

The regular meeting of the Municipality of Hinchinbrooke was held on **May 4, 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  
Laurie Ann Prévost  
Tanya Clarke  
Elgin MacFarlane

**Also present:**

Two Residents of Fairview Road, Hinchinbrooke.

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

**1. OPENING OF THE MEETING**

**26-05-01**

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor Duncan

That the regular meeting be called to order at 8:01 p.m.

**CARRIED**

**2. ADOPTION OF THE AGENDA**

**26-05-02**

**PROPOSED BY:** Councillor MacFarlane  
**SECONDED BY:** Councillor Gabriel

That the agenda be adopted as distributed.

**CARRIED**

**3. ADOPTION OF THE MINUTES OF THE REGULAR MEETING HELD IN APRIL**

**26-05-03**

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

That the English and French versions of the minutes of the regular meeting held on April 13, 2026 be adopted as distributed.

**CARRIED**

**4. URBAN PLANNING**

Council noted the municipal inspection report submitted by the inspector at the April 30, 2026, caucus meeting.

**4.1 BY-LAW NUMBER 378-28 ZONING**

**WHEREAS** notice of motion given on March 2, 2026;

**WHEREAS** the adoption of the draft regulation on March 2<sup>nd</sup> 2026;

**WHEREAS** the public consultation was held on April 13<sup>th</sup> 2026;

**WHEREAS** the adoption of the second draft regulation on April 13, 2026;

**WHEREAS** the Notice of Motion given on March 2<sup>nd</sup>, 2026;

**WHEREAS** Council wishes to amend the zoning plan to revise the boundaries of the Ar-1 and Af-3 zones;

As a result,

**26-05-04**

**PROPOSED BY:** Councillor MacFarlane

**SECONDED BY:** Councillor Gabriel

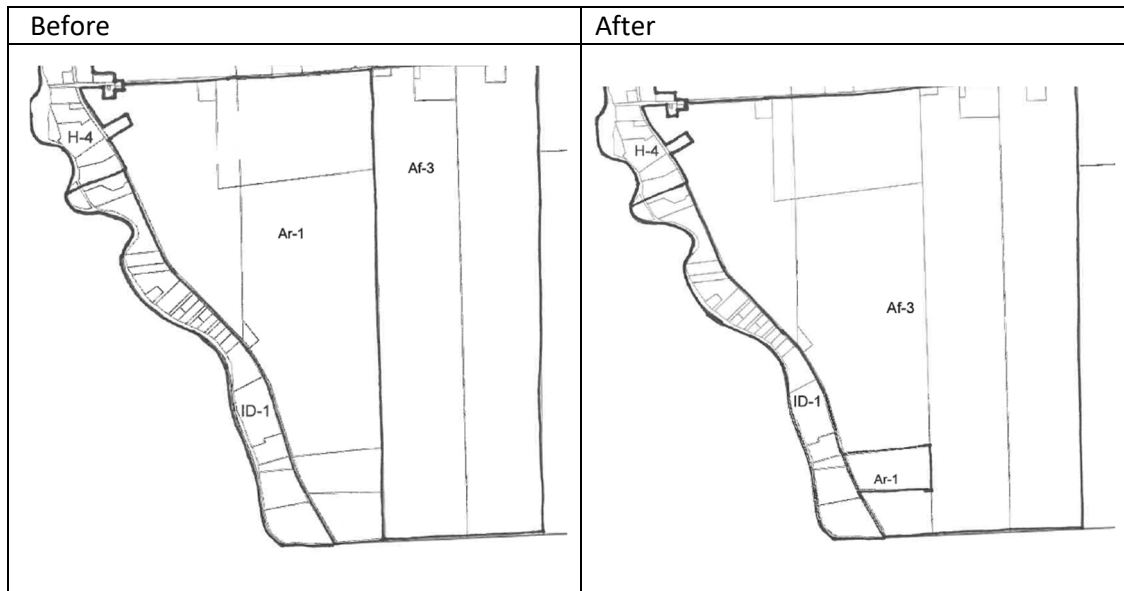
And resolved unanimously

That a draft By-law bearing number 378-28 be adopted and that the following be decreed and ruled by this draft by-law:

**Article 1**

Zoning By-law 378 is amended to the zoning plan by the expansion of zone

**Af-3** within zone **Ar-1**, as shown on the plan below.



**Article 2**

This draft regulation will come into force in accordance with the law.

**CARRIED**

**4.2 BY-LAW NUMBER 475 CONSTRUCTION OF ROADS**

**WHEREAS** A notice of motion was given on April 13<sup>th</sup>, 2026;

**WHEREAS** the adoption of the draft regulation was given on April 13<sup>th</sup>, 2026;

26-05-05

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

That By-law #475 concerning the construction and municipalization of certain roads be adopted. The members of the council declare that they have read the by-law and refrain from reading it.

**CARRIED**

4.3 **BY-LAW NUMBER 378-29 ZONING**

**WHEREAS** a notice of motion was given on April 13<sup>th</sup>, 2026;

**WHEREAS** the adoption of the draft regulation was done on April 13<sup>th</sup>, 2026;

**WHEREAS** the public consultation was held on May 4<sup>th</sup> 2026;

**WHEREAS** Council has amended Zoning By-law 378 in order to align with the amendment of the revised development plan number 345-2024 by By-law 378-25;

**WHEREAS** this amendment came into force on December 18, 2025, and had the effect, among other things, of modifying the municipal boundaries with the Town of Huntingdon;

**WHEREAS** errors have crept into By-law 378-25;

**WHEREAS** errors have crept into By-law 378-26;

**WHEREAS** instead of amending the municipal boundaries in By-law 378-25, Council amended Schedules 2, 4, 5 and 6 to readjust the boundaries of the zones to those of the agricultural zone and those of the cadastral renovation;

26-05-06

**PROPOSED BY:** Councillor Feeny  
**SECONDED BY:** Councillor Clarke

To adopt by-law 378-29 modifying municipal boundaries.

**CARRIED**

5. **PUBLIC WORKS**

Council took note of the road work report submitted by the road supervisor at the April 30, 2026, caucus meeting.

5.1 **STUDENT EMPLOYEE**

26-05-07

**PROPOSED BY:** Councillor Gabriel  
**SUPPORTED BY:** Councillor Feeny

Council approves the hiring of a student Zachary Viau for the summer of 2026, up to 3 days a week.

**CARRIED**

5.2 **DITCH WORK**

**WHEREAS** there is insufficient drainage on Shady Lane Street and Carroll Street;

**CONSIDERING that** in the absence of an adequate drainage system, this damages properties and roads;

**WHEREAS** the road supervisor has indicated that we need to dig new ditches;

26-05-08

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor Feeny

Council approved the supervisor's request to dig a new ditch between Shady Lane and Carroll and to modify the existing ditch on Carroll to ensure proper water drainage.

**CARRIED**

6. **COMMUNICATION AND COMMUNITY SERVICE**

6.1 **FIREFIGHTERS**

**6.1.1 INTERMUNICIPAL AGREEMENT  
RELATING TO THE ESTABLISHMENT OF MUTUAL  
ASSISTANCE ARRANGEMENTS FOR THE SPECIALIZED  
CONFINED SPACE RESCUE SERVICE AND RESCUE AT  
HEIGHT**

**WHEREAS** the City of Châteauguay has, within its fire department, intervention teams and specialized equipment to deal with specific situations and to rescue people in danger;

**WHEREAS** the municipalities that are parties to the agreement wish to take advantage of sections 468 et seq. of the *Cities and Towns Act* and sections 569 et seq. of the *Municipal Code* to enter into an agreement relating to the establishment of a response plan for the specialized rescue service in confined spaces and at heights;

NOW THEREFORE, the parties hereto agree as follows:

26-05-09

**PROPOSED BY:** Councillor Clarke  
**SECONDED BY:** Councillor Gabriel

To authorize the mayor and the general manager to sign the agreement with the City of Chateauguay.

**CARRIED**

**6.1.2 AUTHORITY HAVING JURISDICTION REGULATION  
456-A**

**WHEREAS** a notice of motion was given at the meeting of the Municipal Council held on November 4, 2024, for the adoption of By-law 456-A concerning fire prevention;

**WHEREAS** the by-law entered into force on December 2, 2024, following its adoption by resolution number 24-12-17;

**CONSIDERING THAT** the Municipal Council wishes to appoint a competent authority to ensure the administration and application of the said by-law;

**26-05-10**

**PROPOSED BY:** Councillor Feeny  
**SECONDED BY:** Councillor Prévost

**THAT** the Municipal Council of Hinchinbrooke designates the Fire Chief, the Fire Warden, and the Director General as the competent authority responsible for the administration and enforcement of By-law 456-A concerning fire prevention;

**THAT** this competent authority be authorized, for all legal purposes, to undertake the criminal proceedings provided for in the Regulation, by serving a statement of offence.

**CARRIED**

**6.1.3 FIREFIGHTER 1 AND PUMP OPERATOR TRAINING**

**WHEREAS** volunteer firefighters need adequate training for their work;

**26-05-11**

**PROPOSED BY:** Councillor MacFarlane  
**SECONDED BY:** Councillor Prévost

**THAT** the Municipal Council of Hinchinbrooke and agree to the training of three volunteer firefighters in the Level 1 Firefighter Course, at a cost of \$15,987.57 taxes included;

**THAT** the Municipal Council of Hinchinbrooke and agree to the training of 5 volunteer firefighters in the pump operator course, at a cost of \$7,167.43 taxes included;

**THAT** the cost of this training exceeds the remaining budget allocated to the training for 2026. The additional costs will be charged to the specialized equipment budget.

**CARRIED**

**6.1.4 PURCHASE THERMAL CAMERA**

**26-05-12**

**PROPOSED BY:** Councillor MacFarlane  
**SECONDED BY:** Councillor Prévost

**THAT** the Municipal Council of Hinchinbrooke approves the purchase of a new thermal imaging camera.

**CARRIED**

**6.2 Arena**

Nothing to report

**6.3 LEISURE**

Nothing to report

**6.4 DONATION REQUEST**

**6.4.1 DONATION REQUEST – CVR GARDUATION BURSARY**

**26-05-13**

**PROPOSED BY:** Councillor Duncan  
**SECONDED BY:** Councillor Clarke

That the Municipality of Hinchinbrooke donate \$500 to CVR High School.

**CARRIED**

**6.4.2 DONATION REQUEST – SCOUTS CANADA**

**26-05-14**

**PROPOSED BY:** Councillor Gabriel  
**SECONDED BY:** Councillor Duncan

That the Municipality of Hinchinbrooke donate \$500 to Scouts Canada.

**CARRIED**

**7. CORRESPONDENCE AND NEW BUSINESS**

Mayor Wallace reviewed the list of correspondences received during the month of April 2026.

**7.1 PURCHASE OF LAND LOT 6 647 822**

**WHEREAS:** Gary and Larry Cluff have a vacant lot (# 6 647 822) which is used as a roundabout for the municipality;

**WHEREAS:** Gary and Larry Cluff want to convert this road to a public road by donating the land to the municipality;

**WHEREAS:** The Municipality of Hinchinbrooke wishes to accept this donation and take possession of this road ;

**26-05-15**

**PROPOSED BY:** Councillor Gabriel  
**SECONDED BY:** Councillor Duncan

**THAT** Council authorized Mayor Mark Wallace and Director General Adam Antonopoulos to sign the

notarized purchase agreement for Lot # 6,647,882.

**CARRIED**

**7.2 SUPPORT FOR PROJECTS IN THE MUNICIPALITY OF ORMSTOWN**

**WHEREAS** the Municipality of Ormstown has developed a structuring project aimed at revitalizing the municipality of Ormstown and the greater region of the southwest of the Montérégie;

**WHEREAS** this project contributes to the development of recreational, sports and outdoor infrastructure, in addition to promoting the quality of life of the region's citizens;

**WHEREAS** the Municipality of Ormstown intends to apply for financial assistance under the call for projects under the Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure (PAFIRSPA);

**WHEREAS** this project has positive social, economic and community benefits for the entire territory;

**WHEREAS** the completion of this project will promote inter-municipal collaboration and increased access to facilities for the regional population;

**WHEREAS** the Municipal Council of the Municipality of Hinchinbrooke recognizes the relevance and importance of this project for the region;

26-05-16

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

**THAT** the Municipal Council of the Municipality of Hinchinbrooke officially support the structuring project of the Municipality of Ormstown submitted as part of the call for projects of the Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure (PAFIRSPA);

**THAT** the Municipal Council of the Municipality of Hinchinbrooke expresses its support to the Municipality of Ormstown in its efforts to obtain the financial assistance required for the project to be carried out;

**THAT** this resolution be sent to the Municipality of Ormstown to be attached to the application for financial assistance.

**CARRIED**

**7.3 LETTER OF COMMITMENT – SUPPORT FOR THE MUNICIPALITY OF ORMSTOWN'S STRUCTURING PROJECT**

**WHEREAS** the Municipality of Ormstown plans to apply for financial assistance under the call for projects under

the Financial Assistance Program for Recreational, Sports and Outdoor Infrastructure (PAFIRSPA);

**WHEREAS** these projects contribute to the development of recreational, sports and outdoor infrastructure and generate positive benefits for the citizens of the territory;

**WHEREAS** the Municipal Council of the Municipality of Hinchinbrooke recognizes the structuring nature and regional relevance of these projects;

26-05-17

**PROPOSED BY:** Councillor Gabriel  
**SECONDED BY:** Councillor Clarke

**HEREBY** the Municipality of Hinchinbrooke:

1. **UNDERTAKES** to officially support the Municipality of Ormstown in the realization of the said projects and in its dealings with the responsible ministry;
2. **CONFIRMS**, if applicable, its participation in the infrastructure access and sharing agreement, in accordance with the terms and conditions to be defined (completed or withdrawn if not applicable):
3. **ACKNOWLEDGES** that this letter of commitment may be used and filed by the Municipality of Ormstown as an official document complementary to the application for financial assistance under the PAFIRSPA.

**CARRIED**

**7.4 DECOMMISSIONING OF THE PUBLIC DOMAIN AND SALE OF LOT 6 713 765 – CRAIG LEFEBVRE**

**WHEREAS** the Municipality of Hinchinbrooke was the owner of lot 5 268 650 of the cadastre of Quebec, registration division of Huntingdon, constituting Legault Street including a roundabout at its end (cul-de-sac);

**CONSIDERING THAT** this lot was used for municipal road purposes and was part of the public domain of the Municipality;

**WHEREAS** by subdivision permit 2026-03-0016 issued on March 25, 2026, lot 5 268 650 has been subdivided creating:

- Lot 6 713 765, corresponding to the roundabout located at the end of the street (transitional lot);
- Lot 6 713 766, corresponding to the residual portion of Legault Street, remaining municipal property;

**WHEREAS** the residential development project of Les Habitations Lefebvre Inc. provides for the extension of Legault Street as a continuous thoroughfare, thus eliminating the need for the existing roundabout;

**WHEREAS** Lot 6 713 765 is a transitional lot that will be combined with the property of the developer in a future cadastral operation to create Lot 6 713 767 (new continuous

section of road), which will subsequently be transferred to the Municipality provided that it is built in accordance with municipal road construction standards and requirements;

**WHEREAS** lot 6 713 765 (former roundabout) is no longer required for municipal purposes because of the planned extension of the public road;

**WHEREAS** Craig Lefebvre, representing Les Habitations Lefebvre Inc., has made an offer to purchase lot 6,713,765 in the amount of one dollar (\$1.00);

**CONSIDERING** the provisions of the Municipal Code of Québec concerning the alienation of municipal property;

26-05-18

**PROPOSED BY:** Councillor Gabriel

**SECONDED BY:** Councillor Feeny

**1. TO DECLARE** that lot 6 713 765 of the cadastre of Quebec, created by subdivision of lot 5 268 650 and corresponding to the former roundabout located at the end of Legault Street, having been used for municipal road purposes and being part of the public domain of the Municipality, is no longer required for municipal purposes;

**2. TO FORMALLY REMOVE** lot 6 713 765 from the public domain of the Municipality of Hinchinbrooke;

**3. TO AUTHORIZE** the sale of lot 6 713 765 to Mr. Craig Lefebvre (or Les Habitations Lefebvre Inc.) for the sum of one dollar (\$1.00);

**4. TO DESIGNATE** Mr. Adam Antonopoulos, Director General, and Mark Wallace, Mayor, as persons authorized to act on behalf of the Municipality and to sign all documents relating to this sale, including the notarized deed of sale;

**5. TO TRANSMIT** a copy of this resolution to the notary in charge.

**CARRIED**

**8. QUESTION PERIOD**

A question was asked about a refused permit. The citizen also explained his situation, since he acquired the property in 2008. The mayor and several councillors answered the citizens' questions and explained the steps to follow to obtain these permits. The mayor explained to the citizen that he needed to call the inspector and make an appointment.

**9. INVOICES TO BE APPROVED**

26-05-19

**PROPOSED BY:** Councillor Clarke

**SECONDED BY:** Councillor Feeny

That the accounts payable for the period April 14, 2026, to May 4, 2026, in the amount of \$115,619.70 be adopted and paid and that the said accounts be kept in a register for that purpose and form part of these minutes.

**CARRIED**

10. **CLOSING OF THE MEETING**

**26-05-20**

**PROPOSED BY:** Councillor Prévost

**SECONDED BY:** Councillor Clarke

The meeting closed at 8.06 p.m., all items in the order having been exhausted.

**CARRIED**

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Mark Wallace  
Mayor

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Adam Antonopoulos  
Executive Director