



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, March 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
	Dorothy Noël

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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Municipal Inspector:	Stacy Gagné
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1. OPENING OF THE MEETING

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

A Public Consultation meeting was held at 7:pm on the following subject:

11.3 Conditional use request – lot 3 318 314 – bulk material depot

The minutes for this meeting are an integral part of these minutes

2. ACCEPTANCE OF THE AGENDA

01-03-21

IT IS PROPOSED BY councillor Thomas Lavallee

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below.

1. Opening of the meeting

2. Acceptance of the agenda

3. Adoption of Minutes

3.1. Regular meeting of February 1, 2021

4. Question period

5. General correspondence and follow-up of previous meetings

6. Notices of motion and By-laws

7. Administration

7.1. Resolution for the Administrative Optimization Project

7.2. Resolution for the signature of a right of way on lot 5 441 318 in favour of Énergir S.E.C.

- 7.3. Deposit – Declaration of pecuniary interests for Municipal Council
- 8. **Finance**
 - 8.1. Accounts payable for the month of February 2021
 - 8.2. Financial Aid request from Mont Saint-Sacrement secondary school for the network of paths and trails
- 9. **Public Security**
 - 9.1. Activity report from CAUCA for February 2021
 - 9.2. Action priorities for police services
- 10. **Public Works and Hygiene**
 - 10.1. Report from the Person Responsible for Public Works
 - 10.2. Public Call for Bids for the emptying of septic systems
- 11. **Urbanism and Environment**
 - 11.1. Report of permits issued during the month of February 2021
 - 11.2. Report from the Municipal Inspector
 - 11.3. Conditional use request – lot 3 318 314
 - 11.4. Renewal of the contract for the biological control of biting insects for 2021 (second year)
 - 11.5. 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

02-03-21

3.1 Regular meeting of February 1, 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 February 1, 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, March 4, 2021.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Ministry of Housing and Municipal Affairs – National Day of Remembrance in Memory of the Victims of COVID-19:

To mark the *National Day of Remembrance in Memory of the Victims of COVID-19*, the Premier of Quebec, Mr. François Legault, invites the Municipalities to half-mast the Quebec flag on Thursday, March 11, 2021.

Press conference and press release from the Provincial and Federal Governments concerning High-Speed Internet through optic fibre:

During a press conference on February 22, 2021, the Federal and Provincial Governments announced that through a combined investment of close to \$365,000 from both levels of government and Bell, 326 homes in the Municipality of Saint-Gabriel-de-Valcartier are now connected to fibre-optic High-Speed Internet. The homes benefitting from this service are located along Boulevard Valcartier and surrounding streets.

6. NOTICES OF MOTION AND BY-LAWS

No subjects were treated this month.

7. ADMINISTRATION

03-03-21

7.1 Resolution for the Administrative Optimization Project

WHEREAS the optimization of administrative processes is part of the capital projects for 2021 and funds to this effect have been reserved in the 2021 budget;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a contract to MI Consultants to optimize the administrative process by implanting a linear and effective management process for electronic document management. This includes the purchase of software and individual training. The cost for this project is estimated at \$17,200 plus applicable taxes.

04-03-21

7.2 Resolution for the signature of a right of way on lot 5 441 318 in favour of Énergir S.E.C.

WHEREAS the Municipality acquired lots 5 441 318 and 5 441 321 from the Quebec Transport Ministry on August 14, 2019;

WHEREAS the Municipality is committed to establishing a right of way for a gas line in favour of Énergir S.E.C. ;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To authorize the Mayor Brent Montgomery and the Director General and secretary-Treasurer Heidi Lafrance, to represent the Municipality for the signature of any document pertinent to a right of way in favour of Énergir, S.E.C. on part of lot 5 441 318 belonging to the Municipality of Saint-Gabriel-de-Valcartier ;

That this part of lot 5 441 318 no longer be used for public utility.

7.3 Deposit – Declaration of pecuniary interests for Municipal Council

In accordance with article 357 et Seq. of the *Act respecting elections and referendums in municipalities (RLRQ, c. E-2.2)*, the members of the council respectively filed their declaration of pecuniary interests:

Name	Title	Date of declaration
Brent Montgomery	Mayor	October 28, 2020
Shelley MacDougall	Councillor No 1	November 25, 2020

Raymond Bureau	Councillor No. 2	December 22, 2020
Maureen Bédard	Councillor No. 3	November 4, 2020
Thomas Lavallee	Councillor No. 4	October 30, 2020
Dorothy Noël	Councillor No 5	December 15, 2020
David Hogan	Councillor No. 6	October 26, 2020

The documents were received by the Director General and Secretary-Treasurer and transmitted to the Ministry of Housing and Municipal Affairs.

8. FINANCE

8.1 Accounts payable for the month of February 2021

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of February 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 Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of February 2021 totalling a sum of \$133,102.89, which is annexed to this resolution to form an integral part thereof.

8.2 Financial Aid request from Mont Saint-Sacrement secondary school for the network of paths and trails

WHEREAS the property of the Mont Saint-Sacrement school Corporation (ESMSS) gives access to over 15 kilometres of walking trails to the citizens of the Municipality;

WHEREAS the *ESMSS* asks the Municipality to obtain the necessary financial support for the final phase of signage on its network of trails;

WHEREAS the Municipality would like to promote physical activity and outdoor activities on its territory;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED TO:

To award a financial aid of \$5,350 to the Mont Saint-Sacrement school to purchase and install posts and signboards for the final phase of signage on its network of trails.

As a result, the *ESMSS* undertakes to install a plaque at the entrance to the trails and at the Auberge du Mont to underline the Municipality's involvement and invite residents to use the trails while informing them of the procedures and instructions.

The work is expected to be finalized in the fall of 2021.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of February 2021

A total of 13 calls were received during the month of February 2021:

7	Medical
2	Accident
1	Fire alarm
1	False alarm

2	Miscellaneous
0	Public Works - emergency

9.2 Action priorities for police services

Each year, the Public Security Committee of the MRC de La Jacques-Cartier identifies Action priorities regarding police services in connection with citizens’ preoccupations in their living environment. Here are the 2021 Action priorities that the Municipal Council has identified for the territory of Saint-Gabriel-de-Valcartier.

- 1. Interventions at the Teen Club youth centre, in schools and in municipal parks, by raising awareness about drugs and behaviours which particularly concern parents and community leaders.
- 2. Conduct visibility operations and pay attention particularly to motorcycles for speeding, cyclists not sharing the road in a safe manner and persons practising « roller skiing » in the sectors of Redmond Road, 5th Avenue and Boulevard Valcartier.
- 3. Conduct increased visibility operations on Boulevard Valcartier, especially during the height of tourist season at *Village Vacances Valcartier*.
- 4. Maintain and reinforce good relations between the *Sûreté du Québec* and the citizens and their representatives.
- 5. Reinforce the application of by-laws concerning parking on public roads, particularly during the winter season.
- 6. Surveillance of school zones (30 km/h).
- 7. Increase surveillance of ATVs and motorbikes in certain sectors (sand pits and private properties).
- 8. Increased surveillance of cyclists’ good practises on public roadways.
- 9. Monitor the various accesses to the Jacques-Cartier River to ensure that municipal by-laws are respected by users.

10. PUBLIC WORKS AND HYGIENE

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

No subjects were treated this month.

10.2 Public Call for Bids for the emptying of septic systems

WHEREAS the Municipality would like to maintain, for the year 2021, its service ensuring the emptying of septic systems at regular intervals, every two years for residences and every 4 years for secondary residences, to prevent soil and water pollution on its territory;

WHEREAS this service will be financed by the general land tax imposed for the year 2021;

WHEREAS in 2021, the Municipality would like to proceed with the emptying of septic systems during the fall to diminish different nuisances, diminish the impact on traffic and ensure an efficient follow-up;

WHEREAS the current contract with Sani-Charlevoix ends on May 31, 2021;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO extend the contract with Sani-Charlevoix from June 1st to August 31, 2021, with regard to option 2: special option for owners who need more than one selective emptying every 2 years, including emergencies at a unit price of \$255.00 plus taxes payable by the citizen who makes the request;

TO proceed with a public Call for Bids for the emptying of residential septic systems

07-03-21

and/or holding tanks with a capacity equal or inferior to 4.8 m3 and located in areas accessible by the contractor’s vehicle from September 1, 2021, to August 31, 2023.

The septic systems at Village Vacances Valcartier and Mont Saint-Sacrement high school are excluded from this service as well as those located on the Zec Batiscan-Nelson territory.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of February 2021

A total of 6 permit was issued during the month of February 2021:

1	Residential extension
1	Renovation
2	Accessory buildings
2	Pool installation

11.2 Report from the Municipal Inspector – Stacy Gagné

No subjects were treated this month.

11.3 Conditional Use Request – lot 3 318 314

A Public Consultation meeting concerning a Conditional Use Request with conditions preceded the regular sitting of the council at 7 pm. The Mayor Brent Montgomery welcomed the persons present and then invited the Municipal Inspector, Mr. Stacy Gagné, to present the request.

Present:

The Mayor and 6 municipal Councillors;

Mr. Stacy Gagné explained the context and nature of the Conditional Use Request from Mr. Yves Bergeron (Proxy for Mr. Herbert Hugh Wolff). The request aims to allow the storage of material without a main building in the Mx-5 zone.

Following the presentation of the project, no questions are raised concerning the application of conditions.

The members of council examined the request and as a result, the following resolution is adopted:

WHEREAS the lot has an acreage of 377,899.3 square metres;

WHEREAS the part of the lot to be used is of 54,259 square metres;

WHEREAS the lot is in the Mx-5 zone and commercial uses are authorized;

WHEREAS the lot to the West is the military base;

WHEREAS the lot to the South is 2291 Boulevard Valcartier ;

WHEREAS the lot to the North is Vallée Jeunesse and the Joli-Bois school;

WHEREAS the lot to the East is the St. Gabriel Fabrique;

WHEREAS a Conditional Use for wood cutting has been authorized in the same zone as the future bulk material depot and this usage is ongoing;

WHEREAS the lot is surrounded by a buffer zone;

WHEREAS the exploitation is not visible from the road;

WHEREAS no bulk sale will be made to citizens and this will be used by the maker of the request only;

WHEREAS this use entails using an excavator, a cement crusher attached to the excavator as well as a sifter;

WHEREAS the lot already has equipment on it such as a saw and splitter for cutting wood;

WHEREAS operating hours will respect municipal by-laws;

08-03-21

WHEREAS considering the purpose and scope of the by-law on conditional uses, the members of the UCC recommend the following conditions to the municipal council:

Conditions for the project:

1. The stored material must be at a minimum distance of 50 metres [164.04 ft] from any lot line;
2. A protective membrane is required under and on the stored material;
3. Aucun produit dangereux ne devra être récupéré sur ce lot ;
4. Entrance must be wide enough to allow two cars side by side;
5. No infrastructure or depot can be visible from the street at any time;
6. Usage must be carried out at a minimum of 275 metres [902 ft] from Boulevard Valcartier ;
7. A gate must be installed and closed at all times when no one is present to exploit the usage;
8. The materials authorized to be stored are landfill, sand, crushed stone ($\frac{3}{4}$, 0-3/4, 0-2 ½) for a maximum of 5 000 tons [about 350 10-wheel loads] in total ;
9. The stockpiling of branches and tree stumps is authorized, but these must be destroyed ecologically;
10. Branches and tree stumps may be burned;
11. The portion used to exploit the bulk material depot must not surpass 54,259 m2, which is the portion of the old gravel pit;
12. If complaints are lodged regarding this usage « *bulk material depot (sifter and crusher,* » the project must be revised by Council;
13. A power of attorney from Mr. Hugh Herbert Wolff, proprietor of lot 3 318 314, must be filled out to authorize Mr. Yves Bergeron, to request a Conditional Use on this lot;
14. This usage can be carried out throughout the year;
15. A visual screen surrounding the lot must be maintained at all times;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO accept the Conditional Use Request for lot 3 318 314 of the official Saint-Gabriel-de-Valcartier cadastre, this, according to the conditions recommended by the members of the UCC.

09-03-21

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

WHEREAS the municipality of Saint-Gabriel-de-Valcartier published a Public Call for Bids on October 16, 2019, for the biological treatment of biting insects for the year 2020 with renewal options for the years 2021, 2022, 2023 and 2024;

WHEREAS the bid from *Conseillers Forestiers Roy inc.* was the lowest conform to the specifications document used for the Call for Bids;

WHEREAS a contract was awarded to *Conseillers Forestiers Roy* for the price and sum of \$96,530 plus applicable taxes. The option to renew the contract for the years 2021, 2022, 2023 and 2024 was retained, but the contract must be renewed yearly, and costs will be adjusted according to the Consumer Price Index (CPI) for the Quebec region established by Statistics Canada on 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 2021 with *Conseillers Forestiers Roy inc.* For the biological control of biting insects, this, for the price and sum of \$96 578,27 plus applicable taxes.

However, after caucus discussion, the elected members of the council are of the opinion that that it is opportune to assess the continuity of this treatment for the next few years. Elected officials will look into the issue during 2021-2022.

Note that a portion of the National Defense property is also treated and that the costs to cover this area have been established at approximately \$20,000, and this is conditional on obtaining an authorization from CFB Valcartier to carry out the biological treatment for 2021.

10-03-21

11.5 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 would like to continue the biological treatment of biting insects in the Spring and Summer of 2021;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO ask the Board of Directors from the Mont St-Sacrement School to maintain the agreement as convened in 2001, and this, under the same terms and conditions as indicated in resolution 2001052205 adopted by the Mont St-Sacrement Board of Directors on May 22, 2001.

TO communicate with the Valcartier Canadian Forces Base to obtain the necessary authorizations to treat part of the CFB Valcartier property, and this, under the same terms and conditions as agreed upon in 2001.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

March Break

Takeout activity boxes are available at the library during opening hours. Ice surfaces are open depending on when weather allows and the walking trail is open.

13. MRC AND REGIONAL DOSSIERS

The Mayor, Brent Montgomery, informed the members of Council that the last meeting of the MRC Council of Mayors was held on February 17, 2021.

The next sitting will be held on March 17, 2021, 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 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.