

MINUTES

Town of Port au Port East
Regular Council Meeting March 31st, 2025

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, March 31st, 2025 at 6:00 P.M.

Members

Present

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

Also,

Present

Town Clerk/Manager K. Hunt

Members Not

Present

Councilor: A. Barry

5 people are present in the public galleries.

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

Guests To Address Council

None

Meeting Minutes

Regular Council Meeting February 11th, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on February 11th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on March 31st, 2025 at the request of council.

Motion # 27 - 25 – F. Barter/C. Joseph

Be it resolved that the minutes from February 11th, 2025, regular meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Special Council Meeting February 27th, 2025

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on February 27th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on March 31st, 2025 at the request of council.

Motion # 28 - 25 – F. Barter/C. Joseph

Be it resolved that the minutes from February 27th, 2025, special meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report

Received on February 27th, 2025 with satisfactory results

Received on March 20th, 2025 with satisfactory results

PMA Member Bulletin – March 7th 2025

REC NL Newsletter – March 7th, 2025

Finances

Account Payable for February 2025

The Town Clerk/Manager reported that the outstanding account payable list up to and including February 28th, 2025 is \$ 94,011.20.

Motion # 29 - 25 – F. Barter/C. Joseph

Be it resolved that the attached Accounts Payable list for February 2025, as circulated with the agenda, in the amount of \$ 94,011.20 be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Employee Remittance for February 2025

The town clerk/manager reported the amount of \$ 2,614.30 to be remitted for the period beginning February 1st, 2025 and ending February 28th, 2025.

Motion # 30- 25 – C. Joseph/F. Barter

Be it resolved that the employee remittance for February 2025 in the amount of \$ 2,614.30, be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Bank Reconciliations

The Town Clerk/Manager provided the bank reconciliation for February 2025 for review by council.

Canada Community Building Fund Financial Statement

The town clerk/manager presented the draft copy of the Canada Community Building Fund for the Year Ended December 31st, 2024 as received from the town accountant.

Resolution # 6- 25 – C. Joseph/F. Barter

Be it resolved that the town council approves and accepts the Canada Community Building Fund Financial Statement for the Year Ended December 31st, 2024 as presented.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Resolution Carried

Budget 2025 Revision

Councilor F. Barter asked for information that was sent in January 2025 be resent to assist council in making the required revisions to the 2025 Municipal Budget.

Permits

General Repairs and Maintenance Permits

None

Shed/Garage/Home Permits

166 Main Street – Residential Development/Building Permit

Motion # 31 – 25 – F. Barter/C. Joseph

Be it resolved that building application to construct a new home at 166 Main Street be approved.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Resolution Carried

Permits (Other)

Land Consolidation Program (LCP)

Motion # 32 – 25 – F. Barter/C. Joseph

The town office has been contacted by LCP program regarding historical farmland owned by Romaines is actually in Conservation Zone. The LCP program has made the inquiry regarding this area that has historically been farmed for years...if the title holder is not intending to put a structure in this zone, what would trigger the application for a development permit? Also, because this is existing would this entire parcel (including the portion in the Conservation Zone) allow for continued use as an Agriculture property?

Be it resolved that the town clerk/manager will consult with Andrew Smith of Smith Consulting for advice on this topic. The town council of Port au Port East will table this motion and revisit once more information is available

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0

Abstaining: 0

Motion Carried

Discussion:

Water Update as at March 31st, 2025

The water in the reservoir is maintaining a satisfactory level. Daily consumption from the reservoir is averaging 25,000 – 35,000 gallons.

Fire Department Update

Our current Fire Chief J. Young advised that the fire department has recruited three (3) new members. The attendance for the weekly training sessions have been averaging between 7 – 8 volunteers. The fire truck had been out of service for two days as salt behind the battery caused mechanical/electrical issues and prevented the truck from starting. Mutual aid from surrounding communities had been arranged by Deputy Chief L. Young. At the time it was realized that the truck was not operational an advisory notice was sent to all towns and local service districts that were affected. Chief Young informed the council and gallery that a neighboring town mayor had advised against making public notices regarding certain issues to which Chief Young responded that the public will always be made aware of anything affecting fire services in our service areas. An inquiry was made by Chief Young on the status of arrears payment from the town of Port au Port West, Aguathuna, Felix Cove as it was affecting the fire department budget. The town clerk/manager advised that certain information should not be discussed during a public meeting.

Purchase of new Bunker Gear for the Port au Port Regional Volunteer Fire Department

The Port au Port Regional Volunteer Fire Department had received quotation 00017929 from Safety Source in the amount of \$ 17,100.34 plus HST for the purchase of new bunker gear.

Resolution # 7 – 25 – F. Barter/C. Joseph

Be it resolved, that the town council approves the purchase of new bunker gear as presented on Quotation 0017929 for the PAPRVFD for \$ 17,100.34 plus HST for a total amount of \$ 19,665.39.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0
Abstaining: 0

Resolution Carried

Code of Conduct Complaint/Resolution

A Code of Conduct complaint was received in January 2025. Investigation has taken place and both parties have been advised of council's decision.

Motion # 33 – 25 – F. Barter/C. Joseph

Be it resolved; the town council hereby consider the Code of Conduct complaint received in January 2025 closed.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0
Abstaining: 0

Motion Carried

Pooling of Water on Duffy Lane

Motion # 34 – 25 – F. Barter/C. Joseph

A resident has contacted the town office to advise that pooling of storm water in the front yard of 2 Duffy Lane is an ongoing issue that is still affecting the septic system for the resident whenever there is a heavy or excess amount of rain.

Council discussed this issue and determined that at this present time there is no known solution to this problem.

Canada Community Building Fund for New Frequency Drive System for Artesian Well

Resolution # 8 – 25 – F. Barter/C. Joseph

The town clerk/manager completed the application to use available funds in the town's Canada Community Building Fund to help cover the cost of the New Frequency Drive System for the Artesian Well System. The application was approved and a total of \$ 150,205.00 has been deposited in the town current business bank account.

Be it resolved; that the town clerk/manager will transfer \$ 150,205.00 from the town current business bank account into the designated bank account for Gas Tax Funds and issue payment to the contractor upon receipt of the invoice.

In favor:	Mayor	K. De Groot
	Deputy Mayor	C. Joseph
	Councilors:	F. Barter

Opposed: 0
Abstaining: 0

Resolution Carried

New Business

Mayor K. De Groot asked council if there was any new business to be discussed that was not on the agenda.

Emergency Contact Personnel Update

The town clerk/manager had been contacted by the Town of Stephenville for an updated contact list to be included in the Bay St. George Emergency Plan. Council reviewed and provided the information required.

Code of Conduct Compliant

Mayor De Groot informed council that she was speaking with the town lawyer M. Mills regarding the Code of Conduct compliant received. Mr. Mills has advised that he is familiar with the individual but does not feel he is in conflict. No other information regarding the compliant was provided to council.

Motion # 35 – 25 – K. De Groot/F. Barter

Be it resolved; that M. Mills will be hired to conduct the investigation regarding a Code of Conduct complaint that was received in December 2024.

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

Opposed: Deputy Mayor C. Joseph
Abstaining: 0

Motion Carried

Purchase of Video Security Cameras for Town Office

Motion # 36 – 25 – F. Barter/K. De Groot

Be it resolved; that the town clerk/manager will obtain quotations to present to council for the purchase of video security cameras for the town office.

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

Opposed: Deputy Mayor C. Joseph
Abstaining: 0

Motion Carried

Adjournment

Motion # 37 – 25 – C. Joseph/F. Barter

Be it resolved that Council do now adjourn to meet again on Tuesday, April 15th, 2025 at 6:00 PM

In favor: Mayor K. De Groot
Deputy Mayor C. Joseph
Councilors: F. Barter

Opposed: 0
Abstaining: 0

Motion Carried

The meeting adjourned at 6:50 P.M


Mayor Kimberly De Groot


Town Clerk/Manager – Jasmine Pinksen