



TOWN OF AQUAFORTE MINUTES PUBLIC MEETING October 15th, 2025

ATTENDEES

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

Before the meeting was called to order, all members of council were sworn in and took the oath of office for the 2025-2029 term of council.

Council then held the nomination and election for the Mayor and Deputy Mayor. Councilor Earon Kavanagh and Councilor Jerome Croft nominated Councilor Deborah Hynes for Mayor. The nomination was accepted. No other nominations were made. Councilor Deborah Hynes was acclaimed as Mayor. Councilor Earon Kavanagh and Mayor Deborah Hynes nominated Councilor Jerome Croft for Deputy Mayor. Nomination was accepted. No other nominations were made. Councilor Jerome Croft was acclaimed as Deputy Mayor.

1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 7:10pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for October 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 Elizabeth Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-080

3. ADOPTION OF MINUTES:

a. Public Meeting – September 9th, 2025

Motion to adopt the minutes of Public Meeting – September 9th, 2025 as presented with correction to the motion number for the adjournment of the meeting by Councilor Earon Kavanagh, 2nd 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.#AC2025-081

4. BUSINESS ARISING:

a. Emergency Management Plan

Town Clerk/Manager presented Council with the updated 2025 Emergency Management Plan and Supplement A to the plan. Town Clerk/Manager informed council that the plan is required to be signed by the mayor and submitted for approval to the Emergency Services Division of the Dept. of Justice and Public Safety and signed by the Director of Emergency Services. Once approved, council will be required to adopt and sign the 2025 Emergency Management Plan. Motion to submit the updated Emergency Management Plan to the Emergency Services Division by Councilor Earon Kavanagh, 2nd 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.#AC2025-082

b. Cyril Ryan's Road

Council discussed bids received for repairs to Cyril Ryan's Road and cited the lack of permanent residents currently living on the road. Town Clerk/Manager informed council that it will be difficult to secure snow clearing and winter maintenance services for the road if repairs are not completed. Mayor Deborah Hynes stated that council should not be responsible to provide snow clearing for seasonal properties. Deputy Mayor Jerome Croft stated that there is still one permanent resident living on the road that would then be responsible for snow clearing to the Main Road. Deputy Mayor suggested the need for a policy requiring a minimum of permanent residents for council to provide snow clearing. Mayor Deborah Hynes requested the Town Clerk/Manager contact other towns in the area to see if there is any policy in place. Town Clerk/Manager will contact Renew's, Fermeuse, Ferryland and Cape Broyle and provide information to council. Motion to defer repairs to Cyril Ryan's Road until the November public meeting by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-083

5. COMMITTEE REPORTS:

- a. Our Lady of Fatima Park Committee – \$ 12,913.67+ \$100.00 Equity Share
- b. Recyclables - \$6.80

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

Accounts Receivable:	\$ 4,187.50
Accounts Payable:	\$ 9,109.51
Bank Balance:	\$45,014.45 + \$672.59 Gas Tax Acct.
To Deposit:	\$ 0.00

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$9,109.51 by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-084

7. CORRESPONDENCE

a. Incoming

- **Letter – CBDC Celtic – Invitation to AGM**

Town Clerk/Manager informed council of invitation received from the CBDC Celtic to attend the Annual General Meeting taking place at the Southern Shore Folk Arts Building in Ferryland on October 23rd, at 7:00pm. All members of Council are invited to attend.

- **Email – Southern Shore Joint Council – SSJC Representatives**

Town Clerk/Manager informed council of request for information received from the Southern Shore Joint Council. Joint Council would like an updated contact list for the new Town Council. Each town also gets 2 voting delegates on the Joint Council. Deputy Mayor Jerome Croft stated that he would be interested in returning to the Joint Council but only when they return to in-person meetings. Mayor Deborah Hynes stated that she would like one of the seats and will put forward a motion at the next meeting of the Southern Shore Joint Council to return to in-person meetings. Town Clerk/Manager will send information to Holly Power with the Joint Council.

- **Email – Kids Eat Smart Foundation – Donation Request**

Email received from Kids Eat Smart Foundation requesting a donation to the school breakfast program. Town Clerk/Manager informed council that every dollar received provides a breakfast to a child. Donations made to the foundation can be directed to specific school. Motion to donate \$50.00 to the Kids Eat Smart Foundation for the Baltimore School Breakfast Program by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-085

b. Outgoing

- **None**

8. NEW BUSINESS:

a. Remembrance Day Ad – Shoreline Newspaper

Town Clerk/Manager was contacted by The Shoreline Newspaper to place an ad in the Remembrance Day issue. Cost would be \$117.59 + \$17.64 HST = \$135.23. Mayor Deborah Hynes stated that we have always placed an ad in years past. Motion to place the ad by Councilor Earon Kavanagh, 2nd 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.#AC2025-086

b. By-election

Town Clerk/Manager informed Council that a by-election for the vacant seat on council must be called within 30 days of the general election. Notice for the accepting of nominations must be posted

10 days prior to the date of nominations and the by-election must held 21 – 28 days after the close of nominations. Motion to hold nomination day from 8:00am – 8:00pm on Thursday, October 30th, 2025 and the by-election to be held on Thursday, November 20th, 2025 from 8:00am – 8:00pm by Councilor Elizabeth Croft, 2nd 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.#AC2025-087

c. Tender for Snow Clearing

Town Clerk/Manager advised council that a tender for 2025/26 snow clearing and winter maintenance services for local roads needs to be posted and completed as a requirement to request winter maintenance services from the Department of Transportation and Infrastructure. Town Clerk/Manager advised council that a decision would be needed on repairs and snow clearing for Cyril Ryan's Road before going to public tender. Motion to defer posting public tender for snow clearing until the November public meeting by Councilor Earon Kavanagh, 2nd 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.#AC2025-088

d. Referral – Protected Roads Zoning Regulations – 128 Main Road

Referral received from Protected Roads for a development permit at 128 Main Road. Occupant would like to clear land for landscaping and a flower/vegetable garden. Deputy Mayor Jerome Croft inquired if a permit would need to be issued from the town as well. Town Clerk/Manager informed council that a permit would be required from the town. The application has already been sent to the property owner and they were advised that the Town can only issue the final development permit after all other permits have been received from the province. Motion to approve referral from protected roads to allow the development of a flower and vegetable garden by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-089

e. Development Permit Application – 118 Main Road

Application for a development permit received from 118 Main Road. Occupant would like to construct a 4ft x 6ft extension to the main building as an enclosure for a basement entrance. Town Clerk/Manager informed council that application meets requirements as set out in the development regulations. Motion to approve building permit by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-090

f. 2026 Celebrate Canada Day

Town Clerk/Manager informed council that the call for applications to the Canadian Heritage Celebrate Canada Day 2026 Grant program is open from October 10 – November 21st, 2025. Mayor Deborah Hynes stated that this grant program has provided the town with funding to support our annual Canada Day festivities. Motion to submit application for the Canada Day grant to continue our annual Community Breakfast by Councilor Earon Kavanagh, 2nd 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.#AC2025-091

g. 2026 Canada Summer Jobs

Town Clerk/Manager informed council that the call for applications to the 2026 Canada Summer Jobs program is open from November 4th – December 11th, 2025. Deputy Mayor suggested sending a letter to the Aquaforte (OLF) Park Committee to see if they would be interested in applying for a student summer project as they would receive 100% funding as compared to council only receiving 50%. Motion to defer application until a reply is received from the Aquaforte (OLF) Park Committee by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-092

h. Town Clerk Position

Councilor Earon Kavanagh requested the Town Clerk to provide council with a strategic scan of the requirements for the Town Clerk/Managers position for the next 4 years. Council would like to know the what plans and changes will be on the horizon for the current term of office and what the demand will be on the Town Clerk/Manager. Motion to defer discussion to the next public meeting by Councilor Liz Croft, 2nd 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.#AC2025-093

9. NEXT MEETING: Wednesday, November 12th, 2025 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 8:01pm by Deputy Mayor Jerome Croft, 2nd 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.#AC2025-094

Deborah Windsor Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Nov. 12/25
Date

Nov 12/25
Date

Town of Aquaforte Accounts Payable

DATE: September 9 - October 15, 2025

Date	Cheque #	Company	Description	Amount
10-Sep	2877	Bell Aliant	Internet & Phone Charges for August 2025	\$146.22
	2878	Town Clerk/Manager	Travel Claim - Sept 2, 2025 - Approved at Sept 9, 2025 Public Meeting	\$103.50
	2879	Town Clerk/Manager	Salary - Aug 31 - Sept 6, 2025 - 24 Hours	\$496.91
17-Sep	2880	NL Power	Pumphouse, Town Hall, and Street Lights for September 2025	\$886.21
	2881	Town Clerk/Manager	Salary - Sept 7 - Sept 13, 2025 - 29 Hours	\$586.06
22-Sep	PAD	Cal LeGrow	Insurance for September 2025	\$485.32
24-Sep	2882	Credit Recovery Limited	Collections and Recovery Fees for August 2025	\$82.80
	2883	Daltons Home Hardware	Gloves for Pumphouse	\$48.27
	2884	Town Clerk/Manager	Salary - Sept 14 - Sept 20, 2025 - 28 Hours	\$568.23
1-Oct	2885	ERSB	Waste Management & Fire Protection Fees - Payment 9/10	\$2,126.99
	2886	Pumphouse Manager	Pumphouse Maintenance for September 2025 - 15 Hours	\$300.00
	2887	Mayor	Council Remuneration - July - Sept 2025	\$387.60
	2888	Deputy Mayor	Council Remuneration - July - Sept 2025	\$387.60
	2889	Councilor	Council Remuneration - July - Sept 2025	\$387.60
	2890	Councilor	Council Remuneration - July - Sept 2025	\$387.60
	2891	Town Clerk/Manager	Salary - Sept 21 - Sept 27, 2025 - 24 Hours	\$496.91
	2892	CRA	Payroll Remittance for September 2025	\$734.78
8-Oct	2893	Town Clerk/Manager	Salary - Sept 28 - Oct 4, 2025 - 24 Hours	\$496.91
Total				\$9,109.51

EL
DFC LC