



**Proposal:**

- É The applicant would like to construct a three car garage on their 0.73 acre property.
- É The following minor variances to the provisions of Zoning By-law 2010-65, as amended:
  1. A setback of 9 metres (30 feet) from the navigable water for the new garage whereas Zoning By-law 2010-65, as amended establishes a minimum setback of 20 metres (66 feet) from any navigable water course.
  2. A maximum accessory structure size of 127 square metres (1,368 square feet) whereas Zoning By-law 2010-65, as amended establishes a maximum accessory structure size of 110 square metres (1,184 square feet).

**Agency Comments:**

None

**Public Correspondence:**

A letter of correspondence was received from Ken & Julie Kelly, 3601 Bayou Road, opposing the application. The letter was read in full at the public meeting.

**Staff Report D16-060:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the applicants were not present.*

*The Chair asked if anyone in the audience had any comments on this application, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows:*

- É *Member Hamilton inquired if the garage could be pushed back further towards the interior lot line, away from the canal.*
- É *The Chair stated that the applicants were not present but the application could be deferred to ask the question.*
- É *Member Vandergeest stated that based on the uniqueness of the property it would not be possible to achieve a 20 metres setback and he was not in support of a deferral to get a metre further from the canal.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The Chair then called for a vote on the application.*

<p><b>DECISION – APPROVE</b>  <b>Variance Application A-38-16 (Koehli)</b></p>
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**THE PURPOSE and EFFECT** of the application is:

The following variance to the provisions of Zoning By-law 2010-65, as amended:

1. A setback of 9 metres (30 feet) from the navigable water for the new garage whereas Zoning By-law 2010-65, as amended establishes a minimum setback of 20

- metres (66 feet) from any navigable water course.
2. A maximum accessory structure size of 127 square metres (1,368 square feet) whereas Zoning By-law 2010-65, as amended establishes a maximum accessory structure size of 110 square metres (1,184 square feet).

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible.
3. That the construction is in substantial compliance with the plans and drawings submitted with the Application.

**EFFECT** of written and oral submissions on the decision: None

**THE REASONS** for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

<b>2. Variance Application No.:</b>	<b>A-39-16</b>
<b>Agent/Applicant:</b>	<b>Wayne Turner</b>
<b>Owner:</b>	<b>John Kenneth Farrell</b>
<b>Roll Number:</b>	<b>4351 050 005 16201 0000</b>
<b>Municipal Address:</b>	<b>4384 Marr Lane</b>

*The Secretary-Treasurer of the Committee of Adjustment outlined the application and outlined the correspondence received, as follows:*

**Proposal:**

- É The 0.84 acre property supports an existing single detached dwelling and sleeping cabin as well as a garage located towards the rear (private road side) of the property.
- É The owner wishes to construct a new boatport to replace the existing docking facilities on the property. The existing dock is a T-shape with an extra finger dock, with the entire docking envelope being approximately 27 feet by 35.5 feet. The proposed boatport and associated docking fits within a 26 feet by 29 feet envelope.
- É The following minor variances are requested:

1. A minor variance to permit a maximum width of 10 metres for a boatport including the associated docking, whereas Zoning By-law 2010-65 restricts the width to 5.5 metres for properties with between 30 . 60 metres of water frontage.
2. A minor variance to legalize a front yard setback of 5 metres for a deck attached to the main dwelling and sleeping cabin whereas Zoning By-law 2010-65, establishes a front yard setback of 20 metres for the Shoreline Residential Three (SR3) Zone.

**Agency Comments:**

A letter from the Trent Severn Waterway stating no concerns with the application was received.

**Public Correspondence:**

None

**Staff Report D16-061:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the applicant was present and stated that he had nothing to add.*

*The Chair asked if anyone in the audience had any comments on this application, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows:*

- É *Member Vivian asked if the existing docks were to be removed.*
- É *The Planner state that they were.*
- É *Member Vandergeest inquired if a demolition permit would be required?*
- É *The Applicant stated that this is typically not required for docks.*
- É *The Planner agreed and stated that a permit for the deck was required.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The applicant was asked if he was aware of the proposed conditions and was in agreement with them. The applicant confirmed this. The Chair then called for a vote on the application.*

**DECISION – APPROVE  
Variance Application A-39-16 (Farrell)**

**THE PURPOSE and EFFECT** of the application is:

The following variance to the provisions of Zoning By-law 2010-65, as amended:

1. A maximum width of 10 metres for a boatport including the associated docking, whereas Zoning By-law 2010-65 restricts the width to 5.5 metres for properties with between 30 . 60 metres of water frontage.
2. A front yard setback of 5 metres for a deck attached to the main dwelling and sleeping cabin whereas Zoning By-law 2010-65, establishes a front yard setback of 20 metres for the Shoreline Residential Three (SR3) Zone.

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible, particularly within the first 20 metres or 66 feet from the shoreline.
3. That the construction is in substantial compliance with the plans and drawings submitted with the Application.

EFFECT of written and oral submissions on the decision: None

THE REASONS for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

<b>3. Minor Variance Application No.:</b>	<b>A-40-16</b>
<b>Owner:</b>	<b>Tony Hassel</b>
<b>Roll Number:</b>	<b>4351 010 009 05700 0000</b>
<b>Municipal Address:</b>	<b>3962 Canal Road</b>

*The Secretary-Treasurer of the Committee of Adjustment outlined the application(s) and the correspondence received, as follows:*

***Proposal:***

- É The applicant would like to construct a detached garage on their approximately 0.44 acre property on the Severn River.
- É The applicants have requested the following minor variances:
  1. A rear yard setback of 5.4 metres for a detached garage whereas Zoning By-law 2010-65, as amended establishes a minimum setback of 7.5 metres for an accessory structure.
  2. A total lot coverage of 15.5% whereas Zoning By-law 2010-65, as amended establishes a maximum lot coverage of 15% for the Shoreline Residential Two (SR2) Zone.
  3. A total accessory structure lot coverage of 7% whereas Zoning By-law 2010-65, as amended establishes a maximum accessory structure lot coverage of 5%.

**Agency Comments:**

None

**Public Correspondence:**

A letter of support for the application was received from Bob & Anne Haugh, 3948 Canal Road.

**Staff Report D16-062:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the property owner was present and stated he had nothing to add.*

*The Chair asked if there were any comments from anyone in the audience, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows: None.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The property owner was asked if he was aware of the proposed conditions and was in agreement with them. The property owner confirmed this. The Chair then called for a vote on the application.*

**DECISION – APPROVE  
Variance Application A-40-16 (Hassel)**

**THE PURPOSE and EFFECT** of the application is:

The following variances to the provisions of Zoning By-law 2010-65, as amended:

1. A rear yard setback of 5.4 metres for a detached garage whereas Zoning By-law 2010-65, as amended establishes a minimum setback of 7.5 metres for an accessory structure.
2. A total lot coverage of 15.5% whereas Zoning By-law 2010-65, as amended establishes a maximum lot coverage of 15% for the Shoreline Residential Two (SR2) Zone.
3. A total accessory structure lot coverage of 7% whereas Zoning By-law 2010-65, as amended establishes a maximum accessory structure lot coverage of 5%..

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible.
3. That the construction is in substantial compliance with the plans submitted with the Application.

EFFECT of written and oral submissions on the decision: None

THE REASONS for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

**4. Variance Application No.: A-41-16**  
**Owner / Applicant: Dave Klaassen**  
**Roll Number: 4351 050 004 14702 0000**  
**Municipal Address: 4332 Legs Run**

*The Secretary-Treasurer of the Committee of Adjustment outlined the application(s) and outlined the correspondence received, as follows:*

***Proposal:***

- É The approximate 0.79 hectare (1.95 acres) property is currently occupied by a dwelling and associated septic. The applicant would like to construct a new deck at the front of the cottage where there is currently a door without a landing or stairs.
- É The following variance is requested in order to permit the construction of the new deck:
  1. A minor variance for a front yard setback of 11.2 metres (37 feet) to construct a deck attached to the existing non-complying main dwelling located approximately 14.6 metres (48 feet) from the water; whereas Zoning By-law 2010-65, establishes a front yard setback of 20 metres (66 feet) for the Shoreline Residential Three (SR3) Zone.

**Agency Comments:**

None

**Public Correspondence:**

None

**Staff Report D16-063:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the applicant was not present.*

*The Chair asked if there were any comments from anyone in the audience.*

- *Derek Bruyca, 4328 Legs Run stated he owns the property next door and is in full support of his neighbour's deck application.*

*The Chair asked if there were any additional comments, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

The Chair asked if the Committee had any comments on this application. Committee comments were as follows: None.

The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The Chair then called for a vote on the application.

**DECISION – APPROVE**  
**Variance Application A-41-16 (Klaassen)**

**THE PURPOSE and EFFECT** of the application is:

The following variances to the provisions of Zoning By-law 2010-65, as amended:

1. A front yard setback of 11.2 metres (37 feet) for a deck attached to the existing non-complying main dwelling whereas Zoning By-law 2010-65, establishes a front yard setback of 20 metres (66 feet) for the Shoreline Residential Three (SR3) Zone.

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible, particularly within the first 20 metres from the shoreline.
3. That the construction is in substantial compliance with the plans submitted with the Application.

**EFFECT** of written and oral submissions on the decision: None

**THE REASONS** for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

<b>5. Minor Variance Application No.:</b>	<b>A-42-16</b>
<b>Owner:</b>	<b>Derek Bruyea</b>
<b>Roll Number:</b>	<b>4351 050 004 14701 0000</b>
<b>Municipal Address:</b>	<b>4328 Legs Run</b>

The Secretary-Treasurer of the Committee of Adjustment outlined the application(s) and the correspondence received, as follows:



**Proposal:**

- É The approximately 2.96 acre property currently contains a dwelling, sleeping cabin and two other storage building type accessory structures as well as a Gazebo currently under construction.
- É The following variances are requested :
  1. A 41 square metres (441 square feet) Gazebo; whereas Zoning By-law 2010-65, as amended, establishes a maximum size of 15.0 square metres (161 square feet) for a Gazebo.

**Agency Comments:**

None

**Public Correspondence:**

None

**Staff Report D16-064:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the property owner was present and stated he had nothing to add.*

*The Chair asked if there were any comments from anyone in the audience, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows:*

- *The Chair expressed his annoyance of property owners asking for forgiveness rather than permission.*
- *The Chair further stated that he believed it was too large.*
- *Member Vivian stated he had no objection due to the location being setback further than the existing cabin.*
- *Member Vandergeest also stated his dislike for when things are built first but stated that given the proximity to the other buildings in this situation he did not have an issue.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The property owner was asked if he was aware of the proposed conditions and was in agreement with them. The property owner confirmed this. The Chair then called for a vote on the application.*

<p><b>DECISION – APPROVE</b>  <b>Variance Application A-42-16 (Brueya)</b></p>
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**THE PURPOSE and EFFECT** of the application is:

The following variances to the provisions of Zoning By-law 2010-65, as amended:

- |    |  |
|----|--|
| 1. | A 41 square metres (441 square feet) Gazebo; whereas Zoning By-law 2010-65, as |
|----|--|

amended, establishes a maximum size of 15.0 square metres (161 square feet) for a Gazebo.

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible, particularly within the first 20 metres or 66 feet from the shoreline.
3. That the construction is in substantial compliance with the plans submitted with the Application.

EFFECT of written and oral submissions on the decision: None

THE REASONS for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

<b>6. Minor Variance Application No.:</b>	<b>A-43-16</b>
<b>Owner:</b>	<b>Earle Graham</b>
<b>Applicant/Agent:</b>	<b>Taylor Docks</b>
<b>Roll Number:</b>	<b>4351 050 003 86400 0000</b>
<b>Municipal Address:</b>	<b>3290 Seydel Lane</b>

*The Secretary-Treasurer of the Committee of Adjustment outlined the application(s) and the correspondence received, as follows:*

**Proposal:**

- É The approximately 6,268.3 (1.5 acres) property is occupied by an existing single detached dwelling, septic, two boat ports and three accessory buildings.
- É The property is a somewhat unusual situation where a portion of the existing dwelling is built over the water, supported by cribs similar to a boathouse with the remainder of the dwelling located on shore. The property owners obtained a minor variance in September 2016 to permit a renovation and additions to this main dwelling.
- É This current application is to deal with the deterioration in the other structures with in-water components.
- É A portion of the existing dock will be also be replaced, but this does not require a minor variance.
- É The applicants have proposed to remove the existing two boatports and replace

them with a single boatport. The following minor variances are requested:

1. A minor variance to permit a maximum boatport size of 11 metres by 9.75 metres, whereas Zoning By-law 2010-65, as amended, restricts a boatport size to an envelope of 8.0 metres by 10.0 metres.
2. A minor variance to permit 11 metres of width for a boatport whereas the maximum width permitted under Zoning By-law 2010-65, as amended is 8.0 metres for properties with greater than 60.0 metres of frontage.
3. A minor variance to permit a maximum width of 22 metres for shoreline structures whereas Zoning By-law 2010-65, as amended establishes a maximum width of 15.0 metres for all shoreline structures.

**Agency Comments:**

None

**Public Correspondence:**

Letters of support for the application were received by:

Carole & Leo Seydel, 3291 & 3298 Seydel Lane

Joe Policano, 3288 Seydel Lane

**Staff Report D16-065:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the property owner and agent were both present and stated had nothing to add.*

*The Chair asked if there were any comments from anyone in the audience, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows: None.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The property owner was asked if he was aware of the proposed conditions and was in agreement with them. The property owner confirmed this. The Chair then called for a vote on the application.*

**DECISION – APPROVE  
Variance Application A-43-16 (Graham)**

**THE PURPOSE and EFFECT** of the application is:

The following variances to the provisions of Zoning By-law 2010-65, as amended:

1. A maximum boatport size of 11 metres by 9.75 metres, whereas Zoning By-law 2010-65, as amended, restricts a boatport size to an envelope of 8.0 metres by 10.0 metres.
2. A maximum width of 11 metres for a boatport whereas the maximum width permitted under Zoning By-law 2010-65, as amended is 8.0 metres for properties with greater

than 60.0 metres of frontage.

3. A maximum width of 22 metres for shoreline structures whereas Zoning By-law 2010-65, as amended establishes a maximum width of 15.0 metres for all shoreline structures.

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Municipal Taxes to be paid to date.
2. That the existing vegetation on the property shall be preserved and enhanced as much as possible, particularly within the first 60 m from the shore.
3. That the applicant obtain the necessary permissions and approvals from the Trent Severn Waterway pertaining to the removal of the existing boatports and construction of the new boatport.
4. That the construction is in substantial compliance with the plans submitted with the Application.

EFFECT of written and oral submissions on the decision: None

THE REASONS for the Committee's Decision are that the request is minor in nature, conforms to the general intent and purpose of the Zoning By-law and Official Plan and is desirable for the appropriate development or use of the land.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

<b>7. Consent Application No.:</b>	<b>B-14-16 &amp; B-15-16</b>
<b>Applicant/Agent:</b>	<b>Ross MacLeod</b>
<b>Owner:</b>	<b>Blue Sky Elevations Inc.</b>
<b>Roll Number:</b>	<b>4351 030 001 54900 0000</b>
<b>Municipal Address:</b>	<b>49B Gray Street</b>

*The Secretary-Treasurer of the Committee of Adjustment outlined the application(s) and the correspondence received, as follows:*

**Proposal:**

- É Ross MacLeod on behalf of Blue Sky Elevations Inc. has submitted two applications for consent (B-14/15-16) and one retained parcel, containing the existing under construction dwelling.
- É Severed Lot # 1 (B-15-16) ±lot Cq Approximately 15 metres (49 feet) of frontage on Donlands Court and 1620 square metres (0.4 acres) of area.
- É Severed Lot # 2 (B-14-16) ±lot Dq Approximately 22 metres (72 feet) of frontage on Donlands Court and 1290 square metres (0.3 acres) of area.

É Retained: Approximately 15 metres (49 feet) of frontage on Gray Street and 585 square metres (0.14 acres) of area.

**Agency Comments:**

None

**Public Correspondence:**

None

**Staff Report D16-066:**

*The Planner provided a brief summary of the staff report.*

*The Chair asked if the applicant or agent were present and had anything to add to what was presented - the agent was present and stated he had nothing to add.*

*The Chair asked if there were any comments from anyone in the audience, since none were forthcoming, the Chair declared the public portion of the meeting closed.*

*The Chair asked if the Committee had any comments on this application. Committee comments were as follows: None.*

*The Chair asked the Secretary-Treasurer to review the proposed conditions of the decision. The agent was asked if he was aware of the proposed conditions and was in agreement with them. The agent confirmed this. The Chair then called for a vote on the application.*

**DECISION – APPROVE**

**Consent Applications B-14-16 & B-15-16 (Blue Sky Elevations Inc.)**

**THE PURPOSE and EFFECT** of the application is to create two new residential lots and one retained lots as follows:

Severed Lot # 1 (B-14-16), ±lot Cq Approximately 15 metres (49 feet) of frontage on Donlands Court and 1620 square metres (0.4 acres) of area.

Severed Lot # 2 (B-15-16), ±lot Dq Approximately 22 metres (72 feet) of frontage on Donlands Court and 1290 square metres (0.3 acres) of area.

Retained: Approximately 15 metres (49 feet) of frontage on Gray Street and 585 square metres (0.14 acres) of area.

The Committee has considered the Application and, based upon the evidence provided, issues the following Decision on the 20<sup>th</sup> day of December, 2016:

**DECISION: PROVISIONALLY APPROVED**

**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. A reference plan of the severed parcel shall be prepared and duly registered by an Ontario Land Surveyor and one copy filed with the Secretary/Treasurer of the

Committee. A draft copy of the reference plan shall be provided to the Secretary-Treasurer for review and approval prior to registration on title.

2. A copy of the electronic registration ~~to~~ preparation+draft deed for the severed lot shall be provided to the Secretary/Treasurer of the Committee together with a signed Acknowledgement and Direction so that the consent certificate may be issued.
3. Municipal taxes shall be paid in full up to the date of request of issuance of the consent certificate.
4. A payment of 5% in lieu of parkland dedication shall be paid for each severed lot in accordance with Section 51.1 of the Planning Act, acceptable to the Township of Severn, in cash or cheque. The Township shall retain an appraiser, at the applicant's expense, to prepare the appraisal in accordance with the provisions of the Planning Act if the value of the land cannot otherwise be agreed on.
5. That the applicant pay the required \$15,674.58 to remove the one foot reserve abutting 49B Gray Street or obtain a rezoning to place the severed lands into a holding zone which would restrict development of the lands until such time as the one foot reserve is removed.
6. That all fees and disbursements (legal, engineering, planning), if any, incurred by the Township with respect to this application shall be paid for by the owner.
7. The Conditions set out herein shall be completed within one year of the date of this Decision.

EFFECT of written and oral submissions on the decision: None.

THE REASONS for the Committee's Decision are that the proposed consent is in keeping with the Township's Official Plan and Zoning By-law, is consistent with the 2014 Provincial Policy Statement, will provide for the orderly development of the Township and does not fall under the exclusive consideration of Section 51 of the Act.

AND the Secretary-Treasurer is hereby authorized to sign any documents required to give effect to this Decision.

**CARRIED**

**E. REPORTS FROM OFFICIALS**

*NONE*

**F. CORRESPONDENCE**

*NONE*

**G. OTHER BUSINESS**

*NONE*

**H. ADJOURNMENT**

*The following motion was adopted:*

*Motion # 16-33*

*MOVED by Doug Hamilton and SECONDED by Mark Vandergeest*

*THAT the Committee of Adjustment meeting be adjourned at 7:59 p.m. on December 20<sup>th</sup>, 2016. The Committee will reconvene at 7:00 p.m. on January 17<sup>th</sup>, 2017 unless the Secretary-Treasurer has not received a complete application for the Committee's consideration.*

***CARRIED***

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*Katie Mandeville, Secretary-Treasurer*