



County of Grande Prairie No. 1

May 15, 2018 Municipal Planning Commission

Date : Tuesday, May 15, 2018

Start time : 10:00 AM

Location : County of Grande Prairie No. 1 Administration Building

Minutes

Attendance

Present were:

Chair:

- Ross Sutherland

Board Members:

- Corey Beck (entered the meeting at 10:07 am)
- Karen Rosvold
- Linda Waddy
- Harold Bulford
- Daryl Beeston
- Peter Harris
- Bob Marshall

Absent:

- Leanne Beaupre

Staff:

- Nick Lapp, Director of Planning
- Dale Van Volkingburgh, Director of Public Works
- Yasmin Sharp, Planner
- Jeremy Dela Cruz, Planner
- Baily Lapp, Planner

Recording Secretaries

- Janice Canning

Adoption Of Agenda

Resolution #MP20180515.1001

MOVED BY B. MARSHALL that the agenda for the May 15, 2018 Municipal Planning Commission (2018/05/15) be approved as presented.

Carried

Minutes Approval

Resolution #MP20180515.1002

MOVED BY P. HARRIS that the minutes for April 17, 2018 Municipal Planning Commission (2018/04/17) be approved as presented.

Carried

**PT.
NW-25-72-4-W6 /**

C. BECK entered the meeting at 10:07 a.m.

**LAWRENCE &
JOAN
MARTINEAU /
BEIRSTO &
ASSOCIATES
ENGINEERING
LTD. / FILE NO.
PLSUB20180161**
(SUBDIVISION
APPLICATIONS)
(Issue #20180424003)

Bruce Tattrie from Beirsto & Associates Engineering Ltd. was present to represent the application.

Baily Lapp presented the application to subdivide one (1) lot of 4.28 hectares (10.58 acres) within Pt. NW-25-72-4-W6. The portion of land is currently zoned as Agricultural (AG) District to facilitate a farmstead separation. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the balance of the quarter section to the satisfaction of the County of Grande Prairie No.1 and in accordance with *Rural Servicing Standards for Subdivisions and Road Construction*, prior to final endorsement of the subdivision.
3. All existing sewage disposal systems must be upgraded to comply with the current Alberta Private Systems Standard of Practice. The system must be permitted with an Alberta Labour, Authorized Accredited Agency, and have a satisfactory inspection report showing it meets the Regulations, at the applicant's expense.
4. Applicant to provide 5.03 metres road widening by caveat off of the west boundary of the quarter section as per Section 662 of the Municipal Government Act.

Resolution #MP20180515.1003

MOVED BY H. BULFORD that the application to subdivide one (1) lot of 4.28 hectares (10.58 acres) within Pt. NW-25-72-4-W6 to facilitate a farmstead separation be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the balance of the quarter section to the satisfaction of the County of Grande Prairie No.1 and in accordance with *Rural Servicing Standards for*

Subdivisions and Road Construction, prior to final endorsement of the subdivision.

3. All existing sewage disposal systems must be upgraded to comply with the current Alberta Private Systems Standard of Practice. The system must be permitted with an Alberta Labour, Authorized Accredited Agency, and have a satisfactory inspection report showing it meets the Regulations, at the applicant's expense.
4. Applicant to provide 5.03 metres road widening by caveat off of the west boundary of the quarter section as per Section 662 of the Municipal Government Act.

Carried

**PT.
SE-32-74-8-W6/
BROOKS &
SHAUNA
HOFFOS/
DESIGN WORKS
ENGINEERING &
INSPECTIONS
LTD./ FILE NO.
PLSUB20180193
(SUBDIVISION
APPLICATIONS)
(Issue #20180425006)**

Brooks Hoffos was present to represent the application.

Yasmin Sharp presented the application to subdivide one (1) lot of 7.07 hectares (17.5 acres) within Pt. SE-32-74-8-W6. The portion of land is currently zoned as Agricultural (AG) District to facilitate a farmstead separation. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the proposed parcel and balance to the satisfaction of the County of Grande Prairie No. 1 and in accordance with *Rural Servicing Standards for Subdivisions and Road Construction*.
3. Applicant to provide 5.03 metres road widening by caveat off of the east boundary of the quarter section as per Section 662 of the Municipal Government Act.

Resolution #MP20180515.1004

MOVED BY K. ROSVOLD that the application to subdivide one (1) lot 7.07 hectares (17.5 acres) within Pt. SE-32-74-8-W6 to facilitate a farmstead separation be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the proposed parcel and balance to the satisfaction of the County of Grande Prairie No. 1 and in accordance with *Rural Servicing Standards for Subdivisions and Road Construction*.
3. Applicant to provide 5.03 metres road widening by caveat off of the east boundary of the quarter section as per Section 662 of the Municipal Government Act.

Carried

**PT.
NW-24-71-4-W6/
LESLIE & SONIA
BREDESON/
BEAIRSTO &
ASSOCIATES
LTD./ FILE NO.
PLSUB20180077
(SUBDIVISION
APPLICATIONS)
(Issue #20180425005)**

Bruce Tattrie from Beairsto & Associates Engineering Ltd. was present to represent the application.

Yasmin Sharp presented the application to subdivide three (3) lots, two (2) lots 4.05 hectares (10 acres) and one (1) lot 2.02 hectares (5 acres) within Pt. NW-24-71-4-W6. The portion of land is currently zoned as Country Residential (CR-5) District. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) notwithstanding objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide a 30m x 60m internal road, along the south boundary of Lot 3 Block 1. Applicant to provide an access approach into proposed Lot 3 Block 1 and Lot 1 Block 2, to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing standards for Subdivisions and Road Construction, off of the internal subdivision road.
3. Applicant to provide an access approach into proposed Lot 2 Block 1, to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction.
4. Municipal reserve to be provided by way of cash-in-lieu in the amount of \$7,325.00 (based on a subdivision of 10.48 hectares the total hectares owing would be 1.048 hectares based on \$7,676.60 per hectare). Final amount will be determined upon receipt of the final survey.
5. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of road improvements and offsite levies. As per Section 655 of the Municipal Government Act, the road improvement fee to apply.
6. Model process documentation, provided by the applicant, is to be

placed on the new titles by caveat.

Resolution #MP20180515.1005

MOVED BY H. BULFORD that the application to subdivide three (3) lots, two (2) lots of 4.05 hectares (10 acres) and one (1) lot of 2.02 hectares (5 acres) within Pt. NW-24-71-4-W6 be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) notwithstanding objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide a 30m x 60m internal road, along the south boundary of Lot 3 Block 1. Applicant to provide an access approach into proposed Lot 3 Block 1 and Lot 1 Block 2, to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing standards for Subdivisions and Road Construction, off of the internal subdivision road.
3. Applicant to provide an access approach into proposed Lot 2 Block 1, to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction.
4. Municipal reserve to be provided by way of cash-in-lieu in the amount of \$7,325.00 (based on a subdivision of 10.48 hectares the total hectares owing would be 1.048 hectares based on \$7,676.60 per hectare). Final amount will be determined upon receipt of the final survey.
5. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of road improvements and offsite levies. As per Section 655 of the Municipal Government Act, the road improvement fee to apply.
6. Model process documentation, provided by the applicant, is to be placed on the new titles by caveat.

Carried

**1224225;1;1; PT.
NE-8-74-4-W6/
CRAIG & MARY
ANNE WILSON/
BEIRSTO &
ASSOCIATES
ENGINEERING
LTD./ FILE NO.
PLSUB20170671**

Bruce Tattre from Beirsto & Associates Engineering Ltd. and Mary Anne Wilson were present to represent the application.

Jeremy Dela Cruz presented the application to subdivision two (2) lots ranging from 3.69 hectares to 4.29 hectares (9.12 acres to 10.60 acres) within Pt. NE-8-74-4-W6; Plan 1224225; Block 1; Lot 1. Both portions of land are currently zoned as Country Residential (CR-5) District. Staff recommended approval, based on the following conditions:

(SUBDIVISION)

APPLICATIONS:
(Issue #20180506001)

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide one access approach into each proposed lot to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction, prior to final endorsement of the subdivision.
3. Municipal reserve to be provided by way of cash-in-lieu in the amount of \$6,842.05 (based on a subdivision of 7.98 hectares the total hectares owing would be 0.798 hectares based on \$8,574.00 per hectares). Final amount will be determined upon receipt of final survey.
4. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of road improvements. As per Section 655 of the Municipal Government Act, the road improvement fee is to apply.
5. Model process documentation, provided by the applicant, is to be placed on the new titles by caveat.
6. Applicant to survey the existing road widening Plan 1224225; 1; 1; Pt. NE-8-74-4-W6 as per Section 662 of the Municipal Government Act. The road widening is to be discharge accordingly.
7. Build zone map be provided and registered by the applicant on the new titles by caveat.

Resolution #MP20180515.1006

MOVED BY C. BECK that the application to subdivision two (2) lots ranging from 3.69 hectares to 4.29 hectares (9.12 acres to 10.60 acres) within Pt. NE-8-74-4-W6; Plan 1224225; Block 1; Lot 1 be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide one access approach into each proposed lot to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction, prior to final endorsement of the subdivision.
3. Municipal reserve to be provided by way of cash-in-lieu in the amount of \$6,842.05 (based on a subdivision of 7.98 hectares the total

hectares owing would be 0.798 hectares based on \$8,574.00 per hectares). Final amount will be determined upon receipt of final survey.

4. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of road improvements. As per Section 655 of the Municipal Government Act, the road improvement fee is to apply.
5. Model process documentation, provided by the applicant, is to be placed on the new titles by caveat.
6. Applicant to survey the existing road widening Plan 1224225; 1; 1; Pt. NE-8-74-4-W6 as per Section 662 of the Municipal Government Act. The road widening is to be discharge accordingly.
7. Build zone map be provided and registered by the applicant on the new titles by caveat.

Carried

**PT. NE-1-73-9-W6
/ GLENN
MOODIE /
BEAIRSTO &
ASSOCIATES
ENGINEERING
LTD. / FILE NO.
PLSUB20180061**

(SUBDIVISION
APPLICATIONS)
(Issue #20180417010)

Bruce Tattrie from Beairsto & Associates Engineering Ltd. was present to represent the application.

Jeremy Dela Cruz presented the application to subdivide one (1) lot 8.09 hectares (20 acres) within Pt. NE-1-73-9-W6. The portion of land is zoned as Agricultural (AG) District. Staff recommended **refusal** based on the following reasons:

1. The proposed subdivision application does not follow the policies of the Municipal Development Plan. Certain agricultural parcels should consider the configuration and size when the said land is physically severed by natural or topographic features to create natural parcels and not create severed pieces of land.
2. It does not meet the requirement of Section 7(e) and (i) in the Subdivision and Development Regulations. The creation of the new parcel would leave no legal access to the balance of the quarter north of the creek.

Resolution #MP20180515.1007

MOVED BY K. ROSVOLD that the application to subdivide one (1) lot 8.09 hectares (20 acres) within Pt. NE-1-73-9-W6 be **TABLED** until June 26, 2018 Municipal Planning Commission Meeting to allow time for the land owner and applicant to discuss other options regarding the subdivision.

Tabled

**PT.
NW-18-73-5-W6/
KURT & MARCIA
BALDERSTON/
HELIX SURVEYS
LTD./ FILE NO.
PLSUB20180050**

(SUBDIVISION
APPLICATIONS)
(Issue #20180425013)

Valerie Lethbridge from Helix Surveys Ltd. and was present to represent the application.

Jeremy Dela Cruz presented the application to subdivide one (1) lot 9.69 hectares (23.93 acres) within Pt. NE-16-74-5-W6. The portion of land is currently zoned as Country Residential (CR-5) District. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the remaining balance of the quarter section to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction, prior to final endorsement of the subdivision.
3. Easements or rights of way being registered against the land for the provision of power in the name of the County of Grande Prairie. The developer is responsible for making suitable arrangements with the utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.
4. Applicant to provide 5.03 metres road widening by survey off of the west boundary of the quarter section as per Section 662 of the Municipal Government Act.
5. Model process documentation, provided by the applicant, is to be placed on the new title by caveat.
6. Build zone map be provided and registered by the applicant on the new title by caveat.

Resolution #MP20180515.1008

MOVED BY D. BEESTON that the application to subdivide one (1) lot of 9.69 hectares (23.93 acres) within Pt. NE-16-74-5-W6 be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to provide an access approach into the remaining balance of the quarter section to the satisfaction of the County of Grande Prairie and in accordance with Rural Servicing Standards for Subdivisions and Road Construction, prior to final endorsement of the subdivision.
3. Easements or rights of way being registered against the land for the provision of power in the name of the County of Grande Prairie. The developer is responsible for making suitable arrangements with the

utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.

4. Applicant to provide 5.03 metres road widening by caveat off of the west boundary of the quarter section as per Section 662 of the Municipal Government Act.
5. Model process documentation, provided by the applicant, is to be placed on the new title by caveat.
6. Build zone map be provided and registered by the applicant on the new title by caveat.

Carried

**PT. NW-2-72-6;
PT.
SW-11-72-6-W6;
1520326;1;33MR
PT. SW-11-72-6;
ROAD PLAN
1721509 PT.
SW-11-72-6-W6/
CROSSLINK
LEASEHOLD
INC./ HELIX
SURVEYS LTD./
FILE NO.
PLSUB20180031
(SUBDIVISION
APPLICATIONS)
(Issue #20180508008)**

Scott Roessler from Helix Surveys Ltd. and Abe Neufeld from Crosslink Leasehold Inc. were present to represent the application.

Jeremy Dela Cruz presented the application to subdivide thirty nine (39) rural residential lots, one (1) public utility lot, and one (1) municipal reserve lot within Pt. NW-2-72-6-W6; Pt. SW-11-72-6-W6; Plan 1520326; Block 1; Lot 33MR; Pt. SW-11-72-6-W6; ROAD PLAN 1721509; Pt. SW-11-72-6-W6. The portions of land are currently zoned as Rural Residential (RR-2) District. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) notwithstanding objections received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to construct the internal road as shown on the tentative plan. This is to the satisfaction of the County of Grande Prairie No.1 and in accordance with Rural Servicing Standards for Subdivision and Road Construction.
3. Applicant to provide an approach into each proposed parcel to the satisfaction of the County of Grande Prairie and in accordance with *Rural Servicing Standards for Subdivisions and Road Construction*, prior to final endorsement of the subdivision.
4. Easements or rights of way being registered against the land for the provision of gas in the name of the County of Grande Prairie. The developer is responsible for making suitable arrangements with the utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.
5. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of municipal services,

endeavours, road improvements and offsite levies. As per Bylaw 2702, the transportation levy for zone 1 to apply.

6. Municipal reserve owed on Pt. SW-11-72-6-W6 be deferred to the remaining balance of the quarter.
7. Municipal reserve owed on Pt. NW-2-72-6-W6 be deferred to the remaining balance of the quarter.
8. The portion of Road Plan 1721509 outlined in subdivision plan shall be closed prior to final endorsement of the subdivision application PLSUB20180031.

Resolution #MP20180515.1009

MOVED BY D. BEESTON that the application to subdivide thirty nine (39) rural residential lots, one (1) public utility lot, and one (1) municipal reserve lot within Pt. NW-2-72-6-W6; Pt. SW-11-72-6-W6; Plan 1520326; Block 1; Lot 33MR; Pt. SW-11-72-6-W6; ROAD PLAN 1721509; Pt. SW-11-72-6-W6 be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) notwithstanding objections received from adjacent landowners.

The approval is subject to:

1. All outstanding taxes to be paid in full.
2. Applicant to construct the internal road as shown on the tentative plan. This is to the satisfaction of the County of Grande Prairie No.1 and in accordance with Rural Servicing Standards for Subdivision and Road Construction.
3. Easements or rights of way being registered against the land for the provision of gas in the name of the County of Grande Prairie. The developer is responsible for making suitable arrangements with the utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.
4. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of municipal services, endeavours, road improvements and offsite levies. As per Bylaw 2702, the transportation levy for zone 1 to apply.
5. Municipal reserve owed on Pt. SW-11-72-6-W6 be deferred to the remaining balance of the quarter.
6. Municipal reserve owed on Pt. NW-2-72-6-W6 be deferred to the remaining balance of the quarter.
7. The portion of Road Plan 1721509 outlined in subdivision plan shall be closed prior to final endorsement of the subdivision application PLSUB20180031.

Carried

PLAN 1520326;

Scott Roessler from Helix Surveys Ltd. and Abe Neufeld from Crosslink

**BLOCK 1; LOTS
1A-10B,
14A-21B;Pt.
SE-11-72-6-W6/
CROSSLINK
LEASEHOLDS
INC, 2051409
ALBERTA LTD. &
ERIC &
KATHLEEN
NEUFELD/ HELIX
SURVEYS LTD./
FILE NO.
PLSUB20180198**

(SUBDIVISION
APPLICATIONS)
(Issue #20180508027)

Leasehold Inc. were present to represent application.

Jeremy Dela Cruz presented the application to subdivide (lot split) thirty-six (36) lots into seventy-two (72) lots within Pt. SE-11-72-6-W6; Plan 1520326; Block 1; Lots 1A-10B; and 14A-21B. This portion of land is currently zoned as Medium Density Residential (MDR) District. Staff recommended approval, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

- 1. All outstanding taxes to be paid in full.
- 2. Easements or rights of way being registered against the land for the provision of gas and power in the name of the County of Grande Prairie. The developer is responsible for making suitable arrangements with the utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.
- 3. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of municipal services, road improvements.
- 4. Applicant to erect signage, to the satisfaction of the County of Grande Prairie, throughout the proposed subdivision to specifically designate no parking areas.

Resolution #MP20180515.1010

MOVED BY D. BEESTON that the application to subdivide (lot split) thirty-six (36) lots into seventy-two (72) lots within Pt. SE-11-72-6-W6; Plan 1520326; Block 1; Lots 1A-10B; and 14A-21B be approved, based on the following conditions:

- a) the premise that the parcel of land to be created is suitable for the proposed use and fulfills the criteria identified in Section 7 of the Subdivision and Development Regulation provided all conditions are attached, and
- b) no objections have been received from adjacent landowners.

The approval is subject to:

- 1. All outstanding taxes to be paid in full.
- 2. Easements or rights of way being registered against the land for the provision of gas and power in the name of the County of Grande

Prairie. The developer is responsible for making suitable arrangements with the utility companies for the provision of services. Where the utility company requires use of the easement, the utility company shall provide to the County a general release form signed by the affected landowner agreeing to the proposed use of the easement.

3. Applicant entering into a development agreement with the County of Grande Prairie No. 1 for the provision of municipal services, road improvements.
4. Applicant to erect signage, to the satisfaction of the County of Grande Prairie, throughout the proposed subdivision to specifically designate no parking areas.

Carried

ADJOURNMENT

Resolution #MP20180515.1011

MOVED BY K. ROSVOLD that the meeting be adjourned at 11:20 am.

Carried



CHAIRMAN



RECORDING SECRETARY