



# **TOWN OF AQUAFORTE**

## **MINUTES**

### **PUBLIC MEETING**

**January 14<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 3:28pm

#### **2. ADOPTION OF AGENDA:**

Motion to accept the agenda as presented for January 14<sup>th</sup>, 2025 Public Meeting 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.#AC2025-001**

#### **3. ADOPTION OF MINUTES:**

##### **a. Public Meeting – December 10<sup>th</sup>, 2024**

Motion to adopt the minutes of Public Meeting – December 10<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.#AC2025-002**

#### **4. BUSINESS ARISING:**

##### **a. Lolice Pond Walking Trail**

Town Clerk/Manager advised council that crown lands application was submitted on December 3<sup>rd</sup>, 2024 and the application has been registered with Crown Lands. The Notice of Intent for shoreline development has been submitted for publishing in the Newfoundland Gazette on January 17<sup>th</sup>, 2025. The public will be given 30 days from the date of publication to file objections with the Department of Fisheries, Forestry, and Agriculture after which time the application will proceed provided there are no objections. Town Clerk/Manager will update council on status of application as it becomes available.

#### **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)

**Accounts Receivable:**     \$    751.40  
**Accounts Payable:**        \$10,691.09  
**Bank Balance:**            \$46,809.01 + \$753.59 Gas Tax Acct.  
**To Deposit:**                \$    701.40

**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$10,691.09 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.#AC2025-003**

**b. Canadian Medical Products Inc.**

Town Clerk advised council that following a recent emergency the batteries and supplies for the Automated External Defibrillator were required to be replaced. Batteries and Electrode Pads were ordered and shipped from Canadian Medical Products in St. John's NL. Total amount of invoice including HST is \$414.46. Motion to Canadian Medical Products Invoice for \$414.46 by Councilor Liz Croft, 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.#AC2025-004**

**7. CORRESPONDENCE**

**a. Incoming**

- **None**

**b. Outgoing**

- **Letter – Property Tax**

Town Clerk/Manager presented Council with a draft letter to send to residents advising of the requirement to transition to a property tax system under the new Towns and Local Service Districts Act. Council approved the letter as presented and Mayor Deborah Hynes suggested to include the letters with the 2025 tax bills to ensure all tax payers are aware of the coming changes. Mayor Hynes also suggested sending a notice of the \$25.00 increase by the Eastern Regional Service Board (ERSB) for household waste management fees. The Town Clerk/Manager will include the notice received from the ERSB with 2025 tax bills as well.

**8. NEW BUSINESS:**

**a. Baltimore Alumni Concert Sponsorship**



Sponsorship donation request received from the Baltimore Alumni Concert Committee for the upcoming Baltimore Alumni Concert on January 25<sup>th</sup>, 2025. Town Clerk/Manager advised council of the various levels of sponsorship being requested. Council discussed the Town's finances and budget for donations. Motion to sponsor the Baltimore Alumni Concert 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.#AC2025-005**

**b. Wildfire Community Preparedness Day Award**

Town Clerk/Manager advised council that applications for the Wildfire Community Preparedness Day Award offered through FireSmart Canada are open until January 31<sup>st</sup>, 2025. Grants of \$500 awarded to communities to support wildfire preparedness projects around the community. Council discussed various projects that funds could be used for and that funding available would cover only a fraction of the total costs associated with such projects.

**c. 2025 Budget Review**

The 2025 Budget has been reviewed by Municipal and Provincial Affairs. On January 3<sup>rd</sup>, 2025 Budget review letter was received identifying only deficiency. The Municipal Operating Grant was overstated by \$2.00. When corrected would result in a deficit budget. The Budget has been amended to reflect the \$2.00 change to revenues and expenditures. Motion to adopt the amended 2025 budget by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. Amended budget to adjust \$2.00 from MOG and adjusted expenditures accordingly. **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.#AC2025-006**

**d. 2025 Tax Structure**

The 2025 Budget Review letter also stated that the 2025 Tax Structure would need to be reviewed for compliance with legislation. The Town Clerk/reviewed the budget for compliance and suggested the removal of the Absent Property Owner Tax as only Poll Tax would apply. The Town Clerk suggested to increase the Commercial Water Tax to \$2,500.00, impose a Town Plan Amendment Fee as any new development that requires the Town Plan to be amended would require the services of a consultant. The Town Clerk informed council that most towns charge the applicant the actual cost of the town plan amendment, but require a deposit averaging \$3,000.00 - \$3,500.00. The Town Clerk also suggested imposing a fee of \$75.00 for Tax Certificates. The Town Clerk also advised council that the proposed changes to the budget have been sent to Municipal and Provincial Affairs for a compliance review. Motion to adopt the 2025 Tax Structure with proposed changes and publish in the Shoreline newspaper pending Municipal Affairs approval 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.#AC2025-007**

**e. ERSB – Waste Management/Fire Protection Invoice**



Invoice received from the Eastern Regional Service Board (ERSB) for 2025 Waste Management Fees - \$15,525.00, and 2025 Ferryland Fire Protection Fees - \$5,744.88. Total = \$21,269.88 Increase only in Waste Management Fees. Town Clerk advised council of payment options available, full payment by January 31<sup>st</sup>, 2025, 4 equal payments of \$5,317.47 due the last day of January, April, July, and October, or 10 equal payments of \$2126.99 due the last day of each month, January through October. Town Clerk/Manager advised council that last year payments were made in 10 installments and recommended the same in 2025 for budgeting and cash flow purposes. Motion to pay ERSB Invoice in 10 equal installments 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.#AC2025-008

**f. Towns and Local Service Districts Act**

Town Clerk/Manager reminded council that the new Towns and Local Service Districts act came in to force on January 1<sup>st</sup>, 2025. With the new legislation, several mandatory by-laws must be prepared and adopted. New by-laws respecting rules of procedure at town council meetings, prohibiting and controlling the use of a source of water that the town council considers to be dangerous to public health, controlling and respecting the design, construction, alteration, reconstruction, minimum lot size and occupancy of buildings and classes of buildings and the demolition, removal and relocation and maintenance of buildings, arrears sales, the prevention of fire in a town and the inspection of buildings in a town for fire protection services, will have to be adopted by council and will replace any current policies pertaining to the same. Council must also adopt the National Building Code of Canada and the National Energy Code of Canada as a part of the new legislation.

**9. NEXT MEETING:** Tuesday February 11<sup>th</sup>, 2025 at 3:00pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 4:23pm 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.#AC2025-009

*Deborah Hynes*

Debbie Windsor-Hynes – Mayor

*Aaron Croft*

Aaron Croft – Town Clerk

Date: *February 11/25*

Date: *February 11/25.*



# Town of Aquaforte Accounts Payable

DATE: December 10, 2024 - January 14, 2025

Date	Cheque #	Company	Description	Amount
11-Dec	2722	Bell Aliant	Internet & Phone for November 2024	\$146.13
11-Dec	2723	Mayor	Christmas Tree for Town Hall	\$100.00
11-Dec	2724	NL Power	Pumphouse, Street Lights, and Town Hall Utilities for November 2024	\$1,068.92
11-Dec	2725	Town Clerk/Manager	Salary Dec 1 - Dec 7, 2024 - 24 Hours	\$492.88
13-Dec	2726	Bart/Marion McCarthy	Entertainment for Christmas Tree/Boat Lighting	\$250.00
13-Dec	2727	Town Clerk/Manager	Supplies for Tree/Boat Lighting Purchased at Costco	\$124.22
18-Dec	2728	Central Cashier's Office	Snow Clearing and Ice Control for Feb & March 2024	\$3,431.47
18-Dec	2729	The Business Post	Christmas Greeting in Dec 20 Edition of Shoreline Newspaper	\$79.35
18-Dec	2730	Town Clerk/Manager	Salary Dec 8 - Dec 14, 2024 - 26 Hours	\$528.07
24-Dec	PAD	Cal LeGrow	Insurance for December 2024	\$457.84
24-Dec	2731	Mayor	Council Remuneration - Oct-Nov-Dec 2024	\$381.07
24-Dec	2732	Deputy Mayor	Council Remuneration - Oct-Nov-Dec 2024	\$381.07
24-Dec	2733	Councilor	Council Remuneration - Oct-Nov-Dec 2024	\$381.07
24-Dec	2734	Councilor	Council Remuneration - Oct-Nov-Dec 2024	\$381.07
24-Dec	2735	Town Clerk/Manager	Salary - Dec 15 - Dec 21, 2024 - 24 Hours	\$492.88
31-Dec	2736	Town Clerk/Manager	Salary - Dec 22 - Dec 28, 2024 - 24 Hours	\$492.88
8-Jan	2737	Pumphouse Manager	Pumphouse Maintenance - Dec 2 - Dec 30, 2024 - 16 Hours	\$320.00
8-Jan	2738	Town Clerk/Manager	Salary - Dec 29, 2024 - Jan 4, 2025 - 24 Hours	\$494.72
8-Jan	2739	CRA	Payroll Remittance for December 2024	\$687.45
<b>Total</b>				<b>\$10,691.09</b>

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