

MINUTES OF THE COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, APRIL 25, 2005 AT 7:30 P.M.

Present: **Chair:** Mayor Leonard
Council: Councillors Brownoff, Derman, Gillespie, Ngai and Pickup
Staff: Tim Wood, Municipal Administrator; Russ Fuoco, Director of Planning;
Colin Doyle, Director of Engineering; Carrie MacPhee, Municipal
Clerk; and Shirley Leggett, Senior Committee Clerk.

Minutes

ADOPTION OF MINUTES

MOVED by Councillor Pickup and Seconded by Councillor Brownoff:
"That the Minutes of the Council and Committee of the Whole
Meetings held April 18, the Special Committee of the Whole Meeting
held April 5, 2005, and the Special Committee of the Whole – Financial
Plan Meetings held March 15, 2005 and April 12, 2005, be adopted."

CARRIED

BYLAWS

No. 124
Clutesi Street
Bylaw 8656

5074 CLUTESI STREET.

Final Reading of the "Zoning Bylaw, 2003, Amendment Bylaw, 2005, No.
8656" and approval of Development Variance Permit No. DVP2005-
00005 and exemption from the minimum highway frontage
requirement. Rezoning from A-1 to RS-10 and RS-12.

MOVED by Councillor Derman Pickup and Seconded by Councillor:
"That Bylaw No. 8656 be adopted by Council and the Seal of the
Corporation be attached thereto."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Pickup:
"That Council approve and issue Development Variance Permit No.
DVP2005-00005 and on Lot 19, Block 3, Section 46, Lake District, Plan
1522 (5074 Clutesi Street)."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Pickup:
"That Council exempt the proposed subdivision of Lot 19, Block 3,
Section 46, Lake District, Plan 1522 (5074 Clutesi Street) from the
minimum highway frontage requirement pursuant to Section 9444(2) of
the *Local Government Act*."

CARRIED

No. 125
ADM40
Bylaw 8635

**TICKET BYLAW AMENDMENT – BUILDING AND PLUMBING BYLAW,
2005**

Final Reading of the "Ticket Bylaw 2001, Amendment Bylaw 2005, No.
8635". To include Building and Plumbing Bylaw, 2005, No.8627.

MOVED by Councillor Gillespie and Seconded by Councillor Ngai:
"That Bylaw No. 8635 be adopted by Council and the Seal of the
Corporation be attached thereto."

CARRIED

No. 126
ADM40
Bylaw 8657

OFFICERS AND SENIOR EMPLOYEES BYLAW

Final Reading of the "Officers and Senior Employees Bylaw, 2005, No. 8657". To reflect position title changes and Community Charter references.

MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
"That Bylaw No. 8657 be adopted by Council and the Seal of the Corporation be attached thereto."

CARRIED

No. 127
ADM40
Bylaw 8658

EXEMPT STAFF BYLAW

Final Reading of the "Exempt Staff Bylaw, 2005, No. 8658". To include the Manager of Human Resources as a position not represented by the Exempt Staff Group.

MOVED by Councillor Ngai and Seconded by Councillor Gillespie:
"That Bylaw No. 8658 be adopted by Council and the Seal of the Corporation be attached thereto."

CARRIED

No. 128
ADM40
Bylaw 8659

CHEQUE SIGNING PROCEDURE BYLAW

Final Reading of the "Cheque Signing Procedure Bylaw, 2005, No. 8659". To reflect position title changes and recognize the use of electronic digital signatures.

MOVED by Councillor Derman and Seconded by Councillor Gillespie:
"That Bylaw No. 8659 be adopted by Council and the Seal of the Corporation be attached thereto."

CARRIED

No. 129
ADM40
Bylaw 8663

GARBAGE COLLECTION AND DISPOSAL BYLAW.

First Three Readings of the "Garbage Collection and Disposal Bylaw, 2005, No. 8663". To increase the annual rate from \$111 to \$114, and consolidate Bylaw No. 7181.

MOVED by Councillor Ngai and Seconded by Councillor Pickup: "That Bylaw No. 8663 be introduced and read."

CARRIED

MOVED by Councillor Ngai and Seconded by Councillor Pickup: "That Bylaw No. 8663 be read a second time."

CARRIED

MOVED by Councillor Ngai and Seconded by Councillor Pickup: "That Bylaw No. 8663 be now passed."

CARRIED

No. 130
ADM40
Bylaw 8664

FINANCIAL PLAN BYLAW.

First Three Readings of the "Financial Plan Bylaw, 2005, No. 8664". To establish the five year financial plan for 2005 – 2009.

MOVED by Councillor Derman and Seconded by Councillor Gillespie:
"That Bylaw No. 8664 be introduced and read."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Gillespie:
"That Bylaw No. 8664 be read a second time."

CARRIED

MOVED by Councillor Derman and Seconded by Councillor Gillespie:
"That Bylaw No. 8664 be now passed."

CARRIED

No. 131
ADM40
Bylaw 8665

TAX BYLAW.

First Three Readings of the "Tax Bylaw, 2005, No. 8665". To establish the tax rates for 2005.

MOVED by Councillor Pickup and Seconded by Councillor Brownoff:
"That Bylaw No. 8665 be introduced and read."

CARRIED

MOVED by Councillor Pickup and Seconded by Councillor Brownoff:
"That Bylaw No. 8665 be read a second time."

CARRIED

MOVED by Councillor Pickup and Seconded by Councillor Brownoff:
"That Bylaw No. 8665 be now passed."

CARRIED

No. 132
ADM40
Bylaw 8666

SEWER USER CHARGE BYLAW.

First Three Readings of the "Sewer User Charge Bylaw, 2005, No. 8666". To increase the annual fee from \$101 to \$106.

MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
"That Bylaw No. 8666 be introduced and read."

CARRIED

MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
"That Bylaw No. 8666 be read a second time."

CARRIED

MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
"That Bylaw No. 8666 be now passed."

CARRIED

No. 133
ADM40
Bylaw 8667

TICKET BYLAW AMENDMENT – GARBAGE COLLECTION AND DISPOSAL BYLAW.

First Three Readings of the “Ticket Bylaw, 2001, Amendment Bylaw, 2005, No. 8667”. To include Garbage Collection and Disposal Bylaw, 2005, No. 8663.

**MOVED by Councillor Derman and Seconded by Councillor Brownoff:
“That Bylaw No. 8667 be introduced and read.”**

CARRIED

**MOVED by Councillor Derman and Seconded by Councillor Brownoff:
“That Bylaw No. 8667 be read a second time.”**

CARRIED

**MOVED by Councillor Derman and Seconded by Councillor Brownoff:
“That Bylaw No. 8667 be now passed.”**

CARRIED

No. 134
ADM40
Bylaw 8660

EMERGENCY PROGRAM BYLAW – HOUSEKEEPING AMENDMENT.

First Three Readings of the “Emergency Program Bylaw, 2001, Amendment Bylaw, 2005, No. 8660”. To align the Emergency Program Committee with the new organizational structure.

**MOVED by Councillor Pickup and Seconded by Councillor Gillespie:
“That Bylaw No. 8660 be introduced and read.”**

CARRIED

**MOVED by Councillor Pickup and Seconded by Councillor Gillespie:
“That Bylaw No. 8660 be read a second time.”**

CARRIED

**MOVED by Councillor Pickup and Seconded by Councillor Gillespie:
“That Bylaw No. 8660 be now passed.”**

CARRIED

No. 135
ADM40
Bylaw 8661

MINIMUM PROPERTY MAINTENANCE STANDARDS BYLAW – HOUSEKEEPING AMENDMENT.

First Three Readings of the “Minimum Property Maintenance Standards Bylaw, 1978, Amendment Bylaw, 2005, No. 8661”. To reflect the new organizational structure.

**MOVED by Councillor Ngai and Seconded by Councillor Gillespie:
“That Bylaw No. 8661 be introduced and read.”**

CARRIED

**MOVED by Councillor Ngai and Seconded by Councillor Gillespie:
“That Bylaw No. 8661 be read a second time.”**

CARRIED

**MOVED by Councillor Ngai and Seconded by Councillor Gillespie:
“That Bylaw No. 8661 be now passed.”**

CARRIED

No. 136
ADM40
Bylaw 8662

PARKS MANAGEMENT AND CONTROL BYLAW – HOUSEKEEPING AMENDMENT.

First Three Readings of the “Parks Management and Control Bylaw, 1997, Amendment Bylaw, 2005, No. 8662”. To reflect the new organizational structure.

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8662 be introduced and read.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8662 be read a second time.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8662 be now passed.”**

CARRIED

No. 137
ADM40
Bylaw 8668

TREE PRESERVATION BYLAW – HOUSEKEEPING AMENDMENT.

First Three Readings of the “Tree Preservation Bylaw, 1997, Amendment Bylaw, 2005, No. 8668”. To reflect the new organizational structure.

**MOVED by Councillor Derman and Seconded by Councillor Ngai:
“That Bylaw No. 8668 be introduced and read.”**

CARRIED

**MOVED by Councillor Derman and Seconded by Councillor Ngai:
“That Bylaw No. 8668 be read a second time.”**

CARRIED

**MOVED by Councillor Derman and Seconded by Councillor Ngai:
“That Bylaw No. 8668 be now passed.”**

CARRIED

No. 138
ADM40
Bylaw 8669

SUBDIVISION BYLAW – HOUSEKEEPING AMENDMENT.

First Three Readings of the “Subdivision Bylaw, 1995, Amendment Bylaw, 2005, No. 8669”. To reflect the new organizational structure.

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8669 be introduced and read.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8669 be read a second time.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Bylaw No. 8669 be now passed.”**

CARRIED

No. 139
Helen Road
 Bylaw 8652

3964 AND 3981 HELEN ROAD.

First Reading of the "Zoning Bylaw, 2003, Amendment Bylaw, 2005, No. 8652". Rezoning from RS-8 and A-1 to RS-6.

MOVED by Councillor Ngai and Seconded by Councillor Pickup: "That Bylaw No. 8652 be introduced and read."

CARRIED

No. 140
PLD60
 Bylaw 8672

OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT – NEW DEVELOPMENT PERMIT GUIDELINES FOR COMMERCIAL AND MIXED USE DEVELOPMENTS.

First Reading of the "Official Community Plan Bylaw, 1993, Amendment Bylaw, 2005, No. 8672". To add 6 new development permit guidelines for commercial and mixed use developments in 7 development permit areas.

MOVED by Councillor Derman and Seconded by Councillor Pickup: "That Bylaw No. 8672 be introduced and read."

CARRIED

RESOLUTIONS FOR ADOPTION

No. 141
PQS100
 Tender 14/05

TENDER 14/05 – COLD ASPHALT MILLING.

Report of the Director of Purchasing dated April 20, 2005 recommending Tender 14/05 for cold asphalt milling be awarded to Capital City Paving Ltd. in the amount of \$255,920.

MOVED by Councillor Gillespie and Seconded by Councillor Pickup: "That Tender 14/05 for cold asphalt milling be awarded to Capital City Paving Ltd. in the amount of \$255,920."

CARRIED

No. 142
ADM115
 AVICC

AVICC CONFERENCE (APRIL 1 – 3, 2005).

Report from Councillor Pickup dated April 20, 2005 recommending Council endorse and encourage an application to the Seniors Housing and Support Initiative and that the Healthy Saanich Advisory Committee develop a proposal to take advantage of this fund.

MOVED by Councillor Pickup and Seconded by Councillor Brownoff: "That Council endorse and encourage an application to the Seniors Housing and Support Initiative and that the Healthy Saanich Advisory Committee develop a proposal to take advantage of this fund."

CARRIED

RECOMMENDATIONS

From the Special Committee of the Whole – Financial Plan Meeting held March 15, 2005.

No. 143
FIN105
 Social Service Grants

2005 SOCIAL SERVICE GRANTS

MOVED by Councillor Gillespie and Seconded by Councillor Brownoff: "That the Community Social Planning Council of Greater Victoria grant be approved in the amount of \$18,140."

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
 “That the Greater Victoria Volunteer Society grant be approved in the
 amount of \$10,113.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
 “That the NEED Crisis and Information Line grant be approved in the
 amount of \$19,300.”**

CARRIED

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
 “That the St. John’s Ambulance grant be approved in the amount of
 \$2,642.”**

CARRIED

No. 144
FIN105
 Community Grants

2005 COMMUNITY GRANTS

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
 “That Council approve the following Community Grants:**

- | | | |
|-----|--|----------------|
| 1. | Royal Oak Burial Park | \$55,000 |
| 2. | City of Victoria – Save On Foods Arena | \$100,000 |
| 3. | Capital Bike and Walk | \$2,000 |
| 4. | City Green | \$2,500 |
| 5. | City of Victoria – Canada Day | \$1,000 |
| 6. | Gorge Tillicum Community Association | \$4,000 |
| 7. | Goward House Society | \$5,000 |
| 8. | Greater Victoria Bike to Work Society | \$3,000 |
| 9. | Greater Victoria Film Commission | \$35,000 |
| 10. | Haliburton Community Organic Farm Society | 3,300 |
| 11. | Horticulture Centre of the Pacific | \$110,000 |
| 12. | Maritime Museum of British Columbia Society | \$17,739 |
| 13. | North & South Saanich Agricultural Society | \$500 |
| 14. | Royal Jubilee Hospital School of Nursing Alumnae | \$5,000 |
| 15. | Saanich Community Legacy Foundation | \$5,000 |
| 16. | Saanich Heritage Foundation | \$25,000 |
| 17. | Saanich Volunteer Services Society | \$33,000 |
| 18. | Silver Threads Service | \$37,000 |
| 19. | Tourism Victoria | \$36,000 |
| 20. | Vancouver Island Advanced Technology Centre | \$5,000 |
| 21. | Victoria Hospice and Palliative Care Foundation | \$3,000 |
| 22. | Victoria Tall Ships Society | <u>\$3,000</u> |

TOTAL \$491,039”

CARRIED

No. 145
PKA35
Swan Lake
Christmas Hill
Contract

SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That the 2005 Swan Lake Christmas Hill Nature Sanctuary Contract
be approved in the amount of \$238,017.”**

CARRIED

No. 146
FIN105
Community
Association
Operating Grants

2005 COMMUNITY ASSOCIATION OPERATING GRANTS

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That Council approve the following Community Association
Operating Grants:**

- | | |
|---|-------------------|
| 1. Beaver Lake and Westwood Vale | \$1,000.00 |
| 2. Cadboro Bay Residents Association | \$1,000.00 |
| 3. Camosun Community Association | \$1,000.00 |
| 4. Friends of Mt. Doug | \$1,000.00 |
| 5. Gordon Head Residence Association | \$1,500.00 |
| 6. Gorge Tillicum Community Association | \$1,500.00 |
| 7. Mt. Tolmie Community Association | \$1,000.00 |
| 8. North Quadra Land Use Protection Association | \$1,000.00 |
| 9. P.I.S.C.E.S. | \$275.00 |
| 10. Prospect Lake & District Comm. Association | \$1,000.00 |
| 11. Quadra Cedar Hill Community Association | \$1,500.00 |
| 12. Rithet’s Bog Conservation Society | \$1,000.00 |
| 13. Royal Oak Community Association | \$1,000.00 |
| 14. Strawberry Vale Residents’ Association | <u>\$1,500.00</u> |

TOTAL \$15,275.00”

CARRIED

No. 147
FIN105
Community
Association
Liability Insurance
Grants

COMMUNITY ASSOCIATION LIABILITY INSURANCE COVERAGE

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That the Community Association Operating Grant Policy be amended
to include a provision for a liability insurance grant of up to \$450 per
year upon request.”**

CARRIED

No. 148
ADM60
Greater Victoria
Public Library
Budget Request

GREATER VICTORIA PUBLIC LIBRARY 2005 BUDGET REQUEST

**MOVED by Councillor Gillespie and Seconded by Councillor Brownoff:
“That the Greater Victoria Public Library 2005 Budget be approved in
the amount of \$3,332,814.”**

CARRIED

No. 149
ADM115 – CRD
Housing Trust

REGIONAL AFFORDABLE HOUSING TRUST

**MOVED by Councillor Brownoff and Seconded by Councillor Pickup:
“That the Saanich contribution to the CRD Affordable Housing Trust
be funded by the default CRD requisition method.”**

CARRIED,

with Councillor Gillespie voting against.

From the Healthy Saanich Advisory Committee/Matching Grants Sub-Committee Meeting held April 20, 2005.

No. 150
FIN105
Community
Matching Grants

COMMUNITY MATCHING GRANTS

Report from Councillor Brownoff dated April 20, 2005 recommending Council approve the grants outlined totaling \$2,137.29.

**MOVED by Councillor Brownoff and Seconded by Councillor Derman:
“That Council approve the following Community Matching Grants:**

- | | | |
|----|---|---------------------------|
| 1. | Gorge Tillicum Association
(Neighbourhood Study – Protocol for social and safety issues focusing on youth) | \$250.00 |
| 2. | Mt. Tolmie Community Association
(Community Expo 2006) | \$1,335.00 |
| 3. | Quadra Cedar Hill Community Association
(Bike Racks for Playfair Park) | \$267.50 |
| 4. | Quadra Cedar Hill Community Association
(Information Plaque for Rutledge Park) | <u>\$284.79</u> |
| | TOTAL | <u>\$2,137.29”</u> |

CARRIED

No. 151
ADM115
CRD Activities

CAPITAL REGIONAL DISTRICT ACTIVITIES

Council members provided updates on a variety of Capital Regional District initiatives.

Adjournment

On a Motion from Councillor Gillespie, the meeting adjourned at 7:58 p.m.

The meeting reconvened at 8:35.

From the Committee of the Whole Meeting held April 25, 2005.

Old West Saanich
Road
ALR Subdivision
Application

**6130 OLD WEST SAANICH ROAD – A.L.R. APPLICATION
(SUBDIVISION) – CAROL ANN WALLACE.**

**MOVED by Councillor Brownoff and Seconded by Councillor Pickup:
“That the Agricultural Land Reserve application for subdivision of Lot 2, Section 79, Lake District, Plan 15271 (6130 Old West Saanich Road) not be forwarded to the Agricultural Land Reserve Commission.”**

CARRIED

Adjournment: On a Motion from Councillor Gillespie, the meeting adjourned at 8:36 p.m.

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CHAIR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
 HELD IN THE COUNCIL CHAMBERS
 SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, APRIL 18, 2005 AT 7:59 P.M.

Present: **Chair:** Councillor Pickup
Council: Mayor Leonard and Councillors Brownoff, Derman, Gillespie, and Ngai
Staff: Tim Wood, Municipal Administrator; Russ Fuoco, Director of Planning; Colin Doyle, Director of Engineering; Carrie MacPhee, Municipal Clerk; and Shirley Leggett, Senior Committee Clerk.

Old West Saanich Road
 ALR Subdivision Application

6130 OLD WEST SAANICH ROAD – A.L.R. APPLICATION (SUBDIVISION) – CAROL ANN WALLACE.

Report of the Director of Planning dated February 18, 2005 recommending Council resolve to not forward the application to the Agricultural Land Reserve Commission.

Ms. C. Wallace, owner and applicant, 6130 Old West Saanich Road, stated:

- She has owned the subject property for the past 16 years and during that time she has harvested and marketed small crops such as hazelnuts, walnuts, black currants, kiwis, flowers and herbs; she has also raised chickens and grazed sheep.
- In 1993, a vineyard was planted on the southeast portion of the site and she would now like to expand it.
- She is proposing that the subject property be subdivided into two lots, both of which would exceed the minimum parcel requirements for the current zoning and remain in the Agricultural Land Reserve; no variances are required.
- She plans to sell the north lot including the existing dwelling to someone who is willing to further develop the agricultural potential of the property.
- She will retain the south portion of the property, expand the vineyard, and upgrade a large existing accessory building to create a combination residence and winery; the Vancouver Island Health Authority (VIHA) has already approved the proposed wastewater disposal system and its location.
- Her neighbours were contacted and provided with information packages on the proposed subdivision and they support the proposal.
- She hopes that Council will not support the recommendation in the Planner’s report and will send the application forward to the Agricultural Land Reserve Commission so they can decide if the proposal has any merit.

Mr. D. Donaldson, lawyer, on behalf of the applicant, stated:

- The subject property is a 13-acre parcel of land of which only about 30 percent is farmable because of its steep terrain, rock outcroppings, and seasonal wetlands.
- Presently there are two dwellings on the northern portion of the property: the main house and the original farm workers’ accommodations, thereby meeting the policy requirement of Section

5.3(b) in the Saanich General Plan.

- Subdividing the subject property will allow his client to concentrate her time and efforts on farming the southern portion of the land and expanding the vineyard, as well as providing an opportunity for the owner of the northern portion to create some kind of agri-tourism bed and breakfast operation.

MOTION

MOVED by Councillor Derman and Seconded by Councillor Brownoff: “That it be recommended that the Agricultural Land Reserve application for subdivision of Lot 2, Section 79, Lake District, Plan 15271 (6130 Old West Saanich Road) not be forwarded to the Land Reserve Commission.”

Councillor Derman stated:

- He understands the applicant’s wish to expand the vineyard and winery and is sympathetic to what she is trying to accomplish, however, he is concerned that allowing the proposed subdivision could set a precedent.
- It appears that the reasons for the subdivision request are to enable the applicant to reduce her workload or for economic reasons.
- He believes that this applicant would enhance the agricultural aspect of her property but that might not be the case in future situations with other applicants.

Councillor Brownoff stated:

- She is also concerned that permitting the proposed subdivision could set a precedent in this area.
- The applicant is proposing a very viable project, however, her workload could be better managed if she were to hire people to assist her; there are also small organizations that want to farm but do not have the farmland to do so.

Mayor Leonard stated:

- He is not convinced that creating smaller sized lots is beneficial to protecting rural farming.
- Each application is considered on its own merits but if all of these types of small lot initiatives are approved it will impact on the rural character of Saanich.

Councillor Ngai stated:

- She can see the merit of sending the application forward to the Land Reserve Commission without a recommendation but agrees it could set a precedent for future applications.
- She will support the motion to not forward the application.

Councillor Gillespie stated:

- It is not easy for farmers to get workers to help them out on their farms these days; many farmers work long hours and are struggling to make a living.

Councillor Pickup stated:

- She supports not forwarding the application; the limited farmland on the island needs to be protected.

- If the applicant feels she can not maintain the entire parcel, perhaps she could lease a portion of it to organic farmers.
- We need to maintain the policies of the Rural Saanich Local Area Plan and remain committed to protecting agricultural land.

The Motion was then PUT and CARRIED, with Councillor Gillespie voting against.

Adjournment

On a motion from Mayor Leonard, the meeting adjourned at 8:34 p.m.

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CHAIR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK