



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, November 15, 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
Raymond Bureau
David Hogan
Thomas Lavalée
Shelley MacDougall
Dorothy Noël

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
Director of Sports, Recreation,
Culture and Community life: Pamala Hogan Laberge

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-11-21

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 October 4, 2021
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
 - 6.1. Resolution concerning MRC Interim Control By-law – Forestry camps
- 7. Administration**
 - 7.1. Filing – Declaration of Pecuniary Interests of Members of Council
 - 7.2. Hiring of a Sports, Recreation, Culture and Community Center Coordinator
 - 7.3. 2021 Christmas cocktail for employees and volunteers
- 8. Finance**
 - 8.1. Accounts payable for the month of October 2021
 - 8.2. Procedure concerning collection of overdue tax accounts
 - 8.3. Fiscal Year 2022 Budget
- 9. Public Security**
 - 9.1. Activity report from CAUCA for October 2021

10. Public Works and Hygiene

10.1. Report from the person responsible for Public Works

11. Urbanism and Environment

11.1. Report of permits issued during the month of October 2021

11.2. Report from the Municipal Inspector

11.3. Designation of the members of the Urban Consulting Committee for a 2-year mandate

11.4. Minor Derogation – lot 2 196 041

11.5. Request under By-law no 201 restricting the issuance of permits or certificates due to constraints – lot 2 196 765

11.6. Submission of two residential development projects under the Opening and Extension of Streets Policy

12. Recreation, Culture, and Community life

12.1. Report from the Sports and Recreation Director

12.2. Abolition of late fees at the library

12.3. Cultural Financial Assistance Program – Christmas, like the old days!

13. MRC and regional dossiers

14. Others

15. Closing of the meeting

3. ADOPTION OF MINUTES

02-11-21

3.1 Regular meeting of October 4, 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 Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of October 4, 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

Median Proportion and Comparative Factor of the Property Assessment Roll for Fiscal Year 2022:

In accordance with the provisions of the *Act respecting municipal taxation* (R.R.S.Q., chapter F-2.1 s. 264), the Minister of Municipal Affairs and Housing has approved the median proportion and the comparative factor of the property assessment roll of the municipality for the fiscal year 2022. The results thus approved are as follows

Median proportion: 101%

Comparative factor: 0.99

The median proportion is an indicator of the overall level of values on the property assessment roll. It is determined by the median of a distribution of individual proportions that relate the sale price of the properties that have been transacted to their assessment.

The comparative factor, which is the inverse of the median proportion, is used to standardize the values entered on the roll, for example, to calculate duties on real estate transfers or to determine the shares to be paid by municipalities to supramunicipal organizations.

Municipal Elections 2021:

During the election held on Sunday, November 7, 2021, between 9:30 a.m. and 8:00 p.m. at the Valcartier Community Centre, Mr. Raymond Bureau, candidate for the position of Councillor for seat number 2 was elected as municipal Councillor of the Municipality of Saint-Gabriel-de-Valcartier, with a majority of 307 votes.

Number of voters registered on the electoral list:	2270
Number of voters who voted:	473 (20,83%)
Number of valid ballots:	469
Number of rejected ballots:	4

Review 2017-2021:

The Director General and Secretary-Treasurer mentioned to the elected officials that she sent them the presentation of the review for the last 4 years: capital achievements, highlights, budgets and tax rates and urban planning. This report will be available on the Municipality's website.

6. NOTICES OF MOTION AND BY-LAWS

03-11-21

6.1 Resolution concerning MRC Interim Control By-law – Forestry camps

WHEREAS by virtue of the Interim Control By-law number 07-2021 of the MRC de La Jacques-Cartier, the council of each municipality of the MRC designates, by resolution, at least one municipal officer for the application of the said by-law on its territory

WHEREAS the designated municipal officer must ensure compliance with the provisions of by-law number 07-2021 throughout the territory for which he or she has been appointed and in this regard he or she must:

1. ensure the administration of the by-law;
2. issue authorizations for the execution of work or activities authorized by the by-law;
3. issue statements of offence in the event of a contravention of the by-law;
4. refer, for any question of interpretation or application of the by-law, to the regional officials;
5. visit and examine any building during the hours indicated in the by-law, in order to ensure compliance with the provisions of the by-law;
6. advise the owner, agent or any person or corporation of any proceedings that may be instituted for non-compliance with the provisions of the by-law;
7. report to the Regional Officer all tickets issued under the by-law and provide any other information requested by the Regional Officer.

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

- THAT the preamble is an integral part of this resolution
- THAT in accordance with section 63 of the Act respecting land use planning and development, Council agrees to apply the Interim Control By-law number 07-2021 of the MRC de La Jacques-Cartier on its territory
- THAT pursuant to Section 119 of the Act respecting land use planning and development, Council appoints, as designated municipal officer for the administration of Interim Control By-law Number 07-2021, the following

person(s) OR the person(s) occupying the following position: Municipal Inspector

- THAT this resolution be forwarded to the MRC de La Jacques-Cartier
- THAT the Council undertakes to inform the MRC of any new appointment as designated official(s) in the future for the application of by-law number 07-2021.

7. ADMINISTRATION

7.1 Filing - Declaration of Pecuniary Interests of Members of Council

In accordance with sections 357 et seq. of the Act respecting elections and referendums in municipalities (R.R.S.Q., c. E-2.2), the members of Council shall file their respective declarations of pecuniary interests:

Nom	Titre	Date de la déclaration
Brent Montgomery	Mayor	15 novembre 2021
Shelley MacDougall	Councillor no 1	15 novembre 2021
Raymond Bureau	Councillor no 2	15 novembre 2021
Maureen Bédard	Councillor no 3	15 novembre 2021
Thomas Lavallee	Councillor no 4	15 novembre 2021
Dorothy Noël	Councillor no 5	15 novembre 2021
David Hogan	Councillor no 6	15 novembre 2021

The documents have been received by the Director General and Secretary-Treasurer and will be forwarded to the Ministère des Affaires municipales et de l'Habitation.

04-11-21

7.2 Hiring of a Sports, Recreation, Culture and Community Center Coordinator

IT IS PROPOSED BY councillor Maureen Bédard

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO nominate Mrs. Véronique Charbonneau as coordinator of sports, recreation, culture, and community life for the Municipality of Saint-Gabriel-de-Valcartier for a probationary period of 3 months after which she will be eligible for a permanent position.

05-11-21

7.3 2021 Christmas cocktail for employees and volunteers

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To cancel the Christmas cocktail for volunteers and employees due to the situation surrounding the COVID-19 pandemic.

8. FINANCE

06-11-21

8.1 Accounts payable for the month of October 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of October 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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of October 2021 totalling a sum of \$264 923.96, which is annexed to this resolution to form an integral part thereof.

07-11-21

8.2 Procedure concerning collection of overdue tax accounts

WHEREAS a number of tax accounts are in arrears despite the fact that statements of account are sent monthly

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To authorize the person responsible for the collection of taxes, Mrs. Margaret Baker or her replacement, to initiate collection procedures. In addition, a fee of \$15.00 will be added to the account to cover the cost of postage for registered mail to be forwarded to the concerned property owners.

08-11-21

8.3 Fiscal Year 2022 Budget

WHEREAS budget estimates must be prepared for 2022;

WHEREAS local municipalities must between November 15 and January 31, 2022 (due to the 2021 election year) prepare and adopt the budget for the next fiscal year (Art. 954 par. 1 Municipal Code);

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the budget estimates for 2022 on Tuesday, January 25, 2022 at 7:00 p.m.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of October 2021

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

7	Medical
6	Accident
2	Fire alarm
1	False alarm
6	Miscellaneous
1	Public Works - emergency

10. PUBLIC WORKS AND HYGIENE

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

No subjects were treated this month.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of October 2021

A total of 8 permits were issued during the month of October 2021:

1	New residence
1	Residential extensions
2	Accessory buildings

1	Demolition/Removal
2	Septic installation
1	Well

11.2 Report from the Municipal Inspector

No subjects were treated this month.

09-11-21

11.3 Designation of the members of the Urban Consulting Committee for a 2-year mandate

WHEREAS Section 2.3 of By-law Number 171 establishing a Planning Advisory Committee (PAC) state that the Committee is composed of two (2) members of Council and three (3) residents of the Municipality;

WHEREAS these persons are appointed by Council by resolution;

WHEREAS the mandates of the members of the Planning Advisory Committee should have expired on June 30, 2021;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To appoint for a two (2) year term as member of the Planning Advisory Committee the following persons:

- Ms. Maureen Bédard, councillor
- Mr. Raymond Bureau, councillor
- Mr. Richard Leblanc, resident
- Mr. André Leduc, resident
- Mr. Charles Légaré, resident

The term of office will expire in November 2023.

10-11-21

11.4 Minor derogation – lot 2 196 041

This minor exemption consists in confirming the issuance of a sign permit for three wall signs on a commercial building whereas the municipal by-law currently in effect allows only one per main use.

WHEREAS the Familiprix has customer and delivery access, an adequate identification is required on two sides of the building;

WHEREAS this is a mandatory standard for Familiprix;

WHEREAS the plan for the septic installation respects the Q2 R-22;

WHEREAS the construction plan respects the municipal regulations;

WHEREAS the additional visual impact is minimal;

WHEREAS the signs respect the maximum areas required in our zoning by-law;

IT IS PROPOSED BY councillor Maureen Bédard

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

RESOLVED TO approve this request for minor exemption for lot 2 196 041 of the official register of Saint-Gabriel-de-Valcartier for the issuance of a signage permit for the installation of three wall signs on the future Familiprix building, and this, in accordance with the recommendation of the CCU.

12-11-21

11.5 Request under By-law no 201 restricting the issuance of permits or certificates due to constraints – lot 2 196 765

The Planning Advisory Committee held a meeting on October 28, 2021 to analyze a request for the construction of a single family residence within the 20 meter steep slope protection strip requiring a geotechnical analysis.

FILE: Restriction on the issuance of permits or certificates due to certain constraints for

lot 2 196 765 on behalf of Mr. Mickel Bernier (residence in the steep slope protection strip)

Background and Nature of Request:

- First, we received a request from Mr. Bernier for the construction of a new residence on Jacques-Giroux Street.
- Upon verification, his residence is within the requested steep slope protection band.
- Therefore, for the construction of the residence, we need a geotechnical analysis to demonstrate that any proposed construction will not add weight to the slope and thus create future landslides or other.
- I inform the owners of the steps to follow (geotechnical analysis, site plan, etc.).
- They then requested a geotechnical analysis from Laboratoire d'Expertises du Québec ltée. The latter recommended certain types of work to support the slope if they had to dig inside for the balcony but saw no impact on the stability of the slope.

ANALYSIS AND RECOMMENDATION OF THE UCC :

WHEREAS, this application is in compliance with the urban plan;

WHEREAS the use is permitted;

WHEREAS the lot is largely composed of steep slopes;

WHEREAS the restriction is on the main building;

WHEREAS the other setbacks of the main building are respected;

WHEREAS the present request does not affect the enjoyment of the property rights of the neighboring buildings since the neighbors are at a good distance and the report confirms that there will be no impact on them;

WHEREAS the geotechnical analysis shows that the soil is stable and that there is no risk of landslides on the future construction;

WHEREAS the construction project is in conformity with the regulations;

WHEREAS within the framework of the project, a certificate of conformity of the work will be given to us by the engineer having made the geotechnical expertise after the work;

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO accept the permit request for the construction of a single-family house on lot 2 196 765 of the official register of Saint-Gabriel-de-Valcartier, within the protected area of steep slopes, and this, in accordance with the recommendation of the CCU.

11.6 Submission of two residential development projects under the Opening and Extension of Streets Policy

Within the framework of the Policy concerning the opening and extension of streets, two residential development projects have been submitted:

- Domaine des Plateaux - Lot 5 453 959
- Domaine de la Rive - Lot 6 105 365

Municipal Council reviews the projects and determines, at the December Council meeting, which project(s) is (are) selected for development within one year of receipt.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Request for an additional budget for the animation and enhancement of the walking trail for the holiday season:

IT IS PROPOSED BY councillor Dorothy Noël

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize an additional amount of \$22,520 to the sports and recreation budget for the animation and enhancement of the walking trail for the holiday season.

14-11-21

12.2 Abolition of late fees at the library

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier currently charges late fees for all books returned outside the prescribed time frame

WHEREAS the municipality is part of the Réseau BIBLIO de la Capitale-Nationale et de la Chaudière-Appalaches and that the latter recommends the abolition of late fees

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the Municipality of Saint-Gabriel-de-Valcartier abolish late fees for book returns;

THAT the Municipality of Saint-Gabriel-de-Valcartier exclude from this cancellation all fees related to lost or damaged books.

15-11-21

12.3 Cultural Financial Assistance Program – Christmas, like the old days!

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO authorize the submission of the project "cultural mediation event -Christmas, like the old days!" within the framework of the financial assistance program paid by the Jacques-Cartier MRC "Cultural Development Agreement and Regional Cultural Fund" and to authorize Mrs. Pamala Laberge, Director, Sports and Recreation Department, to sign the documents pertaining to this project and this request.

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 October 20, 2021. The next sitting will be held on November 24, 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 8:15 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.