



**TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
May 13th, 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 3:33pm

2. ADOPTION OF AGENDA:

Deputy Mayor Jerome Croft requested to add Walking Trail under New Business, and Mayor Deborah Hynes requested to add Books/Lending Library under New Business. Motion to accept the agenda as presented for May 13th, 2025 Public Meeting with additions 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.#AC2025-033

3. ADOPTION OF MINUTES:

a. Public Meeting – April 15th, 2025

Motion to adopt the minutes of Public Meeting – April 15th, 2025 by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-034

4. BUSINESS ARISING:

a. Community Clean-up Day

Council set June 1st – June 6th, 2025 as the dates for the Community Clean-up Week. Snacks and refreshments to be served at the Community Center on June 6th at 2pm to celebrate. Town Clerk/Manager to create social media post to inform residents.

TOWN OF AQUAFORTE
MINUTES
PUBLIC MEETING
May 13th, 2025



ATTENDEES

- Mayor - Deborah Hynes
- Deputy Mayor - Jerome Croft
- Councilor - Elizabeth Croft
- Councilor - Aaron Kavanagh
- Town Clerk/Manager - Aaron Croft

1. CALL TO ORDER:

Mayor Deborah Hynes called the meeting to order at 8:33am.

2. ADOPTION OF AGENDA:

Deputy Mayor Jerome Croft requested to add Walking Trail under New Business, and Mayor Deborah Hynes requested to add Bookending Library under New Business. Motion to accept the agenda as presented for May 13th, 2025 Public Meeting with additions by Deputy Mayor Jerome Croft 2nd by Councilor Elizabeth Croft. Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Aaron Kavanagh. Vote Against: (0) None. Motion carried. Ref: AAC2025-033

3. ADOPTION OF MINUTES:

a. Public Meeting - April 15th, 2025
Motion to adopt the minutes of Public Meeting - April 15th, 2025 by Councilor Aaron Kavanagh. 2nd by Deputy Mayor Jerome Croft. Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Aaron Kavanagh. Vote Against: (0) None. Motion carried. Ref: AAC2025-034

4. BUSINESS ARISING:

a. Community Clean-up Day
Council set June 1st - June 8th, 2025 as the dates for the Community Clean-up Week. Banquets and refreshments to be served at the Community Center on June 6th at 5pm to celebrate. Town Clerk/Manager to create social media post to inform residents.

b. Canada Day

Council discussed planning for Canada Day celebrations. Council decided to host annual community breakfast to take place in the morning on Tuesday, July 1st, 2025. Expenses related to the Canada Day Celebrations being funded by the Celebrate Canada Day grant received from Canadian Heritage. This year, as part of the Newfoundland Labrador Year of Sport, Council will host a cornhole tournament in the afternoon on July 1st, 2025. Council discussed purchasing several sets of cornhole boards for future community use, as well as prizes and refreshments for the tournament from proceeds of the Community Sport Fund Grant. Mayor Deborah Hynes suggested getting quotes to have the sets made locally and will report back to Council.

c. Municipal Training Fund Application

Town Clerk/Manager presented council with Municipal Training Fund application for expenses related to travelling to Gander for the Municipalities Newfoundland Labrador 2025 Municipal Symposium from May 1st – May 3rd, 2025 for approval. Motion to submit Municipal Training Fund application by Deputy Mayor Jerome Croft, 2nd by Councilor Earon Kavanagh. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-035

d. Walking Trail

Deputy Mayor Jerome Croft suggested revitalizing the area of the old Aquaforte ballfield as an alternative for a community walking trail, should the Lalice Pond Trail prove to be too difficult or expensive of a project. Stating this area would be smaller and costs maybe considerably lower as there is no body of water. Council will look at this as an option should the Lalice Pond Trail not be feasible.

5. COMMITTEE REPORTS:

- a. Our Lady of Fatima Park Committee – \$14,367.24 + \$100.00 Equity Share**
- b. Recyclables - \$0.00**

Town Clerk/Manager informed Council that the park committee has met several times in the last month. The committee have discussed landscaping work, completing the fence around the grounds, and replacing the flag pole as priorities for this year. A quote has been obtained for fence posts, as well as replacing the flagpole. Landscaping work is being donated by Torque Construction subject to availability of materials and equipment. Council discussed the lack of progress the Park Committee is making on improvements to the grounds and suggested council take over responsibility of getting the work completed and request financial support from the park committee to cover the costs. Deputy Mayor Jerome Croft suggested writing a letter to the Aquaforte (OLF) Park Committee requesting a donation to help pay for expenses related to the work. Motion to send a letter to the Aquaforte (OLF) Park Committee requesting a donation of \$10,000.00 to pay for work to be completed in the Our Lady of Fatima Park by Councilor Earon Kavanagh, 2nd by Deputy Mayor Jerome Croft. **Vote For: (4)** Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Earon Kavanagh. **Vote Against: (0)** None. **Abstain: (0)** None. Motion carried.

Ref.#AC2025-036

FINANCES:

FINANCES:

Abstain: (0) None Motion carried

Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Eron Kavanagh, Vote For: (A) Mayor Jerome Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Eron Kavanagh, Vote Against: (0) None Motion carried

Ref#AC2025-038

3. COMMITTEE REPORTS:

e. Recyclables - \$0.00

a. Our Lady of Fatima Park Committee - \$14,387.24 + \$100.00 Equity Share

d. Walking Trail

Deputy Mayor Jerome Croft suggested revisiting the size of the old Apsalooke field as an alternative for a community walking trail, should the Lince Pond Trail prove to be too difficult or expensive of a project. Stating this area would be smaller and costs may be considerably lower as there is no body of water. Council will look at this as an option should the Lince Pond Trail not be feasible.

Ref#AC2025-038

c. Municipal Training Fund Application

Town Clerk Manager presented council with Municipal Training Fund application for expenses related to travelling to Gandol for the Municipalities Newfoundland Labrador 2025 Municipal Symposium from May 1st - May 3rd, 2025 for approval. Motion to submit Municipal Training Fund application by Deputy Mayor Jerome Croft, 2nd by Councilor Eron Kavanagh, Vote For: (4) Mayor Jerome Hynes, Deputy Mayor Jerome Croft, Councilor Liz Croft, Councilor Eron Kavanagh, Vote Against: (0) None Motion carried

will report back to Council

Spot Fund Grant Mayor Deborah Hynes suggested getting quotes to have the tent made locally and the afternoon on July 1st, 2025. Council discussed purchasing several sets of concrete boards for future year as part of the Newfoundland Labrador Year of Sport. Council will host a complete tournament in celebrations being funded by the Celebrate Canada Day grant received from Canadian Heritage. This request to take place in the morning on Tuesday, July 1st, 2025. Expenses related to the Canada Day Council discussed planning for Canada Day celebrations. Council decided to host annual community

b. Canada Day

Accounts Receivable: \$ 16,100.42
Accounts Payable: \$ 8,645.74
Bank Balance: \$51,501.29+ \$717.59 Gas Tax Acct.
To Deposit: \$ 371.04

a. Accounts Payable

Motion to accept the Financial Report as presented and approve accounts payable in the amount of \$8,645.74 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.#AC2025-037

b. Blair Lawlor Excavating

Invoice received from Blair Lawlor Excavating for 2024/25 Snow Clearing of local roads, pumphouse parking lot, and community center parking lot for \$3,920.00 + \$588.00 HST. Invoice is for the entire season. Mayor Debroah Hynes suggested that future contracts require contractor to bill monthly for work completed. Town Clerk/Manager will update tender for 2025/26 season. Motion to pay Blair Lawlor Excavating Invoice for \$4,508.00 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.#AC2025-038

c. Department of Transportation

Invoice received from the Department of Transportation and Infrastructure for 2024/25 Winter Maintenance services for February 2025 in the amount of \$2,260.05 + \$131.09 administration fee + \$358.67 HST. Motion to pay Department of Transportation and Infrastructure invoice for \$2,749.81 HST included 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.#AC2025-039

7. CORRESPONDENCE

a. Incoming

- None

b. Outgoing

- None

8. NEW BUSINESS:

a. Disclosure Statements

As per Section 4 of the Municipal Conduct Act, all members of Council are required file a Disclosure Statement with the Town Clerk within 30 days of taking office, or by March 1st each year. All members of council and the Town Clerk/Manager completed and signed 2025 Disclosure Statements and submitted to the Town Clerk.

a. Disclosure Statements

As per Section 4 of the Municipal Conduct Act, all members of Council are required file a Disclosure Statement with the Town Clerk within 30 days of taking office, or by March 1st each year. All members of Council and the Town Clerk/Manager completed and signed 2025 Disclosure Statements and submitted to the Town Clerk.

8. NEW BUSINESS

d. Outgoing
• None

a. Incoming
• None

7. CORRESPONDENCE

Against: (0) None. Abstain: (0) None. Motion carried.
Hynes, Deputy Mayor Jerome Croff, Councilor Elizabeth Croff, Councilor Eamon Kavanagh, Vote 358 87 HST. Motion to pay Department of Transportation and Infrastructure invoice for \$2,748.81 HST + Maintenance services for February 2025 in the amount of \$2,280.05 + \$131.08 administration fee + Invoice received from the Department of Transportation and Infrastructure for 2024/25 Winter a. Department of Transportation

Ref#AC2025-038

Councilor Eamon Kavanagh, Vote Against: (0) None. Abstain: (0) None. Motion carried.
Kavanagh, Vote For: (4) Mayor Deputy Mayor Jerome Croff, Councilor Elizabeth Croff, Excavating Invoice for \$4,508.00 HST included by Deputy Mayor Jerome Croff, 2nd by Councilor Eamon completed. Town Clerk/Manager will update tender for 2025/26 season. Motion to pay Blair Excavating Invoice for \$2,920.00 + \$688.00 HST. Invoice is for the entire parking lot and community center parking for \$2,920.00 + \$688.00 HST. Invoice is for the entire invoice received from Blair Excavating for 2024/25 Snow Clearing of local roads, pump/house d. Blair Excavating

Ref#AC2025-038

Vote Against: (0) None. Abstain: (0) None. Motion carried.
Deborah Hynes, Deputy Mayor Jerome Croff, Councilor Elizabeth Croff, Councilor Eamon Kavanagh, 28 848 74 by Deputy Mayor Jerome Croff, 2nd by Councilor Eamon Kavanagh, Vote For: (4) Mayor a. Accounts Payable

Ref#AC2025-037

To Deposit:	\$ 377.04
Bank Balance:	\$21,801.99 + \$717.88 Gas Tax Act
Accounts Payable:	\$ 8,648.74
Accounts Receivable:	\$ 18,100.42

b. Business Tax Payment Agreement

Business Tax Payment Agreement received. Proposal to pay 2025 Business Tax, Commercial Water Tax, and Waste Disposal Fees in 6 monthly payments to start on May 31st, 2025. Post dated cheques have been received as required. Motion to accept the terms of the Business Tax Payment Agreement 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.#AC2025-040

c. Poll Tax Exemption Applications

4 applications for 2025 poll tax exemptions received from Residents A, B, C, & D. Exemptions meet criteria for 2025. Motion to approve poll tax exemptions for residents A, B, C, & D 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.#AC2025-041

d. Colin Croft Wholesale

Notice received that business has been sold effective March 28th, 2025. Business has ceased operations in the Town of Aquaforte. Business owner requesting that 2025 tax bill be adjusted to reflect time in operation. Motion to remove Colin Croft Wholesale from the tax roll and adjust 2025 tax invoice, prorated for 3 months of operation 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.#AC2025-042

e. Development Permit Application – 125 Main Road

An application for a new development permit has been received from 125 Main Road. Property owner requesting to construct an addition to porch measuring 6ft X 15ft. All specifications received meet the Town of Aquaforte Development Regulations, except side yard measurements. Property owner has been contacted for measurements, but no reply received at time of meeting. Town Clerk/Manager recommended council defer approving the application until all necessary information has been received. Motion to defer approval of new development permit to a special meeting when all information has been received 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.#AC2025-043

f. Town of Aquaforte / Aqua Crab Producers Agreement

Mayor Deborah Hynes suggested that following an issue with the water line to the plant over the Easter weekend, the town and Aqua Crab Producers develop an agreement of responsibility. Mayor Hynes also informed council of water leak detection services available through RPM Aerial Services. Technology can scan water line and detect leaks below ground. Mayor Hynes discussed getting a quote for these services with Aqua Crab Producers and they have agreed to pay half the associated costs. Town Clerk/Manager suggested inquiring if this technology could assist with mapping the current water system. Council thought this would be a good idea as well, given the age of the infrastructure and the lack of mapping available currently. This could also assist with future assessments required for water line replacement. Town Clerk/Manager will contact RPM Aerial Services for information and quote for services and report back to council.

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 replacement. Town Clerk/Manager will contact RPM Aerial Services for information and quote for
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 Clerk/Manager suggested inquiring if this technology could assist with mapping the current water system.
 services with Aous Crab Producers and they have agreed to pay half the associated costs. Town
 can scan water line and detect leaks below ground. Mayor Hynes discussed getting a quote for these
 informed council of water leak detection services available through RPM Aerial Services. Technology
 worked, the town and Aous Crab Producers develop an agreement of responsibility. Mayor Hynes also
 Mayor Deborah Hynes suggested that following an issue with the water line to the plant over the Estator
 f. Town of Austerlitz / Aous Crab Producers Agreement

Ref:WAC2025-043

Vote Against: (0) None Abstain: (0) None Motion carried.
 Deborah Hynes, Deputy Mayor, Jerome Croft, Councilor, Elizabeth Croft, Councilor, Eamon Kavanaugh,
 received by Councilor Eamon Kavanaugh, 2nd by Deputy Mayor, Jerome Croft. Vote For: (4) Mayor,
 Motion to defer approval of new development permit to a special meeting when all information has been
 recommended council defer approving the application until all necessary information has been received.
 contacted for measurements but no copy received at time of meeting. Town Clerk/Manager
 Town of Austerlitz Development Regulations except site yard measurements. Property owner has been
 requesting to construct an addition to porch measuring 5ft X 15ft. All specifications received meet the
 An application for a new development permit has been received from 125 Main Road, property owner
 e. Development Permit Application – 125 Main Road

Ref:WAC2025-042

Kavanaugh, Vote Against: (0) None Abstain: (0) None Motion carried.
 (4) Mayor, Deborah Hynes, Deputy Mayor, Jerome Croft, Councilor, Elizabeth Croft, Councilor, Eamon
 for 3 months of operation by Councilor Eamon Kavanaugh, 2nd by Deputy Mayor, Jerome Croft. Vote For:
 operation. Motion to remove Colin Croft Wholesale from the tax roll and adjust 2025 tax rollover, granted
 in the Town of Austerlitz. Business owner requesting that 2025 tax bill be adjusted to reflect time in
 Notice received that business has been sold effective March 28th, 2025. Business has ceased operations
 d. Colin Croft Wholesale

Ref:WAC2025-041

Motion carried.
 Croft, Councilor, Elizabeth Croft, Councilor, Eamon Kavanaugh, Vote Against: (0) None Abstain: (0) None
 Croft, 2nd by Councilor Eamon Kavanaugh, Vote For: (4) Mayor, Deborah Hynes, Deputy Mayor, Jerome
 criteria for 2025. Motion to approve roll tax exemptions for residents A, B, C, & D by Councilor Elizabeth
 c. Roll Tax Exemption Applications

Ref:WAC2025-040

None Abstain: (0) None Motion carried.
 Deputy Mayor, Jerome Croft, Councilor, Elizabeth Croft, Councilor, Eamon Kavanaugh, Vote Against: (0)
 Councilor Eamon Kavanaugh, 2nd by Deputy Mayor, Jerome Croft. Vote For: (4) Mayor, Deborah Hynes,
 have been received as requested. Motion to accept the terms of the Business Tax Payment Agreement
 Tax, and Waste Disposal Fees for 6 monthly payments to start on May 15th, 2025. Post dated checks
 Business Tax Payment Agreement received. Proposal to pay 2025 Business Tax, Commercial Water
 b. Business Tax Payment Agreement

g. Council Responsibilities

Town Clerk/Manager suggested that each member of Council be delegated as the after hours contact person for various aspects of the town. Mayor Deborah Hynes volunteered to be contact for the Water System, Deputy Mayor Jerome Croft and Councilor Elizabeth Croft will be responsible for the Community Center, and Councilor Earon Kavanagh will be responsible for Local Roads. Town Clerk/Manager will post on social media so residents are aware and will post a public notice on the bulletin board in the community center.

h. Age Friendly / Accessibility Grants

Town Clerk/Manager informed council that the Age Friendly Grant application period closes on May 16th, 2025 and the Accessibility Grant application period closes on May 30, 2025. Council was presented with a copy of the application form and guidelines for review. Council was informed of the increasing requirements and information required when applying for these grants and the tight deadlines associated. Town Clerk/Manager suggested council review the guidelines and applications to think of ideas and begin working on getting the required information to be ready when the call for applications opens.

i. Books/Lending Library

Mayor Deborah Hynes suggested putting together a small lending library with books and some jigsaw puzzles for residents to borrow and return at their leisure. Mayor Hynes has donated a book shelf and some books to start off and suggested having the summer student paint and decorate the shelf. A post will be made on social media when it's ready for public use. Council agreed it would be a good idea and to possibly request donations of books from residents for others to enjoy.

NEXT MEETING: Tuesday June 10th, 2025 at 3:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:55pm 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.#AC2025-044

Deborah Hynes
Deborah Hynes – Mayor

Aaron Croft
Aaron Croft – Town Clerk

June 10, 2025
Date

June 10, 2025
Date

g. Council Responsibilities
 Town Clerk/Manager suggested that each member of Council be designated as the after hours contact person for various aspects of the town. Mayor Deborah Hynes volunteered to be contact for the Year. Deputy Mayor Jerome Croft and Councilor Elizabeth Croft will be responsible for the Community Center and Councilor Eron Kavanagh will be responsible for Local Board. Town Clerk/Manager will post on social media so residents are aware and will post a public notice on the bulletin board in the community center.

h. Age Friendly / Accessibility Grants
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i. Book Lending Library
 Mayor Deborah Hynes suggested putting together a small lending library with books and some jigsaw puzzles for residents to borrow and return at their leisure. Mayor Hynes has donated a book shelf and some books to start off and suggested having the summer student paint and decorate the shelf. A post will be made on social media when it's ready for public use. Council agreed it would be a good idea and to possibly request donations of books from residents for others to enjoy.

NEXT MEETING: Tuesday June 10th, 2025 at 7:30pm.

10. ADJOURNMENT:

Motion to adjourn the meeting at 5:55pm by Councilor Eron Kavanagh, 2nd by Deputy Mayor Jerome Croft. Vote For: (4) Mayor Deborah Hynes, Deputy Mayor Jerome Croft, Councilor Elizabeth Croft, Councilor Eron Kavanagh. Vote Against: (0) None. Awaiting: (0) None. Motion carried.
 Ref: ACA2025-044

Deborah Hynes

 Mayor

Jerome Croft

 Deputy Mayor

Elizabeth Croft

 Councilor

Eron Kavanagh

 Councilor

4/15/2014

Year				2014-15
2002	Local Government			2000000
2003	Local Government			2000000
2004	Local Government			2000000
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