

MINUTES

Town of Port au Port East  
Regular Council Meeting October 10th, 2023

Minutes of a regular meeting of the council of the  
Town of Port au Port East,  
held in the Town Hall, October 10th, 2023, at 6:00 P.M.

Members  
Present

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

Also,  
Present

Town Clerk/Manager K. Hunt

11 people are present in the public galleries.

Mayor J. Crane called the meeting to order at 6:01pm.

Guests

No guests

Regular Meeting  
Minutes:

Will be available when clerk/manager has a moment to  
prepare.

Mayor's Address

Mayor J. Crane addressed the public gallery to inform that  
meetings are not open consult and asked for no  
interruptions. Informed public gallery that 10 (ten) minutes  
would be allocated at the end of the meeting for any  
discussion.

Committee Reports

No committee reports.

Delegations

No delegations

Correspondence

FROM

REGARDING

ACTION

Service NL

Bacteriological Water Notify residents  
Analysis Report -  
Satisfactory Result

Gov't of NL

Contaminant Exceedance Read aloud at meeting for  
Report Number 2023-780 - council and public gallery.  
Updated to show tap water  
sample was less than the  
GCDWQ MAC for lead

Finances

Dept of Transportation and Infrastructure -

Rescind Application for Romaines Road Waterline  
Extension for the 2024 – 2025 Municipal Capital Works  
Funding.

Motion # 91-23 – J. Erickson/C. Joseph  
Be it resolved that Motion # 87 – 23 made at the special  
meeting held on September 26<sup>th</sup>, 2023 be hereby rescinded.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Account Payable as at October 10<sup>th</sup>, 2023**

The Acting Town Clerk reported that the outstanding account payable list up to and including October 10<sup>th</sup>, 2023 had been attached to the agenda.

Motion # 92-23 – J. Erickson/C. Joseph  
Be it resolved that the attached Accounts Payable list to October 10<sup>th</sup>, 2023 in the amount of \$ 30,006.33 be approved for payment.

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

*General Business*

No General Business

*Admin.*

No Admin.

*Regulations*

No Regulations

*Permits*

**General Repairs and Maintenance Permits**

28 – 2023 – 217 Main Road - Issued

**Shed/Garage/Home Permits**

Council reviewed shed/garage/home permit application for 159 Main Road.

Town Clerk/Manager asked to contact applicant to inquire if they were going to remove one of the two current accessory buildings on the property. Development regulations specify two accessory buildings per property.

**Shed/Garage/Home Permits**

Council reviewed shed/garage/home permit application for 69 Hynes Road.

Motion # 93 – 23 – C. Joseph/J. Erickson

Be it resolved that permit application for 69 Hynes Road be approved.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Permits (Other)**

Council reviewed all new information regarding application for Discretionary Use Permit For Quarry on Route 462.

Motion # 94 – 23 – C. Joseph/J. Erickson

Be it resolved that application for Discretionary Use Permit for Quarry located on Route 462 be approved.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Permits (Other)**

Council reviewed information regarding permit for a development for all forest management application for all activities that fall within municipal boundaries for January 1<sup>st</sup>, 2024.

Motion # 95 – 23 – J. Erickson/C. Joseph

Be it resolved that application for Permit for Development for all Forest Management Activities be approved.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Discussion:*

**SJ Works** – Can set up new emails for town office, mayor, deputy mayor and all councilors, maintenance staff and fire dept. SJ Works is the current website domain developer and will set up emails at an hourly rate. Once set up is completed there will be no charge unless we have an issue that needs to be fixed. Junior has a pre-existing arrangement with town at a rate of 20.00 per hour.

Motion # 96 – 23 – J. Erickson/C. Joseph

Be it resolved that SJ Works begin creating the new emails required for all Port au Port East Town Council and staff at the current rate of \$20.00 per hour.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Regional Aquatic Centre** – Request for Donation. Also position for one (1) councilor to join Board if council wishes to. From 2007 to 2012 a yearly donation of 5,000.00 was made in the first quarter of each year and in April 2012 cheque 60003867 in the amount of 5,000.00 was issued. There has been nothing I can find since.

Topic is deferred until the Town Clerk/Manager has a moment to look for additional information.

**Port au Port Vibrancy Committee** – By Law No. 1 - needs to be accepted. Emailed to council last week.

Motion # 97 – 23 – J. Erickson/C. Joseph

Be it resolved that the Port au Port Vibrancy Committee By Law No. 1 be accepted by the town council of Port au Port East.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Fall Clean-Up** – Bin placed at town office for one or two days. Cost 400.00 – 450.00 depending on bin size. Tipping fees and taxes are extra. Dedicated truck. No paint cans or electronics. To be held on October 27<sup>th</sup>, 2023 and October 28<sup>th</sup>, 2023.

Motion # 98 – 23 – C.Joseph/J. Erickson

Be it resolved that Council will hold a Fall Clean Up for the residents of Port au Port East by placing two bins at the town office at 9 Hynes Road between the hours of 9:00am and 4:00pm on October 27<sup>th</sup>, 2023 and October 28<sup>th</sup>, 2023.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

**Inventory of pump parts** - Pictures and recommendation from water operator on what we could have in stock.

Council reviewed information and agreed to discuss at a later date.

**Roof Repairs – Tourist Chalet and Reservoir Building**

- i. Tourist Chalet shingles were replaced by contractor in 2022. Some damage occurred due to weather and time of year shingles were installed. Someone other than contractor was sent by insurance company to complete the repair as I was told by Contractor. Due to the time of year it is not recommended to complete repairs to roof so contractor has agreed to complete in the spring when weather conditions improve.
- ii. Reservoir Building – Repair is needed to corner of roof and was repaired in 2022 under the direction of previous staff/council by a local resident. The repair that was completed is still serving the purpose as intended so given the time of year this will be revisited in the spring when weather conditions improve.

Council will discuss and review in the Spring of 2024.

**Gas Allowance**

Gas allowance to become a taxable benefit and added to individual pay cheques.

Motion # 99 – 23 – C. Joseph/J. Erickson

Be it resolved that Mayor J. Crane will be the new representative for the Town of Port au Port East seat on the Port au Port Vibrancy Committee.

In favor: Mayor J. Crane  
Deputy Mayor J. Erickson  
Councilors: C. Joseph  
Opposed: 0  
Abstaining: 0  
Motion Carried

*Adjournment*

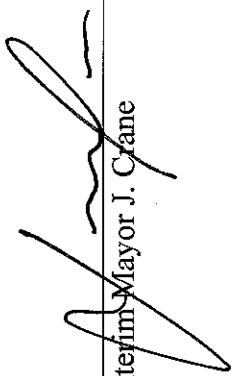
Motion # 100– 23 –J. Erickson/C. Joseph

Be it resolved that Council do now adjourn to meet again on Tuesday, November 14th, 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 7:03 P.M

  
Interim Mayor J. Crane

  
Interim Clerk – Koren Hunt