

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

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

September 16, 2025

Minutes of the special meeting of the Town Council of the Town of Brome Lake held on Tuesday, September 16, 2025, at 6 p.m., at the Centre Lac-Brome, located at 270 Victoria Street, Brome Lake.

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

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

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

Absent: Ms. Louise Morin

Twelve 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 6:00 p.m.

2025-09-263

1.2. Adoption of the agenda

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

THAT the agenda be adopted as written.

ADOPTED

2. ADMINISTRATION

2025-09-264

2.1. Human Resources - Administrative File

WHEREAS the members of the Council have been notified of the decision made by the Director General to terminate the employment of the employee with employee number #1000038;

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

THAT the Council ratify the termination of employment of the employee with employee number #1000038 effective September 17, 2025.

ADOPTED

2025-09-265

2.2. Human Resources - Administrative File

WHEREAS the members of the Council have been notified of the decision made by the Director General to terminate the employment of employee #2000084;

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

THAT the Council ratify the termination of employment of the employee with employee number #2000084 effective September 17, 2025.

ADOPTED

2025-09-266

2.3. Human Resources - Administrative File - Hiring - Janitor

WHEREAS a Janitor position is vacant;

WHEREAS the position has been advertised in various media;

WHEREAS the recommendation of Human Resources Advisor Alexandra Barré for hiring Mr. Olivier Béliveau for the position of *Janitor*;

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

THAT the Council authorize the hiring of Olivier Béliveau as *Janitor*, with a start date of September 17, 2025;

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

THAT the Director General, Gilbert Arel, or the person he designates, will submit to Council his recommendations regarding the permanence of Mr. Béliveau's employment at the end of his six (6) month probationary period;

THAT the Town's organizational chart be amended accordingly;

ADOPTED

2025-09-267

2.4. Amendment - 2025 Council Meeting Schedule - September 29 meeting postponed to October 1

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WHEREAS Council adopted the 2025 Council meeting schedule in November 2024 (Resolution 2024-11-333) and amended it in July 2025 (Resolution 2025-07-203);

WHEREAS the date scheduled for the last Council meeting before the November 2, 2025, elections is September 29, 2025;

WHEREAS section 314.2 of the *Act respecting elections and referendums in municipalities* states that the Council may not sit during the 30 days preceding the date set for a general election;

WHEREAS Section 319 of the *Cities and Towns Act* requires the Council to hold a regular meeting at least once a month;

WHEREAS the Ministry of Municipal Affairs interprets section 319 as requiring at least one meeting per calendar month;

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

THAT the Council adopt the amended schedule of its regular meetings for the year 2025, with the change of date for the meeting from September 29 to October 1, 2025:

- January 13, Centre Lac-Brome, 270 Victoria Street
- February 3, Centre Lac-Brome, 270 Victoria Street
- March 3, Centre Lac-Brome, 270 Victoria Street
- April 7, Centre Lac-Brome, 270 Victoria Street
- May 5, Centre Lac-Brome, 270 Victoria Street
- June 2, Centre Lac-Brome, 270 Victoria Street
- July 7, Centre Lac-Brome, 270 Victoria Street
- August 4, Centre Lac-Brome, 270 Victoria Street
- September 2, Centre Lac-Brome, 270 Victoria Street
- **October 1, Centre Lac-Brome, 270 Victoria Street**
- November 17, Centre Lac-Brome, 270 Victoria Street
- December 1, Centre Lac-Brome, 270 Victoria Street

ADOPTED

3. QUESTION PERIOD

No questions.

Thomas McGovern congratulates the councilors for their work during their authority.

2025-09-268

4. ADJOURNMENT

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

THAT the meeting be adjourned, the agenda having been completed.
It is 6:05 p.m.

ADOPTED

Richard Burcombe
Mayor

Owen Falquero
Clerk