



# TOWN OF AQUAFORTE MINUTES PUBLIC MEETING December 10<sup>th</sup>, 2024

**ATTENDEES:** Mayor – Deborah Windsor-Hynes  
Deputy Mayor – Jerome Croft  
Councilor – Elizabeth Croft  
Councilor – Earon Kavanagh  
Town Clerk – Aaron Croft

## 1. CALL TO ORDER:

Mayor Windsor-Hynes called the meeting to order at 3:33 pm

## 2. ADOPTION OF AGENDA:

Motion to adopt the agenda as presented for December 10<sup>th</sup>, 2024 Public Meeting by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-101

## 3. ADOPTION OF MINUTES:

### a. Public Meeting – November 19<sup>th</sup>, 2024

Motion to adopt the minutes of Public Meeting – November 19<sup>th</sup>, 2024 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh.

**Vote Against: (0)** None.

**Abstain: (0)** None. Motion carried.

Ref.#AC2024-102

### b. Special Meeting – November 26<sup>th</sup>, 2024

Motion to adopt the minutes of Public Meeting – November 26<sup>th</sup>, 2024 by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-103

## 4. BUSINESS ARISING:

### a. Christmas Tree & Boat Lighting

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Council finalized plans for Community Christmas Tree & Boat Lighting. Community Center was decorated by Mayor Deborah Hynes and Park Committee member Marjorie Maher. Eric Hynes with help cut, set up, and decorated the tree. Deputy Mayor Jerome Croft motioned to purchase a \$100.00 gift card for Eric Hynes as a thank you for always supporting and helping out with community functions throughout the year. Mayor Deborah Hynes declared a conflict of interest at 3:51pm and left the meeting as Eric Hynes is her husband. 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-104

**b. Lolice Pond Walking Trail**

Town Clerk informed Council that the application to Crown Lands for the Lolice Pond Walking Trail is almost completed for submission. The Clerk advised council of the non-refundable application fee of \$172.50 including HST which must be paid before the application can be submitted. Town Clerk also advised Council that a Notice of Intent must be published in the Newfoundland Gazette within 21 days of the application being submitted as the application will infringe on the 15-metre shoreline reservation of a waterbody. The cost to publish a Notice of Intent in the Newfoundland Gazette for one week is \$35.80 HST included. Motion to pay all associated fees required to submit application to Crown Lands by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-105

**5. COMMITTEE REPORTS:**

- a. **Our Lady of Fatima Park Committee** – \$15,721.34 + \$100.00 Equity Share
- b. **Recyclables** - \$0.00

**6. FINANCES:** (Report to be given by Town Clerk)

<b>Accounts Receivable:</b>	\$ 7,556.17
<b>Accounts Payable:</b>	\$ 3,537.54
<b>Bank Balance:</b>	\$56,556.54 + \$771.59 Gas Tax Acct.
<b>To Deposit:</b>	\$ 961.40

**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$3,537.54 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-106



## 7. CORRESPONDENCE

- a. Incoming
  - None
- b. Outgoing
  - None

## 8. NEW BUSINESS:

### a. Permit Application – Accessory Building 28 Loop Road

Application has been received to construct an accessory building (shed) at #28 Loop Road. Building dimensions are 16 feet by 32 feet having a square footage of 512 square feet. Mayor Deborah Hynes declared a conflict of interest and left the meeting at 4:07pm as the applicant is her brother. Council reviewed application and drawings. Town Clerk advised Council that the application as submitted complies with the Town of Aquaforte Development Regulations. Motion to approve the permit application by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-107

### b. ERSB – Waste Recovery Facility Access Card

Beginning April 1st, 2025 an access card will be required to drop off waste at the waste recovery facility in Renew. Applications are available to be downloaded and printed online, and must be returned by email to the ERSB with a copy of a photo identification. Application forms are available here at the office and a notice has been posted on Facebook.

### c. 2025 Compost Bin Distribution Program

Expressions of interest are being accepted from the MMSB for the 2025 Compost Bin Distribution Program. 37-Gallon Bin (same bin as last year) is \$45+HST=\$51.75, or 50-Gallon Bin \$50+HST=\$57.50. Same conditions as last year apply, minimum order of 40 bins. Town of Renew-Cappahayden will be offering again this year as well and are interested in partnering with Aquaforte. Town Clerk suggested only offering the 50-gallon bin as it is a better value and it maybe difficult to meet minimum order requirements if there are options. Council agreed it would be a good idea to offer again this year and to proceed with interest from the public.

### d. Permits

Council discussed the need to streamline the application process for development permits as currently there is no set form for application. Town Clerk informed Council that work is underway to develop new application forms for development permits, but with the current computer software it is proving very difficult. Town Clerk suggested an Adobe Acrobat Pro subscription would be the best program to use for this and many other purposes. The yearly subscription cost is \$311.88/year. Motion to purchase the Adobe Acrobat Pro yearly subscription by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft,

Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0) None. Abstain: (0) None.** Motion carried.

**Ref.#AC2024-108**

**9. NEXT MEETING:** Tuesday January 14<sup>th</sup>, 2024 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 4:30pm by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0) None. Abstain: (0) None.** Motion carried.

**Ref.#AC2024-109**

Deborah Windsor  
Debbie Windsor-Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Date: January 14, 2025

Date: January 14, 2025



# Town of Aquaforte Accounts Payable

DATE: November 19 - December 10, 2024

Date	Cheque #	Company	Description	Amount
20-Nov	2714	EastChem	4 Cases of Chlorine for Pumphouse	\$282.90
20-Nov	2715	Town Clerk/Manager	Salary - Nov 10 - Nov 16, 2024 - 24 Hours	\$492.88
20-Nov	2716	Town Clerk/Manager	Travel - Mt. Pearl - CIBC for Bank Deposit on Oct 30, 2024. Approved at Nov 19 Public Meeting	\$103.50
21-Nov	PAD	Cal LeGrow	Insurance for November 2024	\$457.84
27-Nov	2717	Mayor	Get Well Gift for Councilor Elizabeth Croft	\$75.00
27-Nov	2718	Town Clerk/Manager	Salary - Nov 17 - Nov 23, 2024 - 27 Hours	\$545.66
4-Dec	2719	Pumphouse Manager	Pumphouse Maintenance - Nov 2 - Nov 30, 2024 - 15 Hours	\$300.00
4-Dec	2720	Town Clerk/Manager	Salary - Nov 24 - Nov 30, 2024 - 24 Hours	\$492.88
4-Dec	2721	CRA	Payroll Remittance for November 2024	\$786.88
Total				\$3,537.54

D.A. L.C.  
J.C. 28