



**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 **Monday June 6<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.

At 7:15 pm a **public consultation** was held concerning the following item:

6.1. Adoption of By-law No. 251 modifying Construction By-law No. 150

The Minutes of this meeting form an integral part of the present Minutes.

**2. ACCEPTANCE OF THE AGENDA**

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01-06 -22

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with the removal of item 12.4. **“2022 Financial Assistance Program for Public Contracts”**.

**1. Opening of the meeting**

**2. Acceptance of the agenda**

**3. Adoption of Minutes**

3.1. Regular meeting of May 2<sup>nd</sup>, 2022

**4. Question period**

**5. General correspondence and follow-up of previous meetings**

**6. Notices of motion and By-laws**

6.1. Adoption of By-law No. 251 modifying Construction By-law No. 150

**7. Administration**

7.1. Approval of the 2022 summer employees list

7.2. Hiring of two building attendants - supervisors

**8. Finance**

8.1. Accounts payable for the month of May 2022

8.2. Highlights of the financial report for 2021

8.3. TZ Capitale-Nationale pick-up service

- 8.4. Charitable donations (QHS and DDO)
- 8.5. Resolution for the purchase of the property at 2230 Valcartier Boulevard (Physik Center and Historical Committee)

**9. Public Security**

- 9.1. Activity report from CAUCA for May 2022

**10. Public Works and Hygiene**

- 10.1. Report from the Person Responsible for Public Works
- 10.2. Awarding of the contract for the removal of the Sommet Bleu private sector
- 10.3. Awarding of contract for the removal and replacement of the wooden decking of Redmond Bridge (structure 17027)
- 10.4. Request for the maintenance of certain private roads open to public – Bouleaux/Merisiers Streets 2022-2026
- 10.5. Request for the maintenance of certain private roads open to public – Sommet Bleu 2022-2026
- 10.6. Request for the maintenance of certain private roads open to public – River View 2022-2026

**11. Urbanism and Environment**

- 11.1. Report of permits issued during the month of May 2022
- 11.2. Report from the Municipal Inspector
- 11.3. Minor Derogation – Lot 6 515 783

**12. Recreation, Culture, and Community life**

- 12.1. Report from the Sports and Recreation Director
- 12.2. Memorandum of Understanding with Vallée Jeunesse Québec Inc. – soccer field rental and Springboard Program
- 12.3. Awarding of contract for the transportation for the playground
- 12.4. 2022 Financial Assistance Program for Public Contracts

**13. MRC and regional dossiers**

**14. Others**

**15. Closing of the meeting**

**3. ADOPTION OF MINUTES**

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02-06-22

**3.1 Regular meeting of May 2<sup>nd</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 May 2<sup>nd</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.

There were questions regarding the private sector of Bouleaux and Merisiers Streets. Councillor David Hogan did not participate in these discussions as he is a proprietor on Bouleaux Street.

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

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**Zoning amendment request – Lot 5 429 014:**

On May 31<sup>st</sup>, 2022, a letter was received from Mr. Jérôme Dumont and Mrs. Isabelle Têtu, owners of Lot 5 429 014 at 44 Redmond Road requesting a zoning by-law amendment for the RU-1 zone. The Councillors will study this request.

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

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03-06-22

**6.1 Adoption of By-law No. 251 modifying Construction By-law No. 150**

A public consultation concerning By-law No. 251 modifying Construction By-law No. 150 preceded the regular meeting of Council at 7:15 pm. Mayor Brent Montgomery welcomed those present and then invited the municipal inspector, Mr. Stacy Gagné, to present the by-law.

*Present were:*

Mayor Brent Montgomery and the following Councillors:

Maureen Bédard  
Raymond Bureau  
David Hogan  
Thomas Lavallee  
Dorothy Noël

As well as 8 residents of the Municipality.

Considering that a Notice of Motion if this by-law was given at the regular meeting of May 2<sup>nd</sup>, 2022

Considering that a draft By-law No. 251 modifying Construction By-law No. 150 was presented at the regular Council meeting held May 2<sup>nd</sup>, 2022

Considering that a public consultation regarding this by-law was held on June 6<sup>th</sup>, 2022

Considering that a copy of By-law No. 251 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 mentioned the purpose of said draft by-law and its scope, while sitting: to add an exception allowing the construction of a semi-circular building consisting of a roof and side walls in one piece for an institutional and public use in an institutional or public zone

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

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 251 modifying Construction By-law No. 150.

**7. ADMINISTRATION**

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04-06-22

7.1. Approval of the 2022 summer employees list

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO approve the following list of 2022 summer employees.

<b>Playground</b>	
Coordinator:	Cynthia Laberge
	Leanka Germain
Specialized Monitor:	Naomie Arata
Monitor:	Anaïs Bouchard Brouillette
	Raphaëlle Croteau
	Aurélie Tremblay
	Cédric Cabana
	Sammy Bouchard
	Anna Lévesque
	Sarah McCoubrey
	Gabrielle Brochu
	Gabrielle Tremblay
	Océanne Kiopini
	Bradley Sheridan
	Sarah-Maude Boudreault
Assistant Monitor:	Léa Sheridan
	Eliot McBain
	Sarah-Maude Bertrand
	Ludovic St-Amant
<b>Wading Pool</b>	
Supervisor:	Edouard Thériault
	Laurence Drouin
<b>Public Works</b>	
Student Day Laborer	Alexis Trudel

05-06-22

**7.2 Hiring of two building attendants – supervisors**

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO hire M. Réjean Thibault and M. Éric Ferland as Building Attendants – Supervisors

**8. FINANCE**

06-06-22

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

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of May 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 Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of May 2022 totalling a sum of \$179,497.26 which is annexed to this resolution to form an integral part thereof.

### **8.2 Highlights of the financial report for 2021**

In accordance with the provisions of Section 176.2.2 of the Quebec Municipal Code, at this regular meeting of Council held on June 6, 2022, the Mayor reports on the highlights of the financial report and the external auditor's report, for the fiscal year ending December 31, 2021, as audited by the firm of Chartered Professional Accountants Lemieux Nolet S.E.N.C.R.L. This report is available on the Municipality's Internet site.

07-06-22

### **8.3 TZ Capitale-Nationale pick-up service**

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO mandate the organization TZ Capitale-Nationale to offer a shuttle service for clients of the Valcartier Community Center upon request. The cost of the subscription for 2022 is \$440.00 plus taxes.

### **8.4 Charitable donations**

08-06-22

#### ***Golf tournament – Quebec High School Alumni Foundation:***

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO participate in the annual QHS Alumni Golf Tournament at the Centre Castor on Valcartier Base on June 30<sup>th</sup>, 2022. The cost is \$135 per person.

09-06-22

#### ***Dollard-des-Ormeaux School Scholarship Fund:***

WHEREAS the Municipality has supported the students of Dollard-des-Ormeaux School for many years

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLDED:

TO grant an amount of \$200 to the Dollard-des-Ormeaux School Scholarship Fund to reward the students for their achievements.

10-06-22

### **8.5 Resolution to purchase the property at 2230 Valcartier Boulevard (Physik Center and Historical Committee**

WHEREAS the lease agreement for the rental of 2230 Valcartier Boulevard for a period of 5 years will expire on August 31<sup>st</sup>, 2022

WHEREAS clause 15 of the lease agreement stipulates a purchase option that can be exercised at the end of the initial five (5) year period of the lease at a cost of one million three hundred and seventy-five thousand dollars (1,375,000) plus GST and QST

WHEREAS a letter mentioning the Municipality's intention to exercise the purchase option was sent to the lessor within the time frame prescribed in the lease agreement

WHEREAS the Municipality has mandated Groupe Expert Québec to proceed with a ore-

purchase visual inspection of the property and the report does not indicate any apparent major defects

WHEREAS this project is part of the 2022 Capital Projects and funds for this purpose are included in the 2022 Budget

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO proceed with the purchase of the property at 2230 Valcartier Boulevard, Lot 2 196 390 of the Quebec Cadaster, at a cost of one million three hundred seventy-five thousand dollars (\$1,375,000) plus GST and QST

TO authorize Mayor Brent Montgomery and Director General and Clerk-Treasurer Heidi Lafrance to sign all documents pertaining to this real estate transaction.

**9. PUBLIC SECURITY**

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**9.1 CAUCA activity report for the month of May 2022**

A total of 17 calls were received during the month of May 2022:

5	Medical
0	Accident
2	Fire alarm
1	False alarm
9	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**

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

11-06-22

***Paving repairs:***

WHEREAS paving repairs are required on various roads

WHEREAS this project is part of the Capital Projects for 2022 and money for this purpose is provided in the 2022 Budget

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO proceed with a call for tenders by invitation to at least two suppliers for paving repairs on various roads

12-06-22

***Purchase and installation of a fence at the Municipal Warehouse (2197 Valcartier Boulevard):***

WHEREAS a fence needs to be installed at the Municipal Warehouse at 2197 Valcartier Blvd.

WHEREAS this project is part of the Capital Project for 2022 and funds for this purpose are included in the 2022 Budget

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO proceed with a call for tenders by invitation to at least two suppliers for the purchase and installation of a fence at the Municipal Warehouse at 2197 Valcartier Boulevard.

13-06-22

**10.2 Awarding of the contract for the removal of the Sommet Bleu private sector**

A call for tenders by invitation for the snow removal of the Joseph-Moraldo sector was sent on May 9<sup>th</sup>, 2022, to four contractors of the Municipality.

One contractor submitted a bid and the bid was opened on May 26<sup>th</sup>, 200, at 1:30 pm in the presence of Heidi Lafrance, Director General, Diane Lavallee, Assistant to General Management and Mélissa Ouellet, Administrative Services Attendant.

	Winter season 2022-2023 (price without taxes)	Winter season 2023-2024 (price without taxes)
Benoit Gauvin	\$62,830.00	\$62,830.00

The bid of Benoit Gauvin is deemed to be in conformity with the tender documents.

THEREFORE,

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO award a one (1) year contract to Benoit Gauvin in the amount of \$62,830.00 excluding taxes for the 2022-2023 winter season for the Sommet Bleu sector.

The mayor and the Director General are duly authorized to sign said contract in the name of the Municipality.

14-06-22

**10.3 Awarding of contract for the removal and replacement of the wooden decking of Redmond Bridge (structure 17027)**

An invitational bid for the removal and replacement of the wooden decking on the Redmond Bridge was sent on April 28<sup>th</sup>, 2022, to four contractors.

Two contractors submitted bids and the bids were opened on May 12<sup>th</sup>, 2022, at 11:05 am in the presence of Heidi Lafrance, Director General, Diane Lavallee, Assistant to General Management, Bonnie Chassé, Communications Assistant and Michaël Légaré, Representative for Hydrospec Inc.

The results of the opening of the bids are as follows:

Order	Company name	Amount (without taxes)
1	Construction PonViCom inc.	\$45,000.00
2	Les constructions Hydrospec inc.	\$64,100.00

The lowest bid was analysed and found to be in accordance with the tender documents.

THEREFORE,

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO award a contract for the removal and replacement of the wooden decking of the Redmond Bridge (structure 17027) to Construction PonViCom Inc. in the amount of \$45,000.00 plus applicable taxes. The work will be performed in September or October 2022.

15-06-22

**10.4 Request for the maintenance of certain private roads open to public –  
Bouleaux and Merisiers Streets 2022-2026**

A request from the representatives of the property owners along Bouleaux and Merisiers Streets was received on May 19<sup>th</sup>, 2022, by Mrs. Véronique Charbonneau, Mr. Bertrand Laberge and Mr. Bob Chernis. The request was analysed and found to be in conformity with the policy for the Maintenance of Certain Private Roads Open to the Public currently in effect.

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO accept the request for winter and summer maintenance, and this, according to the conditions of the Policy.

Note that Councillor David Hogan informs council members that he is a resident/owner on des Bouleaux Street and therefore he abstains from any discussion on this subject.

16-06-22

**10.5 Request for the maintenance of certain private roads open to public –  
Sommet Bleu 2022-2026**

A request from the representatives of the property owners along the streets of the Sommet Bleu Sector was received on May 31<sup>st</sup>, 2022, by Mr. Guy Boulianne and Mr. Nicolas Tremblay-Bougie. The request was analysed and found to be in conformity with the policy for the Maintenance of Certain Private Roads Open to the Public currently in effect.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO accept the request for winter and summer maintenance, and this, according to the conditions of the Policy.

17-06-22

**10.6 Request for the maintenance of certain private roads open to public – River  
View Street 2022-2026**

A request from the representatives of the property owners along the River View Street was received on May 31<sup>st</sup>, 2022, by Mr. Ysraël Lapointe. The request was analysed and found to be in conformity with the policy for the Maintenance of Certain Private Roads Open to the Public currently in effect.

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO accept the request for winter and summer maintenance, and this, according to the conditions of the Policy.



## **11. URBANISM AND ENVIRONMENT**

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

A total of 25 permits were issued during the month of May 2022:

1	New residence
2	Residential expansion
2	Renovation
7	Additional building
2	Demolition
4	Pool
3	Septic installation
4	Well

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

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

18-06-22

### **11.3 Minor Derogation – Lot 6 515 783**

This Minor Derogation consists in conforming the issuance of a building permit for a residence inclined at 39 degrees with respect to the street whereas the by-law allows a maximum inclination of 30 degrees.

**WHEREAS** the future residence will be located more than 150 meters from the streets

**WHEREAS** the nearest neighbor is more than 100 meters from the future construction

**WHEREAS** the future construction is in conformity with the regulations

**WHEREAS** the future residence will not be seen from Rourke Road

**WHEREAS** the impact of this exemption on the neighbourhood is minimal

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO approve this request for Minor Derogation for the Lot in the Official Register of Saint-Gabriel-de-Valcartier and this, in accordance with the recommendation of the UCC.

## **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.

19-06-22

### **12.2 Memorandum of Understanding with Vallée Jeunesse Québec Inc. – soccer field rental and Springboard Program**

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO authorize Mayor Brent Montgomery to sign for and on behalf of the Municipality a Memorandum of Understanding for the exclusive use of the soccer field located at 2355 Valcartier Boulevard, Lot 4 704 970, from May 9<sup>th</sup>, 2022, to October 1<sup>st</sup>, 2022, for the amount of \$6,000 and participation in the Tremplin program from June 1<sup>st</sup>, 2022, to May 31<sup>st</sup>, 2023 for an amount of \$4,000.

20-06-22

**12.3 Awarding of contract for the transportation for the playground**

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO award the contract for the transportation of the 2022 Playground for the period from July 4<sup>th</sup> to August 12<sup>th</sup> to Transport Richard Picard Enr. In the amount of \$21,600.00 plus applicable taxes considering the quality of service provided to the Municipality for many years.

**12.4 2022 Financial Assistance Program for Public Contracts**

This item was removed from the agenda.

**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 May 18<sup>th</sup>, 2022.

The next meeting of the Council of Mayors will be held on June 15<sup>th</sup>, 2022, at 7:00 pm.

***Financial Assistance Program for culture of the MRC de La Jacques-Cartier:***

The request for financial assistance submitted by the Municipality within the framework of the Financial Assistance Program for Public Contracts of the MRC de La Jacques-Cartier "Animation Marchés publics 2022" was accepted in the amount of \$200 (musical performance).

The request for financial assistance submitted by the Municipality within the framework of the Financial Assistance Program for Public Contracts of the MRC de La Jacques-Cartier for the project "Les jeudis en folie" was accepted in the amount of \$1,625 (various activities).

**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 8:30 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.*