



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

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Monday August 7, 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  
Thomas Lavalée  
Shelley MacDougall  
Dorothy Noël

Absent: David Hogan

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  
Municipal Inspector: Stacy Gagné  
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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01-08-23

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 July 3<sup>rd</sup>, 2023
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notice of Motion and By-laws**
  - 6.1. Adoption of By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority
  - 6.2. Resolution of Intent – Revision of Urban Plan
  - 6.3. Interim Control Resolution
- 7. Administration**
  - 7.1. Resolution to determine the persons responsible for budgetary activities in the application of By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority
- 8. Finance**
  - 8.1. Accounts payable for the month of July 2023
  - 8.2. Request for financial assistance – Association pour la sauvegarde du Lac Jacques
  - 8.3. Request from the Association des propriétaires du Sommet Bleu for an advance of funds to repair the street following the heavy rains of July 13, 2023
- 9. Public Security**
  - 9.1. Activity report from CAUCA for July 2023
  - 9.2. Awarding of a contract for the acquisition of a custom-built truck bed for the

new 1230 vehicle

9.3. Authorization to sign a service agreement for disaster victims with the Canadian Red Cross Society

**10. Public Works and Hygiene**

10.1. Report from the Director of the Public Works Department

10.2. Acquisition of charging stations for electric vehicles

**11. Urbanism and Environment**

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

11.2. Report from the Municipal Inspector

11.3. Minor Derogation – Lot 6 331 764

11.4. Site Planning and Architectural Integration Plans in order to establish objectives and evaluation criteria for certain spaces, sites and buildings of heritage interest and contiguous buildings – Lot 5 600 178

**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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02-08-23

**3.1 Regular meeting of July 3<sup>rd</sup>, 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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of July 3<sup>rd</sup>, 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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No items were treated this month.

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

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03-08-23

**6.1 Adoption of By-law No. 255 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 draft By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority was presented at the regular Council Meeting held July 3<sup>rd</sup>, 2023;

Considering that a copy of this 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;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority.

04-08-23

**6.2 Resolution of Intent – Revision of Urban Plan**

WHEREAS the planning exercise undertaken by the Municipality;

WHEREAS Council intends to soon adopt a draft by-law revising its Urban Plan and By-laws replacing its various urban planning by-laws in order, on the one hand, to update the content of the current by-laws and, on the other hand, to ensure the concordance of these by-laws with the Shéma d’aménagement et de développement de la MRC de la Jacques-Cartier, as amended.

WHEREAS section 111, paragraph 2 of the Act respecting Land Use Planning and Development;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT Council express its intention to adopt a draft By-law revisiting its Urban Plan in the near future.

**6.3 Interim Control Resolution**

This item is postponed to a later meeting.

**7. ADMINISTRATION**

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05-08-23

**7.1 Resolution to determine the persons responsible for budgetary activities in the application of By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority**

WHEREAS By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority has been adopted;

WHEREAS the designation of persons responsible for budgetary activities for the application of said by-law must be made by resolution of Council;

IT IS PROPOSED BY Councillor Thomas Lavalée

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO appoint the following persons for the application of By-law No. 255 regarding Budgetary Control and Monitoring Measures and the Delegation of Spending and Contracting Authority:

Director General and Clerk-Treasurer: Heidi Lafrance

Director, Public Works Department: Alec Montpas

Fire Safety Department Director: Stephen McCarthy  
 Director of Sports, Recreation, Culture and Community Life: Pamala Hogan Laberge  
 And to all successors or replacements of the above-named employees.

**8. FINANCE**

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06-08-23

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

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

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of July 2023 totalling a sum of \$308,314.76 which is annexed to this resolution to form an integral part thereof.

07-08-23

**8.2 Request for financial assistance – Association pour la sauvegarde du Lac Jacques**

WHEREAS the Association pour la sauvegarde du Lac Jacques is requesting financial assistance from the Municipality to hold a gathering of lakeside property owners and organize a rally;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

TO grant an amount of \$150 to the Association pour la sauvegarde du Lac Jacques for the holding of their activity.

**8.3 Request from the Association des propriétaires du Sommet Bleu for an advance of funds to repair the road following the heavy rains of July 13, 2023**

This request will be considered at a later date when the Association des propriétaires du Sommet Bleu is more specific about the request.

**9. PUBLIC SECURITY**

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**9.1 CAUCA activity report for the month of July 2023**

A total of 18 calls were received during the month of July 2023:

6	Medical
1	Accident
3	Fire alarm
4	False alarm
3	Miscellaneous (open-air fire)
1	Public Works – emergency

08-08-23

**9.2 Awarding of a contract for the purchase of a custom-built truck body for the new 1230 vehicle**

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

WHEREAS a Chevrolet Silverado 2024 pickup truck is on order to replace this vehicle (resolution 090723) and the Municipality must acquire a custom-built box for this vehicle;

WHEREAS this project is part of the projects for 2023 and sums to this effect are

provided for in the 2023 Budget;

WHEREAS quotations have been requested from four (4) suppliers;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO purchase a custom-built box from Iconic Éléments Inc. in the amount of \$22,450.00 excluding taxes and delivery charges.

09-08-23

**9.3 Authorization to sign a service agreement for disaster victims with the Canadian Red Cross Society**

WHEREAS cities and municipalities must take measures to ensure the protection of life, health and integrity of people and property during disasters, in accordance with several legislative texts including the Civil Protection Act (R.L.R.Q., c.S-2.3), the Cities and Town Act (R.L.R.Q., c.C-27.1);

WHEREAS the CRCS is a non-profit humanitarian organization, a full member of the International Red Cross and Red Crescent Movement, whose mission is to assist individuals, groups or communities affected by emergencies or disasters by offering them humanitarian aid;

WHEREAS the CRCS, through its resources, including a volunteer force, and its expertise, is likely to help and support, as an auxiliary of public authorities, cities and municipalities, during disasters, and this, according to the availability of its human and material resources;

WHEREAS the CRCS is recognized by the Ministère de la Sécurité publique (hereinafter "MSP") to: (i) prepare and implement Services to Disaster Victims (as hereinafter defined) during Disasters (as hereinafter defined); and (ii) manage inventory Emergency Equipment (as defined below) belonging to the Government of Quebec and available in the event of a Disaster;

WHEREAS the Parties wish to establish the terms and conditions under which the CRCS will provide Services to Disaster Victims in the event of a disaster on the territory of the Municipality of Saint-Gabriel-de-Valcartier;

WHEREAS by virtue of paragraph 2.1 of the first paragraph of article 938 of the Quebec Municipal Code, this Agreement is not subject to the call for tenders rules set out in articles 935 and 936 of this same law.

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO authorize Mayor Brent Montgomery and Mrs. Heidi Lafrance, Director General and Clerk-Treasurer, to sign, for and in the name of the Municipality, a disaster services agreement with the Canadian Red Cross Society.

**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.

10-08-23

**10.2 Acquisition of charging stations for electric vehicles**

WHEREAS the elected officials wish to acquire and install charging stations for electric vehicles;

WHEREAS this project is not one of the projects planned for 2023, but funds are available to carry it out;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO purchase and install 2 double charging stations for electric vehicles from MG2 Énergie in the amount of \$36,185.32 excluding taxes for installation at the Community Center and at 2230, boul. Valcartier (Physik Center and Historical Committee).

TO make a budget transfer from general ledger item 23 0900 726 Other fixed assets to item 23 0900 711 Electric charging stations in the amount of \$40,000.

## **11. URBANISM AND ENVIRONMENT**

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### **11.1 Report of permits issued during the month of July 2023**

A total of 22 permits were issued during the month of July 2023:

1	Fence
5	Additional building
1	Residential construction
1	Forest cutting
1	Septic system
5	Patio/gallery
7	Pool
1	Well

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

No items were treated this month.

### **11.3 Minor Derogation – Lot 6 331 764**

This topic will be discussed at a later meeting. Additional information will have to be provided by the owners.

### **11.4 Site Planning and Architectural Integration Plans in order to establish objectives and evaluation criteria for certain spaces, sites and buildings of heritage interest and contiguous buildings – Lot 5 600 178**

CONSIDERING the notice of motion and draft by-law tabled and adopted at the meeting of April 3, 2023, concerning the adoption of a by-law respecting SPAIP for Spaces, Sites and Buildings of Heritage Interest and Contiguous Immovables;

CONSIDERING the effects conferred by law to the notice of motion;

CONSIDERING THAT, in order to accommodate the owner, it is necessary to consider, for the purposes of issuing a permit for the building to be erected on Lot 5 600 178, all applicable regulations, both those currently in force and those covered by the notice of motion of April 3, 2023;

CONSIDERING THAT the construction and septic installation plan complies with municipal and provincial regulations;

CONSIDERING THAT all documents required for the analysis of the SPAIP were submitted at the same time as the permit application;

CONSIDERING THAT a characterization study was carried out in the field to confirm the presence of an intermittent watercourse;

CONSIDERING THAT the presence of an intermittent watercourse on Lot 5 600 178 is a major constraint to development;

CONSIDERING THAT the massing of the building is similar to the neighbouring heritage building;

CONSIDERING THAT the views of the heritage building will be preserved;

CONSIDERING THAT the openings are rectangular and mostly vertical;

CONSIDERING THAT the façade foundations are not very visible;

CONSIDERING THAT the visual impact of mechanical and electrical equipment will be minimized;

CONSIDERING THAT the materials used are the same as those of the neighboring heritage building;

11-08-23

CONSIDERING THAT a maximum of three colors will be used on the building's exterior facades;

CONSIDERING THAT the development of this site will not alter its vocation;

CONSIDERING THAT most of the land will remain wooded and that mineral surfaces will be reduced to a strict minimum;

CONSIDERING THAT the new building will meet most of the criteria of the SPAIP analysis;

CONSIDERING THAT the new construction will not be visible from Mountain View Road;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO approve this request and allow the construction of lot 5 600 178 of the official cadastre of Saint-Gabriel-de-Valcartier, and this, in accordance with the recommendation of the UCC.

## **12. RECREATION, CULTURE AND COMMUNITY LIFE**

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

No items were treated this month.

## **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.

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 8:50 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.*