



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
January 13th, 2026**

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 3:10pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for January 13th, 2026 Public Meeting 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.#AC2026-001**

3. ADOPTION OF MINUTES:

a. Public Meeting – December 9th, 2025

Motion to adopt the minutes of Public Meeting – December 9th, 2025 by Deputy Mayor Jerom 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.#AC2026-002**

b. Special Meeting – December 29th, 2025

Motion to adopt the minutes of Special Meeting – December 29th, 2025 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.#AC2026-003**

4. BUSINESS ARISING:

a. None

5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee – \$13,885.32 + \$100.00 Equity Share**
- b. **Recyclables - \$6.80**

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

Accounts Receivable:	\$ 1,906.90
Accounts Payable:	\$ 9,225.47
Bank Balance:	\$41,975.36 + \$645.59 Gas Tax Acct.
To Deposit:	\$ 1,159.50

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$9,225.47 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.#AC2026-004

b. Denis Trainor Snow Clearing Invoice – December 2026

Town Clerk/Manager presented Council with Invoice from Denis Trainor Snow Clearing for December 2025. Motion to pay Denis Trainor Snow Clearing Invoice for \$490.00 HST included 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.#AC2026-005

c. Federation of Canadian Municipalities (FCM) Invoice – 2026 Membership Fees

Town Clerk/Manager presented Council with invoice from FCM for 2026 Membership Fees. Motion to pay 2026 FCM Membership Fees Invoice for \$123.43 HST Included 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.#AC2026-006

d. Municipalities Newfoundland Labrador (MNL) Invoice – 2026 MNL & PMA Membership Fees

Town Clerk/Manager presented Council with Invoice from MNL for 2026 MNL Membership fees - \$426.92 and PMA Membership fees - \$200.00. Councilor Elizabeth Croft inquired about membership cards issued by MNL to Councilors in previous years. Town Clerk/Manager will contact MNL to inquire if they still issue membership cards. Motion to pay 2026 MNL and PMA Membership Fees Invoice totaling \$626.92 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.#AC2026-007

7. CORRESPONDENCE

a. Incoming

- **Email – Resident – Snow Clearing on Cyril Ryan’s Road**

Town Clerk/Manager informed council of an email received from property owner at 261 Main Road advising that snow clearing on Cyril Ryan's Road was not being completed as in previous years. Property owner stated snow clearing was only being completed to the garage for the property and not to the end of the road. Town Clerk/Manager contacted contractor to clarify snow clearing responsibilities on Cyril Ryan's Road.

- **Email – Resident – Sulfur Odor on Water from Town Water Supply**

Town Clerk/Manager informed council of email received from property owner at 29 Payne's Road stating that an occasional sulfur odor has been detected on the water at the property and referenced another property having a similar issue. That property address was not identified. Town Clerk/Manager contacted pumphouse manager who advised no sulfur odor detected at pumping station or end of water line where testing is completed. Advised that issue could be related to plumbing in the property. Town Clerk/Manager replied to resident email advising of the same.

- **Letter – Property Owner – Property Ownership of 8A Payne’s Road**

Town Clerk/Manager informed council of document received from a property owner of 8A Payne's Road stating share of ownership in the property was signed over to sibling in December 2018. Document was a photocopy of original and had not been notarized. Town Clerk/Manager will send a letter to owner stating required documentation required for transfer of land ownership.

- **Email – Municipal Assessment Agency – Request for Property Information**

Town Clerk/Manager informed council of initial request for property information from the Municipal Assessment Agency to begin the transition process to a property tax system. Town Clerk/Manager informed Council of information required to be submitted and the potential for a time-consuming process.

b. Outgoing

- **None**

8. NEW BUSINESS:

a. Wildfire Community Preparedness Day Award

Town Clerk/Manager informed council that the Wildfire Community Preparedness Day is a national initiative that encourages communities to come together to reduce wildfire risk and increase resilience. The \$500-award can be used to support local preparedness efforts, such as community clean-ups, educational workshops, or FireSmart activities. These hands-on events provide meaningful opportunities for residents to proactively safeguard homes, neighbourhoods, and natural areas from the threat of wildfire. Town Clerk/Manager suggested the award could be used for such things as a community clean-up event whereby a woodchipper could be rented and residents encouraged to clear brush and overgrowth from their properties and brought to a central location. The waste could then be turned to mulch for residents to use in gardens. Town Clerk/Manager informed council that due to a short timeline, an application for the award was submitted on December 16, 2025 and status is currently pending.

b. 2026 Waste Management & Fire Protection Fees

Town Clerk/Manager informed Council that the invoice was received from Eastern Regional Service Board (ERSB) for 2026 Waste Management Fees - \$15,525.00 and Town of Ferryland 2026 Fire Protection Fees - \$5,744.88 = \$21,269.88. As per info from the Town of Ferryland, Fire Protection Fees are \$72.26/property for 72 Properties = \$5,202.72. The Eastern Regional Service Board is adding a charge

of \$7.53/property = \$542.16 presumably as an administrative fee. Town Clerk/Manager informed council that initial email communication from the Town of Ferryland on December 1st, 2025 indicated the 2026 fire protection fees would be decreasing to \$2,446.67 (approximately \$33.98 per property) On December 15th, 2025, Ferryland Town Clerk informed the Town of Aquaforte that due to Ferryland's late budget adoption and submission to the ERSB, Aquaforte would be billed for 2026 fire protection fees at the 2025 rate and any adjustment would be applied to 2027 fire protection fees. Mayor Deborah Hynes brought the issue forward at the most recent meeting of the Southern Shore Joint Council on January 12th, 2026 and requested the Town Clerk/Manager send the details to Holly Power at the Eastern Regional Service Board for investigation and clarification.

c. 2026 Public Meeting Schedule

Town Clerk/Manager presented Council with the 2026 Public Meeting schedule for adoption. Public Meetings are to be held on the second Tuesday of each month unless otherwise indicated on the schedule with the meeting start time being changed to 3:00pm from 3:30pm. Motion to adopt the 2026 Public Meeting Schedule 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.#AC2026-008

d. Mandatory Orientation Training for Council

Town Clerk/Manager presented council with the Mandatory Orientation Training schedule for modules 1-4 being offered by the Department of Municipal and Community Affairs and module 5 being offered by the Access to Information and Privacy Protection (ATIPP) office. Town Clerk/Manager advised council is obligated to complete the mandatory training within 6 months of being elected or acclaimed to office or risk being suspended from office until the training is completed. Extensions can be applied for through the Department of Municipal and Community Affairs. Council will be responsible for registering and completing training on their own schedules.

9. NEXT MEETING: Tuesday February 10, 2026 at 3:00pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 4:00pm 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.#AC2026-009

Deborah Winslow - Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

Feb. 10, 2026
Date

Feb 10, 2026.
Date

**Town of Aquaforte
Accounts Payable**

DATE: December 9, 2025 - January 13, 2026

Date	Cheque #	Company	Description	Amount
10-Dec	2922	Bell Aliant	Internet & Phone Charges for November 2025	\$146.13
	2923	CIBC Visa	Staples - Office Supplies, Monthly Adobe Subscription	\$346.35
	2924	Town Clerk/Manager	Salary - Nov 30 - Dec 6, 2025 - 28 Hours	\$568.23
	2925	Make-a-Wish Foundation	Donation	\$50.00
12-Dec	2926	Bart/Marion McCarthy	Entertainment for Christmas Tree/Boat Lighting	\$400.00
17-Dec	2927	NL Power	Street Lights/Pumphouse/Town Hall Utilities for November 2025	\$1,202.13
	2928	Mayor	Council Remuneration Oct - Dec 2025	\$387.60
	2929	Deputy Mayor	Council Remuneration Oct - Dec 2025	\$387.60
	2930	Councilor 1	Council Remuneration Oct - Dec 2025	\$387.60
	2931	Councilor 2	Council Remuneration Oct - Dec 2025	\$387.60
	2932	Town Clerk/Manager	Salary - Dec 7 - Dec 13, 2025 - 30 Hours	\$603.89
22-Dec	PAD	Cal LeGrow	Insurance for December 2025	\$485.32
24-Dec	2933	Town Clerk/Manager	Salary - Dec 14 - Dec 20, 2025 - 24 Hours	\$496.91
31-Dec	2934	Pumphouse Manager	Pumphouse Maintenance - Dec 1 - Dec 31, 2025 - 16 Hours	\$320.00
	2935	Town Clerk/Manager	Salary - Dec 21 - Dec 27, 2025 - 24 Reg Hours 16 Stat Hours	\$774.11
	2936	CRA	Payroll Remittance for December 2025	\$899.07
7-Jan	2937	CIBC Visa	Office Supplies, Christmas Tree & Boat Lighting Supplies, Monthly Adobe Subscription	\$595.94
	2938	Town Clerk/Manager	Salary - Dec 28, 2025 - Jan 3, 2026 - 24 Reg Hours, 8 Stat Hours	\$640.76
	2939	Bell Aliant	Internet & Phone Charges for December 2025	\$146.23
Total				\$9,225.47

D.J.C. S.K.