



**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 August 1st, 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: Raymond Bureau
Shelley MacDougall
Dorothy Noël

Absent: Maureen Bédard
David Hogan
Thomas Lavallee

Forming a quorum under the presidency of the Mayor, Mr. Brent Montgomery.

Also present:

Director General and Clerk-
Treasurer: Heidi Lafrance

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-08-22

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below:

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular meeting of July 4th, 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. 252 regarding the Terms of Publication of Public Notice
 - 6.2. Adoption of By-law No. 253 establishing the Internal Rules for the Holding of Council Meetings
- 7. Administration**
 - 7.1. Adoption of the General Policy on Health and Safety at Work
- 8. Finance**
 - 8.1. Accounts payable for the month of July 2022
 - 8.2. Application for Sponsorship
- 9. Public Security**
 - 9.1. Activity report from CAUCA for July 2022
- 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 July 2022
 - 11.2. Report from the Municipal Inspector

11.3. Authorization to apply the provincial regulations adopted by virtue of the Environment Quality Act, the application of which is the responsibility of the Municipality

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

02-08-22

3.1 Regular meeting of July 4th, 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 Raymond Bureau

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of July 4th, 2022.

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 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

Request for the installation of speed bumps on McBain and John Neilson streets:

In a letter dated July 27, 2022, Mr. Jacques Boucher asks the Municipality to install speed bumps on McBain and John Neilson streets because of speeding and safety. The elected officials are of the opinion that awareness to the residents of the sector would be the first step. A letter will be sent to the owners of McBain and John Neilson streets to make them aware.

6. NOTICES OF MOTION AND BY-LAWS

03-08-22

6.1 Adoption of By-law No. 252 regarding the Terms of Publication of Public Notice

Considering that a Notice of motion of this by-law was given on July 4, 2022

Considering that a draft by-law no. 252 regarding the Terms of Publication of Public Notice was presented at the regular Council meeting held July 4, 2022

Considering that a copy of this 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 Clerk-Treasurer mentions the object of said by-law and its scope, while sitting: terms and conditions of publication and posting of public notices.

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

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 252 regarding the Terms of Publication of Public Notice.

04-08-22

6.2 Adoption of By-law No. 253 establishing the Internal Rules for the Holding of Council Meetings

Considering that a Notice of Motion of this by-law was given on July 4th, 2022

Considering that a draft by-law no. 253 establishing the Internal Rules for the Holding of Council Meetings was presented at the regular Council meeting held on July 4th, 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 said by-law and its scope, while sitting: to regulate the conduct of Council debates and the maintenance of good order and decorum during Council meetings.

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

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 253 establishing the Internal Rules for the Holding of Council Meetings.

7. ADMINISTRATION

05-08-22

7.1 Adoption of the General Policy on Health and Safety at Work

WHEREAS the management of the Municipality of Saint-Gabriel-de-Valcartier recognizes that its human resources play an essential role in the achievement of its mission

WHEREAS management is committed to taking the necessary measures to protect and promote the occupational health and safety of its employees

WHEREAS the management of health and safety is considered by management to be an integral part of the responsibility of managers and is consistent with the Human Resources Management Philosophy

WHEREAS occupational health and safety is also the responsibility of employees who must adopt safe and preventive behaviors, respect the safety rules in effect in the establishment and participate in the identification of dangers to their health, safety, and physical and psychological integrity

WHEREAS management promotes the retention or prompt return to work of employees who have suffered an employment injury in accordance with their legal rights

WHEREAS management recognizes the importance of correcting the priority problems brought to its attention, taking into account the constraints and capacities to meet the needs expressed

WHEREAS management intends to respect its obligations under occupational health and safety laws and regulations and expects employees to respect their own obligations under these same laws and the stewardship rights of the employer.

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO adopt the General Policy on Health and Safety at Work

8. FINANCE

06-08-22

8.1 Accounts payable for the month of July 2022

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of July 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 Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of July 2022 totalling a sum of \$162,113.81 which is annexed to this resolution to form an integral part thereof.

07-08-22

8.2 Application for Sponsorship

Councillor Raymond Bureau informs Council members that he is the spouse of Caroline Longchamp, a resident who is requesting financial support from the Municipality, and consequently he refrains from any discussion on this subject.

In a letter dated July 24, 2022, Mrs. Caroline Longchamp, resident, requests the Municipality for financial support to participate in the Gran Fondo World Championships (cycling) to be held in Trento, Italy from September 15 to 18, 2022.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

TO give a contribution of \$1,000 to Mrs. Caroline Longchamp for the Gran Fondo World Championships to be held in Italy from September 15 to 18, 2022.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of July 2022

A total of 18 calls were received during the month of July 2022:

5	Medical
3	Accident
0	Fire alarm
4	False alarm
6	Miscellaneous
0	Public Works - emergency

10. PUBLIC WORKS AND HYGIENE

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

No items were treated this month.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of July 2022

A total of 15 permits were issued during the month of July 2022:

2	New residence
1	Renovation
5	Additional building
2	Pool
1	Fence
2	Septic installation
2	Well

11.2 Report from the Municipal Inspector – Mr. Stacy Gagné

No items were treated this month.

08-08-22

11.3 Authorization to apply the provincial regulations adopted by virtue of the Environment Quality Act, the application of which is the responsibility of the Municipality

WHEREAS the Municipality is responsible for the enforcement of certain regulations made under the Environment Quality Act, including the Regulation Respecting Wastewater Disposal Systems for Isolated Dwellings (R.L.Q. chapter-2, r. 22)

WHEREAS pursuant to section 115.47, the Municipality may institute penal proceedings for a violation of a provision of a by-law made under the Environment Quality Act and the enforcement of which is the responsibility of the Municipality

WHEREAS pursuant to section 119.0.2 of the Environment Quality Act, when the Municipality is required to enforce all or part of a by-law made under the Environment Quality Act, the officers, or employees of the Municipality, duly authorized by the Municipality, are vested with the powers of inspection provided for in section 119 of the Act

WHEREAS it is necessary to designate the official responsible for the application of the provisions of the by-laws made under the Environment Quality Act, the application of which is the responsibility of the Municipality, to authorize this official to issue statements of offence in the event of a contravention of these provisions and to authorize him/her, in accordance with the section 119.0.2 of the Environment Quality Act, to benefit from the powers provided for in section 119 of the same Act

WHEREAS the Municipality is also responsible for the application of the By-law respecting the Safety of Residential Swimming Pools (R.L.R.Q., chapter S-3.1.02, r. 1), and this, by virtue of section 2 of the Act respecting the Safety of Residential Swimming Pools (R.L.R.Q., chapter S-3 1.02), and that it is therefore necessary to designate the official responsible for the application of this by-law and to authorize him to issue statements of offence in the event of a contravention of the provisions of this by-law

WHEREAS it is also necessary to designate the official responsible for the application of any other provision of a provincial by-law whose application is the responsibility of the Municipality

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

THAT the Municipal Inspector be charged with the enforcement of the provisions of the by-law made under the Environment Quality Act and whose application is the responsibility of the Municipality

THAT the Municipal Inspector be authorized to institute penal proceedings by issuing a statement of offence in the event of a contravention of a provision of a by-law made under the Environment Quality Act and whose application is the responsibility of the

Municipality

THAT the Municipal Inspector be duly authorized, pursuant to section 119.0.2 of the Environment Quality Act, and consequently be vested with the powers provided for in section 119 of the Environment Quality Act for the purposes of enforcing the by-laws made under that Act, the application of which is the responsibility of the Municipality

THAT the Municipal Inspector be charged with the enforcement of the provisions of the By-law respecting the Safety of Residential Swimming Pools (R.L.R.Q., chapter S-3. 1.02 r. 1), and that he be authorized to institute any penal proceedings by issuing a statement of offence in the event of a contravention of a provision of this by-law

THAT the Municipal Inspector be responsible for the application of any provincial by-law whose application is under the jurisdiction of the Municipality, and that he be authorized to institute penal proceedings by issuing a statement of offence in the event of a contravention of a provision of such by-law.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

No items were treated this month.

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informed Council that the last meeting of the MRC Council of Mayors was held on June 15, 2022.

The next meeting of the Council of Mayors will be held on August 24, 2022, 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 7:55 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.