#### PROVINCE OF QUEBEC ARGENTEUIL COUNTY MRC DES PAYS-D'EN-HAUT

#### **MINUTES**

In case of discrepancy, the French version prevails over the English translation.

Of the adjournment meeting of the municipal council of Morin-Heights, held at the Community Center, 567, Village, on Thursday, February 15<sup>th</sup>, 2007 at which were present Councillors Mona Wood, Rita O'Donoughue, Claude Lemire and Timothy Watchorn forming quorum under the chairmanship of Councillor Gilles Coutu.

Mayor Michel Plante, having returned from Quebec, joins the meeting at 6:32 p.m.

The Director general, Yves Desmarais, is present.

This adjournment meeting was duly convened pursuant to the provisions of Article 155 of the Quebec Municipal Code.

At 6:00 p.m., Councillor Gilles Coutu states quorum and after a moment of silence in the memory of Mr. Georges Filion, former mayor of Saint-Sauveur, who passed away on February 2<sup>nd</sup>, Council deliberates on the following dossiers.

#### **18.02.07** ADOPTION OF THE AGENDA

It is proposed by Councillor Claude P. Lemire And unanimously resolved:

That Council adopt the agenda as presented by the Director general.

### AGENDA Ordinary sitting of February 15th, 2007

1			Opening of the meeting at the community room at 567, Village
2			Adoption of the agenda
3			ADMINISTRATION
3	1		Approval of the minutes
3	2		Finance
3	2	1	Expense statements to December 31, 2006
3	2	2	Expense statements to January 31st, 2007
3	3		Correspondence
3	3	1	Laurentians medical foundation: monthly report
3	3	2	Régie des alcools, des courses et des jeux : request for a permit or licence
3	3	3	Minister of municipal affairs and regions: 2007-2014 National rural policy
3	3	4	John Saywell, Parti Québécois : meeting

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3	3	5	Minister of sustainable development, environment and parks: information
			guide
3	3	6	Minister of municipal affairs and regions : explanation – contribution to
_	_	_	parks fund
3	3	7	MRC des Pays-d'en-Haut : Charles Garnier, right to attend meetings
3	3	8	Abrinord : planting and cleaning project
3	3	9	Quebec rural solidarity: migration and demography
3	3	10	Pays-d'en-Haut history and genealogy society: request for financial
_	_		assistance
3	3	11	Town of Sainte-Adèle : judicial municipal dossiers
3	3	12	Minister of municipal affairs and regions : contribution for work
3 3	3 3	13	
3	3	14	Minister of sustainable development, environment and parks: treatment of
3	3	15	authorization requests  Minister of health and again, partiages in provincial committees
3	3	15 16	Minister of health and social services: provincial committee  Minister of sustainable development, environment and parks: request for
3	3	10	authorization certificate
3	3	17	
3	3	18	Minister of sustainable development, environment and parks: quality of the
J	J	70	environment Act
3	3	19	Gestion Pierre Damico: offer of services
3	3	20	Quebec federation of municipalities : training for elected representatives
3	3	21	Quebec federation of municipalities : Les fleurons du Québec
3	3	22	Quebec network of healthy towns and villages: annual report
3 3	3	23	Royal canadian Legion: children's ski races
3	3	24	Minister of natural resources and fauna: forest development plans
3	3	25	Quebec french language office: Francofête
3	3	26	Notre-Dame-des-monts Parish: request for financial assistance
3	4		Personnel
3	4	1	Organization chart and job descriptions
3 3	4 4	2 3	Part-time position – tax collection clerk
3	4	3 4	Part-time permanent position – tax collection clerk Permanent position - Accountant
3	5	4	Resolution
3	5	1	2007 group insurance
3	6	•	Regulations
4			PUBLIC SECURITY
4	1	1	Monthly report from the Director
4	2		Personnel
4	3		Resolution
4	3	1	Morin-Heights Fire department logo
4	4		Regulations
5			PUBLIC WORKS
5	1		Monthly report from the Director
5	2		Personnel
5	2	1	
5	3		Resolution
5	3		Contract for the repairs to the bridge on Bélisle road
5 6	4	ı	Regulations ENVIRONMENT
6	1 2		onthly reports from the Director and Inspector, environment
6			ersonnel
<b>6</b> 6	<b>3</b> 3		esolution
6			ofessional services – by-law and - Beaulieu drinking water
O	3		urchase and installation of a pump for well 1-05 – by-laws 366 and 404 – eaulieu drinking water network
6	3		greement with Tricentris
6	3	_	r-law 392 – Engineering services
6			r-law 400 – Engineering services
6	4	-	egulations
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4 1 Notice of motion – By-law 421 – replacement of the drinking water
6
          conduit - Lac Echo road
         URBANISM AND DEVELOPMENT OF THE TERRITORY
7
          Monthly report from the Director
7
    1
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          Personnel
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    3
         Resolution
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         Regulations
8
            RECREATION AND CULTURE COMMUNITY SERVICES
8
    1
          Community business
      1 Mrs. Rita O'Donoughue's activity report
8
    1
          Monthly report from the Director
8
    2
8
    3
         Personnel
8
    3 1 Autorisation to hire a day camp coordinator
8
    4
                                    Resolution
8
    4 1 Grant request – shadowing program
8
    4 2 Grant request – summer work experience program
8
       3 Grants - recreation and culture 2007
    4
8
    4
       4 Approval of the rates for the 2007 day camp
       5 Ski week for children
    4
       6 Committee for the family policy
8
8
       7 Hiring policy - Day camp
    4 8 Summer work experience program, 2007 campaign
8
    4 9 Acknowledgement of Ricky Kelly-Shepard's contribution
8
8
                                    Regulation
9
         New business
         Question period
10
         End of meeting
11
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#### **19.02.07** APPROVAL OF THE MINUTES

The minutes of the regular meeting of January 10<sup>th</sup>, 2007 were given to members of council, by the means of the assembly book.

Consequently, the Director general is exempt from reading them.

It is proposed by Councillor Rita O'Donoughue And unanimously resolved:

That council adopt the minutes of the regular meeting of January 10<sup>th</sup>, 2007.

#### **20.02.07** EXPENSE STATEMENTS

The lists of accounts payable and accounts paid during the month of January 2007 as well as the list of accounts to be paid to December 31<sup>st</sup>, 2006 were given to council members at the time of the plenary committee meeting as per the delegation of competency, by-law 351;

Council has studied the lists at the time of the Plenary committee meeting and:

It is proposed by Councillor Claude P. Lemire And unanimously resolved:

That Council approves the accounts as detailed on the lists presented.

	Paid in advance	To be paid	Total
Accounts to be paid: from December 1 <sup>st</sup> to 31 <sup>st</sup> , 2006			\$ 101 709.26
Accounts paid in advance to December 1 <sup>st</sup> to 31 <sup>st</sup> , 2006	\$ 90,456.37		\$ 90,456.37
All the purchases from December 1 <sup>st</sup> to 31 <sup>s</sup> , 2006			\$ 192,165.63
Incompressible banking flows of previous month			
Total expenses from December 1 <sup>st</sup> to 31 <sup>st</sup> , 2006			\$ 192,165.63
Net salaries January 2006			
GRAND TOTAL			\$ 192,165.63

	Paid in advance	To be paid	Total
Accounts to be paid: from January 1 <sup>st</sup> to 31 <sup>st</sup> , 2007			\$ 189,555.53
Accounts paid in advance to January 1 <sup>st</sup> to 31 <sup>st</sup> , 2007	\$ 174,987.52		\$ 174,987.52
All the purchases from January 1 <sup>st</sup> to 31 <sup>s</sup> , 2007			\$ 364,543.05
Incompressible banking flows of previous month			\$ 20,908.21
Total expenses from January 1 <sup>st</sup> to 31 <sup>st</sup> , 2007			\$ 385,451.26
Net salaries January 2007			\$ 68,996.65
GRAND TOTAL			\$ 454,447.91

The Mayor and the General Director are authorised to make the payments.

#### **CORRESPONDENCE**

The Director general reviews the correspondence for the month of January 2007. The council acknowledges receipt of the letters received at the time of the plenary committee, the general manager will take action if necessary.

#### 21.02.07 ORGANIZATION CHART AND JOB DESCRIPTIONS

The General Manager introduces to Council the Organization chart with job descriptions, including the various positions and pay structure.

It is proposed by Councillor Rita O'Donoughue And unanimously resolved:

That Council approves the documents presented.

#### **22.02.07** PART TIME POSITION - TAX COLLECTION CLERK

Considering the extra work load due to an employee on sick leave;

It is proposed by Councillor Claude P. Lemire And unanimously resolved:

That Council authorizes the hiring of part-time tax collection clerk, five days a week for a maximum six-month term, according to the terms and conditions of the collective agreement.

That Council authorize the Director general to proceed with the hiring as per the established criteria. He must present a report for the next Council meeting.

## 23.02.07 PART TIME PERMANENT POSITION TAX COLLECTION CLERK

Considering the number of transactions and citizen requests at the front desk has considerably increased;

It is proposed by Councillor Claude P. Lemire And unanimously resolved:

That Council authorizes the creation of a part-time permanent position for a Tax collection clerk, three days a week, and consequently the hiring of an employee, according to the terms and conditions of the collective agreement.

That this permanent part-time position be supplemented by the part-time position of Development Officer, an already subsidized position, for the creation of the Family and Seniors Policy, until the end of April 2008.

That the person hired accepts that the amount of days for this position might be increased if there is a need.

Council authorizes the Director general to proceed with the hiring as per the established criteria. He must present a report at the next meeting.

#### 24.02.07 PERMANENT POSITION - ACCOUNTANT

Considering the increasing needs of municipal services and the new Government requirements in terms of performance reporting have a direct impact on the accounting department's activities;

It is proposed by Councillor Claude P. Lemire And unanimously resolved:

That the Council authorizes the creation of a permanent full-time Accountant position, according to the job description attached and to the terms and conditions of the policy in effect pertaining to management compensation.

Council authorizes the Director general to proceed with the hiring as per the established criteria. He must prepare a report for the next Council meeting.

#### **25.02.07** 2007 GROUP INSURANCE

Considering the Municipality has received a renewal offer from Great West with regards to the municipal employees' group insurance, attached herewith, which represents an increase in premiums of 5.87%;

Considering this insurance is paid 50% by the employees and 50% by the municipality;

It is proposed by Councillor Claude P. Lemire And unanimously resolved :

That Council authorize the renewal of the insurance portfolio with Great West for the period extending from March 1<sup>st</sup>, 2007 to February 28<sup>th</sup>, 2008 as per the terms of the proposal dated February 12<sup>th</sup>, 2007 and that the Director general be authorized to do the necessary in this dossier.

#### MONTHLY REPORT FROM THE DIRECTOR, FIRE DEPARTMENT

The Director general presents Council who acknowledge receipt of the monthly report from the Director, fire department for the month of January 2007 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

#### 26.02.07 MORIN-HEIGHTS FIRE DEPARTMENT LOGO

Considering the Fire department must have a new logo;

It is proposed by Councillor Rita O'Donoughue And unanimously resolved:

That Council authorize the fire department to use the logo in order to identify the members of its department.

That the department's stationary have the logo along with the municipality's coat of arms.

That the vehicles remain identified with the Municipality of Morin-Heights' coat of arms.

## MONTHLY REPORT FROM THE DIRECTOR, PUBLIC WORKS DEPARTMENT

The Director general presents Council who acknowledge receipt of the monthly report from the Director, Public works department for the month of January 2007 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

## **27.02.07** CONTRACT FOR THE REPAIRS TO THE BRIDGE ON BÉLISLE ROAD

Considering the Municipality must proceed with the dossier pertaining to the bridge located on Bélisle road;

Considering the offer received by the firm Gilles Taché, engineers, dated January 24<sup>th</sup>, 2007;

Considering the offers must be presented to the Minister of transport before the end of February in order to receive a grant;

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That the Municipality accept the offer presented by the firm Gilles Taché in the amount of \$5,200 excluding taxes for the preparation of the plan and estimate and \$4,425 for the supervision of the work site.

That the Director general be authorized to proceed with tenders for the work.

## MONTHLY REPORT FROM THE DIRECTOR AND ENVIRONMENT INSPECTOR

The Director general presents Council who acknowledge receipt of the monthly report from the Director and environment inspector for the month of January 2007 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

## 28.02.07 PROFESSIONAL SERVICES – BY-LAW 366 AND 404 – BEALIEU DRINKING WATER NETWORK

Considering the Minister of sustainable development and environment requires 72 hours of pumping tests are done on new wells;

Considering the Municipality has requested offers for professional services in order to proceed with pumping tests and water analysis for the BL/PE-1-04 and BL/PE-1-05 wells:

Considering the Municipality received the following offers:

Supplier	Price (excluding taxes)
Experts-conseil Hydrogéo-Sol Inc.	\$ 16,200
Cogemat Inc.	\$ 14,445

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That Council grant the contract to the firm Cogemat Inc. for the amount of \$14,445, excluding taxes.

## 29.02.07 PURCHASE AND INSTALLATION OF A PUMP FOR WELL 1-05 – BY-LAWS 366 AND 404 – BEAULIEU DRINKING WATER NETWORK

Considering the Municipality has requested offers for the purchase and installation of a pump for the Beaulieu drinking water network's 1-05 well;

Considering the Municipality has received an offer from the firm Villemaire, centre de pompes Inc.;

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That Council grant the contract to the firm Villemaire, centre de pompes Inc. for an amount of \$ 6,295, excluding taxes.

#### **30.02.07** AGREEMENT WITH TRICENTRIS

Considering the Municipality has been a member of Tricentris since its foundation;

Considering there is a need to renew the Municipality's membership for the next five years;

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That Council authorize the renewal of the Municipality's membership to the Tricentris sorting center and authorizes the Mayor and the Director general to sign the agreement which is attached herewith forming an integral part hereof.

#### 31.02.07 BY-LAW 392 – ENGINEERING SERVICES

Considering that pursuant to a call for tenders for services, Council granted the mandate for the dossier regarding the upgrading of the drinking water distribution and supply network on the Village aqueduct to the firm Marcel Laurence, engineering-consultants by resolution 220-09-05;

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That Council authorize the firm Marcel Laurence, engineering-consultants, to present the dossier to the Minister of sustainable development, environment and parks in order to obtain the authorization certificates for the wells and the modifications to make to the network.

That the Municipality agree to forward to the Minister, an attestation signed by the engineer with regards to the conformity of the work as per the authorization granted along with the plans as they were built.

That the Municipality agrees to maintain its drinking water production installations in accordance to the specifications indicated in the documents supplied by the manufacturer as well as the operations manual prepared by the mandated engineer.

#### 32.02.07 BY-LAW 400 – ENGINEERING SERVICES

Considering Council granted the mandate for the dossier regarding the upgrading of the supply and distribution of the drinking water for the Balmoral network to the firm, Marcel Laurence, engineering –consultants;

It is proposed by Councillor Timothy Watchorn And unanimously resolved:

That Council authorize the firm Marcel Laurence, engineering-consultants, to present the dossier to the Minister of sustainable development, environment and parks in order to obtain the authorization certificates for the modifications to be made to the network.

That the Municipality agree to forward to the Minister, an attestation signed by the engineer with regards to the conformity of the work as per the authorization granted along with the plans as they were built.

That the Municipality agrees to maintain its drinking water production installations in accordance to the specifications indicated in the documents supplied by the manufacturer as well as the operations manual prepared by the mandated engineer.

# A.M. 01.02.07 NOTICE OF MOTION – BY-LAW 421 – REPLACEMENT OF THE DRINKING WATER CONDUIT – LAC ECHO ROAD

Notice of motion is given by Councillor Timothy Watchorn that a by-law regarding the replacement of the drinking water conduit on Lac Echo road will be presented at a future council meeting.

This borrowing by-law decrees work in the amount of \$ 794,050 amortized by a loan over a period of 15 years and paid for by the users on the Village drinking water distribution network.

The draft by-law having been presented to Council, the Director general will be exempt from its reading at the time of its adoption.

#### MONTHLY REPORT FROM THE DIRECTOR, URBANISM

The Director general presents Council who acknowledge receipt of the monthly report from the Director, Urbanism Department for the month of January 2007 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

#### **COMMUNITY BUSINESS**

The Director general presents Council with the activity report prepared by Councillor Rita O'Donoughue, who is delegated to community business.

## MONTHLY REPORT FROM THE DIRECTOR, RECREATION AND CULTURE DEPARTMENT

The Director general presents Council who acknowledge receipt of the monthly report from the Director, Recreation and Culture for the month of January 2007 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

## 33.02.07 AUTHORIZATION TO HIRE A COORDINATOR FOR THE DAY CAMP

Considering the municipality must hire a coordinator for the day camp;

Considering the Director, Recreation and culture's recommendation dated January 23<sup>rd</sup>, 2007;

Considering the necessary credits for this expense are provided for in the budget;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council authorize the Director, Recreation and culture to form a selection committee and proceed with the hiring of a coordinator for the 2007 summer day camp.

#### **34.02.07** GRANT REQUEST – SHADOWING PROGRAM

Considering the Minister of Education has set-up a financial assistance program for the hiring of specialized individuals who assist physically or intellectually handicapped children attending the day camp;

Considering the recreation department has received requests from parents of children that may benefit from this program;

It is proposed by Councillor Claude P. Lemire And unanimously resolved :

That Council authorize the presentation of a request for financial assistance within the 2007 recreation employment shadowing program.

## **35.02.07** GRANT REQUEST – CANADA SUMMER EMPLOYMENT PROGRAM – FEDERAL GOVERNMENT

Considering Human resources development Canada offers a grant program to employers that create employment for students;

Considering the Recreation department hires students for its day camp;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council authorize the presentation of a request for financial assistance within the Canada summer employment program and authorizes the Secretary-treasurer to sign the pertinent documents.

Mayor Plante arrives at the meeting at 6:32 p.m.

#### **36.02.07** GRANTS – RECREATION AND CULTURE 2007

Considering the municipality has received requests for grants from seven non-profit organizations;

Organization	Amount	Details
	requested	
Arts Morin-Heights	\$ 250	Annual amount requested – use of the
		hall, photocopies
Theatre Morin-Heights	\$ 250	Annual amount requested – use of the
		hall for practices
Club Viking – Loppet	\$ 1,500	School and bus rentals – technical and
		administrative assistance
Royal Canadian Legion	\$ 250	Children's ski and snowboard races
Route des Arts	\$ 200	Haunted house project and use of the
		community hall
Concert - fundraiser	\$ 100	Fundraiser on March 31st for the
		outdoor theatre
Outdoor theater	\$ 260	For presentation of a Molière play in
		French and English
Soccer Club	\$ 4,500	Annual amount requested (2 <sup>nd</sup>
		instalment for line machine to be
		deducted from this amount)

Considering the credits are provided for in the Recreation and culture department's budget;

It is proposed by Councillor Mona Wood And unanimously resolved :

That Council grant the requested amounts to the above-mentioned organizations.

#### 37.02.07 APPROVAL OF RATES FOR THE 2007 DAY CAMP

Considering that the Municipality offers the services of a summer camp;

Considering that this is a program financed by the users and that the credits are available in the current budget;

Considering the Director, Recreation and culture presented a pricing chart for the year 2007;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council approve the tariffs for the Day Camp for the 2007 season as follows:

DAY CAMP REGIS	TRATION FEES- to M	ay 30 <sup>th*</sup>				
		FULL SUMMER			WEEKLY	
Category	1 <sup>st</sup> child	2 <sup>nd</sup> child	3 <sup>rd</sup> child	Per child		
		to 11 YEARS		l		
	(Fees	include all outings)				
Resident	340\$	290\$	230\$	65	5\$	
Non-resident	455\$	390\$	345\$	11	5\$	
	12 & 13 YEARS					
(Fees include all outings and one additional weekly activity)						
Resident	395\$	345\$		75\$		
Non-resident	510\$	445\$		12	5\$	
OTHER SERVICES						
Day Care	120\$	100\$	90\$	20\$/wk	5\$/day	
T-shirt	15\$ required for all outings					
* <u>After May 30<sup>th</sup> an additional fee of 20</u> \$ will be charged per child						

That Council approve the policy regarding the day camp registrations which is attached herewith forming an integral part hereof.

#### 38.02.07 SKI WEEK FOR CHILDREN

Considering that an agreement was entered into between Ski Morin-Heights and the Recreation Department for the sale of reduced rate tickets during the school break, the week of March 5<sup>th</sup> to 9<sup>th</sup>, 2007;

Considering the report presented by the Director, Recreation and Culture dated January 23<sup>rd</sup>, 2007 which states the rate structure;

Considering that this project, subsidized by the municipality is provided for in the budget;

It is proposed by Councillor Mona Wood And unanimously resolved:

That the Council authorize the purchase of ski lift tickets from Ski Morin-Heights and the resale at reduced rates as per the proposed tariff structure described in the report dated January 23, 2007 to citizens of the Municipality of Morin-Heights during the week of March 5<sup>th</sup> to 9<sup>th</sup>, 2007.

Categories	Proposed prices for 2007
5 years and under	\$ 9
Students 6 to 20 years	\$ 15
Adults 17 years and over	\$ 20
Seniors (60+)	\$ 15

#### **39.02.07** COMMITTEE FOR THE FAMILY POLICY

Considering Council has created a family committee by resolution 291-11-06:

It is proposed by Councillor Rita O'Donoughue And unanimously resolved:

That the following people be named to the family committee:

Name
Councillor Gilles Coutu, president, councillor responsible for family matters
Maryse Émond, municipal employee
Natasha Caron
Councillor Claude P. Lemire, delegated to the senior's committee
Claude Côté
Julie Lauzon
Shawna Dunbar
Francine Blondeau
Nancy Boutin
Heidi LeGallee
Robert Laliberté
Andy Stewart

#### **40.02.07** HIRING POLICY – DAY CAMP

Considering that Council needs to update the policy regarding the hiring for the day camp;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council proceed with the hiring of employees pursuant to the selection committee's recommendation in a subsequent resolution.

That Council adopt the Policy entitled "Policy regarding hiring for the 2007 day camp" dated February 1<sup>st</sup>, 2007 which is attached herewith as if it was reproduced in its entirety and which replaces the one adopted by resolutions 103-04-98, 81-04-02, 78-04-03, 92-04-04 and 95-04-06.

#### **41.02.07** SUMMER WORK EXPERIENCE, 2007 CAMPAIGN

Considering the Canadian Government has cut back 55,4 million from the Summer work experience program for 2007;

Considering this program allows small businesses and non-profit organizations to hire young people and give them a chance to get work experience during the summer;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council denounces the Federal Government's decision and requests that the necessary amounts be allocated to ensure the program's perenniality for these community organizations and for the students.

That this resolution be forwarded to the Minister of human resources, the Minister of employment as well as to the representative for Argenteuil-Papineau.

#### 42.02.07 ACKNOWLEDGEMENT – RICKY KELLY-SHEPARD

Considering Ricky Kelly-Shepard has been involved with the municipal day camp for seven seasons, the last two years as Camp Director;

It is proposed by Councillor Mona Wood And unanimously resolved:

That Council acknowledges the work and involvement of Mr. Shepard with Morin-Heights' youth and wishes him best wishes with his future endeavours.

QUESTION PERIOD				
Council answers questions asked by	citizens.			
43.02.07 END OF THE MEETIN	NG			
It is proposed by Councillor Claude P. Lemire That this meeting end at 6:57 p.m.				
Gilles Coutu Subsitute Mayor	Yves Desmarais Director general / Secretary-treasurer			

No one attended the meeting.