

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

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

October 1, 2025

Minutes of the regular meeting of the Council of the Town of Brome Lake held on Wednesday, October 1 2025, at 7:00 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

Present: Councilors Lucy Gagnon, Shelley Judge, and Louise Morin, as well as Councilors Pierre Laplante, Lee Patterson, and Patrick Ouvrard.

All forming a quorum under the chairmanship of Mayor Richard Burcombe.

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

Fifty 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.

At the last meeting of the current council, Mayor Richard Burcombe and Councilors Louise Morin and Lucy Gagnon, who are not seeking re-election, each gave a speech. They expressed their thanks to their colleagues on the council, the citizens, and Mayor Burcombe for their collaboration throughout their authority.

2025-10-269

1.2. Adoption/Amendments to the agenda

*It is
Proposed by Pierre Laplante
Seconded by Louise Morin
And unanimously resolved by vote*

THAT the agenda be adopted as written with the addition of the following item:

3.3.8. Signing authority - Grant application - Local Food Infrastructure Fund

ADOPTED

2025-10-270

1.3. Approval of the minutes of the regular meeting of September 2 and the special meeting of September 16, 2025

The mayor and elected officials received copies of the minutes of the regular meeting of September 2 and the special meeting of September 16, 2025.

*It is
Proposed by Lucy Gagnon
Seconded by Shelley Judge
And unanimously resolved by vote*

THAT the Council approve the minutes of the regular meeting of September 2 and the special meeting of September 16, 2025.

ADOPTED

1.4. Triennial Assessment Roll - Filing

The clerk confirms the filing of the 2025-2026-2027 triennial property assessment roll at his office on September 9, 2025, and the publication of the public notice to the effect that said roll is in its second fiscal year.

1.5. 2025 Comparative Statements - Filing

In accordance with section 105.4 of the Cities and Towns Act, the acting treasurer files two comparative statements. The first compares the revenues and expenditures for the current fiscal year, realized up to the last day of August, with those for the previous fiscal year, realized during the corresponding period of that year.

The second compares the revenues and expenditures expected for the current fiscal year, at the time the statement was prepared and based on the information available to the acting treasurer, with those provided for in the budget for that fiscal year.

2. FIRST 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:

BENOIT LALIBERTÉ

(00:00)

He raises the issue of the new interim control by-law, to be adopted during the session. He would like to know the Town's action plan regarding the area and the owners affected by the by-law. He would like to know if the affected owners will be entitled to compensation in response to this by-law.

RON GLOWE

(07:48)

He thanks the Town for beginning road repair work on Pointe-Fisher Street.

STEWART BACON

(08:22)

3. As this is the last meeting of the current Council, he highlights the work accomplished by Council members during their authority and thanks them for their contribution.

BENOIT BOURGON

(09:06)

4. He acknowledges the work of the mayor and Council members.

ALICIA SOUTHALL

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

(10:50)

5. She would like to know how long the interim control by-law will remain in effect;

BENOIT BOURGON

(14:42)

He asks why the SPAIP does not apply to all sectors of the town.

JOELLE CHARTRAND

(18:50)

7. She would like to know if there is any update on the condition of the old barn located in the Victoria parking lot. She thanks the mayor and the members of Council.

ALICIA SOUTHALL

(19:49)

8. She requests clarification on the proposed construction of a fifth multi-family residential building in the Bondville sector, in connection with construction project 2, Beach Hill.

BRENDA STONE

(25:45)

9. She wonders how citizens can express their concerns about the construction of new buildings and traffic on Knowlton Road.

(28:53)

10. She asks for an update on the land earmarked for the construction of the fire station.

3. ADMINISTRATION / LEGISLATION

3.1. ADMINISTRATION

2025-10-271

3.1.1. Accounts payable and lists of checks issued

It is

Proposed by Patrick Ouvrard

Seconded by Lucy Gagnon

And unanimously resolved by vote

THAT the Council approve the following lists:

- Accounts payable: \$2,314,035.71
- Checks issued # 2025-9: \$154,526.39

APPROVED

3.1.2. Progressive statements, invoices, and miscellaneous expenses

3.1.2.1. Progressive statements

2025-10-272

3.1.2.1.1. Purchase of two pumps - PP4 pumping station

WHEREAS the request for payment of progress report #4 (invoices #26116 and 25845) from Pompes R. Fontaine in the amounts of **\$1,909.45**, including taxes, and **\$64,732.37**, including taxes, for work performed under the contract for the purchase of two pumps for the PP4 pumping station;

WHEREAS the work was postponed due to delays in the production and delivery of parts, as well as longer than expected installation time;

WHEREAS these invoices include additional work in the amount of **\$10,675.01**, including taxes;

WHEREAS the payment recommendation by Laura Lee, Chief - Technical Services, to pay this progress bill, including the additional work in the amount of \$10,675.01, including taxes;

*It is
Proposed by Louise Morin
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council authorize payment of progress bill #4 (invoices #26116 and 25845) from Pompes R. Fontaine in the amounts of **\$1,909.45**, including taxes, and **\$64,732.37**, taxes included, respectively, for work performed under the contract for the purchase of two pumps at the PP4 pumping station, including additional work in the amount of **\$10,675.01**, taxes included; 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 the same amount be allocated to the payment of this expense, which will be financed from budget item 23-040-15-705.

ADOPTED

2025-10-273

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

WHEREAS the request for payment of progress bill #7 (invoice #414) from Athena Construction Inc. in the amount of **\$126,224.16**, including taxes, for work performed under contract AO VLB2024-01 - Sanitary block - Carke Terrace, including change orders DC-07 and DC-08. This amount includes a 10% retention;

WHEREAS this amount includes the following two (2) change orders in the amount of \$2,071.05:

- DC-07: Modifications to partitions, blowing and ceramic tiles:
\$1,596.96

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

- DC-08: Conduits, box, and connection of interior push buttons: \$474.09

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

*It is
Proposed by Shelley Judge
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council authorize payment of progress bill #7 (invoice #414) from Athena Construction Inc. in the amount of **\$126,224.16**, including taxes, for work performed under contract AO VLB2024-01 - Sanitary block - Carke Terrace, including change orders DC-7 and DC-8, 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 the same amount be allocated to the payment of this expense, which will be financed under By-law 2024-06, a by-law 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

2025-10-274 3.1.3.1. Awarding of contract - VLB2025-15 - Professional financial statement audit services

WHEREAS *the Cities and Towns Act* requires the Town to appoint an external auditor;

WHEREAS The current auditor's authority expires at the end of 2025;

WHEREAS The Town requested a bid from Raymond Chabot Grant Thornton and received a bid in the amount of **\$80,465.25**, including taxes, as well as hourly rates for consultations, all for a three (3) year contract (fiscal years 2025, 2026, 2027);

WHEREAS the recommendation of Gilbert Arel, City Manager, to accept the bid from Raymond Chabot Grant Thornton;

*It is
Proposed by Shelley Judge
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council award Raymond Chabot Grant Thornton the contract for professional services as external auditor for the period 2026, 2027, and 2028 (fiscal years 2025, 2026, and 2027) in the amount of **\$80,465.25**, including taxes;

THAT the same amount be allocated to the payment of this expense, which will be financed from budget item 02-130-00-413.

ADOPTED

2025-10-275

3.1.3.2. Awarding of contract - VLB2025-13 - Acquisition and implementation of an integrated document management solution

WHEREAS the call for tenders VLB2025-13 - Acquisition and implementation of an integrated document management solution;

WHEREAS three (3) bids were received in response to this call for tenders, and the final scores were determined by a selection committee appointed for this purpose:

Bidders	Price	Final score
Canon Canada Inc.	\$127,848.76	Non-compliant
Indixio Inc.	\$259,027.18	74%
Coginov Inc.	\$566,309.36	85%

WHEREAS of the three bids received, two were found to be compliant;

WHEREAS the firm Coginov, with its QoreUltima solution, obtained the highest score, but its bid, amounting to \$566,309.36 for five years, greatly exceeds the budgeted amount;

*It is
Proposed by Shelley Judge
Seconded by Louise Morin
And unanimously resolved by vote*

THAT the Council cancel tender VLB2025-13 - Acquisition and implementation of an integrated document management solution, due to the price of the winning bid, which significantly exceeds the amount allocated for this project in the Town's 2025 budget.

ADOPTED

2025-10-276

3.1.3.3. Awarding of contract - VLB2025-11 - Septic tank emptying

WHEREAS the call for tenders VLB2025-11 for the emptying of septic tanks for a period of two (2) years;

WHEREAS Town received two (2) bids in response to this call for tenders:

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

Bidders	Price (taxes included)
Enviro5	\$338,988.84
Sanivac	\$342,912.94

WHEREAS the lowest compliant bid is that of Enviro5 in the amount of **\$338,988.84**, including taxes;

WHEREAS the recommendation of Laura Lee, Chief Technical Services Officer, to accept the bid from Enviro5;

*It is
Proposed by Shelley Judge
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council award Enviro5 the contract for septic tank emptying for a period of two (2) years in the amount of **\$338,988.84**, including taxes.

ADOPTED

2025-10-277

3.1.3.4. Awarding of contract - Coldbrook Dam lighting

WHEREAS Council wishes to enhance the ambiance of Coldbrook Park by illuminating the dam;

WHEREAS Town requested three (3) bids and received the following two (2) bids for the awarding of this contract:

Bidders	Price (taxes included)
Splendeurs de Nuit	\$62,891.33
Luxtec	\$40,209.07

WHEREAS the lowest compliant bid is that of Luxtec in the amount of **\$40,209.07**, including taxes;

WHEREAS the recommendation of Cynthia Brunelle, Director of Recreation, Tourism, Culture, and Community Life, to accept the bid from Splendeurs de Nuit in the amount of **\$62,891.33**, taxes included, for the following reasons:

- Respect for heritage and the landscape environment;
- Turnkey offer, including electrical installation, which simplifies the project;
- After-sales service from an experienced supplier;
- Better integration into the park and existing facilities

*It is
Proposed by Lucy Gagnon
Seconded by Louise Morin
And unanimously resolved by vote*

THAT the Council award Splendeurs de Nuit the contract for the installation of lighting at Coldbrook Dam in the amount of **\$62,891.33**, including taxes.

ADOPTED

2025-10-278 3.1.3.5. Awarding of contract - Professional financial services

WHEREAS the departure of the treasurer and that the Town must meet short-term needs related to budget and finance matters between now and the end of 2025;

WHEREAS Town has requested a service offer from Asselin & Greene CPA Inc. for an authority of eleven (11) weeks at an hourly rate of \$185 for approximately 25 hours per week;

WHEREAS the Director General, Gilbert Arel, recommends accepting the service offer from Asselin & Greene CPA Inc. for an approximate amount of **\$50,875**, subject to adjustments based on the number of hours actually billed;

*It is
Proposed by Shelley Judge
Seconded by Louise Morin
And unanimously resolved by vote*

THAT the Council award Asselin & Greene CPA a contract for professional financial services in the approximate amount of **\$50,875**, including taxes, subject to adjustment based on an hourly rate of \$185;

THAT be allocated to cover this expense, which will be financed from budget item 02-130-00-413.

ADOPTED

2025-10-279 3.1.3.6. Awarding of contract - Outdoor lighting - Pickleball courts at Lions Park

WHEREAS the Council wishes to maximize the use of the pickleball courts at Lions Park by installing high-performance lighting that will allow players to practice early in the morning and in the evening;

WHEREAS Town requested three (3) bids and received the following three (3) bids in the awarding of this contract:

Bidders	Price (taxes included)
DH Lighting (full service offer including installation)	\$55,308.48
Quilliams Electric	\$73,779.46

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

(full service offering including installation)	
Luxtec (for lighting fixtures only)	\$40,540.01

WHEREAS the lowest compliant bid is that of Luxtec in the amount of **\$40,540.01**, including taxes, but this bid does not include all the project requirements;

WHEREAS the recommendation of Cynthia Brunelle, Director of Recreation, Tourism, Culture, and Community Life, to accept the bid from DH Éclairage, as this bid offers the best combination of quality and price and fully meets the project's performance and sustainability requirements;

*It is
Proposed by Pierre Laplante
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council award the contract for the installation of outdoor lighting on the Lions Park pickleball courts to DH Éclairage in the amount of **\$55,308.48**, including taxes.

ADOPTED

2025-10-280 3.1.3.7. Signing authority - Grant application - Green Municipal Fund

WHEREAS the Green Municipal Fund program and the *Active and Safe Routes to School* project;

WHEREAS Town wishes to carry out a safety improvement project to promote active transportation for students in the vicinity of École Saint-Édouard and Route 104;

*It is
Proposed by Louise Morin
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council authorizes 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 for the Green Municipal Fund program and the *Active and Safe Routes to School* project, as well as any document necessary to give full effect to this resolution.

ADOPTED

2025-10-281 3.1.3.8. Signing authority - Grant application - Local Food Infrastructure Fund

WHEREAS the Local Food Infrastructure Fund program;

WHEREAS Town proposes to install ten food bins in Lions Park;

WHEREAS this program includes workshops, and the vegetables harvested will be used for community needs;

WHEREAS this project is part of the Nourishing Community action plan;

WHEREAS the grant would cover up to 75% of the project budget;

*It is
Proposed by Shelley Judge
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council authorizes 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 for the Local Food Infrastructure Fund program, as well as any document necessary to give full effect to this resolution.

ADOPTED

3.1.4. Human Resources

3.1.5. Miscellaneous

2025-10-282 3.1.5.1. Bad debts - Write-off

WHEREAS there are debts in the Town's accounts receivable register that are either time-barred or uncollectible because the title to the property is unclear;

WHEREAS it is appropriate to write off these bad debts from the Town's accounts receivable, according to the list prepared for this purpose by the Director of Finance and Treasury;

*It is
Proposed by Shelley Judge
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council authorize the write-off of the following receivables from the Town's accounts receivable:

Registration number	Balance to be written off
8317-24-3895-0-000-0000	\$19.65
7608-44-0043-1-000-0000	\$20.48
8109-31-3858-4-000-0000	\$33.37
8209-79-3772-4-000-0000	\$110.09
8008-76-7867-0-000-0000	\$129.70
7007-45-8286-0-091-0000	\$630.76
8010-43-9416-0-000-0000	\$899.57
TOTAL	\$1,843.62

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

APPROVED

2025-10-283 3.1.5.2. Revised 2025 Budget - Brome-Missisquoi Housing Authority

WHEREAS the revised 2025 budget of the Brome-Missisquoi Housing Authority;

*It is
Proposed by Patrick Ouvrard
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council approve the revised 2025 budget of the Brome-Missisquoi Municipal Housing Authority.

ADOPTED

3.2. LEGISLATION – NOTICE OF MOTION / BY-LAWS

3.2.1. By-laws – Notice of Motion/Presentation

3.2.2. By-laws – Adoption

2025-10-284 3.2.2.1. Interim Control By-law - Adoption

WHEREAS the notice of motion, presentation, and filing of the draft by-law were given at the regular meeting of the Council on September 2, 2025;

WHEREAS Councilor Lee Patterson mentioned the purpose of the by-law, as well as its scope, cost and, where applicable, the respective method of financing and method of payment and reimbursement;

WHEREAS the clerk took the necessary steps to make copies of By-law 2025-06 available to the public for consultation before the start of the meeting;

*It is
Proposed by Louise Morin
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council adopt Bylaw 2025-06, an interim control bylaw relating to the development vision for downtown Knowlton.

ADOPTED

2025-10-285 3.2.2.2. By-law 599-6 amending By-law 599 on permits and certificates - Adoption with changes

WHEREAS the notice of motion, presentation, and filing of draft By-law 599-6 were given at the regular meeting of the Council on September 2, 2025;

WHEREAS Councilor Lee Patterson mentioned the purpose of the by-law, as well as its scope, cost and, where applicable, the respective method of financing and method of payment and reimbursement;

WHEREAS following the comments received, the first draft of By-law 599-6 was amended to remove the definition of *Tree Felling*, as the definition of *Felling* in Zoning By-law 596 is still in force;

WHEREAS the clerk has taken the necessary steps to make copies of By-law 599-6 available to the public for consultation prior to the start of the meeting;

*It is
Proposed by Pierre Laplante
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council adopt Bylaw 599-6 amending Bylaw 599 on permits and certificates.

ADOPTED

4. URBAN PLANNING AND ENVIRONMENT DEPARTMENT

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

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

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

Filing of the minutes of the two meetings of the Planning Advisory Committee and the meeting of the Environment Advisory Committee.

4.3. EXTERIOR MODIFICATION REQUESTS - SPAIP

2025-10-286

4.3.1. 18 Davignon Street, lot #4 266 420, zone URA-15-K15

Nature of the request: Renovation of a principal residential building

WHEREAS the filing of an application to renovate a principal residential building, including the addition of a window;

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

WHEREAS this residential building is listed in the Town's Built Heritage Inventory (file 38) with a *High* value;

WHEREAS CCU Resolution CCU-25-085 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson*

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

*Seconded by Louise Morin
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the request to renovate a principal residential building, including the addition of a window at 18 Davignon Street, lot #4 266 420, zone URA-15-K15.

ADOPTED

2025-10-287 4.3.2. 56 Conférence Street, lot #4 266 515, zone URA-18-K16

Nature of the request: Expansion of a main residential building

WHEREAS the filing of an application for the vertical expansion of a main residence;

WHEREAS the said application also includes the addition of a front porch and the replacement of windows and doors;

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 CCU Resolution CCU-25-087 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the height extension of a primary residence, the addition of a front porch, and the replacement of windows and doors at 56 Conférence Street, lot #4 266 515, zone URA-18-K16.

ADOPTED

2025-10-288 4.3.3. 60 Conférence Street, lot #4 266 516, zone URA-18-K16

Nature of the request: Construction of an accessory building - Garage

WHEREAS the filing of an application for the construction of a detached residential accessory building of the detached garage type;

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 CCU Resolution CCU-25-088 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the request to construct a detached garage-type residential accessory building at 60 Conférence Street, lot #4 266 516, zone URA-18-K16.

ADOPTED

2025-10-289

4.3.4. 65 Davis Street, lot #3 938 756, zone UMV-4-C11

Nature of the request: Construction of an accessory building - Garage

WHEREAS the filing of an application for the construction of a detached residential accessory building of the detached garage type;

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 building in question is replacing a shed located at the same site;

WHEREAS the main residential building is listed in the Town's Built Heritage Inventory (file 44) with a *High* value, but the accessory building is not mentioned in the file;

WHEREAS CCU Resolution CCU-25-089 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the application to construct a detached garage-type residential accessory building at 65 Davis Street, lot #3 938 756, zone UMV-4-C11.

ADOPTED

2025-10-290

4.3.5. 727 Lakeside Road, lots #4 264 712 & #5 820 588, zones UC-3-C15 & AFB-4-D15

Nature of the request: Renovation of a main residential building

WHEREAS the filing of an application to renovate a main residential building to replace the roof;

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 this residential building is listed in the Town's Built Heritage Inventory (file 161) with a High value;

WHEREAS CCU Resolution CCU-25-090 and its recommendation to approve the application;

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

*It is
Proposed by Lee Patterson
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning a request to renovate a main residential building to replace the roof at 727 Lakeside Road, lots #4 264 712 & #5 820 588, zones UC-3-C15 & AFB-4-D15.

ADOPTED

2025-10-291

4.3.6. 753 Lakeside Road, lot #6 643 103, zones UC-3-C15 & AFB-4-D15

Nature of the request: Construction of a main building and an accessory commercial building

WHEREAS the filing of an application to construct a commercial building containing offices and an accessory building for commercial use;

WHEREAS this application 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 resolutions CCU-25-091 and CCU-25-092 of the CCU and its recommendation to accept the application;

*It is
Proposed by Lee Patterson
Supported by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council grant SPAIP-3 concerning the applications for the construction of a main building and an accessory commercial building at 753 Lakeside Road, lot #6 643 103, zones UC-3-C15 & AFB-4-D15.

ADOPTED

2025-10-292

4.3.7. 60 Foster Road, lot #4 265 358, zone UMV-2-D16

Nature of the request: Construction of a main residential building

WHEREAS the filing of an application for the construction of a main 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 CCU Resolution CCU-25-093 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council grant SPAIP-2 concerning the application to construct a main residential building at 60 Foster Road, lot #4 265 358, zone UMV-2-D16.

ADOPTED

4.4. MINOR EXEMPTION REQUESTS

2025-10-293

4.4.1. 60 Foster Road, lot #4 266 358, zone UMV-2-D16

Nature of the request: Construction of a main residential building on the side margin

WHEREAS the filing of an application to construct a main residential building 4.8 meters from the side line of a lot;

WHEREAS zoning by-law 596 requires a minimum side margin of 5 meters in the zone concerned;

WHEREAS the application is part of a demolition followed by construction, for which it is planned to retain the existing foundation;

WHEREAS the former residence was 4.82 meters from the lot's side line;

WHEREAS CCU Resolution CCU-25-094 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council approve the minor exemption request to locate a main residential building 4.8 meters from the side line of a lot at 60 Foster Road, lot #4 266 358, zone UMV-2-D16.

ADOPTED

2025-10-294

4.4.2. 14 Rock Hill Street, lot #4 763 859, zone URA-10-L16

Nature of the request: Height of an accessory building - garage

WHEREAS the filing of an application to construct an accessory building of the garage type with a height of 7.23 meters;

WHEREAS Section 35 of By-law 596 limits the height of an accessory building to 6 meters;

WHEREAS CCU Resolution CCU-25-095 and its recommendation to approve the application;

*It is
Proposed by Lee Patterson
Seconded by Louise Morin
And unanimously resolved by vote*

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

THAT the Council approve the minor exemption request to construct an accessory building, such as a garage, with a height of 7.23 meters at 14 Rock Hill Street, lot #4 763 859, zone URA-10-L16.

ADOPTED

2025-10-295 4.4.3. 61-75, rue des Bouleaux, lot #6 422 146, zone UC-4-L13

Nature of the request: Regularize the encroachment of balconies on the front edge

WHEREAS Resolution 2024-07-199, which approved a SPAIP request for this building according to a plan that complies with the zoning by-law;

WHEREAS the filing of a request to regularize the encroachment of balconies located in the front setback at distances of 2.55 and 2.31 meters;

WHEREAS Section 31 of Zoning By-law 596 allows for a maximum encroachment of 2 meters into the minimum front setback of 10.5 meters for balconies;

WHEREAS the exemption concerns two locations, at distances of 7.95 and 8.19 meters from the front setback, respectively;

WHEREAS CCU Resolution CCU-25-096 and its recommendation to approve the request, provided that trees are planted nearby to reduce the visual impact;

*It is
Proposed by Lee Patterson
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council approve the minor exemption request to regularize the encroachment of balconies measuring 2.55 and 2.31 meters into the 10.5-meter front setback at 61-75 Rue des Bouleaux, lot #6 422 146, zone UC-4-L13;

THAT Council grant this approval on the condition that trees be planted nearby to reduce the visual impact.

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

2025-10-296

4.8.1. Request to occupy public land - Lot 4 265 589 - Brome Lake Multifunctional Path

WHEREAS By-law 2017-04 (By-law on the occupation of public property);

WHEREAS the filing of an application for permanent occupation of public property by the owner of Lot 6,666,144, Quebec Cadastre, 329 Lakeside Road;

WHEREAS the application concerns the permanent occupation of part of lot 4 265 589, Cadastre du Québec, located within the right-of-way of the multifunctional path owned by the Town;

WHEREAS the request is in compliance;

WHEREAS the permanent occupation would consist of the construction of a driveway to allow access to Lakeside Road, lot 6,666,144;

WHEREAS currently, access from Lakeside Road to lot 6 666 144 is via a long easement that crosses the lot adjacent to the north of lot 6 666 144, namely lot 4 265 626;

WHEREAS the driveway would be located 15 meters from the northern point of lot 4 265 589, would be 5 meters wide, and would cross lot 4 265 589 westward for a distance of 10 meters, all in accordance with the plan filed with the application and forming part of this resolution in Appendix 1;

WHEREAS the area would be occupied intermittently as vehicles arrive and depart;

WHEREAS the area intended for occupation is far from the trail and would not interfere with the public use of the trail and its right-of-way;

WHEREAS Robert Daniel, Assistant Director General, has inspected the premises and has no objection to the approval of this request;

*It is
Proposed by Louise Morin
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the Council approve the request for permanent occupation of public land on part of lot 4 265 589, Quebec Cadastre, located within the right-of-way of the multifunctional path, as requested by the owner of lot 6 666 144, Quebec Cadastre, located at 329 Lakeside Road, specifically for the construction of a 5-meter-wide driveway located 15 meters from the northern point of lot 4 265 589, crossing said lot westward for a distance of 10 meters, all in accordance with the plan filed in Appendix 1 of this resolution;

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

THAT this approval is conditional upon the applicant obtaining any other permits or authorizations required for construction, including permission from the Ministry of Transport, and that it shall only come into effect after such permits or authorizations have been obtained;

THAT the applicant must comply with all provisions of Bylaw 2017-04.

ADOPTED

2025-10-297

4.8.2. Application for occupation of public land - Lots 4 265 583 and 4 265 591 - Brome Lake Multifunctional Path

WHEREAS By-law 2017-04 (By-law on the Occupation of Public Property);

WHEREAS the owner of lots 4,471,111, 4,265,682, and 4,265,689, Quebec Cadastre, at 221 Lakeside Road, namely the Club nautique du Brome Lake (CNLB), has filed an application for permanent occupation of public land;

WHEREAS the application concerns the permanent occupation of part of lots 4,265,591 and 4,265,583, Quebec Cadastre, located within the right-of-way of the multifunctional path owned by the Town, between Lakeside Road and the CNLB grounds;

WHEREAS the application is in compliance;

WHEREAS the permanent occupation comprises three parts, as described below:

Occupancy No. 1: part of lot 4 265 591, corresponding to the driveway and parking lot used by CNLB for several decades. The occupancy is limited to the portion in pink on Parcel 2 of the Technical Description by Robert Fournier, land surveyor, Minute 9239 of March 8, 2023 (Appendix A). Authorized use is intermittent and temporary passage of vehicles and pedestrians to access the CNLB parking lot (Lot 4,265,682) from Lakeside Road. This approval replaces the Agreement signed between the Town and the CNLB in 2011.

Occupancy No. 2: part of lot 4 265 583, corresponding to the driveway used by CNLB for several decades. Occupancy is limited to the portion in yellow on Parcel 3 of Robert Fournier's Technical Description, Minute 9239 of March 8, 2023 (Appendix A). Authorized use is intermittent and temporary passage of vehicles and pedestrians to access the CNLB parking lot (Lot 4 265 682) from Lakeside Road. This approval replaces the Agreement signed between the Town and the CNLB in 2011.

Occupancy No. 3: part of Lot 4 265 583, including the tennis court and the driveway leading to the equipment storage area currently occupied by the CNLB. Occupancy is limited to the portion in blue on Parcel 4 of Robert Fournier's Technical Description, Minute 9239 of March 8, 2023 (Appendix A). The authorized use for the portion of the tennis court is exclusively as a tennis court; for the remainder of Occupancy No. 3, it is limited to intermittent and temporary passage of vehicles and pedestrians to access the storage area (lot 4 471 111) from Lakeside Road. This approval replaces the Agreement signed between the Town and CNLB in 2011.

WHEREAS Robert Daniel, Assistant General Manager, has inspected the premises and does not object to the approval of this request;

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

THAT the Council approve the request for permanent occupation of public property as follows:

Occupancy No. 1: part of lot 4,265,591, corresponding to the driveway and parking lot used by CNLB for several decades. The occupancy is limited to the portion marked in pink on Parcel 2 of the Technical Description by Robert Fournier, land surveyor, Minute 9239 of March 8, 2023 (Appendix A). The authorized use is the intermittent and temporary passage of vehicles and pedestrians to access the CNLB parking lot (lot 4,265,682) from Lakeside Road. This approval replaces the Agreement signed between the Town and the CNLB in 2011.

Occupancy No. 2: part of lot 4 265 583, corresponding to the driveway used by CNLB for several decades. Occupancy is limited to the portion in yellow on Parcel 3 of Robert Fournier's Technical Description, Minute 9239 of March 8, 2023 (Appendix A). The authorized use is the intermittent and temporary passage of vehicles and pedestrians to access the CNLB parking lot (Lot 4 265 682) from Lakeside Road. This approval replaces the Agreement signed between the Town and the CNLB in 2011.

Occupancy No. 3: part of Lot 4 265 583, including the tennis court and the driveway leading to the equipment storage area currently occupied by the CNLB. Occupancy is limited to the portion in blue on Parcel 4 of Robert Fournier's Technical Description, Minute 9239 of March 8, 2023 (Appendix A). The authorized use for the portion of the tennis court is exclusively as a tennis court; for the remainder of Occupancy No. 3, it is limited to intermittent and temporary passage of vehicles and pedestrians to access the storage area (lot 4 471 111) from Lakeside Road. This approval replaces the Agreement signed between the Town and CNLB in 2011.

THAT this approval is conditional upon the signing of a notarized transaction in surface rights between CNLB and Aviron Knowlton Rowing concerning Lot 4 265 689, Parcel 1 of the Technical Description by Robert Fournier, surveyor, Minute 9239, dated March 8, 2023, Appendix A to this resolution. This approval shall only take effect after the registration of the surface rights transaction in the Land Registry;

THAT the applicant must comply with all provisions of Bylaw 2017-04.

ADOPTED

2025-10-298

4.8.3. Designation as persons responsible for enforcing Town by-laws

WHEREAS Council has the authority to appoint persons responsible for enforcing various Town by-laws related to land use and environmental management;

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

WHEREAS Council wishes to grant these enforcement powers to Alexis Boulay-Cote and Sacha Ricard, consultants with the firm BC2, as well as to any other person employed by BC2 in the context of its authority with the Town;

WHEREAS These powers include the power to issue any certificate, permit, or permission necessary for the enforcement of various Town by-laws related to land use and environmental management;

*It is
Proposed by Pierre Laplante
Seconded by Shelley Judge
And unanimously resolved by vote*

THAT the Council appoint Alexis Boulay-Cote and Sacha Ricard, consultants with the firm BC2, as well as any other person employed by BC2 in connection with its authority with the Town, as persons responsible for enforcing any by-law necessary in connection with their authority with the Town.

ADOPTED

5. PUBLIC SAFETY

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

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

6. PUBLIC WORKS AND TECHNICAL SERVICES

6.1. Monthly Report from the Department of Public Works and Technical Services

Filing of the Public Works and Technical Services Department report

Councilor Shelley Judge mentions the following points:

- Construction of a new building at the West Brome skating rink;
- Development of pickleball courts at Lions Park;
- Completion of the second phase of sidewalk repairs on Victoria Street

7. RECREATION, CULTURE, TOURISM, AND COMMUNITY LIFE

7.1. Monthly report from the LSCLB

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

Councilor Pierre Laplante mentions the following point:

- A meeting will be held with residents to gauge interest in founding a non-profit soccer organization.

Councilor Lucy Gagnon mentioned the following points:

- The Food Truck Wednesdays event ended on September 24 and was a great success.
- The Escale Brome Lake activity was in its first year and participation rates were steady throughout the summer.
- The International Celtic Harmony Festival will take place from October 4 to 12.
- The Nature of the Feast is a culinary event inspired by the novels of Louise Penny and will take place from October 1 to 31.

2025-10-299

7.2. Requests for financial contributions

*It is
Proposed by Lucy Gagnon
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council authorize the following expenditures as financial contributions to the activities of the following organizations:

- Pumpkin and gingerbread house decorating contest: \$1,000;
- Arts Tour: \$5,000
- Brome Lake Literary Festival: \$15,000

ADOPTED

2025-10-300

7.3. Request for financial contribution - Knowlton Academy

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

Councilor Shelley Judge abstains from voting

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

- Knowlton Academy - Breakfast Program: \$7,500

ADOPTED

2025-10-301

7.4. Request for financial contribution - Action communautaire Brome Lake

WHEREAS Action communautaire Brome Lake is an organization whose mission is to provide community support to young people and seniors;

WHEREAS the organization has submitted a grant application for \$20,000 to support the salary of the outreach worker working with seniors, and \$24,000 to proceed with the hiring of a director, with the goal of professionalizing the organization and maximizing its ability to obtain other sources of funding;

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

WHEREAS the Town recognizes the importance of Action communautaire Brome Lake's role in the community and wishes to support its development and sustainability;

*It is
Proposed by Pierre Laplante
Seconded by Shelley Judge
And unanimously resolved by vote*

THAT the Council grant financial assistance in the amount of **\$44,000** to Action communautaire Brome Lake, subject to the following conditions:

1. The organization files a detailed budget covering the period from October 1, 2025, to March 31, 2026, as well as the full fiscal year from April 1, 2026, to March 31, 2027.
2. Upon filing of a three-year development plan including financial projections and the anticipated support that will be requested from the Town for the next three years.
3. That the payment be released on the recommendation of the Director of Recreation, Tourism, Culture, and Community Life, once the conditions set out in points 2 and 3 have been met.

ADOPTED

7.5. Request(s) for use of public property

8. LOCAL ECONOMY

9. MISC

10. SECOND QUESTION PERIOD

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

The speakers are:

ALICIA SOUTHALL

(00:00)

She asks for clarification on item **4.8.3** Designation as persons responsible for enforcing Town by-laws.

2025-10-302

11. ADJOURNMENT

*It is
Proposed by Shelley Judge
Seconded by Lucy Gagnon
And unanimously resolved by vote*

THAT the meeting be adjourned, the agenda having been completed.
It is 8:30 p.m.

ADOPTED

Richard Burcombe
Mayor

Owen Falquero
Clerk