



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

**SAINT - GABRIEL
- DE -
VALCARTIER**

MINUTES OF MUNICIPAL COUNCIL MEETINGS

Regular session of the local Municipal Council held on **Monday May 2nd, 2022**, at the Saint-Gabriel-de-Valcartier Community Center in conformity to the provisions of the Municipal Code of the Province of Quebec.

Are present:

Mayor: Brent Montgomery
Councillors: Maureen Bédard
Raymond Bureau
David Hogan
Thomas Lavallee
Dorothy Noël

Absent: Shelley MacDougall

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

Also present:

Director General and Clerk-
Treasurer: Heidi Lafrance
Municipal Inspector: Stacy Gagné

1. OPENING OF THE MEETING

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

2. ACCEPTANCE OF THE AGENDA

01-04 -22

IT IS PROPOSED BY Councillor David Hogan

SECONDED BY Councillor Raymond Bureau

AND UNANIMOUSLY RESOLVED:

To adopt the agenda as presented below with the addition of items:

- 1. Opening of the meeting**
- 2. Acceptance of the agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular meeting of April 5th, 2022
- 4. Question period**
- 5. General correspondence and follow-up of previous meetings**
- 6. Notices of motion and By-laws**
 - 6.1. Adoption of By-law No. 247 repealing and replacing By-laws No. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees
 - 6.2. Notice of Motion concerning By-law No. 251 modifying Construction By-law No. 150
 - 6.3. Tabling of draft by-law No. 251 modifying the Construction By-law No. 150
- 7. Administration**
- 8. Finance**
 - 8.1. Accounts payable for the month of April 2022
 - 8.2. Tabling – Financial report and external auditor's report for the fiscal year ending December 31st, 2021
- 9. Public Security**
 - 9.1. Activity report from CAUCA for April 2022
 - 9.2. Adoption of the implementation plan (PMO) to be integrated into the revised Safety Risk Coverage Plan project (3rd generation) of the MRC de la Jacques-Cartier

9.3. Support for intermunicipal cooperative from the Fonds régions et ruralité (FRR) –
Component 4 - Hiring of a fire prevention technician

10. Public Works and Hygiene

10.1. Report from the Person Responsible for Public Works

10.2. Awarding of the contract for the collection and transportation of
residual materials and the supply of roll-off bins and containers

10.3. Acquisition of a new 4 x 4 pickup truck

10.4. Request for the maintenance of certain private roads open to public –
Charles Street 2022-2026

10.5. Rental of an ice resurfacer (Zamboni) for the 2022-2023 winter season

11. Urbanism and Environment

11.1. Report of permits issued during the month of April 2022

11.2. Report from the Municipal Inspector

11.3. Application under By-law No. 201 – restriction on the issuance of permits and
certificates due to certain constraints – Lot 3 389 830

12. Recreation, Culture, and Community life

12.1. Report from the Sports and Recreation Director

12.2. Cultural Financial Assistance Program – « Animation for Public Markets
2022 » and « Thrilling Thursdays! »

13. MRC and regional dossiers

14. Others

15. Closing of the meeting

3. ADOPTION OF MINUTES

02-04-22

3.1 Regular meeting of April 5th, 2022

The members of council received the Minutes of this meeting within the deadlines as
fixed by law; the Clerk-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 April 5th, 2022.

4. QUESTION PERIOD

In accordance with Section 150 of the *Quebec Municipal Code*, this council meeting
includes a question period during which those present may ask oral questions to
council members.

Mayor Brent Montgomery invited the citizens in attendance to ask questions on topics
of interest to them.

5. GENERAL CORRESPONDENCE AND FOLLOW-UP OF PREVIOUS MEETINGS

2021 rebate from the Mutuelle des municipalités de Québec :

The share of the rebate allocated to the municipality of Saint-Gabriel-de-Valcartier is
\$964. Supported by the sound management practices of our Mutual, this redistribution
aims to recognize our loyalty, our good risk management practices, and the quality of
our insurance file.

Ministère des Transports du Québec – road works on road 371 (5th Avenue) :

The MTQ plans to carry out work on the territory of Saint-Gabriel-de-Valcartier in 2022.

The work will consist of paving beginning 1 km north of des Pins Street to Lac-Jacques Road. The start date of the work is not yet known.

6. NOTICES OF MOTION AND BY-LAWS

03-03-22

6.1 Adoption of By-law No. 247 repealing and replacing By-laws No. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees

Considering that a Notice of Motion of this by-law was previously given at the regular Council meeting held on April 5th, 2022

Considering that a draft By-law No. 247 repealing and replacing By-laws No. 176, 205, and 220 on the Code of Ethics and Good Conduct for Municipal Employees was presented at the regular Council meeting held April 5th, 2022

Considering that a copy of By-law No. 247 was given to the members of Council at the latest 72 hours before the adoption of this by-law and that all members present declare having read the by-law

Considering that the Secretary-treasurer mentions the purpose of said by-law and its scope, while sitting: The purpose of this amendment is to add a new element concerning any gift, hospitality, or other benefit. This code of ethics and good conduct contains the values of the Municipality in matters of ethics and imposes various obligations on employees, particularly with the regard to conflicts of interest, the receipt of various benefits, discretion and confidentiality, the use of the Municipality's resources, respect for individuals, loyalty to the Municipality and sobriety at work. It should also be noted that following the tabling of the draft by-law, the words "within twelve (12) months following the end of his employment" have been added to the 2nd paragraph of rule 9.

Considering that copies of the by-law were available for public consultation at the beginning of the meeting

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt By-law No. 247 repealing and replacing By-laws No. 176, 205 and 220 on the Code of Ethics and Good Conduct for Municipal Employees

6.2 Notice of Motion concerning By-law No. 251 modifying Construction By-law No. 150

Councillor Dorothy Noël gives Notice of Motion that a by-law bearing number 251 amending Construction By-law No. 150 will be presented for adoption at a subsequent Council meeting.

6.3 Tabling of draft by-law No. 251 modifying the Construction By-law No. 150

Considering that a Notice of Motion of this by-law was given on May 2nd, 2022

Considering that a copy of this draft by-law was given to Council members at the latest 72 hours before the meeting and that all members present declare having read the draft by-law

Considering that the Clerk-Treasurer mentions the purpose of said draft by-law and its scope, hereby adds an exception allowing the construction of a semi-circular building consisting of a roof and side walls in one piece for an institutional and public use in a n institutional or public zone.

Considering that copies of the draft by-law were available for public consultation at the beginning of the meeting

By-law No. 251 will be adopted at a subsequent meeting.

7. ADMINISTRATION

No items were treated this month.

8. FINANCE

04-04-22

8.1 Accounts payable for the month of April 2022

WHEREAS the Clerk-Treasurer submitted, for approval from the members of council, the list of accounts payable for the month April 2022;

WHEREAS the members had the opportunity to ask questions;

WHEREAS budgetary credits necessary to cover the monthly expenses are available, as certified by the Clerk-Treasurer;

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

To adopt the list of accounts payable for the month of April 2022 totalling a sum of \$76 074.32, which is annexed to this resolution to form an integral part thereof.

8.2 Tabling – Financial report and external auditor’s report for the fiscal year ending December 31st, 2021

In accordance with Section 176.1 of the Municipal Code, the Clerk-Treasurer tables the financial report and the external auditor’s report for the fiscal year ending December 31st, 2022.

In accordance with Section 176.1 of the Municipal Code, the Clerk-Treasurer gave public notice of the tabling of the financial reports at least 5 days prior to the meeting.

9. PUBLIC SECURITY

9.1 CAUCA activity report for the month of April 2022

A total of 12 calls were received during the month of April 2022:

3	Medical
0	Accident
2	Fire alarm
0	False alarm
6	Miscellaneous
1	Public Works - emergency

07-04-22

9.2 Adoption of the implementation plan (PMO) to be integrated into the revised Safety Risk Coverage Plan project (3rd generation) of the MRC de La Jacques-Cartier

WHEREAS the obligation of the Municipalité régionale de comté (MRC) de La Jacques-Cartier to establish, in accordance with the orientations determined by the Minister of Public Security, a Fire Safety Coverage Plan

WHEREAS the obligation for the Municipality of Saint-Gabriel-de-Valcartier to adopt an implementation plan in accordance with the objectives established by the MRC de La Jacques-Cartier, with regard to the establishment of a fire safety cover plan for its entire territory

WHEREAS, the implementation plan adopted in 2014 has now expired and it is necessary to update a new implementation plan to be incorporated into the draft revised fire safety cover plan for the Jacques-Cartier MRC

WHEREAS the recommendation of the Fire Chief to authorize the adoption of the said plan

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO adopt the implementation plan to be included in the revised Fire Safety Cover Plan of the Municipalité régionale de comté (MRC) de La Jacques-Cartier

9.3 Support for intermunicipal cooperative from the Fonds régions et ruralité (FRR) – Component 4 – Hiring of a Fire Prevention Technician

Considering that the Municipality of Saint-Gabriel-de-Valcartier has taken note of the Guide for organization concerning the Component 4 – Support to intermunicipal cooperation of the Fonds régions et ruralité

Considering that the Municipality of Saint-Gabriel-de-Valcartier and the Town of Shannon wish to present a project to hire a Fire Prevention Technician within the framework of the financial assistance

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

That the Council of the Municipality of Saint-Gabriel-de-Valcartier agrees to participate in the project to hire a Fire Prevention Technician and to assume part of the costs

That Council authorize the submission of the project within the framework of the Component 4 – Soutien à la coopération intermunicipale du Fonds régions et ruralité

That Council designates the Town of Shannon as the responsible organization for the project.

10. PUBLIC WORKS AND HYGIENE

10.1 Report from the Public Works foreman – Mr. Dany Laberge

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

Ecocenter – report on the first year of operation:

The Ecocenter opened in May 2021. Over the past year, we have had more than 500 visits and received a lot of positive feedback. Weekly collections by Public Works employees have been cut in half, allowing them to focus on other tasks.

10.2 Awarding of the contract for the collection and transportation of residual materials and the supply of roll-out bins and containers

WHEREAS the Municipality issued a public call for tenders on March 28th, 2022, for the collection and transportation of residual materials and the supply of roll-out bins and containers

WHEREAS the opening of tenders was held on April 21st, 2022 in the presence of Heidi Lafrance, Director General, Dany Laberge, Foreman of the Public Works Department, Diane Lavallee, Assistant to General Management and Mr. Serge Martel, representative for the company GFL Environmental Inc.

WHEREAS only one contractor submitted a bid, and the results are as follows:

10-04-22

GFL Environmental Inc.

Option	Price without taxes
Option A: 1 year	\$265,840.00
Option B: 3 years	\$810,159.20
Option C: 5 years	\$1,270,643.40

WHEREAS the bid was analyzed and found to be in conformity with the tender documents

WHEREAS negotiations have taken place between the Municipality and GFL Environmental Inc. concerning the monthly rental price of the roll-out bins and the revised unit price is \$1.00 per month

WHEREAS the Municipality will become the owner of the roll-out bins at the end of a 5-year contract

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED TO:

TO award a five (5) year contract to GFL Environmental Inc. for the collection and transportation of residual materials and the supply of roll-out bins and containers as specified in the tender documents, and this, for the sum of \$1,270,643.40 plus applicable taxes.

Mayor Brent Montgomery and Director General Heidi Lafrance are duly authorized to sign the contract on behalf of the Municipality.

10.3 Acquisition of a new 4x4 Pickup truck

WHEREAS the Municipality issued a call for tenders by invitation on April 14th, 2022, for the purchase of a new 4x4 Pickup truck

WHEREAS 3 dealerships were invited to submit a bid

WHEREAS the opening of the bids was held on April 28th, 2022, in the presence of Heidi Lafrance, Director General, Dany Laberge, Foreman of the Public Works Department, and Diane Lavallee, Assistant to General Management

WHEREAS one dealership submitted a bid and the results are as follows

JL Desjardins Chevrolet Buick GMC Cadillac Lévis Ltée	AMOUNT
Chevrolet Colorado 2023	
Vehicle price :	\$ 41,990.00
Environmental tire fee	\$ 15.00
SUBTOTAL :	\$ 42,005.00
T.P.S 5%	\$ 2,100.25
T.V.Q. 9.975 %	\$ 4,190.00
TOTAL :	\$ 48,295.25

WHEREAS the tender has been analysed and found to be in conformity

IT IS PROPOSED BY Councillor Thomas Lavallee

SECONDED BY Councillor David Hogan

AND UNANIMOUSLY RESOLVED:

TO purchase a 4 x 4 Chevrolet Colorado 2023 pickup truck from JL Desjardins Chevrolet Buick GMC Cadillac Lévis Ltée in the amount of \$42,005.00 plus applicable taxes, and this, according to the terms and conditions of the tender document.

10.4 Request for the maintenance of certain private roads open to public – Charles Street 2022-2026

A request from the representatives of the property owners along Charles Street was received on April 20th, 2022, by Mr. Jocelyn Roberge and Ms. Annie Giroux. The request was analysed and found to be in conformity with the policy for the Maintenance of Certain Private Roads Open to the Public currently in effect.

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Dorothy Noël

AND UNANIMOUSLY RESOLVED:

TO accept the request for winter and summer maintenance, and this, according to the conditions of the Policy.

10.5 Rental of an ice resurfacer (Zamboni) for the 2022-2023 winter season

IT IS PROPOSED BY Councillor Raymond Bureau

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO proceed with the rental of an ice resurfacer from the compagnie Robert Boileau inc. for the municipal skating rink for the 2022-2023 winter season, three-month rental, for the amount of \$8,743.80 plus taxes including transportation costs and the knife.

11. URBANISM AND ENVIRONMENT

11.1 Report of permits issued during the month of April 2022

A total of 5 permits were issued during the month of April 2022:

2	Renovation
2	Accessory building
1	Pool

11.2 Report from the Municipal Inspector – Mr. Stacy Gagné

Mr. Gagné gave a verbal report on the activities of the Urbanism Department.

11.3 Application under By-law No. 201 – restriction on the issuance of permits and certificates due to certain constraints – Lot 3 389 830

The Urbanism Consulting Committee held a meeting on April 20th, 2022, to analyze a request for the construction of a single-family residence in the 20 meters of the steep slope protection band requiring a geotechnical analysis.

FILE: Restriction on the issuance of permits or certificates due to certain constraints for Lot 3 389 830 in the name of Mrs. Sonia Veilleux (residence in the steep slope protection strip)

Background and nature of the request:

- The Municipal Inspector received a building permit application with a geotechnical analysis attached to the project.
- The geotechnical analysis was produced by Mr. Keeven Simard Engineer for the firm L.E.Q. He recommends that the residence be at more than 15 meters from the slope and for any additional building at more than 10 meters from the top

11-04-22

of the slope. He recommends only that the owners visually inspect their access road down to the river to ensure that there is no stall. If there was, they will have to call the firm back to verify it.

UCC ANALYSIS AND RECOMMENDATION:

WHEREAS, this application is in compliance with the Urbanism Plan

WHEREAS the use is permitted

WHEREAS the land is largely composed of steep slopes

WHEREAS the restriction is on the main building

WHEREAS the other setbacks on the main building are respected

WHEREAS this request does not affect the enjoyment of the property rights of the neighboring buildings since the neighbors are well away and the report confirms that there will be no impact on them

WHEREAS the geotechnical analysis shows that the soil is stable and that there is no risk of landslides on the future construction

WHEREAS the construction project is in conformity with the regulations

WHEREAS it is the citizen's responsibility to verify every year that there is no slope failure

WHEREAS if there is an abnormal situation, the citizen is responsible to have the stability of the slope verified by an engineer member of the order

WHEREAS as part of the project, a certificate of compliance of the work will be provided by the engineer who did the geotechnical expertise after the work

IT IS PROPOSED BY Councillor Maureen Bédard

SECONDED BY Councillor Thomas Lavallee

AND UNANIMOUSLY RESOLVED:

To approve the permit request for Lot 3 398 830 of the official register of Saint-Gabriel-de-Valcartier to confirm the issuance of the permit for the construction of a single-family house in the steep slope protection zone, and this, as recommended by the UCC.

12. RECREATION, CULTURE AND COMMUNITY LIFE

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

No items were treated this month.

12.2 Cultural Financial Assistance Program – “Animation for Public Markets 2022” and “Trilling Thursdays!”

IT IS PROPOSED BY Councillor Dorothy Noël

SECONDED BY Councillor Maureen Bédard

AND UNANIMOUSLY RESOLVED:

TO authorize the submission of projects “Animation for Public Markets 2022” and “Trilling Thursdays!” within the framework of the financial assistance program paid by the MRC de La Jacques-Cartier “Entente de développement culturel et Fonds culturel régional” and to authorize Mrs. Pamala Laberge, director Sports and Recreation Department, to sign documents pertaining to these projects and applications.

13. MRC AND REGIONAL DOSSIERS

Mayor Brent Montgomery informed Council that the last meeting of the MRC Council of Mayors was held on April 20th, 2022.

The next meeting of the Council of Mayors will be held on May 18th, 2022, at 7:00 pm.

14. OTHERS

15. CLOSING OF THE MEETING

The items on the agenda being exhausted, the mayor declared the meeting closed at 8:00 pm.

Brent Montgomery
Mayor

Heidi Lafrance
Director General and
Clerk-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.