



# TOWN OF AQUAFORTE

## MINUTES

### PUBLIC MEETING

July 8<sup>th</sup>, 2025

#### ATTENDEES

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

#### 1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 10:58am

#### 2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for July 8<sup>th</sup>, 2025 Public Meeting by Councilor Elizabeth Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-056

#### 3. ADOPTION OF MINUTES:

##### a. Public Meeting – June 10<sup>th</sup>, 2025

Motion to adopt the minutes of Public Meeting – June 10<sup>th</sup>, 2025 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-057

#### 4. BUSINESS ARISING:

##### a. Ronan Kennedy – Town of Aquaforte Website

Town Clerk/Manager contacted the Town of Ferryland, they did not recommend using the same website developer. To cancel with out charge, Ronan must be notified by May 1<sup>st</sup>, otherwise renewal is automatic. Ronan will upload content, clean up and organize the site. Council decided to maintain the site with Ronan Kennedy for the remainder of the year and re-valuate for 2026. Motion to pay Ronan Kennedy invoice for \$500.00 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion

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

Town Clerk/Manager informed Council that approval has been granted from Crown Lands for a licence to occupy the land at Lolic Pond for a period of 5 Years, subject to attached conditions. A fee of \$300 will be required for the cost of preparing and registering the title documents in the Registry of Crown Titles. Draft documents for Licence to Occupy the land received and must be signed. Mayor and Town Clerk/Manager signed documents to be returned. Town Clerk/Manager informed council that the Town cannot occupy the land until a fully executed title document has been received.

**c. Celebrate Canada Day**

Town Clerk/Manager informed Council that Canada Day Event was another success. Total cost of event was \$2,097.94 with expenses covered completely by Canada Day Grant and Celerate NL Grant for the Year of Sport.

**5. COMMITTEE REPORTS:**

- a. Our Lady of Fatima Park Committee – \$13,291.66 + \$100.00 Equity Share
- b. Recyclables - \$6.80

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

<b>Accounts Receivable:</b>	\$18,241.90
<b>Accounts Payable:</b>	\$13,887.54
<b>Bank Balance:</b>	\$54,495.44 + \$699.59 Gas Tax Acct.
<b>To Deposit:</b>	\$ 2,317.00

**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$13,887.54 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-059

**7. CORRESPONDENCE**

**a. Incoming**

- **Email – Eastern Regional Service Board – Oversized Waste Collection**

Town Clerk/Manager presented council with reply email from the Eastern Regional Service Board regarding oversized waste that had not been completed at several properties in the Town. Mayor Deborah Hynes will be attending meeting on July 10<sup>th</sup>, 2025 with the Eastern Regional Service Board and MHA Loyola O'Driscoll and will request an explanation to the letter at the meeting.

- **Email – Alex Payne – Location of Family Property**



Town Clerk/Manager presented Council with an email from tax payer Alex Payne requesting information on the location of family land in Aquaforte. Council suggested he contact the Registry of Companies and Deeds or Protected Roads for information. Town Clerk/Manager will reply with Council's response.

- **Email – Transportation & Infrastructure – Risk Management Framework**

Town Clerk/Manager presented Council with email from the Department of Transportation and Infrastructure regarding the requirement of Risk Management assessment to be submitted with all municipal infrastructure funding applications.

- **Email – Southern Shore Joint Council – RCMP Report to Council**

Town Clerk/Manager presented Council with RCMP report on crime statistics for June 2025 vs. June 2024 as discussed at the Southern Shore Joint Council Meeting

- **Email – Eastern Regional Service Board – Disrespectful Behavior at Waste Recovery Facility**

Town Clerk/Manager presented Council with email from the Eastern Regional Service Board regarding disrespectful behavior towards the site attendant at the waste recovery facility in Renewa-Cappahayden. ERSB states that if behavior continues, site could be closed indefinitely. Town Clerk/Manager will post notice on social media.

- **Email – Municipal Affairs and Community Engagement – Emergency Management Plans**

Town Clerk/Manager presented Council with email from the Department of Municipal Affairs and Community Engagement requesting after hours emergency contact information for the Mayor and Town Clerk/Manager. A copy of the current Emergency Management Plan must also be submitted. Town Clerk/Manager will reply with contact information and Emergency Management Plan and will advise that the Emergency Plan is currently under review and revision and will be submitted when complete.

**b. Outgoing**

- **None**

## **8. NEW BUSINESS:**

**a. Cyril Ryan's Road**

Request received by email to have potholes filled on Cyril Ryan's Road. Request for the same also received from another resident in person at the Town Office. Council discussed getting quotes to have work completed. Town Clerk/Manager will contact contractors for quote and will forward to council by email once received.

**b. Poll Tax Exemptions – Resident's E, F, G, H**

Town Clerk/Manager informed Council that applications had been made by residents E, F, G, & H for exemptions from 2025 Poll Tax. All applications meet criteria for 2025. Motion to approve 2025 Poll Tax Exemption Applications by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

**Ref.#AC2025-060**



### c. Municipal Inspection

Town Clerk/Manager presented Council with the results of the Municipal Inspection carried out by the Department of Municipal Affairs and Community Engagement on May 6<sup>th</sup>, 2025; Inspection results were positive regarding practices and operational procedures at the Town Office. Commendation was given to the Town Clerk for well-kept accurate bookkeeping records and procedures. Directives issued to Council for mandatory by-law development to comply with the Towns and Local Service Districts Act. By-laws needed for Prohibiting and Controlling the use of a Source of Water, Buildings, Arrears Sales, and Fire Department Control and Management.

### d. Water Line Leak - 95 Main Road

Town Clerk/Manager informed Council that the total cost to repair the water leak at 95 Main Road was \$871.36 HST Included. \$300.00 for Labour, \$450.00 for excavation services, and \$121.36 for parts and supplies. Town Clerk/Manager informed Council that the parts and supplies purchased were not actually used in the repair and should not be billed to the property owner. Total Cost to bill property owner is \$750.00. Deputy Mayor Jerome Croft recommended the town purchase a tool that will allow a connection to be made to the water line with out interrupting the flow of water. Town Clerk/Manager will contact the Town of Ferryland to find out name of tool. Deputy Mayor Jerome Croft also suggested Council purchase a gas-powered water pump that is very helpful when dealing with water line breaks. Town Clerk/Manager will try to source suitable pump. Deputy Mayor Jerome Croft also suggested Council look and apply for grants funding to pay someone to locate and map all curb-stops on the water line.

### e. Canada Summer Jobs – Hire Summer Student.

Only one application received for the Canada Summer Jobs position. Deputy Mayor Jerome Croft and Councilor Elizabeth Croft declared conflict of interest and left the meeting at 12:13pm as the applicant is their Grand-daughter. Motion by Councilor Earon Kavanagh to hire the only applicant for the Summer Jobs position. 2<sup>nd</sup> by Mayor Deborah Hynes. **Vote For: (2) Mayor Deborah Hynes, Councilor Earon Kavanagh. Vote Against: (0) None. Abstain: (0) None.** Motion carried.

**Ref.#AC2025-061**

**9. NEXT MEETING:** Tuesday August 12<sup>th</sup>, 2025 at 3:30pm.

### 10. ADJOURNMENT:

Motion to adjourn the meeting at 12:20pm by Councilor Earon Kavanagh, 2<sup>nd</sup> by Councilor Elizabeth Croft. **Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. Vote Against: (0) None. Abstain: (0) None.** Motion carried.

**Ref.#AC2025-062**

Deborah Hynes  
Deborah Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

Aug 19, 2025  
Date

Aug 19, 2025  
Date



**Town of Aquaforte  
Accounts Payable**

DATE: June 10 - July 8 2025

Date	Cheque #	Company	Description	Amount
11-Jun	2820	Aylwards Designs Plus	"Office" sign for exterior of Town Hall	\$43.83
	2821	NL Power	Street Lights, Pumphouse, and Town Hall Utilities for May 2025	\$1,046.99
	2822	Town Clerk/Manager	Travel Claims, May 28, 2025 - CIBC Mt. Pearl Bank Deposit, Costco - St. John's - Supplies for Community Clean-Up. June 3, 2025 - Cornhole Board Sets from Community Sport Fund - Approved at June 10, 2025 Public Meeting.	\$217.37
	2823	Town Clerk/Manager	Salary - June 1st - June 7th, 2025 - 24 Hours	\$494.72
18-Jun	2824	Beacon Accounting	2024 Audit - Preparation of Financial Statements	\$4,485.00
	2825	Town Clerk/Manager	Salary - June 8th - June 14th, 2025 - 24 Hours	\$494.72
25-Jun	2826	Town Clerk/Manager	Salary - June 15th - June 21st, 2025 - 24 Hours	\$494.72
2-Jul	2827	ERSB	2025 Waste Management & Fire Protection Fees - Pay 6/10	\$2,126.99
	2828	Town Clerk/Manager	Canada Supplies purchased at Canadian Tire, Costco, Walmart, Dollarama, Colemans, and Waterline parts purchased at Kent	\$1,229.06
	2829	Pumphouse Manager	Pumphouse Maintenance - June 1 - July 1, 2025 - 8 Hours	\$160.00
	2830	Pumphouse Assistant	Pumphouse Maintenance - June 1 - July 1, 2025 - 9 Hours	\$180.00
	2831	Town Clerk/Manager	Salary - June 22 - June 28, 2025 - 34 Hours	\$675.20
	2832	CRA	Payroll Remittance for June 2025	\$688.54
	2833	Mayor	Council Remuneration - Apr, May, June 2025	\$387.60
	2834	Deputy Mayor	Council Remuneration - Apr, May, June 2025	\$387.60
	2835	Councillor 1	Council Remuneration - Apr, May, June 2025	\$387.60
	2836	Councillor 2	Council Remuneration - Apr, May, June 2025	\$387.60
<b>Total</b>				<b>\$13,887.54</b>

DH f.-p. LC  
EK