

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL HELD ON  
MONDAY, APRIL 8, 2019, AT 5801 CAVENDISH BOULEVARD,  
CÔTE SAINT-LUC, AT 8:00 P.M.**

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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 Ruth Kovac, B.A.  
Councillor Mitch Kujavsky  
Councillor Oren Sebag, B.Sc. RN MBA  
Councillor David Tordjman, ing.

ALSO PRESENT:

Ms. Tanya Abramovitch, City Manager  
Ms. Nadia Di Furia, Associate City Manager  
M<sup>e</sup> Jonathan Shecter, Co-City Manager and City Clerk  
M<sup>e</sup> Jason Prévost, Assistant City Clerk, acted as Secretary of the meeting

**QUESTION PERIOD**

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The question period started at 8:00 p.m. and finished at 8:13 p.m. six (6) people asked to speak and they were heard.

1) Isaac Moneit

The resident asked that the pavement on the path near Brookside be repaved since it is currently in poor shape, to which Mayor Brownstein responded that he will have the Director of Public Works look into the matter.

2) Sarah Rapkin

The resident imparted an issue she had with a member of council, to which Mayor Brownstein responded that Tanya Abramovitch, City Manager, will follow-up with the resident.

3) Dr. Michael Wiseman

The resident inquired about the possibility of implementing recycling and composting services for private business owners, to which Mayor Brownstein responded that it will be taken under advisement. Councillor Berku also mentioned that a 40ft recycling container is available at the Public Works yard for residents/business owners who wish to avail themselves of it and that servicing commercial properties is still under review.

4) Toby Shulman

The resident inquired about the painting of lines on the intersection of Cavendish Boulevard (southbound lane) and Fleet Road, to which Mayor Brownstein responded that it would be done once weather permits.

5) Jean-Louis Beaulne

The questioner, a representative from the CAE cycling club, inquired about the installation of a reserved cycling lane on the length of Cavendish Boulevard, to which Councillor Berku responded that the City is in favor of the idea and that discussions are ongoing concerning the matter.

6) Laurie Sendel

The resident mentioned that the intersection of Lockwood and Kildare is very dangerous for pedestrians when crossing the street given motorists' poor behaviour and asked that measures be taken to alleviate the situation, to which Mayor Brownstein responded that the question will be directed to the Traffic Committee and will be put on their next agenda.

190404

**CONFIRMATION OF THE MINUTES OF THE REGULAR MEETING OF  
COUNCIL DATED MARCH 11, 2019 AT 8:00 P.M.**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

“THAT the Minutes of the Regular Meeting of Council dated March 11, 2019 at 8:00 p.m. be and are hereby approved as submitted.”  
CARRIED UNANIMOUSLY

190405

**MONTHLY DEPARTMENTAL REPORTS FOR MARCH 2019**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

“THAT the monthly departmental reports submitted for March, 2019 be and are hereby approved as submitted.”  
CARRIED UNANIMOUSLY

190406

**LIBRARY – ADOPTION OF THE ANTI-BED BUG POLICY**

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WHEREAS the City of Côte Saint-Luc (“City”) wishes to take a proactive approach in preventing and treating bed bug infestations in the Eleanor London Côte Saint-Luc Public Library;

WHEREAS the City wishes to adopt an *Anti-Bed Bug Policy* in order to create comprehensive guidelines for the prevention of bed bugs and their treatment in the event of an infestation;

It was

MOVED BY COUNCILLOR DAVID TORDJMAN  
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT Council hereby approves and adopts the *City of Côte Saint-Luc Anti-Bed Bug Policy* annexed hereto as Annex A to form an integral part hereof.”  
CARRIED UNANIMOUSLY

190407

**LIBRARY – AMENDMENT OF THE RESOLUTION ADOPTED AT THE COUNCIL MEETING OF JULY 9, 2018 REGARDING THE PURCHASE AND INSTALLATION OF A LIBRARY CIRCULATION DESK COUNTER TOP (K-44-18)**

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WHEREAS at its meeting of July 7, 2018 the Côte Saint-Luc City Council (“Council”) awarded a contract by resolution 180703 to purchase and install a Library Circulation Desk Counter Top for the Eleanor London Côte Saint-Luc Public Library and authorized the payment of \$12,625.00, plus applicable taxes for the purchase and installation to Duo FL Renovations;

WHEREAS Council approved the borrowing pursuant to a non-interest bearing loan from its working fund for this expenditure whereby the term of the repayment was not to exceed five (5) years;

WHEREAS an additional amount of \$1,950.00, plus applicable taxes to be paid to Duo FL Renovations was required to finalize the installation;

WHEREAS because the source of financing is from the City’s working fund a resolution must be adopted (and this, regardless of the amount of the expense);

It was

MOVED BY COUNCILLOR DAVID TORDJMAN  
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT Council hereby amends the aforementioned resolution to include the additional amount of \$1,950.00, plus applicable taxes to be paid to Duo FL Renovations which was required to finalize the installation of a library circulation desk counter top;

THAT Treasurer’s certificate number TC 19-0074 dated April 1, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expense;

THAT Council approves the borrowing pursuant to a noninterest-bearing loan from its working fund for this expenditure (WF2018- PW20);

THAT the City shall provide every year out of its general fund a sum sufficient to repay the loan back into the working fund;

THAT the terms of repayment shall not exceed five (5) years.”  
CARRIED UNANIMOUSLY

190408

**BY-LAW 2529 ENTITLED: “BY-LAW CREATING THE FEE SCHEDULE FOR THE ELEANOR LONDON CÔTE SAINT-LUC PUBLIC LIBRARY FOR THE APRIL 2019 TO AUGUST 2019 PERIOD” - ADOPTION**

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Councillor Tordjman mentioned the object and the scope of By-Law 2529 entitled: “By-law creating the fee schedule for the Eleanor London Côte Saint-Luc Public Library for the April 2019 to August 2019 period”.

It was then

MOVED BY COUNCILLOR DAVID TORDJMAN  
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT By-law 2529 entitled: “By-law creating the fee schedule for the Eleanor London Côte Saint-Luc Public Library for the April 2019 to August 2019 period” be and is hereby adopted.”  
CARRIED UNANIMOUSLY

190409

**RESOLUTION OF CONCORDANCE, SHORT-TERM AND EXTENSION OF A BOND LOAN IN THE AMOUNT OF \$3,720,000 TO BE ISSUED ON APRIL 24, 2019**

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WHEREAS in accordance with the following loan by-laws and for the amounts indicated for each of them, the City of Côte Saint-Luc (“City”) wishes to issue a series of bonds, one bond per maturity date, for a total amount of \$3,720,000 to be issued on April 24, 2019 and distributed as follows:

<b>Loan By-Law #'s</b>	<b>Amount of \$</b>
2261	\$69,900
2287	\$550,100
2290	\$116,500
85-5-001	\$222,500
85-5-010	\$18,100
2314	\$2,742,900

WHEREAS it is expedient to amend the loan by-laws accordingly;

WHEREAS in accordance with the first paragraph of article 2 of the *Act respecting municipal debts and loans* (CQLR, chapter D-7) (“Act”), for the purpose of this bond issue and for the following loan by-law numbers: 2261 and 2290, the City wishes to issue a series of bonds for a shorter term than the term originally assigned to these by-laws;

WHEREAS on April 22, 2019, the City of Côte Saint-Luc has a remaining loan in the amount of \$3,720,000, on an original loan of \$8,094,000, concerning the financing of Loan by-laws numbers 2261, 2287, 2290, 85-5-001, 85-5-010 and 2314;

WHEREAS as of April 22, 2019, this loan has not been renewed;

WHEREAS the bond issue to be completed on April 24, 2019 includes the amounts required for this refinancing;

WHEREAS consequently and in accordance with the second paragraph of the aforementioned Article 2, the term of Loan By-laws numbers 2261, 2287, 2290, 85-5-001, 85-5-010 and 2314 should be extended;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT the loan by-laws mentioned in the first paragraph of the preamble be financed by bonds, in accordance with the following conditions:

1. The bonds, one bond per maturity, will be dated April 24, 2019;
2. Interest will be payable semi-annually on April 24<sup>th</sup> and October 24<sup>th</sup> of each year;
3. The bonds will not be redeemable in advance; however, they may be redeemed with the consent of the holders in accordance with the *Act Regarding Municipal Debts and Loans* (RLRQ, chapter D-7);
4. The bonds will be registered in the name of The Canadian Depository for Securities Limited (“CDS”) and filed with it;
5. CDS shall act on behalf of its members as a registrar for the book-based system, bondholding officer and paying officer in charge of the transactions for the members as described in the memorandum of understanding duly signed by the *Ministère des Affaires Municipales et de l’Habitation* and CDS;
6. CDS will proceed with the transfer of funds, according to the legal requirements of the bonds and for that purpose; the Côte Saint-Luc City Council authorizes the City Treasurer to sign the documents required by the Canadian Banking system entitled “*Autorisation pour le plan de débits pré-autorisés destinée aux entreprises*”;
7. CDS will make payments of the Principal and the Interest to Members through electronic funds transfers and, for this purpose, CDS will directly withdraw the required amounts from the following account:

ROYAL BANK OF CANADA  
(CAVENDISH AND KILDARE BRANCH)  
5755 CAVENDISH BOULEVARD  
CÔTE SAINT LUC, QC  
H4W 2X8

8. That the bonds shall be signed by the Mayor and the City Treasurer. The City of Côte Saint-Luc, as entitled by Law, has mandated CDS to act as its fiscal authenticator agent and the bonds will only become valid once they have been authenticated;

THAT, with regards to the annual depreciation of capital planned for the years 2025 and following, the future term of the following loan by-law numbers 2261 and 2290 is shorter than the term originally assigned; namely for a term of five (5) years (as of April 24, 2019), instead of the prescribed term for such

amortization, each subsequent issue being for the balance or part of the balance due on the loan.”

THAT, in light of the April 24, 2019 bond issue, the original term of Loan By-laws 2261, 2287, 2290, 85-5-001, 85-5-010 and 2314, be extended by 2 days.  
CARRIED UNANIMOUSLY

190410

**RESOLUTION TO APPROVE THE DISBURSEMENTS FOR THE PERIOD OF  
MARCH 1, 2019 TO MARCH 31, 2019**

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It was

MOVED BY COUNCILLOR STEVEN ERDELYI  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the attached list of disbursements for the period of March 1, 2019 to March 31, 2019 for a total amount of \$ 18,945,121.04 in Canadian Funds;

THAT Treasurer's certificate No.19-0073 dated April 1, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses."  
CARRIED UNANIMOUSLY

190411

**HUMAN RESOURCES – PARKS AND RECREATION – APPOINTMENT OF  
CSLA SWIM TEAM COACHES – FIXED-TERM CONTRACTS, MANAGEMENT  
POSITIONS**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the appointment of Octavian Gutu, Javier Cuevas, Karim Hammadache, Nichita Ciobanu and Devin Kreuzer as Côte Saint-Luc Aquatics (CSLA) Swim Team Coaches into management positions, for fixed-term contracts, as stipulated on the attached list entitled "Appointment of Coaches – Management, Fixed Term Contracts";

THAT Treasurer's certificate number 19-0072, dated April 1, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the described expenses."  
CARRIED UNANIMOUSLY

190412

**HUMAN RESOURCES – PARKS AND RECREATION – STATUS CHANGE OF  
CSLA SWIM TEAM COACH - FROM A FIXED-TERM CONTRACT  
MANAGEMENT POSITION TO A PERMANENT, MANAGEMENT POSITION**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the status change of Jean-Sébastien Prévost's position as a CSLA Swim Team Coach, from a fixed-term contract, management position to a permanent, management position, effective January 2, 2019."

CARRIED UNANIMOUSLY

190413

**HUMAN RESOURCES – PARKS AND RECREATION– STATUS CHANGE OF  
CUSTOMER SERVICE SUPERVISOR – FROM A FIXED-TERM CONTRACT  
MANAGEMENT POSITION TO A PERMANENT, MANAGEMENT POSITION**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the status change of Dionysios Kopitas' position as the Customer Service Supervisor, from a fixed-term contract, management position to a permanent, management position, effective April 1, 2019."

CARRIED UNANIMOUSLY

190414

**HUMAN RESOURCES — GENERAL ADMINISTRATION – EXTENSION OF  
MANDATE FOR THE SMART CITIES CHALLENGE PUBLIC ENGAGEMENT  
COORDINATOR – FIXED-TERM CONTRACT, MANAGEMENT POSITION**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council hereby approves the mandate extension for Erica Botner, Public Engagement Coordinator for the Smart Cities Challenge, for a fixed-term, effective from March 8, 2019 to May 16, 2019;

THAT Treasurer's certificate number 19-0068, dated March 27, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

190415

**HUMAN RESOURCES – PARKS AND RECREATION DEPARTMENT - HIRING  
OF WHITE COLLAR, AUXILIARY EMPLOYEES**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

“THAT the Côte Saint-Luc City Council approves the hiring of the White Collar auxiliary employees whose names are listed on the document entitled “Auxiliary Employees – White Collars - Hiring”, dated March 28, 2019 and that said employees’ terms of employment will be as per the conditions of the collective agreement;

THAT Treasurer’s certificate number 19-0071, dated March 29, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190416

**HUMAN RESOURCES – ELEANOR LONDON CÔTE SAINT-LUC PUBLIC LIBRARY – HIRING OF A LIBRARY CLERK ON A TEMPORARY BASIS – WHITE COLLAR, AUXILIARY POSITION**

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It was

MOVED BY COUNCILLOR DAVID TORDJMAN  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

“THAT the Côte Saint-Luc City Council approves the hiring of Julia Miele as a Library Clerk on a temporary basis (white collar, auxiliary position), effective March 20, 2019;

THAT Treasurer’s certificate number 19-0069, dated March 27, 2019, has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190417

**RESOLUTION TO SHARE THE QUALITY OF SERVICES INDICATORS PUBLISHED BY THE PUBLIC TRANSPORT AGENCIES ON A MONTHLY BASIS**

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WHEREAS the financing of public transportation agencies originates from municipal and provincial resources and also from tariffs paid by users of the road network;

WHEREAS public transportation agencies periodically provide their boards of directors with a report summarizing their performance indicators;

WHEREAS these indicators, which include very diverse information such as: traffic, customer satisfaction, bus punctuality, the percentage of services delivered versus the planned services, the average number of kilometers traveled between each outage, the percentage of availability of escalators and elevators, etc., do not necessarily include confidential information;

WHEREAS the Toronto Transit Commission (TTC) and other Canadian agencies publish such indicators on a monthly basis;



WHEREAS some quality of services indicators are already published on the websites of public transportation agencies;

It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT the City of Côte Saint-Luc (“City”) asks the nine transportation agencies and EXO to provide their monthly quality of services indicators so that they can be submitted each month during their board of directors’ public meetings;

THAT the City asks the nine transportation agencies and EXO to publish, every month, all their quality of services indicators on their website;

THAT the City forwards this resolution to the municipal councils of other cities being served by a transportation agency and to the Montreal Metropolitan Community for EXO;

CARRIED UNANIMOUSLY

190418

**FILING OF CORRECTIONS PURSUANT TO ARTICLE 92.1 OF THE CITIES AND TOWNS ACT**

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WHEREAS according to article 92.1 of the Cities and Towns Act,

“The clerk is authorized to amend the minutes or a by-law, resolution, order or other act of the council, executive committee or borough council in order to correct an error that is obvious just by reading the documents provided in support of the decision. In such a case, the clerk must attach the minutes of the correction to the original of the amended document and file a copy of the amended document and of the minutes of the correction at the next meeting of the council, executive committee or borough council.”

The following correction from the December 10, 2018 Regular Council Meeting is hereby filed:

Resolution #181203 entitled: “LIBRARY – PURCHASE AND INSTALLATION OF A GLASS PARTITION TO CREATE A STUDY ROOM (K-58-18)”

The amount in paragraph 4 of resolution 181203 (English version only):

“\$8,064.70”

Shall be replaced by (English version only):

“\$8,064.76”

190419

**FILING OF CORRECTIONS PURSUANT TO ARTICLE 92.1 OF THE CITIES AND TOWNS ACT**

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WHEREAS according to article 92.1 of the Cities and Towns Act,

“The clerk is authorized to amend the minutes or a by-law, resolution, order or other act of the council, executive committee or borough council in order to correct an error that is

obvious just by reading the documents provided in support of the decision. In such a case, the clerk must attach the minutes of the correction to the original of the amended document and file a copy of the amended document and of the minutes of the correction at the next meeting of the council, executive committee or borough council.”

The following correction from the November 12, 2018 Regular Council Meeting is hereby filed:

Resolution #181112 entitled: “AUTHORIZATION OF PAYMENT OF INSURANCE PREMIUMS AND CORRESPONDING DEDUCTIBLES FOR THE 2019 CALENDAR YEAR”

- The footnote: “<sup>1</sup>Except for Municipal Liability wherein the deductible is \$5,000 and coverage limit is \$2,000,000” shall be removed from the resolution. As the aforementioned premium and deductible are already indicated within the body of the text. The footnote is thus superfluous.

190420

**FILING OF CORRECTIONS PURSUANT TO ARTICLE 92.1 OF THE CITIES AND TOWNS ACT**

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WHEREAS according to article 92.1 of the Cities and Towns Act,

“The clerk is authorized to amend the minutes or a by-law, resolution, order or other act of the council, executive committee or borough council in order to correct an error that is obvious just by reading the documents provided in support of the decision. In such a case, the clerk must attach the minutes of the correction to the original of the amended document and file a copy of the amended document and of the minutes of the correction at the next meeting of the council, executive committee or borough council.”

The following correction from the February 11, 2019 Regular Council Meeting is hereby filed:

Resolution #190222 entitled: “NOTICE OF MOTION – BY-LAW 2528-1 TO BE ENTITLED: “BY-LAW 2528-1 AMENDING BY-LAW 2528 CONCERNING TAXES AND TARIFFS OF THE CITY OF CÔTE SAINT-LUC FOR THE FISCAL YEAR 2019””

Councillor Steven Erdelyi gave Notice of Motion that By-Law 2528-1 to be entitled: “By-law 2528-1 amending by-law 2528 concerning taxes and tariffs of the City of Côte Saint-Luc for the fiscal year 2019” will be presented at a later meeting for adoption.

Councillor Erdelyi mentioned the object and scope of By-Law 2528-1 to be entitled: “By-law 2528-1 amending by-law 2528 concerning taxes and tariffs of the City of Côte Saint-Luc for the fiscal year 2019”

- The entire resolution was omitted from the minutes of the regular council meeting held on February 11, 2019. The notice of motion for by-law 2528-1 was in fact given by council at the regular meeting under topic “other business” of the agenda, as confirmed by the recording of said council meeting (53:35 of the recording). The entire resolution will therefore be added to the February 11, 2019 minutes as resolution number 190222.

190421

**FILING OF CORRECTIONS PURSUANT TO ARTICLE 92.1 OF THE CITIES AND TOWNS ACT**

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WHEREAS according to article 92.1 of the Cities and Towns Act,

"The clerk is authorized to amend the minutes or a by-law, resolution, order or other act of the council, executive committee or borough council in order to correct an error that is obvious just by reading the documents provided in support of the decision. In such a case, the clerk must attach the minutes of the correction to the original of the amended document and file a copy of the amended document and of the minutes of the correction at the next meeting of the council, executive committee or borough council."

The following correction from the February 11, 2019 Regular Council Meeting is hereby filed:

Resolution #190223 entitled: ""TABLING OF DRAFT BY-LAW 2528-1 ENTITLED: "BY-LAW 2528-1 AMENDING BY-LAW 2528 CONCERNING TAXES AND TARIFFS OF THE CITY OF CÔTE SAINT-LUC FOR THE FISCAL YEAR 2019"

Councillor Erdelyi tabled draft By-Law 2528-1 entitled: "By-law 2528-1 amending by-law 2528 concerning taxes and tariffs of the City of Côte Saint-Luc for the fiscal year 2019"

- The entire resolution was omitted from the minutes of the regular council meeting held on February 11, 2019. The draft by-law 2528-1 was in fact tabled by council at the regular meeting under topic "other business" of the agenda, as confirmed by the recording of said council meeting (53:35 of the recording). The entire resolution will therefore be added to the February 11, 2019 minutes as resolution number 190223.

190422

**PROCLAMATION REGARDING NATIONAL VOLUNTEER WEEK**

WHEREAS 12.7 million Canadian volunteers devote their time to help others, contributing close to 2 billion volunteer hours per year;

WHEREAS volunteers in the City of Côte Saint-Luc ("the City") perform tasks such as: mentor children, comfort the lonely, beautify green spaces, and fundraise for charitable organizations;

WHEREAS the volunteers in the City are highly diverse being both young and old, composed of individuals and entire families, in the work force and retirees, men and women; all of whom come from various backgrounds;

WHEREAS the collective result of the work done by our City's volunteers is that the City is a more desirable place to live;

WHEREAS volunteers in the City play such diverse roles including assisting with the organization of special events, coaching many youth-related sports teams, providing much needed support in various social agencies such as: senior residences and local hospitals;

WHEREAS the City relies on fundamental programs or organizations throughout its territory such as: the City of Côte Saint-Luc's Dramatic Society, the City of Côte Saint-Luc's Emergency Medical Service, the City of Côte Saint-Luc's vCOP, the Côte Saint-Luc Women's Club, the Côte Saint-Luc Men's Club, the Community Gardens, the Royal Canadian Legion, Brigadier Frederick Kisch, Branch 97, Loose Threads Quilting Club, Scrabble Club, The After Dinner Ukulele Society, Creative Social Centre, the Côte Saint-Luc Minor Hockey and Figure Skating Club Associations the Côte Saint-Luc Adult Sports Associations and the City of Côte Saint-Luc Tennis Club; the City of Côte Saint-Luc Cats Committee and the City of Côte Saint-Luc's Dogs Committee as well as all of the Library's and Culture volunteers;

WHEREAS volunteers play a critical role in impacting the decision-making process on important issues for the City of Côte Saint-Luc by serving on various Committees such as: Library and Culture as well as Sponsorship;

It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT, the Côte Saint-Luc City Council hereby ratifies the decision to proclaim April 7, 2019 to April 13, 2019, as National Volunteer Week in the City of Côte Saint-Luc, and urges the residents of Côte Saint-Luc to recognize the crucial role played by City of Côte Saint-Luc volunteers;

AND FURTHER THAT, this proclamation be forwarded to National, Provincial and local Volunteer Bureaus and appropriate media to inform them of the City of Côte Saint-Luc’s recognition of all its volunteers.”  
CARRIED UNANIMOUSLY

190423

**PUBLIC WORKS – AWARDING OF A CONTRACT FOR THE CUTTING OF GRASS ON PUBLIC VACANT LOTS (C-20-18-20)**

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WHEREAS the City of Côte Saint-Luc (“City”) launched an invited call for tender under tender no. C-20-18-20, seeking a supplier for the cutting of grass on public, vacant lots for the 2018 calendar year, with two option years - 2019 and 2020;

WHEREAS the City received one (1) conforming bid from Régis Bégin;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) hereby awards a contract to Régis Bégin, the sole conforming bidder, for the cutting of grass on vacant lots for the 2018 calendar year in accordance with the terms of tender no. C-20-18-20, for a total amount of \$21,395.00, plus applicable taxes;

THAT Council hereby reserves its rights to exercise the 2019 and 2020 option years of the contract;

THAT the City Treasurer has issued Treasurer Certificate no. 18-0064 dated March 20, 2019 attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190424

**PUBLIC WORKS – AWARDING OF A CONTRACT FOR PURCHASE OF BROWN BINS (K-03-19)**

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WHEREAS the City of Côte Saint-Luc (“City”) wishes to purchase additional brown bins for collecting compost;

WHEREAS the *Union des municipalités du Québec* launched a group tender to purchase brown bins, and awarded the contract to IPL Inc. on September 13, 2018;

WHEREAS IPL Inc. agreed to match the price of the group tender;

WHEREAS as per Article 12.1 of the City's By-law concerning contract management, the City is allowed to award a contract by mutual agreement for an amount between \$25,000 and \$100,000 if it is in the best interests of the City (criteria (b), (c) and (f));

IT WAS

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

“THAT the Côte Saint-Luc City Council hereby awards a contract to IPL Inc. for the purchase of brown bins for a total amount of \$47,208.96, plus applicable taxes;

THAT the described expenses shall be financed from the “deferred revenue – redevance grant” reserve;

THAT Treasurer's Certificate No. 19-0063 dated March 20, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190425

**PUBLIC WORKS – AWARDING A CONTRACT FOR THE PURCHASE OF ONE (1) 4X4 LAWN TRACTOR (C-10-19)**

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WHEREAS the City of Côte Saint-Luc (“City”) issued a public call for tenders under tender number C-10-19 seeking a supplier for one (1) 4x4 lawn tractor, John Deere 1600 or equivalent and received two (2) conforming bids;

WHEREAS the lowest conforming bid was received from Centre agricole J.L.D. Inc. in the amount of \$85,918.00, plus applicable taxes;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) hereby awards a contract for the purchase of one (1) 4x4 lawn tractor, John Deere 1600 or equivalent, to Centre agricole J.L.D. Inc. in accordance with tender number C-10-19 for an amount of \$85,918.00, plus applicable taxes;

THAT the above-described expenses shall be financed from loan By-law 2526 previously approved by the *Ministère des Affaires municipales et de l’Habitation*;

THAT Treasurer's Certificate number TC 19-0066 dated March 27, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190426

**PUBLIC WORKS – AWARDING A CONTRACT FOR THE PURCHASE OF ONE  
DODGE RAM 1500 GT PICK-UP TRUCK (C-12-19)**

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WHEREAS the City issued an invited tender under Tender C-12-19 for the purchase of one (1) Dodge Ram 1500 GT 2019 pick-up truck and received one conforming bid from Trois Diamants Autos (1987) Ltd. in the amount of \$42,143.38, plus applicable taxes;

IT WAS

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

“THAT the Côte Saint-Luc City Council (“Council”) hereby awards a contract for the purchase of one (1) pick-up truck Dodge Ram 1500 GT 2019, to the only conforming bidder, Trois Diamants Autos (1987) Ltd., pursuant to Tender C-12-19, in the amount of \$42,143.38, plus applicable taxes.

THAT the described expense shall be financed from loan By-law 2526 previously approved by the *Ministère des Affaires municipales et de l’Habitation*;

THAT Treasurer’s Certificate No. TC-19-0076 dated April 2, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190427

**PUBLIC WORKS – AWARDING A CONTRACT FOR THE PURCHASE AND  
PLANTING OF TREES (C-09-19)**

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WHEREAS the City of Côte Saint-Luc (“City”) issued an invited call for tenders under Tender No. C-09-19 for the purchase and planting of trees and received two (2) conforming bids;

WHEREAS the lowest conforming bid was received from *Les Terrassements Multi-Payages Inc.* in the amount of \$43,722.39, plus applicable taxes;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

“THAT the Côte Saint-Luc City Council (“Council”) hereby awards a contract to *Terrassements Multi-Payages Inc.* for the purchase and planting of trees pursuant to the terms of Invited Tender C-09-19, in the amount of \$43,722.39, plus applicable taxes;

THAT the described expenses shall be financed from loan By-law 2503 previously approved by the *Ministère des Affaires municipales et Occupation du territoire*;

THAT Treasurer's Certificate TC-19-0067 dated March 27, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expense."

CARRIED UNANIMOUSLY

190428

**PUBLIC WORKS – EXERCISING THE 4 (FOUR) OPTION YEARS OF THE DISPOSAL OF WASTE FROM THE CITY'S SWEEPERS AND FROM THE MUNICIPAL SNOW DUMP CONTRACT AND RATIFICATION OF THE OVERAGES FOR THE 2018 YEAR (C-01-18-22)**

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WHEREAS the City of Côte Saint-Luc ("City") made a public call for tenders for the disposal of waste from the City's street sweepers and from the municipal snow dump under tender number C-01-18-22, contemplating a base term of one (1) year with four (4) option years in favour of the City;

WHEREAS by Resolution numbered 180427 adopted on April 9, 2018, by the Côte Saint-Luc City Council ("Council"), the tendered contract C-01-18-22 was awarded to Recyclage Notre-Dame Inc., the lowest conforming bidder, for the 2018 snow season;

WHEREAS the City wishes to exercise the four (4) option years of this contract; namely, 2019, 2020, 2021 and 2022;

WHEREAS during the 2018 calendar year, due to a higher tonnage of waste than estimated, the expenditures related to the above-mentioned contract were higher than the estimation;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI  
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT Council hereby ratifies the overage occurred during the 2018 calendar year of the contract with Recyclage Notre Dame Inc. in the amount of \$36,091.69, plus applicable taxes and authorizes payment accordingly;

THAT Council hereby exercises the four (4) option years under tendered contract C-01-18-22 concerning the disposal of waste from the City's street sweepers and from its municipal snow dump, previously awarded to Recyclage Notre-Dame Inc., and this for the following maximum, estimated amounts:

- 2019 - \$75,000.00, plus applicable taxes;
- 2020 - \$76,500.00, plus applicable taxes;
- 2021 - \$78,030.00, plus applicable taxes;
- 2022 - \$79,590.60, plus applicable taxes;

THAT furthermore, each year, the City may consider an amount of 10%, plus applicable taxes in case the actual amount of waste is higher than estimated, which shall first be approved according to the City's procedures;

THAT Treasurer's Certificate TC 19-0070 dated April 2, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses for the 2019 calendar (option) year;

THAT a Treasurer's Certificate must be procured before April 15<sup>th</sup> of each of the other option years to attest to the availability of funds to cover the respective portion of the contract for that year."

CARRIED UNANIMOUSLY

190429

**LEGAL – APPROVAL OF AN OFFER TO PURCHASE AGREEMENT IN REGARDS TO A CITY-OWNED LANE SITUATED AT 7001-7005 MACKLE ROAD WITH THE SEPHARADIC KOLLEL AVRECHIM FOUNDATION (K-42-18)**

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WHEREAS the City of Cote Saint-Luc (“City”) wishes to enter into an Offer to Purchase Agreement in regards to the immovable bearing civic numbers 7001-7005 Mackle Road, designated as being part of lot number 1 053 448 on the cadastre of Québec, containing 1090 square meters (“Property”) with Sepharadic Kollel Avrechim Foundation, a corporation legally constituted having its head office at 5750 Parkhaven Avenue, Côte Saint-Luc, Québec, H4W 1X5, herein represented by its treasurer, Rabbi Yehouda Benoliel (“Purchaser”);

It was

MOVED BY COUNCILLOR DAVID TORDJMAN  
SECONDED BY COUNCILLOR SIDNEY BENIZRI

AND RESOLVED:

“THAT the Côte Saint-Luc City Council hereby accepts the Offer to Purchase Agreement with the Purchaser in regards to the Property, and this for the amount of \$500,000.00, plus applicable taxes;

THAT the Mayor and the City Manager be authorized to sign the Offer to Purchase Agreement on behalf of the City, as well as the ensuing notarial Deed of Sale incorporating the terms of the aforementioned Offer to Purchase Agreement.”  
CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLORS DIDA BERKU, RUTH KOVAC AND STEVEN ERDELYI ALL DISSENTING

190430

**URBAN DEVELOPMENT – AMENDMENT OF THE RESOLUTION ADOPTED AT THE COUNCIL MEETING OF AUGUST 13, 2018 APPROVING AN ENCROACHMENT AGREEMENT CONCERNING 5551 CAVENDISH BOULEVARD AS RELATED TO THE DEED OF TOLERANCE (K-47-18)**

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WHEREAS on August 13, 2018, by resolution 180837, the Côte Saint-Luc City Council (“Council”) approved an Encroachment Agreement (“Agreement”) pertaining to 5551 Cavendish Boulevard;

WHEREAS the Agreement must be registered as a Deed of Tolerance;

WHEREAS resolution 180837 did not explicitly authorize the City’s General Counsel to sign the Deed of Tolerance;

It was

MOVED BY COUNCILLOR MITCH KUJAVSKY  
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint-Luc City Council hereby amends the aforementioned resolution so that the City’s General Counsel is hereby authorized to sign the Deed of Tolerance which gives effect to the aforementioned Encroachment Agreement.”  
CARRIED UNANIMOUSLY



190431

**URBAN DEVELOPMENT – AWARDING OF A CONTRACT FOR SIDEWALK RECONSTRUCTION AND REPAIRS (C-05-19)**

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WHEREAS the City of Côte Saint-Luc (“City”) issued a public call for tenders based on a bid weighting evaluation system, under Tender C-05-19, for the reconstruction and repairs of City sidewalks and received two (2) bids, from Ventec Inc. and Cojalac Inc. respectively;

WHEREAS according to the City’s bid weighting and evaluation system, the bid received from Ventec Inc. did not receive the minimum average interim score of 70 points necessary in order for the bid to be declared conforming;

WHEREAS furthermore Ventec Inc. was found documentarily non-conforming;

WHEREAS the City deems Cojalac Inc. to be the sole conforming bidder;

IT WAS

MOVED BY COUNCILLOR MITCH KUJAVSKY  
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint-Luc City Council (“Council”) hereby declares Ventec Inc.’s bid non-conforming, therefore the bid is rejected;

THAT pursuant to the terms of tender no. C-05-19, Council hereby awards a contract to Cojalac Inc., the sole conforming bidder, for up to a maximum of \$389,404.45, plus applicable taxes;

THAT the described expenses shall be financed from loan By-law 2442 previously approved by the *Ministère des Affaires municipales et Occupation du territoire*;

THAT Treasurer’s Certificate TC 19-0075 has been issued on April 1, 2019 attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190432

**URBAN DEVELOPMENT – AWARDING OF A CONTRACT FOR THE CONSTRUCTION OF A WIFFLE BALL FIELD (C-03-19C)**

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WHEREAS the City of Côte Saint-Luc (“City”) issued a public call for tenders under tender number C-03-19C seeking a supplier for the construction of a wiffle ball field in Irving Singerman Park and received three (3) bids;

WHEREAS the bid received from Groupe Vespo was found documentarily non-conforming;

WHEREAS the lowest conforming bid was received from Techniparc (9032-2454 Québec Inc.) in the amount of \$47,151.00, plus applicable taxes;

It was

MOVED BY COUNCILLOR MITCH KUJAVSKY  
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint Luc City Council (“Council”) hereby declares the bid received from Groupe Vespo documentarily non-conforming, therefore this bid is rejected;

THAT Council hereby awards a contract to Techniparc (9032-2454 Québec Inc.) for the construction of a wiffle ball field in Irving Singerman Park pursuant to the terms of tender C-03-19C, in the amount of \$47,151.00, plus applicable taxes;

THAT furthermore, the City may consider an amount of 10%, plus applicable taxes for any potential contingencies and extras, if required, that shall first be approved according to the City’s procedures;

THAT the described expenses shall be financed from loan By-law 2481 previously approved by the *Ministère des Affaires municipales et Occupation du territoire*;

THAT Treasurer’s Certificate 19-0065 dated March 22, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expense.”

CARRIED UNANIMOUSLY

190433

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5627-5629 WOLSELEY – DWELLING A – PROPOSED LOT 6225286 – CITY OF CÔTE SAINT-LUC**

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IT WAS

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 21, 2019 showing the construction of a new detached, single-family dwelling on proposed lot 6225286 – Dwelling A at 5627-5629 Wolseley and prepared by Le Groupe PDA, architects; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190434

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5627-5629 WOLSELEY – DWELLING B – PROPOSED LOT 6 225 285 – CITY OF CÔTE SAINT-LUC**

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IT WAS

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 21, 2019 showing the construction of a new detached, single-family

dwelling on proposed lot 6 225 285 – Dwelling B at 5627-5629 Wolseley and prepared by Le Groupe PDA, architects; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”  
CARRIED UNANIMOUSLY

190435

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION  
PROGRAMS (SPAIP) – 5627-5629 WOLSELEY – DWELLING C – PROPOSED  
LOT 6 225 284 – CITY OF CÔTE SAINT-LUC**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 19, 2019 showing the construction of a new detached, single-family dwelling on proposed lot 6 225 284 – Dwelling C at 5627-5629 Wolseley and prepared by Piero Facchin Architecture Design, designer; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”  
CARRIED UNANIMOUSLY

190436

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION  
PROGRAMS (SPAIP) – 5727 WILDWOOD – CITY OF CÔTE SAINT-LUC**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 21, 2019 showing the addition of a rear, two-storey extension to an existing, single-family, detached dwelling on lot 1 053 775 at 5727 Wildwood and prepared by Mrs. T. Khaleghi, architect; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”  
CARRIED UNANIMOUSLY

190437

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION  
PROGRAMS (SPAIP) – 6529 MERTON – CITY OF CÔTE SAINT-LUC**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 14, 2019 showing the construction of a new front vestibule to an existing, single-family, detached dwelling on lot 1 560 622 at 6529 Merton and prepared by Mr. G. Pothier, Technologist; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190438

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 7489 WAVELL – CITY OF CÔTE SAINT-LUC**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 18, 2019 showing modifications and the addition of a second storey extension to an existing, single-family, semi-detached dwelling on lot 1 054 142 at 7489 Wavell and prepared by Mrs. L. Azoulay, architect; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190439

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 7491 WAVELL – CITY OF CÔTE SAINT-LUC**

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It was

MOVED BY COUNCILLOR DIDA BERKU  
SECONDED COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 18, 2019 showing modifications and the addition of a second storey extension to an existing, single-family, semi-detached dwelling on lot 1 054 141 at 7491 Wavell and prepared by Mrs. L. Azoulay, architect; for the Planning Advisory Committee meeting of February 26, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190440

**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**

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WHEREAS according to section 4 of *An Act respecting the exercise of certain municipal powers in certain urban agglomerations* (CQLR, 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 May 2019 for which members of the municipal council shall establish the stance that it wishes to take;

It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED

“THAT Council take the following stance in view of any Agglomeration Council meetings to be held in May 2019 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 May 2019 based on the information to be presented during those meetings.”

CARRIED UNANIMOUSLY

## **SECOND QUESTION PERIOD**

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The second question period started at 9:40 p.m. and finished at 9:47 p.m. one (1) person asked to speak and they were heard.

- 1) Rabbi Yehuda Benoliel

Rabbi Benoliel expressed his appreciation to the Côte Saint-Luc City Council for adopting the resolution to sell a City-owned lot to his congregation for the purpose of building a Synagogue. He did, however, go on record as disagreeing with certain comments stated earlier tonight while the matter was being adjudicated upon. He then mentioned that although he is pleased with the approval of the offer to purchase, the land is still not big enough to accommodate the size of his congregation and thus requested a larger piece of land, to which Mayor Brownstein responded that while the City will continue to work with the Kollel who wishes to grow their congregation, he did not commit to such a request.

190441

## **APPROVAL OF THE ADJOURNMENT OF THE MEETING**

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It was

MOVED BY COUNCILLOR RUTH KOVAC  
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

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

CARRIED UNANIMOUSLY

**AT 9:47 P.M. MAYOR BROWNSTEIN DECLARED THE MEETING  
ADJOURNED.**

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MITCHELL BROWNSTEIN  
MAYOR

---

JASON PRÉVOST  
ASSISTANT CITY CLERK

<b>LIST OF ANNEXES</b>		
<b>Resolution number</b>	<b>Corresponding Annex</b>	<b>Document</b>
190406	Annex A	Library Anti-Bed Bug Policy

ANNEX A – (04/08/2019) ANNEXE A

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**Library Anti-Bed Bug Policy**

<b>POLICY #</b>	<b>LIB-001</b>	<b>VERSION</b>	<b>1</b>
<b>ADOPTED</b>	<b>April 8, 2019</b>	<b>UPDATED</b>	
<b>DRAFTED BY</b>	<b>Janine West</b>	<b>TITLE</b>	<b>Library Director</b>

**Policy Statement:**

The Eleanor London Côte Saint-Luc Public Library strives to prevent and contain the presence of bed bugs in its facility or on library materials.

**Purpose:**

This policy establishes guidelines to prevent bed bug Infestations in the Library and outlines the steps that will be taken if an introduction or infestation occurs.

**Scope:**

This policy applies to the library premises, the library staff as well as to library patrons. This policy is not intended to address other types of pests including rodents and other insects.

**Definitions:**

Patron: A member of the library

Infestation: bed bugs that have been found in the library, including but not limited to, on furniture, around baseboards or shelving, or in books

Introduction: A book that has been returned with evidence of bed bugs, or a live bed bug found at the circulation desk or in the book drop bin

Treatment: Specialized heat treatment undertaken by a certified pest management company

**Responsibilities:**

- The Library Director is responsible for informing Council and City Management of any and all Infestations.
- The Manager of Administrative and Support Services will act as the Pest Management Coordinator and is responsible for coordinating inspections and Treatments, providing supplies and for quarantining suspicious or confirmed items.
- The Customer Service Coordinator is responsible for dealing with patrons who inform the Library of an Infestation in their residence or who return items that either have bed bugs or that have been damaged by bed bugs.
- All Managers are responsible for training their particular staff on how to identify bed bugs as well as the procedures they must follow if bed bugs or evidence of bed bugs has been suspected or confirmed.

**General Principles:**

The Library will:

- Take a proactive approach to prevention, containment and Treatment to reduce the risk to staff and patrons.
- Hire only licensed and accredited pest control companies to work in their facilities.
- Ensure current recommended best practices from recognized library associations, public health authorities and accredited pest control agencies are included in its *Bed Bug Prevention Procedures*.
- Be transparent and inform staff and library patrons of any Infestations.
- Take a leadership role in informing and educating the public about bed bugs.
- Monitor its prevention, containment and Treatment program to determine the level of response and success.

### **Bed Bug Prevention**

The Library recognizes that having prevention measures, reporting all sightings, and containing and destroying bed bugs and eggs immediately, are important actions we can take toward mitigating the occurrence of bed bugs in the library. For this reason, the following prevention protocol has been created:

- Regular cleaning schedules of carpets, furniture and shelving are in place.
- Staff are asked to keep work areas clean and de-cluttered with items stored appropriately such as on shelving, in lockers, in desks, in bins or on counters.
- An inspection program is in place to reduce the risk of bed bugs.
- Library staff checks all books and other items upon return and is trained on how to identify bed bugs and eggs, and what to do if bed bugs or evidence of bed bugs has been found.
- The staff regularly checks the return bin for bed bugs.

### **Dealing with damaged library material:**

The Library recognizes that bed bug Introductions do occur in the form of a live bed bug or in the form of item which has evidence of bed bugs. These Introductions do not necessarily lead to an Infestation if staff is vigilant at checking returned items.

- Library staff are given the necessary tools to contain and isolate damaged items or bed bugs.
- Patrons returning items with bed bugs or evidence of Infestation will be notified and have their borrowing privileges suspended upon the recommendation of the Library Director.
- Patrons will be assessed replacement costs according to the Library's damaged items procedures.
- Patrons will be required to provide proof from a certified pest management company that the problem at their place of residence has been resolved in order to have their privileges reinstated.
- All incidents will be reported to the City's Urban Planning Department.
- Residents will be encouraged to inform the Library if they suspect a library item has been infested or if they have a problem with bed bugs in their place of residence.

### **Bed Bug Infestation:**

- If after an inspection, the library has been found to have an Infestation, treatment will commence immediately.
- Depending on the extent, upon the recommendation of the Library Director, the Library may or may not have to be closed.
- The Library will be transparent when it comes to communicating information about infestations to the public.