

MINUTES - COMMITTEE OF THE WHOLE

March 18, 2021, 9:00 A.M. 6TH FLOOR BOARDROOM, CAPITAL REGIONAL DISTRICT 625 FISGARD STREET, VICTORIA, B.C.

The City of Victoria is located on the homelands of the Songhees and Esquimalt People Due to the COVID-19 Pandemic, public access to City Hall is not permitted.

This meeting may be viewed on the City's webcast at www.victoria.ca

Meeting will recess for a lunch break between 12:30 p.m. and 1:15 p.m.

PRESENT: Mayor Helps in the Chair, Councillor Alto, Councillor Andrew,

Councillor Loveday, Councillor Thornton-Joe, Councillor Young

PRESENT Councillor Dubow, Councillor Isitt, Councillor Potts

ELECTRONICALLY:

STAFF PRESENT: J. Jenkyns - City Manager, S. Thompson - Deputy City Manager /

Director of Finance, C. Coates - City Clerk, P. Bruce - Fire Chief,

T. Zworski - City Solicitor, T. Soulliere - Director of Parks,

Recreation & Facilities, B. Eisenhauer - Head of Engagement, J. Jensen - Head of Human Resources, K. Hoese - Director of Sustainable Planning and Community Development, A. Hudson - Assistant Director of Community Planning, C. Havelka - Deputy City Clerk, K. Moore - Head of Business and Community Relations, C. Mycroft - Manager of Executive Operations, AK Ferguson - Committee Secretary, P. Bellefontaine - Director of Engineering &

Public Works, C. Kingsley - City Clerk

A. APPROVAL OF AGENDA

Moved By Councillor Alto Seconded By Councillor Loveday

That the agenda be approved.

Amendment:

Moved By Councillor Alto

Seconded By Councillor Loveday

Consent Agenda:

• G.7 - Proclamation: World Tuberculosis Day

On the main motion as amended: CARRIED UNANIMOUSLY

B. **CONSENT AGENDA**

Moved By Councillor Alto Seconded By Councillor Thornton-Joe

That the following items be approved without further debate

CARRIED UNANIMOUSLY

G.7 Proclamation: World Tuberculosis Day

Committee received a report dated March 11, 2021 from the City Clerk regarding World Tuberculosis Day, March 24, 2021.

Moved By Councillor Alto Seconded By Councillor Thornton-Joe

That the *World Tuberculosis Day* Proclamation be forwarded to the March 18, 2021 Council meeting for Council's consideration.

CARRIED UNANIMOUSLY

F. LAND USE MATTERS

F.1 Victoria Housing Reserve Guidelines Update

Committee received a report dated March 4, 2021 from the Director of Sustainable Planning and Community Development regarding an update to the Victoria Housing Reserve Fund Guidelines.

Committee discussed:

- Whether developers have been consulted
- Whether non-profits have been consulted

Moved By Mayor Helps Seconded By Councillor Thornton-Joe

That Council direct staff to:

- Update the Victoria Housing Reserve Fund Guidelines based on the following changes:
 - a. Remove reference to funding assistance for affordable home ownership projects.
 - b. Amend the Funding Assistance section to:
 - i. decrease the eligible funding allocation for different levels of affordability per home;

- ii. add a total funding cap for grant contributions to not exceed \$500,000 per project; and
- iii. include fund eligibility to homes rented at Deep Subsidy, Rent Geared to Income (RGI) and Housing Income Limits (HILs) rates.
- 2. Revise the application process timeline so that grant applications that receive preliminary approval by Committee of the Whole are held for final approval by Council until development approvals are in place.
- 3. Update the Victoria Housing Strategy Phase Two document, page 47, to include with respect to Housing Affordability Targets:
 - a. Notwithstanding the income targets provided above, to support the expeditious development of affordable housing, proposals which are owned and operated by senior government agencies and non-profit housing providers, where homes are rented at Deep Subsidy, Rent Geared to Income or Housing Income Limit Rates are considered to meet the City's definition of "affordable housing".

Amendment:
Moved By Councillor Young
Seconded By Councillor Andrew

That the program be modified to take into account the net new units for housing rather than the gross number of units in the project.

FOR (7): Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (2): Mayor Helps, and Councillor Alto

CARRIED (7 to 2)

Committee discussed:

- Ensuring that we are retaining units that could be refurbished.
- Concerns with the amendment creating unintended consequences.
- Concerns with the per bedroom allocations
- Rationale for not combining the affordability thresholds for different areas of the city
- Concerns with removing the subsidy for home ownership.

Amendment:

Moved By Councillor Young **Seconded By** Councillor Thornton-Joe

That the program be modified to take into account the net new units for housing rather than the gross number of units in the project <u>and that staff report back</u> <u>with options for program modification.</u>

FOR (7): Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (2): Mayor Helps, and Councillor Alto

CARRIED (7 to 2)

Committee discussed:

 whether a for-profit developer can partner with a non-profit to apply for the fund.

Amendment:

Moved By Councillor Andrew Seconded By Councillor Thornton-Joe

That Council direct staff to:

- 1. Update the Victoria Housing Reserve Fund Guidelines based on the following changes:
 - a. Remove reference to funding assistance for affordable home ownership projects.
 - b. Amend the Funding Assistance section to:
 - decrease the eligible funding allocation for different levels of affordability per home;
 - ii. add a total funding cap for grant contributions to not exceed \$500,000 per project; and
 - iii. include fund eligibility to homes rented at Deep Subsidy, Rent Geared to Income (RGI) and Housing Income Limits (HILs) rates.
- 2. Revise the application process timeline so that grant applications that receive preliminary approval by Committee of the Whole are held for final approval by Council until development approvals are in place.
- 3. Update the Victoria Housing Strategy Phase Two document, page 47, to include with respect to Housing Affordability Targets:
 - a. Notwithstanding the income targets provided above, to support the expeditious development of affordable housing, proposals which are owned and operated by senior government agencies and non-profit housing providers, where homes are rented at Deep Subsidy, Rent Geared to Income or Housing Income Limit Rates are considered to meet the City's definition of "affordable housing".

That the program be modified to take into account the net new units for housing rather than the gross number of units in the project and that the staff report back with options for program modification.

FOR (4): Councillor Alto, Councillor Andrew, Councillor Thornton-Joe, and Councillor Young

OPPOSED (5): Mayor Helps, Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts

DEFEATED (4 to 5)

Amendment:
Moved By Councillor Young
Seconded By Councillor Andrew

That the property tax status of the proposed units be reported to Council when approval is sought.

FOR (6): Councillor Andrew, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Thornton-Joe, and Councillor Young

OPPOSED (3): Mayor Helps, Councillor Alto, and Councillor Potts

CARRIED (6 to 3)

Councillor Isitt requested that #3 be voted on separately

Committee discussed:

- the amount of funding requested
- whether more money can be requested and whether Council will be required to make the final decision.

Councillor Thornton-Joe requested that #1a be voted on separately

On the main motion as amended:

That Council direct staff to:

- 1. Update the Victoria Housing Reserve Fund Guidelines based on the following changes:
 - a. Remove reference to funding assistance for affordable home ownership projects.

FOR (5): Mayor Helps, Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts

OPPOSED (4): Councillor Andrew, Councillor Alto, Councillor Thornton-Joe, Councillor Young

CARRIED (5 to 4)

On the main motion as amended:

- b. Amend the Funding Assistance section to:
 - decrease the eligible funding allocation for different levels of affordability per home;

- ii. add a total funding cap for grant contributions to not exceed \$500,000 per project; and
- iii. include fund eligibility to homes rented at Deep Subsidy, Rent Geared to Income (RGI) and Housing Income Limits (HILs) rates.
- 2. Revise the application process timeline so that grant applications that receive preliminary approval by Committee of the Whole are held for final approval by Council until development approvals are in place.

On the main motion as amended:

- 3. Update the Victoria Housing Strategy Phase Two document, page 47, to include with respect to Housing Affordability Targets:
 - a. Notwithstanding the income targets provided above, to support the expeditious development of affordable housing, proposals which are owned and operated by senior government agencies and non-profit housing providers, where homes are rented at Deep Subsidy, Rent Geared to Income or Housing Income Limit Rates are considered to meet the City's definition of "affordable housing".

That the program be modified to take into account the net new units for housing rather than the gross number of units in the project and that the staff report back with options for program modification.

That the property tax status of the proposed units be reported to Council when approval is sought.

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Loveday, Councillor Thornton-Joe and Councillor Potts Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

Committee recessed at 10:32 a.m. and returned at 10:39 a.m.

D. <u>Presentation</u>

D.1 Destination Victoria re: MRDT Renewal

Kimberley Hughes, Board Chair and Paul Nursey, CEO of Destination Greater Victoria provided Committee with a presentation providing the five-year renewal of the Municipal and Regional District Tax (MRDT).

Committee discussed:

Taxes not charged to locals but to visitors to the hotels and Airbnb's

Moved By Mayor Helps Seconded By Councillor Andrew

That Council:

- 1. Approve the five-year renewal for the MRDT
- 2. Approve the new incremental MRDT from Airbnb OAP for affordable housing initiatives.
- Approve that Destination Greater Victoria continue to operate as the Official Destination Organization for the City of Victoria and eligible entity for MRDT from 2022-2026 based on the foundation of the five-year plan presented.

CARRIED UNANIMOUSLY

G. <u>STAFF REPOR</u>TS

G.1 Festival Investment Grant 2021 Allocations

Councillor Thornton-Joe recused herself at 11:40 a.m. due to a non-pecuniary conflict of interest as a relative is associated with the Dragon Boats Festival.

Committee received a report dated March 4, 2021 from Kerri Moore, Head of Business and Community Relations regarding the 2021 Festival Investment Grant Allocations.

Committee discussed:

- Whether all of the grants are not for profit and whether commercial entities are operating as not for profit.
- · Whether the artists are from Victoria or elsewhere

Moved By Councillor Andrew **Seconded By** Councillor Alto

That Council approve the Festival Investment Grant allocations as recommended in Appendix A for total cash grants of \$268,550 and in-kind City services grants of up to \$100,550.

Amendment:

Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council direct staff to engage the unsuccessful applicants to provide information on how the applications may be successful in future years

FOR (7): Mayor Helps, Councillor Alto, Councillor Dubow, Councillor Isitt, Councillor Loveday, Councillor Potts, and Councillor Young

OPPOSED (1): Councillor Andrew

CARRIED (7 to 1)

On the main motion as amended:

That Council approve the Festival Investment Grant allocations as recommended in Appendix A for total cash grants of \$268,550 and in-kind City services grants of up to \$100,550.

That Council direct staff to engage the unsuccessful applicants to provide information on who the applications may be successful in future years.

CARRIED UNANIMOUSLY

Councillor Thornton-Joe returned to the meeting at 11:59 a.m.

G.2 Cultural Infrastructure Grant Program

Committee received a report dated February 26, 2021 from the Head of Business and Community Relations regarding the new Cultural Infrastructure Grant Program guidelines and proposal to increase the funding envelope for the Cultural Infrastructure Grant Program through a budget reallocation.

Committee discussed:

whether a non-profit can hold an event within a for profit bar or restaurant.

Committee recessed at 12:32 p.m. and returned at 1:17 p.m.

Moved By Councillor Loveday Seconded By Councillor Andrew

That Council:

- 1. Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;
- 2. Approve reallocation of \$25,000 from previously approved funding for Create Victoria Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;
- 3. Authorize the City Manager to approve the grants following the staff review process;
- 4. Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program.

Amendment:
Moved By Councillor Loveday
Seconded By Councillor Andrew

That Council:

- 1. Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;
- Approve reallocation of \$25,000 from previously approved funding for Create Victoria - Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;
- 3. Authorize the City Manager to approve the grants following the staff review process;
- Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program and options for funding this program on an on-going basis.

Amendment:
Moved By Councillor Andrew
Seconded By Councillor Potts

That Council:

- 1. Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;
- Approve reallocation of \$25,000 from previously approved funding for Create Victoria - Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;
- Authorize the City Manager to approve the grants following the staff review process;
- 4. Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program and options for funding this program on an on-going basis.
- 5. That applicants must provide an accessibility evaluation.

Amendment to the Amendment: Moved By Mayor Helps Seconded By Councillor Andrew

That Council:

- 1. Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;
- Approve reallocation of \$25,000 from previously approved funding for Create Victoria - Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;
- 3. Authorize the City Manager to approve the grants following the staff review process;

- 4. Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program and options for funding this program on an on-going basis.
- 5. That applicants must provide an accessibility evaluation. That staff will provide an accessibility check list that all applicants must fill out.

On the amendment: CARRIED UNANIMOUSLY

On the main motion as amended:

That Council:

- 1. Approve the new Cultural Infrastructure Grant Program and accompanying guidelines;
- Approve reallocation of \$25,000 from previously approved funding for Create Victoria - Cultural Spaces Roadmap to the Cultural Infrastructure Grant Program for 2021;
- 3. Authorize the City Manager to approve the grants following the staff review process;
- 4. Direct staff to report back in T3 2021 on grant allocations and evaluation of the grant program and options for funding this program on an on-going basis.
- 5. That staff will provide an accessibility check list that all applicants must fill out.

CARRIED UNANIMOUSLY

G.3 Arts and Culture Grant Policy Report

Committee received a report dated March 2, 2021 from the Head of Business and Community Relations providing further information to Council regarding arts and culture grant programs and associated policies.

Committee discussed:

• Whether the human rights code would be applicable.

Moved By Mayor Helps Seconded By Councillor Thornton-Joe

That Council receive this report for information

CARRIED UNANIMOUSLY

G.4 AAA Cycling Network: Oaklands, Fernwood, Fort Central and Fort East

Committee received a report dated March 4, 2021 from the Director of Engineering and Public Works regarding the recommended route selection for the Jubilee neighbourhoods as well as associated designs for the next four corridors to support the delivery of the All Ages and Abilities priority cycling network.

Committee discussed:

- How the left-hand turn onto Ormond will work
- Whether the traffic light on Fort and Fern will remain.
- Whether the City receives feedback from first responders when making traffic designs

Moved By Mayor Helps Seconded By Councillor Loveday

That Council:

- Approve Fort Street East as the priority AAA cycling corridor for the Jubilee neighbourhoods, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan
- 2. Approve the design for Fort Street Central, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan; and
- 3. Approve the designs for the Oaklands and Fernwood Connector projects and construct using existing funds in coordination with other planned capital initiatives in 2021.

Amendment:
Moved By Councillor Isitt
Seconded By Councillor Loveday

That Council:

- Approve Fort Street East as the priority AAA cycling corridor for the Jubilee neighbourhoods, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan
- 2. Approve the design for Fort Street Central, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan; and
- Approve the designs for the Oaklands and Fernwood Connector projects and construct using existing funds in coordination with other planned capital initiatives in 2021.
- 4. That staff apply an equity lens in the detailed design and implement of various corridors in the network.

FOR (4): Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts

OPPOSED (5): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Thornton-Joe, and Councillor Young

DEFEATED (4 to 5)

Committee discussed:

Whether staff are already applying an equity lens

Councillor Isitt requested that one and two be voted on separately from three.

On the main motion:

That Council:

- Approve Fort Street East as the priority AAA cycling corridor for the Jubilee neighbourhoods, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan
- 2. Approve the design for Fort Street Central, direct staff to complete detailed design, and incorporate construction costs into the 2022 Financial Plan; and

FOR (7): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (2): Councillor Dubow, Councillor Isitt

CARRED (7 to 2)

3. Approve the designs for the Oaklands and Fernwood Connector projects and construct using existing funds in coordination with other planned capital initiatives in 2021.

CARRIED UNANIMOUSLY

Moved By Councillor Loveday Seconded By Councillor Andrew

That the meeting be extended to 4 p.m.

CARRIED UNANIMOUSLY

G.5 Electronic Participation Practices Report Back

Committee received a report dated March 5, 2021 from the City Clerk regarding the implications and the ability to amend the Council Procedures Bylaw to implement remote participation rules

Committee discussed:

concerns with a camera turned on to them for a long period of time

Councillor Isitt would like to separate #1 for discussion.

Moved By Councillor Isitt Seconded By Mayor Helps

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

 That council members participating remotely be visible to the Chair and City Clerk

Amendment:

Moved By Councillor Dubow Seconded By Councillor Isitt

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

 That council members participating remotely have camera activated to be visible to the Chair and City Clerk

FOR (8): Mayor Helps, Councillor Alto, Councillor Andrew, Councillor Dubow, Councillor Loveday, Councillor Potts, Councillor Thornton-Joe, and Councillor Young

OPPOSED (1): Councillor Isitt

CARRIED (8 to 1)

On the main motion as amended

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

 That council members participating remotely have camera activated to be visible to the Chair and City Clerk

FOR (4): Councillor Alto, Councillor Andrew, Councillor Thornton-Joe, and Councillor Young

OPPOSED (5): Mayor Helps, Councillor Dubow, Councillor Isitt, Councillor Loveday, and Councillor Potts

DEFEATED (4 to 5)

Moved By Councillor Isitt Seconded By Mayor Helps

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

- That council members participating remotely also be made visible to other council members and the public when called on to vote or comment.
- 3. That all remote participants advise the Mayor and City Clerk upon arrival and departure during the course of the meeting to enable accurate record keeping and voting results.

Amendment:
Moved By Councillor Dubow
Seconded By Councillor Isitt

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

- That council members participating remotely also be made visible by activating the camera to other council members and the public when called on to vote or comment.
- That all remote participants advise the Mayor and City Clerk upon arrival and departure during the course of the meeting to enable accurate record keeping and voting results.

CARRIED UNANIMOUSLY

On the main motion as amended:

That Council approve a Policy for the best practices for electronic participation practices for the duration of the Ministerial Order M192:

- 2. That council members participating remotely also be made visible by activating the camera to other council members and the public when called on to vote or comment.
- That all remote participants advise the Mayor and City Clerk upon arrival and departure during the course of the meeting to enable accurate record keeping and voting results.

CARRIED UNANIMOUSLY

G.6 Development Cost Charge Bylaw Update

Committee received a report dated March 1, 2021 from the Deputy City Manager/CFO and the City Clerk regarding a proposed increase to the Development Cost Charges.

Moved By Councillor Dubow Seconded By Councillor Loveday

That Council direct staff to bring forward an amendment Bylaw to establish a Consumer Price Index-based 1.1 percent increase to Development Cost Charges.

CARRIED UNANIMOUSLY

I. <u>NEW BUSINESS</u>

I.1 <u>Council Member Motion: Continued Pedestrianization and Animation of</u> Broad Street

Committee received a report dated March 9, 2021 from Councillor Loveday and Mayor Helps regarding continuing the pedestrian only of Broad Street and petitions received from business owners to keep it pedestrian only.

Committee discussed:

The percentage of business that support this.

Moved By Councillor Loveday Seconded By Mayor Helps

- That Council direct staff to continue the pedestrianization of the 1100 block of Broad Street until the end of 2021 as part of the continuation of the Build Back Victoria program.
- 2. That Council direct staff to include the ongoing pedestrianization of Broad Street as a 2022 action item in the appropriate workplans, ensuring access to accessible parking, adequate loading zones, and continued time- limited access for deliveries to service local businesses.
- That Council direct staff to include investments in animation and infrastructure of the 1100 block of Broad Street in future capital planning and budget discussions.

CARRIED UNANIMOUSLY

1.3 Council Member Motion: Support for an Arts Hub Pilot Project

Committee received a Council Member Motion dated March 11, 2021 from Mayor Helps, Councillor Loveday, and Councillor Andrew regarding the proposed support for Theatre SKAM's proposal to operate an Arts Hub pilot project.

Committee discussed:

the lack of space to create art and whether the grant will cover rent.

Moved By Councillor Loveday Seconded By Mayor Helps

- 1. That Council supports Theatre SKAM's proposal to operate an "Arts Hub" pilot project primarily focused on the performing arts.
- 2. And that Council grant \$40,000 in one time funding from the City's contingency budget and \$20,000 in annual funding for a period of 5 years from new assessed revenue, to achieve the City's goals of setting up an Arts Hub in downtown Victoria, and to help make Theatre SKAM's proposal financially viable.
- 3. That this recommendation be forwarded to the daytime Council Meeting of March 18th.

Amendment:
Moved By Councillor Dubow
Seconded By Councillor Loveday

That Council receive a written report annually.

CARRIED UNANIMOUSLY

Amendment:

Moved By Councillor Dubow

That it shows the percentage of floor space given to arts groups run by indigenous, visible cultural minorities and all people with disabilities

FAILED DUE TO NO SECONDER

Amendment:

Moved By Councillor Loveday Seconded By Councillor Dubow

- 1. That Council supports Theatre SKAM's proposal to operate an "Arts Hub" pilot project primarily focused on the performing arts.
- And that Council grant \$40,000 in one time funding from the City's
 contingency budget and \$20,000 in annual funding for a period of 5 years
 from new assessed revenue, to achieve the City's goals of setting up an Arts
 Hub in downtown Victoria, and to help make Theatre SKAM's proposal
 financially viable.
- 3. That Council receive a written report annually.
- 4. That this recommendation be forwarded to the daytime Council Meeting of March 18th.
- 5. Inclusde in the annual report the benefits to BIPOC, LQBTQiA+ and visual / cultural minority groups and people with disabilities who received funding.

CARRIED UNANIMOUSLY

On the main motion as amended:

- 1. That Council supports Theatre SKAM's proposal to operate an "Arts Hub" pilot project primarily focused on the performing arts.
- 2. And that Council grant \$40,000 in one time funding from the City's contingency budget and \$20,000 in annual funding for a period of 5 years from new assessed revenue, to achieve the City's goals of setting up an Arts Hub in downtown Victoria, and to help make Theatre SKAM's proposal financially viable.

- 3. That Council receive a written report annually.
- 4. That this recommendation be forwarded to the daytime Council Meeting of March 18th.
- 6. Include in the annual report the benefits to BIPOC, LQBTQiA+ and visual /cultural minority groups and people with disabilities who received funding.

J. ADJOURNMENT OF COMMITTEE OF THE WHOLE

Moved By Councillor Loveday **Seconded By** Councillor Andrew

That the Committee of the Whole Meeting be adjourned at 3:58 p.m.

CARRIED UNANIMOUSLY

