

**AQUAFORTE TOWN COUNCIL
MINUTES
PUBLIC MEETING
September 12th, 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 3:31pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented with additions for Exterior Bathroom by Deputy Mayor Jerome Croft under New Business for September 12th, 2023 by Councilor Liz Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-86

3. ADOPTION OF MINUTES:

a. Public Meeting – August 8th, 2023

Motion to adopt the minutes of Public Meeting – August 8th, 2023 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-87

4. BUSINESS ARISING:

a. Federal Gas Tax Project

Clerk provided Council with update. Waiting for estimate from 2nd contractor. Council decided to extend deadline to Monday, September 18th, 2023 to receive the estimate. Clerk will contact contractor to advise of new deadline.

b. Request from Resident – Loop Road

Clerk provided Council with response from the Department of Transportation and Infrastructure regarding the request to have “Children at Play” Signs installed on Loop Road. Department of Transportation denied Council’s request. The Department recommended residents contact the RCMP to report issues requiring enforcement.

c. ActiveNL Funding

Council discussed the details and the ability to successfully execute the program with the upcoming improvements to the Community Center. Council decided to refrain from applying for funding for 2023 and will explore ideas and options for 2024. Motion to defer applying for ActiveNL Funding until 2024 by Councilor Liz Croft. 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-88

d. Areas of Concern – Update

Clerk informed Council of reply received from the Department of Transportation and Infrastructure about St. Phillip's Anglican Church and White's Turn washouts. The Department advised that there has been no change since jersey barriers were placed a year ago and because there are no engineering projects currently in the area, that these issues would be considered for future projects. Clerk advised Council that it is no longer safe to access the church via existing path. Council discussed the historic value of the property to the community and decided to forward the issue to area MHA for investigation and follow-up.

e. Special Assistance Grant Application – Update

Special Assistance Grant to drill an artesian well for the Community Center has been approved by the Department of Municipal Finance on a 90% Provincial/10% Municipal cost share. Grant is also contingent on approval of the Town's remaining Federal Gas Tax funds to cover a portion of the cost. Approval already granted for permit to construct a non-domestic well. Motion to proceed with application for Federal Gas Tax funds and submit \$400 payment for non-domestic well permit by Councilor Earon Kavanagh, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-89

5. COMMITTEE REPORTS:

a. Our Lady of Fatima Park Committee – \$9,968.86

b. Recyclables - \$94.70

Committee informed Council of upcoming fundraising projects. Community Birthday Calendar and weekly card games starting in October. The Aquaforte (OLF) Park Committee informed Council of an informal meeting on September 22nd, 2023 with the Aquaforte Improvement Committee to discuss improvements to the park and invited members of Council to attend.

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

Accounts Receivable:	\$ 72,273.44
Accounts Payable:	\$ 7,675.62
Bank Balance:	\$132,657.13

- a. **Accounts Payable** - Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$7,675.62 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-90

- b. After the financial report was presented, Mayor Deborah-Windsor Hynes raised the importance of appointing the Town Clerk as Town Clerk/Manager to allow for further duties and responsibilities as outlined under the Municipalities Act. At that time, Deputy Mayor Jerome Croft and Councilor Liz Croft declared a conflict of interest due to a direct family relation to the Town Clerk and left the meeting at 4:04pm. Motion to appoint Town Clerk as Town Clerk/Manager by Councilor Earon Kavanagh, 2nd by Mayor Deborah Windsor-Hynes. **Vote For: (2)** Mayor Windsor-Hynes, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried. Deputy Mayor Jerome Croft and Councilor Liz Croft returned to the meeting at 4:06pm

Ref.#AC2023-91

7. CORRESPONDENCE

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

8. NEW BUSINESS:

a. **Audit**

Clerk presented the Auditor's Report to council for review and approval. Council satisfied with auditor's reports. Motion to accept the Audited Financial Statements as presented to Council and submit to the Department of Municipal and Provincial Affairs by Councilor Earon Kavanagh, 2nd by Council Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-92

b. **Head of Public Body Designation**

Clerk advised Council of the legislative requirements under the Access to Information and Privacy Protection Act, 2015 to designate a member of Council as Head of the Public Body. Motion to designate Mayor – Deborah Windsor-Hynes as Head of the Public Body by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-93

c. Clerk Training – PMA Core Training

Clerk informed Council of Core Training for Municipal Administrators being offered through Professional Municipal Administrators. Clerk advised council of \$199.00+HST registration per module for 5 Modules. Total is \$1144.25. Clerk has already registered and submitted payment for Modules 1&2 at a cost of \$457.70. Motion for Clerk to register and complete remaining modules 3, 4, and 5 by Councilor Earon Kavanagh, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-94

d. MMSB – Community Waste Diversion Fund

Clerk informed Council that applications are now open for Multi Materials Stewardship Board Community Waste Diversion Fund. Up to \$25,000 available for programs to divert waste from landfills. Program extended to assist communities with illegal dumping. Council discussed ideas for funding such as a backyard composting program as well as video surveillance of areas in the community known for illegal dumping. Clerk will compile information required to submit application for Council's review.

e. RCMP – Fundraiser/Giveaway

Clerk met with Const. Shawn Lewis with RCMP. Const. Lewis repairs bikes and power wheels toys for kids and donates them to communities to distribute to children in the area free of charge. Const. Lewis would like to donate 4 power wheels toys to the Town of Aquaforte and suggested we could use the items in conjunction with a fundraiser for a charity, whereby the toys would be given away to attendees as prizes. Council will consider ideas for such a fundraiser.

f. Clerk Performance Review

Clerk informed Council that 6-month performance review as outlined in the letter of offer is due. Mayor will complete.

g. Exterior Bathroom

Deputy Mayor Jerome Croft raised the issue of an exterior bathroom for use by park users when the Town Hall is not open. Suggested installing a separate bathroom in the basement of the Town Hall to be completed at the same time as kitchen renovations. Clerk will research options as a full service bathroom would not be possible in the suggested location.

9. NEXT MEETING: October 10th, 2023 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 4:48pm by Deputy Mayor Jerome Croft, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Windsor-Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2023-95

Debbie Windsor-Hynes

Debbie Windsor-Hynes – Mayor

Aaron Croft

Aaron Croft – Town Clerk

Date: Oct. 10, 2023

Date: Oct 10, 2023

DATE: Aug 8 - Sept 12 2023

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