

The regular meeting of the Municipality of Hinchinbrooke was held on **March 2, 2026** at the Town Hall, located at 1056 Brook Road, in Hinchinbrooke, Quebec. Mayor Wallace chaired the meeting with the following councillors:

Ralph Duncan
Andréas Gabriel
Kirk Feeny
Tanya Clarke
Laurie Ann Prévost
Elgin Mac Farlane

Also present:

Two Brook Road Residents, Hinchinbrooke.
Resident of Boyd Settlement Road, Hinchinbrooke.
Several residents of Montée Powerscourt, Hinchinbrooke.

Ms. Sarah Rennie, Journalist, The Gleaner

Mr. Sylvain Cazes, Political Attaché for Carole Mallette, Member of Parliament
Electoral district of Huntingdon.

Nancy Westerman, Deputy City Clerk and Treasurer, recorded the minutes of the meeting.

1. OPENING OF THE MEETING

26-03-01

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Gabriel

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

CARRIED

2. ADOPTION OF THE AGENDA

26-03-02

PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Clarke

That the agenda be adopted as distributed.

CARRIED

3. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN FEBRUARY

26-03-03

PROPOSED BY: Advisor Mac Farlane
SUPPORTED BY: Councillor Prévost

That the French version of the minutes of the regular meeting held on February 2, 2026 be adopted as distributed.

CARRIED

4.1 URBAN PLANNING

Council noted the municipal inspection report submitted by the inspector at the February 26, 2026 caucus meeting.

4.2 BY-LAW NUMBER 465 OCCUPANCY AND MAINTENANCE OF BUILDINGS

CONSIDERING THAT Division XII of Chapter IV of Title 1 of the Act respecting land use planning and development (CQLR, A.19-1) provides that every municipality is required to maintain in force a by-law relating to the occupancy and maintenance of buildings;

CONSIDERING THAT This by-law must contain at least standards to prevent the deterioration of buildings, to protect them against bad weather and to preserve the integrity of their structure;

CONSIDERING THAT Quebec City municipalities must have adopted this by-law by April 1, 2026;

CONSIDERING THAT the Council wishes to maintain the quality of housing and buildings on the territory of the municipality for all its citizens;

CONSIDERING that a by-law relating to the occupation and maintenance of buildings allows a municipality to control the dilapidation or dilapidation of buildings located on its territory;

CONSIDERING THAT this by-law repeals by-law 423, on the same subject and entitled Regulation respecting the safety, health, maintenance and occupancy of buildings;

CONSIDERING THAT The Council of the Municipality of Hinchinbrooke has adopted the *Zoning By-law Number 378*;

CONSIDERING THAT A draft by-law was tabled and a notice of motion was given at the regular meeting of February 2, 2026

CONSIDERING THAT the draft regulation was adopted on 2 February 2026;

CONSIDERING THAT the public consultation on the draft regulation was held on March 2, 2026;

26-03-04 **PROPOSED BY:** Councillor Clarke
SECONDED BY: Councillor Feeny

THAT By-law 465 be adopted as follows:

WHEREAS Division XII of Chapter IV of Title 1 of *the Act respecting land use planning and development* (CQLR, A.19-1) provides that every municipality is required to maintain in force a by-law relating to the occupancy and maintenance of buildings;

WHEREAS this by-law must contain at least standards to prevent the decay of buildings, to protect them against bad weather and to preserve the integrity of their structure;

WHEREAS the municipalities of Quebec City must have adopted this by-law by April 1, 2026;

WHEREAS Council wishes to maintain the quality of housing and buildings on the territory of the municipality for all its citizens;

WHEREAS a by-law relating to the occupancy and maintenance of buildings allows a municipality to control the dilapidation or dilapidation of buildings located on its territory;

WHEREAS this by-law repeals by-law 423, on the same subject and entitled Regulation respecting the safety, health, maintenance and occupancy of buildings;

WHEREAS a notice of motion was given and a draft by-law was adopted at a meeting held on February 2, 2026;

WHEREAS a public consultation meeting was held on 2 March 2026;

CHAPTER 1 DECLARATORY, INTERPRETATIVE AND

ADMINISTRATIVE PROVISIONS

SECTION 1 DECLARATORY PROVISIONS

1. TITLE OF THE REGULATIONS

This by-law is entitled "By-law 465 respecting the occupancy and maintenance of buildings".

2. PURPOSE OF THE REGULATION

The purpose of this regulation is to:

- a. to control the dilapidated or dilapidated conditions of the buildings located on its territory;
- b. eliminate the nuisances generated by poorly maintained buildings, by prescribing standards of health, occupancy and maintenance;
- c. encourage building owners to maintain their property.

3. SCOPE OF THE REGULATIONS AND SUBJECT JURISDICTION

The provisions of this by-law apply to natural persons as well as to legal persons governed by public or private law, as well as to any building or part of a building located in the territory of the Municipality of Hinchinbrooke.

4. COMPETITION WITH OTHER REGULATIONS OR LAWS

Compliance with this by-law does not exempt you from the obligation to comply with any other provincial or federal law or regulation or any other applicable municipal by-law.

SECTION 2 INTERPRETATIVE PROVISIONS

5. INTERPRETATION OF PROVISIONS

Where two standards or provisions apply to a use, building, land or other object governed by this by-law, the following rules apply:

- a. The norm or special provision takes precedence over the general provision;
- b. The most restrictive provision prevails.

Unless the context indicates otherwise, it is agreed that:

- a. The use of the verb "DUTY" indicates an absolute obligation;
- b. The use of the verb "MAY" indicates an optional meaning, except in the expression "CAN'T" which means "MUST";
- c. The word "ANYONE" includes any person or entity.
- d. The use of the verb in the present tense includes the future tense;
- e. The singular includes the plural and vice versa unless the meaning clearly indicates that it cannot logically be a question.

6. TERMINOLOGY

Unless otherwise expressly stated or unless the context otherwise requires, expressions, terms and words have the meaning and application ascribed to them in Zoning By-law 378.

However, for the purposes of this Regulation, the following words have the meanings given to them in this section:

"Building" means any structure used or intended to be used to house or receive persons, animals or things, including but not limited to a residential dwelling or commercial premises.

"Deteriorating": Is said of a thing that is poorly preserved and in unsatisfactory condition to allow the use for which it is intended or designed.

"Designated officer" means any person designated by the Municipality of Hinchinbrooke to ensure the application of this by-law.

"Heritage Building": A building that has a status (classified or cited) or that is located in a heritage site or protected area. These statutes aim to protect immovable property whose knowledge, protection, enhancement and transmission are in the public interest. The owner of a building that is classified, cited or located in a heritage site or a protected area has responsibilities and must comply with certain obligations, particularly for carrying out work, preserving its heritage value, selling, donating and bequeathing.

"Dwelling unit" means a building or part of a building intended for residential purposes and its appurtenances, including a shed, balcony, garage, carport or shed.

"Municipality" means the Municipality of Hinchinbrooke

"Sanitation" means the character of a building or part of a building that, by virtue of the quality of its condition, environment and maintenance, is conducive to the health and safety of residents and the public by reason of its use and condition.

"Dilapidation": A state of deterioration produced by time and normal wear and tear and making it impossible to use the thing for which it is intended or designed

SECTION 3 ADMINISTRATIVE PROVISIONS

7. ADMINISTRATION AND ENFORCEMENT OF THE REGULATION

The application, supervision and control of these Regulations shall be entrusted to the designated official.

The designated officer must, upon request, identify himself or herself by means of identification or a certificate issued by the municipality.

8. POWERS OF DESIGNATED OFFICER

Without limiting the powers vested in the designated officer by the statutes and regulations governing the municipality, the powers of the designated officer are as follows:

- a. Ensures compliance with these regulations, which are administered and applied;
- b. May inspect and visit any building, construction, equipment, structure or work;
- c. May send a written notice to any owner, occupier or applicant requiring him to rectify any situation constituting a violation of this by-law;
- d. May issue any statement of violation of this by-law;
- e. May order any owner to prevent access to a building or building presenting a risk to the health and safety of persons;
- f. May recommend to the Municipal Council any request for sanctions against offenders of urban planning by-laws.

9. DUTIES AND RESPONSIBILITIES OF THE OWNER

The owner, occupier or any person in charge of or having custody of an immovable shall permit the examination of the building by the designated officer and to facilitate the performance of his duties and to allow him to enter the premises for the purposes of this by-law.

The Designated Officer must also provide the designated officer with any information or documents that they require.

10. VISIT OF THE GROUNDS AND BUILDINGS

A designated officer is authorized to visit and examine, between 7 a.m. and 8 p.m., any movable or immovable property, and the interior and exterior of any house, building or building of any kind, to ascertain whether these regulations entrusted to him to administer are being complied with, or to ascertain any information or to ascertain any fact necessary for the performance of his duties.

The owner or occupant of such houses, buildings and edifices must allow it to enter.

The designated official shall be authorised to be accompanied during the visit by any person whose expertise or assistance he requires.

11. TESTS, ANALYSES AND VERIFICATIONS

The designated officer may carry out or require that tests, analyses or verifications be carried out, take photographs or recordings or take technical measurements using a measuring device to verify the compliance of the vessel with these Regulations.

These measurements may include checking the quality of a material, equipment or installation, determining air quality or calculating the humidity level.

It may require the owner, tenant or occupant of a building to receive a detailed report drawn up by an expert to validate the presence of a cause of insalubrity. This report must describe the causes of unsanitary conditions observed and include a detailed description of the corrective work required to make a building healthy.

The person to whom such a requirement is made must comply with it.

12. EXTERMINATION INTERVENTION

The designated officer may require an extermination operation to be carried out in a building in which the presence of vermin, rodents, insects or any other harmful animal is observed.

The owner, tenant or occupant of the premises targeted by the extermination intervention must promptly carry out the tasks required to enable the exterminator to eliminate vermin, rodents, insects or any other pest. The person to whom such a requirement is made must comply with it.

13. PUBLIC HEALTH

If the designated officer believes that a person's psychosocial situation or excessive accumulation disorder makes him unable to understand that a cause of unsanitary conditions identified in a building he occupies is likely to affect his health or safety and that he refuses to evacuate it, he may inform a health and social services institution or any other public health authority.

14. SAFETY HAZARD

When damage to a structural element makes a building a risk to the health and safety of persons, the designated officer may issue a notice to the owner, tenant or occupier to prevent access to the building, including by posting doors and windows or installing a security fence. The person to whom such a requirement is made must comply with it.

15. NOTICE OF NON-COMPLIANCE

The designated official may, in the event of dilapidation or dilapidation of a building, require repair, repair or maintenance work to be carried out.

The employer must send the owner of the vessel a written notice indicating the work to be carried out to bring the vessel into compliance with the standards and measures set out in the by-law and the time limit for carrying it out.

He may grant any additional delay provided that the person appears to be acting in good faith.

16. NOTICE OF DETERIORATION

If the owner of a building fails to comply with a notice sent to him or her under section 18 of this by-law, council may require that a notice of deterioration be entered in the land register that contains the following information:

- a. The name of the building concerned as well as the names and addresses of its owner; The name of the municipality and the address of its office, as well as the title, number and date of the resolution by which council requires registration;
- b. The title and number of these rules;
- c. A description of the work to be done.

The municipality must, within 20 days following the registration of any notice of deterioration, notify the owner of the immovable and any holder of a real right registered in the land register in respect of the immovable.

No notice of deterioration may be registered in respect of an immovable that is the property of a public body within the meaning of the Act respecting Access to documents held by public bodies and the Protection of personal information (chapter A-2.1).

17. NOTICE OF REGULARIZATION

Where the designated officer finds that the work required in the notice of deterioration has been carried out, the council must, within 60 days of the finding, request the registration in the land register of a notice of regularization that contains, in addition to the information contained in the notice of deterioration, the registration number in the land register of the notice of deterioration and an indication that the work described therein has been carried out.

The municipality must, within 20 days following the registration of any notice of regularization, notify the owner of the immovable and any holder of a real right registered in the land register in respect of the immovable.

18. LIST OF BUILDINGS SUBJECT TO A NOTICE OF DETERIORATION

The Municipality shall keep a list of immovables in respect of which a notice of deterioration is registered in the land register which it publishes on its website. The list contains, in respect of each immovable, all the information contained in the notice of deterioration.

When a notice of regularization is entered in the land register, the Municipality must remove from this list any mention concerning the notice of deterioration related to this notice of regularization.

19. ACQUISITION OF AN IMMOVABLE SUBJECT TO A NOTICE OF DETERIORATION

The Municipality may acquire, by mutual agreement or by expropriation, any immovable in respect of which a notice of deterioration has been registered in the land register for at least 60 days, on which the work required in the notice has not been carried out and which has one of the following characteristics:

- a. It has been vacant for more than one year at the time of service of the notice of expropriation provided for in section 40 of the Expropriation Act (chapter E-24);
- b. Its state of dilapidation or dilapidation poses a risk to the health or safety of people;
- c. It is a heritage immovable listed in accordance with the Cultural Heritage Act (chapter P-9.002) or located in a heritage site cited in accordance with that Act;

Such an immovable may then be alienated, for consideration, to any person or, free of charge, to a person referred to in section 6.2 (chapter C-27.1).

20. NOTICE ORDERING EVACUATION

The designated officer may issue a notice ordering the evacuation and closure of a building or dwelling that does not comply with these

Regulations or those referred to by the designated officer, as well as any amendments thereto. Personal property in a place that is ordered to be evacuated and closed may be transported to a location determined by the designated officer at the expense of the owner, tenant or occupant.

SECTION 4 TICKETS AND PENALTIES

21. TICKETS AND PENALTIES

Every person who contravenes or maintains a contravention of any of the provisions of this by-law is guilty of an offence and is liable

- a. in the case of a natural person:
 - i. a fine of not less than \$300 and not more than \$250,000 for a first offence;
 - ii. a fine of not less than \$600 and not more than \$250,000 for a subsequent offence;
 - iii. a fine of not less than \$10,000 and not more than \$250,000 for a contravention of a heritage property.

- b. in the case of a legal person:
 - i. a fine of not less than \$600 and not more than \$250,000 for a first offence;
 - ii. a fine of not less than \$1,200 and not more than \$250,000 for a subsequent offence;
 - iii. a fine of not less than \$20,000 and not more than \$250,000 for a contravention of a heritage property.

The amount of the fine must be determined by reference to the following aggravating factors:

- a. denying access or obstructing by obstructing the work of the designated officer;

- b. whether the offender acted intentionally or was negligent or reckless;

- c. the seriousness of the harm or the risk of harm to the health or safety of persons;

- d. the intensity of the nuisance suffered by the neighbourhood;

- e. the foreseeability of the offence or the failure to follow up on recommendations or warnings aimed at preventing it, in particular, when the work required by the municipality or described in a notice of deterioration has not been carried out;

- f. the fact that the building concerned is a heritage building listed in accordance with the Cultural Heritage Act (chapter P-9.002), located in a heritage site cited by a municipality or an RCM;

- g. the fact that the acts or omissions of the offender have caused

such deterioration of the building that the only useful remedy is its demolition;

- h. the offender's attempts to conceal the offence or the offender's failure to attempt to mitigate the consequences of the offence.

A decision taken in the presence of an aggravating factor and which nevertheless imposes a minimum fine must be reasoned.

22. MULTIPLE OFFENCES

If the offence continues, it is, on a day-to-day basis, a separate and distinct offence and the fine may be imposed for each day that the offence continues.

23. OTHER REMEDIES

The Municipality may, for the purpose of enforcing the provisions of this by-law, exercise cumulatively, with those provided for in this by-law, any other appropriate recourse of a civil or criminal nature.

CHAPTER 2 OCCUPANCY,

SANITATION AND MAINTENANCE OF

BUILDINGS SECTION 1

OCCUPANCY OF A BUILDING

24. ELECTRICAL INSTALLATION, DRINKING WATER SUPPLY AND WASTE WATER DISPOSAL

A dwelling must be equipped with a drinking water supply system, a plumbing system with pipes in good condition for the supply of drinking water, as well as for the disposal of waste water, and heating and lighting installations which must be kept in good working order at all times so that they can be used for the purposes for which they are intended.

25. EQUIPMENT

A dwelling must have at least:

- a. A kitchen sink;
- b. A toilet (toilet).
- c. A sink;
- d. A bathtub or shower.
- e. Rest area
- f. Space for meal preparation.

All this equipment must be connected directly to the plumbing system and be in good working order.

A dwelling must be equipped with at least one hood and a 220-volt power supply socket for the kitchen stove.

26. WATER

The kitchen sink, sink and bathtub or shower in a dwelling must be supplied with cold and hot water. The temperature of the hot water should not be lower than 45 °C.

27. HEATING

A dwelling must be equipped with a permanent heating system that allows the occupant to maintain a minimum temperature of 20°C in the living spaces.

The insulation of the exterior envelope such as the roof, exterior walls, floors or foundations must be sufficient to ensure that the building can be adequately heated.

28. LIGHTING

A dwelling must be equipped with an electrical installation in good working order to ensure the lighting of all rooms, indoor common areas, interior and exterior staircases as well as common exterior entrances.

SECTION 2 SANITATION OF A BUILDING

29. SANITATION

The condition of a building or dwelling must not adversely affect the health or safety of residents or the public by reason of its use or condition.

In particular, the following constitute a cause of unsanitary conditions, are prohibited and must be removed:

- a. The uncleanness, deterioration, clutter, apparent and continuous state of abandonment of a building, a dwelling and all its components;
- b. The presence of dead animals;
- c. The presence, storage or use of products or materials that emit a foul odour or toxic vapours;
- d. The deposit or accumulation of household waste, waste, or recyclable materials elsewhere than in containers provided for this purpose or, inside a building, in a room not provided for this purpose;
- e. The congestion of an evacuation means;
- f. The deposit or accumulation of combustible materials which, due to their quantity or location, present a fire hazard;

g. The presence of an obstacle preventing the closing and latching of a door in a required fire separation or a door equipped with a shutter device;

h. The presence of ice or condensation on an interior surface of a building other than a window;

i. The presence of water or moisture accumulation causing or likely to cause degradation of the structure, insulation, materials or finishes, or the presence of mould or fungi as well as the conditions conducive to their proliferation;

j. Accumulation of debris, materials, combustible materials, decomposed or putrefied materials, feces, urine, or other sources of uncleanliness;

k. The presence of vermin, rodents, birds, insects or any other pests as well as a condition conducive to their proliferation.

SECTION 3 BUILDING MAINTENANCE

30. MAINTAINING A BUILDING IN GOOD CONDITION

All the constituent parts of a building, such as walls, doors, windows, roofing, foundation and exterior cladding, balconies, stairs, etc. must be maintained in good condition and be able to perform the functions for which they were designed.

They must be of sufficient strength to withstand the combined forces of live loads, roof loads, wind pressures, snow weights, wind force and other elements of nature to which they are subjected, and must be repaired or replaced if necessary so as to prevent any cause of danger or accident.

31. WATER INFILTRATION AND FIRE

Any element of the structure, insulation or finishes affected by water infiltration or fire must be cleaned, completely dried or replaced in order to prevent and eliminate the presence of odours, mould or fungi and their proliferation. Fire-affected materials that no longer meet their original quality must be replaced.

32. OUTER ENVELOPE

The walls and exterior cladding of a building, all materials combined, must:

a. be maintained in good condition, repaired or replaced as necessary, in order to prevent mould, rot and corrosion, as well as any infiltration of air, water, and the intrusion of vermin or rodents;

b. be strong and stable to prevent damage or sloped walls, twisted beams or sagging joists;

c. be cleaned, repainted, otherwise treated or maintained in a manner that maintains an appearance of cleanliness and prevents degradation.

33. FOUNDATION

All the foundations of a building must be maintained at all times in a condition that ensures its preservation, protection and solidity.

Foundation walls must be maintained and repaired in a manner that maintains a clean appearance and prevents any infiltration of air or water or the intrusion of insects, vermin, rodents or any other animals.

34. ROOF

All components of a building's roof and eaves must:

- a. be maintained in good condition and repaired or replaced, as necessary, to prevent any curves in the roof structure, to ensure perfect waterproofing, the appearance of cleanliness and to prevent the intrusion of birds, vermin, rodents or insects;
- b. ensure that a compliant roof covering is maintained on the entire roof and its components;
- c. collect, in gutters, water from rain or snowmelt from the roof that is likely to flow onto the property of others or onto the public highway, the latter of which must be waterproof, solidly installed and maintained in good condition.

Components of the roof include flashings, vents, soffits, fascia, gutters and fascias.

35. DOORS AND WINDOWS

All exterior windows and doors of a building, including their frames, must be maintained or repaired to prevent water, air or snow infiltration or replaced when damaged or defective, with the frames caulking as necessary.

All moving parts should function normally.

Doors and windows and their frames must be periodically cleaned, repainted, otherwise treated or maintained in order to maintain an appearance of cleanliness and good maintenance and to prevent deterioration.

All barricades on doors, windows and any other access to a building, unless the building has been damaged by fire, if it presents a danger to public safety or if it is the subject of an application for a demolition permit from the Planning Department, is prohibited.

36. WALLS AND CEILINGS

Walls and ceilings must be maintained in good condition and free of holes, cracks or other defects. Coatings of coatings or other materials that are damaged, crumbling or threaten to come loose should be repaired or replaced.

37. FLOORS

Floors must be maintained in good condition and must not have any boards that are not jointed, twisted, broken, rotten or otherwise deteriorated. Any defective parts must be repaired or replaced.

The floor of a bathroom or washroom must not allow water to infiltrate adjacent partitions.

38. BALCONIES, GALLERIES, STAIRS AND OTHER COMPONENTS

All parts of a balcony, a gallery, a porch, a walkway, an external staircase and all structures projecting from a building must:

- a. be maintained in good condition, repaired or replaced as necessary to maintain a clean appearance;
- b. be maintained in such a way as to prevent rot or deterioration;
- c. be free of any obstruction that does not allow traffic and access to entrance doors and emergency exits.

39. SPACE FOR MEAL PREPARATION

Each dwelling must include a sink in good working order in a space dedicated to the preparation of meals. This space should be large enough to allow for the installation and use of a cooking appliance and refrigerator.

The space above the space occupied or intended to be occupied by cooking equipment must include a hood connected to an exhaust air duct to the outside of the building, an air recirculation hood or a carbon filter hood. In addition, it must be possible to connect the cooking appliance to a 220-volt electrical power source or to a natural gas or propane power source.

40. DRINKING WATER SUPPLY AND SEWAGE DISPOSAL

A dwelling must be equipped with a drinking water supply system and a plumbing system for sewage disposal, which must be kept in good working order at all times.

41. CONNECTION OF SANITARY FIXTURES

A plumbing fixture must be connected directly to the sewage plumbing system and be in good working order.

42. EQUIPMENT MAINTENANCE

A mechanical system, appliance or equipment such as plumbing, plumbing fixtures, heating systems or appliances, electrical or lighting systems, elevators and ventilation systems must be maintained and maintained in good working order.

43. BURGLARY RESISTANCE

A primary or secondary entrance door to a building or dwelling, as well as a garage door, must be equipped with a suitable locking mechanism that allows access with a key, magnetized card or other control device.

44. HERITAGE BUILDING

For a heritage building listed in accordance with the Cultural Heritage Act (chapter P9.002) or an immovable inventoried by the MRC or the municipality, the maintenance work carried out must not distort or alter the heritage character of the immovable. Maintenance interventions must preserve the architectural integrity and heritage quality of the building.

CHAPTER 3 FINAL PROVISIONS

45. COMING INTO FORCE

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

CARRIED

4.3 CPTAQ APPLICATION – LOT 5 266 975

WHEREAS lot 5 266 975 of the Cadastre du Québec (formerly part of lot 29B, range 3) is located in the agricultural zone designated under the Act respecting the protection of agricultural land and agricultural activities (LPTAA);

WHEREAS the existing building on this lot was converted from residential to commercial use (general store/convenience store) about 1956, with continuous commercial operation since that date;

WHEREAS the commercial exploitation began in 1956, i.e. 22 years before the entry into force of the LPTAA on 9 November 1978;

WHEREAS an aerial photograph dated 1965 confirms the existence of the commercial building, the parking area and the customer service area;

WHEREAS the certificate of location dated November 1, 2023, prepared by land surveyor Pierre Meilleur, indicates that the lot is divided between two municipal zones: zone H-2 (Hameau Herdman) covering 82% of the lot (1,566.69 m²) and zone Af-6-1 covering 18% (343.91 m²), for a total area of 1,910.6 m²;

WHEREAS the certificate of location indicates an "old well" in zone Af-6-1, which after verification by the Municipality is in fact the active septic system serving the commercial building and residential housing;

WHEREAS zone H-2 (Hamlet Herdman) allows the use of convenience stores and snack bars in accordance with Municipal Zoning By-law 378;

WHEREAS the commercial buildings, parking area and customer service infrastructure are located in the H-2 zone, while the septic system serving the commercial and residential uses is located in the Af-6-1 zone at the rear of the lot;

WHEREAS the lot is located in a deconstructed block as defined by the LPTAA;

WHEREAS the Municipality has been asked to provide an official recognition of the rights acquired in the context of an application to the Commission de protection du territoire agricole du Québec (CPTAQ) by the current owner of the property;

26-03-05

PROPOSED BY: Councillor MacFarlane

SUPPORTED BY: Councillor Gabriel

BE IT RESOLVED THAT:

The Municipality of Hinchinbrooke officially recognizes the existence of acquired rights for commercial use (convenience store) on lot 5 266 975, covering the entire area of the lot of 1,910.6 m² (0.19106 ha), including:

Zone H-2 (Herdman Hamlet) – 1,566.69 m² (82%):

- Commercial building (approx. 156 m²)
- Commercial yard area including parking, customer access and loading dock for deliveries (approximately 1,325.69 m²)
- Garage used as an accessory building for commercial storage (approx. 85 m²)

Zone Af-6-1 – 343.91 m² (18%):

- Septic system serving commercial and residential uses
- Drainage area and associated buffer zone

These acquired rights are recognized as having existed since 1956, confirmed by:

- Aerial photograph from 1965
 - Certificate of location (November 1, 2023)
 - Continued commercial operation observed by the Municipality
- The Municipality supports the current owner's request to the CPTAQ for authorization to add a snack bar activity to the existing commercial building, as convenience store and snack bar uses are both permitted in zone H-2 (Hameau Herdman) according to municipal by-law 378.

CARRIED

4.4 **NOTICE OF MOTION DRAFT BY-LAW 458-1
DEMOLITION OF BUILDINGS**

NOTICE OF MOTION was given by Councillor **Duncan**, and draft by-law 458-1 concerning the demolition of buildings was tabled.

4.5. **TABLING OF DRAFT BY-LAW 458-1 DEMOLITION OF
BUILDINGS**

26-03-06

PROPOSED BY: Councillor Clarke

SUPPORTED BY: Councillor Prévost

That draft by-law #458-1 concerning the demolition of buildings has been tabled.

CARRIED

4.6 PUBLIC CONSULTATION

26-03-07

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Gabriel

That the Council of the Municipality of Hinchinbrooke accept that the date for the public consultation meeting for by-law 458-1 is April 13, 2026 at 7:30 p.m.

CARRIED

4.7 NOTICE OF MOTION DRAFT BY-LAW 378-28 RESPECTING ZONING

NOTICE OF MOTION was given by Councillor **Prévost** and that she table draft by-law 378-28 concerning an amendment to the zoning by-law

4.8 TABLING OF DRAFT REGULATION 378-28 CONCERNING ZONING

26-03-08

PROPOSED BY: Councillor Feeny
SUPPORTED BY: Councillor Prévost

That draft by-law #378-28 concerning zoning be tabled.

CARRIED

4.6 PUBLIC CONSULTATION

26-03-09

PROPOSED BY: Councillor Clarke
SUPPORTED BY: Councillor Prévost

That the Council of the Municipality of Hinchinbrooke accept that the date for the public consultation meeting for by-law 378-28 is April 13, 2026 at 7:30 p.m.

CARRIED

5. PUBLIC WORKS

No report from the public works.

6. COMMUNICATION AND COMMUNITY SERVICE

6.1 FIREFIGHTERS

6.1.1 REGIONAL INTERMUNICIPAL FIRE PREVENTION AGREEMENT

WHEREAS the MRC du HautSaint-Laurent has proposed a regional fire prevention service offering that meets the mandatory programs set out in the *2001 Ministerial Guidelines on Fire Safety (CQLR, S3.4, r. 2.)*, adopted in 2022, resolution number 10197-12-22.

WHEREAS the MRC du HautSaint-Laurent has tabled an intermunicipal agreement to provide a framework for regional fire prevention services, adopted in 2023, resolution 10291-03-23;

WHEREAS the Municipality of Hinchinbrooke adhered to the regional fire prevention service and the intermunicipal agreement governing this service, in 2023, resolution number 23-04-09 for a period of three (3) years (2023-2026), automatically renewable by successive periods of three (3) years;

WHEREAS the Ministère de la Sécurité publique revised the *Ministerial Guidelines on Fire Safety in March 2025 (CQLR, S3.4, r. 2.1.)*, which modify municipal fire prevention obligations;

WHEREAS the MRC du Haut-Saint-Laurent must improve the intermunicipal agreement governing the regional fire prevention service to include the new fire prevention obligations resulting from *the 2025 Ministerial Guidelines on Fire Safety (CQLR, S3.4, r. 2.1.)* and to provide for the hiring of a second regional fire prevention resource;

WHEREAS the Municipality of Hinchinbrooke wishes to avail itself of articles 569 et seq. of the *Municipal Code of Québec (CQLR, c. C27.1.)* or, as the case may be, sections 468 et seq. of the *Cities and Towns Act (CQLR, c. C19.)* to enter into an agreement relating to the regional fire prevention service;

WHEREAS the Municipality of Hinchinbrooke wishes to adhere to the enhanced intermunicipal agreement for a period of three (3) years, starting April 1, 2026, in order to benefit from the regional fire prevention services offered by the MRC du HautSaint-Laurent

THEREFORE

26-03-10

PROPOSED BY: Councillor Duncan
SECONDED BY: Councillor Gabriel

THAT the Municipality of Hinchinbrooke adhere to the Enhanced Intermunicipal Agreement 20262029 – Regional Fire Prevention Service between the MRC du HautSaint-Laurent and the participating municipalities, as presented to the Municipal Council.

THAT the Mayor, Mark Wallace, and the Chief Administrative Officer and Clerk-Treasurer, Adam Antonopoulos, be and are hereby authorized to sign, for and on behalf of the Municipality of

Hinchinbrooke, the enhanced Intermunicipal Agreement and any other document required to give full effect to this resolution.

CARRIED

6.2 Arena

Nothing to report

6.3 LEISURE

6.4.1 DONATION REQUEST – COMMUNIC ACTION PROJECT

26-03-11

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Prévost

That the Municipality of Hinchinbrooke donate \$150 to the Communic Action project

CARRIED

6.4.2 REQUEST A DONATION – HUNTINGDON FAIR

26-03-12

PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Gabriel

That the Town of Hinchinbrooke make a \$1,500 donation to the Huntingdon Fair

CARRIED

6.4.3 DONATION REQUEST – RÉSIDENCE ELLE DU HAUT-SAINT-LAURENT

26-03-13

PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Duncan

That the Municipality of Hinchinbrooke make a donation of \$250 to the Elle Residence in Haut-Saint-Laurent.

CARRIED

7. CORRESPONDENCE AND NEW BUSINESS

Mayor Wallace reviewed the list of correspondence received during the month of February 2026.

7.1 SALE FOR UNPAID TAXES 2026

WHEREAS the Council of the Municipality of Hinchinbrooke approves the official list and asks the MRC du Haut-Saint-Laurent to proceed and delegate the Mayor and the Director General to attend the sale and acquire the properties on behalf of the municipality, in the event that there is no buyer.

26-03-14

PROPOSED BY: Councillor MacFarlane
SUPPORTED BY: Councillor Feeny

That the following list of clients be approved:

NUMBER	CADASTRE	TOTAL
5984 06 8720	5267787	CA\$ 1,554.12
5984 38 8131	5267680	CA\$ 326.39
5884 51 4409	5268053	CA\$ 91.50
5884 91 5399	5268050	CA\$ 88.62
5884 29 1770	5267572	CA\$ 101.34
5884 49 7820	5267619	CA\$ 22.17
5884 93 2842	5267915	CA\$ 63.13
5984 52 2424	5267974	CA\$ 52.89
5984 18 2223	5267673	CA\$ 175.02
5984 52 2555	5267975	CA\$ 51.96
5884 92 0258	5267931	CA\$ 27.63
5984 50 2720	5268865	CA\$ 65.56
5983 59 5764	5268144	CA\$ 45.21
5984 63 3390	5267856	CA\$ 139.26
5885 94 4107	5267104	CA\$ 138.66

CARRIED

7.2 APPLICATION FOR FINANCIAL ASSISTANCE PROGRAM FOR RECREATIONAL, SPORTS AND OUTDOOR INFRASTRUCTURE

Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure

At a regular meeting of the Board of Directors of the Municipality of Hinchinbrooke, held on March 2, 2026,

26-03-15 PROPOSED BY: Councillor Gabriel
SUPPORTED BY: Councillor Duncan

THAT the Municipality of Hinchinbrooke authorize the presentation of the recreation hall project to the Ministry of Education as part of the Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure;

THAT the Municipality of Hinchinbrooke's commitment to pay its share of the eligible costs of the project and to pay the costs of the ongoing operation of the project, to assume any cost overrun generated by the work and not to award a contract relating to direct costs until a letter of announcement from the Minister is obtained;

THAT the Municipality of Hinchinbrooke designate Mr. Adam Antonopoulos, Director General, as the person authorized to act on its behalf and to sign on its behalf all documents relating to the above-mentioned project.

CARRIED

7.3. SALE OF ROND-POINT, CADASTRE 5 268 650 – CRAIG LEFEBVRE

26-03-16 PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Clarke

To accept the offer to purchase the roundabout, cadastre 5 268 650 to Mr. Craig Lefebvre for the sum of \$1. The Municipality of Hinchinbrooke designates Mr. Adam Antonopoulos, Chief Administrative Officer, and Mark Wallace, Mayor, as the person authorized to act on its behalf and to sign on its behalf all documents relating to the above-mentioned project.

CARRIED

7.4 NOTICE OF MOTION DRAFT BY-LAW 411-2 CONNECTION TO THE SEWER SYSTEM IN THE ATHELSTAN VILLAGE SECTOR

NOTICE OF MOTION was given by **Councillor Duncan**, and of draft By-law 411-2 respecting connection to the sewer system in the Athelstan Village area.

7.5. TABLING OF DRAFT REGULATIONS 411-2 CONNECTION TO THE SEWER SYSTEM IN THE ATHELSTAN VILLAGE SECTOR

26-03-17 PROPOSED BY: Councillor Prévost
SECONDED BY: Councillor Gabriel

That the draft by-law 411-2 connection to the sewer system in the Athelstan Village sector has been tabled.

CARRIED

8. QUESTION PERIOD

1. Scope of the hydrogeological study

1.1. Will the study assess cumulative groundwater withdrawals at the watershed scale rather than just at the project site?

1.2. Will it take into account regional water management planning, including watershed-level analysis indicating stress on groundwater?

1.3. Will long-term variations in recharge as well as climate change projections be included?

2. Selection of independent experts

2.1. When will the promised list of three independent firms be made public?

2.2. What criteria will be used to ensure scientific independence and methodological rigour?

2.3. Will the full results of the study be made available to the public?

3. Existing scientific literature

3.1. Has the municipality reviewed the hydrogeological studies cited in the initial authorizations issued by the Commission de protection du territoire agricole du Québec and in the renewal of the permit granted by the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs?

3.2. If these records exist, why have they not been proactively shared with citizens who have requested them?

4. Regulatory coherence and municipal planning

4.1. If the municipality can consider or adopt measures to prohibit the construction of an asphalt plant on its territory, could it also consider prohibiting the establishment of a third water pumping plant?

The mayor, Mark Wallace, and the political attaché, Mr. Sylvain Caze, answered questions.

5.Speed limit on Powerscourt Road.

A citizen signals that vehicles are passing too fast on Powerscourt Road.

The Mayor informed the citizen that the speed limit had already been reduced to 40 kilometres per hour and suggested that a speed display could also help reduce the speed.

6. A citizen asked what the PAFIRSPA subsidy application is.

The Mayor and Councillor Clarke explained that it was a request for funds for the construction of a community centre.

7.0 A citizen asked if the municipality is considering additional parking spaces, as the park currently has a lack of space.

The mayor replied that the municipality is also studying the issue and examining the case of the former butter factory, but that special attention must be paid because the land is considered contaminated on the Quebec register of contaminated land.

He also specifies that this is an ongoing project, which will take place in several phases.

With no further questions from the meeting, the question period was closed.

9. INVOICES TO BE APPROVED

26-03-18

PROPOSED BY: Councillor MacFarlane
SUPPORTED BY: Councillor Clarke

That the accounts payable for the period February 3, 2026 to March 2, 2026 in the amount of \$146,726.05 be adopted and paid and that the said accounts be kept in a register for that purpose and form an integral part of these minutes.

CARRIED

10. **CLOSING OF THE MEETING**

26-03-19

PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Gabriel

The meeting closed at 9.05 p.m., all items in the order having been exhausted.

CARRIED

Mark Wallace
Mayor

Nancy Westerman
Deputy City Clerk and
Treasurer