



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

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Monday November 6, 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
Municipal Inspector:	Stacy Gagné

**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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01-11-23

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt the agenda as presented below with the addition of the following items:

**“8.6 Relief fund: Humanitarian crisis in the Middle East”**

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
  - 3.1. Regular meeting of October 2<sup>nd</sup>, 2023
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
  - 5.1. Request from the Department of National Defence for the addition of a traffic light on route 369
- 6. Notice of Motion and By-laws**
  - 6.1. Adoption of By-law No. 260 amending By-laws No. 161 and No. 200 decreeing the imposition of a tax to finance emergency centers 9-1-1
- 7. Administration**
  - 7.1. Hiring of a building attendant - supervisor
- 8. Finance**
  - 8.1. Accounts payable for the month of October 2023
  - 8.2. Filing – Comparative statement and projected statement of revenues and expenses
  - 8.3. Account receivable (municipal taxes) and procedure for collection of overdue accounts
  - 8.4. Budget for fiscal year 2024
  - 8.5. Poppy campaign donation request – Royal Canadian Legion
- 9. Public Security**
  - 9.1. Activity report from CAUCA for October 2023

**10. Public Works and Hygiene**

- 10.1. Report from the Director of the Public Works Department
- 10.2. Renewal of contract for biological control of biting insects fo 2024 (5<sup>th</sup> year)
- 10.3. Request to Department of National Defence and Mont Saint-Sacrement high school to maintain agreement on biological control treatment of biting insects
- 10.4. Awarding of contract for re-roofing of Valcartier Community Center

**11. Urbanism and Environment**

- 11.1. Report of permits issued during the month of October 2023
- 11.2. Report from the Municipal Inspector
- 11.3. Designation of members of the Urban Consultative Committee for a 2-year term
- 11.4. Resolution to authorize construction of residences bordering chemin Chabot on Lots 2 196 250, 2 196 246, 2 196 253 and 5 851 971
- 11.5. Submission of a project within the framework of the Policy concerning the Opening and Extension of Streets – Domaine des Plateaux
- 11.6. Acceptance of the subdivision plan for the extension of rue des Plateaux

**12. Recreation, Culture, and Community life**

- 12.1. Report from the Sports and Recreation Director
- 12.2. Awarding of a contract for the rental and installation of an ice carpet for the municipal skating rink for the 2023-2024 season
- 12.3. Awarding of a contract for the rental of a refrigeration unit for the municipal skating rink for the 2023-2024 season
- 12.4. Awarding of contract to prepare ice rink wall for installation of ice carpet
- 12.5. Awarding of contract to modify electrical panel for the connection of the refrigeration unit
- 12.6. Financial Assistance Program for Culture – A Fairytale Market
- 12.7. Financial Assistance Program for Culture – White Christmas

**13. MRC and regional dossiers****14. Others****15. Closing of the meeting****3. ADOPTION OF MINUTES**

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02-11-23

**3.1 Regular meeting of October 2<sup>nd</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 David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt and sign the Minutes of October 2<sup>nd</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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03-11-23

**5.1 Request from the Department of National Defence for the addition of a traffic light on route 369**

WHEREAS the Departement of National Defence, in a letter dated October 3, 2023, requests that the Municipality submit a request to de ministère des Transports et de la Mobilité durable for the installation of a traffic light on route 369;

WHEREAS a road to access the Department of National Defence property bearing lot number 4 496 014 already exists at the desired location for the installation of a traffic light;

WHEREAS traffic on route 369 during rush hour makes it difficult to access or exit the entrance to Lot 4 493 014 safely, especially when transporting hazardous materials such as ammunition and explosives;

WHEREAS the Department of National Defence wishes to have direct access to its property without having to pay for a Right of Passage on Lot 2 196 066;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

THAT the Municipality submit a request to the ministère des Transports et de la Mobilité durable for the installation of a traffic light on route 369 on the territory of the Municipality of Saint-Gabriel-de-Valcartier at the entrance to Lot 4 493 014 belonging to the Government of Canada;

***Correspondance from the ministère des Transports et de la Mobilité durable to widen the roadway on a portion of Valcartier Boulevard (rte 371):***

On October 10, 2023, the MTMD replied to the Municipality that the recent safety issues requiring a project to improve Route 371 in the medium term. In addition, major land constraints prevent the roadway from being widened significantly to improve cycling conditions.

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

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04-11-23

**6.1 Adoption of By-law No. 260 amending By-laws No. 161 and No. 200 decreeing the imposition of a tax to finance emergency centers 9-1-1**

Considering that a Notice of Motion of this by-law was previously given at the regular meeting of October 2<sup>nd</sup>, 2023;

Considering a draft by-law No. 260 amending By-laws No. 161 and No. 200 decreeing the imposition of a tax to finance emergency centers 9-1-1 was presented at the Council’s regular meeting held October 2<sup>nd</sup>, 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: adjustment of tax to fund 9-1-1 emergency centers and provision for indexation.

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

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO adopt 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.

**7. ADMINISTRATION**

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05-11-23

**7.1 Hiring of a building attendant – supervisor**

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO hire M. Jean Fiset as building attendant – supervisor.

## **8. FINANCE**

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06-11-23

### **8.1 Accounts payable for the month of October 2023**

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of October 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 October 2023 totalling a sum of \$643,575.65 which is annexed to this resolution to form an integral part thereof.

### **8.2 Filing – Comparative statement and projected statement of revenues and expenses**

In accordance with article 176.4 of the Municipal Code, the Clerk-Treasurer files the comparative and forecast statements of revenues and expenses.

The first compares revenues and expenses for the current fiscal year, realized up to the last day of the month ending at least 15 days prior to the month in which the statement is tabled, with those for the previous fiscal year, realized during the corresponding period of the previous fiscal year.

The second compares revenues and expenses forecast for the current fiscal year, at the time the statement is prepared and based on information then available to the Clerk, with those forecast in the budget for that year.

07-11-23

As a result, a surplus is forecast for 2023;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO cancel the use of the restricted surplus of \$379,320 that was provided for in the 2023 Budget.

08-11-23

### **8.3 Account receivable (municipal taxes) and procedure for collection of overdue accounts**

WHEREAS a number of tax accounts are in arrears despite the fact that statements of account are sent monthly;

WHEREAS the Director General submits the list of persons in default of payment of taxes totalling \$108,260.61

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the person responsible for tax collection, Mrs. Margaret Baker or her replacement, to initiate collection procedures for certain files. In addition, a charge of \$15.00 will be added to the account to cover postage costs for registered mail to be forwarded to the owners concerned.

09-11-23

### **8.4 Budget for fiscal year 2024**

WHEREAS budget estimates must be prepared for 2024;

WHEREAS local municipalities must between November 15 and December 31 prepare and adopt the budget for the next fiscal year (art. 954 par. 1 of the Municipal Code);

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO adopt the budget estimates for 2024 and the three-year capital expenditure program 2024-2025-2026 on Tuesday, December 12, 2023, at 7 p.m.

10-11-23

**8.5 Donation request for the Poppy Campaign – Royal Canadian Legion**

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO make a donation of \$300 to the 2023 Poppy Campaign

11-11-23

**8.6 Relief Fund: Humanitarian Crisis in the Middle East**

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO donate \$1,000 to the Canadian Red Cross for the Relief Fund: Humanitarian Crisis in the Middle East.

**9. PUBLIC SECURITY**

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

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

5	Medical
1	Accident
2	Fire alarm (mutual aid Shannon)
0	False alarm
6	Miscellaneous (gasoline spill (car), branches on wires, evacuation drills)
1	Public Works – emergency

**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 an oral report on the activities of the Public Works Department.

12-11-23

**10.2 Renewal of contract for biological control of biting insects for 2024 (5<sup>th</sup> year)**

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier published a public call for tenders on October 16, 2019, for the biological control of biting insects for 2020 with renewal option for the years 2021, 2022, 2023 and 2024;

WHEREAS the bid submitted by Conseillers Forestiers Roy inc. was the lowest and complied with the provisions of the specifications used for the call for tenders;

WHEREAS a contract was awarded to Conseillers Forestiers Roy for the price and sum of \$96,530 plus applicable taxes. The option to renew the contract for the years 2021, 2022, 2023 and 2024 has been retained, but the contract must be renewed annually, and costs will be adjusted according to the Consumer Price Index (CPI) for the Quebec Region established by Statistics Canada on October 31<sup>st</sup> of each year.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO renew the contract for the year 2024 with Conseillers Forestiers Roy inc. for the biological control of biting insects, and this, for the price and amount of \$113,104.51 plus applicable taxes.

It should be noted that a portion of the National Defence property is also treated, and that the cost to cover this area has been established at approximately \$20,000, subject to CFB Valcartier obtaining authorization to carry out the biological treatment for 2024.

13-11-23

**10.3 Request to the Department of National Defence and Mont Saint-Sacrement High School to maintain the agreement concerning the biological treatment of biting insects**

WHEREAS the Municipality wishes to continue the biological treatment of biting insects in the spring and summer of 2024;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO contact Canadian Forces Base Valcartier to obtain the necessary authorizations to process part of the CFB Valcartier property, under the same terms and conditions as agreed in 2001.

TO request the Board of Directors of Mont Saint-Sacrement School to maintain the agreement reached in 2001, and this, under the same terms and conditions as indicated in resolution 2001052205 adopted by the Board of Directors of Mont Saint-Sacrement on May 22, 2001.

14-11-23

**10.4 Awarding of a contract to repair the roof of the Valcartier Community Center**

WHEREAS the roof of the Community Center is in need of repair;

WHEREAS this project is part of the 2023 projects and funds for this purpose have been set aside in the 2023 Budget;

WHEREAS Les Revêtements Pro-Toit inc. has the expertise and lead time required to complete the work;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO award the roofing contract for the Community Center to Les Revêtements Pro-Toit inc. in the amount of \$17,789.00, taxes excluded.

**11. URBANISM AND ENVIRONMENT**

**11.1 Report of permits issued during the month of October 2023**

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

Type	Permis		
	Nombre émis	Valeur	Montant
<b>Permis</b>			
Agrandissement et rénovation bâtiment complémentaire	1	3 000,00 \$	35,00 \$
Clôture	1	6 700,00 \$	50,00 \$
Construction bâtiment complémentaire	4	87 000,00 \$	260,00 \$
Installation septique	2	26 070,00 \$	100,00 \$
Patio/terrasse/galerie	1	3 000,00 \$	100,00 \$
Piscine	2	10 000,00 \$	100,00 \$
<b>SOUS-TOTAL</b>	<b>11</b>	<b>135 770,00 \$</b>	<b>645,00 \$</b>
<b>Lotissements</b>			
Lotissements	1	0,00 \$	85,00 \$
<b>SOUS-TOTAL</b>	<b>1</b>	<b>0,00 \$</b>	<b>85,00 \$</b>
<b>TOTAL</b>	<b>12</b>	<b>135 770,00 \$</b>	<b>730,00 \$</b>

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

Mr. Stacy Gagné gives a verbal report on the activities of the Urban Planning Department.

15-11-23

**11.3 Designation of the members of the Urban Consultative Committee for a 2-year mandate**

WHEREAS article 3.1 of By-law number 244 constituting a Urban Consultative Committee (UCC) stipulates that the Committee is composed of two (2) members of the Municipal Council and three (3) residents of the Municipality;

WHEREAS the mandates of the current members of the Urban Consultative Committee

have expired;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

THAT appoint for a two (2) year term the following persons as members of the Urban Consultative Committee:

- Ms. Maureen Bédard, Councillor
- Mr. Raymond Bureau, Councillor
- Mr. Richard Leblanc, resident
- Mr. Philippe Drouin, resident
- Ms. Rosemary Turgeon, resident

The terms of office will expire in November 2025.

16-11-23

**11.4 Resolution to authorize the construction of residences along chemin Chabot on Lots 2 196 250, 2 196 246, 2 196 253 and 5 851 971**

CONSIDERING THAT several requests have been submitted to the Municipality for construction along chemin Chabot;

CONSIDERING THAT chemin Chabot is not registered as a private road or street, but as an undeveloped forest that is not a reserve;

CONSIDERING THAT chemin Chabot was considered a road in the 90s even though it did not comply with municipal by-laws;

CONSIDERING THAT the Municipality granted subdivision permits in the 90s all along chemin Chabot;

CONSIDERING THAT 7 residences have already been built and that building permits have been granted by the Municipality;

CONSIDERING THAT there are still 4 properties that could possibly be built;

CONSIDERING THAT, at present, no construction would be authorized because chemin Chabot is not cadastred as a private road or street;

CONSIDERING THAT no further subdivision permits will be issued along this road;

CONSEQUENTLY,

IT IS PROPOSED BY Councillor Thomas Lavalée

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT the Council of the Municipality of Saint-Gabriel-de-Valcartier authorize the construction of a residence on Lots 2 196 250, 2 196 246, 2 196 253 and 5 851 971 even if the Zoning by-law only authorizes construction bordering a public or private street existing prior to the coming into force of the present by-law. They must comply with all other municipal, provincial, or federal by-laws in force.

17-11-23

**11.5 Submission of a project within the scope of the Policy concerning the Opening and Extension of Streets – Domaine des Plateaux**

WHEREAS within the framework of the Policy concerning the Opening and Extension of Streets, a residential development project was submitted at the meeting of November 6, 2023:

- Domaine des Plateaux – Lot 5 453 959

WHEREAS the elected officials held a study meeting on this project;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the extension of rue des Plateaux over a length of approximately 100 meters for phase 6c, allowing the subdivision of 4 lots in 2024 to complete the closure of Rue des Plateaux and the complete municipalization of the streets in this residential development.

18-11-23

**11.6 Acceptance of the subdivision plan for the extension of rue des Plateaux – Phases 6a, 6b and 6c**

WHEREAS the developer 9442-4322 Québec inc. has submitted a request within the framework of the Policy concerning the Opening and Extension of Streets for the Domaine des Plateaux in October 2021;

WHEREAS the municipal council accepted the extension of rue des Plateaux under certain conditions in March 2022;

WHEREAS the developer has had a subdivision project for this section of street prepared by Guillaume Thériault, land surveyor, dated June 20, 2023, minutes 4217 and bearing lot number 6 536 408;

WHEREAS this project includes a total of 22 lots for residential construction;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO accept Phase 6a, 6b and 6c of Domaine des Plateaux for the extension of rue des Plateaux over a distance of approximately 702.53 metres

TO authorize the installation of poles and wires in front lots, given the layout of the previous phases of Domaine des Plateaux and the size of the lots;

TO authorize the Mayor and Director General to sign the memorandum of understanding and all legal documents pertaining to the transfer of said property for and in the name of the Municipality with the owner-developer.

19-11-23

**11.7 Final acceptance of work – Domaine St-Sacrement asphalt surface course**

WHEREAS the asphalt surface course was completed in October 2023 on the entire chemin du Mont, to the satisfaction of the Municipality;

WHEREAS the developer has completed all the work stipulated in the memorandums of understanding at Domaine St-Sacrement;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO accept the asphalt surface work at Domaine St-Sacrement for Phases I, II and III and the release of the performance bond.

**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.

20-11-23

**12.2 Awarding of a contract for the rental and installation of an ice mat for the municipal skating rink for the 2023-2024 season**

WHEREAS the Municipal Council wishes to refrigerate the municipal skating rink with ice mats for the 2023-2024 season;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO award a contract by mutual agreement to SynergIace Canada for the rental, installation and removal of the ice surface, in the amount of \$88,642.00, excluding applicable taxes.

TO finance the sum of \$101,916.14 with a portion of the surplus assigned for recreation and culture projects to cover the costs related to the ice rink refrigerated carpet project had not been provided for in the annual budget.



21-11-23

**12.3 Awarding of a contract for the rental of a chiller for the municipal skating rink for the 2023-2024 season**

WHEREAS the Municipal Council wishes to refrigerate the municipal skating rink with ice mats for the 2023-2024 season;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO award a mutual agreement contract to Glace Concept Expertise for the rental of a chiller in the amount of \$73,228.22, excluding applicable taxes.

TO use the balance of \$18,762.53 from the surplus assigned for recreation and culture projects to cover a portion of the costs related to the rental of a chiller for the skating rink that was not provided for in the annual budget.

TO finance the balance of this expense from the unrestricted surplus.

22-11-23

**12.4 Awarding of contract to prepare skating rink wall for installation of ice carpet**

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO award a contract by mutual agreement to Glace Concept Expertise to prepare the ice rink wall for the installation of the ice carpet in the amount of \$8,440.00, excluding all applicable taxes.

TO finance this expenditure from the unrestricted surplus.

23-11-23

**12.5 Awarding of contract to modify electrical panel for chiller connection**

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO award a contract by mutual agreement to Glace Concept Expertise for electrical installation work to connect the chiller for the ice rink carpet in the amount of \$8,185.92, excluding all applicable taxes.

TO finance this expenditure from the unrestricted surplus.

**12.6 Financial Assistance Program for Culture – A fairytale market**

The Municipality has been informed that the budget envelope for the "Entente de développement culturel et Fonds culturel régional" financial assistance program offered by the MRC de la Jacques-Cartier has been exhausted.

**12.7 Financial Assistance Program for Culture – White Christmas**

The Municipality has been informed that the budget envelope for the "Entente de développement culturel et Fonds culturel régional" financial assistance program offered by the MRC de la Jacques-Cartier has been exhausted.

**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 October 18, 2023.

The next meeting of the Council of Mayors will be held on November 22, 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 8:30 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.*