



MUNICIPALITÉ DE SAINT-GABRIEL-DE-VALCARTIER
PROVINCE DE QUÉBEC

MINUTES OF MUNICIPAL COUNCIL MEETING

Regular meeting of the local municipal council held on **Monday, November 4th, 2019**, in the Saint-Gabriel-de-Valcartier municipal hall in accordance with the provisions of the Municipal Code for the province of Quebec

Present :

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

Absent : Raymond Bureau
Thomas Lavallee

Forming quorum under the presidency of the Mayor Brent Montgomery.

Also present:

Director-General and
Secretary-Treasurer: Joan Sheehan
Assistant Director General and
Secretary Treasurer: Heidi Lafrance
Municipal Inspector: Stacy Gagné

1. CALL TO ORDER OF THE MEETING

The Mayor calls the meeting to order at 7:30 p.m.

2. ACCEPTANCE OF THE AGENDA

01-11-19

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

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 October 7th, 2019

4. Question period

5. General correspondence and follow-up of previous meetings

6. Notices of motion and By-laws

6.1. Notice of Motion concerning By-la No. 226 modifying Construction By-law No. 150 – Provision concerning the display of civic numbers

6.2. Adoption of Draft By-law No. 226 modifying Construction By-law No. 150 - Provision concerning the display of civic numbers

7. Administration

7.1. Awarding of contract for IT service management

8. Finance

- 8.1. Accounts payable for the month of October 2019
- 8.2. Procedure concerning the collection of overdue taxes
- 8.3. Budget for the financial year 2020
- 8.4. Sponsorship request

9. Public Security

- 9.1. Activity report from CAUCA for October 2019
- 9.2. Adoption of the Civil Security Plan
- 9.3. Financial Assistance Program for Volunteer or Part-Time Firefighter Training

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 Cannon Street 2019-2020

11. Urbanism and Environment

- 11.1. Report of permits issued during the month of October 2019
- 11.2. Report from the Municipal Inspector
- 11.3. Awarding of contract for the biological control of biting insects for 2020 with renewal option for 2021, 2022, 2023 and 2024

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

02-11-19

3.1 Regular meeting of October 7th, 2019

The members of the council received the minutes of this meeting within the deadlines, as fixed by law; the Secretary Treasurer is therefore exempt from its reading.

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of October 7th, 2019

4. QUESTION PERIOD

In accordance with section 150 of the Quebec Municipal Code, this council meeting includes a question period during which time those present may ask questions.

Mayor Brent Montgomery invites the citizens present to ask questions concerning topics of interest to them.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Quebec Ministry of Transport:

In a correspondence dated October 17th, 2019, the MTQ informed the Municipality that

it will proceed shortly in sending a public Call for bids to replace, in 2020, a culvert and install asphalt on 5th Avenue, between the *route du Lac Jacques* and the *rue Joseph-Moraldo*, approximately up to civic number 160.

6. NOTICES OF MOTION AND BY-LAWS

6.1 Notice of Motion concerning By-la No. 226 modifying Construction By-law No. 150 – Provision concerning the display of civic numbers

Mrs. Maureen Bédard, councillor, give Notice of Motion that a By-law No. 226 modifying Construction By-law No. 150 will be presented for adoption at a subsequent meeting of Council.

03-11-19

6.2 Adoption of Draft By-law No. 226 modifying Construction By-law No. 150 - Provision concerning the display of civic numbers

Whereas a Notice of Motion of this By-law was given during this session of council, being November 4th, 2019;

Whereas a copy of this By-law was submitted to Council members no later than 72 hours before this meeting and that all members present declare having read the Draft By-law;

Whereas the Secretary- Treasurer mentions the purpose of the said Draft By-law and its scope: to replace Article 3.8 of Chapter 3 concerning the installation and the visibility of the civic number;

Whereas copies of the Draft By-law law were made available to the public for consultation at the beginning of this session;

IT IS PROPOSED BY councillor Maureen Bédard

SECONDED BY councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt Draft By-law No. 226 modifying construction By-law No. 150.

7. ADMINISTRATION

04-11-19

7.1 Awarding of contract for IT services management

IT IS PROPOSED BY councillor Dorothy Noël

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award the contract for IT services management to 6tem TI with a bank of 100 hours in the amount of \$6,500 excluding taxes. The service includes: 24/7 surveillance of all systems, preventive maintenance of all component, a complete permanent analysis of our infrastructure, updated recommendations, optimization of our investments, support to users and others, as well as advice on anything pertaining to technology.

8. FINANCE

05-11-19

8.1 Accounts payable for the month of October 2019

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

WHEREAS the members of the council had 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 Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the October 2019 list of accounts payable totalling \$134,643.46, which is

annexed to this resolution to form an integral part thereof.

06-11-19

8.2 Procedure concerning the collection of overdue taxes

WHEREAS a number of tax bills are in default despite the sending of monthly statements of account;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To authorize the person responsible for the collection of taxes, Mrs. Margaret Baker or her replacement, to initiate recovery proceedings. In addition, a \$15.00 fee will be added to the account to cover postage for registered mail that will be forwarded to the relevant owners.

08-10-19

8.3 Budget for the financial year 2020

WHEREAS the budget must be prepared for 2020;

WHEREAS the costs of a significant number of works and compensations to be received in 2020 remain to be confirmed;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the budget for 2020 on January 29th, 2020 at 7 :00 pm.

8.4 Sponsorship request

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To grant a financial assistance of \$200 to the organization Citadelles de la Capitale-Nationale Pee Wee AA.

9. PUBLIC SECURITY

9.1 Activity report from CAUCA for October 2019

A total of 19 calls were received during the month of October 2019:

8	Medical
3	Accidents
1	Fire alarm (house fire, automatic mutual aid cancelled)
2	False alarm
2	Miscellaneous (school evacuation drills)
2	Public Works emergency

09-11-19

Resignations and approval of new members for the Fire Safety Service:

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To accept, with regret, the resignation of the following members from the Saint-Gabriel-de-Valcartier Fire Safety Services: Steven Fortin, Pascal Gagnon and Gino Robinson.

And

To approve the addition of the following to the list of members of the Saint-Gabriel-de-Valcartier Fire Safety Services: Maxime Duval, Alexandre Godin, Félix-Olivier St-Onge and Jérémie Wolsdorfer as firemen in training and Anne-Sophie Trudel as First

Responder intern, and this as of October 15th, 2019.

10-11-19

9.2 Adoption of the Civil Security Plan

WHEREAS local municipalities have the responsibility of Civil Security on their territory according to the *Loi sur la sécurité civile* (RLRQ, c. S-2.3);

WHEREAS the Municipality is exposed to several hazards of natural and anthropogenic origin that could potentially cause disasters;

WHEREAS Saint-Gabriel-de-Valcartier Municipal Council recognizes that the Municipality could be affected by a disaster at any time;

WHEREAS the municipal council sees the importance in preparing for disasters likely to occur on its territory;

WHEREAS this preparation must be maintained operational and be regularly monitored by the Municipal Council;

WHEREAS the measures put into place by the Municipality and recorded in the Civil Security Plan comply with the provisions of the *Alert and Mobilization Procedures and Minimum Rescue Procedures Regulations to protect the safety of persons and property in the event of a disaster*;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the Civil Security Plan of the Municipality prepared by Heidi Lafrance, assistant General Director and assistant Secretary-Treasurer/Civil Security Municipal Coordinator be adopted;

THAT Heidi Lafrance be named as person responsible for revision and updates of the Civil Security Plan.

This resolution repeals any previous Civil Security Plan adopted by the Municipality and any previous appointment of the person designated to update or revise that Plan.

11-11-19

9.3 Financial Assistance Program for Volunteer or Part-Time Firefighter Training

WHEREAS the *Règlement sur les conditions pour exercer au sein d'un service de sécurité incendie municipal* provides for training requirements for firefighters in fire safety services to ensure a minimal professional qualification;

WHEREAS this regulation is part of a desire to guarantee municipalities the training of firefighter teams with the necessary skills and abilities to intervene effectively in emergency situations;

WHEREAS in December of 2014, the Quebec Government established a Financial Aid Program for the training of volunteer or part-time firefighters which was renewed in 2019;

WHEREAS this Program has a principal objective of bringing municipal organizations a financial aid allowing them to have enough qualified firefighters to act effectively and safely in an urgent situation;

WHEREAS this Program this program also aims to foster the acquisition of the skills and abilities required by volunteer or part-time firefighters working in municipal fire departments;

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier wishes to benefit from the financial aid offered by this Program;

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier foresees training four firefighters for the Fireman I program over the next year to respond effectively and safely to emergency situations on its territory;

WHEREAS the Municipality must forward its request to the Ministry of Public Security through the MRC de la Jacques-Cartier according to Article 6 of the Program.

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO present a request for a financial aid for the training of these firefighters within the framework of the Financial Aid Program for the training of volunteer or part-time firefighters to the Ministry of Public Security and to forward this request to the MRC de la Jacques-Cartier.

10. PUBLIC WORKS AND HYGIENE

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

M. Dany Laberge presents an oral report of the activities of the Public Works Department. The main topics discussed are the following:

Municipal skating rink:

The rink boards have been reinstalled. The protective net will be installed at the end of November.

Connection to the aqueduct:

A connection to the aqueduct in the vicinity of 1636 Boulevard Valcartier will be carried out during the night of November 6 to 7. There will be a water break and affected residents will be informed.

Replacement of wood planking on Clark’s bridge:

These works have been reported to the week of November 11th, 2019.

Canada Post – repositioning of community mailboxes:

The community mailboxes at 1872 Boulevard Valcartier and those near the firehall will be repositioned in the Community Center parking lot before the end of November.

10.2 Awarding of contract for the winter maintenance of Cannon Street 2019-2020

WHEREAS Cannon Street is situated on the territory of the Saint-Gabriel-de-Valcartier Municipality even if it is within the perimeter of the Valcartier Military Base;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To award a contract to the company Transport Deno inc. in the amount of \$10,600 plus applicable taxes, and this, for the winter maintenance of Cannon Street situated on the Valcartier Base for the 2019-2020 winter season.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of October 2019

A total of 9 permits were issued for the month of October:

2	Residential extensions
2	Accessory buildings
1	Sign
3	Septic installations
1	Well

11.2 Report from the Municipal Inspector – Stacy Gagné

No report for the month of September.

12-11-19

13-11-19

11.3 Awarding of contract for the biological control of biting insects for 2020 with renewal option for 2021, 2022, 2023 and 2024

WHEREAS the Municipality of Saint-Gabriel-de-Valcartier published a public call for bids on October 16th, 2019 (SEAO and the Journal de Québec) for the biological control of biting insects for 2020 with the option to renew for the years 2021, 2022, 2023 and 2024;

WHEREAS two (2) bids were received following the public call for bids;

Company	Amount (excluding taxes)
Conseiller Forestier Roy inc.	\$96,530.00
GDG Environnement Itée	\$97,699.00 \$

WHEREAS the bid from Conseiller Forestier Roy inc. received the highest number of points according to the call for bids;

WHEREAS this bid is in compliance with the specifications used for the public call for bids;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor David Hogan

AND RESOLVED:

To award the contract for the biological control of biting insects to the firm Conseiller Forestier Roy inc. for the year 2020 for the price and sum of \$96,530.00 plus applicable taxes in compliance with the specification's documents. The option to renew the contract for the years 2021, 2022, 2023 and 2024 was retained, but the contract must be renewed annually and the costs will be adjusted according to the Consumer Price Index for the Quebec Region as compiled by Statistics Canada as of October 31 of each year.

AND

To authorize the firm Conseiller Forestier Roy inc. to submit a request for a certificate of authorization, in the name of the Municipality of Saint-Gabriel-de-Valcartier, with the *ministère du Développement durable, de l'Environnement et des Parcs (MDDEP)*, for the biological control of biting insects for 2020 and for the years 2021, 2022, 2023 et 2024 since the contract can be renewed.

Councillor Maureen Bédard is opposed to this treatment, she is rather in favour of letting nature take its course.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

Mrs. Laberge submitted her report to the Director General before the present meeting. The following is a summary:

Remembrance Day Ceremony:

A Remembrance Day Ceremony organized by the 5th and 6th grade students of Valcartier Elementary School will be held on November 11th at 10:30 am at the Community Center. The population is invited to attend.

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informs the members of council that the last meeting of the mayors of the MRC was held on October 16th, 2019.

The next sitting of the mayors will be held on November 20th, 2019 at 7:00 pm at the MRC de la Jacques-Cartier complex in Shannon. All interested parties are invited to attend.

MRC certificate of conformity:

According to Article 137.3 of the *Loi sur l'aménagement et l'urbanisme*, the MRC de La Jacques-Cartier forwarded to the Municipality a certificate of conformity concerning By-law No. 224 modifying By-law No. 148 concerning October 17th, 2019.

According to Article 137.3 of the *Loi sur l'aménagement et l'urbanisme*, the MRC de La Jacques-Cartier forwarded to the Municipality a certificate of conformity concerning By-law No. 225 modifying By-law No. 154 concerning the site planning and architectural integration plan of October 17th, 2019.

Municipal evaluation – awarding of contract:

On October 16th, 2019, the MRC de La Jacques-Cartier Council of Mayors awarded a contract for professional municipal evaluation services to *Groupe Altus limitée* for an amount of \$4,226,897 (excluding applicable taxes) for the period beginning January 1st, 2020 to December 31st, 2024.

Regional Christmas Card Contest:

The contest awards ceremony for the MRC de La Jacques-Cartier's 2019 Regional Christmas Card contest will be held on November 14th, 2019 at 6 pm in the hall of the Valcartier Community Center.

Capitale-Nationale regional fund :

The *Fonds de la région de la Capitale-Nationale (FRCN)* was created in December of 2016 following the adoption of the Law according the status of National Capital to the Ville de Québec. The *FRCN* has the objective of supporting projects which contribute in maintaining the momentum, the vitality, the development radiancy of the Capitale-Nationale region.

The minister responsible for the Capitale-Nationale region is responsible for this fund. The management of the *FRCN* was delegated too the Ville de Québec and to the Regional County Municipalities (MRC) of the region. These will therefore assume the management of the *FRCN* on their respective territories.

This program was extended for two years.

14. OTHERS

No subject is added for this month

15. CLOSING OF THE MEETING

All subject on the agenda being discussed, the Mayor closes the meeting at 8:40 pm.

Brent Montgomery
Mayor

Joan Sheehan
Director General
Secretary-Treasurer