

Municipality of Morin-Heights

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

MINUTES

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

Minutes of the regular session of the Municipal council of Morin-Heights, held at the Community Room, 567, Village, on Wednesday, August 14th, 2013 at which were present Councillors Jean Dutil, Claude P. Lemire and Jean-Pierre Dorais, forming quorum under the chairmanship of Mayor Timothy Watchorn.

Councillor Leigh MacLeod joins the meeting at 7:34 p.m.

Councillor Mona Wood joins the meeting at 7:50 p.m.

The Director general, Yves Desmarais, is present.

Councillor Peter MacLaurin is absent.

At 7:30 p.m., the Mayor states quorum, welcomes the public and Council deliberates on the following dossiers.

150.08.13 ADOPTION OF THE AGENDA

It is proposed by councillor Jean Dutil
And unanimously resolved by all councillors:

That Council adopt the agenda as presented by Director general.

3		ADMINISTRATION
3	1	Approval of the minutes
3	1	2 Director general's report
3	2	Finances
3	2	1 Expense statement
3	2	2 Statement of financial activities to July 31st, 2013
3	2	3 Adjudication of the issuance of banknotes
3	2	4 Modifications pursuant to the financing of borrowing by-laws number 427, 428,429, 433, 400 and 491-2012
3	3	Correspondence
3	4	Personnel
3	4	1
3	5	Resolution
3	5	1 Agreement for the purchase of the Commons property
3	6	Regulations
3	6	1
4		PUBLIC SAFETY
4	1	1 Monthly report from the Director
4	1	2 SPCA activity report
4	1	3 SQ activity report
4	2	Personnel
4	2	1
4	3	Resolution
4	3	1 Approval of the agreement with the Red Cross
4	3	2 YMCA request - 2013 Cyclo-Tour du Parc
4	4	Regulations
4	4	1 Notice of motion - By-law 508 which modifies by-law 425 - residual matters

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5		PUBLIC WORKS
5	1	Monthly report from the Director
5	2	Personnel
5	2	1
5	3	Resolution
5	3	1 Snow removal of town hall parking lot
5	3	2 Snow removal of cross-country ski crossings
5	3	3 Snow removal of aerobic corridor parking area
5	3	4 Contract - salt supply
5	3	5 Contract - sand supply
5	3	6 Agreement with the MTQ - snow removal for 2013-2014 winter
5	3	7 Grant - improvement to roads network
5	4	Regulations
5	4	1
6		ENVIRONMENT & PARKS
6	1	Monthly report from the Director
6	1	2
6	2	Personnel
6	2	1
6	3	Resolution
6	3	1 Presentation of the greenhouse gas effect revised action plan
6	3	2 Support motion M-441 regarding restrictions aimed at vessel operation restriction regulations
6	4	Regulations
7		URBANISM AND LAND DEVELOPMENT PLANNING
7	1	Monthly report from the Director
7	1	2
7	2	Personnel
7	2	1
7	3	Resolution
7	3	1
7	4	Regulations
7	4	1 Notice of motion - By-law 509-2013 which establishes healthiness norms applicable to properties within the territory of the municipality of Morin-Heights
8		RECREATION DEPARTMENT
8	1	1 Monthly report from the Director
8	1	2
8	2	Personnel
8	2	1
8	3	Resolution
8	3	1 Request for authorizatou - Vallée de Saint-Sauveur half marathon
8	3	2 Congratulations - Arts Morin-Heights
9		New Business
10		Question period
11		End of the meeting

151.08.13 APPROVAL OF THE MINUTES

The minutes of the regular meeting of July 10th, 2013 were given to members of Council, by means of the electronic assembly file folder.

The Director general notifies Council that he corrected resolutions 255.11.09 and 214.10.12.

It is proposed by councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

That Council adopt the minutes for the meeting of July 10th, 2013 and takes note of the corrections.

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DIRECTOR GENERAL'S REPORT

The Director general presents Council who acknowledge receipt of a follow-up of dossiers underway and certain documents of financial nature.

152.08.13 EXPENSE STATEMENT

The lists of accounts payable and accounts paid during the month of July 2013 were given to Council members by means of the electronic assembly as well as the list of authorized expenses as per the delegation of competency by-law 351.

Council has studied the lists and:

It is proposed by councillor Claude P. Lemire
And unanimously resolved by all councillors:

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

July 1st to 31st, 2013	
Accounts to be paid	\$ 388 862,62
Accounts paid in advance	\$ 151 162,03
Total purchases	\$ 540 024,65
Direct bank payments for the month	\$ 9 588,30
Total expenses	\$ 549 612,95
Net salaries	\$ 95 611,25
<u>GRAND TOTAL</u>	<u>\$ 645 224,20</u>

The Mayor and the Director general are authorized to make the payments.

STATEMENT OF FINANCIAL ACTIVITIES TO JULY 31ST, 2013

The Director general presents Council, who acknowledge receipt of the statement of financial activities to July 31st, 2013.

153.08.13 ADJUDICATION OF THE ISSUANCE OF BANKNOTES

Considering the Municipality proceeded with a public tender for the financing of by-laws 427 - paving work on des Cimes road; 428 - paving work on du Sommet road; 429 - paving work in Domaine Bois-du-Ruisseau; 433 - work on the Village drinking water network; 400 - municipalisation of the Domaine Balmoral drinking water distribution network and 491-2012 - which decrees the work for the replacement of the drinking water distribution network and the pertinent work on Village road and a loan in order to do so within the gasoline excise tax reimbursement program;

It is proposed by councillor Claude P. Lemire
And unanimously resolved by all councillors:

That the municipality accept the offer made by the Financière Banque Nationale Inc. for its loan of August 21st, 2014 in the amount of \$ 1 954,700 by bank notes as per by-laws 427, 428, 429, 433, 400 and 491-2012, at the price of 98,69300 due in 5-year series as follows:

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117 300 \$	1,95000%	August 21, 2014
120 900 \$	2,15000%	August 21, 2015
124 900 \$	2,35000%	August 21, 2016
128 800 \$	2,60000%	August 21, 2017
1 462 800\$	2,80000%	August 21, 2018

That the bank notes, capital and interest are payable by cheque to the order of the registered holder or by pre-authorized bank withdrawal.

Councillor Leigh MacLeod arrives at the meeting at 7:34 p.m.

154.08.13 MODIFICATIONS PURSUANT TO THE FINANCING OF BORROWING BY-LAWS NUMBER 427, 428, 429, 433, 400 AND 491-2012

Whereas in accordance to the following borrowing by-laws and the amounts indicated for each, the Municipality of Morin-Heights intends to borrow by banknotes, a total amount of \$ 1 954,700;

By-laws	Amounts
427	\$ 13 300
428	\$ 23 129
429	\$ 66 720
433	\$ 63 100
433	\$ 204 600
400	\$ 211 400
491-2012	\$ 286 800
491-2012	\$1 085 651

Whereas the Municipality of Morin-Heights would like to take advantage of the provisions of Article 2 of the *Loi sur les dettes et les emprunts municipaux* (chapter D-7), which provides for the original borrowing term to be extended for at the most, twelve (12) months at the time of refinancing;

Whereas the Municipality of Morin-Heights will have, on August 20th, 2013, an amount of \$ 373,300 to be renewed on an original loan of \$ 576,000 for a period of 5 and 10 years, as per by-laws number 427, 428, 429 and 433;

Whereas a total amount of \$ 2,451 was paid in cash, leaving a net balance of \$ 370 849 to be renewed;

Whereas for this purpose, it becomes necessary to modify the borrowing by-laws for which these banknotes are issued;

It is proposed by councillor Claude P. Lemire
And unanimously resolved by all councillors:

That the preamble of the present resolution be an integral part as if it were reproduced in its entirety.

That a loan by banknote in the amount of \$ 1 954 700 provided for in borrowing by-laws number 427, 428, 429, 433, 400, 491-2012 be done.

That the banknotes be signed by the Mayor and the Secretary-treasurer.

That the banknotes be dated August 21st, 2013.

That the interest on the banknotes be payable semi-annually.

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That the banknotes, with regards to the capital, be reimbursed as follows:

2014	\$	117 300
2015	\$	120 900
2016	\$	124 900
2017	\$	128 800
2018	\$	132 800
2018	\$	1 330 000

That to realize this loan, the Municipality of Morin-Heights must issue a shorter term than the term provided for in the borrowing by-laws, specifically a term of five (5) years (as of August 21st, 2013) with regards to the annual amortizations in capital scheduled for years 2019 and following, instead of the term provided for said amortizations for by-laws number 433, 400 and 491-2012, each subsequent loan must be for the balance or part of the balance owed on the by-law.

That the Municipality of Morin-Heights borrow \$ 370 849 by banknotes, by renewing the issuance of bonds or banknotes for an additional term of 1 day at the original term of by-laws number 427 428 429 and 433.

CORRESPONDENCE

The Director general reviews the correspondence for the month of July 2013. Council acknowledges receipt of the letters presented to its members by means of the electronic assembly. The Director general will take action and follow up if necessary.

Correspondence received

- 1 F. & J. Karam: work on Village road
- 2 Fondation médicale: thanks - dragon boat races
- 3 Balmoral golf club: accumulation of branches
- 4 Sécurité publique du Québec: financial assistance
- 5 N.Schmekel: petition - Green Acres signage
- 6 L. Tremblay: complaint regarding the beach
- 7 M. Valiquette: complaint - store parking
- 8 M. Côté: petition - Mountainview
- 9 J. Girard: traffic on Route 364
- 10 SQ: district's annual activity report
- 11 Projets citoyens: saving water program
- 12 Ministère de la santé et des services sociaux: invitation to the international conference for towns friends of seniors
- 13 Saint-Donat: randonnée du bonheur
- 14 Jeunesse Action Rosemère: invitation to golf tournament
- 15 MRC des Pays-d'en-Haut: Les terres publiques flyer
- 16 Royal canadian legion: request for donation
- 17 MAMROT: 18th edition of the municipal infrastructure prize
- 18 MRC des Pays-d'en-Haut: By-law 271-2013
- 19 MTQ: Signs - Route 329
- 20 L. Dagenais: Offer to purchase a property
- 21 J. Girard: Dwight road

Correspondence sent

- A E. Hoss-Desmarais: water tax on pools
- B N. Fiorilli: residual matters collection
- C T. Kuenzli: speed bump
- D S. Katz: installation of a mirror
- E M. Kingsbury: 784, Village
- F M. Brisson: offer to transfer
- G F. Daigneault and D. Brochu: snow removal - Groulx road
- H P. Dupuis: residual matters collection
- I H. Miller: residual matters collection
- J F.Tur: work on Lakeshore road
- K G. Tétreault: work on Lakeshore road
- L R. MacDonald: work on Lakeshore road

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155.08.13 AGREEMENT FOR THE PURCHASE OF THE COMMONS PROPERTY

Considering this property allows the joining of Parc Bellevue to the aerobic corridor;

Considering the agreement entered into with Développement Commonheights Inc., which a copy is attached herewith;

It is proposed by councillor Jean Dutil
And unanimously resolved by all councillors:

That Council authorize the purchase of a vacant lot known as lots of the cadastre of Quebec, Argenteuil county as follows:

Matricule 4684-46-6972	Lots	3 206 432
		3 802 408
		3 802 407
		3 802 406
Matricule 4684-36-6103	Lots	3 690 417
		3 805 344
		3 802 409
Matricule 4684-46-4206	Lot	3 208 188

The entirety comprises a surface area of 17 600,7 square meters, as shown on the cadastral plan attached herewith.

That Council authorizes that the purchase price will be two hundred and nine thousand nine hundred and fifty dollars (\$ 209,950).

That the amount of thirty thousand dollars (\$ 30,000) will be paid at the time of the signature of the notarized deed and the balance of one hundred and seventy-nine thousand nine hundred and fifty dollars (\$ 179,950) before March 1st, 2014.

That the Mayor and Director general be authorized to sign for and in the municipality's name.

MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE SÉCURITÉ INCENDIE

The Director general presents Council who acknowledges receipt of the monthly report for the month of July 2013 from the Director, Public safety.

SPCA ACTIVITY REPORT

The Director general presents council, who acknowledge receipt, of the SPCA's activity report, to July 4th, 2013.

Council takes note of the actions to be taken during this period.

SQ ACTIVITY REPORT

The Director general presents council, who acknowledge receipt, of the Sûreté du Québec's report to August 4th, 2013.

Council takes note of the actions to be taken during this period.

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156.08.13 APPROVAL OF THE AGREEMENT WITH THE
RED CROSS

Considering the letter of agreement for services to the Canadian Red Cross disaster victims, Quebec division;

It is proposed by councillor Jean-Pierre Dorais
And unanimously resolved by all councillors:

That Council authorize the renewal of the agreement which is attached herewith forming an integral part hereof and authorizes the payment of the Municipality's annual contribution as follows:

- 2013-2014 : \$ 0,15 per capita
- 2014-2015 : \$ 0,15 per capita
- 2015-2016 : \$ 0,15 per capita

157.08.13 YMCA REQUEST - 2013 CYCLO-TOUR DU PARC

Considering the request presented by the YMCA du Québec for the holding of their event, Cyclo-Tour du Parc 2013, to be held on September 14 and 15, 2013;

Considering it is the organizers responsibility to obtain the proper authorizations from the Ministère des transports and the Sûreté du Québec;

It is proposed by councillor Leigh MacLeod
And unanimously resolved by all councillors:

That Council does not object to the holding of this event.

That Council notify the organizers that it is there responsibility to make sure that they have the necessary volunteers and personnel for these activities.

That Council notify the organizing committee that the services of the Sûreté du Québec are required at the intersection of Route 364 in order to ensure safety.

A.M. 07.08.13 NOTICE OF MOTION
BY-LAW 508-2013 WHICH MODIFIES BY-LAW 425 -
RESIDUAL MATTERS

Notice of motion is given by councillor Jean-Pierre Dorais that by-law 508-2013 regarding which modifies by-law 425 - residual matters will be presented at a future council meeting.

The draft by-law having been given to Council, the Director general is exempt from its reading.

MONTHLY REPORT FROM THE DIRECTOR,
SERVICE DES TRAVAUX PUBLICS

The Director general presents Council who acknowledges receipt of the monthly report as well as the list of daily calls for the month of July as well as the list of expenses authorized during the month as per the delegation of competency, by-law 351.

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158.08.13 SNOW REMOVAL OF THE TOWN HALL PARKING LOT

Considering the snow removal of the Town Hall's parking area must be entrusted to a private company for efficiency reasons;

Considering the Municipality has proceeded with a request for prices and has invited the following companies to present offers;

David Riddell Excavation et transport	Déneigement Carruthers
Construction Stewart	Normand Dupont

Considering the Municipality has received the following prices:

Names	Price
Construction Stewart	\$ 5,616.53

It is proposed by councillor Leigh MacLeod
And unanimously resolved by all councillors:

That Council grant the snow removal contract for the Town Hall's parking area for the 2013-2014 winter to Construction Stewart for a total of \$ 5,616.53, including taxes.

That the Director general be authorized to sign the service agreement for which he is authorized to make the payment as per the terms of the document for which a copy is attached herewith forming an integral part hereof.

159.08.13 SNOW REMOVAL OF CROSS-COUNTRY SKI CROSSINGS

Considering the snow removal at the cross-country ski crossings must be entrusted to a private company for efficiency reasons;

Considering that the Municipality has proceeded with a request for prices and the following companies have presented an offer:

David Riddell Excavation et transport	Déneigement Carruthers
Construction Stewart	Normand Dupont

Considering that the Municipality has received the following price:

Names	Price
Déneigement Carruthers	\$ 1 518.21

It is proposed by councillor Jean Dutil
And unanimously resolved by all councillors:

That Council grant the snow removal contract for the cross-country ski crossings for the 2013-2014 winter to Déneigement Carruthers for a total of \$ 1 518.21, including taxes.

That the Director general be authorized to sign the service agreement for which he is authorized to make the payment as per the terms of the document for which a copy is attached herewith forming an integral part hereof.

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**160.08.13 SNOW REMOVAL OF AEROBIC CORRIDOR
PARKING AREA**

Considering the snow removal of the parking lot at the aerobic corridor must be entrusted to a private company for efficiency reasons;

Considering that the Municipality has proceeded with a request for prices and the following companies have presented an offer:

David Riddell Excavation et transport	Déneigement Carruthers
Construction Stewart	Normand Dupont

Considering that the Municipality has received the following prices:

Names	Price
Déneigement Carruthers	\$ 3,752.78
Construction Stewart	\$ 4,018.38

It is proposed by councillor Leigh MacLeod
And unanimously resolved by all councillors:

That Council grant the snow removal contract for the parking lot at the aerobic corridor for the 2013-2014 winter to Déneigement Carruthers for a total of \$ 3,752.78 including taxes.

That the Director general be authorized to sign the service agreement for which he is authorized to make the payment as per the terms of the document for which a copy is attached herewith forming an integral part hereof.

161.08.13 CONTRACT - SALT SUPPLY

Considering the administration proceeded with tenders and has invited the following companies to present their offer for the supply of salt as an abrasive:

Sel Cargill
Location Jean Miller Inc.
Sifto Canada Inc.
Sel Warwick Inc.
Lafarge North America
Mines Seleine

Considering the Municipality has received offers from the following companies for the delivery of 700 metric tons:

Name	Price (taxes inc.)
Sel Warwick Inc.	\$ 77 574,00
Sifto Canada Inc.	\$ 66 654,00
Technologie de dégivrage Cargill	\$ 65 583,00
Mines Seleine Inc.	\$ 75 565,00

Considering the credits are provided for in the current budget;

It is proposed by councillor Jean Dutil
And unanimously resolved by all councillors:

That Council grants, to the lowest bidder, Technologie de dégivrage Cargill, the contract for the delivery of salt to the Municipal garage and upon request, at the price of \$ 81.49 per metric ton for approximately 700 m t, an expense of approximately \$ 65,583.00, including taxes.

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The payment will be made after evaluation of the exact quantities and the condition of the quote.

Councillor Mona Wood arrives at the meeting at 7:50 p.m.

162.08.13 CONTRACT - SAND SUPPLY

Considering the administration proceeded with tenders and has invited the following companies to present their quote for the supply of sand for the 2013 winter:

Lafarge North America
Les Entreprises forestières T&W Seale Inc.
David Riddell Excavation/Transport
Beauval Sable L.G.
Location Jean Miller
Recyclage Sainte-Adèle

Considering the Municipality has received the offers from the following companies:

Tenderer	Price
Lafarge Canada Inc.	\$ 62,880,00
David Riddell Exc. transport	\$ 61,320,00
Location Jean Miller Inc.	\$ 52,670,00
Entreprises T&W Seale Inc.	\$ 58,340,00

Considering the credits are provided for in the current budget;

It is proposed by councillor Mona Wood
And unanimously resolved by all councillors:

That Council grants to the lowest bidder, Location Jean Miller Inc. at the price, before taxes, of \$ 10.73 t.m. for the sand and \$ 1.00 t.m. for the reserve for a total of \$ 52,670.00 for the entire contract.

The payment will be made after evaluation of quantities according to submitted price per unit.

That the delivery be made during garage's regular business hours and in conformity with the nuisance by-law.

That the Director general be authorized to sign the contract and make the payment as per the conditions of the quote.

163.08.13 AGREEMENT WITH THE MTQ - SNOW REMOVAL FOR 2013-2014

Considering that the Administration and the representatives of the Minister of transport have finalized an agreement with regards to the snow removal service on Routes 329 and 364 which crosses the Municipality that is attached herewith;

It is proposed by councillor Claude P. Lemire
And unanimously resolved by all councillors:

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That Council accept the terms of the agreement with the Minister of transport for the snow removal of Routes 329 and 364 over a distance of 17,869 kilometres for the season 2013-2014 with the possibility of an annual renewal for the two following seasons.

That the Mayor and Director general be authorized to sign the pertinent documents.

164.08.13 GRANT - IMPROVEMENT TO ROADS NETWORK

Considering the Municipality has obtained a grant from the Minister of transport in the amount of \$ 15,000 for the improvement of Jackson road pursuant to deputy Roland Richer, representative for Argenteuil's recommendation;

Considering the work has been done;

It is proposed by councillor Jean Dutil
And unanimously resolved by all councillors:

That Council approve the expenses for the improvement work on Jackson road for an amount of \$ 15,000, for which copies of the supporting documents are attached herewith in accordance to the Minister of transport's stipulations.

That Council confirm that the work was done on the roads which was managed by the Municipality and that the expenses do not pertain to any another grant.

That Council thank the Argenteuil representative for his support.

MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'ENVIRONNEMENT

The Director general presents to Council, who acknowledge receipt, the monthly report from the Director, service de l'environnement et des parcs and the report pertaining to water networks.

165.08.13 PRESENTATION OF THE GREENHOUSE GAS EFFECT REVISED ACTION PLAN

The Director general presents council, who acknowledge receipt, of Action plan 2013-2017 aimed at the reduction of the greenhouse gas effect within the *Climat municipalités* program.

Council takes note of the actions to be taken during this period.

166.08.13 SUPPORT MOTION M-441 REGARDING RESTRICTIONS AIMED AT VESSEL OPERATION REGULATIONS

Considering the present process which allows for a municipality to ask Transport Canada for restrictions on waterways is long, complex and costly;

Considering the requirements hinders the speedy settlement of disputes and opens the door to many disagreements within groups that have often been recognized by municipalities;

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Considering municipalities are closer to citizens and therefore in a better position to propose changes regarding water management throughout their territories;

Considering an easier process would allow for better management of the waterways, to better protect the environment, improve public safety and lessen many local conflicts with regards to the use of lakes and waterways;

It is proposed by councillor Claude P. Lemire
And unanimously resolved by all councillors:

That council ask the House of Commons to support motion M-441, presented by the representative of Laurentides-Labelle aimed at facilitating the management of watercraft on our lakes and rivers by proceeding with a revision of the By-law regarding restrictions aimed at the use of buildings.

MONTHLY REPORT FROM THE DIRECTOR, SERVICE DE L'URBANISME

The Director general presents Council who acknowledge receipt of the monthly report for July 2013 from the Director, Service de l'urbanisme.

A.M. 08.08.13 NOTICE OF MOTION BY-LAW 509-2013 WHICH ESTABLISHES HEALTHINESS NORMS APPLICABLE TO PROPERTIES WITHIN THE TERRITORY OF THE MUNICIPALITY OF MORIN-HEIGHTS

Notice of motion is given by councillor Leigh MacLeod that by-law 509-2013 regarding which establishes healthiness norms applicable to properties within the territory of the Municipality of Morin-Heights will be presented at a future council meeting.

The draft by-law having been given to Council, the Director general is exempt from its reading

MONTHLY REPORT FOR THE DIRECTOR, SERVICE DES LOISIRS ET DE LA CULTURE

The Director general presents Council, who acknowledge receipt, of the monthly report for the months of June and July 2013 as well as the list of expenses and the statements of the results of various activities.

167.08.13 REQUEST FOR AUTHORIZATION - VALLÉE DE SAINT -SAUVEUR HALF MARATHON

Considering the request presented by the Chambre de commerce et de tourisme La Vallée de Saint-Sauveur for the holding of their event, the Vallée de Saint-Sauveur half-marathon, on October 5th and 6th, 2013;

Considering the organizers are responsible for obtaining the proper authorization from the Minister of transport and the Sûreté du Québec;

It is proposed by councillor Leigh MacLeod
And unanimously resolved by all councillors:

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That Council authorize the holding of the event on Saint-Adolphe, Village and Bélisle roads.

That Council notify the organizers that they are responsible for gathering volunteers and the necessary personnel for these activities.

That the services of the Sûreté du Québec are required at the intersection of Route 364 in order to ensure safety.

168.08.13 CONGRATULATIONS - ARTS MORIN-HEIGHTS

It is unanimously resolved that Council congratulate Arts Morin-Heights on the holding of the 30th anniversary of their summer exhibit.

169.08.13 CONGRATULATIONS - SHAKESPEARE IN THE PARK

It is unanimously resolved that Council congratulate Mrs. Catherine Maillé and her team as well as Penny Rose for the presentation of A midsummer night's dream by the Repercussion Theater within the 2013 Shakespeare-in-the-park tour.

QUESTION PERIOD

Council answers questions asked by the public.

170.08.13 END OF THE MEETING

The agenda having been exhausted;

It is proposed by Mona Wood that the meeting ends at 8:35 p.m.

*I have approved each and every
resolution in these minutes*

Timothy Watchorn
Mayor

Yves Desmarais
Director general

Seven people attended the meeting.