



ORDINARY MEETING of the Council of Brome Village held in person on Monday, April 8, 2024, at 7:00 p.m. at which were present Councillors Pat Panasuk, Lisa Belanger, Larry Royea, Wesley Patch, Christopher Whitehead, and Michael Allnutt. All members of the said council forming a quorum under the chairmanship of Mayor William Miller in accordance with the provisions of the Municipal Code.

The Director General and Clerk-Treasurer Gail Côté was present.

The citizens can attend the meeting and ask questions.

There were 7 people in the audience.

**AGENDA**

- 1. OPENING OF THE MEETING**
- 2. ADOPTION OF THE AGENDA**
- 3. APPROVAL AND ADOPTION OF THE MINUTES**
  - 3.1 Approval and adoption of the minutes of the March 4, 2024, ordinary meeting
- 4. BUSINESS ARISING FROM THE LAST MINUTES**
  - 4.1
- 5. CORRESPONDENCE**
  - 5.1 Request for support – Association personnes handicapées physiques Brome-Missisquoi
  - 5.2 Request for support – La Marche / La Course (Au Diapason)
  - 5.3 Letter concerning the Gravelooza Festival
  - 5.4 Local roads assistance program (PAVL) – maintenance component
- 6. URBANISM**
  - 6.1 Municipal inspector’s report
- 7. FIRST QUESTION PERIOD**
- 8. OFFICER’S REPORT**
- 9. GENERAL ADMINISTRATION**
  - 9.1 Awarding of contract to FNX Innov for engineering and complementary services
  - 9.2 Adoption – No parking – Brome Fair 2024
  - 9.3 Authorization – Installation of road signs – Brome Fair 2024
  - 9.4 Authorization – Brome Fair 2024 By-Law number 145-12
  - 9.5 Authorization – Permit for outdoor sale of alcoholic beverages – Brome Fair 2024
  - 9.6 Awarding of contract to LCL Génie, environnement & Développement durable
- 10. FINANCIAL ADMINISTRATION**
  - 10.1 Accounts payable
  - 10.2 Accounts paid
- 11. ROADS**
  - 11.1 Road(s) report
  - 11.2 Awarding of contract – mowing of municipal roadsides for 2024
- 12. ENVIRONMENT**
  - 12.1 Expansion of Zone Éco composting platform
- 13. PUBLIC SECURITY**
  - 13.1 Adoption of the annual 2023 report year 7 – Revised fire safety risk coverage schema
- 14. OTHER BUSINESS**
- 15. SECOND QUESTION PERIOD**
- 16. ADJOURNMENT OF THE MEETING**

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**1**  
**OPENING OF THE MEETING**  
**Resolution 2024-349**

The members present at the opening of the meeting form a quorum; the meeting was called to order by the mayor at 7:03 p.m.

The mayor addresses those present.

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**2**  
**ADOPTION OF THE AGENDA**  
**Resolution 2024-350**

IT IS  
Moved by Larry Royea  
Seconded by Lisa Belanger  
AND RESOLVED

THAT the agenda be and is hereby approved.

ADOPTED unanimously

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**3**  
**APPROVAL AND ADOPTION OF THE MINUTES**

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**3.1**  
**APPROVAL AND ADOPTION OF THE MINUTES OF THE MARCH 4, 2024, ORDINARY MEETING**  
**Resolution 2024-351**

IT IS  
Moved by Christopher Whitehead  
Seconded by Wesley Patch  
AND RESOLVED

THAT the minutes of the March 4, 2024, ordinary meeting be and are hereby approved with the following amendment:

Point 5.1 – Correspondence – additional information.

ADOPTED unanimously

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**4**  
**BUSINESS ARISING FROM THE LAST MINUTES**

- No business arising from the last minutes.

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**5**  
**CORRESPONDANCE**

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**5.1**  
**REQUEST FOR SUPPORT – ASSOCIATION PERSONNES HANDICAPÉES PHYSIQUES BROME-MISSISQUOI**

The Association des personnes handicapées physiques de Brome-Missisquoi has submitted to the members of the Municipal council a request for financial support of an unspecified amount.

The association is proud to present its 2024 Fundraising Campaign for universal accessibility.

The Association des personnes handicapées physiques de Brome-Missisquoi has been serving the Brome-Missisquoi community for over 35 years. The association helps all adults with physically and sensory disabilities in the region.

- The Council acknowledged the request, however, will be unable to participate at this time due to budget restrictions and limitations.

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## 5.2

### **REQUEST FOR SUPPORT – LA MARCHE / LA COURSE (AU DIAPASON)**

La Marche / La Course has submitted to the members of the municipal council a request for financial support of an unspecified amount.

La Marche / La Course is an event for the Au Diapason Foundation. Thanks to it, they can raise 25% of the funds needed annually to support the care and services offered free of charge to the residents of Brome-Missisquoi and Haute-Yamaska.

- The Council acknowledged the request, however, will be unable to participate at this time due to budget restrictions and limitations.

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## 5.3

### **LETTER CONCERNING THE GRAVELOOZA FESTIVAL Resolution 2024-352**

The Gravelooza Festival, is a 3-day event on the Brome Fair site, between June 7 -9, 2024;

There has been a request submitted by the event organizer to have a right-of-way through the streets of Brome Village for Saturday, June 8, between 9:00 and 9:45 am;

The right-of-way is for the start of the race. All 500 cyclists will start at the same time;

One lane of the road will remain open, the second lane heading East on Stagecoach, will be closed to allow a mass start;

The peloton will be escorted by vehicles and motorcycle escorts, so that the public can be easily warned. As the race progresses, the participants will be separated and expected to keep as close to the right side of the road as possible, while respecting and following the rules of the road;

On the return journey, the cyclists will not pass on Brome territory;

THEREFORE

Moved by Chris Whitehead

Seconded by Wesley Patch

AND RESOLVED

TO grant the request to close one lane of the road heading East on Stagecoach for the mass start of the cyclists.

ADOPTED unanimously

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## 5.4

### **LOCAL ROADS ASSISTANCE PROGRAM (PAVL) – MAINTENANCE COMPONENT Resolution 2024-353**

The Minister of Transport of Quebec is pleased to inform the Municipal Council that it is granting financial assistance of up to \$38 555 under the Local Assistance Program (PAVL) maintenance component.

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**6**  
**URBANISM**

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**6.1**  
**MUNICIPAL INSPECTOR'S REPORT**

The municipal inspector submitted his report for the month of March.

Number of permits: 12  
Value of work: \$776 998  
Revenues of: \$1 238

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**7**  
**FIRST QUESTION PERIOD**

1. A resident mentioned that she had called the MRC to inquire about the procedure concerning the revision of her municipal evaluation. She was told that the mayors of the MRC had adopted the rates for the revisions. If a resident's property is evaluated less than \$500,000, they will pay \$88.80 to submit their revision request. If their property is evaluated from \$500,000 to \$1,999,999, they will pay \$355.00 to submit their revision request. She felt that the difference in the rates was not fair and labeled the houses that were evaluated much higher.

The mayor explained that the Director General will call the MRC Brome-Missisquoi to try to get a clearer explanation of the situation.

2. It was mentioned that the stop sign at the corner of Warehill and Valley should be adjusted as its not completely visible.

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**8**  
**OFFICER'S REPORT**

1. The date and time were confirmed about this year's roadside cleanup. Weather permitting it will be held on May 4<sup>th</sup> from 8:30 to 11:00. If raining, it will be held on May 5<sup>th</sup> from 8:30 to 11:00. Bags will be supplied. Wear a bright jacket.

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**9**  
**GENERAL ADMINISTRATION**

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**9.1**  
**AWARDING OF CONTRACT TO FNX INNOV FOR ENGINEERING AND  
COMPLEMENTARY SERVICES**  
**Resolution 2024-354**

WHEREAS the proposed construction of a Town Hall is planned for the property at 322 Stagecoach;

WHEREAS professional engineering and complementary services are required for the project to provide sketches, plans and cost estimates to Council and government employees for grant applications;

THEREFORE  
Moved by Christopher Whitehead  
Seconded by Wesley Patc  
AND RESOLVED

- TO award the contract for professional engineering and complementary services for the construction of a Town Hall to the firm, FNX Innov, in accordance with the offer of service dated March 1, 2024, at a cost of \$114 900 plus applicable taxes;
- To finance this expenditure, net of tax refunds, from the municipal general fund or any other applicable grant;
- TO authorize the Director General and the Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED unanimously

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**9.2**  
**ADOPTION – NO PARKING – BROME FAIR 2024**  
**Resolution 2024-355**

WHEREAS the By-Law #100 concerning the parking on municipal roads during special events states that the Municipal Council may designate any event a special event by resolution and therefore adopt any temporary no parking regulations;

WHEREAS Brome Fair is planned to take place from August 30<sup>th</sup> to September 2<sup>nd</sup> , 2024;

THEREFORE  
Moved by Lisa Belanger  
Seconded by Wesley Patch  
AND RESOLVED

- TO prohibit street parking on Stagecoach Road and Jackson Road during this designated special event;
- TO authorize the installation of temporary road signs in accordance with this resolution;
- TO appoint the Surete du Québec to issue summons, order the removal of any vehicle stopped or parked on the designated roads, and tow vehicles, at the owner's expense;
- TO confirm that the appointed entity has the authority to tow any vehicle stopped or parked on the designated roads to a place designated by the appointed entity at the owners expense;
- TO authorize the Director General and Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED unanimously

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**9.3**  
**AUTHORIZATION – INSTALLATION OF ROAD SIGNS – BROME FAIR 2024**  
**ADOPTION – NO PARKING – BROME FAIR 2024**  
**Resolution 2024-356**

CONSIDERING the Brome Fair event planned on the territory of the municipality from August 30<sup>th</sup> to September 2<sup>nd</sup>, 2024;

CONSIDERING the request for authorization from the event organizers to install road signs to facilitate access for visitors and ensure the smooth flow of traffic;

THEREFORE  
Moved by Pat Panasuk  
Seconded by Wesley Patch  
AND RESOLVED

THAT the council of Brome Village authorizes the installation of road signs as described in the email dated April 4<sup>th</sup>, during the 2024 Brome Fair, and to inform the organizers of the event that the signs must be removed within one week after the end of the Fair.

ADOPTED unanimously

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**9.4**  
**AUTHORIZATION – BROME FAIR 2024 BY-LAW NUMBER 145-12**  
**Resolution 2024-357**

CONSIDERING the Brome Fair event planned on the territory of the municipality from August 30<sup>th</sup> to September 2<sup>nd</sup>, 2024;

CONSIDERING the request for authorization from the organizers of the event to benefit from an extension of the time limit otherwise applicable under by-law number 145-12 concerning nuisances;

THEREFORE  
Moved by Christopher Whitehead  
Seconded by Lisa Belanger  
AND RESOLVED

THAT the council of Brome Village authorizes the holding of the Brome Fair 2024 and extends the hours provided for in section 19 of said by-law to 12:00 a.m. from August 30<sup>th</sup> to September 2<sup>nd</sup>, 2024.

ADOPTED unanimously

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**9.5**  
**AUTHORIZATION – PERMIT FOR OUTDOOR SALE OF ALCOHOLIC BEVERAGES –**  
**BROME FAIR 2024**  
**Resolution 2024-358**

CONSIDERING the Brome Fair event planned on the territory of the municipality from August 30<sup>th</sup> to September 2<sup>nd</sup> 2024;

CONSIDERING the request for authorization from the event organizers to submit a reunion permit application to the Régie des alcools, des courses et des jeux;

THEREFORE  
Moved by Lisa Belanger  
Seconded by Wesley Patch  
AND RESOLVED

THAT the council of Brome Village authorizes the filing of an application with the Régie des alcools, des courses et des jeux for a reunion permit for the sale and service of alcoholic beverages during the 2024 Brome Fair.

ADOPTED unanimously

**9.6**  
**AWARDING OF CONTRACT TO LCL GÉNIE, ENVIRONNEMENT & DÉVELOPPEMENT DURABLE**  
**Resolution 2024-359**

WHEREAS the proposed construction of a Town Hall is planned for the property at 322 Stagecoach;

WHEREAS a geotechnical study is required to determine the bearing capacity of the property's soil;

THEREFORE

Moved by Christopher Whitehead

Seconded by Wesley Patc

AND RESOLVED

- TO award the contract for a geotechnical study to the firm LCL Génie, environnement & Développement durable in accordance with the offer of service dated April 5, 2024, at a cost of \$10 960 plus applicable taxes;
- TO finance this expenditure, net of tax refunds, from the municipal general fund or any other applicable grant;
- TO authorize the Director General and the Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED unanimously

**10**  
**FINANCIAL ADMINISTRATION**

**10.1**  
**ACCOUNTS PAYABLE**  
**MARCH 2024**  
**Resolution 2024-360**

IT IS

Moved by Wesley Patch

Seconded by Larry Royea

AND RESOLVED

THAT the payment of accounts payable in the amount of \$5 239.31 be and is hereby approved.

Supplier	Description	Amount
Benoit Jean	General maintenance	496.34
BCAS	Snow removal fire hydrant 2023-2024	229.95
DBR Informatique	Technical support	414.18
Enviro Connexions	Treatment of recycling	357.00
Gestim	Municipal inspection (18/02/24 – 23/03/24)	2 948.70
Mégaburo	Meter reading photocopier and service call	128.08
RIGMRBM	Landfill fees	665.06
<b>TOTAL</b>		<b>\$5 239.31</b>

**10.2**  
**ACCOUNTS PAID**  
**MARCH 2024**  
**Resolution 2024-361**

Supplier	Description	Amount
3578470 Canada Inc	Snow removal municipal roads 2023-2024	19 292.55
BCAS	Rent & cleaning for March	718.59
Benoit Jean	Skating rink contract (4/4 payments)	1 445.00
CNESST	Notice of assessment	87.22
Cote Gail	Reimbursement of Canada Post bill and mileage MRC meeting	51.42
Ent Raymond Cherrier	Garbage, recycle, compost collection and transport	4 623.80
FQM Assurance	Policy modifications	294.30
Jones Sandra	Reimburse leisure receipts	300.00
Monthly remuneration of elected officials	March remuneration	2 146.76
Monthly remuneration of Director General	March salaries	3 548.04
Patricia Palmer	Reimburse library membership	30.00
Revenu Québec	Notice of assessment	18.54
<b>TOTAL</b>		<b>\$32 556.22</b>

Supplier	Description (direct debit)	Amount
Cogeco	Telephone, fax and internet	206.54
DFS Insurance	Group insurance	541.34
Hydro Québec	Street lighting	163.97
Mastercard	Microsoft monthly subscription fees	74.04
<b>TOTAL</b>		<b>\$985.89</b>

**TOTAL \$38 781.42**

ADOPTED unanimously

**11**  
**ROADS**

**11.1**  
**ROAD REPORT(S)**

- No comments concerning roads other than what was stated in the officer's report.

**11.2**  
**AWARDING OF CONTRACT – MOWING OF MUNICIPAL ROADSIDES FOR 2024**  
**Resolution 2024-362**

WHEREAS the municipality has over 12kms of roads;

WHEREAS a roadside mowing service is required to ensure the safety of these roads;



THEREFORE  
Moved by Pat Panasuk  
Seconded by Larry Royea  
AND RESOLVED

- TO award the contract for the mowing of municipal roadsides to André Paris Inc., at an hourly rate of \$125/hour plus applicable taxes for the year 2024;
- TO finance this expense, net of tax refunds, from the municipal general fund;
- TO authorize the Director General and Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED unanimously

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**12**  
**ENVIRONMENT**

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**12.1**  
**SUPPORT FOR FULL PARTICIPATION IN THE COLLECTION OF ORGANIC**  
**MATERIALS IN CONNECTION WITH THE PROJECT TO EXPAND THE ZONE ÉCO**  
**COMPOSTING PLATFORM**  
**Resolution 2024-363**

WHEREAS the Government of Québec issued its objectives, in 2020, through its Organic Matter Valorization Strategy, aiming to:

- Establish the management of organic matter on 100% of the municipal territory by 2025;
- Manage organic matter in 100% of industries, businesses and institutions (ICI) by 2025;

WHEREAS that Zone-Éco plans, for 2026, to expand its composting platform to accommodate organic materials that are not currently recovered in its service area, namely those generated by ICIs, multi-dwellings and all new residential occupancy units;

WHEREAS the said Zone-Éco project is consistent with the aforementioned objectives of the Government of Québec and the Residual Materials Management Plan of the MRC Brome-Missisquoi;

WHEREAS Zone-Éco submitted its project to the Program for the treatment of organic materials by biomethanization and composting (PTMOBC) of the Ministry of the Environment, the Fight against climate change, Wildlife and Parks (MELCCFP);

WHEREAS the MRC Brome-Missisquoi will collaborate by facilitating the participation of the actors of the said project within the framework of its skills and by proposing a communication plan to Zone-Éco in connection with the said project;

THEREFORE  
Moved by Lisa Belanger  
Seconded by Wesley Patch  
AND RESOLVED

THAT the Municipality of Brome Village undertakes to serve 100% of residential occupancy units and multiple dwellings in its territory, in the event that there are multi-dwellings on its territory, by assimilating them to its municipal collections or by contract with private companies;

THAT the Municipality of Brome Village adopt a by-law that, in the event that there are ICI's on its territory, encourages them to bring their organic materials, not currently recovered, to the Zone-Éco composting platform.

ADOPTED unanimously

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**13**  
**PUBLIC SECURITY**

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**13.1**  
**ADOPTION OF THE ANNUAL 2023 REPORT YEAR 7 – REVISED FIRE SAFETY RISK  
COVERAGE SCHEMA**  
**Resolution 2024-364**

WHEREAS the revised Fire Safety Cover Plan of the Brome-Missisquoi MRC came into force on July 1, 2016;

WHEREAS each municipality must produce an annual report, as prescribed by section 35 of the Fire Safety Act;

WHEREAS to facilitate the drafting and compilation of the implementation of the Fire Safety Cover Plan, an Excel file has been developed. This file has seven (7) tabs, namely: Title page, Summary, PI (performance indicator), PMO (implementation plan), Graph (performance indicator in graph form), DSI-2003 and DSI-2003 (vehicle). An eighth tab is added to the report for municipalities with a fire safety department: Accident-Incident;

WHEREAS the Annual 2023 report Year 7, has been completed by the Director of the Fire Safety Department of the Ville de Sutton;

WHEREAS the Municipality of Brome Village has taken cognizance of the annual activity report for 2023, year 7;

THEREFORE  
Moved by Wesley Patch  
Seconded by Larry Royea  
AND RESOLVED

THAT the Municipality of Brome Village adopts the annual activity report for 2023, year 7, in relation to the revised Fire Safety Cover Plan and authorizes its transmission to the Brome-Missisquoi MRC. The latter will consolidate all the annual reports of the municipalities of the Brome-Missisquoi MRC and will then transmit them to the Ministère de la Sécurité Publique.

ADOPTED unanimously

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**14**  
**OTHER BUSINESS**

- No other business to report.

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**15**  
**SECOND QUESTION PERIOD**

1. The question was asked if there was any advancement concerning the request for a crosswalk in front of the Brome Public Building.

The Director General mentioned that the request had been given to the municipal inspector and she would re-confirm with him.

2. It was asked if the municipality could install a sign on Valley Road indicating horse crossing and more fifty (50) speed limit signs.

The mayor indicated that Valley Road is a Minister of Transport Road, and we must ask their permission to install any signs. The Director will look into the resident's request.

3. It was asked why a geotechnical study was needed concerning the construction of the new Town Hall.

The mayor indicated that the study would determine the bearing capacity of the property's soil. Also, it is one of the requirements for the government grant.

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**ADJOURNMENT OF THE MEETING  
Resolution 2024-365**

IT IS

Moved by Larry Royea

Seconded by Christopher Whitehead

AND RESOLVED

THAT the meeting be adjourned at 8:09 p.m.

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William Miller  
Mayor

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Gail Côté  
Director General and Clerk Treasurer