

## COUNTY OF ST. PAUL NO. 19

### BY-LAW NO. 1577

---

A By-law of the County of St. Paul No. 19 in the Province of Alberta to regulate meeting procedures.

---

**WHEREAS**, pursuant to provisions of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 1994, as amended, it is deemed desirable to establish rules and provisions to regulate the conduct of business in meetings of the Council and Committees of Council, to control and maintain order in meetings for the enactment of County legislation and to provide for dealing with petitions, correspondence and other submissions to the Council; and the Committees thereof.

**NOW THEREFORE**, the Council of the County of St. Paul No. 19 duly assembled hereby enacts as follows:

1. This Bylaw may be cited as **“THE MEETING PROCEDURE BYLAW”**.
2. DEFINITIONS
  - 2.1 “Acting Reeve” is the member selected by Council to preside at any meeting of Council in the absence or incapacity of both the Reeve and the Deputy Reeve;
  - 2.2 “Agenda” is the list of items and orders of business for any meeting;
  - 2.3 “Bylaw” is a bylaw of the County;
  - 2.4 “Chairman” is the person presiding at meetings;
  - 2.5 “Chief Administrative Officer” is the person appointed by Council pursuant to the Municipal Government Act;
  - 2.6 “Council” are the Councillors of the County of St. Paul No. 19 being elected pursuant to the provisions of the Local Authorities Act;
  - 2.7 “County” is the County of St. Paul No. 19;
  - 2.8 “Deputy Reeve” is the member who is appointed pursuant to the Municipal Government Act to act as Reeve in the absence or incapacity of the Reeve;
  - 2.9 “Member” is a member of Council; or Committee thereof;
  - 2.10 “New Business/Notice of Motion” is that period set aside prior to adjournment when specific questions and/or concerns may be raised by members;
  - 2.11 “Nomination Procedures” shall be the procedures adopted by Council from time to time;
  - 2.12 “Organizational Meeting” is a meeting of Council held in accordance with Section 192 of the Municipal Government Act. S.A. 2000, c. M-16.1.
  - 2.13 “Point of Information” is a request directed through the Chair to another member or to staff, for information relevant to the business at hand, but not related to a Point of Procedure;

- 2.14 "Point of Order" is the raising of a question by a member to call attention to any departure from the Meeting Procedure Bylaw;
- 2.15 "Point of Procedure" is a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of the County bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion;
- 2.16 "Public Hearing" is a meeting of Council convened to hear matters pursuant to a public hearing as required by the Municipal Government Act, another Act, or any other matter at the direction of Council.
- 2.17 "Question of Privilege" refers to all matters affecting the rights and immunities of the Council collectively or the position and conduct of members in their representative character as elected representative; and would be identified by the member raising and being recognized by the chair;
- 2.18 "Quorum" is a majority of those members elected and serving on Council;
- 2.19 "Recorded Vote" is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.
- 2.20 "Reeve" is the Chief Executive Officer of the County, and as such is Head of Council elected in accordance with Bylaw No. 1530.

### 3. APPLICATION

- 3.1 This bylaw shall govern the proceedings of Council and Committees thereof.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this bylaw, reference shall be made to Robert's Rules of Order which rule(s) if applicable shall apply.
- 3.3 In the event of conflict between the provisions of this bylaw and Robert's Rules of Order, the provision of this bylaw shall apply.
- 3.4 Any provisions of this bylaw may be repealed, amended or varied and additions may be made by a majority vote, provided that notice of proposed amendments has been given at a preceding regular meeting.
- 3.5 Notwithstanding the above, and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided two-thirds of all the members of Council vote in favor thereof, to deal with a matter under consideration.
- 3.6 In the absence or inability of the Reeve and Deputy Reeve to act, Council shall appoint any other member as Acting Reeve, as provided pursuant to provisions of the Municipal Government Act.

4. QUORUM

- 4.1 As soon as there is a quorum of members after the hour fixed for the meeting, the Chairman shall take the Chair and call the members to order.
- 4.2 Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chairman, stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Administrator shall record the names of the members present at the expiration of the sixty (60) minute time limit and such record shall be appended to the next Agenda.
- 4.3 In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned

5. REGULAR MEETINGS

- 5.1 The regular meetings of Council may be established by resolution at the Annual Organizational Meeting.
- 5.2 If Council changes the date, time or place or a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change:
  - 5.2.1 to any Councillor not present at the meeting at which the change was made, and
  - 5.2.2 to the public.

6. SPECIAL MEETINGS (in accordance with provisions of the Municipal Government Act)

- 6.1 Special Council meetings may be called in accordance with the provisions of the Municipal Government Act.
- 6.2 Written notification of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted thereat, shall be provided to the members at least 24 hours in advance of the meeting.
- 6.3 The Reeve may call a special meeting of Council upon such shorter notice, either oral or written, and without notice to the public, as he considers sufficient, however, no such special meeting may be held until at least two-thirds (2/3) of the members of Council give their consent in writing to the holding of the meeting.
- 6.4 No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 6.5 Where a special meeting is requested by a majority of Council, the Reeve shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Reeve or within fourteen (14) days of the date on which the request was made pursuant to the Municipal Government Act.

## 7. ORGANIZATIONAL MEETING

- 7.1 An Organizational Meeting of Council shall be held annually, pursuant to the Municipal Government Act.
- 7.2 The Chief Administrative Officer shall fix the time, date, and place of the Organizational Meeting.
- 7.3 The agenda for the Organizational Meeting shall be restricted to:
  - 7.3.1 the administration of the oath and the introduction of new members;
  - 7.3.2 election of the Deputy Reeve;
  - 7.3.3 the establishment of the regular meeting dates for Council and its standing committees;
  - 7.3.4 establishment of membership on committees, boards, commissions, etc.;
  - 7.3.5 any such other business as is required by the County Act, the Municipal Government Act.
- 7.4 The Reeve shall only be a member of Council committees or other bodies to which the Council has the right to appoint members under the Municipal Government Act, if specifically appointed by Council.

## 8. NOMINATION AND ELECTION PROCEDURES

Nomination and election for the position of Deputy Reeve, and/or committee membership, if required, or desired shall be conducted in accordance with the following procedure:

- 8.1 All nominations and/or appointments shall be conducted under the direction of the Reeve. Seconders to nominations are not required.
- 8.2 Nominations shall be called for three times and nominations may be closed after the third call or by a "carried" motion that nominations cease.
- 8.3 For the election of Deputy Reeve and all other positions filled through the nomination and election procedure, the Chief Administrative Officer shall conduct the balloting process and the name of the successful nominees will be delivered to the Reeve without reference to the number of ballots cast. The Reeve shall make the formal announcements.
- 8.4 Council may exercise the option for appointment of members to Committees, Boards, Commissions, etc. by nominations and election; or by resolution of Council.
- 8.5 In the event that a tie vote occurs, the candidates involved in the tie vote will be given the opportunity to make a brief presentation. After a second ballot will be taken for only those nominees involved in the tie vote.
- 8.6 In the event that a further tie vote occurs, the process outlined in Section 128 of the Municipal Election Act shall be used to decide the successful candidate.

(“Equality of Votes” - If it appears on the calculation of the votes that 2 or more candidates for any office have an equal number of votes, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same color and texture, and after folding them in a uniform manner and so that the names are concealed, deposit them in a receptacle and direct some person to withdraw one of the sheets and the returning officer shall declare to be elected the candidate whose name appears on the sheet withdrawn.)

## 9. REGULAR COUNCIL MEETINGS

- 9.1 The Agenda shall be prepared at least 24 hours in advance by the Chief Administrative Officer; and may be reviewed with the Reeve or his designate prior to the meeting.
- 9.2 The Chief Administrative Officer shall have prepared for the use of members, and Agenda listing the following Order of Business:
  - 9.2.1 Meeting Called to Order
  - 9.2.1.a Media Request
  - 9.2.2 Minutes of Previous Meeting
  - 9.2.3 Bank Reconciliation
  - 9.2.4 Additions to Agenda and Acceptance of Agenda
  - 9.2.5 Business Arising from the Minutes
  - 9.2.6 Delegations
  - 9.2.7 New Business
  - 9.2.8 Correspondence
  - 9.2.9 Reports
  - 9.2.10 Upcoming Meetings
  - 9.2.11 Financial
  - 9.2.12 Adjournment

## 10. IN-CAMERA SESSIONS

Council may close all or part of the Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, S.A. 1994, C. F-18.5;

- 10.1 When a meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council;
- 10.2 A subdivision authority, development authority or subdivision and development appeal board established under Part 17 of the Municipal Government Act, S.A. 1994, c.M-26.1, may deliberate and make its decisions in a meeting closed to the public.
- 10.3 When a Meeting is closed to the public pursuant to Section 9.1, no resolution or bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in the public.

## 11. CHAIRMAN

- 11.1 The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.

- 11.2 The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present while a vote is being taken, subject to an appeal by any Councillor from any ruling of the Chair.

## 12. MEMBER DEBATING

- 12.1 A member wishing to speak on a matter before the meeting should indicate his intentions by raising his hand and being recognized by the Chair and should not speak more than once until every member has had the opportunity to speak except;
  - 12.1.1 in the explanation of a material part of the speech which may have been misunderstood; or
  - 12.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- 12.2 Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires the consent of the Chair.
- 12.3 Through the Chairman, a member may ask:
  - 12.3.1 for an explanation of any part of the previous speaker's remarks and/or
  - 12.3.2 questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
- 12.4 All questions or debate must be directed through the Chair.

## 13. PROHIBITIONS

- 13.1 A member shall not:
  - 13.1.1 use offensive words or unparliamentarily language in the meeting;
  - 13.1.2 disobey the rules of the meeting or decision of the Chairman or of members on questions of order or practice, or upon the interpretation of the rules of the meeting;
  - 13.1.3 leave his seat or make any noise or disturbances while a vote is being taken and the result is declared;
  - 13.1.4 leave his seat or make any noise or disturbances while a delegation is present unless excused by the Chair;
  - 13.1.5 enter the meeting room and take his seat while a vote is being taken;
  - 13.1.6 interrupt a member while speaking;
  - 13.1.7 pass between a member who is speaking and the Chair.
- 13.2 A member who persists in a breach of the foregoing section, after having been called to order by the Chairman, may at the discretion of the Chair, be ordered to leave his seat for the duration of the meeting.

- 13.3 At the discretion of the Chair, the member may resume his seat following an apology.
- 13.4 A member who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.
- 13.5 A member shall turn off all electronic devices excluding laptops, prior to the meeting being called to order. Cell phones will be set to silent.

#### 14. MOTIONS

- 14.1 When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairman grants permission; however, if any objection is made, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 14.2 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 14.3 The mover of the motion must be present when the vote on the motion is taken.
- 14.4 When a matter is under debate, no motion shall be received other than a motion to:
  - 14.4.1 fix the time for adjournment,
  - 14.4.2 adjourn,
  - 14.4.3 withdraw motion,
  - 14.4.4 table,
  - 14.4.5 call the question (that the vote must now be taken)
  - 14.4.6 postpone to a certain time or date (only debatable for time and date)
  - 14.4.7 refer,
  - 14.4.8 amend,
  - 14.4.9 postpone indefinitely,which order shall be the order of precedence.
- 14.5. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 14.6 A motion to table may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to "raise from the table".
- 14.7 A motion to refer shall require direction as to the person or group to which it is being referred and is debatable.
- 14.8 A motion to postpone indefinitely must include a reason for postponement and is debatable.

#### 14.9 Amendment

14.9.1 Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion.

14.9.2 The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote; unless a further amendment is proposed.

14.9.3 Nothing in this section shall prevent other proposed amendments being read for the information of the members.

#### 14.10 Reconsideration

14.10.1 A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

#### 14.11 Rescinding Motions

14.11.1 A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of the members present, providing the previous motion has not been acted upon. The previous motion referred to would be declared null and void.

14.11.2 A motion to rescind must be recorded in the minutes.

#### 14.12 No Secunder

No motion shall require a seconder.

### 15. VOTING - QUESTION

15.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

15.2 When the Chairman having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.

### 16. VOTING - CONFLICT

16.1 A member who has a pecuniary interest in a matter shall follow the procedures set out in Section 172 of the Municipal Government Act respecting conflicts.

16.2 If the matter with respect to which the councillor has a pecuniary interest is a question on which, under the Municipal Government Act, the councillor as a taxpayer, an elector or an owner has the right to be heard by the council,

16.2.1 it is not necessary for the councillor to leave the room, and,



16.2.2 the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

## 17. REQUIREMENT TO VOTE

17.1 A member attending a meeting must vote on a matter put to a vote at the meeting unless the member is required or permitted to abstain from voting under the Municipal Government Act, another enactment of this Procedure Bylaw.

17.2 The Council or committee as the case may be must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

17.3 Votes shall be made by the raising of hands as the Chairman calls for those in favor or against.

## 18. TIE VOTE

18.1 A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

## 19. RECORDED VOTE

19.1 A request for a recorded vote must be made before the question is called.

19.2 When a member requests a recorded vote, all members present, unless excused by resolution or prohibited by statute, shall vote by the raising of hands as the Chairman calls for those in favor and against. The Administrator shall record in the minutes the names of all members voting for or against the motion and the Chairman shall announce the results of the vote.

19.3 A member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken by the Administrator.

## 20. RECESS

20.1 The Chariman shall recess the meeting for

20.1.1 a lunch break

20.1.2 to allow a Councillor to return to the Council Room before proceeding with the next item on the agenda,

20.1.3 to a later date if the agenda has not been completed.

## 21. ADJOURNMENT

21.1 The Chair will adjourn the meeting following the completion of the agenda.

## 22. ADJOURNMENT TIME

22.1 Council shall adjourn no later than the hour of 5:00 p.m., if in session at that hour, unless, with unanimous consent of the members a resolution is passed to extend the meeting for a maximum of one (1) hour.

## 23. BYLAWS

- 23.1 Where a Bylaw is presented to a meeting for enactment, the Administrator shall include the number and short title of the Bylaw on the Agenda.
- 23.2 The following shall apply to the passage of all Bylaws:
- 23.2.1 a Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw.
  - 23.2.2 after a motion for first reading of the Bylaw has been presented, Councillors may debate the substance of the Bylaw and propose and consider amendments to the Bylaw.
  - 23.2.3 any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading.
  - 23.2.4 when all amendments have been accepted or rejected, the Chairman shall call for first reading of the Bylaw.
  - 23.2.5 a Bylaw shall be introduced for second reading by a motion that it be read a second time;
  - 23.2.6 after a motion for second reading of the Bylaw has been presented, members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
  - 23.2.7 when all amendments have been accepted or rejected, a motion for second reading of the Bylaw shall be placed;
  - 23.2.8 before the proposed bylaw receives third reading, Council must be given the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first or second reading, as per section 187(3) of the Municipal.
- 23.3 When a Bylaw is subject to a Public Hearing, the following will apply:
- 23.3.1 an amending bylaw proposing a change of land classification in the County Land Use Bylaw and which requires a Public Hearing, may be introduced by a motion for first reading which shall be noted upon without amendment; or alternatively, if not so restricted by law, the proposed Bylaw may be submitted to the Public Hearing prior to first reading;
  - 23.3.2 a member must abstain from voting on the bylaw or resolution if the member was absent from all of the public hearing, and the member may abstain from voting on the bylaw or resolution if the member was only present for a part of the public hearing;
  - 23.3.3 following the Public Hearing, a motion for first and/or second reading, whichever the case may be, may be presented and the members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;
  - 23.3.4 a proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the Bylaw at second reading;

23.4 The following procedure will be followed for a Public Hearing:

23.4.1 The Chairman will declare the Public Hearing open

23.4.2 The Chairman will ask Administration if the Public Hearing has been advertised and notice has been provided to the public in accordance with the respective legislation.

- a. Administration will state it has been properly advertised (carry on with Public Hearing)
- b. Administration will state it has not been properly advertised (a motion to postpone can be made)

23.4.3 The Chairman will ask Administration to summarize the purpose of the Public Hearing

23.4.4 The Chairman will state that: We will hear anyone and everyone wishing to speak for or against this bylaw at this hearing. We will start with the reading of written submissions, followed by those wishing to speak against the bylaw and then those speaking in favour of the bylaw.

23.4.5 The Chairman will ask Administration if any written submissions were received.

23.4.6 Administration will inform the chair whether or not submissions were made. If submissions were received, Administration will read all (against and in favour) written submissions into the record.

23.4.7 The Chairman will ask if there is anyone present who wishes to speak against the proposed bylaw. They will come to the front, state their name and address for the record, followed by their statement.

- i) The Public will make their statement one at a time. Council will ask questions solely for clarification at the end of the each presentation.

23.4.8 The Chairman will ask if there is anyone present who wishes to speak in favour the proposed bylaw. They will come to the front, state their name and address for the record, followed by their statement.

- i) Public makes statements one at a time. Council can ask questions solely for clarification at the end of the presenter's presentation.

23.4.9 The Chairman will ask one more time for anyone wishing to speak to the bylaw

- a. If someone wishes to speak, the Chairman will ask them to the front and to do so.
- b. If no one wishes to speak, the Chairman will declare the public hearing closed.

### 23.5 Three Readings

- 23.5.1 A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
  - 23.5.2 When Council unanimously agrees that a Bylaw may be presented for third and final reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting;
  - 23.5.3 A bylaw shall be passed when a majority of the members present vote in favor of third reading, provided that any applicable Provincial Statute does not require a greater majority.
- 23.6 When a Bylaw has been given three readings, it is considered an Enactment of the County and is effective immediately, unless the Bylaw or an applicable Provincial Statute provides otherwise.
- 23.7 After passage, a Bylaw shall be signed by the Reeve or his designate and by the Administrator and shall be impressed with the corporate seal of the County.

### 24. PUBLIC PRESENTATIONS

- 24.1 Public presentations may be arranged for the purpose of providing for special recognition of persons, organizations and events or for award presentations.
- 24.2 Requests for presentations from the public shall be made to the Chief Administrative Officer in writing at least 7 days prior to a Regular Meeting. Requests received less than 7 days before a regular meeting of Council shall be included on the Agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of Administration.
- 24.3 After reviewing the request to make a presentation to Council, the Chief Administrative Officer has the option to refer the request to the divisional Councillor or administration.
- 24.4 Verbal presentations will be a maximum of thirty (30) minutes in length unless there is consent by the Chief Administrative Officer prior to establishment of the Agenda or by Council at the regular meeting to extend the presentation. A written copy of the presentation must be provided to administration and will be provided to Council prior to the meeting.
- 24.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 24.6 Information presented during a Public presentation shall relate only to the subject matter for which the presentation was originally requested, as specified in the written presentation.

24.7 Most matters can be discussed at a public meeting with Council, however the following items cannot:

- i) Matters that must be kept confidential under the FOIP Act, for example, personnel matters.
- ii) Decisions of the Subdivision and Development Appeal Board or the Assessment Review Board.

24.8 Councillors and Staff, with the exception of the recording secretary, will close their lap tops during a public presentation.

## 25. MEDIA

25.1 An agenda will be provided at least 24 hours in advance.

25.2 Electronic devices are not permitted, unless the media discloses at the beginning of each meeting that they would like to use one.

25.3 All electronic devices must be removed from the Council Room when the meeting goes in camera.

25.4 There will be no interaction with Council, members of the gallery or staff during the meeting.

## 26. MEMBERS OF THE GALLERY

26.1 Members of the gallery are prohibited from using all electronic devices.

26.2 There will be no interaction with other members of the gallery, the media or Council during the meeting.

26.3 Any member of Council may call a point of order if they find behavior by members of the gallery disruptive. The chair has the right to ask members of the gallery to leave.

26.4 When entering the meeting when it is already in progress, members of the gallery must do so in a quiet timely manner so as not to disrupt the meeting.

26.5 Members of the Gallery must leave the Council Room when the meeting goes in-camera.

27. This Bylaw comes into effect upon its final passing thereof.

28. Bylaw No. 1551 dated August 10, 2010 is hereby rescinded.

Read a first time in Council this 12<sup>th</sup> day of July, A.D. 2011.

Read a second time in Council this 12<sup>th</sup> day of July, A.D. 2011.

Read a third time in Council this 12<sup>th</sup> day of July, A.D. 2011.

*(Original signed by Reeve S. Upham)*

---

Reeve

*(Original signed by CAO S. Kitz)*

---

Chief Administrative Officer