



The regular meeting of the Municipality of Hinchinbrooke was held on **FEBRUARY 3, 2025** at the Town Hall 1056 Brook Road, Hinchinbrooke, Quebec. Mayor Wallace presided in the presence of the following councillors:

Marc Bakos  
Ralph Duncan  
Elgin MacFarlane  
Kirk Feeny  
Laurie Ann Prévost  
Tanya Clarke

**Also present:**

Resident of Fairview Road, Dewittville.  
Resident of Fairview Road, Dewittville.

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

**1. OPENING OF THE MEETING**

**25-02-01**

**PROPOSED BY:** Councillor Bakos  
**SECONDED BY:** Councillor Clarke

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

**ADOPTED**

**2. ADOPTION OF THE AGENDA**

**25-02-02**

**PROPOSED BY:** Councillor Bakos  
**SECONDED BY:** Councillor Feeny

That the agenda be adopted as distributed.

**ADOPTED**

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

**25-02-03**

**PROPOSED BY:** Councillor Prévost  
**SECONDED BY:** Councillor Duncan

That the French version of the minutes of the regular meeting held on January 13, 2025, be adopted as distributed.

**ADOPTED**

**25-02-04**

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor Bakos

That the English version of the minutes of the regular meeting held on January 13, 2025, be adopted as distributed.

**ADOPTED**



4. **URBAN PLANNING**

The council took note of the Municipal Inspection Report as submitted by the Inspector at the January 30, 2025, Caucus Meeting.

5. **PUBLIC WORKS**

The Council took note of the Public Works Report as submitted by the Roads Supervisor at the January 30, 2025, Caucus Meeting.

**PART-TIME PLOUGH OPERATOR HIRING**

25-02-05

**PROPOSED BY:** Councillor Feeny  
**SECONDED BY:** Councillor Bakos

That Council accepts the application for employment and hire Mr. Daniel Miller of 2102 Moonlight Lake Road for the position of part-time plow operator, first day of work to be determined but approved as commencing February 2025.

**ADOPTED**

6. **COMMUNICATION AND COMMUNITY SERVICE**

6.1 **FIRE BRIGADE**

**6.1.1 INTERMUNICIPAL AGREEMENT ON THE HINCHINBROOKE FIRE DEPARTMENT / SAINT ETIENNE DE BEAUHARNOIS**

**WHEREAS** the municipalities wish to avail themselves of the provisions of sections 468 et seq. of the *Cities and Towns Act (CQLR, chapter C-19)* and Articles 569 et seq. of the *Code municipal (R.L.R.Q., chapitre C-27.1)* to enter into an inter-municipal agreement for mutual assistance in the event of fire and emergency response ;

**WHEREAS** the *Fire Safety Act (R.S.Q., chapter S-3.4)* establishes a system of mutual assistance between municipal fire departments and establishes the conditions for it ;

**WHEREAS** the municipal council has taken note of the agreement and that it undertakes to respect its conditions ;

**CONSEQUENTLY**

25-02-06

**PROPOSED BY:** Councillor Duncan  
**SECONDED BY:** Councillor Bakos

To enter into the mutual aid agreement in the event of fire and emergency response ;

To authorize the Mayor as well as the Director General and Clerk-Treasurer to sign, for and on behalf of the Municipality of Hinchinbrooke, any document relating to this agreement.

**ADOPTED**



**6.2 ARENA**

Nothing to report

**6.3 LEISURE (LEISURE)**

Nothing to report

**6.4 DONATION REQUEST**

**6.4.1 DONATION REQUEST – GALA DES FRONTALIERS**

**25-02-07**

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor Prévost

That the Municipality of Hinchinbrooke donate the amount of \$250.00 to the Gala des Frontaliers for Arthur Pigeon High School.

**ADOPTED**

**6.4.2 GRANT APPLICATION – ELLE RESIDENCE**

**25-02-08**

**PROPOSED BY:** Councillor Prevoist  
**SECONDED BY:** Councillor Duncan

That the Municipality of Hinchinbrooke donate the amount of \$250.00 to the organization Résidence Elle.

**ADOPTED**

**6.4.3 DONATION REQUEST – ARTHUR PIGEON FOUNDATION**

**25-02-09**

**PROPOSED BY:** Councillor Prevoist  
**SECONDED BY:** Councillor Duncan

That the Municipality of Hinchinbrooke donate the amount of \$250.00 to the Arthur Pigeon Foundation.

**ADOPTED**

**7. CORRESPONDENCE AND NEW BUSINESS**

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

**7.1 TREE DISTRIBUTION**

**25-02-10**

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor MacFarlane

That Council authorize the distribution of trees as part of Tree and Forest Month 2025.

**ADOPTED**

**7.2 TAXATION BY-LAW 463**

**WHEREAS** a municipal corporation may annually tax and levy by direct taxation on all taxable property in the municipality, any sum



of money necessary to defray the expenses of administration, or for any particular purpose whatsoever, within its jurisdiction;

**WHEREAS** a municipal corporation determines that the payment of these fees may be assimilated to a compensatory charge which will vary according to each category of user and which is payable in all cases by the owner, the said compensation is then assimilated to a property tax imposed on the immovable for which it is due;

**WHEREAS** a municipal corporation may make by-laws to impose a tax on the owner of any dog kept in the municipality;

**WHEREAS** Council considers that these taxes, compensations and permit fees should be duly imposed in the municipality;

**WHEREAS** Notice of Motion was given by Councillor Bakos at the regular meeting held on January 13, 2025.

25-02-11

**PROPOSED BY :** Councillor Bakos  
**SECONDED BY:** Councillor Feeny  
**AND RESOLVED UNANIMOUSLY**

**THAT** By-law 463 be adopted as follows:

### **ARTICLE 1**

To meet the expenses set out in the budget for the year 2025, a property tax is hereby imposed and shall be levied in 2025 on all taxable land situated in the municipality, according to its value and use, as shown on the assessment roll in effect for the fiscal year 2025, at the following rates:

Regular Real Estate Rate        \$0.2913 per \$100 assessment  
Rates for buildings in the E.A.E \$0.2218 per \$100 assessment  
(Registered Farms)

### **ARTICLE 2**

To provide for the payment of expenses incurred in the removal of household waste and other harmful and unhealthy materials, organic matter and for recycling, compensation shall be imposed and levied by this regulation as follows

Per unit:        \$317.52

In all cases, this compensation must be paid by the owner and is then assimilated to a property tax imposed on the building for which it is due.

### **ARTICLE 3**

Compensation will be imposed and levied for the payment of operating costs and maintenance expenses associated with the operation of the municipal sewer system as well as the sanitation of water:

Private Sewer (Cluff)        \$302.51  
Public Sewers (Huntingdon) \$302.51

In all cases, this compensation must be paid by the owner and is then assimilated to a property tax imposed on the building for which it is due.



#### **ARTICLE 4**

Compensation will be imposed and levied for the payment of water consumption provided by the Town of Huntingdon:

Residential: CA\$ 383.06

In all cases, this compensation must be paid by the owner and is then assimilated to a property tax imposed on the building for which it is due.

#### **ARTICLE 5**

A tax is imposed by this bylaw on the owners of any dog kept in the municipality and will be levied annually, the said tax being set at \$25 per dog kept by the owner.

#### **ARTICLE 6**

A permit of \$1.00 and compensation of \$10 for each period of 30 days are hereby imposed on the owners or occupants of caravans located in the municipality, in accordance with section 231 of the Act respecting municipal taxation.

#### **ARTICLE 7**

By-law 406, Athelstan Sewer Loan By-law. A fee of \$400 per unit will be charged.

#### **ARTICLE 8**

The water filtration plant operating fee for 2025 is based on actual 2024 costs and will be \$352.41

#### **ARTICLE 9**

By-law 419 Loan by-law for the municipal garage. A compensation of \$0.01070 per \$100 of property value is hereby imposed on all the lands of the municipality.

#### **ARTICLE 10**

An annual interest rate of 12% will be imposed on all overdue accounts.

#### **ARTICLE 11**

If the annual taxes total more than \$300, the payment can be made in 3 installments.

#### **ARTICLE 12**

A fee will be imposed and levied for the payment of the costs of repairs associated with the operation of the municipal sewer system as well as the supply of water and aqueducts:

Residential: \$80.00

In all cases, this compensation must be paid by the owner and is then assimilated to a property tax imposed on the building for which it is due.

#### **ARTICLE 13**

This Regulation shall enter into force in accordance with the law.

**ADOPTED**



### **7.3 SUBMISSION OF TENDERS FOR THE SUPPLY OF 120L BROWN BINS**

**WHEREAS** the Municipality of Hinchinbrooke must obtain 120L brown bins for the collection of organic materials;

**WHEREAS** the Municipality has asked for prices from several suppliers for the supply of brown bins;

**WHEREAS** the Municipality has received bids from four (4) companies, namely Lalema, NI Products Inc., USD Global Inc. and Compostable.ca;

**WHEREAS** the bid received by USD Global Inc. is the lowest compliant bid.

#### **CONSEQUENTLY**

**25-02-12**

**PROPOSED BY:** Councillor Bakos  
**SECONDED BY:** Councillor Prevost

The council accepts USD Global Inc.'s quote of a cost of \$ 71 625.00 (plus taxes) for the supply of the 120L brown bins.

**ADOPTED**

### **7.4 REGIONAL AND RURAL FUND COMPONENT 4 VITALIZATION - GRANT**

**WHEREAS** the municipality wishes to submit an application for the FRR component 4 vitalization grant offered by the MRC Haut Saint Laurent;

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

**25-02-13**

**PROPOSED BY:** Councillor Feeny  
**SECONDED BY:** Councillor Prevost

That the municipality authorizes Adam Antonopoulos, Director General and Secretary-Treasurer, to sign the application for the RRF Component 4 Vitalization grant and all documents related to the program.

**ADOPTED**

## **8. QUESTION PERIOD**

A resident of Fairview Road asked a question regarding item 7.4 of the agenda. The mayor explains that we received funds from the MRC last year to help pay for the installation of the hockey deck. He explained that there was still funding left over and that the municipality would like to apply for additional funding again to hopefully build a small building with a changing room, toilets and storage space.

A Fairview Road resident informed the Mayor and Council that the calendar of regular meetings for the year 2025 is not on the website. The mayor replied that the calendar is in our municipal bulletin and that the website will be updated with the new calendar.



With no further questions from the audience, this item is closed.

9. **INVOICES TO BE APPROVED**

25-02-14

**PROPOSED BY:** Councillor Bakos  
**SECONDED BY:** Councillor Feeny

That the accounts payable for the period January 14, 2025 to February 3, 2025 in the amount of \$357,066.20 be adopted and paid and that the said accounts be kept in a register for that purpose and form part of the said minutes.

**ADOPTED**

10. **ADJOURNMENT**

25-02-15

**PROPOSED BY:** Councillor Prevost  
**SECONDED BY:** Councillor Bakos

That the business of the meeting having been duly completed, the meeting adjourned at 8:09 p.m.

**ADOPTED**

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Mark Wallace  
Mayor

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Adam Antonopoulos  
Director General