Council General Meeting
MINUTES

Monday, April 29, 2019, 1:30 PM
Council Chambers
County Administration Building

Present
Reeve Terry Van de Kraats
Councillor Josh Bishop
Councillor Bill Krahn
Councillor Dale Woltt
Councillor Ken Adair
Councillor Kathy Rooyakkers
Councillor Lyle Seely

Staff Present
Rod Hawken, Chief Administrative Officer
Jeff Chipley, Assistant Chief Administrative Officer
Eric Hofbauer, Director of Finance
Carmen Reimer, Recording Secretary
Chantel Nakonechny, Accountant

1. CALL TO ORDER
The Council General Budget Meeting for the County of Wetaskiwin No. 10 was called to order by Reeve T. Van de Kraats in the Council Chambers, of the County of Wetaskiwin Administration Office, commencing at 1:35 p.m. on Monday, April 29, 2019.

2. APPROVAL OF AGENDA
Resolution CG20190429.001
MOVED: by Councillor L. Seely
to approve the agenda for the Council General Budget Meeting, Monday, April 29, 2019 as presented.
Carried Unanimously

3. NEW BUSINESS
3.1 2019 ASFF Seniors Homes and WALA (File# 3161)-Report

Alberta School Foundation Fund:
is legislated by the Municipal Government Act, Revised Statues of Alberta 2000 that states:
Part 10, Taxation - Division 1, General Provisions under "Definitions" states:
Section 326 In this Part,
(a) "requisition" means
ii. any part of the amount required to be paid into the Alberta School Foundation Fund under section 174 of the School Act that is raised by imposing a rate referred to in section 174 of the School Act;
iii. any part of the requisition of school boards under Part 6, Division 3 of the School Act.
The Alberta School Foundation Fund requisition states:
Section 359.1(1) In this section, "Alberta School Foundation Fund requisition" means a requisition referred to in section 326(a)(ii).
Section 359(4) states:
(4) The tax rate required to raise the revenue needed to pay the Alberta School Foundation Fund requisition

a. must be the same within the assessment class to which the requisition applies if it applies to only one class,

b. must be the same for all assessment classes that are to be combined if the requisition applies to a combination of assessment classes, and

c. must be the same for all linear property.

In accordance with the "School Act" Section 174(4) states:

Payment into the Fund

(4) Each municipality shall pay annually into the Alberta School Foundation Fund a sum equal to the amount that results from applying the rates referred to in subsection (1) in accordance with the order that establishes them to the equalized assessment of the municipality as established for the year under the Municipal Government Act.

All municipalities must collect a school requisition on behalf of the Alberta School Foundation Fund in accordance with the Municipal Government Act and the School Act. Provincially, the 2019 mill rates and requisitioned amounts were not finalized by March 15, 2019. Therefore, in accordance with section 168(4) of the School Act, if a municipality has not received the requisition by this date, a municipality’s payment will be based on the previous year’s amount. As such the 2019 requisition is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$5,030,832.68</td>
<td>$5,030,832.68</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Non-Residential</td>
<td>$2,581,595.07</td>
<td>$2,581,482.76</td>
<td>($112.31)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>$7,612,427.74</td>
<td>$7,612,315.44</td>
<td>($112.31)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Seniors Foundation Fund:**

In accordance with the Municipal Government Act Statutes of Alberta states:

Definitions 326 In this Part,

(a) "requisition" means

(v) the amount required to be paid to a management body under section 7 of the Alberta Housing Act;

In accordance with the Alberta Housing Act, Section 7 states:

Management Bodies - Establishment of management body

5(1) The Minister may by order establish management bodies.

(d) where the management body is to provide lodge accommodation, the municipalities that are liable to be requisitioned under section 7;
Requisitions

7(1) On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

(a) the amount of the management body’s annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and

(b) any amounts necessary to establish or continue a reserve fund for the management body.

7(2) The municipalities requisitioned under subsection (1) may determine the basis on which the total requisition is to be shared, and if the municipalities are unable to make that determination for any year, the total requisition for each year shall be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.

The Seniors’ Homes Requisition (Wetaskiwin and Area Lodge Authority) 2019 amount is $875,000.00. This requisition is split between shared owners being the County of Wetaskiwin, Town of Millet and City of Wetaskiwin. The requisition is based on equalized assessment and the County of Wetaskiwin’s portion is $557,025.00. The following shows the breakdown of the total requisition:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>2019</th>
<th>%</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Wetaskiwin</td>
<td>63.66</td>
<td>$557,025.00</td>
<td>63.81</td>
<td>$558,311.00</td>
</tr>
<tr>
<td>City of Wetaskiwin</td>
<td>31.38</td>
<td>$274,575.00</td>
<td>31.16</td>
<td>$272,643.00</td>
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<tr>
<td>Town of Millet</td>
<td>4.96</td>
<td>$43,400.00</td>
<td>5.03</td>
<td>$44,046.00</td>
</tr>
<tr>
<td>Total</td>
<td>100.00</td>
<td>$875,000.00</td>
<td>100.00</td>
<td>$875,000.00</td>
</tr>
</tbody>
</table>

Administration recommended that Council accept the Alberta School Foundation Fund and the Seniors’ Home Requisition amounts as information.

Resolution CG20190429.002
MOVED: by Councillor K. Adair
that Council accept the Alberta School Foundation Fund and the Seniors’ Home Requisition amounts as information.

Carried Unanimously

3.2 2019 Budget Process and Life Cycle-Report

Council and Administration attended the annual 2018 Strategic and Business Planning Sessions for the 2019 Budget approval process held in November 2018 to review long term departmental core business plans, goals and objectives and strategies. The “5 Year Business Plans” were reviewed for each department and the 2019 Operational and Capital Budget has been prepared by Administration in accordance with the direction provided during the 2018 Strategic Planning Sessions.

At the December 18th, 2018 Council General meeting, Council reviewed and approved the 2019 Operating Budget as the Interim Budget for 2019 in accordance with “Section 242 - Budgets” of the Municipal Government Act, Statues of Alberta 2000 as follows:

Resolution No. CG20181218.1028
MOVED: by Councillor L. Seely that Council approve the 2018 Capital Budget as an Interim Budget for 2019 subject to the following amendments:
The Capital budget includes a total equipment cost of $2,292,500 which includes maintaining LO513 (JD Skid Steer) in Fleet and re-assign to Utilities, less $595,000 total salvage value, less $1,384,169 transfer from capital reserves for a total tax support of $312,831. The following Capital Plan is as follows:

A. Purchase two new graders to replace MG0214, and MG1614, and the outright disposal of MG1106 and MG0813;
B. Dispose and replace T3107 (2007 International Roll off Truck);
C. T0415 Dispose & Replace 2015 Chevy Tahoe SUV;
D. T1508 Dispose 2008 Ford F150 & Replace with New SUV;
E. T0613 Replace 2013 Ford F150; Re-assign T0613 to replace T4511;
F. T2010 Replace with new 3 Ton 4x4; Re-assign T2010 to Utilities;
G. T3206 Dispose 2006 Ford F150 & Replace with T5915;
H. T4011 Dispose 2011 Dodge 1/2 ton & Re-assign T1209 to replace T4011;
I. T4511 Dispose 2011 Dodge 1/2 ton; Replace with T0613;
J. T4914 Replace 2014 Dodge 3/4 ton; T4914 replaces T6008;
K. T5105 Dispose 2005 MC 3/4 ton & Replace with T5707;
L. T5511 Dispose & Replace 2011 Dodge 3/4 ton c/w front plow;
M. T5707 Replace 2007 Ford F250 & Move T5707 to replace T5105;
N. T5915 Replace 2015 Dodge 1500 & Move to T5915 to replace T3206;
O. T6008 Dispose 2008 F350 & Replace with T4914;
P. TR0104 Dispose & Replace 2004 50' lowboy triaxle heavy duty trailer;
Q. TR1509 Replace with new equipment trailer & move TR1509 to Utilities;
R. L0299 Replace 1999 John Deere 644H Loader & keep L0299 for spare;
S. L0415 Replace with used skid steer & Move 2016 skid steer to L0415 to Utilities;
T. L0513 Replace 2013 John Deere Skid Steer (C/W Brusser Head). This unit will not be sold (disposed of) as it will be re-assigned to Utilities to undertake work at the Transfer Stations. A new unit will be purchased to replace it for Public Works (East End).
U. Replace front plow, hardware & rigging for T3612;
V. Replace soil conditioner;
W. Replace welding bay crane & hardware.

The 2019 Capital Equipment Budget has been increased by $30,000 to reflect quoted prices for replacement.

Resolution No. CG20181218.1029

MOVED: by Councillor K. Adair that Council approve the 2018 Capital Budget as an Interim Budget for 2019 subject to the following amendment:
The proposed new equipment plan for 2019 at a cost of $1,270,900 which includes the removal of a new skid steer and the addition of 4 Contour Tow Behind Packers. This will be funded completely by capital equipment reserves and includes the purchase of the following:
A. 2 Used Light Duty 4x4 Trucks;
B. 5 Contour Tow Behind Packers to equip Grader Fleet $30,000 each;
C. Brush Mower(small jobs) for skid steer;
D. Box Blade(for frost boils) 84" for skid steer;
E. 23,000 lb - Padfoot Packer;
F. Tridem Clam Dump (West End);
G. 5th Wheel Truck (West End);
H. 15 Ton Rubber Tired Excavator;
I. 19,000 lb 4x4 Sign Truck;
J. Command Support Vehicle for Millet Fire Dept. (Funds from Millet Fire Capital Reserves).

The following is the 2019 Budget information for Council’s consideration:

**General Budget Implications:**

**The Alberta School Foundation Fund requisition amount of $7,595,881 versus the actual requisition amount of $7,612,315 is the adjustment for the over/under levies resulting from the 2017 - Section 305 changes in accordance with the MGA.**

<table>
<thead>
<tr>
<th>Taxes Required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal</td>
<td>$17,421,565.79</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>$1,634,482.37</td>
</tr>
<tr>
<td>Fire Zones</td>
<td>$295,464.71</td>
</tr>
<tr>
<td>Recreation</td>
<td>$593,010.48</td>
</tr>
<tr>
<td>Designated Industrial Property</td>
<td>$61,259.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,005,782.35</strong></td>
</tr>
<tr>
<td>Alberta School Foundation Fund</td>
<td>$7,595,881.02</td>
</tr>
<tr>
<td>Alberta Senior’s Foundation Requisition</td>
<td>$557,025.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,152,906.02</strong></td>
</tr>
<tr>
<td><strong>Total including ASFF and Alberta Senior’s Requisition</strong></td>
<td><strong>$28,158,688.37</strong></td>
</tr>
</tbody>
</table>

**Legislative Services:**

- There is a 1% Cost of Living Allowance increase plus $42,000 increase due to the CRA removing the 1/3 tax exemption for municipal officials.
- Budget increased to $25,000 for three County representatives attending FCM

Overall increase of $48,753

**Administration:**

- Drilling tax revenues are up $180,000 given last year’s actuals of $405,000.
- Surface leases and royalty payments are decreased $7,000 to be more in line with 2018 actuals.
- Council to decide if they want to fund STARS the additional $1.00/capita for a total increase of $2.00/capita in the 2019 Budget discussions. A $1 per capita increase in funding would be equal to $11,181 for a total of $22,362.

Overall decrease of $168,851
Financial Services:
- Budget for total payments from Seniors housing loan on a cash basis but only recognize interest portion of payments on an accrual basis.
- Salaries have reduced by $63,909 due to hiring two positions at lower levels on the grid due to a retirement.
- Audit Fees have been increased as BDO’s services will be relied upon more this year.
- Other Revenue has been increased to represent the increase in the general level of interest rates.

Overall decrease of $214,018

Assessment Services:
- Assessment revenue is decreased due to a reduction in the agreement for contract of linear assessment with the province by $7,802. This agreement and revenue will probably only be for 2 more years.
- Increase in Salaries and Benefits of $5,213

Overall increase of $13,715

Information Services:
- Increase of $28,000 due to small vendor contract increases, and the addition of Munisight Mobile AG (current AG application no longer supported by Vendor).
- Increase of $28,200 due to increases in support rates and move from hosted Exchange to Hosted Office 365 (current Office product is at end of life October 2019).
- Increase of $40,000 in Capital Costs to build reserves to provide sustainability for computer equipment replacement. The capital reserve has been depleted.

Overall increase of $96,300.

Communication:
- A few minor changes with a small increase salaries and benefits.
- Trade Shows have been eliminated in favor of Citizen Engagement Meetings.

Overall increase of $3,063.

Building Maintenance:
- Council approved in the Interim Budget for 2019 removal of $30,000.00, representing flooring in the Cold Storage facility.
- New flooring in the Administration Reception Area, Insulation in Administration Building, air conditioning units for the Administration Building and paint in East wing.
- Transfer from Reserves has decreased by $15,000
- Payments to contractors includes new gates for the Public Works Shop yard.
- Utilities has increased $12,000 to reflect the true costs.
- Salaries and benefits increased $5,384

Overall increase of $29,061.

Protective Services:
• Salaries and benefits reduction of $133,361 due to drop of CPO resources from 4.0 FTE to 3.0 FTE as per Council direction.
• Reduction mainly due to RCMP Enhanced Overtime Contract Replaced with PS1001 – Enhanced Policing & staff reductions
• Traffic & Provincial Enforcement Fine Revenue: -$50,000 due to drop in CPO resources from 4.0 FTE to 3.0 FTE.
• Contracted & General Services is up $270,000 for increase due to cost of new full-time RCMP Enhanced Member and Crime Analyst. Cost will be partially offset by the MSI Operating Grant and a transfer from reserves.

Overall decrease of $56,923

By-law Enforcement/Animal Control:
• Salaries and Benefits have increased due reinstating 1.0 for 2019
• Small increase due to increased monthly equipment charges.

Overall increase of $11,500

Fire Services:
• The purchase of a support vehicle for the Millet Fire Department for $65,000.
• The purchase of land and engineering of $100,000 for future fire hall construction for Buck Lake/Alder Flats Fire Department.
• $300,000 budgeted for fire fighting fees as per Council direction.

Overall increase of $302,116.

Disaster Services:
• Minor increase to salaries and benefits.

Overall increase of $1,323

Public Works Administration:
• The 28.7% variance from 2018 reflects adjustments to salaries as well as interdepartmental reallocation of costs and assignments. Over the years, holding to a specific net tax support value per department did not reflect actual costs incurred, therefore there are adjustments to this budget as well as to other PW budgets.
• Revenue decreased from the 2018 budget as 1 4X4 sign truck had been removed from the Capital Purchase Plan for $185,000. It is balanced to zero in 2019.

Overall increase of $90,615.

Fleet Management:
• The 104.4% variance from 2018 reflects adjustments to salaries as well expected costs with respect to a $80,000 increase to contracted and general services, and $260,000 increase to materials, supplies and utilities.

Overall increase of $332,582

Funded Programs:
• The funded program budget is $835,000 as per the approved 2019 Interim Budget.
• This -17.5% variance from the 2019 Interim Budget reflects adjustments to interdepartmental reallocation of costs and assignments and a reduction of $146,230 to reserves. This essentially reduces the tax support for this department; however, the tax support is re-allocated to other departments.

• The annual tax support for this department has sufficed for several years as unspent money was placed in reserve for future projects. However, due to pressures in other PW departments, the total transfer to reserves in 2019 is limited to $225,881 which is the balance of the Clearwater revenue share.

Overall decrease $146,230

**Patrols:**

• The 2.8% variance from 2018 reflects adjustments to County salaries and increases to equipment costs.

Overall increase of $68,468

**Road Maintenance:**

• The 22.8% variance from 2018 reflects adjustments to interdepartmental reallocation of costs and assignments, increases to salaries and expected increases in material and equipment costs.

Overall increase of $457,350

**Road Construction:**

Is a Status quo budget for 2018 as approved at the interim budget.

**Paved Roads:**

• The -57.4% variance from 2018 reflects adjustments to interdepartmental reallocation of costs and assignments and a reduction of $444,882 to reserves. This essentially reduces the tax support for this department; however, the tax support is re-allocated to other departments.

Overall decrease of $444,882

**Graveling:**

• C10 Equipment charges have been increased by $180,000 to better reflect actuals.

• In 2017 Council approved a reserve transfer to reduce overall taxes for everyone of $347,094. This has not been included in the 2019.

Overall increase of $205,049

**Utilities Services:**

• This department was established to gather and track administrative and management overhead. It is discontinued in 2019 with overhead costs properly allocated to the water, wastewater and solid waste management programs.

**Water Services:**

• The $22,330 variance from 2018 reflects adjustments to County salaries, increases in equipment and monitoring costs and the replacement of integral water station components.

Overall increase of $22,330.
Wastewater Services:
- The Alder Flats Sanitary Collection Project with an estimated cost of $1,104,220 and will be funded through Building Canada Funds and Local Improvements.
- Overall this program is a Status Quo budget for operations

Solid Waste:
- The 16.3% variance from 2018 reflects adjustments to County salaries, increases in equipment costs and third-party costs. Capital upgrades are funded by reserves.
- Overall increase of $153,069

FCSS:
- Regular grant per agreement of $351,815 and grants to organizations have decreased by $13,713.
- Salaries and benefits have decreased $2,975 from 2018 budget.
- Overall decrease of $7,517

Cemetery:
- Is a Status quo budget

Planning and Development:
- Salaries and benefits have increased $22,720 due to the Cola increase and grid movements.
- Overall increase of $22,720

Economic Partnerships:
- Increase in Tax Sharing Revenue with Millet and the City of Wetaskiwin of $49,000
- Decrease in transfers from reserves OF $69,000
- Overall increase of $23,327

Agricultural Service Board:
- Salaries are up by $82,573 for grid movements, COLA increases and two new weed inspectors.
- Contracted Services are up $21,000 for ALUS.
- Overall increase of $106,797

Parks:
- Sales of firewood and parks revenues are projected to increase.
- MSI Operating Grant to be used for the Remote Building Access System.
- Overall decrease of $8,961

Recreation Programs:
- Decrease in contracted services of $11,949
Council General (Budget) meeting, April 29, 2019

- Decrease in grant revenue of $13,849
- Overall increase of $1,900.

**Library**

- Status quo budget for 2019.

Property Tax Implications:

Based on the 2019 Business plans and the 2018 Strategic Planning meetings, the 2019 proposed Budget reflects Council's discussions.

Based on the proposed budget the mill rates for the following services will be as follows:

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta School Foundation Fund</td>
<td>2.56</td>
<td>3.86</td>
<td>2.56</td>
<td>2.56</td>
<td>3.86</td>
<td>2.56</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>0.5679</td>
<td>0.5679</td>
<td>0.5679</td>
<td>0.3674</td>
<td>0.3674</td>
<td>0.3674</td>
</tr>
<tr>
<td>Senior's Housing</td>
<td>0.1936</td>
<td>0.1936</td>
<td>0.1936</td>
<td>0.1966</td>
<td>0.1966</td>
<td>0.1966</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recreation Mill Rates</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Area Mill Rate</td>
<td>Mill Rate</td>
<td>Mill Rate</td>
</tr>
<tr>
<td>Zone 1</td>
<td>0.1750</td>
<td>0.1772</td>
</tr>
<tr>
<td>Zone 2</td>
<td>0.2167</td>
<td>0.2191</td>
</tr>
<tr>
<td>Zone 3</td>
<td>0.2333</td>
<td>0.2348</td>
</tr>
<tr>
<td>Zone 4</td>
<td>0.2270</td>
<td>0.2296</td>
</tr>
<tr>
<td>Zone 5</td>
<td>0.1750</td>
<td>0.1772</td>
</tr>
<tr>
<td>Linear</td>
<td>0.2060</td>
<td>0.2086</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Mill Rates</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
</table>

Page 10
Administration recommended that Council approve:

1. The 2019 Municipal Capital and Operating Budget that is presented and balanced with an estimated municipal levy of $20,005,781.00 including emergency services estimated at $1,634,482.37 excepting out the Provincial School and Seniors Homes and Community Housing Associations requisitions as follows:

<table>
<thead>
<tr>
<th>Taxes Required</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal</td>
<td>$17,421,566</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>$1,634,482</td>
</tr>
<tr>
<td>Fire Zones</td>
<td>$295,464</td>
</tr>
<tr>
<td>Recreation</td>
<td>$593,010</td>
</tr>
<tr>
<td>Designated Industrial Property</td>
<td>$61,259</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,005,781</strong></td>
</tr>
</tbody>
</table>

Alberta School Foundation Fund       $7,595,881
Alberta Senior’s Requisition         $557,025
Total                                $8,155,906
Total including ASFF and Alberta Senior’s Requisition $28,158,687

3. Council to approve the 2019 Municipal Mill Rates based on the following options:

Option 1:

<table>
<thead>
<tr>
<th>Type</th>
<th>Mill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>2.0649</td>
</tr>
<tr>
<td>Non-residential</td>
<td>13.9381</td>
</tr>
</tbody>
</table>

Machinery and Equipment 13.9381
Farmland 16.3980

Option 2:

Other combination of mill rates and reserve transfers chosen by council to balance the budget.

Administration recommended Council approve the 2019 Strategic Planning Business Plans for the County of Wetaskiwin.

Administration to present the 2019 Mill Rate By-laws and Special Tax By-laws for the County of Wetaskiwin at the Council General meeting scheduled for May 14th, 2019 for review and approval.

Administration recommended that Council approve:

The 2019 Municipal Capital and Operating Budget that is presented and balanced with an estimated municipal levy of $20,005,781.00 including emergency services estimated at $1,634,482.37 excepting out the Provincial School and Seniors Homes and Community Housing Associations requisitions as follows:

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<td>Total including ASFF and Alberta Senior’s Requisition</td>
</tr>
<tr>
<td>$28,158,687</td>
</tr>
</tbody>
</table>

A discussion ensued on the proposed budget as presented.

Discussion ensued on adding notes to the Financial Statement in the newsletter, so ratepayers better understand the Financial Statement.

3.3 RECESS
The meeting recessed at 2:46 p.m.

3.4 RECONVENED
The meeting meeting reconvened at 2:55 p.m. and Mr. Neil Powell, Director of Public Works was in attendance.

3.5 2019 Budget Process and Life Cycle-Report
General discussion continued on the proposed budget as presented.
Administration was directed to provide options for Council to reduce the budget to reflect a tax increase of 1.5% for Budget Meeting of May 6, 2019.

Areas in the Budget that could be decreased:

- Intersection realignments
- Brushing
- Culvert maintenance
- Overtime
- Replenish gravel reserves
- Sign Maintenance

5. ADJOURN

Resolution CG20190429.003
MOVED: by Councillor J. Bishop
that the Council General meeting adjourn at 4:45 p.m.

Carried Unanimously

________________________________________
REEVE

________________________________________
CHIEF ADMINISTRATIVE OFFICER