

**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
March 10th, 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 3:09pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for March 10th, 2026 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.#AC2026-022

3. ADOPTION OF MINUTES:

a. Public Meeting – February 10th, 2026

Motion to adopt the minutes of Public Meeting – February 10th, 2026 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.#AC2026-023

4. BUSINESS ARISING:

a. FireSmart Canada – Wildfire Community Preparedness Day Grant

Aquaforte has received a \$500 FireSmart Canada Wildfire Community Preparedness Day award to support wildfire-risk reduction and public education activities in the Town. The event must occur between May and November. Council was provided with an information sheet containing eligible event and project types. There will also be a free FireSmart Webinar on March 23rd at 7pm for any members of council interested in taking part with the Town Clerk/Manager. Council agreed to review the information and present ideas at the next public meeting. Motion to defer planning the

FireSmart Canada Wildfire Community Preparedness Day event 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.#AC2026-024

b. Eastern Regional Service Board – Waste Services Contract

At the February 10, 2026 Public Meeting, the matter was deferred pending a response from the Eastern Regional Service Board (ERSB). The Town Clerk/Manager advised Council that a reply has since been received from Christie Dean of ERSB addressing Council's questions. ERSB indicated that they would prefer a one-year extension to the current contract, noting that a new 48-month contract would require a public tender process. Regarding potential rate changes, Council was informed that annual collection rates are set by the Board each fall and are not affected by either contract option. The only service change identified is that a new 48-month contract would shift bulk waste collection to one annual appointment-based pick-up, whereas extending the current contract would maintain two scheduled bulk pick-ups per year. Council must determine whether to proceed with a one-year extension or enter into a new 48-month contract, with a decision required by 9:00 a.m. on April 16. Council agreed the one-year extension would be the best option at this time. Motion to renew the current contract for waste collection and disposal by one year, the first of two possible extensions 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.#AC2026-025

c. Town Plan/Development Regulations Review

Town Clerk/Manager has made several attempts to contact CBCL Limited regarding a review of the Town Plan and Development Regulations, but was unsuccessful in connecting with the project manager before the meeting. Motion to defer discussing the Town Plan and Development Regulations review 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.#AC2026-026

d. Municipal Assessment Agency – Request for Information

Town Clerk/Manager has compiled a list of property information as requested by the Municipal Assessment Agency to begin the transition to a property tax system. Mike Warr with the Municipal Assessment Agency has requested a meeting with Council to discuss the assessment process and answer any questions council may have. Council will review the information as presented and discussed possible meeting dates. The earliest council will be available is the week of April 6th to April 8th. Town Clerk/Manager will submit information as compiled to the assessment agency and notify council of meeting time and date when a reply is received from the Municipal Assessment Agency.

5. COMMITTEE REPORTS:

a. Our Lady of Fatima Park Committee – \$13,806.51 + \$100.00 Equity Share

b. Recyclables - \$6.80

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

Accounts Receivable: \$11,867.62
Accounts Payable: \$ 9,206.36
Bank Balance: \$41,890.14 + \$627.59 Gas Tax Acct.
To Deposit: \$ 1,228.61

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$9,206.36 by Councilor Earon Kavanagh, 2nd by Deputy 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.#AC2026-027

7. CORRESPONDENCE

a. Incoming

- **Email – Epilepsy Newfoundland Labrador – Proclamation – Purple Day – March 26th, 2026**

Request received from Epilepsy Newfoundland Labrador to proclaim March 26th, 2026 as “Purple Day”. This is a global initiative to help end stigma associated with epilepsy and let those living with seizures know they are not alone. Motion to proclaim March 26th as Purple Day in the Town of Aquaforte 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 signed proclamation. Town Clerk will post proclamation on social media and change the building lights to purple on March 26th.

Ref.#AC2026-028

Letter – Minister of Municipal and Community Affairs – Financial and Human Resources Oversight – Role of Council

Town Clerk/Manager tabled a letter from the Minister of Municipal and Community Affairs, Hon. Chris Tibbs, regarding the role of council in Financial and Human Resources oversight. Council reviewed letter and discussed letter. Motion to accept letter 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.#AC2026-029

b. Outgoing

- **None**

8. NEW BUSINESS:

a. Code of Conduct Training

Under the Municipal Conduct Act, Municipalities must provide code of conduct training for councillors. Training must be completed within 3 months of being elected or acclaimed. Training must be arranged and delivered by the municipality, and training must be based on the Town’s

adopted Code of Conduct. Town Clerk/Manager provided all members of council with a copy of the Code of Conduct for Council for review.

b. Mandatory Orientation Training – Mandatory Training Statement

As requested by Municipal and Community Affairs, Town Clerk/Manager issued Mandatory Training Statement form to members of council to complete when all five modules of the Mandatory Orientation Training as well as Code of Conduct Training have been completed. Council will complete and file with the Town Office once all training has been completed.

9. NEXT MEETING: Tuesday April 14th, 2026 at 3:00pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 3:39pm 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.#AC2026-030

Deborah Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

April 14, 2026
Date

April 14, 2026.
Date

**Town of Aquaforte
Accounts Payable**

DATE: February 10, 2026 - March 10, 2026

Date	Cheque #	Company	Description	Amount
11-Feb	2953	CIBC Visa	Office Supplies, Pumphouse Supplies, Adobe Subscription	\$ 198.26
	2954	Bell Aliant	Internet & Phone Charges for January 2026	\$ 146.08
	2955	NL Power	Street Lights, Pumphouse and Town Hall Utilities for February 2026	\$ 1,304.48
	2956	Pumphouse Manager	Labour - Waterline Repairs - Feb 4th & 5th, 2026 - 9 Hours	\$ 180.00
	2957	Pumphouse Assistant 1	Labour - Waterline Repairs - Feb 4th & 5th, 2026 - 8 Hours	\$ 160.00
	2958	Pumphouse Assistant 2	Labour - Waterline Repairs - Feb 4th & 5th, 2026 - 5 Hours	\$ 100.00
	2959	Town Clerk/Manager	Travel - Jan 28 & Feb 4, 2026 (Approved at Feb 10, 2026 Public Meeting)	\$ 126.68
	2960	Town Clerk/Manager	Salary - Feb 1 - Feb 7, 2026 - 24 Hours	\$ 498.11
18-Feb	2961	ERSB	2026 Waste Management & Fire Protection Fees - Payment 1/10	\$ 2,126.99
	2962	Town Clerk/Manager	Salary - Feb 8 - Feb 14, 2026 - 24 Hours	\$ 515.95
23-Feb	PAD	Cal LeGrow	Insurance for February 2026	\$ 468.88
25-Feb	2963	WorkplaceNL	Payroll Assessments for 2026	\$ 730.51
	2964	Town Clerk/Manager	Salary - Feb 15 - Feb 21, 2026 - 24 Hours	\$ 498.11
4-Mar	2965	Dalton's Home Hardware	Parts & Supplies for Emergency Repairs to Waterline on Feb 4th & 5th	\$ 140.09
	2966	Nicholas Keough	Snow Clearing with Backhoe on Payne's Road North and Cyril Ryan's Road - Feb 24, 2026	\$ 240.00
	2967	Pumphouse Manager	Pumphouse Maintenance - Feb 1 - Feb 27, 2026 - 15 Hours	\$ 300.00

*dc
EK dc*

	2968	Denis Trainor Snow Clearing	Snow Clearing Services for February 2026	\$	380.00
	2969	Town Clerk/Manager	Salary - Feb 22 - Feb 28, 2026 - 24 Hours	\$	498.11
	2970	CRA	Payroll Remittance for February 2026	\$	594.11
Total				\$	9,206.36

DA
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