



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

SAINT - GABRIEL  
- DE -  
VALCARTIER

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Tuesday, April 5<sup>th</sup>, 2022**, at the Saint-Gabriel-de-Valcartier Community Center in conformity to the provisions of the Municipal Code of 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 Clerk-  
Treasurer: Heidi Lafrance  
Municipal Inspector: Stacy Gagné  
Director of Public Works: Dany 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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01-04 -22

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with the addition of items:

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
  - 3.1. Regular meeting of March 8<sup>th</sup>, 2022
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
  - 6.1. Notice of Motion concerning By-law No. 247 repealing and replacing By-laws Nos. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees
  - 6.2. Tabling of By-law No. 247 repealing and replacing By-laws Nos. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees
- 7. Administration**
  - 7.1. Adoption of the Policy Concerning Domestic Violence in the Workplace
- 8. Finance**
  - 8.1. Accounts payable for the month of March 2022
  - 8.2. Filing – Commission municipale du Québec compliance audits – Transmission of Financial Reports
  - 8.3. Request for financial contributions

**9. Public Security**

- 9.1. Activity report from CAUCA for March 2022
- 9.2. Nomination of Fire Training Manager

**10. Public Works and Hygiene**

- 10.1. Report from the person responsible for Public Works
- 10.2. Resolution for the signature of a no-bid contract with *Les Constructions B.G.C. inc.* for the management of the Municipal EcoCenter

**11. Urbanism and Environment**

- 11.1. Report of permits issued during the month of March 2022
- 11.2. Report from the Municipal Inspector
- 11.3. Minor Derogation – Lots 6 460 505 and 6 460 506
- 11.4. Decision – 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

**13. MRC and regional dossiers**

**14. Others**

**15. Closing of the meeting**

**3. ADOPTION OF MINUTES**

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02-04-22

**3.1 Regular meeting of March 8<sup>th</sup>, 2022**

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

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of March 8<sup>th</sup>, 2022.

**4. QUESTION PERIOD**

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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 to council members.

Mayor Brent Montgomery invited the citizens in attendance to ask questions on topics of interest to them.

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

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***Request for a sports field in the Domaine des Plateaux Park sector:***

On March 31<sup>st</sup>, 2021, the Municipality received a request by e-mail addressed to the elected officials from Mrs. Valérie Massé, resident of the Domaine des Plateaux sector. Mrs. Massé asked the Councillors about the possibility of building a basketball court at the Domaine des Plateaux Park. The Councillors will evaluate this project and the needs of the sector. There are already plans to build other infrastructures on this municipal land.

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

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03-03-22

**6.1 Notice of Motion concerning By-law No. 247 repealing and replacing By-laws Nos. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees**

Councillors Raymond Bureau gives Notice of Motion that a by-law bearing number 247 repealing and replacing By-laws numbers 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees will be presented for adoption at a subsequent council meeting.

**6.2 Tabling of By-law No. 247 repealing and replacing By-laws Nos. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees**

Considering that a Notice of Motion of this by-law was given on April 5<sup>th</sup>, 2022;

Considering that 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 the Clerk-Treasurer mentions the purpose of the said draft by-law and its scope, during the meeting: The purpose of the amendment is to add a new element concerning any gift, hospitality or other benefits. This code of ethics and good conduct contains the values of the Municipality in matters of ethics and imposes on the employees various obligations notably in matters of conflicts of interest, receipt of various advantages, discretion and confidentiality, use of the resource of the Municipality, respect of persons, loyalty to the Municipality and sobriety at work;

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

By-law No. 247 will be adopted at a subsequent meeting.

**7. ADMINISTRATION**

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03-04-22

**7.1 Adoption of the Policy on Domestic Violence in the Workplace**

Whereas domestic violence is unacceptable;

Whereas domestic violence has a daily impact on the lives and safety of hundreds of employees in Quebec;

Whereas domestic violence invades the workplace, putting victims and their co-workers at risk and resulting in lost productivity, higher health care costs, increased absenteeism and presenteeism, and higher employee turnover;

Whereas the Act to modernize the occupational health and safety system establishes an obligation for the employer to protect victims of domestic violence in the workplace;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT it is the policy of the Municipality of Saint-Gabriel-de-Valcartier that each staff member has the right to work in a violence-free environment. Furthermore, each staff member is encouraged to seek help in relation to a situation of domestic violence, even if it occurs outside the workplace.

TO adopt the Domestic Violence in the Workplace Policy.

**8. FINANCE**

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04-04-22

**8.1 Accounts payable for the month of March 2022**

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month March 2022;

WHEREAS the members had the opportunity to ask questions;

WHEREAS budgetary credits necessary to cover the monthly expenses are available, as

certified by the Clerk-Treasurer;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of March 2022 totalling a sum of \$254 250.07, which is annexed to this resolution to form an integral part thereof.

### **8.2 Filing – Commission municipale du Québec compliance audits – Transmission of Financial Reports**

In accordance with Section 86.7 of the Municipal Commission Act, the Director General and Clerk-Treasurer files the Commission municipale du Québec Compliance Audits – Transmission of Financial Reports received on March 14<sup>th</sup>, 2022.

### **8.3 Request for financial contributions**

#### ***Golf Tournament to benefit the Mont-Saint-Sacrement High School Foundation:***

05-04-22

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO participate in the golf tournament for the benefit of the Fondation École secondaire Mont-Saint-Sacrement on May 20<sup>th</sup> as a “Plus” partner.

06-04-22

#### ***2022 World Rafting Championship in Bosnia-Herzegovina:***

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND INANIMOUSLY RESOLVED:

TO offer a sponsorship of \$1,000 to Miss Alice Désaulniers of the Canadian Rafting team U23 division for the World Rafting Championship to be held in the summer of 2022 in Bosnia-Herzegovina.

## **9. PUBLIC SECURITY**

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### **9.1 CAUCA activity report for the month of March 2022**

A total of 21 calls were received during the month of March 2022:

9	Medical
1	Accident
2	Fire alarm
0	False alarm
5	Miscellaneous
4	Public Works - emergency

07-04-22

### **9.2 Nomination for Fire Training Manager**

Considering that the training of firefighters is essential in order to ensure the sustainability of the local municipalities’ fire safety services;

Considering it would be advantageous for the Municipality and its firefighters, that the Municipality of Saint-Gabriel-de-Valcartier be accredited as a training manager;

Considering that Article 56 of the Fire Safety Act stipulates, among other things, that the Quebec National Firefighters School may entrust educational institutions, fire safety services or other organization offering fire safety training, with the mandate to

give its training accessible throughout the Quebec territory;

THEREFORE,

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

That Council requests the École nationale de pompiers du Québec to accredit the Municipality of Saint-Gabriel-de-Valcartier as a training organization.

It is also resolved that the Director of the Fire Safety Department be and is hereby authorized to sign the documents pertaining to this request.

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

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

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

08-04-22

#### ***Decking of the Redmond bridge (bridge 01794):***

WHEREAS the decking on the small Redmond wooden bridge needs to be replaced;

WHEREAS this project is part of the 2022 capital projects and money for this purpose is included in the 2022 budget;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO proceed with a call for tenders by invitation to at least two suppliers for the replacement of the decking of the Redmond wooden bridge (bridge 01794).

09-04-22

#### ***Repairs to the Wooden Structure of City Hall:***

WHEREAS the wood structure at City Hall is in need of repair;

WHEREAS this project is part of the 2022 capital projects and money for this purpose is included in the 2022 budget;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO proceed with a contract by mutual agreement at an hourly rate for the repair of the wooden structure of the City Hall with the company Les Charpentistes.

10-04-22

### **10.2 Resolution for the signature of a no-bid contract with *Les Constructions B.G.C. inc.* for the management of the Municipal EcoCenter**

WHEREAS the Municipality has a municipal ecocenter on Lot 3 318 314

WHEREAS the management of this ecocenter will be assured by a third party

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO authorize Mayor Brent Montgomery and Heidi Lafrance, Director General and Clerk-Treasurer, to sign a one-year agreement with Les Constructions B.G.C. inc. for the management of the Saint-Gabriel-de-Valcartier Municipal Ecocenter from April 1<sup>st</sup>, 2022, to March 31<sup>st</sup>, 2023, with the possibility of renewal.

## **11. URBANISM AND ENVIRONMENT**

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### **11.1 Report of permits issued during the month of March 2022**

A total of 18 permits were issued during the month of March 2022:

5	New residence
3	Accessory building
5	Septic installation
5	well

### **11.2 Report from the Municipal Inspector – Mr. Stacy Gagné**

Mr. Gagné gave a verbal report on the activities of the Urbanism Department.

### **11.3 Minor Derogation – Lots 6 460 505 and 6 460 506**

This Minor Derogation consists of confirming the issuance of a building and subdivision permit for a property divided into three distinct lots, one of which has a width of 23.9 meters and allows access to 4 adjoining lots by a single access whereas the municipal by-law requires a minimum lot width of 50 meters and a rectangular shape and the construction of one access per property.

**WHEREAS** the zoning by-law stipulates that each property must have its own access on its own property and that there is a possibility of creating an entrance for each lot with the 500 meters of frontage present on the totality of the two lots;

**WHEREAS** the impact on the neighbors living on Rourke Road will be too important because of the road and the construction in the backyard;

**WHEREAS** the minor exemption is not considered minor, but major because of the width of lot number one where more than 50% of the regulatory width is missing;

**WHEREAS** the municipality's goal is to avoid private roads, which serve several properties;

WHEREAS the configuration of the lots is not in conformity with the urbanism norms;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO turn down the request for minor exemption for Lots 6 460 505 and 6 460 506 of the official cadastre of Saint-Gabriel-de-Valcartier, and this, according to the recommendation of the UCC.

### **11.4 Decision – Residential development projects under the Opening and Extension of Streets Policy**

With the framework of the Policy concerning the Opening and Extension of Streets, two residential development projects were submitted at the meeting of November 15<sup>th</sup>, 2021:

- Domaine des Plateaux – Lot 4 453 59
- Domaine de la Rive – Lot 6 105 365

Following the analysis, the Councillors were of the opinion that in order to be realized, the two projects had to meet certain conditions. When these conditions were met to the satisfaction of the elected officials, the projects could be considered again.

The Councillors held study meetings and the following decisions were made:

12-04-22 **Domaine des Plateaux – Lot 5 453 959:**  
 IT IS PROPOSED BY Councillor Maureen Bédard  
 SECONDED BY Councillor David Hogan  
 AND UNANIMOUSLY RESOLDED:  
 To authorize the extension of des Plateaux Street in two phases, each allowing the subdivision of 9 lots, and this over two years, namely 2022 and 2023, under certain conditions.

13-04-22 **Domaine de la Rive – Lot 6 105 365 :**  
 IT IS PROPOSED BY Councillor Raymond Bureau  
 SECONDED BY Councillor Thomas Lavallee  
 AND UNANIMOUSLY RESOLVED:  
 TO authorize the extension of Corrigan Street (Lot 6 466 156) in two phases, each allowing the subdivision of 9 lots, and this over two years, namely 2022 and 2023, under certain conditions.

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

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

No items were treated this month.

**13. MRC AND REGIONAL DOSSIERS**

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Mayor Brent Montgomery informed Council that the last meeting of the MRC Council of Mayors was held on March 16<sup>th</sup>, 2022.

The next meeting of the Council of Mayors will be held on April 20<sup>th</sup>, 2022, at 7:00 pm.

**14. OTHERS**

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**15. CLOSING OF THE MEETING**

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The items on the agenda being exhausted, the mayor declared the meeting closed at 8:15 pm.

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 Brent Montgomery  
 Mayor

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 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.*