



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 1, 2021**, by videoconference pursuant to the October 2, 2020, order 2020-074 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, February 2, 2021.

Are present:

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

Absent:	Dorothy Noël
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Forming a quorum under the presidency of the Mayor, Mr. Brent Montgomery.

Also present:

Director General and Secretary	
Treasurer:	Heidi Lafrance
Public Works foreman:	Dany Laberge

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-02-21

IT IS PROPOSED BY councillor Thomas Lavallee

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with an addition to point 12.2 **“Awarding of contract for the construction of an outdoor skating rink – Phase 2”**.

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
 - 3.1.** Regular meeting of January 11th, 2021
 - 3.2.** Special meeting of January 26th, 2021 for the adoption of 2021 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. 239 establishing tax rates and service charges for the year 2021
- 7. Administration**
 - 7.1.** Homologation of the evaluation role for the financial year 2020
 - 7.2.** Report on the application of the Regulation on contractual

- management
- 7.3. Day laborer for the Public Works Department – permanent position
- 8. Finance
 - 8.1. Accounts payable for the month of January 2021
 - 8.2. Contribution to Valcartier Village Golden Age Club
 - 8.3. Financial Aid to municipalities within the context of the COVID-19 pandemic
 - 8.4. Resolution for the sale of immovables for non-payment of taxes
- 9. Public Security
 - 9.1. Activity report from CAUCA for January 2021
- 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 2021
 - 11.2. Report from the Municipal Inspector
 - 11.3. Renewal of the contract for the biological control of biting insects for 2021 (second 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

02-02-21

3.1 Regular meeting of January 11, 2021

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 Lavalée

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of January 11, 2021.

03-02-21

3.2 Special meeting of January 26, 2021 for the adoption of 2021 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 Shelley MacDougall

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of January 26, 2021.

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 the October 2, 2020, order 2020-074, by 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, this meeting is being held in caucus by videoconference. As a result, citizens were invited to ask their questions in writing by email before the meeting. No questions were received. Questions following the meeting can be sent by Email to admin@munsgdv.ca up until 4:30 pm on Thursday, February 4, 2021.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Request for authorization to pass and use a drone for the 1000 km of the Grand défi Pierre Lavoie:

In an Email dated January 20, 2021, the *Grand défi Pierre Lavoie* organization informed the Municipality that the 1000 km is being put on pause and will not be held in June 2021. The Municipality has already given authorization to pass for this event by resolution (030121). As a result, the *Grand défi Pierre Lavoie* will be back in force in 2021 with a virtual event of the **1 000 000 de KM Ensemble**.

6. NOTICES OF MOTION AND BY-LAWS

6.1 Adoption of By-law No. 239 establishing tax rates and service charges for the year 2021

Whereas a Notice of Motion was given for this by-Law at the regular meeting of Council on January 26, 2021;

Whereas a first draft By-Law No. 239 establishing tax rates and service charges for the year 2021 was submitted at the special sitting of council on January 26, 2021;

Whereas a copy of By-Law No. 239 was submitted to members of Council at least 72 hours before the adoption meeting of this by-Law and all members present declare having read the said By-Law;

Whereas the Secretary-Treasurer mentions the subject and the scope of this by-Law during this meeting;

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

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt By-Law No. 239 establishing tax rates and service charges for the year 2021.

7. ADMINISTRATION

7.1 Homologation of the evaluation role for the financial year 2020

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To homologate the revised assessment roll presented on December 7, 2020 establishing the value of taxable assessment at \$479,964,000 and the taxable value on non-residential buildings at \$94,966,502. The tax-free assessment is set at

04-01-21

\$461,556,700.

7.2 Report on the application of the Regulation on contractual management

In accordance with article 938.1.2 of the Municipal Code, the Municipality must submit an annual report concerning the application of the By-law on contractual management. The main objective of this report is to strengthen the transparency of the Municipality's contract management process. The *Contract Management Policy By-Law* bearing No. 218 was not modified in 2020. This By-Law did not present any problems or particular situation in 2020. Contracts were awarded by mutual agreement, by invitation to tender from at least two suppliers and by public invitation to tender via the Electronic Tendering System (SEAO). No complaints were received regarding the application of the By-Law. No sanctions were applied regarding the application of the By-Law. The list of contracts \$25,000. and over was published on the Municipal website. The list of invitations to tender and public tenders as well as private contracts is available on the SEAO website. The *Contract Management Policy By-Law* is also available on the Municipal website. This reflects the report on the application of the contractual management By-Law for the year 2020.

7.3 Day laborer for the Public Works Department – permanent position

WHEREAS Mr. Stéphane Brochu has been working as a laborer at the Public Works Department since September 2018;

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To appoint Mr. Stéphane Brochu as a day laborer in the Public Works Department for a permanent position, as of February 1, 2021.

8. FINANCE

8.1 Accounts payable for the month of January 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of January 2021;

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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of January 2021 totalling a sum of \$299,078.32, which is annexed to this resolution to form an integral part thereof.

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:

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

8.3 Financial Aid to municipalities within the context of the COVID-19 pandemic

An amount of \$199,971. was granted to the Municipality by the Ministry of Municipal Affairs and Housing as a financial aid in the context of the COVID-19 pandemic. This amount could be used in 2020 and 2021 to offset both lost income and additional costs related to the pandemic. These funds were used in particular to compensate for loss of income and expenses related to day camps, to adapting the workplace in accordance

05-01-21

06-01-21

07-01-21

with health measures and to the purchase of municipal equipment in order to ensure the service of quality services.

Un montant de 150 052,51 \$ a été dépensé en 2020. Un montant de 137 480 \$ a été reçu en décembre 2020. Une somme de 62 491\$ est à recevoir en 2021. De cette somme, il demeurera un solde de 49 918,49 \$ pour couvrir d’autres pertes de revenus et dépenses liées à la COVID-19 pour 2021.

8.4 Resolution for the sale of immovables for non-payment of taxes

WHEREAS THE Municipality the Municipality must collect all municipal taxes on its territory;

WHEREAS it is in the interest of the Municipality to send an extract from the list of immovables for which debtors are in default of paying municipal taxes to the MRC de la Jacques-Cartier office, so that these immovables are sold in accordance with Articles 1022 and following of the Municipal Code;

List of immovables to be sold for the non-payment of taxes:

Proprietor	Role and lot (s) ¹	Taxes due (capital, interest and penalty on 2021-02-01)
Laplante-Alain, Jason Biasotto, Jonathan	Role: 22025-2805-62-8699 Lot: 2 196 424 Address: 5, rue Lagacé	\$1,136.18 \$

¹ All lots described are part of the Quebec cadastre for the Quebec land registration.

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT the Driector Generaal and Secretary-Treasurer transmit, within the delays precscribed by Law, to the MRC de la Jacques-Cartier office, the list of immovables presented to Council today, to proceed with the sale of said immovables at public auction, in accordance with articles 1022 and following of the Municipal Code, to satisfy unpaid municipal taxes, with interest, penalties and costs incurred, unless these taxes, interest, penalties and fees are not fully paid before the sale.

THAT a copy of this resolution and the document attached to it be sent to the MRC de la Jacques-Cartier and the *centre de services scolaire de la Capitale*.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of January 2021

A total of 22 calls were received during the month of January 2021:

14	Medical
3	Accident
0	Fire alarm
3	False alarm
2	Miscellaneous
0	Public Works - emergency

10. PUBLIC WORKS AND HYGIENE

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

Purchase of a new dump truck:

WHEREAS the procurement of a new dump truck for the Public Works Department is part of the capital projects for 2021 and funds for this purpose are provided for in the 2021 budget;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To proceed to a Call for bids to purchase of a dump truck for the Public Works Department.

Purchase and installation of an air conditioning system and an air exchanger for 2217 Boulevard Valcartier (municipal garage and firehall):

WHEREAS the purchase and installation of an air conditioning system and an air exchanger for 2217 Boulevard Valcartier is part of the capital projects for 2021 and funds for this purpose are provided for in the 2021 budget;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To proceed to a Call for bids by invitation with at least two suppliers for the purchase and installation of an air conditioning system and an air exchanger for 2217 Boulevard Valcartier.

Membership to the FQM Group Purchase Program "First step towards converting your lighting network":

WHEREAS with the conversion of the street lighting network to LED technology, our Municipality could benefit from a safer and improved lighting infrastructure, while benefiting from considerable savings;

WHEREAS following a feasibility study carried out by Énergère, the Municipality requested that a feasibility study also be carried out;

WHEREAS this study was carried out and that the cost of conversion of the lighting network to LED technology for our Municipality is estimated at \$140,000;

WHEREAS this project is part of the capital projects for 2021 and funds for this purpose are provided for in the 2021 budget;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To carry out the eco energetic lighting project.

THAT the Director General and Secretary-Treasurer or any person she designates be authorized to transmit any document or carry out any formality arising from the agreement to be signed with the FQM, the Call for bids or the Contract.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of January 2021

A total of 15 permit was issued during the month of January 2021:

4	New residence
1	Renovation
5	Accessory buildings
3	Septic installations
2	Wells

11.2 Report from the Municipal Inspector

No subjects were treated this month

11.3 Renewal of the contract for the biological control of biting insects for 2021 (second year)

This subject will be treated at an ulterior sitting of Council.

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

This subject will be treated at an ulterior sitting of Council.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

No subjects were treated this month.

12.2 Awarding of contract for outdoor skating rink – Phase 2

WHEREAS phase 1 of the outdoor skating rink construction (relocation) was successfully completed in the Fall of 2020;

WHEREAS the construction for phase 2 of the skating rink, which is the construction of a roof, is part of the 2021 capital projects and that funds for this purpose are provided for in the 2021 budget;

WHEREAS THE Municipality launched a public Call for bids, on December 18, 2020, in order to award a contract for the construction of a roof over the outdoor skating rink;

WHEREAS the opening of the bids was held on January 22, 2021, in the presence of the Mayor, Brent Montgomery, Heidi Lafrance, Director General and Dany Laberge, foreman for the Public Works Department, Benoit de Larochellière, architect for *BBC Architectes* and a representative of one of the companies having submitted a bid;

WHEREAS five (5) contractors submitted bids and the results are the following;

CONTRACTOR	Excluding taxes
Construction Côté & fils	\$1,945,000.00
Construction Durand	\$1,999,000.00
Construction N. Bossé	\$2,075,308.00
Bé-Con	\$2,080,485.00
Dalcon	\$2,084,722.00

WHEREAS the bids were analyzed by MR. Benoit De Larochellière, architect for *BBC Architectes*;

WHEREAS *Construction Côté et Fils inc.* Submitted the lowest bid, which seemed conform to the specifications of the tender documents;

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;

TO award the contract for the construction of a roof over the outdoor skating rink to *Construction Côté et Fils inc.* for the amount of \$1,945,000 excluding taxes, following

the bid bearing the date of January 22, 2021.

TO authorize the Mayor and Director General/Secretary-Treasurer to sign, in the name of the Municipality, any document required to follow up on this resolution.

13. MRC AND REGIONAL DOSSIERS

The Mayr, Brent Montgomery, informed the members of Council that the last meeting of the MRC Council of Mayors was held on January 27, 2021.

The next sitting will be held on February 18, 2021, at 7:00 pm.

09-01-21

- Approval of By-Law 237 – Certificate of conformity received – By-Law No. 237 modifying Zoning By-Law No. 148 – Saint-Gabriel-de-Valcartier: to add to the C-2 Class of use the following note 2: Only code 6519 (Other medical and health service) is authorized in this zone, specifically authorizing assisted dying centers; and add class C-8 Rural accommodation to P-3 zoning).
- Agreement relating to the summer 2021 cadet offer of services from the *Sûreté du Québec*.

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 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.