

**AQUAFORTE TOWN COUNCIL  
PUBLIC MEETING  
June 13<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 3:40 pm

**2. ADOPTION OF AGENDA:**

Motion by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft to accept the agenda as presented for June 13<sup>th</sup>, 2023. All in favor. Motion carried.

**Ref.#AC2023-52**

**3. ADOPTION OF MINUTES:**

**a. Public Meeting – May 9<sup>th</sup>, 2023**

Motion by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh to adopt the minutes of Public Meeting – May 9<sup>th</sup>, 2023. All in favor. Motion carried.

**Ref.#AC2023-53**

**b. Privileged Meeting – June 2<sup>nd</sup>, 2023**

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

**Ref.#AC2023-54**

**4. BUSINESS ARISING:**

**a. Water on Resident's Property**

Council discussed hiring new contractor to complete work at resident's property as previous contractor is unavailable to complete the work. Clerk will contact a new contractor and arrange date and time for work to be completed.

**b. Celebrate Canada Day**

Clerk informed council of finalized plan for Canada Day Event. Community Breakfast and cake. Clerk presented Council with draft "invitation" for approval.

**c. Street Signs Installation**

Spencer Cutler & Eric Hynes installed decorative street signs on June 1, 2023. Damage occurred to water line while digging and emergency repairs were carried out by Eric Hynes. Mayor Deborah Windsor-Hynes declared a conflict of interest and left the meeting at 4:04pm and passed the chair to Deputy Mayor Jerome Croft while Council discussed compensation for Eric Hynes for 8 hours labour. Motion to pay Eric Hynes \$25/hour for work put in on this project by Councilor Earon Kavanagh, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried. Mayor Deborah Windsor-Hynes returned to the meeting and resumed the chair at 4:11pm.

**Ref.#AC2023-55**

**d. Special Assistance Grant – Artesian Well**

Submitted application for grant. Received email from Department of Environment and Climate Change to submit application for permit to construct a non-domestic well. Clerk informed council \$400 application fee for permit. Department of Environment and Climate change recommended to submit application, wait for funding approval, then submit payment for permit to be issued. Clerk to complete and send application.

**5. COMMITTEE REPORTS:**

- a. Our Lady of Fatima Park Committee – \$7,609.91
- b. Recyclables - \$84.30

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

<b>Accounts Receivable:</b>	<b>\$30,081.54</b>
<b>Accounts Payable:</b>	<b>\$ 8,989.57</b>
<b>Bank Balance:</b>	<b>\$72,795.32</b>

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

**Ref.#AC2023-56**

**7. CORRESPONDENCE**

**a. Incoming**

- Donation – East Coast Trail – Trail Raiser Fundraiser

Council discussed donating to East Coast Trail Association as the Town did not participate in the fundraiser. Motion to donate \$100 to the East Coast Trail by Deputy



Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.  
**Ref.#AC2023-57**

- **Complaint – Illegal Dumping – Old Landfill Site**

Clerk informed Council of anonymous complaint received by the Department of Environment and Climate Change about illegal dumping in the area of the old landfill site. Clerk forwarded complaint to Town of Ferryland for investigation and resolution as this area is managed and operated by the Town of Ferryland.

- **Notice – Environmental Assessment – BBBAATV Trail**

Clerk informed Council of notice received to review and make statement on environmental impact of proposed construction of an ATV Trail on the Southern Shore by the Bay Bulls Bauline Athletic Association.

- **Invitation – Memorial Day Ceremony**

Town of Aquaforte received invitation from the Royal Canadian Legion in Ferryland to lay a wreath at the Battle of Beaumont Hamel Ceremony on July 1<sup>st</sup>. Mayor Deborah Windsor-Hynes will attend on behalf of Council. Clerk to send reply to the Legion.

**b. Outgoing**

- **Letter – Department of Transportation & Infrastructure**

Clerk sent letter to Department of Transportation and Infrastructure about areas of concern in the community to the Department. These include washout below St. Phillips Anglican Church, washout on White's Turn, brush blocking speed limit sign on Loop Rd north end and brush interfering with line of sight on Loop Rd. south end.

**8. NEW BUSINESS:**

**a. Tax Exemption**

Resident "C" submitted application for exemption of 2023 Poll Tax. Resident meets criteria. Motion to approve the tax exemption for Resident "C" by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried.

**Ref.#AC2023-58**

**b. SPCA – The Way Home Campaign**

SPCA requesting the Town of Aquaforte contribute \$250 annually to The Way Home Campaign through means of a memorandum of understanding (MOU). SPCA will provide shelter and kennelling services to the town when needed in return. Council requested the SPCA send MOU for signing before agreeing to contribute. Clerk will contact SPCA for document.

**c. Ice Control Materials 2023/24**

Council received request for ice control materials from the Department of Transportation and Infrastructure for the 2023/24 season. This request is for the Town's use during the winter months on local roads by the Town's contractor. Council determined there is no need for the Town have a stock pile of ice control materials. Clerk will reply to the department to advise no materials needed.

**d. SOPAC – Brush Cutting**

Clerk read letter from Save Our People Action Committee President Linda Bishop to the Minister of Transportation and Infrastructure regarding brush cutting priorities for 2023 following a fatal moose/motor vehicle collision in the town. Council will draft letter to send to the Transportation and Infrastructure Minister as well.

**e. Federal Gas Tax – Don Graham Community Center Upgrades**

Trevor Elliott Contracting (TEC) provided comprehensive estimate including materials and labour for upgrades to the Don Graham Community Center. Clerk will complete application for Federal Gas Tax funding for project. Motion to send Federal Gas Tax application by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-59**

**f. WorkplaceNL – OHS Worker Representative Training - Information**

Changes to program requires one worker at each worksite to complete the OHS Committee, Worker Representative or Designate certification. Training is free of charge. Clerk will complete training online.

**g. Canada Summer Jobs – Hire Student**

One application received for Canada Summer Jobs program. Lauren Fuller is the only applicant. Deputy Mayor Jerome Croft and Councilor Liz Croft declared a conflict of interest as applicant is a Grandchild and left the meeting at 5:10pm. Mayor Deborah Hynes and Councilor Earon Kavanagh agreed to hire the only applicant to fill the position for the summer. Deputy Mayor Jerome Croft and Councilor Liz Croft returned to the meeting at 5:16pm.

**h. Flag Pole Repairs – Information**

Repairs completed by Algy Windsor on June 6<sup>th</sup>. Cost for repairs paid for by Celebrate Canada Day grant.

**i. Water/Wastewater Operator Courses**

Courses being offered in Clarendville on June 29<sup>th</sup>, 2023. Clerk will forward to pumphouse manager for interest in attending. No fee to register, but council is responsible to pay for travel and accommodations.



**j. Community Clean-up Day**

Council discussed organizing a Community Clean-up Day. Council agreed to organize for Saturday June 24<sup>th</sup>. Clerk will post call for volunteers on Facebook. Refreshments will be provided by Council after the clean-up.

**k. Fire Protection Agreement**

Town of Ferryland requested Fire Chief to complete an accurate count of properties requiring fire protection in the Town of Aquaforte. Fire Chief provided final count of 72 properties. Council refusing to sign agreement until further explanation is received for the Fire Department Budget. Motion to release payment for Fire Protection to the Town of Ferryland by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried.

**Ref.#AC2023-60**

**l. Landscape Maintenance**

Council discussed hiring a landscaping professional to provide landscaping services to the Town on a regular basis for the summer. Amount of work to be completed is too much for summer student. Motion to find someone to provide landscaping services by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. All in favor. Motion carried.

**Ref.#AC2023-61**

**m. MNL Regional Meetings**

Information presented to Council about MNL Regional Meetings taking place on July 14<sup>th</sup> & July 15<sup>th</sup> in the Foran Room, St. John's City Hall. Registration is required. \$150.00 per person plus travel and accommodations. If any members of Council are interested in attending, Clerk will register.

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

Information presented to Council about MNL Conference, Trade Show, and AGM taking place October 25<sup>th</sup> – October 28<sup>th</sup> in St. John's. Registration is \$600/person before July 24<sup>th</sup> and \$650/person after. Council will further discuss attending once more information is available.

**o. Southern Shore Climate Initiative**

Southern Shore Climate Initiative holding open house in Renews-Cappahayden on June 15<sup>th</sup>, and a workshop on June 16<sup>th</sup>. Clerk will attend open house on June 15<sup>th</sup> and Mayor will attend workshop on June 16<sup>th</sup>.

**9. NEXT MEETING:** July 11<sup>th</sup>, 2023 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 5:44pm by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. All in favor. Motion carried.

**Ref.#AC2023-62**

Deborah Windsor-Hynes  
Debbie Windsor-Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Date: July 11, 2023

Date: July 11, 2023