



## Committee of the Whole Meeting Minutes

**Monday, June 17, 2024, 4:31 p.m.**

### **1. Closed Session in the McNaughton Room**

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Kasey Etreni
- Councillor Andrew Foulds
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino

Officials:

- Dana Earle, Deputy City Clerk
- Norm Gale, City Manager
- John Collin, City Manager
- Patty Robinet, City Solicitor
- Kelly Robertson, General Manager – Community Services

#### **1.1 Realty Matter (Thunder Bay Community Tennis Centre-Lease Agreement)**

Report 2024CLS.026 (Realty Services) relative to the above noted was distributed to City Council, City Manager, City Solicitor, City Treasurer, General Manager – Corporate Services, General Manager – Infrastructure, Development & Operations and General Manager – Community Services only.

General Manager – Corporate Services Karen Lewis, General Manager – Infrastructure, Development & Operations – Kerri Marshall, City Treasurer Keri

Greaves, Deputy City Solicitor Cynthia Cline, Deputy City Treasurer Andrea Morrison and Manager – Realty Services Deanna Walker entered the meeting room.

General Manager - Community Services Kelly Robertson provided an overview and responded to questions.

City Treasurer Keri Greaves provided an overview.

Manager - Realty Services Deanna Walker provided an overview and responded to questions.

City Treasurer Keri Greaves responded to questions.

Deputy City Solicitor Cynthia Cline responded to questions.

City Manager Norm Gale responded to questions.

It was consensus of Committee to proceed as directed.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented to Committee of the Whole to be held later in the evening.

General Manager Kerri Marshall, General Manager Karen Lewis, City Treasurer Keri Greaves, Manager Deanna Walker, Deputy City Treasurer Andrea Morrison and Deputy City Solicitor Cynthia Cline left the meeting room.

## **1.2 Legal Matter (Litigation Settlement)**

Report 2024CLS.028 (Legal Services) relative to the above noted was distributed to City Council, City Manager and City Solicitor only.

Barrister & Solicitor Eugene Prpic and Deputy City Solicitor Dawne Latta entered the meeting room.

Barrister & Solicitor Eugene Prpic provided an overview and responded to questions.

Deputy City Solicitor Dawne Latta responded to questions.

City Manager Norm Gale responded to questions.

General Manager - Community Services Kelly Robertson responded to questions.

It was consensus of Committee to proceed as directed.

The Deputy City Clerk advised that the resolution relative to the above noted would be presented to Committee of the Whole to be held later in the evening.

It was consensus of Committee to recess Committee of the Whole at 5:28 p.m. and reconvene following City Council-Special-Session-CEDC-AGM and City Council (Public Meeting)

**2. Open Session (Planning Services) in the S.H. Blake Memorial Auditorium at 7:07 p.m.**

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Kasey Etreni
- Councillor Andrew Foulds
- Councillor Trevor Giertuga
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino

Officials:

- Dana Earle, Deputy City Clerk
- Norm Gale, City Manager
- John Collin, City Manager
- Patty Robinet, City Solicitor
- Keri Greaves, City Treasurer
- Karen Lewis, General Manager - Corporate Services
- Kerri Marshall, General Manager – Infrastructure, Development & Operations
- Kelly Robertson, General Manager - Community Services
- Cynthia Olsen, Director – Strategy & Engagement
- Devon McCloskey, Manager – Planning Services
- Cory Halvorsen, Manager – Parks & Open Spaces
- Jonathan Paske, Supervisor – Parking Authority
- Jillian Fazio, Senior Planner
- Lori Wiitala, Council & Committee Clerk

**3. Disclosures of Interest**

Councillor Brian Hamilton declared a conflict of interest relative to deputations 5.3 Parking - Waterfront District BIA, 5.4 Parking - Chamber of Commerce and 5.7 Short-term Stay

Rates for Parking Meters as he owns a business in the downtown core affected by short term parking.

**4. Confirmation of Agenda**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Trevor Giertuga

WITH RESPECT to the June 17, 2024 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**5. Deputations**

**5.1 Port of Thunder Bay Update**

Correspondence received from Port of Thunder Bay Board Chair Patrick Bushby dated April 11, 2024 requesting to provide a deputation relative to the above noted.

Port of Thunder Bay Chief Executive Officer Chris Heikkinen and Port of Thunder Bay Board Chair Patrick Bushby appeared before Committee, provided a PowerPoint presentation and responded to questions.

**5.2 150th Anniversary Celebration of Waverly Park & Update on Fountain Funding**

Correspondence received from Keith Nymark dated May 14, 2024 requesting to provide a deputation relative to the above noted.

Keith Nymark and David George Noonan appeared before Committee, provided a PowerPoint presentation and responded to questions.

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Councillor Kasey Etreni

WITH RESPECT to the Deputation by Coalition for Waverley Park Fountain on June 17, 2024, we recommend that the contents of the deputation be referred to Administration for review including the addition of the Waverley Fountain maintenance costs into the Parks & Opens Spaces 3-year capital budget and the use of funding from the sale of surplus park lands;

AND THAT Administration report back on or before December 2, 2024;

AND THAT any necessary by-laws be presented to Council for ratification.

CARRIED

**5.3 Parking - Waterfront District BIA**

Correspondence received from Waterfront District BIA Coordinator Kara Pratt dated May 31, 2024 requesting to provide a deputation relative to the above noted.

Councillor Brian Hamilton declared a conflict of interest on the above noted item and refrained from participating in debate.

Waterfront District BIA Vice-Chair Peter White and Waterfront District BIA Coordinator Kara Pratt appeared before Committee provided a deputation and responded to questions.

**5.4 Parking - Chamber of Commerce**

Correspondence received from Thunder Bay Chamber of Commerce President Charla Robinson dated June 4, 2024 requesting to provide a deputation relative to the above noted.

Councillor Brian Hamilton declared a conflict of interest on the above noted item and refrained from participating in debate.

Thunder Bay Chamber of Commerce President Charla Robinson appeared before Committee, provided a deputation and responded to questions.

**5.5 The New Extended Hours of Parking**

Correspondence received from James McCallum dated June 12, 2024 requesting to provide a deputation relative to the new extended hours of parking was distributed Separately on Thursday, June 13, 2024.

James McCallum and Maureen Commuzzi appeared before Committee and provided a deputation.

**5.6 New Parking Fee Structure Impact on Downtown Residents**

Correspondence received from Brian Arbour dated June 14, 2024 requesting to provide a deputation relative to the new parking fee structure impacting downtown residents was distributed Separately on Friday, June 14, 2024.

Brian Arbour appeared before Committee, provided a deputation and responded to questions.

### **5.7 Short-term Stay Rates for Parking Meters**

Memorandum from Supervisor Municipal Parking Services Jonathan Paske dated June 10, 2024 relative to consideration of the return of the short-term stay rates for parking meters was distributed Separately on Thursday, June 13, 2024.

Councillor Brian Hamilton declared a conflict of interest on the above noted item and refrained from discussing or voting on the following resolution.

MOVED BY: Councillor Kasey Etrene  
SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the Memorandum from Jonathan Paske, Supervisor – Municipal Parking Services, dated June 10, 2024, we recommend that short-term stay rates at parking meters be reintroduced at a 50-cent minimum and 50-cent per 15-minute increments, excluding Marina Park;

AND THAT short-term stay rates at Marina Park be introduced at a 50-cent minimum and 50-cent per 15-minute increments, excluding Market Square;

AND THAT short-term stay rates at parking spaces in Market Square be introduced at a 75-cent minimum and 75-cent per 15-minute increments;

AND THAT current Schedule D of the User Fee By-law 28-2007 be repealed and replaced with the amended Schedule D, as appended to this memorandum;

AND THAT By-law 141-2024 be repealed;

AND THAT any necessary by-laws be presented to City Council for ratification on June 24, 2024.

CARRIED

### **5.8 Request for Review - Residential Parking Rates in the Downtown Cores**

Memorandum from Councillor Kasey Etrene dated June 5, 2024 relative to request for review of residential parking rates in the downtown cores was distributed Separately on Thursday, June 13, 2024.

MOVED BY: Councillor Kasey Etrene  
SECONDED BY: Councillor Kristen Oliver

WITH RESPECT to the Memorandum from Councillor Kasey Etreni dated June 5, 2024, and the Deputations from the Waterfront District BIA and Chamber of Commerce on June 17, 2024, we recommend that Administration review the concerns relating to residential parking in the downtown cores;

AND THAT Administration report back on or before July 22, 2024;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

## **6. Items Arising from Closed Session**

### **6.1 Realty Matter (Thunder Bay Community Tennis Centre–Lease Agreement)**

Report 2024CLS.026 (Realty Services) relative to the above noted was distributed to City Council, City Manager, City Solicitor, City Treasurer, General Manager – Corporate Services, General Manager – Infrastructure, Development & Operations and General Manager – Community Services only.

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 2024CLS.026 (Realty Services) we recommend that the lease between the City and Thunder Bay Community Tennis Centre be approved as outlined in the Report;

AND THAT the Mayor and City Clerk be authorized to execute the Lease, in form and content satisfactory to the Director – Development Services and the City Solicitor, as substantively described in this Report;

AND THAT any necessary by-laws be presented to Council for ratification.

CARRIED

### **6.2 Legal Matter (Litigation Settlement)**

Report 2024CLS.028 (Legal Services) relative to the above noted was distributed to City Council, City Manager and City Solicitor only.

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 2024CLS.028 (Legal Services) we recommend Administration proceed as directed in closed session.

CARRIED

**7. Reports of Committees, Boards and Outside Agencies**

**7.1 Mayor's Taskforce on Building More Homes Advisory Committee**

Minutes of Meeting 01-2024 of the Mayor's Taskforce on Building More Homes Advisory Committee held on April 17, 2024, for information.

**7.2 Lakehead Region Conservation Authority**

Minutes of the Lakehead Region Conservation Authority held on April 24, 2024, for information.

**8. Reports of Municipal Officers**

**8.1 Urban Design and Landscape Guidelines Update**

At the April 15, 2024 Committee of the Whole meeting Report 87-2024-Infrastructure, Development & Operations-Planning Services relative to the above noted, was presented as a First Report to allow Committee of the Whole and the general public time to consider the implications of the report before its recommendations are considered by Committee of the Whole on June 17, 2024.

Report 87-2024-Infrastructure, Development & Operations-Planning Services recommending that Urban Design and Landscape Guidelines document prepared by Scatliff + Miller + Murray be adopted, re-presented.

Memorandum from Jillian Fazio, Senior Planner, dated May 30, 2024, relative to the above noted providing a summary of revisions and a revised recommendation to the draft Urban Design and Landscape Guidelines.

Correspondence received from Kyla Moore dated May 2, 2024 providing a written deputation relative to the above noted.

MOVED BY: Councillor Shelby Ch'ng

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to the Memorandum from Jillian Fazio, Senior Planner, dated June 5, 2024 and Report 087-2024-Infrastructure, Development & Operations-Development Services-Planning Services, we recommend that the Urban Design and Landscaping Guidelines document prepared and presented by Scatliff + Miller + Murray be adopted;

AND THAT an implementation plan be prepared by Planning Services based on the recommendations described in Section 6 of the document be reported to Council on or before December 31, 2026;

AND THAT the document be used to guide development within the community and evaluate applications for Site Plan Control Approval;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

## **8.2 Amend Draft Approval of Plan of Subdivision – Lacewood South**

Report 127-2024-Infrastructure, Development & Operations-Planning Services, recommending that the request by 1698293 Ontario Inc. to extend draft plan approval (58T-17501) as it applies to Lacewood South Draft Plan of Subdivision, be approved.

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 127-2024-Infrastructure, Development & Operations-Planning Services, we recommend that the request by 1698293 Ontario Inc. to extend draft plan approval (58T-17501) as it applies to Lacewood South Draft Plan of Subdivision, as it applies to Concession 3 NKR, Neebing, Part of Lot 21, PART 1 on Plan 55R7116, PARTS 1 and 2 on Plan 55R14232, municipally known as 3052 20<sup>th</sup> Side Road to June 30, 2025 subject to the conditions outlined in Attachment B and on the redlined plan dated May 10, 2016 Draft Plan of Subdivision prepared by Schollen & Company Inc. in Attachment C appended to this report, be approved;

AND THAT any necessary By-laws be presented to City Council for ratification.

CARRIED

## **8.3 Thunder Bay Community Tennis Centre Designation as a Municipal Capital Facility**

Report 188-2024-Community Services requesting authorization from Council to enter into municipal capital facility agreements with the Thunder Bay Community Tennis Centre (TBCTC) for both the Indoor Facility and the Seasonal Facility.

Memorandum from General Manager - Community Services Kelly Robertson dated June 12, 2024 requesting to provide a brief overview of the City's relationship with TBCTC in respect of the seasonal facility, Council resolutions to date in respect of

TBCTC's proposed indoor project, and the rationale for requesting Council's consideration of the designation of both the current seasonal and proposed indoor facilities as municipal capital facilities was distributed separately on Thursday, June 13, 2024.

General Manager - Community Services Kelly Robertson, Tennis Canada - Manager of Community Events Alison Anderson and Thunder Bay Community Tennis Centre Project Lead Pasi Pinta provided a PowerPoint presentation and responded to questions.

### **RECOMMENDATION 1**

MOVED BY: Councillor Kasey Etreni

SECONDED BY: Councillor Albert Aiello

WITH RESPECT to Report 188-2024 (Community Services), relating to the indoor racquet facility located at 440 Chapples Drive, we recommend that conditional on the City entering into a ground lease (the "Ground Lease") with the Thunder Bay Community Tennis Centre ("TBCTC") for the development, construction, use and operation of a building (the "Indoor Facility") for the purposes of an indoor racquet facility on the lands municipally described as 440 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule A (the "Indoor Facility Lands"), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

1. a) Designates the Indoor Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
2. b) Exempts the Indoor Facility and the lands upon which the Indoor Facility is situated from taxation for municipal and education purposes; and
3. c) Provide financial assistance to the TBCTC for the operation of the Indoor Facility, as set out in the Ground Lease;

AND THAT the City approves the by-law 198-2024 substantially in the form attached hereto as Schedule "B" (the "Indoor Facility By-law");

AND THAT upon the City and TBCTC entering into the Ground Lease, Administration bring the Indoor Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Indoor Facility By-law, the City is authorized to enter into a municipal capital facility agreement (the "Indoor Facility MCF Agreement") that provides for (a) the use, operation and maintenance of the Indoor Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Ground Lease; and (c) the exemption of the Indoor Facility and the lands upon which the Indoor Facility is situated from

municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;

AND THAT the Mayor and Clerk be authorized to execute the Indoor Facility MCF Agreement;

AND THAT, further to the City and the TBCTC entering into the Ground Lease, Council declares that the Indoor Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Indoor Facility By-law being passed, the City Clerk provide written notice of the Indoor Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Indoor Facility By-law to the Municipal Property Assessment Corporation, and the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Indoor Facility By-law.

CARRIED

**RECOMMENDATION 2**

MOVED BY: Councillor Kasey Etreni

SECONDED BY: Councillor Albert Aiello

WITH RESPECT to Report 188-2024 (Community Services), relating to the seasonal facility located at 430 Chapples Drive, we recommend that the lands municipally described as 430 Chapples Drive in the City of Thunder Bay, as more particularly described in Schedule C (the “Seasonal Facility Lands”) where the TBCTC operates a seasonal racquet facility (the “Seasonal Facility”) pursuant to a Letter of Understanding, as amended, supplemented, replaced or restated from time to time (the “Seasonal Facility Agreement”), pursuant to section 110 of the Municipal Act, 2001, the City hereby:

1. a) Designates the Seasonal Facility and all present and future improvements thereto, as a municipal capital facility for recreational purposes;
2. b) Exempt the Seasonal Facility and the lands upon which the Seasonal Facility is situated from taxation for municipal and education purposes; and
3. c) Provide financial and other assistance to the TBCTC for the operation of the Seasonal Facility, as set out in the Seasonal Facility Agreement;

AND THAT, the City approves the by-law 228-2024 substantially in the form attached hereto as Schedule “D” (the “Seasonal Facility By-law”);

AND THAT when the Indoor Facility By-Law is brought forward to be passed that Administration also bring the Seasonal Facility By-law forward to be passed by Council;

AND THAT, conditional on the passage of the Seasonal Facility By-law, the City is authorized to enter into municipal capital facility agreement (the “Seasonal Facility MCF Agreement”) that provides for (a) the use, operation and maintenance of the Seasonal Facility as a municipal capital facility; (b) the provision by the City to the TBCTC of the financial assistance under the Seasonal Facility Agreement; and (c) the exemption of the Seasonal Facility and the lands upon which the Seasonal Facility is situated from municipal and education taxation purposes, in form and content satisfactory to the City Solicitor;

AND THAT the Mayor and Clerk be authorized to execute the Seasonal Facility MCF Agreement;

AND THAT, Council declares that the Seasonal Facility is for the purposes of the municipality and is for public use;

AND THAT, subject to the Seasonal Facility By-law being passed, the City Clerk provide written notice of the Seasonal Facility By-law to the Minister of Finance, and also provide a written notice of the contents of the Seasonal Facility By-law to the Municipal Property Assessment Corporation, and the secretary of any school board if the area of jurisdiction of any such board includes the lands exempted by the Seasonal Facility By-law.

CARRIED

#### **8.4 City of Thunder Bay Strategic Plan (2023-27) – Action Plan**

Report 213-2024-City Manager's Office-Strategic Initiatives & Engagement providing Council an overview of the updated “Maamawe, Growing Together” City of Thunder Bay Strategic Plan (2023-27), for information.

Correspondence received from Stefan Huzan dated June 13, 2024 requesting to provide a deputation relative to the City of Thunder Bay Strategic Plan (2023-27) was distributed separately on Thursday, June 13, 2024.

Stefan Huzan appeared before Committee, provided a deputation and responded to questions.

At the request of the Chair, Councillor Brian Hamilton assumed the Chair during discussion of this item.

Councillor Andrew Foulds re-assumed the Chair.

## **8.5 Records Management Policy 2024**

Report 214-2024-City Manager's Office-Office of the City Clerk recommending that Corporate Policy 03-06-01 Records Management Policy be repealed and replaced with the revised Policy as appended to this report.

MOVED BY: Councillor Kristen Oliver

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 223-2024-City Manager's Office-Office of the City Clerk, we recommend that Corporate Policy 03-06-01 Records Management Policy be repealed and replaced with the revised Policy as appended to this report;

AND THAT the approved policy be added to the Corporate Policy Manual;

AND THAT Corporate Policy 03-06-02 Records Authority Schedule Implementation and 03-06-03 Interim Management of Email Records be repealed;

AND THAT Chapter 193 – Records Retention Destruction – Authority and Chapter 194 – Records Retention Destruction of the Municipal Code be repealed;

AND THAT By-Law 79-2021, as amended, and By-Laws 60-1996, and 282-2003 be repealed;

AND THAT item 2024-005-ADM-Records Management Policy be removed from the Outstanding Items list;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

## **9. Petitions and Communications**

### **9.1 Outstanding Item - Request for Deferral - Thunder Bay Public Library (TBPL) Master Facilities Plan**

Memorandum from Manager - Capital Facilities Kelvin Jankowski dated June 6, 2024 requesting deferral of the Thunder Bay Public Library (TBPL) Master Facilities Plan.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to the Memorandum from Kelvin Jankowski, Manager-Capital Facilities Construction, dated June 6, 2024 we recommend that Outstanding Item 2023-003-ADM- the Library Facilities Plan review be deferred from June 24, 2024 to on or before July 22, 2024.

AND THAT any necessary by-laws be presented to City Council for ratification.

**Amendment - Outstanding Item - Request for Deferral - Thunder Bay Public Library (TBPL) Master Facilities Plan**

MOVED BY: Councillor Mark Bentz

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to Outstanding Item 2023-003-ADM-the Library Facilities Plan we recommend that the following be added to the resolution after paragraph 1;

“AND THAT the Report from Administration be presented as a First Report for Council’s consideration.”

LOST

**Outstanding Item - Request for Deferral - Thunder Bay Public Library (TBPL) Master Facilities Plan**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Rajni Agarwal

WITH RESPECT to the Memorandum from Kelvin Jankowski, Manager-Capital Facilities Construction, dated June 6, 2024 we recommend that Outstanding Item 2023-003-ADM- the Library Facilities Plan review be deferred from June 24, 2024 to on or before July 22, 2024.

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

**10. 11 P.M. Resolution**

During discussion of the above noted item the following resolution was passed:

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Kasey Etreni

THAT the hour being 11 p.m., we continue with the business at hand.

CARRIED

**11. Outstanding Items**

Memorandum from Director - Legislative Services & City Clerk Krista Power dated June 4, 2024, providing the Planning Services Outstanding List, for information.

**12. New Business**

**12.1 Establishment of Closed Session - June 24, 2024**

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

THAT a Committee of the Whole - Closed Session meeting be scheduled for Monday, June 24, 2024 at 4:30 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

**13. Adjournment**

The meeting adjourned at 11:18 p.m.