



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, February 4th, 2019** in the Saint-Gabriel-de-Valcartier municipal Council Room in conformity with the provisions of the Municipal Code for 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 the Mayor, Mr. Brent Montgomery.

Also present:

Director General and Secretary	
Treasurer:	Joan Sheehan
Assistant Director General and	
Secretary Treasurer:	Heidi Lafrance
Person responsible for Public Works,	
buildings and parks:	Dany Laberge
Municipal Inspector:	Lysa-Marie Hébert

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-01-19

IT IS PROPOSED BY councillor Raymond Bureau

SECONDED BY councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with an addition to point 9.3 "Adoption, deposit and signature authorization for Emergency services Mutual Agreement".

1. Opening of the meeting

2. Acceptance of the agenda

3. Adoption of Minutes

3.1. Regular meeting of January 7th, 2019

3.2. Special meeting of January 30th, 2019 for the adoption of 2019 budget

4. Question period

5. General correspondence and follow-up of previous meetings

6. Notices of motion and By-laws

6.1. Adoption of by-law No 221 establishing the remuneration of the Mayor and Councillors

6.2. Adoption of by-law No 222 establishing tax rates and service charges for the year 2019

7. Administration

7.1. Homologation of the evaluation role for the financial year 2019

7.2. Resolution to the MRC de la Jacques-Cartier regarding the sale of properties for the non-payment of taxes

7.3. Resolution to the MRC de La Jacques-Cartier concerning paratransit services for 2019

7.4. Preparatory works to carry out various projects

8. Finance

8.1. Accounts payable for the month of January

8.2. Contribution to Valcartier Village Golden Age Club

8.3. Contribution to Valcartier Elementary School

8.4. Contribution to Popote et Multi-Services

8.5. Partnership and contribution to Village Vacances Valcartier for the dog sled races

9. Public Security

9.1. Activity report from CAUCA for January 2019

9.2. Financial Assistance Program for Volunteer or Part-Time Firefighter Training - Firefighter 1 and 2

10. Public Works and Hygiene

10.1. Report from the Person Responsible for Public Works

11. Urbanism and Environment

11.1. Report of permits issued during the month of January 2019

11.2. Report from the Municipal Inspector

11.3. Renewal of the contract for the biological control of biting insects for 2019 (last year)

11.4. Request to maintain agreement with the Department of National Defence and the École secondaire Mont Saint-Sacrement concerning the biological treatment of biting insects

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

02-02-19

3.1 Regular meeting of January 7th, 2019

The members of the council received the minutes of this meeting within the deadlines as fixed by law; the Secretary-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 January 7th, 2019.

03-02-19

3.2. Special meeting of January 30th, 2019 for the adoption of 2019 budget

The members of the council received the minutes of this meeting within the deadlines as fixed by law; the Secretary-Treasurer is therefore exempted from reading it.

IT IS PROPOSED BY councillor Maureen Bédard

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of January 30th, 2019.

4. QUESTION PERIOD

In accordance with article 150 of the *Quebec Municipal Code*, this council meeting includes a question period during which those present may put oral questions to council members.

Mayor Brent Montgomery invites citizens present to ask questions if interested in certain topics.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

No subjects were treated this month.

6. NOTICES OF MOTION AND BY-LAWS

04-02-19

6.1 Adoption of by-law No 221 establishing the remuneration of the Mayor and Councillors

Whereas a Notice of Motion of this By-Law was given at a previous session of Council on January 7th, 2019;

Whereas a Draft By-Law No. 221 establishing the remuneration of the Mayor and Councillors was filed at the regular sitting of Council on January 7th, 2019;

Whereas a copy of By-law No. 221 was submitted to Council members at the latest 72 hours before the adoption session of the present By-law and all declare having read the By-law;

Whereas the Secretary-Treasurer mentions the purpose of the By-law and its meaning, during the present sitting;

Whereas copies of the draft By-law were made available for public consultation at the beginning of the present sitting;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt By-law No. 221 establishing the remuneration of the Mayor and Councillors.

05-02-19

6.2 Adoption of by-law No 222 establishing tax rates and service charges for the year 2019

Whereas a Notice of Motion of this By-law was previously given at a special session of Council on January 30th, 2019;

Whereas a Draft By-law No. 222 establishing tax rates and service charges for the year 2019 was deposited at a special session of Council on January 30th, 2019;

Whereas a copy of By-law No. 222 was submitted to Council members at the latest 72 hours before the adoption session of the present By-law and all declare having read the By-law;

Whereas the Secretary-Treasurer mentions the purpose of the By-law and its meaning, during the present sitting;

Whereas copies of the draft By-law were made available for public consultation at the beginning of the present sitting;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt By-law No. 222 establishing tax rates and service charges for the year 2019.

7. ADMINISTRATION

06-02-19

7.1 Homologation of the evaluation role for the financial year 2019

IT IS PROPOSED BY Councillor Shelley MacDougall
SECONDED BY Councillor Dorothy Noël
AND UNANIMOUSLY RESOLVED TO:
Homologate the evaluation role revised and deposited on December 4th, 2018 establishing the taxable evaluation value at \$465,930,900, that of the tax basis evaluation of \$ 92,080,089 on non-residential immovables included in the surtax appendix, as prepared by the Altus Group firm of appraisers. The non-taxable valuation is established at \$429,899,700.

07-02-19

7.2 Resolution to the MRC de la Jacques-Cartier regarding the sale of properties for the non-payment of taxes

WHEREAS the members of council have been made aware of a list of properties for which taxes remain unpaid;
WHEREAS the council considers it appropriate to take action in order to obtain payment of these accounts;
IT IS PROPOSED by Councillor Maureen Bédard
SECONDED BY Councillor Raymond Bureau
AND UNANIMOUSLY RESOLVED:
To mandate the MRC de La Jacques-Cartier to proceed with the sale for tax payment default of the properties listed below and submitted to council totaling \$7,777.42. This amount also includes school tax arrears. The Director General/Secretary-Treasurer Joan Sheehan is authorized to submit to the MRC de la Jacques-Cartier the list of properties with unpaid taxes. Mrs. Joan Sheehan is also authorized to go to auction to cover the amount of taxes and related expense owed at the time of the sale. Be it noted that in the event that Mrs. Sheehan is unavailable to attend the auction, Mrs. Margaret Baker, Accounting clerk, and/or Mrs. Heidi Lafrance, Assistant Director General/Assistant Secretary-Treasurer are authorized to go to auction in the name of the Municipality.

Role number	Total
2907-63-2078	\$79.37
2907-73-1022	\$7,106.79
2907-62-8564	\$591.26
Total :	\$7,777.42

08-02-19

7.3 Resolution to the MRC de La Jacques-Cartier concerning paratransit services for 2019

ATTENDU QUE la MRC de la Jacques-Cartier offre un service de transport adapté régional sur le territoire des municipalités participantes depuis le 1^{er} septembre 2006;
ATTENDU QUE la municipalité de Saint-Gabriel-de-Valcartier participe au transport adapté offert par la MRC de La Jacques-Cartier et donc désigne la MRC de La Jacques-Cartier comme mandataire du service offert sur le territoire de la Municipalité ;
ATTENDU QUE la tarification est déterminée annuellement par résolution de la MRC, tant pour le service de transport collectif qu'adapté, que la dernière résolution a été adoptée le 18 avril 2018 par la MRC et porte le numéro no 18-100-O ;
ATTENDU QUE le budget 2019 pour le transport adapté, adopté par la MRC le 21 novembre 2018, s'élève à 597 273 \$;
ATTENDU QUE la quote-part pour la municipalité de Saint-Gabriel-de-Valcartier s'élève pour 2019 à 21 878 \$;

ATTENDU QUE les municipalités participantes doivent, avant le 31 mars de chaque année, confirmer leur participation au service ainsi que le montant de leur quote-part afin que la MRC puisse répondre à l’une des exigences du programme de financement du transport adapté du ministère des Transports, de la Mobilité durable et de l’Électrification des transports du Québec.

IL EST PROPOSÉ PAR la conseillère Dorothy Noël

APPUYÉ PAR le conseiller David Hogan

ET RÉSOLU À L’UNANIMITÉ :

- QUE le préambule fasse partie intégrante de la présente résolution ;
- QUE la municipalité de Saint-Gabriel-de-Valcartier confirme sa participation au transport adapté de la MRC de la Jacques-Cartier et verse la quote-part 2019 au montant de 21 878 \$;

QUE copie de cette résolution soit transmise à la MRC de La Jacques-Cartier.

09-02-19

7.4 Preparatory works to carry out various projects

The members of Council authorize the administrative personnel and departments concerned to begin preparatory works to carry out the following projects, prepare the calls for bids, if necessary, and authorize the purchases mentioned hereunder:

Fire Department:

- Combat suits and accessories
- Command shelter
- Communications
- 5th Avenue water reservoir improvement works
- Training Centre

Transport-Voirie:

- Culverts on rue Caroline
- Mobile workshop truck

Recreation and culture:

- Skating rink Phase 1
- Heritage – 3D map of Rivière aux Pins
- Physik Centre – equipment

Municipal buildings:

- Community Centre kitchen renovation

Replacement of culverts on rue Caroline – Awarding of contract:

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To mandate the firm Stantec for the preparation of plans and specifications, estimate of costs, call for bids procedure and bid analysis for the replacement of the culverts on rue Caroline, and this, for the price and sum of \$9,500 plus taxes. This firm possesses the degree of expertise necessary and has offered quality services to the Municipality in the past.

8. FINANCE

10-02-19

8.1 Accounts payable for the month of January

WHEREAS the Secretary-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month of January 2019;

WHEREAS the members had the opportunity to ask questions;

WHEREAS budgetary credits necessary to cover the monthly expenses are available, as certified by the Secretary-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 January 2019 totalling a sum of \$291,219.51, which is annexed to this resolution to form an integral part thereof.

11-02-19

8.2 Contribution to Valcartier Village Golden Age Club

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a \$7,000 grant to the Valcartier Golden Age Club.

12-02-19

8.3 Contribution to Valcartier Elementary School

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a \$1,000 grant to Valcartier Elementary School.

13-02-19

8.4 Contribution to Popote et Multi-Services

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a \$1,000 grant to *Popote et Multi Services*.

14-02-19

8.5 Partnership and contribution to Village Vacances Valcartier for the dog sled races

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a major partnership contribution of \$8,000 to Village Vacances Valcartier as a proud collaborator for the International Valcartier Dog Sled Races to be held on March 16th and 17th, 2019.

This event is free and open to the public. Furthermore, a Residents’ Day will be offered for access to the winter slide park at \$10 on March 17th, 2019. Restaurant service available on the event site will be exclusively offered by the Saint-Gabriel-de-Valcartier Fire Department for charity fundraising.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of January 2019

A total of 26 calls were received during the month of January 2019:

11	Medical
5	Accident
0	Fire alarm
3	False alarm
4	Miscellaneous
3	Public Works - emergency

15-02-19

9.2 Financial Assistance Program for Volunteer or Part-Time Firefighter Training - Firefighter 1 and 2

WHEREAS the *Règlement sur les conditions pour exercer au sein d'un service de sécurité incendie municipal* provides for training requirements for firefighters of the Fire Safety Service to ensure a minimum professional qualification;

WHEREAS this by-Law is part of a willingness to guarantee to municipalities the training for firefighters with the skills and abilities necessary to respond effectively to emergencies;

WHEREAS in December 2014, the Quebec Government established the financial aid Program for the training of volunteer and part-time firefighters;

WHEREAS this Program has the main objective of bringing financial aid to municipal organizations allowing them to have a sufficient number of qualified firefighters to act effectively and safely in an emergency;

WHEREAS this Program also aims to foster the acquisition of the basic skills and abilities required by volunteer or part-time firefighters working in municipal Fire Safety Services;

WHEREAS the municipality of Saint-Gabriel-de-Valcartier wishes to benefit from the financial aid offered through this Program;

WHEREAS the municipality of Saint-Gabriel-de-Valcartier foresees training 6 firefighters for the Firefighter I program in the next year to effectively respond in a safe manner 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 Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To apply for financial assistance for the training of these firefighters under the Financial Assistance Program for the training of volunteer or part-time firefighters to the *Ministère de la Sécurité publique* and to forward this request to the MRC de La Jacques-Cartier.

16-02-19

9.3 Adoption, deposit and signature authorization for Emergency services Mutual Agreement

WHEREAS the "Entente mutuelle de services d'urgence – Ministère de la Défense nationale, municipalité de Saint-Gabriel-de-Valcartier et la municipalité de Shannon" dated February 24th, 2006;

WHEREAS the negotiation process with the implicated parties to receive the provisions of the said Agreement;

WHEREAS the recommendation of the Fire Safety Service Director, Mr. Stephen McCarthy;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

- To adopt the "Entente mutuelle de services d'urgence – Ministère de la Défense nationale, municipalité de Saint-Gabriel-de-Valcartier et la municipalité de Shannon" in accordance with the document submitted and attached to this resolution to form an integral part;
- To authorize the signature of the said agreement;
- To forward this resolution to interested parties;
- To authorize the Mayor, Mr. Brent Montgomery, to sign all related documents.

10. PUBLIC WORKS AND HYGIENE

10.1 Report from the person responsible for Public Works

Bulk Waste:

As of next fall/winter, the bulk waste pickup will be held every week to avoid problems due to weather conditions

Clearing of ditches:

The distance for the clearing of ditches will be enlarged to better clear the electric wires and avoid inconveniences due to weather conditions.

Fire hydrants:

Verification of a fire hydrant on John Neilson which moved due to gravity on John Neilson and temporary closure of a fire hydrant on Boulevard Valcartier. This one will be repaired as soon as the temperature is milder.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of January 2019

One permit was issued during the month of January 2019:

1	Accessory building
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11.2 Report from the Municipal Inspector

Conditional use request for wood cutting on lot 3 318 314:

WHEREAS the municipal Council has accepted, by resolution No. 011117 adopted on November 13th, 2017, a conditional use for the cutting of firewood on lot 3 318 314, with conditions;

WHEREAS the council had erroneously provided by this resolution, that the usage, as accepted, would have to cease if Mr. Alain Michaud no longer owned the company *Bois de chauffage Valcartier*;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

The following condition in the resolution No. 011117 be surpressed.

“In the eventuality that Mr. Alain Michaud no longer owns the company *Bois de chauffage Valcartier*, situated on lot 3 318 314, all authorized usage by virtue of a conditional use must cease”.

11.3 Renewal of the contract for the biological control of biting insects for 2019 (last year)

WHEREAS the municipality of Saint-Gabriel-de-Valcartier published a call for bids on January 8th, 2015 (SEAO and Le Journal de Québec) for the biological control of biting insects for 2015 with an option to renew for the years 2016, 2017, 2018 and 2019;

WHEREAS the bid from Conseillers Forestiers Roy Inc. was the lowest which complied to the specifications in the call for bids;

WHEREAS a contract was granted to Conseillers Forestiers Roy for the price and sum of \$97,790 plus applicable taxes. The option to renew the contract for the years 2016, 2017, 2018 and 2019 was retained, however the contract must be renewed annually, and the costs will be adjusted according to the Consumer Price Index for the Quebec Region as compiled by Statistics Canada as of October 31 of each year.

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To renew the contract for the year 2019 with the firm Conseillers Forestiers Roy Inc. for the biological control of biting insects, and this, for the price and sum of \$101,352.18 plus applicable taxes.

It should also be noted that a portion of the National Defence territory is also treated and that the cost to cover this surface has been established at \$20,010.22 plus applicable taxes. This, conditional to obtaining the authorization of DND Valcartier Base for the biological treatment in 2019.

19-02-19

11.4 Request to maintain agreement with the Department of National Defence and the École secondaire Mont Saint-Sacrement concerning the biological treatment of biting insects

WHEREAS the Municipality wishes to pursue the biological treatment of biting insects during the spring of 2019;

IT IS PROPOSED BY Councillor Thomas Lavalée

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To ask the Board of Directors of the Mont St-Sacrement School to maintain the agreement reached in 2001, and this, with the same terms and conditions as indicated in resolution No. 2001052205 adopted by the Mont St-Sacrement Board of Directors on May 22nd, 2001.

Furthermore, the Secretary-Treasurer is also mandated to communicate with the Department of National Defence in order to obtain the necessary authorizations to treat a part of the NDD property, and this with the same terms and conditions agreed to in 2001.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Mrs. Laberge submitted her report to the Director General before the present session. Here is a summary:

Community activities:

- February 13th: Bal des tuques from 6 to 8 pm. The two elementary schools of the territory are invited to this skating night.
- February 27th: Historical Committee Open House at 1754 Boulevard Valcartier from 5 to 7 pm.

13. MRC AND REGIONAL DOSSIERS

The Mayor, Brent Montgomery informed the members of Council that the last session of the MRC Council of Mayors was held on January 23rd, 2019.

The subjects discussed during this meeting included mainly:

- Resolution 19-008-O Agricultural zone exclusion request – Saint-Gabriel-de-Valcartier: The *MRC de la Jacques-Cartier* recommend that the *Commission de protection du territoire agricole du Québec* to accept the exclusion request on part of lots 2 196 882, 4 396 680 and 3 693 496 from the permanent agricultural zone.
- *Sûreté du Québec*: A meeting will be held on Wednesday, February 13th at the MRC between the General Directors from the MRC's municipalities and the *Sûreté du Québec* to evaluate the possibility of standardizing the Nuisance municipal By-laws on the territory of the MRC.

The next sitting will be held on Wednesday, February 20th, 2019, at 7:00 pm at the MRC Complex located in Shannon. All persons interested are invited to attend.

14. OTHERS

No items were processed this month.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:45 pm.

Brent Montgomery
Mayor

Joan Sheehan
Director General
Secretary-Treasurer