

# MINUTES

Town of Port au Port East  
Regular Council Meeting August 12<sup>th</sup>, 2025

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, August 12<sup>th</sup>, 2025 at 6:00 P.M.

*Members  
Present*

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

*Also,  
Present*

Town Clerk J. Pinksen

6 people are present in the public galleries.

**Mayor K. De Groot called the meeting to order at 6:06 pm.**

## **Guests To Address Council**

*None*

## **Fire Chief Report**

- a) Joe Young stepped down as Chief of the Port au Port Regional Volunteer Fire Department (PRVFD).  
Appointed Logan Young in his place.

Motion # 81 – 25: K. DeGroot/A. Barry

Be it resolved that the position of Fire Chief be filled by Logan Young.

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

Abstaining: 0

Motion Carried – New Fire Chief: Logan Young

- b) Logan young vacated the position of Deputy Fire Chief when he became Chief. He appointed Gordon Scott to the position.

Motion # 82 – 25: K. DeGroot/F. Barter

Be it resolved that the position of Deputy Fire Chief be filled by Gordon Scott.

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

A. Barry

Abstaining: 0

Motion Carried – New Deputy Fire Chief: Gordon Scott

- c) Joe Young stepped down as Chief and took on administrative roles alongside Wayne Deaves.

Motion # 83 – 25: K. DeGroot/A. Barry

Be it resolved that Joe Young and Wayne Deaves both fill the position as administrators for the PRVFD.

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

Abstaining: 0

Motion Carried – PRVFD Administrators: Joe Young and Wayne Deaves

- d) The town clerk (Jasmine Pinksen) is a member of the PRVFD. Due to a low number of trained volunteers, it is necessary that she be able to attend fire calls at all times.

Motion # 84 – 25: F. Barter/A. Barry

Be it resolved that the town clerk can close the office in an event of a fire call in order to respond.

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

Abstaining: 0

Motion Carried – Jasmine Pinksen is permitted to attend Fire Calls while at work.

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## Meeting Minutes

### A) Regular Council Meeting July 15<sup>th</sup>, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on July 15<sup>th</sup>, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on August 12<sup>th</sup>, 2025 at the request of council.

Motion # 85 – 25: A. Barry/F. Barter

Be it resolved that the minutes from July 15<sup>th</sup>, 2025, meeting of council, be adopted as circulated.

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

Abstaining: 0

Motion Carried – Adopted July 15<sup>th</sup> meeting minutes.

B) Closed – Special Council Meeting July 15<sup>th</sup>, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on July 15<sup>th</sup>, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on August 12<sup>th</sup>, 2025 at the request of council.

Motion # 86 – 25: C. Joseph/A. Barry

Be it resolved that the minutes from July 6<sup>th</sup>, 2025, meeting of council, be adopted as circulated.

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

Abstaining: 0

Motion Carried – Adopted July 15<sup>th</sup> meeting minutes.

C) Special Council Meeting July 23<sup>rd</sup>, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on July 23<sup>rd</sup>, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on August 12<sup>th</sup>, 2025 at the request of council.

Motion # 87 – 25: C. Joseph/A. Barry

Be it resolved that the minutes from July 23<sup>rd</sup>, 2025, meeting of council, be adopted as circulated.

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

Abstaining: 0

Motion Carried – Adopted July 23<sup>rd</sup> meeting minutes.

**Correspondence**

A) *Water Consumption Report*

July 2025: Reviewed, accepted.

B) *Bacteriological Water Analysis*

July 28<sup>th</sup> and August 4<sup>th</sup> – Satisfactory.

C) *ATTIP Coordinator*

Motion # 88 -25: K. DeGroot/F. Barter

Be it resolved that Jasmine Pinksen (Town Clerk) be appointed as the new ATTIP Coordinator.

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

Abstaining: 0

Motion Carried – New ATIPP Coordinator: Jasmine Pinksen

D) *Paving Quote*

Received quote to get Oceanview/Garden Drive repaired. Clerk is to get a second quote.

E) *Audit*

Janice Kennedy scheduled to come in the next few weeks to start the 2024 Audit.

F) *Sale of 217A*

Still on hold.

G) *LCP Property Request*

Response sent.

H) *Northbridge Insurance Claim*

Contractor repaired roof.

**Finances**

A) *Finances for the period of July 12 to August 11, 2025*

Motion # 89 – 25: F. Barter/K. Degroot

Be it resolved that the attached daily cash report, detailed general ledger and cheque list for the period from July 12<sup>th</sup> to August 11<sup>th</sup>, 2025, as circulated with the agenda, be approved by council.

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

Opposed: 0

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Motion Carried – Approved finances for period from July 12<sup>th</sup> to August 11<sup>th</sup>, 2025.

B) *Class 13 (AirBnB) Tax Rate*

Motion # 90 – 25: F. Barter/A. Barry

Be it resolved that the taxes on Class 13 (AirBNB) be changed to the minimum value of \$250.00.

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

Abstaining: 0

Motion Carried – Class 13 Business tax is now \$250.00

C) *Security Cameras*

Motion # 91 – 25: K. DeGroot/F. Barter

Be it approved that the quote from Telus be accepted for install.

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

Abstaining: 0

Motion Carried – Telus quote accepted for installation of new security system.

D) *Hydrant “Out of Service Signs”*

Motion # 92 – 25: K. DeGroot/F. Barter

Be it approved that six “Out of Service” Hydrant Signs will be ordered.

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

Abstaining: 0

Motion Carried – 6 ‘Out of Service’ signs will be ordered for the hydrants.

**Permits**

*General Repairs and Maintenance Permits*

A) Motion # 93 – 25: K. DeGroot/ F. Barter

Be it passed that the town clerk issued a general maintenance permit for 116 Main Street to repair fence and shingles.

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

Abstaining: 0

Motion Carried – Permit for General maintenance at 116 Main Street Approved

B) Motion # 94 – 25: K. DeGroot/ F. Barter

Be it passed that the town clerk issued a general maintenance permit for 39A Romaines Road to repair Fence and Patio.

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

Abstaining: 0

Motion Carried – Permit for General maintenance at 39A Romaines Road Approved.

**Discussion**

A) *Sign - Beach*

Town clerk to contact MMSB to get signs.

B) *Sign – Ball Field*

Town clerk to get signs for the ballfield which prohibit loitering, littering and drinking.

c) *Vacant Water Tax – 9a Garden Drive*

Motion # 95 – 25: F. Barter/K. DeGroot

Be it resolved that the property own of 9a Garden drive down not have to pay vacant land water tax as the parcel is land locked and does not have access to the towns main water line.

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

Abstaining: 0

Motion Carried – Water Tax for 9a Garden Drive dismissed.

d) *Town clerk completed water testing/chlorination training*

e) *Thanked Volunteers*

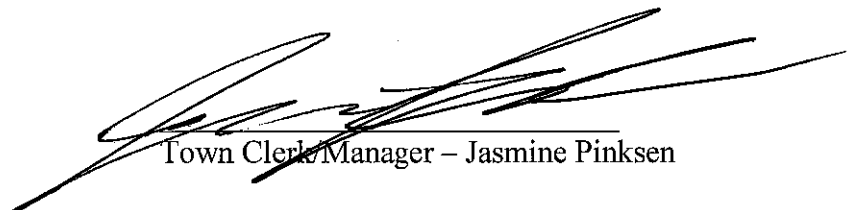
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f) *Next meting August 12<sup>th</sup>*

Motion to adjourn: K. DeGroot/F. Barter – 6:39pm

The meeting adjourned at 6:39 P.M

  
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Mayor Kimberly De Groot

  
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Town Clerk Manager – Jasmine Pinksen