

**TOWN OF PORT BLANDFORD
REGULAR MEETING June 17th, 2026**

**Minutes of the regular meeting of the Town of Port Blandford
Held in Council Chambers on June 17th, 2026, at 7:00 p.m.**

Present: Mayor: Darlene Clouter
Deputy Mayor: Winston Peddle
Councillors: Jeanine Bursey
Rick Greening
Clyde Oldford
Terry Roach
Town Clerk/Manager: Philip Holwell
Absent: Councillor: Matthew Bursey

Agenda: Mayor asked if there were any additions or changes to the agenda for June 17th, 2026.

Resolution 26 – 168– W. Peddle / C. Oldford

Resolved that we adopt the agenda for June 17th, 2026. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried.

Minutes Regular: Mayor asked if there were any errors or omissions to the minutes of Regular Meeting June 3rd, 2026.

Resolution 26 – 169 – C. Oldford / W. Peddle

Resolved that the minutes of June 3rd, 2026, be adopted as presented. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried.

Delegation: **Clarence White (7:00pm – 7:18pm)**

Discussion on Neighbours Helping Neighbours Volunteer group. They have 12 Volunteers now and work 2-hour shifts. Discussion on students needing volunteer hours from grade ten to twelve. They are trying to help people who are sick, seniors, have disabilities or are in need. Discussion on amount of people that need help in the area. Group requested the Council staff help get the word out about the group. Council agreed staff would assist getting the word out using social media and the Town website.

Delegation:

Councillor C. Oldford left the meeting with concerns of conflict.

Sabrina Mitchell (7:18pm – 7:53pm)

Discussion on why delegate could not fill out a development permit at the time. When they applied to get a septic system, they were told they needed a permit from the Town. Their house is not built. Discussion on what is required to get the permit approved now. Delegate feels like a fine for not getting the permit should suffice. Delegate brought a compliance letter that she was given from the Council staff that stated the zoning was residential rural. Discussion on possible solutions. Rezoning the land was suggested. There was a discussion on who would pay for the rezoning. Discussion on Lawyers handling the situation. Delegate requested a permit for an accessory building. Discussion on putting sewer system to accessory building

Councillors C. Oldford returned to the meeting.

Business Arising:

Public Concern

I have contacted Mun Affairs for guidance. They did not find a regulation that covered this. They suggested it was a civil matter but recommended all parties seek legal advice for clarification.

Accommodation Owners meeting

Staff has notified the Accommodation Owners of the meeting

Working Foreman Job Description

Greg was interested in the position but did not feel comfortable accepting without a job description, as he would not know what was expected of him.

Clouter's Lane

Staff contacted Apple maps to correct mapping. Their response stated it would be a longer-term fix. Staff contacted Google to change from Clouter's Road to Clouter's lane.

Committee Reports:

Invoices # 1 - # 20:

Invoices #1- #11, presented in the amount of **\$10,246.34**

Resolution 26 – 170– J. Bursey / W. Peddle

Resolved that invoices # 1 - # 11 in the amount of **\$10,246.34** be paid. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Mayor D. Clouter and Councillor J. Bursey left the meeting with concerns of conflict

Invoices #A, presented in the amount of **\$258.75**

Resolution 26 – 171– C. Oldford / T. Roach

Resolved that invoices # A in the amount of **\$258.75** be paid. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Invoices #B, presented in the amount of **\$183.49**

Resolution 26 – 172– T. Roach / C. Oldford

Resolved that invoices # B in the amount of **\$183.49** be paid. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Invoices #C, presented in the amount of **\$100.00**

Resolution 26 – 173– R. Greening / C. Oldford

Resolved that invoices # C in the amount of **\$100.00** be paid. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Mayor D. Clouter and Councillor J. Bursey returned to the meeting.

Time Sheets:

Greg:	May - June	31 – 06	2026	5 Hours TOIL
	June	07 – 13	2026	3 Hrs TOIL 3 Hours Sick
Joanne:	May - June	31 – 06	2026	11 Hours Cleaning
	June	07 – 13	2026	11 Hours Cleaning
Shawn:	May - June	31 – 06	2026	7 Hours Flagging / labour
	June	07 – 13	2026	15 Hours Garbage Run / Dump
Paul:	May - June	31 – 06	2026	24 Hours
	June	07 – 13	2026	22 Hours
Arthur:	May	31 - 06	2026	7 Hours

Time Sheets:

Resolution 26 – 174– W. Peddle / T. Roach

Resolved that Shawn 22 hours, Joanne 22 hours, Arthur 7 hours, Paul 46 hours be paid. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Correspondence:

Request letter

Resident requested use of Town Picnic tables. Council reminded staff there was a resolution made that we do not loan out Town assets. Recommend residents could use the benches at the park.

Dust Complaint

Dust complaint was reviewed by Council no action recommended at this time.

Water Report

Reviewed report with Council. Agreed staff would check the water portal to check on THM levels.

6 Clode Sound Dr

Agreed staff would ask resident to provide evidence from Airbnb that the dwelling has not been rented from 2023 to 2026.

General Business:

Parking lot sealing

Council is not interested at this time as it could make the driveway slippery.

Richard Mitchell Permit

Discussed in delegation.

Capital Works Projects

Reported that Capital works projects for 2026 were not approved. This frees an estimated \$12,500.00 from our budget. Agreed staff would reach out to MHA office for guidance. Deferred to next meeting for decision on applying again.

Finger Board Signs

Agreed to salvage what we can of the signs. Staff to use six by six posts that are at the maintenance building. This is meant to be a temporary fix until we review wayfinding signs.

Employee Confidentiality Agreement

Discussion on public works staff not being in the office area.

Resolution 26 – 175– R. Greening / W. Peddle

Resolved that the Town will adopt the confidentiality agreement for staff. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Casual Call in Employee

Informed Council of new employee on list

Maintenance Position

Resolution 26 – 176– R. Greening / T. Roach

Resolved that the Town will advertise the position with same pay and benefits from last posting in December 2025. The listing will be posted until July 2 and interview from July 3 to 7.

In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

General Business:

MNL Summer Session

Agreed Staff or Council could attend

Emergency Plan Members

Council members add to the emergency plan.

248-254 Main Street

Resolution 26 – 177– R. Greening / T. Roach

Resolved that the staff will contact lawyers to complete the deed transfer. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Bike Park

Information on bike park given to Council

Municipal Plan / Development Regulations Update Quotes

Resolution 26 – 178– J. Bursey / R. Greening

Resolved that we accept the quote from Anna Myers to complete a municipal plan and development regulations update. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Limit of Delegates

Resolution 26 – 179– R. Greening / T. Roach

Resolved that the Town will amend our Rules and Procedures of Council Meetings to state that there will be a limit to delegates each meeting of two people at ten minutes each. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

General Business:

Tax Recovery Plan Final Notice

Review tax recovery plan final notices with Council.

Resolution 26 – 180– R. Greening / J. Bursey

Resolved that the Town will accept payment plan as presented. Plan must be signed and any missed payments are to be strictly enforced. In favour 6; D. Clouter, W. Peddle, J. Bursey, C. Oldford, R. Greening, T. Roach. Opposed 0; Resolution Carried

Graduates

Agreed to make post congratulating school students on a successful year. Wish them a safe - happy summer and all the best in the year to follow.

Tax Assessments

Discussion on assessments going up in Port Blandford. Agreed staff would request M.A.A representative come to a meeting to discuss.

Adjournment:

Resolution 26 – 181– W. Peddle / J. Bursey

Resolved that we do now adjourn to meet again on Wednesday, July 9th, 2026, at 7:00 p.m. in the Council Chambers. In favour 6; D. Clouter, W. Peddle, J. Bursey, R. Greening, C. Oldford, T. Roach. Opposed 0; Resolution Carried.

Meeting adjourned at 10:20 p.m.

_____ (Mayor) _____ (Clerk/Manager)