

## MINUTES

Town of Port au Port East  
Regular Council Meeting November 14th, 2023

Minutes of a special meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, November 14th, 2023, at 6:00 P.M.

### *Members Present*

Mayor	J. Crane
Deputy Mayor	J. Erickson
Councillors:	C. Joseph
	A. Barry
	J. Tuttle (Virtually)

### *Also, Present*

Town Clerk/Manager	K. Hunt
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6 people are present in the public galleries.

Mayor J. Crane called the meeting to order at 6:03pm.

### *Guests*

No guests

### *Regulations/Policies*

#### **Remote Access Policy**

New policy created to enable a councillor to participate in a meeting by electronic means when they are not able to attend in person.

Motion # 108 – 23 – J. Erickson/A. Barry

Be it resolved that the Remote Meeting Attendance Policy created on November 10<sup>th</sup>, 2023 be approved and immediately adopted.

In favor:	Mayor J. Crane
	Deputy Mayor J. Erickson
	Councillors: C. Joseph
	A. Barry

Opposed: 0

Abstaining: 0

Motion Carried

**Councillor J. Tuttle joined the meeting via ZOOM at 6:11pm.**

**Harassment Policy**

Review of the proposed revisions to current Harassment Policy.

After reading the proposed new policy all councillors agreed to table and defer to the public meeting in December 2023.

**Donation Policy**

Review of the proposed new Donation Policy.

After reading the proposed new policy all councillors agreed to table and defer to the public meeting in December 2023.

*General Business***Election of Mayor**

As we now have a full council of five (5) members we will now hold nominations for the position of mayor.

J. Crane was nominated by J. Erickson. J. Crane accepted the nomination. Council was asked three (3) additional times for further nominations for Mayor. No other nominations were made.

The position of Mayor will be filled by J. Crane for the remaining duration of the current term.

**Election of Deputy Mayor**

As we now have a full council of five (5) members we will now hold nominations for the position of deputy mayor.

J. Erickson was nominated by C. Joseph. J. Erickson accepted the nomination. Council was asked three (3) additional times for further nominations for deputy mayor. No other nominations were made.

The position of Deputy Mayor will be filled by J. Erickson for the remaining duration of the current term.

*Regular Meeting  
Minutes:  
September 12th, 2023*

**Regular Meeting of September 12th, 2023**

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on September 12th, 2023, which had been circulated with the agenda.

Motion # 109 – 23 – J. Erickson/C. Joseph  
Be it resolved that the minutes of the September 12th, 2023, regular meeting of council be adopted as circulated.

In favor: Mayor J. Crane

Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0  
Abstaining: 0  
Motion Carried

*Committee Reports*

No committee reports.

*Delegations*

No delegations

*Correspondence*

No correspondence

*Finances*

**Account Payable as at October 31<sup>st</sup>, 2023**

The Town Clerk/Manager reported that the outstanding account payable list up to and including October 31<sup>st</sup>, 2023 had been attached to the agenda.

Motion # 110 - 23 – A. Barry/C. Joseph  
Be it resolved that the attached Accounts Payable list to October 10<sup>th</sup>, 2023 in the amount of \$ 12,136.47 be approved for payment.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0

Abstaining: 0  
Motion Carried

**Bank Statements from June 2023 to present date**  
Still in the process of being reconciled. Will be available upon completion.

**Employee Remittance for October 2023**  
The town clerk/manager reported the amount of \$ 1,794.25 to be remitted for the period beginning October 1<sup>st</sup>, 2023 and ending October 31<sup>st</sup>, 2023.

Motion # 111 - 23 – J. Erickson/A. Barry  
Be it resolved that the employee remittance for October 2023 in the amount of \$ 1,794.25 be approved for payment.

In favor: Mayor J. Crane  
  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0  
Abstaining: 0  
Motion Carried

*Admin.*

No Admin.

*Permits*

**General Repairs and Maintenance Permits – None**

**Shed/Garage/Home Permits – None**

**Permits (Other) - None**

*Discussion:*

**Bacteriological Water Analysis Report November 7<sup>th</sup>, 2023 - Satisfactory**

**Removal of Boil Water Advisory – November 10<sup>th</sup>, 2023**

*Discussion:*

**Romaines Road Tender for Snow Removal**

Winter Maintenance for Romaines Road is required.  
Invitational tender will be issued to complete snow clearing and salt/sand of approximately 1.8km in distance. Tender closing date November 27<sup>th</sup>, 2023 at 12:00pm.

Motion # 112 – 23 – C. Joseph/J. Erickson

Be it resolved that an invitational tender to complete the winter maintenance for Romaines Road Winter Season 2023 - 2024 be issued with a closing date of November 27<sup>th</sup>, 2023 at 12:00pm.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0  
Abstaining: 0  
Motion Carried

**At 6:49pm Mayor J. Crane left the council table to sit in the gally due to conflict of interest .**

**Harassment Investigation Report from Mills Law**

A committee of whole meeting was held on November 8<sup>th</sup>, 2023 to review and discuss the Harassment Investigation Report from Mills Law dated April 7<sup>th</sup>, 2023.

Motion # 113 – 23 – C. Joseph/A. Barry

Be it resolved that the Harassment Investigation started March 2022 hereby be closed as the town council of Port au Port East agree with the recommendations of Mills Law and commit to training all current/future councillors and staff.

In favor: Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0

Abstaining: 0  
Motion Carried

**At 6:51pm Mayor J. Crane returned from the gally to sit at the council table.**

**Regional Aquatic Centre**

Request for donation and invitation for one (1) councillor to join board if council wishes to. From 2007 to 2012 a yearly donation of \$ 5,000.00 was made as per original agreement. Donations ceased when agreement ended.

Council wishes to defer motion and revisit at a later date.

**Donation to St. Thomas Aquinas School**

Will there be a donation made to our local school?

Motion # 114 – 23 – A. Barry/J. Erickson

Be it resolved that a donation in the amount of \$ 500.00 be made to St. Thomas Aquinas School to help cover the cost of the annual Christmas dinner for students/staff with any remaining monies to be used to cover any other expense at the discretion of the school.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0  
Abstaining: 0  
Motion Carried

**Ice Rink**

Discussion to erect a community ice rink next to the town office in the vacant lot.

Council wishes to defer motion until a size can be determined and a quotation to build obtained. Will revisit at public meeting in December 2023

*Discussion:*

**Letter to Port au Port West**

Town council would like to arrange a meeting between both councils to discuss potential sharing of services such as maintenance, town clerk during vacation days, fire department.

**Donation to STRHF Tree of Love**

Will there be a monetary donation made? Will council provide refreshments for people attending the lighting ceremony? What councillors can attend?

Motion # 115 – 23 – C. Joseph/A. Barry

Be it resolved that a monetary donation in the amount of \$ 100.00 be made to STRHF Tree of Love with an additional \$100.00 budget for town clerk/manager to provide refreshments at the December 4<sup>th</sup>, 2023 ceremony.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
A Barry  
J. Tuttle

Opposed: 0

Abstaining: 0

Motion Carried

**Mandatory Orientation Training for Councillors**

Town clerk will look at upcoming schedule for training through Municipal and Provincial Affairs and advise J. Tuttle and A. Barry of upcoming sessions.

**Update on Ross Valve Repair**

Northwest Plumbing (Division of Northridge Development) was onsite today. They removed the ross valve and brought it to their shop to complete the repair. Will update on progress in am.

*Discussion:*

**Update on Employee Training**

Our part-time water operator Darren Flynn has now completed safety training in Fall Protection, Confined Space and Standard First Aid. Congratulations Darren!!

*Adjournment*

Motion # 116– 23 – C. Joseph/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, December 12th, 2023 at 6:00 PM

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph

Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 6:21 P.M

\_\_\_\_\_  
Mayor J. Crane

*Koren Hunt*  
\_\_\_\_\_  
Town Clerk/Manager – Koren Hunt