



MUNICIPALITY OF SAINT-GABRIEL-DE-VALCARTIER
PROVINCE OF QUEBEC

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, October 4, 2021**, in the Saint-Gabriel-de-Valcartier Community Centre in conformity with the provisions of the Municipal Code for the Province of Quebec.

Are present:

Mayor:	Brent Montgomery
Councillors:	Maureen Bédard
	David Hogan
	Thomas Lavalée
	Shelley MacDougall
	Dorothy Noël

Absent :	Raymond Bureau
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Forming a quorum under the presidency of the Mayor, Mr. Brent Montgomery.

Also present:

Director General and Secretary	
Treasurer:	Heidi Lafrance
Municipal Inspector:	Stacy Gagné
Public Works, buildings and parks	
Foreman:	Dany Laberge

1. OPENING OF THE MEETING

At 7:30 pm, the Mayor declared the meeting open.

2. ACCEPTANCE OF THE AGENDA

01-10-21

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below. No subject is added.

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
 - 3.1.** Regular meeting of September 13, 2021
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
- 7. Administration**
 - 7.1.** Compensatory work program -The YMCAs of Quebec
- 8. Finance**
 - 8.1.** Accounts payable for the month of September 2021
 - 8.2.** Awarding of contract for the professional services of an external or independent auditor
 - 8.3.** Tabling – Comparative and projected statements of revenues and expenses
 - 8.4.** Grants for winter maintenance 2021-2022
 - 8.5.** La Criée 2021 fundraiser
- 9. Public Security**
 - 9.1.** Activity report from CAUCA for September 2021

- 9.2. Financial Aid Program for volunteer or part-time firefighters training
- 10. **Public Works and Hygiene**
 - 10.1. Report from the person responsible for Public Works
 - 10.2. Awarding of contract for the winter maintenance 2021-2022 on Cannon Street
 - 10.3. Awarding of contract for the winter maintenance of the parking lot at 1194, 5th Avenue (link to Lac Delages)
- 11. **Urbanism and Environment**
 - 11.1. Report of permits issued during the month of September 2021
 - 11.2. Report from the Municipal Inspector
 - 11.3. Minor Derogation – lot 5 592 581
 - 11.4. Minor Derogation – lot 2 196 761
- 12. **Recreation, Culture, and Community life**
 - 12.1. Report from the Sports and Recreation Director
- 13. **MRC and regional dossiers**
- 14. **Others**
- 15. **Closing of the meeting**

3. **ADOPTION OF MINUTES**

3.1 **Regular meeting of September 13, 2021**

The members of the council received the minutes of this meeting within the deadlines as fixed by law; the Secretary-Treasurer is therefore exempted from reading it.

IT IS PROPOSED BY councillor Thomas Lavalée

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of September 13, 2021.

4. **QUESTION PERIOD**

In accordance with article 150 of the *Quebec Municipal Code*, this council meeting includes a question period during which those present may put oral questions to council members.

Mayor Brent Montgomery invites citizens present to ask questions if interested in certain topics.

5. **GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS**

Request from Valcartier Elementary School concerning signage to reduce the speed in front of the school:

In a letter dated September 28, 2021, Valcartier Elementary School asked the Municipality to produce signage to make drivers aware of the speed limit in front of the school.

The elected officials are of the opinion that this signage is not the best solution to the speeding problem. Other options will be evaluated.

Follow-up of Nouvelle Vague dossier - complaint :

A meeting was held on September 21, 2021, with the owners of Nouvelle Vague to discuss various solutions to improve safety at the public access on Redmond Road. Present at the meeting were the Director General, municipal Inspector and the Foreman of the Public Works Department. A meeting is planned for the spring of 2022 to implement the optimal solution. Possibilities: signage, bollard, speed sensor, traffic cones, safety vest, etc.

02-10-21

The subject of noise from on-water activities was discussed. Measures have already been put in place by the company and the guides are informed about it.

6. NOTICES OF MOTION AND BY-LAWS

No subjects were treated this month.

7. ADMINISTRATION

03-10-21

7.1 Compensatory work program -The YMCAs of Quebec

WHEREAS the Ministère de la Justice du Québec sponsors the YMCA through the Compensatory Work Program;

WHEREAS this program is intended for adult citizens who have received a fine following a violation of a Quebec law, a municipal by-law or a federal law;

WHEREAS, some citizens are unable to pay their fines according to the options available and can offset their debt by working for non-profit organizations that are partners in the program;

WHEREAS the municipality of Saint-Gabriel-de-Valcartier is offered to be accredited to the Quebec Compensatory Works Program;

WHEREAS from time to time some citizens of Saint-Gabriel-de-Valcartier may be called upon to participate in this program;

IT WAS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the municipality of Saint-Gabriel-de-Valcartier ask the YMCA to be accredited as a host organization so that its citizens can have access to the Quebec Compensatory Work Program.

THAT the Director General and Secretary-Treasurer be authorized to sign for and in the name of the Municipality the application form for accreditation to the Quebec Compensatory Work Program.

8. FINANCE

04-10-21

8.1 Accounts payable for the month of September 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of September 2021;

WHEREAS the members had the opportunity to ask questions;

WHEREAS budgetary credits necessary to cover the monthly expenses are available, as certified by the Secretary-Treasurer;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of September 2021 totalling a sum of \$239,517.24, which is annexed to this resolution to form an integral part thereof.

8.2 Awarding of contract for the professional services of an external or independent auditor

A request for quotation for the professional services of an external auditor or independent auditor was made in the last few weeks to three accounting firms that have expertise in the municipal field. Beforehand, references were requested from other municipalities in the MRC de La Jacques-Cartier.

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO award a three-year contract to Lemieux Nolet, chartered professional accountants, in the following amount:

Year	Amount (excluding applicable taxes)
2021	\$14 000
2022	\$14 700
2023	\$15 400

That the Director General and Secretary-Treasurer is duly authorized to sign the contract in the Municipality's name.

8.3 Tabling – Comparative and projected statements of revenues and expenses

In accordance with Section 176.4 of the *Municipal Code*, the Secretary-Treasurer tables the comparative and forecasted statements of revenues and expenses.

The first compares the revenues and expenses of the current fiscal year, realized up to the last day of the month ending at least 15 days prior to the month in which the statement is tabled, with those of the previous fiscal year that were realized during the corresponding period of the previous fiscal year.

The second compares the revenues and expenses expected to be realized in the current fiscal year, at the time the statement is prepared and based on information then available to the Secretary-Treasurer, with those budgeted for that year.

06-10-21

8.4 Grants for winter maintenance 2021-2022

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To award the following grants for winter maintenance of certain private streets:

- River View \$642
- Rue Charles, Julie, des Merisiers, des Bouleaux \$1 492
- Rues des Pins, du Parc et des Sources \$1 090
- Développement Sommet Bleu \$2 500

07-10-21

8.5 Collecte de fonds La Criée 2021

WHEREAS the Municipality recognizes the importance of supporting the military and their families;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To contribute \$5,000 to the Valcartier Military Family Resource Centre Foundation for its flagship event La Criée 2021.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of September 2021

A total of 14 calls were received during the month of September 2021:

3	Medical
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0	Accident
1	Fire alarm
1	False alarm
9	Miscellaneous
0	Public Works - emergency

08-10-21

9.2 Financial Aid Program for volunteer or part-time firefighters training

WHEREAS the *Regulation respecting the conditions governing the exercise of functions within a municipal fire safety service* provides for training requirements for firefighters in the fire safety services to ensure a minimum professional qualification;

WHEREAS the purpose of this by-law is to ensure that municipalities have firefighting crews with the necessary skills and abilities to respond effectively in emergency situations;

WHEREAS, in December 2014, the Government of Quebec established the Financial Assistance Program for the training of volunteer or part-time firefighters and it has been renewed in 2022;

WHEREAS, the primary objective of this program is to provide financial assistance to municipal organizations to ensure that they have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

WHEREAS this program is also intended to promote the acquisition of skills and abilities required by volunteer or part-time firefighters working in municipal fire departments;

WHEREAS the municipality of Saint-Gabriel-de-Valcartier wishes to benefit from the financial assistance offered by this program;

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier plans to train six firefighters for the Firefighter I program during the next year to respond efficiently and safely to emergency situations on its territory;

WHEREAS the Municipality must transmit its request to the Ministry of Public Security through the MRC de la Jacques-Cartier in accordance with Article 6 of the Program;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO submit a request for financial assistance for the training of these firefighters within the framework of the financial assistance program for the training of volunteer or part-time firefighters to the Ministry of Public Security and to transmit this request to the MRC de la Jacques-Cartier.

10. PUBLIC WORKS AND HYGIENE

10.1 Report from the Public Works foreman – Mr. Dany Laberge

Mr. Dany Laberge gave a verbal report on the activities of the Public Works Department.

10.2 Awarding of contract for the winter maintenance 2021-2022 on Cannon Street

WHEREAS Cannon Street is on the territory of the municipality of Saint-Gabriel-de-Valcartier although it is located within the perimeter of the Valcartier Military Base;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a contract to the company Aurel Harvey Inc. For the sum of \$12,500 plus applicable taxes, for the winter maintenance of Cannon Street located on Base Valcartier, for the 2021-2022 winter season.

09-10-21

10-10-21

10.3 Awarding of contract for the winter maintenance of the parking lot at 1194, 5th Avenue (link to Lac Delages)

WHEREAS the Municipality wishes to offer its citizens the possibility of practising snowshoeing in the winter of 2021-2022 on the La Visite trail (link SGD V to Lac-Delage);

WHEREAS the parking lot must be cleared of snow;

WHEREAS a request for tenders was made for the parking lot at 1194, 5th Avenue for the 2021-2022 winter season to Déneigement Boyd since this company already has a contract with the Municipality for various parking lots on the territory, including one near said parking lot;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO accept the tender from Déneigement Boyd for the parking lot at 1194 - 5th Avenue in the amount of \$800.00 excluding applicable taxes for the 2021-2022 winter season.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of September 2021

A total of 20 permits were issued during the month of September 2021:

1	New residence
2	Residential extensions
1	Farm building
8	Accessory buildings
2	Pool installation
4	Septic installation
1	Well
1	Change of usage

11.2 Report from the Municipal Inspector

Mr. Stacy Gagné gave a verbal report of the Urbanism Department’s activities.

12-10-21

11.3 Minor derogation – lot 5 592 581

This minor derogation consists of confirming the issuance of a building permit where the access to the residence would be through an existing access crossing three properties.

WHEREAS the lot is buildable;

WHEREAS the construction project complies with the by-law;

WHEREAS the future residence will not be visible from the street;

WHEREAS the future residence will not be visible from Redmond Road

WHEREAS this avoids passing through a flood zone and cutting down trees;

WHEREAS no private road will be created;

WHEREAS a right-of-way has been created so that each owner has a lifetime maintenance and access obligation;

RECOMMENDATION :

- A notarized deed indicating the right of way authorizing the owner of lot 5 592 581 to access through lots 5 564 002, 5 564 003 and 5 592 580 shall be provided to the inspector prior to the issuance of the building permit. In addition, the septic installation must comply with the provincial regulation Q2 R-22.

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED :

To accept the minor derogation request for lot 5 592 581 of the official Saint-Gabriel-de-Valcartier cadastre for the issuance of a building permit where the access to the residence would be through an existing access crossing three other private properties, as recommended by the UCC.

13-10-21

11.4 Minor derogation – lot 2 196 761

This minor variance consists in authorizing a detached garage already built at 1.45 m from the lateral lot line whereas the regulation requires 2 m.

WHEREAS the closest neighbour is located at 30 m from the garage;

WHEREAS the portion between the garage and the neighbour's access road is wooded;

WHEREAS there is only a 55 cm shortfall on a portion of the rear garage line;

WHEREAS a municipal permit was issued in 2012 and the dimensions given to the inspector were in compliance with the by-law;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO accept the minor derogation request for lot 2 196 761 of the official Saint-Gabriel-de-Valcartier cadastre for a detached garage implanted at 1,45 metres from the right side lot line, as recommended by the UCC.

12. RECREATION, CULTURE AND COMMUNITY LIFE

12.1 Report from the Sports and Recreation Director – Mrs. Pamala Laberge

No subjects were treated this month.

13. MRC AND REGIONAL DOSSIERS

The Mayor, Brent Montgomery informed the members of Council that the last sitting of the MRC Council of Mayors was held on September 15, 2021.

The next sitting will be held on October 20, 2021, at 7:00 pm.

14. OTHERS

No items were treated this month.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:00 pm.

Brent Montgomery
Mayor

Heidi Lafrance
Director General
Secretary-Treasurer

I, Brent Montgomery, attest that the signature in these minutes is equivalent to the signature by me of all the resolutions contained within in the sense of article 142 (2) of the Municipal Code of Quebec.