



City of
Peterborough

Committee of Adjustment Minutes

April 5, 2016

Minutes of a Meeting of Committee of Adjustment held on Tuesday, April 5, 2016 at 7:00 p.m. in the Council Chambers, City Hall.

Present: Ms. Brenda Campbell, Chair
Mr. Mauro DiCarlo
Mr. Claude Dufresne
Mr. Len Lifchus
Mr. Frank Steffler

Also Present: Mr. Richard Straka, Planner, Policy and Research
Ms. Jennifer Sawatzky, Secretary-Treasurer

Committee of Adjustment was called to order at 7:01 p.m.

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

The Committee moved consideration of files B06/16, A47/15 and A16/16 to the end of the agenda to allow sufficient time to consider the remaining applications.

- File No.: A11/16**
Address: 964 Parkhill Road West
Applicant: Jacob Stewart

This matter relates to a minor variance application submitted by Jacob Stewart, 964 Parkhill Road West, Peterborough, Ontario K9J 6P3, the owner of the property that is the subject of the application.

Jacob Stewart attended the meeting and addressed the Committee as follows:

- The owner is seeking minor variances to reduce the minimum building setback from the Wallis Drive street line, increase the maximum projection of a platform deck into the setback from the centreline of Parkhill Road West and reduce the minimum building setback from the centreline of Parkhill Road West in order to permit a renovation to the existing dwelling on the property.
- The City's road widening along Parkhill Road has necessitated a reorientation of the house and driveway to Wallis Drive. The renovations will encompass a new front entrance facing Wallis Drive, a closet and a deck.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

No one spoke in objection to the application and no written objections were received.

Decision

The Committee reviewed the application and noted that the reorientation of the dwelling and driveway access to Wallis Drive resulted from the City's road widening project on Parkhill Road. The City determined that the design of the proposed front entrance was reasonable and will be in keeping with the established standard of development of the neighbourhood and improve the functional orientation of access to the dwelling. The Committee further determined that the impact of reducing the minimum building setback to permit construction of a minor building addition as a closet would have no impact on the Parkhill Road streetscape and that the impact of increasing the projection of a platform deck into the setback from the centreline of Parkhill Road West would be minimal considering the established setback of the existing dwelling and the opportunity for screening by fencing and trees.

Accordingly, the Committee determined that:

1. the variances are minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore variances are granted to:

- i) **reduce the minimum building setback from the Wallis Drive street line to 4.7 metres to allow a 4.9 metre by 1.5 metre enclosed entrance to the dwelling,**
 - ii) **increase the maximum projection of a platform deck into the setback from the centreline of Parkhill Road West to 1.8 metres, and**
 - iii) **reduce the minimum building setback from the centreline of Parkhill Road West to 20.25 metres to allow a 2.3 metre by 2.51 metre extension to the south end of the building as a walk in closet.**
2. **File No.: A12/16**
Address: 451 Donegal Street
Applicant: Brant Kelso

This matter relates to a minor variance application submitted by Brant Kelso, 1616 Champlain Drive, Peterborough, Ontario K9L 1N6, as applicant on behalf of Dawson and Catherine Bick, 1201 Armour Road, Peterborough, Ontario K9H 0E3, the owners of the property that is the subject of the application.

Brant Kelso attended the meeting and addressed the Committee as follows:

- The owners are seeking a minor variance to the minimum building setback from the side lot line in order to permit a fire escape structure on the south side of the building.
- The fire escape needs to be torn down and rebuilt, and the owners agree that a lesser variance of 1.2 metres, as recommended in the Staff Report, would be acceptable.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

No one spoke in objection to the application and no written objections were received.

Decision

The Committee reviewed the application, considered the use and development of adjacent properties and determined that the variance requested to locate the stairway structure 0.2 metres from the south side lot line is not minor and would result in a poor standard of development between the two properties.

The Committee determined that:

1. the variance is not minor;
2. the proposal is not desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is not maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance to reduce the minimum building setback from the south side lot line to 0.2 metres is DENIED.

However, the Committee determined that a lesser variance to reduce the minimum building setback from the south side lot line to 1.2 metres would be sufficient for a redesigned stairway and minimize the impact on the adjacent property.

Therefore a variance is granted to reduce the minimum building setback from the south side lot line to 1.2 metres to permit an unenclosed stairway PROVIDED THAT the property owners acquire a building permit for the structure.

3. **File No.: A13/16**
Address: 325 London Street
Applicant: Michael Gallant, Lett Architects

This matter relates to a minor variance application submitted by Michael Gallant, Lett Architects, 171 King Street, Peterborough, Ontario K9J 2R8, as applicant on behalf of Hospice Peterborough, 439 Rubidge Street, Peterborough, Ontario K9H 2Z6, the owner of the property that is the subject of the application.

Michael Gallant attended the meeting and addressed the Committee as follows:

- Mr. Gallant made a presentation to the Committee and provided an overview of Hospice Peterborough, a history of the property and details of the proposed development.
- Hospice Peterborough is an organization that provides programming and counselling for area residents facing life-threatening illness and death.
- The current programming provided by Hospice Peterborough is being expanded to add a 10 bed care centre at the London Street location to provide end of life care.
- 325 London Street was purchased by Hospice in 2014 for redevelopment. The property is on a corner lot, with Reid Street along the west side of the property and London Street on the north side.
- The proposed design of the building was challenged by the 7.2 metre elevation change from the northeast to the southwest corner of the site and the requirement for convenient, level access to the building. Changes to the site grade were avoided to stay within the budget allocated for the project.
- The proposed site plan encompasses as much parking as possible along the existing plateau and more than the required number of parking spaces will be accommodated on site.

- A lay-by lane will be constructed along London Street to provide ambulances and hearses with temporary parking close to the main entrance to the building. In addition to patients, other clients and members of the public will utilize the lay-by lane for convenient, sheltered access to the entrance. The internal circulation of the building will be built around this main access point.
- An addition to the building will be demolished to permit a road widening of Reid Street and the relocation of the existing daylighting triangle.
- This project will upgrade a building that has been vacant for several years to maintain it as a cultural and community asset for the City.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

Mr. Straka asked the Committee to note an additional variance is required to reduce the minimum building setback from the London Street street line to 2 metres in relation to a short retaining wall that is set back 2 metres from the street line. The retaining wall is considered a structure and therefore requires a variance.

No one spoke in objection to the application and no written objections were received.

In response to questions from the Committee, the applicant advised as follows:

- The main public access to the building is the entrance from London Street. The organization's philosophy for this project is to have patients enter the facility by the main entrance and leave through the same entrance at the end of life. The rear entrance is a service entrance for deliveries with both a series of ramps and a set of stairs for access. The slope of the ramps meet the previous building code, but are not required to meet the current code as it is a service entrance.

Decision

The Committee reviewed the application and noted that the design was appropriate considering the steep grade of the property and the requirement for sheltered access to the building with a short path of travel. The Committee observed the spatial separation between the building on the subject property and the neighbouring building to the east and determined that a variance to reduce landscaped open space along the east side lot line and the London Street street line would have minimal impact on surrounding properties and would allow the parking area to be located close to the main entrance to the building on the most level part of the property. The Committee determined that the impact of the variance was minor and would result in appropriate development that would be in keeping with the established standard of development of the neighbourhood.

Accordingly, the Committee determined that:

1. the variances are minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore variances are granted to:

- i) **reduce the minimum building setback from the London Street street line to 3 metres in relation to the building addition of approximately 24 metres wide, including a 1 metre canopy that would project from the building face into the setback from London Street, and to 2 metres in relation to a low level retaining wall projecting perpendicular to the street line ; and**

- ii) **reduce the minimum distance that parking and a driveway may be established from the London Street street line and the east side lot line to 0.**

CONDITIONAL UPON the owner entering into an encroachment agreement with the City to address the parking spaces on London Street as a part of a site plan agreement with the City.

4. **File No.: A14/16**
Address: 188 and 198 Edinburgh Street
Applicant: Gregg Gordon

This matter relates to a minor variance application submitted by Gregg Gordon, 516 Hunter Street West, Peterborough, Ontario K9H 2N1, as applicant on behalf of Moloney Project Development Corporation, 676 Redpine Lane, Bridgenorth, Ontario L0L 1H0, the owner of the property that is the subject of the application.

Jim Baird, LLF Lawyers LLP, 332 Aylmer Street, Peterborough, Ontario K9H 3V6, solicitor for Moloney Project Developments Corporation, attended the meeting and addressed the Committee as follows:

- The property was granted a site specific zoning amendment in 2015 to permit construction of a three storey apartment building. The zoning regulations permit the setback from the street line to the proposed building; however, the covered verandah extends into the setback from the street line. A minor variance has been requested to permit the covered porch as depicted in the site plan.
- In the most recent plan for the building, the verandah roof support columns are located 1.2 metres from the street line, modified from the 0.6 metres depicted in the original minor variance application. The canopy extends to 0.6 metres from the street line.
- In response to concerns raised by neighbours about the availability of adequate parking to support the number of units, a variance is requested to reduce the distance that a parking area can be located from the east side lot line to increase the number of parking spaces by one space.
- Following discussions with City staff, the variance to reduce the minimum setback of a parking space or driveway from the west side lot line to 0 metres to preserve the existing linden tree is no longer required. It has been determined that the tree will be removed to permit the driveway to be located 1.5 metres from the westerly property line.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

The Chair read a letter from Ann Jaeger, 202 Edinburgh Street, Peterborough, Ontario K9H 3E2 in opposition to the application.

The following persons attended the meeting and addressed the Committee in opposition to this application:

- i) Cody Bowen, 200 Edinburgh Street, Peterborough, Ontario K9H 3E2 addressed the Committee in opposition to the application and expressed concern with the proximity of the proposed driveway to her home.
- ii) John Climenhage, 183 Antrim Street, Peterborough, Ontario K9H 3G5 addressed the Committee in opposition to the application. He expressed concern with the elevated grade of the property and the size of the development.

In response to questions from the Committee, Staff advised as follows:

- The development will be subject to Site Plan Control. The stormwater management plan will be reviewed to ensure that the flow of stormwater off the property will be the same after development as it is before development. Stormwater will have to be contained on the property and or directed to the storm sewer system on the street.
- The Committee can require a clause in the site plan agreement to have snow removed from the property to manage snow storage on site as a condition of the approval.
- The revised driveway design located 1.5 metres from the west lot line would be in compliance with the zoning by-law.
- The property owner is entering into agreements with the City to develop the project as affordable housing units.

Decision

Considering the variance to the minimum building setback from the street line:

The Committee reviewed the application and noted that a reduction to the minimum building setback to 0.6 metres for the verandah structure was not minor and the structure was too close to the street line.

Accordingly, the Committee determined that:

1. the variance is not minor;
2. the proposal is not desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is not maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance to reduce the minimum building setback from the street line to 0.6 metres in relation to the upright columns required to support a covered verandah is DENIED.

However, the committee acknowledged that the applicant has revised the site plan to improve the building's relationship to the streetscape and the surrounding neighbourhood and determined that a lesser variance would be appropriate.

Therefore a variance is granted to reduce the minimum building setback from the street line to 1.2 metres in relation to the upright columns required to support a covered verandah across the front of the building, being no more than 20 metres wide.

Considering the request for relief from Section 4.3.2 of the Zoning By-law regarding the location of a driveway in relation to the east side lot line:

The Committee reviewed the application and noted that there is little difference in the lot grade to the east of the subject property. The Committee determined that the impact of granting the variance would be minor and would facilitate an additional parking space, reducing the potential for on-street parking in the vicinity of the property.

Accordingly, the Committee determined that:

1. the variance is minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance is granted to reduce the distance that parking and a driveway may be established from the east side lot line to 1.2 metres.

Considering the requested for relief from Section 4.3.2 of the Zoning By-law regarding the proposed location of a driveway in relation to the southwest corner of the property line:

The Committee reviewed the application and noted that locating the driveway to the limit of the west side lot line may not leave sufficient space to actually preserve the linden tree considering the width of the driveway and the location of the tree. The Committee considered the location of the dwelling on the adjacent property being less than 1.2 metres from the shared lot line and determined that the impact of the variance allowing a driveway to be that close to the property line could not be considered minor considering the proximity of the driveway to the dwelling.

Accordingly, the Committee determined that:

1. the variance is not minor;
2. the proposal is not desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is not maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance to reduce the distance that parking and a driveway may be established from the west side lot line to any degree is DENIED.

5. **File No.: A15/16**
Address: 823 George Street North
Applicant: J. Laurie Young

This matter relates to a minor variance application submitted by J. Laurie Young, 750 Fife's Bay Road, Peterborough, Ontario K9J 6X4, as applicant on behalf of Brent Humber, 468 Florence Drive, Peterborough, Ontario K9J 0J1 and Josh Humber, 416 Bianco Crescent, Peterborough, Ontario K9K 0A3, the owners of the property that is the subject of the application.

J. Laurie Young attended the meeting and addressed the Committee as follows:

- The owners are converting the property to a duplex for rental housing for the student market and would like to build an addition to the existing building. The property has a wide side yard with adequate space for the addition.
- The proposed addition meets all zoning regulations except for the minimum number of parking spaces to support two dwelling units. The owners are requesting a reduction in the minimum number of parking spaces from 4 to 3 with 2 in tandem to permit the addition.
- The existing garage to the rear of the building will be removed.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

No one spoke in objection to the application and no written objections were received.

In response to questions from the Committee, Staff advised as follows:

- The building addition will be two storeys.
- The property is located just outside of "Area 2", where parking would be required at a reduced rate of 1 space per unit for a duplex.

In response to questions from the Committee, the applicant advised as follows:

- If the building addition is moved closer to the George Street street line to permit more parking in the rear of the building, it will present issues with the design of the roof line. The owners do not want the addition to overpower the existing house.
- Since the housing will be geared towards students that may use alternative transportation, additional parking spaces could sit empty. The owners would like to maintain the aesthetic of the property and as much green space as possible.

Decision

The Committee reviewed the application and noted the location of the property close to the Central Area of the City. The Committee noted the availability of alternative transportation and the close proximity of the Rotary bicycle trail and public transit. The Committee therefore determined that the variance to reduce the minimum parking spaces per dwelling unit was minor and appropriate.

Accordingly, the Committee determined that:

1. the variance is minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance is granted to reduce the minimum number of parking spaces required to support the use of the building as a duplex to three, with two in tandem.

6. **File Nos.: B06/16**
Address: 135 Rubidge Street
Applicant: Kevin M. Duguay
7. **File No.: A47/15**
Address: 135 Rubidge Street, North Lot
Applicant: Kevin M. Duguay
8. **File No.: A16/16**
Address: 135 Rubidge Street, South Lot
Applicant: Kevin M. Duguay

This matter relates to a severance application and two minor variance applications submitted by Kevin M. Duguay, 560 Romaine Street, Peterborough, Ontario K9J 2E3, as applicant on behalf of CB Rubidge Inc., 423 Highway 36, Lindsay, Ontario K9V 4R3, the owner of the property that is the subject of the application.

Dion Gemmitti, representing CB Rubidge Inc., attended the meeting and addressed the Committee as follows:

- The owner is requesting consent to sever the property into two equal parts in order to construct a four-plex dwelling on each of the severed lots. The lots will require variances to the zoning regulations to permit the planned development.
- The property is has been vacant for 6-7 years after the previous 11 unit row house was destroyed by a fire.
- The first phase of the project on the proposed north lot will be dedicated to affordable rental units. The second phase of the project is planned to involve condominium units for affordable home ownership in partnership with Habitat for Humanity.
- Canada Builds is a growing, modular home company based in Lindsay and this project will showcase their multi-family units to the Peterborough market.

- They have designed two aesthetically pleasing buildings that will fit in with the architecture in the neighbourhood.

Mr. Richard Straka, Planner, Policy & Research, presented Staff comments with respect to the application on behalf of the Building and Planning Divisions of the Planning & Development Services Department, City of Peterborough.

Mr. Straka advised that an updated plan for the proposed four-plex on the proposed north lot has been submitted to the Planning Division. The design has been revised to reduce the impact of the development and the variances required to support the revised proposal are as follows:

Regarding the proposed north parcel of land:

- i) reduce the minimum required lot width from 24 metres to 18 metres;
- ii) reduce the minimum required lot area per dwelling unit from 185 square metres to 145 square metres regarding the proposed 4 units;
- iii) reduce the minimum building setback from the north side lot line from 3 metres to 2.8 metres for porches, open decks and platforms;
- iv) reduce the minimum building setback from the south side lot line from 3 metres to 2.1 metres for porches, open decks and platforms;
- v) the requested variance to reduce the minimum building setback from the rear lot line is not required on the north parcel;
- vi) reduce the minimum required number of motor vehicle parking spaces from 6 to 5;
- vii) reduce the minimum dimensions of a parking space from 2.7 metres by 5.7 metres to 2.5 metres by 5.5 metres; the variance to the lane width is not required; and
- viii) reduce the minimum building setback from the centreline of Rubidge Street from 16 metres to 12.1 metres for a verandah and from 16 metres to 13.2 metres for the main building.

Mr. Straka further advised that Staff have no objection to the request to sever the parcel into two 18 metre wide lots or to granting the revised variances to support development on the proposed north lot. Staff would also not be opposed to the Committee granting a variance to the minimum required lot width and depth of the south parcel to allow the severance however, it is Staff's opinion that granting the remainder of the variances requested for the south lot is premature as the building and its location could be redesigned to better conform to the zoning of the property.

No one spoke in objection to the application and no written objections were received.

In response to questions from the Committee, Staff advised as follows:

- The applicant is applying for capital funding to create affordable housing units in this development. If the consent and the minor variance applications for the proposed north lot are delayed, the applicant will miss a deadline to apply for the funding.

In response to questions from the Committee, the applicant advised as follows:

- The initial proposal was to rebuild an 11 unit building on the entire lot. The design was changed to two four-plexes, as it was felt that the area looked better with smaller units with a more residential look.
- If the consent and minor variance applications for the proposed north parcel are granted at this hearing, the applicant can complete the legal agreement with the City for the first phase of the project. He agrees that the minor variance applications for the proposed south parcel can return to a future hearing and will allow CB Rubidge Inc. to work with the City on the design of the building on the proposed south lot.

- Because the building is prefabricated, the affordable housing units can be completed in 120 days.

Decision – B06/16

The Committee considered the proposal and appreciated that the proposed severance would facilitate an application to create affordable housing units in the City.

Therefore in that both the severed and retained property could be developed for residential purposes in accordance with the expectations of the Official Plan policy and with, minor variances, could be developed appropriately, Consent is granted to sever the northerly 18 metres of the subject property CONDITIONAL UPON approval of minor variances to reduce the minimum required lot width for both the north and the south parcels to 18 metres and reduce the minimum lot depth of the south parcel to 27 metres.

Decision – A47/15

The Committee reviewed the application and considered the Official Plan policy to promote infill development within the Central Area of the City. The Committee determined that the variances would facilitate an appropriate density in keeping with the established standard of development of the neighbourhood.

The Committee noted the location of the property in the Central Area within walking distance of stores and services in the downtown core and determined a lesser reduction to the number of required parking spaces was appropriate considering the property's location and the availability of public transit. The Committee reviewed the request for a reduction of the number of parking spaces and the standard parking space dimensions and determined that the applicant's proposal would be functional and is appropriate for residential use.

The Committee considered the setback of buildings on adjacent lots in the vicinity in addition to the location of the building that was previously established on the property. The Committee determined that a setback comparable to what was once established would be appropriate and in keeping with the existing streetscape. The Committee noted that there was no variance required for the width of the laneway and no variance required to reduce the setback of the building from the rear lot line and that there was in fact space on the property to relocate the building in order to accommodate a more functionally dimensioned verandah across the front of the building.

Accordingly, the Committee determined that:

1. the variances are minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore regarding severance and proposed development of the north parcel, variances are granted to:

- i) **reduce the minimum required lot width to 18 metres;**
- ii) **reduce the minimum required lot area per dwelling unit to 145 square metres;**
- iii) **reduce the minimum building setback from the north side lot line to 2.8 metres for covered entranceway and open platforms;**
- iv) **reduce the minimum building setback from the south side lot line to 2.1 metres for porches, open decks and platforms;**
- v) **reduce the minimum dimensions of a parking space to 2.5 metres by 5.5 metres;**
- vi) **reduce the minimum length of an accessible parking space to 5.5 metres;**

- vii) reduce the minimum required number of motor vehicle parking spaces to 5; and
- viii) reduce the minimum building setback from the centreline of Rubidge Street from to 12.1 metres for a verandah and to 13.2 metres for the main building.

CONDITIONAL UPON submission to the City of the registered deed to create a new lot in accordance with the Committee's decision on file number B06/16.

Decision – A16/16

With respect to the variance to the minimum required lot width and depth for the proposed south parcel to be retained:

The Committee reviewed the application and noted that the variance to the minimum required lot width and depth was appropriate and would facilitate the concurrent application for severance.

Accordingly, the Committee determined that:

1. the variances are minor;
2. the proposal is desirable for the appropriate development or use of the land;
3. the general intent and purpose of the Zoning By-law is maintained; and
4. the general intent and purpose of the Official Plan is maintained.

Therefore a variance is granted to reduce the minimum required lot width to 18 metres and reduce the minimum lot depth to 27 metres to facilitate the severance CONDITIONAL UPON submission to the City of the registered deed to create a new lot in accordance with the Committee's decision on file number B06/16.

The Committee noted the applicant's request to adjourn consideration of the remaining required variances that pertain to development of the south parcel to the next meeting of the Committee of Adjustment to allow time for the applicant to develop a design that would better conform to the regulations of the zoning district.

Accordingly, the Committee agreed to adjourn consideration of the remaining requested variances to the next Committee of Adjustment hearing, scheduled for Tuesday, May 3, 2016, at which time the application would be re-advertised and re-circulated at the expense of the applicant/owner.

New Business:

Mr. Straka advised that clarification was required in respect to the Committee's decision on File No. A41/15, 686 Crown Drive.

Moved by Frank Steffler:

That the building height permitted by the Committee of Adjustment Decision on File No. A41/15, dated October 27, 2015, be measured between the lot grade and halfway between the eaves and the ridge of the roof, notwithstanding the slope of the roof being less than 20 degrees.

"CARRIED"

Minutes

Moved by Claude Dufresne

That the minutes of the Committee of Adjustment hearing held on March 1, 2016 be approved.

“CARRIED”

Next Meeting

The next meeting of the Committee of Adjustment is scheduled for Tuesday, May 3, 2016.

Adjournment

The meeting was adjourned at 9:09 p.m.

(Sgd.) Brenda Campbell, Chair

(Sgd.) Jennifer Sawatzky, Secretary-Treasurer