

The regular meeting of the Municipality of Hinchinbrooke was held on **December 4, 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:

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

- 23-12-01 1. **OPENING OF THE MEETING**
PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Clarke
- That the regular meeting be called to order at 8:19 p.m.
- CARRIED**
- 23-12-02 2. **ADOPTION OF THE AGENDA**
PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Clarke
- That the agenda be adopted as circulated with the removal of item 7.9.
- CARRIED**
- 23-12-03 3. **ADOPTION OF THE MINUTES OF THE REGULAR MEETING
HELD IN NOVEMBER 2023**
- PROPOSED BY:** Councillor Clarke
SECONDED BY: Councillor Provost
- That the version of the French minutes of the regular meeting held on November 6, 2023 be adopted as circulated.
- CARRIED**
- 23-12-04 **PROPOSED BY:** Councillor Duncan
SECONDED BY: Councillor MacFarlane
- That the version of the English minutes of the regular meeting held on November 6, 2023 be adopted as circulated.
- CARRIED**
4. **URBANISM**
- Council apprised of the Municipal Inspection report for November 2023 as deposited during the caucus meeting on November 30, 2023.

5. **PUBLIC WORK**

Council apprised of Road Supervisor's report for report for November 2023 as deposited during the caucus meeting on November 30, 2023.

5.1 **MINISTRY OF TRANSPORT**

23-12-05

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Duncan

That the Municipality of Hinchinbrooke request the Ministry of Transport to clean the ditch on the Athelstan Road and Taillefer as well as to cut the dead trees along the Athelstan Road.

CARRIED

5.2 **AFFECTED SURPLUS ROADS EQUIPMENT**

23-12-06

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke request the Ministry of Transport to clean the ditch on the Athelstan Road and Taillefer as well as to cut the dead trees along the Athelstan Road.

CARRIED

6. **COMMUNICATION & COMMUNITY SERVICE**

6.1 **LOISIRS**

6.1.1 DONATION REQUEST – CVR EDUCATIONAL FOUNDATION

23-12-07

PROPOSED BY: Councillor Clarke
SECONDED BY: Councillor Prevost

That the Municipality of Hinchinbrooke will donate \$500.00 to the CVR educational fund for the year 2024.

CARRIED

6.1.2 CONTRIBUTION REQUEST – LITTLE GREEN LIBRARY

23-12-08

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Prevost

That the Municipality of Hinchinbrooke accepts the financial contribution request from the Little Green Library for the 2024 year, in the amount of \$5,181.75 in order to continue offering free library memberships to Hinchinbrooke citizens.

CARRIED

6.1.3 DONATION REQUEST – 30TH ANNIVERSARY UNE AFFAIRE DE FAMILLE

23-12-09

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Bakos

That the Municipality of Hinchinbrooke will donate \$100.00 to “Une Affaire de Famille” for their 30th anniversary party.

CARRIED

7. CORRESPONDENCE & NEW BUSINESS

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

7.1 DEONTOLOGY

No donation, marks of hospitality or other advantages were received in 2023 by the members of council.

7.2 NOMINATION FOR PRO-MAYOR AND DESIGNATION OF MAYOR SUBSTITUTE FOR THE MRC HAUT SAINT-LAURENT’S MAYOR’S COUNCIL FOR 2024

CONSIDERING THAT: Article 116 of the Municipal Code of Québec stipulates that “A Council, may at any time nominate a Councillor as Pro-Mayor, who in absence of the mayor or during vacation period, fulfill the functions of mayor, including all privileges, rights and obligations related to the function”

2024 year	Names of Council members designated as Pro-Mayor
January, February, March, April, May and June	Laurie Ann Prevost
July, August, September, October, November and December	Ralph Duncan

CONSIDERING THAT: the dispositions of article 210.24 of the law on municipal territorial organisation (L.R.Q) stipulates that “ in case of absence, hindrance or refusal to act as Mayor, or vacation from their position, the mayor is replaced at the MRC Council by a substitute that the Council of the local Municipality can designate amongst their members;

23-12-10

PROPOSED BY: Councillor MacFarlane

SECONDED BY: Councillor Feeny

That the Council nominate the Councillors as described in the table (above) to act as Pro-Mayor for the Municipality, as well as the substitution to sit at the MRC Haut Saint-Laurent council meeting in case of absence, hindrance, refusal to act as Mayor, or vacation from their position, for the period of January 1st to December 31st, 2024.

CARRIED

7.3 **ADOPTION OF BY-LAW #304-D FIXING THE SALARY OF ELECTED MUNICIPAL OFFICIALS**

WHEREAS The modified By-Law 304-C that was approved by council in March 2023 the article concerning transition allocation was omitted in error;

WHEREAS Notice of motion for this By-Law was given by councillor Feeny at the regular meeting held on November 6, 2023.

23-12-11

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke
AND RESOLVED UNANIMOUSLY

That it be ordained by the Council of the Municipality of Hinchinbrooke and By-Law #304-D is hereby enacted and ordained as follows:

ARTICLE 1 – Base Remuneration

The annual remuneration for the mayor is set at \$8,100, which represents a monthly payment of \$675 per month, and the annual remuneration for the Councillors is set at \$2,700, which represents a monthly payment of \$225.

ARTICLE 2 – Expense Allowance

The expense allowance for the office of Mayor and Councillor is set at 50% of the base salary for the Mayor and each Councillor.

The allowance is therefore set at \$4,050 for the mayor, or \$337.50 per month, and \$1,350 for each Councillor, or a monthly amount of \$112.50

ARTICLE 3 – Additional Remuneration

An additional remuneration is also granted for the elected representative sitting at the meetings of the Ice Rink Board. This remuneration is set at \$80 per month

In addition to the above remuneration, the elected official shall be entitled to an expense allowance equal to half the amount of the basic remuneration, that is to say \$40 per month.

ARTICLE 4 – Revision & Indexing

In accordance with the Municipal Elected Officials Salary Act, for each fiscal year subsequent to the coming into force of this by-law, an indexation shall be made.

The annual indexation rate shall be calculated by the salary review committee upon adoption of the annual cost of living increase for employees and elected officials.

City Council shall pass a resolution each year to confirm the rate.

ARTICLE 5 - Repeal

This by-law replaces By-law 304-C and amendments relating to the salaries of elected municipal officials.

ARTICLE 6 – Implementation & Publication

This by-law shall be effective retroactively to January 1, 2023.

This by-law shall come into force in accordance with the Act

ARTICLE 7 – Transition Allocation

Any person who ceases to occupy the position of mayor after having held it for at least twenty-four (24) months preceding the end of his mandate receives the transition allowance provided for in section 31 of the Act respecting the treatment of municipal elected officials.

CARRIED

7.4 CLOSING OF MUNICIPAL OFFICE FOR HOLIDAYS

23-12-12

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor MacFarlane

That the Council authorizes the closing of the Town Hall Municipal office between December 25, 2023 and January 5, 2024, inclusively, with the office re-opening on January 8, 2024.

CARRIED

7.5 2024 SCHEDULE OF REGULAR COUNCIL MEETINGS

WHEREAS: Article 148 of the Quebec Municipal Code (or 319 of the act respecting the Cities and Towns) foresees that council must establish the calendar of regular meetings for the next year by setting the day and time for each, before the beginning of each new calendar year;

CONSEQUENTLY,

23-12-13

IT IS PROPOSED BY: Councillor Clarke
AND SECONDED BY: Councillor Prevost

THAT the following calendar be adopted concerning the Municipal Council regular meetings for 2024 that will be held on Monday and which will begin at 8:00 p.m.

January 15	July 8
February 5	August 5
March 4	September 9
April 8	October 7
May 6	November 4
June 3	December 2

CARRIED

7.6 SPECIAL MEETING FOR THE PRESENTATION OF 2024 BUDGET

The Council chooses the date and time of Tuesday, December 12th, 2023 for the special meeting for the presentation of the 2024 budget.

7.7 MODIFICATION OF THE ADMINISTRATIVE POLICY CONCERNING THE GOVERNANCE RULES

REGARDING THE PROTECTION OF PERSONAL INFORMATION

WHEREAS the Municipality of Hinchinbrooke (hereinafter the “Municipality”) adopted the Administrative Policy concerning the rules of governance regarding the protection of personal information (hereinafter the “Policy”) by resolution number 23-10-15 of the ordinary meeting of October 2, 2023;

WHEREAS in 2022, the Municipality employed, on average, 50 employees or less, and that it is therefore not subject to the obligation to form a committee on access to information and the protection of personal information in accordance with the Regulation excluding certain public bodies from the obligation to form a committee on access to information and the protection of personal information (hereinafter the “Regulation”);

WHEREAS the Regulation provides that when an organization is exempt from the obligation to establish a committee on access to information and the protection of personal information (hereinafter the “Committee”), the functions assigned to it by the Act respecting access to documents held by public bodies and the protection of personal information, CQLR c. A-2.1, are exercised by the person responsible for the protection of personal information (RPRP) or, in the case of a municipality, a professional order or a school service center, by the director general;

WHEREAS the Policy adopted by the Municipality provides that it is the Personal Information Protection Officer who exercises the functions of the Committee.

WHEREAS it is necessary to modify the Policy.

23-12-14

IT IS PROPOSED BY COUNCILOR Clarke
SECONDED BY COUNCILOR Duncan
AND RESOLVED:

To modify the Administrative Policy concerning the governance rules regarding the protection of personal information in the following manner:

1°. That article 9 “General management” be amended by adding, after the first paragraph, the following paragraph:
“In accordance with the Regulation excluding certain public bodies from the obligation to form a committee on access to information and the protection of personal information (Decree 744-2023, May 3, 2023), the general management assumes the tasks assigned to it to the Committee on Access to Information and Protection of Personal Information:

- a) Define and approve the governance rules regarding the protection of personal information (PRP) within the Municipality;
- b) Define and approve PRP guidelines within the Municipality;
- c) Formulate opinions on initiatives for the acquisition, deployment and overhaul of information systems or any new electronic provision of services of the Municipality requiring the collection, use, conservation, communication to third parties or the destruction of PR, both at the time of implementation of these initiatives and during any modification to them. »

2°. That article 10 “Responsible for the protection of personal information” be replaced by the following:

“10. Responsible for the protection of personal information
The person responsible for the protection of personal information (RPRP), in collaboration with the RAD, contributes to ensuring sound management of the PRP within the Municipality. It supports the council, general management and all Municipality staff in the implementation of this Policy.

In particular, the RPRP ensures:

- a) Define, in collaboration with general management, the orientations regarding PRP within the Municipality;
- b) Determine the nature of personal information (PI) to be collected by the various services of the Municipality, its conservation, its communication to third parties and its destruction;
- c) Suggest the necessary adaptations in the event of modifications to the Access Act, its related regulations or the interpretation of the courts, where applicable;
- d) Plan and ensure, in collaboration with general management, the implementation of training activities for Municipal employees in PRP matters;
- e) Provide general management with opinions on initiatives for the acquisition, deployment and overhaul of information systems or any new electronic provision of services of the Municipality requiring the collection, use, conservation, communication to third parties or the destruction of Personal Information, both at the time of implementation of these initiatives and during any modification to them;
- f) Formulate opinions on the specific measures to be respected regarding surveys that collect or use Personal Information, or regarding video surveillance;
- g) Ensure that the Municipality is aware of the orientations, directives and decisions formulated by the Commission for Access to Information (CAI) regarding PRP;
- h) Evaluate, in collaboration with general management, the level of PRP within the Municipality;
- i) Recommend to the clerk-treasurer to anonymize RP instead of destroying RP which is no longer useful to the Municipality;
- j) Report to the board and general management, on an annual basis, on the application of this policy.

3°. That article 17 “Acquisition, development or overhaul of an information or electronic delivery system” be amended so that the expression “the RPRP” is replaced by the expression “general management”.

CARRIED

7.8 BY-LAW 417 - MODIFICATION

NOTICE OF MOTION was given by Councillor Feeny that the modification of By-law 417 concerning employee ethics will be adopted at the next council meeting.

7.9 SALE FOR UNPAID TAXES

This item was removed from the agenda and this item of business is tabled to March 2024 meeting.

7.10 PTMOBC SUBVENTION

WHEREAS the municipality wishes to submit a request for financial assistance under the PTMOBC component;

WHEREAS the municipality must authorize a signatory to sign the funding request and the program reporting documents.

23-12-15

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke

That the municipality authorizes Adam Antonopoulos, Director General and Secretary Treasurer, to sign the request for financial assistance and all documents related to the program.

CARRIED

7.11 SALE MUNICIPAL EQUIPMENT – FORD CARGO

23-12-17

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Duncan

That the Municipality accept any offer equal to or above \$4,500.00 for the 1989 Ford Cargo.

CARRIED

7.12 SALE MUNICIPAL EQUIPMENT – 1988 TRAIL BOSS 25FT TRAILER

23-12-18

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Duncan

That the Municipality accept any offer equal to or above \$8,500.00 for the 1988 trail boss 25ft trailer.

CARRIED

7.13 TRANSFER OF FUNDS TO AFFECTED SURPLUS ROADS EQUIPMENT

23-12-19

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke transfer all accumulated funds from the reserves collected from the abolished By-Law 453 to an affected surplus to be used when required for the purchase of roads equipment.

CARRIED

8. **BILLS TO BE APPROVED**

23-12-20

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Feeny

That the accounts payable for the period November 7, 2023 to December 4, 2023 in the amount of 174 067.52\$ 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

9. **QUESTION PERIOD**

No questions from the floor

10. **ADJOURNMENT**

23-12-21

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke

That the business of the meeting having been duly completed, the meeting be adjourned at 8:38 p.m.

CARRIED

Mark Wallace
Mayor

Adam Antonopoulos
Director General Secretary Treasurer