

**TOWN OF PORT BLANDFORD
REGULAR MEETING SEPTEMBER 2, 2026**

**Minutes of the regular meeting of the Town of Port Blandford
Held in Council Chambers on September 2, 2026, at 7:00 p.m.**

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

Agenda: Mayor asked if there were any additions or changes to the agenda for September 02, 2026.

Resolution 26 – 234– J. Bursey / R. Greening

Resolved that we adopt the agenda for September 02, 2026. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Minutes Regular: Mayor asked if there were any errors or omissions to the minutes of Regular Meeting August 19th, 2026.

Resolution 26 – 235 – R. Greening / M. Bursey

Resolved that the minutes of August 19th, 2026, be adopted as presented. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Delegation:

Business Arising: Workwear and PPE Policy

Discussion was held on Workwear and PPE Policy. Staff to adjust draft Policy to include wearing long pants and long sleeve shirts when working.

Committee Reports: HR Committee

Resolution 26 – 236– W. Peddle / R. Greening

Resolved that we accept the HR Committee Report of August 24, 2026. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

A discussion was held on the incentive program, probation period length and working time requirements to avail of medical and clothing plans.

CDC Committee

Resolution 26 – 237– W. Peddle / M. Bursey

Resolved that we accept the CDC committee Report of September 02, 2026. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Discussion on approving \$15,000 budget for Washroom/Bird Blind project.

Staff to get more information on timelines required to acquire LTO on land for Bird Blinds.

Staff to check with ACOA for guidance on project timelines.

Finance Committee

Invoices # 1 - # 18:

Invoices #1- #18, presented in the amount of **\$14,785.45**

Resolution 26 – 238– J. Bursey / W. Peddle

Resolved that invoices # 1 - # 18 in the amount of **\$14,785.45** be paid. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Councillor Greening left the meeting with concerns of conflict.
(7:50pm)

Invoices # A: Invoices #A, presented in the amount of **\$92.28**

Resolution 26 – 239– J. Bursey / W. Peddle

Resolved that invoices #A in the amount of **\$92.28** be paid. In favour 4; D. Clouter, W. Peddle, J. Bursey, M. Bursey. Opposed 0; Resolution Carried.

Councillor Greening returned to the meeting. (7:50pm)

Time Sheets:

Greg:	August 16 – 22	2026	Not completed will get in next meeting
	August 23 – 29	2026	16 Hrs Vac, 4 Hrs Toil, 8 Hrs Sick
Vince:	August 16 – 22	2026	Regular Hours
	August 23 – 29	2026	Regular Hours
Joanne:	August 16 – 22	2026	12 Hours
	August 23 – 29	2026	11 Hours
Paul:	August 16 – 22	2026	34 Hours
	August 23 – 29	2026	26 Hours
Shawn:	August 23 – 29	2026	4 Hours (Labour)
Lar:	August 02 – 08	2026	8 Hours (Working on Culvert)

Time Sheets:

Resolution 26 – 240– R. Greening / W. Peddle

Resolved that Joanne's 23 hours, Paul's 60 hours, Lar's 8 Hours, Shawn's 4 Hours be paid. . In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Correspondence:

Call from Lawrence Oldford

Resolution 26 – 241– R. Greening / J. Bursey

Resolved that staff is to issue stop work order to Keith Butler until more information can be gathered on the boundaries. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Correspondence:

Clarenville Coasts Letter

Letter reviewed with Council.

Staff to setup meeting with Clarenville Coasts.

MNL Letter

Letter reviewed by Council.

Mayor Darlene Clouter and Deputy Mayor Winston Peddle will be attending this year's convention.

Canadians for safe technology email

Email reviewed by Council.

Paul Conway Letter

Resolution 26 – 242– W. Peddle / M. Bursey

Resolved that staff will engage MAA to re number Southern Shore Drive. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

TNC Survey Peddle's Landing

Survey reviewed by Council. Staff to reach out to TNC Properties to arrange acquiring the land.

Call from Rhonda

Resolution 26 – 243– R. Greening / J. Bursey

Resolved that we only accept Non-Household Garbage from within Port Blandford. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

General Business:

Municipal Capital Works Application

Resolution 26 – 244 – R. Greening / J. Bursey

Resolved that staff is to engage Meridian to apply for capital works in 2027. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

General Business: Control Panel RFQ

Council opened quotes to install control panel.

Resolution 26 – 245 – M. Bursey / R. Greening

Resolved that we will award Hr. Electric option #1 to install the control panel on Town Hall Building. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

John Hodder Application for Permit

Resolution 26 – 246 – W. Peddle / J. Bursey

Whereas the proposed shed does not meet the required setback distance from the road reservation (8m), preventing the issuance of a compliance letter for this property; and

Whereas the property owner has been made aware of and acknowledges this condition;

Be It Resolved That John Hodder's application for a shed be approved subject to all other town and government regulations. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Justin Walters Application for Permit

Resolution 26 – 247 – J. Bursey / R. Greening

Resolved that Justin Walter's application for a shed be approved subject to all town and government regulations. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Tourism Accommodation Tax Meeting

Agreed Council will review Tourism Accommodation Tax By-law and information.

Staff to send out By-Law and Slide Show for Council to review.

General Business: Forestry MOU review

Mou Reviewed by Council

Staff to request Maps

Tax Collection

Resolution 26 – 248 – M. Bursey / W. Peddle

Resolved that Council move into an in-camera session to discuss tax collection accounts. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Resolution 26 – 249 – W. Peddle / R. Greening

Resolved that Council return to open public meeting. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Resolution 26 – 250 – W. Peddle / R. Greening

Resolved that staff is to continue with tax recovery plan. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

Adjournment:

Resolution 26 – 251– W. Peddle / M. Bursey

Resolved that we do now adjourn to meet again on Wednesday, September 16, 2026, at 7:00 p.m. in the Council Chambers. In favour 5; D. Clouter, W. Peddle, J. Bursey, M. Bursey, R. Greening. Opposed 0; Resolution Carried.

_____(Mayor) _____(Clerk/Manager)