



**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 December 5th, 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 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
Public Works Foreman: Dany Laberge

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-12-22

IT IS PROPOSED BY Councillor Maureen Bédard

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 November 7, 2022, and public consultation
- 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. 256 modifying the harmonized By-law No. 242 on Public Security and the Protection of Persons and Property
- 7. Administration**
 - 7.1. Filing – Declaration of Pecuniary Interests of Municipal Council
 - 7.2. Schedule of Council Meetings for 2023
 - 7.3. Employee's Christmas Gifts
- 8. Finance**
 - 8.1. Accounts payable for the month of November 2022
 - 8.2. Sponsorship for the 2023 Quebec City St. Patrick's Day Parade
 - 8.3. Charitable donations
 - 8.4. Fuel price adjustments clause for certain snow removal contracts
 - 8.5. Application for Annual Grant for Maintenance of Private Road – Des Épinette Street
- ~~9. Resolution to order the publication of a document explaining the 2022 budget and the TCEP in the newspaper distributed on the territory of the Municipality (The Indispensable News Bulletin)~~
- 10.9. Public Security**
 - ~~10.1.9.1.~~ Activity report from CAUCA for November 2022
- 11.10. Public Works and Hygiene**
 - ~~11.1.10.1.~~ Report from the Person Responsible for Public Works

~~11.2.10.2.~~ Cooperation agreement between the Municipality and Laval University
– Right of way and use of wells

~~11.3.10.3.~~ Awarding of a contract for professional services for the preparation of plans and specifications and the supervision of the work – Redmond Road Works 2023

~~12. Request to the Department of National Defence and Mont Saint Sacrement High School to maintain the agreement concerning the biological control treatment of biting insects~~

~~13.11. Urbanism and Environment~~

~~13.1.11.1.~~ Report of permits issued during the month of November 2022

~~13.2.11.2.~~ Report from the Municipal Inspector

~~13.3.11.3.~~ Nomination of a municipal representative for the concertation activities of the OBV CAPSA

~~13.4.11.4.~~ Resolution: Specific Construction, Alteration or Occupancy Project (PPCMOI) – 2355 Valcartier Boulevard – Vallée Jeunesse

~~14.12. Recreation, Culture, and Community life~~

~~14.1.12.1.~~ Report from the Sports and Recreation Director

~~15. Agreement regarding access to recreational services Base Valcartier – Sports and Recreation Plan~~

~~16.13. MRC and regional dossiers~~

~~17.14. Others~~

~~18.15. Closing of the meeting~~

3. ADOPTION OF MINUTES

02-12-22

3.1 Regular meeting of ~~February~~ November 7th, 2022, and public consultation

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 Lavalée

SECONDED BY Councillor ~~David Hogan~~Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of ~~Februa~~ November 7th, 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

No items were treated this month.

6. NOTICES OF MOTION AND BY-LAWS

03-12-22

6.1 Adoption of By-law No. 256 amending the harmonized By-law No. 242 regarding Public Safety and the Protection of Persons and Property

Considering a Notice of Motion of this by-law was previously given at the regular Council Meeting held November 7th, 2022

Considering that a draft by-law No. 256 modifying the harmonized By-law No. 242 regarding Public Safety and the Protection of Persons and Property was presented at the regular Council Meeting held November 7th, 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 the Secretary-treasurer mentions the purpose of said draft by-law and its scope, while sitting: to modify the impoundment period from 96 hours to 72 hours

Considering that copies of the draft 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. 256 amending the harmonized By-law No. 242 concerning Public Safety and the Protection of Persons and Property.

7. ADMINISTRATION

7.1 Filing – Declaration of Pecuniary Interests of Municipal Council

In accordance with sections 357 and seq. of the Act respecting Elections and Referendums in municipalities (R.R.S.Q., c. E-2.2), the members of Council shall file their respective declarations of pecuniary interests:

Name	Title	Date of declaration
Brent Montgomery	Mayor	November 7 th 2022
Shelley MacDougall	Councillor no 1	November 7 th 2022
Raymond Bureau	Councillor no 2	November 7 th 2022
Maureen Bédard	Councillor no 3	November 7 th 2022
Thomas Lavallee	Councillor no 4	November 7 th 2022
Dorothy Noël	Councillor no 5	November 7 th 2022
David Hogan	Councillor no 6	November 7 th 2022

The documents were received by the General Manager and Clerk-Treasurer and forwarded to the Ministry of Municipal Affairs and Housing.

04-12-22

7.2 Schedule of Council Meetings for 2023

WHEREAS Section 148 of the Quebec Municipal Code provides that Council shall establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, fixing the day and time of the beginning of each;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

THAT the following schedule of regular Council Meetings for 2023 be adopted. These meetings will begin at 19:30:

January 9th
 February 6th
 March 13th
 April 3rd
 May 1st
 June 5th
 July 3rd
 August 7th
 September 11th
 October 2nd
 November 6th
 December 4th

05-12-22

7.3 Employee's Christmas Gifts

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO grant a gift equivalent to an amount of:

- \$500 to permanent employees who have worked more than 20 hours per week
- \$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, attendants, Club Ados, etc.). The reference period is the last 3 months.
- \$50 to casual employees and replacements who earned less than \$1,000 during the year (Community Centre, attendants, Club Ados, etc.)

8. FINANCE

06-12-22

8.1 Accounts payable for the month of November 2022

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

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of November 2022 totalling a sum of \$196,701.50 which is annexed to this resolution to form an integral part thereof.

07-12-22

8.2 Sponsorship for the 2023 Quebec City St. Patrick's Day Parade

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO award a \$1,500 sponsorship to the Quebec City St. Patrick's Day Parade to be held on March 25th, 2023.

08-12-22

8.3 Charitable donations

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO make a donation of \$75 to each of the following organizations:

- Centraide Québec;
- Fondation des maladies du cœur;
- Association pulmonaire du Québec;
- Société Canadienne du Cancer;
- L'Armée du Salut;
- Le Centre de prévention du suicide du Québec;
- Fondation des étoiles.

TO make a donation of \$500 to the following organizations:

- Programme de réhabilitation Fraser;
- Fondation Roger Lamont pour les paniers de Noël locaux;
- Fonds de bienfaisance Byron McBain;
- Fondation des Amis du Jeffrey-Hale – Saint Brigid's.

To make a donation of \$2,000 to the following organization:

- Popote et Multi-Services

09-12-22

8.4 Fuel price adjustments clause for certain snow removal contracts

WHEREAS on September 14th, 2020, the Municipal Council awarded a 3-year contract to Dénéigement Clay Boyd (2633-5133 Québec inc.) for the snow removal of water reservoirs, municipal parks and traffic circles for the winter seasons 2020-2021, 2021-2022 and 2022-2023

AND WHEREAS only one bidder had submitted a bid for this call for tenders by invitation allowing for adjustments to the contract

WHEREAS on September 13th, 2021, Municipal Council awarded a 3-year contract to Excavation Yves Bergeron enr. for the snow removal of municipal parking lots for the winter seasons 2021-2022, 2022-2023 and 2023-2024

AND WHEREAS only one bidder had submitted a bid for this call for tenders by invitation allowing adjustments to the contract

WHEREAS the significant increase in the price of fuel

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

TO use the following formula to adjust the payment of snow removal contract to Dénéigement Clay Boyd (2633-5133 Québec inc.) and to Excavation Yves Bergeron enr. until the end of their respective contracts:

The fuel price adjustment shall apply to the 2022-2023 winter maintenance as described in this contract and for the duration of the contract as follows:

- The adjustment is calculated based on the minimum rack price of diesel fuel on the first day of each month, compared to the reference price for the National Capital Region (i.e., the minimum rack price of diesel fuel (MRP) at the time the contract is signed).
- The minimum rack price for diesel fuel on the first day of each month will be deemed to be the actual price paid for the fuel (CRP) for the duration of that month and will be used in the calculation for the entire month, regardless of the carrier’s procurement practices and dates.
- For the purposes of this section, prices are deemed to be those published by the Régis de l’énergie du Québec in its Bulletin d’information sur le prix des produits pétroliers au Québec (region de la Capitale-Nationale). Where the price is published by week rather than by day, the price for the first day of each month shall be deemed to be the price for the week that includes that first day.
- The method for calculating the fuel price adjustment will be as follows (example calculation):

Reference Diesel Price (RDP) – example \$1.40 per liter
 Actual Diesel Fuel Price (ADP) at Month 1 – example \$1.45 per liter
 Actual Diesel Fuel Price (ADP) at Month 2 – example \$1.51 per liter
 Total contract amount for the year in question: (TOT)
 Percentage of contract attributable to fuel (PO): 20%

Calculation formula:
 Adjustment = (TOT x PO x ((ADP) – RDP)/RDP) x 1 / 12 month

FOR EXAMPLE:
 TOT = \$500,000
 PO = 0,20

Adjustment of Month 1 = (500 000 x 0,20 x (1.45 – 1.40) x 1 / 12) = \$416.67
 Adjustment of Month 2 = (500 000 x 0,20 x (1.51 – 1.40) x 1 / 12) = \$916.67

- The fuel adjustment will be calculated and claimed by the contractor at the end

of each winter season.

10-12-22

8.5 Application for Annual Grant for Maintenance of Private Road – Des Épinettes Street

Mrs. Eve Côté, resident, is requesting an annual recurrent grant from the Municipality for the maintenance and snow removal of the private street “des Épinettes”.

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO refuse to contribute financially to the maintenance of des Épinettes Street because of its private character. The Policy for the Maintenance of Certain Private Streets Open to the Public first adopted in 2016 will be forwarded to Mrs. Côté.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of November 2022

A total of 12 calls were received during the month of November 2022:

4	Medical
1	Accident
2	Fire alarm
1	False alarm
4	Miscellaneous (Mutual Aid Centre Castor with Off-Road Vehicle)
0	Public Works – emergency

10. PUBLIC WORKS AND HYGIENE

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

11-12-22

Awarding of the contract to replace the ventilation units at the Valcartier Community Centre:

WHEREAS the ventilation units at the Valcartier Community Centre need to be replaced

WHEREAS the Municipality wishes to take advantage of the Programme d’aide financière pour les bâtiments municipaux (PRABAM) to pay for the cost of the work

WHEREAS three (3) requests for quotations were made to three (3) different suppliers

Company	Price (before taxes)
Les Services Frimas	\$78,687.00
BonAir SD	\$82,250.00
Filtre-Plus	\$84,516.67

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO award the contract for the replacement of two (2) ventilation units for the Valcartier Community Centre to Les Services Frimas in the amount of \$78,687.00 excluding taxes.

12-12-22

10.2 Cooperation agreement between the Municipality and Laval University – Right of way and use of wells

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO authorize the Director General, Mrs. Heidi Lafrance, to sign for and in the name of

the Municipality, a collaboration agreement with Laval University concerning the obtaining, by ULAVAL, of a right of way and use of wells, belonging to the Municipality, in order to carry out work within the framework of a research project entitled Development of tools for determining the vulnerability of surface drinking water sources in relation to groundwater. The project is being conducted by ULAVAL and funded by the City of Quebec.

This agreement covers the following well:

- Well at the municipal warehouse, 2197 Valcartier Boulevard, coordinates - 71.46295; 46.93047

The agreement will expire on December 31st, 2024.

13-12-22

10.3 Awarding of a contract for professional services for the preparation of plans and specifications and the supervision of the work – Redmond Road Works 2023

WHEREAS road repairs on Redmond Road are planned for 2023

WHEREAS the Municipality wishes to benefit from the 2019-2023 Gas Tax and Quebec Contribution Program (TECQ)

WHEREAS a call for tenders by invitation with a weighted system for professional services for the preparation of plans and specifications and the supervision of the work for the rehabilitation of a portion of Redmond Road was issued on November 1st, 2022

WHEREAS 4 firms were invited to submit a bid

WHEREAS only one bid was received from the firm Englobe Corp

WHEREAS the selection committee composed of Heidi Lafrance, Director General, Dany Laberge, Public Works Foreman, and Diane Lavallee, Assistant to the Director, has analyzed the required documents and the bid submitted by Englobe Corp. is in conformity with the tender specifications

WHEREAS four (4) evaluation criteria were examined by all members of the selection committee on an individual basis and the results were then collated. A consensus was reached regarding the points awarded for each criterion. Following the application of the mathematical formula (interim score + 50) x 10,000 / proposed offers, the results are as follows:

ENGLOBE CORP.	16,33	\$88,777.95
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CONSEQUENTLY,

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

TO award a contract to ENGLOBE Corp. to carry out the plans and specifications as well as the supervision of the road repair work on Redmond Road over a distance of approximately 1,050 m, and this, according to the offer of services presented on November 16th, 2022, for the price and amount of \$88,777.95, including taxes.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of November 2022

This item was deferred to the January meeting.

11.2 Report from the Municipal Inspector – Mr. Stacy Gagné

No items were treated this month.

18-11-22

11.3 Nomination of a municipal representative for the concertation activities of the OBV CAPSA

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO designate Councillor David Hogan to participate in the activities of the CAPSA Basin Organization.

11.4 Resolution: Specific Construction, Alteration or Occupancy Project (PPCMOI) – 2355 Valcartier Boulevard – Vallée Jeunesse

WHEREAS the Municipality adopted the Specific Projects By-law No. 153 on November 21st, 2007

WHEREAS the Municipality has accepted a request for a particular project on September 13th, 2021 under resolution #160921

WHEREAS following the construction of the mini-cabins, several problems have arisen due to the small surface area of the mini-cabins and the type of foundation, Vallée Jeunesse wishes to correct the situation by enlarging only the surface area of each mini-cabins and by implanting them on a concrete slab

WHEREAS Vallée Jeunesse is requesting the opportunity to implement a spa for 2 to 4 persons per site to serve the domes with a maximum of 4 spas

WHEREAS the Urbanism Consulting Committee of Saint-Gabriel-de-Valcartier, following the analysis of the dossier, recommends the project to Council without modification

WHEREAS this resolution will be submitted to the consultation provided for in the Land Use Planning and Development Act (R.C.Q., chapter A-19.1)

WHEREAS the Municipality adopted the first draft resolution on October 4, 2022

WHEREAS the Municipality adopted the second draft resolution on November 7, 2022

CONSEQUENTLY,

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED that this draft resolution be adopted as follows:

1. Territory of application

This resolution applies to lot 4 704 969 of the Quebec cadastre located in zone P-3

2. Authorization for use

Notwithstanding the current zoning by-law, on the lot identified in paragraph 1, the rental of mini-cabins and domes with the installation of a sanitary block to serve the users of the property is authorized.

3. Conditions

a) A maximum of 4 domes (already authorized and installed by resolution #160921), 6 mini-cabins and a sanitary block (already authorized by resolution #160921) are authorized

b) Location of buildings

a. Future facilities shall be installed as shown on the plan submitted to Council at the time of application

b. The buildings shall not be required to meet the 30 degree slope from the street as required in the zoning by-law (already authorized by resolution #160921)

c. Buildings shall not be visible from the street (already permitted by resolution #160921)

d. Trees shall be planted around the buildings to create privacy and increase the density of the tree canopy (already authorized by

resolution #160921)

- c) Domes:
 - a. Already authorized by resolution #160921
 - b. One hot tub for 2 to 4 people per site will be allowed to serve the domes for a maximum of 4 hot tubs
- d) Mini-cabins:
 - a. Construction as per attached plans
 - b. Slab type foundation as a base for the mini-cabins
- e) Sanitary block:
 - a. Already authorized by resolution #160921
- f) Vallée Jeunesse shall have in its possession all necessary certificates of authorization from the Ministry of the Environment for the septic installation and the well that will serve the toilet block.
- g) The infrastructures must be accessible at all times by the Fire Department and any other services (ambulance, police officer, etc.)
- h) Service plan for the Fire Department attached (in accordance with resolution #160921
- i) Clear directional signage shall be installed on the property to facilitate a quick response on the site.
- j) A resolution to rescind section “d” of resolution #160921 will be made at the end of the process.

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 November 23, 2022.

The next meeting of the Council of Mayors will be held on January 25, 2023, at 7:00 pm.

MRC Budget:

The MRC Council of Mayors adopted a budget of \$2,726,213 for fiscal year 2023. This compares to a budget of \$2,641,810 for the year 2022.

Saint-Gabriel-de-Valcartier’s share of the costs is 11.91% for 2023 compared to 12.22% for the year 2022. This calculation is based on the Municipality’s property wealth.

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 8:15 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.