

The first regular Council meeting for the month of August for the Municipality of North Perth was held at the Elma Logan Recreation Complex on Monday, August 10th, 2009.

Members of Council Present:

Mayor Ed Hollinger
Councillor Jeff Bannerman
Deputy Mayor Julie Behrns
Councillor Paul Horn
Councillor David Johnston arrived at 7:40 p.m.
Councillor Doug Kellum
Councillor Robert Martin
Councillor Randy Pettapiece
Councillor Meredith Schneider
Councillor Terry Seiler

Staff of the Municipality of North Perth Present:

Clerk Patricia Berfelz
Director of Finance/Treasurer Frances Hale
Interim Director of Public Works Gary Pipe
Chief Building Official/Zoning Administrator Ed Podniewicz
Fire Chief Ed Smith
Perth County Planner Allan Rothwell
Deputy Clerk Danette Beare

Media coverage was provided by Andrew Smith, Reporter for the Listowel Banner and Shelley Miller-Cameron, Reporter for CKNX.

Mayor Hollinger called the meeting to order at 7:00 p.m.

RESOLUTION: 358.08/09

It was moved by: Doug Kellum, Seconded by: Robert Martin

THAT:

The Agenda for tonight's meeting, as amended be approved.

CARRIED

Mayor Hollinger invited members of Council to disclose a pecuniary interest with items on the Agenda at any time.

RESOLUTION: 359.08/09

It was moved by: Terry Seiler, Seconded by: Paul Horn

THAT:

The minutes of the July 20th, 2009 regular Council meeting as printed and earlier distributed, be approved and signed by the Mayor and the Clerk.

CARRIED

Councillor Robert Martin welcomed Council, staff and visitors to the Elma Ward and thanked them for attending the meeting.

RESOLUTION: 360.08/09

It was moved by: Julie Behrns, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth will proceed to a Public Meeting concerning a Zoning By-law Amendment application affecting property in the Municipality of North Perth described as Lot 1 and Part of Lane on Reg. Plan No. 194 owned by Rolen Holdings Inc.

CARRIED

The minutes of the Public Meeting are attached as Schedule "A".

RESOLUTION: 362.08/09

It was moved by: Doug Kellum, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth will receive for information the following Committee/Board Reports:

- i) Mayors Report for the month of July
- ii) North Perth Planning Advisory Committee July 28th minutes
- iii) North Perth Committee of Adjustment July 28th minutes
- iv) North Perth Police Services Board Meeting June 16th minutes
- v) Economic Development Committee Meeting July 20th minutes
- vi) Listowel Fire Station Committee Meetings July 6th and July 27th, 2009 minutes
- vii) North Perth Recreation Complex Committee July 15th minutes
- viii) North Perth Animal Control – Canine Report for the month of July
- ix) North Perth Building Report for the month of July
- x) North Perth Recreation Complex Committee Meeting July 29th, 2009 minutes

CARRIED

Patricia Berfelz, Clerk reviewed a report to consider changing the Ward boundary between the Elma and Listowel Wards. Discussion followed regarding tax implications. The Clerk will contact Chuck Egener, the Municipal Relations Representative for MPAC to have this information available at the Open House.

RESOLUTION: 363.08/09

It was moved by: Jeff Bannerman, Seconded by: Terry Seiler

THAT:

The Council of the Municipality of North Perth will proceed with the adoption of a By-law to alter the Elma and Listowel Wards boundary.

CARRIED

RESOLUTION: 364.08/09

It was moved by: Jeff Bannerman, Seconded by: Robert Martin

THAT:

The Council of the Municipality of North Perth approves the proposed Rates and Fees By-law regarding Day Care rates effective September 1st, 2009.

CARRIED

Allan Rothwell reviewed a report about the status of the Listowel Ward Official Plan. Consideration to adopt the Listowel Ward Official Plan will be on September 28th, 2009.

Councillor Robert Martin reviewed a recommendation from the Elma Logan Arena & Park Committee.

RESOLUTION: 365.08/09

It was moved by: Jeff Bannerman, Seconded by: Robert Martin

THAT:

The Council of the Municipality of North Perth approves the recommendation from the Elma Logan Arena & Park Committee that due to time and cost efficiencies gained in using the original architect, the Elma Logan Park & Arena Committee recommends using the services of Robert Ritz.

CARRIED

RESOLUTION: 366.08/09

It was moved by: Julie Behrns, Seconded by: Meredith Schneider

THAT:

The Council of the Municipality of North Perth approves the application for loan under the Tile Drainage Act for \$11,700.00 pertaining to North Part Lots 53 & 54 Concession 4 and Part Lots 41 & 42 Concession 7 in Wallace Ward, conditional on availability of Provincial financing.

CARRIED

Frances Hale, Director of Finance/Treasurer reviewed the proposed development charges and requested clarification on some of the issues that arose at the Public Meeting relating to designation of services, temporary/non-permanent dwellings, garden suites, trunk sewers (in Listowel and Atwood), and percentage of charge to be imposed. Yearly review of the charges will be at Council discretion.

A motion was put on the floor to consider entering into a partnership with the Listowel Kinsmen Club regarding their application for ISF funding for a Recreation Community Complex. Frances Hale, Director of Finance/Treasurer indicated that the Kinsmen Club would require a meeting room and would contribute \$200,000.00 plus \$30,000 per year over a ten year period. (Total contribution being \$500,000.00).

By Council consent, Bill Watson Past President for the Listowel Kinsmen Club was given permission to speak. He indicated that he had just been in a meeting with the Kinsmen Club who decided that their application would include an indoor pool. The Club also noted that there would be a need for a non-motorized access to the location as well as a legal agreement be entered into between the Listowel Kinsmen Club and the Municipality outlining each parties responsibilities.

Discussion followed regarding the financial impact on the Municipality regarding this application.

RESOLUTION: 367.08/09

It was moved by: Paul Horn, Seconded by: Terry Seiler

THAT:

The Council of the Municipality of North Perth defer consideration of a motion to enter into a partnership with the Listowel Kinsmen Club regarding an ISF application for a Recreation Community Complex.

CARRIED

RESOLUTION: 368.08/09

It was moved by: Robert Martin, Seconded by: Jeff Bannerman

THAT:

The Council of the Municipality of North Perth approves the proposed Rates and Fees By-law regarding North Perth Public Library rates.

CARRIED

Councillor Randy Pettapiece requested Frances Hale, Director of Finance/Treasurer to present the 2008 Debt Schedule.

Frances Hale, Director of Finance/Treasurer reviewed the 2008 Debt Schedule as well as Future Debt which included the following projects:

- North Perth Waste Management Landfills
- NERP
- Atwood Sewer Servicing Project
- Administration/Fire Building Project
- Elma Logan Arena renovations

Councillor Randy Pettapiece and Councillor Meredith Schneider both indicated their concern with the amount of debt that the municipality has incurred. Council appreciated this information.

Council returned to the motion regarding a partnership with the Listowel Kinsmen Club.

Discussion followed regarding the Recreation Facility Study which indicated that the Listowel Memorial Arena will need major repairs totalling \$3,500,000.00 in the future. 2/3's funding as provided by a successful ISF application would allow for a new arena with the Municipality's portion being \$4,000,000.00. Fundraising efforts would reduce this amount.

Mayor Hollinger asked each Council member their thoughts regarding the need for an indoor pool. None of the Council members indicated support for an indoor pool.

Prior to consideration of the motion, Council indicated that an application will not be submitted without the Listowel Kinsmen Club's contribution of \$500,000.00

RESOLUTION: 369.08/09

It was moved by: Paul Horn, Seconded by: Terry Seiler

THAT:

The Council of the Municipality of North Perth shall provide financial support and partnership with the Listowel Kinsmen Club in their ISF application for a Recreation Community Complex in the Municipality of North Perth as per the previous ISF application for a Multi-Purpose Complex Project in the amount of \$12,000,000.00

CARRIED

Mayor Hollinger indicated there would be a ten minute break.

Councillor Randy Pettapiece updated Council on the status of the Atwood Sewer Servicing Project. Update letters have been sent to the Atwood residents.

RESOLUTION: 370.08/09

It was moved by: Meredith Schneider, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth awards the tender for the supply of winter sand to Rathwell Gravel in the amount of \$6.70 per cubic yard taxes included for the Elma Ward and R. Farrish Const. (1989) Ltd. in the amount of \$7.51 per cubic yard taxes included for the Wallace Ward.

CARRIED

Gary Pipe, Interim Director of Public Works reviewed changes to the Landfill, Water and Sewer rates.

RESOLUTION: 371.08/09

It was moved by: Jeff Bannerman, Seconded by: Robert Martin

THAT:

The Council of the Municipality of North Perth approves the proposed Rates and Fees By-law regarding Landfill, Water and Sewer rates.

CARRIED

Councillor Paul Horn, Chair for the Recreation Complex Committee indicated that the next meeting will be held on Tuesday, August 11th, 2009 at 6:00 p.m.

Councillor Doug Kellum, Chair for the Listowel Fire Station Committee indicated that the next meeting will be held on August 18th and requested Council to consider a recommendation regarding a Design Build proposal.

RESOLUTION: 372.08/09

It was moved by: Doug Kellum, Seconded by: Terry Seiler

THAT:

The Council of the Municipality of North Perth approves the recommendation from the Listowel Fire Station Committee that due to timing and expertise that Resolution Cont'd on Page (579)

Resolution Cont'd from Page (578)

North Perth Council retains NA Engineering Associates Inc to provide consulting services for a Design Build proposal for the new fire station (as attached).

CARRIED

The Design Build proposal for the new fire station is attached as Schedule "B" to the minutes.

Councillor Robert Martin, Chair for the Administration Building Committee informed Council that conceptual and floor plans have been prepared for review. The next meeting will be held on August 18th, 2009.

RESOLUTION: 373.08/09

It was moved by: Julie Behrns, Seconded by: Robert Martin

THAT:

The following accounts are approved for payment:

General Administration	350,591.67
Business Improvement Association	111.87
Cemetery	1,951.33
Fire-Administration	379.17
Fire-Atwood Department	2,121.94
Fire-Elma Logan Department	1,831.20
Fire-Listowel Department	3,900.21
Day Care	3,081.74
Library	10,021.48
Police	155,932.91
Public Works & Sanitation-Capital	1,055,904.42
Public Works & Sanitation	65,787.51
Recreation	110,049.97
Payroll #15	112,528.92
Total	1,874,194.34

CARRIED

Allan Rothwell, County Planner reviewed each recommendation from the Planning Advisory Committee prior to consideration.

RESOLUTION: 374.08/09

It was moved by: Jeff Bannerman, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee to proceed to a public meeting and approve the application for Zoning By-law Amendment by Lynn and Tom Kerr affecting property described as Part of Lot 28, Concession 2 in the Municipality of North Perth.

CARRIED

RESOLUTION: 375.08/09

It was moved by: Julie Behrns, Seconded by: Meredith Schneider

THAT: The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee to recommend to the County Land Division Committee that the Application for Consent to Sever by Dale and Tanya Hartung (B13/09) affecting Part Lot 60, Conc. 1 (Wallace Ward) be approved, subject to the following conditions:

1. A Zoning By-law Amendment being obtained to place the severed land in an appropriate zone (e.g. "Hamlet/Village Residential Zone (HVR)" to permit the proposed residential use. In addition, the Zoning By-law Amendment should recognize the reduced lot area of the retained agricultural property;
2. The financial requirements of the Municipality of North Perth being met.

AND FURTHER THAT:

The Planning Advisory Committee recommend that North Perth Council proceed to a Public Meeting and approve the Application for Zoning By-law Amendment by Dale and Tanya Hartung affecting Part Lot 60, Conc. 1 (Road 177, Wallace Ward) once the related Consent application is approved.

CARRIED

RESOLUTION: 376.08/09

It was moved by: Robert Martin, Seconded by: Jeff Bannerman

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee that the application for a Zoning By-law Amendment by Robert Siebring for property described as Part of Lots 9 & 10, Conc. 13 (6427 Perth Line 93, Wallace Ward) be deferred until such time as the applicant supplies justification for the proposed amendment.

CARRIED

RESOLUTION: 377.08/09

It was moved by: Julie Behrns, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee to recommend to the County Land Division Committee that the Application for Consent to Sever by Mario and Catherine Mazzorato (B11/09) affecting Lot 7, Registered Plan No. 509 (Tremaine Ave. S., Elma Ward) be approved, subject to the following conditions:

1. A Zoning By-law Amendment being obtained to place both the severed and retained land in an appropriate zone (e.g. "Residential Zone Four (R4)") to permit the proposed dwelling, with specific provisions requiring a minimum front yard of 18 m (59.06 ft.) for dwellings on both the severed and retained land;
2. The financial requirements of the Municipality of North Perth being met; and
3. The following warning clause be registered on the title of the property to be severed:

"Purchasers are advised that this property is located in proximity to existing industrial facilities."

CARRIED

RESOLUTION: 378.08/09

It was moved by: Meredith Schneider, Seconded by: Paul Horn

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee to recommend to the County Land Division Committee that the Application for Consent by James Franklin Cleland (No. B12/09) on property described as Pt. Corporation Lots 12&13, Reg. Plan 194 (John Rosa St. E. and Reserve Ave. S, Listowel Ward) in the Municipality of North Perth be approved, subject to the following conditions:

1. Section 50 (3)/(5) of the Planning Act applying to all future severances involving either the severed and/or retained lands;
2. The severed land being deeded in the same name to the abutting property (James Franklin Cleland);
3. The mortgages being amended (if required) for both the severed and retained lands; and
4. The financial conditions of the Municipality of North Perth being met (if any).

CARRIED

RESOLUTION: 379.08/09

It was moved by: Julie Behrns, Seconded by: Meredith Schneider

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee that the County Planning Department be requested to prepare a report concerning the issue of off-farm storage on properties located in the “Agricultural Zone (A)”

CARRIED

RESOLUTION: 380.08/09

It was moved by: Robert Martin, Seconded by: Dave Johnston

THAT:

The Council of the Municipality of North Perth approves the recommendation from the North Perth Planning Advisory Committee to seek delegation status at the upcoming County Public Meeting regarding Surplus Farm House Severances.

CARRIED

Councillor Meredith Schneider and Don Rea, Chair North Perth Planning Advisory Committee will attend the Public Meeting regarding Surplus Farm House Severances on August 12th, 2009 on behalf of the Municipality. The Clerk will forward letters of concern to Carol Zimmer, Perth County Deputy Clerk to be part of the official record.

RESOLUTION: 381.08/09

It was moved by: Paul Horn, Seconded by: Randy Pettapiece

THAT:

The Council of the Municipality of North Perth approves the request from BK's Brand Name Clothing & Gifts to set up one (1) tent at the front of the store at 172 Main St. W., Listowel from Monday August 10th, 2009 to Saturday August 15th, 2009.

CARRIED

RESOLUTION: 382.08/09

It was moved by: Julie Behrns, Seconded by: Robert Martin

THAT:

The Council of the Municipality of North Perth approves the request from the Weekend to End Breast Cancer Walk Group to set a barbeque at the Municipal Parking Lot on Main St. E. Listowel on Saturday, August 15th, 2009.

CARRIED

RESOLUTION: 383.08/09

It was moved by: Paul Horn, Seconded by: Dave Johnston

THAT:

The Council of the Municipality of North Perth approves the Recruitment Schedule for the CAO of North Perth;

AND FURTHER THAT:

The Council of the Municipality of North Perth approves the Chief Administrative Officer Job Description dated July 2009.

CARRIED

RESOLUTION: 384.08/09

It was moved by: Meredith Schneider, Seconded by: Dave Johnston

THAT:

The Council of Municipality of North Perth support the resolution from the Municipality of West Perth regarding the proposed Provincial Harmonized Sales Tax.

CARRIED

RESOLUTION: 385.08/09

It was moved by: Paul Horn, Seconded by: Robert Martin

THAT:

By-law No. 93-2009, being a By-law to amend By-law No. 6-ZB-1999, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 386.08/09

It was moved by: Robert Martin, Seconded by: Randy Pettapiece

THAT:

By-law No. 102-2009, being a By-law to regulate the Fortification of Land, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 387.08/09

It was moved by: Terry Seiler, Seconded by: Doug Kellum

THAT:

By-law No. 110-2009, being a By-law to amend By-law No. 78-2006, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 388.08/09

It was moved by: Randy Pettapiece, Seconded by: Julie Behrns

THAT:

By-law No. 105-2009, being a By-law to amend By-law No. 24-2006, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 389.08/09

It was moved by: Julie Behrns, Seconded by: Randy Pettapiece

THAT:

By-law No. 107-2009, being a By-law to authorize the Maintenance and Repair of the Rode Branch Municipal Drain under the provisions of the *Drainage Act*, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 390.08/09

It was moved by: Julie Behrns, Seconded by: Robert Martin

THAT:

By-law No. 111-2009, being a By-law to authorize the Maintenance and Repair of the Nicholson Municipal Drain under the provisions of the *Drainage Act*, be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 391.08/09

It was moved by: Robert Martin, Seconded by: Doug Kellum

THAT:

The Council of the Municipality of North Perth approves to extend the curfew of the meeting past 11:00 p.m.

CARRIED

RESOLUTION: 392.08/09

It was moved by: Julie Behrns, Seconded by: Robert Martin

THAT:

This Committee proceed "In Camera" at 10:52 p.m. to address a matter pertaining to:

- security of the property of the municipality or local board;

CARRIED

RESOLUTION: 393.08/09

It was moved by: Robert Martin, Seconded by: Doug Kellum

THAT:

The "In Camera Session" is now adjourned at 11:32 p.m. and the Council reconvene into regular open Council.

CARRIED

RESOLUTION: 394.08/09

It was moved by: Randy Pettapiece, Seconded by: Paul Horn

THAT:

By-law No. 113-2009, being a By-law to confirm generally previous actions of the Council of the Municipality of North Perth; be introduced, read and considered read a first, second and third time and be finally passed and that the said By-law be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

CARRIED

RESOLUTION: 395.08/09

It was moved by: Randy Pettapiece, Seconded by: Dave Johnston

THAT:

The Council meeting do now adjourn to meet again for general Council business on Monday, August 24th, 2009 at 7:00 p.m.

CARRIED

The meeting adjourned at 11:38 p.m.

M A Y O R

C L E R K

**SCHEDULE "A" TO THE MINUTES DATED
August 10th, 2009**

RECORD OF PROCEEDINGS OF THE PUBLIC MEETING HELD IN THE MUNICIPALITY OF NORTH PERTH COUNCIL CHAMBERS ON MONDAY, AUGUST 10TH 2009 AT 7:04 P.M.

The purpose of the Public Meeting was to consider an amendment to the Town of North Perth's Zoning By-law 6-ZB-1999 for property described as Lot 1 and Part of Lane on Reg. Plan No. 194 owned by Rolan Holdings Inc.

Present for the Public Meeting were members of Council except Councillor Dave Johnston. Mayor Hollinger was the Chairperson.

The Chairperson called on the Clerk, Patricia Berfelz to explain the public notice circulation procedure. Mrs. Berfelz indicated the notices inviting persons to the public meeting were mailed on July 21st, 2009 by first class mail to landowners within 120 meters of the area and the applicable agencies. The notice was posted by the Applicant on July 21st, 2009, on the subject property and the municipal website advising of the Public Meeting to consider the Zoning By-law Amendment.

Chairperson Hollinger requested Allan Rothwell, County Planner to comment on the application to amend the Town of North Perth's Zoning By-law.

Mr. Rothwell explained the purpose of the application is to amend the by-law which will permit an existing building on the subject property to have a 0 m (0 ft.) rear yard.

Chairperson Hollinger requested anyone to speak in favour of this application. No one responded.

Chairperson Hollinger requested anyone to speak in opposition to this application. No one responded.

Mrs. Berfelz indicated that correspondence had been received from Nathan Garland, Environmental Planner, Maitland Valley Conservation Authority indicating they have no concerns with the application and the County of Perth Planning and Development Department recommending approval.

Members of Council were given opportunity for comments.

The Chairperson asked Mr. Rothwell to explain the available options and rights of appeal to the public and Council.

RESOLUTION: 361.08/09

It was moved by: Jeff Bannerman, Seconded by: Robert Martin

THAT:

The Council of the Municipality of North Perth will hereby close the Public Meeting concerning a Zoning By-law Amendment application affecting property in the Municipality of North Perth described as Lot 1 and Part of Lane on Reg. Plan No. 194 owned by Rolen Holdings Inc.

CARRIED

There being no further comments, the Chairman declared the Public Meeting closed at 7:12 p.m.

Patricia Berfelz
Clerk
Municipality of North Perth

**SCHEDULE "B" TO THE MINUTES DATED
August 10th, 2009**

File: P02094

July 31, 2009

Municipality of North Perth
330 Wallace Ave. N.,
Listowel, Ontario
N4W 1L3
Attention: Mr. Ed Smith, Fire Chief



Re: Consulting Services for Design-Build Proposal for New Fire Station

Dear Mr. Smith:

Thank you for the opportunity to provide the municipality with our fee proposal to provide consulting services for the above-mentioned project. Based on our discussion, we understand that our scope of work would be as follows:

Part 1: Prepare Conceptual Plans for Design-Build RFP

- Meet with you to discuss sketches, design ideas, and collect design information to-date.
- Prepare conceptual floor plan(s) and elevations of the proposed fire station and conduct a preliminary Ontario Building Code review to ensure code compliance.
- Provide drawings for your review and comment.
- Update drawings based on edits and comments provided by you and provide edited drawings for inclusion in your design-build request for proposal documents.

Fee for Scope of Services Part 1: **\$3,800.00**

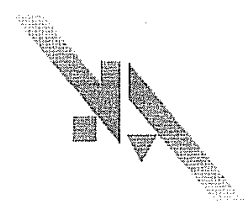
Part 2: Undertake Review of Municipality's Terms of Reference

- Review and comment on the terms of reference documents provided by the municipality for inclusion in the design-build proposal.
- Provide suggested content additions or modifications.

Fee for Scope of Services Part 2: Allowance of 12 hrs x \$85/hr = **\$1,020.00**

107 ERIE STREET, SUITE 2
STRATFORD ONTARIO
N5A 2M5
PHONE 519 273 3205
FAX 519 273 7133
www.naeng.com

**SCHEDULE "B" TO THE MINUTES DATED
August 10th, 2009**



Part 3: Undertake Review of Design-Build Submissions

- Provide assistance with reviewing proponent submissions for content, completion, functionality of design, etc.
- Meet with the municipality to review our findings.

Fee for Scope of Services Part 3: Allowance of 24 hrs x \$85/hr = **\$2,040.00**

All fees noted above exclude disbursements and GST.

Our standard terms and conditions are as follows: NA Engineering Associates Inc. will submit monthly invoices to Client and a final invoice upon completion of services. Client shall notify NA Engineering Associates Inc. within ten (10) days of receipt of invoice of any dispute with the invoice, and the parties will promptly resolve any disputed items. Payment on undisputed invoice amounts is Net 30 Days. Client agrees to pay a finance charge of one and one-half percent (1-1/2%) per month on past due accounts and any legal or other collection costs incurred by NA Engineering Associates Inc. in pursuit of past due accounts. NA Engineering Associates Inc. reserves the right to suspend all work on past due accounts under this agreement, without prejudice.

If you have any questions or require clarification please do not hesitate to call our office at your convenience. Thank you for the opportunity to submit this proposal and we look forward to working with you on this project.

Sincerely,
NA ENGINEERING ASSOCIATES INC.

P. Bradley Miller, A.Sc.T., LEED AP
Project Manager

Jim Culliton, B.Sc.
Partner