



## Minutes Regular Council Meeting Held Monday July 11th, 2022, at 7:30 p.m.

The regular meeting of council was held Monday July 11<sup>th</sup>, 2022, at 7:30 pm with Deputy Mayor Duggan presiding. In attendance were Councillor O'Brien, Councillor Adams, Councillor Curtis, and CAO Donna Thomson. Jillian Trainor from the West Prince Graphic was also present. Regrets were sent by Councillor Murphy, Mayor Gordon and Councillor Williams due to illness and work commitments. Constable Nick Doyle from the RCMP joined the meeting in progress.

### **Declaration of Conflicts of Interest**

Deputy Mayor Duggan called the meeting to order. He went over the conflicts of interest, Councillor O'Brien for health and Councillor Williams for fire.

### **Approval of Agenda**

Deputy Mayor Duggan called for a motion to approve the agenda. The motion was made by Councillor Adams and was seconded by Councillor Curtis. The motion carried.

### **Adoption of Minutes**

Deputy Mayor Duggan asked for a motion to adopt the minutes from the June 13th regular meeting of council. The motion was made by Councillor O'Brien and it was seconded by Councillor Adams and the motion carried.

### **Business arising from the Minutes**

Deputy Mayor Duggan moved on to business arising from the minutes. Deputy Mayor Duggan advised Council that we were successful in getting funding from the Island Community Food Security Initiative fund for \$10,000 to start a community fridge.

## Public Presentations - nil

### Reading of Correspondence

Deputy Mayor Duggan noted copies of the correspondence were in the Councillor packages.



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

Royal Bank Building, 3rd Floor  
100 Sydney Street  
P.O. Box 40  
Charlottetown, Prince Edward Island  
C1A 7K2

Project No.: 221409

July 7, 2022

Town of Alberton  
P.O. Box 153  
Alberton, Prince Edward Island  
COB 1B0

Attention: Donna Thomson

Dear Ms. Thomson:

**Note: Exceptional Circumstances due to the effects of COVID-19**

As part of the Government of Canada's response to the COVID-19 outbreak, ACOA is taking proactive measures to mitigate economic impacts in Atlantic Canada.

ACOA Clients are experiencing unprecedented disruptions affecting their operations, which in turn affect their ability to provide ACOA with required documentation using standard methods. To ensure that program delivery can continue to be done in a timely manner throughout this period, ACOA is implementing temporary measures that will streamline some work processes by providing additional flexibility for electronic signatures, acceptable methods of transmission of information and requirements for initial advance payments. These temporary measures remain at ACOA's discretion and are in addition to all terms and conditions included in the funding agreement.

In regards to document delivery, all delivery methods expressly permitted in the funding agreement continue to be acceptable, including ACOA Direct, which remains the most secure way to transmit protected information. However, it is agreed that, during these exceptional circumstances, email transmission will also be a valid means of sending notices and correspondences to the other party for the purposes of the Notice provisions in the funding agreement. Where a notice or document is communicated to the other party by email, it will be deemed to have been delivered within one (1) working day of being sent.

Canada

That said, by proceeding with an electronic signature and/or an electronic imaging and transmission of a handwritten signature, you agree that such is a reliable signature method and is binding on the Recipient, that it will have the same force and effect as an original handwritten signature, and that it will be deemed an original for all purposes. This applies to any new agreement, any amendment to an existing agreement, and any other notice or correspondence contemplated under the agreement.

In each case, you must preserve the original signed document for the entire term of the funding agreement and must provide such original, as well as any further proof of execution and authorization, to the Agency upon request.


If you do not agree with the above or have questions or concerns with any of the items outlined herein, please communicate with your program officer. If any changes are made to these temporary measures or if additional measures are implemented in the context of the COVID-19 pandemic, they will be communicated to you.

**Re: Acknowledgement of acceptance and claim package**

We have received your acceptance of our Agreement dated June 21, 2022. Please note any conditions in your Agreement which must be met prior to disbursement.

If you have an ACOA Direct account, you can submit your claim package or request an advance electronically. If you are currently not enrolled with ACOA Direct and would like to use this online service or if you have any questions pertaining to our procedures and requirements, please contact Darren MacAleer, the officer assigned to your project, at (800) 871-2596, (782) 377-2708 or via e-mail at [darren.macaleer@acoa-apeca.gc.ca](mailto:darren.macaleer@acoa-apeca.gc.ca).

Yours truly,

  
MacDonald, Elizabeth  
I have reviewed this  
document  
Charlottetown, PEI  
2022-07-07 16:46:44  
10.0.1

Betty MacDonald  
Account Assistant



Office of the Minister  
PO Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

Environment,  
Energy and  
Climate Action

Environnement,  
Énergie et  
Action climatique



Bureau du ministre  
C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

June 10, 2022

Mayor David Gordon  
Town of Alberton  
PO Box 153  
Alberton, PE  
C0B 1B0

Dear Mayor Gordon:

I am pleased to inform you of the Approval-In-Principle (AIP) for the Town of Alberton's application to the PEI Active Transportation Fund (PEI AT Fund) in the amount of \$33,000 for the AT Plan Project.

Provincial funding of the Project from the PEI AT Fund will be up to one hundred percent of the approved total eligible Project costs. Successful applicants may use PEI AT Funding in addition to any other federal funding.

With this AIP, eligible costs as determined within the PEI AT Fund Guidelines and Criteria and incurred as of the date of this letter will be eligible for provincial reimbursement, subject to the signing of the forthcoming Contribution Agreement. Should the Contribution Agreement not be signed, the Government of Prince Edward Island will not reimburse any costs incurred. Once signed, the Contribution Agreement represents the final provincial approval of the Project.

If there is any change to the scope of the Project, please notify the Active Transportation Working Group as soon as possible as any scope changes require approval by the Working Group.

As we move to the contribution agreement stage, the following conditions will also apply:

- Regardless of the outcome of any of the Project tendering processes, all ineligible costs, cost increases or overruns and any costs related to the ongoing operation and maintenance of the Project, will be the responsibility of the Town of Alberton;
- The Town of Alberton will satisfy the Government of Prince Edward Island with respect to the competitive and transparent tendering process to be established; and

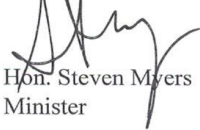
1/2

- The Town of Alberton agrees to work with the Government of Prince Edward Island to jointly communicate the Province's funding commitment as soon as possible and to invite the Government of PEI to participate in future media announcements and/or events related to the Project's progress. Where appropriate, any temporary signage at the Project site acknowledging the Province's contribution, would have to be in accordance with the signage guidelines provided by the Government of Prince Edward Island.

If you wish to discuss media announcements and/or events related to the project, please contact Jill Edwards, Sr. Communications Officer for the Department of Environment, Energy and Climate Action at [jedwards@gov.pe.ca](mailto:jedwards@gov.pe.ca). Should there be any other questions or concerns, please contact the Active Transportation Working Group at [ATPEI@gov.pe.ca](mailto:ATPEI@gov.pe.ca).

I would like to thank you for your collaboration to date and look forward to continuing to work together on the project. The town will be contacted when the contribution agreement is ready for review and signing.

Sincerely,



Hon. Steven Myers  
Minister

cc. Brian Thompson, P.Eng., and Francois Caron  
Co-Chairs - Active Transportation Working Group



PO Box 8, 45 East Drive  
O'Leary  
Prince Edward Island  
Canada COB 1V0

## Island Community Food Security Initiative

June 28, 2022

Tanya Bottrill  
Town of Alberton  
PO Box 153  
3 Emma Drive  
Alberton, PE C0B 1B0

**Subject: Notice of Approval - " Alberton Community Fridge"**

Dear Ms. Bottrill,

We are pleased to inform you that the above-noted project was adjudicated and approved to receive \$10,000 through the Island Community Food Security Initiative (pending the signing of the project contract). **Please note this project is approved for the 2022-23 fiscal year and any expenses incurred prior to May 30, 2022 are not eligible for program assistance.** In response to the COVID19 pandemic, the approved funding is conditional upon your commitment to adhere to Public Health Directives, as provided by the Chief Public Health Office. Please contact the Program Manager if you anticipate any challenges adhering to these directives.

The project contract will serve as the official agreement between your organization and the Department of Agriculture and Land. If you are in agreement with the terms and conditions outlined in the enclosed Funding Agreement, please sign and witness the last page of agreement, initial and date all pages of Schedule A, and return both copies within sixty (60) days of the date of this correspondence in the addressed envelope, otherwise the offer may expire.

Please return the completed Vendor Registration Form enclosed in this letter.



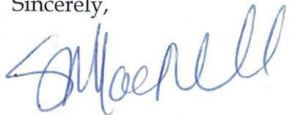
---

Please note that as per the program guidelines:

- Reimbursement of the approved funding amount will be deposited into your account once the Department has received and approved the project's final report, claim form, receipts and proof of payment for all expenditures related to the approved funding.
- A Claim Form and Final Report must be submitted to the Department no later than **March 15, 2023**.
- Project expenditures incurred before May 30, 2022 or after March 15, 2023 will not be eligible for payment
- Eligible expenses include only those which you indicated in your application (additional information about eligible expenses will be provided in the project contract Schedule "A")
- The following types of expenses are **NOT** eligible for payment:
  - o Organizational overhead fees;
  - o Individual conference attendance costs, including registration, out-of-province travel, accommodations, etc.;
  - o Capital and infrastructure costs;
  - o Prizes or contest moneys;
  - o Scholarships and/or bursaries; and
  - o Provincial branding activities
  - o Gift cards of any kind

As Program Lead, I will be your primary contact for the duration of the project should any questions arise or if further guidance is necessary. Should you need to contact me, I can be reached at (902) 859-0004 or by email at [slmacneil@gov.pe.ca](mailto:slmacneil@gov.pe.ca) .

Sincerely,



Suzanne MacNeill  
Community Food Security Program Officer  
PEI Department of Agriculture and Land  
(902) 859-0004  
[slmacneil@gov.pe.ca](mailto:slmacneil@gov.pe.ca)

to the town of Alberton,

I wanted to take this opportunity to thank you for the support Council and staff of your town shown towards our organization during Family Violence Prevention Week.

To Blair thank you for taking time out of your busy schedule to attend the signing of the FVP West Prince proclamation.

To Donna - I have never known anyone as helpful as you. Thank you for all that did in organizing etc. Thank you for setting up the booth for displaying our information. You always go above and beyond and by the way are the best picture taker ever.

You are a true champion for FVP in your community (Thank you!)

We are looking forward to partnerships in the future as we all work towards eradicating violence in homes, communities and the world. Together we can be the change we would like to see!

Kind Regards,  
Karen MacLaren, He & Barb MacKay  
Staff of West Prince Family Violence Prevention.



**Committee Reports**

**Police Report – Councillor Curtis**

**Constable Nick Doyle was on hand to present the report**



**TOWN OF ALBERTON  
MAYOR'S  
POLICING REPORT  
JUNE, 2022**

**West Prince RCMP Detachment  
“L” Division  
Prince Edward Island**

Prince District RCMP Members have reported 193 hours providing policing services to the Town of Alberton, during the month of June, 2022.

A short recompilation of the above-noted hours includes time spent conducting traffic law enforcement in the community; conducting routine traffic monitoring; responding to individual calls for service; conducting investigations and required follow-up from previous calls for service and investigations. As well, this may include time spent attending to community visits.

12 Criminal Record Checks were completed for residents of Alberton, during this past month.

A total of 19 calls for service were received during this past month and are broken down as follows:

Mischief	4
Mental Health Act	3
Flight from police	2
Theft of gas	1
Assault police officer	1
Motor vehicle collision	1
Fail to comply with Undertaking	1
Person reported missing	1
Family Law Act	1
911 Act	2
Crime prevention	1
False alarm	1

Provincial Statute Charges/Warnings for the month:

Moving traffic violation	1
Non-moving traffic violation	4


Cannabis Act violation	1
Written warning	4

Members of the Provincial Priority Unit (PPU) conducted patrols within the town during the month and issued charges and written warnings for various traffic infractions. A vehicle was targeted at 111 km/hr in a 50 km/hr one. Emergency equipment activated and the vehicle sped off in dangerous manner through congested traffic within the town limits. The member did not pursue the vehicle. In a separate incident, the PPU member on patrol encountered two dirt bikes with male drivers, approximately 13-16 years of age doing wheelies and spin outs taunting police. The member activated his lights and the drivers took off only to come back once again and do the same. Member left area as not to engage for safety reasons. West Prince RCMP members also conducted traffic enforcement within the town and issued three charges and one written warning under the Highway Traffic Act.

Members were present in Tignish and surrounding areas during the recent high school prom. A Check Stop was held on Dalton Avenue where numerous verbal and written warnings were issued to drivers. Later in the evening, members also conducted patrols around the Anglo-Tignish area where a beach party was being held and spoke with many youth concerning alcohol and personal safety.

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Acting S/Sgt. Neil Logan  
District Commander  
Prince District RCMP  
902-436-9300

  
Royal Canadian Mounted Police  
Nick Doyle  
Regimental # 55781

**Fire Report - none submitted**

**Property Report – As Mayor Gordon was absent, Deputy Mayor Duggan presented the report.**

## **PEI BYLAW ENFORCEMENT**

### **RURAL MUNICIPALITY OF ABERTON - June, 2022.**

- Patrolling around to get familiar with the Municipality.
- June 9- Called property manager (506-307-5681) about the state of the Travelers Rest Hotel. At 330 Church St. Piles of furniture at the far end and the grass has not been cut yet this year. She stated that the furniture was to be removed on the next weekend. She was going to get someone to cut the grass.
- 603 Main St. landscaped and getting ready to build.
- Listed a few places to watch for uncut grass. 422 Main St 17/19 Carrol St., 56 Dufferin St., 602 O'Brien Dr.
- June 16 – All furniture has be removed from 330 Church St.
- 2 disconnect notices delivered. 131 Poplar and 555 Church.
- Payment proposal delivered to 6 Dufferin
- Lawyer suggested that one more NOV to be issued to 428 Church St. for clean up efforts of 60 days before the municipality can go in and do it. Posted securely on door.
- June 23 – Called property manager of 330 Church St again about the grass at 1154. Left a message of reminder and gave her 2 weeks to get it done.
- No new files.
- New and constant changing list of properties with a grass issue.

**Officer - DONNA J. JOHNSON - B.Mus.**

**PEI Bylaw Enforcement**

**peibylawenforcement@gmail.com**

**902-218-7045**

## **Tourism      Councillor O'Brien**

Councillor O'Brien reported that Canada Games are looking for nominations for the Alberton torch bearers. She noted that Councillors can nominate someone or that we can put a call out on our social medias pages.

## **Environment Report- Councillor Adams**

Councillor Adams

## **Sidewalks and Streetlights – Councillor Murphy**

Councillor Murphy was not in attendance. Deputy Mayor Duggan noted that once the students start, the lines in the parking lot would be painted and that a new electrical pole had been ordered so streetlights could be installed at the walking track.

## **Seniors – Councillor O'Brien**

Councillor O'Brien noted that the Heritage Centre were offering sessions for seniors.

## **Recreation- As Councillor Williams was unable to attend the meeting, Deputy Mayor Duggan presented the Recreation Director's report.**

Alberton Town Council Meeting July 11, 2022

Recreation & Events Report from Tanya Bottrill

It has been an interesting and very busy start to my position as the Recreation Director & Events Coordinator for the Town.

I would like to thank Donna and Diane for welcoming me to the family, as best you can a complete stranger, and helping me to navigate a maze at a difficult time to start. I hope that I am beginning to find my feet and my bearings.

I received notification this morning that the proposal I sent into government for a \$10,000.00 grant for our Community Pantry initiative has been awarded to us. That, plus the \$1000.00 donation from the Tignish Co-Op I secured and a generous donation of a fridge from a resident, is what I hope is just the beginning of a flood of donations of time and resources to what is sure to be a real feather

in Alberton's proverbial cap. I look forward to getting started as soon as the building being used is replaced with the new washrooms at the ballfield.

Soccer registration that was already underway when I started was a success, numbers are good and practices have already started, games begin next week. It was a struggle to find enough volunteers to coach but all teams are now staffed thanks to some very generous parents and our summer students.

I began Active Start last week with 2-4 year-olds last week and all involved seemed happy with the results. I used my carpentry 'skills' to craft some bean bag slots that corresponded colours to the bean bags I sewed for the kids as well as some pool noodle lily pad games and soccer and the bean bags were the hit, so very happy it was time well spent! The second week is all new activities of beach ball bowling and golf hockey as well as an obstacle course made out of more pool noodles... it is rally encouraging to see so many young families showing up and getting together. The first class generated almost 10 additional members to what was already a full group.

In attempting to reach some older children and make sure there is something offered to keep the older children busy too, we are starting a basketball camp for 4 weeks. Unfortunately, I learned that the Town does not have access to any basketball court, indoor or out, which is a shame. I called all the schools and no one was able to offer theirs, so I am renting the basketball court at the Baptist Church. Should it be possible to eventually rectify the lack of a court for the community to use, it would certainly not just alleviate that expense but also make for a more equipped community for all ages to remain active and healthy mentally as well as physically.

I believe that there is a real lack of seniors activities and am attempting to find funding to change that. I had the pleasure of meeting Wendy McNeill and she has generously offered the use of their beautiful community center for some seniors events. After speaking with Isabelle and subsequently Councillor Curtis, I hope to also be able to access the Heritage Centre for some senior programming as well. This too will entail some funding for paying the utilities and providing programming. Until the weather turns however, I am planning some walking and biking activities for adults and seniors along the Confederation Trail. I have called it The Trail Club and the schedule for biking and walking is on the Alberton



Recreation website I bring up further on. It would be really nice for all to be able to access the trail at the end of Poplar St. to take seniors and others to the ocean for picnics and events, however after seeing it today, the state of it will certainly need to be improved. Again, I would like to attempt to find funding to have the drainage issues and the clearing of it addressed as members of the community have said it is impassible due to mosquitoes as there is still water stagnant from the spring there and it is a breeding ground. Perhaps some clearing would allow the water to evaporate and a garlic spray would help to keep it to a tolerable level for use. It is a shame to let such a beautiful path go to waste.

In my first couple of weeks I attended two meetings on behalf of the Town of Alberton. The first was the Media Announcement for the Torch Relay Stops for the 2023 Canada Games and I have been updating the community on Alberton's involvement and requesting nominations be submitted to give Alberton a good showing. I myself nominated Tom Murphy. I also attended the AGM for the North Cape Coastal Tourism Association which ran about 2 hours one evening. The decision was made to go ahead without voting although they did not have a quorum.

As well as applying for funding from ACOA for the outdoor rink, seniors programming and to supplement our Community Pantry, I have created a website here [Home | Alberton Recreation; Events \(townofalbertonrecreation.ca\)](https://townofalbertonrecreation.ca) so that the community can clearly see what is happening around the town from soccer to craft idea and town events. The current town site is quite outdated and people struggle to find relevant information there. As we cannot upload registration forms or any new activities etc. to that site, this one allows for online registrations and changes or additions to be made at a moment's notice. I just added a list of Rainy Day Activities to it today in case Active Start is cancelled due to rain. I think it is a little thing that a lot of parents with toddlers will appreciate the Town having thought about. As well, I can see how many people visit our page instantly, where they are, how they got there and what pages they are looking at most. This really helps to understand your community and get real insights.

I also firmly believe that it is a real waste of the Recreation Director's time to be spent chatting on Facebook all day. It is nice that people are now checking the site

to see the Soccer schedule, see what new programs are available, fill put registration forms and link to my email directly to send suggestions.

I would like to have Council consider a fresh paint job for the gazebo at Stone Station and permission to use the area to host yoga, movie nights and music nights throughout the rest of the summer. Providing a place for gathering and activities for the community just helps to strengthen it.

I would like to thank the community members who have reached out and welcomed me and the Mayor and Council for the opportunity. I hope that is will be a mutually successful adventure.

Tanya Bottrill

---

Deputy Mayor Duggan noted that in her report, the Rec Director wanted to apply to Rural Growth initiatives for the outdoor rink, to have boards installed and to have the surface paved so it could be used year round. The CAO noted that it would be a 50/50% and we would still need to commit the other 50%. Deputy Mayor Duggan asked council if they wanted to move ahead with an application. Councillor Curtis said it was still a lot of money. Councillor O'Brien agreed that while it would be an asset that the cost was high.

Deputy Mayor Duggan mentioned that the Recreation director, Tanya Bottrill also had asked in her report if the gazebo at the Stone Station could be painted so she could hold yoga and music. Deputy Mayor noted the CAO said that it was being scraped to prepare for painting by students.

Deputy Mayor Duggan mentioned that the Recreation director, Tanya Bottrill also had asked in her report if she could apply for funding to have for senior activities. Councillor O'Brien asked if there was an amount for the proposal. The CAO left the room to grab the requested application. Councillor Curtis said the Heritage Centre was already having senior activities. The CAO said she thought that Ms. Bottrill wanted to add other activities. Councillor O'Brien said perhaps a better breakdown of what was being requested should be done first and then it could be looked at. Deputy Mayor asked if Council wanted to table it for now and all indicated that was favorable. Deputy Mayor Duggan also noted that in the report, was a request to apply for funding for the Community Fridge. Councillor Curtis

wondered how it affect the local foodbank . The CAO said that the food bank is only open 1 day a week, that people needed to sign in and that they could only utilize the food bank once a month. She said this would a 24/7 type of thing. Deputy Mayor Duggan called for a motion for the Recreation Director to apply for additional funding for the Alberton Community Fridge. The motion was made by Councillor O'Brien and was seconded by Councillor Adams and the motion carried.

Deputy Mayor Duggan said that there was no library report submitted. He moved on to the next report which was Finance. As Duggan is head of the finance committee he asked for someone to motion on the bills. The motion to pay the bills in the amount of \$40,292.05 was made by Councillor Adams, seconded by Councillor O'Brien and the motion carried.

The next report presented was by CAO Donna Thomson. Ms. Thomson read out the highlights of her report.

#### CAO REPORT

JUNE-JULY 2022

It seems like we just had a meeting- time is going so quickly. We have all our summer staff hired on now. Welcome to Lucas Skerry and Nathan Ellsworth who are helping in the recreation department.

We had a good turnout for the Canada Day event – the bouncy castle and the petting farm are always hits with the crowds. We added pony rides this year and they were very popular.

DiverCity Festival went well on July 3<sup>rd</sup>, despite a few of the acts being rained out. There was a good size crowd around town on that day.

Tenders went out for the replacement lighting at the rink and fire hall, as well as the tender for the Active Transportation Plan, which will close July 22<sup>nd</sup>.

Sewer invoices went out for the July billings. We had payments on overdue accounts so those are getting better.

Its been crazy busy lately with the events hitting back to back. Still moving slowly on projects getting things completed. We are planning an event for late august /early September to showcase the fountain and work being done around the alley way and town pond locations. Also getting ready for the audit.

I hope to take some time off the first week of August so we will see how that goes.

### **Introduction of New Business**

The first item on the agenda for new business was a request for funding for ball jerseys for the Alberton team. The total for the jerseys was \$300 for one team and \$330 for another team. Councillor Obrien said she didn't have a problem with sponsoring these teams, but said that Council would need to entertain other similar requests. Councillor Curtis said he agreed with Councillor O'Brien. Deputy Mayor Duggan asked if we sponsored half if Council would be in agreement. He Called for a motion to sponsor the teams in the amount of \$300.00. The motion was made by Councillor O'Brien and was seconded by Councillor Curtis. The motion carried.

The next item on the agenda was tenders submitted for the replacement of lights at the Jacques Cartier Arena as well as at the Fire Hall. The lights will be replaced with more energy efficient LEDs.

Deputy Mayor went over the amounts of the tenders submitted. He noted that one company had only bid on the rink tender.

NAME OF COMPANY	FIRE HALL TENDER	RINK TENDER	TOTAL
<b>Diverse Electric</b>	\$5,878.80	\$22,942.50	\$28,821.30
<b>LeClair Electric</b>		\$33,638.65	
<b>Gaudets Electrical</b>	\$7,239.25	\$27,540.20	\$34,4479.45

Deputy Mayor Duggan asked for a motion to award the tender to the lowest bidder which was Diverse Electric for both the rink and the fire hall. The motion to grant the tender was made by Councillor O'Brien and was seconded by Councillor Curtis. The motion carried.

The last item under new business was future projects for 2023. Deputy Mayor Duggan asked the CAO to go over this item. The CAO said she had included it on the agenda to give Council time to start thinking ahead of what they would like to see for projects moving forward in 2023. Mr. Duggan thanked the CAO and proceeded with the agenda items.

**Inquiries by members of Council – Nil**

**Introduction of Bylaws – Nil**

**Appointments to Committees – Nil**

**Adjournment**

Deputy Mayor Duggan called for a motion to adjourn the meeting. The motion was made by Councillor O'Brien and was seconded by Councillor Adams. The motion carried and the meeting concluded.