

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



**CANADA
PROVINCE OF QUEBEC
BROME MISSISQUOI MRC**

TOWN OF BROME LAKE

**Minutes of the regular meeting of the Planning Advisory
Committee - Town of Brome Lake held Monday, April 20, 2026 at
6:00 p.m., at the Centre Lac-Brome, 270 Victoria Street, Brome Lake.**

Present: West-Brome/Iron Hill district member [REDACTED] and
East-Hill district member [REDACTED], Knowlton/Victoria district member
[REDACTED], Knowlton/Lakeside district member [REDACTED],
member [REDACTED], business community member [REDACTED],
[REDACTED], Foster district member [REDACTED] and Fulford/Bondville
district member [REDACTED]

All forming a quorum under the chairmanship of Councillor Claude
Rajotte.

Also present: Director - Urban Planning Department, Ms Camille Urli,
Secretary, Mr Justin Sultana, Mr Patrick Ouvrard, Councilor and Mr
Jean-François St-Onge, Architect.

1. OPENING OF THE MEETING

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

CCU-26-011

2. ADOPTION OF AGENDA

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

RESOLVED THAT the CCU adopt the agenda as presented.

ADOPTED

CCU-26-012

3. ADOPTION OF MINUTES

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

RESOLVED THAT the CCU adopt the minutes of the March 16, 2026
meeting.

ADOPTED

4. FOLLOW-UP ON RECENT MEETINGS

The Chairman reported that the Council had followed up on all of the
CCU's recommendations concerning last month's issues.

5. SCAOPI REQUESTS

CCU-26-013

5.1. 635 Lakeside Road, lot #6 491 995, zone URB-2-L14

Nature of request: Construction of a residence and garage including several exemptions

WHEREAS a request for a specific project for the construction, alteration or occupancy of an immovable (SCAOPI) has been submitted for the purpose of allowing the construction of a single-family residence and a garage;

WHEREAS the Town of Brome Lake has adopted By-law No. 406 relative to specific construction, alteration or occupancy proposals for an immovable (SCAOPI), which is now in force;

WHEREAS all plans, documents and information required under By-law No. 406 have been submitted to the Planning and Environment Department in support of this request;

WHEREAS the land in question is currently vacant;

WHEREAS the project includes several exemptions to the applicable regulatory provisions, notably:

- the siting of a residence and garage within the 45-metre riparian buffer zone of the Quilliams wetland;
- a reduced front setback of 3.5 m for the residence and 4.26 m for the garage, instead of 6 m;
- a reduced side setback of 2.5 m for the garage, instead of 3 m;
- a main building height of 12.78 m instead of 9.75 m;
- an accessory building height of 6.4 m instead of 6 m;
- the presence of a low wall 2.3 m high, exceeding the maximum authorized height of 1.2 m;

WHEREAS the architects responsible for the project, Pascale Toupin and Jean-François St-Onge, were present at the meeting to present the project and answer members' questions;

WHEREAS the application has been analyzed according to the criteria applicable to the SCAOPI and the following findings have been made:

Criteria deemed met or applicable

- **Compliance with urban plan objectives:** *met*;
- **Compatibility of planned occupancies:** *met*;
- **Enhancement of outdoor spaces:** *met*;
- **Project feasibility:** *met*;
- **Quality of integration, demolition and enhancement of existing buildings:** *not applicable*;
- **Cultural or social components:** *not applicable*;

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WHEREAS the members of the Committee believe that the following SCAOPI criteria are not adequately met by the proposal as submitted:

QUALITY OF PROJECT INTEGRATION

The project's template, resulting from the combination of the residence, garage and low wall, generates a significant mass effect that contrasts too much with the surrounding built environment. Although the integration of a pitched roof is appreciated, the additional height requested is deemed excessive and should be reduced to ensure greater harmony with neighbouring properties.

INTEGRATION INTO HERITAGE ENVIRONMENTS

The juxtaposition of the main building, low wall and garage creates a continuous built front along the street. This configuration is considered problematic by committee members, since it blocks existing visual perspectives between the street and the lake. With this in mind, the 3 m lateral setbacks must also be cleared of visual barriers.

WHEREAS in terms of functional organization, certain concerns have been expressed regarding safety and the configuration of access to the site;

WHEREAS however, given the significant physical constraints of the site, this aspect is deemed acceptable by the Committee;

WHEREAS the members of the Planning Advisory Committee are of the opinion that the principle of authorizing a SCAOPI to allow the construction of a residence can be considered, subject to modifications to the project;

WHEREAS the Planning Advisory Committee **recommends that the proposal be reworked** in order to better meet the SCAOPI analysis criteria, particularly with respect to architectural integration, project size, building layout and consideration of the natural environment, and **issues a conditionally favourable opinion** to the continuation of the SCAOPI process, subject to the filing of a satisfactory revised version of the project.

*It was
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously rejected by votes cast*

REJECTED

6. SPAIP APPLICATIONS

CCU-26-014 6.1. 457-463, ch. de Bondville, lots #6 690 280 & 6 690 282, zone UMV-3-H12

Nature of request: Modification to fenestration, side entrance and exterior siding for an authorized integrated project

WHEREAS a request to modify the fenestration, side entrance and exterior siding of an authorized integrated project has been submitted;

WHEREAS said request is subject to SPAIP-10-12 of By-law 601 respecting SPAIPs;

WHEREAS all plans, documents and information required by this by-law were submitted to the Planning and Environment Department with this request;

WHEREAS the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

WHEREAS the members have evaluated the request and it meets the criteria of SPAIP-10-12;

WHEREAS the members note that most of the proposed work has been completed;

WHEREAS SPAIP by-law 601 offers the possibility of requiring a financial guarantee as a condition of approval of a request;

WHEREAS THE the CCU recommends that a financial guarantee for the completion of the work as authorized be requested;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request on the condition that a financial guarantee be requested.

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

ADOPTED

CCU-26-015 6.2. 3, chemin McCurdy, lot #4 992 008, zone UMV-1-P3

Type of request: Addition - carport

Member Alexandre Sarrazin withdraws from the deliberations

WHEREAS a request to extend the main building by adding a carport has been submitted;

WHEREAS said request is subject to SPAIP-3 of By-law 601 respecting SPAIPs;

WHEREAS all plans, documents and information required by this by-law were submitted to the Planning and Environment Department with this request;

WHEREAS the Planning and Environment Department forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

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WHEREAS the members have evaluated the request and it meets the SPAIP-3 criteria;

WHEREAS said building has a strong heritage value and the members consider that the proposed work respects the existing style;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request.

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

ADOPTED

CCU-26-016 6.3. 17, Capel street, lot #4 266 549, zone URA-18-K16

Type of request: Construction of an accessory building - garden shed

WHEREAS a request for the construction of an accessory building for a pool house has been submitted;

WHEREAS said request is subject to the SPAIP-2 by-law 601 regarding SPAIPs;

WHEREAS the proposed building replaces an existing shed at substantially the same location;

WHEREAS all plans, documents and information required under this by-law were submitted to the Planning and Environment Department with this request;

WHEREAS the Planning and Environment Department forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

WHEREAS the members have evaluated the request and it meets the SPAIP-2 criteria;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request.

*Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote.*

ADOPTED

CCU-26-017 6.4. 53, Victoria street, lot #4 266 215, zone URA-20-K15

Type of request: Construction of an accessory building - garden shed

WHEREAS a request for the construction of a garden shed has been submitted;

WHEREAS said request is subject to SPAIP-2 of by-law 601 respecting SPAIPs;

WHEREAS all plans, documents and information required by this by-law were submitted to the Planning and Environment Department with this request;

WHEREAS the Planning and Environment Department forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

WHEREAS the members have evaluated the request and it meets the SPAIP-2 criteria;

WHEREAS the proposed building will not be entirely visible from the street;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request.

It is

Proposed by

Seconded by

And unanimously resolved by voice vote

ADOPTED

CCU-26-018 6.5. 277, chemin de Knowlton, lot #4 265 918, zone UCV-6-L15

Type of request: Construction of an accessory building - garden shed

WHEREAS a request for the construction of a garden shed has been submitted;

WHEREAS said request is governed by SPAIP-3, by-law 601 respecting SPAIPs;

WHEREAS all plans, documents and information required by this by-law were submitted to the Planning and Environment Department with this request;

WHEREAS the Planning and Environment Department forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

WHEREAS the members have evaluated the request and it complies with the SPAIP-3 criteria;

WHEREAS the proposed building will not be entirely visible from the street;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request.

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

ADOPTED

**CCU-26-019 6.6. 765 Lakeside Road, lots #4 264 690 & #5 629 333,
zones AFB-3-B15, UC-3-C15 & AF-18-B14**

Nature of request: Construction of a commercial building

WHEREAS a request for the construction of a main commercial building has been submitted;

WHEREAS said request is subject to SPAIP-3 of By-law 601 respecting SPAIPs;

WHEREAS the proposal follows an unfavourable recommendation by the CCU at its meeting held last February

WHEREAS all plans, documents and information required under this by-law were submitted to the Planning and Environment Department with the request;

WHEREAS the Service de l'urbanisme et de l'environnement forwarded the request to the members of the CCU within the prescribed time frame, after having ascertained that it was complete and compliant;

WHEREAS the members have evaluated the request and it respects the SPAIP-3 criteria as well as the elements considered unfavourable at the time of the initial proposal;

WHEREAS SPAIP by-law 601 offers the possibility of requiring a financial guarantee as a condition of approval of a request;

WHEREAS the CCU recommends that a financial guarantee be required in order to ensure that the landscaping is carried out as authorized;

IT IS THEREFORE RESOLVED THAT the CCU recommends that Council approve this SPAIP request on the condition that a financial guarantee be required.

*Seconded by
Proposed by [REDACTED]
Seconded by [REDACTED]
And unanimously resolved by voice vote*

ADOPTED

7. VARIA

8. NEXT MEETING

The date of the next meeting is Tuesday, May 19, 2026.

CCU-26-020

9. ADJOURNMENT OF MEETING

It is

Proposed by

Seconded by

And unanimously resolved by voice vote

The meeting is adjourned at 8:25 p.m.

ADOPTED

Claude Rajotte
Council member

Justin Sultana
Secretary