

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL HELD ON
MONDAY, DECEMBER 12, 2016, AT 5801 CAVENDISH BOULEVARD,
CÔTE SAINT-LUC, AT 8:00 P.M.**

PRESENT:

Mayor Mitchell Brownstein, B. Comm., B.C.L., L.L.B. presiding
Councillor Sidney Benizri
Councillor Dida Berku, B.C.L.
Councillor Mike Cohen, B.A.
Councillor Steven Erdelyi, B.Sc., B.Ed.
Councillor Sam Goldbloom, B.A.
Councillor Ruth Kovac, B.A.
Councillor Allan J. Levine, B.Sc., M.A., DPLI
Councillor Glenn J. Nashen

ALSO PRESENT:

Ms. Nadia Di Furia, Interim City Manager
M^e Jonathan Shecter, Interim Associate City Manager and City
Clerk, acted as Secretary of the meeting

**PRESENTATION OF CERTIFICATE AWARDS FOR ALISON LEVINE (SUMMER
2016 PARALYMPICS) IN RECOGNITION OF HER ATHLETIC ACHIEVEMENTS**

Mayor Brownstein presented Ms. Alison Levine, a Côte Saint-Luc resident, an award honoring her for her participation in the 2016 Rio Paralympics, representing Canada. Mayor Brownstein commended Ms. Levine for her strength and dedication as well as her involvement within the community. A video was also shown and a commemorative photo was also taken with members of the Côte Saint-Luc City Council.

QUESTION PERIOD

The question period started at 8:00 p.m. and finished at 8:32 p.m. Six (6) people asked to speak and they were heard.

1) Shoshanna Fellig

The resident expressed her opposition to the granting of a minor exemption requested by the developers of a project concerning 5789 Caldwell.

The resident expressed concerns that in approving the minor exemption requested, traffic on Caldwell will increase and street parking spaces available to residents of Caldwell will decrease considering the exemption concerns allowing fewer parking spots.

The resident further expressed concerns that by granting the minor exemption, the outdoor views of the residents from the Maimonides hospital will be affected to which Mayor Brownstein responded that the agenda item has been deferred in order to provide the opportunity to the developers to speak with the residents.

2) Clair Rodricks

The resident inquired as to whether the City could send a City inspector to inspect the building where she resides which, according to the resident, has been infested with mice and bed bugs to which Mayor Brownstein responded that the resident must seek official recourse at the Rental Board. Councillor Erdelyi then added that the City's Urban Development Manager, Jeff Davey, has already spoken to the residents of the building in order to address the situation.

3) Andee Shuster

The resident thanked the Côte Saint-Luc City Council for launching additional programming for young children, which will be available at its Aquatic and Community Center and run by "*Le R.E.C. Room.*" The resident then inquired as to the particulars of the contract with "*Le R.E.C. Room*" to which Mayor Brownstein responded.

4) Claire Abraham

The questioner, a representative of Project Genesis, implored the City Council to intervene in order to help residents, such as Ms. Clair Rodriguez, who are living in poor quality housing which she deemed infested with mice and bed bugs for which Mayor Brownstein invited the questioner to speak with the City's Director of Urban Development, Charles Senekal, (in the audience tonight) to communicate her concerns in further detail.

5) Andres Sniatowsky and David Baker

The residents expressed their opposition to the granting of a minor exemption requested by the developers of 5789 Caldwell.

The residents then presented the Côte Saint-Luc City Council with a Petition regarding 5789 Caldwell which was signed by 52 residents opposing the Minor Exemption request subsequent to which, Mayor Brownstein responded that it had already been predetermined that the agenda item will be deferred.

6) Mitchell Kujavsky

The resident informed the Côte Saint-Luc City Council ("Council") of the closing of *Quality Fruits*. The resident encouraged Council to get involved in the re-launch of the original community store to which all members of Council took note.

161204

**CONFIRMATION OF THE MINUTES OF THE REGULAR MEETING OF
COUNCIL DATED NOVEMBER 14, 2016 AT 8:00 P.M.**

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

"THAT the Minutes of the Regular Meeting of Council dated November 14, 2016 at 8:00 p.m. be and are hereby approved as submitted."
CARRIED UNANIMOUSLY

161205

MONTHLY DEPARTMENTAL REPORTS FOR NOVEMBER 2016

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

"THAT the monthly departmental reports submitted for November, 2016 be and are hereby approved as submitted."

CARRIED UNANIMOUSLY

161206

RESOLUTION TO APPROVE THE SERVICES OF THE ROYAL BANK OF CANADA TO INVEST FUNDS INTO A NON-REDEEMABLE GUARANTEED INVESTMENT CERTIFICATE

WHEREAS the Côte Saint-Luc City Council wishes to ratify, by resolution, the approval of the services of the Royal Bank of Canada to invest funds into a non-redeemable Guaranteed Investment Certificate;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

"THAT the Côte Saint-Luc City Council ("Council") ratifies the appointment of the Royal Bank of Canada as the custodian for a non-redeemable Guaranteed Investment Certificate from June 17, 2016 to December 14, 2016;

THAT Council approves and ratifies herewith that funds in the amount of three million dollars at a rate of 1.15% (for a six month period) were taken from the General Administration Fund of the City of Côte Saint-Luc in order to procure and obtain the above-described investment;

THAT the Mayor and the Treasurer or in case of their absence, the Acting Mayor, be and are hereby authorized to sign the custodian and administrative contract including all required documents as mentioned in the present resolution and all previous signatures be and are hereby ratified."

CARRIED UNANIMOUSLY

161207

APPROVAL OF APPROPRIATION OF \$387,000 FROM CLOSED LOAN BY-LAWS TO REPAY LONG TERM DEBT

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves to appropriate \$387,366 from the balance on hand of closed loan by-laws to principal and interest repayment, for 2016, of the long term debt of loan by-laws 2324, 2333, 2362, 2365 and 2366."
CARRIED UNANIMOUSLY

161208

**RESOLUTION TO WAIVE THE READING OF BY-LAW 2476 TO BE ENTITLED:
"BY-LAW 2476 CONCERNING TAXES AND TARIFFS OF THE CITY OF
CÔTE SAINT-LUC FOR THE FISCAL YEAR 2017"**

WHEREAS, the above captioned by-law was given to members of Council on Wednesday, December 7, 2016;

WHEREAS, all Council members present hereby declare that they have read said by-law and waive the reading thereof;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT the Council of the City of Côte Saint-Luc unanimously waives the reading of By-Law 2476 to be entitled: "*By-law 2476 concerning taxes and tariffs of the City of Côte Saint-Luc for the fiscal year 2017*" when it will be presented for adoption, the whole in accordance with the law."
CARRIED UNANIMOUSLY

161209

**BY-LAW ENTITLED: "BY-LAW 2476 CONCERNING TAXES AND TARIFFS OF
THE CITY OF CÔTE SAINT-LUC FOR THE FISCAL YEAR 2017" - ADOPTION**

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT By-law entitled: "*By-law 2476 concerning taxes and tariffs of the City of Côte Saint-Luc for the fiscal year 2017*" be and is hereby adopted and numbered 2476."
CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLOR RUTH KOVAC
DISSENTING

161210

**RESOLUTION TO APPROVE THE DISBURSEMENTS FOR THE PERIOD OF
NOVEMBER 1, 2016 TO NOVEMBER 30, 2016**

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the attached list of disbursements for the period of November 1, 2016 to November 30, 2016 for a total amount of \$4,044,707.85 in Canadian Funds;

THAT Treasurer's certificate No.16-0193 dated December 8, 2016 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

161211

**HUMAN RESOURCES – APPOINTMENT OF MANAGER OF ELECTIONS –
FIXED-TERM CONTRACT, MANAGEMENT POSITION**

It was

MOVED BY COUNCILLOR SAM GOLDBLOOM
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the appointment of Mark Gross as the Manager of Elections;

THAT this position is a temporary, management position, on contract for a fixed-term effective from February 6, 2017 to February 2, 2018;

THAT the Treasurer's certificate attesting to the availability of funds to cover the above-described expenses will be issued in 2017 by the City Treasurer."

CARRIED UNANIMOUSLY

161212

**HUMAN RESOURCES – FINANCE - HIRING OF TEMPORARY OFFICE
AGENT – WHITE COLLAR, AUXILIARY POSITION**

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the hiring of Stéphane Racine as an Office Agent on a temporary basis (white collar, auxiliary position), effective from November 14, 2016 to December 16, 2016;

THAT Treasurer's certificate number 16-0190 dated December 6, 2016 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

161213

HUMAN RESOURCES – PUBLIC WORKS DEPARTMENT - STATUS CHANGE FROM AUXILIARY, BLUE COLLAR, MOTORIZED EQUIPMENT DRIVER AND OPERATOR “B” POSITION TO PERMANENT BLUE COLLAR POSITION

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR SIDNEY BENIZRI

AND RESOLVED

“THAT the Côte Saint-Luc City Council approves the change of status for the position of Motorized Equipment Driver Operator “B”, occupied by Mikhael Benabou from auxiliary to permanent, as per the new Blue Collar Collective Agreement;

THAT said status change is effective retroactive to August 22, 2016.”
CARRIED UNANIMOUSLY

161214

APPOINTMENT OF COUNCILLOR RUTH KOVAC AS ACTING MAYOR OF THE CITY OF CÔTE SAINT-LUC – JANUARY 1, 2017 UP TO AND UNTIL MARCH 31, 2017

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR SAM GOLDBLOOM

AND RESOLVED:

“THAT Councillor Ruth Kovac is and shall be named Acting Mayor of the City of Côte Saint-Luc, effective January 1, 2017 up to and until March 31, 2017 inclusively, and further that the aforementioned Councillor Kovac shall have and may exercise the powers of the Mayor when the said Mayor is absent or unable to perform the duties of his office.”

CARRIED UNANIMOUSLY

161215

AUTHORIZATION TO PAY INSURANCE PREMIUMS AND CORRESPONDING DEDUCTIBLES FOR THE 2017 CALENDAR YEAR

WHEREAS for the purpose of purchasing group property and liability insurance with a possibility of a group deductible, the City of Côte Saint-Luc (“City”) participated with other cities and towns in a joint agreement (“Agreement”). The *Comité de transition de l’agglomération de Montréal* (“The Transition Committee”) reached this Agreement on May 27, 2005 for and in the name of the Island of Montreal municipalities to be reconstituted and the *Union des municipalités du Québec* (“UMQ”) for a three-year period: January 1, 2006 to December 31, 2008;

WHEREAS the “UMQ” was mandated by the Transition Committee to act as the representative of this association known as the *Regroupement des municipalités de l’Île de Montréal* (RMIM) and, as such, the UMQ assumed the responsibilities of advisor and deductible fund manager;

WHEREAS a call for tenders was made by the City's original consultants, Optimum Gestion de risques ("Optimum"), Division de Optimum Actuaire & Conseiller Inc. and by the "UMQ" for the "RMIM";

WHEREAS on December 14, 2005, the Côte Saint-Luc City Council, ("Council"), via resolution number 051217, approved the Agreement reached on May 27, 2005 by the Transition Committee for and in the name of the municipalities to be reconstituted on the Island of Montreal and the "UMQ" for the three-year term beginning on January 1, 2006 and ending on December 31, 2008 for the purpose of purchasing group property insurance with a possibility of a group deductible;

WHEREAS at its Regular Meeting of July 14, 2008 Council adopted a new agreement along with the reconstituted municipalities who were party to the previous Agreement said new agreement adopted for a five year period, from January 1, 2009 to January 1, 2014 and providing coverage from the same insurers;

WHEREAS at its Regular Meeting of September 9, 2013 Council adopted a new agreement along with the reconstituted municipalities who were party to the previous Agreement said new agreement adopted for a five year period, from January 1, 2014 to January 1, 2019 and providing coverage from the same insurers;

WHEREAS at its Regular Meeting of October 18, 2010 Council awarded a mandate to René Laporte & Associés ("Laporte"), as its general consultant, along with the other members of the reconstituted municipalities from January 1, 2010 to January 1, 2011 renewable each year;

WHEREAS, in 2012 Laporte went out for public tender on behalf of the reconstituted cities and towns for a maximum period of 5 years (renewable each year, at the discretion of the City);

WHEREAS it is necessary for the City to approve its general insurance premiums and deductibles for 2017 as the Regroupement has indeed expressed its intention to exercise its option to renew for another year;

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR SIDNEY BENIZRI

AND RESOLVED:

"THAT the Côte Saint-Luc City Council hereby approves the City's property insurance contracts and corresponding deductibles which are annexed herewith as Annex B entitled: "*Regroupement de municipalités de l'Île de Montréal – Ville de Côte Saint-Luc – Tableau de réconduction période 2017-2018*" to form an integral part of the minutes – with their corresponding maximum premiums payable to BFL Canada Risk and Insurance Inc. – from January 1, 2017 to December 31, 2017 as follows:

Property insurance	\$50,360.00	Plus applicable taxes
Property insurance (engineering fees)	\$3,655.00	Plus applicable taxes
Machine insurance	\$5,601.00	Plus applicable taxes
Delict insurance	\$1,350.00	Plus applicable taxes
Civil liability	\$116,541.00	Plus applicable taxes
Civil liability (umbrella)	\$19,754.00	Plus applicable taxes
Municipal liability	\$17,287.00	Plus applicable taxes

Automobile insurance	\$41,568.00	Plus applicable taxes
Consultant Fees – FIDEMA Groupe Conseils Inc.	\$2,431.00	Plus applicable taxes
Justice Fees	\$1.00	Plus applicable taxes
TOTAL (Not including taxes)	\$258,548.00	

THAT Council further authorizes payment in the amount of \$100,000.00 for its aggregate deductible if/when required said amount is required to be paid, in whole, or in part;

THAT a Treasurer's certificate attesting to the availability of funds to cover the above-described expenses for the 2017 fiscal year shall be issued at the beginning of 2017."

CARRIED UNANIMOUSLY

161216

ARCHIVES - ADOPTION OF A RECORDS MANAGEMENT POLICY

WHEREAS Article 6 of the *Archives Act* states that: "The public bodies (...) shall adopt a management policy for their active and semi-active documents";

WHEREAS the City of Côte-Saint-Luc (the "City") already has a Classification Plan and a Retention Schedule;

WHEREAS the City recognizes that the documents produced and received by the City's departments are a rich and important asset contributing to the City's mission as well as maintaining its historical memory;

WHEREAS the administration, employees, elected officials, residents and researchers require information that is relevant, accurate, clear, up-to-date and quickly accessible;

WHEREAS information is an essential resource without which the City would not be able to fulfill its mission, comply with its financial and legal obligations, defend its rights and protect its residents' interests;

WHEREAS the adoption of this policy will promote a vision, manage the information produced and received by the City and will also ensure its longevity;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI
SECONDED BY COUNCILLOR SAM GOLDBLOOM

AND RESOLVED:

"THAT the Côte Saint-Luc City Council hereby adopts the Records Management Policy dated November 7, 2016, attached herewith as Annex A to form an integral part of this resolution."

CARRIED UNANIMOUSLY

161217

AUTHORIZATION TO THE CITY TREASURER TO SET UP A RESERVE ACCOUNT FOR INSURANCE PREMIUMS AND DEDUCTIBLES

WHEREAS the City of Côte Saint-Luc (the "City") has a general civil liability policy with a \$100,000 aggregate deductible;

WHEREAS the City wishes to set up a reserve for its aggregate deductible;

WHEREAS a resolution is required to appropriate monies from the City's Unrestricted Surplus to set up said reserve;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) hereby authorizes the City Treasurer to set up a reserve account and further authorizes the appropriation of monies of \$100,000 from its Unrestricted Surplus to create said reserve;

THAT said reserve shall be utilized if/when necessary, the whole as per the City's insurance policy, in particular, Avenant number 22;

THAT the City Clerk or the City Treasurer be and are hereby authorized to sign any document to give effect to the foregoing;

THAT Treasurer's certificate No.16-0191 dated December 6, 2016 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

161218

PARKS AND RECREATION – AUTHORIZATION TO PAY FOR THE AFFILIATION FEES FOR THE CITY OF CÔTE SAINT-LUC AQUATIC YOUTH SWIM TEAM TO “FEDERATION NATATION DU QUÉBEC”

This item was deferred to a subsequent meeting.

161219

PARKS AND RECREATION – AUTHORIZATION TO PAY THE REGISTRATION FEES FOR THE CITY OF COTE SAINT-LUC AQUATIC WATERPOLO TEAMS TO “FEDERATION DE WATER-POLO DU QUÉBEC”

WHEREAS the City of Côte Saint-Luc's (“the City”) Aquatic Water-Polo Teams, in order to participate in the water-polo games, are required to be affiliated with *Fédération de water-polo du Québec (“FWPQ”)*;

WHEREAS the FWPQ charges a fee per team;

WHEREAS the registration fee is based on different age categories;

WHEREAS the City is required to pay the registration fees to the FWPQ for the period of October 2016 to March 2017;

It was

MOVED BY COUNCILLOR ALLAN J. LEVINE
SECONDED BY COUNCILLOR SAM GOLDBLOOM

AND RESOLVED

“THAT Côte Saint-Luc City Council (“Council”) hereby authorizes payment of \$11,800.00 (inclusive of taxes as there are no taxes for the registration fees) as described in FWPQ’s invoice #20161021-04 attached herewith as Annex C, for the Aquatic Water-Polo Teams in order to participate in water-polo games, for the period of October 2016 to March 2017;

THAT Treasurer’s certificate No. 16-0194 dated December 8, 2016 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

161220

NOTICE OF MOTION – BY-LAW 2477 TO BE ENTITLED: “BY-LAW 2477 CREATING THE FEE SCHEDULE FOR CULTURAL, SPORTS AND LEISURE ACTIVITIES FOR THE SPRING AND SUMMER OF 2017”

Councillor Allan J. Levine gave notice of motion that By-Law 2477 to be entitled: “By-law 2477 creating the fee schedule for cultural, sports and leisure activities for the Spring and Summer of 2017” will be presented at a later meeting for adoption.

161221

RESOLUTION TO WAIVE THE READING OF BY-LAW 2477 TO BE ENTITLED: “BY-LAW 2477 CREATING THE FEE SCHEDULE FOR CULTURAL, SPORTS AND LEISURE ACTIVITIES FOR THE SPRING AND SUMMER OF 2017”

WHEREAS, the above captioned by-law was given to members of Council on Friday, December 9, 2016;

WHEREAS, all Council members present hereby declare that they have read said by-law and waive the reading thereof;

It was

MOVED BY COUNCILLOR ALLAN J. LEVINE
SECONDED BY COUNCILLOR SAM GOLDBLOOM

AND RESOLVED:

“THAT the Council of the City of Côte Saint-Luc unanimously waives the reading of By-Law 2477 to be entitled: “By-law 2477 creating the fee schedule for cultural, sports and leisure activities for the spring and summer of 2017” when it will be presented for adoption, the whole in accordance with the law.”

CARRIED UNANIMOUSLY

161222

PARKS AND RECREATION – LICENSE RIGHTS FOR PRODUCTION OF LITTLE SHOP OF HORRORS (K-104-16)

WHEREAS the City of Côte Saint-Luc’s (“the City”) Dramatic Society wishes to organize the production of *Little Shop of Horrors*;

WHEREAS in order to organize the production of a copyrighted play, a license is required;

It was

MOVED BY COUNCILLOR SAM GOLDBLOOM
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

"THAT the Côte Saint-Luc City Council ("Council") hereby awards a licensing contract with Music Theater International for the purchase of the license for the production of *Little Shop of Horrors* for an amount of \$11,480.00 USD¹;

THAT the City's General Counsel be and is hereby authorized to sign the contract on behalf of the City;

THAT Treasurer's certificate number 16-0189 dated November 21, 2016 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

161223

**PARKS AND RECREATION – RATIFICATION OF ALL INDEPENDANTS
CONSULTANTS AND COACHING CONTRACTS FOR 2016**

WHEREAS the City entered into Independent Consulting agreements with various independent contractors to teach or coach classes, courses and/or teams in various programs;

It was

MOVED BY COUNCILLOR ALLAN J. LEVINE
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

"THAT the Côte Saint-Luc City Council ("Council") approves the Independent Consulting Agreements whose names are listed on the document entitled: "Parks and Recreation Department Independent Consulting Agreement" annexed herewith as Annex D;

THAT Council further ratifies all of the related expenditures."

CARRIED UNANIMOUSLY

161224

**PUBLIC AFFAIRS AND COMMUNICATIONS – RATIFICATION OF THE
PAYMENT OF INVOICES FOR PITNEY WORKS**

WHEREAS, the City of Côte Saint-Luc uses the services of Pitney Works for refilling postage funds to the City's postage meter;

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

"THAT the Côte Saint-Luc City Council ("Council") ratifies the payment of invoices to Pitney Works for the 2016 calendar year;

¹¹ A balance of 0 is indicated as payable on the invoice regarding sales tax.

THAT the Council approves and ratifies the associated expense in the amount of \$39,000, plus applicable taxes.”
CARRIED UNANIMOUSLY

It was then

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

“To add to the above-cited resolution that the purpose of the expense was for refilling the City’s postage meter.”

161225

**PUBLIC AFFAIRS AND COMMUNICATIONS – RATIFICATION OF THE
PAYMENT OF INVOICES FOR CANADA POST**

WHEREAS, the City of Côte Saint-Luc uses the services of Canada Post for bulk mail distribution, mail pick-up service and other related services;

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) ratifies the payment of invoices to Canada Post for the 2016 calendar year;

THAT Council approves and ratifies the associated expense in the amount of \$28,000, plus applicable taxes.”
CARRIED UNANIMOUSLY

161226

**INFORMATION TECHNOLOGY – AWARDING OF A FIVE (5) YEAR CONTRACT
TO BELL CANADA FOR BUSINESS LINE TELEPHONY SERVICES
(K-107-17-21)**

WHEREAS the City of Côte Saint-Luc (“City”) wishes to award a five (5) year contract to Bell Canada for business line telephony services for its Centrex telephone lines;

WHEREAS the yearly expenditure for 42 lines at \$25.00 per month, per line, is \$12,600.00, plus applicable taxes;

WHEREAS since the object of the Agreement stems from the use of a software package or product ensuring the compatibility with existing systems, pursuant to Article 573.3 of the *Cities and Towns Act*, this Agreement was exempt from the tendering process;

It was

MOVED BY COUNCILLOR ALLAN J. LEVINE
SECONDED BY COUNCILLOR GLENN J. NASHEN

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) hereby awards a five (5) year contract to Bell Canada for business line telephony services for its Centrex telephone lines;

THAT the City’s General Counsel be and is hereby authorized to sign the contract on behalf of the City;

THAT the yearly expenditure for these lines is \$12,600.00, plus applicable taxes;

THAT a Treasurer’s certificate will be issued the at the beginning of the 2017 and every subsequent year thereof by the City Treasurer attesting to the availability of funds to cover the portion of the above-described expenses for each year of the contract.”

CARRIED UNANIMOUSLY

161227

PUBLIC SAFETY – ADOPTION OF A NEW EMERGENCY PREPAREDNESS PLAN

This item was deferred to a subsequent meeting.

161228

PUBLIC WORKS – C-18-14-18 – CLEANING AND JANITORIAL SERVICES CONTRACT - EXERCISE OF THE 2017 AND 2018 CONTRACTUAL OPTION YEARS

WHEREAS the City of Côte Saint-Luc (“City”) made a public call for tenders for cleaning and janitorial services for certain of its municipal buildings for the period of September 1, 2014 to December 31, 2016, with two (2) renewal options of one-year each said options to be renewed at the discretion of the City;

WHEREAS via Resolution number 140821 adopted on August 11, 2014, the Côte Saint-Luc City Council (“Council”) awarded the tendered contract C-18-14-18 to Les services adaptés Transit, the lowest conforming bidder;

WHEREAS the City wishes to exercise the two option years of this contract, namely, 2017 and 2018;

WHEREAS Les services adaptés Transit changed its corporate name to Axia services;

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT Council hereby exercises the two contractual option years for 2017 and 2018 under tendered contract C-18-14-18 for cleaning and janitorial services and awards a contract to Axia services for the period between January 1, 2017 to December 31, 2018, for a total amount of \$495,602.28, plus applicable taxes;

THAT a Treasurer's Certificate will be issued in January 2017 and 2018 respectively to attest to the availability of funds to cover the above-described expenses in each year of the contract."

CARRIED UNANIMOUSLY

161229

**LEGAL – AUTHORIZATION OF CHRISTIAN CHIASSON TO SIGN THE
“APPROBATION DU PROPRIÉTAIRE” AS PREPARED BY A LAND
SURVEYOR**

WHEREAS the City of Côte Saint-Luc (“City”) enters from time to time into lane sales with residents; and

WHEREAS in order for such sales to take place, the Coordinator of Urban Planning has to sign a document entitled “Approbation du propriétaire” (“Owner’s approval”) prepared by a land surveyor;

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT the Côte Saint-Luc City Council hereby authorizes Christian Chiasson, Coordinator of Urban Planning, to sign the document entitled “Approbation du propriétaire” (“Owner’s approval”) for all City’s lane sales during the 2017 calendar year.”

CARRIED UNANIMOUSLY

COUNCILLOR MIKE COHEN LEFT THE MEETING

161230

**NOTICE OF MOTION – BY-LAW 2370-3 TO BE ENTITLED: “BY-LAW 2370-3
AMENDING BY-LAW 2370 ENTITLED: “BY-LAW CONCERNING THE
DELEGATION OF AUTHORITY TO THE OFFICERS AND EMPLOYEES OF THE
CITY AND AUTHORIZING DELEGATED AUTHORITY TO ESTABLISH A
SELECTION COMMITTEE TO THE CITY’S GENERAL COUNSEL”**

Councillor Dida Berku gave Notice of Motion that By-law 2370-3 to be entitled: “By-law concerning the delegation of authority to the officers and employees of the city” in order to authorize delegated authority to establish a selection committee to the City’s General Counsel” will be adopted at subsequent meeting.

161231

**RESOLUTION TO WAIVE THE READING OF BY-LAW 2370-3 AMENDING
BY-LAW 2370 ENTITLED: “BY-LAW CONCERNING THE DELEGATION OF
AUTHORITY TO THE OFFICERS AND EMPLOYEES OF THE CITY AND
AUTHORIZING DELEGATED AUTHORITY TO ESTABLISH A SELECTION
COMMITTEE TO THE CITY’S GENERAL COUNSEL”**

WHEREAS, the above captioned by-law was given to members of Council on Friday, December 9, 2016;

WHEREAS, all Council members present hereby declare that they have read said by-law and waive the reading thereof;

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT the Council of the City of Côte Saint-Luc unanimously waives the reading of By-law 2370-3 amending by-law 2370 entitled: “By-law concerning the delegation of authority to the officers and employees of the City and authorizing delegated authority to establish a selection committee to the City’s General Counsel” when it will be presented for adoption, the whole in accordance with the law.”

CARRIED UNANIMOUSLY

AT APPROXIMATELY THIS POINT, COUNCILLOR COHEN RETURNED TO THE MEETING.

161232

PURCHASING/PARKS AND RECREATION – ADOPTION OF UMQ GROUP TENDER FOR LIQUID CHLORINE IN BULK (G-01-17)

WHEREAS via Resolution no. 161123, adopted on November 14, 2016, the City of Côte Saint-Luc (“City”) joined the UMQ group tender to purchase liquid chlorine for the 2017 calendar year (UMQ Tender no. CHI-HYPO);

WHEREAS according to UMQ’s analysis of the bids, the lowest conforming bidder for the City is Lavo Inc. for the price of \$0.233 per liter, plus applicable taxes;

WHEREAS the City has no minimum purchase obligations;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT the Côte Saint-Luc City Council hereby awards a contract, pursuant to the above-described UMQ Group Tender, to Lavo Inc. for the purchase of liquid chlorine in bulk for the 2017 calendar year, for the price of \$0.233 per liter, plus applicable taxes, for an estimated quantity (without obligation) of 50,000 liters;

THAT a Treasurer’s Certificate will be issued in January 2017 to attest to the availability of funds to cover the above-described expenses for the term of the contract.”

CARRIED UNANIMOUSLY

161233

LEGAL / PARKS & RECREATION – ADOPTING AN AGREEMENT ENTITLED “INDEPENDENT CONTRACTOR AGREEMENT FOR PROGRAMMING FOR CHILDREN EFFECTIVE JANUARY 1, 2017 BETWEEN THE CITY OF CÔTE SAINT-LUC AND MES PETITES POMMES (2013) INC.” (K-101-16-18)

WHEREAS the City of Côte Saint-Luc (“City”) entered into an agreement with *Mes Petites Pommes (2013) Inc.* for services and programming for children to be held at City facilities offered by the City’s Park and Recreation department;

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT the preamble hereto shall form an integral part hereof;

THAT the Côte Saint-Luc City Council hereby approves an Independent Contractor Agreement for Programming for Children effective January 1, 2017 between the City of Côte Saint-Luc and *Mes Petites Pommes (2013) Inc.* (“Agreement”) to provide the City with services and programming geared toward pre-school children;

THAT pursuant to the Agreement, the *Mes Petites Pommes (2013) Inc.* will offer, coordinate and execute all the services and programming;

THAT the City’s General Counsel is hereby authorized to countersign the Agreement on behalf of the City to evidence the City’s acceptance of same, on the terms and conditions therein stated.”

CARRIED UNANIMOUSLY

161234

URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5800 CAVENDISH (ECONOFITNESS) – CITY OF CÔTE SAINT-LUC

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT the site planning and architectural integration programs - received October 5, 2016 showing the installation of a channel letter sign for Econofitness on The Avenue side on lot 4596048 at 5800 Cavendish Boulevard and prepared by Enseigne Dominion, provider, and submitted to the Planning Advisory Committee meeting of October 19, 2016 - be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

161235

URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5789 CALDWELL – CITY OF CÔTE SAINT-LUC

This item was deferred to the January 23, 2017 Regular Council Meeting.

161236

URBAN PLANNING – MINOR EXEMPTION – 5621 SABIN – CÔTE SAINT-LUC

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5621 Sabin, Lot 1561574, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow an existing, single-family, semi-detached dwelling built in 1975 under permit no. 3441 to be located at 2,24m (7.35 ft.) from the East side land line instead of the minimum required side setback of 2,36m (7.75 ft.). The foregoing is in accordance with the provisions of Zoning By-law 2217, Annex “B” (zone RU-34).”

CARRIED UNANIMOUSLY

161237

**URBAN PLANNING – MINOR EXEMPTION – 5800 CAVENDISH
(ECONOFITNESS) – CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR ALLAN J. LEVINE

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5800 Cavendish, Lot 4596048, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow for Econofitness, to install on the metal siding part of the wall facing The Avenue, one Channel Letters Sign having a total area of 9,0 sq.m. (96.88 sq.ft.) and having a height of 1,31m (4’-4”) instead of the maximum allowable area of 1,85 sq.m. (20 sq.ft.) and instead of the maximum allowable height of 76,2 cm (30 in.). The foregoing is in accordance with the provisions of Zoning by-law No. 2217, articles 9-3-2 and 9-4.”

CARRIED UNANIMOUSLY

161238

**URBAN PLANNING – MINOR EXEMPTION – 5789 CALDWELL –
CÔTE SAINT-LUC**

This item was deferred to the January 23, 2017 Regular Council Meeting.

161239

**RESOLUTION TO ESTABLISH THE STANCE OF THE CITY OF
CÔTE SAINT-LUC COUNCIL ON ISSUES TO BE PRESENTED AT THE
MONTREAL URBAN AGGLOMERATION COUNCIL MEETING**

WHEREAS according to section 4 of *An Act respecting the exercise of certain municipal powers in certain urban agglomerations* (R.S.Q., c. E-20.001)

(hereinafter “the Act”), the urban agglomeration of Montreal is made up *inter alia*, of the City of Côte Saint-Luc since January 1, 2006;

WHEREAS according to section 58 of the Act, every central municipality has an urban agglomeration council, the nature, composition and operating rules of which are set out in an order in council and that this agglomeration council constitutes a deliberative body of the municipality;

WHEREAS under section 59 of the Act, every municipality must be represented on the urban agglomeration council;

WHEREAS according to section 61 of the Act, at a meeting of the council of a related municipality, the Mayor informs the council of the matters that are to be considered at a future meeting of the urban agglomeration council, sets out the position the Mayor intends to take on any matter referred to at the urban agglomeration council meeting, discusses that position with the other members present and proposes the adoption of a resolution establishing the council’s stance;

WHEREAS agglomeration council meetings may be held in January 2017 for which members of the municipal council shall establish the stance that it wishes to take;

It was

MOVED BY COUNCILLOR GLENN J. NASHEN
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

“THAT Council take the following stance in view of any Agglomeration Council meetings to be held in January 2017 as follows:

- To authorize the Mayor or his duly authorized replacement to make any decisions he deems necessary and in the best interest of the City of Côte Saint-Luc and its residents regarding the items on the agenda of the Agglomeration Council meetings to be held in January 2017 based on the information to be presented during those meetings.”

CARRIED UNANIMOUSLY

161240

RESOLUTION CONCERNING THE IMPORTANCE OF BILINGUAL ROAD SIGNS – NATIONAL ASSEMBLY PETITION

WHEREAS the Charter of the French Language (“Charter”) establishes French as the official language of Québec;

WHEREAS the preamble of the Charter states that, “... in a spirit of fairness and open-mindedness, respectful of the institutions of the English-speaking community of Québec, and respectful of the ethnic minorities...”;

WHEREAS French must be the only language on traffic signs, the second paragraph of section 22 of the Charter states that the French language may be accompanied by another language when indicated by reason of health or public safety and where no symbol or pictograph exists;

WHEREAS the Ministère des Transports du Québec (“MTQ”) and the Ministère de la Culture et des Communications (“MCC”) have abstained from applying the second paragraph of section 22 to most, if not all traffic signs dealing with health or public safety, including, but not limited to, traffic signs stating «Pour votre sécurité», «Respectez les feux de voies», «Risqué d’aquaplanage», «Dégel»,

«Ralentir», «Allumez vos phares», «Voie cahoteuse», «Sécurité», «Incident voie droite bloquée», as well as electronic alerts and messages, which are solely in French and without any symbol or pictograph;

WHEREAS the safety of every person should be of primordial importance;

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR GLENN J. NASHEN

AND RESOLVED

“THAT the Côte Saint-Luc City Council hereby requests that the MTQ and MCC take the necessary steps in order that all traffic signs and electronic alerts/messages dealing with public safety or health be in both French and English, when no symbol or pictograph exists, according to the second paragraph of section 22.”

CARRIED UNANIMOUSLY

**OTHER BUSINESS – PASSING AWAY OF WARREN ALLMAND –
COUNCILLOR ALLAN J. LEVINE**

Councillor Levine wished to extend his condolences concerning the passing of former Member of Parliament, Warren Allmand. Councillor Levine described him as a person who always gave his time, looked each individual in the eye, listened and was “honest as the day is long” and was hard-working. He then stated that he was really going to miss him. Mayor Brownstein then described him as *responsive* and *man of the people*.

SECOND QUESTION PERIOD

No members of the public wished to ask questions.

161241

APPROVAL OF THE ADJOURNMENT OF THE MEETING

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR GLENN J. NASHEN

AND RESOLVED:

“THAT Council hereby authorizes the Mayor to declare the Meeting adjourned.”

CARRIED UNANIMOUSLY

AT APPROXIMATELY 9:30 P.M. MAYOR BROWNSTEIN DECLARED THE MEETING ADJOURNED.

MITCHELL BROWNSTEIN
MAYOR

JONATHAN SHECTER
CITY CLERK

LIST OF ANNEXES		
Resolution number	Corresponding Annex	Document
161216	Annex A	Records Management Policy
161215	Annex B	Regroupement de municipalités de l'Île de Montréal – Ville de Côte Saint-Luc – Tableau de réconduction période 2017-2018
161219	Annex C	Invoice #20161021-04
161223	Annex D	Parks and Recreation Department Independent Consulting Agreement



RECORDS MANAGEMENT POLICY

Approbation date :
Resolution no :
Revision :

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Municipal Records Management Policy

1. Purpose:

In order to fulfill all of its duties, the City of Côte Saint-Luc (“the City”) produces, collects, conserves, processes, distribute and archives a huge quantity of information which continues to increase from year to year. This information, contained within various mediums (paper, microfilm, digital,...) is necessary for the proper functioning of the City and must therefore be protected. With the evolution of Information Technology, digitized information also takes a preponderant place in the ordinary activities of the City.

As required by "*An Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information*" and its attached Policies and By-Laws, the City of Côte-Saint-Luc is entrusted to efficiently manage all records in its possession and control, throughout their life cycle from the time they are created or received to the time they are disposed of or conserved permanently.

With this Policy, the City of Côte-Saint-Luc wishes to establish its action plan regarding records management, in specifying its objectives, pertinent legislation, scope, principles and responsibilities of all participants.

This Policy is the basis for the installation of the integrated document management system.

2. Definitions:

Archives: All recorded information, regardless of media or characteristics, made or received and maintained by an organization or institution.

Retention schedule: An approved plan governing the life cycle of the records from creation or receipt to disposition or permanent preservation, including its active and semi-active stages.

Classification: To identify a document or a file with the classification plan.

Retention period: Details the stages of the life cycle of a records series including its active and semi-active life and final disposition. Each period is identified, within the retention schedule, with a number.

Active document: Necessary document commonly used for the daily operations of the City.

Essential document: Indispensable document for the functioning of the body, ensures the continuity of the latter following a disaster.

Inactive document: Document which has lost its administrative use. The inactive document may be destroyed or conserved indefinitely for historical purposes.

Semi-active document: Document whose frequency of occasional consultation does not justify its retention in the office.

File: Set of documents, regardless of their medium, regarding the same subject.

Integrated Management of Documents (IMD): Document management system whose components are integrated to provide access to all relevant information, regardless of their medium, that document the activities of an organization.

Classification plan: Corporate classification structure standardizing the identification and filing of all City records, in all media, based on records function and activity.

Medium: Material element (paper, disk, digital optical, etc.) upon which information is confined.

City: City of Côte-Saint-Luc

3. Legal framework :

The legal basis for the present policy is found in the following laws:

- ◆ *Archives Act (C.Q.L.R., c. A-21.1);*
- ◆ *An Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (C.Q.L.R. c. A.2.1);*
- ◆ *Civil Code of Quebec (LRQ, c C1–1991);*
- ◆ *Photographic Proof of Documents Act (R.S.Q., c. P-22);*
- ◆ *Regulation respecting retention schedules, transfer, deposit and disposal of public archives (C.Q.L.R., c. A-21.1, r.2)*
- ◆ *An Act to Establish a Legal Framework for Information Technology (C.Q.L.R., c. C-1.1);*
- ◆ *Cities and Towns Act (C.Q.L.R., c. C-19);*

4. Scope :

The present policy applies to all City personnel in each department. It concerns the entirety of the documents produced and/or received by the City and its departments; irrespective of their nature (administrative, legal, technical etc.) or of the mechanism reproducing them.

5. Objectives :

The principal objective of this policy is to provide each department throughout the City the means - both administrative and technical - permitting them to plan and control the lifecycle of their documents.

This policy also has the following objectives:

- A better control of the management of the lifecycle of documents as well as their protection and this, with the appropriate technological means;
- A better control of the volume of documentation as well as the use of space to conserve documents; preserving those documents with an administrative, legal, fiscal or historical value;
- To optimize the retrievability of the documents and of the information within a reasonable delay.
- Identify, locate and preserve essential documents;
- To permit the City to respond to the legal requirements concerning document-management in Quebec;
- To specify the responsibilities of each participant concerning document-management;
- To encourage and enhance collaboration between the various stakeholders concerning records management and the corresponding information technology;
- To provide the archives with the proper tools to implement this policy, to monitor its implementation and to give the various departments throughout the City the proper necessary advice;

6. General principles :

- ☑ This policy recognizes that the documents produced and received by the City's departments are a rich and important asset contributing to the City's mission as well as maintaining its historical memory;
- ☑ The management and preservation of documents are accomplished by respecting the principles of archiving such as the respect of the archives themselves;
- ☑ The City wishes to keep complete and up-to-date files both of which are essential elements of records management;
- ☑ The City uses a complete and uniform system which respects the needs of its users as well as the legislative requirements which govern its activities;
- ☑ All administrative documents created or received by City employees constitute City property;
- ☑ Records management is a 'partnership'; it is not the sole responsibility of the City Clerk's office, but the collective responsibility of all city departments;

7. Specific principles :

- ☑ The City wishes to ensure rapid and efficient access to the necessary information to its operations. Accessibility to documentation is favored; within the limits of confidentiality and within the confines of security procedures;
- ☑ Administrative documents must be managed taking in to account the costs associated with their creation, processing conservation and dissemination. The City of Côte-Saint-Luc encourages, and will continue to encourage the use of appropriate technologies in order to improve the quality of its internal management and its efficiency;
- ☑ The documents created or received must be classified using the Classification Plan of the City: the corporate structure of organization of information.

This structure is established and updated taking in to account the administrative needs of the City of Côte-Saint-Luc, in conformity with the *Archives Act*, and the *Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*;

- ☑ The document's life spans, in their active, semi-active or inactive state, are established by the Retention Schedule of the City. This schedule is established and updated taking in to account the administrative needs of the City;

The Retention Schedule and its updates are approved by the National Archives of Quebec, in virtue of the *Archives Act* and the *Regulation respecting retention schedules, transfer, deposit and disposal of public archives*;

- ☑ Confidential and critical documents should be identified and made subject to adequate measures of protection;
- ☑ Physical or logical measures of protection must be taken in order to guaranty the safety, integrity, and in certain cases, the confidentiality of information contained in the documents of the City;
- ☑ Regarding information technology, security is guaranteed by maintaining specific measures, adapted to this environment;

8. Tools :

The tools used to implement this policy are the following:

- ★ Classification plan (approved by the municipality's management);
- ★ Retention schedule (approved by municipal Council and the National Archives of Quebec);
- ★ Document management manual (contains the plan and schedule);
- ★ Database for managing semi-active records;
- ★ Records management software;

9. Responsibilities :

General responsibilities :

Each employee of the City of Côte-Saint-Luc has the responsibility to:

- identify the documents and files according to the classification plan of the City;

- apply the rules of the retention schedule to the documents and files for which they are responsible, and follow the procedures for the transfer to archives contained in the records management manual of the City;
- confirm with the person in charge of records management the final disposition of a file in the Retention Schedule before its elimination;
- at their departure, ensure the remittance to his successor or his superior, of any records related to his job that he has in his possession;

Specific responsibilities :

Municipal Council and City management

- Upon recommendation of the person responsible for document management, the Municipal Council ratifies and adopts the present policy as well as any subsequent updates;
- Upon recommendation of the person responsible for document management, the Municipal Council adopts the retention schedule as well as any subsequent updates requiring their approval¹;

City management

- Give to the person responsible for document management the mandate to apply the present policy;
- Assign the necessary resources for the efficient application of the present policy;

Directors of City departments

- Ensure the classification of documents and files by members of their teams and the application of procedures regarding records management;
- Advise the person responsible for document management if a retention deadline is no longer adequate (example: the modification of a law having an impact on the retention of a document);
- Approve, together with the person responsible for document management, the destruction of documents and files according to the retention schedule of the City;

¹ Retention schedule adopted October 30, 2006: resolution no. 061048

- Ensure the document management training of new employees in their department;

Records management (person in charge of)

- Ensure the design, development, and implementation of the records management system and its updates, including the classification plan, the retention schedule and the procedures relating to the management of archives of the City of Côte-Saint-Luc;
- Draft and ensure the manual updates of records management including the classification plan, the retention schedule, the norms, procedures and forms;
- Sensitize and support the staff of the City of Côte-Saint-Luc and ensure training for using the classification plan, the retention schedule, and the procedures related to document management;
- Determine and implement administrative systems in order to ensure the protection of essential/critical documents;
- Manage the life cycle of files of the City, and apply the Retention schedule of the City;
- Manage the requests and the access to semi-active and inactive archives stored in the City's storage rooms;
- Coordinate the transfer of semi-active documents to the storage rooms of the City and ensure the respect of procedures in this regard;
- Determine, in collaboration with the Department of Information Technology, the technical methods and procedures to ensure the authenticity and integrity of electronic documents and digital documents;
- Provide staff training on new software or computer systems for managing documents and archives;
- Provide support to the person responsible for access to documents in processing the requests received;
- Recognize and apply the Code of Ethics of the Association of Archivists in Quebec (annex A);

ANNEX A



Association des archivistes du Québec

Code de déontologie

Préambule

Le code de déontologie de l'Association des archivistes du Québec constitue une affirmation de la mission sociale et professionnelle des archivistes ainsi que de la déontologie collective et personnelle qui en découle. Le document comporte quatre parties : les définitions, l'énoncé des missions sociale et professionnelle et des éléments de déontologie.

Définitions

Dans le présent code, à moins que le contexte n'indique un sens différent, on entend par :

- Archiviste : toute personne qui œuvre dans le domaine de la gestion de l'information organique et consignée.
- Client ou cliente : une personne avec qui l'archiviste est en interaction dans l'exercice de ses fonctions.
- Déontologie : « l'éthique spécifique dans des professions dont les tâches transcendent les règles du jeu fonctionnel de la société de production et d'échange ».²
- Information organique et consignée : l'information produite ou reçue par une personne physique ou morale dans l'exercice de ses activités et se présentant sur un support quel qu'il soit.
- Gestion de l'information organique et consignée : la création et l'acquisition, l'évaluation, l'organisation et le traitement, la conservation et l'élimination ainsi que l'accès et la diffusion de cette information, à quelques stades de vie qu'elle soit.

La mission sociale

La mission sociale de l'archiviste est de :

- contribuer au maintien et au développement de la démocratie en s'assurant que les droits des citoyens et citoyennes soient protégés ;
- contribuer à la constitution de la mémoire collective ;
- s'assurer que cette mémoire collective devienne partie intégrante de la culture de la société.

La mission professionnelle

La mission professionnelle de l'archiviste est de :

- gérer cette information dans le respect des principes, normes et méthodes reconnus ;
- s'assurer que l'information organique et consignée soit reconnue comme une ressource qui contribue à la réalisation de l'activité humaine ;

- s'impliquer dans la formation et la recherche et favoriser les mesures d'éducation et d'information ;
- faire preuve d'ouverture aux autres professions favorisant ainsi l'atteinte de la multidisciplinarité et de l'interdisciplinarité.

La déontologie

En adhérant à cette profession, l'archiviste s'engage à adopter des comportements susceptibles de favoriser l'accomplissement de ses missions. La déontologie est de deux ordres, collective et personnelle. Pour ce faire, il exerce son travail :

! avec équité, impartialité, objectivité, et intégrité en :

- recevant tout client ou cliente avec respect et sans aucune forme de discrimination ;
- sauvegardant en tout temps son autonomie et son indépendance professionnelle ;
- évitant de se placer en conflit d'intérêt ;
- évitant de recevoir ou solliciter tout avantage indu pour ses interventions ;
- évitant d'inciter indûment un client ou une cliente de façon pressante à recourir à ses services professionnels ;
- évitant d'abandonner volontairement et sans raison suffisante un client ou une cliente sans s'assurer de la continuité de son intervention.

! avec efficience et efficacité en :

- respectant les exigences professionnelles ;
- posant des actes appropriés et proportionnels aux besoins de son client ou sa cliente.

! avec solidarité en :

- développant le sentiment d'appartenance avec les autres membres de la profession ;
- partageant avec les autres membres de la profession son expertise et ses connaissances.

! avec professionnalisme en :

- respectant dans l'exercice de ses activités les principes, normes et méthodes professionnels généralement reconnus au sein de la profession ;
- tenant à jour ses connaissances par le perfectionnement et la recherche ;
- remplissant les obligations de sa profession avec discrétion et dans le respect du secret professionnel.

1. Statuts de l'Association des archivistes du Québec.

2. O. Höffe. *Dictionnaire de morale*, Paris, Éditions universitaires/Éditions du Cerf, 1983, cité dans Pierre Gaudette. « Éthique, morale, déontologie : une question de mots? », *Cahiers de recherche éthique*, no 13, 1989, p.27.

Annex B (12/12/2016) Annexe B

Annexe B

REGROUPEMENT DE MUNICIPALITÉS DE L'ÎLE DE MONTRÉAL

VILLE DE CÔTE-SAINT-LUC
TABLEAU DE RECONDUCTION
Période : 1er janvier 2017 - 2018

	Montant de garantie \$	Franchise individuelle \$	Fonds de garantie \$	Prime \$
DOMMAGES AUX BIENS				
Biens de toute description	140 794 985	10 000		50 360
Revenus locatifs	43 956	10 000		
informatique	1 002 000	10 000		
Document de valeur	3 000 000	10 000		
Œuvres d'art incluant biens en exposition	1 397 242	10 000		
Matériel assuré spécifiquement (équipement d'entrepreneur)	3 366 959	5 000		
Bénéfice brut (sans coassurance, sans restriction mensuelle)	-	10 000		
Frais supplémentaires	250 000	10 000		
Frais d'expertise	250 000	10 000		
Refoulement des égouts	inclus	25 000		
Inondation	inclus	50 000		
Tremblement de terre	inclus	5% / 100 000		
Prime (sous-total)				50 360
BRIS DES ÉQUIPEMENTS				
Montant de garantie	140 794 985	10 000		5 601
Revenus locatifs	43 956	10 000		
Bénéfice brut (sans coassurance, sans restriction mensuelle)	-	10 000		
Frais supplémentaires	250 000	10 000		
Frais d'expertise	250 000	10 000		
Prime (sous-total)				5 601
DÉLITS				
Garantie I (Détournement)	200 000	2 500		1 350
Garantie II (Pertes ou détériorations sur les lieux assurés)	10 000	2 500		
Garantie III (Pertes ou détériorations hors des lieux assurés)	10 000	2 500		
Garantie IV (Contrefaçon de mandats ou de billets de banque)	10 000	2 500		
Garantie V (Contrefaçon préjudiciable aux déposants)	10 000	2 500		
Garantie VI (Fraude par informatique)	200 000	2 500		
Avenant no 1 (Augmentation des garanties II et III durant la période des taxes)	n/a	n/a		
Prime (sous-total)				1 350
RESPONSABILITÉ CIVILE PRIMAIRE				
Dommages matériels	*** 1 000 000	* 10 000	Aucun	116 541
Dommages corporels	1 000 000	N/A		
Garanties additionnelles	1 000 000	* 10 000		
Refoulement des égouts	1 000 000	** 10 000		
Brûs de conduite	1 000 000	* 10 000		
Pollution	500 000	* 10 000		
Prime (sous-total)				116 541
* Franchise par sinistre				
** Franchise par réclamant				
*** 10 000 \$ par sinistre pour les dommages matériels et tous les sinistres sont assujettis à une franchise annuelle de 100 000 \$ par période d'assurance				
RESPONSABILITÉ CIVILE EXCEDENTAIRE / COMPLÉMENTAIRE				
Montant de garantie	9 000 000	Découvert		19 754
Refoulement des égouts	9 000 000	n/a		
Prime (sous-total)				19 754
RESPONSABILITÉ D'ADMINISTRATION MUNICIPALE				
Garanties de base et additionnelles	1 000 000	25 000		17 287
Garantie frais de nature légale et de comparution devant un tribunal administratif	250 000	25 000		
Prime (sous-total)				17 287
AUTOMOBILE DES PROPRIÉTAIRES				
Chapitre A (Responsabilité civile)	1 000 000	n/a		41 568
Chapitre B1 (Dommages éprouvés par le véhicule assuré - tous risques)		Voir note		
F.A.Q. no 20 (Privation de jouissance)	3 000			
F.A.Q. no 27 (Resp. civ. du fait de dommages à des véh. n'appart. pas à l'assuré)	50 000			
F.A.Q. no 43 A et E (Mod. à l'indemnisation - sans dépréciation et valeur à neuf)				
Prime (sous-total)				41 568
HONORAIRE DE COURTAGE (s'il y a lieu)				
FRAIS D'INGÉNÉRIE (s'il y a lieu)				
				3 655
FRAIS DE JUSTICE				
	250 000			1
PRIME TOTALE				
TAXE (9 %)				
PRIME TOTALE INCLUANT TAXE				
				256 117
				22 722
				278 839

NOTE :

Véhicules ayant un coût d'achat inférieur à 100 000,00 \$:
Véhicules ayant un coût d'achat de 100 000,01 \$ et plus :

Franchise

2 500 \$
5 000 \$


FÉDÉRATION DE WATER-POLO du QUÉBEC

4545 Pierre-de-Coubertin,
Montréal, Qc H1V 0B2
Téléphone : 514-252-3098

FACTURE

Facture n° : 20161021-04
Date : 21 octobre, 2016

À l'attention de :

Ville de Côte-Saint-Luc
Département aquatique
7500 chemin Markel
Côte-Saint-Luc, QC H4W 1A6

Objet :

Ligue des championnats québécois
17U
14U

DÉSIGNATION	Prix	Quantité	MONTANT
Inscription Ligue des championnats québécois 17U Hommes équipe UNDERDOGZ	2 500,00 \$	1	2 500,00 \$ - \$
Inscription Ligue des championnats québécois 14U Hommes équipe Côte-Saint-Luc MACHINE homme	3 100,00 \$	2	6 200,00 \$ - \$
Inscription Ligue des championnats québécois 14U Femmes équipe Côte-Saint-Luc MACHINE femmes	3 100,00 \$	1	3 100,00 \$ -
TOTAL			11 800,00 \$
REÇU			
BALANCE			11 800,00 \$

Veuillez établir les chèques à l'ordre de la [Fédération de Water-Polo du Québec](#)

Les règlements doivent être effectués sur réception.

Pour toute question relative à cette facture, veuillez nous contacter
au fmnard@waterpolo-quebec.qc.ca

Avec nos remerciements !

Parks and Recreation Department Independent Consulting Agreement

Title	Name	Total Salary Commitment (where applicable)
Aquafitness Instructor	Ava Mitrochnick	\$ 12,000.00
Aquafitness Instructor	Susan Ungar	\$ 11,000.00
Aerobics and Exercise	Karen Kunigis	\$ 10,800.00
Soccer Instructors	Association Sportive Dynamo	\$ 19,350.00
Masters Swimming Coach	Octavian Gutu	\$ 33,500.00
Swim Team Coach	Karim Hammadache	\$ 10,700.00
Swim Team Coach	Abdenour Hammadache	\$ 51,000.00
Swim Team Coach	Jean-Sebastien Prévost	\$ 22,300.00
Synchro Coach	Andreanne Cormier	\$ 11,000.00
Triathlon Coach	K.A.R.M.A service d'entrainement (Kyla Rollinson)	\$ 21,500.00
Dramatic Society Director	Anisa Cameron	\$ 16,585.00