



The regular meeting of the Municipality of Hinchinbrooke was held on **September 8, 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
Marc Bakos
Elgin MacFarlane

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

25-09-01

PROPOSED BY: Councillor Duncan
SECONDED BY: Councillor Clarke

That the regular meeting be opened at 8:00 p.m.

ADOPTED

2. ADOPTION OF THE AGENDA

25-09-02

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Prévost

That the agenda be adopted as distributed.

ADOPTED

3. ADOPTION OF THE MINUTES OF THE ORDINARY MEETING HELD IN AUGUST

25-09-03

PROPOSED BY: Councillor Prévost
SECONDED BY: Councillor Clarke

That the French version of the minutes of the regular meeting held on August 11, 2025 be adopted as distributed.

ADOPTED

25-09-04

PROPOSED BY: Councillor Duncan
SECONDED BY: Councillor Clarke

That the English version of the minutes of the regular meeting held on August 11, 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 September 4, 2025.



4.1 **CITIZEN REQUEST – MAPPING OF FLOOD AREAS**

A citizen believes that the flood zone indicated on his property is incorrect and has asked the Municipality of Hinchinbrooke to request that the current flood zone map be analyzed.

WHEREAS the minister is working on renewing the mapping of flood zones for the entire province of Quebec;

WHEREAS the high cost associated with this request;

WHEREAS the council received only one request from a citizen on this subject;

25-09-05

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Feeny

That the Municipality of Hinchinbrooke has decided to wait until these new flood zone maps are published before making specific requests for a more in-depth assessment of the flood zone map.

ADOPTED

4.2 **SERVICE OFFER – MRC**

25-09-06

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Feeny

That the Municipality of Hinchinbrooke accepts the two service offers from the MRC du Haut Saint Laurent aimed at revising by-law 378 concerning zoning and the Concordance to the modification of plan 345-2024 for a price of \$3,550.00

ADOPTED

5. **PUBLIC WORKS**

The Council noted the Public Works Report submitted by the Highway Supervisor at the September 4, 2025, Caucus meeting.

5.1 **WORK ON THE DITCH – FAIRVIEW STREET**

25-09-07

PROPOSED BY: Councillor Clarke
SECONDED BY: Councillor Duncan

That the Municipality of Hinchinbrooke agree to allow the road supervisor to hire an excavator to dig part of the ditch on the Fairview for an amount of approximately \$800.00.

ADOPTED

6. **COMMUNICATION AND COMMUNITY SERVICE**

6.1 **FIRE SERVICE**

Nothing to report

6.2 **ARENA**

Nothing to report



6.3 LEISURE

Nothing to report

6.4 DONATION REQUEST

6.4.1 DONATION REQUEST – DIANA ERSKINE

25-09-08

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Duncan

That the Municipality of Hinchinbrooke purchase a \$100 gift certificate to thank Diana Erskine for her volunteer work in organizing softball, T-ball, and summer worker games.

ADOPTED

7. CORRESPONDENCE AND NEW BUSINESS

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

7.1 PECUNIARY INTEREST

The Director General filed the Declaration of Pecuniary Interests with council Member Ralph Duncan in September 2025. This was completed and returned to the General Director.

7.2 SUBMISSION OF QUOTES – ARTESIAN WELL

WHEREAS the Municipality of Hinchinbrooke is to dig a homemade well in Athelstan Park;

WHILE the Municipality requested estimates that met the requirements;

WHEREAS the Municipality received bids from two (2) companies, namely Forage Métropolitain and Forage WellPuits;

WHEREAS the bid received by Forage Métropolitain is the lowest;

THEREFORE

25-09-09

PROPOSED BY: Councillor MacFarlane
SECONDED BY: cOUNCILLOR Feeny

The council accepts the estimate from the company Forage Métropolitain of a budget cost of \$6,990.00, tax not included, for 175` of drilling.

ADOPTED

7.3 REQUEST FOR PRICE – CEMENT SLAB

WHEREAS the municipality adheres to its regulation 457-A concerning contractual management;

WHEREAS for construction work between \$0 and \$74,999 the primary method for requesting a price for this is by mutual agreement;



WHEREAS the municipality needs to obtain a quote for pouring a cement slab for a new building for Athelstan Park;

25-09-10

PROPOSED BY: Councillor MacFarlane
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke authorize the Director General, Adam Antonopoulos, to obtain quotes for the pouring and excavation of a new cement slab.

ADOPTED

7.4 REQUEST FOR PRICE – BUILDING

WHEREAS the municipality adheres to its regulation 457-A concerning contractual management;

WHEREAS for construction works between 75,000 and the public tender threshold set by ministerial regulation the main method for a price request for this is a call for tenders by written invitation;

WHEREAS the municipality must obtain a quote to construct a new building for Athelstan Park;

25-09-11

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke authorize the Director General, Adam Antonopoulos, to obtain quotes for the construction of a new building.

ADOPTED

7.5 AGRIRÉCUP REQUEST

The council refused Agrirécup's request to organize a two-week collection campaign in our municipal garage to recover maple syrup tubing, because this service is already provided by Franklin, a neighboring municipality.

7.6 CITIZEN REQUEST

A citizen asked the municipality to rent out part of his farmland to raise chickens. The municipal council refused his request.

7.7 CLINIC – DOG LICENSE

25-09-12

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Prévost

That the council has no objection to holding a second dog licensing clinic at the town hall during the month of September.

ADOPTED

7.8 MRC REQUEST – SPLASH PAD

25-09-13

PROPOSED BY: Councillor McFarlane
SECONDED BY: Councillor Bakos



That Council respectfully declines the MRC's offer to install a new splash pad at Athelstan Park due to the lack of adequate space to accommodate both the structure and the building for the recirculation system.

ADOPTED

7.9 PAVL – APPLICATION OF THE INTERVENTION PLAN COMPONENT

WHEREAS: The Municipality of Hinchinbrooke has taken note of the terms of application of the Intervention Plan component of the Local Roads Assistance Program (PAVL) and undertakes to respect them;

WHEREAS: The Municipality of Hinchinbrooke wishes to submit a request for financial assistance to the Ministry of Transport and Sustainable Mobility for the development of an intervention plan;

FOR THESE REASONS

25-09-14

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Duncan

It is unanimously resolved and adopted that the council of the Municipality of Hinchinbrooke authorizes the submission of a request for financial assistance, confirms its commitment to develop an intervention plan in accordance with the terms and conditions in force, recognizing that, in the event of non-compliance with these, the financial assistance will be terminated, and certifies that Adam Antonopoulos, Director General and Clerk-Treasurer, is duly authorized to sign any document or agreement to this effect, including the financial assistance agreement if applicable, with the Minister of Transport and Sustainable Mobility.

ADOPTED

7.10 DONATION REQUEST - ROYAL CANADIAN LEGION

25-09-15

PROPOSED BY: Councillor Feeny
SUPPORTED BY: Councillor Bakos

That the Municipality of Hinchinbrooke is making a \$70 donation to the Royal Canadian Legion to purchase a wreath for the Remembrance Day event.

ADOPTED

8. QUESTION PERIOD

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

9. INVOICES TO BE APPROVED

25-09-16

PROPOSED BY: Councillor Bakos
SECONDED BY: Councillor Feeny

That the accounts payable for the period from August 12, 2025 to September 8, 2025 in the amount of \$199,045.30 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

09-25-16

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Duncan

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