



TOWN OF AQUAFORTE MINUTES PUBLIC MEETING April 15th, 2025

ATTENDEES: Mayor – Deborah Hynes
Deputy Mayor – Jerome Croft
Councilor – Elizabeth Croft
Councilor – Earon Kavanagh
Town Clerk – Aaron Croft

1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 3:32pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for April 15th, 2025 Public Meeting by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-022

3. ADOPTION OF MINUTES:

a. Public Meeting – March 11th, 2025

Motion to adopt the minutes of Public Meeting – March 11th, 2025 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-023

4. BUSINESS ARISING:

a. Community Sport Fund

Town Clerk/Manager advised Council that the application to the Community Sport Fund to purchase sets of cornhole boards for use in the park was approved for \$1000.00. Payment has already been issued. Town Clerk/Manager will look to source sets of cornhole boards. Mayor Deborah Hynes suggested hosting a cornhole tournament as part of the Canada Day Celebrations on July 1st, 2025.

b. New Development Permit Application & Guidelines

After reviewing the New Development Permit Application & Guidelines, Council agreed the form is acceptable for use. Motion to adopt the New Development Permit Application & Guidelines form by Councilor Liz Croft, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-024

5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee** – \$14,522.89 + \$100.00 *Equity Share*
- b. **Recyclables** - \$0.00

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

Accounts Receivable:	\$ 9,178.50
Accounts Payable:	\$ 8,042.54
Bank Balance:	\$43,051.32 + \$726.59 <i>Gas Tax Acct.</i>
To Deposit:	\$ 230.00

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$8,042.54 by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-025

7. CORRESPONDENCE

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

8. NEW BUSINESS:

a. Rules of Procedure By-law

Pursuant to section 7(1)(a) of the Towns and Local Service Districts Act, the Town of Aquaforte has adopted by-law #001-25 Rules of Procedure for the Conduct of Meetings as presented. Moved by Councilor Liz Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-026

b. Development Regulations By-law

Pursuant to section 7(1)(c) of the Towns and Local Service Districts Act, the Town of Aquaforte has adopted by-law #002-25 Development Regulations by-law. Moved by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-027

c. Community Clean-up Day

Council discussed the need to host a community clean-up day later in the spring. Many areas of the town have significant litter along the sides of the roads and in the bushes. Mayor Deborah Hynes suggested having a clean-up week, whereby residents could clean up the area around their properties at their own leisure. Supplies such as clear garbage bags and gloves would be available at the Town Hall for residents to pick-up when needed. Councilor Liz Croft suggested waiting until the weather improves to set a date for the community clean up week. Motion to defer setting dates for community clean-up week to the next public meeting on May 13th, 2025 by Councilor Earon Kavanagh, 2nd by Councilor Liz Croft. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-028

d. MNL Symposium

Town Clerk/Manager informed Council of the Municipalities Newfoundland Labrador Municipal Symposium taking place in Gander May 1st – May 3rd. Town Clerk/Manager was contacted by Ben Noseworthy of MNL inviting council and staff to attend. Registration fee of \$350.00 per attendee. Municipal Training Fund offering additional \$250 per attendee to offset expenses for attending the Symposium. Motion to send 2 delegates to the MNL Municipal Symposium in Gander NL and pay associated expenses and avail of the Municipal Training Fund to recover expenses incurred for registration, travel, meals, and accommodations by Deputy Mayor Jerome Croft. 2nd by Councilor Earon Kavanagh, **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried. After the vote, it was decided by all council members that Mayor Deborah Hynes and Town Clerk/Manager Aaron Croft would attend.

Ref.#AC2025-029

e. Municipal Training Fund Application – PMA Convention

Town Clerk/Manager suggested not submitting application to the Municipal Training Fund for expenses related to the PMA Convention as discussed at the public meeting on March 11th, 2025. PMA incentive to attend the convention waived the registration fee and provided a \$400 incentive to offset expenses. therefore, the total cost for attending the PMA conference was \$486.80. The Municipal Training Fund would be better utilized for expenses related to attending the MNL Municipal Symposium. Motion to submit application to the Municipal Training Fund for expenses related to the Town Clerk/Manager attending the PMA Convention by Deputy Mayor Jerome Croft, 2nd by Councilor Liz Croft. **Vote For: (0)** None. **Vote Against: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Abstain:**

(0) None. Motion defeated.

Ref.#AC2025-030

f. Municipal Inspection

Town Clerk/Manager informed Council of Municipal Inspection by Municipal and Provincial Affairs scheduled for Tuesday, May 6th, 2025 by Municipal Analyst Jennifer Brown.

g. Canada Summer Jobs

Town Clerk/Manager informed Council of approval for the Canada Summer Jobs Program. Town will receive funding for one student for 6 weeks, working 30 hours per week to cover 50% of wages. Total funding agreement amount of \$1,440.00. Motion to accept the terms and sign the funding agreement by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None

Ref.#AC2025-031

h. Canadian Heritage – Celebrate Canada Day Grant

Town Clerk/Manager informed Council that application for the Celebrate Canada Day Grant was approved again this year. A grant for \$2,420.00 will be issued to help cover expenses related to Canada Day celebrations. Mayor Deborah Hynes suggested planning the Canada Day Celebrations with the Community Sports Day to host a full day event. Council will begin planning event in the next few weeks.

9. NEXT MEETING: Tuesday May 13th, 2025 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 4:50pm by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-32

Deborah Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

May 13, 2025
Date

May 13, 2025
Date

Town of Aquaforte Accounts Payable

DATE: March 11 - April 15, 2025

Date	Cheque #	Company	Description	Amount
12-Mar	2771	EastChem	4 Cases Chlorine for Pumphouse	\$282.90
	2772	Bell Aliant	Internet & Phone Charge for February 2025	\$146.23
	2773	CIBC Visa	Office Supplies, Postage Stamps, Council Dinner, Adobe Subscription	\$544.50
	2774	Town Clerk/Manager	Salary - Mar 2 - Mar 8, 2025 - 24 Hours	\$494.72
	2775	Town Clerk/Manager	Travel Claim - Feb 27, 2025 - CIBC Mount Pearl for Bank Deposit - Approved at Mar 11, 2025 Public Meeting	\$103.50
19-Mar	2776	NL Power	Street Lights, Town Hall and Pumphouse Utilities for February 2025	\$1,247.70
	2777	Town Clerk/Manager	Salary - Mar 9 - Mar 15, 2025 - 24 Hours	\$494.72
21-Mar	PAD	Cal LeGrow	Insurance Payment for March 2025	\$485.32
26-Mar	2778	Town Clerk/Manager	Salary Mar 16 - Mar 22, 2025 - 24 Hours	\$494.72
	2779	Mayor	Council Remuneration for Jan-Feb-Mar 2025	\$387.60
	2780	Deputy Mayor	Council Remuneration for Jan-Feb-Mar 2025	\$387.60
	2781	Councilor 1	Council Remuneration for Jan-Feb-Mar 2025	\$387.60
	2782	Councilor 2	Council Remuneration for Jan-Feb-Mar 2025	\$387.60
2-Apr	2783	ERSB	2025 Waste Management & Fire Protection Fees - Payment 3/10	\$2,126.99
	2784	Bell Aliant	Internet & Phone Charges for March 2025	\$146.13
	2785	Pumphouse Manager	Pumphouse Maintenance for March 2025 - 15 Hours	\$300.00
	2786	Town Clerk/Manager	Salary - March 23 - March 29, 2025 - 24 Hours	\$494.72
	2787	CRA	Payroll Remittance for March 2025	\$810.56
	2788	CIBC Visa	Light Bulbs for AED, Monthly Adobe Subscription	\$40.57
7-Apr	PAD	CIBC/Deluxe	Cheque Re-order	\$166.31
9-Apr	2789	Town Clerk/Manager	Salary - Mar 30 - Apr 5, 2025	\$494.72
Total				\$10,424.71

J.C. LC EK