



MUNICIPALITÉ DE SAINT-GABRIEL-DE-VALCARTIER
PROVINCE DE QUÉBEC

MINUTES OF MUNICIPAL COUNCIL MEETING

Regular meeting of the local municipal council held on **Monday, December 2nd, 2019**, in the Saint-Gabriel-de-Valcartier municipal hall in accordance with the provisions of the Municipal Code for the province of Quebec

Present :

Mayor:	Brent Montgomery
Councillors :	Maureen Bédard
	Raymond Bureau
	David Hogan
	Thomas Lavallee
	Shelley MacDougall
	Dorothy Noël

Forming quorum under the presidency of the Mayor Brent Montgomery.

Also present:

Director-General and	
Secretary-Treasurer:	Joan Sheehan
Assistant Director General and	
Secretary Treasurer:	Heidi Lafrance
Person responsible for Public Works,	
Parks and buildings:	Dany Laberge
Municipal Inspector:	Stacy Gagné

1. CALL TO ORDER OF THE MEETING

The Mayor calls the meeting to order at 7:30 p.m.

At 7:15 pm a Public Consultation was held concerning the following subject:

6.1 Adoption of By-law No. 226 modifying Construction By-law No. 150 – Provision concerning the display of civic numbers

The minutes of this meeting form an integral part of the present minutes.

2. ACCEPTANCE OF THE AGENDA

01-12-19

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED

To adopt the agenda as presented below with an addition to point 14.1 **“Declaration of update to pecuniary interests”**.

1. Opening of the meeting

2. Acceptance of the agenda

3. Adoption of Minutes

3.1. Regular meeting of November 4th, 2019

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. 226 modifying Construction By-law No. 150 - Provision concerning the display of civic numbers

7. Administration

7.1. Nomination of Director General and Secretary-Treasurer

7.2. Retirement conditions for Mrs. Joan Sheehan

- 7.3. Employee's Christmas gifts
- 7.4. Council's meeting calendar for 2020

8. Finance

- 8.1. Accounts payable for the month of November 2019
- 8.2. Donations to charities and sponsorships request
- 8.3. Financial reserve in capital expenditures for 2019 projects to be completed in 2020

9. Public Security

- 9.1. Activity report from CAUCA for November 2019

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 November 2019
- 11.2. Report from the Municipal Inspector

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

02-12-19

3.1 Regular meeting of November 4th, 2019

The members of the council received the minutes of this meeting within the deadlines, as fixed by law; the Secretary Treasurer is therefore exempt from its reading.

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of November 4th, 2019

4. QUESTION PERIOD

In accordance with section 150 of the Quebec Municipal Code, this council meeting includes a question period during which time those present may ask questions.

Mayor Brent Montgomery invites the citizens present to ask questions concerning topics of interest to them.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Quebec Ministry of Transport:

In a correspondence dated November 19th, 2019, the MTQ informed the Municipality that a study was carried out concerning traffic congestion on Route 371 in connection with the activities of Village Vacances Valcartier. The main cause of the congestion is not related to the layout of Route 371, but rather comes from the management of parking entrances by the Village Vacances Valcartier. It should be noted that the sector is not accident-prone. Following this analysis, the MTQ does not foresee any interventions on Route 371. It is up to Village Vacances Valcartier to take the necessary measures to limit traffic backup on the road. The Ministry remains available to support Village Vacances Valcartier in their efforts.

Median Proportion and Comparative Factor of the Property Assessment Roll for the 2020 Fiscal Year

In accordance with the provisions of the Act respecting municipal taxation (CQLR, chapter F-2.1 section 264), the Minister of Municipal Affairs and Housing approved the median proportion and the comparative factor of the municipality's property assessment roll for the 2020 fiscal year. The approved results are as follows:

Median proportion: 101%
Comparative factor: 0,99

6. NOTICES OF MOTION AND BY-LAWS

03-12-19

6.1 Adoption of By-law No. 226 modifying Construction By-law No. 150 - Provision concerning the display of civic numbers

A Public Consultation concerning By-law No. 226 preceded the regular session of Council at 7:15 pm. Mayor Brent Montgomery welcomed those persons present and then invited the Municipal Inspector, Mr. Stacy Gagné, to present the By-law.

Whereas a Notice of Motion of this By-law was given during the November 4th, 2019 session of council;

Whereas a draft By-law No. 226 modifying Construction By-law No. 150 was filed at the November 4th, 2019 regular session of Council;

Whereas a copy of By-law No. 226 was submitted to Council members no later than 72 hours before this meeting and that all members present declare having read the Draft By-law;

Whereas the Municipal Inspector mentions the purpose of the said Draft By-law and its scope: to replace Article 3.8 of Chapter 3 concerning the installation and the visibility of the civic number;

Whereas copies of the By-law law were made available to the public for consultation at the beginning of this session;

IT IS PROPOSED BY councillor Maureen Bédard

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt By-law No. 226 modifying construction By-law No. 150.

7. ADMINISTRATION

04-12-19

7.1 Nomination of Director General and Secretary-Treasurer

WHEREAS Mrs. Joan Sheehan, Director General and Secretary-Treasurer, will officially retire on December 31st, 2019 after 40 years of service;

WHEREAS Mrs. Heidi Lafrance has been Assistant Director General and Assistant Secretary-Treasurer since October 1st, 2018 and has acquired the necessary skills and experience to accomplish her tasks;

WHEREAS Mrs. Heidi Lafrance has been employed by the Municipality over more than 15 years;

WHEREAS Mrs. Joan Sheehan, Director General and Mr. Brent Montgomery, Mayor, both recommend that Mrs. Lafrance be appointed as Director General and Secretary-Treasurer to succeed Mrs. Sheehan;

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

TO appoint Mrs. Heidi Lafrance as Director General and Secretary-Treasurer for the Municipality of Saint-Gabriel-de-Valcartier, and this, as of January 1st, 2020;

05-12-19 TO authorize Mrs. Heidi Lafrance to sign, in the name of the Municipality, all documents pertinent to the current affairs of the Municipality.

7.2 Retirement conditions for Mrs. Joan Sheehan

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To engage the services of Mrs. Joan Sheehan as a consultant, when needed, and for various projects (archival and others) for the year 2020.

To continue to provide her with a cell phone for emergency measures given that Mrs. Sheehan is the alternate municipal civil security coordinator for the Municipality.

06-12-19 **7.3 Employee's Christmas gifts**

IT IS PROPOSED BY councillor Thomas Lavallee

APPUYÉ PAR le conseiller Raymond Bureau

ET RÉSOLU À L'UNANIMITÉ :

D'attribuer un cadeau équivalant à un montant de :

- \$500 to permanent employees
- \$400 to regular non-permanent employees having worked more than 20 hours per week
- \$200 for regular, part-time employees having worked between 10 and 20 hours per week
- \$100 to regular part-time employees having worked less than 10 hours per week (Community Center, Playgroup, Security, Club Ados, etc.). The reference period is the past three months.
- \$50 to occasional employees and replacements having earned less than \$1,000 throughout the year (Community Center, Playgroup, Security, Club Ados, etc.).

07-12-19 **7.4 Council's meeting calendar for 2020**

WHEREAS Article 148 of the *Quebec Municipal Code* provides that the council must establish, before the beginning of each calendar year, the calendar of its regular meetings for the next year, fixing the day and the time of the beginning of each;

IT IS PROPOSED BY councillor Thomas Lavallee

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the following calendar be adopted for the regular meetings of council for the year 2020. These sessions will be held on Mondays and will begin at 7 :30 pm:

January 8	May 4	September 14
February 3	June 1	October 5
March 2	July 6	November 2
April 6	August 3	December 7

8. FINANCE

08-12-19 **8.1 Accounts payable for the month of November 2019**

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

WHEREAS the members of the council had the opportunity to ask their questions;

WHEREAS the budgetary credits needed to cover the monthly expenses are available, as certified by the Secretary-Treasurer;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the November 2019 list of accounts payable totalling \$269,141.29, which is annexed to this resolution to form an integral part thereof.

09-12-19

8.2 Donations to charities and sponsorships request

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO make a charitable donation in the amount of \$75 to the following:

- Centraide Québec;
- Fondation des maladies du cœur;
- Association pulmonaire du Québec;
- Société Canadienne du Cancer;
- L’Armée du Salut;
- Le Centre de prévention du suicide du Québec;
- Fondation des étoiles.

TO make a charitable donation in the amount of \$500 to the following:

- Programme de réhabilitation Fraser
- Fondation Roger Lamont for the Christmas hampers
- Fonds de bienfaisance Byron McBain
- Fondation des Amis du Jeffery-Hale – Saint Brigid’s

TO offer a sponsorship to the motorcross racing team BBP Racing for the 2020 season in the amount of \$300, \$100 per racer. The team is registered to the Challenge Québec which include 9 provincial races. The team is composed of three of our residents: Jeremy Boyd, Xavier Bergeron and Dylan Pouliot.

10-12-19

8.3 Financial reserve in capital expenditures for 2019 projects to be completed in 2020

WHEREAS several major projects planned for 2019 were postponed to 2020 due to circumstances beyond control;

WHEREAS the following projects were not realised:

Project	Budget 2019	Amount spent in 2019	Amount not be revised	Reason
Replacement of a culvert on rue Caroline	\$140,000	\$12,300 (prof. services)	\$127,700	Culvert out of stock due to important roadworks throughout the Quebec region
Replacement of boards on Clark’s bridge	\$50,000	\$24,200 (wood purchased, signalisation)	\$25,800	Delay in the delivery of wood and early arrival of winter season
Mobile workshop truck	\$130,000	-	-	
Skating rink Phase 1	\$800,000	\$47,650 (prof. services – engineer, architect and surveyor)	\$752,350	Bids were significantly higher than estimated Revision of project
Total:	\$1,120,000	\$84,150	\$905,850	

IT IS PROPOSED BY Councillor Shelley MacDougall
SECONDED BY Councillor Dorothy Noël
AND UNANIMOUSLY RESOLVED:
TO create a Financial reserve in capital expenditures for 2019 projects to be completed in 2020.

9. PUBLIC SECURITY

9.1 Activity report from CAUCA for November 2019

A total of 23 calls were received during the month of November 2019:

6	Medical
6	Accidents
0	Fire alarm (house fire, automatic mutual aid cancelled)
1	False alarm
8	Miscellaneous (school evacuation drills)
2	Public Works emergency

10. PUBLIC WORKS AND HYGIENE

10.1 Report from the person responsible for Public Works – M. Dany Laberge

M. Dany Laberge presents an oral report of the activities of the Public Works Department.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of November 2019

A total of 17 permits were issued for the month of November 2019:

2	New residences
2	Residential extensions
4	Accessory buildings
2	Demolition/move
5	Septic installations
1	Well
1	Tree felling

11.2 Report from the Municipal Inspector – Stacy Gagné

No report for this month.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Mrs. Laberge submitted her report to the Director General before the present meeting. The following is a summary:

Upcoming Community activities:

- December 4th: Christmas concert - Chœur de Québec
- December 15th: Christmas Tree Lighting Activities
- December 18-19th: Preparation and distribution of Christmas hampers

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informs the members of council that the last meeting of the mayors of the MRC was held on November 20th, 2019. The adoption of the MRC budget was held on November 27th, 2019.

During the meeting for the adoption of the budget, Mr. Claude Lebel, Mayor of Stoneham was elected by his peers as prefect of the MRC de La Jacques-Cartier for a two-year mandate.

MRC budget:

The MRC Council of Mayors adopted a budget of \$2,598,477 for the 2020 fiscal year. This compares to a budget envelope of \$ 2,551,097 for the year 2019.

The share of costs for Saint-Gabriel-de-Valcartier amounts to 12.06% for 2020 compared to 11.38% for the year 2019. This calculation is based on property wealth.

Regular sessions of the MRC for 2020:

January	22	Wednesday 7 pm
February	19	Wednesday 7 pm
March	18	Wednesday 7 pm
April	15	Wednesday 7 pm
May	20	Wednesday 7 pm
June	17	Wednesday 7 pm
August	26	Wednesday 7 pm
September	16	Wednesday 7 pm
October	21	Wednesday 7 pm
November	25	Wednesday 7 pm

MRC Committees:

The Mayor, Mr. Brent Montgomery was named on the following MRC committees:

- Agricultural Consulting Committee
- Public Security
- SDE Board of Directors
- Committee on metropolitan and regional planning dossiers.

The next sitting of the mayors will be held on January 22nd, 2020 at 7:00 pm at the MRC de la Jacques-Cartier complex in Shannon. All interested parties are invited to attend.

14. OTHERS

14.1 Declaration of update to pecuniary interests

Elected officials submit their updated declaration of pecuniary interests duly completed and signed in accordance with section 358 of the *Act respecting elections and referendums in municipalities*. These will be forwarded to the Ministry of Municipal Affairs and Housing.

15. CLOSING OF THE MEETING

All subject on the agenda being discussed, the Mayor closes the meeting at 8:10 pm.

Brent Montgomery
Mayor

Joan Sheehan
Director General
Secretary-Treasurer