



**MUNICIPALITY OF SAINT-GABRIEL-DE-VALCARTIER  
PROVINCE OF QUEBEC**

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Monday July 3<sup>rd</sup>, 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 Mayor, Mr. Brent Montgomery

Also present:

Director General and Clerk-	
Treasurer:	Heidi Lafrance
Director of the Public Works	
Department:	Alec Montpas
Environment Inspector:	Karine Dumouchel

**1. OPENING OF THE MEETING**

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

**2. ACCEPTANCE OF THE AGENDA**

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01-07-23

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

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 June 5, 2023
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notice of Motion and By-laws**
  - 6.1. Notice of Motion concerning By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority
  - 6.2. Tabling of draft By-law regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority
- 7. Administration**
  - 7.1. Renewal of the lease of the United Church Hall for the training center for the Fire Department
  - 7.2. Hiring of two student preventionists for residential visits for the Fire Department
  - 7.3. Hiring of a student laborer for the Public Works Department
- 8. Finance**
  - 8.1. Accounts payable for the month of June 2023
  - 8.2. Request for financial assistance
- 9. Public Security**
  - 9.1. Activity report from CAUCA for June 2023
  - 9.2. Fire Department Roster update
  - 9.3. Awarding of a contract for the acquisition of a new vehicle to replace vehicle

1230 used to respond to medical emergencies and carry out prevention visits

**10. Public Works and Hygiene**

10.1. Report from the Director of the Public Works Department

**11. Urbanism and Environment**

11.1. Report of permits issued during the month of June 2023

11.2. Report from the Municipal Inspector

11.3. Resolution to authorize the parking of recreational vehicles for a public event

**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**

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02-07-23

**3.1 Regular meeting of June 5, 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 Lavalée

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of June 5, 2023.

**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.

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

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***Transportation of bulk material:***

In April 2023, a group of truckers expressed their dissatisfaction with a resolution (100423) concerning the transportation of bulk materials during public tenders. They asked Council to review its decision to adopt such a resolution by proposing an alternative with a brokerage service from a transportation service intermediary. In order to respond to their request, the Municipality turned to its legal advisors.

The Municipality must comply with all applicable laws, in particular the Municipal Code. That being said, in the context of public calls for tenders, the Municipality benefits from a single exception, set out in article 936.3 of the Municipal Code. This provision allows the Municipality to favour, to a certain extent, certain small trucking companies subscribing to the brokerage service of an association holding a brokerage permit. It is not possible to extend this exception to favour an intermediary in transportation services. Therefore, outside the framework of the exception provided for in article 936.3 of the Municipal Code, the Municipality may not at any time stipulate in its call for tenders documents that the contractor must retain the services of trucking companies on its territory. Such territorial discrimination is prohibited.

The Municipality is therefore unable to comply with the trucking association's request to amend resolution 100423.

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

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**6.1 Notice of Motion concerning By-law No. 255 concerning Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority**

Councillor Shelley MacDougall gives Notice of Motion that By-law No. 255 concerning Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority will be presented for adoption at a subsequent meeting of Council.

**6.2 Tabling of draft By-law regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority**

Considering that a Notice of Motion of this by-law was given at the meeting of July 3<sup>rd</sup>, 2023;

Considering that a copy of this draft by-law was given to Council Members at the latest 72 hours prior to the meeting and that all members present declare having read the draft by-law;

Considering that the Secretary-treasurer mentions the object of said draft by-law and its scope, hereby meeting:

- The present by-law establishes the rules of Budgetary Control and Monitoring Measures that all concerned Municipal Officers and employees of the Municipality must follow. More specifically, it establishes the rules of responsibility and operation required to ensure that any expense to be incurred or carried out by a Municipal Officer or Employee, including the hiring of an employee, is duly authorized after verification of the availability of the necessary credits.
- The present by-law also establishes the rules for budgetary follow-up and accountability that the Director General and Clerk-Treasurer, as well as any other authorized Municipal Officer, must follow.
- The present by-law establishes the rules for delegating authorization to spend and to enter into contracts.

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

By-law No. 255 will be adopted at a subsequent meeting.

**7. ADMINISTRATION**

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03-07-23

**7.1 Renewal of the lease of the United Church Hall for the training center for the Fire Department**

WHEREAS the Municipality has signed a lease with St. Andrew's United Church for the rental of a hall from August 1, 2018 to July 31, 2023 for a training center for the Fire Safety Department;

WHEREAS the training center allows firefighters to develop their skills and conduct simulation exercises;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize Mayor Brent Montgomery and Mrs. Heidi Lafrance, Director General and Clerk-Treasurer, to sign a lease on behalf of the Municipality of Saint-Gabriel-de-Valcartier for the premises located at 2235, boulevard Valcartier.

The lease will commence on August 1, 2023, and terminate on July 31, 2024, unless terminated earlier in accordance with the terms and conditions. The lease will be renewed annually on the terms stipulated in the lease agreement until August 31, 2028. The rent for the premises is \$225 per month and will be paid in the form of a direct

deposit to St. Andrew's United Church. The rent will vary annually according to the Consumer Price Index for the Quebec City region established by Statistics Canada on October 31 of the previous year.

04-07-23

**7.2 Hiring of two student preventionists for residential visits for the Fire Department**

WHEREAS the Fire Department must conduct residential prevention visits on the Municipality's territory to comply with the Shéma de couverture de risques;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO proceed with the hiring of Mr. Maverick Picard-Carette for 9 weeks at 32 hours per week and of Mr. Alexandre Malouin on a part-time basis, as needed, for 9 weeks to carry out residential prevention visits on the Municipality's territory.

05-07-23

**7.3 Hiring of a student laborer for the Public Works Department**

WHEREAS a job offer for the position of student day laborer was distributed to all households in the Municipality and broadcast on social networks in April 2023;

WHEREAS only one application was received;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO proceed with the hiring of Mathys Gagnon-De Varennes for the position of student day laborer for the summer of 2023, effective July 3, 2023.

**8. FINANCE**

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06-07-23

**8.1 Accounts payable for the month of June 2023**

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

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of June 2023 totalling a sum of \$175,133.08 which is annexed to this resolution to form an integral part thereof.

07-07-23

**8.2 Request for financial assistance**

WHEREAS Ferme Terre de l'Orme located on 5th Avenue is requesting financial support from the Municipal Council for the installation of a chemical toilet on their property;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO refuse to provide financial assistance to Ferme Terre de l'Orme for the installation of a chemical toilet, as this is private property.

## 9. PUBLIC SECURITY

### 9.1 CAUCA activity report for the month of June 2023

A total of 26 calls were received during the month of June 2023:

12	Medical
3	Accident
0	Fire alarm
0	False alarm
11	Miscellaneous (open-air fire)
0	Public Works – emergency

08-07-23

### 9.2 Fire Department Roster update

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO approve the following list of members of the Saint-Gabriel-de-Valcartier Fire Department, effective July 1<sup>st</sup>, 2023.

<b>Name</b>	<b>First name</b>	<b>Status</b>
Albert	Mario	First Responder/Firefighter
Audet	Manon	First Responder
Bédard	Simon	First Responder/Firefighter
Boudreault	Marc-André	First Responder/Firefighter
Bourque	Marc	First Responder/Firefighter
Carrette-Picard	Maverick	First Responder/Firefighter
Chartré	Martin	First Responder/Firefighter
Couture	Luc	Firefighter
Fortin	Maxime	First Responder/Firefighter
Gagné	Yan	<b>Lieutenant</b> First Responder/Firefighter
Godin	Alexandre	Firefighter
Guay	Denys	Firefighter
Hogan	David	Firefighter
Lavallee	Stephen	<b>Directeur des opérations</b> First Responder/Firefighter
Lavallee	Thomas	First Responder/Firefighter
Lupien	Éric	First Responder/Firefighter
McCarthy	Stephen	<b>Directeur</b> First Responder/Firefighter
Montgomery	Glen	<b>Directeur adjoint</b> Firefighter
Montgomery	Neil	Firefighter
Montpas	Alec	Firefighter
Patenaude	Étienne	First Responder/Firefighter
Pichette	Keven	First Responder/Firefighter
Sauvageau	Jérôme	<b>Lieutenant</b> First Responder/Firefighter
St-Onge	Félix-Olivier	Firefighter
Stairs	Jonathan	First Responder/Firefighter
Stairs	MacKenzie	First Responder/Firefighter
Woodbury	Sandra	First Responder/Firefighter

09-07-23

### 9.3 Awarding of a contract for the acquisition of a new vehicle to replace vehicle 1230 used to respond to medical emergencies and carry out prevention visits

WHEREAS the 1230 vehicle used to respond to medical emergency calls and carry out prevention visits must be replaced to meet the new needs of the Fire Safety Department, notably the off-road rescue service and the water rescue service;

WHEREAS this project is part of the projects for 2023 and sums to this effect are provided for in the 2023 budget;

WHEREAS the Municipality proceeded with a call for tenders by invitation to five (5) suppliers dated June 9, 2023, for the purchase of a new 4X4 multi-seat cab vehicle 2023 or 2024;

WHEREAS three (3) bids were received no later than June 28 and opened at 11 a.m. the same day by Director General, Heidi Lafrance, in the presence of Mrs. Diane Lavallee, Assistant to the Director, Mr. Stephen McCarthy, Director of the Fire Department, Mr. Glen Montgomery, Assistant Director of the Fire Department and a representative of Germain Chevrolet;

The results are as follows:

DEALER: Germain Chevrolet Buick GMC Inc.	
Truck Brand: Chevrolet	Model: Silverado 2500 HD   Year: 2024
	<b>AMOUNT</b>
Vehicle Price:	\$69,124.00
Environmental fees for tires \$3.00 x 4 tires	\$15.00
<b>SUB-TOTAL</b>	<b>\$69,139.00</b>
GST 5%	\$3,456.95
QST 9.5%	\$6,896.62
<b>TOTAL:</b>	<b>\$79,495.57</b>

DEALER: Theetge Chevrolet	
Truck Brand: Chevrolet	Model: Silverado 2500 HD   Year: 2024
	<b>AMOUNT</b>
Vehicle Price:	\$71,672.00
Environmental fees for tires \$3.00 x 4 tires	\$15.00
<b>SUB-TOTAL</b>	<b>\$71,687.00</b>
GST 5%	\$3,584.35
QST 9.5%	\$7,150.78
<b>TOTAL:</b>	<b>\$82,422.13</b>

DEALER: Marlin Chevrolet Buick GMC	
Truck Brand: Chevrolet	Model: Silverado 2500 HD   Year: 2024
	<b>AMOUNT</b>
Vehicle Price :	\$71,553.00
Environmental fees for tires \$3.00 x 4 tires	\$15.00
<b>SUB-TOTAL</b>	<b>\$71,568.00</b>
GST 5%	\$3,578.40
QST 9.5%	\$7,138.91
<b>TOTAL:</b>	<b>\$82,285.31</b>

WHEREAS the bids were analyzed and found to conform to the specifications;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO purchase a Chevrolet Silverado 2024 2500 HD truck from Germain Chevrolet Buick GMC inc. in the amount of \$69,124.00 taxes excluded, and this, according to the terms and conditions of the call for tenders.

**10. PUBLIC WORKS AND HYGIENE**

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**10.1 Report from the Director of the Public Works Department – Mr. Alec Montpas**

Mr. Alec Montpas gives a verbal report of the activities of the Public Works Department.

## 11. URBANISM AND ENVIRONMENT

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### 11.1 Report of permits issued during the month of June 2023

A total of 17 permits were issued during the month of June 2023:

1	New residence
2	Extension and renovation of an additional building
3	Fence
3	Septic system
2	Well
1	Patio/Gallery
3	Pool
1	Residential construction
1	Subdivision

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

No items were treated this month.

### 11.3 Resolution to authorize the parking of recreational vehicles for a public event

10-07-23

WHEREAS a Country Dance Festival will be held on July 14 and 15 on municipal property, mainly on the covered skating rink;

WHEREAS the organization is requesting permission to park recreational vehicle at 2256, boulevard Valcartier;

WHEREAS the recreational vehicles will be parked for a period of 3 days only;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the temporary parking of recreational vehicles on the property at 2256, boulevard Valcartier for the public activity of the Country Dance Festival to be held on July 14 and 15.

## 12. RECREATION, CULTURE AND COMMUNITY LIFE

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

***Financial Assistance Program for Public Procurement 2023 – Sector agreement – Development of Agricultural and Agri-Food Activities in the Capitale-Nationale and Lévis regions 2023-2025:***

11-07-23

The Municipality will receive a minimum of \$1,500 and a maximum of \$2,750 upon completion of the final activity report for our four (4) Public Markets.

***Addition to the list of summer employees:***

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO add to the list of summer employees Alexie Dubé for the position of playground monitor.

## 13. MRC AND REGIONAL DOSSIERS

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Mayor Brent Montgomery informs Council members that the last meeting of the MRC Council of Mayors was held on June 21, 2023.

***Cultural financial Assistance Program – “Animation Marchés publics 2023, « Les Jeudis en folies! » and « Fête Familiale 2023 » :***

The Municipality received the following amounts:

Animation marchés publics: \$565

Animation jeudis en folies: \$1,438

Animation fête familiale: \$3,300

The next meeting of the Council of Mayors will be held on August 23, 2023 at 7 p.m.

**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 8:05 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.*