



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 3rd, 2020**, 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
Raymond Bureau
David Hogan
Thomas Lavalée
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
Person responsible for Public Works,
buildings and parks: Dany Laberge
Municipal Inspector: Stacy Gagné

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-02-20

IT IS PROPOSED BY councillor Raymond Bureau

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with an addition to point 14.1 "Regular session of council for the month of March 2020"

1. Opening of the meeting

2. Acceptance of the agenda

3. Adoption of Minutes

1.1. Regular meeting of January 8th, 2020

1.2. Special meeting of January 29th, 2020, for the adoption of 2020 budget

4. Question period

5. General correspondence and follow-up of previous meetings

6. Notices of motion and By-laws

1.3. Adoption of By-law No. 227 establishing tax rates and service charges for the year 2020

1.4. Notice of motion concerning By-law No. 228 modifying zoning By-law No. 148 authorizing short-term rentals in the sort of AirBNB on the territory of Saint-Gabriel-de Valcartier and authorizing the use of shipping containers in certain zones on the territory

1.5. Adoption of Draft By-Law No. 228 modifying zoning By-law No. 148 authorizing short-term rentals in the sort of AirBNB on the territory of Saint-Gabriel-de Valcartier and authorizing the use of shipping containers in certain zones on

the territory

7. Administration

- a. Election of Pro-Mayor
- b. Homologation of the evaluation role for the financial year 2020
- c. Correction of resolution No. 101219 concerning the financial reserve in capital expenditures for 2019 projects to be completed in 2020
- d. Resolution regarding the support of MRCs relative to the *Engineers' Act*

2. Finance

- e. Accounts payable for the month of January 2020
- f. Contribution to Valcartier Village Golden Age Club
- g. Resolution to present a project within the framework of the Financial Assistance Program for Recreational and Sports Infrastructures (PAFIRS)

3. Public Security

- h. Activity report from CAUCA for January 2020

4. Public Works and Hygiene

- i. Report from the Person Responsible for Public Works
- j. Replacement of culvert on rue Caroline – Professional services for supervision of works

5. Urbanism and Environment

- k. Report of permits issued during the month of January 2020
- l. Report from the Municipal Inspector
- m. Request to maintain agreement with the Department of National Defence and the École secondaire Mont Saint-Sacrement concerning the biological treatment of biting insects

6. Recreation, Culture and Community Life

- n. Report from the Sports and Recreation Director

7. MRC and regional dossiers

8. Others

9. Closing of the meeting

3. ADOPTION OF MINUTES

02-02-20

3.1 Regular meeting of January 8th, 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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of January 8th, 2020.

03-02-20

3.2. Special meeting of January 29th, 2020, for the adoption of 2020 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 Thomas Lavallee

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of January 29th, 2020.

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

No subjects were treated this month.

6. NOTICES OF MOTION AND BY-LAWS

04-02-20

6.1 Adoption of By-law No. 227 establishing tax rates and service charges for the year 2020

Whereas a Notice of Motion of this By-law was previously given at a special session of Council on January 29th, 2020;

Whereas a Draft By-law No. 227 establishing tax rates and service charges for the year 2020 was deposited at a special session of Council on January 29th, 2020;

Whereas a copy of By-law No. 227 was submitted to Council members at the latest 72 hours before the adoption session of the present By-law and all declare having read the By-law;

Whereas the Secretary-Treasurer mentions the purpose of the By-law and its meaning, during the present sitting;

Whereas copies of the draft By-law were made available for public consultation at the beginning of the present sitting;

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To adopt By-law No. 227 establishing tax rates and service charges for the year 2020.

6.2 Notice of motion concerning By-law No. 228 modifying zoning By-law No. 148 authorizing short-term rentals in the sort of AirBNB on the territory of Saint-Gabriel-de Valcartier and authorizing the use of shipping containers in certain zones on the territory

This dossier will be re-examined given the entry into force of new laws and regulations in the coming months.

6.3 Adoption of Draft By-Law No. 228 modifying zoning By-law No. 148 authorizing short-term rentals in the sort of AirBNB on the territory of Saint-Gabriel-de Valcartier and authorizing the use of shipping containers in certain zones on the territory

This dossier will be re-examined given the entry into force of new laws and regulations in the coming months.

7. ADMINISTRATION

7.1 Election of Pro-Mayor

Councillor Thomas Lavalée was elected by acclamation as Pro-Mayor for the municipality of Saint-Gabriel-de-Valcartier for a term of 2 years. The Mayor congratulated him on his new term and thanked Councillor Shelley MacDougall for her dedication and excellent work as Pro-Mayor over the past two years.

7.2 Homologation of the evaluation role for the financial year 2019

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED TO:

Homologate the evaluation role revised and deposited on December 6th, 2019, establishing the taxable evaluation value at \$473,460,200, that of the tax basis evaluation of \$ 94,730,949 on non-residential immovable included in the surtax appendix, as prepared by the Altus Group firm of appraisers. The nontaxable valuation is established at \$430,021,700.

07-02-19

7.3 Correction of resolution No. 101219 concerning the financial reserve in capital expenditures for 2019 projects to be completed in 2020

IT IS PROPOSED by Councillor Shelley MacDougall

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

To bring the following correction to resolution 101219 to include the foreseen amount of \$130,000 to replace the Public Works' mobile workshop truck:

Erroneous text:

TO create a capital fund of \$ 905,850 from the 2019 general operating fund to carry out projects planned for 2019 to be carried out in 2020.

Corrected text:

TO create a fund earmarked for fixed assets of \$ **1,035,850** from the general operating fund 2019 to carry out the projects planned in 2019 which will be carried out in 2020.

08-02-19

7.4 Resolution regarding the support of MRCs relative to the *Engineers' Act*

WHEREAS the vast majority of maintenance costs for public roads and infrastructure such as aqueduct or sewer repairs, the replacement of culverts, are superior to \$1,000 and /or \$3,000, depending on the case;

WHEREAS maintenance works superior to these amounts require the filing of plans and specifications signed and sealed by a member of the Order of Engineers;

WHEREAS several minor works or repairs could be carried out without filing plans and specifications signed and sealed by a member of the Order of Engineers

WHEREAS the thresholds indicated in paragraphs a) and d) of Section 2 of the Engineers Act should be significantly revised upward in order to avoid additional costs for municipalities and citizens;

WHEREAS the Quebec Federation of Municipalities, with resolutions CA-2010-10-02 / 24, CA-2013-12-06 / 8 and CA-2018-04-12 / 10, claimed that Section 2 was not changed since 1973 making it unsuitable to the current municipal context, be amended to reflect this;

CONSEQUENTLY,

IT IS PROPOSED BY councillor David Hogan

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

- THAT the preamble is an integral part of the resolution;
- THAT the municipality of Saint-Gabriel-de-Valcartier supports the steps to modify paragraphs a) and d) of Section 2 of the Engineers Act so that the thresholds are revised significantly upwards and that below new thresholds, the work can be

- carried out by other professionals than members of the Order of Engineers;
- THAT this resolution be sent to the MRC’s of Quebec, the Federation of Quebec municipalities, Mrs. Sonia Lebel, Minister of Justice, as well as Mrs. Andrée Laforest, Minister of Municipal Affairs and Housing.

8. FINANCE

08-02-20

8.1 Accounts payable for the month of January 2020

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of January 2020;

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 January 2020 totalling a sum of \$316,045.60, which is annexed to this resolution to form an integral part thereof.

09-02-20

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 award a \$7,000 grant to the Valcartier Golden Age Club.

10-02-20

8.3 Resolution to present a project within the framework of the Financial Assistance Program for Recreational and Sports Infrastructures (PAFIRS)

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

- THAT the Municipality of Saint-Gabriel-de-Valcartier authorize the presentation of the project to Construct of a roof over municipal ice rink to the Ministry of Education and Higher Education as part of the Financial Aid Program for Recreational and Sports Infrastructures;
- THAT the commitment of the Municipality of Saint-Gabriel-de-Valcartier be confirmed to pay its share of the costs eligible for the project and to pay the costs of its continuous operation, to assume any increase in the operating budget generated by the project and not to award a contract relating to direct costs before obtaining a letter of announcement from the Minister;
- THAT the municipality of Saint-Gabriel-de-Valcartier designates Mrs. Heidi Lafrance, Director General, as a person authorized to act, in its name and to sign in its name all documents relative to the project mentioned above.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of January 2020

A total of 14 calls were received during the month of January 2020:

| | |
|---|---------------|
| 6 | Medical |
| 2 | Accident |
| 4 | Fire alarm |
| 0 | 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

11-02-20

Mr. Dany Laberge gives a verbal report of the Public Works Department’s activities.

Recognition of Public Works’ professionals as first responders in Quebec:

WHEREAS Public Works professionals are part of the first responders called following a natural catastrophe, bad weather and breakage of public goods;

WHEREAS Public Works management constitutes a major portion of the budgets of cities, these teams are led masterfully by experienced managers who need to deal with environmental, technical, human, and financial challenges and this, in a citizen-client context, and that recognition would allow these exceptional managers to obtain seats around strategic tables and to voice the issues that affect and impact them;

WHEREAS Public Works managers feel the need to standardize and normalize certain actions to ensure their quality and security;

WHEREAS the different Public Works Departments face significant challenges in terms of change and succession management and that recognition of the sector would make it possible to better understand the different trades that make them up, and by positioning Public Works as a recognized sector, it will be possible to adequately train resources, attract a succession of choice and keep them motivated and proud.

IT IS PROPOSED BY councillor Shelley MacDougall

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

THAT the Public Works Department managers of the Saint-Gabriel-de-Valcartier municipality be recognized as first responders.

And

THAT the municipal council support public works sector recognition approaches in Quebec conducted by the Public Works Association of America, with government authorities.

12-02-20

10.2 Replacement of culvert on rue Caroline – Professional services for supervision of works

IT IS PROPOSED BY councillor Raymond Bureau

SECONDED BY councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To mandate the firm Stantec to carry out surveillance works for the rue Caroline culvert replacement project, at a cost of \$22,650.00 excluding taxes.

This service offer includes start-up activities, work management, site supervision and closure activities. This firm has prepared call for bids plans and specifications for this project. They possess the necessary degree of experience and have offered quality services to the Municipality in the past.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of January 2020

A total of 5 permits were issued during the month of January 2020:

| | |
|---|---------------------|
| 2 | Renovations |
| 3 | Accessory buildings |

11.2 Report from the Municipal Inspector

Mr. Stacy Gagné gives a verbal report of the Urbanism department's activities.

Project for micro-chalets and yurts:

Residents and owners have presented a project of micro-chalets and yurts that they wish to set up on the territory of the municipality of Saint-Gabriel-de-Valcartier, more specifically on lot 6 204 545, to rent out. The by-laws currently in force do not allow this type of installation. After examining the project, the members of the council are not favourable to the realization of this project.

13-02-20

11.3 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 wishes to pursue the biological treatment of biting insects in the spring and summer of 2020;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

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

Moreover, the Secretary-Treasurer is also mandated to communicate with the Department of National Defence in order to obtain the necessary authorizations to treat part of the DDN property, and this, according to the same clauses 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

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

14-02-20

Regional Cultural Circuit sound terminal – À la découverte de la Jacques-Cartier :

IT IS PROPOSED BY councillor Raymond Bureau

SECONDED BY councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

THAT the Saint-Gabriel-de-Valcartier municipality accepts to receive a new sound terminal for the Regional Cultural Circuit – *À la découverte de la Jacques-Cartier*;

THAT the Municipality wishes to install this sound terminal at the park next to Clark's bridge;

THAT the Municipality designates Mr. Dany Laberge, Public Works Department supervisor as a resource person for this project;

THAT the MRC de la Jacques-Cartier defray all production and installation costs.

Classique hivernale – February 1st, 2020:

This activity was a fabulous success. Thank you to the Public Works Department for their help in preparing this activity.

Upcoming community activities:

- February 7: Library story time for St-Valentine's Day
- February 12: Family skate night from 3 :30 to 6 :30 pm. Both elementary schools are invited to this skate night. This year, the Municipality has several partners in order to make this event successful.

February 25: Annual Mardi Gras pancake supper organized by the Roger Lamont

Foundation.

13. MRC AND REGIONAL DOSSIERS

The Mayor, Brent Montgomery informed the members of Council that the last session of the MRC Council of Mayors was held on January 22nd, 2020.

The next sitting will be held on Wednesday, February 19th, 2020, at 7:00 pm at the MRC Complex located in Shannon. All persons interested are invited to attend.

Reflection on the economic development of the La Jacques-Cartier tourism industry:

A brainstorming meeting on the economic development of the tourism industry in La Jacques-Cartier will be held on Wednesday, February 12th, 2020, from 9 a.m. at the Manoir du Lac Delage. A representative and an elected representative of the Municipality will be present.

Cultural Financial Aid Program – birdhouses and bird feeders Project:

As part of the financial assistance program paid by the MRC de la Jacques-Cartier "Entente de développement culturel et Fonds culturel régional," the Municipality has submitted a request for the "cultural mediation event - birdhouses and bird feeders" project. The Municipality will benefit from a financial assistance of \$833.00 representing 2/3 of the cost of the project.

Cellular coverage on the territory of the MRC – Awarding of contract:

The topography of the territory means that cell coverage is deficient and even absent in several sectors of the MRC, despite the presence of telecommunications towers. The Origine company has been mandated by the MRC to map cell coverage on the territory.

MRC Certificate of Conformity:

According to Article 137.3 of the Planning and Development Act, the MRC de La Jacques-Cartier forwarded to the Municipality a certificate concerning Regulation No. 226 to amend the Construction By-law No. 150 concerning the installation and the visibility of the civic number on January 23rd, 2020.

14. OTHERS

14.1 Regular session of council for the month of March 2020

The regular sitting of Council for the month of March will be held on Monday, March 9th, 2020.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 8:30 pm.

Brent Montgomery
Mayor

Heidi Lafrance
Director General
Secretary-Treasurer