



**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 February 6th, 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
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
Public Works Foreman: Dany Laberge
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 David Hogan

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 January 9, 2023
- 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. 257 establishing the Tax Rates and the Rates for Different Services for the year 2023
- 7. Administration**
 - 7.1. Report on the Application of the Contract Management By-law
- 8. Finance**
 - 8.1. Accounts payable for the month of January 2023
 - 8.2. Request for financial contribution
- ~~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 January 2023
 - ~~10.2.9.2.~~ Priority for Police Services Actions
- 11.10. Public Works and Hygiene**
 - ~~11.1.10.1.~~ Report from the Person Responsible for Public Works
 - ~~11.2.10.2.~~ 2014 Pathfinder vehicle for sale and International Truck for sale
- ~~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 January 2023~~

~~13.2.11.2. Report from the Municipal Inspector~~

~~13.3.11.3. Request for a by-law amendment to authorize more than one recreational/tourist building on the same property~~

~~13.4.11.4. Request for a by-law amendment for the minimum distance between a heat pump and the side setback~~

~~13.5.11.5. Request for a by-law amendment to authorize short-term rentals in secondary suites~~

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

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

~~14.2.12.2. Cultural Financial Assistance Program – “CulturAdos”~~

~~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

02-02-23

3.1 Regular meeting of ~~February~~ January 9, 2023

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~~ January 9, 2023.

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

Meeting with Canada Post:

On January 25, the Mayor and the Director General held a virtual meeting with representatives of Canada Post in response to resolution # 070123 concerning the maintenance of the Valcartier Village Post Office. The post office of our Municipality is part of a moratorium, which means that Canada Post cannot close it without notice. All the issues stated in the resolution have been addressed and further discussions will take place soon.

6. NOTICES OF MOTION AND BY-LAWS

03-02-23

6.1 Adoption 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 that a draft by-law No. 257 establishing the Tax Rates and the Rates for the Different Services for the year 2023 was presented at the regular Council meeting held January 9th, 2023

Considering that a copy of the By-law No. 257 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, during the meeting; residual tax rates and for non-residential properties, winter maintenance, aqueduct connections, water consumption, maintenance of certain roads, payments and due dates, interest rates and administrative fees

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

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 257 establishing the Tax Rates and the Rates for Different Services for the year 2023.

7. ADMINISTRATION

7.1 Report on the application of the Contract Management By-law

In accordance with section 938.1.2 of the Municipal Code, the Municipality must submit an annual report on the application of the Contract Management By-law. The main purpose of this report is to enhance the transparency of the Municipality's contract management process. There were no amendments to the Contract Management By-law number 218 in 2022. There were no issues or situations arising from this by-law in 2022. Contracts were awarded by request for quotation, by mutual agreement, by invitation to tender with at least two suppliers and by public tender via the Electronic Tendering System (SEAO). No complaints were received regarding the application of the regulation. The list of contracts of \$25,000 or more has been posted on the Municipality's website. The list of calls for tenders by invitation and public as well as the contracts by mutual agreement is available on the SEAO website. The Contract Management By-law is also available on the Municipality's website. This is the report on the application of the Contract Management By-law for the year 2022.

8. FINANCE

04-02-23

8.1 Accounts payable for the month of January 2023

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of January 2023;

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 Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of January 2023 totalling a sum of \$167,054.47 which is annexed to this resolution to form an integral part thereof.

05-02-23

8.2 Request for financial contribution

WHEREAS Mrs. Léane Boiteau, co-owner of the Familiprix in Saint-Gabriel-de-Valcartier, is requesting a financial contribution from the Municipality for the purchase of a defibrillator (LIFEPAK CR2 DEFIBRILLATOR from CardioChoc) which she acquired at a cost of \$1,967.16 and which is located in the pharmacy at 2240 Valcartier Boulevard

WHEREAS the Municipal Council salutes the initiative of the owners of the pharmacy to have acquired this device for the benefit of the citizens

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO offer a financial contribution of \$1,967.16 to reimburse the purchase of the defibrillator since the Familiprix establishment is intended for the health care of the population.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of January 2023

A total of 15 calls were received during the month of January 2023:

9	Medical
1	Accident
1	Fire alarm
1	False alarm
3	Miscellaneous
0	Public Works – emergency

9.2 Priorities for actions in terms of Police Services

Each year, the Public Security Committee of the Jacques-Cartier MRC identifies priorities for action in terms of police Services in relation to the concerns of citizens in their living environment. Here are the priorities for action for the year 2023 that the Municipal Council wishes to identify for the territory of Saint-Gabriel-de-Valcartier.

1. Interventions at the “Club Ados” youth center, in schools and in Municipal Parks by raising awareness about drugs and behaviours that are particular concerns to parents and community leaders.
2. Conduct visibility operations and pay particular attention to motorcycles for speeding and noise pollution and to cyclists who do not share the road in a safe manner, especially in the sectors of Redmond Road, 5th Avenue and Valcartier Boulevard.
3. Conduct increased visibility operations on Valcartier Boulevard, especially during peak periods of recreational and tourism activities at the Village Vacances Valcartier.
4. Maintain and strengthen the good ties between the Sûreté du Québec and the citizens.
5. Reinforce the enforcement of parking regulations on public roads, especially during the winter season.
6. Surveillance in school zones, 30 km/h signs.
7. Increase surveillance of ATVs and motocross in certain areas (sandpits and private property).
8. Increased surveillance on the proper conduct of cyclists on public roads.
9. Provide surveillance at the various access points to the Jacques-Cartier River to ensure that Municipal Regulations are respected by users.

10. PUBLIC WORKS AND HYGIENE

10.1 Report from the Person Responsible for Public Works

Mr. Dany Laberge gave a verbal report on the activities of the Public Works Departement.

Painting project at 2230 Valcartier Boulevard (Physik Center and Historical Committee):

WHEREAS the interior of the building at 2230 Valcartier Boulevard needs to be

repainted

WHEREAS this project is part of the projects for 2023 and money for this purpose is provided in the 2023 Budget

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO proceed with a call for tenders by invitation to at least two suppliers to repaint the interior premises at 2230 Valcartier Boulevard (Physik Center and Historical Committee).

07-02-23

10.2 Sale of 2014 Nissan Pathfinder and Sale of 2013 International Truck

WHEREAS the Municipality has acquired new vehicles

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO offer for sale by public tender the 2014 Nissan Pathfinder 4WD SV at a starting price of \$14,000 and the 2013 International 4300M7 4x2 truck at a starting price of \$20,000.

The public bid notice will be mailed throughout the territory and on LesPacs.

Following the public bidding, if the vehicles are not sold, the sale will be entrusted to the Centre d’acquisitions gouvernementales du Québec to be put up for sale by tender for an administrative fee.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of January 2023

A total of 3 permits were issued during the month of January 2023:

1	Non-residential construction (6 mini cottages)
1	Complementary building
1	Forestry cut

11.2 Report from the Municipal Inspector – Mr. Stacy Gagné

No items were treated this month.

08-02-23

11.3 Request to amend the zoning by-law to authorize more than one recreational/tourist building on the same property

WHEREAS the Council of the Municipality of Saint-Gabriel-de-Valcartier has received a request to amend the zoning by-law for the property located at 1322, 5th Avenue (lot 4 723 889) in order to authorize a recreational-tourist use and buildings for short-term rental

WHEREAS this property is included in and overlaps two zones: the Ru-3 zone (fronting 5th Avenue) and the F-2 zone (back lot)

WHEREAS the Ru-3 zone is a residential zone and certain commercial activities are authorized, in particular the use class C-8 Country lodging, with the specific note that this use is authorized only along a street

WHEREAS the Ru-3 zone is dominated by residential use

WHEREAS the adjoining zones are dominated by residential uses

WHEREAS this amendment may have an impact on the existing urban fabric of the area

THEREFORE,

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO INFORM THE APPLICANT that Council will not proceed with the request for a zoning amendment to allow a recreational-tourism use and buildings for short-term rental

TO INFORM THE APPLICANT that this request will be retained and will be re-evaluated during the revision of the Urban Plan.

11.4 Request for a by-law modification for the maximum distance between a heat pump and the side setback

This request will be re-evaluated by the elected officials during the revision of the urban planning by-laws scheduled for the fall of 2023.

11.5 Request for a by-law amendment to authorize short-term rentals in secondary suites

This request will be re-evaluated by the elected officials during the revision of the urban planning by-laws scheduled for the fall of 2023.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

No items were treated this month.

12.2 Cultural Financial Assistance Program – “CulturAdos”

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the submission of the “CulturAdos” project within the framework of the financial assistance program paid by the MRC de la Jacques-Cartier “Cultural Development Agreement and Regional Cultural Fund” and to authorize the Director of Sports and Recreation, Ms. Pamala Laberge, to sign the documents pertaining to the project and the application.

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informed Council that the last meeting of the MRC Council of Mayors was held on January 25, 2023.

The next meeting of the Council of Mayors will be held on February 15, 2023, at 7:00 pm.

- Agreement for the provision of services by Sûreté du Québec cadets for the summer of 2023.
- The 4th edition of the Gala Les Étoiles de La Jacques-Cartier is scheduled for 2023.

Certificate of compliance – PPCMOI – Specific construction, alteration or occupancy project – 2355 Valcartier Boulevard – Vallée Jeunesse – resolution 151222:

The Municipality has received a certificate attesting to the CONFORMITY of resolution 15122 with regard to the objectives and orientations of the revised Schéma d'aménagement of the MRC de La Jacques-Cartier and the provisions of the complementary document.

14. OTHERS

No items were treated this month.

15. CLOSING OF THE MEETING

09-02-23

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.