

CITY OF GRANDE PRAIRIE
OFFICE CONSOLIDATION
BYLAW C-1469

A Bylaw to Establish a General Appeal Board

(As Amended by MGA s. 145(10))

WHEREAS pursuant to section 8 of the *Municipal Government Act* RSA 2000, chapter M-26 (MGA) Council may provide for a system of licences, permits and approvals and provide for an appeal, the body that is to decide the appeal and related matters;

WHEREAS pursuant to section 547 of the MGA, a person who receives a written order under section 545 or 546 may by written notice request Council to review the order;

WHEREAS pursuant to section 203(1) and (2)(e) of the MGA, Council may delegate a duty to decide appeals if the delegation is to a council committee and authorized by bylaw;

WHEREAS pursuant to section 145 of the MGA, Council may establish council committees and establish the functions of that committee;

WHEREAS pursuant to section 19(1) of the *Weed Control Act*, SA 2008, chapter W-5.1, Council must establish an independent appeal panel to determine appeals of notices issued pursuant to that Act;

WHEREAS pursuant to section 14(5) of the *Agricultural Pests Act*, RSA 2000, chapter A-8, Council must appoint a committee to hear and determine appeals of notices issued pursuant to that Act;

AND WHEREAS Council finds it advisable to establish a single appeal board to hear appeals of the above noted matters.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1 This Bylaw shall be called the "General Appeal Board" Bylaw.

2. DEFINITIONS

In this Bylaw the following words and phrases mean:

"Agricultural Pest Notice" means an inspector's notices pursuant to section 14 of the *Agricultural Pests Act*, RSA 2000, chapter A-8.

"Animal Licensing Decision" means a decision by the Chief Bylaw Enforcement Officer to refuse or revoke a Licence under the **Animal and Responsible Pet Ownership Bylaw C-1226**.

"Appeal" means an appeal of Licence Decision, Remedial Order, Weed Control Notice, Agricultural Pest Notice, or any other appeals as set out in any other bylaw or policy of the City that authorizes an appeal to the Board.

"Appellant" means a person who is seeking an Appeal to the Board.

"Board" means the General Appeal Board established by this Bylaw.

"Business Day" means a day other than a Saturday or Sunday or other holiday.

"Calendar Day" means every day on the calendar is counted; however, if the last day does not fall on a Business Day, the next day may be counted as the last day instead.

"City" means the municipal corporation of the City of Grande Prairie, or the municipal boundaries of the City, as the context requires.

"Clerk" means one or more of the designated officers appointed as the Clerk to the Board pursuant to this Bylaw.

"City Manager" means the Chief Administrative Officer of the City designated by the local authority or their designate.

"Closed Meeting" means a closed or in-camera meeting or portion of a meeting at which only the Board, the Clerk and any other persons specified by the Board may attend.

"Council" means the duly elected Council of the City.

"Declaration of Vicious Animal" means a decision by the Chief Bylaw Enforcement Officer under the [Animal and Responsible Pet Ownership Bylaw C-1226](#).

"FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, chapter F-25.

"Hearing" means a hearing before a Panel of the Board of an Appeal.

"Interested Party" means a person who is or may be, directly affected by a matter before the Board.

"Interim Stay" means a temporary suspension of enforcement of a Remedial Order or a Licence Decision pending a further decision of the Board.

"Licence" means a licence or permit issued by the City pursuant to the:

- a) [Animal and Responsible Pet Ownership Bylaw C-1226](#);
- b) [Business Licence Bylaw C-1393](#);
- c) [Lot Grading Bylaw C-1366](#);
- d) [Parkland Bylaw C-1310](#); or
- e) [Vehicle for Hire Bylaw C-1394](#); or
- f) Any other licence or permit granted by a City bylaw.

"Licence Decision" means a decision to refuse, suspend or revoke a Licence.

"Livestock Exemption Decision" means a decision to refuse, suspend or revoke a Livestock Exemption Permit under the [Animal and Responsible Pet Ownership Bylaw C-1226](#).

"Member" means a person appointed to the Board pursuant to this Bylaw.

"MGA" means the *Municipal Government Act*, RSA 2000, chapter M-26.

"Notice of Appeal" means a written request, in a form acceptable to the Clerk, seeking a review of a Remedial Order, Licence Decision, or other Appeal.

"Panel" means the Members chosen to adjudicate a Hearing.

"Parties" means both the Appellant, Respondent and any other person entitled to present at a Hearing under Section 19.1 of this Bylaw.

"Party" means, where the context allows, either the Appellant, Respondent or any other person entitled to present at a Hearing under Section 19.1 of this Bylaw.

"Public Member" means a member of the public who is appointed to a board and does not include members of Council.

"Remedial Order" means an order issued pursuant to section 545 and 546 of the MGA to enforce that Act, or any other enactment or bylaw that the City is authorized to enforce including:

- a) Animal and Responsible Pet Ownership Bylaw C-1226;
- b) Drainage Bylaw C-1241;
- c) Minimum Property Standards Bylaw C-1293;
- d) Transit System Bylaw C-1282; or
- e) Any other City bylaw that may be enforced by way of a Remedial Order.

"Respondent" means the City and any other person who responds to an Appeal.

"Weed Control Notice" means an inspector's notice, local authority's notice and debt recovery notice as allowed pursuant to the *Weed Control Act*, SA 2008, chapter 5.1.

3. **INTERPRETATION**

3.1 Any heading in this Bylaw is included for guidance purposes and convenience only and does not form part of this Bylaw.

3.2 Where the bylaw refers to another bylaw or any act or regulation, it includes reference to any bylaw, act or regulation that may be amended or substituted in its place.

3.3 Each provision of this Bylaw is independent of all other provisions. If any provision is declared invalid by a court of competent jurisdiction in the Province of Alberta, then all other provisions of this Bylaw remain valid and enforceable.

4. **ESTABLISHMENT OF BOARD**

4.1 The General Appeal Board is hereby established as a committee of Council.

4.2 The Board is delegated the powers, duties and functions to hear and adjudicate Appeals.

4.3 The Board's authority to adjudicate Appeals supersedes any conflicting provisions in other bylaws or policies referencing alternative appeal bodies with the exception of the **Combative Sports Commission Bylaw C-1173A**.

4.4 The Board is not authorized to review orders that are under the legislated jurisdiction of:

- a) the Subdivision and Development Appeal Board;
- b) the Land and Property Rights Tribunal; or
- c) any other legislated board, committee or tribunal.

5. **MEMBERSHIP**

5.1 Public Members appointed to the City's Subdivision and Development Appeal Board are hereby appointed to the General Appeal Board.

5.2 A Member's appointment to the General Appeal Board ends on the date their appointment to Subdivision and Development Appeal Board ends.

5.3 Members of Council may not be appointed to the Board.

5.4 Deleted by MGA s. 145(10) – May 15, 2025

6. **CHAIR**

6.1 The chair of the Subdivision and Development Appeal Board is the chair of the General Appeal Board.

6.2 The chair:

- a) presides at hearings;
- b) ensures all hearings are conducted in a fair and impartial manner;
- c) is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence;
- d) may limit verbal submissions if the chair determines it to be repetitious or unrelated to the matter; and
- e) approves and signs the final draft of a decision.

6.3 In the event of absence or inability of the chair to preside at a hearing or meeting, the Members present must elect one of its Members to preside as acting chair for that hearing or meeting. The acting chair has the same rights and responsibilities as the chair.

7. **REMUNERATION**

7.1 Remuneration for Members participating in Hearings and/or mandatory training shall be in accordance with the remuneration paid under the **Subdivision and Development Appeal Board Bylaw C-1444**.

7.2 Where training or other responsibilities for Members overlap with those they have for the Subdivision and Development Appeal Board, Members shall only be paid once for their hours.

8. CLERK

8.1 The Clerks of the Subdivision and Development Appeal Board are the Clerks of the General Appeal Board.

8.2 The Clerk:

- a) establishes forms for the Notice of Appeal;
- b) receives the Notice of Appeal;
- c) determines the sufficiency of the Notice of Appeal, including whether a Notice of Appeal was received within the prescribed time period;
- d) sends notices of Hearings;
- e) answers inquiries and provides information to the Appellants, Respondents, Interested Parties and the public, in accordance with applicable legislation;
- f) schedules Hearings; and
- g) keeps a written record of all Board proceedings and Hearings that includes:
 - i) the Notice of Appeal;
 - ii) the notice of Hearing;
 - iii) the records submitted by a Party to the Appeal;
 - iv) a summary of the evidence presented at a Hearing; and
 - v) the Board's decision and reasons.

8.3 The Clerk may exercise any powers necessary for the administration of this Board.

9. APPLICATION FOR APPEAL

9.1 To commence an Appeal to the Board, a person must submit a Notice of Appeal in a form prescribed by the Clerk along with the Appeal fee. A Notice of Appeal is not considered complete until the Appeal fee is paid.

9.2 Only a person who holds or has applied for a Licence may Appeal a Licence Decision related to that Licence.

9.3 Only a person who is the subject of a Remedial Order may seek an Appeal related to that Remedial Order.

9.4 Notwithstanding Section 9.3 of this Bylaw, if a Remedial Order is issued in respect of a premises, the owner of the premises, the occupant of the premises, or the person responsible for the contravention may Appeal the Remedial Order.

9.5 Only a person who is an owner of the subject animal under the [Animal and Responsible Pet Ownership Bylaw C-1226](#) may Appeal an Animal Licensing Decision or Declaration of Vicious Animal.

9.6 Only the person who is the permit applicant, the permit holder or an adjoining neighbour may Appeal a Livestock Exemption Decision.

9.7 The Notice of Appeal must be received by the Clerk within the timeframes set out in the MGA, other relevant statutes, or the applicable bylaw or policy. If no timeframe is set out,

- the Notice of Appeal must be received within fourteen (14) Calendar Days of the date the notice or written decision from the applicable authority on the issue to which an Appeal is sought was received by the Appellant.
- 9.8 Notwithstanding Section 9.7 of this Bylaw, if the Appeal is in regard to an order issued under section 546 of the MGA the Notice of Appeal must be received within seven (7) Calendar Days of the date the Appellant was notified of the issue to which the Appeal is sought.
- 9.9 For the purposes of Section 9.7 and 9.8, if the notice or written decision was given by mail or by being posted in a conspicuous location, the date of receipt is deemed to be seven (7) Calendar Days from the date the notice or decision was mailed or posted.
- 9.10 If the Clerk determines the Notice of Appeal is insufficient, the Clerk must:
- a) request the Appellant correct the deficiencies within a specified time period; or
 - b) determine that the deficiencies cannot be corrected.
- 9.11 If the Clerk determines that the deficiencies cannot be corrected, or if the Appellant fails to correct the deficiencies with the time period specified, the Clerk must send a notice to the Parties and to the Board of the deficiencies and that they will be heard as preliminary matters.
- 9.12 The Board may decide to hold a separate preliminary hearing to address any preliminary matters or to address it at the beginning of the Hearing. The Panel will deliberate on the preliminary matters in a closed session and render their decision on whether the Appeal will be heard.
- 9.13 The Board must allow for the Appellant and Respondent to address the preliminary matters but may do so by giving an opportunities for written submissions from both Parties.
- 9.14 Notwithstanding section 9.11, if the Notice of Appeal is not submitted within five (5) Business Days of the timeframes set out in this Bylaw, the Clerk may dismiss the Notice of Appeal and notify the Appellant.

10. **FEES**

- 10.1 An Appellant shall pay to the City the fee of \$100 plus GST, at the same time a Notice of Appeal is served to the Clerk.
- 10.2 If the Board decides in favour of the Appellant, the fees paid under Section 10.1 of this Bylaw shall be refunded.
- 10.3 If the Appellant is partially successful in their Appeal, the Appeal fee in Section 10.1 may be refunded in whole or in part at the sole discretion of the Board.
- 10.4 The fee referred to in Section 10.1 shall be refunded if the Notice of Appeal is withdrawn within five (5) Business Days of submitting a complete Notice of Appeal.

10.5 The refund referred to in Sections 10.2 to 10.4 shall be issued within forty-two (42) Calendar Days from the final Appeal decision being issued in writing.

11. **INTERIM STAYS**

11.1 If the Clerk determines that a Notice of Appeal is sufficient, in the case of:

- a) a Remedial Order, an Interim Stay of the Remedial Order under Appeal, will be automatically granted until a final decision on the Appeal is issued by the Board; and
- b) a Livestock Exemption Decision, Animal Licensing Decision, or a Declaration of Vicious Animal, the:
 - i) Appellant may make a written request to the Board for an Interim Stay;
 - ii) Respondent shall be given an opportunity to provide the Board with a written response to the request for an Interim Stay; and
 - iii) Board may grant an Interim Stay, upon whatever conditions it deems appropriate, where the Board is satisfied the operation of the Interim Stay would not create or contribute to a situation of imminent danger to public safety.

11.2 Notwithstanding Section 11.1 of this Bylaw, an Interim Stay granted pursuant to this Bylaw may be revoked by the Board if the Board is satisfied that:

- a) there has been a material change in the circumstances that warrants revoking the Interim Stay;
- b) the conduct of the Appellant warrants revoking the Interim Stay; or
- c) the operation of the Interim Stay creates or contributes to a situation of imminent danger to public safety.

11.3 The person applying to revoke an Interim Stay must submit a written request to the Clerk, in a form acceptable to the Clerk, specifying the circumstances or conduct warranting of revoking the Interim Stay.

12. **SCHEDULING HEARINGS**

12.1 If the Clerk determines a Notice of Appeal is sufficient, they must schedule a Hearing within thirty (30) Calendar Days.

12.2 Multiple Appeals may be heard by the Board on the same day.

12.3 Upon scheduling a Hearing, the Clerk must send a notice of hearing to all Parties specifying the date, time and location of the Hearing.

12.4 The Clerk must send the notice of the hearing in writing to the Parties at least twelve (12) Calendar Days before the Hearing.

12.5 A Party to a Hearing may request, in writing to the Clerk, to reschedule a Hearing.

12.6 The Clerk may decide if the Hearing can be rescheduled unless rescheduling the Hearing would set the Hearing outside the original requirements set out in Section 12.1, in which case the Clerk will consult the Board.

12.7 The Clerk will allow any other Parties entitled to the notice of hearing to submit a written response to the request.

12.8 The Clerk will provide both the request to reschedule the hearing and the response to the Board.

12.9 The Board will decide if:

- a) the Hearing should be rescheduled; and
- b) any Interim Stays in effect should remain in effect, be amended or be revoked.

12.10 If the Hearing is rescheduled, the Clerk must send a revised notice of hearing to all Parties.

13. WEED CONTROL NOTICE APPEAL

13.1 The Board may hear Appeals of inspector's notices, local authority's notices and debt recovery notices pursuant to section 19 of the *Weed Control Act*, SA 2008, chapter W-5.1.

13.2 The Notice of Appeal in respect to a Weed Control Notice must be received by the City Manager or their designate or sent by certified registered mail within the time specified in the notice for doing the thing required by the notice or ten (10) days, whichever is less.

13.3 A Notice of Appeal pursuant to this Section must be in writing and include:

- a) the name and address of the Appellant;
- b) a copy of the notice in respect of which the Appeal is being taken;
- c) the legal description of the land affected; and
- d) the grounds for Appeal.

13.4 Notwithstanding Section 10.1 of this Bylaw, an Appellant who files a Notice of Appeal in respect to a Weed Control Notice must pay a fee of \$500.00.

13.5 If the Board decides in favour of the Appellant, the fees paid under Section 13.4 of this Bylaw shall be refunded.

13.6 If the Appellant is partially successful in their Appeal, the Appeal fee in Section 13.4 may be refunded in whole or in part at the sole discretion of the Board or the Minister, as the case may be.

13.7 Notwithstanding Sections 12.1 and 12.4 of this Bylaw, if the Appeal is in respect to a Weed Control Notice it must be heard by the Board within five (5) days of the Notice of Appeal being deemed sufficient by the City Manager. The notice of the hearing must be sent to the Appellant and Respondent as soon as it is confirmed and is reasonable.

13.8 When hearing an Appeal of a Weed Control Notice, the Board may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.

14. **AGRICULTURAL PEST NOTICE APPEALS**

14.1 The Board may hear Appeals of inspector's notices pursuant to section 14 of the *Agricultural Pests Act*, RSA 2000, chapter A-8.

14.2 A Notice of Appeal in respect of an Agricultural Pest Notice must be received by the City Manager or their designate or be sent to the City Manager in a manner as specified by the *Agricultural Pests Act*, within the time specified in the notice for taking any measure or ten (10) Business Days after service of the notice, whichever is less.

14.3 A Notice of Appeal pursuant to this Section must be in writing and must include:

- a) the name and address of the Appellant;
- b) a copy of the notice in respect of which the Appeal is being taken;
- c) the legal description of the land affected; and
- d) the grounds for the Appeal.

14.4 Notwithstanding Section 10.1 of this Bylaw, a Notice of Appeal under this Section must be accompanied by a deposit in the amount of \$100.00, which must be refunded if the Appellant is successful in their Appeal.

14.5 Notwithstanding Sections 12.1 and 12.4 of this Bylaw, if the Appeal is in respect to an Agricultural Pest Notice it must be heard by the Board within five (5) Business Days of the Notice of Appeal being deemed sufficient by the City Manager. The notice of the hearing must be sent to the Appellant and Respondent as soon as it is confirmed and is reasonable.

14.6 Upon hearing an Appeal, the Board may confirm, rescind or vary the notice that was issued.

14.7 The City Manager shall, on determination of the Appeal, send a copy of the decision to the Appellant together with the written reasons, if any, in a manner as specified in the *Agricultural Pests Act*.

15. **WRITTEN MATERIALS & EVIDENCE**

15.1 The notice of hearing shall include deadlines for the Parties to submit any written materials and evidence that they wish the Board to consider at the Hearing.

15.2 Where a Party fails to comply with the deadlines contained in the notice of hearing for submitted written materials and evidence, the Board may:

- a) grant an adjournment to the Hearing;
- b) proceed with the Hearing without accepting the argument or evidence; or
- c) proceed with the Hearing accepting all or part of the argument or evidence.

16. **QUORUM**

16.1 Hearings are held with odd number Panels, in groups of no less than three (3) Members and no more than five (5) Members.

16.2 A Member participating remotely is deemed to be present at the meeting and counts towards quorum.

16.3 Quorum for a Hearing is all Members of the Panel who were present for the entire Hearing, and in any case must be at least three (3) Members.

17. **PANEL**

17.1 Members must disclose any conflict of interest in the same manner as required of an elected official under the MGA. If a conflict is declared that Member must not sit in a Panel or deliberate on the matter before the Panel.

(MGA s. 145(10) – May 15, 2025)

17.2 If for any reason a Member of the Panel cannot continue to participate in a Hearing, the Hearing may proceed without that Member but only if enough other Members are present to still achieve quorum. If not, the hearing will be adjourned and may be re-heard by a new Panel.

18. **HEARING**

18.1 The Clerk, or their designate, must attend all Board Hearings and meetings.

18.2 A Panel hears Appeals in public, but it may at any time recess and deliberate in a Closed Meeting.

18.3 Evidence being presented at a Hearing that contains personal information or that may be kept private under the FOIP Act may be presented in a Closed Meeting, where the Panel decides it is appropriate to do so.

18.4 Only the Clerk, or their designate, may use digital or electronic devices to record or livestream during a Hearing.

18.5 Notwithstanding section 18.4, the Panel may use an electronic device to make notes to be used for deliberation; however, they may not make audio or video recordings.

18.6 The chair may recess or adjourn a Hearing for any reason.

18.7 If the Appellant does not attend the Hearing as scheduled to present their case, the Panel may, in its discretion:

- a) dismiss the Appeal;
- b) adjourn the Appeal; or
- c) proceed with the Appeal in the Appellant's absence.

19. **PRESENTATIONS**

19.1 The following persons are entitled to present at a Hearing:

- a) the Appellant;
- b) if the Remedial Order is in respect of a property and the Appellant is not the owner of the property, the owner of the property; and
- c) the Respondent.

19.2 The chair of the Panel may permit any Interested Parties or other person to present at a Hearing and may set limits on the content of the presentation.

19.3 A group must select one representative from the group to present to the Panel on its behalf under Section 19.1 unless otherwise allowed by the Panel.

19.4 If another member of the group wishes to speak at the Hearing, they will be considered as an Interested Party, and be allowed to speak in accordance with Sections 19.2 and 19.7.

19.5 A Panel may question any person who makes a presentation before the Panel at any point during or following their presentation.

19.6 The Panel must allow the Parties entitled to present under Section 19.1 fifteen (15) minutes to speak.

19.7 The Panel must allow any Interested Party, or other person that they allow, five (5) minutes to speak.

19.8 The Chair may extend the period a person is allowed to speak or respond to new information by five (5) minutes.

19.9 The Panel may, by majority vote, extend the period a person is allowed to speak or respond to new information beyond the additional five (5) minutes.

20. **RULES OF EVIDENCE**

20.1 Subject to the MGA, any other enactment or bylaw of Council, all Appeals heard by the Board will be heard de novo and will be considered solely on the evidence before the Panel.

20.2 Nothing in this Bylaw requires:

- a) that any evidence or allegations of fact made to the Board be made under oath; or
- b) the Board to adhere to the rules of evidence applying to courts of criminal or civil jurisdictions.

20.3 Cross-examination is not permitted.

20.4 Despite Section 20.3, any Member may ask questions to any person giving evidence before the Board.

20.5 The Board has the authority to determine the admissibility, relevance and weight of evidence given at a Hearing.

21. **DECISION**

21.1 At the conclusion of the presentations, the Panel shall adjourn the Hearing to prepare the Board's decision.

21.2 In arriving at its decision, the majority vote of those Members of the Panel who were present for the entire Hearing will constitute the decision of the Board.

21.3 The Board must issue its decision in writing to the Appellant within fifteen (15) Calendar Days of the conclusion of the Hearing.

21.4 The decision and reasons must be provided to every person who was entitled to present at the Hearing under Section 19.1.

21.5 The Board is not authorized to award costs.

22. **POWERS OF THE BOARD**

22.1 Unless specified in the enactment the order is issued under, when Hearing an Appeal of a Remedial Order the Board is authorized to confirm, vary, substitute or cancel the order or decision under review.

22.2 When Hearing an Appeal of a Licensing Decision, the Board may:

- a) confirm the refusal, revocation, or suspension;
- b) direct that a Licence be issued;
- c) reinstate the revoked Licence;
- d) remove or vary the suspension; and
- e) impose conditions on the Licence and licensee.

22.3 When hearing an Appeal of a Declaration of Vicious Animal, the Board may:

- a) confirm or remove a vicious animal designation; and
- b) impose conditions on an animal, Licence or licensee.

22.4 The Board cannot remove or vary conditions that are imposed on the owner of an animal under the provisions of the [Animal and Responsible Pet Ownership Bylaw C-1226](#), except for those identified as subject to the Appeal.

22.5 For all other Appeals heard under this Bylaw, the Board may confirm, vary, substitute or cancel the order or decision under review unless otherwise specified in the enactment the order or decision is issued under.

23. **COMMITTEE PROCEDURES**

23.1 The rules, procedures and processes set out in the [Procedure Bylaw C-1299](#) apply to the meetings of the Board, including Hearings.

23.2 The Board may make rules for the conduct of its Members, business, Hearings, and meetings, so long as those rules are consistent with this Bylaw, the MGA, and the [Procedure Bylaw C-1299](#).

(MGA s. 145(10) – May 15, 2025)

23.3 The Board may alter the rules, procedures, and processes set out in the [Procedure Bylaw C-1299](#) where they are inconsistent with administrative fairness and administrative justice.

23.4 Where there is a conflict between the provisions of this Bylaw and the provisions in the Procedure Bylaw C-1299, the provisions in this Bylaw take precedence.

(MGA s. 145(10) – May 15, 2025)

24. **RECORDS OF PROCEEDINGS**

24.1 The records of the Board, including information and documents submitted before or during a Hearing, are public records and must be made available for public inspection, upon request.

24.2 Records that contain personal information, or that may be kept private under the FOIP Act may be redacted or withheld from public viewing.

25. **EFFECTIVE DATE**

This Bylaw shall take effect on the date it is passed.

READ a first time this 17th day of June, 2024.

READ a second time this 17th day of June, 2024.

READ a third time and finally passed this 17th day of June, 2024.

"J. Clayton" (signed)

Mayor

"L. Hanson" (signed)

City Clerk