

MINUTES

Town of Port au Port East
Regular Council Meeting October 14th, 2025

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, October 14th, 2025 at 6:00 P.M.

Members

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

Also,

<i>Present</i>	Town Clerk/Manager	K. Hunt
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Members

<i>Present Electronically</i>	Councillor	K. DeGroot
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6 people are present in the public galleries.

Town Clerk/Manager called the meeting to order at 6:02 pm.

Oath of Office

The town clerk/manager read the oath of office aloud in the presence of council. Once the reading of the oath was completed each councillor accepted the oath individually. The actual signing of the Oath of Office document by new councillors was already completed previous to this meeting.

Election of Mayor

Resolution # 12 – 25

The public election was held on October 2nd, 2025 during which 5 councillors were elected into office. We will now hold nominations to elect a new Mayor.

Floor was opened to nominations. Councillor K. DeGroot was nominated by Councillor A. Barry. Councillor DeGroot accepted the nomination. Council was asked again for nominations for a new mayor. Councillor A. Barry was nominated by Councillor M. Gale. A. Barry declined the nomination. Council was asked two (2) additional times for additional nominations. No other nominations were made.

Be it resolved, that the position of Mayor will be filled by K. DeGroot for the duration of the current term.

Election of Deputy Mayor

Resolution # 13 – 25

The public election was held on October 2nd, 2025 during which 5 councillors were elected into office. We will now hold nominations to elect a new Deputy Mayor.

Floor was opened to nominations. Councillor A. Barry was nominated by Councillor K. Gaudon. Councillor A. Barry accepted the nomination. Council was asked again for nominations for a new deputy mayor. Councillor K. DeGroot nominated Councillor F. Barter. Councillor F. Barter accepted the nomination. Council was asked two (2) additional times for additional nominations. No other nominations were made. Secret ballots were cast to determine the next deputy mayor. Councillor A. Barry received four (4) votes and Councillor F. Barter received one (1) vote.

Be it resolved, that the position of Deputy Mayor will be filled by Councillor A. Barry for the duration of the current term.

Mayor K. DeGroot took chair.

Meeting Minutes

Regular Council Meeting September 9th, 2025

Motion # 123 - 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 September 9th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on October 14th, 2025, at the request of council.

Be it resolved that the minutes from September 9th, 2025, regular meeting of council, be adopted as circulated.

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

Opposed: 0

Abstaining: 0

Motion Carried

Special Council Meeting September 29th, 2025

Motion # 124 - 25 – A. Barry/F. Barter

Mayor K. De Groot asked if there were any errors or omissions to the minutes of the special meeting on September 29th, 2025 which had been circulated via email with the agenda and provided in print to council at the public meeting on October 14th, 2025, at the request of council.

Be it resolved that the minutes from September 29th, 2025, special meeting of council, be adopted as circulated.

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

Opposed: 0
Abstaining: 0
Motion Carried

Regulations/Policies

None

Correspondence

Bacteriological Water Analysis Report
None Received for October 2025 by time of meeting

Port au Port Band Council – Territorial Steering Committee – October 6th, 2025
Motion # 125 – 25 – A. Barry/F. Barter

A councillor to represent the Port au Port East town council on the Territorial Steering Committee needs to be appointed. Councillor M. Gale was nominated by Deputy Mayor A. Barry & Councillor F. Barter. Councillor K. Gaudon was nominated by Mayor K. DeGroot. The potential conflict of issue was discussed regarding Councillor K. Gaudon's position as Chair of the Port au Port East Recreation Committee. Motion to table.

Be it resolved, that the appointment of council representative for the Territorial Steering Committee be tabled until the town clerk/manager can obtain more information.

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

Opposed: 0
Abstaining: 0
Motion Carried

MNL – Welcome Letter to New Council

Municipal Assessment Agency – Update Memo - September 22nd, 2025

Municipal Assessment Agency – MAA Board Elections/Call for Nominations - October 8th, 2025
No nominations

Western Regional Service Board – Elections BSG Ward
No nominations

Finances

Account Payable for September 2025

Resolution # 14 - 25 – A. Barry/F. Barter

The Town Clerk/Manager reported that the outstanding account payable list up to and including September 30th, 2025 is \$ 39,019.42.

Be it resolved that the attached Accounts Payable list for September 2025, as circulated with the agenda, in the amount of \$ 39,019.42 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 September 2025

Resolution # 15 - 25 – A. Barry/F. Barter

The town clerk/manager reported the amount of \$ 3,071.90 to be remitted for the period beginning September 1st, 2025 and ending September 30th, 2025.

Be it resolved that the employee remittance for September 2025 in the amount of \$ 3,071.90, 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

Daily Cash Report Summary

Resolution # 16 - 25 – F. Barter/A. Barry

The Town Clerk/Manager provided the daily cash report summary for the month of September 2025. F. Barter requested to have the Trial Balance included in the monthly finance package.

Be it resolved that the daily cash report summary has been reviewed and 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

Payment of Back Pay Owed to K. Hunt

Resolution # 17 - 25 – F. Barter/K. DeGroot

Mayor K. DeGroot asked to temporarily adjourn the meeting and have council meet in chambers to discuss in private as this is a Human Resources issue.

Meeting was temporarily adjourned at 6:36pm.

Meeting reconvened at 6:48pm

Be it resolved that the town clerk/manager K. Hunt will receive payment of all monies owed as prepared by the town accountant, Janice Kennedy. Vacation pay owed will be held and continue to accrue for use at a future date. All sick days accumulated and unused during K. Hunt’s employment, including those sick days accrued during dismissal, total 28.5 days and will be re-instated for future use.

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

04-2025 - 86 Main Street

Motion # 126 – 25 – A. Barry/F. Barter

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

21 Main Street

Motion # 127 – 25 – F. Barter/A. Barry

Additional information that was requested by council was received. F. Barter raised concerns about possible flooding in area and the town being held liable for any damages. Resident needs to contact Environment and Climate Change to verify they are not in a designated flood plain.

Be it resolved that the town council of Port au Port East will approve this permit to build a home upon presentation of document showing that property is not in a designated flood plain.

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

Opposed: 0

Abstaining: 0

Motion Carried

Greenhouse – 311 Route 462

Motion # 128 – 25 – A. Barry/F. Barter

Be it resolved that the greenhouse application has been reviewed and accepted as presented.

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

Opposed: 0

Abstaining: 0

Motion Carried

Permits (Other)

Fence Application – 21/23 Main Street

Motion # 129 – 25 – A. Barry/F. Barter

Be it resolved that the permit for the fence application has been reviewed and accepted with the stipulation that the homeowner follows the Department of Transportation & Infrastructures center line setback of 20 meters along Route 460, as known as Main Street.

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

Opposed: 0

Abstaining: 0

Motion Carried

Excavation/Backfill Application – 82 Hynes Road
Motion # 130 - 25 – F. Barter/A. Barry

Be it resolved that the town council of Port au Port East will defer this application and revisit once a grading plan is received.

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

Opposed: 0
Abstaining: 0
Motion Carried

Application for Development NL Power – 166 Main Street
Motion # 131 - 25 – A. Barry/F. Barter

NL Power is seeking permission to replace two (2) service poles located in the vicinity of Duffy Lane and Main Street. After checking with the water operator, it was determined that the location of water lines on Duffy Drive are unknown therefore only hand digging will be permitted in this area.

Be it resolved that the town council of Port au Port East will approve the replacement of service poles with the stipulation that the area on Duffy Lane will be dug by hand only. No equipment will be permitted to dig.

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.

Councillor F. Barter left the meeting at 7:05pm.

Fire Department Update

Fire Chief L. Young was unavailable to provide an update at the time of meeting. Firefighter J. Pinksen informed council that the department has four (4) new members and no calls were received since the last monthly meeting.

Councillor F. Barter rejoined the meeting at 7:07pm

Fall Newsletter

Draft copy was presented to council. Council asked to also include a thank you to our volunteer firefighters.

Quotation for 2026 Waste Collection

Tabled by council as no quotation was received by start of meeting.

Quotation for 2025 Fall Clean Up

Tabled by council as no quotation was received by start of meeting.

Containerized Sanitation – Resident Contacted Regarding Damaged Garbage Box

The town clerk/manager will draft a policy regarding waste collection.

Contract for Snow Removal November 1st, 2025 to October 31st, 2026

Resolution # 18 – 25 – K. Gaudon/F. Barter

As per the following term extracted from the existing Snow Clearing Contract 2024 - 2024 between the Town of Port au Port East and Gabriel Construction Limited “ *THIS AGREEMENT SHALL BE IN EFFECT FROM DATE OF ISSUE TO OCTOBER 31ST, 2025 WITH AN OPTION TO EXTEND THE AGREEMENT BY MUTUAL CONSENT OF BOTH PARTIES UP TO AN ADDITIONAL ONE (1) YEAR PERIOD UNDER THE SAME PRICING, TERMS AND CONDITIONS*” Gabriel Construction Limited has agreed to provide winter maintenance for the 2025 – 2026 winter season in the amount of \$ 42,895.00 HST included.

Be it resolved, the town council of Port au Port East hereby extend the existing Snow Removal Contract with Gabriel Construction Limited in the amount of \$ 42,895.00 HST included, to include the 2025 – 2026 winter season, as per provision in tender documents.

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

Opposed: 0

Abstaining: 0

Resolution Carried

Tender for Snow Clearing/Salt/Sand Romaine’s Road

Resolution # 19 – 25 – A. Barry/C. Joseph

The ongoing discussions with the Department of Transportation and Infrastructure regarding ownership of Romaine’s Road continues. Both parties are claiming that the road is to be maintained and assumed by the

other. The town has been advised to complete the tender process again this year for winter maintenance on Romaine's Road.

Be it resolved that the town clerk/manager will complete the tendering process for Winter Maintenance on Romaine's Road for the 2025 – 2026 Winter Season as instructed by Department of Transportation and Infrastructure.

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

Opposed: 0
Abstaining: 0

Resolution Carried

Leak Detection/Municipal GIS (mapping all infrastructure)

Motion # 132 – 25 – A. Barry/K. Gaudon

RPM Geospatial is in Port aux Basques completing leak detection and has reached out with an offer of discounted services that we can avail of while they are on the west coast. Up to time of meeting a quotation for cost of service has not been received.

Be it resolved; that this topic will be tabled for review at a later date.

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

Opposed: 0
Abstaining: 0

Motion Carried

Code of Conduct Training

All of council and employees have to be trained in the town's code of conduct policies. This is a requirement as new council has been elected. Council has advised the town clerk/manager to set up a meeting.

Policy Updates

Motion # 133 – 25 – A. Barry/F. Barter

As new council has been elected into office all existing policies require review and updates. A new Collections Policy has been drafted and presented to council for approval.

Be it resolved; that the Collections Policy has been reviewed, accepted as presented and effective immediately.

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

Opposed: 0
Abstaining: 0

Motion Carried

Signing Authority

Resolution # 20 – 25 – A. Barry/F. Barter

Due to the election and the return of previous town clerk/manager, all signing authority listed at the Bank of Montreal requires updating.

Be it resolved; that all current existing authorized signatory's are to be removed from all the Town of Port au Port East bank accounts. Mayor K, DeGroot, Deputy Mayor A. Barry and Town Clerk/Manager K. Hunt are to be added to all existing bank accounts as the new signatory's.

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

Opposed: 0
Abstaining: 0

Resolution Carried

Paving of Oceanview Drive, Garden Drive and Mountainview Road

Motion # 134 – 25 – F. Barter/A. Barry

Council had previously motioned to repair the existing pavement on Oceanview Drive and Garden Drive. It has now come to their attention that Mountainview Road also requires repairs.

Be it resolved; that the asphalt repairs to Oceanview Drive and Garden Drive be tabled so further discussion can take place regarding Mountainview Road.

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

Opposed: 0
Abstaining: 0

Motion Carried

Addition of Online Payments during Canada Post Strike

Motion # 135 – 25 – F. Barter/A. Barry

Due to Canada Post currently being on strike payments on town accounts are being delivered late.

Be it resolved; that due to the rotating strike status of the Canada Post which was announced recently, mail is now moving so addition of online payments will be tabled.

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

Opposed: 0

Abstaining: 0

Motion Carried

PMA Fall Forum/MNL Conference Attendance

Motion # 136 – 25 – A. Barry/F. Barter

The annual PMA Fall Forum will be held in Gander, NL in October 2025 and the MNL Conference will be held in Corner Brook, NL in November 2025.

Be it resolved; that due to lack of funding available a representative of Port au Port East will not be attending either conference.

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

Opposed: 0

Abstaining: 0

Motion Carried

Scholarship for Stephenville High

Resolution # 21 - 25 – F. Barter/A. Barry

Be it resolved that the Port au Port East town council will continue to provide a \$ 200.00 scholarship award to Stephenville High Scholarship and Bursary Committee, for the student residing in the community of Port au Port East who graduated from Stephenville High School or Piccadilly Central High with the highest academic average.

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

K. Gaudon

Opposed: 0
Abstaining: 0

Resolution Carried

Other Business

Purchase of Conference Microphone

Motion # 137 – 25 – F. Barter/A. Barry

The town requires a new conference microphone to try to improve the quality of audio during the live broadcast of meetings on the Facebook platform. J. Pinksen has presented two options, one is a corded microphone with a cost of \$ 40.00 plus tax and the other is a Bluetooth microphone with a cost of 130.00 plus tax.

Be it resolved; that council does hereby approve the purchase of one (1) corded microphone at a cost of \$40.00 plus HST.

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

Opposed: 0
Abstaining: 0

Motion Carried

Mayor's Welcome

Mayor K. DeGroot welcomed K. Gaudon and M. Gale to council. The town clerk/manager will provide a key/access code to the town office building. K. Gaudon thanked the residents for voting and having faith.

Adjournment

Motion # 138 – 25 – F. Barter/A. Barry

Be it resolved that Council do now adjourn to meet again on Tuesday, November 18th, 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 7:31 P.M



Mayor Kimberly De Groot



Town Clerk/Manager – Koren Hunt

