



AGENDA
TOWN OF LAKE COWICHAN
Regular meeting of Council
Tuesday, August 23rd, 2016 at 6:15 p.m.

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

(a) Minutes of the Regular Meeting of Council held on July 26th, 2016.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) **Action Items**

(i)

(b) **Information or Consent Items-** (a member may ask that an item be dealt with separately)

(i)

7. REPORTS

(a) **Council and Other Committee Reports**

- | | | |
|--|----------------------|-----------|
| 1. Finance & Administration | Councillor McGonigle | |
| • August 9 th , 2016. | | 8 |
| 2. Public Works & Environmental Services | Councillor Austin | |
| • (No meeting this month). | | |
| 3. Parks, Recreation & Culture | Councillor Vomacka | |
| • August 2 nd , 2016. | | 10 |
| 4. Economic & Sustainable Development | Councillor Day | |
| • August 9 th , 2016. | | 12 |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest | |
| 6. V.I.R.L | Councillor Vomacka | |
| 7. Ohtaki Twinning Committee | Mayor Forrest | |
| • August 2 nd , 2016. | | 14 |
| 8. Advisory Planning Commission | Councillor McGonigle | |
| 9. Community Forest Co-op | Councillor McGonigle | |

(b) **Other Reports**

1. Cowichan Valley Regional District Board Meeting – Councillor Day.
2. Community Safety Advisory Committee - Councillor Austin.
3. Seniors' Care Facility Steering Committee – Councillor McGonigle.

Staff Reports

- (a) Chief Administrative Officer, Re: Fee for Service for Fire Risk Management.
- (b) Chief Administrative Officer, Re: Detailed Engineering Design for Upgrades to the Water Treatment Plant- Tender Award.

16**F/C****8. BYLAWS**

- (a) "Town of Lake Cowichan Zoning Amendment Bylaw No. 979-2016" may be read a third time.
- (b) "Town of Lake Cowichan Zoning Amendment Bylaw No. 979-2016" may be reconsidered and adopted.
- (c) "Town of Lake Cowichan Park Closure Bylaw No. 980-2016" may be given first, second and third readings.

17**17****20****9. NEW BUSINESS**

None.

10. MAYOR'S REPORT**11. NOTICES OF MOTION****12. MEDIA / PUBLIC QUESTION PERIOD****- Limited to items on the agenda****13. IN CAMERA****14. ADJOURNMENT**



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, July 26, 2016

PRESENT:

Mayor Ross Forrest
Councillor Carlyne Austin
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF:

Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Karl Lingren, Recording Secretary

PUBLIC:

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1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:00 p.m.

2. AGENDA

No. R.0095/16

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the agenda be approved with the following additions
under:

Correspondence

- Wilma Rowbottom, Legion re: Letter of Support
for New Horizons Senior Grant.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0096/16

(a) Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Special Meeting of Council held on May
30th, 2016 be adopted.

CARRIED.

No. R.0097/16

(b) Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Regular Meeting of Council held on
June 26th, 2016 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Dale Combs was on hand to express his opposition to the
proposed relocation of the community garden to the park
located at Point Ideal Road next to the Lake Cowichan Marina.

(b) Cara Smith gave a presentation on the benefits of the
community garden and the need to keep it at its present
location. She also said that if the garden had to vacate from its
current location that the community garden group is given until
October 15th, 2016 so it may complete the harvesting of its
food crops.

6. CORRESPONDENCE**(a) Action Items**

No. R.0098/16

- (i)** Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that council approve the use of Central Park for a beer garden made by the o operate in Central Park on July 29th, 30th, and 31st, 2016 from 12:00 noon to 6:00 pm each day with the requirements of providing proof of liability insurance coverage and ensuring that the beer garden area is fenced.
- CARRIED.

No. R.0099/16

- (ii)** Moved: Councillor McGonigle
 Seconded: Councillor Vomacka
 that council write a letter of support for the Legion Branch #210 application for a New Horizons Seniors Grant for the installation of a wheel chair lift to enable access for the disabled to its lounge.
- CARRIED.

(b) Information or Consent Items

- (i)** The correspondence item from Metro Vancouver Board, re: mattress and bulky furniture extended producer responsibility was treated as information.

7. REPORTS

No. R.00100/16
 Finance and Administration

Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that the minutes of the Finance and Administration Committee meeting held on July 12th, 2016 be approved with the following:

1-Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report for April, 2016 for expenditures totaling \$9838.54.

2- Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report for May, 2016 for expenditures totaling \$10565.92.

3-Medical Marijuana Dispensary

that no business permit be issued for a medical marijuana dispensary unless the business is legally permitted by Health Canada and appropriate land use and business bylaw amendments are enacted.

4-Fire and Rescue

that Council pass and adopt the Fire and Rescue- Service level establishment and limitations policy, with the ability to amend it as needed.

5-Relocation of Community Garden

that the community garden be relocated to another site after discussions with staff.

CARRIED.

No. R.00101/16
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental
Services Committee meeting held on July 5th, 2016 be approved
with the following:

1- Water Conservation Plan

that the current Water Conservation Plan be approved as a
living document.

CARRIED.

No. R.00102/16
Parks, Recreation and Culture

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture
Committee meeting held on July 5th, 2016 be approved with
the following:

1-Lady of the Lake Society

that Town truck #5 be offered to the Lady of the Lake Society
for \$1.00.

CARRIED.

No. R.00103/16
Economic and Sustainable
Development

Moved: Councillor Day
Seconded: Councillor Vomacka
that the minutes of the Economic and Sustainable Development
Committee meeting held on July 12th, 2016 be approved as
presented.

CARRIED.

Cowichan Lake Recreation

Mayor Forrest updated the committee that the Cowichan Lake
Recreation Commission has appointed Corey Bath to the
Regional select committee to replace Mr. Peters who resigned.

Vancouver Island Regional
Library

Councillor Vomacka advised that there will be no Library
meeting until September, 2016. She stated that two librarians
have received awards and also that a regional library is working
with Corrections Canada on inmate literacy.

Ohtaki Twinning Committee

A verbal update of the Ohtaki Twinning Committee meeting
from July 5th, 2016 was given.

Advisory Planning Commission

Councillor McGonigle advised the next meeting of the Advisory
Planning Commission will be held on July 28th, 2016.

Community Forest Co-
operative

Councillor McGonigle updated Council on the plans for the
Forest Co-op logging plans.

Cowichan Valley Regional
District Board

(b) Other Reports

1. Councillor Day gave a verbal report to Council on his
attendance at the July, 2016 Cowichan Valley Regional
District's Board meeting.

Community Safety Advisory

3. Councillor Austin informed council that the next Safety Advisory
meeting will be held on August 11th, 2016.

Seniors' Care Facility

4. Councillor Austin gave a verbal update to the committee on the
Seniors' Care Group meeting that she had attended in
Councillor McGonigle's absence.

Staff Reports

(a) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council appoint Steve Hall to the Advisory Planning
Commission for the balance of the two-year term expiring on
December 31st, 2016

(b) Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council appointments of Laurie Johnson and Wanda Wiersma to the Ohtaki Twinning Committee be approved.

(a) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Road Zoning Amendment
Bylaw No. 979-2016" be read a first and second time..

Moved: Councillor Austin
Seconded: Councillor McGonigle
that Council close the meeting to the public to deal with issues relating to labour relations or other employee relations and land matters under Section 90(1) (c), (e) and (g) of the Community Charter respectively (7:21 p.m.).

13. ADJOURNMENT

No. R.00108/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Austin
that we arise and adjourn with no report (8.15 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Mayor



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, August 9th, 2016

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

PUBLIC: 8

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 p.m.

2. AGENDA

No. FA.0041/16

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda with the additions of the following:

Correspondence

- Salmon Mushroom Festival;
- Cara Smith, Re: Community Garden Policy; and
- Island Health News: Information Bulletin

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer reported on the Revitalization Tax Exemption Programme as presented by the contract planner for the Town of Lake Cowichan. He explained that the programme is in place to entice business owner's to upgrade their properties while seeing minimal increases in taxes.

Council recommended to support a 5 year tax break up to \$50,000 and a 10 year tax break over \$50,000 for improvements.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

No. FA.0042/16 (a)

Moved: Mayor Forrest
Seconded: Councillor Day
that the Lake Cowichan School be authorized to go ahead with repairs to the bridge in Beaver Creek.

- (b) The email from Cara Smith, president of the Community Garden, asking for clarification on some items in the draft of the Community Garden Policy was referred for discussion to the item under Staff Reports.

The Chief Administrative Officer said that the policy will be brought back to the next Parks and Recreation meeting so details of the policy may be finalized.

- (c) The Information Bulletin from Island Health on RFP released for the development of long-term care beds in the Cowichan Valley was treated as information.

6. REPORTS

- (a) The financial report for the period ending July 31st, 2016 was treated as information.
- (b) The Building Inspector's Service Report for July, 2016 was treated as information.

No. FA.0043/16 (c) Moved: Councillor Day
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report for June 2016 for an amount totaling \$9,503.90.

CARRIED.

7. STAFF REPORTS

- (a) The Chief Administrative Officer presented a draft of operational guidelines for community gardens on Town lands policy. This matter will be dealt with in a subsequent meeting.

8. NEW BUSINESS

None.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

11. MEDIA/PUBLIC QUESTION PERIOD

12. ADJOURNMENT

No. FA.0044/16 Moved: Councillor Austin
Adjournment Seconded: Councillor Vomacka
that we adjourn (6:16 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2016.

Chair



STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Karl Lingren, Recording Secretary

The Chair called the meeting to order at 7:30 p.m.

Moved: Councillor Austin
Seconded: Councillor Day
that the agenda be approved.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(b) The Chief Administrative Officer said there has been no reply from the Lady of the Lake Society in response to the letter sent to them offering it the truck for a nominal cost.

(c) The Chief Administrative Officer updated the committee that no response from Canada 150 Grant has been received yet for Phase 2 of the Centennial Park grant application.

(d) Ongoing Items:

(i) Riverfront Parkway and Trail Connections:

The Chief Administrative Officer advised that there is no update on the trail connection plans as the matter is still under review.

(ii) The Chief Administrative Officer advised that there is no update on the water park plans but the matter will still be on the agenda.

4. DELEGATIONS

(a) Michelle Davis, Secretary/Treasurer of Lake Cowichan Slo-pitch, gave a presentation to council outlining past, present and future plans for their league. She explained that the league teams have had to play in Mesachie Lake and Youbou due to the poor condition of Centennial Park. She was interested in the timeline

for the upgrades to Centennial.

5. CORRESPONDENCE

None.

6. REPORTS

- (a)** The Chief Administrative Officer presented the Contract Planner's recommendations for possible sites for locating the community garden. Councillor McGonigle recommended that staff have a meeting with the community garden group to determine a suitable location, with a decision to be made by September 7th, 2016. He also suggested allowing the garden group enough time to harvest as much as possible before having to re-establish elsewhere.

Discussion followed on the Town's draft community garden policy.

7. NEW BUSINESS

None.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.0025/16
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Day
that the meeting be adjourned. (8:35 p.m.)

CARRIED.

Certified correct: _____.

Confirmed on the _____ day of _____, 2016.

Chair



TOWN OF LAKE COWICHAN

Minutes of Economic and Sustainable Development Committee
Tuesday, August 9th, 2016

PRESENT: Councillor Bob K. Day, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary

OTHER: 8

1. CALL TO ORDER

The Chair called the meeting to order at 6:20 p.m.

2. AGENDA

No. SPD.0020/16 Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) There was no update on the seasonal pay parking issue at this time. The matter will remain on the agenda.

(b) **Ongoing Items Still Being Addressed:**
None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

(a) Thoughts on Sunfest Weekend were expressed.

Mayor Forrest said he had zero complaints on the weekend and felt it went better than expected. He also spoke with some business owners in town and they all felt the weekend was a success.

Councillor McGonigle felt security at Laketown Ranch was excellent. He also stated that most of the patrons of Sunfest were there to experience the festival and not to cause nuisance for the Town.

Councillor Austin said she worked at the information/ bake sale table outside the Senior Center.

Councillor Vomacka spoke to many out-of-town people who really enjoyed their experience here in Lake Cowichan.

Councillor Day congratulated the LEAD group on all the hard work it put in to making Sunfest weekend very successful.

- (b) The articles on Sustainable Waste Not an Oxymoron and
(i+ii) Waste Not Want Not, by Therese Mickelson, was for information only.

Councillor Day suggested that council consider a discussion about a zero waste policy in the future.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.0021/16
Adjournment

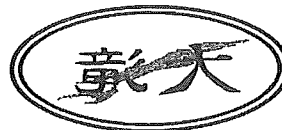
Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the meeting adjourn. (7:05 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2016.

Chair



PRESENT: Mayor Ross Forrest, Chair
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

ALSO

PRESENT: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Kari Lingren, Recording Secretary
Laurie Johnson, Ohtaki Committee Member
Wanda Wiersma, Ohtaki Committee Member

1. CALL TO ORDER

The Chair called the meeting to order at 7:08 p.m.

2. AGENDA

No. OC.10/16

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. OC.11/16

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Ohtaki Twinning Committee meeting held
on July 5th, 2016 be approved.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. CORRESPONDENCE

None.

6. OTHER REPORTS

None.

7. NEW BUSINESS

(a) Planning of October Visit:

(i) Homestays-

The Chief Administrative Officer updated the committee that some had volunteered to host some of the Ohtaki delegation but we're still in need of a few more. The sub-committee will be contacting the past homestay families on hosting this year's delegation.

(ii) Itinerary and Bussing Requirements-

Committee member Laurie Johnson updated on the sub-committee's meeting for the upcoming itinerary for the Ohtaki delegation visit. She made recommendations to Council on plans they have started to make that included a welcome BBQ, trip to downtown Duncan, visit to the Forest Museum, pizza party, bowling and the banquet. Arrangements are being made to book the Community Service bus.

(iii) Banquet-

The sub-committee will be having another meeting to plan more of the details of the banquet. Staff will be issuing the tender for the catering of the dinner soon.

8. NEXT MEETING

The next meeting is to be held on September 6th, 2016 at 7:00 p.m.

9. ADJOURNMENT

No. OC.12/16

Moved: Councillor Vomacka
Seconded: Councillor Day
that the meeting be adjourned (7:22 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair



Memo

TO: Mayor and Council

SUBJECT: Fee for Service Agreement - Fire Risk Management Services

DATE: August 19, 2016

FROM: Chief Administrative Officer

BACKGROUND

An agreement has been drawn up between the John Donnelly & Associates (the "client") and the Town of Lake Cowichan to provide the former with fire watch services at Laketown Ranch from August 26th, 2016 to August 29th, 2016.

The client will pay \$25 per hour for 49 estimated hours of service for the period plus administration. The amount payable can be subject to change.

STAFF RECOMMENDATION

that Council approve execution of the agreement between the Town and Donnelly & Associates Marketing Inc. for services to be provided by the Lake Cowichan Fire Department.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez

TOWN OF LAKE COWICHAN**BYLAW NO. 979-2016****A Bylaw to Amend Zoning Bylaw No. 935-2013**

WHEREAS the Local Government Act authorizes a local government to enact bylaws, pursuant to Section 903 which would designate different zones pertaining to land use and development of the Town of Lake Cowichan;

AND WHEREAS the Council of the Town of Lake Cowichan deems it expedient to amend Bylaw 935-2013 to allow for changes with respect to land use and zoning regulations;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the Local Government Act;

NOW THEREFORE the Council of the Town of Lake Cowichan in open meeting assembled enacts the following:

1. TITLE

This bylaw may be cited for all purposes as the "Town of Lake Cowichan Zoning Amendment Bylaw No. 979-2016".

2. AMENDMENTS

- 1) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described Lot 10, Block 14, District Lot 12, Plan 1231 as from General Commercial (C-1) to Limited Commercial (C-1-B), which is outlined in heavy black ink and identified on Schedule "A" to this Bylaw.
- 2) Schedule "A" to Zoning Bylaw No. 935-2013 is amended by rezoning a property described as Lot 4, Block 7, District Lot 12, Cowichan Lake District Plan 1231 from General Commercial (C-1) to Urban Residential (R-1), which is outlined in heavy black ink and identified on Schedule "B" to this Bylaw.

3. FORCE AND EFFECT

That upon adoption of this bylaw, Bylaw No. 979-2016 being the "Town of Lake Cowichan Zoning Bylaw No. 935-2013" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST TIME on the 26th, day of July, 2016.

READ A SECOND TIME on the 26th, day of July, 2016.

PUBLIC HEARING held on the _____ day of _____, 2016.

READ A THIRD TIME on the _____ day of _____, 2016.

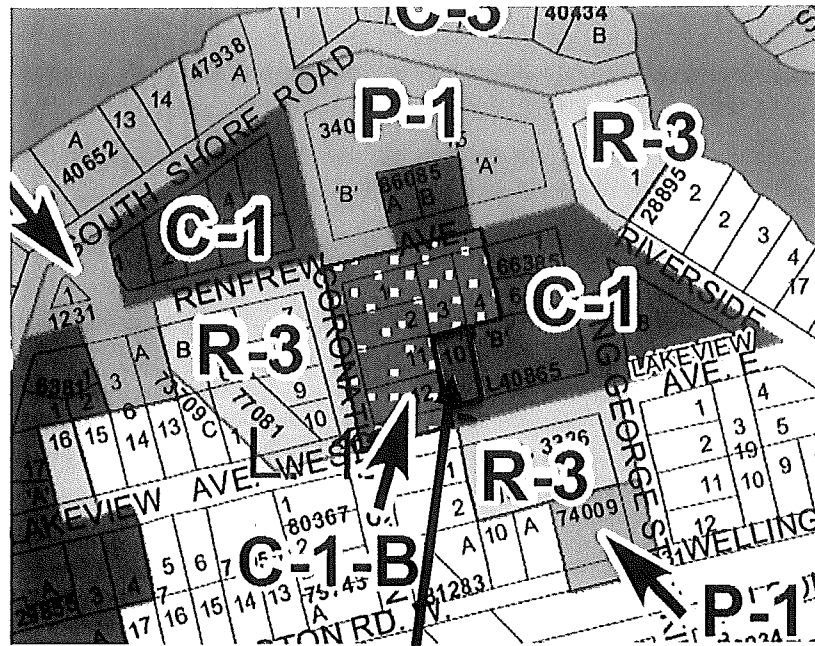
RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _____ day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer

SCHEDULE "A"

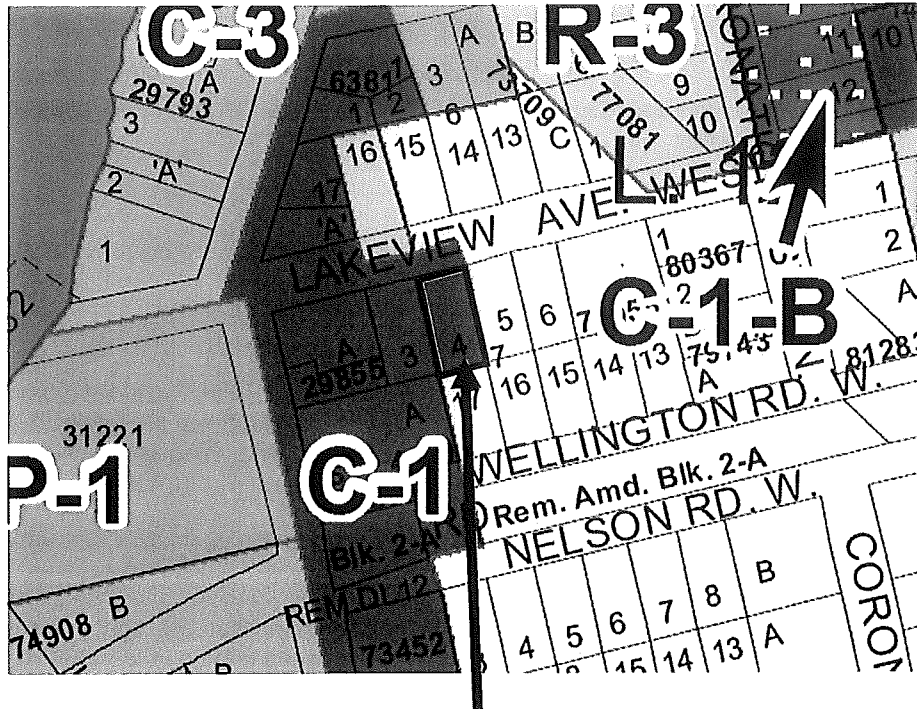
Attached to and Forming Bylaw No. 979-2016



Rezone from General Commercial (C-1)
to Limited Commercial and Residential (C-1-B)

SCHEDULE "B"

Attached to and Forming Bylaw No. 979-2016



Rezone from General Commercial (C-1)
To Urban Residential (R-1)

TOWN OF LAKE COWICHAN

A Bylaw to Close A Portion of a Park dedicated by a Subdivision Plan

Bylaw No. 980-2016

WHEREAS pursuant to Section 27 of the Community Charter, SBC, 2003, c. 26, as amended, the Council of the Town of Lake Cowichan may by bylaw dispose of all or part of dedicated parkland vested in a municipality;

NOW THEREFORE, the Municipal Council of the Town of Lake Cowichan, in open meeting assembled, ENACTS as follows:

1. TITLE

This bylaw may be cited as the "Town of Lake Cowichan Park Closure Bylaw No. 980-2016".

2. GENERAL PROVISIONS

The Council hereby authorizes the closing and removal of part of the park dedicated by Plan VIP88842, District Lot 12, Cowichan Lake District which part is shown and outlined in heavy black line on Reference Plan EPP62427, prepared by McElhanney Associates Land Surveying Ltd., on the 28th day of July, 2016 and described as follows:

That portion of park containing 881.8 square metres and outlined in heavy black line and attached hereto as Schedule "A".

- 3.** The Council hereby authorizes the disposal by way of granting statutory rights of way under Section 218 of the Land Title Act to BC Hydro over the closed portion of the park so that BC Hydro may operate and maintain distribution transmission lines located within the areas of those statutory rights of way.
- 4.** The Council hereby authorizes that instead of taking land in exchange of the closure of part of the park, the proceeds of the granting of the statutory rights of way to BC Hydro will be placed to the credit of the reserve fund established under Section 188 of the Community Charter, SBC, 2003, c. 26, as amended, for the purpose of acquiring park lands.
- 5.** As required by Section 84 of the *Community Charter*, SBC, 2003, c. 26, as amended, an alternative approval process is being provided in accordance with Section 86 of the Community Charter.

READ A FIRST TIME on the _____ day of August, 2016.

READ A SECOND TIME on the _____ day of August, 2016.

READ A THIRD TIME on the _____ day of August, 2016.

NOTICE OF INTENTION ADVERTISED in the Lake Cowichan Gazette on the _____ day of _____, 2016 and _____ day of _____, 2016.

RECEIVED APPROVAL OF THE ELECTORS on the _____ day of _____, 2016.

RECONSIDERED, FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _____ day of _____, 2016.

Ross Forrest
Mayor

Joseph A. Fernandez
Corporate Officer



Schedule "A"

