



The regular meeting of the Municipality of Hinchinbrooke was held on **April 7, 2025**, at the Town Hall, located at 1056 Brook Road, in Hinchinbrooke, Quebec. Mayor Wallace chaired the meeting, with the following councillors in attendance:

Marc Bakos
Ralph Duncan
Elgin MacFarlane
Tanya Clarke
Laurie Ann Prévost

Absent:

Kirk Feeny

Also present:

A citizen residing on Cluff Street.

Adam Antonopoulos , Director general, recorded the minutes of the meeting.

1. **OPENING OF THE MEETING**

25-04-01

PROPOSED BY: Councilor Clarke
SECONDED BY: Councilor Duncan

That the regular meeting be opened at 8:03 p.m.

ADOPTED

2. **ADOPTION OF THE AGENDA**

25-04-02

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Prevost

That the agenda be adopted as distributed.

ADOPTED

3. **ADOPTION OF THE MINUTES OF THE ORDINARY MEETING HELD IN MARCH**

25-04-03

PROPOSED BY: Councilor Prevost
SECONDED BY: Councilor Duncan

That the French version of the minutes of the regular meeting held on March 3, 2025 be adopted as distributed.

ADOPTED

25-04-04

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Prevost

That the English version of the minutes of the regular meeting held on March 3, 2025 be adopted as distributed.

ADOPTED



4. URBAN PLANNING

The Council took note of the municipal inspection report submitted by the inspector at the caucus meeting of April 3, 2025.

4.1 COMBEQ – ANNUAL CONGRESS

WHEREAS Darren Casement , the City Inspector, has expressed a desire to further his knowledge in the City Inspector field;

THEREFORE,

25-04-05

PROPOSED BY: Councilor Bakos
SUPPORTED BY: Councilor Prevost

TO ALLOW Darren Casement to attend the COMBEQ Congress. The registration fee is \$735.84 including taxes;

THAT accommodation, travel and meal costs be covered by the municipality.

ADOPTED

5. PUBLIC WORKS

The Council noted the Public Works Report submitted by the Roads Supervisor at the April 3, 2025, Caucus meeting.

6. COMMUNICATION AND COMMUNITY SERVICE

6.1 FIREFIGHTERS

6.1.1 INTERMUNICIPAL AGREEMENT ON THE HINCHINBROOKE FIRE DEPARTMENT /

WHEREAS the municipalities wish to avail themselves of the provisions of articles 468 et seq. of *the Cities and Towns Act (RLRQ, chapter C-19)* and articles 569 et seq. of the *Municipal Code (RLRQ, chapter C-27.1)* to conclude an intermunicipal agreement on mutual assistance in the event of fire and emergency response;

WHEREAS the *Fire Safety Act (RSQ, chapter S-3.4)* establishes a system of mutual assistance between municipal fire departments and establishes the conditions thereof;

WHEREAS the municipal council has acknowledged the agreement and undertakes to comply with its conditions;

THEREFORE

25-04-06

PROPOSED BY: Councilor Bakos
SUPPORTED BY: Councilor Prevost

Conclude the mutual assistance agreement in the event of fire and emergency response with the municipalities of Franklin, Howick, Ormstown, Sainte-Barbe and Très Saint Sacrement ;

To authorize the mayor and the director general to sign, for and on behalf of the municipality of Hinchinbrooke, any document relating to this agreement.

ADOPTED



6.1.2 ATHELSTAN FIRE STATION WORKS

WHEREAS the Municipality of Hinchinbrooke must add insulation to the attic of the Athelstan Fire station;

WHEREAS the Municipality requested estimates that met the requirements;

WHEREAS the Municipality received bids from two (2) local companies, namely Isolation TK Inc. and Isolation Future Inc. ;

WHEREAS the bid received by Isolation TK Inc. is the lowest;

THEREFORE

25-04-07

PROPOSED BY: Councilor Bakos
SUPPORTED BY: Councilor Duncan

The council accepts the estimate from Isolation TK Inc. of \$4,466.50 (plus taxes) to add insulation to the attic at the Athelstan fire station.

ADOPTED

6.1.3 PURCHASE OF FIREFIGHTER GEAR

WHEREAS the municipality of Hinchinbrooke must replace firefighters' gear;

THEREFORE

25-04-08

PROPOSED BY: Councilor Bakos
SUPPORTED BY: Councilor Clarke

Arêo-Feu 's estimate of \$27,823.42 (plus taxes) for the purchase of four complete sets of firefighter clothing. The amount not covered in the budget for clothing and boots will be taken from the specialized equipment budget.

ADOPTED

6.2 Arena

Nothing to report

6.3 LEISURE

6.3.1 DONATION REQUEST – FADOQ

25-04-09

PROPOSED BY: Councilor Clarke
SECONDED BY: Councilor MacFarlane

That the municipality of Hinchinbrooke make a donation of \$200 to FADOQ

ADOPTED



6.3.2 DONATION REQUEST – YOUTH GALA

25-04-10

PROPOSED BY: Councilor Bakos
SECONDED BY: Councillor Duncan

That the municipality of Hinchinbrooke make a donation of \$100 to the Youth Gala

ADOPTED

6.3.3 DONATION REQUEST – FARMERS MARKET

25-04-11

PROPOSED BY: Councilor Bakos
SECONDED BY: Councilor Clarke

That the municipality of Hinchinbrooke make a donation of \$500 to the Farmers' Market

ADOPTED

Note: Councillor Prevost abstained from voting and left the room during the deliberations for this vote.

7. CORRESPONDENCE AND NEW BUSINESS

Mayor Wallace reviewed the list of correspondence received during the month of March 2025.

7.1 FILING OF COMPARATIVE FINANCIAL STATEMENTS.

The Director General filed the comparative statement for the period ending April 7, 2025.

7.2 ADMQ – ANNUAL CONGRESS

WHEREAS Adam Antonopoulos , the Director General, has expressed his desire to deepen his knowledge in the municipal field;

WHEREAS the ADMQ Congress will take place on June 18-19 and 20, 2025 at the Quebec City Convention Center;

25-04-12

PROPOSED BY: Councilor Bakos
SECONDED BY: Councilor Duncan

TO ALLOW Adam Antonopoulos to attend the ADMQ Congress. The registration fee is \$672.60 including tax;

THAT accommodation, travel and meal costs be covered by the municipality.

ADOPTED

7.3 REGION AND RURALITY FUND SECTION 4 VITALIZATION - SUBSIDY

WHEREAS the municipality wishes to submit a request for a FRR grant, component 4, vitalization, 3rd call offered by the MRC Haut Saint-Laurent;

WHEREAS the municipality must authorize a signatory to sign the grant application and required reporting documents;



25-04-13

PROPOSED BY: Councilor Bakos
SECONDED BY: Councilor Clarke

That the municipality authorizes Adam Antonopoulos, director general and secretary-treasurer, to sign the FRR grant application, section 4, vitalization, 3rd call, as well as all documents relating to the program.

ADOPTED

7.4 **REQUEST FOR CONTRIBUTION – LITTLE GREEN LIBRARY**

25-04-14

PROPOSED BY: Councilor Bakos
SUPPORTED BY: Councilor Prévost

That the Municipality of Hinchinbrooke accept the request for a financial contribution from the Petite Bibliothèque Verte for the year 2025, in the amount of \$5,285.40 in order to continue to offer free library subscriptions to the citizens of Hinchinbrooke.

ADOPTED

7.5 **RED CROSS**

25-04-15

PROPOSED BY: Councilor Feeny
SECONDED BY: Councilor Bakos

That Mayor Mark Wallace and Director general Adam Antonopoulos sign the agreement and pay the annual fee of \$0.20 per person. The total cost is \$459.60.

ADOPTED

8. **QUESTION PERIOD**

A resident of Cluff Street asked the council and the mayor for information on the possibility of paving the remaining gravel roads in the Cluff development . The mayor explained that the municipality has budgeted funds to inspect and assess the current condition of the sewer systems throughout the Cluff subdivision , as paving will not be done until they are replaced. The mayor explained that once this information is available, the municipality will be able to make a more informed decision regarding future work. He also clarified that any work on the pipes must be approved by the Town of Huntingdon.

There being no further questions from the floor, the question period was closed.

9. **INVOICES TO BE APPROVED**

25-04-16

PROPOSED BY: Councilor Bakos
SECONDED BY: Councilor Duncan

That the accounts payable for the period from March 4, 2025 to April 7, 2025 in the amount of \$218,099.28 be adopted and paid



and that said accounts be kept in a register for this purpose and form an integral part of these minutes.

ADOPTED

10. ADJOURNMENT

04-25-17

PROPOSED BY: Councilor Prévost

SECONDED BY: Councilor Clarke

That the business of the meeting having been duly concluded, the meeting is adjourned at 8:16 p.m.

ADOPTED

Mark Wallace
Mayor

Adam Antonopoulos
Director General