

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

**CANADA
PROVINCE OF QUEBEC
TOWN OF BROME LAKE**

November 17, 2025

Minutes of the regular meeting of the Council of the Town of Brome Lake held on Monday, November 17, 2025, at 7:00 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

Present: Councilor Lisa Payne, and Councilors Claude Rajotte, Steven Beerwort, Pierre Laplante, Patrick Ouvrard, and Robert Laflamme.

All forming a quorum under the chairmanship of Mayor Lee Patterson.

Also present: General Manager Gilbert Arel and Town Clerk Owen Falquero.

Thirty-three people attended the meeting.

1. OPENING OF THE MEETING

1.1. Opening of the meeting – General information

After confirming that a quorum was present, the Mayor declared the meeting open at 7:00 p.m.

Mayor Lee Patterson welcomed new and returning Council members. He outlined the agenda for the meeting and announced the intention to televise future meetings. He reported on road maintenance, noting that further work could be carried out if weather conditions permitted, and invited residents to report any issues to 311. He mentioned that the wait times for building permits remained reasonable and announced that the municipal budget would be adopted in January 2026. He then gave the floor to the councilors.

Councilor Robert Laflamme introduced himself to citizens and said he was happy to resume his role. He thanked the public for participating in the elections.

Councilor Patrick Ouvrard said he had received comments from voters about the future of Knowlton and its architecture. He announced the upcoming publication of an architectural guide and highlighted the quality of the work done by the urban planning committee.

Councilor Lisa Payne expressed her satisfaction following the meetings held with citizens during the election campaign. She reiterated her desire to remain attentive to their concerns and thanked them for their trust.

Councilor Pierre Laplante thanks voters for their participation and support. He highlights the work of the candidates and affirms his commitment to carrying out his authority with rigor and diligence.

Councilor Steven Beerwort briefly presented his personal and professional background. He mentioned that this is his first authority and said he is enthusiastic about taking on this new challenge.

Councilor Claude Rajotte thanked the voters of Bondville-Fulford for their trust and assured them that he would fulfill his duties with care in order to serve the community well.

2025-11-303

1.2. Adoption/Amendments to the agenda

*It is
Proposed by Robert Laflamme
Seconded by Steven Beerwort
And unanimously resolved by vote*

THAT the agenda be adopted as written.

ADOPTED

2025-11-304

1.3. Approval of the minutes of the October 1, 2025 meeting

The mayor and elected officials received a copy of the minutes of the regular meeting of October 1, 2025;

*It is
Proposed by Pierre Laplante
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council approve the minutes of the regular meeting of October 1, 2025.

ADOPTED

2. FIRST QUESTION PERIOD

This question period was recorded live during the session and is available at <https://lacbrome.ca/vie-municipale/seances-du-council/>

WRITTEN QUESTIONS READ OUT IN SESSION

The Mayor responds to questions submitted in writing prior to the meeting, which are read aloud by the clerk.

The speakers are:

ALAN EASTLEY

1.

The work of the CCU and the CCE is performed by citizens who have volunteered to serve on those committees. Those volunteers do excellent work, and I have no issue with any of those members. But once they are accepted on those committees, they continue to serve for as long as they wish to do so. Some have served for as long as 8 years. The membership of the CCE is not that different, although the membership is smaller.

I propose that there be forced change on both committees with no citizen serving continuously longer than four years and not then re-appointed within two years. I understand that this change may be difficult, and given that

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

some members have been on those committees for a very long time, continuity of knowledge is very important. Therefore, in 2026, members who have served longer than eight years should be replaced with new members given a four-year appointment. In 2027 and subsequently each year, members who have served longer than four years should be replaced with new members given a four-year appointment.

If it is thought that there will not be enough volunteers from our population, I would comment that both committees have key advisory status for council. The CCU is critical for what has been a divisive issue for this last election, and the CCE is critical for the environment for all of us. There is nowhere else that individual citizens can formally work together for all of us in support and advice to council. Therefore, I think there will be sufficient interest in serving on these committees.

2. Regarding the medical clinic, I believe I am one of many citizens who are very concerned about the changes in our healthcare system, which are causing much unease among the medical profession. I propose that the council do everything in its power to show open support for the clinic and all who work there. I recognize that this is not a direct responsibility of the council, but the council can exert influence and show its concern. It is also an opportunity to approach the issue with new and innovative ideas. Other councils surely have similar concerns, and their ideas can be sought and used where appropriate. We are fortunate that as a community we are relatively well off. Perhaps the budget surplus (and we have had significant budgetary surpluses in the last few years) could be used to fully support the clinic administration to ease the burden on the professionals. I am sure others could come forward with better ideas. But we do need to do something to ensure our clinic remains here in Knowlton.

PAULINE LEROUX

3. In section 3.1.4.1, you indicate that a cultural officer will be hired. I would like to know why and how a small municipality like Knowlton can afford the hiring of an additional person?

Don't we already have a recreation director who could easily take on the tasks associated with culture and recreation? With the contributions the town already makes to the theater and museum, I think the town is doing its part.

Why continue to increase the number of municipal employees?

ORAL QUESTIONS DURING THE SESSION

The speakers are:

**CAM BROWN
(07:35)**

4. He congratulates the elected members of Council. He expresses concern about the lack of snow removal on the walking path between the two schools. He would like to see the path cleared of snow to reduce the risk of injury.

**DIANE NORWOOD
(08:45)**

5. She congratulates the new members of the Council. She would like to know if the Town can help with the redistribution of the local newspaper *Tempo*, since Canada Post has refused to distribute it.

ALAIN RAYMOND

(11:43

6. He congratulates the members of Council following the recent elections. He would like to know the Town's intentions regarding the former H. Coderre and Sons barn, located on Victoria Street on Town property. He mentions that the building could serve as headquarters for his classic car enthusiasts group.

3. ADMINISTRATION / LEGISLATION

3.1. ADMINISTRATION

2025-11-305

3.1.1. Accounts payable and lists of checks issued

*It is
Proposed by Claude Rajotte
Seconded by Lisa Payne
And unanimously resolved by vote*

THAT the Council approve the following lists:

- Accounts payable: \$1,367,849.57
- Checks issued #2025-11: \$248,917.62

ADOPTED

3.1.2. Progressive statements, invoices, and miscellaneous expenses

3.1.2.1. Progressive statements

2025-11-306

3.1.2.1.1. AO VLB2024-01 - Sanitary block - Carke Terrace

WHEREAS the request for payment of progress report #8 (invoices #555 and 570) from Athena Construction Inc. in the amount of **\$88,958.46**, including taxes, for work performed under contract AO VLB2024-01 - Sanitary block - Carke Terrace, including change order DC-09, which modifies change order DC-07 approved in resolution 2025-10-273. This amount includes the release of the 5% provisional retention in the amount of \$89,786.28, taxes included;

WHEREAS this amount includes the following change directive, a credit amount of \$827.82, taxes included. This credit is for ceramic work previously approved in DC-07. The Town has decided not to proceed with this work;

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

WHEREAS the payment recommendation of Marc-André Boivin, Director of Technical Services, to pay this progress bill with the change order;

*It is
Proposed by Claude Rajotte
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council authorize payment of progress bill #8 (invoices #555 and 570) from Athena Construction Inc. in the amount of **\$88,958.46**, including taxes, for work performed under contract AO VLB2024-01 - Sanitary block - Carke Terrace, including change order DC-9, said payment being conditional upon the Town's receipt of all documents required to release the payment, including proof of payment to subcontractors and/or suppliers, if applicable;

THAT be allocated to the payment of this expense, which will be financed from Bylaw 2024-06 decreeing an expense of \$1,300,000, the allocation of \$100,000 from the parks and playgrounds fund and a sanitary block of \$1,200,000 to finance the construction of a sanitary block and parking lot at the Carke terrace, repayable over a period of twenty (20) years.

ADOPTED

3.1.2.2. Invoices and miscellaneous expenses

3.1.3. Agreements, contracts, and authorities

2025-11-307 3.1.3.1. Contract extension granted - VLB2024-04 - Street line marking

WHEREAS Resolution 2024-05-111, awarding the contract for tender VLB2024-04 - Street line marking to Lignes Maska Inc. for the year 2024 and options for the years 2025 and 2026;

WHEREAS the Town's decision to exercise the option for the year 2025;

*It is
Proposed by Robert Laflamme
Seconded by Steven Beerwort
And unanimously resolved by vote*

THAT the Council ratify the exercise of the option for 2025 to Lignes Maska Inc. in the amount of **\$67,520.26**, taxes included, for tender VLB2024-04 - Street line tracing.

ADOPTED

2025-11-308

3.1.3.2. Awarding of contract - Painting of pickleball courts

WHEREAS Resolution 2025-09-244 for the development of six (6) pickleball courts at Lions Park;

WHEREAS it is necessary to paint the surfaces in order to protect them;

WHEREAS Town requested two (2) bids and received the following two (2) bids in the awarding of this contract:

Bidders	Price (taxes included)
Groupe M2L (inclusions: corrections after work at an estimated cost of \$2,874, taxes included)	\$44,688
Bourassa Sport Technologie Inc. (includes: corrections after work at an estimated cost of \$5,174, taxes included)	\$71,744

WHEREAS the lowest compliant bid is that of Groupe M2L in the amount of **\$44,688**, taxes included;

WHEREAS the recommendation of Cynthia Brunelle, Director of Recreation, Tourism, Culture, and Community Life, to accept the bid from Groupe M2L;

*It is
Proposed by Pierre Laplante
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council award Groupe M2L the contract for painting the surfaces of the new pickleball courts at Lions Park in the amount of **\$44,688**, including taxes.

ADOPTED

2025-11-309

3.1.3.3. Signing authority - Bank account

WHEREAS the municipal elections on November 2, 2025, and the formation of a new municipal council;

WHEREAS it is necessary to revoke the signing authorities of outgoing elected officials and to authorize the newly elected officials and certain civil servants as signatories to the Town's general account at the Canadian Imperial Bank of Commerce (CIBC);

*It is
Proposed by Patrick Ouvrard
Seconded by Lisa Payne*

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

And unanimously resolved by vote

THAT the Council revokes the signing authorities of the following individuals for its general account at CIBC: Richard Burcombe, Lucy Gagnon, Louise Morin, Shelley Judge;

THAT until a new resolution is adopted, only the persons listed below be authorized as signatories to the Town's general account at CIBC;

FIRST SIGNING

Mayor: Lee Patterson

In his absence, one of the six (6) other members of Council:

Councilors:

Pierre Laplante

Patrick Ouvrard

Claude Rajotte

Lisa Payne

Steven Beerwort

Robert Laflamme

SECOND SIGNING

General Manager: Gilbert Arel

In his absence, Deputy Director General: Robert Daniel

ADOPTED

2025-11-310

3.1.3.4. Signing Authority - Request for Financial Assistance - Regional Partnership and Digital Transformation Agreement for Tourism 2025-2027

WHEREAS the Ministry of Tourism has implemented the 2025-2027 Regional Partnership and Digital Transformation in Tourism Agreement (EPRTNT 2025-2027) to support projects that renew and enhance regional tourism offerings;

WHEREAS the project to redesign the tourism website and implement a portal for merchants, led by Tourisme Brome Lake, is directly in line with the objectives of the EPRTNT, in particular by integrating innovative digital solutions to stimulate the local economy;

It is

Proposed by Claude Rajotte

Seconded by Lisa Payne

And unanimously resolved by vote

THAT the Council authority the Director of Recreation, Tourism, Culture, and Community Life, Cynthia Brunelle, to sign, for and on behalf of the Town, an application for financial assistance from the Ministry of Tourism under the 2025-2027 Regional Partnership and Digital Transformation Agreement for Tourism

(EPRTNT 2025-2027) for the project to redesign the tourism website and implement a merchant portal.

ADOPTED

3.1.4. Human Resources

2025-11-311

3.1.4.1. Hiring - Cultural Officer

WHEREAS the position of cultural officer is vacant;

WHEREAS The Town has received fourteen (14) applications and the candidates have been interviewed;

WHEREAS the recommendation of the Director of Recreation, Tourism, Culture, and Community Life, Cynthia Brunelle, for the hiring of Mr. Nicolas Patterson for this position;

*It is
Proposed by Pierre Laplante
Seconded by Steven Beerwort
And unanimously resolved by vote*

THAT the Council approve the hiring of Nicolas Patterson as a cultural officer in the Recreation, Tourism, Culture, and Community Life Department, reporting directly to the director of that department;

THAT the terms and conditions of his employment be in accordance with the Protocol on Working Conditions for Non-Unionized Town Employees, which Council has reviewed and which will be filed in his employee file;

THAT the Director of the Recreation, Tourism, Culture and Community Life Department submit to Council her recommendation regarding the permanent employment of Nicolas Patterson at the end of his six (6) month probationary period;

THAT the start date be December 8, 2025;

THAT the funds required to cover this expense be drawn from the various accounting items concerned by this expense;

THAT the Town's organizational chart be amended accordingly.

ADOPTED

3.1.5. Miscellaneous

2025-11-312

3.1.5.1. Drinking Water Source Protection Plan - Adoption of the final report

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

WHEREAS the Drinking Water Source Protection Plan (DWSP) for the towns of Bromont, Cowansville, and Farnham identifies specific actions that directly involve the Town of Brome Lake;

WHEREAS these actions are intended to improve water management and protection, in particular through optimal management of the Foster Dam and increased collaboration between municipalities;

WHEREAS the efficient management of the Foster Dam and the protection of the water quality of the Yamaska River are priorities shared by the Town of Brome Lake;

*It is
Proposed by Patrick Ouvrard
Seconded by Claude Rajotte
And unanimously resolved by vote*

THAT the Town of Brome Lake supports the following actions identified in the PPS:

- i) Participation in modeling water inflows to the watershed of Brome Lake;
- ii) Updating and modernizing the intermunicipal agreement with Bromont on the management of the Foster Dam;
- iii) Contribution to monitoring the water quality of the river downstream from the Foster Dam;
- iv) Development of a joint communication plan with Bromont on water resource protection.

THAT Town appoint Marc-André Boivin as its representative to participate in the relevant intermunicipal and technical monitoring committees;

THAT the Town continues to collaborate with the Brome-Missisquoi RCM, OBV Yamaska, the Town of Bromont, and other identified partners to implement these actions;

THAT a copy of this resolution be sent to the Brome-Missisquoi RCM, OBV Yamaska, and the PPS partner towns.

ADOPTED

2025-11-313 3.1.5.2. Council Member Portfolios

*It is
Proposed by Lee Patterson
Seconded by Robert Laflamme
And unanimously resolved by vote*

Mayor Patterson having exercised his right to vote.

Lee Patterson:

- Administration
- Economic Development
- Communications
- Member of the Demolition Committee

Claude Rajotte:

- Land Management (Urban Planning)
- Chair of the Urban Planning Advisory Committee
- Environment
- Chair of the Environmental Advisory Committee
- Member of the Demolition Committee

Steven Beerwort:

- Recreation

Pierre Laplante:

- Pro Mayor
- Fire Safety, First Responders, and Water Patrol
- Community Services
- Member of the Demolition Committee

Lisa Payne:

- Tourism and Culture

Patrick Ouvrard:

- Member of the Urban Planning Advisory Committee
- Alternate Member of the Demolition Committee

Robert Laflamme:

- Road Safety
- Municipal Housing Office

ADOPTED

2025-11-314

3.1.5.3. Appointment of the Deputy Mayor

WHEREAS it is necessary to designate a councilor as deputy mayor;

*It is
Proposed by Lee Patterson
Seconded by Claude Rajotte
And unanimously resolved by vote*

Mayor Patterson having exercised his right to vote

THAT the Council appoint Pierre Laplante as Deputy Mayor until a resolution to the contrary is adopted.

ADOPTED

2025-11-315

3.1.5.4. Council of Mayors - Appointment

**CONSULTATION VERSION
IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

*It is
Proposed by Lee Patterson
Seconded by Robert Laflamme
And unanimously resolved by vote*

THAT the Council appoints Councilor Pierre Laplante as a substitute member of the Council of Mayors of the Brome-Missisquoi RCM.

ADOPTED

2025-11-316

3.1.5.5. Municipal Housing Office - Appointment

*It is
Proposed by Lisa Payne
Seconded by Claude Rajotte
And unanimously resolved by vote*

THAT the Council revokes any authority it may have given to a member of the outgoing Council to sit on the Board of Directors of the Office Municipal d'Habitation and appoint Councillor Robert Laflamme to sit on the Board until a resolution revoking his authority is adopted or until the end of his term as a member of the Council.

ADOPTED

3.2. LEGISLATION – NOTICE OF MOTION / BY-LAWS

3.2.1. By-laws – Notice of Motion/Presentation

3.2.2. By-laws - Adoption

4. URBAN PLANNING AND ENVIRONMENT DEPARTMENT

4.1. Filing of the report by the Urban Planning and Environment Department

Filing of the monthly report from the Urban Planning and Environment Department.

4.2. Filing of the minutes of the monthly meetings of the Planning Advisory Committee and the Environment Advisory Committee.

4.3. EXTERIOR MODIFICATION REQUESTS - SPAIP

2025-11-317

4.3.1. 20 Frank-Santerre Road, lots 4 266 259 & 4 763 910, zone UCV-5-K15

Nature of the request: Expansion of an accessory building

WHEREAS the filing of an application to expand an accessory building (garage);

WHEREAS this request is subject to Bylaw 601 on Site Planning and Architectural Integration Programs (SPAIP), specifically SPAIP-2 concerning residential buildings;

WHEREAS CCU Resolution CCU-25-100 and its recommendation to approve the application;

*It is
Proposed by Steven Beerwort
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the request to expand an accessory residential building at 20 Frank-Santerre Road, lots 4 266 259 & 4 763 910, zone UCV-5-K15.

ADOPTED

2025-11-318

4.3.2. 21 to 31 Lakeside Road, lots 4 266 259 & 4 763 910, zone UCV-5-K15

Nature of the request: Renovation of a commercial building

WHEREAS the filing of an application to renovate a commercial building, specifically to replace the exterior cladding;

WHEREAS this request is subject to Bylaw 601 on Site Planning and Architectural Integration Programs (SPAIP), specifically SPAIP-3 concerning commercial and mixed-use buildings and land with residential use;

WHEREAS this building is listed in the Town's Built Heritage Inventory with a *Medium* value.

WHEREAS CCU Resolution CCU-25-101 and its recommendation to approve the application;

*It is
Proposed by Patrick Ouvrard
Seconded by Lisa Payne
And unanimously resolved by vote*

THAT the Council grant SPAIP-3 concerning the request to renovate a commercial building at 21 to 31 Lakeside Road, lots 4 266 259 & 4 763 910, zone UCV-5-K15, according to the revised plan, and retaining the white contours and windows.

ADOPTED

2025-11-319

4.3.3. 1083 Knowlton Road, lot 3 939 851, zone UC-1-M2

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

Nature of the request: Renovation of a principal residential building

WHEREAS the filing of an application to renovate a principal residential building;

WHEREAS this application is subject to Bylaw 601 on Site Planning and Architectural Integration Programs (SPAIP), specifically SPAIP-2 concerning residential buildings and land;

WHEREAS the renovation includes the replacement of doors, windows, and exterior cladding;

WHEREAS CCU Resolution CCU-25-102 and its recommendation to approve the application;

*It is
Proposed by Steven Beerwort
Seconded by Robert Laflamme
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the application to renovate a principal residential building at 1083 Knowlton Road, lot 3 939 851, zone UC-1-M2.

ADOPTED

4.4. MINOR EXEMPTION REQUEST

2025-11-320

4.4.1. 667 Bondville Road, lot 6 319 506, zone RB-7-E15

*It is
Proposed by Pierre Laplante
Seconded by Claude Rajotte
And unanimously resolved by vote*

THAT the Council postpone the minor exemption request to authorize the opening of a third driveway at 667 Bondville Road, lot 6 319 506, to a future Council meeting.

ADOPTED

4.5. REZONING APPLICATION(S)

4.6. SUBDIVISION REQUEST(S)

4.7. APPLICATION(S) TO THE C.P.T.A.Q.

4.8. Other

2025-11-321

4.8.1. Demolition Committee - Appointments

*It is
Proposed by Lisa Payne
Seconded by Robert Laflamme
And unanimously resolved by vote*

Mayor Patterson having exercised his right to vote.

THAT the Council appoint the following individuals as members of the Town Demolition Committee:

- Lee Patterson, Chair
- Pierre Laplante, member
- Claude Rajotte, member
- Patrick Ouvrard, Alternate

ADOPTED

5. PUBLIC SAFETY

5.1. Monthly report from the Public Safety and Fire Department and First Responders

Filing of the monthly report from the Public Safety and Fire Department and First Responders

6. PUBLIC WORKS AND TECHNICAL SERVICES

6.1. Monthly report from the Public Works and Technical Services Department

Filing of the report of the Public Works and Technical Services Department

7. RECREATION, CULTURE, TOURISM, AND COMMUNITY LIFE

7.1. Monthly report from the LSCLB

Filing of monthly reports from the Recreation, Tourism, Culture, and Community Life Department.

2025-11-322

7.2. Requests for financial contributions

*It is
Proposed by Lisa Payne
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council authorize the following expenditure as a financial contribution to the activities of the following organization:

- Knowlton Harmony Band: \$1,200;

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IN CASE OF DISCREPANCY, THE FRENCH VERSION SHALL PREVAIL**

ADOPTED

7.3. Request(s) for use of public property

8. LOCAL ECONOMY

2025-11-32

8.1. Facade renovation - 21-31 Lakeside Road, lot 4 266 259

WHEREAS Council adopted By-law 2021-08 concerning the Town's economic development for 2021-2025;

WHEREAS one of the purposes of By-law 2021-08 is to stimulate the development of the service sector with a tax credit program for commercial building expansions and renovations;

WHEREAS the owner has submitted a complete and by-law compliant application for financial assistance for façade renovation work at 21-31 Lakeside Road, lot 4 266 259;

WHEREAS the work is subject to a SPAIP application and the granting of any necessary permits;

WHEREAS Resolution 2025-11-318 approving the SPAIP application for this building;

WHEREAS the recommendation of Gilbert Arel, Director General, to declare this project eligible for financial assistance in the maximum amount of \$10,000 under By-law 2021-08, should the SPAIP application be approved by Council;

*It is
Proposed by Robert Laflamme
Seconded by Claude Rajotte
And unanimously resolved by vote*

THAT the Council approve the request for financial assistance for the renovation of the façade at 21-31 Lakeside Road, lot 4 266 259, for a maximum amount of \$10,000;

THAT the disbursement of the said subsidy is conditional upon compliance with the provisions of By-law 2021-08 and the receipt of a complete claim, following completion of the work, within twelve (12) months of this resolution;

THAT the same amount be allocated to the payment of this expense, which will be financed from budget item 02-621-00-996.

ADOPTED

9. MISCELLANEOUS

10. SECOND QUESTION PERIOD

This question period was recorded live and is available at <https://lacbrome.ca/vie-municipale/seances-du-council/>

ORAL QUESTIONS DURING THE SESSION

The speakers are:

MARCO CANTINI

(00:00)

7. He congratulated the members elected to the Council. He asked whether the monthly reports could be found online or whether they could be presented in the form of a one-page document at the Council meeting.

(03:46)

8. He asks why the authority to serve on the Environmental Advisory Committee is only one year. He believes that this is too short a time for a citizen to get involved and be part of the committee.

PHYLLISE SISE

(05:35)

9. She congratulates the newly elected Council members. She asks what the main duties of a cultural officer are (reference to item 3.1.4.1. - Hiring - Cultural Officer).

CAM BROWN

(07:25)

10. He wants to know if there is a regulatory deadline for demolishing a building after obtaining a demolition permit.

(09:26)

11. He would like to know which Council member will be responsible for public works.

2025-11-324

11. ADJOURNMENT

It is

Proposed by Lisa Payne

Seconded by Steven Beerwort

And unanimously resolved by vote

THAT the meeting be adjourned, the agenda having been completed.
It is 8:06 p.m.

ADOPTED

Lee Patterson
Mayor

Owen Falquero
Clerk