

MINUTES

Town of Port au Port East
Special Council Meeting September 29th, 2025

Minutes of a special meeting of the council of the
Town of Port au Port East,
held in the Town Hall, September 29th, 2025 at 10:00 A.M.

*Members
Present*

Mayor K. De Groot
Councillors: A. Barry

*Also,
Present*

Town Clerk/Manager K. Hunt

*Members
Present Electronically*

Councillor: F. Barter (via telephone)

*Members Not
Present*

Deputy Mayor C. Joseph (Suspended from Council)

4 people are present in the public galleries.

Mayor K. De Groot called the meeting to order at 10:03 am.

Guests To Address Council

None

Regulations/Policies

Notice of Tax Arrears/Collection Policy
Motion # 116 - 25 – A. Barry/F. Barter

The Town Clerk/Manager presented a draft copy of the proposed Collections Policy for review.

Be it resolved that the draft copy of the proposed Collections Policy be accepted and adopted with the addition of additional delivery options if Canada Post mailing is unavailable.

In favor: Mayor K. De Groot
Councillors: A. Barry
F. Barter

Opposed: 0
Abstaining: 0

Motion Carried

Correspondence

Bacteriological Water Analysis Report - September 12th, 2025
Satisfactory results

Finances

Daily Cash Report, Cheque List (August 12th, 2025 – September 8th, 2025)
Motion # 117 - 25 – F. Barter/A. Barry

The Town Clerk/Manager provided the reports compiled by J. Pinksen.

Be it resolved that the attached Daily Cash Report and Cheque List, as circulated with the agenda, be approved for payment.

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

Opposed: 0

Abstaining: 0

Motion Carried

Quotation from Crane Supply
Resolution # 9 - 25 – A. Barry/F. Barter

The water operator/maintenance requires items to replenish stock. A quote from Crane Supply in the amount of \$ 2,613.77 was obtained.

Be it resolved that the quotation from Crane Supply in the amount of \$ 2,613.77 HST Included be approved for purchase.

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

Opposed: 0

Abstaining: 0

Resolution Carried

Outstanding Cheque 6842

Resolution # 10 - 25 – A. Barry/F. Barter

The Town Clerk/Manager advised the council that cheque #6842 that was issued to SA Lock for the replacement of entry door systems in 2023 was never cashed and remains outstanding in our records.

Be it resolved that the town clerk/manager will cancel cheque #6842 and issue new payment to SA Lock for work completed in 2023.

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

Opposed: 0
Abstaining: 0

Resolution Carried

Permits

General Repairs and Maintenance Permits

None

Shed/Garage/Home Permits

None

Permits (Other)

Demolition Permit for 53 Main Street

Motion # 118 - 25 – A. Barry/F. Barter

Application to demolish the remaining structure located at 53 Main Street that was damaged by fire.

Be it resolved, that the town council of Port au Port East will issue the demolition permit to Harvey Gale and Sons Ltd to remove the remaining structure at 53 Main Road.

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

Opposed: 0
Abstaining: 0

Motion Carried

Discussion:

Staff Change for Town Clerk/Manager

Motion # 119 - 25 – A. Barry/F. Barter

K. Hunt has returned to work for the Town of Port au Port East.

Be it resolved that K. Hunt will resume the position and responsibilities of town clerk/manager for the Town of Port au Port East.

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

Opposed: 0
Abstaining: 0

Motion Carried

Economic Development Officer/Office Administrator

Motion # 120 - 25 – A. Barry/F. Barter

The Economic Development Officer/Office Administrator position has been created.

Be it resolved that J. Pinksen will fill the position and assume responsibilities of the Economic Development Officer/Office Administrator for the Town of Port au Port East.

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

Opposed: 0
Abstaining: 0

Motion Carried

Municipal Elections 2025

Motion # 121 - 25 – A. Barry/F. Barter

K. Hunt has returned to the position of town clerk/manager and J. Pinksen is our new Economic Development Officer/Office Administrator. Returning Officer and Poll Clerk for the upcoming municipal election needs to be determined.

Be it resolved that the town clerk/manager will assume the roll of returning officer and the Economic Development Officer/Office Administrator will assume the role of pole clerk for the upcoming municipal election being held on October 2nd, 2025.

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

Opposed: 0
Abstaining: 0

Motion Carried

Adjournment

Motion # 122 – 25 – A. Barry/F. Barter


Be it resolved that Council do now adjourn to meet again on Tuesday, October 14th, 2025 at 6:00 PM

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

Opposed: 0
Abstaining: 0

Motion Carried

The meeting adjourned at 10:14 A.M



Mayor Art Barry
Deputy



Town Clerk/Manager – Koren Hunt