



**TOWN OF AQUAFORTE  
MINUTES  
PUBLIC MEETING  
August 19<sup>th</sup>, 2025**

**ATTENDEES**

**Mayor – Deborah Hynes  
Deputy Mayor – Jerome Croft  
Councilor – Earon Kavanagh  
Town Clerk/Manager – Aaron Croft**

**ABSENT**

**Councilor – Elizabeth Croft**

**1. CALL TO ORDER:**

Mayor Deborah Hynes called the meeting to order at 3:31pm

**2. ADOPTION OF AGENDA:**

Motion to accept the agenda as presented for August 19<sup>th</sup>, 2025 Public Meeting by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.  
**Ref.#AC2025-063**

**3. ADOPTION OF MINUTES:**

**a. Public Meeting – July 8<sup>th</sup>, 2025**

Motion to adopt the minutes of Public Meeting – July 8<sup>th</sup>, 2025 by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.  
**Ref.#AC2025-064**

**4. BUSINESS ARISING:**

**a. Emergency Management Plan**

Review and revision of Emergency Management Plan has been completed and was ready for adoption. Town Clerk/Manager advised new format template received from Emergency Services Division and all information needs to be transferred. Motion to defer adoption of the Emergency Management Plan until it can be updated in the new format by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-065**

**b. Crown Lands – Lolic Pond Walking Trail**

Town Clerk/Manager advised council that the fully executed title document for land at Lolic Pond has been received. Lease on land is for 5 years and will need to be renewed in 2030. Council will begin the next phase for planning and development of the walking trail.

**c. Gas Powered Water Pump/Hot Tapping Machine**

Town Clerk/Manager presented council with information on pricing for a gas-powered water transfer pump to be used during water line breaks. Total cost of pump kit including all hoses, fittings and attachments is \$629.99 + \$94.50 HST = \$724.49. Deputy Mayor Jerome Croft stated that this piece of equipment will be needed in the future with the age of the water line. When waterline broke the last time, we had to borrow a pump from AquaCrab. It could also be rented out to other towns needing the equipment. Motion to purchase a 3inch multi trash water transfer pump from Canadian Tire for \$724.49 HST included by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-066**

**d. Cyril Ryan's Road**

Town Clerk/Manager presented council with the only quote received for work on Cyril Ryan's Road from Blair Lawlor Contracting. Quote for 3 Loads Class A gravel, 8 Hours excavating, and float fee is \$3,120.00 + \$468.00 HST. Contractor also stated that a culvert installed on the road would alleviate pooling and washouts going forward. Additional charges of \$753.25 HST included for the purchase and installation of 8" X 20ft culvert. Total cost of work to be completed would be \$4,341.25 HST included. Council discussed the need for the work on a road with 3 homes, 1 of which is vacant and the other a seasonal property. Council requested the Town Clerk/Manager obtain quotes from other contractors to compare. Council also requested a quote be obtained for the purchase of the culvert from Dalton's Home Hardware. Motion to delay proceeding with work on Cyril Ryan's Road until further information is received by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-067**

**5. COMMITTEE REPORTS:**

- a. **Our Lady of Fatima Park Committee** – \$13,028.52 + \$100.00 Equity Share
- b. **Recyclables** - \$6.80

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

<b>Accounts Receivable:</b>	\$11,267.12
<b>Accounts Payable:</b>	\$14,421.13
<b>Bank Balance:</b>	\$49,640.79 + \$690.59 Gas Tax Acct.
<b>To Deposit:</b>	\$ 836.90

The Town Clerk advised Council that financial report covered a 6-week period as was the date of the last meeting



**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$14,421.13 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-068

**7. CORRESPONDENCE**

**a. Incoming**

- **Email – Department of Transportation and Infrastructure – 2026-27 Municipal Capital Works – Call for Applications.**

Email received from the Department of Transportation and Infrastructure. Call for applications for the Municipal Capital Works program open from August 11 – October 6<sup>th</sup>, 2025.

- **Email – Department of Municipal Affairs and Community Engagement – Request for Emergency Contact Information.**

Email received from the Department of Municipal Affairs and Community Engagement requesting after hours personal contact information for all members of council as well as the Town Clerk/Manager. All members of council members gave permission for personal contact information to be provided.

- **Email – Municipalities NL – Make your Mark Campaign – “Make your Mark” campaign signs.**

Emailed received from Municipalities Newfoundland and Labrador offering to send out election lawn signs to encourage residents to get involved in municipal politics. Council agreed it would be a good idea. Town Clerk/Manager will request signs.

**b. Outgoing**

- **Letter – Water Disconnection Notice**

Water disconnection notices have been prepared for residents on the water line who are in arrears for 2 years or more. Disconnection of services scheduled for September 30<sup>th</sup> if balances are not paid in full. Motion to send water disconnection notices by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-069

**8. NEW BUSINESS:**

**a. 2025 Municipal Election**

Town Clerk/Manager informed council of the timelines for the upcoming municipal general election. Nomination day must take place between September 4<sup>th</sup> and September 11<sup>th</sup> 2025, therefore the posting of the time and place for nominating candidates must be done between August 25<sup>th</sup> and September 1<sup>st</sup>. Mayor Deborah Hynes suggested Wednesday, September 10<sup>th</sup>. Motion to hold nomination day for the 2025 municipal general election by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-070



**b. 2025 Municipal Long Service Awards – Elected Officials**

Call for applications for the Municipal Long Service Awards for Elected Officials from the Department of Municipal Affairs and Community Engagement. Applications will be submitted for Deputy Mayor Jerome Croft for 30 years of service and Councilor Elizabeth Croft for 25 years of service.

**c. Community Transportation Program**

Town Clerk/Manager informed council about the Community Transportation Program which supports the development of accessible and inclusive transportation services that improve the mobility within communities and regions. These services make it easier for residents to attend work, school, and medical appointment, run errands, visit loved ones, and participate in social activities. Funding is available through 2 streams – Planning Projects – up to \$10,000.00 to support planning and design of new or expanded community transportation services and Capital Projects – up to \$100,000.00 to support the purchase of capital assets necessary to operate a community transportation service. Council discussed the rising need for transportation services in area with an aging population and businesses and services spread out across the area. This type of transportation service could benefit the area with the co-operation of other towns. Council decided it would be best to reach out to other municipalities in the area for interest on collaboration from a regional approach.

**d. Tax Arrears Write-off Balances**

Town Clerk/Manager informed council of outstanding arrears balances on five (5) accounts for 2017 totalling \$2,828.52 and two (2) accounts for 2018 totalling \$760.82. As per Section 6(1)(h) of the Limitations Act, Following the expiration of 6 years after the date on which the right to do so arose, a person shall not bring an action to recover debt. Motion to write off arrears amounts for 2017 and 2018 tax years totalling \$3,589.34 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-071**

**e. Storage Shed**

Council discussed the need for additional storage at the town hall and community center. Existing storage room is getting full and also contains records that need to be kept separate and secure. Storage under the community center not suitable for certain things. Council decided to discuss further at a later date.

**9. NEXT MEETING:** Tuesday September 9<sup>th</sup>, 2025 at 3:30pm.

**10. ADJOURNMENT:**

Motion to adjourn the meeting at 5:07pm by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-072**

Deborah Hynes  
Deborah Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Sept 9, 2025  
Date

Sept 9, 2025  
Date



# Town of Aquaforte

## Accounts Payable

DATE: July 8 - August 19, 2025

Date	Cheque #	Company	Description	Amount
9-Jul	2837	Ronan Kennedy	Website Hosting - May 2025 - May 2026	\$500.00
	2838	Bell Aliant	Internet & Phone for June 2025	\$146.08
	2839	Spencer Cutler	Water line Excavation June 30 - July 1st, 2025	\$450.00
	2840	Pumphouse Manager	Water line leak June 28 - July 1, 2025 - 8 Hours	\$160.00
	2841	Pumphouse Assistant	Water line leak June 28 - July 1, 2025 - 7 Hours	\$140.00
	2842	Summer Student	Salary - June 29 - July 5, 2025 - 30 Hours	\$440.38
	2843	Town Clerk/Manager	Salary - June 29 - July 5, 2025 - 31 Hours	\$621.72
	2844	Town Clerk/Manager	Travel & Expense Claims - June 21st, June 24th, June 28th, June 30th, 2025 - Approved at July 8 Public Meeting	\$281.09
	2845	NL Exchequer	Crown Lands Document Preparation Fee - Lolicie Pond	\$300.00
	2846	Canada Post	Postage Stamps, Mail Crown Lands Documents	\$145.60
	2847	CIBC Visa	Adobe Subscription, Clean-up day supplies, Sandwich tray for funeral, Mail Canada Day event flyers.	\$904.49
16-Jul	2848	NL Power	Street Lights, Pumphouse and Town Hall for June 2025	\$895.47
	2849	Summer Student	Salary - July 6 - July 12, 2025 - 30 Hours	\$425.58
	2850	Town Clerk/Manager	Salary - July 6 - July 12, 2025 - 24 Hours	\$496.91
	PAD	Cal Legrow	Insurance for July 2025	\$485.32
23-Jul	2851	EastChem	4 Cases of Chlorine for Pumphouse	\$282.90
	2852	Mayor	Garden Supplies for Student Summer Project	\$20.67
	2853	Summer Student	Salary - July 13 - July 19, 2025 - 30 Hours	\$425.58
	2854	Town Clerk/Manager	Salary - July 13 - July 19, 2025 - 24 Hours	\$496.91
28-Jul	2855	Summer Student	Salary - July 20 - July 26, 2025 - 30 Hours	\$425.58
	2856	Town Clerk/Manager	Salary - July 20 - July 26, 2025 - 24 Hours	\$496.91

	2857	Canada Revenue Agency	Payroll Remittance for July 2025	\$1,133.28
6-Aug	2858	Dalton's Home Hardware	Garden Supplies/Stain for Student Summer Project	\$181.44
	2859	ERSB	Waste Management/Fire Protection Fees Payment 7/10	\$2,126.99
	2860	Bell Aliant	Internet & Phone Charges for July 2025	\$145.99
	2861	CIBC Visa	Adobe Subscription for July 2025	\$55.94
	2862	Pumphouse Manager	Pumphouse Maintenance for July 2025 - 16 Hours	\$320.00
	2863	Summer Student	Salary - July 26 - Aug 2, 2025 - 30 Hours	\$425.58
	2864	Town Clerk/Manager	Salary - July 26 - Aug 2, 2025 - 28 Hours	\$568.23
13-Aug	2865	Summer Student	Salary - Aug 3- Aug 9, 2025 - 30 Hours	\$425.58
	2866	Town Clerk/Manager	Salary - Aug 3 - Aug 9, 2025 - 24 Hours	\$496.91
Total				\$14,421.13