



# TOWN OF AQUAFORTE MINUTES PUBLIC MEETING October 23<sup>rd</sup>, 2024

**ATTENDEES:** Mayor – Deborah Hynes  
Deputy Mayor – Jerome Croft  
Councilor – Elizabeth Croft – Call In  
Town Clerk – Aaron Croft

**ABSENT:** Councilor – Earon Kavanagh

## 1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 3:33pm

## 2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for October 23<sup>rd</sup>, 2024 Public Meeting by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-080

## 3. ADOPTION OF MINUTES:

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

Motion to adopt the minutes of Public Meeting – September 10<sup>th</sup>, 2024 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-081

### b. Special Meeting – October 2<sup>nd</sup>, 2024

Motion to adopt the minutes of Special Meeting – October 2<sup>nd</sup>, 2024 by Councilor Liz Croft, 2<sup>nd</sup> by Councilor Jerome Croft. **Vote For: (3)** Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2024-082

## 4. BUSINESS ARISING:

### a. Snow Clearing 2024-2025

Council discussed renewing snow clearing contract with previous contractor from previous years as well as issuing public tender for the same services. The Town Clerk informed council of the requirement to issue public tender for winter maintenance services before they can be requested from the Department of Transportation. Motion to issue public tender for 2024-25 snow clearing and ice control for all local roads by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-083**

**b. Council Seat Vacancy**

Town Clerk informed council of correspondence received from the Department of Municipal and Provincial Affairs advising council they have done their due diligence by holding two nomination days and two calls for appointees to fill the vacant council seat. As there is less than one year remaining in the term, Council can operate with the four remaining councillors.

**5. COMMITTEE REPORTS:**

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

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

<b>Accounts Receivable:</b>	\$ 3,725.70
<b>Accounts Payable:</b>	\$10,821.60
<b>Bank Balance:</b>	\$46,687.47 + \$780.59 Gas Tax Acct.
<b>To Deposit:</b>	\$ 3,125.00

**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$10,821.60 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-084**

**b. Blair Lawlor Excavating**

Motion to pay invoice from Blair Lawlor Excavating for work completed on Riverhead Road in the amount of \$1,730.75 including HST by Councilor Liz Croft, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-085**

**7. CORRESPONDENCE**

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

- b. **Outgoing**
  - **None**

## **8. NEW BUSINESS:**

### **a. 2024/25 Winter Maintenance Services – Dept of Transportation**

Requests for winter maintenance services from the Department of Transportation are due by November 5<sup>th</sup>, 2024. Department of Transportation will only accept requests where the Town can prove they are unable to provide the services themselves. Supporting documents such as copies of the public tender ad and the tender document will need to be submitted with the request. If no interest in the public tender, Town clerk will submit request to Department of Transportation by November 5<sup>th</sup>, 2024

### **b. Eastern Regional Service Board Waste Management Fee Increase**

Town Clerk informed Council of new fee structure received from the Eastern Regional Service Board for 2025 Waste Management Fees. An increase of \$10 per household will be applied to contract areas not wanting bulk waste pickup. An increase of \$25 per household will be applied if communities wish to keep the bulk waste pickup. 70% of municipalities in a contract area have to agree to which increase will be taken, at which time the fee will increase for all municipalities in the contract area. A response from each town is required by November 15<sup>th</sup>, 2024. Council discussed the need for keeping bulk collection in the community as many residents do not have the means to bring bulk waste to the Renews facility. Council expressed concern over the late notice regarding the fee increase and impacts on budget preparations for next year. Town Clerk send a letter to residents informing them of the fee increase once a final decision has been made by the majority of the Southern Shore contract area.

### **c. Celebrate Canada Day 2025**

Application period open for the 2025 Celebrate Canada Day grant program until November 21, 2024. Council discussed hosting annual Canada Day Community Breakfast and decided to apply for grant to assist with planning and event expenses. Motion to apply for Celebrate Canada Day grant by Councilor Liz Croft, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-086**

### **d. Canada Summer Jobs 2025**

Application period will open for the Canada Summer Jobs grant program on November 18<sup>th</sup> until December 19<sup>th</sup>, 2024. Town clerk informed council of 2 options available. 6-week project at 30 hours per week, or 8-week project at 35 hours per week. Canada Summer Jobs will provide funding for 50% of student wages. Council discussed last years unsuccessful application and Deputy Mayor Jerome Croft suggested Council apply for two students in hopes of being approved for one. Motion to apply to Canada Summer Jobs for 2 students for 6 weeks at 30 hours per week by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-087**

**e. Remembrance Day Ceremony – Wreath Laying**

Invitation received from the Royal Canadian Legion Branch 34 in Ferryland to lay a wreath on behalf of the Town of Aquaforte at the Remembrance Day Ceremony on Monday November 11<sup>th</sup>. Mayor and Deputy Mayor unavailable due to prior commitments. Town Clerk/Manager will lay wreath on behalf of the Town of Aquaforte.

**f. 2025 Budget Submission**

Town Clerk/Manager advised council of budget submission deadlines. 2025 Budget submission is required to be completed and adopted by Council by December 1<sup>st</sup>, 2024 and submitted to the Finance Division of the Department of Municipal and Provincial Affairs by December 31<sup>st</sup>, 2024. Town Clerk and Mayor will work to complete budget according to timelines.

**9. NEXT MEETING:** Tuesday, November 19<sup>th</sup>, 2024 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 4:09pm by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Liz Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2024-088**

Debbie Hynes  
Debbie Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Date: Nov. 19, 2024

Date: November 19, 2024

# Town of Aquaforte

Accounts Payable *23rd AC*

DATE: September 10 - October 16, 2024

Date	Cheque #	Company	Description	Amount
11-Sep	2679	Town Clerk/Manager	Salary - Sept 1 - Sept 7, 2024 - 24 Hours	\$492.88
11-Sep	2680	Town Clerk/Manager	Travel - CIBC Mount Pearl Bank Deposit on Aug 28, 2024 - Approved at Sept 10 Public Meeting	\$91.50
18-Sep	2681	NL Power	Pumphouse, Town Hall & Street Lights for August 2024	\$820.97
18-Sep	2682	Town Clerk/Manager	Salary - Sept 8 - Sept 14, 2024 - 24 Hours	\$492.88
18-Sep	2683	Sarah Fuller	Educational Bursary for acceptance to Pearson College UWC	\$300.00
23-Sep	PAD	Cal LeGrow	Insurance for September 2024	\$457.84
25-Sep	2684	Mayor	Council Remuneration Jul-Aug-Sept, 2024	\$381.07
25-Sep	2685	Deputy Mayor	Council Remuneration Jul-Aug-Sept, 2024	\$381.07
25-Sep	2686	Councilor	Council Remuneration Jul-Aug-Sept, 2024	\$381.07
25-Sep	2687	Councilor	Council Remuneration Jul-Aug-Sept, 2024	\$381.07
25-Sep	2688	Town Clerk/Manager	Salary - Sept 15 - Sept 21, 2024 - 24 Hours	\$492.88
2-Oct	2689	ERSB	Waste Management & Fire Protection Fees Payment 9/10	\$1,936.49
2-Oct	2690	Town Clerk/Manager	Salary - Sept 22 - Sept 28, 2024 - 24 Hours	\$492.88
2-Oct	2691	CRA	Payroll Remittance for September 2024	\$668.59
2-Oct	2692	Pumphouse Manager	Pumphouse Maintenance for September 2024 - 16 Hours	\$320.00
9-Oct	2693	The Business Post	Fire Prevention Week Ad in Shoreline	\$113.85
9-Oct	2694	Bell Aliant	Internet & Phone Charges for September 2024	\$146.08
9-Oct	2695	CIBC Visa	Staples - Office Supplies, Canva Software subscription	\$168.84
9-Oct	2696	Town Clerk/Manager	Salary - Sept 29 - Oct 5, 2024 - 24 Hours	\$492.88
16-Oct	2697	NL Power	Street Lights, Town Hall & Pumphouse Utilities for September 2024	\$858.04

16-Oct	2698	Town Clerk/Manager	Salary - Oct 6 - Oct 12, 2024 - 24 Hours	\$492.88
21-Oct	PAD	Cal LeGrow	Insurance for October 2024	\$457.84
<b>Total</b>				<b>\$10,821.60</b>

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