



**Minutes
General Committee
November 12, 2018
Meeting Number 14**

Finance & Administrative Issues

Chair: Deputy Mayor Jack Heath
Vice Chair: Councillor Colin Campbell

Community Services Issues

Chair: Councillor Alan Ho
Vice Chair: Councillor Alex Chiu

Environment & Sustainability Issues

Chair: Councillor Valerie Burke
Vice Chair: Councillor Karen Rea

Building, Parks, & Construction Issues

Chair: Councillor Colin Campbell
Vice Chair: Regional Councillor Nirmala Armstrong

Alternate formats are available upon request.

Attendance

Deputy Mayor Jack Heath
Regional Councillor Jim Jones
Regional Councillor Joe Li
Regional Councillor Nirmala Armstrong
Councillor Valerie Burke
Councillor Alan Ho
Councillor Don Hamilton
Councillor Colin Campbell
Councillor Amanda Collucci
Councillor Khalid Usman

Andy Taylor, Chief Administrative Officer
Arvin Prasad, Commissioner of Development Services
Trinela Cane, Commissioner of Corporate Services
Brenda Librecz, Commissioner of Community
& Fire Services
Catherine Conrad, City Solicitor and Acting Director of
Human Resources
Michael Killingsworth, Deputy City Clerk
Joel Lustig, Treasurer
Dave Decker, Fire Chief
Phoebe Fu, Director of Environmental Services
Mary Creighton, Director of Recreation Services
Shane Manson, Senior Manager, Revenues & Property
Taxation
Andrea Tang, Senior Manager, Financial Planning
Bryan Frois, Chief of Staff
Josh Machesney, Acting Council/Committee Coordinator

The General Committee meeting convened at the hour of 9:05 AM with Deputy Mayor Jack Heath in the Chair; Councillor Alan Ho Chaired Community Services related items.

General Committee recessed at 10:52 AM and reconvened at 11:05 AM.

General Committee recessed at 12:44 PM for lunch and reconvened at 1:36 PM.

General Committee observed a moment of silence in honour of the victims of the wildfires in California.

Disclosure of Pecuniary Interest

None disclosed.

1. MINUTES OF THE SEPTEMBER 4, 2018 GENERAL COMMITTEE (16.0) [Minutes](#)

Councillor Don Hamilton addressed the Committee and advised that there was a mistake on page 39 of the minute document. He asked that the motion regarding Councillor Term Limits clarify that the motion lost. The document did not indicate whether the motion was carried or lost.

Moved by Councillor Khalid Usman
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the September 4, 2018 General Committee meeting be confirmed, **as amended.**
- Carried

2. CASH HANDLING AUDIT -FOLLOW UP (7.0) [Presentation](#) [Report](#)

Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham and Veronica Billa, Partner, MNP were in attendance to deliver a PowerPoint presentation regarding the Cash Handling Audit Follow Up.

Moved by Councillor Khalid Usman
Seconded by Councillor Alan Ho

- 1) That the presentation provided by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “Cash Handling Audi-Follow Up” be received; and,
- 2) That the report prepared by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “Cash Handling Audit -Follow Up” be received; and further,
- 3) That staff be authorized and directed to do all things necessary to give effect to the recommendations

Carried

3. PAYROLL AUDIT (7.0)
[Presentation](#) [Report](#)

Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham and Veronica Billa, Partner, MNP were in attendance to deliver a PowerPoint presentation regarding the Payroll Audit.

The Auditors noted that there were no observations as a result of the audit.

Moved by Regional Councillor Joe Li
Seconded by Councillor Colin Campbell

- 1) That the presentation provided by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “Payroll Audit” be received; and,
- 2) That the report prepared by Geoff Rodrigues, CPA, CA, CIA, CRMA, ORMP, MNP LLP, Auditor General, City of Markham, entitled “Payroll Audit” be received; and further,
- 3) That staff be authorized and directed to do all things necessary to give effect to the recommendations

Carried

4. SUSTAINABILITY AWARDS (12.2.6)

The City of Markham received the following Sustainability Awards:

1. Canada's Greenest Employer from Mediacorp Canada Inc.
2. Energy Star (Markham Civic Centre) from Natural Resources Canada.
3. Energy Star (Clatworthy Arena) from Natural Resources Canada.

5. MARCOM COMMUNICATIONS AWARDS (12.26)

The City of Markham received the following Marcom Awards for its communications campaigns in 2017 and 2018.

PLATINUM

1. Spring 2017 Green Issue of Markham Life Magazine for Print Media
2. Green Markham Awareness Campaign for Print Media
3. Markham Celebrates Canada 150 Campaign for Strategic Communications & Integrated Marketing

GOLD

1. Markham Supports United Way 2018 for Print Media in a Public Awareness Campaign
2. Sakura Trees Donation to Markham Media Release for Strategic Communications in Traditional and Social Media
3. #ChooseMarkham Campaign for Strategic Communications with a Media Pitch
4. Markham Sports Leagues Video for Video/Audio, Product or Service
5. Markham's Canada Day Celebrations 2018 for Strategic Communications & Integrated Marketing
6. "Welcome to Aaniin!" Aaniin Community Centre & Library Video for Informational Video/Audio

HONOURABLE MENTION

1. Aaniin Booklet for Promotional Item in Print Media
2. Fire Safety First Campaign & Mascot Smokey for Print Media in a Safety Awareness Campaign
3. Anti-Whistling Campaign Video for a Government Video Announcement
4. Be Back to School Safe! Campaign Video for a Video related to Education
5. Alectra Drive For The Workplace for Print Media
6. Aaniin Community Centre & Library Grand Opening Promotion Campaign for Strategic Communications & Integrated Marketing
7. Markham Hockey Celebration Weekend: Featuring Roger Hometown Hockey Promotion Campaign for Strategic Communications, Integrated Marketing

6. STAFF AWARD RECOGNITION

- HERMES CREATIVE GOLD AWARD (12.2.6)

The City of Markham received a Hermes Creative Gold Award in the Public Relations - Strategic Internal Communication Campaign category for the **Markham's Community & Fire Services Commission Supports 2018 Pink Shirt Day** entry.

7. STAFF AWARD RECOGNITION

- DOTCOMM GOLD AWARD (12.2.6)

The City of Markham received a dotCOMM Gold Award in the Owned Media - ePublication category for the **City of Markham Community & Fire Services Commission: 2018 Overview**. dotCOMM Awards is an international competition honoring excellence in web creativity and digital communication.

**8. STAFF AWARD RECOGNITION
CANADA'S 1ST FOREST THERAPY TRAIL
- CERTIFIED BY THE GLOBAL INSTITUTE
OF FOREST THERAPY (GIFT) (12.2.6)**

The City of Markham received Canada's first Shinrin Yoku/Forest Therapy Trail Designation from the Global Institute of Forest Therapy (GIFT) as of September 28th, 2018—the trails were developed as part of the Park Renaissance Program.

9. YORK REGION COMMUNICATION (13.4)

Moved by Councillor Alan Ho

Seconded by Regional Councillor Nirmala Armstrong

- 1) That the following communications dated September 21, 2018 from York Region be received for information purposes:
 - a) [Amendment No. 19 to the Official Plan of the City of Markham \(2014\), as amended 2832 16th Avenue, JDL Realty](#)
 - b) [Municipal Road Transfer – Elgin Mills Road Transfer and Donald Cousens Parkway Extension Transportation Planning Study](#)
 - c) [Mid-Year Development Activity Summary 2018](#)
 - d) [2018 Development Charge Bylaw Amendment: Timelines, Communications and Procedures](#)
 - e) [Ministry of Environment, Conservation and Parks – Transfer of Review Program – Agreements for Administration and Delegation of Responsibility](#)

Carried

PETITIONS

There were no petitions.

**10. MINUTES OF THE JUNE 25, 2018
CANADA DAY COMMITTEE (16.0)
[Minutes](#)**

Trinela Cane advised that the Canada Day Committee will finish the year with a small surplus. She further advised that to avoid running a deficit, the Committee will begin seeking sponsorship sooner for 2019 Canada Day festivities.

Moved by Councillor Don Hamilton
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the June 25, 2018 Canada Day Committee meeting be received for information purposes.
- 2) **That General Committee express appreciation for the Regional Councillors.**

Carried

**11. MINUTES OF THE JUNE 21, 2018
AND SEPTEMBER 20, 2018
MARKHAM ENVIRONMENTAL
ADVISORY COMMITTEE (16.0)**
[June](#) [September](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the June 21, 2018 and September 20, 2018 Markham Environmental Advisory Committee meeting be received for information purposes.

Carried

**12. MINUTES OF THE JUNE 25, 2018
AND SEPTEMBER 24, 2018
MARKHAM PUBLIC LIBRARY BOARD (16.0)**
[June](#) [September](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the June 25, 2018 and September 24, 2018 Markham Public Library Board meeting be received for information purposes.

Carried

**13. MINUTES OF THE JULY 9, 2018
MARKHAM SPORT HALL
OF FAME COMMITTEE (16.0)**
[Minutes](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the July 9, 2018 Markham Sport Hall of Fame Committee meeting be received for information purposes.

Carried

**14. MINUTES OF THE SEPTEMBER 6, 2018
SANTA CLAUS PARADE COMMITTEE (16.0)**
[Minutes](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the September 6, 2018 Santa Claus Parade Committee meeting be received for information purposes.

Carried

**15. MINUTES OF THE JULY 10, 2018
SENIORS ADVISORY COMMITTEE (16.0)**
[Minutes](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the July 10, 2018 Seniors Advisory Committee meeting be received for information purposes.

Carried

**16. MINUTES OF THE JANUARY 24, 2018,
FEBRUARY 14, 2018, MARCH 21, 2018,
MAY 2, 2018 AND SEPTEMBER 19, 2018
BOARD OF MANAGEMENT
UNIONVILLE BUSINESS
IMPROVEMENT AREA (16.0)**
[January](#) [February](#) [March](#) [May](#) [September](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the minutes of the January 24, 2018, February 14, 2018, March 21, 2018, May 2, 2018 and September 19, 2018 Board of Management Unionville Business Improvement Area Committee meeting be received for information purposes.

Carried

**17. CONTRACT EXTENSION #285-R-13
MARKHAM PUBLIC LIBRARY MATERIAL
& PROCESSING SERVICES (7.12)**
[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report entitled "Contract Extension # 285-R-13, Markham Public Library Material Processing" be received; and,
- 2) That the Contract for Markham Public Library Material & Processing Services be extended for an additional one (1) year (January 1, 2019 to December 31, 2019) with Library Services Centre for \$1,600,000.00 inclusive of HST for 2019; and,
- 3) That the tender process be waived in accordance with Purchasing By-Law 2017-8 Part II, Section 11.1 (c) which states "when the extension of an existing Contract would prove more cost effective or beneficial"; and,
- 4) That the extension of \$1,600,000 inclusive of HST in 2019 be funded from the 2019 project for Library Collections, subject to Council approval of the 2019 Capital Budget; and further,
- 5) That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**18. ANIMAL SERVICES FOLLOW-UP
- (ZOOCHECK) (2.8)**
[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) Council receive the report, Animal Services Follow-up – Zoocheck; and,
 - 2) Staff be directed to work with Zoocheck and the Animal Care Committee on 1) the creation of a Positive Animal/Pet List 2) Regulation of Mobile Live Animal Programs (MLAPs) 3) By-law amendments related to Animal Performances, Exhibitions and Displays; and,
 - 3) Staff bring back a report in the first quarter of 2019 with recommendations to address the creation of Positive Animal/Pet List, the regulation of MLAPs and Animal Performances and Display; and further,
 - 4) Staff be authorized and directed to do all things necessary to give effect to this resolution.
- Carried

**19. 2018 THIRD QUARTER INVESTMENT
PERFORMANCE REVIEW (7.0)**
[Report](#) [Exhibits 1-6](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report dated November 12, 2018 entitled “2018 Third Quarter Investment Performance Review” be received.
- Carried

20. 2019 INTERIM TAX LEVY BY-LAW (7.3)
[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report “2019 Interim Tax Levy By-law” be received; and,
- 2) **That the Council authorize an interim levy in 2019 in an amount of fifty (50) per cent of the prior year’s annualized taxes; and,**

- 3) That the attached by-law be passed to authorize the 2019 interim tax levy; and further,
- 4) That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**21. CANCELLATION, REDUCTION, OR REFUND
OF TAXES UNDER SECTIONS 357 AND 358
OF THE MUNICIPAL ACT, 2001 (7.3)**

[Report](#)

Moved by Councillor Valerie Burke
Seconded by Regional Councillor Nirmala Armstrong

- 1) That the Report for the Cancellation, Reduction or Refund of Taxes under Sections 357 and 358 of the *Municipal Act, 2001* be received; and,
- 2) That taxes totalling approximately \$26,831 be adjusted under Section 357 of the *Municipal Act, 2001* of which the City's portion is estimated to be \$4,733; and,
- 3) That the associated interest be cancelled in proportion to the tax adjustments; and,
- 4) That the Treasurer be directed to adjust the Collector's Roll accordingly; and further,
- 5) That staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

22. 2019 CAPITAL BUDGET PRE-APPROVAL (7.0)

[Report](#) [Appendix 1](#) [Appendix 2](#)

General Committee members asked for clarification with respect to a number of 2019 Capital Budget Projects listed in the report.

Moved by Councillor Don Hamilton
Seconded by Councillor Valerie Burke

- 1) That the report dated November 12, 2018 entitled, "2019 Capital Budget Pre-Approval" be received; and,
- 2) **That Council receive the 2019 Capital Budget pre-approval, which totals \$20,017,654 as outlined in Appendices 1 and 2; and further,**
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**23. WATER AND WASTEWATER SYSTEM
FINANCIAL PLAN (5.3 & 7.0)**
[Report](#) [Appendix A](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Khalid Usman

- 1) That the report entitled “Water and Wastewater System Financial Plan” prepared in accordance with the Safe Drinking Water Act and Ontario Regulation 453/07 be received; and,
- 2) That Council, as the Owner and Operating Authority of the City of Markham’s Drinking Water System, approve the Corporation of the City of Markham’s “Water and Wastewater System Financial Plan”, which indicates that the Markham drinking water and wastewater system is financially viable; and,
- 3) That Council authorize Staff to submit the “Water and Wastewater System Financial Plan” to the Ministry of Municipal Affairs and Housing on or before expiry of the current licence by February 12, 2019; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**24. DEVELOPMENT CHARGE REIMBURSEMENT APPLICATION
- CORNELL CSA GROUP LIMITED (7.11)**
[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report entitled “Development Charge Reimbursement Application – Cornell CSA Group Limited” be received; and,
- 2) That Council authorize a City Wide Hard Development Charge reimbursement of \$3,629,890 to the Cornell CSA Group Limited for the acquisition of property, construction of roads, sidewalks and watermains on lands located within the Cornell community, as set out in this report; and,
- 3) That Council authorize the City Wide Hard Development Charge reimbursement to be paid to the Trustee of the Cornell CSA Group Limited, Davies Howe LLP in Trust; and,

- 4) That the Mayor and Clerk be authorized to execute a Development Charge Reimbursement Agreement for \$3,629,890, in accordance with the City's Development Charge Credit and Reimbursement Policy, with the Cornell CSA Group Limited, or their successors in title, to the satisfaction of the Treasurer and City Solicitor; and further
- 5) That staff be directed to do all things necessary to give effect to this report.

Carried

**25. 2019 USER FEE, PERMIT AND FINANCE INCREASE
- MARKET COMPETITIVE ANALYSIS (7.0)**

[Report](#) [Appendix A](#)

Kevin Walker, President, Markham Aquatic Club, delivered a PowerPoint Presentation regarding the impact of the proposed 2019 User Fee, Permit and Fine Increase on amateur sports in Markham.

Andy Taylor, Chief Administrative Officer, offered clarification regarding the proposed recreation-related fee increases. He advised that there is a maximum 10-15 percent increase in user-fees for recreation programs proposed for 2019. He further advised that Markham's goal is to achieve pricing for recreation programs that are competitive with other GTA-municipalities that is near the top of the price-range.

Councillor Colin Campbell suggested that the proposed recreational user-fees for 2019 are too high, and that the City should look at yearly fee increases that more closely follow the increases to the CPI.

Moved by Councillor Colin Campbell
Seconded by Regional Councillor Jim Jones

- 1) **That the report dated November 12, 2018 entitled "2019 User Fee, Permit and Fine Increases – Market Competitive Analysis" be referred to the 2019 Budget Committee for consideration.**

Carried

**26. STAFF AWARDED CONTRACTS FOR THE MONTHS
OF SEPTEMBER AND OCTOBER 2018 (7.12)**

[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Khalid Usman

- 1) That the report entitled "Staff Awarded Contracts for the Months of September and October 2018" be received; and,

- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.
Carried

**27. QUALITY MANAGEMENT SYSTEM
- MANAGEMENT REVIEW (5.3)**

[Report](#) [Attachment A](#) [Attachment B](#) [Attachment C](#) [Attachment D](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report titled “Quality Management System – Management Review” be received; and,
- 2) That the Report on Quality Management System to Council - Management Review Outcome (Attachment “A”) be received; and,
- 3) That Council, as the Owner of the City’s drinking water system, acknowledge and support the outcome and action items identified from the Management Review; and,
- 4) That the reports titled “Operational Plan Revision 8.0 Summary” (Attachment “B”), “Changes to the Drinking Water Quality Management Standard” (Attachment “C”) and “Quality Management System Operational Plan Revision 8.0 (draft)” (Attachment “D”) be received; and,
- 5) That Council, as Owner of the City’s drinking water system, acknowledges and endorses the revisions made to the City’s Quality Management System Operational Plan; and further,
- 6) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**28. PROJECT MANAGEMENT
COORDINATION AND REPORTING (5.0)**

[Report](#) [Attachment A](#) [Attachment B](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the report entitled “Project Management Coordination and Reporting” be received; and,
- 2) That the “Major Project Status Tracking” Dashboard report (Attachment “A”) be received; and further,

- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

**29. MARKHAM FIRE & EMERGENCY SERVICES
2017 ANNUAL SERVICES REPORT (7.15)**
[Report](#)

Moved by Regional Councillor Jim Jones
Seconded by Councillor Amanda Collucci

- 1) That the Markham Fire & Emergency Services 2017 Annual Service Report be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

30. 2018 SEPTEMBER YEAR-TO-DATE OF OPERATIONS (7.0)
[Presentation](#) [Report](#) [Appendix 1-14](#)

Andrea Tang, Senior Manager, Financial Planning was in attendance to deliver a PowerPoint Presentation regarding the 2018 September Year-to-Date of Operations.

Moved by Councillor Khalid Usman
Seconded by Regional Councillor Joe Li

- 1) That the presentation by Ms. Andrea Tang, Senior Manager, Financial Planning entitled “2018 September Year-To-Date Review of Operations,” be received; and,
- 2) That the report entitled “2018 September Year-To-Date Review of Operations” be received; and,
- 3) That the year-end surplus, if any, will be transferred in the order as outlined below:
 - a. Corporate Rate Stabilization Reserve at a level equivalent to 15% of local tax levies;
 - b. Land Acquisition Reserve for the proposed York University land donation; and
 - c. Remaining surplus, if any, to the Life Cycle Replacement and Capital Reserve Fund; and further,
- 4) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

MOTIONS

There were no motions.

NOTICES OF MOTIONS

There were no notices of motions.

NEW/OTHER BUSINESS

There was no new business.

ANNOUNCEMENTS

There were no announcements.

31. CONFIDENTIAL ITEMS (16.0, 7.0, 8.6, 8.6, & 8.6)

Moved by Councillor Colin Campbell
Seconded by Councillor Don Hamilton

That, in accordance with Section 239 (2) of the Municipal Act, General Committee resolve into a confidential session to discuss the following matters (1:36 PM):

- (1) GENERAL COMMITTEE CONFIDENTIAL MINUTES
- SEPTEMBER 4, 2018 (16.0)**
[Section 239 (2) (a) (b) (c)]

General Committee confirmed the September 4, 2018 confidential meeting minutes.

Carried

- (2) PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES (WARDS 1-8)
(7.0)**
[Section 239 (2) (b)]

General Committee deferred this item to the November 27, 2018 Council agenda for consideration.

Carried

(3) THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD (WARD 3) (8.6)

[Section 239 (2) (a)]

General Committee deferred this item to the November 27, 2018 Council agenda for consideration.

Carried

(4) A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 2)(8.6)

[Section 239 (2) (c)]

General Committee deferred this item to the November 27, 2018 Council agenda for consideration.

Carried

(5) A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 8) (8.6)

[Section 239 (2) (c)]

General Committee deferred this item to the November 27, 2018 Council agenda for consideration.

Carried

(6) A PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD (WARD 5) (8.6)

[Section 239 (2) (c)]

General Committee deferred this item to the November 27, 2018 Council agenda for consideration.

Carried

Moved by Regional Councillor Jones
Seconded by Regional Councillor Armstrong

That the General Committee rise from the confidential session (1:57 PM).

Carried

Adjournment

Moved by Councillor Don Hamilton
Seconded by Councillor Amanda Collucci

That the General Committee meeting adjourn at 2:00 PM.

Carried