



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, April 1st, 2019** in the Saint-Gabriel-de-Valcartier municipal Council Room in conformity with the provisions of the Municipal Code for the Province of Quebec.

Are present:

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

Absent: Raymond Bureau

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

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-04-19

IT IS PROPOSED BY councillor Shelley MacDougall
SECONDED BY councillor Dorothy Noël
AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with the addition of the following subjects
14.1 "Green Brigade" and 14.2 "Permission to use a piece of land belonging to National
Defence to extend the walking trail".

1. Opening of the meeting

2. Acceptance of the agenda

3. Adoption of Minutes

3.1. Regular meeting of March 4th, 2019

4. Question period

5. General correspondance and follow-up of previous meetings

6. Notices of motion and By-laws

7. Administration

7.1. Resignation of the municipal inspector – Ms. Lysa-Marie Hébert

7.2. Resolution authorizing the signature of an agreement with the Société
d'habitation du Québec concerning the management of the Rent Supplement
program

8. Finance

8.1. Accounts payable for the month of March

8.2. Additional member for an RBC VISA Canada account

8.3. Partnership request from the Fondation École secondaire Mont-Saint-

Sacrement : Défi forestier

8.4. Financial contribution to Laura Lémerveil

8.5. Financial contribution to Relais pour la vie – Valcartier Roadrunners

9. Public Security

9.1. Activity report from CAUCA for March 2019

9.2. Hydro Météo Report – Flood Risk Management

10. Public Works and Hygiene

10.1. Report from the Person Responsible for Public Works

10.2. Awarding of contract for the emptying of septic installations

10.3. Awarding of contract for the maintenance of street lights

11. Urbanism and Environment

11.1. Report of permits issued during the month of March 2019

11.2. Report from the Municipal Inspector

11.3. Recommendation to the Commission de protection du territoire agricole du Québec – Sand pit on lots 2 410 335 and 6 105 284

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

02-04-19

3.1 Regular meeting of March 4th, 2019

The members of 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 March 4th, 2019.

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.

Mayor Brent Montgomery invites citizens present to ask questions if interested in certain topics.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Fondation École secondaire Mont-Saint-Sacrement-Golf Tournament :

The annual Golf Tournament for the Fondation École secondaire Mont-Saint-Sacrement will be held next August 23rd, 2019 at the Stoneham Golf Club. The cost is set at \$145 per person.

Minutes of the Corporation du bassin de la Jacques-Cartier (CBJC) Board of Directors meeting:

Councillor Maureen Bédard submitted the minutes of the CBJC Board of Directors meeting held last March 19th, 2019.

6. NOTICES OF MOTION AND BY-LAWS

No subjects were treated this month.

7. ADMINISTRATION

03-04-19

7.1 Resignation of the municipal inspector – Ms. Lysa-Marie Hébert

In a letter dated March 14th, 2019, Ms. Lysa-Marie Hébert, municipal inspector, announced that she would be leaving her functions on March 28th, 2019 to meet new professional challenges. Mr. Montgomery took the opportunity to thank Ms. Hébert for her years of service and wish her success in her career.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To accept Ms. Lysa-Marie Hébert's resignation.

An employment offer for the municipal inspector position was published on social media and several websites in order to fill the vacancy. Candidates have until April 12th, 2019 to apply for the position.

Mr. Christian Côté, urbanist with MEC Consultants, will be part-time acting municipal inspector by interim for urbanism dossiers and permits until a new inspector is hired.

04-04-19

7.2. Resolution authorizing the signature of an agreement with the Société d'habitation du Québec concerning the management of the Rent Supplement program

WHEREAS the *Société d'habitation du Québec* and the Municipality desire to help low-income households to obtain housing for which their contribution will be proportional to their income;

WHEREAS the Société and the Municipality may pay a subsidy to reduce the difference between the rent recognized for a designated unit and the portion of the rent assumed by the household occupying that dwelling;

WHEREAS the Municipality has committed to pay 10% of the cost of the rent supplement;

WHEREAS the Municipality authorizes the Grand Portneuf Municipal Housing Office to manage the Rent Supplement Program under the AccèsLogis Program;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To authorize the Mayor, Mr. Brent Montgomery and the Director General, Mrs. Joan Sheehan, to sign for and in the name of the Municipality of Saint-Gabriel-de-Valcartier, a Rent Supplement Program Management Agreement under the AccèsLogis Program.

8. FINANCE

05-04-19

8.1 Accounts payable for the month of March

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

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 David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of March 2019 totalling a sum of \$85,594.78 which is annexed to this resolution to form an integral part thereof.

06-04-19

8.2 Additional member to the RBC Visa account

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To issue a Visa Business Line of Credit for up to \$ 13,500 to Royal Bank of Canada for purchases from the Municipality on 9 cards with a credit limit of \$ 1,500 each. The following employees are authorized to purchase supplies for the Municipality after approval from the general management:

- Mrs. Margaret Baker;
- Mrs. Bonnie Chassé;
- Mrs. Pamala Hogan;
- Mr. Dany Laberge;
- Mrs. Heidi Lafrance;
- Mrs. Carolyn McCarthy;
- Mrs. Mélissa Ouellet;
- Mrs. Joan Sheehan;
- Mrs. Sandra Woodbury.

07-04-19

8.3 Partnership request from the Fondation École secondaire Mont-Saint-Sacrement : Défi forestier

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To authorize a \$500 partnership to the Défi forestier for the Mont-Saint-Sacrement High School Foundation, to be held on June 1st, 2019. The foundation awards annual financial assistance, annual excellence scholarships and supports the development and the future of the school by participating financially in major renovation or construction projects.

08-04-19

8.4 Financial contribution to Laura Lémerveil

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Shelley MacDougall

AND UNANIMOUSLY RESOLVED:

To approve a donation of \$1,500 to the Laura Lémerveil organization to support handicapped children and their families.

09-04-19

8.5 Financial contribution to Relais pour la vie – Valcartier Roadrunners

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To approve a donation of \$1,500 to the Relais pour la vie Canadian Cancer Society for the Valcartier Roadrunners.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of March 2019

A total of 13 calls were received during the month of March 2019:

7	Medical
5	Accident
0	Fire alarm
0	False alarm
1	Miscellaneous
0	Public Works - emergency

10-04-19

Update to the list of members for the Saint-Gabriel-de-Valcartier Fire Safety Service:

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To remove Ms. Lysa-Marie Hébert from the Fire Safety Service list of members, and this, as of March 28th, 2019. Mr. Jérôme Sauvageau is now a lieutenant since he has completed the required training.

9.2. Hydro Météo Report – Flood Risk Management

Last March 14th, the firm Hydro Météo carried out an expertise on the Jacques-Cartier River concerning ice jams that were formed on December 22nd, 2018. Four ice jams were observed, the biggest one being as long as 1,5 km. The thickness of the ice varies between 60 and 92 centimeters and a cover of 80 to 130 cm covers the ice. Winter ice jams rarely become problematic, because the ice contained in the ice jam erodes over time, largely diminishing its sub-ice volume. In conclusion, no problem is foreseen considering the forecast for a gradual spring thaw. Recommendations have nonetheless been issued in the event of a meteorological forecast of abundant rainfall. In the meantime, it is recommended to monitor the Jacques-Cartier River during the spring ice breakup.

Mr. Dany Laberge, person responsible for Public Works, informed the members of Council that he regularly takes measurements at the cement bridge on Redmond Road and at Clark's Bridge in order to compare variations in water levels upstream and downstream of ice jams.

10. PUBLIC WORKS AND HYGIENE

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

Municipal skating rink:

A meeting with the electrical engineers from WSP was held on March 27th to determine all the needs in electricity for the entire outdoor skating rink project.

10.2 Awarding of contract for the emptying of septic installations

WHEREAS the Municipality sent a call for bids by invitation for the emptying, transport and disposal of septic installation sludge for the period of June 1st, 2019 to May 31st, 2021;

WHEREAS the following companies were invited to bid:

- Gaudreau Environnement
- Sani-Orléans inc.
- Sani-Charlevoix inc.
- Services sanitaires Claude Boutin

WHEREAS the companies Gaudreau Environnement and Services sanitaires Claude Boutin did not submit a bid following the invitation to bid;

WHEREAS the following bids were received at the latest on March 28th, 2019 and opened at 11:05 am on the same day by the Assistant General Director, Mrs. Heidi Lafrance, in the presence of a representative from Sani Charlevoix inc., Mr. Jean-Eudes Dufour; Mrs. Carolyn McCarthy, administrative assistant and Mr. Dany Laberge,

11-04-19

person responsible for Public Works.

The results are the following:

1st price Main option	\$/pit without taxes	\$/pit with taxes
Sani-Charlevoix inc.	79,75	91,68
Sani-Orléans inc.	84,75	97,44

2nd price Special option for owners needing more than one emptying every 2 years	\$/pit without taxes	\$/pit with taxes
Sani-Charlevoix inc.	255,00	293,18
Sani-Orléans inc.	275,00	316,18

Additional cost KM for the transport to the treatment plant	KM without taxes	KM with taxes
Sani-Charlevoix inc.	3,50	4,01
Sani-Orléans inc.	4,00	4,60

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To award a contract for the emptying, transport and disposal of septic installation sludge to the lowest conform bidder for the main option Sani-Charlevoix inc. for the period of June 1st, 2019 to May 31st, 2021, this, for the price indicated in the above table.

12-04-19

10.3 Awarding of contract for the maintenance of streetlights

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Thomas Lavalée

AND UNANIMOUSLY APPROVED:

To award a maintenance contract for three hundred and six (306) streetlights for the period of May 1st, 2019 to April 30th, 2020 to *Entreprise électrique P. Boucher*, and this, for the price and sum of \$14,937.48 plus applicable taxes. The maintenance cost for supplemental streetlights to be installed during this period will be prorated.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of March 2019

Six (6) permits were issued during the month of March 2019:

2	Renovation
3	Accessory building
1	Demolition

11.2 Report from the Municipal Inspector – Ms. Lysa-Marie Hébert

Before Ms. Hébert left her position, she submitted a last report to the Director General before the meeting. Here is the content:

Composting :

WHEREAS a free conference on domestic composting will be offered to residents next June 5th at 7 :30 pm by Mrs. Lili Michaud, agronomist;

13-04-19

WHEREAS the Municipality would like to reduce the volume of residual waste on its territory;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

That the Municipality offer a subsidy of 50% of the purchase cost for a domestic composter made of wood, limited to one per property. The cost is valued at approximately \$60.00 including taxes.

14-04-19

11.3. Recommendation to the Commission de protection du territoire agricole du Québec – Sand pit on lots 2 410 335 and 6 105 284

CONSIDÉRANT que l'entreprise 9200-6659 Québec inc., a transmis à la municipalité de Saint-Gabriel-de-Valcartier une demande adressée à la Commission de protection du territoire agricole du Québec (CPTAQ) afin d'obtenir l'autorisation d'effectuer du remblayage dans une portion du secteur de la sablière présent en zone agricole;

CONSIDÉRANT que la municipalité doit transmettre des renseignements et formuler une recommandation motivée en fonction de certains éléments à la CPTAQ;

CONSIDÉRANT que la demande vise à permettre l'exploitation d'une sablière;

CONSIDÉRANT que le projet a été analysé en tenant compte des critères de décision prévus à l'article 62 de la Loi;

CONSIDÉRANT que le projet est conforme au règlement de zonage #148;

CONSIDÉRANT qu'il n'y a pas de superficie vacante où le type d'utilisation recherchée est permis par le règlement de zonage de la municipalité et, le cas échéant, par les mesures de contrôle intérimaire;

CONSIDÉRANT que la terre végétale de surface sera conservée dans le but de retrouver la vocation agricole du site une fois l'exploitation complétée;

CONSIDÉRANT que la portion du lot 6 105 284 située au nord-est de la zone agricole est nécessaire pour la circulation des camions et sera remise à l'état naturel une fois les travaux terminés;

CONSIDÉRANT que la municipalité reconnaît un droit acquis pour une sablière sur les lots 2 410 335 et 6 105 284;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

THAT the Municipality recommends to the *Commission de protection du territoire agricole* (CPTAQ) the authorization of the application filed by the company 9200-6659 Québec inc. to allow a usage for a purpose other than farming on lots 2 410 335 and 6 105 284 of the Québec cadastre.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

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

Slow-pitch fundraiser tournament for Opération Enfant-Soleil:

A slow-pitch fundraiser tournament for *Opération Enfant-Soleil* will be held next September 27, 28 and 29. The 2018 edition raised close to \$4,000 for this foundation.

13. MRC AND REGIONAL DOSSIERS

The Mayor, Brent Montgomery, informed the members of Council that the last meeting

for the MRC Council of Mayors was held March 20th, 2019.

Subjects discussed at this meeting mainly included:

- Resolution No. 19-037-O Public Markets – 2019 Financing: Renewal of the *Programme de soutien aux marchés publics*
- Interim Control By-Law (RCI): The members of the CMQ have adopted the new Interim Control By-Law (RCI) No. 2019-91 aimed at issuing new standards for human intervention in the basins for drinking water intakes installed in the Saint-Charles River and the Montmorency River. This new regulation replaces the 2016 RCI. The coming into force of this new regulation will come into effect after the approval of the Ministry of Municipal Affairs and Housing, which has 60 days to verify compliance with government guidelines.

The next session of the Council of Mayors will be held April 17th, 2019 at 7 pm at the MRC de La Jacques-Cartier complex in Shannon. All interested parties are invited to attend.

Communauté métropolitaine de Québec :

Last March 1st, the CMQ sent a second (2nd) follow up report to the Municipality on the *Plan métropolitain d'aménagement et de développement de la Communauté métropolitaine de Québec (CMQ) 2018*.

14. OTHERS

15-04-19

14.1 Green Brigade:

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To participate in the Green Brigade project for the 2019 summer in collaboration with the municipalities of Stoneham and Lac-Delage for an amount of approximately \$2, 000. Two agents will be hired by the Municipality of Stoneham. They will be on the Stoneham territory 3 days per week, Lac-Delage 1 day per week and 1 day per week in Saint-Gabriel-de-Valcartier for 8 to 10 weeks. Their main mandate for our Municipality is to raise awareness for the PGMR.

14.2 Permission to use a piece of land belonging to National Defence to extend the walking trail

The Municipality will present a request to use a piece of land on lots 2 196 107-2 and 3 086 041-2, belonging to National Defence over a width of about 100 feet and a length of about 1000 feet to extend the walking trail to the entrance of Base Valcartier. The trail is widely used by the population as it constitutes a safe access to the Valcartier Community Centre. The trail is operational 12 months per year.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:20 pm.

Brent Montgomery
Mayor

Joan Sheehan
Director General
Secretary-Treasurer