

The regular meeting of the Municipality of Hinchinbrooke was held on **November 6, 2023** at the Town Hall 1056 Brook Road, Hinchinbrooke, Quebec. Mayor Wallace presided with the following councillors in attendance:

Kirk Feeny
Tanya Clarke
Mark Bakos
Laurie Ann Prevost
Ralph Duncan
Elgin Macfarlane

Also present:

Citizen, Route 202, Hinchinbrooke

Adam Antonopoulos, Director General and Secretary Treasurer recorded the proceedings of the meeting.

- 23-11-01** 1. **OPENING OF THE MEETING**
PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Duncan

That the regular meeting be called to order at 8:00 p.m.

CARRIED

- 23-11-02** 2. **ADOPTION OF THE AGENDA**
PROPOSED BY: Councillor Clarke
SECONDED BY: Councillor Prevost

That the agenda be adopted as circulated.

CARRIED

- 23-11-03** 3. **ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN OCTOBER 2023**
PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Duncan

That the version of the French minutes of the regular meeting held on October 2, 2023 be adopted as circulated.

CARRIED

- 23-11-04** **PROPOSED BY:** Councillor Clarke
SECONDED BY: Councillor Feeny

That the version of the English minutes of the regular meeting held on October 2, 2023 be adopted as circulated.

CARRIED

4. **URBANISM**

Council apprised of the Municipal Inspection report for October 2023 as deposited during the caucus meeting on November 2, 2023.

5. **PUBLIC WORK**

Council apprised of Road Supervisor's report for report for October 2023 as deposited during the caucus meeting on November 2, 2023.

5.1.1 **TECQ 2019-2024 VERSION 4**

WHEREAS The municipality took note of the Guide relating to the methods of payment from the governmental contribution within the framework of the Program of the tax on the gasoline and the contribution of Quebec (TECQ) for the years 2019 to 2024;

The municipality must respect the methods of this guide which apply to receive the governmental contribution which was confirmed in a letter from the Minister of municipal Businesses and Dwelling.

23-11-05

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Prevost

IT IS RESOLVED THAT

The municipality promises to respect the methods of the guide which apply to it;

The municipality promise to be the only person in charge and releasing the government of Canada and the government of Quebec and even their ministers, senior officials, employees and agents of any responsibility as for the complaints, requirements, losses, damage and costs of all kinds having like base a wound inflicted to a person, the death of this one, damage caused with goods or the loss of goods ascribable to a deliberate act or neglect rising directly or indirectly from the investments carried out by means of the financial assistance obtained within the framework of the program of the TECQ 2019-2024;

The municipality approves the contents and authorizes the sending to the ministry of municipal Businesses and Dwelling of the programming work version No. 4 attached and of all the other documents required by the Ministry in order to receive the government contribution which was confirmed in a letter of the Minister of municipal Businesses and Dwelling;

The municipality promise to reach the minimal threshold of fixed assets which is imposed to for all five years of the program;

The municipality promises to inform the ministry of municipal Businesses and Dwelling of any modification which will be made to the programming work approved by the present resolution.

The municipality attests by the present resolution that the programming work version No. 4 attached consist of various costs carried out.

CARRIED

6. **COMMUNICATION & COMMUNITY SERVICE**

6.1 **FIRE BRIGADE**

Nothing to report

6.2 ARENA

Councillor Bakos informs council that the arena renovated the home team changing room and that the room was named after Heather Leroux.

6.3 LOISIRS

6.3.1 CITIZEN REQUEST – ATHELSTAN PARK

Council was informed that a citizen was very happy with the Athelstan Park and that her children use the park frequently. They were also informed that the citizen would like to know if more playing structures would be added to the park. Council will look at this in the upcoming budget.

7. CORRESPONDENCE & NEW BUSINESS

Mayor Wallace reviewed the list of correspondence received during the month of October 2023.

7.1 PECUNIARY INTEREST

The Director General deposited in November 2023 the Declaration of the pecuniary interests of council members. Which were completed and returned to the Director General.

7.2 SPCA OUEST

WHEREAS that the Municipality wishes to secure the services of an animal controller in order to support the municipal inspector in the application of provincial and municipal laws relating to the management of animals in its territory;

WHEREAS that the Municipality has been informed by its present service provider SPCA Monanimo will no be renewing its contract with the Municipality of Hinchinbrooke for the year 2024;

WHEREAS the Regulation implementing the Act aimed at promoting the protection of people by establishing a framework concerning dogs is in force;

WHEREAS the Regulation is applicable by the Municipality;

WHEREAS the Regulation allows a Municipality to designate a canine controller as an inspector/investigator in order to ensure the application of the Regulation.

23-11-04

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke designate SPCA Ouest de L`Ile as animal controller for the year 2024, 2025 in the amount of \$6000 a year as well as the month of December 2023 in the amount of \$500.00 if the current service provider wished to cancel its contract early according to the conditions and specifications that will be listed by the municipality and included in the agreement to

be signed by the General Director Adam Antonopoulos and the official representative of the service provider SPCA Ouest de L`Ile, following a meeting between the parties.

It is also unanimously resolved that the Municipality of Hinchinbrooke authorizes, designates and appoints the firm SPCA Ouest de L`Ile as inspector/investigator for the entire application of the provincial regulation "Regulations for the application of the Act aimed at promoting the protection of persons by establishment of a framework concerning dogs" and all other municipal by-laws concerning animals. To act as a designated official and officer of the municipality of Hinchinbrooke and for this purpose, to issue and sign notices or reports of violations and give out penalties if necessary to ensure compliance and application of the regulations concerning animals of this municipality.

CARRIED

7.3 BY-LAW 304-D - MODIFICATION

NOTICE OF MOTION was given by Councillor Feeny that the By-law 304-D for the remuneration of municipal elected officials will be adopted at the next council meeting with the following modification; addition Article 7 transition allowance.

7.4 INSPECTION MUNICIPAL BUILDINGS - ASBESTOS

WHEREAS the application of Chapter PS 3280 - Obligations related to the retirement of capital assets (hereinafter "OMHS"), which the Public Sector Accounting Board (PSAB) issued in 2018, is mandatory for fiscal years open from April 1, 2022, i.e. from fiscal year 2023 for municipal organizations;

WHEREAS Upon application of chapter SP 3280, chapter SP 3270 - Liabilities for closure and post-closure activities of controlled solid waste landfills (hereinafter "liabilities linked to landfill sites") are took of. The application of chapter SP 3280 therefore implies a modification of accounting standards for municipal organizations which already had liabilities linked to landfill sites;

23-11-06

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Feeny

That the council approves the services of a building inspector/engineer to test all the municipal buildings for the presence of asbestos.

CARRIED

7.5 SALE MUNICIPAL EQUIPMENT

The Council discussed selling different equipment no longer needed in the roads department, the Council would like to sell the 1989 Ford Cargo vehicle

23-11-07

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Prevost

That the Municipality publish in the fall edition of the municipal bulletin and on social media in order to sell the equipment. Any offer must be approved by the council prior to the sale.

CARRIED

7.6 RESERVATION ARCHIVIST

23-11-08

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Prevost

That the council approves the contracting of the service of the MRC archivist for 4 weeks to be done before the end of the year 2023.

CARRIED

7.7 SUPPORT RESOLUTION SUBVENTION PAFIRSPA

WHEREAS the council supports the project of the municipality of Hinchinbrooke for Dek hockey rink so that the latter can benefit from financial assistance from the Ministry of Education as part of the Education Program financial assistance for recreational, sports and outdoor infrastructures.

23-11-09

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke

The council approves the project and will ensure that the rink will be available to all the public to use.

CARRIED

7.8 PROJECT DEMAND PAFIRSPA SUBVENTION – DEK HOCKEY RINK ATHELSTAN PARK

WHEREAS The municipality of Hinchinbrooke authorize the presentation of the project of Dek Hockey Rink to the Ministry of Education as part of the Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure;

WHEREAS The commitment of the municipality of Hinchinbrooke to pay its share of the eligible costs of the project and to pay the ongoing operating costs of the latter, to assume any cost overruns generated by the work and not to award a contract relating to direct costs before obtaining a letter of announcement from the Minister;

WHEREAS The municipality of Hinchinbrooke designates Mr. Adam Antonopoulos Director general as the person authorized to act on his or her behalf and to sign in his name all documents relating to the project mentioned above.

23-11-10

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Prevost

The council approves that the director general applies for the PAFIRSPA subvention for the purchase and installation of a Dek Hockey rink.

CARRIED

7.9 PRABAM SUBVENTION

Considering that on June 21, 2021, the municipality received an announcement letter from the Minister of Municipal Affairs and Housing indicating that the municipality of Hinchinbrooke could obtain a maximum amount of \$121,351 in financial assistance from the financial assistance for municipal buildings (PRABAM);

Considering that the eligible work has been carried out;

Considering that to obtain financial assistance, a beneficiary municipality must, following the completion of the work, present to the Ministry a final report accompanied by the required documents and that this must have previously been the subject of a mission of agreed procedures under the Canadian Related Services Standard (NCSC) 4400, this mission to be carried out by an auditor mandated by the municipality.

23-11-11

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Feeny

That the municipal council approves and confirms the completion of the work covered by the final reporting of the Financial Assistance Program for Municipal Buildings (PRABAM);

That the municipal council mandates the company of chartered professional accountants BCGO S.E.N.C.R.L. for the completion of an agreed-upon procedures mission under the Canadian Related Services Standard (CSSS) 4400 on final reporting;

That the municipal council authorizes the sending of the final PRABAM report to the Ministry of Municipal Affairs and Housing as well as all other documents required by the ministry.

CARRIED

7.10 ABOLITION BY-LAW 453

NOTICE OF MOTION was given by Councillor Bakos that the By-law 453 be abolished at the next council meeting.

7.11 SEWAGE TREATMENT PLANT – CLUFF DEVELOPMENT AND LOT 5266124

23-11-12

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Clarke

The council has declined to pursue any further information regarding the installation of a sewage treatment plant for the Cluff development and any possible subvention for this installation. The council will continue to be serviced for Cluff development by the

municipality of Huntingdon. The council also decided it will not be looking in to the possibility of installing a sewage treatment plant for the possible development of the lot 5266124. The council is however open with the presentation of a complete and precise construction plan to bring this subject back to the table.

CARRIED

7.12 2024 SALARY REVISION

23-11-13

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Duncan

That the Council approves the Salary Revision Committee's recommendation for 2024, with a 4.25% cost of living increase for all employees.

CARRIED

7.13 TOPONYMY

23-11-14

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Clarke

The council has approved to designate the municipal inspector as the designated person relating to any subjects regarding toponymy.

CARRIED

7.14 SALE OF LOTS 5267882 & 5267883

23-11-15

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Prevost

The council mandate the director general to place the sale of the adjoining lots 5267882 and 5267883 in the hands of a local real estate agent as the municipality has no use for these lots.

CARRIED

7.15 DOOR TO DOOR COMPOST PICK UP

Considering that the government adopted the Regulation respecting the fees payable for the elimination of residual materials by decree 340-2006, then modified it by decrees 526-2010, 547-2013, 433-2020 and 1458-2022, that under the terms of this regulation, fees are required for each metric ton of residual materials eliminated in a place covered by the regulation;

Considering that municipalities must pay, directly or indirectly, the fees payable for the elimination of residual materials in order to be eligible for this subsidy program;

Considering that under the normative framework of the Program on the redistribution to municipalities of fees for the elimination of residual materials, the ministry is committed to redistributing to eligible municipalities a percentage of the fees collected annually pursuant to this regulation;

Considering that this grant will contribute to the financing of municipal activities aimed at the implementation of the Residual Materials Management Plan covering its territory (PGMR);

Considering that the municipality is covered by the PGMR of the MRC of The Haut Saint Laurent in force since 2005;

Considering that the municipality is responsible for the implementation of the PGMR of the MRC of La Haut Saint Laurent;

Considering that, to obtain this subsidy, the eligible municipality must register in the Program and that to this end, a resolution is requested.

23-11-16

PROPOSED BY: Councillor Prevost

SECONDED BY: Councillor Feeny

requests to be registered in the Program on the redistribution to municipalities of fees for the elimination of residual materials;

undertakes to respect the elements of accountability provided for in the Program on the redistribution to municipalities of fees for the elimination of residual materials;

authorizes the Ministry of the Environment, the Fight against Climate Change, Wildlife and Parks and RECYC-QUÉBEC to exchange information they hold from the municipality or relating to the municipality with regard to the Regulations, the Program, the Compensation Plan for the selective collection of recyclable materials as well as the municipal management of residual materials;

authorizes the director general or the deputy director general, in his absence, to transmit to the Ministry of the Environment, the Fight against Climate Change, Wildlife and Parks any information required for registration, compliance and proper functioning of the Program.

CARRIED

7.16 DEPOSIT OF LIST OF DEBTORS

The list of citizens in debt to the municipality was deposited to Council as per Municipal Code.

7.17 DEPOSIT OF COMPARATIVE FINANCIAL STATEMENT

The comparative financial statements were deposited to Council as per Municipal Code.

8. VARIA

Nothing

9. QUESTION PERIOD

The citizen residing on the 202 asked the council to explain in further detail the reasoning for the refusal to consider having a sewage treatment plant for the possible urban development on the lot 5266124. The mayor explained that to the knowledge of the municipality, there are no current subventions in place for a future

development and thus it would not be financially reasonable to take on a project of that nature as it would be a sector tax with no idea of the timeline it would take to fill the sector. He also indicated that the future developer, with a proper and approved plan, can put in at their cost, a sewage treatment plant and the required infrastructure that the municipality could consider taking over the maintenance and repairs after the installation.

10. **BILLS TO BE APPROVED**

23-11-17

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Clarke

That the accounts payable for the period October 3, 2023 to November 6, 2023 in the amount of 421 288.09\$ be adopted and be paid and that said accounts be kept in a register to this effect and form an integral part of these minutes.

CARRIED

11. **ADJOURNMENT**

23-11-18

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke

That the business of the meeting having been duly completed, the meeting be adjourned at 8:45 p.m.

CARRIED

Mark Wallace
Mayor

Adam Antonopoulos
Director General Secretary Treasurer