

# TOWN OF AQUAFORTE MINUTES PUBLIC MEETING February 11<sup>th</sup>, 2025

**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 3:04pm

## 2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for February 11<sup>th</sup>, 2025 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.#AC2025-009

## 3. ADOPTION OF MINUTES:

### a. Public Meeting – January 14<sup>th</sup>, 2025

Motion to adopt the minutes of Public Meeting – January 14<sup>th</sup>, 2025 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.#AC2025-010

## 4. BUSINESS ARISING:

### a. 2025 Tax Structure

On January 27<sup>th</sup>, 2025, a meeting was held with David Clarke, Municipal Analyst for Municipal and Provincial Affairs, to discuss the submission of the 2025 Tax Structure. Several changes were proposed to ensure compliance with the current legislation. Firstly, the "Absent Property Owner Tax" was removed as there was no authority to charge it, with all property owners being charged the Poll Tax instead. Similarly, the "Quarry Permit Fees" were removed due to a lack of authority to charge them annually; instead, quarry owners who possess property in the town will be charged the regular

Poll Tax, and if the business is headquartered in the town, a business tax may be applied. This policy will change when property tax comes into effect.

Additionally, the term "Per Household" was changed to "Per Unit," and the "Water Tax - Small Business" was updated to "Water Tax - Business." Likewise, "Water Tax - Commercial" was changed to "Water Tax - Industrial," and the "Waste Management Fee" was renamed to "Waste Collection and Disposal Fee." The term "construction" was revised to "development" across all instances, and "General Reno's" was updated to "General Repairs." A suggestion was made to charge for "Demolition Permits."

Furthermore, the Interest Notice was updated to remove the phrase "After June 30th," and the Exemptions Notice was revised to change "total net income" to "total income." Additionally, the Exemptions Notice was updated to remove the statement "PLEASE NOTE: Exemptions apply to Poll Tax Only. Waste Management Fees are NOT eligible for exemption as these fees are paid directly to the Eastern Regional Service Board."

Motion to adopt the 2025 Tax Structure with the discussed changes by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. **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.#AC2025-011

## 5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee** – \$14,226.63 + \$100.00 *Equity Share*
- b. **Recyclables** - \$0.00

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

<b>Accounts Receivable:</b>	\$ 3,517.34
<b>Accounts Payable:</b>	\$ 9,102.78
<b>Bank Balance:</b>	\$42,381.69 + \$753.59 <i>Gas Tax Acct.</i>
<b>To Deposit:</b>	\$ 50.00

### a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$9,102.78 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.#AC2025-012

## 7. CORRESPONDENCE

- a. **Incoming**
  - **None**



- b. Outgoing
  - None

## 8. NEW BUSINESS:

### a. Crown Lands Referral

Council discussed Crown Lands Referral Application #163514 for a piece of crown lands located on Merrymeeting Road in the area of Spout Pond/Spout River. Councilor Earon Kavanagh discussed the potential environmental impacts of a dwelling being constructed in such close vicinity to Spout River. Concerns were raised regarding septic disposal. Mayor Deborah Hynes suggested approving the application pending the outcome of an environmental assessment. Deputy Mayor Jerome Croft recommended approving the application and stated that the other referring agencies in the application would be responsible to determine environmental impacts and make recommendations based on information available to them. Town Clerk/Manager advised council that as the property is within the Aquaforte Municipal Boundary, the property owner would be required to apply and obtain a development permit before construction can begin. This would require that all other permits for electrical and septic be obtained from the province before Council will issue the final building permit. Motion to approve Crown Lands Application #163514 by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome 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.#AC2025-013

### b. Professional Municipal Administrators (PMA) Conference

Town Clerk/Manager informed Council of the Professional Municipal Administrators (PMA) Annual Convention and Trade Show taking place at the Holiday Inn and Conference Center in St. John's from April 8<sup>th</sup> – 10<sup>th</sup>, 2025. PMA Convention is an excellent opportunity for education and networking with other administrators. Convention registration is \$495.00 + \$74.25 HST = \$569.25. Hotel Rooms available at the Holiday Inn, Costs can be recovered through the Municipal Training Fund. Through this fund, the first \$1000.00 is non-cost shared component with municipal training expenditures reimbursed at 100%. Second \$1,000 is a cost-shared component with municipal training expenditures reimbursed to a max of 75% of eligible training costs. Mayor Deborah Hynes recommended attending as it could be a great learning opportunity which could be very beneficial with the new legislation governing municipalities in effect. Motion pay registration and associated expenses for the Town Clerk/Manager to attend the PMA Annual Convention and Trade Show by Councilor Earon Kavanagh, 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.#AC2025-014

### c. Community Sport Fund

Town Clerk/Manager informed Council as this is the Year of Sport in Newfoundland and Labrador, The Department of Tourism, Culture, Arts and Recreation in collaboration

with Celebrate NL have issued a call for applications for the Community Sport Fund. Funding between \$1,000 to \$5,000 is available to support community events and initiatives that increase sport, active recreation and/or physical activity for all residents. Mayor Deborah Hynes suggested purchasing cornhole boards for the park. Councilor Liz Croft suggested hosting a community cornhole tournament. Motion to submit application to the Community Sport Fund 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.#AC2025-015

**d. Towns and Local Service Districts Act Virtual Training**


Town Clerk/Manager advised Council of dates and times for upcoming training being offered on the Towns and Local Service Districts Act through the Department of Municipal and Provincial Affairs.

**9. NEXT MEETING:** Tuesday March 11<sup>th</sup>, 2025 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 4:01pm 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.#AC2025-016

  
Debbie Windsor-Hynes – Mayor

  
Aaron Croft – Town Clerk

Date: March 11, 2025

Date: March 11, 2025



# Town of Aquaforte Accounts Payable

DATE: January 14th, 2025 - February 11, 2025

Date	Cheque #	Company	Description	Amount
15-Jan	2740	Canadian Medical Prod.	Replacement batteries and pads for AED	\$414.46
15-Jan	2741	NL Power	street lights, pumphouse & town hall utilities for December 2024	\$1,195.49
15-Jan	2742	Bell Aliant	Internet & phone charges for December 2024	\$150.56
15-Jan	2743	Town Clerk/Manager	Salary Jan 5 - Jan 11, 2025 - 24 hours	\$494.72
15-Jan	2744	Town Clerk/Manager	Travel Claim for December 11, 2024 - Approved at January 14, 2025 Public Meeting	\$168.67
15-Jan	2745	CIBC Visa	Tree & Boat Lighting Supplies, Crown Lands Application Fee, Office Supplies	\$816.28
22-Jan	2746	EastChem	4 Cases Chlorine for Pumphouse	\$282.90
22-Jan	2747	FCM	2025-26 Membership Fees	\$122.76
22-Jan	2748	Town Clerk/Manager	Salary Jan 12 - Jan 18, 2025 - 24 Hours	\$494.72
22-Jan	2749	Pumphouse Manager	Supplies for Pumphouse Purchased at Home Depot and Powerlite Electric	\$101.48
22-Jan	2750	MNL	2025 PMA and MNL Membership Fees	\$626.92
22-Jan	2751	Kings Printer	Notice of Intent for Shoreline Development Published in NL Gazette for Lolic Pond Walking Trail	\$35.80
29-Jan	2752	Town Clerk/Manager	Salary - Jan 19 - Jan 25, 2025 - 24 Hours	\$494.72
29-Jan	2753	CRA	Payroll Remittance for January 2025	\$598.83
29-Jan	2754	Pumphouse Manager	Pumphouse Maintenance for January 2025 - 16 Hours	\$320.00
5-Feb	2755	Bell Aliant	Internet & Phone for January 2025	\$146.13
5-Feb	2756	CIBC Visa	Interest Charges	\$16.63
5-Feb	2757	ERSB	2025 Waste Management & Fire Protection Fees - Payment 1/10	\$2,126.99
5-Feb	2758	Town Clerk/Manager	Salary Jan 26 - Feb 1, 2025 - 24 Hours	\$494.72
<b>Total</b>				<b>\$9,102.78</b>

*LC.*  
*Je. 2/11*