



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

**MINUTES OF MUNICIPAL COUNCIL MEETINGS**

**Regular session** of the local Municipal Council held on **Monday, September 14<sup>th</sup>, 2020**, in the Saint-Gabriel-de-Valcartier Community Centre 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 Lavalée
	Dorothy Noël

Absent : Shelley MacDougall

Forming a quorum under the presidency of the Mayor, Mr. Brent Montgomery.

Also present:

Director General and Secretary

Treasurer:	Heidi Lafrance
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Person responsible for Public Works, buildings and parks:	Dany Laberge
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Municipal Inspector:	Stacy Gagné
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**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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01-09-20

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below. No subject is added.

**1. Opening of the meeting**

**2. Acceptance of the agenda**

**3. Adoption of Minutes**

3.1. Regular meeting of August 3rd, 2020

**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. 236 Complementary By-law to the Harmonized By-law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal powers

6.2. Repeal of By-Laws No. 119, 121, 137, 141, 157, 158, 184, 187, 196, 197 206 and 214 to be replaced by By-law No. 236 Complementary By-law to the Harmonized By-law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal powers

**7. Administration**

7.1. Awarding of contract for janitorial services of municipal buildings at 1743, 1745 and 1754 Boulevard Valcartier from October 1st to September 30th, 2021

7.2. Approval of preliminary drawings of coat of arms and flag

7.3. Resolution of request to the Government of Quebec for Accès-Logis programming

**8. Finance**

8.1. Accounts payable for the month of August 2020

8.2. Addition of a member to the RBC Visa Canada account

**9. Public Security**

9.1. Activity report from CAUCA for August 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 water reservoirs, municipal parks and turning points

10.3. Awarding of contract for winter maintenance of municipal parking lots

**11. Urbanism and Environment**

11.1. Report of permits issued during the month of August 2020

11.2. Report from the Municipal Inspector

11.3. Minor Derogation – lot 6 341 416

11.4. Fall 2020 treatment - Biological control 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**

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02-09-20

**3.1 Regular meeting of August 3rd, 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 Thomas Lavallee

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of August 3rd, 2020.

**4. QUESTION PERIOD**

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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**

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***Correspondence from the Ministry of Transport concerning the school zone in front of Valcartier Elementary (1748 Boulevard Valcartier) :***

The Ministry of Transport responded to Resolution No. 030320 requesting an analysis be conducted to improve the traffic in the school zone in front of Valcartier Elementary school on August 17th, 2020. In this regard, the MTQ is favourable to extending the school zone to a length of up to 120 metres. Moreover, in order to ensure the safety of the pedestrian crossing, rectangular flashing lights will be installed, which will increase visibility notably in the presence of pedestrians.

## 6. NOTICES OF MOTION AND BY-LAWS

03-09-20

### 6.1 Adoption of By-law No. 236 Complementary By-law to the Harmonized By-law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal powers

Whereas a Notice of Motion of this By-Law was previously given at a regular sitting of Council on August 3rd, 2020;

Whereas a draft by-law No. 236 Complementary By-Law to the Harmonized By-Law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal powers was presented at the regular sitting of Council on August 3rd, 2020;

Whereas a copy of By-Law No. 236 was submitted to the members of Council at the latest 72 hours before the adoption meeting of this By-Law and all council members present declare having read the By-Law ;

Whereas the Secretary Treasurer mentioned the object of the said By-Law and its scope during the current meeting, the By-Law is composed of different regulations aimed at ensuring the security, tranquility and quality of life of the municipality's residents in addition to the RHSPPPP (223);

Whereas copies of the By-Law were made available to the public for consultation at the beginning of the meeting;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt By-Law No. 236 Complementary By-Law to the Harmonized By-Law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal.

04-09-20

### 6.2 Repeal of By-Laws No. 119, 121, 137, 141, 157, 158, 184, 187, 196, 197 206 and 214 to be replaced by By-law No. 236 Complementary By-law to the Harmonized By-law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal powers

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To repeal by-laws No. 119, 121, 137, 141, 157, 158, 184, 187, 196, 197, 206 and 214 to be replaced by By-Law No. 236 Complementary By-Law to the Harmonized By-Law on Public Safety and the Protection of Persons and Property (RHSPPPP-223) and other provisions relating to municipal.

## 7. ADMINISTRATION

05-09-20

### 7.1 Awarding of contract for janitorial services of municipal buildings at 1743, 1745 and 1754 Boulevard Valcartier from October 1st to September 30th, 2021

WHEREAS a call for bids by invitation was sent on August 13th, 2020 to five companies for janitorial services of municipal buildings:

- Entretien commercial A.M. inc.
- Nettoyage CVS
- Jan-Pro
- SDD Services Danny Dubé inc.
- Spécialinet;

WHEREAS SDD services Danny Dubé inc. declined the invitation to bid;

WHEREAS four companies submitted bids which were opened publicly on September 9th, 2020 at 11:05 am :

<i><b>Company</b></i>	<i><b>Hourly rate (excluding taxes)</b></i>
Spécialinet	32.00
Nettoyage CVS	36.50
Entretien commercial A.M. inc.	42.00
Jan-Pro	Bid deemed non-conforming

WHEREAS the bid from Jan-Pro was deemed non-conforming given the price of the bid was based on a yearly rate and not hourly, this bid was rejected;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To award the contract for janitorial services for municipal buildings 1743, 1745 and 1754 Boulevard Valcartier from October 1st, 2020 to September 30th, 2021 to Spécialinet at an hourly rate of \$32.00 excluding taxes, including cleaning products. Any additional work such as stripping and waxing floors are not included in this contract. The Mayor and Director General are duly authorized to sign the contract in the name of the Municipality.

06-09-20

**7.2 Approval of preliminary drawings of coat of arms and flag**

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED :

To approve with a few modifications the preliminary drawings for a coat of arms and flag of proposed on September 3rd, 2020 for Saint-Gabriel-de-Valcartier by the Canadian Heraldic Authority.

07-09-20

**7.3 Resolution of request to the Government of Quebec for Accès-Logis programming**

WHEREAS confinement at home and the unfamiliar times all Quebecers and the world are going through, remind us more than ever that decent housing is too often taken for granted;

WHEREAS 305 590 households in Québec need adequate and affordable housing;

WHEREAS these needs are not being met by the current housing offerings;

WHEREAS the revival of the Quebec economy definitely involves the construction of social and community housing;

WHEREAS the investments in community housing achieve a dual objective, namely to help the most vulnerable households while generating significant economic benefits;

WHEREAS each dollar invested in the realization of housing community housing projects generate \$ 2.30 in economic activity in the construction sector;

WHEREAS it is necessary to adequately house all Quebecers;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNAIMOUSLY RESOLVED:

To ask the Quebec Government to finance 10 000 new social and community housing units and include social and community housing at the heart of its economic revival plan.

To forward a copy of this resolution to the Minister of Municipal Affairs and Occupation of the Territory, Mrs. Andrée Laforest, as well as to the president of the Treasury Board, Mr. Christian Dubé, and the Finance Minister, Mr. Eric Girard

**8. FINANCE**

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08-09-20

**8.1 Accounts payable for the month of August 2020**

WHEREAS the September session of Council is held on September 14th due to the Labour Day holiday;

WHEREAS to avoid interest fees on accounts payable due by the municipality;

WHEREAS the Mayor previously approved the list of accounts payable and these were paid on September 8, 2020;

WHEREAS the Secretary-Treasurer has submitted the list of accounts payable to be paid for the month of August 2020;

WHEREAS elected officials were given 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 Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of August 2020 totalling a sum of \$373,134.87, which is annexed to this resolution to form an integral part thereof.

09-09-20

**8.2 Addition of a member to the VISA RBC Canada account**

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To decree a Visa business line of credit for a maximum of \$15,000 to the Royal Bank of Canada for municipal purchases on 10 credit cards with a limit of \$1,500 each. The following employees are authorized to purchase supplies for the Municipality after being approved by the General Administration:

- Mrs. Margaret Baker;
- Mrs. Bonnie Chassé;
- Mrs. Pamala Hogan;
- Mr. Stacy Gagné
- Mr. Dany Laberge;
- Mrs. Heidi Lafrance;
- Mr. Denis Marceau;
- Mrs. Carolyn McCarthy;
- Mrs. Mélissa Ouellet;
- Mrs. Sandra Woodbury.

**9. PUBLIC SECURITY**

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**9.1 CAUCA activity report for the month of August 2020**

A total of 23 calls were received during the month of August 2020:

6	Medical
2	Accident
0	Fire alarm
1	False alarm
13	Miscellaneous
1	Public Works - emergency

## **10. PUBLIC WORKS AND HYGIENE**

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### **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:

Unforeseen repair works need to be carried out on the tractor and the 6-wheel dump truck in the coming weeks. These works were not budgeted, but have been authorized by council:

#### ***Creation of work group to study the speed limits on the roads of the Municipality:***

The following committee is formed:

- Dany Laberge, Public Works foreman
- Maureen Bédard, councillor
- Dorothy Noël, councillor
- Brian Monaghan, resident
- The members of the Urban Consulting Committee are invited, without obligation, to join this committee

#### ***Creation of a work group to study the design of the municipal parks:***

- Dany Laberge, Public Works foreman
- Stacy Gagné, municipal inspector
- Raymond Bureau, councillor
- Thomas Lavallee, councillor

Mission: to find permanent solutions to different problems regarding municipal parks (Clark's Bridge and the 2 river accesses via Redmond Road), more precisely safety and parking.

#### ***Link between rue Caroline and the Lac Roland sector by lot 3 985 968 belonging to the Municipality:***

Residents from rue Caroline and the Lac Roland sector have asked the Municipality to create a pedestrian link between the two neighborhoods via lot 3 985 968 so that children may cross from one sector to the other safely without taking 5<sup>th</sup> Avenue.

After discussing this, the members of council would like to get the opinion of the residents in these sectors. A survey will be carried out in order to evaluate their interest and make a decision on this matter.

### **10.2 Awarding of contract for the winter maintenance of water reservoirs, municipal parks and turning points**

WHEREAS a call for bids by invitation was sent on August 10th, 2020 to Déneigement Clay Boyd, Transport LMA Lapointe, Transport Ronald Murphy enr., Excavation Yves Bergeron enr. and Transport Eric Monaghan inc. For the winter maintenance of water reservoirs, municipal parks and turning points;

- Reservoir zone – Boulevard St-Sacrement sector;
- Reservoir zone– Redmond Road (Redmond bridge sector);
- Reservoir 5<sup>th</sup> Avenue sector (between civic numbers 87-90, 5<sup>th</sup> Avenue);
- Municipal park (Clark's bridge sector);
- Municipal park (Sommet Bleu private sector);
- Route 371 turning point (Stoneham-et-Tewkesbury limits)

WHEREAS one contractor submitted a bid and it was opened on September 3rd, 2020 at 11 :05 am.

10-09-20

	2020-2021 winter season	2021-2022 winter season	2022-2023 winter season	Total  (excluding taxes)
Déneigement Clay Boyd	3,300.00	3,400.00	3,500.00	10,200.00

WHEREAS the bid was analyzed and deemed conforming to the call for bids specifications.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To award a three (3) year contract to Déneigement Clay Boyd (2633-5133 Québec inc.) for the winter maintenance of water reservoirs, municipal parks and roundabouts for the 2020-2021, 2021-2022 and 2022-2023 winter seasons, and this, in the amount \$10,200 excluding taxes. The Mayor and Director General are duly authorized to sign the contract in the name of the Municipality.

11-09- 20

**10.3     Awarding of contract for the winter maintenance of municipal parking lots**

WHEREAS the winter maintenance of the Community Centre parking lot will be different this year due to the repositioning of the skating rink and the enlargement of the parking lot;

WHEREAS an estimate for the winter maintenance of municipal parking lots (City Hall and Community Centre, municipal garage and fire hall, multifunction complex and United Church – gym and Fire Department) was requested from the contractor carrying out this maintenance for the past three winter seasons, Excavation Yves Bergeron enr.;

WHEREAS Excavation Yves Bergeron enr. was the only bidder at the last call for bids for the said contract in 2017;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a one-year contract to Excavation Yves Bergeron enr. for the winter maintenance of municipal parking lots for the 2020-2021 winter season, and this, for the amount \$11,830.00 excluding taxes. In the event that the snow must be removed, this service is not included in the contract. The Mayor and Director-General are duly authorized to sign the contract in the name of the Municipality.

**11.       URBANISM AND ENVIRONMENT**

**11.1     Report of permits issued during the month of August 2020**

A total of 6 permits were issued during the month of August 2020:

1	Residential extensions
1	Renovations
3	Accessory buildings
1	Septic installations

**11.2     Report from the Municipal Inspector**

Mr. Stacy Gagné gives a verbal report of the Urbanism Department’s activities. Here is a brief summary :

***Correction of a shared drainage ditch (lots 4 105 379 and 4 105 382) in the Domaine des Plateaux:***

12-09-20

WHEREAS a water drainage and right of way exists on lot 4 105 382 in favor of lot 4 105 379 property of the Municipality under number 16 051 918;

WHEREAS this ditch had been badly positioned;

WHEREAS the ditch, once moved, will improve the efficiency of maintenance by our Public Works team;

WHEREAS the ditch will be safer with a reduced slope;

WHEREAS the design of the ditch will ensure its sustainability.

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

THAT the Municipality mandate and pay the professional fees for engineering and survey services to assure quality work;

THAT the ditch be installed according to the water drainage servitude;

THAT the owner of lot 4 105 382 pay for the installation costs as well as the material necessary for the works to be carried out on his property, and this, according to guidelines provided by the professionals mandated by the Municipality.

### **11.3 Minor derogation request – lot 6 341 416**

This minor derogation request has been cancelled since it no longer meets the criteria for a derogation request.

### **11.4 Fall 2020 treatment - Biological control of biting insects**

WHEREAS the firm Conseillers forestiers Roy submitted an offer of services to carry out the biological control of biting insects in order to reduce the larval density in main waterways before the spring melt, and this, for the price and sum of \$6,000.00 excluding taxes.;

WHEREAS the members of council are of the opinion that this service is necessary to control biting insects;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavalée

AND UNANIMOUSLY RESOLVED:

To mandate the firm Conseillers forestiers Roy to carry out a fall treatment of waterways, and this, for the price and sum of \$6,000.00 plus applicable taxes.

Councillor Maureen Bédard is opposed to this treatment, she is rather in favor of letting nature run its course. She asks elected officials to take into consideration the most recent studies on bti and to learn about new techniques for controlling biting insects.

## **12. RECREATION, CULTURE AND COMMUNITY LIFE**

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

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

Fall sports and leisure activities are gradually resuming according to Public Health guidelines.

#### ***2020 summer Playground Program:***

Given the challenges and guidelines imposed by COVID-19, the 25% price reduction, the absence of bus transportation and the reduced cost of special activities, the additional deficit for the 2020 summer Playground program is of \$1,800.00.

## **13. MRC AND REGIONAL DOSSIERS**

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The Mayor, Brent Montgomery informed the members of Council that the last session of the MRC Council of Mayors was held on August 26th, 2020.

13-09-20



The next sitting will be held on September 16th, 2020, at 7:00 pm.

**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 discussed at length, the Mayor declared the meeting closed at 10:15 pm.

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Brent Montgomery  
Mayor

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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.*