

MINUTES

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

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

Members

<i>Present</i>	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councillor	F. Barter
	Councillor	M. Gale
	Councillor	K. Gaudon

Also,

Present Town Clerk/Manager K. Hunt

9 people are present in the public galleries.

Mayor K. DeGroot called the meeting to order at 6:03 pm.

Guests

Resident #1

Resident C. Joseph addressed council regarding the position of full-time water operator. The former full-time water operator/maintenance person resigned from their position earlier this year. It was asked if the town will be hiring to fill the vacant position.

The creation of the new administrative role of Economic Development Officer/Office Administrator was questioned. Why was the position not publicly advertised? Will this position replace the Full-time Water Operator/Maintenance Person?

C. Joseph inquired whether motions to purchase had been made at a public meeting before placing various signs throughout the town.

Recently the town purchased/installed a new video/audio surveillance system and Mrs. Joseph questioned if there were existing policies in place regarding the use of such surveillance in our town that would protect the privacy of residents.

Mayor K. DeGroot thanked C. Joseph for her time and advised that all her questions/concerns would be addressed.

Resident #2

Resident M. McCann addressed council regarding senior development in our town. M. McCann is a strong advocate for seniors and thanked council for their continued support of the Best Bus transit program. To date 4200 seniors from Port au Port East and surrounding communities have taken avail of the \$2.00 ride cost to various locations. M. McCann then spoke of our town's steady population decrease over the last number of years and stated that in 2021 our senior population was 34%. After presenting council with these two pieces of information M. McCann told the council about an individual who told the story of living in Port au Port East but

having to leave due to lack of accommodations. A proposed senior development idea was then put forward by M. McCann. He advised council that he currently owns 4+ acres in our town that he would like to develop into senior accommodations. He has asked council for a letter of support for his endeavor that would agree to cover the future cost of asphalt that would be required to pave the access road to the senior development. There was no time frame mentioned for when the paving would take place, only a proposal for commitment to develop when the town was financially able to do so. Once paved the ownership of the road would be given to the town and the road would be assumed by the municipality.

Mayor K. De Groot thanked M. McCann for his time and advised that council would discuss his proposal.

Meeting Minutes

Regular Council Meeting October 14th, 2025

Motion # 142 - 25 – F. Barter/A. Barry

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the regular meeting on October 14th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on November 18th, 2025, at the request of council.

Be it resolved that the minutes from October 14th, 2025, regular meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Special Council Meeting October 23rd, 2025

Motion # 143 - 25 – K. Gaudon/F. Barter

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on October 23rd, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on November 18th, 2025, at the request of council.

Be it resolved that the minutes from October 23rd, 2025, special meeting of council, be adopted as circulated.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report – October 14th, 2025 – Satisfactory Results

Municipal Assessment Agency – Ballot – Western Region Director

Motion # 144 – 25 – A. Barry/F. Barter

The Municipal Assessment Agency is looking to fill the position of Western Region Director. Two individuals are in the running to fill the one vacant position so MAA has sent a ballot to all municipalities giving them the opportunity to vote. A secret ballot was held and Lenny Tiller was the chosen candidate.

Be it resolved, that Lenny Tiller is the selected candidate by council to fill the vacant position of Western Regional Director in the December 18, 2025 Municipal Assessment Agency election.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

Finances

Account Payable for October 2025

Resolution # 23 - 25 – A. Barry/F. Barter

The Town Clerk/Manager reported that the outstanding account payable list up to and including October 31st, 2025 is \$ 61,690.07.

Be it resolved that the attached Accounts Payable list for October 2025, as circulated with the agenda, in the amount of \$ 61,690.07 be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Resolution Carried

Employee Remittance for October 2025

Resolution # 24 - 25 – A. Barry/F. Barter

The town clerk/manager reported the amount of \$ 4,169.14 to be remitted for the period beginning October 1st, 2025 and ending October 31st, 2025.

Be it resolved that the employee remittance for October 2025 in the amount of \$ 4,169.14, be approved for payment.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Bank Reconciliation

Resolution # 25 - 25 -- A. Barry/K. Gaudon

The Town Clerk/Manager provided the reconciled bank statement for the month of March 2025. F. Barter discussed the importance of having bank reconciliations completed and not having them done was not acceptable. The town clerk/manager explained that she was absence from the office from April to September 2025 and was working on completing journal entries that would allow her to complete the monthly reconciliations that had not been completed during her absence.

Be it resolved that the completed and reconciled bank statement for March 2025 has been reviewed and not accepted as presented.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Trial Balance for month ended October 31st, 2025

Resolution # 26 - 25 -- A. Barry/F. Barter

F. Barter asked why there was a large amount of money in the cash clearing ledger account shown in the trial balance for October 31st, 2025. It was implied that amount of money should be in the cash can in the safe. The town clerk/manager made efforts to explain that it was their understanding that the petty cash ledger account was the actual cash on hand. The cash clearing ledger account was used for the purpose of transferring payments made in the system to the bank account. Due to the adjusting journal entries being made to reconcile bank account any number in the cash clearing ledger account would be incorrect until bank reconciliations were completed. The explanation made by the town clerk/manager was disregarded.

Be it resolved that the trial balance for the period ended October 31st, 2025 has been reviewed and not accepted as presented.

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

Opposed: Councillor: M. Gale
Abstaining: 0
Resolution Carried

Donation Requests

Regional Aquatic Centre
Resolution # 27 - 25 – A. Barry/F. Barter

The Regional Aquatic Centre has approached the town council seeking a donation to help support the local swimming pool. Council discussed and as the current fiscal year is coming to an end council wishes to defer until December 9th, 2025 public meeting.

Be it resolved that the donation request from the Regional Aquatic Centre be deferred to the public meeting on December 9th, 2025.

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

Opposed: Councillor: M. Gale
Abstaining: 0
Resolution Carried

Royal Canadian Legion
Resolution # 28 - 25 – A. Barry/F. Barter

The Royal Canadian Legion is seeking financial assistance to create a Veterans Service Recognition Book. This book recognizes and honors many of NL brave Veterans who have served our Country so well. There are pre-set dollar values associated with ad size. Cost varies from a business card size for \$ 255.00 to a inside front cover for \$1,810.00. Proceeds made from this book supports veterans throughout NL, provides scholarships and sponsors youth programs. Discussions were held and M. Gale and A. Barry felt council should show support, while taking into consideration the town's available funding, and purchase a full page at a cost of \$ 900.00. Other council members felt a smaller, more budget friendly purchase of a ¼ page at a cost of \$ 385.00 would suffice.

Be it resolved that the town clerk/manager will purchase a ½ page full color ad in the Veterans Service Recognition Book at a cost of \$ 775.00.

In favor: Mayor K. De Groot
Deputy Mayor A. Barry
Councilors: F. Barter
M. Gale
K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Permits

General Repairs and Maintenance Permits

07-2025 – 184 Main Street

08-2025 – 241 Main Street

09-2025 – 6 Pine Avenue

Motion # 145 – 25 – F. Barter/K. Gaudon

Be it resolved that the general repair and maintenance permits have been reviewed and accepted.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Motion Carried

Shed/Garage/Home Permits

82 Hynes Road

Motion # 146 – 25 – K. Gaudon/F. Barter

New homeowner is inquiring about the possibility of demolishing existing house and building new. The current lot size does not conform to current regulations. The town clerk/manager brought forward information from the Economic Development Officer informing council that as this was an existing lot before the Municipal Plan and Development Regulations 2022-2032 came into effect therefore the under-lot size was not a factor.

Be it resolved that the town council of Port au Port East will permit homeowner to submit application for new construction to be reviewed at a future public meeting to ensure all other regulations are met.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Motion Carried

Discussion:

Water Update

Monthly information was provided to council by D. Flynn. Our water and chlorine are currently maintaining satisfactory levels.

Fire Department Update

Fire Chief L. Young was unavailable to attend but provided an update to notify that the fire department currently has 15 active members. No incidents to report.

Quotation for 2026 Waste Collection

Resolution # 29 – 25 – K. Gaudon/F. Barter

The town clerk/manager has received a quotation from Containerized Sanitation to complete waste collection in 2026. A quotation of \$132.50 per household has been provided.

Be it resolved that the town clerk/manager will accept the quotation from Containerized Sanitation at a cost of \$ 39,750.00 plus HST of \$ 5,962.50 for a total cost of \$ 45,712.50.

In favor:	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Resolution Carried

STR Hospital Tree of Love

Resolution # 30 – 25 – A. Barry/F. Barter

The annual tree of love celebration will be held on December 1st, 2025 at the Twilight 50+ Club. Last year the town council donated \$100.00 to the Sir Thomas Roddick Hospital Foundation and supplied hot chocolate, timbits and supplies for the celebration.

Be it resolved that the town council of Port au Port East will make a donation of \$ 100.00 to the Sir Thomas Roddick Hospital Foundation and provide a donation of \$ 100.00 to the Twilight 50+ Club to help cover the cost of supplies for the Tree of Love celebration on December 1st, 2025.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0
Resolution Carried

211 Provincial Service

The town clerk/manager was contacted by a 211 representative and asked to notify all our residents of the valuable service they are providing. If a resident requires information on government services that are available such as financial programs, food bank, immunizations they can dial 211. They will reach an operator who can provide the contact information for the corresponding program.

St. Thomas Aquinas Christmas Dinner Annual Donation

Resolution # 31 – 25 – F. Barter/K. Gaudon

St Thomas Aquinas School will be hosting their annual Christmas turkey dinner for staff and students again this year. The town has been making a donation over the last number of years to help cover the cost of the dinner.

Be it resolved that the town council of Port au Port East will make a donation of \$ 500.00 to St Thomas Aquinas School to help cover the cost of supplies for their annual Christmas dinner for 2025.

In favor:	Mayor	K. De Groot
	Deputy Mayor	A. Barry
	Councillors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0
Abstaining: 0
Resolution Carried

Other Business

Mayor K. DeGroot asked councillors if there was any other business to discuss before adjourning.

Councillor A. Barry brought forward a concern from a resident who approached him inquiring why they were being charged property tax on a property that they are unable to access. This topic had been previously discussed and at that time it was determined and explained that a property that is registered and appears in the Municipal Assessment Roll is required to pay municipal property tax. If no access is available to the property owner the resident can apply to council to waive the water tax/fee. It is the discretion of council to approve/deny the request. The town clerk/manager was asked to contact Municipal Affairs to confirm that the above information is correct.

Councillor A. Barry brought forward a concern from a resident who is currently constructing a new home that is nearing completion. The resident and his family are unable to move into their new home until NL Power installs a new utility pole that is required for service to home. Councillor A. Barry expressed concern for the resident and his family as they are currently living in a RV and the winter months are upon us. The town clerk/manager advised council that NL Power has been contacted numerous times regarding this matter and has been told it is currently scheduled for completion with NL Power.

Mayor K. DeGroot asked if there were any other items of business for discussion. No councillor came forward.

Adjournment

Motion # 147 – 25 – A. Barry/F. Barter

Be it resolved that Council do now adjourn to meet again on Tuesday, December 9th, 2025 at 6:00 PM

In favor:	Mayor	K. DeGroot
	Deputy Mayor	A. Barry
	Councilors:	F. Barter
		M. Gale
		K. Gaudon

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 7:24 P.M



Mayor Kimberly De Groot



Town Clerk/Manager – Koren Hunt

