

**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL HELD ON
WEDNESDAY, JUNE 28, 2006, AT 5801 CAVENDISH BOULEVARD,
CÔTE SAINT-LUC, AT 5:30 P.M.**

PRESENT:

Councillor Ruth Kovac, presiding
Councillor Mike Cohen
Councillor Steven Erdelyi, B.Sc., B.Ed.
Councillor Sam Goldbloom
Councillor Allan J. Levine, B.Sc., M.A.
Councillor Glenn J. Nashen

ALSO PRESENT:

Mr. Jonathan Shecter, Director of Legal Services and City Clerk,
acted as Secretary of the meeting

The Meeting started at 5:32 p.m.

QUESTION PERIOD

Having no residents present, no questions were asked.

060640

HUMAN RESOURCES — MANAGEMENT POLICIES AND PROCEDURES

WHEREAS the City of Côte Saint-Luc considers it expedient at this time to adopt various City of Côte Saint-Luc Policies and Procedures in order to govern and administer the employment terms and conditions of its management employees;

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR SAM GOLDBLOOM

AND RESOLVED

“THAT Council hereby approves the following thirty-one (31) Management Policies and Procedures in the versions submitted to Council dated June 28, 2006:

HR MAN- 001: CITY OF CÔTE SAINT-LUC MANAGEMENT POLICIES AND
PROCEDURES MANUAL

HR MAN- 002: DEFINITIONS

HR MAN- 003: AVAILABILITY OF FORMS

HR MAN- 004: GENERAL HIRING PROCEDURES FOR MANAGEMENT
EMPLOYEES

HR MAN- 005: PROBATIONARY PERIOD

HR MAN- 006:	MANAGEMENT EMPLOYEE IDENTIFICATION CARD
HR MAN- 007:	ACCESS TO PROGRAMS AND FACILITIES
HR MAN- 008:	EMPLOYEE TRAINING AND DEVELOPMENT
HR MAN- 009:	PROFESSIONAL FEES
HR MAN- 010:	EDUCATIONAL ASSISTANCE PROGRAM REIMBURSEMENT
HR MAN- 011:	FLEXIBLE WORK PLAN
HR MAN- 012:	COMMUNICATION DEVICES (CELL PHONES / TWO WAY PAGERS / RADIO (WALKIE TALKIE) / BLACKBERRIES / COMPUTER LAPTOPS
HR MAN- 013:	CITY OF CÔTE SAINT-LUC VEHICLES
HR MAN- 014:	TRAVEL REIMBURSEMENT (MILEAGE AND PARKING)
HR MAN- 015:	LONGEVITY AWARD
HR MAN- 016:	DISCIPLINARY ACTION
HR MAN- 017:	END OF EMPLOYMENT
HR MAN- 018:	REMUNERATION AND CLASSIFICATION PLAN
HR MAN- 019:	PERFORMANCE / MERIT BONUSES
HR MAN- 020:	ANNUAL SALARY ADJUSTMENT
HR MAN- 021:	MANAGEMENT EMPLOYEES GROUP INSURANCE PLAN
HR MAN- 022:	PENSION PLAN
HR MAN- 023:	ANNUAL VACATION
HR MAN- 024:	STATUTORY HOLIDAYS AND NON WORKING DAYS WITH PAY
HR MAN- 025:	FLOAT/SICK DAYS
HR MAN- 026:	SPECIAL VACATION DAYS
HR MAN- 027:	LEAVE WITHOUT PAY
HR MAN- 028:	MATERNITY LEAVE AND REMUNERATION
HR MAN- 029:	PATERNITY LEAVE
HR MAN- 030:	ADOPTION LEAVE
HR MAN- 031:	JURY DUTY

THAT Council reserves the right to modify or cancel each of the Management Policies and Procedures listed above or to add additional

Management Policies and Procedures at any time separately by subsequent resolution.”

CARRIED BY MAJORITY OF VOTES WITH COUNCILLOR ALLAN J. LEVINE DISSENTING OPINING THAT HE SPECIFICALLY OBJECTED TO THE DEFINITION OF “COUNCILLOR RESPONSIBLE FOR YOUR PORTFOLIO” CONTAINED WITHIN HR MAN-002: “DEFINITIONS – COUNCILLOR RESPONSIBILITY”

Councillor Erdelyi then requested that the Minutes reflect that he was not happy that a resolution was adopted when no members of the audience were present.

SECOND QUESTION PERIOD

Having no residents present, no questions were asked.

AT 5:40 P.M. THE CHAIR OF THE MEETING, COUNCILLOR RUTH KOVAC, DECLARED THE MEETING CLOSED.

RUTH KOVAC
COUNCILLOR PRESIDING
OVER THE MEETING

JONATHAN SHECTER
DIRECTOR OF LEGAL SERVICES
AND CITY CLERK