



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

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Regular session of the local Municipal Council held on **Monday October 2nd, 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 Mayor, Mr. Brent Montgomery

Also present:

Director General and Clerk-

Treasurer: Heidi Lafrance

Environment Inspector: Karine Dumouchel

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-10-23

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

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 September 11, 2023 and public consultation

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. 259 determining the Territory Subject to the Pre-emptive Right and the Municipal Purposes for which Immovables may be Acquired

6.2. Notice of Motion concerning By-law No. 260 amending By-laws No. 161 and No. 200 decreeing the imposition of a tax to finance 9-1-1 emergency centers

6.3. Tabling of draft By-law No. 260 amending By-laws No. 161 and No. 200 decreeing the imposition of a tax for the purpose of financing 9-1-1 emergency centers

7. Administration

7.1. Authorization – Notice of Subjecting Immovables to the Exercise of a Pre-emption Right by the Municipality

7.2. Christmas cocktail for employees and volunteers

7.3. Access to documents and protection of personal information – Abolition of the Committee

7.4. Environmental Inspector – permanent position

8. Finance

8.1. Accounts payable for the month of September 2023

8.2. Resolution concerning the Quebec Tax and Contribution Program (TECQ) for the years 2019 to 2024

8.3. Grant for Winter Maintenance 2023-2024

9. Public Security

- 9.1. Activity report from CAUCA for September 2023
- 9.2. Financial Assistance Program for Volunteers or Part-time Firefighters Training

10. Public Works and Hygiene

- 10.1. Report from the Director of the Public Works Department
- 10.2. Awarding of the contract for the acquisition and installation of Mazout/Diesel tanks
- 10.3. Awarding of contract for the maintenance of skating rink's wooden structure

11. Urbanism and Environment

- 11.1. Report of permits issued during the month of September 2023
- 11.2. Report from the Municipal Inspector
- 11.3. Resolution to request an amendment to the Schéma d'aménagement de la MRC de La Jacques-Cartier – inclusion in the agricultural zone of part of Lot 4 237 614

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

02-10-23

3.1 Regular meeting of September 11th, 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 September 11th, 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

Median proportion and comparative factor of the property assessment roll for fiscal year 2024:

In accordance with the provisions of the Act respecting municipal taxation (RLRQ, chapter F-2.1 art. 264), the Minister of Municipal Affairs and Housing has approved assessment roll for fiscal year 2024. The approved results are as follows:

Median proportion: 77%

Comparative factor: 1.30

The median proportion is an indicator of the general level of values recorded on the property assessment roll. It is determined by the median of a distribution of individual proportions relating the sale price of the properties involved in the transactions to their valuation.

The comparative factor, which is the inverse of the median proportion, is used to standardize the values entered on the roll, in particular for calculating duties on real estate transfers or for determining the quotas to be paid by municipalities to supramunicipal organizations.

6. NOTICES OF MOTION AND BY-LAWS

03-10-23

6.1 Adoption of By-law No. 259 determining the Territory Subject to the Pre-emptive Right and the Municipal Purposes for which Immovables may be Acquired

Considering that a Notice of Motion of this by-law was previously given at the regular meeting of September 11, 2023;

Considering a draft by-law No. 2059 determining the Territory Subject to the Pre-emptive Right and the Municipal Purposes for which Immovables may be Acquired was presented at the Council’s regular meeting held September 11, 2023;

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 that the Clerk-Treasurer mentions the object of said by-law and its scope, hereby meeting: the exercise of the right of pre-emption will allow the Municipality to acquire, as a priority, certain properties located on its territory, which have been previously identified and to carry out various projects for the benefit of the community.

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

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 259 determining the Territory Subject to the Pre-emptive Right and the Municipal Purposes for which Immovables may be Acquired.

6.2 Notice of Motion concerning By-law No. 260 amending By-laws No. 161 and No. 200 decreeing the Imposition of a Tax for the purpose of Financing 9-1-1 Emergency Centers

Councillor Maureen Bédard gives notice of motion that By-law No. 161 and By-law No. 200 decreeing the Imposition of a Tax to finance 9-1-1 Emergency Centers will be presented for adoption at a subsequent meeting of Council.

6.3 Tabling of draft by-law No. 260 amending by-laws No. 161 and No. 200 decreeing the Imposition of a Tax for the purpose of Financing 9-1-1 Emergency Centers

Considering a notice of motion of this by-law was given on October 2nd, 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 Clerk-Treasurer mentions the object of said by-law and its scope, hereby meeting: adjustment of the tax for the financing of 9-1-1 emergency centers and provision for indexation.

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

By-law No. 260 will be adopted at a subsequent meeting.

7. ADMINISTRATION

04-10-23

7.1 Authorization – Notice of Subjecting Immovables to the Exercise of a Pre-emption Right by the Municipality

WHEREAS the Municipality may, by virtue of articles 1104.1.1 to 1104.1.7 of the Municipal Code (RLRQ c. C-27.1), exercise a right of first refusal on any immovable it wishes to acquire for municipal purposes, with the exception of an immovable that is the property of a public organisms and the protection of personal information (RLRQ c. A-2.1);

WHEREAS the adoption of By-law No. 259 on the exercise of the Pre-emptive Right aimed at identifying the Territory Subject to the Pre-emptive Right and the Municipal Purposes for which Immovables may be Acquired;

WHEREAS this right can only be exercised following the registration of a Notice of Subjection to the Pre-emption refusal in the land register;

FOR THESE REASONS

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

THAT the Municipal Council authorize the registration, in the Land Register of Quebec, of notices of subjection, for a period of 10 years, with respect to the following immovables, and this, for the following municipal purposes:

- 1) Housing;
- 2) Environment;
- 3) Parks and green spaces;
- 4) Culture, recreation and community activities;
- 5) Local economic development;
- 6) Public infrastructure and utilities;
- 7) Transportation;
- 8) Conservation of heritage buildings;
- 9) Land reserve.

Address	Lot number	Landowners	Reg. number
2203, boul. Valcartier	2 196 467	Pierre Caron Monique Harbour	3199-45-7251
2199, 2199A, boul. Valcartier	2 196 028	Scott McBain	3199-55-3132
2195, boul. Valcartier	2 196 009	Anik Désaulniers	3199-54-6491
2193, boul. Valcartier	2 196 008	Marie-Ève Girard	3199-54-7873
Boul. Valcartier	2 196 024	Doreen Lyla Montgomery	3199-65-4608
2238, boul. Valcartier	4 670 415	Wallace Jack Douglas	3100-84-9442
Boul. Valcartier	2 196 038	Gestion Rus. Paquet inc.	3100-02-0253
2262, boul. Valcartier	3 385 957	Ena Florence Agnes Goodfellow	3000-93-0825
2337, boul. Valcartier	3 318 314	Herbert Hugh Wolff Sarah Wolff Montgomery	3000-07-2296
Chemin Redmond	2 196 993	Stéphane Robitaille	2907-62-8564
Chemin Redmond	2 196 992	Stéphane Robitaille	2907-63-2078
Chemin Redmond	3 334 611	Louis Pépin	2907-75-0508

05-10-23

7.2 Christmas Cocktail for volunteers and employees

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO hold the Christmas Cocktail party for employees and volunteers on Thursday, December 7, 2023, at 6 p.m. at the Valcartier Community Center.

06-10-23

7.3 Access to documents and protection of personal information – Abolition of the committee

WHEREAS on November 7, 2022, the Municipality adopted Resolution No. 031122 to

proceed with the appointment of the members of the Comité sur l'accès à l'information et la protection des renseignements personnels in accordance with Section 8.1 of the Act respecting access to documents held by public bodies and the protection of personal information;

WHEREAS the coming into force of the By-law excluding certain public bodies from the obligation to form a committee on access to information and the protection of personal information;

WHEREAS the Municipality wishes to avail itself of the exclusion and be exempted from the obligation to form the Committee due to the number of employees in its employment;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO dissolve the Committee and repeal resolution 031122 adopted on November 7, 2022.

07-10-23

7.4 Environmental Inspector – permanent position

WHEREAS Ms. Karine Dumouchel has held the position of Environmental Inspector since April 3rd, 2023;

WHEREAS the 6-month probationary period has ended;

WHEREAS the Director General recommends that Ms. Karine Dumouchel be hired to fill the permanent full-time position of 35 hours per week as Environmental Inspector for the Urban Planning Department;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO appoint Ms. Karine Dumouchel as Environmental Inspector for a permanent position.

8. FINANCE

08-10-23

8.1 Accounts payable for the month of September 2023

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of September 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 Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of September 2023 totalling a sum of \$153,471.89 which is annexed to this resolution to form an integral part thereof.

09-10-23

8.2 Resolution concerning the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019-2024

WHEREAS the Municipality has taken cognizance of the Guide relative to the terms and conditions for the payment of the government contribution under the Gas Tax and Quebec Contribution Program (TECQ) for the years 2019 to 2024;

WHEREAS the Municipality must comply with the terms and conditions of this guide that apply to it in order to receive the government contribution confirmed to it in a letter from the Minister of Municipal Affairs and Housing;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the Municipality agrees to comply with the terms and conditions of the guide that apply to it;

THAT the Municipality agrees to be solely responsible for and to hold harmless the Government of Canada and the Government of Quebec, as well as their ministers, senior officials, employees and agents, from and against any and all claims, demands, losses, damages and costs of any kind based on injury to or death of any person, damage to or loss of property caused by any deliberate or negligent act arising directly or indirectly from investments made using financial assistance obtained under the TECQ 2019-224 Program;

THAT the Municipality approve the content and authorize the sending to the Minister of Municipal Affairs and Housing of the attached work program, version no. 1., and all other documents required by the Ministry in order to receive the government contribution confirmed in a letter from the Minister of Municipal Affaires and Housing;

THAT the Municipality undertakes to meet the minimum capital expenditure threshold imposed on it for all five years of the program;

THAT the Municipality undertakes to inform the Minister of Municipal Affairs and Housing of any changes made to the program of work approved by this resolution;

THAT the Municipality hereby certifies that the attached work program, version no. 1, includes true costs.

10-10-23

8.3 Grant for Winter Maintenance 2023-2024

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO award the following grants for Winter Maintenance on certain private streets:

River View	\$642
Rue Charles, Julie, des Merisiers, des Bouleaux	\$1,492
Rues des Pins, du Parc et des Sources	\$1,090
Développement Sommet Bleu	\$2,500

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of September 2023

A total of 22 calls were received during the month of September 2023:

5	Medical
3	Accident
1	Fire alarm (mutual aid Shannon)
3	False alarm
10	Miscellaneous (mutual aid Shannon water rescue, school evacuations exercises)
0	Public Works – emergency

11-10-23

9.2 Financial Assistant Program for the training of Volunteer or Part-time Firefighters

WHEREAS the By-law respecting the conditions of employment in a Municipal Fire Department sets out training requirements for firefighters in fire department to ensure a minimum professional qualification;

WHEREAS this By-law is part of a desire to guarantee municipalities the training of firefighters teams with the skills and abilities required to respond effectively in emergency situations;

WHEREAS in December 2014, the Quebec government established the Financial

Assistance Program for the training of volunteer or part-time firefighters and it has been renewed in 2024;

WHEREAS the main purpose of this program is to provide municipal organizations with financial assistance to enable them to have a sufficient number of qualified firefighters to act effectively and safely in emergency situations;

WHEREAS this program is also intended to promote the acquisition of skills and abilities required by volunteer or part-time firefighters working in a Municipal Fire Department;

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier wishes to benefit from the financial assistance offered by this program;

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier plans to train seven (7) firefighters for the Firefighters I program over the next year to respond effectively and safely to emergency situations on its territory;

WHEREAS the Municipality must forward its request to the Ministère de la sécurité publique through the MRC de La Jacques-Cartier, in accordance with article 6 of the Program;

IT IS PROPOSED BY Councillor Thomas Lavalée

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO submit a request for financial assistance for the training of these Firefighters within the framework of the Programme d'aide financière pour la formation des pompiers volontaires ou à temps partiel to the Ministère de la sécurité publique and forward this request to the MRC de La Jacques-Cartier.

10. PUBLIC WORKS AND HYGIENE

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

No items were treated this month.

12-10-23

10.2 Awarding of the contract for the acquisition and installation of Mazout/Diesel tanks

WHEREAS the fuel oil and diesel tanks must be replaced to comply with insurance requirements;

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

WHEREAS price requests have been made to two suppliers for this service and the results are as follows:

Compagny	Price (without taxes)
Services énergétiques MT	\$14,683.37
SM Construction	Did not bid.

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO award a contract by mutual agreement for the purchase and installation of two reservoirs to Services énergétiques MT in the amount of \$14,683.37, excluding applicable taxes.

13-10-23

10.3 Awarding of a contract for the maintenance of the skating rink's wooden structure

WHEREAS the wooden structure of the skating rink requires maintenance before winter;

WHEREAS requests for quotations were made to two suppliers for this service;

WHEREAS the level of expertise and the timeframe offered by Peinture Roberge inc. for

this work;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO award the contract for the maintenance of the skating rink's wooden structure (cleaning, sanding, staining and varnishing) to Peinture Roberge inc. in the amount of \$30,306.90, excluding applicable taxes.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of September 2023

A total of 9 permits were issued during the month of September 2023:

Type	Permis		
	Nombre émis	Valeur	Montant
Permis			
<i>Clôture</i>	2	7 058,00 \$	100,00 \$
<i>Installation septique</i>	1	10 000,00 \$	50,00 \$
<i>Muret</i>	1	1 500,00 \$	50,00 \$
<i>Piscine</i>	1	3 500,00 \$	50,00 \$
<i>Puits</i>	1	15 000,00 \$	50,00 \$
<i>Rénovation d'un bâtiment principal</i>	1	18 000,00 \$	50,00 \$
<i>Travaux d'excavation du sol, de déblai, de remblai et d'enlèvement d</i>	1	1 500,00 \$	50,00 \$
SOUS-TOTAL	8	56 558,00 \$	400,00 \$
Lotissements			
<i>Lotissements</i>	1	0,00 \$	120,00 \$
SOUS-TOTAL	1	0,00 \$	120,00 \$
TOTAL	9	56 558,00 \$	520,00 \$

11.2 Report from the Municipal Inspector – Mr. Stacy Gagné

With Mr. Stacy Gagné absent, Mrs. Karine Dumouchel gives a verbal report on the activities of the Urban Planning Department.

14-10-23

11.3 Resolution to request an amendment to the Schéma d'aménagement de la MRC de La Jacques-Cartier – inclusion in the agricultural zone of part of Lot 4 237 614

CONSIDERING THAT a request for inclusion was submitted to the municipality on August 21, 2023;

CONSIDERING THAT this request pertains to lot 4 237 614;

CONSIDERING THAT this lot is partly located in an agricultural zone and partly in a mixed zone;

CONSIDERING THAT the purpose of this request is to include a 0.15-hectare section of the mixed zone in the green zone;

CONSIDERING THAT the purpose of this request for inclusion is to establish a kiosk where produce will be sold;

CONSIDERING THAT this request does not comply with the Zoning By-law or the current Schéma d'aménagement;

CONSIDERING THAT the municipality sees no problem in including this part in the green zone, but that an amendment to the Schéma d'aménagement of the MRC is required to modify its zoning;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the Council of the Municipality of Saint-Gabriel-de-Valcartier request an amendment to the Schéma d'aménagement of the MRC de la Jacques-Cartier concerning lot 4 23 614 of the official cadastre of Quebec to include the entire lot in the

agricultural affectation.

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 informs Council members that the last meeting of the MRC Council of Mayors was held on September 20, 2023.

The next meeting of the Council of Mayors will be held on October 18, 2023 at 7 p.m.

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.