



Gabriola Island Local Trust Committee

Minutes of Regular Meeting

Date: November 20, 2025
Location: Gabriola Arts & Heritage Centre
476 South Road, Gabriola Island, BC

Members Present: Laura Patrick, Chair
Tobi Elliott, Trustee
Susan Yates, Trustee

Staff Present: Renée Jamurat, Regional Planning Manager (electronic)
Stephen Baugh, Island Planner
Narissa Chadwick, Island Planner (electronic)
Ian Cox, Planner 2
Margot Thomaidis, Planner 2
Joe Elliott, Senior Indigenous Relations Advisor
Jason Youmans, Senior Policy Advisor
Chloe Straw, Project Coordinator
Nadine Mourao, Legislative Clerk/Deputy Secretary
Lisa Millard, Meeting Administrator/Recorder

Others Present: There were approximately 22 members of the public in attendance.

1. CALL TO ORDER

Chair Patrick called the meeting to order at 10:30 am.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. APPROVAL OF AGENDA

By general consent, the agenda was approved as presented.

4. PUBLIC HEARING - PROPOSED BYLAW NOS. 318 AND 319 - GB-RZ-2022.1 MOEN

4.1 Recess for Public Hearing

The regular meeting was recessed at 10:35 a.m.

4.2 Recall to Order

The meeting was recalled to order at 10:56 a.m.

5. COMMUNITY INFORMATION MEETING - POLICY STATEMENT BYLAW NO. 183

Chair Patrick spoke to the Islands Trust Policy Statement goals of advancing commitments to reconciliation and noted the need for all parties to speak respectfully, create a safe space allowing others to speak, ensure cultural safety, be mindful of language used, and to uphold principles of honouring dignity and respect.

5.1 Planner Presentation

The Senior Policy Advisor provided a presentation and highlighted the following:

- Islands Trust was created in 1974 by the Provincial Government and is made up of thirteen local trust areas and one island municipality and is governed by elected representatives who form Trust Council;
- Trust Council must adopt an Islands Trust Policy Statement;
- The current Trust Policy Statement has been in effect since 1993;
- The Trust Policy Statement sets the high-level guidance under which all Local Trust Committees develop Official Community Plans and it forms the foundation for strategic planning, regulatory bylaws, and informs inter-governmental relationships;
- The Islands Trust Policy Statement Amendment Project was undertaken in response to reconciliation with Indigenous Peoples, climate change, and housing needs;
- The draft was given first reading in July 2025 and is in the referral process;
- Public feedback and referral responses will be provided to Trust Council for consideration prior to adoption;
- The draft Trust Policy Statement includes guiding principles, directive policies, and advisory policies;
- The draft Trust Policy Statement has been referred to the Gabriola Island Local Trust Committee and the Local Trust Committee wishes to hear public input to inform their referral response.

5.2 Question & Answer Period

Members of the public asked questions and the following comments were noted:

- A speaker asked how much weight the survey carried in terms of decision making as there is opportunity for duplication if one person fills out multiple surveys.
 - The Programs Coordinator noted that a professional communications firm organizes and clears data on the survey entries, the paper survey results get entered into the database and are coded for specific repeat wording, and only one response from an IP address is accepted.
- A member of the public noted item 3.3.5 *Watershed Ecosystems* speaks to groundwater recharge areas and they understand that recharge is diffused through fractures; therefore, virtually all areas of the Gulf Islands should be considered recharge areas. They stated the policy might be misconstrued as allowing lower preservation on areas that are considered low recharge areas and asked that the term “groundwater recharge areas” be removed.
- A speaker noted item 3.4.5 *Climate Change and Adaption* speaks to the consideration of nature-based solutions to minimize green house gas emissions and while climate change is a critical issue, humans are changing the climate

and there is no nature-based solution to reduce humans green house gas emissions. The speaker indicated the Trust Policy Statement should spell out achievable measures that Local Trust Areas could put in place such as supporting public transportation and electric vehicles.

- A member of the public stated it appears that Trustees must only refer to policies outlined in the Trust Policy Statement and not consider unique island differences when making decisions regarding Official Community Plans such as policies around lot coverage allowances; therefore, the policies have the effect of fettering the Local Trust Committee's ability to develop Official Community Plans based on island specific needs.
 - A Trustee noted the Trust Policy Statement indicates that lot coverage limits must be established but does specify a percentage. Local Trustees would consider the document when setting lot coverage, and each community's uniqueness is expressed through their Official Community Plan.
- A member of the public stated recharge areas is important because ground water is resupplied through forest canopies and these areas need to be protected; however, the village is no longer a well water area and higher population density produces concentrated sewage which enters the soil, well systems, and the ecosystem. They stated opposition to further development and indicated potential subdivision areas should be turned into parks and forests.
- A speaker indicated item 3.4.5 should include the prioritization of active transportation routes.
 - A Trustee clarified there is a policy on active transportation within the document.
- A member of the public spoke on behalf of Gabriola Land and Trails Trust whose members collaborated with other Conservancies and Land Trusts within the Trust Area to undertake a review of the March 2021 draft Trust Policy Statement and submitted a comprehensive review of that draft endorsing many of the policies within it. They noted the most recent draft is less effective as much of the language regarding forest stewardship, seeking to gain jurisdictional authority to prohibit clear-cutting and logging, ability to regulate tree cutting, and the designation of forest ecosystem reserves have been removed. They stated Islands Trust does not have tools at its disposal to carry out its preserve and protect mandate with respect to the environment and should acknowledge this. They further indicated that unless a commitment to a cap on human disturbance is provided, the pressures on the environment will continue.
- A speaker requested that the Glossary definition of land use density add the word "residential" before "unit" for clarity, the word "attainable" be replaced with "affordable" in item 3.4.11, and words within the document text that are located within the Glossary be italicised.
- A member of the public spoke to the draft Trust Policy Statement in relation to their application for subdivision and the following comments were noted:
 - There are issues with water quality in the village area where more densities are being proposed compared to high water quality and permeable soil on their property where subdivision is proposed;

- They support reconciliation and noted it is outside of the jurisdiction of Islands Trust to address First Nations issues through policy as these are Federal and Provincial responsibilities;
- The question of how Indigenous lands relate to private property rights and title need to be resolved before buffer zones and protection of cultural heritage sites can be considered;
- Item 3.1.3 speaks to land back through engagement with Indigenous governing bodies and this policy appears reflective of decisions the Local Trust Committee has made in regard to their Development Permit application and discussions had regarding the densities on their property. The speaker believes the Trust Policy Statement might be used to prevent someone from developing their land and direct it back to First Nations.
 - A Trustee clarified item 3.1.3, through engagement with Indigenous governing bodies, supports opportunities to direct land to said governing bodies through an amenity contribution as a donation to First Nations instead of strictly toward the community in applications seeking additional development potential in which an amenity contribution might be considered.
 - The Senior Policy Advisory noted the Local Trust Committee does not have powers of expropriation and the bylaw approval process requires sign off by the Minister of Municipal Affairs who looks to determine if Islands Trust has duly engaged with Indigenous bodies on the proposed bylaw.
- A member of the public stated support of language addressing Indigenous cultural and harvesting sites, suggested item 2.3 6 clarify what “while respecting the confidentiality interests of Indigenous knowledge holders and Indigenous governing bodies” means, requested item 3.1.3 define what amenity contributions are, noted support of items 3.4.12 and 3.4.13 related to housing diversity and clustered small dwellings, suggested item 3.5.7 related to freshwater storage be a directive policy, and requested Islands Trust look at how to balance the needs of farmers and needs of adjacent property owners within item 3.5.12.
- A speaker noted the complexity of the document and difficulty determining how it impacts residents. They stated the original “preserve and protect” mandate was very clear and question if the new policy will be harder to administer and diminish Local Trust Committee authority with regard to making island-specific decisions.
 - A Trustee clarified the Local Trust Committee remains the decision maker and the Senior Policy Advisor indicated the document is essentially a check list to be considered when Trustees are determining if a bylaw meets policy.

A Trustee suggested that the town hall discussion on the draft Trust Policy Statement be continued at the January Local Trust Committee meeting and it was suggested that members of the public put forth recommendations as written submissions.

The meeting was recessed for a break at 12:48 p.m. and reconvened at 1:04 p.m.

5.3 Public Comments

Public Comments on the draft Trust Policy Statement are included in item 5.2.

6. REPORTS

6.1 Trustee Reports

Trustee Yates reported the following:

- Attended Gabriola Community Bus Foundation strategic plan meeting and Regional District of Nanaimo Parks and Open Spaces Committee meeting;
- Held an informal open house with Trustee Elliott on the draft Islands Trust Policy Statement;
- Attended Financial Planning Committee, Committee of the Whole, and Islands Trust Conservancy Board meetings;
- Attended BC Ferries open house about terminal upgrades; and
- Received Chief Executive Officer Bronee's Report to Trust Council – Operational Review which will be discussed at the upcoming Trust Council meeting.

Trustee Elliott reported the following:

- Participated in the first of four professional development workshops for Trustees and select staff focussed on addressing Indigenous specific racism;
- Received Chief Administrative Officer Bronee's Operational Review Report recommendations which will be discussed at Trust Council for consideration;
- Provincial standards of conduct legislation will be advanced in the spring; and
- Joined Gabriola Volunteers open house volunteer recruitment event

6.2 Chair's Report

Chair Patrick reported upcoming attendance at the December Trust Council meeting during which the first draft budget will be debated.

6.3 Electoral Area Director's Report

Electoral Area Director Craig sent regrets and submitted a written report which highlighted the approval of the Area B Parks and Recreation Master Plan, noted the work to purchase Hamilton Marsh is ongoing, and 2026 budget discussions are ongoing.

6.4 First Nations Reports- none

7. PUBLIC COMMENTS

- A member of the public asked if the 200-metre shoreline buffer zone being discussed as part of the Official Community Plan project results in down zoning in terms of what can and cannot be done on land within the area and noted 200 metres might encompass an entire property.
 - The Planners clarified the buffer zone will be considered as part of the Official Community Plan project in response to sensitive ecosystems, archeological interests, sea level rise, and hazard zones and the 200-metre allowance has been identified through conversations with First Nations along the coast.

- The Chair explained the tools that are being considered are a Cultural Heritage Protection Area or a Development Permit Area and the conversation regarding the buffer zone has not been had by the Local Trust Committee yet. She noted a Development Permit Area specifies exemptions.
 - A Trustee stated the publication of a map showing the 200-metre buffer zone has caused concern and confusion; however, the tools that might be applied within a 200-metre zone for the protection of development and habitat have not been considered, developed, or worked on yet.
- A member of the public stated individual maps detailing areas of various threats such as saltwater intrusion, flooding, and other specific hazards would be easier to understand compared to a 200-meter buffer encompassing all potential hazards.
- A member of the public spoke to a meeting about re-imagining growth on Gabriola during which a colored map was presented showing a 200-meter buffer zone and an additional 700 acres marked as designated for cultural heritage protection and a subsequent article published in the newspaper with a map depicting a waterfront buffer zone and properties with subdivision potential but not the larger potential cultural heritage protection area. They stated it appears the Local Trust Committee is considering creating a Development Permit Area for the buffer zone and additional 700 acres described by First Nations as a village site, and this will provide the Local Trust Committee with ability to make subjective decisions on development applications. They made several statements related to concerns about the Cowichan land claim court decision, First Nations title rights, private property rights, and Islands Trust creating buffers which acknowledge First Nations interests in local property.
 - A Planner clarified a number of maps are being developed to inform future decisions about suitable land for potential development, the maps will be shared to inform discussions, and the use of Development Permit Areas and Heritage Conservation Areas for cultural heritage protection are being discussed across the Trust Area.
 - A Trustee noted many maps are being introduced regarding land suitability, staff have not made recommendations on how these concepts might be implemented, a map has been shown but decisions on how that information will be used have not been decided or directed to staff.
 - The Regional Planning Manager indicated the Cowichan land decision matter was before the courts and may not be information the Local Trust Committee can respond to at this time.
 - A Trustee noted that perhaps the maps were published without enough information to speak to them.
- A speaker noted that a community group had been working on Development Permit Areas and they asked the Local Trust Committee ensure creating new Development Permit Areas are not lost during the Official Community Plan project.
- A member of the public stated the Local Trust Committee should not be influenced by a small group working on Development Permit Areas.

Due to time constraints, Chair Patrick closed the Public Comments session.

The agenda was reordered and item 10.1 was discussed following item 7.

8. MINUTES

8.1 Local Trust Committee Minutes dated October 9, 2025 – for adoption

The following amendments to the minutes were presented for consideration:

- Page 6 of the minutes, item 9.1 adds the last name of delegate Thalia Apostolopoulos and change “c/o Carl Boehm” to “on behalf of Carl Boehm.

By general consent, the Local Trust Committee meeting minutes of October 9, 2025 were adopted as amended.

8.2 Section 26 Resolutions-Without-Meeting Report - none

8.3 Advisory Planning Commission Minutes - none

9. BUSINESS ARISING FROM MINUTES

9.1 Follow-up Action List dated November 13, 2025

The Follow Up Action list was received for information and the following comments were noted:

- The Planner provided an update on the July 31, 2025 item 3 regarding shellfish harvesting at Brickyard Beach.
- The September 4, 2025 item 3 should indicate the Minor Project is for the targeted Mudge Island Official Community Plan review.
- The Regional Planning Manager clarified the Follow Up Action List refers to policy processes and does not refer to specific bylaw enforcement matters.

10. DELEGATIONS

10.1 Regional District of Nanaimo regarding Solid Waste and Recycling Development Cost Charge Bylaw

The delegation provided a presentation on the development cost charge bylaw for solid waste and noted this would be a one-time charge collected from developers when new homes are built with the intent to help ensure costs associated with regional growth are achieved to offset taxation. The Regional District of Nanaimo is seeking public input into the bylaw and residents were invited to ask questions and provide comments through their website.

In response to questions from the Trustees the speakers noted a waivers bylaw is under consideration to provide assistance under certain circumstances and the cost to a homeowner building a single-family dwelling is \$534.

11. APPLICATIONS AND REFERRALS

11.1 PL-DP-2025-0308 (Falcone) - Staff Report

The Planner summarized the staff report and highlighted the following:

- The report presents a development permit application pertaining to demolition and new construction activities on Sear Island, lot 2;
- Sear Island is located within the Flat Tops Island Development Permit Area (DPA 4) and the marine area abutting the foreshore on the east/southeast side of the island is within the Gabriola Develop Permit Area (DPA 5); DPA 5 is not relevant to the application since all proposed activity will take place on the upland.

- The applicant seeks to demolish the existing single-family dwelling and build a new residence in the same cleared and previously disturbed location and with a somewhat decreased footprint;
- Planned development includes mobilization of machinery and materials using an existing access ramp, dock, and trail network, demolition and construction, and restoration of temporary disturbances; and
- The application meets the Development Permit Area 4 guidelines.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- The architect has received information on protection of archaeology sites, chance find procedures, and the applicant is aware of related obligations under the Heritage Conservation Act;
- The Development Permit Area permit process does not require referral to First Nations; however, the Local Trust Committee encouraged the applicant, as stewards of the island, to open dialog and create a relationship with Snuneymuxw First Nation;
- The applicant noted there are large overhangs above the wall of glass and when their clients are not present at the property the internal and external shades can be rolled down to protect the glass and limit bird strikes;
- The Regional Planning Manager clarified item 6.4 in the Official Community Plan has not been considered for any development permit reviews and while staff can review this it might not be within the development permit framework at this time;
- The applicants anticipated construction schedule is spring 2026 and they intend to apply for the building permit following receipt of the development permit;
- The applicant noted they are open to voluntarily reaching out to Snuneymuxw First Nation regarding the development.

GB-2025-098

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve PLDP20250308 with the conditions as included in the draft permit.

CARRIED

11.2 PL-TUP-2025-0167 (Kohli) - 2372 Windecker Drive - Staff Report

The Planner summarized the staff report and highlighted the following:

- The applicant seeks a Temporary Use Permit to allow operation of a commercial vacation rental in an accessory detached secondary suite on the subject property;
- The proposed commercial vacation rental complies with all applicable Temporary Use Permit guidelines, zoning, and land use regulations;
- The applicants have provided a sewage report and water plan;
- The applicants have noted there will be an on-island caretaker; and
- Statutory notification processes were completed and no public correspondence had been received at the time the staff report was written.

The applicant was in attendance.

Discussion ensued and the following comments were noted:

- The report indicates the suite will be rented for six weeks in the summer while the letter from the applicant indicates there will also be a spring rental period and the Planner clarified the report focusses on the number of weeks of use when water supply is limited;
- The permit states a maximum of two bedrooms are allowed within the suite;
- The applicant agreed to provide information to guests about First Nations culture and history; and
- The Planner indicated the requirement for water metering is at the discretion of the Local Trust Committee and the subject property includes a water catchment system and a well.

GB-2025-099

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee approve issuance of PLTUP20250167 for a period of three years.

CARRIED

11.3 GB-RZ-2022.1 (Moen) - Staff Report

The Planner summarized the post public hearing staff report and highlighted the following:

- Staff are recommending the Local Trust Committee give Third Reading to Bylaw No. 318 and 319 and forward the bylaw to Executive Committee to consider approval and then to the Minister of Housing and Municipal Affairs for approval;
- All statutory requirements have been met; and public, government agency, and First Nation concerns raised with regard to the proposed bylaws have been considered.

The Local Trust Committee has no questions related to the staff report and recognized the comments heard during the Public Hearing.

GB-2025-100

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be read a Third time.

CARRIED

GB-2025-101

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” be read a Third time.

CARRIED

GB-2025-102

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee proposed Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” be forwarded to the Minister of Housing and Municipal Affairs for approval.

CARRIED

GB-2025-103

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee proposed Bylaw No. 318 cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” and proposed Bylaw No. 319 cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”, be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

12. LOCAL TRUST COMMITTEE PROJECTS

12.1 Major Project: Gabriola Island Comprehensive Official Community Plan and Land Use Bylaw Review Update - Staff Report

The Planner summarized the staff report and highlighted the following:

- Additional recommendations include approval of the revised Project Charter and a request for staff to work with Snuneymuxw First Nation to explore funding for an archaeology review and assessment;
- A revised Project Charter has been provided which reflects delays associated with the recent three-week labour disruption;
- A build-out map has been provided and includes an indication of existing parcels and potential additional lots that are possible based on current subdivision potential and there are numerous other maps that can be used to support discussions regarding increased or decreased densities;
- The Local Trust Committee had requested staff to look at subdivision potential and it was suggested to limit potential to those areas that support the project values identified including affordable housing, land conservation, and First Nations interests;
- There are options for non-conforming dwellings include rezoning land for multiple units such as small unit clustered housing, flexible housing for maximum floor area, and consideration of providing protection for existing non-conforming buildings;
- The Local Trust Committee can consider if it would like staff to work with Snuneymuxw First Nation to explore options to apply for grants and other opportunities for an Archaeological Overview Assessment;
- An evaluation of priority Development Permit Areas can be provided, there has been work done on creating model Development Permit Areas, and an options chart has been included in the staff report.

Discussion ensued and the following comments and clarifications were noted:

- Trustees expressed interest in moving forward with the recommended option limiting subdivision potential with ability to look at an alternative scenario based on water mapping;

- The definition of flexible housing should state multiple additional dwelling units with a maximum combined floor area (not within);
- There has been strong support for using a Temporary Use Permit for housing that is not a short-term vacation rental provided there are satisfactory water and septic considerations; however, issuing a Temporary Use Permit for housing could result in something that potentially becomes permanent;
- There can be policy for flexible housing and for clustered housing and they don't need to be combined;
- Temporary Use Permits for non-conforming dwellings without the stipulation that an applicant has applied for a building permit could be considered and the staff can determine possibilities through discussion and exploration with the Regional District of Nanaimo;
- A Trustee indicated they would like to invite the Development Permit Area working group, who were part of a larger focus group, to the Advisory Planning Commission.

GB-2025-104

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse the updated Project Charter as presented in the November 20, 2025 staff report.

CARRIED

GB-2025-105

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request that staff include policies in the draft Official Community Plan related to subdivision, as recommended in the November 20, 2025 staff report.

CARRIED

GB-2025-106

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff to include policies in the draft Official Community Plan related to options for rezoning for multiple units, as recommended in the November 20, 2025 staff report.

CARRIED

GB-2025-107

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff explore, with the Regional District of Nanaimo, the use of Temporary Use Permits for non-conforming dwellings.

CARRIED

GB-2025-108

It was MOVED and SECONDED

that the Gabriola LTC requests Islands Trust staff to work with Snuneymuxw First Nation staff to explore and apply for additional funding for an Archeological Overview Assessment (AOA) for the Gabriola Local Trust Area.

CARRIED

GB-2025-109

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee request staff forward the model Development Permit Area (DPA) guidelines and the DPA prioritization list to the Gabriola DPA working group, the Focus Group on the environment and the APC for input on DPA prioritization.

CARRIED

13. CORRESPONDENCE - none

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

14. NEW BUSINESS - none

15. STAFF REPORTS

15.1 Public Notification Bylaw - Request for Decision

Discussion ensued, and it was clarified that should the Local Trust Committee wish to continue to provide public notices in the way in which they have been then no action is needed.

15.2 Draft 2026/27 Gabriola Island Local Trust Committee Annual Meeting Schedule - Request for Decision

The Local Trust Committee had no questions regarding the schedule.

GB-2025-110

It was MOVED and SECONDED

that Gabriola Island Local Trust Committee approve their April, 2026 to March, 2027 Meeting Schedule.

CARRIED

15.3 Trust Conservancy Report - none

15.4 Applications Report dated November 13, 2025

Received for information.

15.5 Trustee and Local Expense Report dated September, 2025

Received for information.

15.6 Adopted Policies and Standing Resolutions

Received for information.

15.7 First Nations Relationship Building Update – none

15.8 Climate Change Action Update - none

15.9 Local Trust Committee Webpage - none

16. WORK PROGRAM

16.1 Active Projects Report dated November 13, 2025

Received for information.

16.2 Future Projects Report dated November 13, 2025

Received for information.

17. UPCOMING MEETINGS

17.1 Next Regular Meeting Scheduled for Thursday, January 22, 2026 at 10:30 am at the Gabriola Arts and Heritage Centre

18. CLOSED MEETING

18.1 Motion to Close the Meeting

GB-2025-111

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90(1)(a), (i), (j) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

AND that the recorder and staff attend the meeting.

CARRIED

The meeting was closed to the public at 4:14 p.m.

18.2 Recall to Order

The meeting was not recalled to order and was adjourned following the conclusion of the in-camera meeting.

18.3 Rise and Report

There was no rise and report.

19. ADJOURNMENT

By general consent, the meeting was adjourned at 4:57 p.m.

Laura Patrick, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder