



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday December 4, 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

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

2. ACCEPTANCE OF THE AGENDA

01-12-23

IT IS PROPOSED BY Councillor Raymond Bureau

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 November 6, 2023
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notice of Motion and By-laws**
- 7. Administration**
 - 7.1. Filing – Municipal Council declarations of pecuniary interests
 - 7.2. Calendar of Council Meetings for 2024
 - 7.3. Employee Christmas gifts
 - 7.4. Hiring of day labourer – ice rink maintenance
 - 7.5. Hiring of attendants – skating rink supervisors
- 8. Finance**
 - 8.1. Accounts payable for the month of November 2023
 - 8.2. Charitable donations
 - 8.3. Creation of restricted operating surpluses
 - 8.4. Support for the Gymnase Vallée Jeunesse project under the Programme d'aide financière aux infrastructures récréatives, sportives et de plein air (Financial Assistance Program for Recreational, Sports and Outdoor Infrastructures)
- 9. Public Security**
 - 9.1. Activity report from CAUCA for November 2023
- 10. Public Works and Hygiene**
 - 10.1. Report from the Director of the Public Works Department
 - 10.2. Biomethanization and composting program – Component 2: Acquisition of organic matter collection equipment

11. Urbanism and Environment

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

11.2. Report from the Municipal Inspector

11.3. Invasive Exotic Plant Control Program

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**

02-12-23

3.1 Regular meeting of November 6, 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 November 6, 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

No items were treated this month.

6. NOTICES OF MOTION AND BY-LAWS

No items were treated this month.

7. ADMINISTRATION

03-12-23

7.1 Filing - Municipal Council declarations of pecuniary interests

In accordance with sections 357 and following of the Act respecting elections and referendums in municipalities (R.R.Q., c. E-2.2), the members of Council file their respective declarations of pecuniary interests:

Name	Title	Date of declaration
Brent Montgomery	Mayor	4 December 2023
Shelley MacDougall	Councillor no 1	4 December 2023
Raymond Bureau	Councillor no 2	4 December 2023
Maureen Bédard	Councillor no 3	4 December 2023
Thomas Lavallee	Councillor no 4	4 December 2023
Dorothy Noël	Councillor no 5	4 December 2023
David Hogan	Councillor no 6	4 December 2023

The documents have been received by the Director General and Clerk-Treasurer and forwarded to the Ministère des Affaires municipales et de l'Habitation.

04-12-23

7.2 Calendar of Council Meetings for 2024

WHEREAS Article 148 of the Municipal Code of Québec provides that Council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the coming year, setting the day and time of the beginning of each;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT the following schedule of regular Council meetings for 2024 be adopted. These meetings will begin at 7:30 p.m:

8 January
5 February
18 March
8 April
6 May
3 June
8 July
5 August
9 September
7 October
4 November
2 December

05-12-23

7.3 Employees Christmas gifts

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To grant a gift equivalent to an amount of:

- \$500 to permanent employees
- \$400 to regular non-permanent employees who have worked more than 20 hours per week
- \$200 for regular part-time employees who have worked between 10 and 20 hours a week
- \$100 to regular part-time employees who have worked less than 10 hours a week (Community Center, attendants, Club Ados, etc.). The reference period is the last 3 months.
- \$50 to casual employees and replacements earning less than \$1,000 during the year (Community Center, attendants, Club Ados, etc.).

06-12-23

7.4 Hiring of a day labourer – ice rink maintenance

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO hire M. Denys Guay as a seasonal labourer to maintain the skating rink and skating path.

07-12-23

7.5 Hiring of attendants – skating rink supervisors

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO hire the following persons as skating rink supervisors:

- David Tremblay
- Olivier Leduc
- Anais Bouchard Brouillette

- Raphaëlle Croteau
- William Veillette
- Elliot McBain
- Megan Racette
- Melina Anne Shaffor

8. FINANCE

08-12-23

8.1 Accounts payable for the month of November 2023

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of November 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 November 2023 totalling a sum of \$396,285.01 which is annexed to this resolution to form an integral part thereof.

09-12-23

8.2 Charitable donations

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO make a donation of \$75 to each of the following organizations:

- Centraide Québec
- Heart and Stroke Foundation
- Quebec Lung Association
- Canadian Cancer Society
- Salvation Army
- Centre de prévention du suicide du Québec
- Fondation des étoiles

TO donate \$500 to the following organizations:

- Fraser Rehabilitation Program
- Roger Lamont Foundation for Christmas Baskets
- Byron McBain Charitable Fund
- Friends of Jeffrey-Hale Foundation – Saint Brigid's

TO donate \$2,000 to the following organization:

- Popote et Multi-Services

10-12-23

8.3 Creation of restricted operating surpluses

WHEREAS the Municipality may create restricted operating surpluses whose purpose is to adequately manage the Municipality's finances, by having the necessary leeway to resolve exceptional or unforeseen situations;

WHEREAS any use of an appropriated surplus requires the prior approval of the Municipal Council;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO create the following restricted operating surplus from the unrestricted operating surplus:

1. Civil security and emergency measures: \$100,000

11-12-23

- 2. Road network: \$200,00
- 3. Water distribution networks: \$100,000

8.4 Support for the Gymnase Vallée Jeunesse project within the framework of the Programme d'aide financière aux infrastructures récréatives, sportives et de plein air (financial assistance program for recreational, sports and outdoors infrastructures)

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

THAT the Municipal Council support the Vallée Jeunesse Québec organization for the Gymnase Vallée Jeunesse project, so that the latter may benefit from financial assistance from the Ministère de l'Éducation within the framework of the Programme d'aide financière aux infrastructures récréatives, sportives et de plein air.

THAT the Municipal Council undertake to enter into a service agreement with Vallée Jeunesse Québec for the Vallée Jeunesse Gymnasium project, so that the latter may be accessible to the entire population.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of November 2023

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

9	Medical
2	Accident
2	Fire alarm (mutual aid Shannon)
3	False alarm
6	Miscellaneous
0	Public Works – emergency

10. PUBLIC WORKS AND HYGIENE

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.

12-12-23

10.2 Program for the treatment of organic matter by biomethanization or composting – Component 2: Acquisition of organic matter collection equipment

WHEREAS the Programme de traitement des matières organiques par biométhanisation ou compostage aims to financially support municipalities for the purchase of equipment for the collection of residential food and green residues;

WHEREAS the Municipality has signed an intermunicipal agreement with the City of Quebec concerning the provision of services for the disposal of certain residual materials in the facilities of the City of Quebec for the implementation of the collection of food residues using purple bags starting in the spring of 2024;

WHEREAS the Municipality wishes to provide its citizens with the kitchen bin free of charge;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO submit a funding request within the framework of the Programme de traitement des matières organiques par biométhanisation ou compostage – Volet 2 : Acquisition d'équipements de collecte de matières organiques to finance the purchase of kitchen bins and to authorize Mrs. Heidi Lafrance, Director General and Clerk-Treasurer, to sign for and in the name of the Municipality, all documents pertinent to this request.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of November 2023

A total of 15 permits were issued during the month of November 2023:

Type	Permis		
	Nombre émis	Valeur	Montant
Permis			
<i>Agrandissement d'un bâtiment principal</i>	1	50 000,00 \$	100,00 \$
<i>Bâtiment temporaire</i>	1	1 000 000,00 \$	25,00 \$
<i>Construction bâtiment complémentaire</i>	4	126 000,00 \$	350,00 \$
<i>Construction nouvelle résidence</i>	2	1 050 000,00 \$	200,00 \$
<i>Installation septique</i>	2	40 500,00 \$	100,00 \$
<i>Puits</i>	2	26 000,00 \$	100,00 \$
<i>Travaux d'excavation du sol, de déblai, de remblai et d'enlèvement d</i>	1	20 000,00 \$	50,00 \$
SOUS-TOTAL	13	2 312 500,00 \$	925,00 \$
Lotissements			
<i>Lotissements</i>	2	0,00 \$	170,00 \$
SOUS-TOTAL	2	0,00 \$	170,00 \$
TOTAL	15	2 312 500,00 \$	1 095,00 \$

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.

13-12-23

11.3 Program for the Control of Invasive Exotic Plants

WHEREAS the Municipality wishes to participate in the Programme pour la lutte contre les plantes exotiques envahissantes aimed at limiting the introduction and spread of invasive exotic plants by promoting their sustainable management to protect biodiversity, the integrity of wildlife and plant habitats as well as the maintenance or return of the ecological functions of natural environments;

WHEREAS the Municipality wishes to fund the project Inventory of Invasive Exotic Plants in Wetlands and Hydric Environments in Saint-Gabriel-de-Valcartier up to a maximum of \$5,000;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize Mrs. Heidi Lafrance, Director General and Clerk-Treasurer, to sign for and in the name of the Municipality, requests for assistance, agreements or any other documents addressed to the Fondation de la Faune du Québec within the framework of the Program for the Control of Invasive Exotic Plants.

TO authorize Corporation du bassin de la Jacques-Cartier personnel to visit private properties, as well as the environmental inspector, to carry out the inventory.

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 November 22, 2023.

The next meeting of the Council of Mayors will be held on January 17, 2024 at 7 p.m., at which time the MRC budget will also be adopted.

MRC Budget:

The MRC Council of Mayors has adopted a budget of \$2,839,508 for fiscal year 2024. This compares with a budget of \$2,726,213 for 2023.

Saint-Gabriel-de-Valcartier's share of costs is 11.83% for 2024, compared with 11.91% for 2023. This calculation is based on the municipality's property wealth.

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 p.m.

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.