



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
September 22nd, 2026**

ATTENDEES

**Mayor – Deborah Hynes
Deputy Mayor – Jerome Croft
Councilor – Earon Kavanagh
Town Clerk/Manager – Aaron Croft**

ABSENT

Councilor – Elizabeth Croft

1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 3:07pm

2. ADOPTION OF AGENDA:

Motion to accept the agenda as presented for September 22nd, 2026 Public Meeting by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-087

3. ADOPTION OF MINUTES:

a. Public Meeting – August 11th, 2026

Motion to adopt the minutes of Public Meeting – August 11th, 2026 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-088

4. BUSINESS ARISING:

a. None

5. COMMITTEE REPORTS:

a. Our Lady of Fatima Park Committee – \$9,742.89 + \$100.00 Equity Share

b. Recyclables - \$6.80

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

Accounts Receivable: \$ 8,357.59
Accounts Payable: \$15,686.48
Bank Balance: \$64,879.80 + \$573.59 Gas Tax Acct.
To Deposit: \$ 1,395.00

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$15,686.48 by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-089

b. Clowe's Construction Invoice

Motion to pay Clowe's Construction Invoice for repairs to Cyril Ryan's Road in the amount of \$897.00 HST included by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-090

7. CORRESPONDENCE

a. Incoming

• Letter – Minister of Forestry, Agriculture, and Lands

Town Clerk/Manager presented Council with a reply letter received from the Minister of Forestry in response to Aquaforte's request to increase the number of moose licences issued for the Southern Shore Area to assist with mitigating the occurrences of moose-vehicle collisions. The Department of Forestry, Agriculture, and Lands issued an additional 180 moose licences for the Southern Shore area to bring the total number of licenses to 1230. The Departments goal is reducing the moose population density to one moose per square km.

• Letter – Minister of Transportation and Infrastructure

Town Clerk/Manager presented Council with a reply letter received from the Minister of Transportation and Infrastructure in response to Aquaforte's request to expand brush cutting operations along Route 10. The Department has decided to expand the brush cutting work to include the rea between Aquaforte and Fermeuse and will be added to the plans for this year, with work to be completed in the fall.

b. Outgoing

• Letter – Minister of Health and Community Services

Town Clerk/Manager present council with a letter to be sent to the Department of Health and Community Services Minister Joedy Wall to request the replacement of a primary care provider at the Shamrock Clinic in Ferryland as soon as possible.

8. NEW BUSINESS:

a. Development Permit Application – 118 Main Road

Application received from property owner at 118 Main Road to construct a new accessory building on property. Building dimensions are 30ft X 50ft. Building does not comply with Town of Aquaforte Development Regulations as the total square footage of the building exceeds the allowable square footage for accessory buildings. As per section 4.2.4 of the development regulations, *Accessory buildings shall be small, having a lot coverage no greater than 7 percent or a maximum floor area of 70 square meters (753 square feet), whichever is greater, and a height that is no greater than the main building to which it is an accessory.* Council was advised that the building construction is already started with footings in place. Council decided to approve the permit with a notice sent to the property owner that no other permits will be issued for accessory buildings on the property. Motion to approve development permit by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-091

b. Development Permit Application – 261 Main Road

Application received from property owner at 261 Main Road to replace existing deck. Dimensions are 6ft X 24ft and 12ft X 12ft. Construction does comply with the Town of Aquaforte Development Regulations. Motion to approve development permit application by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-092

c. Water System – High Pressure Chlorine Pump Kit

Pumphouse manager has requested a new High Pressure Chlorine Pump Kit as one of the devices has failed. Spare was installed on the pumps and water system is working. It was suggested by the pumphouse manager to order replacement in the event the second one fails. Deputy Mayor Jerome Croft suggested ordering 2 as the next one could fail at any time to have on hand. Town Clerk/Manager informed council that the cost is \$354.28 + \$53.14 HST. Motion to order two High Pressure Chlorine Pump Kits by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-093

d. Water Quality Monitoring – Aqua Realtime

Town Clerk/Manager presented Council with information from Jeff Martin at Aqua Realtime. Aqua Realtime provides a new way to continuously monitor and detect organic contaminants in lakes, rivers, and reservoirs. The technology does require connection to cellular service to work efficiently. Being there is no cellular service in the area of the water supply, the technology would not work at this time.

e. Request to Rename Croft's Lane to Joe Croft's Lane

Request to rename Croft's Lane to Joe Croft's Lane made by residents of 118A Main Road. Town Clerk/Manager advised council that this is not a municipal road or right of way, therefore council does not have the authority to rename the road. The naming of this lane would require an amendment to the Town Plan and Development Regulations and as such would assume responsibility for maintenance and upkeep. Properties using this lane are already addressed as Main Road in the Town Plan and should remain this way. Should residents wish to name the lane and install a sign, it is advised that the sign be different then that of the standard Department of Transportation and Infrastructure Street signs and indicate Private Lane on the sign.

f. Fire Prevention Week Ad – Shoreline Newspaper

Town Office was contacted by Shoreline Newspaper for interest in placing an add in the newspaper for Fire Prevention Week as in previous years. Town Clerk/Manager informed Council the cost would be \$135.00 HST included for the same ad as last year. Council discussed the increase in price for ads in the newspaper and decided not to proceed with publishing the ad this year.

g. Donation – Kids Eat Smart Foundation

Donation request received from the Kids Eat Smart Foundation to support the school breakfast program. Town Clerk/Manager advised council that any donation made can be allocated to Baltimore School in Ferryland, keeping the funds local. The Clerk advised council that \$100 was donated to the program last year. Motion to Donate \$100 to the Kids Eat Smart Foundation for Baltimore School Breakfast Program by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-094

h. Municipal Budget Training

Town Clerk/Manager advised Council of Municipal Budget Training being offered by Municipal and Community Affairs. Virtual sessions taking place on Oct 21st and October 22nd from 9:00am to 12:00pm each day. Mayor Deborah Hynes requested to be registered for both sessions and the Town Clerk/Manager will complete as well. Town Clerk/Manager to submit registrations to the finance division of Municipal and Community Affairs.

i. Municipal Assessment Agency – Assessment Agreement

Town Clerk/Manager presented Council with the Assessment Agreement from the Municipal Assessment Agency (MAA). This gives the MAA the authority to conduct property assessments on behalf of the Town of Aquaforte. Agreement is required to be signed by the town and returned to the agency. Mayor Deborah Hynes signed the agreement and the Clerk will return the document to the MAA.

j. Municipalities NL Resolution – Brush Cutting and Moose-Vehicle Mitigation Measures

Town Clerk/Manager presented Council with a Resolution for submission to Municipalities Newfoundland Labrador (MNL) to advocate for a province wide brush cutting and moose-vehicle collision mitigation strategy. Town Clerk/Manager read the resolution aloud and was acceptable to Council. Mayor Deborah Hynes suggested sending a letter to the Department of Transportation and Infrastructure requesting moose crossing signage to be installed along the Southern Shore Highway in high-risk areas as presently, none exists. This could help motorists who are not familiar with the area be aware of the areas where moose sightings are most common. Motion to send resolution to Municipalities Newfoundland Labrador and to send letter to the Department of Transportation and Infrastructure by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-095

k. Town Plan and Development Regulations Statutory Review Proposal

Town Clerk/Manager presented council with a proposal from AM Group for the completion of a statutory review of the Town of Aquaforte Town Plan and Development Regulations. Town Clerk/Manager explained that costs can be covered under the Build Communities Strong Fund (formerly the Federal Gas Tax Fund). Cost for completion of the review total \$18,575.00 HST included. Members of Council requested copy of the proposal for review and discussion at the next public meeting. Motion to defer discussion to the next public meeting on October 14th, 2026 by

Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-096

I. ClimateReady NL Program

Town Clerk/Manager presented Council with information from ClimateReady NL. Climate-Ready NL, delivered through Municipalities Newfoundland and Labrador (MNL), is nearing the end of its recruitment phase for this year's field season. With one project team based in St. John's, Avalon communities—including Aquaforte—are easy for the team to support, and by November the program will have engaged with 65 small towns across the province. Aquaforte previously took part in the 2023 pilot project that helped shape the current program, and an introductory webinar and backgrounder have been provided for Council's review. Participation in Climate-Ready NL requires the Town to purchase a Climate-Ready NL Kit valued at \$150, with Aquaforte responsible for a \$50 fee. The program also requires a total of 30 person-hours shared among three designated participants: one Council member, one staff member, and one representative from the Fire Department. These participants will help organize and attend a climate hazard mapping event delivered by Climate-Ready NL, review and edit the draft hazard map and report prepared for Aquaforte, and support the Fire Department in follow-up emergency preparedness activities. Once Aquaforte completes its hazard mapping, the Town will be included in a climate-informed Municipal Emergency Plan review led by the Newfoundland and Labrador Association of Fire Services (NLAFS). Climate-Ready NL also intends to facilitate a regional emergency preparedness discussion for the Southern Shore, which would strengthen collaboration among neighbouring communities. The program supports climate adaptation, emergency planning, and Fire Department readiness—key municipal responsibilities—and the cost and time commitment are modest when shared among designated representatives. If Council wishes to proceed, the Town must identify its three participants, pass a formal resolution supporting participation, complete the provided Letter of Commitment, and notify Kathleen Parewick, the Climate-Ready NL Lead, to confirm registration. It is recommended that Council approve Aquaforte's participation in Climate-Ready NL and designate the required representatives to fulfill the program requirements. Council requested to review the information and discuss at the next public meeting on October 14th, 2026. Motion to defer to the October 14th Public Meeting by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-097

9. NEXT MEETING: Wednesday, October 14th, 2026 at 3:00pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 4:05pm by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (3)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2026-098

Deborah Hynes

Deborah Hynes – Mayor

Aaron Croft

Aaron Croft – Town Clerk

Oct. 20, 2026

Date

Oct 20, 2026

Date

**Town of Aquaforte
Accounts Payable**

Date: August 11, 2026 - Sept 22, 2026

Date	Cheque #	Company	Description	Amount
12-Aug	3064	Summer Student 1	Salary - Aug 2 - Aug 8, 2026 - 35 Hours - Pay 5/6	\$ 501.70
	3065	Summer Student 2	Salary - Aug 2 - Aug 8, 2026 - 35 Hours - Pay 5/6	\$ 501.70
	3066	Town Clerk/Manager	Salary - Aug 2 - Aug 8, 2026 - 35 Hours - Pay 5/6	\$ 504.49
	3067	Town Clerk/Manager	Trave Claims - July 21 & July 29, 2026 - Approved at Aug 11, 2026 Public Meeting	\$ 130.34
19-Aug	3068	Central Cashiers Office	Dept. of Transportation Winter Maintenance Services for December 2025 & January 2026	\$ 4,571.20
	3069	NL Power	Street Lights, Pumphouse & Town Hall Utilities for August 2026	\$ 872.88
	3070	Summer Student 1	Salary - Aug 9 - Aug 15, 2026 - 35 Hours - Pay 6/6	\$ 501.70
	3071	Summer Student 2	Salary - Aug 9 - Aug 15, 2026 - 35 Hours - Pay 6/6	\$ 501.70
	3072	Town Clerk/Manager	Salary - Aug 9 - Aug 15, 2026 - 24 Hours	\$ 504.49
21-Aug	PAD	Cal LeGrow	Insurance for August 2026	\$ 468.81
26-Aug	3073	Town Clerk/Manager	Salary - Aug 16 - Aug 22, 2026 - 24 Hours	\$ 504.49
2-Sep	3074	Dynamic Waste Management	Waste Collection and Disposal Fees for July 2026	\$ 1,294.27
	3075	Pumphouse Manager	Pumphouse Maintenance for August 2026 - 15 Hours	\$ 300.00
	3076	Town Clerk/Manager	Salary - Aug 23 - Aug 29, 2026 - 24 Hours	\$ 504.49
	3077	CRA	Payroll Remittance for August 2026	\$ 1,529.85
	3078	CIBC Visa	CIBC Visa Statement - August 27, 2026 - Monthly Adobe Subscription	\$ 29.89
8-Sep	3079	Bell Aliant	Internet & Phone Charges for August 2026	\$ 146.08
	3080	Town Clerk/Manager	Salary Aug 30 - Sept 5, 2026 - 24 Hous	\$ 504.49
16-Sep	3081	NL Power	Street Lights, Pumphouse & Town Hall Utilities for September 2026	\$ 840.61
	3082	Town Clerk/Manager	Salary - Sept 6 - Sept 12, 2026 - 24 Hours	\$ 504.49
21-Sep	PAD	Cal LeGrow	Insurance for September 2026	\$ 468.81
Total				\$ 15,686.48

SK DMC