



CANADA
PROVINCE OF QUEBEC
BROME MISSISQUOI REGIONAL COUNTY MUNICIPALITY
TOWN OF BROME LAKE

Minutes of the regular meeting of the Brome Lake Town Planning Advisory Committee (PAC) held on Monday, December 15, 2025, at 6:00 p.m. The meeting was held by videoconference.

Present: [REDACTED], member of the East-Hill district, as well as [REDACTED], member of the Fulford/Bondville district, [REDACTED], member of the Knowlton/Victoria district, [REDACTED], member of the Knowlton/Lakeside district, [REDACTED], councillor, [REDACTED], member of the business community, and [REDACTED], member of the Foster district.

All formed a quorum under the chairmanship of Councilor Claude Rajotte.

Also present: Director of Urban Planning Department, Ms Camille Urli, Secretary, Mr. Justin Sultana and Mr. Patrick Ouvrard, Councillor.

1. OPENING OF THE MEETING

The meeting was called to order at 6:02 p.m.

CCU-25-109

2. ADOPTION OF THE AGENDA

It is **RESOLVED THAT** the CCU adopt the agenda as presented.

It is

Proposed by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by vote

ADOPTED

CCU-25-110

3. ADOPTION OF THE MINUTES

It is **RESOLVED THAT** the CCU adopt the minutes of the meeting of November 18, 2025

It is

Proposed by [REDACTED]

Seconded by [REDACTED]

And unanimously resolved by vote

ADOPTED

4. FOLLOW-UP ON RECENT MEETINGS

The chair informed the meeting that the SPAIP application for the building located at 122 Victoria Street had been withdrawn by the applicant following the CCU's rejection at last month's meeting. The application was resubmitted for consideration at this meeting.

5. MINOR EXEMPTION REQUESTS

CCU-25-111 5.1. 41-55 Bouleaux Street, lot 6 422 145, zone UC-4-L13

Nature of the application: Location of the main building on the side margin

WHEREAS an application has been submitted to relocate an 8-unit residential building 3 meters from the side property line;

WHEREAS the layout standards grid in Zoning By-law 596 sets the minimum side margin for the zone concerned at 5 meters;

WHEREAS the said request concerns a permit that has already been issued in accordance with the applicable regulations;

WHEREAS the purpose of relocating the construction is to avoid cutting down a majestic pine tree;

WHEREAS the members of the CCU have verified the uses of the adjacent land and have determined that the adjacent land belongs to the FONDATION DES TERRES DU LAC BROME INC and will never be developed;

WHEREAS the CCU considers that the request is minor in terms of exemption and does not cause any loss of enjoyment to neighbouring properties;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve the minor exemption request.

It is

Proposed by

Seconded by

And unanimously resolved by vote

ADOPTED

CCU-25-112 5.2. 356 Bondville Street, lot 3 938 876, zone UV-6-I12

Nature of the request: Percentage of front yard parking area

WHEREAS a request to authorize a parking area corresponding to 42% of the front yard has been submitted;

WHEREAS Section 47 of Zoning By-law No. 596 limits the maximum percentage of front yard parking area to 30%;

WHEREAS this request is part of a project to expand the front yard of the main residence, specifically to build an attached garage;

- WHEREAS** the current parking area, which is currently paved, covers an area of 223 square meters, corresponding to 43% of the front yard;
- WHEREAS** the current parking area appears to be able to accommodate four (4) vehicles;
- WHEREAS** following the proposed expansion project, access to the site would be reconfigured to provide 118 square meters of parking space;
- WHEREAS** the reconfigured parking area would be paved and would allow for the creation of six (6) parking spaces, four (4) exterior and two (2) interior;
- WHEREAS** it has been argued that street parking is not possible due to the presence of a bike path and traffic safety issues;
- WHEREAS** the CCU is of the opinion that the land, being a waterfront property, must limit impervious surfaces in order to minimize environmental impacts on the lake;
- WHEREAS** the CCU considers that the regulations do not cause serious prejudice to the owners;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council deny this minor exemption request.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote*

REJECTED

6. SPAIP REQUESTS

CCU-25-113 6.1. 9 Frank-Santerre Road, lot #6 129 412, zone UC-2-N3

Nature of the request: Construction of an accessory building

- WHEREAS** a request has been submitted to construct an accessory building of the residential shed type;
- WHEREAS** the said application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** all plans, documents, and information required under the same by-law were submitted to the Planning Department along with the application;
- WHEREAS** the Planning Department forwarded the application to the members of the CCU within the prescribed time limit after finding it to be complete and compliant;

WHEREAS the materials, colors, and style are in harmony with the surrounding materials, colors, and styles and with the main building;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote*

ADOPTED

CCU-25-114 6.2. 122 Victoria Street, lot 266 455, zone URA-20-K15

Nature of the request: Residential expansion

WHEREAS an application for a residential extension, following partial demolition, has been submitted;

WHEREAS the application, submitted under SPAIP-2, was reviewed by the CCU at its last meeting, which recommended that Council deny it, as members were concerned that the secondary entrance pavilion would be visible from the street and raised questions about the choice of handrails proposed for the main entrance;

WHEREAS this same application is being resubmitted following improvements to the visual elements associated with the project, specifically in relation to visibility on the left side;

WHEREAS the administration contacted the Brome Lake Historical Society and obtained a historical photo of the building showing the original railings;

WHEREAS the curved handrail currently on the building is not an original component and should not be restored;

WHEREAS the architect, Patrick Turner, is present to provide details on the file;

WHEREAS renderings from the street have been submitted to show that the new portico on the left side will not be visible;

WHEREAS the members are of the opinion that the various renderings demonstrate that the proposal integrates well with the built environment;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve this SPAIP application.

*He is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote*

ADOPTED

CCU-25-115 6.3. 156 Lakeside Road, Lot 4 266 474, Zone URA-17-K15

Nature of the request: Various exterior modifications

- WHEREAS** an application to replace doors and windows has been submitted;
- WHEREAS** the nine (9) windows to be replaced in the veranda will be of the same style as the existing windows, i.e., awning windows, with the exception of six (6) windows, which will be fixed;
- WHEREAS** the proposal also provides that the replacement windows will have a central mullion to reflect the current appearance;
- WHEREAS** the said application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** all plans, documents, and information required by the same by-law were submitted to the Planning Department along with the application;
- WHEREAS** the Planning Department forwarded the application to the members of the CCU within the prescribed time limits after finding it to be complete and compliant;
- WHEREAS** the materials and colors harmonize with the surrounding materials and colors;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve this SPAIP application.

*It is
Proposed by Matthew Greer
Seconded by Daniel Aucoin
And unanimously resolved by vote*

ADOPTED

CCU-25-116 6.4. 500 Knowlton Road, lot 4 571 337, zone UC-5-L14

Nature of the request: Construction of an accessory building

- WHEREAS** a request has been submitted for the construction of a residential accessory building, specifically a shed;
- WHEREAS** the said application is subject to SPAIP-2 of By-law 601 on SPAIPs;
- WHEREAS** all plans, documents, and information required under the same by-law were submitted to the Planning Department along with the application;
- WHEREAS** the Planning and Environment Department forwarded the application to the members of the

CCU within the prescribed time limit after finding it to be complete and compliant;

WHEREAS the materials, colors, and style contrast with the main building but are nevertheless harmonious;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote*

ADOPTED

CCU-25-117 6.5. 500 Knowlton Road, lot 4 571 337, zone UC-5-L14

Nature of the request: Construction of an accessory building

WHEREAS a request has been submitted for the construction of a residential accessory building of the detached house type;

WHEREAS the said application is subject to SPAIP-2 of By-law 601 on SPAIPs;

WHEREAS all plans, documents, and information required under the same by-law were submitted to the Planning Department along with the application;

WHEREAS the Planning Department forwarded the application to the members of the CCU within the prescribed time limit after finding it to be complete and compliant;

WHEREAS the materials, colors, and style contrast with the main building but are nevertheless harmonious;

CONSEQUENTLY, it is **RESOLVED THAT** the CCU recommend that Council approve this SPAIP application.

*It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote*

ADOPTED

7. MISCELLANEOUS

Discussions were held regarding possible regulatory changes relating to detached secondary dwellings, which are currently permitted under by-laws. It was clarified that these structures are only permitted on lots with a minimum area of 5,000 square meters. A consensus emerged in favor of revising the regulations to allow for more consistent implementation across the territory, including on smaller plots of land, provided that short-term rentals are prohibited in this type of building.

8. NEXT MEETING

The date of the next meeting will be January 19, 2026.

CCU-25-118 9. CLOSING OF THE MEETING

It is
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by vote

The meeting is adjourned at 7:22 p.m.

ADOPTED

Claude Rajotte
Councilor

Justin Sultana
Secretary