Abstaining: 0

Motion Carried

**Permits**

**General Repairs and Maintenance Permits**

290C Main Street

3 Church Lane

96A Main Street

Motion # 130 - 24 – A. Barry/F. Barter

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

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councillors: | A. Barry  |
|           |              | F. Barter |

Opposed: 0

Abstaining: 0

Motion Carried

### **Shed/Garage/Home Permits**

None

### **Permits (Other)**

Excavation/Backfill – 21 Main Street

Motion # 131 - 24 – A. Barry/C. Joseph

Be it resolved that the excavation/backfill permit be approved.

|           |              |           |
|-----------|--------------|-----------|
| In favor: | Mayor        | J. Tuttle |
|           | Deputy Mayor | C. Joseph |
|           | Councillors: | A. Barry  |
|           |              | F. Barter |

Opposed: 0

Abstaining: 0

Motion Carried

**Councillor K. De Groot joined the meeting at 6:38pm electronically.**

### **Discussion:**

### **Public Opening of Snow Removal 2024 - 2025 Tender Documents**

Two tenders were received to provide snow removal services to the town of Port au Port East for the 2024 – 2025 winter season. Both tenders were opened by Mayor Tuttle.

Resolution # 19 - 24 – F. Barter/A. Barry

A tender proposal was received from Gabriel Construction Limited in the amount of \$ 42,895.00 HST included. A tender proposal was received from Precision Enterprise in the amount of \$ 44,562.50 HST included. Both contractors were thanked for submitting their tender packages.

Be it resolved, the town council of Port au Port East hereby award the Snow Removal Contract for 2024 – 2025 winter season, as per tender documents, to Gabriel Construction Limited in the amount of \$ 42,895.00 HST included.

|           |              |             |
|-----------|--------------|-------------|
| In favor: | Mayor        | J. Tuttle   |
|           | Deputy Mayor | C. Joseph   |
|           | Councillors: | A. Barry    |
|           |              | F. Barter   |
|           |              | K. De Groot |

Opposed: 0

Abstaining: 0

Resolution Carried

### **Code of Conduct Policy**

Motion # 132 – 24 – A. Barry/C. Joseph

The Code of Conduct Policy that was in place for our town needed to be updated and a new one had to be created so that there is a Code of Conduct Policy specific to Councillors and a Code of Conduct Policy specific to Municipal Officials. Council has been provided with copies of both Code of Conduct Policies for review.

Be it resolved, that both the Code of Conduct Policy for Councillors and the Code of Conduct Policy for Municipal Officials as presented be adopted and effective immediately.

|           |              |             |
|-----------|--------------|-------------|
| In favor: | Mayor        | J. Tuttle   |
|           | Deputy Mayor | C. Joseph   |
|           | Councillors: | A. Barry    |
|           |              | F. Barter   |
|           |              | K. De Groot |

Opposed: 0

Abstaining: 0

Motion Carried

## **400 Main Street Building Application**

A councillor was approached and asked if they would revisit the original application that was denied.

Motion # 133 - 24 – A. Barry/F. Barter

Discussion began by A. Barry who then turned the floor over to the applicant to speak. As this was not following the councils Procedure for Meetings Mayor Tuttle advised the applicant that he would not be permitted to speak on the topic. The applicant was informed if he would like to address council on any topic he is more than welcomed to do so but would have to contact the town office with the request and his name would be added to the next agenda. Applicant was not in agreement with this and proceeded to engage in a conversation with council. Council explained that the application had been discussed at numerous meetings and was tabled at those meetings due to further research required. At a public meeting the application was discussed by all of council and denied due to the Conservation Zoning and the proposed development on the application was deemed a non-conforming use. Applicant was advised to submit a new application for review.

Be it resolved, the discussion regarding 400 Main Street development be tabled until further information pertaining to conservation zoning can be obtained.

|           |              |             |
|-----------|--------------|-------------|
| In favor: | Mayor        | J. Tuttle   |
|           | Deputy Mayor | C. Joseph   |
|           | Councillors: | A. Barry    |
|           |              | F. Barter   |
|           |              | K. De Groot |

Opposed: 0

Abstaining: 0

Motion Carried

## **Artesian/Deep Well Repair Update**

Atlantic Technical Services Limited is still waiting on items to arrive. They should receive the last of shipments soon and will contact our office with a date they will be here.

## **Adjournment**

Motion # 134 – 24 – C. Joseph/J. Tuttle

Be it resolved that Council do now adjourn to meet again on Tuesday, November 12th, 2024 at 6:00 PM

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

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 7:02 P.M

---

Mayor Kimberly De Groot

---

Town Clerk/Manager – Koren Hunt