



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

SAINT-GABRIEL
-DE-
VALCARTIER

Regular session of the local Municipal Council held on **Thursday, January 11th, 2022**, by video conference in accordance to Order 2021-090 of the Minister of Health and Social Services dated December 20, 2021, respecting the ordering of measures to protect the health of the population in the event of a pandemic situation involving COVID-19. The Board is authorized to sit in camera and its members are authorized to take part in discussions, deliberate and vote at a meeting by any means of communication. This meeting will therefore be held by video conference and will be broadcast on the Municipality's website as of Wednesday, January 12, 2022.

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 Clerk-	
Treasurer:	Heidi Lafrance
Municipal Inspector:	Stacy Gagné

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-12-21

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavalée

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 December 6th, 2021
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
 - 5.1. Request for authorization to pass and use a drone for the 2022 Grand défi Pierre Lavoie
- 6. Notices of motion and By-laws**
 - 6.1. Notice of Motion concerning the adoption of By-law no 245 concerning the Code of Ethics and Good Conduct for Elected Members of Council
 - 6.2. Tabling of draft By-law no 245 concerning the Code of Ethics and Good Conduct for Elected Members of Council
- 7. Administration**
 - 7.1. Election of Pro-Mayor
 - 7.2. Resolution to nominate Mrs. Pamala Hogan Laberge to sit on the Board of Directors of the Habitations Communautaire Saint-Gabriel-de-Valcartier

8. Finance

- 8.1. Accounts payable for the month of December 2021
- 8.2. Authorization for electronic payments and preauthorized payments
- 8.3. Annual contributions
- 8.4. Establishment of a dedicated fund to finance election-related expenses
- 8.5. Allocation of an amount to the Election Expense Reserve Fund

9. Public Security

- 9.1. Activity report from CAUCA for December 2021
- 9.2. Annual activity report from CAUCA for 2021
- 9.3. Approval of the Fire Safety Services members list

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 December 2021
- 11.2. Annual report of permits issued during 2021
- 11.3. Report from the Municipal Inspector
- 11.4. Minor Derogation – lot 5 592 581
- 11.5. Minor Derogation – lot 6 354 562
- 11.6. Request under By-law 201 restricting the issuance of permits or certificates due to constraints – lot 6 351 053
- 11.7. Request under By-law 201 restricting the issuance of permits or certificates due to constraints – lot 5 833 317

12. Recreation, Culture, and Community life

- 12.1. Report from the Sports and Recreation Director

13. MRC and regional dossiers

- 13.1 Resolution to the MRC de la Jacques-Cartier concerning paratransit services for 2022

14. Others

15. Closing of the meeting

3. ADOPTION OF MINUTES

02-01-22

3.1 Regular meeting of December 6th, 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 December 6th, 2021.

4. QUESTION PERIOD

In accordance with Section 150 of the *Quebec Municipal Code*, this Council meeting includes a question period during which those present may ask oral questions of Council members.

Pursuant to Order 2021-090 of the Minister of Health and Social Services of December 20, 2021, concerning the ordering of measures to protect the health of the population in the event of a COVID-19 pandemic, this meeting is being held in camera by video conference. Accordingly, citizens were invited to submit questions by e-mail prior to this meeting. No questions were received. Questions following the meeting can be sent by email to admin@munsgdv.ca until Friday, January 14, 4:30 p.m.

03-01-22

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

5.1 Request for authorization to pass and use a drone for the 2022 Grand défi Pierre Lavoie

WHEREAS the Grand défi Pierre Lavoie will be held in June 2022 and a request for authorization has been submitted to the Municipality

WHEREAS the cycling convoy will pass through the territory of the Municipality of Saint-Gabriel-de-Valcartier during the night of June 9 to 10, 2022, using 5th Avenue and Valcartier Boulevard (route 371)

WHEREAS the organization is requesting authorization to use drones to capture images of the event

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the passage of the Grand défi Pierre Lavoie on the roads of the Municipality of Saint-Gabriel-de-Valcartier and to allow the use of drones to capture images for the 2022 edition of the challenge.

6. NOTICES OF MOTION AND BY-LAWS

6.1 Notice of Motion concerning the adoption of By-law no 245 concerning the Code of Ethics and Good Conduct for Elected Members of Council

Councillor Dorothy Noël gives notice of motion that a by-law bearing number 245 enacting the Code of Ethics and Good Conduct for Elected Members of Council will be presented for adoption at a subsequent council meeting.

6.2 Filing of draft by-law number 245 enacting the Code of Ethics and Good Conduct for Elected Members of Council

Considering that a notice of motion of this by-law was given at the present meeting, specifically January 11th, 2022.

Considering a copy of this draft by-law was given to Council members at the latest 72 hours before the meeting and that all members present declare having read the draft by-law

Considering that the Secretary-treasurer mentions the purpose of the said draft by-law and its scope, while sitting: the purpose of the present by-law is to provide for the main values of the Municipality with regards to ethics and the rules of conduct which must guide the conduct of a person as a member of Council, a committee or a commission of the Municipality or, in his or her capacity as a member of the Council of the Municipality, of another organization

Considering that copies of the draft by-law were available for public consultation at the beginning of the meeting

By-law No. 245 will be adopted at a subsequent meeting.

7. ADMINISTRATION

7.1 Election of Pro-Mayor

Councillor Shelley MacDougall was elected by acclamation as Pro-Mayor for the Municipality of Saint-Gabriel-de-Valcartier for a 2-year term. The Mayor congratulated her on her new mandate and thanked Councillor Thomas Lavalée for his dedication and excellent work as Pro-Mayor over the past two years.

04-01-22

7.2 Resolution to nominate Mrs. Pamala Hogan Laberge to sit on the Board of Directors of Habitations communautaires Saint-Gabriel-de-Valcartier

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO nominate Mrs. Pamala Hogan Laberge, Director, Sports, Recreation, Culture and Community Life Department, to sit on the Board of Directors of Habitations communautaires Saint-Gabriel-de-Valcartier.

8. FINANCE

05-01-22

8.1 Accounts payable for the month of December 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of December 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 Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of December 2021 totalling a sum of \$147 230,37, which is annexed to this resolution to form an integral part thereof.

06-01-22

8.2 Authorization for electronic and pre-authorized payments

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO authorize the payment of the accounts listed below for the year 2022:

- Hydro-Québec;
- Bell Canada/Vidéotron ltée;
- Ultramar/Fleet Cor;
- Bell Mobility;
- Thermo Shell;
- Provincial and federal royalties;
- Monthly leases;
- Group insurance premiums;
- Pension fund royalties;
- Tax refunds;
- Valcartier Firefighters Social Club;
- All contracts granted and authorized in advance by the council.

07-01-22

8.3 Annual contributions

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO make the following annual financial contributions:

- Jacques-Cartier Basin Corporation: \$2,923
- Organisme des bassins versants de la Capitale-Nationale : \$500
- École du Joli-Bois, O.P.P. : \$1,000

- Valcartier Elementary School: \$1,000

08-01-22

8.4 Establishment of a dedicated fund to finance election-related expenses

WHEREAS the *Act to amend the Act respecting Elections and Referendums in Municipalities*, the *Act Respecting Municipal Ethics and Good Conduct and Various Legislative Provisions* (S.Q. 2021, c. 31) ("P.L. 49") will come into force on November 5, 2021

WHEREAS as of January 1, 2022, municipalities must establish, in accordance with sections 278.1 and 278.2 of the Act respecting elections and referendums in municipalities (AERM), a fund reserved for the financing of expenses related to the holding of an election

CONSIDERING that Council will, in accordance with the law, allocate annually the necessary sums to this fund for the next general election

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavalée

AND UNANIMOUSLY RESOLVED:

TO CREATE a fund reserved for the financing of expenses related to the holding of an election;

THAT this fund will be made up of the sums allocated annually by council, as provided for in section 278.2 of the AERM.

09-01-22

8.5 Allocation of an amount to the Election Expense Reserve Fund

WHEREAS, by its resolution number 080122, the Municipality has, in accordance with section 278.1 AERM, established a fund reserved for the financing of expenses related to the holding of an election

GIVEN that, in accordance with section 278.2 AERM, Council must, after consultation with the returning officer, allocate annually to the fund the sums necessary to ensure that it is sufficient, in the year in which the next general election is to be held, to cover the cost of this election

AND WHEREAS the cost of the next general election is presumed to be at least equal to the cost of the last general election or the one preceding it, whichever is greater, subject to the special measures provided by law for the 2021 general election (which is not to be taken into account)

WHEREAS, in accordance with the law and after consultation with the returning officer, Council appropriates to this fund the amount of \$3,500

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO APPROPRIATE to the fund reserved for expenses related to the holding of an election an amount of \$3,500 for the fiscal year 2022

THAT the funds required for this appropriation be taken from the general fund for the fiscal year.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of December 2021

A total of 19 calls were received during the month of December 2021:

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

9.2 Annual activity report from CAUCA for 2021

A total of 202 calls were received in 2021:

108	Medical
17	Accident
11	Fire Alarm
9	False alarm
57	Miscellaneous (Fire Safety Department and Public Works)

10-01-22

9.3 Approval of the Fire Safety Services members list

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO approve the following list of members of the Saint-Gabriel-de-Valcartier Fire Department as of January 1st, 2022.

Nom	Prénom	Statut
Albert	Mario	First Responder/Fireman
Audet	Manon	First Responder
Bouché	Grégory	First Responder/Fireman on formation
Chartré	Martin	First Responder/Fireman on formation
Couture	Luc	Fireman
Fortin	Maxime	First Responder/Fireman on formation
Gagné	Yan	Lieutenant First Responder/Fireman
Godin	Alexandre	Fireman on formation
Grenier	Mathieu	Fireman
Guay	Denys	Fireman
Hogan	David	Fireman
Kelly	Annie	First Responder
Lavallee	Emma	First Responder
Lavallée	Jean	Fireman
Lavallee	Stephen	Chief Operating Officer First Responder/Fireman
Lavallee	Thomas	First Responder/Fireman
Lebel-Piché	Audrey	First Responder
Lupien	Éric	First Responder/Fireman
McCarthy	Stephen	Director First Responder/Fireman
Montgomery	Glen	Assistant Director Fireman
Montgomery	Neil	Fireman
Montpas	Alec	Fireman
Patenaude	Étienne	First Responder/Fireman
Plourde	Marc-David	First Responder/Fireman

Sauvageau	Jérôme	Lieutenant First Responder/Fireman
St-Onge	Félix-Olivier	Fireman on formation
Stairs	Jonathan	First Responder/Fireman
Stairs	MacKenzie	First Responder/Fireman
Tessier-Thériault	Laurence	Fireman
Woodbury	Sandra	First Responder/Fireman

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 December 2021

A total of 2 permits were issued during the month of December 2021:

1	Septic installation
1	Tree cutting (Forestry)

11.2 Annual report of permits issued during 2021

A total of 187 permits were issued during 2021:

19	New residence
7	Residential Extension
2	Commerce and institution
14	Renovations
1	Agricultural building
54	Additional building
6	Demolition/Removal
27	Pool
6	Fence
2	Signage
30	Septic installation
15	Well
1	Tree cutting
1	Embankment/Fill/Wall
1	Shoreline work
1	Change of usage

11.3 Report from the Municipal Inspector

No items were treated this month.

11.4 Minor Derogation – lot 5 592 581

This minor exemption consists of confirming the issuance of a building permit where the façade will be inclined at 76.28 degrees with respect to Redmond Road whereas the current by-law allows a maximum inclination of 30 degrees with respect to the street

WHEREAS the future residence will be located more than 240 meters from the street

WHEREAS the nearest neighbor is 50 meters from the future construction

WHEREAS the future construction is in conformity with the regulations

WHEREAS the future residence will not be visible from Redmond Road

WHEREAS the reason for the inclination of the residence is to be able to arrive at the rear of the lot and to be in front of it

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO approve this request for minor exemption for lot 5 592 581 of the official register of Saint-Gabriel-de-Valcartier so as to allow the construction of a single-family house with a 76.28-degree angle to chemin Redmond, and this, as recommended by the CCU.

12-01-22

11.5 Minor Derogation – lot 6 354 562

This minor derogation consists in confirming the issuance of a construction permit where the access to the future residence will be done by the neighboring lot (lot 6 354 560) due to physical and technical constraints for the access to the future residence.

The members of the Planning Advisory Committee did not analyze the file and therefore did not give any recommendation.

Following the analysis by the municipal council, it is:

WHEREAS the request for a minor derogation respects the urban plan

WHEREAS the land has an acquired right for the construction of a residence

WHEREAS the right of way is notarized

WHEREAS this avoids the clearing of trees in a riparian protection strip

WHEREAS this avoids crossing two waterways

WHEREAS the road is already built and passable

WHEREAS the construction plan as well as the septic installation respect the municipal regulations

WHEREAS the impact on the neighbors is minimal

IT IS PROPOSED BY Councillor Thomas Lavalée

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO approve this request for minor exemption for lot 6 354 562 of the official register of Saint-Gabriel-de-Valcartier so as to allow access to the future residence via the neighboring lot (lot 6 354 560).

13-01-22

11.6 Request under By-law 201 restricting the issuance of permits or certificates due to constraints – lot 6 351 053

The Planning Advisory Committee held a meeting on December 13, 2021, to review an application to construct a single-family residence within the 20 meters steep slope protection strip requiring a geotechnical analysis.

FILE: Restriction on the issuance of permits or certificates due to certain constraints for lot 6 351 053 on behalf of Mr. Marc Simard (residence in the steep slope protection strip)

Background and nature of the request:

- First, we received a request from Mr. Simard for the construction of a new residence on 5E Avenue.
- Upon verification, his residence is within the requested steep slope protection strip.
- Therefore, for the construction of the residence, we need a geotechnical analysis to show us that any projected construction does not risk adding weight to the slope and thus creating future landslides or other.

- I informed the owners of the process to follow (geotechnical analysis, site plan, etc.).
- Subsequently, they asked Gilles Larouche Engineer for a geotechnical analysis. He recommended certain types of work to support the slope and a separation distance of at least 4 meters between the foundations of the residence and the bottom of the slope.

ANALYSIS AND RECOMMENDATION OF THE CCU:

WHEREAS this request is in compliance with the Planning Program

WHEREAS the use is authorized

WHEREAS the land is composed of mostly 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 neighbouring 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 a certificate of conformity of the work will be given to us by the engineer who did the geotechnical expertise after the work

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

TO approve the permit request for lot 6 351 053 of the official register of Saint-Gabriel-de-Valcartier to confirm the issuance of the permit for the construction of a single-family dwelling within the protected band of steep slopes, and this, as recommended by the CCU.

14-01-22

11.7 Request under By-law 201 restricting the issuance of permits or certificates due to constraints – lot 5 833 317

The Planning Advisory Committee held a meeting on December 13, 2021, to review an application to construct a single-family residence within the 20 meters steep slope protection strip requiring a geotechnical analysis.

FILE: Restriction on the issuance of permits or certificates due to certain constraints for lot 5 833 317 in the name of Mr. Mathieu Paquet (residence in the steep slope protection strip)

Background and nature of the request:

- First, we received a request from Mr. Paquet for the construction of a new residence on Joseph-Moraldo Street.
- Upon verification, his residence is located within the requested steep slope protection strip.
- Therefore, for the construction of the residence, we need a geotechnical analysis to show us that any projected construction does not risk adding weight to the slope and thus creating future landslides or other.
- I informed the owners of the process to follow (geotechnical analysis, site plan, etc.).
- Subsequently, they requested a geotechnical analysis from Services-

Conseil Aqua Ingenium inc. which recommended certain types of work to support the slope, such as planting in wooded areas, but did not see any impact on the stability of the site.

CCU ANALYSIS AND RECOMMENDATION:

WHEREAS this application is in compliance with the Urban Plan

WHEREAS the use is permitted

WHEREAS the site is composed largely 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 a certificate of conformity of the work will be given to us by the engineer who did the geotechnical expertise after the work

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

TO approve this request for lot 5 833 317 of the official register of Saint-Gabriel-de-Valcartier and confirm the issuance of a permit for the construction of a single-family house in the steep slope protection zone, and this, as recommended by the CCU.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Ms. Laberge submitted her report to the Director General prior to the meeting. Here is a summary:

Christmas hampers:

A total of 19 Christmas hampers were distributed in December 2021 in the community.

13. MRC AND REGIONAL DOSSIERS

No regular meeting of the mayors was held in December 2021.

The next meeting of the Mayors' Council will be held on January 26, 2022, at 7:00 p.m.

13.1 Resolution to the MRC de la Jacques-Cartier concerning paratransit services for 2022

WHEREAS the MRC de la Jacques-Cartier has been offering a regional paratransit service on the territory of participating municipalities since September 1, 2006

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier participates in the paratransit service offered by the MRC de La Jacques-Cartier and therefore designates the MRC de La Jacques-Cartier as the agent for the service offered on the Municipality's territory

WHEREAS the fare structure is determined annually by resolution of the MRC, both for the public and paratransit services, and the last resolution bearing the number 19-099-O was adopted by the MRC

WHEREAS the 2022 budget for paratransit, adopted by the MRC on November 24, 2021, amounts to \$475,190

WHEREAS the share for the Municipality of Saint-Gabriel-de-Valcartier amounts to \$13,932 for 2022

WHEREAS the participating municipalities must, before March 31 of each year, confirm their participation in the service as well as the amount of their share so that the MRC can meet one of the requirements of the funding program for paratransit of the Ministère des Transports, de la Mobilité durable et de l'Électrification des transports du Québec.

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

- THAT the preamble is an integral part of this resolution
- THAT the Municipality of Saint-Gabriel-de-Valcartier confirms its participation in the Jacques-Cartier MRC paratransit service and pays the 2022 share in the amount of \$13,932

THAT a copy of this resolution be forwarded to the MRC de La Jacques-Cartier.

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 8:10 pm.

Brent Montgomery
Mayor

Heidi Lafrance
Director General and
Clerk-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.