



**Niagara Peninsula Conservation Authority
FULL AUTHORITY MEETING MINUTES**

17th July, 2013; 7:00 p.m.
250 Thorold Road; 3rd Floor; Welland, ON

MEMBERS PRESENT: **B. Timms (Chairman)**
 A. Jeffs (Vice-Chair)
 D. Barrick
 B. Baty
 S. Beattie
 C. D'Angelo
 D. Dick
 D. DiFruscio
 T. Easton
 D. Joyner
 B. Maves
 D. Ransom
 B. Sharpe

MEMBERS ABSENT: T. Dalimonte (regrets)
 B. Steckley (regrets)

STAFF PRESENT: T. D'Amario, CAO/Secretary-Treasurer
 J. Kukalis, Director, Water Management
 D. Baker, Director, Land Management
 M. Stack, Director Communications
 B. Wright, Manager, Watershed Technical Services
 J. Diamond, Water Quality Specialist
 L. Conte, Recording Secretary

OTHERS PRESENT: Gerry Prentice, Glen Robins, Mark Neufeld, Lennie Aarts,
 Bev Lepard.

ROLL CALL:

The Chairman called the meeting to order at 7:22 p.m. and welcomed all in attendance.

DECLARATION OF CONFLICT OF INTEREST

No conflict of interest declared.

BUSINESS:

(1) **MINUTES – Full Authority Meeting – 19th June, 2013**

FA-108-13

Moved by: B. Sharpe
Seconded by: D. Ransom

THAT: the Minutes of the Full Authority Meeting held 19th June 2013, be received and approved as printed.

“CARRIED”

(2) **BUSINESS ARISING FROM THE MINUTES**

- T. D’Amario provided a copy of the May Report No. 43-13 on the per Diem policies. This is to follow-up on B. Baty’s request for clarity on the subject. Tony pointed out that although there was some confusion among members at the last board meeting as to whether there was or is a policy in place for the Per Diems, Tony confirmed that past practice has been to pay the Chairman a per diem rate in addition to the honourarium rate. He also pointed out that at the May meeting and in accordance with Report 43-13 where five recommendations were made, the Board passed the following resolution; “That Report No. 43-13 regarding the Per Diem policies be approved; and that such policy be included in the NPCA Member Handbook for future reference.”
- B. Sharpe stated that once the 5 recommendations were made on report 43-13, the policy was adopted and the resolution passed by the Board, thus policy is in place.
- B. Baty stated he is not looking for a reconsideration of the resolution passed, just requesting clarification in comparison with other Conservation Authorities in Ontario.
- B. Sharpe requested that it should be noted for the record that the past practice is that per Diems was paid in addition to the honourariums.

(3) **CHAIRMAN’S REMARKS**

- B. Timms and T. D’Amario attended the Conservation Ontario meeting held in Toronto. He noted that it is the general consensus that CA’s across Ontario need and want to develop solid partnerships with municipalities; that they need to have a good service approach, streamlining red tape in particular with the agricultural industry, have clear guidelines for hydrological assessments etc. Overall the meeting was very informative.
- B. Timms, A. Jeffs, S. Beattie and D. DiFruscio attended the volunteer appreciation luncheon at the St. John’s Centre and commented on the great job that was done. Many students as well as school boards make much use of this Centre as an educational resource.

- B. Timms attended Doug Elliott's Memorial Service and expressed appreciation for Doug's commitment to the Authority and the work he initiated.
- B. Timms and B. Baty attended the Niagara Escarpment Festival Biosphere Bash at Ball's Falls.
- B. Baty stated that Giant's Rib (a Hamilton Conservation Group) has a very informative video about the escarpment and encouraged all to view it. (<http://www.giantsrib.ca>) - for those who wish to view the video, see attached link; <http://www.youtube.com/watch?v=WSAHTdz1tto&feature=youtu.be&hd=1>

(4) CAO'S REMARKS

- T. D'Amario noted that we are working with Doug Elliott's family to determine an appropriate memorial to recognize Doug' valuable contribution to the NPCA.
- An "Events" listing was distributed to the Board and Tony stated that future monthly status reports will include an updated listing.
- A copy of NPCA's 2012 Annual Report was also distributed to the Board for their review.
- OPG confirmed they will make a presentation at the September meeting. The presentation is in response to our request to them. Since there will likely be a larger number of visitors it was suggested that the September meeting be moved to take place at Ball's Falls. This will be confirmed to the Board via email prior to the next meeting.
- C. D'Angelo asked if the 2012 Annual Report will be sent to the City of Hamilton and Haldimand County and all City councilors. M. Stack stated that they are on the distribution list and will receive a copy.
- Correspondence from the Seaway Management was distributed and noted that they respectfully declined our invitation to take part in a discussion on the Welland Canal and the Siphons. The communication indicated that the siphon they own is not an issue and don't believe it is of any detriment to the waterway.
- A. Jeffs asked for clarification on the ownership of the other siphon involved. Barry Sharpe clarified that the original Welland siphon in question is owned by the City of Welland.
- Chairman Timms expressed disappointment that The Seaway Management will not attend the meeting. B. Sharpe suggested that the NPCA could request a copy of the most recent inspection report of their siphon as this would suffice in obtaining information regarding our interest in this matter.

The following resolution was presented:

FA-109-13

Moved by: A. Jeffs
Seconded by: D. Ransom

THAT: the correspondence from Seaway Management be received for information.

'CARRIED'

(5) Article – David Suzuki on Flooding and correspondence

T. D'Amario stated that prior to the current flood in southern Ontario, David Suzuki wrote an article in regards to the Calgary flood (copy circulated). The article noted the importance of looking at conservation and the protection of ecosystems, and that this is not necessarily an impediment to economic growth.

- A. Jeffs commented that at a meeting she attended the previous evening, it was noted by an attendee that Toronto received 75 mm of rainfall in 1 hr. which surpassed Hurricane Hazel, and yet did not result in a major disaster. A. Jeffs concluded that this indicates floodplain management and good planning is working.
- Tony also circulated email correspondence from Gerry Beneteau thanking NPCA staff for their involvement in the restoration of the One Mile Creek.
- Further to the flooding in Toronto, B. Sharp stated that Black Creek residents demanded Toronto CA take responsibility in making repairs. He requested that staff provide information regarding the outcome of this and the impacts to the Toronto Conservation Authority.
- D. Ransom stated that the Conservation Authority in Toronto warned the residents about the increase in water levels and stated that it is critical that we continue our work to inform our watershed community through our media relations.

The following resolution was presented;

FA-110-13

Moved by: M. DiFruscio
Seconded by: T. Easton

THAT: the correspondence submitted on flooding and email for the One Mile Creek be received for information.

'CARRIED'

(6) 2014 Budget Schedule and Budget Review Committee - Report No 63-13

T. D'Amario provided this report as a follow-up prior to a preliminary budget being prepared for consideration at the September 18 board meeting. In this report, a proposed schedule is set out in order to meet the deadline.

- It was noted that Niagara Region indicated that Guidance is set at 2.7% increase over 2013.

- Levy apportionment data is provided by MNR, and NPCA then uses these figures as a basis to calculate levy apportionment to the member municipalities.
- The recommendation is to work within the Guidance allowance of 2.7% except for Haldimand County as that municipality is currently using a 4 yr. phased-in schedule which began in 2010. This will bring the apportionment schedule in line with the other member municipalities when the phase-in has been completed. He also noted that the budget will be prepared with the current programs in mind as the strategic plan is still being worked on. The preparation of the preliminary budget is for the purpose of setting the levy and can be adjusted as required upon the plan's completion.
- In regards to the Binbrook CA, we may require capital funding to execute the Master Plan, but at this time we do not have sufficient information regarding the costs for this. If more information does become available prior to the September meeting, we can make the necessary adjustments.
- Stats Canada's consumer price index for 2012 was 1.5%. According to the last 3 years the CPI's were 1.8%, 2.9% and 1.5% respectively, for an accumulative of 6.32%; NPCA figures indicate that we are behind with only a 2% increase over the same 3 yr. period. The recommendation is to allow for a salary grid adjustment of 1.5% in 2014 budget.
- T. D'Amario noted that an Ad Hoc Budget Review Committee be formed.
- D. Barrick, S. Beattie and T. Easton volunteered to be on the Committee.

The following resolution was presented:

FA-111-13

Moved by: D. Barrick

Seconded by: S. Beattie

**THAT: Report No. 63-13 regarding the 2014 Budget Schedule and Guidance be received, and;
That the Ad Hoc Budget Review Committee be comprised of the Chairman, Vice-Chairwoman, D. Barrick, S. Beattie, and T. Easton.**

"CARRIED"

(7) Budget Status Report for period ending June 30, 2013 – Report No. 64-13

T. D'Amario presented the budget status report indicating that HR had a number of cost issues and therefore the budgeted amount has been spent; we are at 97% of the budget. We need to increase the budget by \$30,000 - \$40,000. He noted that apart from this there are no other variances to report at this time.

- B. Sharpe asked for an explanation of the 41% revenue from Conservation Areas. T. D'Amario explained that the camping and day use revenue is seasonal and therefore cannot be prorated on a calendar year basis. A clearer picture of the status of park revenue will be available in September. At this time of the year, 41% of expected revenue is reasonable.

Resolution presented as follows:

FA-112-13

Moved by: D. Joyner
Seconded by: M. DiFruscio

THAT: the Budget Status Report for the period ending June 30, 2013 be received.

"CARRIED"

(8) Climate Action Niagara Funding Request - Report No 65-13

T. D'Amario provided comment and commended Climate Action Niagara's initiative to reinstate out-of-use fruit trees in Niagara. He explained that this pilot project does not align with NPCA's mandate to undertake watershed based resource management programs and further, is not consistent with the watershed restoration objectives that promote naturalization and native plant species. The recommendation is to limit NPCA's support by providing assistance through available information and databases only.

- D. Dick agrees that this does not meet the mandate of NPCA. He applauds C.A.N.'s initiative, however, pointed out that local growers have lobbied provincial government about abandoned orchards and that 15 yrs. ago the provincial government gave municipalities the ability to remove abandoned orchards at the owner's expense due to airborne diseases etc. He commented that what C.A.N. is attempting to undertake would be met with resistance and opposition by the local growers.
- T. Easton suggested their efforts may be best geared towards historic trees.

Resolution presented as follows:

FA-113-13

Moved by: D. Dick
Seconded by: D. Barrick

THAT: the NPCA supports and congratulates the efforts of Climate Action Niagara for their Fruit Tree Trail pilot project;

That the NPCA will provide available database information to support the project and:

That the NPCA is unable to support the funding request for \$6,000 for the Fruit Tree Trail project.

'CARRIED'

(9) Wainfleet Drainage Committee Funding Request – Report No. 66-13

T. D'Amario explained that this report pertains to the Wainfleet Drainage Committee's request for information through a Freedom of Information (FOI) request to OPG regarding documents and records of water levels and water fluctuations. This information would be necessary for the committee to consider solutions to restore their

drainage system to full capacity. The Committee has been informed that the request will cost approximately \$12,000 to complete and that NPCA's share to fund the FOI request is \$2,100.00.

T. D'Amario noted that some of the requested information may already be available through the NPCA and therefore he recommended that we defer approval of \$2,100.00 in funding until this can be determined.

- A. Jeffs commented that the Drainage Committee doesn't feel they have all the information required or they would not have made the request to OPG, furthermore, the letter of request went to OPG on June 11 and there is a time limit.
- Much discussion ensued about various approaches and where the funding should or should not come from.
- B. Sharpe feels the entire cost of \$12,000.00 be absorbed by NPCA.
- T. Easton commented that \$12,000.00 is a considerable cost for an electronic database and suggested we defer any payment to anyone for information until we determine what information we have and what we require. We should have received water levels as part of the floodplain study.
- D. Joyner believes the cost is fair and should come from the OPG funds.
- B. Baty does not agree. OPG funds are for use in specific remedial projects. OPG is a partner and should be able to provide this information.
- B. Maves stated that OPG are required to provide the information once a FOI (Freedom of Information) request is filed.
- T. D'Amario stated that the Conservation Authority has no problem sharing whatever information we have with the Wainfleet Drainage Committee.
- D. Barrick commented that we shouldn't waste staff time to produce whatever information the Committee requires as it is labour intensive to produce.

The following resolution was presented;

FA-114-13

Moved by: B. Sharpe
Seconded by: D. Joyner

THAT: The NPCA supports the efforts of the Wainfleet Drainage Committee and believes it is appropriate to ensure all existing information be reviewed to determine if this will meet their needs towards a resolution that addresses drainage concerns, and;

That NPCA coordinate information related to the Wainfleet Drainage Committee Request and provide funding to Wainfleet Drainage Committee to receive the balance of information required.

"CARRIED"

(10) Ministry of Natural Resources - Agreements - Report No. 67 -13

T. D'Amario provided the 3 agreements for the Board's consideration prior to executing.

1. The Ministry of Natural Resources (MNR) transfer payments is a grant provided to support planning, regulation, administration and flood forecasting programs. The amount of \$174,496 has been unchanged for the past 12 years.
2. The WECI (Water & Erosion Control Infrastructure) agreement provides 50% funding to undertake capital repairs and improvements at NPCA dam sites. For 2014 we will be receiving funds to maintain access road and guard rails, and to undertake a pressure relief/monitoring well study.
3. The Trans Canada Trail Agreement authorizes NPCA to act as project coordinator for the new trail construction during the construction process and the following 2 year warranty period between Haldimand County and the Trans Canada Trail Organization.

The following resolution was presented:

FA-115-13

Moved by: S. Beattie

Seconded by: D. Barrick

THAT: the CAO be authorized to execute the MNR Transfer Payment, Water and Erosion Control Infrastructure & Trans Canada Trail Agreements as outlined and presented in Report No.67-13.

"CARRIED"

(11) Terms of Reference – Report No. 68 - 13

J. Kukalis explained that Report No. 20-13 was presented and approved by the board on March 20, 2013. The report proposed a process for undertaking a comprehensive update to NPCA's development review and permit approval policies. It was acknowledged that substantial revisions were needed to the NPCA policy document. The Technical Working group recently completed the draft content and recommended policy revisions. The Draft Terms of Reference submitted to the board are for the purpose of selecting a consultant to undertake the balance of the work plan.

Staff is suggesting inviting proposals from 6 (six) multi-discipline firms. After proposals are received, a further report will be brought to the board for consideration to award the work.

The following resolution was presented:

FA-116-13

Moved by: C. D'Angelo

Seconded by: S. Beattie

THAT: Report No. 68-13 be received for information;

That the NPCA Board endorse attached Terms of Reference for the update of the NPCA planning and regulation policies;

And that staff be authorized to issue a formal Request for Proposals for the work laid out in the Terms of Reference.

‘CARRIED’

(12) DSBN Agreement for Woodend Project - Report No. 69-13

D. Baker reported that the District School Board of Niagara wishes to renew their lease for the Woodend Conservation Area site. The current lease will expire on December 30, 2013. DSBN will be investing a great deal of capital into the development of a new facility and wish to secure the continued lease of the property with advance notice being given for an additional 21 year term.

- D. Barrick asked for clarification pertaining to “two periods of 21 years each”. D. Baker explained that following their 21 year lease renewal they are requesting the option for a further 21 year lease.
- D. Barrick commented that he is not comfortable with a 42 year lease renewal.
- T. Easton stated that provincial laws do not grant leases for longer than 21 years. Darcy clarified, DSBN is not asking for a 42 year lease, they are notifying of their intent to renew after the first 21 year term as we are not able to grant longer than a 21 year period by law.
- B. Maves commented that DSBN is spending \$2 million on a property that they don't own. They want to protect their investment – this is a long-term commitment – they want to show their investors they are committed to the longevity of the project.
- C. D'Angelo suggested that since 21 years is the cap, that is what we should agree to.

Resolution presented as follows:

FA-117-13

Moved by: C. D'Angelo

Seconded by: D. Barrick

THAT: Report No. 69-13 regarding the proposed DSBN Lease Renewal Agreement be received; and,

That staff be authorized to enter into the agreement with the District School Board of Niagara for the renewal of the Woodend Lease, based on existing terms, for an additional one period of 21-years.

“CARRIED”

(13) Consultant Selection – Binbrook Master Plan - Report No 76-13

D. Baker submitted a report at the Board's request for proposals for the development of a Master Plan for Binbrook Conservation Area. RFP's were sent to seven firms with experience in park and open space planning. Five proposals were received and three were shortlisted. The Steering Committee and staff recommends the contract be awarded to EDA Collaborative Inc. as their proposal received the highest rating from the Committee; they have extensive experience with similar projects and their proposal is within the budget amount.

The following resolution was presented:

FA-118-13

Moved by: S. Beattie
Seconded by: D. Ransom

THAT: Report No. 76-13 regarding the Binbrook Conservation Area Master Plan be approved; and that the contract for the preparation of the Binbrook Conservation Area Mater Plan be awarded to EDA Collaborative Inc. at a cost of \$34,915.00

“CARRIED”

(14) PFOS – Binbrook Conservation Area - Report No. 70-13

- Staff has not received an update on the status of the plan to remediate contaminated lands at the Hamilton International Airport. NPCA staff continues to monitor the reservoir and noted that water samples will be taken in late July for analysis.
- D. Joyner asked if the water samples are taken in the reservoir or downstream. D. Baker commented that samples are taken in the reservoir only.
- As a follow-up to Board members request on health impacts to firefighters from PFOS, D. Baker explained that there are a number of published studies referencing occupational exposure to PFOS; however, most are associated with the manufacturing industry where there is long term exposure to workers.

The following resolution was presented:

FA-119-13

Moved by: D. Joyner
Seconded by: S. Beattie

THAT: Report No. 70-13 regarding PFOS Compounds at the Binbrook Reservoir be received.

“CARRIED”

(15) Ball's Falls Heritage Advisory Committee Member appointment – Report No. 71-13

At the January, 2013 meeting, staff was asked that any vacancies on committees be publicly advertised using available means including social media, website, outreach sessions, etc. Most recently these avenues were used to fill the vacancy for the Ball's Falls Heritage Advisory Committee. Two applications were received and one followed up with the requested information. Dr. Teather's credentials were of great interest. She is a Professor in the Museum Studies Master's Program, at the University of Toronto. Dr. Teather has acted as an advisor on a number of high profile projects internationally. With this impressive array of qualifications, NPCA staff recommends Dr. Teather be appointed to the Ball's Falls Heritage Advisory Committee.

- C. D'Angelo inquired if this was the same person who originally applied prior to postings. D. Baker responded that it is not the same person, the original applicant withdrew. C. D'Angelo commented that there is value of publicizing these positions and asked that we also avail ourselves to publishing through public newspapers in the future.
- B. Timms asked if there are any other vacant positions for the Ball's Falls Heritage Committee. D. Baker noted that there are 2 positions and if the one before the board is approved there will be one left to fill.

The following resolution was presented:

FA-120-13

Moved by: T. Easton
Seconded by: S. Beattie

THAT: Dr. Lynne Teather be appointed to the Ball's Falls Heritage Advisory Committee for a 3-year term effective August 1, 2013 to July 31, 2016.

“CARRIED”

(16) Watershed Report Card Follow-up - Report No. 72-13

Joshua Diamond; Water Quality Specialist spoke on the new Watershed Report Card brought to the Board in draft form at the June, 2013 meeting. He noted that as of March 2013, 31 Conservation Authorities in Ontario have released Report Cards for their respective watersheds. The standardized Watershed Report Card is an initiative of Conservation Ontario to evaluate key indicators of watershed health using a standard grading system developed by CA's and provincial and federal agencies. Existing NPCA data sources were used to compile the 2012 Report Card and calculate surface water quality grades and forest conditions grades. Most watersheds across southwestern Ontario received a grade "D" for surface water quality and forest conditions due to higher population density, and larger concentration of agriculture and industry.

- D. Barrick commended staff for a job well done and asked how Niagara compared with other CA's report cards. J. Diamond responded that we have similar grades to neighbouring conservation authorities owing to similar land uses. D. Barrick asked about the reporting of trends (improving or getting worse) and he would like to see that in future report cards. J. Diamond responded that there was not enough data for most

of the watersheds for reporting on trends but anticipates that there would be in five years' time.

- C. D'Angelo questioned what we need to do to improve our "D" grade? J. Kukalis responded that there will be challenges using the provincial template moving forward. D. Dick believes there are challenges since the entire escarpment bleeds phosphorus.
- In response to a question raised at the last meeting on reasons why no groundwater grades were provided in the report card, J. Diamond responded there were a limited number of samples taken for the groundwater monitoring wells and it was not entirely reliable to provide a grade. Instead the report card provides information whether or not a monitoring well has exceeded Ontario Drinking Water Standards for basic suite of groundwater parameters.
- In response to B. Steckley's observation at last month's meeting whereby the forest condition grades for Fort Erie appeared low despite having significant forest in Fort Erie; J. Diamond stated that the forest conditions grades have been reconfirmed and they are correct. The % of Forest Cover in Fort Erie is near the provincial standard but like other areas of the NPCA watershed, the forest condition grades are reduced because there is low % interior forest and low % riparian zone forest cover. Each of these indicators accounts for 1/3 of the final grade.
- B. Maves questioned the targets – why measure 30% if it can't be achieved; why not adjust targets according to area/location? J. Diamond responded that this is based on the province wide initiative; the 30% target is the provincial standard and not likely attainable for most of Niagara. These standards allow us to see how NPCA watershed grades fare within the context of the rest of Ontario. It also highlights portions of the watershed where there are significant ecological features and underlines portions of the watershed that are not doing so well. B. Maves asked if the targets can be adjusted for urban areas. J. Diamond noted that in the development of the report card standards there was no attempt to address local targets. As an example: Essex County only has 7% they will never attain 30%. B. Maves commented that he would like to see more realistic targets.
- M. Stack provided background on information contained in previous Report Cards produced in partnership with the Region of Niagara in 2005, 2006 & 2007. These were distributed to all households in the watershed. The problem with previous report cards was the gaps in data and each watershed area used different reporting parameters so there was no consistency in how information was presented. Having had an extra 5 years to collect data we were able to produce a more detailed report. This has been shared with a selected group of stakeholders in order to receive comments and feedback.
- S. Beattie asked if it is necessary to issue a report card? Mary stated that while it is not a requirement, it is a good PR initiative. She noted that 31 of the 36 CA's in Ontario have already released and distributed their report cards.
- C. D'Angelo considers this report card as an information tool which contains valuable information. If this report card is not going out to residential households, what strategy is in place for distribution? Mary responded that a copy will go to all elected officials, municipal & provincial, as well as a media release, the use of social media and will be available upon request. Cogeco may be setting up an interview with NPCA.

The following resolution was presented:

FA-121-13

Moved by: B. Sharpe
Seconded by: D. Dick

THAT: Report No. 72-13 regarding the 2012 NPCA Watershed Report Card be received and that NPCA prepare the final document for printing and distribution and for placement on the NPCA website.

“CARRIED”

(17) Project Status Report – Report No. 73-13

The following resolution was presented:

FA-122-13

Moved by: B. Baty
Seconded by: T. Easton

THAT: Report No. 73-13 outlining the status of Authority projects / programs be received for information.

“CARRIED”

(18) Other Business

- There was an inquiry as to T. Dalimonte’s absence at meetings and asked if there is any intent to replace him. Chairman Timms responded there is no intention to replace him; he is currently involved in Haldimand County issues and intends to return this summer.
- No other business at this time.

Resolution presented as follows;

FA-123-13

Moved by: B. Maves
Seconded by: M. DiFruscio

THAT: the meeting move in-camera.

“CARRIED”

(19) In Camera

a) Tree By-law Status Report - Report No. CR-74 -13

Resolution presented as follows:

FA-124-13

Moved by: D. Ransom
Seconded by: T. Easton

THAT: That Report No. CR-74-13 regarding the status of the Tree and Forest Conservation By-law be received for information.

“CARRIED”

b) Regulations Status – Violations Summary Chart (no report)

Resolution presented as follows:

FA-125-13

Moved by: C. D’Angelo
Seconded by: D. Ransom

THAT: the violation summary chart be received for information.

“CARRIED”

c) Personnel Matter – Report No. CR 75-13

Resolution presented as follows:

FA-126-13

Moved by: B. Baty
Seconded by: D. Barrick

THAT: Report CR-75-13 regarding personnel matter be received for information.

“CARRIED”

The following resolution was presented:

FA-127-13

Moved by: B. Maves
Seconded by: T. Easton

THAT: meeting rise from in-camera

“CARRIED”

The following resolution was presented:

FA-128-13

Moved by: M. DiFruscio
Seconded by: D. Barrick

THAT: the CAO follow through with the direction given on personnel matter.

“CARRIED”

***NOTE: Special meeting to take place in 2 weeks (July 31st) In-camera only
HR issues to be discussed.***

ADJOURNMENT

There being no further business, the following resolution was presented:

FA-129-13

Moved by: B. Baty
Seconded by: T. Easton

THAT: this meeting do now adjourn. Received at 11:40 p.m.

“CARRIED”



Lisa Conte, Recording Secretary



D. Bruce Timms, Chairman