

MINUTES

Town of Port au Port East
Regular Council Meeting June 18th, 2025

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, June 18th, 2025 at 6:00 P.M.

Members

Present

| | |
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| Mayor | K. De Groot (Virtually) |
| Deputy Mayor | C. Joseph |
| Councilors: | F. Barter |
| | A. Barry |

Also,

Present

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| Town Clerk | J. Pinksen |
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17 people are present in the public galleries.

Mayor K. De Groot called the meeting to order at 6:02 pm.

Guests To Address Council

Paulette Campbell

Concern: Airbnb business taxes are too high. Tax should be based off gross sales not property value. Only in operation 3 months of the year. Looking for business taxes for Airbnb to be calculated differently or charged at a minimum rate.

Council Response: Will schedule a meeting at a later date to review supporting documents and determine if change in business taxes for Airbnb's should be made.

Cora Wells

Concern: Water tax on vacant land that is landlocked and does not have access to the main water line should not be taxed.

Council Response: Will look at the land to determine if water is actually assessable as well as check on municipal regulations regarding water tax for 'landlock' vacant lots.

Meeting Minutes

A) Council Meeting April 21st, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on April 21st, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on June 18th, 2025 at the request of council.

Motion # 43 – 25: C. Joseph/F. Barter

Be it resolved that the minutes from April 21st, 2025, meeting of council, be adopted as circulated.

Concerns - Colleen: Items listed under section #3 were not discussed with her (A. Barry, F. Barter, and K. DeGroot states that it was).

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

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| Opposed: | Deputy Mayor | C. Joseph |
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Abstaining: 0

Motion Carried – Adopted April 21st meeting minutes.

B) Council Meeting April 25th, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on April 25th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on June 18th, 2025 at the request of council.

Motion # 44 – 25: F. Barter/A. Barry

Be it resolved that the minutes from April 25th, 2025, meeting of council, be adopted as circulated.

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

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| Opposed: | Deputy Mayor | C. Joseph |
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Abstaining: 0

Motion Carried – Adopted April 25th meeting minutes.

C) Council Meeting May 7th, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the meeting on May 7th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on June 18th, 2025 at the request of council.

Motion # 45 – 25: F. Barter/A. Barry

Be it resolved that the minutes from May 7th, 2025, meeting of council, be adopted as circulated.

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

Opposed: 0

Abstaining: Deputy Mayor C. Joseph

Motion Carried – Adopted May 7th meeting minutes.

Regulations/Policies

None

Correspondence

A) *Water Consumption Report*

May 2025: Reviewed, accepted.

B) *Bacteriological Water Analysis Report*

Received on May 25th, 2025 with satisfactory results. Reviewed, accepted.

Received on June 25th, 2025 with satisfactory results. Reviewed, accepted.

C) *Best Bus – Partnership Renewal 2025*

Council Response: table approval for now until the 2025 budget can be reviewed in detail for donations, and determine past donation amounts for BEST Bus.

D) *Tourist Chalet Roof Leak*

Claim open with Cal LeGrow, adjuster to come soon.

E) *Steering Committee*

One member of council needed to be on the committee. C. Joseph and A. Barry volunteered.

Motion # 46 – 25: K. DeGroot/F. Barter

A. Barry to be the member of council on the Steering Committee.

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

Opposed: Deputy Mayor C. Joseph

Abstaining: 0

Motion Carried – A. Barry will be the member of council on the Steering Committee.

Fire Chief Report

Joe Young (Chief of the Port au Port Regional Volunteer Fire Department): We now have 8 solid core firefighters. Was 16, but only usually see a regular 8. Some have over 300 hours out in for volunteer hours. Recently we had vehicle extrication training that went well. Concerned about some hydrants not working. Darren Flynn mapped and marked each fire hydrant in google maps with notes for the department. We cover as far as a certain point in Campbells creak, but they have no hydrants. Also, have no second truck to draft water. Need for second vehicle to carry secondary bladder or tanker truck. Was going to fill some local pools, but not able to find a body of water high enough to draft from. Looking for support from local communities that we serve.”

K. DeGroot gave thank you to Joe and the Port au Port East Recreation Committee.

Finances

A) Finances for the period of April 15 to June 17

Motion # 47 – 25: F. Barter/A. Barry

Be it resolved that the attached daily cash report, detailed general ledger and cheque list for the period from April 15 to June 17, 2025, as circulated with the agenda, be approved by council.

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

Opposed: 0

Abstaining: Deputy Mayor C. Joseph

Motion Carried – Approved finances for period from April 15 to June 17, 2025.

B) Hire Town Clerk

Motion # 48 – 25: K. Degroot/F. Barter

Be it resolved that Jasmine Pinksen, hired on May 26th, 2025 as the new town clerk, be approved by council.

In favor: All

Motion Carried – approved new hire for town clerk position.

C) New business hours: 9:00-4:30 (Monday to Friday)

Motion # 49 – 25: K. DeGroot/ F. Barter

Be it resolved that the new operating hours of 9:00 to 4:30 for the town office be accepted by council.

In favor: All

Motion Carried – new business hours from 9:00 to 4:30.

D) Maintenance Hire

Motion # 50 – 25: K. Degroot/F. Barter

Be it accepted that employee Darren Flynn took on the rolls and responsibilities of Maintenance on top of his current duties.

In favor: All

Motion Carried – Darren Flynn to be new Maintenance Employee.

Permits

A) General Repairs and Maintenance Permits

Motion # 51 – 25: K. DeGroot/ F. Barter

Be it passed that the town clerk issued 3 general maintenance permits: 148 Main Street – Yard maintenance; 215 Main Street – Paint deck and shed; 10 Romaine's Road – Yard maintenance.

Motion Passed: F. Barter/A. Barry

B) Shed/Garage/Home Permits

Motion # 52 – 25: F. Barter/C. Joseph

Be it resolved that building application to place a new shed at 173 Main Street be approved.

Motion Passed: F. Barter/ C. Joseph

C) Excavation/Backfill

Motion # 53 – 25: C. Joseph/F. Barter

Be it resolved that the driveway relocation at 169 Main Street be approved.

Motion Passed: All

Motion # 54 – 52: C. Joseph/F. Barter

Be it resolved that the driveway extension at 6 Leonard Drive be approved.

Motion: have maintenance determine if the new driveway would cause run off to nearby neighbors, if not then then pass motion for driveway extension.

June 19th: maintenance deemed that water runoff would not be an issue.

Motion Passed: All

D) Permits (Other)

None

Discussion

A) Water Conservation

K. DeGroot discussed with council and gallery that a new well water level reader is coming soon from Atlantic Technical Services

B) Next public council meeting

Motion # 55 – 25: F. Barter/ A. Barry


Be it accepted that the next town meeting be rescheduled for July 15th, 2025.

In favor: All

Motion Carried

The meeting adjourned at 6:50 P.M


Mayor Kimberly De Groot


Town Clerk/Manager – Jasmine Pinksen