



**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 January 9th, 2023**, 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
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

01-01-23

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

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 December 5, 2022
 - 3.2. Special meeting of December 13, 2022, to adopt the 2023 Budget Estimates and the 2023-2024-2025 Three-Year Capital Program
- 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. 257 establishing the Tax Rates and the Rates for Different Services for the year 2023
 - 6.2. Tabling of draft By-law No. 257 establishing the Tax Rates and the Rates for Different Services for the year 2023
- 7. Administration**
 - 7.1. Salary Indexation for 2023
 - 7.2. Hiring – Fire Prevention Technician Apprentice
 - 7.3. Hiring of skating rink attendants – supervisors
 - 7.4. Resolution to Canada Post to maintain the Valcartier Village Post Office
- 8. Finance**
 - 8.1. Accounts payable for the month of December 2022
 - 8.2. Authorization for electronic payments and pre-authorized payments
 - 8.3. Annual Contributions
- ~~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 December 2022

~~10-2.9.2.~~ Activity report from CAUCA for 2022

~~10-3.9.3.~~ Approval of the list of members of the Fire Department

~~11-10.~~ **Public Works and Hygiene**

~~11-1.10.1.~~ Report from the Person Responsible for Public Works

~~11-2.10.2.~~ Awarding of a contract for geotechnical drilling for the Redmond Road 2023 works project

~~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 of permits issued during the month of December 2022

~~13-3.11.3.~~ Annual report of permits issued for 2022

~~13-4.11.4.~~ Report from the Municipal Inspector

~~14-12.~~ **Recreation, Culture, and Community life**

~~14-1.12.1.~~ Report from the Sports and Recreation Director

~~14-2.12.2.~~ Agreement regarding access to recreational services Base Valcartier – Sports and Recreation Plan

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

~~16-13.~~ **MRC and regional dossiers**

~~16-1.13.1.~~ Resolution to the MRC de la Jacques-Cartier concerning Paratransit Transport for 2023

~~17-14.~~ **Others**

~~18-15.~~ **Closing of the meeting**

3. ADOPTION OF MINUTES

02-01-23

3.1 Regular meeting of ~~February~~ December 5, 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 ~~David Hogan~~ Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of ~~Februa~~ December 5, 2022.

03-01-23

3.2 Special meeting of December 13, 2022, to adopt the 2023 Budget Estimates and the 2023-2024-2025 Three-Year Capital Program

The members of Council have received the Minutes of the said meeting within the time limit prescribed by law and the Clerk-Treasurer is excused from reading them.

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt and sign the Minutes of December 13, 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 Notice of Motion concerning By-law No. 257 establishing the Taxes Rates and Rates for Different Services for the year 2023

Councillor Raymond Bureau gives Notice of Motion that a by-law bearing the number 257 establishing the Tax Rates and the Rates for Different Services for the year 2023 will be presented for adoption at a subsequent Council Meeting.

6.2 Tabling of draft By-law No. 257 establishing the Tax Rates and the Rates for Different Services for the year 2023

Considering that a Notice of Motion of this by-law was given on January 9, 2023

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 the Clerk-Treasurer mentions the purpose of said draft by-law and its scope: while sitting; residual tax rates and for non-residential properties, winter maintenance, aqueduct connection, water consumption, maintenance of certain road, instalments and deadlines, interest rates and administrative fees.

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

By-law No. 257 will be adopted at a subsequent meeting

7. ADMINISTRATION

04-01-23

7.1 Salary Indexation for 2023

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO approve Mayor Brent Montgomery’s recommendations to index the salaries of permanent, regular and part-time employees by 6% for the year 2023. Salary adjustments will be made as required.

05-01-23

7.2 Hiring – Fire Prevention Technician Apprentice

WHEREAS the intermunicipal agreement between Shannon and Saint-Gabriel-de-Valcartier for the sharing of a Fire Prevention Technician has been cancelled by the Town of Shannon

WHEREAS in order to maintain the requirements of the Shéma de couverture de risques, the elected officials considers that the hiring of a Fire Prevention Technician is the best solution

WHEREAS Yan Gagné, Lieutenant and member of the Fire Department for the past 10 years has expressed an interest in acquiring the necessary skills to become a Preventionist

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

TO hire Mr. Yan Gagné as a Fire Prevention Technician Apprentice for the Fire Department for 40 hours per week. Until his graduation, Mr. Gagné will complete different projects as well as administrative tasks for the Fire Department. Mr. Gagné will obtain his permanent position at the end of the required training.

06-01-23

7.3 Hiring of Skating rink attendants – supervisors

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO hire these persons as skating rink attendants – supervisors:

- Koby Cormier
- Alycia Labrie
- Anaïs Bouchard-Brouillette
- Raphaëlle Croteau
- Jean Moisan.

07-01-23

7.4 Resolution to Canada Post to maintain the Valcartier Village Post Office

WHEREAS the Valcartier Village Post Office is greatly appreciated by the citizens

WHEREAS over the past few years, issues of staffing shortages have made us realize how much this service is used and how important it is to the community of Saint-Gabriel-de-Valcartier

WHEREAS it has been brought to the attention of the Municipal Council that a problem exists with the type of contract signed by the Postmaster who must provide the premises in exchange for a rental indemnity and the low amount of said indemnity

WHEREAS this requirement restricts the number of candidates to occupy the position of Postmaster at the Valcartier Village Post Office due to the low amount of the rent allowance

WHEREAS the rent is currently charged for the premises located at 2288 Valcartier Boulevard greatly exceeds the annual allowance of \$2,515 provided for in the contract between the Postmaster and Canada Post

WHEREAS Council has already evaluated the possibility of offering a location for the Valcartier Village Post Office, but no suitable location has been found

WHEREAS the location and accessibility of the premises remains, in the opinion of Council, the best place to operate a Post Office

WHEREAS the elected officials are of the of the opinion that this service must continue

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO ask Canada Post to work with the Municipality of Saint-Gabriel-de-Valcartier to find a solution to keep the Valcartier Village Post Office

TO evaluate the possibilities of increasing the rental fee, removing the clause in the contract that stipulates that the Postmaster must provide the space, that Canada Post pays for the space or to negotiate the amount of the lease down with Village Vacances Valcartier or any other action.

8. FINANCE

08-01-23

8.1 Accounts payable for the month of December 2022

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of December 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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of December 2022 totalling a sum

of \$225,615.63 which is annexed to this resolution to form an integral part thereof.

09-01-23

8.2 Authorization for electronic payments and pre-authorized payments

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO authorize the payment of the accounts listed below for the year 2023:

- Hydro-Quebec;
- 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 service contracts granted and authorized in advance by Council.

10-01-23

8.3 Annual Contributions

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO make the following Annual Financial Contributions:

- | | |
|---|---------|
| • Corporation du bassin de la Jacques-Cartier : | \$3,066 |
| • Organisme des bassins versants de la Capitale-Nationale : | \$500 |
| • École du Joli-Bois, O.P.P.: | \$1,000 |
| • Valcartier Elementary School : | \$1,000 |
| • Club de l'Âge D'Or de Valcartier | \$7,000 |

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of December 2022

A total of 49 calls were received during the month of December 2022:

7	Medical
2	Accident
7	Fire alarm
0	False alarm
32	Miscellaneous
1	Public Works – emergency

9.2 CAUCA activity report for 2022

A total of 237 calls were received during 2022:

73	Medical
19	Accident
24	Fire alarm
15	False alarm
106	Miscellaneous (Fire Department and Public Works)

11-01-23

9.3 Approval of the list of members of the Fire Department

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To approve the following list of members of the Fire Department of Saint-Gabriel-de-Valcartier, and this, as of January 1st, 2023.

Nom	Prénom	Statut
Albert	Mario	First Responder/Firefighter
Audet	Manon	First Responder
Bédard	Simon	First Responder/Firefighter in Training
Bouché	Grégory	First Responder/Firefighter
Boudreault	Marc-André	First Responder/Firefighter in Training
Bourque	Marc	First Responder/Firefighter in Training
Carrette-Picard	Maverick	First Responder/Firefighter
Chartré	Martin	First Responder/Firefighter
Couture	Luc	Firefighter
Fortin	Maxime	First Responder/Firefighter
Gagné	Yan	Lieutenant First Responder/Firefighter
Godin	Alexandre	Firefighter
Grenier	Mathieu	First Responder/Firefighter
Guay	Denys	Firefighter
Hogan	David	Firefighter
Kelly	Annie	First Responder
Lavallée	Jean	Firefighter
Lavallee	Stephen	Directeur des opérations First Responder/Firefighter
Lavallee	Thomas	First Responder/Firefighter
Lupien	Éric	First Responder/Firefighter
McCarthy	Stephen	Director First Responder/Firefighter
Montgomery	Glen	Assistant Director Firefighter
Montgomery	Neil	Firefighter
Montpas	Alec	Firefighter
Patenaude	Étienne	First Responder/Firefighter
Pichette	Keven	First Responder/Firefighter in Training
Sauvageau	Jérôme	Lieutenant First Responder/Firefighter
St-Onge	Félix-Olivier	Firefighter
Stairs	Jonathan	First Responder/Firefighter
Stairs	MacKenzie	First Responder/Firefighter
Woodbury	Sandra	First Responder/Firefighter

10. PUBLIC WORKS AND HYGIENE**10.1 Report from the Person Responsible for Public Works**

No items were treated this month.

13-12-22

10.2 Awarding of a contract for geotechnical drilling for the Redmond Road 2023 works project

WHEREAS geotechnical drilling is required for the Redmond Road 2023 rehabilitation project in order to prepare the plans and specifications for the public tender

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO award a contract to Englobe for geotechnical drilling in the amount of \$20,950 before taxes. The contract includes 10 drillings to a depth of 2m, work during the winter period, road markers, laboratory tests on the materials, proposal of recommendations on the road structure and summary report. Work is scheduled for January 18 and 19, 2023.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of November 2022

A total of 9 permits were issued during the month of November 2022:

2	New Residence
1	Renovation
2	Additional Building
2	Septic System
2	Well

11.2 Report of permits issued during the month of December

A total of 4 permits were issued during the month of December 2022:

2	Additional Building
1	Fence
1	Septic System

11.3 Annual Report of permits issued during 2022

A total of 157 permits were issued during 2022

20	New Residences
5	Residential Additions
1	Commerce et institution
15	Renovations
45	Additional Building
2	Demolition/Relocation
13	Pools
4	Fences
1	Signage
27	Septic Systems
24	Wells

11.4 Report from the Municipal Inspector – Mr. Stacy Gagné

No items were treated this month.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Mrs Laberge has deposited her report to the Director General before the meeting. This is the summary:

Christmas Hampers:

A total of 23 Christmas Hampers were distributed in December 2022 in the community.

12.2 Agreement regarding access to recreational services Base Valcartier – Sports and Recreation Plan

WHEREAS the principle of a quota has been retained by the Base Valcartier Community Recreation Department to establish the terms of the partnership with the Municipality and determine the costs of accessibility to facilities and services

WHEREAS the share is reviewed annually, based on maintenance and operating costs

WHEREAS the quota for 2023 is \$13,818.00

WHEREAS the reciprocal cost for ice sports is \$28,140.00

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavalée

AND UNANIMOUSLY RESOLVED:

TO sign an agreement relating to access to recreational services with the Valcartier Base Community Recreation Department for the Plan Sports Loisirs in the amount of \$13,818 plus applicable taxes for the year 2023, thereby offering a 25% reduction off to residents of Saint-Gabriel-de-Valcartier for a PSL pass.

AND to pay the amount of \$25,140 plus applicable taxes for ice sports reciprocity for 2023.

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informed Council that the last meeting of the MRC Council of Mayors was held on December 21, 2022.

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

14-01-23

13.1 Resolution to the MRC de la Jacques-Cartier concerning Paratransit Transport for 2023

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

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

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

WHEREAS the 2023 budget for paratransit, adopted by the MRC on November 23, 2022, amount to \$583,394

WHEREAS the share for the municipality of Saint-Gabriel-de-Valcartier amounts to \$12,625 for 2023

WHEREAS the participating municipalities must, before March 31st 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 Ministry's paratransit funding program Transportation, Sustainable Mobility and Transportation Electrification of Quebec.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

- THAT the preamble be an integral part of this resolution
- THAT the Municipality of Saint-Gabriel-de-Valcartier confirms its participation in the paratransit service of the MRC de la Jacques-Cartier and pays the 2023 share in the amount of \$12,625

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 8:00 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.