



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

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Monday, December 6<sup>th</sup>, 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 Lavallee  
Dorothy Noël

Absent : Shelley MacDougall

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**

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

**2. ACCEPTANCE OF THE AGENDA**

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01-12-21

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Raymond Bureau

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 November 15<sup>th</sup>, 2021
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
- 7. Administration**
  - 7.1. Employee's Christmas gifts
  - 7.2. Council's meeting calendar for 2022
  - 7.3. Administrative assistant – permanent position
- 8. Finance**
  - 8.1. Accounts payable for the month of November 2021
  - 8.2. Donations to charities
  - 8.3. Filing – Commission municipale du Québec compliance audits – Audit report on the adoption of the budget and the adoption of the three-year capital expenditure program

**9. Public Security**

9.1. Activity report from CAUCA for November 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 November 2021

11.2. Report from the Municipal Inspector

11.3. Submission of two residential development projects under the Opening and Extension of Streets Policy - decision

**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**

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02-12-21

**3.1 Regular meeting of November 15<sup>th</sup>, 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 November 15<sup>th</sup>, 2021.

**4. QUESTION PERIOD**

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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**

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No subjects were treated this month.

**6. NOTICES OF MOTION AND BY-LAWS**

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No subjects were treated this month.

**7. ADMINISTRATION**

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03-12-21

**7.1 Employee's Christmas gifts**

IT IS PROPOSED BY councillor Dorothy Noël

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a gift equivalent to an amount of:

- \$500 to permanent employees
- \$400 to regular non-permanent employees who have worked more than 20 hours per week

- \$200 for regular part-time employees who worked between 10 and 20 hours per week
- \$100 to regular part-time employees who worked less than 10 hours per week (Community Centre, Playgroup, Security, Teen Club, etc.). The reference period is the last 3 months.
- \$50 to casual employees and substitutes who earned less than \$1,000 during the year (Community Centre, Playgroup, Building Attendant, Teen Club, etc.)

A gift will also be given to employees who have worked during the past year since the employee Christmas dinner cannot be held in its usual format due to health regulations related to the Covid-19 pandemic.

04-12-21

### **7.2 Council's meeting calendar for 2022**

WEREAS Article 148 of the Quebec Municipal Code provides that the council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each;

IT IS PROPOSED BY councillor Dorothy Noël

SECONDED BY councillor Thomas Lavalée

AND UNANIMOUSLY RESOLVED:

THAT the following schedule of regular Council meetings for 2022 be adopted. These meetings will be held at 7:30 p.m.:

January 11th (Tuesday)  
February 8th (Tuesday)  
March 8th (Tuesday)  
April 5th (Tuesday)  
May 2nd (Monday)  
June 6th (Monday)  
July 4th (Monday)  
August 1st (Monday)  
September 12th (Monday)  
October 3rd (Monday)  
November 7th (Monday)  
December 5th (Monday)

05-12-21

### **7.3 Administrative assistant – permanent position**

WHEREAS Mrs. Diane Lavalée has held the position of Administrative Assistant since September 7, 2021

WHEREAS the probationary period of 3 months has ended

WHEREAS the Director General recommends that Mrs. Diane Lavalée be hired to fill the permanent full-time position of 35 hours per week as Administrative Assistant;

IT IS PROPOSED BY councillor Raymond Bureau

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To nominate Mrs. Diane Lavalée as Administrative Assistant for a permanent position.

## 8. FINANCE

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06-12-21

### 8.1 Accounts payable for the month of November 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of November 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 Dorothy Noël

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of November 2021 totalling a sum of \$177 954.62, which is annexed to this resolution to form an integral part thereof.

07-12-21

### 8.2 Donations to charities

IT IS PROPOSED BY councillor Thomas Lavalée

SECONDED BY councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO donate \$75 to each of the following organizations:

- Centraide Québec
- Heart and Stroke Foundation
- Quebec Lung Association
- Canadian Cancer Society
- The Salvation Army
- Center de prévention du suicide du Québec
- Fondation des étoiles.

TO donate \$500 to the following organizations:

- Fraser Rehabilitation Program
- Roger Lamont Foundation for local Christmas baskets
- Byron McBain Charitable Fund
- Friends of the Jeffery-Hale Foundation - Saint Brigid's

TO donate \$2,000 to the following organization

- Meals on Wheels and Multi-Services

### 8.3 Filing – Commission municipale du Québec compliance audits – Audit report on the adoption of the budget and the adoption of the three-year capital expenditure program

In accordance with Section 86.8 of the Municipal Commission Act, the Director General and Clerk-Treasurer submits the Commission municipale du Québec Compliance Audits - Audit Report on the adoption of the budget and the adoption of the three-year capital expenditure program respectively, received on November 23<sup>rd</sup>, 2021.

## 9. PUBLIC SECURITY

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### 9.1 CAUCA activity report for the month of November 2021

A total of 20 calls were received during the month of November 2021:

11	Medical
2	Accident
1	Fire alarm
0	False alarm

6	Miscellaneous
0	Public Works - emergency

## **10. PUBLIC WORKS AND HYGIENE**

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

No subjects were treated this month.

## **11. URBANISM AND ENVIRONMENT**

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### **11.1 Report of permits issued during the month of November 2021**

A total of 19 permits were issued during the month of November 2021:

3	New residence
2	Businesses and institutions
2	Renovations
4	Accessory buildings
1	Pool
1	Signage
4	Septic installation
2	Well

### **11.2 Report from the Municipal Inspector**

No subjects were treated this month.

### **11.3 Submission of two residential development projects under the Opening and Extension of Streets Policy - decision**

As part of the Street Opening and Extension Policy, two residential developments were submitted at the November 15<sup>th</sup>, 2021, meeting:

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

The municipal Council has analyzed the projects and is expected to determine, at the December Council meeting, which one(s) is (are) selected for development within one year of receipt. Following the analysis, the elected officials are of the opinion that in order to be carried out, the two projects must meet certain conditions. When these conditions are met to the satisfaction of the elected officials, the projects may be considered again.

## **12. RECREATION, CULTURE AND COMMUNITY LIFE**

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

Ms. Pamala Laberge gave a verbal report on the activities of the Sports and Recreation Department: Christmas activities and skating rink/trail.

#### ***Financial assistance program in culture – Christmas, like the old days!***

Within the framework of the financial aid program " Entente de développement culturel et Fonds culturel régional " paid by the MRC de la Jacques-Cartier, the Municipality was granted financial aid of \$2,795 for its project "Christmas, like the old days!" .

## **13. MRC AND REGIONAL DOSSIERS**

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The Mayor, Brent Montgomery informed the members of Council that the last sitting of the MRC Council of Mayors was held on November 24<sup>th</sup>, 2021.

The next sitting will be held on January 26<sup>th</sup>, 2021, at 7:00 pm.

**MRC Budget:**

The MRC Council of Mayors adopted a budget of \$2,641,810 for fiscal year 2022. This compares to a budget of \$2,620,563 for the year 2021.

Saint-Gabriel-de-Valcartier's share of the costs is 12.22% for 2022 compared to 11.94% for the year 2021. This calculation is based on the municipality's property wealth.

**MRC Committees:**

Mayor Brent Montgomery has been appointed to the following MRC committees:

- Agricultural Advisory Committee
- Public Safety
- Economic Development Corporation Board of Directors
- Metropolitan and Land Use Planning Committee
- Transportation

**14. OTHERS**

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No items were treated this month.

**15. CLOSING OF THE MEETING**

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The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:20 pm.

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Brent Montgomery  
Mayor

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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.*