



**TOWN OF AQUAFORTE  
MINUTES  
PUBLIC MEETING  
May 13<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 3:33pm

**2. ADOPTION OF AGENDA:**

Deputy Mayor Jerome Croft requested to add Walking Trail under New Business, and Mayor Deborah Hynes requested to add Books/Lending Library under New Business. Motion to accept the agenda as presented for May 13<sup>th</sup>, 2025 Public Meeting with additions by Deputy Mayor Jerome Croft, 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.#AC2025-033**

**3. ADOPTION OF MINUTES:**

**a. Public Meeting – April 15<sup>th</sup>, 2025**

Motion to adopt the minutes of Public Meeting – April 15<sup>th</sup>, 2025 by Councilor Earon Kavanagh, 2<sup>nd</sup> 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.#AC2025-034**

**4. BUSINESS ARISING:**

**a. Community Clean-up Day**

Council set June 1<sup>st</sup> – June 6<sup>th</sup>, 2025 as the dates for the Community Clean-up Week. Snacks and refreshments to be served at the Community Center on June 6<sup>th</sup> at 2pm to celebrate. Town Clerk/Manager to create social media post to inform residents.

TOWN OF AQUAFORTE  
MINUTES  
PUBLIC MEETING  
May 13<sup>th</sup>, 2025



ATTENDEES

Mayor - Deborah Hynes  
Deputy Mayor - Jerome Croft  
Councillor - Elizabeth Croft  
Councillor - Aaron Kavanagh  
Town Clerk/Manager - Aaron Croft

1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 5:33pm.

2. ADOPTION OF AGENDA:

Deputy Mayor Jerome Croft requested to add Walking Trail under New Business, and Mayor Deborah Hynes requested to add Bookending Library under New Business. Motion to accept the agenda as presented for May 13<sup>th</sup>, 2025 Public Meeting with additions by Deputy Mayor Jerome Croft 2<sup>nd</sup> by Councillor Elizabeth Croft. Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councillor Elizabeth Croft, Councillor Aaron Kavanagh. Vote Against: (0) None. Abstain: (0) None. Motion carried. Ref: AAC2025-033

3. ADOPTION OF MINUTES:

a. Public Meeting - April 16<sup>th</sup>, 2025  
Motion to adopt the minutes of Public Meeting - April 16<sup>th</sup>, 2025 by Councillor Aaron Kavanagh. 2<sup>nd</sup> by Deputy Mayor Jerome Croft. Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councillor Elizabeth Croft, Councillor Aaron Kavanagh. Vote Against: (0) None. Abstain: (0) None. Motion carried. Ref: AAC2025-034

4. BUSINESS ARISING:

a. Community Clean-up Day  
Council set June 1<sup>st</sup> - June 6<sup>th</sup>, 2025 as the dates for the Community Clean-up Week. Bancks and refreshments to be served at the Community Center on June 6<sup>th</sup> at 2pm to celebrate. Town Clerk/Manager to create social media post to inform residents.

#### **b. Canada Day**

Council discussed planning for Canada Day celebrations. Council decided to host annual community breakfast to take place in the morning on Tuesday, July 1<sup>st</sup>, 2025. Expenses related to the Canada Day Celebrations being funded by the Celebrate Canada Day grant received from Canadian Heritage. This year, as part of the Newfoundland Labrador Year of Sport, Council will host a cornhole tournament in the afternoon on July 1<sup>st</sup>, 2025. Council discussed purchasing several sets of cornhole boards for future community use, as well as prizes and refreshments for the tournament from proceeds of the Community Sport Fund Grant. Mayor Deborah Hynes suggested getting quotes to have the sets made locally and will report back to Council.

#### **c. Municipal Training Fund Application**

Town Clerk/Manager presented council with Municipal Training Fund application for expenses related to travelling to Gander for the Municipalities Newfoundland Labrador 2025 Municipal Symposium from May 1<sup>st</sup> – May 3<sup>rd</sup>, 2025 for approval. Motion to submit Municipal Training Fund application by Deputy Mayor Jerome Croft, 2<sup>nd</sup> 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.#AC2025-035**

#### **d. Walking Trail**

Deputy Mayor Jerome Croft suggested revitalizing the area of the old Aquaforte ballfield as an alternative for a community walking trail, should the Lolic Pond Trail prove to be too difficult or expensive of a project. Stating this area would be smaller and costs maybe considerably lower as there is no body of water. Council will look at this as an option should the Lolic Pond Trail not be feasible.

### **5. COMMITTEE REPORTS:**

- a. Our Lady of Fatima Park Committee – \$14,367.24 + \$100.00 Equity Share**
- b. Recyclables - \$0.00**

Town Clerk/Manager informed Council that the park committee has met several times in the last month. The committee have discussed landscaping work, completing the fence around the grounds, and replacing the flag pole as priorities for this year. A quote has been obtained for fence posts, as well as replacing the flagpole. Landscaping work is being donated by Torque Construction subject to availability of materials and equipment. Council discussed the lack of progress the Park Committee is making on improvements to the grounds and suggested council take over responsibility of getting the work completed and request financial support from the park committee to cover the costs. Deputy Mayor Jerome Croft suggested writing a letter to the Aquaforte (OLF) Park Committee requesting a donation to help pay for expenses related to the work. Motion to send a letter to the Aquaforte (OLF) Park Committee requesting a donation of \$10,000.00 to pay for work to be completed in the Our Lady of Fatima Park by Councilor Earon Kavanagh, 2<sup>nd</sup> 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.#AC2025-036**

### **FINANCES:**





**Accounts Receivable:** \$ 16,100.42  
**Accounts Payable:** \$ 8,645.74  
**Bank Balance:** \$51,501.29+ \$717.59 Gas Tax Acct.  
**To Deposit:** \$ 371.04

**a. Accounts Payable**

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$8,645.74 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.#AC2025-037**

**b. Blair Lawlor Excavating**

Invoice received from Blair Lawlor Excavating for 2024/25 Snow Clearing of local roads, pumphouse parking lot, and community center parking lot for \$3,920.00 + \$588.00 HST. Invoice is for the entire season. Mayor Debroah Hynes suggested that future contracts require contractor to bill monthly for work completed. Town Clerk/Manager will update tender for 2025/26 season. Motion to pay Blair Lawlor Excavating Invoice for \$4,508.00 HST included 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.#AC2025-038**

**c. Department of Transportation**

Invoice received from the Department of Transportation and Infrastructure for 2024/25 Winter Maintenance services for February 2025 in the amount of \$2,260.05 + \$131.09 administration fee + \$358.67 HST. Motion to pay Department of Transportation and Infrastructure invoice for \$2,749.81 HST included 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.#AC2025-039**

**7. CORRESPONDENCE**

**a. Incoming**

- None

**b. Outgoing**

- None

**8. NEW BUSINESS:**

**a. Disclosure Statements**

As per Section 4 of the Municipal Conduct Act, all members of Council are required file a Disclosure Statement with the Town Clerk within 30 days of taking office, or by March 1<sup>st</sup> each year. All members of council and the Town Clerk/Manager completed and signed 2025 Disclosure Statements and submitted to the Town Clerk.

As per Section 4 of the Municipal Conduct Act, all members of Council are required to file a Disclosure Statement with the Town Clerk within 30 days of taking office or by March 1<sup>st</sup> each year. All members of Council and the Town Clerk/Manager completed and signed 2025 Disclosure Statements and submitted to the Town Clerk.

## 8. NEW BUSINESS

d. Outgoing  
• None

e. Incoming  
• None

## 7. CORRESPONDENCE

Invoice received from the Department of Transportation and Infrastructure for 2024/25 Winter Maintenance services for February 2025 in the amount of \$2,380.05 + \$151.08 administration fee + \$258.67 HST. Motion to pay Department of Transportation and Infrastructure invoice for \$2,748.67 HST included by Councilor Elizabeth Croft, 2<sup>nd</sup> by Councilor Eamon Kavanagh, Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Eamon Kavanagh, Vote Against: (0) None, Abstain: (0) None, Motion carried.

Ref#AC2025-038

Excavating Invoice for \$4,508.00 HST included by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Eamon Kavanagh, Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Eamon Kavanagh, Vote Against: (0) None, Abstain: (0) None, Motion carried.

Town Clerk/Manager will update tender for 2025/26 season. Motion to pay Blair Lawlor completed. Town Clerk/Manager will update tender for 2025/26 season. Motion to pay Blair Lawlor season. Mayor Deborah Hynes suggested that future contracts require contractor to bill monthly for work parking lot and community center parking lot for \$3,920.00 + \$588.00 HST. Invoice is for the entire invoice received from Blair Lawlor Excavating for 2024/25 Snow Clearing of local roads, pump/house

Ref#AC2025-038

Vote Against: (0) None, Abstain: (0) None, Motion carried.

Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Eamon Kavanagh, \$2,848.74 by Deputy Mayor Jerome Croft, 2<sup>nd</sup> by Councilor Eamon Kavanagh, Vote For: (4) Mayor Motion to accept the Financial Report as presented and approve accounts payable in the amount of

Ref#AC2025-037

To Deposit: \$ 377.04  
Bank Balance: \$21,801.59+ \$717.58 Gas Tax Act  
Accounts Payable: \$ 5,848.74  
Accounts Receivable: \$ 18,100.42



**b. Business Tax Payment Agreement**

Business Tax Payment Agreement received. Proposal to pay 2025 Business Tax, Commercial Water Tax, and Waste Disposal Fees in 6 monthly payments to start on May 31<sup>st</sup>, 2025. Post dated cheques have been received as required. Motion to accept the terms of the Business Tax Payment Agreement by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome 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.#AC2025-040**

**c. Poll Tax Exemption Applications**

4 applications for 2025 poll tax exemptions received from Residents A, B, C, & D. Exemptions meet criteria for 2025. Motion to approve poll tax exemptions for residents A, B, C, & D 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.#AC2025-041**

**d. Colin Croft Wholesale**

Notice received that business has been sold effective March 28<sup>th</sup>, 2025. Business has ceased operations in the Town of Aquaforte. Business owner requesting that 2025 tax bill be adjusted to reflect time in operation. Motion to remove Colin Croft Wholesale from the tax roll and adjust 2025 tax invoice, prorated for 3 months of operation by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome 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.#AC2025-042**

**e. Development Permit Application – 125 Main Road**

An application for a new development permit has been received from 125 Main Road. Property owner requesting to construct an addition to porch measuring 6ft X 15ft. All specifications received meet the Town of Aquaforte Development Regulations, except side yard measurements. Property owner has been contacted for measurements, but no reply received at time of meeting. Town Clerk/Manager recommended council defer approving the application until all necessary information has been received. Motion to defer approval of new development permit to a special meeting when all information has been received by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome 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.#AC2025-043**

**f. Town of Aquaforte / Aqua Crab Producers Agreement**

Mayor Deborah Hynes suggested that following an issue with the water line to the plant over the Easter weekend, the town and Aqua Crab Producers develop an agreement of responsibility. Mayor Hynes also informed council of water leak detection services available through RPM Aerial Services. Technology can scan water line and detect leaks below ground. Mayor Hynes discussed getting a quote for these services with Aqua Crab Producers and they have agreed to pay half the associated costs. Town Clerk/Manager suggested inquiring if this technology could assist with mapping the current water system. Council thought this would be a good idea as well, given the age of the infrastructure and the lack of mapping available currently. This could also assist with future assessments required for water line replacement. Town Clerk/Manager will contact RPM Aerial Services for information and quote for services and report back to council.





#### g. Council Responsibilities

Town Clerk/Manager suggested that each member of Council be delegated as the after hours contact person for various aspects of the town. Mayor Deborah Hynes volunteered to be contact for the Water System, Deputy Mayor Jerome Croft and Councilor Elizabeth Croft will be responsible for the Community Center, and Councilor Earon Kavanagh will be responsible for Local Roads. Town Clerk/Manager will post on social media so residents are aware and will post a public notice on the bulletin board in the community center.

#### h. Age Friendly / Accessibility Grants

Town Clerk/Manager informed council that the Age Friendly Grant application period closes on May 16<sup>th</sup>, 2025 and the Accessibility Grant application period closes on May 30, 2025. Council was presented with a copy of the application form and guidelines for review. Council was informed of the increasing requirements and information required when applying for these grants and the tight deadlines associated. Town Clerk/Manager suggested council review the guidelines and applications to think of ideas and begin working on getting the required information to be ready when the call for applications opens.

#### i. Books/Lending Library

Mayor Deborah Hynes suggested putting together a small lending library with books and some jigsaw puzzles for residents to borrow and return at their leisure. Mayor Hynes has donated a book shelf and some books to start off and suggested having the summer student paint and decorate the shelf. A post will be made on social media when it's ready for public use. Council agreed it would be a good idea and to possibly request donations of books from residents for others to enjoy.

**NEXT MEETING:** Tuesday June 10<sup>th</sup>, 2025 at 3:30pm.

#### 10. ADJOURNMENT:

Motion to adjourn the meeting at 5:55pm by Councilor Earon Kavanagh, 2<sup>nd</sup> by Deputy Mayor Jerome 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.#AC2025-044**

Deborah Hynes  
Deborah Hynes – Mayor

Aaron Croft  
Aaron Croft – Town Clerk

June 10, 2025  
Date

June 10, 2025  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Hynes - Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aaron Croft - Town Clerk

10. ADJOURNMENT:

NEXT MEETING: Tuesday June 10<sup>th</sup>, 2025 at 5:30pm.

In possibly request donations of books from residents for others to enjoy. will be made on social media when it's ready for public use. Council agreed it would be a good idea and some books to start off and suggested having the summer student paint and decorate the shelf. A post puzzles for residents to borrow and return at their leisure. Mayor Hynes has donated a book shelf and Mayor Deborah Hynes suggested putting together a small lending library with books and some jigsaw

i. Book Lending Library

opened. ideas and begin working on getting the required information to be ready when the call for applications associated. Town Clerk/Manager suggested council review the guidelines and applications to think of requirements and information required when applying for these grants and the tight deadlines a copy of the application form and guidelines for review. Council was informed of the increasing 2025 and the Accessibility Grant application period closes on May 30, 2025. Council was presented with Town Clerk/Manager informed council that the Age-Friendly Grant application period closes on May 16<sup>th</sup>.

h. Age Friendly / Accessibility Grants

community center. post on social media so residents are aware and will post a public notice on the bulletin board in the senior and Councilor Aaron Kavanaugh will be responsible for local boards. Town Clerk/Manager will system. Deputy Mayor Jerome Croft and Councilor Elizabeth Croft will be responsible for the Community person for various aspects of the town. Mayor Deborah Hynes volunteered to be contact for the Year Town Clerk/Manager suggested that each member of Council be designated as the after hours contact g. Council Responsibilities

DATE: April 15 - May 13, 2025

22/7/20



