



Staff Report

Planning & Development Services – Planning Division

Report To: COW-Operations_Planning_and_Development_Services
Meeting Date: January 16, 2024
Report Number: PDS.24.019
Title: Recommendation Report – Follow-Up to the Public meeting for Part Lot 25, Concession 4 (Blue Birch Properties Inc.)
Prepared by: Carter Triana, Intermediate Planner

A. Recommendations

THAT Council receive Staff Report PDS.24.019, entitled “Recommendation Report – follow-up to the Public Meeting for Part Lot 25, Concession 4 (Blue Birch Properties Inc.)”;

AND THAT Council REFUSE the Zoning By-law Amendment application for the following reasons:

1. Outstanding concerns from Grey County and the Niagara Escarpment Commission regarding removal/alteration of the wetland and Significant Woodland natural heritage features on the subject lands;
2. Outstanding concerns from the Grey Sauble Conservation Authority regarding a drainage feature on the subject lands that was not included in the submitted Flood Hazard Study and passes through the proposed southeastern development envelope; and
3. Unconfirmed means of access to the northwestern development envelope through the municipal road allowance.

B. Overview

The purpose of this application is to rezone the subject lands to redefine the existing wetland and hazard zones and to establish two development envelopes. Planning Staff are generally supportive of the proposed use of the subject lands for residential development; however, Planning Staff cannot recommend approval of the application at this time based on unresolved concerns regarding existing natural hazards and the removal or alteration of natural heritage features. The Niagara Escarpment Commission, the Grey Sauble Conservation Authority, and Grey County have all provided comments expressing concerns in this regard. Access to the northwestern development envelope through a municipal road allowance has also not confirmed at this time.

In addition, under recent changes to the Planning Act through Bill 109, decisions on Zoning By-law Amendment applications must be made within 90 days or the Town is required to begin

partial refunds of application fees to the applicant. This application was deemed complete on November 8, 2023, and a decision on the application must be made by February 6, 2024. This requires that a decision of Council be made at the January 29, 2024, Council meeting.

The applicant has requested to waive the right to fee refunds that would otherwise be applicable should a decision of Council not be made within the required timeline. This has been requested to allow the applicant additional time to address outstanding concerns prior to a decision of Council. Planning Staff note that the Planning Act does not provide a framework for this type of waiver and that it has not yet been tested in a legal environment.

Planning Staff provide the following options to Council for consideration:

1. **Approve the application as presented.** This would approve the zoning as presented and would represent a clear decision of Council within the required timelines, avoiding the need for fee refunds.
2. **Defer the application, with conditions outlining outstanding concerns.** This would allow the applicant to address these concerns and a subsequent report would be brought back to a future Committee of the Whole meeting that would provide an update on the application and a revised recommendation based on that update. It has not yet been tested in a legal environment if this type of decision constitutes a decision of Council and if this therefore would be considered a decision within the required timeline. As such, this decision may trigger a requirement for partial fee refunds.
3. **Refuse the application, with reasons for refusal.** This would represent a clear decision of Council within the required timelines, avoiding the need for fee refunds. It is noted that this decision would be subject to appeal, as is any decision of Council on a Zoning By-law Amendment application. Alternatively, the applicant could submit a new application once all the outstanding concerns have been addressed.

Based on the complexity of outstanding issues, comments received from external agencies, and mandated Planning Act timelines, Planning Staff recommend refusal of the application, as outlined in Option 3.

C. Background

The subject lands are approximately 10.6 hectares in size with frontage on James Street. The northwestern corner of the lands is adjacent to the unopened Railway Street road allowance. The subject lands are currently vacant. A location map and aerial photograph of the subject lands are shown in Figures 1 and 2.

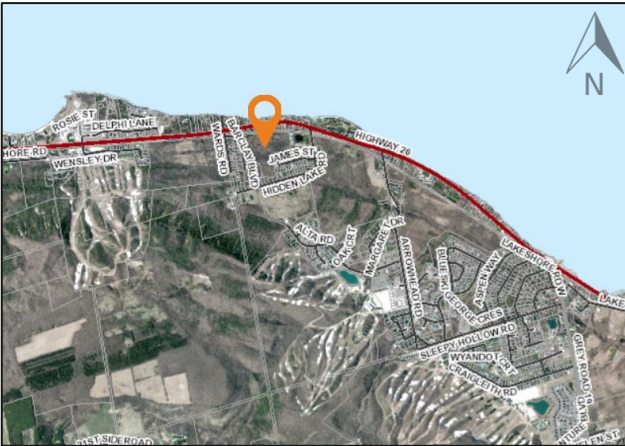


Figure 1. Location Map



Figure 2. Aerial Photo (ca. 2020)

Surrounding land uses include the Georgian Trail to the north and residential properties in all other directions, with some vacant parcels along Hidden Lake Road and Barclay Boulevard.

Watercourse 22 travels northeast through the property and multiple drainage features connect to this watercourse on the subject lands. A wetland feature has also been identified on the subject lands and is classified as “other identified wetland” in the Town Official Plan. The Official Plan also identifies significant woodlands on nearly the entire subject lands and karst topography on the southern portion of the lands. Figure 3 provides an excerpt from the special constraint mapping of the Town Official Plan.



Figure 3. Official Plan Constraint Mapping

The proposal seeks to establish two development envelopes on the subject lands, one in the northwest and one in the southeast. In order to establish the appropriate extents of these

envelopes, the proposal also seeks to redefine the boundaries of the existing wetland feature and hazards associated with the wetland and watercourse on the lands. Site grading and alterations are proposed in areas adjacent to both development parcels to mitigate the impact of the proposal on these hazard features.

Access to the property is currently from James Street as the property has frontage on this road. Access is proposed using the land which is currently the Railway Street road allowance through a municipal land use agreement. It is noted that this road allowance appears to be the only logical way to access the proposed northern development envelope. Town Staff would not support a municipal land use agreement to provide access through this road allowance as these agreements have historically been difficult to enforce. As an alternative, Town Staff have indicated to the owner that the sale of the road allowance may be a preferred option. This would be subject to a distinct process and would require a decision of Council. This process has not yet been started, but the owner has expressed interest in pursuing it.

In support of the application, the following materials were submitted and reviewed by Town Staff and external agencies and were made available to the public on the project page of the Town website:

- Draft Zoning By-law Amendment
- Planning Justification Report
- Environmental Impact Study
- Flood Hazard Study
- Functional Servicing Brief
- Geotechnical Investigation
- Site Grading Plan

Public Comments

A Public Meeting was held on December 19, 2023, with written and verbal comments received from public agencies and area residents. Summarized comments and Staff responses are included as Attachment 2 to this report. Full comments are included as Attachment 3. Comments were received from the following public agencies:

- **Ministry of Transportation (MTO):** MTO permits are required before any demolition, grading, construction, or alteration to the site.
- **Niagara Escarpment Commission (NEC):** The proposed redirection of drainage to establish the southern development area is not for conservation and flood or erosion control project and alternatives have not been considered and therefore does not meet policy 2.6.2(c) of the Niagara Escarpment Plan. Fill importation and alteration to the natural drainage pattern is proposed, where policy 2.6.10 identifies that changes to natural drainage should be avoided. NEC Staff request to be circulated the contemplated addendum to the submitted EIS following discussions with the MECP regarding species at risk. Exclusionary fencing for turtle movement and nesting should also be considered as a mitigation measure. NEC Staff will require a vegetation protection plan and inventory of existing vegetation.

- **Grey Sauble Conservation Authority (GSCA):** The property is located within an area regulated under Ontario Regulation 151/06. A development permit is required from this office for the construction or placing of a building or structure of any kind, any change of use of a building or structure, any expansion to a building or structure, site grading, placing or removal of material, or interference with a wetland, river, lake, creek, stream, or watercourse. Flooding and erosion hazards associated with watercourses, steep slope feature, and wetland have been identified. The proposal requires development in the form of a change of use and site alterations. The PPS directs development and site alteration away from natural hazard areas. GSCA is of the opinion that the northwestern portion of the property features sufficient area to accommodate a development envelope without requiring site alterations within the hazard areas. The Flood Hazard Study does not provide any information on the drainage from the other major culvert crossing Hidden Lake Road and drainage ditch which directs water onto the subject property and to the west end of the James Street cul-de-sac. This was identified as a drainage feature in the EIS and confirmed during GSCA's site visit. A revised flood hazard study is needed to address omissions. We note that inclusion of this watercourse in a revised flood study is expected to make the hazard limits in the southern portion of the property more challenging to address and it is anticipated that the southern development envelope would still not be consistent with the PPS nor satisfy Ontario Regulation 151/06.
- **Grey County:** Wetland removal without appropriate compensation cannot be supported under the Provincial Policy Statement and the Grey County Official Plan. As such, the southern envelope could not be supported without an appropriate rehabilitation plan that can restore an equal amount of wetland features and their functions. County Staff recommend that the subject application be deferred until an appropriate rehabilitation plan to address the proposed removal of wetland and woodland features and an acceptable sediment and erosion control plan are completed. County Staff recommend that a Letter of Opinion is conducted by an engineer to ensure that a dwelling is not located on top of a potential Unknown Petroleum Well and that the well is capped. County Staff recommend the completion of an Archaeological Assessment before construction of the new dwelling occurs.

Comments received from Council and interested members of the public and Staff responses can generally be summarized as:

- **How will the wetland and Significant Woodlands be impacted?**
0.26 hectares of existing wetland is proposed to be removed and 0.13 hectares temporarily altered. 1.27 hectares of woodland is proposed to be removed and 0.76 hectares temporarily altered. The creation of the southern development envelope necessitates the removal of wetland and both development envelopes and the proposed grading adjacent to the envelopes would remove woodland features. The submitted EIS provides recommended measures to mitigate the impact of these changes, but a detailed Tree Inventory and Preservation Plan and Restoration Plan has not been submitted to confirm this approach.
- **Will this set precedent for more intensive development in the future?**

The proposed zoning would permit a single detached dwelling to be constructed on the property as well as a maximum of one accessory apartment. Additional intensification or subdivision of the subject lands would require subsequent planning applications, which would be subject to public consultation and a decision of Council. It is noted that the natural heritage and hazard constraints on the subject lands greatly restrict the potential for intensive development.

- **How will the proposal impact drainage and flooding on surrounding properties?**
The submitted Flood Hazard Study indicates no adverse impacts on drainage as a result of the proposal. Omissions from this study have been noted by GSCA and have not yet been addressed. It is likely that this additional information would have the greatest impact on the proposed southern building envelope.

D. Analysis

This section provides the staff analysis of the application, including a review of relevant legislation, policies, and identified issues.

Planning Act

The Ontario Planning Act gives municipal Councils the authority to pass zoning by-laws and make amendments to existing zoning by-laws under Section 34 of the Act. The Planning Act requires that, in making planning decisions, Council must have regard for the list of matters of provincial interest, as outlined by Section 2 of the Act. Additional commentary regarding matters of provincial interest is provided below.

Provincial Policy Statement

The Provincial Policy Statement 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development and provides for appropriate development while protecting the resources of the province, public health and safety, and the quality of the natural and built environment. Decisions on planning matters made by a planning authority must be consistent with the PPS.

GSCA has provided an opinion indicating that the proposal as presented is not consistent with policies [3.1.1](#), [3.1.2](#), and [3.1.7](#) of the PPS as development and site alteration is proposed within hazard areas on the subject lands to accommodate two building locations. The northern portion of the property appears to provide sufficient area for a development envelope without requiring site alteration within the hazard area. Furthermore, the submitted Flood Hazard Study is missing critical information that may directly impact the proposed southern building envelope.

The submitted EIS indicates that the subject lands may include significant wildlife habitat. The EIS states that large portion of the property (83%) is proposed to be retained in its current state and that these retained portions will continue to function as bat maternity roosting habitat and opportunities Eastern Wood-peewee foraging and nesting. It also suggests that alternative habitat is located outside of the subject lands. Amphibian breeding habitat, marginal turtle

wintering habitat, and turtle nesting habitat is associated with the wetland feature on the subject lands. The EIS anticipates that the retained wetlands will continue to provide the existing habitat functions. Grading activities adjacent to the toe of the slope at the southern end of the property present a risk of encroachment into potential reptile hibernacula on the slope and measures to mitigate this risk are recommended. The EIS also indicates the author is currently in discussion with the Ministry of Environment CP to confirm the study's assessment of Species at Risk bats and that additional information will be provided in an addendum to the study. This addendum has not yet been received.

Butternut and Black Ash trees were identified on the subject lands and measures have been recommended to mitigate potential risks to these endangered species as a result of the proposed development. This includes a recommendation for identification of all Black Ash trees within an area of 28 metres of the altered lands. This identification has not yet been completed.

Policies [2.1.5](#), [2.1.7](#), and [2.1.8](#) generally prohibit development and site alteration in significant wildlife habitat, and on adjacent lands to certain natural heritage features. Development and site alteration may be permitted if 1) it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions (2.1.5 and 2.1.8) or 2) in accordance with provincial and federal requirements. Planning Staff acknowledge the recommendations contained within the submitted EIS to mitigate potential impacts to species at risk on the subject lands. As a detailed implementation plan reflecting these recommendations has not yet been prepared, Planning Staff do not have the information required to deem these recommendations as consistent with the PPS. This is further supported by comments from Grey County indicating the need for a restoration plan to better understand the impacts of the proposed development on species at risk.

Planning Staff are therefore not satisfied that the proposal as presented, most notably related to the southern development envelope, proposed grading adjacent to the northern development envelope, and potential impacts on species at risk, can be considered consistent with the direction of the PPS.

Niagara Escarpment Plan

The subject lands are designated Escarpment Recreation Area in the Niagara Escarpment Plan (NEP). The objectives of this designation include minimizing the negative impacts of recreational development on the Escarpment environment and community character, recognizing the importance of the four-season recreation resort areas to the tourism sector, and conserving natural and cultural heritage features, functions, and resources. As no new construction is proposed, no adverse impacts on the Escarpment environment are anticipated and natural and cultural heritage features will be conserved.

Permitted uses in this designation include uses as provided for in the Town of The Blue Mountains Official Plan. Additional commentary is provided later in this report through discussion of the Town Official Plan.

Comments from the Niagara Escarpment Commission (NEC) indicate that the proposed redirection of drainage to establish the southern development envelope does not meet policy 2.6.2(c) of the NEP as it is not for conservation or flood/erosion control projects and alternatives have not been considered. Additionally, policy 2.6.10 of the NEP indicates that changes to natural drainage should be avoided, while the proposal includes fill importation and alteration to the natural drainage pattern. The NEC has also requested that a vegetation protection plan and inventory of existing vegetation be prepared.

Based on these comments and review of the stated policies, Planning Staff are of the opinion that the proposal as presented may conflict with the Niagara Escarpment Plan.

Grey County Official Plan

The Grey County Official Plan is intended to guide development within the whole of Grey County and provides a broad policy framework to be included in local municipal Official Plans, Secondary Plans, and Zoning By-laws.

The subject lands are designated Recreational Resort Area in the Grey County Official Plan. This land use type is a designated settlement area. New development in this land use type must serve the public interest by contributing to the provision of community recreational amenities, by facilitating municipal service infrastructure, and by accommodating existing un-serviced development areas and areas with development potential. The proposal will create a development envelope for a new dwelling which would utilize existing municipal water services but would require private sewage servicing as the subject lands do not front on municipal sanitary sewers. County and Town Planning Staff are satisfied that the proposed residential development conforms to the policies of the Recreational Resort Settlement Area. Figure 3 provides an excerpt of the Grey County Official Plan land use designation for the subject lands.



Figure 3. Grey County Official Plan Land Use Designations

Section 8.9.1(10) of the County Official Plan permits partial services in certain situations. A Functional Servicing Brief and Geotechnical Investigation were submitted and determined that the existing soils are suitable for in ground septic tile bed construction, but that the high groundwater table will likely require the septic bed to be raised. County Planning Staff have expressed no concerns in this regard and Town Planning Staff are of the opinion that the proposal conforms to this policy.

Section 5.8.1(1) of the County Official Plan directs planning decisions to take into consideration the locations of petroleum wells identified in Appendix A and specifies that buildings should not be constructed directly on top of known abandoned or plugged wells. Section 5.8.1(2) states that a condition of approving development be that unplugged wells discovered during development will be properly plugged, capped, or otherwise made safe. Comments from Grey County indicate the presence of an 'Unknown Petroleum Well' within 200 metres of the proposed northern building envelope. This well data was recently added to the Ontario Oil, Gas, and Salt Resource Library. The applicant has initiated the process of obtaining a Letter of Opinion from an engineer to ensure the identified well is capped and that the proposed residential dwelling will not be located on top of the well.

Section 7.3.2 of the County Official Plan provides policies for development in wetland that are not considered "provincially significant". These policies indicate that no development or site alterations are permitted in these wetlands or their adjacent lands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Section 7.4 provides similar direction regarding significant woodlands. As stated earlier in this report, it is the opinion of County and Town Planning Staff that the recommended

mitigation measures in the submitted EIS cannot be properly assessed without the review of a Tree Inventory and Preservation Plan (TIPP), including a detailed rehabilitation plan.

Planning Staff are therefore of the opinion that conformity with the stated policies of Section 7 of the Grey County Official Plan cannot be determined based on the proposal as presented, but that the preparation of a TIPP, including a detailed rehabilitation plan, may provide the necessary information to assess this conformity.

Town of The Blue Mountains Official Plan

The Official Plan establishes the vision for growth and development in the Town and contains policies supporting the Goals and Objectives of the Plan to achieve that vision. The policy framework builds upon Provincial and County policy as described above.

The subject lands are designated Residential Recreational Area 'RRA' and Hazard 'H' in the Official Plan. It is noted that the wetland feature on the subject lands is not designated as such under the Official Plan because it is not considered "provincially significant" based on criteria Figure 4 provides an excerpt of the Official Plan land use designations for the subject lands.



Figure 4. Town of The Blue Mountains Official Plan Land Use Designations

The intent and purpose of the RRA land use designation is to recognize areas within the Town where there is a mix of seasonal and permanent residential and recreational uses that support and provide access to resort and recreational amenities. Permitted uses include single detached dwellings and accessory buildings or structures. As the proposal is residential in nature and is limited to one single detached dwelling at this time, Planning Staff are satisfied that the intent and purpose of the RRA designation can be maintained. It is noted that additional proposals for the creation of new lots or other intensification on the subject lands would require a future planning application.

The intent and purpose of the H land use designation is to identify lands containing inherent environmental hazards which are severe enough to pose a risk to the occupant, property damage, or social disruption if developed. Permitted uses include forestry, conservation, agriculture, parks, essential public services, and resource based recreational uses.

Section B5.4.2(b) indicates that buildings or structures are only permitted within the H designation in specific situations, such as renovations and minor expansions to existing buildings, non-habitable park-related buildings, flood and erosion control structures, fences, and recreational facilities. The proposed southern development envelope would be located within the Hazard designation of the Official Plan. It is recognized that Section B5.4.2(e) permits minor alterations of Hazard mapping in consultation with the appropriate Conservation Authority without amendment to the Official Plan. This recognizes that hazards associated with natural features may change over time and additional assessment may warrant modifications to mapping based on new information and analysis. It is anticipated that GSCA would not support an alteration under this policy to accommodate the southern building envelope due to the previously discussed concerns over omissions in the submitted Flood Hazard Study.

Section B5.4.2(h) states that access through a hazard area which requires filling or other alterations to existing grades shall be permitted in situations where it presents the only available means of securing a safe and appropriate building site. This policy requires that such access be constructed such that it will not aggravate flooding or instability on neighbouring properties. The application proposes two building envelopes, the southern of which is entirely located within the Hazard designation. As such, this development envelope cannot be supported because another suitable building site has been proposed and assessment of an omitted drainage feature that will likely impact this envelope has not yet been completed.

Section B5.2 provides policies directing development in or adjacent to natural heritage features. natural heritage features. Development or site alteration is not permitted in significant woodlands or within 120 metres unless it has been demonstrated that there will be no negative impacts on the feature or its ecological functions. The Official Plan does not contain policies for development within wetlands that are not considered “provincially significant” but does prohibit development or site alteration within 30 metres of these features. As stated above, the impacts of the proposed development on these natural heritage features has been evaluated and mitigation measures have been recommended, but a detailed plan to implement these measures has not yet been provided. Planning Staff are of the opinion that these measures cannot be properly assessed until a TIPP and restoration plan have been completed and reviewed.

Town of The Blue Mountains Zoning By-law 2018-65

The subject lands are zoned Development ‘D’, Wetland ‘W’, and Hazard ‘H’ under the Town Zoning By-law. Figures 5 and 6 provide the current and proposed zoning of the subject property.



Figure 5. Current Zoning of the Subject Lands



Figure 6. Proposed Zoning of the Subject Lands

The purpose of the D zone is to preserve lands that have high potential for development by limiting development on the lands and requiring a Zoning By-law Amendment for more intensive proposals. Section 1.5(g) of the Zoning By-law requires reference to previous Zoning By-laws to determine permitted uses and standards on D-zoned lands. The majority of the subject lands were zoned Hazard 'H' under Township of Collingwood Zoning By-law 83-40, with

a small portion in the northwest corner being zoned Development 'D'. As such, development is generally limited under the current zoning.

As the majority of the subject lands are zoned Hazard or Wetland, the application seeks to redefine the extent of these zones to establish development envelopes.

The purpose of the H zone is to implement the policies of the Hazard Official Plan designation. The application proposes to include modified Hazard zones that would permit limited site grading and alteration to permit the proposed works that seek to mitigate the loss of wetland due to the southern development envelope. Approximately 0.76 hectares of significant woodland area is proposed to be temporarily altered as a result of the grading proposed in these Hazard zones. In consideration of the resulting significant loss of existing vegetation and that a detailed TIPP and restoration plan have not yet been created, Planning Staff do not support the rezoning of portions of the subject property to the H-X zone as proposed.

The purpose of the W zone is to recognize wetland features and limit development that would impact the function of these features. Planning Staff have no concerns with the expansion of the Wetland zone to better reflect the current conditions of the wetland feature, however the southern portion of the wetland as determined by the submitted EIS is not proposed to be zoned in the Wetland Zone. Instead, this portion is proposed to be zoned Hazard 'H', Hazard 'H-X', and Residential One 'R1-1-X' to establish a southern development envelope. 0.26 hectares of wetland are proposed to be lost and another 0.13 hectares are proposed to be temporarily altered. As stated previously in this report, Planning Staff cannot support the removal of wetland as proposed in the absence of a TIPP and restoration plan.

The subject lands also contain a holding provision 'h1' associated with the wetland feature. This holding provision extends 30 metres from the edge of the W zone and limits development until it has been determined that the proposed development will not have a negative impact on the wetland and its associated ecological functions. The application seeks to lift this holding provision to permit the proposed development and site alteration. The holding provision would be re-established based on the newly determined extent of the wetland feature, excluding those portions of the lands proposed for development or site alteration.

Planning Staff generally support rezoning portions of the property to a residential zone and redefining the extent of the Hazard and Wetland zones; however, Planning Staff are not satisfied that the application as presented can be considered an appropriate modification to the Zoning By-law as the aforementioned concerns remain outstanding.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Environmental impacts associated with this application cannot be fully assessed until a TIPP, including a Restoration Plan, is provided to address the proposed removal of Significant Woodlands and wetland feature.

G. Financial Impacts

This application is subject to appeal to the Ontario Land Tribunal, which may result in costs to the Town that are not covered by the fees that have been paid by the applicant.

It is also noted that a partial refund of application fees will be required if a decision of Council on this application is not made at the January 29, 2024, Council meeting, in accordance with the "ZBA" row of the table below.

	No Refund	50% Refund	75% Refund	100% Refund
ZBA	Decision made within 90 days	Decision made within 91 and 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
OPA/ZBA	Decision made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
SP	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

H. In Consultation With

Shawn Postma, Manager of Community Planning

Adam Smith, Director of Planning and Development Services

I. Public Engagement

The topic of this Staff Report has been the subject of a Public Meeting which took place on **December 19, 2023**. Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report. Any comments regarding this report should be submitted to Carter Triana, planning@thebluemountains.ca

J. Attached

1. P3348 Public Meeting Comments (Summary)
2. P3348 Public Meeting Comments (Original)

Respectfully submitted,

Carter Triana
Intermediate Planner

For more information, please contact:
Carter Triana, Intermediate Planner
planning@thebluemountains.ca
519-599-3131 extension 262

Report Approval Details

Document Title:	PDS.24.019 Recommendation Report - Follow up to the Public meeting for Part Lot 25, Concession 4 Blue Birch Properties Inc.docx
Attachments:	- PDS-24-019-Attachment- 1.pdf.pdf - PDs-24-019-Attachment-2_Redacted.pdf
Final Approval Date:	Jan 9, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Shawn Postma was completed by delegate Adam Smith

Shawn Postma - Jan 9, 2024 - 2:05 PM

Adam Smith - Jan 9, 2024 - 2:05 PM