



*Happy Holidays!*

*The mayor,  
the members of the  
council and the employees  
of the Municipality,  
offer you their  
best wishes.*

## MAYOR'S OFFICE



### TOWN HALL

1056, Brook Road  
Hinchinbrooke, Quebec J0S 1A0  
Tel.: 450-264-5353 • Fax: 450-264-3787  
Email: info@hinchinbrooke.com

### MUNICIPAL HOURS

Monday - Thursday: 9 am to 4:30 pm  
Friday: 9 am to noon

### ELECTED OFFICIALS

#### Mayor

Mark Wallace

#### Councillor, seat #01

Elgin Macfarlane

#### Councillor, seat #02

Kirk Feeny

#### Councillor, seat #03

Tanya Clarke

#### Councillor, seat #04

Mark Bakos

#### Councillor, seat #05

Laurie Ann Prevost

#### Councillor, seat #06

Ralph Duncan

### MUNICIPAL EMPLOYEES

#### Director General & Secretary-Treasurer:

Adam Antonopoulos

#### Assistant Clerk-Treasurer:

Nancy Westerman

#### Administrative Assistant:

Chelsea Daniel

#### Municipal Inspector:

Darren Casement

#### Fire Chief:

Michael Krause

#### Roads Supervisor:

Clinton Ykema

#### Graphic Design & Printing of the Newsletter:

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**MUNICIPAL COUNCIL MEETINGS**

Council meets in the Town Hall at 8:00 pm on the first Monday of each month. The public is welcome to attend.

If you have any request to Council, please make them in writing 7 days prior to the meeting in order for the council to study the file.

**Telephone: (450) 264-5353**  
**Fax: (450) 264-3787**

## MUNICIPAL INFOS

### NOTE FROM THE MAYOR

Hello Everyone,  
*I'd like to wish everyone a very Merry Christmas and a safe Holiday Season!*

Mark Wallace  
Mayor

**OFFICE CLOSURES FOR THE HOLIDAYS**

*Please note that our offices will be closed for the Holiday season from December 25<sup>th</sup> 2023 to January 5<sup>th</sup>, 2024. We will be back in office to serve you on January 8<sup>th</sup>, 2024.*

*The municipality of Hinchinbrooke would like to take this opportunity to wish you and your family happy holidays and a happy new year!*



### WEBSITE

The Municipality now has a website. Please visit [www.hinchinbrooke.com](http://www.hinchinbrooke.com)


You can sign up for citizen alerts via the website.

The municipality can now accept debit payments at the town hall.

Looking for information on a property or lot you can now get useful information using the Geocentralis public website: <https://portail.geocentralis.com/public/sig-web/mrchs1/69045/> where you can readily access information such as zoning grids, property surface area, and more.

**SPECIAL THANKS**

The municipality of Hinchinbrooke would like to take a moment to thank Mr. Norman Fennell on his many years of service. Although Norman, known to most as Norm, will continue to work for the municipality as a spare snowplough driver and to operate the backhoe when required, he has retired as a full-time snowplough driver. The municipality is fortunate to have an employee with so much knowledge and experience. Thank you again for all your years of service.



**TEMPORARY CAR SHELTERS (TEMPO) ARE ALLOWED FROM NOVEMBER 1<sup>ST</sup> TO MAY 1<sup>ST</sup>. NO PERMIT IS NECESSARY FOR THE INSTALLATION.**

**THE OCCUPATION OF A CARAVAN, A TRAILER OR A TENT OF CAMPSITE IS PROHIBITED ON THE WHOLE TERRITORY OF THE MUNICIPALITY OUTSIDE THE LIMITS OF A CAMPSITE.**

### IMPORTANT NOTICE TO ALL RESIDENTS CONNECTED TO THE ATHELSTAN WASTE WATER TREATMENT PLANT

While making an effort to maintain the minimum cost of operation for the used water treatment plant in Athelstan, the Hinchinbrooke administration requires you to refrain from putting waste in the toilet.



### DITCHES

If anyone digs or cleans a road side ditch please contact the Town Hall so a town employee be on the site to over see the job.

**Congratulations to the Hinchinbrooke Volunteer Fire Brigade, who in 2023, celebrates 60 years of serving and protecting Hinchinbrooke and its neighbouring communities!**



## MUNICIPAL INFOS (cont'd)

### USED TIRES

Please take note that used tires as well as tractor tires must be deposited at a garage or dealer.

### OUTDOOR FIRES

All types of outdoor fires are prohibited without first obtaining a burn permit. Burn permits are required between **April 1<sup>st</sup> and November 15<sup>th</sup>** of each year. Burn permits are issued free of charge by the Municipal Fire Warden, who must be contacted a **minimum of 5 days in advance before the permit is required.** Please contact the Town Hall. **All types of outdoor fires must be done in a container or an exterior fireplace. Take note that stone fire pits are no longer accepted. BBQs ARE PERMITTED.**

### SNOW ON PUBLIC ROADS

With the arrival of the winter season we would like to remind everyone that, under article 16 of the nuisance by-law, it is forbidden to deposit snow or ice from your property in a public place including the street right-of-way. As a result, it is also not allowed to transport snow from your property to the other side of the road.

At the beginning of the winter season, we are counting on each of you to ensure more efficient maintenance of our road network.

### WINTER PARKING

We would like to remind everyone that it is forbidden to park or stop your vehicle on a public road between 00:00 and 06:00 from November 15 to April 15, and this, throughout the territory of the Municipality. This By-law is applicable par the Sûreté du Québec which could issue an infraction offence.

### ROAD WORK

In order to facilitate the work for municipal employees when cutting weeds and maintenance on the roadside, all fences erected in the road allowance must be removed. We also request that all residents see to the maintenance of hedges and shrubs within the road allowance that could impede the snow removal operations of the Municipality.

In order to allow a better quality of life in the area, take note that the use of mowers, mechanical saws or any other power tool, as well as the execution of construction work causing noise is allowed from Monday to Friday between 7 a.m. and 9 p.m., and Saturday and Sunday between 8 a.m. and 5 p.m. Please note that these conditions do not apply to agricultural work.

### EMPTYING OF SEPTIC TANKS

It is important to keep up with the maintenance of emptying your septic tanks, as stipulated in article 13 of regulation respecting waste water disposal system for isolated dwellings Q.2, r-22 which obliges emptying according to the following frequency:

- Once every 2 years for permanent residences
- Once every 4 years for seasonal residences

Remember that maintaining your septic installation in an adequate way, sees to its optimized lifespan, also to the protection of the environment. Avoid costly repairs and/or cleanups by following the recommended maintenance schedule.

### CHIMNEY CLEANING

Any home owner with a heating appliance which consumes solid combustibles (wood fired) has the responsibility to have the chimney cleaned and inspected before every heating season. Chimney cleaning is an important part of fire prevention. The fire department highly recommends using a professional chimney cleaning contractor.

### NUISANCES

It is declared a nuisance and prohibits the proprietor, the lessee or the occupant of an immovable to deposit or leave, or permit that it be deposited or left on an immovable:

- Dead branches, scrap of demolition, construction materials, pieces of asphalt or concrete, scrap, waste, pieces of furniture or domestic appliances out of use, paper, empty bottles or glass;
- Damage and unfit for habitations buildings;
- Tall weeds or grass exceeding 30cm;
- One or more automobile vehicles out of function, automobile carcass, parts of vehicles or used tire;

The Municipality has noticed that several properties need maintenance and cleaning. In order to preserve a pleasant environment for all we ask you to proceed with the collection and proper disposal of all nuisances and also to see to the maintenance of the property.

In case of non-respect of municipal by-laws on the matter, a fine of a minimum of \$300 could be imposed to you.imposée.

### MUNICIPAL SERVICES

#### Garbage and Recycling Collection

Garbage is collected every WEDNESDAY. Recycling is collected every second week on Monday. Garbage and recycling bins should be placed at the roadside no earlier than 6:00 pm the evening before the collection and before 6:00 am the day of the collection.

Please take note that garbage and recycling should not be put in front of the mailboxes.

Lightbulbs and batteries only can be dropped off at the municipal town hall.

Large items such as furniture and major appliances are collected with the regular weekly pickup.

Also there is a collect of agriculture plastic; the collect is every second Wednesday of the month. Contact the town hall to get your transparent bags.

## 2024 COUNCIL MEETINGS

Article 148 of the *Municipal Code of Quebec* (or 319 of the Cities and Towns Act) provides that the council must establish, before the start of each calendar year, the schedule of its ordinary meetings for the next year, by setting the day and start time of each;

**The schedule of regular council meetings for 2023, scheduled for Mondays 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  |

## IMPORTANT NOTICE

We would like to remind you that the road safety code prohibits all-terrain vehicles, in particular ATV'S from circulating on public roads, except to cross a roadway, or if road signs allow access.

We have received numerous reports of these types of vehicles circulating where they should not be.

If you notice the presence of these vehicles on public roads or highways, do not hesitate to report it to the Sûreté du Québec, stationed in Ormstown.

Courtesy towards the neighborhood is a basis for a quality of life for everyone, thus it is prohibited, through By-law #440 on nuisances, to be a source of noise (music, festivities, screaming, etc.) likely to disturb the peace and well-being of your neighbours.

It should be noted that in the event of an offence, you can report it to the Sûreté du Québec, which has the power to apply municipal by-laws. We ask you for your cooperation in maintaining a safe and pleasant living environment for all.



## By-law on civic numbers

We remind you of by-law 446 relating to the display of civic numbers. The following are the duties and responsibilities of each property owner:

- It is obligatory to contact the municipality for assignment of a civic number if you don't already have one;
- It is forbidden to remove, modify or damage the identification panel or pole which remain the property of the municipality;
- Each owner must maintain his civic number in a good state, eliminate any obstructions, such as ornaments, branches, shrubs, trees, snow piles in order to ensure constant visibility;
- In the event of non-compliance to the by-law, the municipality could impose fines of \$100 and all the costs incurred for replacing a sign could be charged to the owner.



## ANIMALS

As of January 1<sup>st</sup>, 2024 animal control services will now be provided by the SPCS West.

124 Rue Principale,  
Saint-Louis-de-Gonzague, QC J0S 1T0  
(514) 566-5678 / [info@spcaouest.ca](mailto:info@spcaouest.ca)

The provincial By-law under the Act to promote the protection of persons by establishing a framework for dogs, which came into force on March 3, 2020, requires every dog owner to register his animal with the local municipality of his residence.

You can always get your dog license(s) by going to the town hall. The cost is \$20 for the first dog and \$25 for each additional dog.



In accordance with article 5 of By-law 340-SQ, any animal kept outside a building must be restrained or held by an appropriate device (leash, chain, fence, etc.) in order to keep it from moving off the property. The present section does not apply to an agricultural producer. **In accordance with municipal by-law the maximum number of dogs allowed are (2) in the white zone, and (5) in the green zone per household, per location.**

Please take note that farm animals are authorized **only** in agricultural zones. Consequently, animals as such: horses, ponies, goats, rabbits, sheep, ducks, hens, bees, etc... are **not** authorized in the white zones, including the residential zones.

We would like to remind you that it is neither desirable, nor is it recommended to feed wild animals. By doing this, the natural behavior of these animals is modified. Possibly making them feel at ease to approach inhabited places and the roads, creating an increased risk to be hit by a vehicle.

Moreover, they can represent a risk for humans and pets by transmitting disease or bites.

It is a question of health and safety, for the wild animals, for the citizens and also our pets.



## SPECIAL INFORMATION: CULTURAL HERITAGE ACT

Did you know that since April 21<sup>st</sup>, 2021, Bill PL69 has amended the Cultural Heritage Act? This modification can have an impact on your projects since, from this date, any demolition of a building that was erected before 1940 must notify the Ministry of Culture and Communications by notice of intention to demolish that said building. The request will be examined to determine whether it has a heritage interest or not. A period of 90 days is then to be expected before obtaining the notice and, therefore, obtaining the permit from the municipality.

Over the next few years, the municipality will conduct an inventory of heritage buildings on its territory and will then be able to adopt a demolition by-law to protect these buildings without having to go through this transitional procedure, which will simplify the process of obtaining permits.

**Warning! Any person who demolishes a targeted building without authorization is liable to a fine of up to \$10,000... So be careful!**



**PLEASE NOTE THAT THE DEPOSIT SITE FOR PAINTS, OILS ETC... IS LOCATED AT THE MUNICIPAL GARAGE – 315, ROUTE 202, HINCHINBROOKE. PLEASE NOTE THAT THIS IS NOT A GARBAGE SITE, ONLY THE ARTICLES MENTIONED BELOW ARE ACCEPTED.**

**If you are unsure that the products that you want to dispose of are accepted at your local municipality, please call the MRC du Haut-Saint-Laurent and ask for additional information at 450-264-5411.**



**RECYCLING PAINTS**

- Paints sold:
  - At retail stores (hardware) (containers 100 ml or more);
  - At wholesale stores (only architectural paint containers 170 litres).
- Accepted categories:
  - Primers and paints (latex, alkyd, enamel or other)
  - Metal or anti-rust paints (auto);
  - Aluminum paint;
  - Dyes;
  - Varnish;
  - Lacquers;
  - Products or preparations for the treatment of wood (preservatives) or masonry (including acrylic sealants for driveways);
  - Signaling paints (those available in retail stores);
  - Aerosol paints.



**NON-ACCEPTED PAINTS:** artist wood painting products, paints for industrial use, road sign paints, paint solvents.

**HOW TO PREPARE:** The paints have to be brought in their original containers.

**USED MOTOR OIL, OIL FILTERS AND EMPTY OIL CONTAINERS**

Oil must be brought in a suitable sealed container **not exceeding 20 litres**, its original container, or windshield washer container. Please, take notice that your local municipality keeps the oil as brought because the product cannot be transferred anywhere.

**ACCEPTED PRODUCTS:**

Any synthetic or mineral oil, motor oil, spray oil, oil filters and empty oil containers.



**NON-ACCEPTED PRODUCTS:**

Vegetable oil, heating oil or lamp oil.



**PERMITS AND CERTIFICATES**

**When is it necessary to obtain a permit or certificate?**

Anyone who wishes to undertake an activity that requires the issuance of a license or certificate under the municipal by-law must obtain this license or certificate from the municipal inspector BEFORE starting the works. The table below gives a non-exhaustive list of activities and whether if you need a permit or certificate or not. If in doubt, it is always preferable to contact the urbanism services of the municipality before starting your project. If you are planning projects requiring a permit, please foresee a 30 days delay for the emission of your permit.

\*Obtaining a certificate of authorization or a permit is not required for certain works required for normal maintenance of a construction, as described in the table above, however, this applies to menus work separately and not for a series of work.

To avoid delaying your projects, it is suggested to place your request for a permit of certificate a few weeks in advance.

Remember that when you are in convention with the by-law, even if a permit is required or not, you are liable to a fine. So be vigilant in preparing your projects.

<b>TYPE OF WORK</b>	<b>DESCRIPTION * (see note)</b>
Temporary car shelter (Tempo)	Standard to respect Permit not required
Enlargement or a residential building, agricultural or other	Permit required
Antenna or communication tower	Permit required
Balcony	The repair does not require a permit Permit required for an extension or modification
Shed, garage or other accessory buildings	Permit required
Fence	Standard to respect Permit not required
Forestry cut	Depending on the project, contact the municipality prior to the works
Construction: residential, agricultural or other	Permit required
Excavation or fill: residential or agricultural	Permit required
Demolition or moving of a building	Permit required
Sign: construction, renovation or moving	Permit required
Windows, doors	The replacement does not require a permit The dimensional change requires a permit
Septic installation	Permit required
Insulation, heating, plumbing	No permit required if no demolition of wall or changing to the frame necessary
Subdivision	Permit required
Pools	Permit required
Wells, including geothermal energy (construction or sealing)	Permit required
Renovation: residential, agricultural or other	Permit required
Roof	No permit required if no modification to structure
Garage sale (maximum 2/year) (Victoria Day and Labour Day weekend)	Certificate of authorization necessary



# EMPLOYMENT OFFER

## EMPLOYMENT OFFER:

### Administrative Assistant Maternity Leave Replacement

The Municipality of Hinchinbrooke is seeking applications for the position of Administrative Assistant for temporary contract from approximately February 2024 to March 2025.

#### Description of the post:

- Under the authority of the Director-General, the Administrative Assistant will undertake general secretarial tasks for the different services offered by the Municipality.

#### Summary of tasks:

- Composing and editing letters, reports and all correspondence issued by the Municipality;
- Answering phone calls and citizen requests, planning of meetings and appointments, greeting citizens at reception area;
- Filing and archiving of documents;

- Completing various accounting tasks
- Compiling of various information and composition of different tables and reports;
- Preparation and composition of agendas and minutes of council meetings
- All other tasks related to this post or requested by their supervisor.

This job description is not exhaustive. The job description outlines the current position and will be subject to review

#### Requirements:

##### Training and experience required:

- Diploma of vocational studies (DEP) in secretarial or accounting;
- One year of experience in a similar post

##### Skills and Characteristics sought:

- Knowledge and experience with MS office suite;

- Oral and written bilingualism is a must;
- Demonstrate autonomy, initiative, thoroughness and precision;
- Be responsible, have great communication and inter-personal skills, advanced skills in customer service
- Having experience in a similar position.

Those interested in applying should send their resumé either by email to [info@hinchinbrooke.com](mailto:info@hinchinbrooke.com) by mail or in person to/at the following address:

#### Municipality of Hinchinbrooke

1056 chemin Brook  
Hinchinbrooke, Qc J0S 1A0

The municipality will be taking applications until January 15<sup>th</sup>.

#### Note:

Only those selected for an interview will be contacted.



# CALENDAR

# MUNICIPALITY OF HINCHINBROOKE

## 2024 CALENDRIER DE COLLECTE DES MATIÈRES RECYCLABLES ET DÉCHETS

### RECYCLABLES AND WASTE PICK-UP CALENDAR

- ORDURES MÉNAGÈRES  
HOUSEHOLD GARBAGE
- MATIÈRES RECYCLABLES  
RECYCLED MATERIALS



#### JANVIER / JANUARY

D/S	L/M	M/T	M/W	J/T	V/F	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### FÉVRIER / FEBRUARY

D/S	L/M	M/T	M/W	J/T	V/F	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

#### MARS / MARCH

D/S	L/M	M/T	M/W	J/T	V/F	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

#### AVRIL / APRIL

D/S	L/M	M/T	M/W	J/T	V/F	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### MAI / MAY

D/S	L/M	M/T	M/W	J/T	V/F	S/S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### JUIN / JUNE

D/S	L/M	M/T	M/W	J/T	V/F	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

#### JUILLET / JULY

D/S	L/M	M/T	M/W	J/T	V/F	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### AOÛT / AUGUST

D/S	L/M	M/T	M/W	J/T	V/F	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### SEPTEMBRE / SEPTEMBER

D/S	L/M	M/T	M/W	J/T	V/F	S/S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### OCTOBRE / OCTOBER

D/S	L/M	M/T	M/W	J/T	V/F	S/S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### NOVEMBRE / NOVEMBER

D/S	L/M	M/T	M/W	J/T	V/F	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### DÉCEMBRE / DECEMBER

D/S	L/M	M/T	M/W	J/T	V/F	S/S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				