

## **REGULAR MONTHLY COUNCIL MEETING**

**July 11, 2018**

### **Approved Minutes**

**DATE:** July 11, 2018  
**TIME:** 4:34 p.m. – 5:55 p.m.  
**PLACE:** Stratford Town Centre, 234 Shakespeare Drive

**PRESENT:** Deputy Mayor Randy Cooper; Councillors Gail MacDonald; Jody Jackson; Gary Clow; Steve Ogden; Keith MacLean; Robert Hughes; CAO; Jeremy Crosby, Director of Infrastructure; Kim O’Connell, Director of Finance and Technology; Rachel Arsenault, Acting Recreation Director; Kevin Reynolds, Director of Planning, Development and Heritage; Wendy Watts, Community Engagement Coordinator; and Mary McAskill, Recording Clerk.

**REGRETS:** Nil

**CHAIR:** Mayor David Dunphy

#### **1. CALL TO ORDER**

Mayor David Dunphy called the Regular Monthly Council Meeting to order at 4:34 p.m. and welcomed those in attendance.

#### **2. APPROVAL OF THE AGENDA**

It was moved by Deputy Mayor Randy Cooper and seconded by Councillor Gail MacDonald that the agenda be approved as circulated. Motion Carried.

#### **3. MINUTES**

It was moved by Councillor Gary Clow and seconded by Deputy Mayor Randy Cooper that the minutes of June 13, 2018 be approved as circulated.

#### **BUSINESS ARISING**

Councillor Ogden asked if there was an update on the traffic study and Councillor Keith MacLean replied that we are waiting to hear from the province.

#### **4. PRESENTATIONS FROM THE FLOOR**

Nil

#### **5. CARI REPORT**

No Report

**6. CORRESPONDENCE**

A list of all correspondence sent and received since the last Council meeting was included in the meeting package.

**7. MAYOR'S REPORT**

Following is a list of meetings and events attended by the Mayor since the last Council meeting:

- attended the emergency services building open house where Sable Arc Studios presented the detailed building plans;
- attended the Charlottetown Rural High School graduation and presented two awards on behalf of the Town of Stratford. Also enjoyed seeing daughter Abby graduate;
- attended the Public Schools Branch school review meeting on June 27 regarding high school enrollment for the Charlottetown family of schools;
- along with the CAO met with Parker Grimmer, Director of the Public Schools Branch, to discuss the school review process, and hope to have a follow-up meeting (Mayor Dunphy sent a follow-up letter to Mr. Grimmer following the first meeting);
- met with Bill Campbell and had a general discussion on affordable housing;
- attended the opening ceremonies for the Michael Thomas race – very successful event;
- attended the Canada Day festivities which included a pancake breakfast, and the celebrations at Tea Hill Park where the Volunteer of the Year Presentations were made to Debbie Reid, Pam and David Ing, and Jaden Bulger;
- attended the Recreation and Events Committee meeting. It was Joanne Weir's last meeting as director of recreation, as she retired at the end of June.

**8. CHIEF ADMINISTRATIVE OFFICER (CAO)**

Report included in the package. The CAO reviewed a few items from his report as follows:

- met with representatives of Innovation PEI regarding economic development;
- had a conference call with Global Affairs Canada regarding funding opportunities for foreign investment attraction;
- joined a meeting, along with Councillor MacLean, with Trans Focus Consulting regarding gender identity and hope to have them come back to do some training for Town staff.

Councillor Ogden asked if we are comfortable with the numbers that the Public Schools Branch are using, and the CAO replied that we are not and we hope that we have convinced them that they need to review the numbers. The CAO added that although they do not

have the numbers correct, they do show that there is a need for additional capacity for a senior and junior high school.

Councillor Ogden stated that he was at both meetings regarding the review, and he was surprised at the number of arguments that were being presented in favour of the other approach, and he felt that it was too bad that there are not more Stratford parents involved. Councillor Ogden also encouraged everyone to do the survey that is online until July 20.

Mayor Dunphy noted that he was at the meeting at Charlottetown Rural regarding high schools and believes the general feeling was that there is a need for infrastructure in Stratford and the Town will continue to push forward for it.

The CAO took a moment to acknowledge all the work that Mayor Dunphy has done over the past five years to try and get a junior/senior high school in Stratford.

**9. SAFETY SERVICES**

a) Report included in the agenda package for Council to review. Councillor Clow noted that Corporal Dudley and Constable Sanders were in attendance at the last Safety Services meeting, and they updated the committee about the things they were doing in the community.

**b) Street Light Report**

No report

**c) RCMP Report**

The report for the month of June was included in the agenda package. The RCMP is stepping up their visibility and that is good news. The stats were also included in the agenda package. There were 63 offence summary tickets and 7 warnings during the month of June. The RCMP also did two road checks - one on Bunbury Road and one on route 1, and more than 150 cars were checked.

The school graduations took place in June and the RCMP was keeping an eye out for any parties or socials that were taking place in the community. Councillor Clow noted that he was not aware of any problems.

The RCMP is working in the neighbourhoods where the speed bumps have been placed and they are talking to the neighbours in the area and questioning what is happening in regards to speeding and receiving good feedback. They are also spending a lot of time

on gas and dash drive offs. Since January 1 they had 180 files related to gas drive offs, but only 3 charges were laid.

Councillor Clow noted that he attended a barbeque that was held at the detachment for the Citizens on Patrol group.

On Canada Day Cst. Dudley and Sgt. Leanne Butler attended the festivities in their Red Surge uniforms.

Deputy Mayor Cooper noted that there was usually a meeting with the staff sergeant each year to do a year end review, and the Town would put the top three priorities in place, and he wondered if this is something that Corporal Dudley will do with the Town. Councillor Clow replied that he is sure that the Corporal would be open to it, as he had indicated that he was open to meet with Council at any time to discuss policing for the Town going forward. Mayor Dunphy noted that maybe we could have them in for the July Committee of the Whole meeting.

**d) Humane Society Report**

The report for the month of June was included in the agenda package.

**e) Transit Report**

The report for the month of June was included in the agenda package and the ridership was up again with 130 riders over last year's 116 for June. It was also noted that wifi has been installed on the busses.

**f) Fire Company**

There were a total of 14 calls for the month of June and 9 were from Stratford.

Councillor Jackson noted that at the last meeting he had asked about a street light for Galaway Court and asked if there was any update on the request. Councillor Clow replied that it is being looked after and a pole is being installed this week.

**11. RECREATION, CULTURE AND EVENTS**

**a) Report**

The recreation report was included in the package. Councillor MacDonald noted that she had an update on some of the neighbourhood parks. Clearview Park – the equipment was installed and the gravel will be delivered on July 12; Saints Park – equipment has been installed and the landscaping will be done next week; Zakem and Rankin parks are both in progress; and the climbing wall has been installed at Partridge.

The Stratford Softball Association has 152 registered participants. The U8; U10; U12; and U14 all found their own sponsors this year (\$1000 each for uniforms).

The summer day camp is in full swing with maximum registration of 30 participants. As part of the Town's ongoing partnership with GOPEI, a healthy cooking class is held each week with camp participants.

At the Canada Day festivities there was a count done and the final number was 1430 people – an excellent turnout.

The list of artists for the Artist in Residence program has been approved by the Arts and Culture Committee. We are having some difficulty with the Glen Stewart Visual Arts Enrichment Program. We have put it out for tender twice, but no proposals were received. The Stratford Adult Program was awarded to Tricia Baldwin and the Art Enrichment Program was awarded to Samantha Sambrooke.

The Stratford Youth Centre held a 4<sup>th</sup> annual yard sale and community flea market on June 2, and although the weather wasn't great there were 50 vendors and approximately 750 people attended.

The replacement cricket pitch is on its way and should be installed next week. The Cricket Association plans to hold a large multi province tournament. There will be more information on the tournament in the next few weeks.

Councillor MacLean noted that the Federation of Prince Edward Island Municipalities (FPEIM) is working on the cannabis tax funding. When the Federation of Canadian Municipalities (FCM) pushed for the funding, the province asked what the expenses are and they are trying to push it toward bylaws costs and policing costs, but it is not just bylaw and policing. It is recreation and it is providing activities for youth. Councillor MacLean would like the Town to start sending this information to the province to let them know what services the Town provides. He doesn't want FPEIM asking about our costs, because it is not about costs, it is about providing services. We have to market what we are doing in the Town to the province. Mayor Dunphy suggested that he, Councillor MacLean, and the CAO meet in the next week or two to discuss the issue further.

Councillor Jackson asked if there would be any funding from the cannabis tax for smoking cessation and Councillor MacLean replied that they haven't looked into it.

Councillor Jackson took a moment to thank Councillor MacDonald, the recreation staff, and the contractors for getting the equipment into Clearview Park and Saints Park. He spoke to some of the residents of Clearview and they are quite excited about it.

Councillor Jackson also thanked the Town for helping the Challenger Baseball Program; it is a great program and CBC did a story on it, and a follow-up story online. He also noted that the Blue Jays alumni are coming down in August to take part in a game. Councillor Jackson thanked Scott Taylor and his family for taking a leadership role in the program.

Deputy Mayor Cooper congratulated Councillor MacDonald and the recreation staff for another great Canada Day event.

Mayor Dunphy agreed that the recreation department is critical in the Town.

#### **10. FINANCE AND TECHNOLOGY**

##### **a) Report**

Deputy Mayor Cooper noted that the committee did not meet in June as there were no urgent items to be discussed.

##### **b) Financial Statements**

Included in the package for review.

Deputy Mayor Cooper stated that Nathan Foster has started working with the Town as a special project accountant (nine month contract) and he is working closely with the finance department on the asset management and Town Suite integration project.

#### **11. PLANNING, DEVELOPMENT AND HERITAGE**

##### **a) No Report**

Councillor MacLean noted that the planning department did not hold a meeting in June as there was nothing urgent to discuss.

##### **b) Permit Summary**

The permit summary was included in the package for Council to review. Councillor MacLean noted that for the month of June 2017 there was \$5,769,230 in development permits and in June of 2018 there was \$7,022,900. Year to date totals were June 2017 - \$16,227,942 – and June 2018 - \$23,583,400.

Councillor MacLean noted that Council will be invited to attend three meetings in August to finish the bylaw review.

Councillor Ogden asked when the parcel besides Sobey's will commence, and the planning director replied that they are currently working on the stormwater management plan.

**14. COMMITTEE OF THE WHOLE**

Nil

**15. INFRASTRUCTURE**

**a) Report**

The report was included in the package for Council to review. Mayor Dunphy noted that some of the items being worked on by the infrastructure department are as follows:

**Waste Water Treatment Plant Update** – the facility continues to function well with the exception of some minor fluctuations in some of the parameters.

**Wastewater Collection System to the Charlottetown Pollution Control Plant** – still waiting for an answer from Cape D'Or Holdings on acquiring a 20 foot easement through the ESSO property. Stantec has reviewed realignment along the Charlottetown side of the bridge to eliminate the pipework being under asphalt. The forcemain will now be brought down along the bank and kept out of asphalt. We are still reviewing the option of realigning along Riverside Drive to be on the province's property and eliminate being within the road. Stantec has conveyed that a tender package will be ready for review by July 16, 2018.

**Water Metering Program** – As of July 9, 2018 Neptune has completed 2048 meter installations and has 134 appointments scheduled. This represents 82.5% of the project. There are 378 properties remaining who have not booked an appointment yet.

**Inflow & Infiltration** – Two quotes for the supply of inflow dishes for manholes have been obtained and one quote for the supply of flow monitoring equipment has been obtained, but no purchases have been made yet. Description/scope of work to perform manhole inspections is to be prepared and an RFQ is to be issued to contract out the assessment work.

**Bunbury Fieldhouse Design** – The RFP for design services should be out for tender soon.

**Fullerton's Creek Park Development** – The RFP for design and construction administration of the washrooms facility is under department review. It is

anticipated to be issued to consultants later this week. An RFP for supply and construction of the natural playground equipment is being developed.

**Pondside Water Station Upgrades** - An RFP is being developed for design services for upgrades to the station including: new pumps with soft start motors; install level sensors in the wells; replace interior piping with stainless steel pipe; and provide concrete slab under interior pipe network. As well, a review of electrical components should be done to determine the need of upgrades.

**Emergency Services Facility** – This project will go out to tender on Saturday, July 14, 2018 and the bids are being accepted until July 31, 2018. The work should begin in August.

**Cross Roads Community Centre Energy Upgrades** – Coles Associates is preparing the contemplated change notice for the extra work: installing drop ceiling on the main level, and installing laminate floating floor on the upper level. Most of the contracted work has been complete.

**Stratford Skatepark** – Footings are being poured this week and New Line Skateparks will be on site for the first major concrete pour. Project is on schedule to be substantially complete by mid-August.

**Splash Pad** – Coles Associates has obtained pricing from Brumac Construction to install an expansion tank and water meter on the system. Waiting for information on the expansion tank specified before approval is given to proceed. A Request for Quotes (RFQ) for new paved walkway from padding to building was issued and Earthform being the lowest bidder. Earthform began the work and paving is expected to be complete the end of next week. The splash pad is planned to be operational on July 20, 2018.

**Kinlock Beach Parking Area** – Received topographical and legal survey plans from Mantha Land Surveys on July 10. The province has completed the application for subdivision and this has been submitted to the planning department. Grading plan for parking lot is to be completed, and construction will start soon.

**Extension of Michael Thomas Way** – An RFP is to be developed for the design and construction administration for the extension of the street as part of the waterfront development plans.

#### **New Subdivision Reviews**

- Koughan Subdivision – under for construction

- Southside Green Subdivision – under construction
- Foxwood Subdivision – under construction
- Harland Subdivision (Birchwood Lane Extension) – under construction
- Marshall MacPherson Shakespeare Drive units – preliminary servicing plan submitted for review
- Lot development on Myrtle Street for Whitestone Construction - preliminary plan submitted for review
- Clearview Subdivision Phase 2 – preliminary plan submitted for review

Infrastructure maintenance staff continues to be busy cutting grass, maintenance of properties and dealing with unsightly premises issues with some residents not cutting their grass. The Utility staff is continuing with maintenance and videoing of sanitary sewer collection systems. The Utility staff has also been busy with water line inspections and the metering installation program with many residents connecting to the water system in the Eastern Realities area.

During the month of June there were no major issues with the sanitary sewer collection system or water distribution system.

## **16. SUSTAINABILITY**

### **a) Report**

Included in the package for Council to review. Councillor Jackson briefly reviewed the report noting that the committee met on June 25 and there was a discussion and recommendation on the Smoke Free Bylaw.

There was a survey sent to the owners of the businesses in the business park, regarding a few issues but the response was not great. There was some discussion on how we could get feedback from the businesses other than a survey and Councillor Jackson stated that he plans to go door to door and speak to the business owners and discuss how we may be able to help them. We would also like to gauge their interest in possible park standards and the backlit sign. He will report back to the Sustainability Committee and the Committee of the Whole.

The committee also discussed Fullerton's Creek Park and the Events and Culture Committee is looking to develop a plan for the next four years. The Sustainability Committee wants to ensure that we apply a sustainability lens to the development plan, so the Sustainability Committee will be involved with any plans going forward.

The Kelly's Pond Watershed Planning Sub-Committee was also discussed and there is a resolution regarding this item.

Mayor Dunphy noted that the Diversity and Inclusion Plan is being updated and a date of August 9, 2018 has been set to meet with the consultant and all of Council is invited.

Councillor Ogden asked about signage for the business park and Councillor Jackson replied that the committee did talk about signage for the business park and it is one of the things that he would like to talk to the businesses about. There was also some discussion regarding a provincial sign pointing into the business park to show where it is located and this is being looked into.

**b) Resolution SC001-2018 Kelly's Pond Watershed Planning Sub-Committee Terms of Reference and Member Appointments**

**Moved by Councillor Jody Jackson**

**Seconded by Councillor Steve Ogden**

**WHEREAS** Council has established special committees and sub-committees to those Special Committees in Bylaw #33, the Stratford Committee Bylaw, to advise and assist Council in its deliberations; and

**WHEREAS** the Sustainability Committee is proposing to establish the Kelly's Pond Watershed Planning Sub-Committee to develop a plan and budget for the rehabilitation of the Kelly's Pond Watershed.

**BE IT RESOLVED** that the attached Terms of Reference for the Kelly's Pond Watershed Planning Sub-Committee be approved.

**BE IT FURTHER RESOLVED** that the following be appointed to sit as members of the Kelly's Pond Watershed Planning Sub-Committee until the end of the term of Council.

- Chair – Councillor Jody Jackson
- Vice-chair – Mayor David Dunphy
- Infrastructure Committee Member - David Barrett
- Sustainability Committee Member – Rosemary Curley
- Stratford Watershed Group Coordinator – Madeleine Crowell

Discussion: This resolution bears the recommendation of the Sustainability Committee.

Councillor Jackson noted that the Sustainability Committee is establishing the Kelly's Pond watershed Planning Sub-Committee based on feedback from local residents and our watershed group. We want to explore opportunities to enhance it where possible and look at possible funding

for rehabilitation. The residents will also be engaged in the plan development. There should be a report ready for the Sustainability Committee and the Committee of the Whole by November.

Mayor Dunphy added that the hope is the sub-committee will come up with short term and long term action items to deal with the Kelly Pond watershed, along with costs, and that will flow back for next year's budget to determine what Council wants to spend, if anything, on the project.

Councillor Ogden took a moment to congratulate Councillor Jackson on a great initiative. Kelly's Pond is something that he has been interested in for a long time and if something can be done he would like to see it done.

Question: **CARRIED**

**c) Resolution SC002-2018 Smoke Free Stratford Bylaw, Bylaw #42 – 1<sup>st</sup> Reading**

**Moved by Councillor Jody Jackson**

**Seconded by Councillor Gail MacDonald**

**WHEREAS** the Town of Stratford currently has a policy which bans smoking on town properties; and

**WHEREAS** the Town of Stratford was approached by members of the Council for a Smoke Free PEI with the idea that we become the first "Smoke Free" community in Canada, which would include banning tobacco and marijuana smoke in publicly and privately owned "public places" in Stratford; and

**WHEREAS** a sub-committee of the Town of Stratford's Sustainability Committee was developed to research and review the feasibility and desirability of Stratford becoming "Smoke Free" by reviewing the following items:

- investigating town regulatory powers to determine the potential scope of the initiative;
- engaging residents and stakeholders in a dialogue about the proposed initiative;
- reviewing health literature on the effects of second hand tobacco and marijuana smoke and vapour;
- develop questions for the annual survey;
- proposing town legislative and educational measures to reduce or eliminate smoking in public places (both publicly and privately owned) in Stratford, including how the proposed measures will be enforced.

The committee was comprised of representatives from the Chief Public Health Office, Council for a Smoke Free PEI, residents, business owners, residential rental property owners, and the Stratford Recreation, Culture and Events Department; and

**WHEREAS** The Town of Stratford is looking to strengthen its stance on the potential health hazards associated with smoking by taking the current smoke free policy and creating a smoke free bylaw. This will allow the Town to take active steps to prohibit smoking in the areas that the Town would have the most oversight. This demonstrates that Stratford takes seriously the health effects of smoking and second-hand smoke. The Town did engage residents through our annual survey on this issue and residents showed strong support for banning smoking on Town properties with lesser support on private property. The Town will conduct further consultation with residents, commercial land owners and residential rental property owners, to explore the possibility in the future of regulating smoking in privately-owned outdoor spaces such as parking lots, golf courses, and other public areas; and

**BE IT RESOLVED** that the attached Smoke Free Bylaw, Bylaw # 42, be hereby read and approved a first time.

Discussion: This resolution bears the recommendation of the Sustainability Committee.

Councillor Jackson noted that this is essentially changing our current policy into a bylaw that includes Town property, parklands, playgrounds, sports fields, spectator viewing areas, and any Town events held on other properties. The committee looked at the issue from all sides and there were many meetings and many great ideas were shared. There is still some work to do, but it was felt that we should proceed with changing the policy to a bylaw at this time. The new Municipal Government Act allows municipalities to pass bylaws for several purposes and one of those purposes is safety, health, and protection of persons and properties, and the effects of second hand smoke are well documented.

We were encouraged that residents felt strongly about changing the policy to a bylaw. There is a plan to engage with residents, business owners, and property developers, to determine the 'appetite' for going forward and going beyond the current bylaw to public and privately owned public spaces.

Mayor Dunphy added that we felt it was necessary to do some work in education and helping residents with some smoking cessation programs in conjunction with the province or other jurisdictions in advance of any broader inclusion of smoke free places in the Town.

Councillor Jackson thanked the committee for the work they have done to date.

Question: **CARRIED**

**17. a) ACCOUNTABILITY AND ENGAGEMENT**

**Report**

Councillor Ogden noted that there was a meeting held on June 21 and he gave an overview of the items discussed. He noted that the website was to be completed by the end of June; however, the company has not provided us with a completion date yet. Wendy noted that they are working with us and some progress has been made.

The results of the Annual Resident Survey were posted on our website today and there will be a media release sent out regarding the survey results.

The Seniors New Horizon Program – Councillor Ogden asked the CAO if he had an update on the Seniors New Horizon Program and the CAO replied that an application was submitted to the program. Some of the small initiatives from the Smart Cities Challenge application were extracted such as the Caring Granny's Program, Newcomer Mentoring Program, the Seniors Match Program, and the Seniors Exchange Program.

Councillor Ogden stated that there are some parts of the Smart Cities Challenge that we hope to be able to proceed with and the CAO added that they were impressed with our application because it would benefit both newcomers and the community as a whole even though we didn't make it to the next round. One of their concerns was how the facilities could be maintained after the funding ran out. They also thought there could be a little bit better link between the goals and the initiatives that were proposed, but overall they said it was an excellent proposal and they encouraged us to continue on and pointed us in the direction of some possible funding.

Councillor Ogden stated that he understood that we could resubmit next year and the CAO agreed that there will be two more phases, but the parameters have not yet been set.

**RESOLUTION**

**b) Resolution A&E003-2018- Election Bylaw, Bylaw #43 – 1<sup>st</sup> Reading**

**Moved by Councillor Steve Ogden**

**Seconded by Councillor Gary Clow**

**WHEREAS** the majority of the provisions for the conduct of municipal elections are now contained within the new Municipal Government Act (MGA) and Regulations thereto, which include new provisions for the regulation of spending and donations, and Council has discretionary control over items such as advance polling, alternative voting methods and campaign spending and donation limits that must be enacted by Bylaw; and

**WHEREAS** a new Election Bylaw was drafted, in partnership with Charlottetown, Summerside, Cornwall and Elections PEI, who administers the elections in the four large municipalities, to establish the discretionary rules and procedures for municipal elections in the Town of Stratford.

**BE IT RESOLVED** that the attached Elections Bylaw, Bylaw #43, be hereby read and approved a first time.

Discussion: This resolution bears the recommendation of the Accountability and Engagement Committee and the Committee of the Whole.

Councillor Ogden noted that there are a number of issues that are now within the purview of the municipalities and there are discretionary rules and procedures that are now uniform throughout the province. However, there were some items that we could have discretionary rules over such as advanced polling. There was a discussion held on when we could schedule advance polls, alternative mobile polls, alternative voting methods and campaign spending, although it is not in affect for the upcoming election, with the exception of the disclosure parts which will be in effect.

The CAO noted that the bylaw reflects our currently bylaw; however, some of the items Council will have discretion over are fees for nominations, requirement of the number of persons required for a nomination, and campaign spending will be in the new bylaw.

Deputy Mayor Cooper questioned the amount of spending allowed as he felt it was supposed to be \$25,000 for Mayor and \$5,000 for Councillor. However, he felt after a previous discussion the amount for Councillor was to be set at \$10,000. The CAO noted that he had flagged that item, as he was unsure what was agreed upon, but it can be changed it before we approve the first reading or add it to the second reading.

Question: **CARRIED** (1 Nay – Deputy Mayor Cooper)

**18. HUMAN RESOURCES**

**a) No Report**

**19. OTHER COMMITTEES**

**a) Stratford Seniors Complex**

Councillor MacDonald noted that there was a new cement pad placed in front of the complex to secure a bench that was donated to the complex in memory of Alma Birt. The sidewalk has been repaired at the back of the complex, and the light sensors have been fixed in the common area. The inspections were completed on all the units and the maintenance person is doing needed repairs. Councillor MacDonald noted that they are looking for a replace for the sign at the complex as the current one is too faded from the sun.

**20. PROCLAMATIONS**

Nil

**21. OTHER BUSINESS**

Councillor Steve Ogden congratulated Councillor Gary Clow and his wife Eileen on their recent 50<sup>th</sup> Wedding anniversary (June 8).

Councillor Ogden also noted that due to the announcement made by the Mayor that he would not be reoffering, he took the opportunity to thank him for everything he has done for Stratford and wished him the best of luck.

Councillor Ogden also announced that he will be offering for Mayor.

**22. ADJOURNMENT**

There being no further business, the meeting adjourned at 5:55 p.m.

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**Mayor David Dunphy**

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**Robert Hughes, CAO**