|  |
| --- |
| Minutes of the Electoral Area Services Committee Meeting held on Wednesday, November 1, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 10:31 AM. |

|  |  |
| --- | --- |
| **PRESENT:** | Director I. Morrison, ChairDirector S. ActonDirector M. Clement <until 2:15>Director K. DavisDirector M. DoreyDirector L. Iannidinardo <after 11:25 AM>Director K. KuhnDirector M. MarcotteDirector A. Nicholson |
|  |  |
| **ALSO PRESENT:** | R. Blackwell, General Manager, Land Use ServicesM. Kueber, General Manager, Corporate ServicesH. Hatami, General Manager, Engineering ServicesM. Tippett, Manager, Community PlanningR. Conway, Manager, Development ServicesB. Farquhar, Manager, Parks & TrailsR. Blackmore, Manager, Inspection & EnforcementB. Dennison, Manager, Water ManagementK. Miller, Manager, Environmental Services DivisionT. Waraich, Manager, Recycling & Waste DivisionC. Cowan, Manager, Public SafetyL. Smith, Assistant Manager, Corporate Services DivisionJ. Adair, Operations SuperintendentT. Etherington, Utility Operations SuperintendentR. Dias, Parks SuperintendentJ. Moore, Environmental Analyst/TechnicianR. Rondeau, Planner IIS. Herrera, Planner IIA. Duncan, Planner IJ. Hughes, Recording Secretary |

|  |
| --- |
| **APPROVAL OF AGENDA** |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the agenda be amended with the deletion of Item No. R9** (**Verbal Report from Director M. Dorey, Electoral Area G - Saltair/Gulf Islands Re: Update on the Saltair Community Centre), and that the agenda, as amended, be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |
| --- |
| **ADOPTION OF MINUTES** |

|  |  |
| --- | --- |
| **M1**  | Regular Electoral Area Services Committee meeting of October 18, 2017 |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the minutes of the Regular Electoral Area Services Committee meeting of October 18, 2017 be adopted.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |
| --- |
| **DELEGATIONS** |

|  |  |
| --- | --- |
| **D1** | Sherry Durnford, provided a PowerPoint presentation outlining her concerns regarding proposed Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) and requested denial of the application. |

|  |  |
| --- | --- |
| **D2** | Richard Graham was present regarding Revised Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) and he introduced Stuart Remple who read his submission providing his concerns over the proposed variance and requested denial of the application.Mr. Graham noted that Randy Martin was unable to attend the meeting but asked that he read his submission to the Committee noting Mr. Martin’s concerns over the proposed variance and requested denial of the application.Mr. Graham concluded his presentation by reading his submission to the Committee noting his concerns over the proposed application and requested denial of the application. |

|  |
| --- |
| **REPORTS** |

|  |  |
| --- | --- |
| **R1** | Development Variance Permit Application No. 01-G-17DVP (Lot 10, Skye Road) - Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m setback from the required landscaped buffer be approved.** |

|  |  |
| --- | --- |
|  | **MOTION DEFEATED** |
|  |  |
|  | **It was moved and seconded that it be recommended to the Board that Application No. 01-G-17DVP (Lot 10, Skye Road) to vary Section 5.7.4 of Zoning Bylaw No. 2524 to eliminate the 1.5 m setback from the required landscaped buffer, be denied.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **11:25 AM** | Director Iannidinardo arrived at 11:25 AM |
|  |  |
| **R2** | Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) - Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board that Development Variance Permit Application No. 03-B-17DVP (2700 Worthington Road) to vary Section 8.6(b)(2) of Zoning Bylaw No. 985 be denied.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R3** | Development Permit Application No. 06-E-17DP (4994 Polkey Road) - Staff Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board:****1. That Development Permit Application No. 06-E-17DP (4994 Polkey Road) for the extension of a gravel parking area and removal of vegetation be authorized; and****2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 1490.**  |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R4** | Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) - Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board:****1. That Development Permit with Variance Application No. 03-C-17DP/VAR (1480 Heigh Street) be approved;****2. That Zoning Bylaw No. 3520 Section 12.7.4 (Setbacks) be varied for the west parcel line from 6 m to 0.3 m; and that Section 5.3.1.c.ii (Setback Exceptions) be varied to permit a canopy projection from 1 m to 1.91 m; and****3. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No.3510.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R5** | Development Permit Application No. 07-B-17DP (PID: 027-606-554, 562, 571, 589, 597, 678, 176, 732) - Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board:****1. That Development Permit Application No. 07-B-17DP be approved; and****2. That the General Manager of Land Use Services be authorized to permit minor revisions to the permit in accordance with the intent of development permit guidelines of Official Community Plan Bylaw No. 3510.** |

|  |  |
| --- | --- |
|  | Director Clement was absent during the vote |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R6** | Rezoning Application No. 01-I-16RS (Official Community Plan and Zoning Amendment Application for PID: 000-222-348) - Report from Development Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board:**1. **That Zoning and Official Community Plan Amendment Bylaws be drafted for Application No. 01-1-16RS; and**
2. **That the draft amendment bylaws be referred to the Electoral Area Services Committee for consideration.**
 |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |
|  |  |
|  | The Committee agreed by consensus that Item R8 (Mill Bay/Malahat Critical Street Lighting Request - Report from Water Management Division) be moved after Item R6. |
|  |  |
| **R8** | Mill Bay/Malahat Critical Street Lighting Request - Report from Water Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board:**1. **That two streetlights be installed across from 850 and 856 Deloume Road in Mill Bay as part of the Mill Bay/Malahat Critical Street Lighting Service Area; and**
2. **That the operational costs associated with funding these streetlights be included in the 2018 budget for Function 557.**
 |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **12:40 PM** | The Committee took a recess at 12:40 PM |
|  |  |
| **1:15 PM** | The meeting resumed at 1:15 PM |
|  |  |
|  | The Committee agreed by consensus that Item R23 (2018 Budget Review – Function 282 South Cowichan Parks – Report from Parks & Trails Division) be moved after Item R8. |
|  |  |
| **R23** | **It was moved and seconded that Item R23 - 2018 Budget Review – Function 282 South Cowichan Parks – Report from Parks & Trails Division be referred to the November 15, 2017, Electoral Area Services Committee meeting.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
| **R7** | South Cowichan Water Study Update - Report from Environmental Services Division |
|  |  |
|  | Pat Lapsovic, Ministry of Forests, Lands, Natural Resource Operations and Rural Development provided a PowerPoint presentation regarding the status of the South Cowichan Watershed Management Program and its implications for long term planning and service delivery. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that it be recommended to the Board that following approval of the 2018 Budget for Function 531 – South Cowichan Water Study Plan, staff work with other key investigators including provincial and public entities on a strategic planning framework, proposed scope of policy and regulatory recommendations.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R9** | Item R9 was deleted from the Agenda under Approval of Agenda. |

|  |  |
| --- | --- |
| **2:15 PM** | Director Clement left the meeting at 2:15 PM. |
|  |  |

|  |  |
| --- | --- |
| **R10** | 2018 Budget Review - Function 310 Animal Control - Report from Inspections & Enforcement Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 310 - Animal Control be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R11** | 2018 Budget Review - Function 320 Inspections & Enforcement - Report from Inspection & Enforcement Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 320 - Inspections & Enforcement be approved.2. That the supplemental request for a vehicle replacement be approved.3. That the supplemental request to increase the building inspector position for 9 months be approved.4. That the supplemental request for the first floor office renovation be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That the full operating reserve ($201,418) be used to reduce the Requisition.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 320 - Inspections & Enforcement be approved.****2. That the supplemental request for a vehicle replacement be approved.****3. That the supplemental request to increase the building inspector position for 9 months be approved.****4. That the supplemental request for the first floor office renovation be approved.****5. That the full operating reserve ($201,418) be used to reduce the Requisition.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R12** | 2018 Budget Review - Function 231 Mill Bay/Malahat Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.
 |
|  |  |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That Transfer to Capital Reserves be increased by $25,000 for roadside pathways.**
2. **That the Requisition be increased by $25,000.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:**1. **That the 2018 Budget for Function 231 - Mill Bay/Malahat Community Parks be approved.**
2. **That Transfer to Capital Reserves be increased by $25,000 for roadside pathways.**
3. **That the Requisition be increased by $25,000.**
 |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R13** | 2018 Budget Review - Function 232 Shawnigan Lake Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded** **1. That the 2018 Budget for Function 232 – Shawnigan Lake Community Parks be approved.****2. That the Supplemental Request for replacement of the Galland Road Park playground be approved.****3. That the Supplemental Request for the Elsie Miles Park Revitalization Phase II project be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R14** | 2018 Budget Review - Function 233 Cobble Hill Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 233 – Cobble Hill Community Parks be approved.****2. That the Supplemental Request for replacement of the Manley Creek Park Staircase be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R15** | 2018 Budget Review - Function 234 Cowichan Bay Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.
 |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That the Requisition be increased by $35,000 for the Cowichan Bay Design Charrette.**
2. **That Consultants be increased by $35,000.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:**1. **That the 2018 Budget for Function 234 – Cowichan Bay Community Parks be approved.**
2. **That the Requisition be increased by $35,000 for the Cowichan Bay Design Charrette.**
3. **That Consultants be increased by $35,000.**
 |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R16**  | 2018 Budget Review - Function 235 Cowichan Station/Sahtlam/Glenora Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:**1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.2. That the Supplemental Request for the Area E Roadside Pathway project be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That Surplus be increased by $38,000.**
2. **That Transfer from Capital Reserves be increased by $25,000.**
3. **That Capital Land Improvements be increased by $63,000.**
4. **That Minor Capital be decreased by $7,500.**
5. **That Capital Lease Improvements be increased by $7,500.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 235 – Cowichan Station/Sahtlam/Glenora Community Parks be approved.****2. That the Supplemental Request for the Area E Roadside Pathway project be approved.****3. That Surplus be increased by $38,000.****4. That Transfer from Capital Reserves be increased by $25,000.****5. That Capital Land Improvements be increased by $63,000.****6. That Minor Capital be decreased by $7,500.****7. That Capital Lease Improvements be increased by $7,500.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R17** | 2018 Budget Review - Function 236 Cowichan Lake South/Skutz Falls Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | It was moved and seconded that:1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That the Requisition be decreased by $8,500.**
2. **That Transfer from Operating Reserves by increased by $8,500.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded that:****1. That the 2018 Budget for Function 236 – Cowichan Lake South/Skutz Falls Community Parks be approved.****2. That the Supplemental Request for the Central Park Playground Replacement Phase II works be approved.****3. That the Requisition be decreased by $8,500.****4. That Transfer from Operating Reserves by increased by $8,500.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R18** | 2018 Budget Review - Function 237 Saltair Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 237 – Saltair Community Parks be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R19** | 2018 Budget Review - Function 238 North Oyster/Diamond Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 238 – North Oyster/Diamond Community Parks be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R20** | 2018 Budget Review - Function 239 Youbou/Meade Creek Community Parks - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded** **1. That the 2018 Budget for Function 239 – Youbou/Meade Creek Community Parks be approved.****2. That the Supplemental Request for the Arbutus Park Revitalization Phase II works be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R21** | 2018 Budget Review - Function 279 Parks & Trails - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **That the Parks & Trails Volunteer Coordinator 0.5 FTE position cost-shared between Function 279 – Parks & Trails ($16,838) and Function 280 – Regional Parks ($16,838) not be approved.** |

|  |  |
| --- | --- |
|  | **MOTION DEFEATED** |
|  |  |
|  | **It was moved and seconded that the 2018 Budget for Function 279 – Parks & Trails be approved.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R22** | 2018 Budget Review - Function 281 Bright Angel Park - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded** **1. That the 2018 Budget for Function 281 – Bright Angel Park be approved.****2. That the Supplemental Request for the Bright Angel Park Suspension Bridge wooden towers replacement project be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |
|  |  |
| **3:05 PM** | The Committee took a recess at 3:05 PM |
|  |  |
| **3:15 PM** | The meeting resumed at 3:15 PM |

|  |  |
| --- | --- |
| **R24** | 2018 Budget Review - Function 456 Saltair Recreation - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 456 Saltair Recreation be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R25** | 2018 Budget Review - Function 490 Thetis Island Wharf - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 490 - Thetis Island Wharf be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R26** | 2018 Budget Review - Function 491 Thetis Island Boat Launch - Report from Parks & Trails Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 491 - Thetis Island Boat Launch be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R27** | 2018 Budget Review - Function 130 Electoral Feasibility Studies - Report from Water Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 130 - Electoral Feasibility Studies 2018 Draft Budget be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R28** | 2018 Budget Review - Function 550-586 Street Lighting - Report from Water Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 550 Street Lighting Mesachie 2018 Draft Budget be approved.****2. That the 551 Street Lighting Youbou 2018 Draft Budget be approved.****3. That the 552 Street Lighting Brentwood College 2018 Draft Budget be approved.****4. That the 553 Street Lighting Cowichan Bay 2018 Draft Budget be approved.****5. That the 554 Street Lighting Honeymoon Bay 2018 Draft Budget be approved.****6. That the 555 Street Lighting Mill Bay 2018 Draft Budget be approved.****7. That the 556 Street Lighting Cobble Hill 2018 Draft Budget be approved.****8. That the 557 Critical Street Lighting “A” 2018 Draft Budget be approved.****9. That the 558 Critical Street Lighting “B” 2018 Draft Budget be approved.****10. That the 559 Critical Street Lighting “C” 2018 Draft Budget be approved.****11. That the 560 Critical Street Lighting “D” 2018 Draft Budget be approved.****12. That the 561 Critical Street Lighting “E” 2018 Draft Budget be approved.****13. That the 565 Critical Street Lighting “I” 2018 Draft Budget be approved.****14. That the 580 Wilmot Road Street Lighting 2018 Draft Budget be approved.****15. That the 581 Sentinel Ridge Street Lighting 2018 Draft Budget be approved.****16. That the 583 Twin Cedars Street Lighting 2018 Draft Budget be approved.****17. That the 585 Arbutus Mt. Street Lighting 2018 Draft Budget be approved.****18. That the 586 Mill Springs Street Lighting 2018 Draft Budget be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R29** | 2018 Budget Review - Function 601-690 Water - Report from Water Management Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 601 Satellite Park Water System 2018 Draft Budget be approved.2. That the 603 Douglas Hill Water System 2018 Draft Budget be approved.3. That the 604 Lambourn Water System 2018 Draft Budget be approved.4. That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.5. That the 608 Fern Ridge Water System 2018 Draft Budget be approved.6. That the 611 Bald Mountain Water System 2018 Draft Budget be approved.7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for well 2 rehabilitation be approved.8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for distribution system looping project be approved.9. That the 616 Carlton Water System 2018 Draft Budget be approved.10. That the 617 Shellwood Water System 2018 Draft Budget be approved.11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.12. That the 619 Burnum Water System 2018 Draft Budget be approved.13. That the 620 Mesachie Lake Water System 2018 Draft Budget be approved.14. That the 640 Saltair Water System 2018 Draft Budget be approved.15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.16. That the 653 Youbou Water System 2018 Draft Budget be approved.17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.23. That the 690 Kerry Village Water System 2018 Draft Budget be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that #13 (Function 620 Mesachie Lake Water System) be amended as follows:****13. That the 620 Mesachie Lake Water System 2018 Draft Budget not increase the user fees by $30, reduce Revenue by $1,500, decrease Consultants by $2,000 and increase Contingency by $500; and that the 620 Mesachie Lake Water System 2018 Draft Budget, as amended, be approved.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:****1. That the 601 Satellite Park Water System 2018 Draft Budget be approved.****2. That the 603 Douglas Hill Water System 2018 Draft Budget be approved.****3. That the 604 Lambourn Water System 2018 Draft Budget be approved.****4. That the 605 Arbutus Mt. Water System 2018 Draft Budget be approved.****5. That the 608 Fern Ridge Water System 2018 Draft Budget be approved.****6. That the 611 Bald Mountain Water System 2018 Draft Budget be approved.****7. That the 613 Dogwood Ridge Water System 2018 Draft Budget be approved; and** **That the Supplementary request for well 2 rehabilitation be approved.****8. That the 615 Arbutus Ridge Water System 2018 Draft Budget be approved; and That the Supplementary request for distribution system looping project be approved.****9. That the 616 Carlton Water System 2018 Draft Budget be approved.****10. That the 617 Shellwood Water System 2018 Draft Budget be approved.****11. That the 618 Woodley Range Water System 2018 Draft Budget be approved.****12. That the 619 Burnum Water System 2018 Draft Budget be approved.****13. That the 620 Mesachie Lake Water System 2018 Draft Budget not increase the user fees by $30, reduce Revenue by $1,500, decrease Consultants by $2,000 and increase Contingency by $500; and that the 620 Mesachie Lake Water System 2018 Draft Budget, as amended, be approved.****14. That the 640 Saltair Water System 2018 Draft Budget be approved.****15. That the 652 Central Youbou Water Debt 2018 Draft Budget be approved.****16. That the 653 Youbou Water System 2018 Draft Budget be approved.****17. That the 660 Honeymoon Bay Water System 2018 Draft Budget be approved.****18. That the 661 Honeymoon Bay (Sutton Creek) Water Debt 2018 Draft Budget be approved.****19. That the 662 Honeymoon Bay (Well #2) Water Debt 2018 Draft Budget be approved.****20. That the 670 Cherry Point Estates Water System 2018 Draft Budget be approved.****21. That the 680 Shawnigan Lake North Water System 2018 Draft Budget be approved.****22. That the 681 Shawnigan Lake Weir 2018 Draft Budget be approved.****23. That the 690 Kerry Village Water System 2018 Draft Budget be approved.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R30** | 2018 Budget Review - Function 701-799 Drainage - Report from Water Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 701 Wilmot Road Drainage System 2018 Draft Budget be approved.****2. That the 702 Sentinel Ridge Drainage System 2018 Draft Budget be approved.****3. That the 703 Shawnigan Lake East Drainage System 2018 Draft Budget be approved.****4. That the 705 Arbutus Mt. Drainage System 2018 Draft Budget be approved.****5. That the 707 Lanes Road Drainage System 2018 Draft Budget be approved.****6. That the 711 Bald Mountain Drainage System 2018 Draft Budget be approved.****7. That the 714 Cobble Hill Drainage System 2018 Draft Budget be approved.****8. That the 715 Arbutus Ridge Drainage System 2018 Draft Budget be approved.****9. That the 799 Shawnigan Creek Cleanout System 2018 Draft Budget be approved.****10. That the 716 Shawnigan Station Drainage System Five Year Plan be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R31** | 2018 Budget Review - Function 800-860 Sewer - Report from Water Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 800 Cowichan Bay Sewer System 2018 Draft Budget be approved.****2. That the 801 Brulette Sewer System 2018 Draft Budget be approved.****3. That the 802 Sentinel Ridge Sewer System 2018 Draft Budget be approved.****4. That the 803 Twin Cedars Sewer System 2018 Draft Budget be approved.****5. That the 804 Lambourn Sewer System 2018 Draft Budget be approved; and** **That the Supplementary request for a capital inflow and infiltration program be approved.****6. That the 805 Arbutus Mt. Sewer System 2018 Draft Budget be approved; and** **That the Supplementary request for a treatment plant Inlet Screen be approved.****7. That the 809 Cobble Hill Sewer System 2018 Draft Budget be approved; and** **That the Supplementary request for design of a treatment plant replacement be approved.****8. That the 810 Mesachie Lake Sewer System 2018 Draft Budget be approved.****9. That the 811 Bald Mountain Sewer System 2018 Draft Budget be approved.****10. That the 813 Mill Springs Sewer System 2018 Draft Budget be approved.****11. That the 815 Arbutus Ridge Sewer System 2018 Draft Budget be approved.****12. That the 820 Eagle Heights Sewer System 2018 Draft Budget be approved.****13. That the 830 Maple Hills Sewer System 2018 Draft Budget be approved.****14. That the 840 Shawnigan Beach Estates Sewer System 2018 Draft Budget be approved.****15. That the 850 Kerry Village Sewer System 2018 Draft Budget be approved; and** **That the Supplementary request for a treatment plant inlet screen be approved.****16. That the 860 Youbou Sewer System 2018 Draft Budget be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R32** | 2018 Budget Review - Function 515 Curbside Collection Service - Report from Recycling & Waste Management Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that Function 515 Curbside Collection 2018 Budget be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R33** | 2018 Budget Review - Function 531 South Cowichan Water Study - Report from Environmental Services Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 531 - South Cowichan Water Study be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R34** | 2018 Budget Review - Function 540 South Sector Liquid Waste Management Plan - Report from Environmental Services Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved.
 |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **That the Requisition be reduced by $16,664.**
2. **That the Transfer from Operating Reserve be increased by $16,664.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:**1. **That the 2018 Budget for Function 540 - South Sector Liquid Waste Management Plan be approved.**
2. **That the Requisition be reduced by $16,664.**
3. **That the Transfer from Operating Reserve be increased by $16,664.**
 |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R35** | 2018 Budget Review - Function 350 Fire Protection North Oyster - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 2018 Budget for function 350 - North Oyster Fire Protection be approved.****2. That the Supplementary Request for the Emergency Water Source be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R36** | 2018 Budget Review - Function 351 Fire Protection Mesachie Lake - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 351 - Fire Protection Mesachie Lake be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R37** | 2018 Budget Review - Function 352 Fire Protection Cowichan Lake - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 352 - Fire Protection Cowichan Lake be referred to the November 15, 2017, Electoral Area Services Committee meeting.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R38** | 2018 Budget Review - Function 353 Fire Protection Saltair - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 353 - Fire Protection Saltair be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R39** | 2018 Budget Review - Function 354 Fire Protection Sahtlam - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.2. That the Supplementary request for a Water Storage Tank be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:****3. That the Requisition be increased by $75,000.****4. That Transfer to Capital Reserves be increased by $75,000.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 354 - Fire Protection Sahtlam be approved.****2. That the Supplementary request for a Water Storage Tank be approved.****3. That the Requisition be increased by $75,000.****4. That Transfer to Capital Reserves be increased by $75,000.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R40** | 2018 Budget Review - Function 355 Fire Protection Malahat - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That Contingency be reduced by $14,137.****2. That Transfer to Capital Reserve be reduced by $4,134.****3. That the Requisition be reduced by $18,271.****4. That the 2018 Budget for Function 355 - Fire Protection Malahat, as amended, be approved.****5. That the Supplementary request for an Emergency Generator be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R41** | 2018 Budget Review - Function 356 Fire Protection Eagle Heights - Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 356 - Fire Protection Eagle Heights be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R42** | 2018 Budget Review - Function 357 Fire Protection Honeymoon Bay - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That Gas Tax Revenue be increased by $16,671.****2. That Contingency be reduced by $3,109.****3. That Transfer to Capital Reserves be increased to $19,780.****4. That the 2018 Budget for Function 357 – Fire Protection Honeymoon Bay, as amended, be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R43** | 2018 Budget Review - Function 358 Fire Protection Youbou - Report from Public Safety Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.2. That the Supplementary request for a Vehicle Exhaust Removal System be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:****3. That the Transfer from Operating Reserves be increased by $12,354.****4. That the Requisition be decreased by $12,354.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 358 - Fire Protection Youbou be approved.****2. That the Supplementary request for a Vehicle Exhaust Removal System be approved.****3. That the Transfer from Operating Reserves be increased by $12,354.****4. That the Requisition be decreased by $12,354.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R44** | 2018 Budget Review - Function 102 Vancouver Island Regional Library - Report from Finance Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the 2018 Budget for Function 102 – Vancouver Island Regional Library be approved.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R45**  | 2018 Budget Review - Electoral Area Grant in Aid Functions - Report from Finance Division |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 111 – Grant in Aid – Area A be approved.****2. That the 2018 Budget for Function 112 – Grant in Aid – Area B be approved.****3. That the 2018 Budget for Function 113 – Grant in Aid – Area C be approved.****4. That the 2018 Budget for Function 114 – Grant in Aid – Area D be approved.****5. That the 2018 Budget for Function 115 – Grant in Aid – Area E be approved.****6. That the 2018 Budget for Function 116 – Grant in Aid – Area F be approved.****7. That the 2018 Budget for Function 117 – Grant in Aid – Area G be approved.****8. That the 2018 Budget for Function 118 – Grant in Aid – Area I be approved.**  |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R46** | 2018 Budget Review - Grant Functions for Non Profit Organizations - Report from Finance Division |
|  |  |
|  | It was moved and seconded:1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.6. That the 2018 Budget for Function 451 – Recreation – Glenora be approved.7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.27. That the 2018 Budget for Function 438 – Theatre – North Cowichan be approved.28. That the 2018 Budget for Function 439 – Theatre – Ladysmith be approved. |

|  |  |
| --- | --- |
|  | **It was moved and seconded that that the Draft 2018 Budgets #27 (Function 438 – Theatre–North Cowichan) and #28 (Function 439 – Theatre–Ladysmith) be referred to the Corporate Services Committee.** |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:****6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved and that the Contribution to the Community Facility be increased by $1,711 and Requisition be increased $1,711.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |

|  |  |
| --- | --- |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | It was moved and seconded:**1. That the 2018 Budget for Function 440 – Cowichan Sportsplex – Area A be approved.****2. That the 2018 Budget for Function 442 – Cowichan Sportsplex – Area C be approved****3. That the 2018 Budget for Function 443 – Cowichan Sportsplex – Area D be approved.****4. That the 2018 Budget for Function 444 – Cowichan Sportsplex – Area E be approved.****5. That the 2018 Budget for Function 450 – Recreation – Mill Bay be approved.****6. That the 2018 Budget for Function 451 – Recreation - Glenora be approved; and that the Contribution to the Community Facility be increased by $1,711 and Requisition be increased $1,711.****7. That the 2018 Budget for Function 460 – Recreation – North Oyster be approved.****8. That the 2018 Budget for Function 461 – Cowichan Aquatic Centre Area E be approved.****9. That the 2018 Budget for Function 463 – Cowichan Wooden Boat Society be approved.****10. That the 2018 Budget for Function 465 – Cobble Hill Historical Society be approved.****11. That the 2018 Budget for Function 466 – Recreation – Cobble Hill be approved.****12. That the 2018 Budget for Function 467 – Shawnigan Lake Historical Society be approved.****13. That the 2018 Budget for Function 469 – Cowichan Station Assoc. – Area E be approved.****14. That the 2018 Budget for Function 470 – Frank Jameson Community Centre be approved.****15. That the 2018 Budget for Function 475 – Mill Bay/Malahat Historical Society be approved.****16. That the 2018 Budget for Function 478 – Cowichan Station Assoc. – Area B be approved.****17. That the 2018 Budget for Function 480 – Cowichan Aquatic Centre – Area F be approved.****18. That the 2018 Budget for Function 481 – Cowichan Aquatic Centre – Area I be approved.****20. That the 2018 Budget for Function 489 – Nature and Habitat Area I be approved.****21. That the 2018 Budget for Function 492 – Cowichan Lake Water Protection be approved.****23. That the 2018 Budget for Function 510 – Thetis Island Solid Waste & Recycling be approved.****24. That the 2018 Budget for Function 435 – Theatre – Area A be approved.****25. That the 2018 Budget for Function 436 – Theatre – Area B be approved.****26. That the 2018 Budget for Function 437 – Theatre – Area C be approved.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded:****19. That the 2018 Budget for Function 488 – Shawnigan Basin Society be referred to the November 15, 2017, Electoral Area Services Committee meeting.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded:****22. That the 2018 Budget for Function 495 – South Cowichan Community Policing be referred to the November 15, 2017, Electoral Area Services Committee meeting.** |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R47** | 2018 EASC Budget Report - Report from General Manager, Land Use Services Department |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 325 – Community Planning be amended to include the Developers Handbook with a cost up to $20,000 be approved.****2. That Operating Reserves be increased by $20,000.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 325 – Community Planning be amended to include Area F Design Charrette with a cost up to $70,000 be approved.****2. That the Requisition be increased by $70,000.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded that the Electoral Area Directors Support Staff proposed for Function 250 – Electoral Area Services not be approved.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 325 – Community Planning be amended to include Planning Policy Support Staff (term) with a cost of $108,800.****2. That the Requisition be increased by $108,800.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
| **5:09 PM** | The Committee took a recess at 5:09 PM |
|  |  |
| **5:16 PM** | The meeting resumed at 5:16 PM |

|  |  |
| --- | --- |
|  |  |
| **R48** | 2018 Budget Review - Function 250 Electoral Area Services - Report from Community Planning Division |

|  |  |
| --- | --- |
|  | It was moved and seconded:1. That the 2018 Budget for Function 250 - Electoral Area Services be approved.
 |

|  |  |
| --- | --- |
|  | **It was moved and seconded that the motion be amended with the addition:**1. **Reduce Conference Expenses Contingency by $6,000.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:**1. **That the 2018 Budget for Function 250 - Electoral Area Services be approved.**
2. **That Conference Expenses Contingency be reduced by $6,000.**
 |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded that the 2018 Budget for Function 250 – Electoral Area Services be further amended by:**1. **That Operating Reserves be increased by $42,000.**
2. **That the Requisition be decreased by $48,000.**
 |
|  |  |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| **R49** | 2018 Budget Review - Function 325 Community Planning - Report from Community Planning Division |

|  |  |
| --- | --- |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 325 - Community Planning; and****2. That the Supplementary request for additional office renovation work be referred back to staff.** |
|  |  |
|  | **MOTION DEFEATED** |
|  |  |
|  | It was moved and seconded It was moved and seconded:1. That the 2018 Budget for Function 325 - Community Planning be approved.2. That the Supplementary request for additional office renovation work be approved. |
|  |  |
|  | **It was moved and seconded that the motion be amended with the addition:****3. That the Surplus be increased by $15,000.****4. That the Riparian Sign Expense be increased by $15,000.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |

|  |  |
| --- | --- |
|  | *Voting resumed on the main motion, as amended:* |
|  |  |
|  | **It was moved and seconded:****1. That the 2018 Budget for Function 325 - Community Planning be approved.****2. That the Supplementary request for additional office renovation work be approved.****3. That the Surplus be increased by $15,000.****4. That the Riparian Sign Expense be increased by $15,000.** |
|  |  |
|  | **MOTION CARRIED** |
|  |  |
|  | **It was moved and seconded that the Corporate Secretary prepare a report to the Electoral Area Services Committee outlining increased voting opportunities and associated costs for the 2018 General Election.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |
| --- |
| **CLOSED SESSION** |

|  |  |
| --- | --- |
| **5:53 PM** | **It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90 (1)(f) Law Enforcement and adoption of the Closed Session Electoral Area Services Committee minutes of October 18, 2017.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |
|  |  |
| **RISE FROM CLOSED SESSION** |

|  |  |
| --- | --- |
| **6:05 PM** | **It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |
| --- |
| **ADJOURNMENT** |

|  |  |
| --- | --- |
| **6:05 PM** | **It was moved and seconded that the meeting be adjourned.** |

|  |  |
| --- | --- |
|  | **MOTION CARRIED** |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Recording Secretary |
|  | Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |