

**AQUAFORTE TOWN COUNCIL  
MINUTES  
PUBLIC MEETING  
July 11<sup>th</sup>, 2023**

**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 3:30pm

**2. ADOPTION OF AGENDA:**

Motion to accept the agenda as presented for July 11<sup>th</sup>, 2023 by Councilor Liz Croft, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. All in favor. Motion carried.

**Ref.#AC2023-65**

**3. ADOPTION OF MINUTES:**

**a. Public Meeting – June 13<sup>th</sup>, 2023**

Motion to adopt the minutes of Public Meeting – June 13<sup>th</sup>, 2023 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-66**

**b. Special Meeting – June 21<sup>st</sup>, 2023**

Motion to adopt the minutes of Special Meeting – June 21<sup>st</sup>, 2023 by Councilor Liz Croft, 2<sup>nd</sup> by Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-67**

**4. BUSINESS ARISING:**

**a. Federal Gas Tax Application**

Be it resolved that the Town of Aquaforte submit its Capital Investment Plan to the Department of Environment and Climate Change and the Department of Municipal and Provincial Affairs for Gas Tax Funding in the amount of \$70,713.50 for Community Center Upgrades. Motion by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-68**

**b. Celebrate Canada Day - Information**

Clerk provided Council with information on final project expense for Canada Day Event. \$1561.14 not including the cost of food for breakfast. Mayor Deborah Windsor-Hynes suggested that we host an event for the employees at AquaCrab Poducers as they were not able to attend the Canada Day Event. Motion to hold a gathering for plant workers when they are available by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-69**

**c. Community Clean-Up Day - Information**

Clerk provided Council with information on final project expense for Community Clean-up Day 2023. \$48.90 for supplies and refreshments.

**d. Landscape Maintenance – Information**

Clerk advised Council of no interest from the public on providing landscape maintenance for the town property. Council decided to leave landscaping to volunteers/summer student for 2023.

**e. Water/Wastewater Training – Information**

Clerk advised Council that the Pumphouse manager was not available to attend the training sessions, but is interested in any future training opportunities related to the water system.

**f. MNL Conference, Trade Show, & AGM**

Clerk advised council of Registration and accommodation costs for attending the MNL conference in St. John's in October. Mayor Deborah Hynes suggested the Town Clerk attend with a member of council. Motion to pay all costs associated with the Mayor and Town Clerk to attend the MNL Conference, Trade Show, and AGM and for the Mayor to act as voting delegate for the municipality by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried.

**Ref.#AC2023-70**

**5. COMMITTEE REPORTS:**

**a. Our Lady of Fatima Park Committee – \$8,313.07**

**b. Recyclables - \$84.30**

Council suggested the park committee meet with the Aquaforte Improvement Committee to discuss landscaping and other improvements. Deputy Mayor Jerome Croft suggested the park committee erect a road sign to indicate to motorists approaching the park of the parks whereabouts.

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

**Accounts Receivable: \$11,445.87**

**Accounts Payable: \$13,995.68**



**Bank Balance:** \$72,096.71

Motion to accept the Financial Report as presented by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-71**

## **7. CORRESPONDENCE**

### **a. Incoming**

- Reply – Dept. of Transportation – Areas of Concern

Clerk advised Council of e-mail received from the Department of Transportation and Infrastructure regarding correspondence sent to the Department. The department will take care of brush by speed limit sign on Loop Road North and on Loop Road South. The Department suggested Council send a letter to the property owner requesting they cut trees interfering with intersection. Wash-outs at White's Turn and by Aglican church has been referred to Engineering Dept. Clerk to follow up with Engineering.

### **b. Outgoing**

- None

## **8. NEW BUSINESS:**

### **a. Tax Exemptions – Residents "D", "E", "F", "G", "H", "I"**

Clerk advised Council of 6 applications for 2023 Poll Tax exemptions received. All applications meet criteria. Motion to approve Poll Tax exemptions by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-72**

### **b. Active NL Funding Opportunity**

Clerk provided Council with information about Active NL grants. Council to review and suggest ideas to apply for funding.

### **c. Billing for Back Taxes**

Clerk explained information from Municipal and Provincial Affairs about billing for back taxes. No limit on how far back we can bill, however Council must consider what is reasonable to collect. If a resident or land owner never received a bill before, the expectation is to collect for current year only. If a resident or property owner has been billed in the past, we can bill back to the last time they were billed, but if it becomes a collections issue or legal issue, it may be difficult to collect. Motion to bill new residents or property owner for current year only by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried.

**Ref.#AC2023-73**

Motion to bill for all previous years to residents or property owners who have been billed in the past by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. All in favor. Motion carried.

**Ref.#AC2023-74**

**d. Council Email Addresses**

Website developer has set up @townofaquaforte email addresses for all members of Council. Going forward, Council should only use these emails to conduct ANY council related business.

**e. Estate Taxes - Information**

Clerk explained information from Municipal and Provincial Affairs about Estate taxes. Any amounts owing for Poll Tax dies with the resident. Council should not be split billing taxes for estate properties. Council should not be involved in land ownership disputes. Council must choose one person in family to bill, a person whom has the best chances of paying, or most to lose by not paying. This person would then be responsible to pay tax bill on behalf of the family.

**f. Municipal Operating Grant Increase - Information**

Clerk provided information to Council on increase to Municipal Operating Grants. MOG's will increase by 13.6% in the fall = approx. \$1,018 increase semi-annually for Aquaforte

**g. Community Enhancement Employment Program (CEEP)**

Clerk provided information about CEEP program. Deadline for applications is July 28<sup>th</sup>, 2023. Council decided not to submit application for this year and will re-visit for 2024.

**9. NEXT MEETING:** August 8<sup>th</sup>, 2023, at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 5:35pm by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-75**

Debbie Windsor-Hynes

Debbie Windsor-Hynes – Mayor

Aaron Croft

Aaron Croft – Town Clerk

Date: August 8, 2023

Date: August 8, 2023