



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
April 14th, 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 3:00pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for April 14th, 2026 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.#AC2026-031

3. ADOPTION OF MINUTES:

a. Public Meeting – March 10th, 2026

Motion to adopt the minutes of Public Meeting – March 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.#AC2026-032

4. BUSINESS ARISING:

a. FireSmart Canada – Community Wildfire Preparedness Day Grant

Deferred from March public meeting, Council discussed possible ideas for Wildfire Community Preparedness Day event. Deputy Mayor Jerome Croft asked if the grant money can be used to hire a contractor to clear brush back from the road on Loop Road. Town Clerk/Manager advised council that it seems the grant money can be used for events only, rather than a project to clear brush. Deputy Mayor asked the Town Clerk/Manager to check with FireSmart Canada for clarification on what grant money can be used for. Motion to defer planning the FireSmart Canada Community Wildfire 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.#AC2026-033

b. Mandatory Training Statements

Town Clerk/Manager advised Council that all mandatory orientation training should be completed and the Mandatory Training Statements are required to be filed with the office as soon as possible.

c. ERSB Waste Services Contract

Town Clerk/Manager informed council of new developments regarding the contract for waste services from the Eastern Regional Service Board. Previously, towns on the Southern Shore were given the option to extend the current contract for one year, or sign a new 4-year contract for waste services. The ERSB is now stating that extending the current contract is no longer possible. Therefore, Council must agree to a new 4-year contract to continue service. Town Clerk/Manager informed council that the Towns of Witless Bay and Bay Bulls have withdrawn from the ERSB, and the Town of Cape Broyle is in the process of signing with a new contractor. Deputy Mayor Jerome Croft expressed concern that with three of the larger towns withdrawing, the fees charged by the ERSB will increase dramatically for the remaining towns. Mayor Deborah Hynes suggested requesting the necessary information from the ERSB to request a quote from another company. Motion to request the required information from the ERSB to obtain a quote from a private contractor for waste collection services 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.#AC2026-034

5. COMMITTEE REPORTS:

- a. **Our Lady of Fatima Park Committee** – \$13,801.86 + \$100.00 Equity Share
- b. **Recyclables** - \$6.80

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

Accounts Receivable:	\$ 5,100.50
Accounts Payable:	\$10,209.03
Bank Balance:	\$36,831.03 + \$618.59 Gas Tax Acct.
To Deposit:	\$ 835.00

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$10,209.03 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.#AC2026-035

b. CIBC Visa Card Limit

The Town Clerk/Manager presented Council with a letter of direction outlining several recommended updates to the Town of Aquaforte's CIBC banking arrangements. These changes are intended to modernize payment processes, reduce administrative burden, and minimize interest charges resulting from delayed mail delivery. Council discussed increasing the credit limit on the existing

CIBC Visa used for municipal purchases to \$3,000.00 and requesting an additional Visa card to be issued for the Town Clerk/Manager to support operational purchasing and online transactions. The Town Clerk/Manager requested council approval for the following adjustments to the Town's CIBC Chequing account; Enable debit payments for online banking, while maintaining restrictions that prevent ATM withdrawals and Point-of-sale (POS) transactions. Link the CIBC Visa card to the Town's bank account to allow online payments to be processed efficiently, and add Newfoundland Power and Bell Aliant accounts to the online banking profile to enable direct online payments. Council reviewed a request to enable Interac e-Transfer auto-deposit to the Town's Chequing account but restrict the ability to send e-transfers, ensuring funds can only be received, not disbursed through this method. The Town Clerk/Manager also recommended enabling paperless statement for the Town's Chequing account, and Gas Tax account. This change would remove the monthly statement fees. The Town Clerk/Manager noted that implementing these updates will significantly reduce the number of cheques required for routine payments, improve the timeliness of payments, particularly where Canada Post delays have previously resulted in late fees or interest charges and support more efficient financial administration and reduce manual processing. Motion to send letter of direction as presented and proceed with all changes to the CIBC Bank Account as requested by the Town Clerk/Manager 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.#AC2026-036

c. Department of Transportation & Infrastructure Invoices – Snow Clearing

Town Clerk/Manager presented Council with invoices for payment from the Department of Transportation and Infrastructure for winter maintenance services in December 2025 - \$1,937.10 + HST = \$2,227.67 and January 2026 - \$2,037.85 + HST = \$2,343.53. Motion to defer payment of both invoices until the spring Municipal Operating Grant (MOG) is received 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.#AC2026-037

7. CORRESPONDENCE

a. Incoming

- None

b. Outgoing

- **Water Disconnection Notice**

Town Clerk/Manager requested council approval to send water disconnection notices to three properties in the town for non-payment of municipal taxes. Water disconnection date set for May 20th, 2026. Motion to send water disconnection notices 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.#AC2026-038

8. NEW BUSINESS:

a. Railing for Community Center

Council discussed the need to install railing on the ramp and entrance deck to the Town Hall and Community Center. Town Clerk/Manager informed council of pricing for prefabricated railing kits range from \$42.00 - \$78.19 per linear foot. Deputy Mayor Jerome Croft suggested obtaining a quote to have a metal rail fabricated for the entrance deck. Town Clerk/Manager will get quotes to have a custom rail welded and installed to present at the next meeting.

b. Celebrate Canada Day Grant

Town Clerk/Manager informed council that the application for the Celebrate Canada Day grant through the Department of Canadian Heritage was approved again this year. Funding will be received in the amount of \$2,960.00 to support the planning and execution of the event. Deputy Mayor Jerome Croft suggested holding an open call for volunteers from the community to assist with planning. Town Clerk/Manager will post call for volunteers on social media in hopes of engaging community members. Motion to defer planning Canada Day Event to see if any volunteers come forward 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.#AC2026-039

c. Emergency Management Plan

Town Clerk/Manager met virtually with Devin Reid – Regional Emergency Planner with Fire and Emergency Services to review new Emergency Management Plan. There are some minor changes that need to be made to the plan as well as a new template with updated government departments. Once changes and updates have been completed, plan will go back to Emergency Services Division for review and director’s approval. Council will then be required to adopt the final version of the plan.

d. Technical & Community Engagement Services for Drinking Water System Enhancement Project

Project Engineer Melissa Fraser from CBCL Limited met with the Town Clerk/Manager and Pumphouse Manager to complete a site visit of the town’s water treatment facility on April 9th, 2026. The objective of the visit was to gather information on drinking water system, pumping, chlorination, and distribution system. Engineer noted that the pumphouse is in excellent shape, and record keeping very detailed. Drinking water high in HAA’s and THM’s and this project is aimed at finding ways to reduce the chlorine by-products in drinking water. Engineer will provide a report to council to be tabled at the next meeting.

e. Municipal Assessment Agency – Initial Property Assessment

The Town Clerk/Manager informed Council that the initial property assessment process for the Town of Aquaforte is about to begin. An agent with the Municipal Assessment Agency has already been in the community conducting preliminary site visits, particularly for properties that are not clearly visible through mapping. Council was advised that the Municipal Assessment Agency has issued a Public Notice advising residents that assessment agents will be in the area completing this work. The notice will be posted on the Town’s social media page, sent as a flyer to community mailboxes and mailed to property owners who reside outside the Town. The Clerk also noted that Mike Warr, Director of Valuation Services with the Municipal Assessment Agency, will attend a meeting with Council on April 22 at 2:00 p.m. to provide an overview of the initial assessment process and answer any questions Council may have.

f. Resident Driveway – 85A Main Road

Council was advised that on April 13, the property owner of 85A Main Road visited the Town Office to raise a concern regarding the condition of the driveway accessing the property. The resident

reported that a hole has formed in the driveway, leaving the property difficult to access. The resident attributed the issue to work completed by Council approximately two to three years ago while investigating a potential leak in the waterline located on the property. The resident requested that Council repair the driveway. The Town Clerk/Manager noted that nearly three years have passed since Council last completed any work on the property and that, at the time, the work was completed to the satisfaction of both the resident and Council. Deputy Mayor Jerome Croft stated that Council cannot continue to undertake work on this property, as it has been determined that the current issue is not the responsibility of Council. Motion to hire a contractor to do repair work on the driveway at 85A Main Road as requested by property owner by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (0) None Vote Against: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Earon Kavanagh. Abstain: (0) None.** Motion defeated.

Ref.#AC2026-040

g. 2025 Audit

Town Clerk/Manager advised council that preparations have started for the annual municipal audit. Though no date has been scheduled it will be in the very near future. Town Clerk/Manager will inform council once a date is scheduled.

9. NEXT MEETING: Tuesday May 12th, 2026 at 3:00pm.

Before adjourning the meeting, Mayor Deborah Hynes noted that she had a conversation with Municipal and Community Affairs Regional Director, Dawn Chaplin at a recent training session. Dawn had great things to say about the Town Clerk/Manager Aaron Croft and referred to him as a "Rockstar"

10. ADJOURNMENT:

Motion to adjourn the meeting at 3:59pm 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.#AC2026-041

Deborah Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

DH May 12
April 14/26
Date

May 12th
Date

Town of Aquaforte
Accounts Payable

DATE: March 10, 2026 - April 14, 2026

Date	Cheque #	Company	Description	Amount
11-Mar	2971	Bell Aliant	Internet & Phone Charges for February 2026	\$ 148.06
	2972	CIBC Visa	Office Supplies, Monthly Adobe Subscription,	\$ 320.86
	2973	ERSB	Waste Mgmt/Fire Protection Fees - Pay 2/10	\$ 2,126.99
	2974	Town Clerk/Manager	Salary - Mar 1 - Mar 7, 2026 - 24 Hours	\$ 498.11
	2975	Town Clerk/Manager	Travel - Feb 27, 2026 - Mount Pearl - CIBC - Bank Deposit.	\$ 103.50
18-Mar	2976	NL Power	Street Lights, Town Hall, and Pumphouse Utilities for March 2026	\$ 1,040.59
	2977	Town Clerk/Manager	Salary - Mar 8 - Mar 14, 2026 - 24 Hours	\$ 498.11
	2978	Neil Fennelly Snow Clearing	Snow Clearing Services - Feb 26 & Mar 15, 2026	\$ 320.00
23-Mar	PAD	Cal LeGrow	Insurance for March 2026	\$ 468.81
25-Mar	2979	Town Clerk/Manager	Salary - Mar 14 - Mar 21, 2026 - 24 Hours	\$ 498.11
1-Apr	2980	Pumphouse Manager	Pumphouse Maintenance - Mar 1 - Mar 31, 2026 - 16 Hours	\$ 320.00
	2981	Mayor	Council Remuneration - Jan, Feb, Mar 2026	\$ 418.07
	2982	Deputy Mayor	Council Remuneration - Jan, Feb, Mar 2026	\$ 418.07
	2983	Councilor 1	Council Remuneration - Jan, Feb, Mar 2026	\$ 418.07
	2984	Councilor 2	Council Remuneration - Jan, Feb, Mar 2026	\$ 418.07
	2985	Town Clerk/Manager	Salary - Mar 22 - Mar 28, 2026 - 25.5 Hours	\$ 524.85
	2986	CRA	Payroll Remittance for March 2026	\$ 665.25
6-Apr	PAD	Deluxe	Cheque Re-order	\$ 166.21
8-Apr	2987	Bell Aliant	Internet & Phone Charges for March 2026	\$ 146.04
	2988	CIBC Visa	Monthly Adobe Subscription	\$ 33.15
	2989	Neil Fennelly Snow Clearing	Snow Clearing Services - March 19, 2026	\$ 160.00
	2990	Town Clerk/Manager	Salary - Mar 29 - Apr 4, 2026 - 24 Hours	\$ 498.11
Total				\$ 10,209.03

AKL