

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

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

December 1, 2025

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

Present: Councilor Lisa Payne, and Councilors 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.

Absent: Claude Rajotte

33 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 Patterson made opening remarks on the following topics:

- the presentation of the new architectural guide, which will take place on December 4, 2025, at 7 p.m., at the Centre Lac-Brome;
- the sewer system break in the Bondville sector: on November 20, a large amount of wastewater was discharged into the lake following a break at the main sewer pumping station, due in particular to a broken strainer. He mentioned that analyses are underway to determine the nature of the spill, as some of the water came from infiltration into the system rather than from the sewers, but that a significant amount of material was nevertheless discharged.
- Pointe-Fisher sector: he indicated that work had been carried out the previous week with machinery to improve the road and that a soil sampling authority was planned before the ground froze, which would allow for an analysis of the work to be carried out in this sector;
- The Eugène sector: he reports that a culvert has been replaced to improve water flow and that further work is planned.
- The park lighting is now complete and operational. He specified that the CRÉOS structure will be installed next week and will be operational on December 13, at the same time as the *Folie de minuit* activity and the lighting of the lanterns.

- He thanks Ms. Cynthia Brunelle, from the Recreation and Community Services Department, as well as the Théâtre Brome Lake for organizing the cultural happy hour held last Saturday, which was attended by about thirty people.
- the Christmas parade organized by the Lions Club, which will start this Saturday at 1 p.m. from Windmill Plastics;
- the fireworks display to be held on December 27 at Coldbrook Park.

2025-12-325

1.2. Adoption/Amendments to the agenda

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

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

3.1.3.4 Signing authority - Authorization for work on a public building and financial commitment under the Low-Rent Housing Renovation Program

ADOPTED

2025-12-326

1.3. Approval of the minutes of the meeting of November 17, 2025

The mayor and elected officials received a copy of the minutes of the regular meeting of November 17, 2025;

*It is
Proposed by Robert Laflamme
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council approve the minutes of the regular meeting of November 17, 2025.

ADOPTED

1.4. Declaration of financial interests of Council members - Filing

The Clerk confirms the filing of declarations of pecuniary interests by the following elected officials:

- Lee Patterson
- Pierre Laplante
- Patrick Ouvrard
- Claude Rajotte
- Robert Laflamme

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- Steven Beerwort
- Lisa Payne

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:

CHRISTIAN ROY

(00:00)

1. He expressed concern about the wastewater spill at the Bondville main station and the amount of water discharged into the lake, given the risks associated with this type of effluent.

RON GLOWE

(02:00)

He comments on the progress of repair work on Pointe-Fisher Road and highlights the Town's efforts in carrying out the work.

THOMAS MCGOVERN

(02:52)

3. He deplores the condition of the roads in the territory and asks if snow removal operations are being carried out on the streets. He is informed that he can call 311 for more information and to report any roads that have not been cleared or are slippery.

YVES SARA

(03:45)

4. He highlights the quality of communications during the sewer break in Bondville. However, he would like the Town to improve the information provided to citizens in order to raise awareness of the seriousness of such incidents and keep them better informed of the steps being taken to resolve them.

3. ADMINISTRATION / LEGISLATION

3.1. ADMINISTRATION

2025-12-327

3.1.1. Accounts payable and lists of checks issued

It is

Proposed by Pierre Laplante

Seconded by Lisa Payne

And unanimously resolved by vote

THAT the Council approve the following lists:

- Accounts payable: \$753,835.21
- Checks issued #2025-12: \$157,301.49

APPROVED

3.1.2. Progressive statements, invoices, and miscellaneous expenses

3.1.2.1. Progressive statements

2025-12-328

3.1.2.1.1. AO VLB2024-01 - Sanitary block - CARKE terrace - Correction

WHEREAS resolution 2025-11-306 contains an error and should be corrected;

WHEREAS the request for payment of progress bill #8 (invoices #555, 570, and 583) from Athena Construction Inc. in the amount of **\$80,062.61**, 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 9% provisional retention in the amount of \$80,890.43, taxes included;

WHEREAS as provided for in the contract, the Town will apply a 1% retention until May 31, 2026;

WHEREAS this amount of \$80,062.61 includes the following change directive: a credit of \$827.82, including taxes, for ceramic tile installation work previously approved in DC-07, which the Town has decided not to carry out;

WHEREAS the recommendation of Marc-André Boivin, Director of Technical Services, to pay this progressive settlement including the change order;

*It is
Proposed by Robert Laflamme
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council authorize payment of progress bill #8 (invoices #555, 570, and 583) from Athena Construction Inc. in the amount of **\$80,062.61**, 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;

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

THAT this resolution repeals and replaces resolution 2025-11-306 adopted on November 17, 2025.

ADOPTED

3.1.2.2. Invoices and miscellaneous expenses

3.1.3. Agreements, contracts, and authorities

2025-12-329

3.1.3.1. Award of contract - Purchase of an electric pickup truck

WHEREAS The Council approves the purchase of an electric pickup truck for the Public Works and Technical Services Department;

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

Bidders	Price (taxes included)
Dupont Ford	\$89,082.63
Deragon Ford	\$75,665.05
Val Estrie Ford	\$72,464.19

WHEREAS the lowest compliant bid is that of Val Estrie Ford in the amount of **\$72,464.19**, including taxes;

WHEREAS the recommendation of Robert Daniel, Assistant General Manager and Director of Public Works and Technical Services, to accept the bid from Val Estrie Ford;

*It is
Proposed by Robert Laflamme
Seconded by Pierre Laplante
And unanimously resolved by vote*

THAT the Council award Val Estrie Ford the contract for the purchase of an electric pickup truck in the amount of **\$72,464.19**, including taxes.

ADOPTED

2025-12-330

3.1.3.2. Award of contract - Purchase of six (6) multifunction printers

WHEREAS the Council wishes, given the end of the printer service contracts and their general condition, to plan for their replacement as early as 2025 in order to ensure continuity of printing service;

WHEREAS the objective is to acquire new multifunction equipment offering performance equivalent to or superior to that of the current fleet, while reducing the cost per copy;

WHEREAS The Town has received the following two (2) bids in connection with the awarding of this contract:

Bidders	Price (taxes included)
GDX (Xerox)	\$39,169.68
Copicom (Kyocera)	\$28,056.51

WHEREAS the lowest compliant bid is that of Copicom in the amount of **\$28,056.51**, including taxes;

WHEREAS the recommendation of Benoit Blais, System Administrator, to accept Copicom's bid;

*It is
Proposed by Robert Laflamme
Seconded by Patrick Ouvrard
And unanimously resolved by vote*

THAT the Council award Copicom the contract for the purchase of six (6) multifunction printers for the entire Town, in the amount of **\$28,056.51**, including taxes.

ADOPTED

2025-12-331

3.1.3.3. Signing authority - Request for financial assistance - Regional partnership and digital transformation agreement for tourism 2025-2027 - Correction

WHEREAS Resolution 2025-11-310 contains an omission and should be corrected;

WHEREAS the Ministry of Tourism has implemented the 2025-2027 Regional Partnership and Digital Transformation Agreement for Tourism (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

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EPRTNT, in particular by integrating innovative digital solutions to stimulate the local economy;

WHEREAS the Town wishes to apply for financial assistance under the EPRTNT 2025-2027, and the required documents require municipal entities to pass a resolution committing to cover operating costs for five (5) years;

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

THAT the Town commits, should financial assistance be granted, to assume all operating and maintenance costs related to the redesign of the tourism website and the implementation and operation of the portal for merchants for a period of five (5) years following their launch, and to allocate the necessary funds in the annual budget for this purpose;

THAT The Council gives the Director of Recreation, Tourism, Culture and Community Life, Cynthia Brunelle, the authority 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 in Tourism Agreement (EPRTNT 2025-2027) for the project to redesign the tourism website and implement a commercial portal;

THAT this resolution repeals and replaces resolution 2025-11-310 adopted on November 17, 2025.

ADOPTED

2025-12-332

3.1.3.4. Signing authority - Authorization of work on a public building and financial commitment under the Low-Rent Housing Renovation Program

WHEREAS the Housing Authority acts as manager of the buildings located at 285-289 Victoria Street, which are intended for low-rent housing;

WHEREAS rehabilitation/renovation/upgrading work is necessary to ensure the safety, health, and quality of the dwellings;

WHEREAS the said project is eligible for the Low-Rent Housing Renovation Program (PRHLM) administered by the Société d'habitation du Québec (SHQ);

WHEREAS the MLRH requires a financial contribution from the municipality;

*It is
Proposed by Robert Laflamme
Seconded by Patrick Ouvrard*

And unanimously resolved by vote

THAT the Town of Brome Lake authorize the renovation work planned for the municipal buildings located at 285-289 Victoria Street, in accordance with the requirements of the PRHLM;

THAT the Town of Brome Lake undertakes to assume 10% of the actual cost of the project;

THAT Council authority Mayor Lee Patterson and Director General Gilbert Arel to sign, for and on behalf of the Town, any document required to give full effect to this resolution and to ensure the administrative follow-up of the project.

ADOPTED

3.1.4. Human Resources

2025-12-333

3.1.4.1. Hiring - Municipal Inspector - Urban Planning Department

WHEREAS the need to fill a vacant position of municipal inspector in the Urban Planning Department;

WHEREAS Town received nineteen (19) applications and the candidates were interviewed;

WHEREAS the recommendations of Camille Urli, Director of the Urban Planning Department, and Alexandra Barré, Human Resources Advisor, to hire Ève-Marie Castelloux;

WHEREAS the elected officials have reviewed the recommendation of the Director of Urban Planning and are satisfied with it;

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

THAT the Council approve the hiring of Ève-Marie Castelloux as municipal inspector in the Urban Planning Department, under the direct authority of the director of that department, Camille Urli;

THAT the terms and conditions of her employment comply with the Town's human resources manual and the terms and conditions agreed upon with the Director of the Urban Planning Department, which the Council has reviewed and which will be filed in her employee file;

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THAT the Director of the Urban Planning Department submit to the Council her recommendation regarding the permanent employment of Ève-Marie Castilloux at the end of her six (6) month probationary period;

THAT the start date of employment be December 1, 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

2025-12-334

3.1.4.2. Hiring - Day Laborer - Parks and Infrastructure

WHEREAS a position for a Laborer - Parks and Infrastructure is vacant in the Public Works and Technical Services Department;

WHEREAS according to Article 14.07 A. of the collective agreement in effect, the qualified candidate with the most years of union seniority is granted the position;

WHEREAS the recommendation of Human Resources Advisor Alexandra Barré and Public Works Division Manager Jean-Philippe Roy for Zachary Giroux's hiring for this position;

WHEREAS the elected officials have reviewed the recommendation of the human resources advisor and the head of the public works division and are satisfied with it;

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

THAT the Council approve the hiring of Zachary Giroux as a day laborer - Parks and Infrastructure in the Public Works and Technical Services Department;

THAT the salary, terms of employment, and probationary period comply with the collective agreement in force;

THAT the start date is December 1, 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

2025-12-335

3.1.4.3. Hiring - Administrative Assistant to the General Management and City Hall

WHEREAS the position of Administrative Assistant to the General Management and City Hall is vacant;

WHEREAS the desire of the Council to fill this position;

WHEREAS the position was posted in October 2025;

WHEREAS the elected officials have reviewed the recommendations of the Director General, Gilbert Arel, and the Human Resources Advisor, Alexandra Barré, as well as the conditions and terms of the hiring of Ms. Stéphanie Boulay to fill this position, and are satisfied with them;

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

THAT the Council authorize the hiring of Ms. Stéphanie Boulay as administrative assistant to the general management and the mayor, with a start date of January 5, 2026;

THAT the terms and conditions of her employment comply with the Protocol on Working Conditions for Non-Unionized Town Employees and the terms and conditions agreed upon between Ms. Stéphanie Boulay and the Director General, which the Council has reviewed and which will be filed in her employee file;

THAT the Director General submit his recommendations to the Council regarding the permanence of Ms. Stéphanie Boulay's employment at the end of her six (6) month probationary period;

THAT the Town's organizational chart be amended accordingly.

ADOPTED

3.1.5. Miscellaneous

2025-12-336

3.1.5.1. Council Member Portfolios

WHEREAS Resolution 2025-11-313 of November 17, 2025, in which the Council appointed councilors to various portfolios;

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WHEREAS the Council is continuing the appointment process and appoints the following councilors to the positions indicated;

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

Mayor Patterson having exercised his right to vote.

i) Human Resources Committee:

- Lee Patterson
- Pierre Laplante
- Lisa Payne
- Claude Rajotte

ii) Finance and Continuous Improvement Committee

- Lee Patterson
- Steven Beerwort
- Robert Laflamme

iii) Temporary Committee on Downtown Strategy and Urban Planning Review

- Lee Patterson
- Patrick Ouvrard
- Robert Laflamme
- Claude Rajotte

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

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 REQUEST(S) - SPAIP

4.4. MINOR EXEMPTION REQUEST(S)

4.5. REQUEST(S) FOR ZONING CHANGES

4.6. SUBDIVISION APPLICATION(S)

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

4.8. Other

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.

7.2. Requests for financial contributions

*It is
Proposed by Steven Beerwort
Seconded by Lisa Payne
And unanimously resolved by vote*

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

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- Camp Garagona: \$500;
- Club Opt-jeunesse de Brome Lake: \$1,500
(contribution for security services during the fireworks event held during the holiday season)

ADOPTED

7.3. Request(s) for use of public property

8. LOCAL ECONOMY

9. MISC

2025-12-338

9.1. Schedule of regular council meetings - 2026

WHEREAS the Council must approve the schedule of its regular meetings for the year 2026;

WHEREAS Town By-law 1 stipulates that, in principle, meetings are held on the first Monday of each month;

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

THAT The Council adopts the following schedule of regular meetings for the year 2026. Meetings will be held at 7:00 p.m. at the Centre Lac-Brome, 270 Victoria Street:

- January 12
- February 2
- March 2
- April 7
- May 4
- June 1
- July 6
- August 3
- September 8
- October 5
- November 2
- December 7

ADOPTED

10. SECOND QUESTION PERIOD

ORAL QUESTIONS DURING THE SESSION

No questions

2025-12-339

11. ADJOURNMENT

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

THAT the meeting be adjourned, the agenda having been completed.
It is 7:32 p.m.

ADOPTED

Lee Patterson
Mayor

Owen Falquero
Clerk