

HUTT CITY COUNCIL**COMMUNITY PLAN COMMITTEE**

Report of a meeting held in the Wainuiomata Chambers, Wainuiomata Library,
Queen Street, Wainuiomata on
Tuesday 17 February 2015 commencing at 9.30am

PRESENT:

Mayor WR Wallace (Chair)	
Deputy Mayor D Bassett	
Cr B Branch (from 9.35 am)	Cr L Bridson
Cr MJ Cousins	Cr A Finlayson
Cr T Lewis	Cr M Lulich
Cr G McDonald	Cr C Milne
Cr M Shierlaw	Cr M Willard

APOLOGIES: An apology was received from Cr C Barry.

IN ATTENDANCE:

Mr T Stallinger, Chief Executive
 Ms K Kelly, General Manager, Strategic Services
 Mr B Sherlock, General Manager, City Infrastructure
 Ms J Foo, General Manager, Governance and Regulatory (part meeting)
 Mr M Reid, General Manager, Community Services (part meeting)
 Mr C Graig, City Development Manager (part meeting)
 Mrs J Stevens, Corporate Planner
 Ms S Moore, Assistant Corporate Planner
 Mr P Benseman, Budgeting and Reporting Manager
 Mr S Keatley, Community Facilities Manager
 Mr M Sherwood, DM, Leisure Active (part meeting)
 Ms M Laban, Community Projects and Relationship Manager
 Mr A Yip, Manager - Strategic Projects (part meeting)
 Ms K Stannard, Manager Secretariat Services
 Mrs H Clegg, Committee Advisor (part meeting)

PUBLIC BUSINESS**1. APOLOGIES****RESOLVED:****Minute No. CPC 15101**

"That the apology received from Cr C Barry and the apology for lateness received from Cr B Branch be accepted and leave of absence be granted."

2. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

Cr Branch joined the meeting at 9.35am.

PRECEDENCE OF BUSINESS

In accordance with Standing Order 25.5, the Chair accorded precedence to item 6. This item is recorded in the order in which it is listed on the order paper.

3. PRESENTATION BY THE MAYOR AND CHIEF EXECUTIVE

Mayor Wallace highlighted that Council's draft budget was designed to continue the positive way forward the City was taking. He noted that there were many major projects on the go at the same time, but yet Council remained committed to low rates and manageable debt. He stressed that the rates revenue was not limitless. He congratulated the Chief Executive and the Chief Financial Officer for the extensive work carried out to date on the draft budget.

Mayor Wallace reiterated the need to concentrate on acceptable debt levels. He highlighted that the draft budget promoted a vibrant, inclusive City for all residents and showed a growing investment in the City.

The Chief Executive stated that last year saw significant change to the direction of Council. He noted that 2015 provided an opportunity to pick up on 2014's major decisions and incorporate them in this year's budget whilst still remaining within debt and rate levels. He explained the average rates increase would be 1.8% (0.8% to account for CPI increase and 1% for capital projects.) He informed members that this may be the lowest increase in the country, with many local authorities in the range of 3% - 8% increases.

The Chief Executive outlined two options with regard to the new funding request. One option was to revise financial limits on rates and debt and the second option was to off-set those projects by reductions or referrals on other projects. He advised members that they could accept all additions, some, none or something in-between.

4. CONFLICT OF INTEREST DECLARATIONS

Cr Shierlaw declared a conflict of interest in the Community Facilities Trust and took no part in discussion or voting on the matter.

5. **DRAFT BUDGET 2015-2016** (15/56)

Report No. CPC2015/1/31 by the Chief Financial Officer

Mrs Virginia Horrocks, Chair, representing the Eastbourne Community Board, asked that the Eastern Bays Shared Community Path be included in Council's draft budget. She stated that a recent report on climate change indicated that sea level rises were a certainty. She explained that insurance cover was being changed and may not cover damage as a result of sea level rises. She believed that Hutt City should have an extensive cycling network to match other areas in New Zealand.

In response to questions from members, Mrs Horrocks (speaking from a personal viewpoint) believed that some community facilities being planned were costing a great deal of money and may be able to be cut back. These savings could be put towards the Eastern Bays project and cycleways. Ms Horrocks stated there was \$600,000 to complete the cycleway into York Bay in the 2015/16 draft budget but no monies allocated after that. She added safety was of paramount importance.

Mr Alister Skene, representing the Community Facilities Trust (CFT), spoke about the Regional Bowls proposal and briefly outlined positive progress on other projects currently underway. Mr Skene outlined that the additional funding sought for Petone Sportsville to enable the next phase of work to continue, including community consultation and concept design. He noted that additional funding was also requested for Wainuiomata Sportsville, to enable key stakeholders and community consultation to proceed.

With regard to the Regional Bowls Centre, Mr Skene stressed the national/international importance of the Centre. He explained there have been issues concerning ground strength which have been overcome. He stated potential funders were waiting for the commitment from Council before making their commitment. Mr Skene informed members that the relevant sports clubs have worked very well together and were proceeding joint works to have the grounds ready for competition in the 2016 season.

Mr Skene stated that the Regional Bowls Centre would be a community hub for Naenae and he could foresee at least 6-8 clubs operating from the Centre, becoming a cluster especially for older members of the population. He expressed concern at the current state of the area and that this upgrade would improve the Naenae precinct including the pool, badminton courts and retail area.

In response to questions from members, Mr Skene assured members that the funding asked for Petone and Wainuiomata Sportsvilles was sufficient for the year. He stressed these would be the preliminary amounts. He noted that the upgrade to the Men's Shed in Park Avenue would be included in the funding requested for the Regional Bowls Centre and the activity was definitely being looked at in the early planning stages. He advised that CFT was fortunate to have the Thorndon Trust on board for the Naenae project. He was confident the funding requested would cover the work required and indicated that central government had indicated that more government funding would be released for community projects in the coming years.

Mr Skene acknowledged that the four projects approved in 2013/2014 had sufficient funding lines in the budget. However Wainuiomata and Petone Sportsvilles did not as they were new items. If the monies requested in the submission were granted, then towards the end of 2015, future spending would become more clear and monies may be requested in next year's budget round. Mr Skene stated the original \$50,000 already allocated to the two potential sportsvilles was spent on preliminary draft investigations and that the monies requested for the sportsvilles would bring together all studies and a "big picture" would eventuate.

Members expressed concern that this was not the correct forum for hearing the CFT's submission. Members suggested informal meetings could occur with Councillors and officers earlier in the draft budget process to brief them about major projects before the draft budget round occurs. It was indicated a briefing concerning CFT projects would be a good idea. Projects not relating to sports should also be included.

Mr Skene informed members that the main bowling centre in Lower Hutt was located at Naenae. However this centre would soon amalgamate with Park Avenue. He believed the economic impact on Naenae if the Regional Centre proceeded, was substantial. Estimates showed approximately \$1M was injected into the local economy when national tournaments were held.

The Chief Financial Officer elaborated on the report. He summarised by saying that the draft budget was a deficit budget which resulted in an average 1.8% rates increase across all sectors of the City.

In response to questions from members, the Chief Financial Officer explained that once additional projects had been chosen for inclusion in the draft budget, then details could be assessed and a spreadsheet produced on the meeting screen to show members the impact of such additions to the 10 year budget. He noted that financial implications could then be assessed. He stated that interest rates had already been factored into the draft budget and that Council had several long and short term borrowings. He also stated that Council worked closely with Treasury Advisors and regularly monitored interest rates.

Members discussed the amount of growth in capital value the City would have to have, in order to maintain the predicted level of debt and income.

In response to a question from a member, the General Manager Strategic Services presented issued building consent figures for 2013 and 2014, which showed up to 34% increases in total value on the previous years. The Chief Executive reminded members that Council resolved to gradually change to differential rates over time, which may have an impact on residential properties.

Members expressed concern regarding whether the draft budget was creditable. The Chief Executive assured members that the draft budget represented consistency and was creditable.

Members discussed the importance of gaining investment into the City, but being mindful of the ageing demographic who were on fixed incomes and therefore an increase in rates would be a burden on them.

The Corporate Planner produced figures which showed 12.8% of Lower Hutt residents were over 65 (but not necessarily retired). Just over 12% of the estimated residential population of Lower Hutt aged 65 and over received NZ Superannuation of some form. Since July 1 2014, 1687 rates rebates had been paid (at up to \$605 per person), with approximately 30% of these being to persons on low incomes (not retired).

The Community Facilities Manager elaborated on the preliminary design of the upgrade of the Huia Pool complex. He advised that the full results of the commissioned geotechnical report were presented recently to officers and they showed there was extra extensive underground works required for the redevelopment to progress. Such works were due to the stability of the soil being less than was originally assumed and the new requirements for foundations as a result of the Christchurch earthquakes. The Community Facilities Manager stated that in order to keep to the original budget, some of the redevelopment would have to be cancelled. He further stated that the fitness area was projected to earn money for the complex and that deleting this from the project would actually incur ongoing costs. He stated the Hydro Therapy aspect of the redevelopment was vital for many residents of the City with the only other such facility in the City being located in the Hutt Hospital. With regard to the moveable floor of the main pool, the Community Facilities Manager stressed that this was an essential part of the upgrade as the facility allowed for a wider range of uses in the pool than if there was no moveable floor.

In response to questions from members, the Community Facilities Manager explained that the additional \$800,000 being requested to be included in the draft budget would ensure the redevelopment was constructed to Building Code IL3 standard for public buildings.

Cr Shierlaw declared a conflict of interest concerning the Regional Bowls Centre and left the meeting room.

The General Manager Community Services outlined the Regional Bowls Centre proposal.

Cr Shierlaw re-joined the meeting.

With regard to the Eastern Bays Shared Pathway and cycleways throughout the City, the General Manager Infrastructure Services explained that if the Council budget did not show a dedicated commitment to funding cycleways, New Zealand Transport Agency (NZTA) would not consider subsidy funding, but also that if a large lump sum was put in the budget for one year, NZTA may not have the immediate funds to subsidise an immediate project. He further noted that NZTA would be asking Council in the near future to contribute up to \$5M for the Ngauranga to Petone Cycleway Upgrade. The General Manager Infrastructure Services **believed** that this figure was too high and a more appropriate figure would be \$1M.

The General Manager Infrastructure Services explained that a significant portion of the proposed Eastern Bays Shared Pathway was a sea retaining wall, which was why it only attracted a 53% NZTA funding subsidy. He stated in order to finish the project, (a 2m-3m wide shared pathway from Lowry Bay to Days Bay) an additional \$4M would be required to 2025.

In response to questions from members concerning other proposed cycleways in the City, the General Manager Infrastructure Services explained that \$3M would be sufficient to complete the Beltway Project to a similar standard to the Hutt River Cycleway.

In response to questions from members, the General Manager Infrastructure Services clarified that the Wainuiomata overbridge was in the current budget and in order to retain the NZTA subsidy funding for this, that work needed to be completed by June 2015.

Cr Shierlaw declared a conflict of interest concerning the Regional Bowls Centre and left the meeting room.

The General Manager Community Services informed members that the only indications of economic growth projections for the Regional Bowls Centre were that approximately \$1.8M could be injected into the City for the one week event. He stressed that the development had gained a lot of community support and input and that expectations were for it to proceed. He noted that catering, accommodation and transport facilities were all benefitting from the current competition occurring.

The meeting adjourned at 1:20pm and reconvened at 2pm.

Mayor Wallace outlined the format for the afternoon including the additional funding items brought to the members attention from the morning session. The current draft budget was shown in graph form with projections until 2055. The Chief Financial Officer explained the relationship between debt and income.

Members discussed keeping the level of rates increase as low as possible and that the proposed additional projects showed the Council's commitment to development and investment in the City. Members suggested that Council should relax the debt target as income rises and then rates can be kept to a low increase. In this way, it was suggested all projects should proceed because the debt could take the load rather than the rates.

The Chief Executive explained the usefulness of the current cap on debt (debt strategy) had been to ensure debt did not escalate and it encouraged deliberation of expenditure. He stated that if there was a tight constraint on debt, then expenditure may not occur for several years resulting in possible lost opportunities. He stressed that credit rating and affordability still needed to be referred to.

The Chief Financial Officer clarified that moving debt target levels would not alter risk assessment levels and acknowledged that surpluses could quickly become deficits with circumstances changing.

Members discussed the updated budget shown with all additional items added to it. This showed that income increases could pay for debt servicing with all additional items included in the draft budget. He explained the graph stating the worst case scenario occurred in 2026/27 where there was a 68% debt/revenue ratio which was still within recommended limits.

In response to a question from a member, Cr Shierlaw as Chair of the Finance and Audit Committee, advised that he was satisfied a draft budget, with all the additions, could go

out for consultation.

Members agreed that the wording of Council's Financial Strategy needed to be reassessed and the proposed subcommittee could work on this.

Several members advised that the debt cap was a discipline and that it should not be removed because there appeared to be room to include all projects. It was noted that there should be clear and affordable credit criteria.

Cycleways

The General Manager City Infrastructure elaborated on the various scenarios to complete the Eastern Bays Cycleway.

Members noted that the lack of safe pedestrian and cycleways in the Eastern Bays had been a safety issue for many years and should be a priority.

RESOLVED:

Minute No. CPC 15102

"That the Committee recommends that Council includes \$900,000 in the 2016/17 and \$2,300,000 in the 2017/18 year and \$1.4M in the 2018/19, 2019/20 and 2020/21 years draft budget for the Cycleway Network Development (including the Petone to Ngauranga Cycleway – Hutt City Component)."

Science and Technology Project

Members raised concern regarding the request for \$80,000 for an additional staff resource for each year. Members also expressed concern that this was a pilot scheme and there may be more requests for funding in subsequent years.

In response to a question from a member, the General Manager Strategic Services advised that it was rare for programmes to run concurrently and there was a preference for more government funding. She noted that if the pilot was successful, then Council funds may be able to be reallocated from other avenues in the future. She highlighted that the project would be presented to Council's City Development Committee prior to any funding being spent.

RESOLVED:

Minute No. CPC 15103

"That the Committee recommends that Council includes \$350,000 in the 2015/16 year (removing the cycleway portion), \$130,000 in the 2016/17 year and \$80,000 in the 2017/18 year draft budget for Science and Technology Projects."

Cr Shierlaw declared a conflict of interest and left the meeting room.

Sportsville Petone and Wainuiomata

Mayor Wallace advised that the Petone community had advised that it did need a stadium but had vocalised a wish for a sports hub.

Members discussed the workload of the Community Facilities Trust (“CFT”). The General Manager Customer Services explained that CFT was under pressure, however these two projects would enable an outside consultant to undertake the work for the year. He believed that to delay the projects for a year would add to the communities’ frustrations. He advised that the \$50,000 allocated in the current year’s budget for Petone Sportsville had been used for community consultation and a report to Council on this matter was due next month.

RESOLVED:

Minute No. CPC 15104

“That the Committee recommends that Council consult on whether or not \$100,000 should be included in the budget for Wainuiomata Sportsville and \$100,000 for Petone Sportsville.”

Regional Bowls Centre

Deputy Mayor Bassett elaborated on Regional Bowls Centre. He stated that the centre presented potential for great financial gains (economic benefits) and for the rationalisation of land. He further stated by adding this project to the draft budget it showed trust and confidence with CFT and acknowledged the current wishes of the public. He also believed this project would produce a community hub not just a sports hub.

RESOLVED:

Minute No. CPC 15105

“That the Committee recommends that Council includes an additional \$1M in the 2015/16 year and \$1M in the 2016/17 year draft budget for the Regional Bowls Centre.”

Cr Shierlaw rejoined the meeting.

Huia Pool Development

Deputy Mayor Bassett elaborated on the item.

Members discussed the need to ensure the foundations for the development was constructed correctly. Members noted that the complex would be part of the City for many years and that future budgets should have funding set aside for beautifying the development.

RESOLVED:**Minute No. CPC 15106**

"That the Committee recommends that Council includes \$800,000 in the 2015/16 year draft budget for the Huia Pool Development."

RESOLVED:**Minute No. CPC 15107**

"That the Committee recommends that Council:

- (i) adopt the draft summary budget with any agreed changes attached as Appendices 1,2,3 and 4 to the report;*
- (ii) notes that the draft budget for 2015/16 is a deficit budget due to the accounting treatment of grants to the Community Facilities Trust, and adopts the budget under Section 100(2) of the Local Government Act which states that a deficit budget can be adopted if it is considered "financially prudent" to do so.*
- (iii) considers the list of additional projects not currently included in the draft budget and the associated recommendations of the Committee attached as Appendix 5 to the report;*
- (iv) agrees that the average rates increase for 2015 incorporated in the Long Term Plan will be 1.8%; and*
- (v) agrees to amend the assumed growth rate in the Financial Strategy from 0.7% to 1.0%."*

6. **PROPOSED FUNDING FOR SCIENCE AND TECHNOLOGY PROJECTS FOLLOWING TEMPE VISIT** (15/174)

Report No. CPC2015/1/36 by the Divisional Manager City Development

The City Development Manager introduced Grow Wellington representatives, Ms Brownlie and Mr Lumsdon. He highlighted that none of the projects outlined in his report were currently in the draft budget. He noted that these projects primarily related to the Innovation Project and stressed such projects were unique to New Zealand.

The City Development Manager elaborated on the 2015 Product and Manufacturing Accelerator (PMA) programme. He noted that in order for the programme to be successful, there needed to be corporate and Council funding to realise benefits to manufacturing and tertiary institutions in the City.

Mr Lumsdon outlined findings concerning the successful digital incubator system in Tempe and how it could be applied to the manufacturing sector in Lower Hutt. Ms Brownlie explained that the programme promoted fresh talent, fresh ideas, fresh investment and ultimately diversity in economy, increasing global competitiveness, and the creation of job growth. She stressed understanding long term opportunities was essential.

In response to questions from members relating to the project depth, the City Development Manager stated that it was using proven methodology run along the same lines as the digital programme in Tempe. He considered that there was nothing to stop this project running again. He noted that the Callaghan Innovation involvement brought stability to the project. Ms Brownlie added that the programme was designed to link with existing programmes already successfully operating.

Members expressed concern regarding the lack of indicators to show success at the end of the pilot. The City Development Manager stated that, at this stage, they had identified how many people apply, how many mentors became involved, the number of successful companies and the amount of money invested. He noted that the final KPIs would be assessed once startup was organised.

The City Development Manager stated that Treasury have approved monies for the redevelopment of the Callaghan campus and that Callaghan was currently developing its business models. He assured members that there was no reason to doubt the Gracefield campus redevelopment would occur and the intent was to capitalise on the development already existing. He advised that the areas possibly at risk related to third parties and not Callaghan. He highlighted that sustainability and energy savings were aspects which will be investigated.

The City Development Manager elaborated on the current work with Callaghan Innovation concerning the upgrading of its campus. He noted that an area for Council assistance would be through public transport. Members raised concern that public transport should ideally be a Greater Wellington Regional Council issue. He explained that there currently had been no cost to Council for the Callaghan Innovation proposed upgrade to date. He highlighted that Callaghan Innovation was in control of its design work and there had been liaison with officers. He highlighted that in the future there may be some expenditure with roading and walkways.

The City Development Manager elaborated on the lack of staff resources to proceed new projects. He noted that the Manufacturing Science Week was not currently being worked on due to staff resource shortage. He also noted that the Economic Advisory Group was being kept in the loop.

The meeting adjourned at 11:05am and reconvened at 11.20am.

RESOLVED:

Minute No. CPC 15108

"That the Committee recommends that Council:

- (i) notes the progress that has been made to date on a number of science and technology initiatives identified as a consequence of the Council led business delegation to Tempe, Arizona;*
- (ii) notes the budgetary and staff resourcing implications to progress and implement the initiatives identified;*
- (iii) approves in principle, for consideration, the initial cost estimates outlined in the 'Financial Considerations' (refer paragraph 13 of the officer's report) and include these in the draft Community Plan budget; and*
- (iv) notes that detailed costings and plans will be prepared as projects are further investigated and progressed with project partners and that progress on these initiatives will be regularly reported to the City Development Committee."*

7. **WAINUIOMATA HILL VIEWING PLATFORM** (15/10)

Report No. CPC2015/1/37 by the Reserves Assets Manager, Parks and Gardens

Mayor Wallace elaborated on the item.

Members discussed the item focussing on the positives and negatives of the project.

RESOLVED: (BY DIVISION)

Minute No. CPC 15109

"That the Committee recommends that Council:

- (i) notes that a concept design has been prepared for a viewing platform at the top of the Wainuiomata Hill adjacent to the road layby;*
- (ii) notes that preliminary estimates provide a range of costs for construction of the platform of between \$100,000 and \$200,000 depending on capacity; and*
- (iii) agrees to include a sum of up to \$200,000 for consideration in the draft Budget 2015-2025 to build the platform."*

The motion was declared CARRIED by division with the voting as follows:

For

Cr McDonald
Cr Shierlaw
Cr Wallace
Cr Willard
Cr Bassett
Cr Milne
Cr Finlayson
Total: 7

Against

Cr Bridson
Cr Lulich
Cr Cousins
Cr Lewis
Cr Branch
Total: 5

The meeting adjourned at 4:20pm and reconvened at 4:30pm

8. **PROPOSED LONG TERM PLAN 2015-2025, CONSULTATION DOCUMENT AND DRAFT INFRASTRUCTURE STRATEGY** (15/19)

Report No. CPC2015/1/33 by the Assistant Corporate Planner

The Assistant Corporate Planner elaborated on the report. She highlighted that Council's Auditors had advised officers that there was nothing significant to report at this stage.

The Corporate Planner elaborated on the outline of the Consultation Document.

Members discussed potential questions that could be included in the questionnaire.

Mayor Wallace asked officers to provide hard and electronic copies of the submissions to the Councillors on a weekly basis. Crs Milne, Lewis and Bridson advised that they were happy to be part of the trial run to ensure the submission process ran smoothly.

RESOLVED:

Minute No. CPC 15110

"That the Committee:

- (i) receives the outline of the Consultation Document (attached as Appendix 1 to the report);*
- (ii) receives the non-financial information that underlies the proposed Long Term Plan 2015-2025 (attached as Appendix 2 to the report);*
- (iii) receives the draft Infrastructure Strategy (attached as Appendix 3 to the report);*
- (iv) decides on any changes to the content of the Consultation Document, the underlying information for the proposed Long Term Plan 2015-2025 and the draft Infrastructure Strategy;*
- (v) recommends that Council endorse the modified Consultation Document, adopt the underlying information for the proposed Long Term Plan 2015-2025, and adopt the draft Infrastructure Strategy for consultation;*
- (vi) recommends that Council appoint a subcommittee to provide any further guidance required with regard to the Consultation Document and the underlying information for the proposed Long Term Plan 2015-2015, and to approve the Consultation Document for typesetting;*
- (vii) notes that a meeting of the Council is scheduled on 19 March 2015 for the purpose of adopting the typeset Consultation Document and receiving the Audit Report on the Consultation Document; and*
- (viii) agrees to move the venue for its meeting to be held on 19 and 20 May 2015 from the Wainuiomata Chambers to the Anzac Room, Petone Working Men's Club."*

9. **REVENUE AND FINANCING POLICY** (15/112)

Report No. CPC2015/1/34 by the Divisional Manager, Strategy and Planning

The Chief Financial Officer elaborated on the report.

Cr Shierlaw expressed concern that the Museums were still not recovering more of its costs.

Members noted that the matter of the Museums would be discussed at the relevant Council committee.

RESOLVED:

Minute No. CPC 15111

"That the Committee recommends that Council approves the amended Revenue and Financing Policy (attached as Appendix 2 to the report) for consultation as part of the Long Term Plan 2015-2025."

10. **RATES REMISSION POLICY** (15/39)

Report No. CPC2015/1/35 by the Chief Financial Officer

The Chief Financial Officer elaborated on the report.

RESOLVED:

Minute No. CPC 15112

"The Committee recommends that Council:

- (i) notes the changes in the Rates Remission Policy attached as Appendix 1 to the report; and*
- (ii) agrees that the revised policy should be consulted on as part of the Long Term Plan consultation process."*

11. RESOLVED:**Minute No. CPC 15113**

“That the Committee recommends that Council:

- (i) incorporates the changes agreed by the Community Plan Committee for the 2015-2025 Long Term Plan and associated processes; and*
- (ii) appoints a subcommittee (membership comprising Mayor Wallace, Deputy Mayor Bassett and Councillors Cousins, Milne and Shierlaw) to:*
 - (a) provide any further guidance required by officers;*
 - (b) approve the rewording of the Financial Strategy and Revenue and Financing Policy in line with the budgetary decision made by the Community Plan Committee at its meeting held on 17 February 2015; and*
 - (c) approve the Consultation Document for typesetting.”*

12. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 5.15 pm.

WR Wallace
MAYOR

**CONFIRMED as a true and correct record
Dated this 24th day of March 2015**