



Special Town Council Meeting
Council Chambers
Wednesday, June 10, 2026
6 PM

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
3. Business
 - 3.1 Public Hearing – Development Agreement for three four-unit townhouses at 4812 Main Street.
Pages 2 - 8
 - 3.2 RFD: 20260610 -1 – Development Agreement – 4812 Main Street (PID 25388208)
Pages 9 – 11 – RFD: 20260610-1 and Synopsis
Pages 12 – 19 – attachment #1 for RFD – Staff report to Planning Advisory Committee
Pages 20 – 27 – attachment #2 for RFD - revised development agreement
 - 3.3 RFD: 20260610 – 2 – Change of Structure request from Police Advisory Board
Pages 28 – 29
4. Adjournment



Town of Oxford

Public Participation Opportunity

April 28, 2026

Development Agreement to Permit the Construction of Three Four-Unit
Townhouses at 4812 Main Street

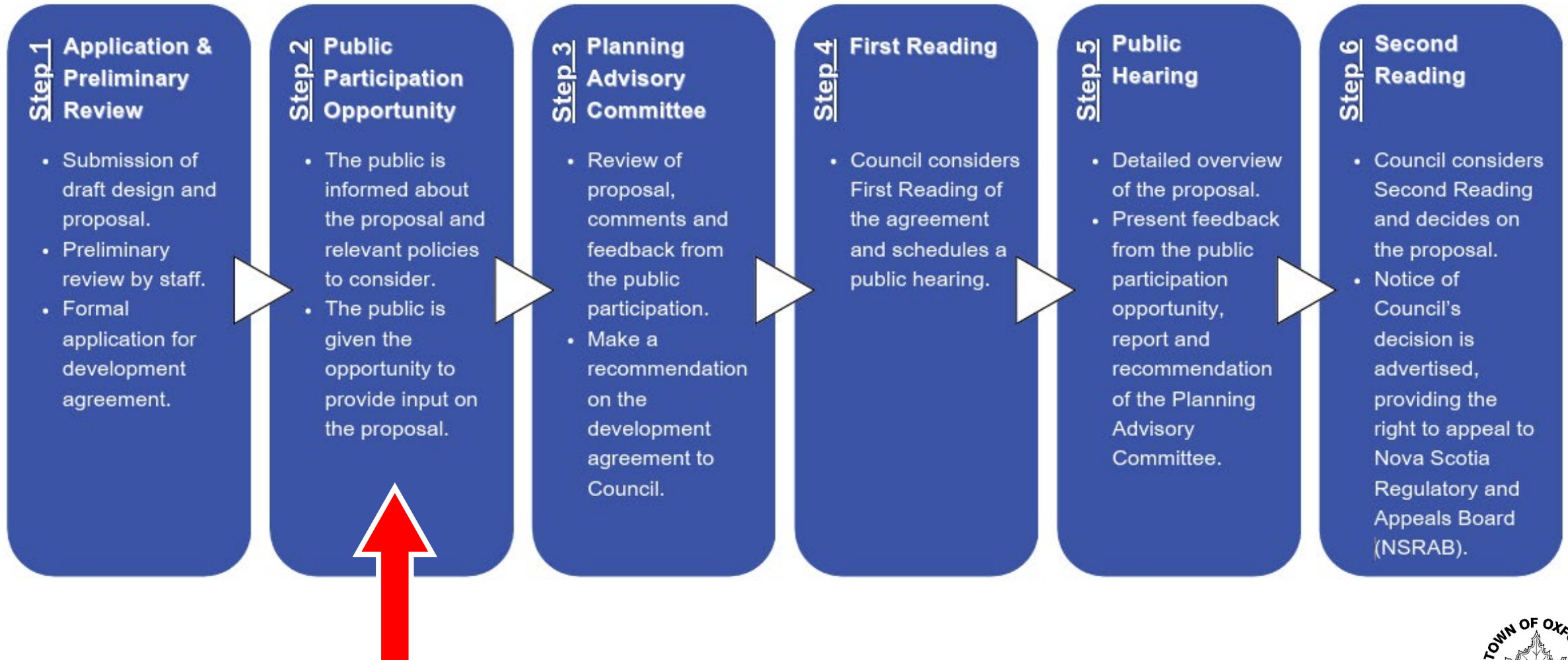


Disclaimer

These applications are not the Town's proposal. It is a property owner's right to make an application for a development agreement or a zoning map amendment. No approval or decisions have been made.



Development Agreement Process



Application Details

Applicant/ Owner: Robin Blake

Location: 4812 Main Street (PID: 25388208)

Lot Size: 1.7 acres (74,488 sqft)

Current Zoning: Main Street Mixed Use

Current Land Use: Residential

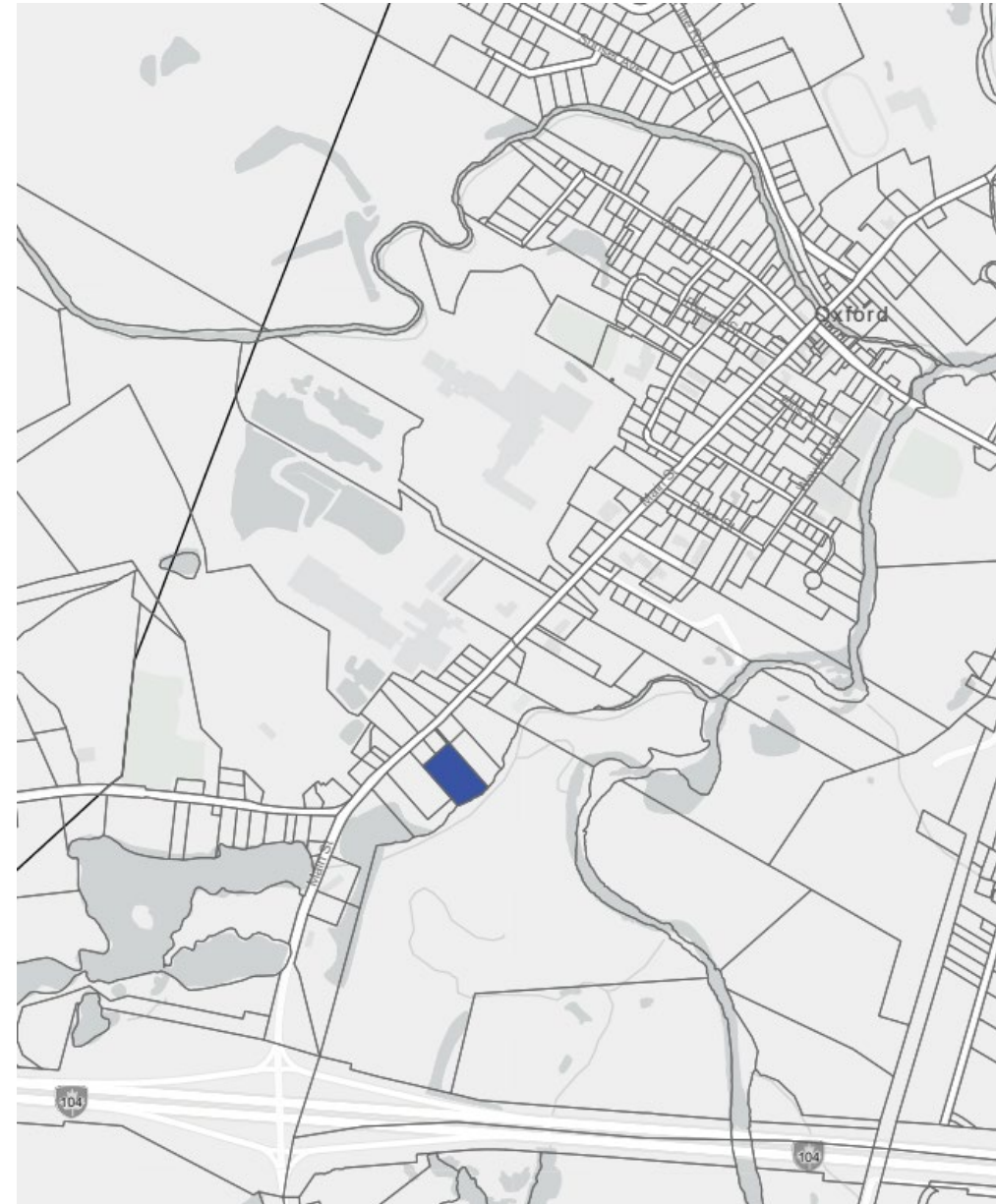
Summary of Proposal: To develop three four-unit townhouses in addition to an existing 4-unit townhouse.

Parking Paces: 16 spaces – 4 per building total (12 new)

Street Frontage: Accessed by a 6.1m wide private driveway (Flag Lot)

Neighbourhood Context

Located on Main Street at the entrance to town, approximately 200 m (660 ft) from Exit 6, the property is primarily surrounded by low-density residential development. The Black River is located directly behind the property, and the EHS Paramedic Base is situated immediately to the southwest.



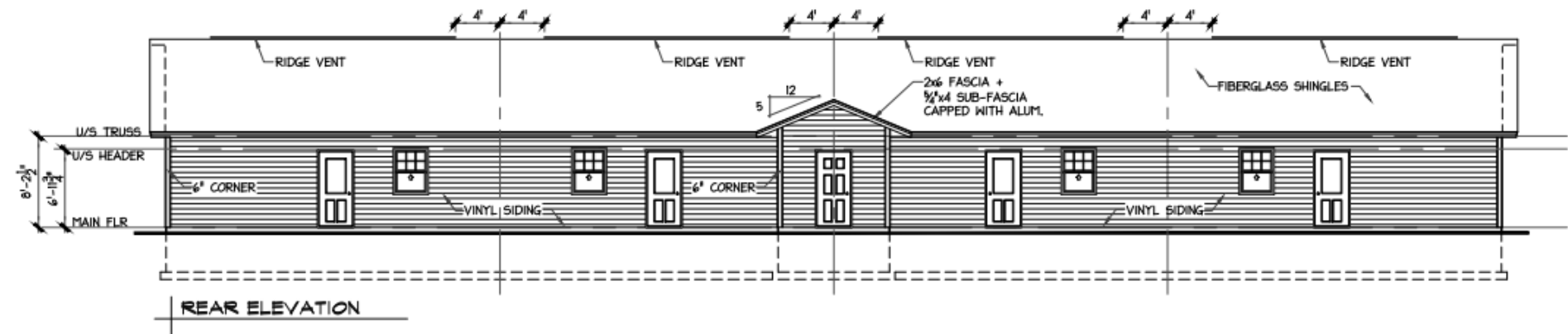
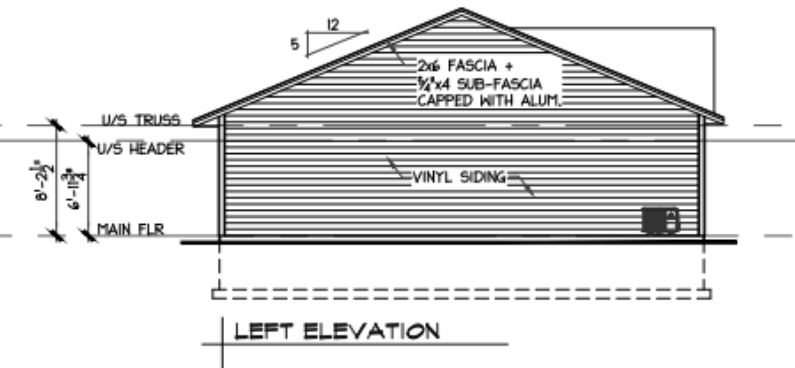
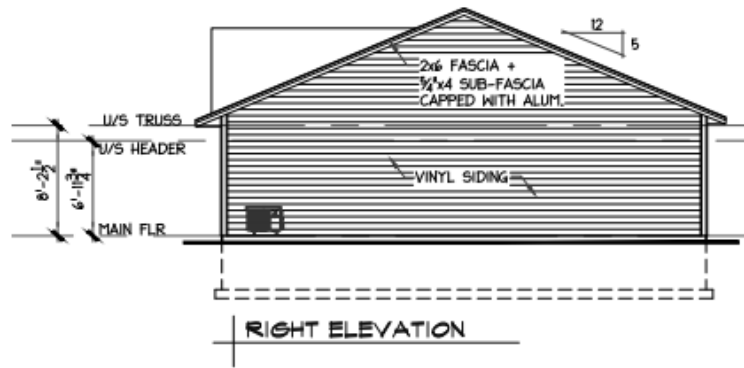
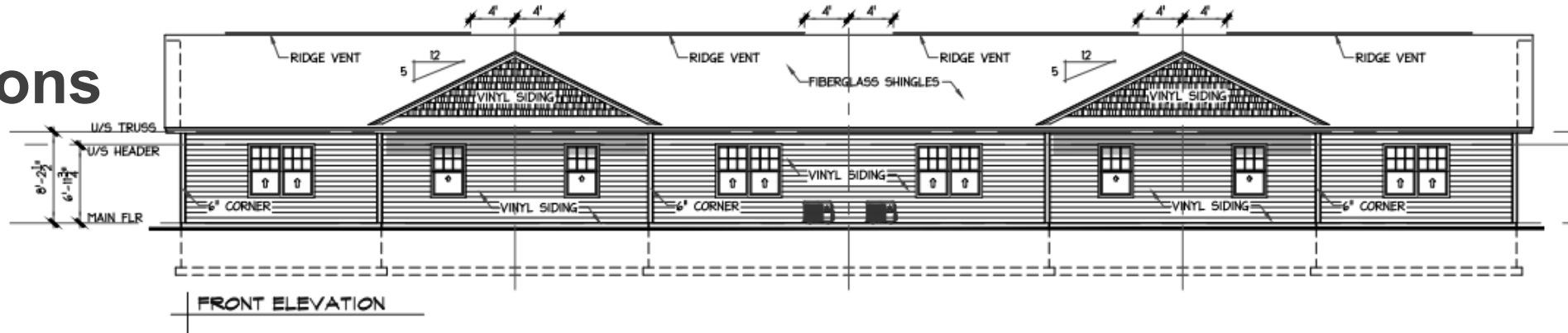
Site Plan



PLAN SCALE: 1:250



Elevations



Relevant Planning Policies – Municipal Planning Strategy

General Land Use and Development

- GP-10 Sustainable Development
- GP-16 & GP-17 Compatibility
- GP-18 Density
- GP-30 Stormwater Drainage

Residential Policies

- RP-4 Development Agreement
- RP-6 Main Street Residential

Mixed Use Policies

- MU-6 & MU-8 Main Street Mixed Use

Municipal Servicing Policies

- MS-6 Financing Responsibilities

Implementation Policies

- A-7 Amendment Criteria – General





Special Town Council

RFD: 20260610-1

Date: Wednesday, June 10, 2026

TO: Mayor and Members of Council

SUBMITTED BY: Torben Laux, Planner and Development Officer and Linda Cloney, CAO

DATE: June 10th, 2026

SUBJECT: Development Agreement – 4812 Main Street (PID 25388208)

ORIGIN: An application by Robin Blake for a development agreement to permit the construction of three four-unit townhouses located at 4812 Main Street. The proposed townhouses would join an existing four-unit townhouse (currently under construction) which was approved through the Site Plan Approval Process on April 30th, 2025.

LEGISLATIVE AUTHORITY: *Municipal Government Act* Part VIII Planning and Development.

PAC RECOMMENDATION: On May 5th, 2026, the PAC recommended that Council enter into the development agreement as drafted for 4812 Main Street (PID 25388208)

BACKGROUND: The attached application briefing provides the site details, and neighborhood context for the proposed development agreement for 4812 Main Street, PID: 25388208.

The applicant proposes the construction of three additional townhouses, four units each, to be constructed on lands which previously went through a Site Plan Approval process for a four-unit townhouse. The total number of units would be 16 units, 12 of which would be new.

As a flag lot, the proposed buildings would not be visible from Main Street and will have access via a 6m wide driveway as required under the towns Land Use Bylaw.

The proposed development will not have any immediate impact on the existing state of the Town. Brandon A. LeBlanc, P. Eng. From Baxter Engineering Ltd was hired to provide a design brief which provided a finished floor height of 8.05m which is above the 1:100-year storm flood levels. Stormwater management was also included in the brief to ensure no water runoff onto neighbouring properties. The design brief has been included in the package.





Special Town Council

RFD: 20260610-1

Date: Wednesday, June 10, 2026

If approved, this development would provide additional housing for a fast-growing place and add to the existing housing stock. This development would also provide alternative housing options and unit types.

On May 13, 2026, during a Special Council Meeting, Council gave First Reading of the application.

FINANCIAL IMPLICATIONS: No significant costs specific to this issue. Ongoing tax revenue upon completion of the development.

SOCIAL JUSTICE IMPLICATIONS: None specific to this issue.

ENVIRONMENTAL IMPLICATIONS: None specific to this issue at this time of the development phase.

COMMUNITY ENGAGEMENT: A Public Hearing was scheduled for Wednesday, June 10. If approved, notice of the right to appeal the council's decision will be published in the local newspaper.

ALTERNATIVES:

- 1) Give Second Reading of the application with specific amendments where necessary;
- 2) Refer the application back to the PAC for more information;
- 3) Reject the application citing specific policies that are not met by the proposal.

ATTACHMENTS:

- 1) Staff report to PAC.
- 2) Amended Development Agreement

Report prepared by: T. Laux and L. Cloney

Report and Financial approved by: N/A



SYNOPSIS

Issue

The owner of PID: 25388208 also known as 4812 Main Street, has applied for a development agreement to permit the construction of three four-unit townhouses located at 4812 Main Street.

A public participation opportunity was held April 28th, 2026. No concerns were voiced. On May 5th, 2025, the Planning Advisory Committee recommended that Council agree to enter into the development agreement as drafted.

A Public Hearing was held on June 10th with no public input.

MOTION:

That Council enter into the development agreement, as drafted, for 4812 Main Street (PID: 25388208).

MEMO

TO: Town of Oxford - Planning Advisory Committee
FROM: Torben Laux, Planner and Development Officer
DATE: May 5, 2026
RE: **Development Amendment – 4812 Main Street, Oxford (PID: 25388208)**

PROPOSAL

An application by Robin Blake for a development agreement to permit the construction of three four-unit townhouses located at 4812 Main Street. The proposed townhouses would join an existing four-unit townhouse (currently under construction) which was approved through the Site Plan Approval Process on April 30th, 2025.

BACKGROUND INFORMATION

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The applicant proposes the construction of three additional townhouses, four units each, to be constructed on lands which previously went through a Site Plan Approval process for a four-unit townhouse. The total number of units would be 16 units, 12 of which would be new.

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If approved, this development would provide additional housing for a fast-growing place and add to the existing housing stock. This development would also provide alternative housing options and unit types.

PUBLIC PARTICIPATION OPPORTUNITY

A Public Participation Opportunity (PPO), advertised in accordance with applicable bylaws and policies for Public Participation and Notification, was held on April 28th, 2026. One member of the public was in attendance who voiced her concern about water runoff onto her property. Staff reassured her that the developer has provided a stormwater management plan designed by a professional and that all reasonable measures are and have been taken to ensure buildings are elevated enough and stormwater runoff is directed away from neighboring buildings.

RELEVANT POLICIES

All relevant policies regarding the proposed development are outlined below. These policies are outlined in the Town of Oxford Municipal Planning Strategy, Bylaw: P-1.

Policy	Relevance/Application
General Land Use and Development	
<p>GP-10 Sustainable Development <i>It shall be the intent of Council to ensure that growth and development within the Town is sustainable and cost effective by:</i></p> <ul style="list-style-type: none"> a) <i>Concentrating new development in adequately serviced and properly planned areas;</i> b) <i>Encouraging and facilitating infill development on underutilized properties within the built-up area of Town;</i> c) <i>Providing opportunities for higher density and Mixed Use development in the downtown and along Main Street;</i> d) <i>Ensuring that un-serviced development is well planned and located in appropriate areas of the Town;</i> e) <i>Locating development away from identified significant natural areas;</i> f) <i>Facilitating the contiguous expansion of the built up areas of the Town, through the extension of utilities, when appropriate.</i> 	<p>The application satisfies the general intent of this policy.</p>
<p>GP-16 & GP-17 Compatibility <i>It shall be the intent of Council to ensure a compatible mix of development and land uses in all areas of the Town by:</i></p> <ul style="list-style-type: none"> a) <i>Locating intense commercial and industrial development away from low density residential areas;</i> b) <i>Situating high traffic streets and major electrical transmission lines, and other above ground utilities, so as to minimize their impact on surrounding land uses, especially residential.</i> <p><i>It shall be the intent of Council to allow a mix of compatible land uses and to minimize their impacts by:</i></p> <ul style="list-style-type: none"> a) <i>Requiring adequate buffering and setbacks;</i> b) <i>Screening development by the use of visual barriers;</i> 	<p>The agreement sets out conditions to satisfy the general intent of these policies by providing opaque fencing and setbacks from existing structures.</p>

<p><i>c) Regulating the location of parking, storage buildings or other accessory uses or facilities.</i></p>	
<p>GP-18 Density <i>Council shall support higher density residential within the downtown and along lower Main Street, and other identified areas, with the intent that higher density residential (e.g. multi-unit buildings) are in close proximity to commercial land uses and parks.</i></p>	<p>The application satisfies the general intent of this policy.</p>
<p>GP-30 Stormwater Drainage <i>It shall be the intent of Council to require that all new development protect topsoil, and prevent conditions that result in erosion and/or the creation of stormwater management problems.</i></p>	<p>The developer provided a professional designed stormwater management plan.</p>
<p>Residential Policies</p>	
<p>RP-4 Development Agreement <i>It shall be the intent of Council to require a development agreement for the following land uses in the Downtown Residential zone:</i></p> <ul style="list-style-type: none"> <i>a) Neighbourhood day care centres;</i> <i>b) Multi-unit residential with seven or more dwelling units, including townhouse dwellings.</i> <p><i>Where a development agreement is required, Council shall consider, and the development agreement may address any of the applicable policies or requirements of this Planning Strategy, including Policy RP-2.</i></p>	<p>The application satisfies the general intent of this policy.</p>
<p>RP-6 Main Street Residential <i>It is the intent of this Planning Strategy to support the existing pattern of residential development adjacent to Lower Main Street, north of the downtown, and to limit new non-residential development in this area. It is expected that this area of the Town will continue to evolve, in accordance with the following provisions:</i></p> <ul style="list-style-type: none"> <i>a) Land uses shall include single and semi-detached residential;</i> <i>b) Accessory buildings shall be limited, and not situated in front yard areas;</i> <i>c) The design of fences and signs shall enhance the pedestrian and streetscape environment;</i> <i>d) On-site Illumination shall be focused away from adjacent properties;</i> <i>e) Where Town sanitary-sewer is not available, lot sizes shall be of sufficient dimensions to support private, on-site waste-water systems,</i> 	<p>Elements from this policy are covered under the agreement and therefore generally</p>

- until such time as Town sanitary sewer is provided;*
- f) *Outdoor storage shall be limited and screened from view.*

Mixed Use Policies

MU-6 & MU-8 Main Street Mixed Use

It shall be the intent of Council to designate properties fronting on Main Street, south and north of the downtown as Main Street Mixed Use on the General Future Land Use Map. It is intended that this area evolves into a primarily Mixed Use corridor, in accordance with the following provisions:

- a) *Land uses may include an appropriate and compatible mix of residential, commercial, recreational and institutional land uses;*
- b) *The size and location of buildings shall enhance the streetscape through appropriate development standards;*
- c) *For new non-residential main buildings, and multi-unit residential buildings with 3 or more units, the exterior siding or cladding shall consist of stone, brick, stucco or wood, or a high quality synthetic material that resembles one of these materials;*
- d) *Where applicable, sufficient on-site parking and loading shall be required;*
- e) *For new non-residential development, and multi-unit residential buildings with 3 or more units, landscaping and parking design shall ensure compatibility between adjacent land uses and shall contribute to an aesthetically pleasing and enhanced streetscape environment;*
- f) *Hours of operation, where applicable, may be limited according to appropriate considerations, such as compatibility with adjacent residential;*
- g) *Accessory buildings shall be limited, and not situated in front yard areas;*
- h) *The design of fences and signs shall enhance the pedestrian and streetscape environment;*
- i) *On-site illumination shall be focused away from adjacent properties;*
- j) *Outdoor storage shall be limited and screened from view.*

It shall be the intent of Council to require a development agreement for all new main non-residential buildings, and multi-unit residential buildings with 3 or more units, in the Main Street

<p><i>Mixed Use zone. Where a development agreement is required, Council shall consider, and the development agreement may address, any of the applicable policies or requirements of this Planning Strategy, including Policy MU-6, and any other applicable requirement.</i></p>	
<p>Municipal Servicing Policies</p>	
<p>MS-6 Financing Responsibilities <i>Where a developer or landowner is proposing new development or lots that require an extension of new or upgraded public utilities, it shall generally be the responsibility of the developer or landowner to construct the public utilities in accordance with the Town's standards, and to pay for the construction.</i></p>	
<p>Implementation Policies</p>	
<p>A-7 Amendment Criteria – General <i>It is Council's intent, when considering an amendment to this Planning Strategy and/or Land Use Bylaw (re-zoning), or a Development Agreement, to have regard, in addition to all other criteria as set out in various policies of this Planning Strategy, to the following matters:</i></p> <ul style="list-style-type: none"> <i>a) That the proposal is generally consistent with the goals and objectives of this Planning Strategy, the requirements of the Land Use Bylaw, and all other Town bylaws and regulations;</i> <i>b) The proposal is not premature or inappropriate by reason of:</i> <ul style="list-style-type: none"> <i>1. The financial capability of the Town to absorb any capital or operating costs related to the development;</i> <i>2. The adequacy of municipal water and sewer services, or if services are not provided, the adequacy of the physical site conditions for private on-site sewer and water systems;</i> <i>3. The adequacy of street networks in, and adjacent to, the development with respect to congestion, traffic hazards, and the adequacy of existing and proposed access routes;</i> <i>4. The adequacy, capacity and proximity of schools, recreation and other community facilities;</i> 	<p>The proposal meets the general intent of this policy. The development is not expected to create an undue financial burden on the Town, and preliminary work has begun to assess and address the adequacy of municipal services, including water, sewer, and road networks, to support future growth in this area. Compatibility with adjacent uses will be maintained through careful planning and phased development following the rezoning. The site is generally suitable for future development; however, environmental constraints will need to be intensified in the future through studies. Future planning and design phases will ensure that natural features are respected and that any potential impacts related to noise, odor, or emissions are appropriately managed.</p>

5. *Incompatibility with adjacent uses and the existing development in the area in terms of the use and bulk;*

6. *Extensions to, or enlargement of, municipal services or facilities while other such services or facilities remain underutilized.*

- c) *The suitability of the proposed site in terms of environmental constraints such as steepness of grades, soil and/or geological conditions, and the relative location of watercourses, marshes, swamps, or bogs. For the purposes of this Planning Strategy, any lands comprising twenty-five (25) percent of the lot area with a slope gradient of twenty (20) percent or greater shall be considered "steep";*
- d) *That the development does not precipitate, or contribute to, a pollution problem in the area relating to emissions to the air or discharge to the ground or water bodies of chemical pollutants;*
- e) *That the use of equipment is not obnoxious by virtue of noise, odor, dust, vibration, smoke, or other emissions;*
- f) *The presence of significant natural features or historical buildings and sites.*

DISCUSSION & CONCLUSION

The proposal presents a strong opportunity to generate long-term benefits for the Town of Oxford. The rezoning is well-aligned with the area's development potential and is anticipated to attract both new residents and businesses. Staff consider this change a strategic catalyst for growth, with the potential to stimulate additional residential, commercial, and economic investment—both within the immediate area and throughout the town.

The following decision options are therefore put forward:

OPTIONS:

- Option One:** **Recommend that Council enter into a development agreement as drafted for 4812 Main Street.**
- Option Two: Recommend that Council not enter into a development agreement for 4812 Main Street.
- Option Three: Defer a decision and request additional information and /or changes to the proposal.

STAFF RECOMMENDATION: Option One.

This Agreement made this _____ Day of _____ 2026.

Between:

Blake & Co. Properties Inc. (formerly known as 4612919 Nova Scotia Limited), (owner of the property located at 4812 Main Street [PID 25388208], hereinafter called the "Owner"),

of the one part, and

The Town of Oxford (a body corporate in the Province of Nova Scotia, hereinafter called the "Town"),

of the other part.

WHEREAS the Owner wishes to obtain permission pursuant to Policy RP-4 of the Municipal Planning Strategy of the Town of Oxford, to construct three (3) four (4) unit Townhouses in addition to the existing four (4) unit Townhouse located on the lands known as 4812 Main Street (PID: 25388208),

AND WHEREAS a condition of the granting of approval of Council is that the Owner enter into an Agreement with the Town;

AND WHEREAS the Council of the Town, at its meeting on the ___ Day of _____ 2026, approved the said Development Agreement, subject to the registered Owner of the land described herein entering into this Agreement;

AND WHEREAS the following Schedules shall be attached to and form part of this Agreement:

- (a) Schedule 'A' – Terms and Conditions
- (b) Schedule 'B' – Property Location Map
- (c) Schedule 'C' – Site Plan
- (d) Schedule 'D' – Building Elevation

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the granting by the Town of the Development Agreement requested by the Owner, the Owner agrees as follows:

- 1) That the Owner is the registered owner of the aforesaid Lands in the Town of Oxford, hereinafter called the "Lands". The aforesaid Lands are the only lands in the Town of Oxford to which this Agreement applies, and the Lands are illustrated in the plan shown on Schedule B attached.
- 2) That the Owner may construct three (3) Townhouse dwellings containing four (4) units each on the said Lands, subject to Schedules A, B, C, and D attached.
- 3) Nothing in this Agreement shall exempt or be taken to exempt the Owner or any other person from complying with the requirements of any Bylaw of the Town applicable to the

Property (other than the Land Use Bylaw to the extent varied by this Agreement) or any Provincial or Federal statute, act, or regulation.

- 4) Any failure of the Town to insist upon strict enforcement of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Town may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.
- 5) Should the Owner fail to act in accordance with any aspect of this Agreement, the Town shall retain the right to discharge the Agreement upon 30 days notification and / or enter the property and conduct the required work. The cost of the said work will become a lien on the property tax bill.
- 6) The Town shall issue the necessary Development Permit for the development upon expiration of the appeal period specified for Development Agreements under Section 249 of the *Municipal Government Act*, as the same may be amended from time to time, or upon the withdrawal or dismissal of any appeal which may be taken.
- 7) The Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Town in accordance with Section 229 of the *Municipal Government Act*.

SIGNED AND DELIVERED

In the presence of

FOR THE OWNER

Blake & Co. Properties Inc. (formerly known as
4612919 Nova Scotia Limited)

Robin Blake, President

THE TOWN OF OXFORD

Greg Henley, Mayor

Linda Cloney, CAO

1. USE OF LAND AND BUILDINGS

- 1.0 The use of the property shall be limited to three (3) Townhouses consisting of four (4) dwelling unit each for a total of twelve (12) dwelling units on property shown on Schedule 'B'.
 - 1.0.1 This shall not include the existing four (4) unit Townhouse located on the property shown on Schedule 'B' as 'Proposed Building #1'.
- 1.1 Each Townhouse shall consist of no more than one floor and shall generally conform to the designs shown on Schedule 'D'. Variations to the architectural details and footprint of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.2 The location of each Townhouse Dwelling, driveway, and parking area shall be generally configured on the Lands as shown on Schedule 'C'. Variations to the location of the dwellings may be permitted, to the satisfaction of the Development Officer. Such changes shall not be considered substantial.
- 1.3 A minimum of 1 parking spaces shall be provided for each dwelling unit on the Lands and shall be generally configured as shown on Schedule 'C'. Variations to the number and configuration of parking and internal access shall be made to ensure compliance with fire vehicle access requirements of the National Building Code. Such variations shall not be considered substantial.
- 1.4 Prior to issuance of a Development Permit for any building, the Owner shall submit a detailed landscaping plan that shall include but not be limited to the following:
 - 1.4.1 Specify the type of treatment of all areas during all phases of the development.
 - 1.4.2 Provide a dust management plan so as to minimize dust.
 - 1.4.3 An opaque fence approximately 1.8 meters (6 feet) in height shall be placed along the property line of 4804 Main Street (PID 25159542) on the right sides of the driveway access, continue along the back of the property of PID 2515942 and continue along the back property line of 4784 Main Street (PID 25210014). This fence requirement may be altered or waived upon mutual written agreement with the nearest property owner.
- 1.5 The Owner shall be responsible for maintaining screened solid waste containment area(s) at minimum ten (10) metres from the rear property line of adjacent properties fronting on West Victoria Street and shall generally follow the location as set out in Schedule 'C'.
- 1.6 Prior to the issuance of a Development Permit for any building, the Owner shall



submit a detailed Stormwater Management Plan created by a professional engineer. Said plan shall be designed and implemented such that there will be no increase in stormwater flow onto adjacent properties and no increase of peak flow into over existing conditions. The Owner shall be responsible for storm water management during and after construction.

2. GENERAL REQUIREMENTS

- 2.1 The Owner shall keep the Lands and buildings and any portion thereof clean and in good repair. All elements of the development on the Lands shall be regularly maintained and kept in a tidy state, and free from unkept materials of any kind.
- 2.2 The operation of heavy equipment and electrical generators shall not take place on the property from 8:00 P.M. to 7:00 A.M.
- 2.3 Signage on the property shall conform to the Town of Oxford's *Land Use Bylaw*.
- 2.4 The Owner shall ensure that exterior lighting does not shine directly onto adjacent properties.
- 2.5 Solid waste management shall be in conformance with the Town of Oxford *Solid Waste Bylaw*.
- 2.6 The Owner shall take all reasonable steps to maintain a clean worksite during construction by picking up building material waste, and taking all reasonable measures to minimize dust.
- 2.7 Accessory buildings may be permitted on the Lands in accordance with the Town of Oxford Land Use Bylaw.

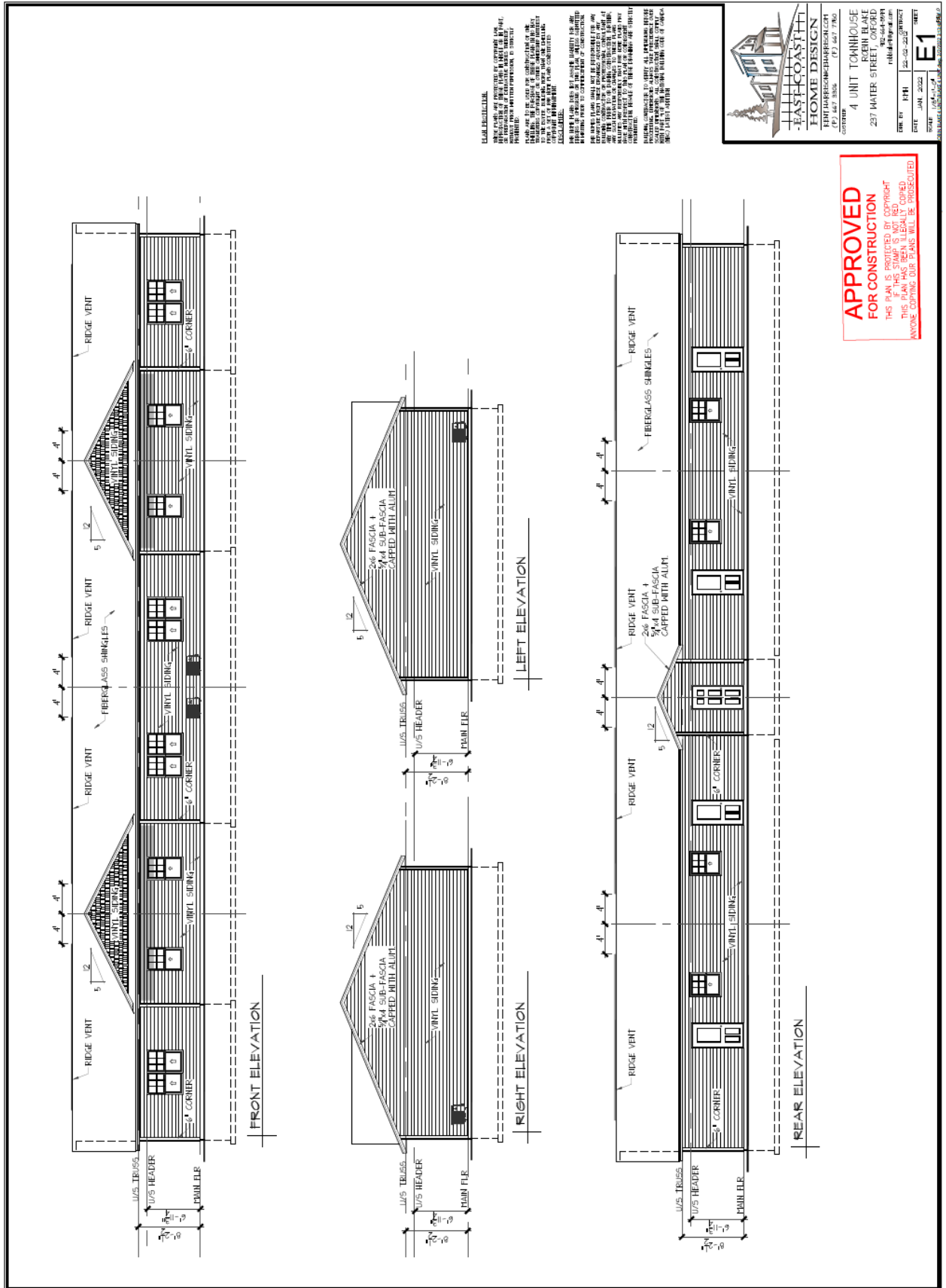
Schedule B – Property Location Map



-  4812 Main Street Property
-  Oxford Town Boundary



Schedule D – Building Elevations





REQUEST FOR DECISION
Police Advisory Board – Change of Structure
#20260610-2

Date: 10 June 2026	Subject: Change of Structure request from Police Advisory Board
Proposal Attached:	Submitted by: Linda Cloney, CAO

Proposal:	That Town Council agrees with the recommendation to change the structure of the Police Advisory Board from five members to seven members and directs staff to send the required letter to the Minister of Justice for approval.
Background:	<p>The Police Advisory Board has a vacancy for a council appointed volunteer. This vacancy was advertised and staff received four applications that expressed their interest in becoming board members.</p> <p>The Police Advisory Board was impressed with the turn out of interest that they inquired if we could increase our membership from 5 members to 7 members.</p> <p>This would allow the Police Advisory Board to bring on two new council appointed members, but that would also require that we would need to add one more member of Council.</p> <p>The Police Advisory Board made the motion saying that they recommend to Council to consider increasing the membership of the board from five to seven members, if permissible.</p> <p>Staff reached out to the staff from the Department of Justice. The reply was that it was nice to see the public interest in police governance. If Council would like to see the change of structure that the only requirement would be to send a letter to the minister. We would need to confirm that the board and its new structure will adhere to the Police Act and Regulations; background/criminal record checks and oath of office. The Department of Justice will offer orientation training to the Board once the new members are in place.</p>
Benefits:	With the larger membership, this could allow for more input to assist with the advisory role for Council.
Disadvantages:	One more Council member would be needed.

Options:	<ol style="list-style-type: none"> 1. Approve the request to change the structure from 5 members to 7 members and have the CAO send in the required letter to the minister for their approval. 2. Reject the request for a change of structure to the board membership.
Required Resources:	Nil
Source of Funding:	Nil
Sustainability Implications: (Environmental, Social, Economic and Cultural)	Nil
Workplan Implications (now/future):	Nil
Communication Plan:	If council approves the change of structure, staff will post a communication post to the public to make the public aware of the new membership.
Staff Comments/ Recommendations:	
CAO's Review/ Comments:	I recommend approving this request. The number of interested public members was impressive, and it would be nice if we could select two of them. The Police Advisory Board meets quarterly, and their meetings are typically between 30 minutes to 1 hour long.

CAO Initials: LC

Target Decision Date: June 10, 2026