



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
November 12th, 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 3:40 pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for November 12th, 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.#AC2025-101

3. ADOPTION OF MINUTES:

a. Public Meeting – October 15th, 2025

Motion to adopt the minutes of Public Meeting – October 15th, 2025 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.#AC2025-102

b. Public Meeting – October 21st, 2025

Motion to adopt the minutes of Public Meeting – October 21st, 2025 with a correction to the amount donated to Bill Guiney – The Long Walk for Mental Health. Minutes states \$100.00 was donated when the actual amount was \$50.00. Motion made 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.#AC2025-103

4. BUSINESS ARISING:

a. Cyril Ryan's Road

Council further discussed repairs and maintenance required on Cyril Ryan's Road. Potholes need to be filled to allow for snow clearing operations. Council discussed the need to maintain Cyril Ryan's Road for emergency services should they be required. Motion to Contact Colin Clowe of Clowe's Construction to have the potholes filled at the previously quoted price of \$650.00 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.#AC2025-104

b. Public Tender – 2025-26 Snow Clearing – Local Roads

Town Clerk/Manager informed Council that a public tender needs to be issued for snow clearing and winter maintenance services for Cyril Ryan's Road. Payne's Road North End as well as the pumphouse and community center parking lots. Motion to issue public tender for snow clearing and winter maintenance services 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.#AC2025-105

c. By-Election/Council Appointment

Town Clerk/Manager informed council that no one came forward for nomination day on October 30th, therefore there would be no need for a by-election. Town Clerk/Manager informed council of email received from Municipal and Community Affairs about proceeding to a council appointment if a resident was interested. Council was also advised that should the vacant seat not be filled, another by-election would have to be called within 30 days of the first by-election date on November 20th. Motion to defer calling a by-election to determine if there is anyone interested in being appointed to council 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.#AC2025-106

d. Canada Summer Jobs/NL Summer Employment Program for Students

Council discussed the Canada Summer Jobs program versus the NL Summer Employment Program for Students. Town Clerk/Manager informed council that under the Canada Summer Jobs Program, Council is required to subsidize 50% of the students wages as well as 100% of payroll expenses. No funding is provided for materials or supplies under the Canada Summer Jobs program. The NL Summer Employment Program for Students would provide up to \$7,800.00 to municipalities and other not-for profits per full time equivalent position. Council decided the NL Summer Employment Program for Students would be the more cost-effective way for the town to provide a student with summer employment. Motion to withdraw from the Canada Summer Jobs Program and apply for the NL Summer Employment Program for Students 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.#AC2025-107

5. COMMITTEE REPORTS:

- a. Our Lady of Fatima Park Committee – \$14,481.50 + \$100.00 Equity Share**
- b. Recyclables - \$6.80**

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

Accounts Receivable:	\$13,649.18
Accounts Payable:	\$ 7,066.28
Bank Balance:	\$50,313.51 + \$663.59 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 \$7,066.28 by Councilor Earon Kavanagh, 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.#AC2025-108

7. CORRESPONDENCE

a. Incoming

- **Letter – ERSB – 2026 Fee Schedule**

Town Clerk/Manager presented letter and 2026 Fee Schedule from the Eastern Regional Service Board. No new fee increases for 2026. Waste Recovery Facility Access Pass Cards will be required as of January 2nd. 2026. No further extensions will be allowed. Council discussed possible measures of covering fees that some residents refuse to pay for waste collection and disposal. Council discussed increasing the per household fee charged to all residents as a way of offsetting the deficit. Council will discuss further during budget preparation and adoption of 2026 Tax Structure.

- **Email – Municipal & Community Affairs – Information Request Form**

Town Clerk/Manager informed Council of request received from the Department of Municipal and Community Affairs for council contact information to update the Municipal Directory. Town Clerk/Manager informed council that information is protected under ATIPP. All council ok with providing information. Town Clerk/Manager will complete form and return to Municipal and Community Affairs.

b. Outgoing

- **Letter – Aquaforte (OLF) Park Committee – Student Summer Project**

Town Clerk/Manager presented Council with draft letter to send to the Aquaforte (OLF) Park Committee recommending they apply for funding under the NL Student Summer Employment Program for Students. The Provincial Government will provide the same \$7,800.00 per full time equivalent position to the park committee. Motion to send letter 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.#AC2025-109

8. NEW BUSINESS:

a. Winter Maintenance Services – Dept. of Transportation & Infrastructure

Town Clerk/Manager informed council that requests for winter maintenance services from the Department of Transportation and Infrastructure must be submitted by December 1st, 2025. This is contingent on no bids being received on the public tender for snow clearing and ice control being issued. Motion to submit request for winter maintenance services to the Department of Transportation and

Infrastructure for roads previously done by the department 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.#AC2025-110

b. Protected Roads Development Permit Application – 128 Main Road

Town Clerk/Manager informed council that the Protected Roads development permit application for 128 Main Road has been approved. Resident plans to construct vegetable garden and flower beds. No application for a development permit from the town has been received yet. Council requested the Town Clerk/Manager contact the resident to advise that repair work being carried out on their property at 2 Payne's Road also requires a permit from the Town.

c. Development Permit Application – 33 Loop Road

Mayor Deborah Hynes declared conflict of interest and left the meeting at 4:13pm and as this application is for the mayor's property. Deputy Mayor Jerome Croft assumed the role of Chairperson. Application to construct a 10ftx12ft greenhouse as an accessory building at rear of property. Project is a permitted use in the Community Development zoning of the Town of Aquaforte Town Plan and specifications are within the Town of Aquaforte Development Regulations. Motion to approve permit application 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. Mayor Deborah Hynes returned to the meeting and resumed the role of chairperson at 4:16pm.

Ref.#AC2025-111

d. Development Permit Application – 175 Main Road

Application for General Repairs permit received from 175 Main Road. Property owner is having a contractor replace windows, doors, and siding. Motion to approve General Repairs 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. Mayor Deborah Hynes returned to the meeting and resumed the role of chairperson at 4:16pm.

Ref.#AC2025-112

e. Community Christmas Tree/Boat Lighting

Council discussed planning the annual community Christmas tree and boat lighting. Deputy Mayor Jerome Croft suggested that council set the date and remain the same date every year. Town Clerk/Manager suggested council choose a certain day, such as the second Friday each December. Motion to set the date for December 12th for the 2025 Community Christmas Tree and Boat Lighting and the event to be held on the second Friday in December going forward 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. Mayor Deborah Hynes returned to the meeting and resumed the role of chairperson at 4:16pm.

Ref.#AC2025-113

f. Water Tax Review

Town Clerk/Manager presented council with a review of the revenue and expenses on the town's water system. The operational expenses of the water system is exceeding tax revenues an average of \$2,965.00 for the last 3 years. Town Clerk/Manager advised council that this is not sustainable.

Clerk/Manager informed council that the Water Tax must be transitioned to a Water Fee by 2027. At that point the water system must operate on a cost recovery basis, meaning that revenues have to equal or exceed expenses. In preparation for this transition, the Town Clerk/Manager suggested increasing the residential, business, and commercial water taxes for 2026, as well as imposing a fee equal to 50% of the corresponding water fee for the category on property owners whose property is capable of being connected, but is not. Mayor Deborah Hynes suggested sending a letter to tax payers informing them of the potential changes and the legislative requirement to do so under the Towns and Local Service Districts Act. Motion to send letters to affected residents by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote Against: (0) None. Abstain: (0) None.** Motion carried. Mayor Deborah Hynes returned to the meeting and resumed the role of chairperson at 4:16pm.

Ref.#AC2025-114

g. 2026 Budget Training

Town Clerk/Manager informed council of 2026 budget training sessions being offered by Municipal and Community Affairs. Sessions are being offered in-person and virtually. Virtual sessions are being offered on November 26th and December 8th, 2025. Town Clerk/Manager and Mayor Deborah Hynes expressed interest in completing the training online. Town Clerk/Manager will complete registrations for November 26th sessions.

h. 2026 Budget

Town Clerk/Manager informed council that the 2026 budget must be completed and adopted by council before January 1st, 2026 and must be submitted to the finance division at Municipal and Community Affairs by January 31st, 2026. Deadlines are 30 days later as this was an election year. Town Clerk/Manager suggested waiting until after the 2026 budget training session is completed on November 26th to begin the preparing the budget document.

i. ATIPP Training – Mandatory Orientation Training for Council/CAO

Town Clerk/Manager informed council of ATIPP training being offered by the ATIPP office. This is module 5 in the mandatory training sessions required to be completed by council within 6 months of being elected to office. Only in-person sessions are being offered by the ATIPP office at various locations throughout the province. Module 5 will be offered again virtually as part of the mandatory orientation training being offered by Municipal and Community Affairs in the coming months. Council decided it would be more cost effective to complete the training online when required so as not to incur expenses for travel.

9. NEXT MEETING: Tuesday December 9th, 2025 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:04pm 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.#AC2025-115

Deborah Hynes

Deborah Hynes – Mayor

Aaron Croft

Aaron Croft – Town Clerk

Dec 9, 2025

Date

Dec 9, 2025.

Date

Town of Aquaforte Accounts Payable

DATE: November 12th - December 9th, 2025

**Town of Aquaforte
Accounts Payable**

DATE: November 12th - December 9th, 2025

Date	Cheque #	Company	Description	Amount
12-Nov	2910	The Business Post	Remembrance Day Ad in The Shoreline	\$135.23
	2911	CIBC Visa	Staples - Office Supplies, Adobe - Monthly Subscription, CIBC - Annual Fee	\$98.58
	2912	Town Clerk/Manager	Salary Nov 2 - Nov 8, 2025 - 24 Hours	\$496.91
	2913	Town Clerk/Manager	Travel - Nov 10, 2025 - Mount Pearl - Bank Deposit	\$104.72
19-Nov	2914	NL Power	Street Lights, Town Hall, and PumpHouse for Nov 2025	\$1,053.72
	2915	EastChem	4 Cases Chlorine for PumpHouse	\$282.90
	2916	Town Clerk/Manager	Salary Nov 9 - Nov 15, 2025 - 26 Hours	\$532.57
21-Nov	PAD	Cal LeGrow	Insurance for November 2025	\$485.32
26-Nov	2917	Town Clerk/Manager	Salary Nov 16 - Nov 22, 2025 - 24 Hours	\$496.91
	2918	Canada Post	2 Rolls Postage Stamps	\$285.20
3-Dec	2919	Pumphouse Manager	Pumphouse Maintenance - Nov 1 - Nov 29, 2025 - 15 Hours	\$300.00
	2920	Town Clerk/Manager	Salary - Nov 23 - Nov 29, 2025 - 31 Hours	\$621.72
	2921	CRA	Payroll Remittance for November 2025	\$943.54
Total				\$5,837.32

Mr. E. C. L. C.