



# TOWN OF AQUAFORTE MINUTES PUBLIC MEETING February 20<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 3:31pm

## 2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented with the addition of Eastern Regional Service Board Waste Management Fees by Deputy Mayor Jerome Croft under New Business 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.#AC2024-009**

## 3. ADOPTION OF MINUTES:

### a. Public Meeting – January 31<sup>st</sup>, 2024

Motion to adopt the minutes of Public Meeting – January 31<sup>st</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.#AC2024-010**

## 4. BUSINESS ARISING:

### a. Town Clerk/Manager Policy

Mayor Deborah Hynes presented Council with new Town Clerk/Manager Policy. Policy was read aloud to council and public. Motion to adopt new Town Clerk/Manager Policy by Councilor Earon Kavanagh, 2<sup>nd</sup> by Councilor Liz 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.#AC2024-011**

### b. Summer Student Employee Policy

Mayor Deborah Hynes presented Council with new Summer Student Employee Policy. Policy was read aloud to council and public. Motion to adopt new Summer Student Employee Policy by Councilor Earon Kavanagh, 2<sup>nd</sup> by Councilor Liz 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.#AC2024-012

## 5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee – \$12,572.40**
- b. **Recyclables - \$94.70**
- c. **Aquaforte (OLF) Park Committee**

Mayor Deborah Hynes informed Council that at a meeting of the Aquaforte (OLF) Park Committee on Saturday, February 17<sup>th</sup>, 2024, the Park Committee was informed that a member had resigned. Deputy Mayor Jerome Croft explained that a written notice of resignation should be sent to the remaining Aquaforte (OLF) Park Committee members. It was also reported at the same meeting, a vote was held to dissolve the Aquaforte (OLF) Park Committee by the chairperson, with the majority voting to dissolve. Mayor Deborah Hynes explained that the committee members cannot vote to dissolve the committee, and that if other committee members were resigning, the books and records need to be turned over to the remaining committee members as soon as possible. Mayor Deborah Hynes requested a letter be sent to the Aquaforte (OLF) Park Committee.

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

<b>Accounts Receivable:</b>	<b>\$11,810.80</b>
<b>Accounts Payable:</b>	<b>\$18,981.88</b>
<b>Bank Balance:</b>	<b>\$66,434.49 + \$24,884.81 Gas Tax Acct.</b>

### a. **Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$ 18,981.88 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.#AC2024-13

## 7. CORRESPONDENCE

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

## 8. NEW BUSINESS:



**a. Eastern Region Service Board Waste Management Fees**

Deputy Mayor Jerome Croft suggested Council contact the Eastern Regional Service Board to have the Service Board bill individual households for Waste Management Fees as opposed to billing Council and Council being responsible to collect the fees from residents. Deputy Mayor Jerome Croft raised the point that if a resident does not pay their waste management fees to Council, Council is responsible to pay them on the resident's behalf. Motion to send a letter to the Eastern Regional Service Board to request the service board bill individual residents for waste management fees 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.#AC2023-14**

**b. Disclosure Statements**

Council completed and filed Disclosure Statements for 2024

**c. Nomination Day for By-Election**

Mayor Deborah Hynes questioned the need to hold another nomination day for by-election as nomination days can be expensive. Deputy Mayor Jerome Croft stated that no one showed up for the last 2 nomination days held in early 2023 and that we proceed directly to requesting approval from the Minister of Municipal and Provincial Affairs to operate for the remainder of the term as a council of 4. Town Clerk/Manager advised Council that this request is usually only approved when there is less than 1 year remaining in the term of Council. Motion to send letter to the Minister of Municipal and Provincial Affairs requesting approval for the Aquaforte Town Council to proceed as a Council of 4 members for the remainder of the term in office 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.#AC2023-15**

**d. Poll Tax on Seasonal Residents**

Council discussed the value and logistics around taxing spouses/family members of seasonal residents as well as temporary foreign workers employed in the Town of Aquaforte. Town Clerk/Manager advised of Council's authority to tax seasonal residents as per Section 126 and 127 of the Municipalities Act 1999. Motion to charge all seasonal residents and temporary foreign workers the full amount of Poll Tax by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (0)** **Vote Against: (4)** Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Abstain: (0)** None. Motion defeated.

**Ref.#AC2023-16**

**e. Artesian Well Project - Update**

Town Clerk/Manager informed Council that a contractor would be out early in the week of February 26<sup>th</sup>, 2024 to do a site visit to provide a targeted quote for the drilling of the artesian well, associated testing, and installation of pump system. Mayor Deborah Hynes requested to be on site during contractor visit. Town Clerk/Manager informed Council that the final payment from the Canada Community Building Fund (Federal Gas Tax) was received on February 20<sup>th</sup>, 2024 for \$6,133.00. Town Clerk/Manager also

informed Council that project needs to be completed by March 31<sup>st</sup>, 2024 otherwise approved Special Assistance Grant funding will expire.

**f. Confederation 75 Community Grant**

Town Clerk/Manager informed Council that an application was submitted for the Confederation 75 Community Grant Program. If approved, the Town will receive a grant of \$1,000.00 towards a community celebration to commemorate the 75<sup>th</sup> anniversary of Newfoundland's confederation with Canada. Town Clerk/Manager explained the details of the program and what the funding could be spent on. Funding can be used in conjunction with Canada Day celebrations provided there is a Confederation 75 component. Council will begin planning stages for event in the coming weeks.

**g. Cal LeGrow Insurance Renewal**

Clerk informed Council that the Insurance Renewal for Municipal General Insurance Package was received. Policy renews on February 21<sup>st</sup>, 2024. Premiums have increased from \$391.42 per month to \$457.84 per month starting on February 21<sup>st</sup>, 2024. Motion to renew Municipal General Insurance with Cal LeGrow by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (0) Vote Against: Mayor Deborah Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. (0) None. Abstain: (0) None.** Motion defeated.

**Ref.#AC2023-17**

**9. NEXT MEETING:** March 12<sup>th</sup>, 2024 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 4:49pm 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.#AC2024-18**

Deborah Windsor-Hynes  
Debbie Windsor-Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Date: March 12, 2024

Date: March 12, 2024



DATE: January 31st 2024 - February 20, 2024

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