

The regular meeting of the Municipality of Hinchinbrooke was held on **September 14, 2026** at City Hall, located at 1056 Brook Road, Hinchinbrooke, Quebec. Mayor Wallace chaired the meeting in the presence of the following Councillors:

Ralph Duncan
Tanya Clarke
Kirk Feeny
Laurie Ann Prévost
Andreas Gabriel

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

26-09-01 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

26-09-02 PROPOSED BY: Councillor Clarke
SUPPORTED BY: Councillor Gabriel

That the agenda be adopted as distributed.

CARRIED

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

26-09-03 PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Clarke

That the French version of the minutes of the regular meeting held on August 10, 2026 be adopted as distributed.

CARRIED

26-09-04 PROPOSED BY: Councillor Prévost
SUPPORTED BY: Councillor Clarke

That the English version of the minutes of the regular meeting held on August 10, 2026 be adopted as distributed.

CARRIED

4. URBAN PLANNING

Council noted the Municipal Inspection Report submitted by the Inspector at the September 10, 2026 Caucus Meeting.

4.1 REPEAL OF BY-LAW 458-1

WHEREAS the Notice of Motion given on March 2, 2026;

WHEREAS the adoption of By-law 458-1 on April 13, 2026;

WHEREAS the coming into force of By-law 458-1 on June 19, 2026;

WHEREAS Council wished to amend demolition by-law 458 in order to modify the application of the by-law to heritage buildings;

WHEREAS when the by-law was adopted, the Municipality filed the wrong document;

26-09-05

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Prevost

To adopt and repeal By-law 458-1.

CARRIED

5. **PUBLIC WORKS**

Council took note of the Public Works Report submitted by the Highway Supervisor at the September 10, 2026 Caucus Meeting.

6. **COMMUNICATION AND COMMUNITY SERVICE**

6.1 **FIRE DEPARTMENT**

6.1.1 FIRE PROGRAM

26-09-06

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Clarke

That Council approve the following programs: Firefighter Skills Maintenance, Occupational Health and Safety, Equipment Inspection and Maintenance, Inspection, Evaluation and Replacement of Emergency Vehicles, and Respiratory Protection.

CARRIED

6.1.2 ATHELSTAN FIRE HALL ALARM SYSTEM

26-09-07

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Clarke

That Council approve the purchase of a new alarm system for the Athelstan Fire Hall. The cost of this new system is \$2,432.62 including taxes. City Council is aware that the budget allocated to this item has already been fully spent.

6.2 **ARENA**

Councillor Duncan informed council that the ice would soon be ready.

6.3 **LEISURE**

6.3.1 COMMUNITY GARDEN

WHEREAS the municipality has received a request from a citizen for a community garden;

CONSIDERING that the municipality owns several properties that could be used for this purpose;

26-09-08

PROPOSED BY: Councillor Gabriel
SUPPORTED BY: Councillor Prevost

Council will authorize the development of a community garden in Athelstan Park. The location will be determined once work on the new community centre and the reorganization of the baseball diamonds are complete.

6.4 **DONATION REQUEST**

6.4.1 **DONATION REQUEST – DIANA ERSKINE**

26-09-09

PROPOSED BY: Councillor Feeny
SUPPORTED BY: Councillor Clarke

That the Municipality of Hinchinbrooke purchase a \$200 gift certificate to thank Diana Erskine for her volunteer work in organizing softball, T-ball and summer worker games.

CARRIED

6.4.2 **DONATION REQUEST - ROYAL CANADIAN LEGION**

26-09-10

PROPOSED BY: Councillor Gabriel
SUPPORTED BY: Councillor Duncan

That the Municipality of Hinchinbrooke make a donation of \$75 to the Royal Canadian Legion for the purchase of a wreath for the Remembrance Day event.

CARRIED

7. **CORRESPONDENCE AND NEW BUSINESS**

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

7.1 **PRICE REQUEST – CONCRETE SLAB**

WHEREAS the municipality adheres to its by-law 457-B concerning contract management;

WHEREAS for construction works of less than 75,000 the main method for requesting a price for this is by mutual agreement;

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

26-09-10

PROPOSED BY: Councillor Duncan
SECONDED BY: Councillor Gabriel

That the Municipality of Hinchinbrooke accept the proposed price of \$49,000.00 plus taxes by Construction Kevin Marshall for the excavation and pouring of a concrete slab, in accordance with the engineering plans.

CARRIED

7.2 CITIZEN REQUEST – GROUNDWATER MONITORING

CONSIDERING THAT citizens are concerned about the level of the water tables in our municipality;

WHEREAS the municipality has received a request from citizens to monitor the water table;

THEREFORE

26-09-11

PROPOSED BY: Councillor Gabriel
SECONDED BY: Councillor Duncan

Council approved the installation of a water level monitoring station at the Athelstan Park Community Centre. The results of this monitoring will be posted on the municipality's website. The frequency of these surveys will be determined at a later date.

CARRIED

7.3 INTERIM CONTROL

CONSIDERING THAT The Municipality of Hinchinbrooke has begun the process of a complete review of its urban planning plan and by-law.

CONSIDERING THAT this process has made it possible to raise certain issues in terms of sustainable development of the municipality, particularly with regard to residential development within the Cb-2, Cb-3 and Cb-4 zones;

CONSIDERING THAT the issuance of building permits in accordance with the regulations in force for certain types of construction in the sectors covered by the interim control may undermine the development objectives and orientations that will be agreed upon during the review of the plan and urban planning by-laws;

CONSIDERING THAT the council of the municipality may, by resolution, pursuant to sections 112 and 112.1 of the Act respecting land use planning and development (R.S.Q., c. A-19.1), prohibit new land uses, new constructions, applications for cadastral operations and the subdivision of lots made by alienation for certain parts of its territory;

CONSIDERING THAT an interim control regime may begin with the adoption of an interim control resolution, and may be followed, within 90 days, by the adoption of an interim control regulation;

CONSIDERING THAT The municipal council, by resolution adopted at this meeting, has previously expressed its intention to adopt a draft by-law revising its urban plan in the near future;

ACCORDINGLY:

26-09-12

PROPOSED BY: Councillor Gabriel
SUPPORTED BY: Councillor Prevost
AND RESOLVED UNANIMOUSLY

TO PROHIBIT all new land uses and new constructions within zones Cb-2, Cb-3 and Cb-4, as defined in the zoning plan annexed to zoning by-law number 378.

CARRIED

7.4 **SUPPORT - RESOLUTION NO. 2026-07-144**

WHEREAS on February 19, 2026, the UMQ informed municipalities that "as of June 8, 2026, the Government of Quebec will make it mandatory for any person carrying out, on behalf of an employer, including a municipality, arboriculture work from the ground or from a ladder";

CONSIDERING THAT according to the UMQ, "since many municipal employees perform this work on an occasional basis, this new obligation could imply certain steps to update skills or recognize experience";

CONSIDERING that the steps to be taken to obtain the said certificate are important;

CONSIDERING THAT the new requirement for a certificate of qualification in arboriculture-ground work should not be required, in that it imposes another additional burden to be borne by municipalities;

WHEREAS the Government of Quebec has made several commitments in recent months not to increase the burden on municipalities;

26-09-13

PROPOSED BY: Councillor Feeny
SUPPORTED BY: Councillor Clarke
AND RESOLVED UNANIMOUSLY

That the Municipal Council of Hinchinbrooke support Resolution No. 2026-07-144 of the Municipality of Havelock and ask the Government of Quebec to review its requirement for a certificate of qualification in arboriculture - ground work for any person carrying out, on behalf of a municipality, arboriculture work from the ground or from a ladder.

That a copy of this resolution be sent to the MRC du Haut-Saint-Laurent and the local municipalities of the territory of the MRC, as well as to the UMQ, the FQM, the Minister of Municipal Affairs and the Member of the National Assembly for the riding of Huntingdon, Ms. Carole Malette.

CARRIED

7.5 **SERVICE OFFER – SLUDGE MEASUREMENT**

26-09-14

PROPOSED BY: Councillor Gabriel
SUPPORTED BY: Councillor Duncan

That the Municipality of Hinchinbrooke accept the proposed price of \$1,908.00 by ECHO-TECH H2O to perform sludge measurement in the three ponds of Athelstan.

CARRIED

7.6 **PPA-CE - 2026**

WHEREAS The Municipality of Hinchinbrooke has taken note of the terms and conditions for the application of the Special Improvement Projects (SAP) component of the Local Road Assistance Program (PAVL) and undertakes to comply with them;

WHEREAS the road network for which an application for financial assistance has been 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 the costs inherent in it are eligible for the PAVL;

WHEREAS Accountability Form V-0321 has been duly completed;

WHEREAS the submission of the reporting of the projects was made at the end of the work or no later than December 31, 2025 of the calendar year in which the Minister authorized them;

WHEREAS the payment is conditional on the Minister's acceptance of the rendering of accounts for the project;

WHEREAS, if the rendering of accounts is found to be in compliance, the Minister shall make a payment to the municipalities on the basis of the list of work approved by the Minister, but shall not exceed the maximum amount of assistance as set out in the letter of announcement;

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

FOR THESE REASONS,

26-09-15

PROPOSED BY: Councillor Duncan
SUPPORTED BY: Councillor Gabriel
IS UNANIMOUSLY RESOLVED

THAT the Council of the Municipality of Hinchinbrooke approve the expenses in the amount of \$17,900.00 related to the improvement work and the eligible related costs mentioned on Form V-0321, in accordance with the requirements of the Ministère des Transports du Québec, and recognize that in the event of non-compliance with these requirements, the financial assistance will be terminated.

CARRIED

7.7 **PAVL – APPLICATION OF THE INTERVENTION PLAN COMPONENT**

WHEREAS: The Municipality of Hinchinbrooke has taken note of the terms and conditions for the application of the Intervention Plan component of the Local Road Assistance Program (PAVL) and undertakes to comply with them;

WHEREAS: The Municipality of Hinchinbrooke wishes to submit a request for financial assistance to the Ministère des Transports et de la Mobilité durable for the development of an intervention plan;

FOR THESE REASONS

26-09-16

PROPOSED BY: Councillor Prevost
SUPPORTED BY: Councillor Gabriel

It is unanimously resolved and adopted that the Council of the Municipality of Hinchinbrooke authorize the submission of an application for financial assistance, confirm its commitment to develop an intervention plan in accordance with the terms and conditions in effect, recognizing that, in the event of non-compliance with them, 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.

CARRIED

7.8 CITIZEN APPLICATION – LOT 5 268 641

CONSIDERING that the citizen in question donated his plot of land No. 6 647 822 to the municipality to be used as a roundabout;

WHEREAS the municipality no longer requires or uses the roundabout located on lot 5 268 641;

THEREFORE

26-09-17

PROPOSED BY: Councillor Feeny
SECONDED BY: Councillor Clarke

That the Municipality of Hinchinbrooke transfer to the citizen the portion of the roundabout of lot 5 268 641 located on lot 6 647 821. The purchaser is responsible for all other expenses related to the sale, including notary fees. That this Council mandate the mayor, Mr. Mark Wallace, and the general manager, Mr. Antonopoulos to sign the sale of the transaction.

CARRIED

7.9 SNOW REMOVAL ELGIN COVERED BRIDGE

WHEREAS the Municipality of Hinchinbrooke will henceforth be responsible for the clearing of snow from the covered bridge which it shares with the neighbouring Municipality of Elgin;

WHEREAS the Municipality of Elgin has asked the Municipality of Hinchinbrooke if it could also provide snow removal on the Elgin side;

THEREFORE

26-09-18

PROPOSED BY: Councillor Prevost
SECONDED BY: Councillor Clarke

Council agreed to clear snow from the covered bridge for the Municipality of Elgin in the amount of \$2,500.00.

CARRIED

7.10 JOB OFFER – MUNICIPAL INSPECTOR

CONSIDERING that the municipal inspector does not have enough time to carry out all the work required;

THEREFORE

26-09-19

PROPOSED BY: Councillor Duncan
SECONDED BY: Councillor Gabriel

Council directed the director general to post a job posting for a full-time municipal Inspector.

CARRIED

8. QUESTION PERIOD

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

9. INVOICES TO BE APPROVED

26-09-20

PROPOSED BY: Councillor Prevost
SUPPORTED BY: Councillor Feeny

That the accounts payable for the period of August 11, 2026 to September 14, 2026 in the amount of \$259,562.17 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. ADJOURNMENT

26-09-21

PROPOSED BY: Councillor Clarke
SUPPORTED BY: Councillor Prevost

That the business of the meeting having been duly concluded, the meeting adjourned at 8:17 p.m

CARRIED

Mark Wallace
Mayor

Adam Antonopoulos
Managing Director