



The regular meeting of the Municipality of Hinchinbrooke was held on **July 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:

Ralph Duncan
Tanya Clarke
Kirk Feeny
Laurie Ann Prévost

Absent:

Marc Bakos
Elgin MacFarlane

Also present:

Residents of Fairview Road, Dewittville.
Resident of Fairview Road, Dewittville.
Resident on Gore Road.
Resident of Meadow Road.

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

1. **OPENING OF THE MEETING**

25-07-01

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Prévost

That the regular meeting be opened at 7:59 p.m.

ADOPTED

2. **ADOPTION OF THE AGENDA**

25-07-02

PROPOSED BY: Councilor Feeny
SUPPORTED BY: Councillor Prévost

That the agenda be adopted as distributed.

ADOPTED

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

25-07-03

PROPOSED BY: Councilor Prévost
SECONDED BY: Councilor Clarke

That the French version of the minutes of the regular meeting held on June 2, 2025 be adopted as distributed.

ADOPTED

25-07-04

PROPOSED BY: Councilor Feeny
SECONDED BY: Councilor Clarke

That the English version of the minutes of the regular meeting held on June 2, 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 July 2, 2025.

4.1 **SERVICE OFFER – MRC ZONING BY-LAW 378**

WHEREAS the Municipality of Hinchinbrooke must amend the zoning plan to adjust the zone boundaries of certain lots ;

25-07-05

PROPOSED BY: Councilor Feeny
SUPPORTED BY: Councilor Prévost

THAT the council accepts the MRC's offer of service in the amount of \$1,299.00 including taxes to update and modify the zoning plan.

ADOPTED

5. **PUBLIC WORKS**

The Council noted the Public Works Report submitted by the Roads Supervisor at the July 2, 2025, Caucus meeting.

5.1 **EXP SERVICE MANDATE**

WHEREAS: The Municipality of Hinchinbrooke wishes to apply for the PAVL grant to pave Boyd Settlement Road and Rockburn Side Road ;

WHEREAS: To be eligible to receive this grant, appropriate engineering plans must be completed;

25-07-06

PROPOSED BY: Councilor Duncan
SECONDED BY: Councilor Clarke

That the Municipality of Hinchinbrooke accepts the fixed price of \$6,820.00 plus taxes for the completion and preparation of plans and specifications by the EXP engineering firm.

ADOPTED

5.2 **RESULT OF THE CALL FOR TENDER – GORE ROAD PAVING**

WHEREAS the Municipality of Hinchinbrooke must complete paving on Gore Road;

WHEREAS the Municipality submitted the call for tenders and the estimate which is an integral part of the call for tenders on the Quebec electronic tendering system called SEAO;

WHEREAS the Municipality received bids from five (5) companies during the opening of tenders on June 17, 2025, namely Ali Excavation, Roxboro, Eurovia Quebec Construction Inc. Les Pavages Ultra Inc. and Les Pavages Asphaltech Inc.;

WHEREAS after analysis of the bids, each and every one of them was deemed compliant and all documents required in the call for tenders were produced;

WHEREAS the bid received by Ali Excavation was the lowest;



07-25-07

PROPOSED BY: Councilor Prévost
SECONDED BY: Councilor Clarke

That following the call for tenders for paving on Gore Road, the Municipality of Hinchinbrooke accepts the bid from Ali Excavation for an amount of \$288,782.83 (taxes included). This paving will be paid for with surplus funds.

ADOPTED

5.3 PPA-CE

WHEREAS the Municipality of Hinchinbrooke has taken note of the terms of application of the Special Improvement Projects (PPA) component of the Local Roads Assistance Program (PAVL) and undertakes to respect them;

WHEREAS the road network for which a request for financial assistance was granted is under municipal jurisdiction and is eligible for the PAVL;

WHEREAS the work was carried out in the calendar year in which the Minister authorized it;

WHEREAS the work or related costs are eligible for PAVL;

WHEREAS the accountability form V-0321 has been duly completed;

WHEREAS the transmission of the project accountability was carried out at the end of the work or at the latest on December 31, 2024 of the calendar year during which the Minister authorized them;

WHEREAS the payment is conditional upon the Minister's acceptance of the project's accountability report;

WHEREAS, if the accountability is deemed compliant, the Minister makes a payment to the municipalities based on the list of works that he has approved, without however exceeding the maximum amount of assistance as it appears in the announcement letter;

WHEREAS the other sources of financing for the work have been declared;

FOR THESE REASONS,

25-07-08

PROPOSED BY: Councilor Feeny
SUPPORTED BY: Councilor Prévost
IS UNANIMOUSLY RESOLVED

THAT the council of the Municipality of Hinchinbrooke approves the expenditures in the amount of \$17,900.00 relating to the improvement work and eligible related costs mentioned in form V-0321, in accordance with the requirements of the Quebec Ministry of Transport, and acknowledges that in the event of non-compliance with these requirements, the financial assistance will be terminated.

ADOPTED

5.4 SUBMISSION OF QUOTES FOR PAINTING YELLOW LINES ON MUNICIPAL ROADS

WHEREAS the municipality of Hinchinbrooke must paint the yellow lines on municipal roads;



WHILE the Municipality requested estimates that met the requirements;

WHEREAS the Municipality received bids from three (3) companies, namely Lignes Maska, Lignes Rive Sud, and Marquage Tracage Quebec;

WHEREAS the bid received by Lignes Rive Sud was the lowest;

THEREFORE

25-07-09

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Duncan

The council accepts the estimate from Lignes Rive Sud of \$26,645.46 including taxes to paint 75km of yellow line on municipal roads.

ADOPTED

6. COMMUNICATION AND COMMUNITY SERVICE

6.1 FIRE SERVICE

6.1.1 Incident Assessment and Analysis Program

WHEREAS the MRC du Haut-Saint-Laurent adopted its Fire Safety Risk Coverage Plan in 2012, as well as its implementation plan (resolution no. 6298-01-12);

WHEREAS the MRC has committed, in objective 2 of the implementation plan, to produce and transmit to local municipalities an Incident Assessment and Analysis Program to supervise this task in the MRC territory;

WHEREAS local municipalities must implement an Incident Assessment and Analysis Program in accordance with section 2.1 of the Ministerial Guidelines on Fire Safety (RLRQ, chapter S-3.4 r.1);

WHEREAS fire prevention programs must refer to the terms and conditions defined in the Guide to the Planning of Fire Prevention Activities of the Ministry of Public Security under section 2.1 of the Ministerial Guidelines on Fire Safety.

25-07-10

THEREFORE,
PROPOSED BY: Councilor Duncan
SUPPORTED BY: Councilor Prévost

To adopt the Incident Assessment and Analysis Program proposed by the MRC du Haut-Saint-Laurent.

ADOPTED

6.2 ARENA

Nothing to report

6.3 LEISURE

6.3.1 ACSA EXPENDITURE

25-07-11

PROPOSED BY: Councilor Duncan



SUPPORTED BY: Councilor Prévost

That the Municipality of Hinchinbrooke donate a check in the amount of \$1,000.00 to the ACSA association to cover the expenses of the staff who manage softball and t- ball for the summer.

ADOPTED

6.3.2 SUBMISSION OF QUOTES FOR THE INSTALLATION OF FENCING AT ATHELSTAN PARK

WHEREAS the Municipality of Hinchinbrooke must install a new fence to repair the fence that was removed to dig a ditch to properly drain the field;

WHILE the Municipality requested estimates that met the requirements;

WHEREAS the Municipality received bids from two (2) companies, namely Les As de la clôture and clôture mag ;

WHEREAS the bid received by Les As de la clôture is the lowest;

THEREFORE

25-07-12

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Duncan

The council accepts the company's estimate of the fence cost of \$7,473.37 including taxes.

ADOPTED

6.4 DONATION REQUEST

6.4.1 DONATION REQUEST – MOISSON SUD OUEST

25-07-13

PROPOSED BY: Councilor Clarke
SECONDED BY: Councilor Feeny

That the municipality of Hinchinbrooke make a donation of \$150 to the Moisson Sud Ouest

ADOPTED

6.4.2 DONATION REQUEST – GARBAGE CONTAINER CVAA

25-07-14

PROPOSED BY: Councilor Clarke
SECONDED BY: Councilor Duncan

That the municipality of Hinchinbrooke rent a container for the CVAA.

ADOPTED

6.4.3 DONATION REQUEST – GARBAGE CONTAINER HUNTINGDON FAIR

07-25-15

PROPOSED BY: Councilor Prévost
SECONDED BY: Councilor Duncan

That the municipality of Hinchinbrooke rent a container for the Huntingdon fair.



ADOPTED

7. CORRESPONDENCE AND NEW BUSINESS

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

7.1 DEPOSIT DRAFT REGULATION #352-2025 MRC

That a notice of motion and deposit of Draft By-law #352-2025 of the MRC concerning SQ harmonized by-law was deposited by Councilor Feeny.

7.2 PURCHASE OF LOT # 5 267 800

WHEREAS : The Municipality of Hinchinbrooke approached the owner of the land which is connected to their park to purchase said land;

WHEREAS The municipality sold this lot by mistake in 2023;

WHEREAS Hinchinbrooke City Council accepted the offer of sale for the property, lot # 5 267 800 by the owner Lenny Hernandez Rivera , for an amount of \$5,000 plus notary fees;

WHEREAS Council authorizes Mayor Mark Wallace and director general Adam Antonopoulos to sign the purchase contract for the Municipality of Hinchinbrooke;

25-07-16

PROPOSED BY: Councilor Feeny
SUPPORTED BY: Councilor Prévost

THAT The council authorizes the mayor, Mark Wallace, the director general Adam Antonopoulos, to sign the notarized purchase contract for lot #5 267 800 and to issue a check for \$5,000 in the name of "Notaire Pilon et Rhéaume, en fidéicommiss".

ADOPTED

7.3 FINANCIAL CONTRIBUTION 2024 HUNTINGDON MEDICAL CENTER

07-25-17

PROPOSED BY: Councilor Prévost
SECONDED BY: Councilor Duncan

That the council approve the amount of the contribution of \$8,129.00 to the Huntingdon Medical Center for the year 2024.

ADOPTED

7.4 Support for the Vallée-des-Tisserands School Service Center

WHEREAS the need of the region's industries to have competent agricultural equipment mechanics trained in the latest technologies;

WHEREAS agricultural activity is at the heart of regional economic activity;



WHEREAS the territory served by the Suroît Vocational Training Center is mainly agricultural;

WHEREAS the *Agricultural Mechanics (Agricultural Workers)* study program is among the targeted programs whose offering is deemed insufficient in Montérégie;

CONSIDERING the investments and contributions made since January 2015 to the Saint-Joseph service point in Saint-Chrysostome to build a new workshop, acquire certain machinery and redevelop certain premises used;

CONSIDERING the contribution of businesses in the region which demonstrates the need for labor and the mobilization of the community;

Accordingly

25-07-18

PROPOSED BY: Councilor Feeny
SECONDED BY: Councilor Duncan

That the Municipality of Hinchinbrooke support the request of the Centre de services scolaire de la Vallée-des-Tisserands to offer the vocational studies program in *Agricultural Mechanics* at the Saint-Joseph service point in Saint-Chrysostome, in order to meet the needs of the region.

Adopted unanimously by the members of the council present.

ADOPTED

7.5 **HUNTINGDON CELEBRATION – APPLICATION FOR ALCOHOL LICENSE**

07-25-19

PROPOSED BY: Councilor Prévost
SECONDED BY: Councilor Clarke

That the Municipality of Hinchinbrooke have no objection to the sale of alcohol by the Town of Huntingdon for the Huntingdon Bicentennial Celebration to be held on Saturday, August 30, 2025 at the Huntingdon Fairgrounds.

ADOPTED

7.6 **APPOINTMENT TO THE POSITION OF DEPUTY MAYOR AND DESIGNATION OF THE DEPUTY MAYOR TO THE MAYOR'S COUNCIL OF THE MRC DU HAUT SAINT-LAURENT FOR 2025**

WHEREAS: Article 116 of the Municipal Code of Quebec stipulates that "A council may at any time appoint a councillor as acting mayor, who, in the absence of the mayor or during a vacation period, shall perform the duties of mayor, including all the privileges, rights and obligations related to the office."

Year 2025	Names of council members designated as acting mayor
January , February, March, April, May and June	Elgin MacFarlane



July , August, September, October, November and December	Kirk Feeny
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WHEREAS : the provisions of section 210.24 of the Act respecting municipal territorial organization (LRQ) stipulate that in the event of absence, inability or refusal to act as mayor, or of a vacancy in his position, the mayor is replaced on the MRC council by a substitute that the Council of the local Municipality may designate from among its members

25-07-20

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Prévost

That the Council appoints the Councilors as described in the table (above) to act as Deputy Mayor of the Municipality, as well as the substitution to sit at the council meeting of the MRC Haut Saint-Laurent in the event of absence, inability, refusal to act as mayor, or vacancy of their position, for the period from January 1st to December 31, 2025.

ADOPTED

7.7 **CITIZEN REQUEST - FAMILY CELEBRATION DAVIGNON PARK**

25-07-21

PROPOSED BY: Councilor Clarke
SUPPORTED BY: Councilor Prévost

That the Municipality of Hinchinbrooke has no objection to the citizen's request to organize a family party at Gordon Hill Park in Davignon Park during the month of August.

ADOPTED

7.8 **TAX REFUND**

WHEREAS a citizen mistakenly paid double their municipal taxes;

25-07-22

PROPOSED BY: Councilor Duncan
SECONDED BY: Councilor Feeny

That the municipality of Hinchinbrooke reimburse the citizen for their payment made in error.

ADOPTED

8. **QUESTION PERIOD**

A resident living on Fairview Road in Dewittville explained that they had made an appointment with the inspector and upon arriving at town hall, was told the inspector was unavailable because he was in a meeting. The citizen was also informed that it was not an appointment they were given, rather a timeframe that they could drop off a document. The citizen wanted to meet with the inspector before the regular meeting. The citizen was told that the inspector generally did not need council approval to issue a permit. The citizen explained that the MRC will hold an arts tour at the end of September.



A resident living on Fairview Road in Dewittville asked the city council and the mayor who to contact about replacing the road signs. He was informed that the municipality was changing the road signs. The mayor informed the resident that the road crew would be informed.

A resident residing on Fairview Road in Dewittville informed council that cars were traveling at high speeds at the intersection of Fairview Road and Island Road. He was also informed of this near the intersection of Fairview Road and Rockburn Hill . The mayor noted the situation and indicated that the municipality would explore possible solutions.

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

9. INVOICES TO BE APPROVED

25-07-23

PROPOSED BY: Councilor Feeny
SECONDED BY: Councilor Duncan

That the accounts payable for the period from June 3, 2025 to July 7, 2025 in the amount of \$162,996.65 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

25-07-24

PROPOSED BY: Councilor Prevost
SECONDED BY: Councilor Clarke

That the business of the meeting having been duly concluded, the meeting is adjourned at 8:25 p.m.

ADOPTED

Mark Wallace
Mayor

Adam Antonopoulos
Director General