



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

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday, December 7, 2020**, 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 deferred webcast will be made available on the municipal website as of Tuesday, December 8, 2020.

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

1. OPENING OF THE MEETING

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

At 6:15 pm a Public Consultation meeting was held concerning the following item:

6.1 Public Consultation meeting Draft By-law No. 237 modifying zoning By-law 148

The recording of the Public Consultation meeting will be available on the Municipality's website as of Tuesday, December 8, 2020. The minutes of this meeting are an integral part of the present minutes.

2. ACCEPTANCE OF THE AGENDA

01-12-20

IT IS PROPOSED BY councillor Dorothy Noël

SECONDED BY councillor Raymond Bureau

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 November 2, 2020

4. Question period

5. General correspondence and follow-up of previous meetings

6. Notices of motion and By-laws

6.1. Public Consultation meeting concerning Draft By-law No. 237 modifying the Zoning By-law No. 148

- 6.2. Adoption of second Draft By-law No. 237 modifying the Zoning By-law No. 148 to add a note to the usage class C-2 and to add the usage class C-8 to the P-3 zoning.

7. Administration

- 7.1. Employee's Christmas gifts
- 7.2. Council's meeting calendar for 2021

8. Finance

- 8.1. Accounts payable for the month of November 2020
- 8.2. Budget for 2021 fiscal year – new date for the adoption of the 2021 budget
- 8.3. Donations to charities
- 8.4. Rental of part of land on lot 3 318 314

9. Public Security

- 9.1. Activity report from CAUCA for November 2020

10. Public Works and Hygiene

- 10.1. Report from the Person Responsible for Public Works
- 10.2. Resolution for the signing of an agreement with the Ville de Québec concerning the provision of services for the treatment of certain residual materials in the facilities of the Ville de Québec

11. Urbanism and Environment

- 11.1. Report of permits issued during the month of November 2020
- 11.2. Report from the Municipal Inspector

12. Recreation, Culture, and Community life

- 12.1. Report from the Sports and Recreation Director
- 12.2. Municipal skating rink project phase 2 – public call for tenders

13. MRC and regional dossiers

14. Others

15. Closing of the meeting

3. ADOPTION OF MINUTES

02-12-20

3.1 Regular meeting of November 2, 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 Lavalée

SECONDED BY councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt and sign the minutes of November 2, 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.

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, December 10, 2020.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

Dossier 422872 – Request to the Commission de protection du territoire agricole for exclusion of part of lots 2 196 882 and 4 396 680 for the development of Phase 4 of the Domaine Saint-Gabriel as well as part of lot 3 693 496 for the development of Phase 3 for the Villas Saint-Gabriel project included inside the protected agricultural zone:

On October 22, 2020, the Municipality participated in public meeting with the *Commission de protection du territoire agricole* concerning dossier 422872 via the Zoom platform. During this meeting, the Municipality informs the Commission of the withdrawal of which is a part of lot 3 693 496 (Villas St-Gabriel – rue Morley). On November 11, 2020, the Commission gave its decision and rejected the request for exclusion by virtue of Article 65.1 of the *Loi sur la protection du territoire agricole*.

Permission to use a parcel of land from the National Defence for the extension of the municipal walking path (2 196 107-2 and 3 086 041-2):

In a correspondence dated May 15, 2019, the Municipality asked the Ministry of National Defence for permission to use a parcel of land to extend the municipal walking path to reach Boulevard Valcartier near the gatehouse at the Valcartier base. In a letter dated November 19, 2020, the Ministry of National Defence informs the Municipality that it is not able to grant this request. In summary, the reasons for the refusal are particularly to maintain a buffer zone absorbing noise and dust. Moreover, considering the dangerous nature inherent to the activities of the Canadian armed forces, it is not advisable to reduce the buffer zone to guarantee the safety of the neighbouring population.

6. NOTICES OF MOTION AND BY-LAWS

6.1 Public Consultation meeting concerning Draft By-law no 237 modifying the Zoning By-law no 148

A public assembly meeting concerning draft By-law No. 237 preceded the regular session of council at 7:15 pm. It was held by videoconference and will be available on the municipal website as of Tuesday, December 8, 2020.

Are present:

The Mayor and six municipal councillors; the Director-General.

The Mayor Brent Montgomery invited the Director-General, Mrs. Heidi Lafrance, to present draft By-Law No. 237.

In accordance with the provisions of Article 145.33 of the LAU, a public meeting is held to present the nature of the project and give the right to any interested person to be heard. To guarantee the right of anyone interested to be heard in the context of the pandemic, the public meeting is accompanied by a written consultation. A detailed presentation of the project was available on the Municipality's website and comments could be received by email until the adjournment of the meeting. No comments or questions were received.

The purpose of the by-law: To add the following note 2 to C-2 usage class: *Only code 6519 (Other medical and health service) is authorized in this zone specifically authorizing assisted dying homes; and add class C-8 Rural accommodation to P-3 zoning.*

This draft by-law contains provisions which may be the subject of a request from persons interested in the target area and the areas adjacent to it, so that a by-law containing these provisions is submitted for their approval in accordance with to the *Act respecting elections and referendums in municipalities*.

Such a request is intended to submit these provisions for the approval of qualified voters in the zone to which they apply and those of any contiguous zone from which a valid request originates.

A provision which applies to more than one zone shall be deemed to constitute a separate provision which applies particularly to each zone mentioned.

To be valid, any request should:

- Clearly indicate the provision that is the subject and the area from which it comes; and if applicable, mention the area for which the request is made;
- Be signed by at least 12 persons interested in the area that it comes from or by the majority in the case where fewer than 21 persons interested in the area that it comes from;
- Be received at the municipal office, at 2215 Boulevard Valcartier, Saint-Gabriel-de-Valcartier, at the latest on January 8, 2021, at 4:30 pm. A public notice to this effect will be posted on December 21, 2020.

Information making it possible to determine which persons interested are entitled to sign an application can be obtained at the municipal office during normal office hours. A copy of the said second draft by-law may also be obtained, free of charge, by any person who requests it.

All the provisions of a second draft which will not have been the subject of a valid request may be included in a by-law which will not have to be approved by qualified voters.

After a presentation of the draft by-law, no questions or comments were put forward.

03-12-20

6.2 Adoption of second Draft By-law No. 237 modifying the Zoning By-law No. 148 to add a note to the usage class C-2 and to add the usage class C-8 to the P-3 zoning.

WHEREAS a Notice of Motion for this By-Law was given at a previous session of council held on October 5, 2020;

WHEREAS a first draft By-Law No. 237 modifying zoning By-Law No. 148 in order to add a note to use class C-2 and to add a usage class C-8 to zoning P-3 was adopted unanimously at the regular Council meeting held on November 2, 2020;

WHEREAS a public consultation meeting to present the draft By-Law No. 237 was held on December 7, 2020, at 7:15 pm in accordance with the *Land Use Planning and Development Law*;

WHEREAS a copy of the second draft By-Law No. 237 was submitted to council members at least 72 hours prior to the adoption of the said by-law and that all members present declare having read it;

WHEREAS the Secretary-Treasurer mentions the object of this by-Law and its scope, during this meeting: Adding to the C-2 usage class and C-8 usage class the following note 2: *Only the code 6519 (other medical or health services) is authorized in this zone specifically authorizing assisted dying housing facilities; and add Class C-8 Country-style accommodation to P-3 zoning.*

WHEREAS copies of the by-law were made available to the public for consultation as of the beginning of the meeting;

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the second draft By-Law No. 237 modifying the Zoning By-law No. 148 to add a note to the usage class C-2 and to add the usage class C-8 to the P-3 zoning.

7. ADMINISTRATION

04-12-20

7.1 Employee's Christmas gifts

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO award a gift equivalent to:

- \$500 to permanent employees.
- \$400 to regular non-permanent employees having worked over 20 hours per week.
- \$200 for regular, part-time employees having worked between 10 and 20 hours per week.
- \$100 to regular, part-time employees having worked less than 10 hours per week (Community Centre, Playgroup, Security, Club Ados, etc.). The reference period is the last three months.
- \$50 to occasional employees and replacements having earned less than \$1,000 during the year (Community Centre, Playgroup, Security, Club Ados, etc.)

In addition, a bonus of \$250 due to COVID-19 will be awarded to employees who have worked throughout the pandemic.

05-12-20

7.2 Council’s meeting calendar for 2021

WHEREAS Article 148 of the *Quebec Municipal Code* provides that the board must establish, before the start of each calendar year, the schedule of its regular meetings for the next year, setting the day and time for the start of each;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

THAT the following calendar be adopted with respect to the holding of regular meetings of the municipal council for 2020. These meetings will be held on Monday and will begin at 7:30 p.m. :

- January 11
- February 1
- March 1
- April 12
- May 3
- June 7
- July 5
- August 2
- September 13
- October 4
- November 15
- December 6

8. FINANCE

06-12-20

8.1 Accounts payable for the month of November 2020

WHEREAS the Secretary-Treasurer submitted, for approval from the members of Council, the list of accounts payable for the month of November 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 Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of November 2020 totalling a sum of \$272,525.36, which is annexed to this resolution to form an integral part thereof.

07-12-20

8.2 Budget for 2021 fiscal year – new date for the adoption of the 2021 budget

WHEREAS budgetary estimates must be prepared for the 2021;

WHEREAS the costs for a significant number of works and compensation to be received in 2021 remain to be confirmed;

WHEREAS

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED TO:

To repeal Resolution 061120 and adopt the budget forecast for 2021 on January 26, 2021, at 7:00 p.m.

08-12-20

8.3 Donations to charities

IT IS PROPOSED BY Councillor Shelley MacDougall

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO make a \$75 donation to each of the following organizations:

- Centraide Québec;
- Fondation des maladies du cœur;
- Association pulmonaire du Québec;
- Société canadienne du Cancer;
- L'Armée du Salut;
- Le Centre de prévention du suicide du Québec;
- Fondation des étoiles.

TO make a \$500 donation to each of the following organizations:

- Programme de réhabilitation Fraser
- Fondation Roger Lamont pour les paniers de Noël locaux
- Fonds de bienfaisance Byron McBain
- Fondation des Amis du Jeffery-Hale – Saint Brigid's

TO make a \$1000 donation to the following organizations:

- Popote et Multi-Services

09-12-20

8.4 Rental of a part of land on lot 3 318 314

WHEREAS the Municipality has been exploring for some time the possibility of establishing a public ecocentre on its territory;

WHEREAS the Municipality wishes to have its own facilities for better autonomy and more efficient management;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

TO authorize the Mayor Brent Montgomery and Heidi Lafrance, Director General and Secretary-Treasurer, to sign a rental lease with the owners of lot 3 318 314 for a period of 10 years for the rental of part of said lot to erect a public ecocentre there for the needs of the Municipality. The lease will take effect on April 1, 2021.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of November 2020

A total of 18 calls were received during the month of November 2020:

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

10. PUBLIC WORKS AND HYGIENE

10-12-20

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

Mr. Laberge submitted his report to the Director General before the meeting. Here is a summary:

Modernization of radio communication equipment:

WHEREAS the radio communication equipment for the Public Works and Fire Departments must be updated for both services to be able to cohabit without interruption from one part or the other;

WHEREAS Mr. Dany Laberge has requested bids from three separate companies;

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO order the necessary equipment to modernize the actual network to the lowest bidder being Novicom for the sum of \$19,062.81 including taxes.

11-12-20

10.2 Resolution for the signing of an agreement with the Ville de Québec concerning the provision of services for the treatment of certain residual materials in the facilities of the Ville de Québec

WHEREAS the Municipality has informed Ville de Québec of its interest in concluding an intermunicipal agreement relating to the provision of a grouping of certain services in the management and treatment of residual materials, namely recyclable materials, food residues, when available and waste incineration;

WHEREAS the Municipality wishes to enter into an intermunicipal agreement with the Ville de Québec in order to bring the waste to their incinerator and, as of the beginning of service equipment for food waste treatment at the Municipal Biomethanization Center, the food waste;

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

To authorize the Mayor, Brent Montgomery and Heid Lafrance, Director General and Secretary-Treasurer, to sign an intermunicipal agreement with the Ville de Québec concerning the provision of services for the treatment of certain residual materials in the facilities of the Ville de Québec. This 10-year agreement will take effect on January 1, 2021.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of November 2020

A total of 9 permits were issued during the month of November 2020:

1	New residence
2	Accessory buildings
3	Septic installations
1	Well
2	Tree felling

11.2 Report from the Municipal Inspector

No subjects were treated this month.

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 this meeting. Here is a summary:

Community activities for Christmas:

Advent calendar – December 13: Car rally and visit with Santa at the Community Centre

There will be a distribution of surprises for the elders of the Municipality with the name of the various resources available (meals, accompaniment, friendship visit, etc.)

Throughout the month of December: animated municipal walking path and Christmas educational videos with the elf Étincelle (science, arts and animated stories)

December 21-22: Preparation and distribution of Christmas hampers

Sports and recreation activities:

No activity has resumed its course and no programming is made for January 2021. We are still awaiting directives from the Ministry of Public Health.

Municipal skating rink:

The ice rink is scheduled to open as soon as the weather permits, according to guidelines issued by Public Health. Due to the pandemic and to maximize the capacity to use the ice surfaces and allow as many citizens as possible to enjoy them, only free skating will be authorized for an indefinite period (hockey sticks and pucks prohibited).

Rink: maximum of 25 persons

Skating path: maximum 25 persons

TO BE NOTED: Users must respect directives from on-site security personnel at all times following developing recommendations from Public Health.

12-12-20

12.2. Municipal skating rink project phase 2 – public call for tenders

WHEREAS construction of phase 1 of the skating rink has been completed;

WHEREAS the will of elected officials is to build phase 2 in 2021 to take advantage of this new multifunctional space as quickly as possible;

WHEREAS BBC Architects and WSP Engineers worked together to produce the plans and specifications for the construction of phase 2, i.e. the construction of a roof to cover the ice rink;

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO launch a public call for tenders on the Electronic Tendering System (SEAO) in December 2020 for the construction of phase 2 of the municipal outdoor skating rink (the roof) in spring 2021. The opening of tenders should be done at the beginning of 2021.

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 November 25, 2020.

Budget MRC:

The MRC Council of Mayors adopted a budget of \$2,620,480 for the 2021 fiscal year. This compares to a budget envelope of \$2,598,477 for the year 2020.

The share of costs for Saint-Gabriel-de-Valcartier amounts to 11.94% for 2021 compared to 12.06% for the year 2020. This calculation is based on the property value of the Municipality.

MRC committees:

The Mayor, Mr. Brent Montgomery was nominated to the following MRC committees:

- Agricultural Consulting Committee
- Public Security
- Economic Development Society Board of Directors
- Metropolitan dossiers and Territorial planning Committee
- Transport

The next sitting will be held on January 27, 2021, at 7:00 pm.

14. OTHERS

No items were treated this month.

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the Mayor declared the meeting closed at 7:55 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.