



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, June 1st, 2020**, by videoconference pursuant to the March 15, 2020, order 2020-004 of the Minister of Health and Social Services concerning the order of measures to protect the health of the population in the pandemic situation of COVID-19. The Council is authorized to sit in Caucus and Council members are authorized to take part in discussions, deliberate and vote at a meeting by any means of communication. This meeting will be held by videoconference and the differed webcast will be made available on the municipal website as of Tuesday, June 2, 2020.

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:	Heidi Lafrance
Person responsible for Public Works,	
buildings and parks:	Dany Laberge
Municipal Inspector:	Stacy Gagné

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-06-20

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with the addition of point 8.6 "Purchase of an accounting software".

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular meeting of May 4, 2020
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
- 7. Administration**
 - 7.1. Municipal insurance
 - 7.2. Approval of the concept of heraldic emblems for the Municipality
- 8. Finance**
 - 8.1. Accounts payable for the month of May 2020
 - 8.2. Financial aid requests

- 8.3. Acceptance of financial statements for the period ending December 31, 2019
- 8.4. Financial report highlights for 2019
- 8.5. Purchase of an ice machine for the Valcartier Community Centre

9. Public Security

- 9.1. Activity report from CAUCA for May 2020

10. Public Works and Hygiene

- 10.1. Report from the Person Responsible for Public Works
- 10.2. Awarding of contract for the winter maintenance of the Sommet Bleu sector

11. Urbanism and Environment

- 11.1. Report of permits issued during the month of May 2020
- 11.2. Report from the Municipal Inspector
- 11.3. Resolution concerning minor derogation requests in a sanitary measure context
- 11.4. Minor derogation – lot 5 750 064
- 11.5. Conditional use request – lots 2 196 997, 2 197 002, 3 358 692 and 6 105 365

12. Recreation, Culture, and Community life

- 12.1. Report from the Sports and Recreation Director
- 12.2. Agreement protocol with Vallée Jeunesse Québec inc. – rental of soccer field and Tremplin Program

13. MRC and regional dossiers

14. Others

15. Closing of the meeting

3. ADOPTION OF MINUTES

02-06-20

3.1 Regular meeting of May 4, 2020

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 Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of May 4, 2020.

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.

Pursuant to Order 2020-004 of the Minister of Health and Social Services of March 15, 2020, concerning the order of measures to protect the health of the population in the pandemic situation of COVID-19, this session is held in caucus by videoconference. As a result, citizens were invited to submit their questions by in writing before the meeting. No questions were received. Questions following the meeting may be sent by email to admin@munsgdv.ca until 4:30 pm on June 4, 2020.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

03-06-20

Financial Aid Request for Videotron services:

In a correspondence dated May 8, 2020, Mrs. Émilie Rajotte, resident on Redmond Road, requesting a financial aid from the Municipality to defray the costs of connection for her residence to Videotron services which are expensive.

WHEREAS this is a service which is not under the Municipality's jurisdiction.

WHEREAS the availability and costs for this service should have been verified before beginning construction;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO not grant financial assistance to Mrs. Rajotte for the connection to Videotron services.

6. NOTICES OF MOTION AND BY-LAWS

No such items were treated this month.

7. ADMINISTRATION

7.1 Municipal Insurance

Following a meeting and the recommendations presented by Mrs. Johanne Bégin, te d'une rencontre et de recommandations présentées par Mme Johanne Bégin, damage insurance broker for PMT Roy;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED TO:

To adhere to a cyber-risk insurance in case of computer hacking with the PMT Roy insurance company. This insurance covers, amongst others, costs related to digital assets, losses related to business interruption, cyber extortion costs, civil liability related to network security and the protection of personal information.

7.2 Approval of the concept of heraldic emblems for the Municipality

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED TO:

Approve the concept of heraldic emblems (coat of arms) proposed on May 28, 2020, by the Canadian Heraldic Authority.

8. FINANCE

8.1 Accounts payable for the month of May 2020

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of May 2020;

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 May 2020 totalling a sum of \$224,195.13, which is annexed to this resolution to form an integral part thereof.

8.2 Financial aid requests

Association des proches aidants de la Capitale-Nationale :

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED TO:

To allocate financial assistance of \$1,000 to the *Association des proches aidants de la Capitale-Nationale*. This association offers free support and hours of respite to four caregivers residing Saint-Gabriel-de-Valcartier in 2020.

Royal Canadian Legion:

08-06-20

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED TO:

To allocate a financial assistance of \$300 to the Royal Canadian Legion. The Legion is a non-profit organization. Its specific mission is to assist veterans and their families, as well as to promote scholarships and support the Cadet Corps in the Quebec region.

Bursaries for Dollard-des-Ormeaux school graduation ceremony:

09-06-20

WHEREAS THE Municipality has supported the graduating student of Dollard-des-Ormeaux school for many years now;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED TO:

To grant financial assistance of \$200 to Dollard-des-Ormeaux school for the individual graduation ceremonies of 2020. Although the formula will be different this year due to COVID-19, it is still important to underline the accomplishments of secondary five graduates.

8.3 Acceptance of financial statements for the period ending December 31, 2019

10-06-20

WHEREAS the elected officials received, within the deadlines set by law, the financial statements for the period ending December 31, 2019;

WHEREAS elected officials had the opportunity to ask their questions;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To accept the financial statements prepared by the firm Pricewaterhouse Coopers for the financial year ending December 31, 2019.

8.4 Financial report highlights for 2019

In accordance with the provisions of article 176.2.2 of the Municipal Code of Quebec, during this regular meeting of the municipal council of June 1, 2020, the Mayor reports on the highlights of the financial report and the report of the external auditor, for the fiscal year ending December 31, 2019, as verified by Pricewaterhouse Coopers LLP / s.r.l. / s.e.n.c.r.l. This report is available on the Municipality's website.

8.5 Purchase of an ice machine for the Valcartier Community Centre

This subject will be reported to a future sitting of council since the tenders requested were not received before this meeting.

8.6 Purchase of an accounting software

11-06-20

WHEREAS important and expensive updates to our actual accounting and taxation software are necessary to comply with different ministries;

WHEREAS our actual software has not evolved;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED TO:

Acquire the MegaGest accounting software from PG Solutions for \$35,000 plus taxes.

Annual fees are \$6,262.50 plus taxes.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of May 2020

A total of 14 calls were received during the month of May 2020:

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

Sûreté du Québec – Sponsorship:

To improve and optimize the Sûreté du Québec’s sponsorship program for the Municipality, agent Marie-Philippe Maltais will henceforth be the godmother for Saint-Gabriel-de-Valcartier. A meeting with the Director General is scheduled soon to inform her of our needs.

10. PUBLIC WORKS AND HYGIENE

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

Mr. Dany Laberge submitted his report to the Director General before the meeting. Here is a summary:

Walking trail:

12-06-20

WHEREAS the entrance to the walking trail on Boulevard Valcartier is located in proximity to private residences;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED TO:

Create a visual screen, namely a cedar hedge 12 feet from the trail, to restore privacy to lot 2 196 325;

It is understood that the lot line 4 714 575 belonging to the Municipality remains unchanged.

Correction of erosion problems on John-Neilson Street:

13-06-20

WHEREAS a review meeting with Mr. Patrice Towner and Mr. Robin Lemay, engineers with the firm WSP was held previously to this meeting to present a solution to the erosion problems on John-Neilson Street;

WHEREAS the works consist mainly of installing culverts, lowering gravel road sides and punctual anchoring of ditches;

WHEREAS the cost for these works which have been estimated at more or less \$55,000 respect budgetary forecasts for 2020;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To proceed with the works as described in the plans. This project will be accomplished accordingly before the end of the year.

Repair of roundabout on Place Leduc:

14-06-20

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To proceed with repair works to the roundabout on Place Leduc for the sum of \$12,000.
This project will be accomplished accordingly before the end of the year.

Jacques-Cartier riverbank, Redmond Road:

On Saturday, May 30, 2020, the level of the Jacques-Cartier River rose considerably. The Public Works Department monitored the river over the weekend. The damaged bank on Redmond Road was weakened by this flood. The call for bids for repair works to the riverbank will be sent out around June 11.

10.2 Awarding of contract for the winter maintenance of the Sommet Bleu sector

A call for bids by invitation for the winter maintenance of the Joseph-Moraldo sector was sent on May 14, 2020, to Transport Éric Monaghan Inc., Déneigement Clay Boyd, Déneigement Gilbert Lachance, Entretien DP, Benoit Gauvin and Transport LMA Lapointe.

On May 14, 2020, Mr. Marc-André Lapointe from the company LMA Lapointe contacted the Director General to inform her that he did not intend to submit a bid.

Two (2) contractors submitted bids and these were opened at 10:05 am on May 29, 2020. The opening of the bids was filmed given the interdiction for indoor public gatherings due to COVID-19.

	Winter season 2020-2021 (amount including taxes)	Winter season 2021-2022 (amount including taxes)
Transport Eric Monaghan Inc.	\$53,348.40	\$53,348.40
Benoit Gauvin	\$57,487.50	\$57,487.50

The bid from Transport Eric Monaghan was judged conform to all the call for bids documents, however, Mr. Monaghan informed the Director General by Email on Monday, June 1, 2020, that he was withdrawing his bid and did not wish to contract for the winter maintenance of the Sommet Bleu sector.

The bid from Benoit Gauvin was judged conform to the call for bids documents.

AS A RESULT,

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO award a one (1) year contract to Benoit Gauvin for the price and sum of \$57,487.50 including taxes for the 2020-2021 winter season.

The Mayor, Brent Montgomery and the Secretary-Treasurer are duly authorized to sign the aforementioned contract in the name of the Municipality.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of May 2020

A total of 28 permits were issued during the month of May 2020:

4	New residence
4	Residential extensions
1	Renovation
6	Accessory buildings
4	Pool installation
1	Fence
4	Septic installations
4	Wells

11.2 Report from the Municipal Inspector

Mr. Stacy Gagné gives a verbal report of the Urbanism Department activities.

Mr. Gagné informs the council that he has followed a videoconference training: the role of a municipal officer.

07-05-20

11.3 Resolution concerning minor derogation requests in a sanitary measure context

CONSIDERING that the Urbanism Department of the Municipality informed the council that the time period is conducive to the filing of requests for minor derogations;

CONSIDERING the current state of health emergency which has been declared in accordance with the *Public Health Law*;

CONSIDERING that within the context of this declaration of state of health emergency, the minister of Health and Social Services published a decree dated May 7, 2020 (2020-033) suspending any procedure, other than by referendum, which is part of a decisional process of the municipal organism and which implies the movement or assembly of citizens, unless the council decides otherwise;

CONSIDERING that waiting for the end of the declaration of health emergency to process requests for minor derogations would considerably and detrimentally delay the implementation of projects for the citizens concerned;

CONSIDERING that the summer season is a period conducive to carrying out work and that the council wishes to promote their completion in compliance with municipal by-laws;

CONSIDERING that it is indeed difficult to predict to date the end of the declaration of state of health emergency, but that in the current context, it is possible that it may be extended for several more weeks;

CONSIDERING that the council judges that it is in the public's interest not to deprive the citizens of the possibility of having their requests for minor derogations treated insofar as the council also get feedback from the citizens, the latter not being thus deprived of the possibility to express their views and submit comments for consideration by the council;

CONSIDERING that the council wishes that the procedure under the Land Planning Act and development in respect to minor derogations be replaced by a written consultation period of 15 days pre-announced by public notice, as allowed by ministerial decree 2020-033 and this in respect to any minor derogation request to be processed during the declaration of health emergency, unless additional or other measures are taken by governmental authorities;

AS A RESULT,

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the preamble is an integral part of this resolution;

THAT the municipal council decides that minor derogation requests filed or treated during the declaration of health emergency should be treated once the procedure intended by the ministerial decree 2020-033 is respected (written consultation);

THAT a notice is published, in accordance with the usual method of publishing municipal notices, as well as on the municipality's website explaining in particular the nature of the minor derogation request as well as its scope and inviting people to submit their written comments regarding this request for a minor derogation;

THAT the written comments regarding the minor derogation request may be submitted in writing to the following Email address admin@munsgdv.ca or a letter deposited in the night deposit box at City Hall, at the latest 15 days following the publication of this notice;

THAT once the deadline for submitting comments has expired and municipal council has taken note of these, a new resolution will be adopted to rule on the request for minor derogation.

11.4 Minor derogation – lot 5 750 064

This minor derogation consists in authorizing the derogatory nature of the inclination of the facade of the future residence to 80 degrees from the front lot line due to physical and technical constraints instead of the regulatory 30 degrees.

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To accept the minor derogation request for lot 5 705 064 of the official Saint-Gabriel-de-Valcartier cadastre in order to authorize the residence to have a facade at 80 degrees from 5th Avenue, and this according to the recommendation of the UCC.

11.5 Conditional use request – lots 2 196 997, 2 197 002, 3 358 692 and 6 105 365

WHEREAS a temporary conditional use request for lots 2 196 997, 2 197 002, 3 358 692 and 6 105 365 was granted on June 3, 2019, relating to a set for a film;

WHEREAS the temporary project had a timeline of one year;

WHEREAS the project could be subject to renewal with a request for extension of use;

WHEREAS a request for renewal was submitted on May 28, 2020, for the filming of a series on the same lots;

WHEREAS the state of health emergency currently in force which was decreed according to the *Public Health Law*;

WHEREAS in the context of this declaration of state of health emergency, the minister of Health and Social Services issued a decree on May 7, 2020 (2020-033) any procedure, other than by referendum, which is part of a decisional process of the municipal organism and which implies the movement or assembly of citizens, unless the council decides otherwise;

WHEREAS municipalities can report the authorization of a conditional use request to an ulterior meeting when the state of health emergency has been lifted or when a request becomes priority.

WHEREAS no delay is prescribed by the Law between the submission of a request for conditional use and the adoption by the council of the resolution by which it authorizes the use or not;

AS A RESULT,

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

THAT the preamble be an integral part of this resolution;

THAT the municipal council decides not to treat this request for conditional use immediately for lots 2 196 997, 2 197 002, 3 358 692 and 6 105 365 – Filming of a series given the non-urgent character of the request due to the cessation of this type of activity in the current pandemic situation. This dossier will be re-evaluated when this type of activity is resumed.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Day camps:

According to a directive from the Government, Day camps in Quebec are part of the

steps of deconfinement. The preparation for Summer Playground 2020 has begun. We are currently recruiting animators. The registration period for residents ends on June 5th.

Public Market:

The Saint-Gabriel-de-Valcartier Public Market has been cancelled for the summer of 2020 because of the pandemic.

19-06-20

12.2 Agreement protocol with Vallée Jeunesse Québec inc. – rental of soccer field and Tremplin Program

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the Mayor Brent Montgomery to sign for and in the name of the Municipality, an agreement protocol for the exclusive use of the soccer field located at 1895, Boulevard Valcartier, lot 4 704 970, from June 1, 2020, to October 1, 2020, in the amount of \$6,000 and the participation in the Tremplin Program from June 1, 2020, to May 31, 2021, in the amount of \$4,000.

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 May 20, 2020, by telephone conference.

The next sitting will be held on June 17, 2020, at 7:00 pm.

14. OTHERS

No subjects were treated this month.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:25 pm.

Brent Montgomery
Mayor

Heidi Lafrance
Director General
Secretary-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.