

MINUTES

Town of Port au Port East
Regular Council Meeting September 12th, 2023

Minutes of a regular meeting of the council of the
Town of Port au Port East,
held in the Town Hall, September 12th, 2023, at 6:00 P.M.

*Members
Present*

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

*Also,
Present*

Town Clerk (Acting) K. Hunt

7 people are present in the public galleries.

Mayor J. Crane called the meeting to order at 6:00pm.

Guests

ADC Engineering Services
Mr. J. Goosney & Mrs. D. Goosney addressed the council to give a brief company/experience history of ADC Engineering Services to provide council with knowledge of services available by their firm and offer any future services should the town need assistance. Mr. J. Goosney also advised of past services that ADC Engineering Services has provided to the Town of Port au Port East.

Mayor J. Crane and council thanked Mr. J. Goosney & Mrs. D. Goosney for their time and advised that council will contact ADC Engineering Services for future services if needed.

*Regular Meeting
Minutes:
June 13th, 2023*

Regular Meeting of June 13th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on June 13th, 2023, which had been circulated with the agenda.

Motion # 61 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the June 13th, 2023, regular meeting of council be adopted as circulated.

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

*Special Meeting
Minutes:
July 17th, 2023*

Regular Meeting of February 27, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the regular meeting on July 17th, 2023, which had been circulated with the agenda.

Motion # 62 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the July 17th, 2023, special meeting of council be adopted as circulated.

In favor: Mayor J. Crane

Deputy Mayor J. Erickson
Councilors: C. Joseph
Opposed: 0
Motion Carried

*Special Meeting
Minutes:
July 21st, 2023*

Special Meeting of July 21st, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on July 21st, 2023, which had been circulated with the agenda.

Motion # 63 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the July 21st, 2023, special meeting of council be adopted as circulated.

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

*Special Meeting
Minutes:
July 28th, 2023*

Special Meeting of July 28th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on July 28th, 2023, which had been circulated with the agenda.

Motion # 64 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the July 28th, 2023, special meeting of council be adopted as circulated.

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

*Special Meeting
Minutes:
August 10th, 2023*

Special Meeting of August 10th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on August 10th, 2023, which had been circulated with the agenda.

Motion # 65 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the August 10th, 2023, special meeting of council be adopted as circulated.

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

*Special Meeting
Minutes:
August 14th, 2023*

Special Meeting of August 14th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on August 14th, 2023, which had been circulated with the agenda.

Motion # 66 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the August 14th, 2023, special meeting of council be adopted as circulated.

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

*Special Meeting
Minutes:
August 18th, 2023*

Special Meeting of August 18th, 2023

Mayor J. Crane asked if there were any errors or omissions to the minutes of the special meeting on August 18th, 2023, which had been circulated with the agenda.

Motion # 67 – 23 – J. Erickson/C. Joseph
Be it resolved that the minutes of the August 18th, 2023, special meeting of council be adopted as circulated.

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

Committee Reports

No committee reports.

Delegations

No delegations

Correspondence

FROM	REGARDING	ACTION
Containerized San.	Household Garbage	Notify residents
Water Maintenance Employee Darren Flynn	Resignation Letter for Acting Town Clerk	Read aloud at meeting for council and public gallery. Council thanked Mr. Flynn for filling in until a replacement was found

Finances

2022 Financial Statements

The Acting Town Clerk reported that the final draft of the Consolidated Financial Statements for the year ended December 31st, 2022 had been attached to the agenda.

Motion # 68-23 – J. Erickson/C. Joseph

Be it resolved that the attached Consolidated Financial Statements for the year ended December 31st, 2022 be approved.

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

2022 Community Building Fund Agreement

The Acting Town Clerk reported that the final draft of the Annual Expenditure Report – Canada Community Building Fund Agreement for the year ended December 31st, 2022 had been attached to the agenda.

Motion # 69-23 – J. Erickson/C. Joseph
Be it resolved that the attached Annual Expenditure Report – Canada Community Building Fund Agreement for the year ended December 31st, 2022 be approved.

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

Account Payable August 2023

The Acting Town Clerk reported that the outstanding account payable list up to and including August 31st, 2023 had been attached to the agenda.

Motion # 70-23 – J. Erickson/C. Joseph
Be it resolved that the attached Accounts Payable list to August 31st, 2023 be approved for payment.

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

General Business

Admin.

Town Clerk Hourly Wage

Increase the current hourly rate for the town clerk position to \$25.00 per hour based on a 35 hour work week.

Motion # 71-23 – C. Joseph/J. Erickson
Be it resolved that the current wage of \$ 20.00 per hour be increased to \$25.00 per hour for the town clerk position, effective immediately.

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

Regulations

Permits

General Repairs and Maintenance Permits

Council reviewed general repairs and maintenance permit applications #19-23 - #24-23 inclusive issued by previous clerks without detail. Council also reviewed general repairs and maintenance permit applications #25-2023 – 32 Romaines Road & #26-2023 – 109/111 Hynes Road.

Motion # 72 – 23 – J. Erickson/C. Joseph

Be it resolved that permit applications #19-23 - #24-23 inclusive, #25-2023 & #26-2023 be approved.

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

Shed/Garage/Home Permits

Council reviewed shed/garage/home permit application for 11 Garden Drive.

Motion # 73 – 23 – J. Erickson/C. Joseph

Be it resolved that permit application for 11 Garden Drive be approved in principle.

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

Shed/Garage/Home Permits

Council reviewed shed/garage/home permit application for 9 Cashin Lane.

Motion # 74 – 23 – J. Erickson/C. Joseph

Be it resolved that permit application for 9 Cashin Lane be approved.

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

Permits (Other)

Council reviewed application for Discretionary Use Permit For Quarry on Route 462.

Motion # 75 – 23 – J. Erickson/C. Joseph

Be it resolved that application for Discretionary Use Permit for Quarry located on Route 462 be deferred until more information can be obtained.

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

Discussion:

Bacteriological Water Analysis Report July 17th, 2023
Satisfactory

Bacteriological Water Analysis Report August 16th, 2023
Satisfactory

Contaminant Exceedance Report Number 2023-780 September 8th, 2023

Lead detected. Government was advised that as at the testing date, and still currently, our town is operating on our reservoir only due to the required repairs to our well.

PMA Core School & Advanced Modules 1 – 5

Online municipal training for current town clerk at a cost of \$995.00 plus HST.

Motion # 76 – 23 – C. Joseph/J. Erickson

Be it resolved that current town clerk complete the online PMA Core School & Advanced Modules 1 – 5 at the cost of \$995.00 plus HST.

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

PMA Fall Forum

In-person municipal conference for current town clerk in Gander, NL October 19th, 2023 and October 20th, 2023 at a cost to be determined upon registration.

Motion # 77 – 23 – C. Joseph/J. Erickson

Be it resolved that current town clerk be permitted to travel to attend the PMA Fall Forum being held in Gander, NL on October 19th, 2023 and October 20th, 2023.

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

Municipal Conduct Act Training Modules 1 – 5

Online municipal training for councillors/mayors taking place September 16th – September 17th, 2023 at a cost of \$150 per councillor/mayor. This is mandatory for councillors to complete.

Motion # 78 – 23 – C. Joseph/J. Erickson

Be it resolved that Deputy Mayor J. Erickson and Councillor C. Joseph complete the online Municipal Conduct Act Training Modules 1 – 5 at the cost of \$150.00 per person.

In favor: Mayor J. Crane

Deputy Mayor J. Erickson

Councillors: C. Joseph

0

Opposed:

0

Abstaining:

0

Motion Carried

Department of Transportation and Infrastructure – Call for Applications for 2024 – 2025 Municipal Capital Works Funding – Potential Projects:

1. Well Drilling to search for drinking water for the town.

2. Romaine’s Road Waterline Extension

Council discussed the timeline surrounding the application process due on September 29th, 2023. Both projects on the table had been previously submitted to Department of Transportation and Infrastructure for approval during the Call for Applications for 2023 - 2024 for which Aguathuna Drafting and Consulting Company Ltd was the engineering firm to provide assistance during the application process. Funding for both projects was denied for the 2023 – 2024 applications. Council feels both projects are extremely important to our town and should be resubmitted for the 2024 -2025 Municipal Capital Works Funding – Call for Applications. Due the extensive knowledge and previous engagement by Aguathuna Drafting and Consulting Company Ltd council has decided to retain their services for the 2024 – 2025 application process for resubmittal of the two above noted projects. There will be no charge for services provided by Aguathuna Drafting and Consulting Company Ltd provided there is no additional work required on their part for resubmittal.

Motion # 79 – 23 – C.Joseph/J. Erickson

Be it resolved that Council will retain the services of Aguathuna Drafting and Consulting Company Limited to assist with the Department of Transportation and Infrastructure – Call for Applications for 2024 – 2025 Municipal Capital Works Funding.

In favor: Mayor J. Crane

Deputy Mayor J. Erickson

Councillors: C. Joseph

0

Opposed:

0

Abstaining:

0

Motion Carried

Precision Enterprise – Renewal of Contract for Snow Clearing Services for the upcoming 2023 – 2024 season.

Will take operator out to show areas for snow removal. Discuss possibly widen turnarounds and be weary of leaving wind rows of snow as was left on Damon Drive in 2022 – 2023 season. Contacted Patrick Lannon regarding extension of contract and he has agreed to extend at the same cost.

Motion # 80 – 23 – C. Joseph/J. Erickson

Be it resolved that the 2022-2023 contract for snow clearing with Precision Enterprise for \$46,500.00, all inclusive, be extended to provide snow clearing services for the 2023-2024 season at the cost of \$46,500.00, all inclusive, as per option set forth in Invitation of Bids for Snow Clearing which closed October 26, 2022.

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

Community Collaboration Grants–Reminder and Deadline Extension
Contact surrounding communities to inquire regarding interest in shared services. Possible vehicle or upgrades to fire department?

Port au Port Vibrancy Committee

Nominate one (1) new representative as previous representative is no longer on council.

Motion # 81 – 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

Replacing the missing Advisory for Caution sign on Romaines Road for Child Living with Autism.

The sign that was installed in the spring of 2023 is now missing.

Motion # 82 – 23 – C. Joseph/J. Erickson

Be it resolved that a replacement Advisory for Caution sign on Romaine’s Road be ordered. A sign post and all accessories are to be purchased with sign for proper installation.

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

Water Update and Maintenance Plan

Reservoir level is currently at 71%. We are currently awaiting the delivery of required items to complete the repair to the well ross valve. Begin developing a current inventory list to integrate into a future maintenance plan.

Construction of Community Ice Rink

Look into cost to build a community ice rink using the vacant area next the town office. Contact insurance to inquire about potential liabilities. Check with other communities that currently offer this service to ask for advice and information.

Port au Port Indian Band Meeting Space

The band has requested useable meeting space and storage of one (1) filing cabinet.

Motion # 83 – 23 – C. Joseph/J. Erickson

Be it resolved that the Port au Port Indian Band be permitted to use the large meeting room located in our town office located at 9 Hynes Road to hold band council meetings at no cost.

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

Town Office Operating Hours

Current hours are 9:00am to 4:30pm Monday through Thursday and Friday 9:00am to 3:00pm with a 30 minute unpaid lunch. Propose new hours to serve residents before typical work day begins and during lunch breaks to be more available to their needs.

Motion # 84 – 23 – J. Erickson/C. Joseph

Be it resolved that the new town office operating hours will be from 8:00am to 3:00pm (open during lunch) Monday through Thursday, Friday 8:00am to 12:00pm to allow time for weekly errands in Stephenville. Office will observe the current municipal government holiday schedule and post notification in advance of holiday.

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

Adjournment Motion # 85– 23 – C. Joseph/J. Erickson

Be it resolved that Council do now adjourn to meet again on Tuesday, October 10th, 2023 at 6:00 PM

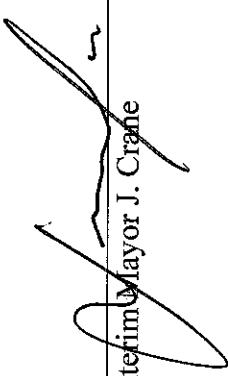
In favor: Mayor J. Crane
Deputy Mayor J. Erickson
Councilors: C. Joseph

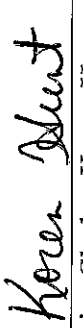
Opposed: 0

Abstaining: 0

Motion Carried

The meeting adjourned at 7:27 P.M


Interim Mayor J. Crane


Interim Clerk – Koren Hunt