



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
December 9th, 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 3:30pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for December 9th, 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.#AC2025-116

3. ADOPTION OF MINUTES:

a. Public Meeting – November 12th, 2025

Motion to adopt the minutes of Public Meeting – November 12th, 2025 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.#AC2025-117

4. BUSINESS ARISING:

a. 2025-26 Snow Clearing and Winter Maintenance Services

The Town Clerk/Manager advised of interest expressed by Denis Trainor to do snow clearing and winter maintenance services on local roads for the 2025-26 season. Services will be billed monthly at a rate of \$150.00 per hour and service will be provided once per snow event. Motion to award contract for snow clearing and winter maintenance services to Denis Trainer at a rate of \$150.00 per hour 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.#AC2025-118

b. 2025-26 Winter Maintenance Services – Dept. of Transportation & Infrastructure

Town Clerk/Manager informed council that the request for winter maintenance services from the Department of Transportation and Infrastructure has been approved. Services will be provided on Pierhead Road, Windsor's Hill, and Payne's Road South end at a maximum cost of \$6,600.00 + HST = \$7,590.00 for the period of Nov 1, 2025 – Apr 30, 2026 to be billed monthly. As in previous years, there will be a 10% administration fee to maximum of \$200.00.

c. By-Election/Council Appointment

Motion to defer setting another date for by-election to fill vacant council seat until guidance is received from Municipal and Community Affairs 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.#AC2025-119

d. Community Christmas Tree/Boat Lighting

Council discussed plans for Christmas Tree and Boat Lighting. Town Clerk/Manager will order food. Mayor Deborah Hynes will be responsible for booking entertainment. Decorating responsibilities will be completed by the Aquaforte (OLF) Park Committee, Tree will be cut and delivered by Eric Hynes and Billy Windsor. Council suggested sending invitations to Council, Staff, and residents of neighbouring communities as well as Ferryland District MHA Loyola O'Driscoll. Motion to cover expenses for Christmas Tree and Boat Lighting and split 3 ways between the Town of Aquaforte, Aquaforte OLF Park Committee, and Aquaforte Harbour Authority 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.#AC2025-120

e. Water Tax Review

Council discussed increasing residential water tax, industrial water tax, and imposing a water tax on residents' properties that are capable of being connected. Deputy Mayor Jerome Croft expressed concern over imposing tax on non-connected properties to subsidize water system expenses stating that residents not connected to the system should not have to pay for those who are. Town Clerk/Manager suggested council develop a water by-law to clearly define who should be billed the water tax and who should not. Motion to defer making changes to water tax until a by-law can be developed 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.#AC2025-121

5. COMMITTEE REPORTS:

- a. Our Lady of Fatima Park Committee – \$15,896.83 + \$100.00 Equity Share**
- b. Recyclables - \$6.80**

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

Accounts Receivable:	\$ 6,939.77
Accounts Payable:	\$ 5,837.32
Bank Balance:	\$51,268.59 + \$654.59 Gas Tax Acct.

To Deposit: \$ 35.00

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$0,837.32 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.#AC2025-122

7. CORRESPONDENCE

a. Incoming

• Letter – Curtis Dawe Lawyers – Introduction to Council

Town Clerk/Manager presented council with Letter received from Curtis Dawe Lawyers introducing the firm to Council. Law firm has experience in dealing with municipal law and by-law development and is available to answer any questions council may have through free initial consultations.

• Email – Canada Community Building Fund – Funds Allocation

Town Clerk/Manager presented council with email from the Canada Community Building Fund Secretariat inquiring if council has any projects planned for the funds allocated under the Canada Community Building Fund. Council discussed using the funds to move forward with the Lolice Pond Walking Trail. Deputy Mayor Jerome Croft stated that Council is in need of storage space and inquired if the funds can be used to purchase/build a storage shed. Town Clerk/Manager suggested using some of the funds to invest in replacing aging water line. Motion to get quotes on initial clearing of the land at Lolice Pond to proceed with construction of a walking trail 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.#AC2025-123

• Letter – Make-a-Wish Foundation – Donation Request

Town Clerk/Manager presented Council with a donation request letter from the Make-a-Wish Foundation. Motion to donate \$50.00 by Councilor Elizabeth 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.#AC2025-124

b. Outgoing

• None

8. NEW BUSINESS:

a. Development Permit Application – 253 Main Road

Development permit application received from resident at 253 Main Road to repair roof and replace shingles. Motion to approve permit application 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.#AC2025-125

b. Development Permit Application – 128 Main Road

Development permit application received from property owner at 128 Main Road to excavate and landscape property for the construction and installation of flower beds and vegetable garden. All provincial permits have been approved and are in place. Motion to approve permit application 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.#AC2025-126

c. Development Permit Application – 2 Payne's Road

Development permit application received from property owner at 2 Payne's Road for general repairs to windows, doors, siding, and deck of main building and detached garage. Motion to approve general repairs permit 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.#AC2025-127

d. Council Remuneration and Reimbursement Rates

Town Clerk/Manager presented council with the Council Remuneration and Reimbursement Rate schedule for 2026. No changes to remuneration or reimbursement rates. Council required to adopt annually. Motion to adopt the 2026 Council Remuneration and Reimbursement Rates 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.#AC2025-128

e. 2026 Tax Structure

Motion to defer adoption of Tax Structure until budget is completed 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.#AC2025-129

f. 2026 Budget

Town Clerk/Manager advised Council that budget has been completed however, the Town Office was notified on meeting day that charges for Fire Protection from the Town of Ferryland will not decrease from previous years as was originally communicated when budget preparations began. This is due to the Eastern Regional Service Board having already printed invoices for waste management and fire protection fees for 2026 and insisting the invoices cannot be changed. Mayor Deborah Hynes stated that she will be raising the issue at the next Southern Shore Joint Council Meeting as Towns should not have to over pay for a full year and wait for it to be adjusted the following year. Motion to defer adoption of the 2026 Budget until revisions can be made 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.#AC2025-130

9. NEXT MEETING: Tuesday January 13th, 2026 at 3:00pm.

Council set date and time for Christmas Dinner meeting at In Da Loop for December 18th, 2025 at 5:30pm

10. ADJOURNMENT:

tion to adjourn the meeting at 4:45pm 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.#AC2025-131

Deborah Hynes

Deborah Hynes – Mayor

Aaron Croft

Aaron Croft – Town Clerk

Jan 13/26

Date

Jan 13, 2026.

Date

**Town of Aquaforte
Accounts Payable**

DATE: November 12th - December 9th, 2025

Mr. E. G.
Mc. G.