

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL HELD ON
MONDAY, MAY 13, 2019, 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 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^e Jonathan Shecter, Co-City Manager, Director of Legal Services
 and City Clerk
 M^e Jason Prévost, Assistant City Clerk, acted as Secretary of the
 meeting

VE-DAY CEREMONY

Two (2) videos were presented to celebrate VE Day, namely:

- A video in honor of four (4) Holocaust survivors; and
- A video in honor of Mr. Isadore Goldberg, veteran of the Second World War and former member of the Côte Saint-Luc City Council.

Commemorative photos were then taken.

QUESTION PERIOD

The question period started at 8:29 p.m. and finished at 8:43 p.m. Six (6) people asked to speak and they were heard.

- 1) Ian Copnick

The resident inquired about the most recent survey undertaken for the presence of tempos in his neighbourhood and then asked when residents will be made aware of the results, to which Mayor Brownstein responded that the final results have been compiled but yet to be assessed and thus haven't been presented to council yet. Therefore, he can't issue any opinion on the nature of the results.

The resident then asked if the decision to modify the zoning by-law will ultimately be made based on the results of the poll, to which Mayor Brownstein responded that the decision will ultimately be taken by the City council (but that the sample size for the poll was quite large).

The resident then inquired regarding the possibility of the City going through a zoning referendum process on the topic of tempos, to which Mayor Brownstein

responded that prior to rendering a decision on the matter, the City must still vet and assess its results.

2) Connie Kirsch

The resident inquired about the cost to obtain a permit for residential renovations; more specifically, if the cost of a permit is determined by the cost of the materials used or the cost of the labour associated with the renovations, to which Councillor Berku responded that the Urban Development Department already answered the resident's inquiries by email. Councillor Berku also mentioned that the pertinent By-law has been enforced for many years and is applied in an objective manner.

3) Malka Labow

The resident inquired about the implementation of traffic-calming measures (crosswalk signage) on Guelph, between Einstein and Parkhaven, to alleviate motorists speeding, to which Councillor Tordjman responded that the crosswalk signage has been approved by the Traffic Committee and it will be implemented.

4) Chris Manitt

The resident mentioned that he lives on Merton and that there has been a lot of work done on his street over the winter due to pipes (City infrastructure) bursting. His concern is that there isn't a bigger plan for the street itself, to which Mayor Brownstein responded that the Engineering Department is aware of the issues in order to put in place a plan of action.

5) Karen Kofman

The resident expressed concerns with regards to traffic in the City, more specifically, concerning emergency exits out of the City, to which Mayor Brownstein mentioned that there is a project to extend Cavendish without making it an expressway and also mentioned that there is an agreement with CP to allow access to its property in the event of an emergency.

6) Isodore Goldberg

The resident inquired about putting a ramp in front of his building and prohibiting smoking in and around his building, to which Mayor Brownstein responded that Council has heard his request and will take it under advisement.

190506

**CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL
DATED APRIL 8, 2019 AT 7:45 P.M.**

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

"THAT the Minutes of the Special Meeting of Council dated April 8, 2019 at 7:45 p.m. be and are hereby approved as submitted."
CARRIED UNANIMOUSLY

190507

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

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

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

190508

**CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL
DATED MAY 6, 2019 AT 7:00 P.M.**

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

“THAT the Minutes of the Special Meeting of Council dated May 6, 2019 at 7:00 p.m. be and are hereby approved as submitted.”
CARRIED UNANIMOUSLY

190509

MONTHLY DEPARTMENTAL REPORTS FOR APRIL 2019

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

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

190510

**TABLING OF FINANCIAL REPORT FOR THE FISCAL YEAR-ENDING
DECEMBER 31, 2018**

Both Councillor Erdelyi and the City Clerk confirmed that the financial statements for year-ending December 31, 2018 were tabled at tonight’s council meeting.

190511

**MAYOR’S REPORT ON THE HIGHLIGHTS OF THE FINANCIAL REPORT
ENDING DECEMBER 31, 2018**

The City Clerk confirmed that the Mayor's Report on the highlights of the financial report and the external auditor's report for year-ending December 31, 2018 was tabled at tonight's council meeting by the City Treasurer.

Mayor Brownstein read the Mayor's Report on the highlights of the financial report and the external auditor's report for year-ending December 31, 2018 out loud at tonight's council meeting, said report annexed herewith as Annex D.

190512

AUTHORIZATION TO PUBLISH THE MAYOR'S REPORT ON THE FINANCIAL STATEMENTS FOR THE YEAR-END DECEMBER 31, 2018 OF THE CITY OF CÔTE SAINT-LUC

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT in accordance with the law, the Côte Saint-Luc City Council hereby authorizes and orders the publication of the text of the Mayor's report on the financial report and the external auditor's report for the year-end December 31, 2018 to be distributed to each civic address in the municipality."
CARRIED UNANIMOUSLY

190513

ADOPTION OF THE REVISED CAPITAL INVESTMENT BUDGET THREE-YEAR PLAN (2019-2020-2021)

WHEREAS the Three-Year programme for Capital Expenditures for 2019-2020-2021 ("Plan") was adopted on December 17, 2018;

WHEREAS subsequent to the adoption of the Plan, the following projects have been revised:

- Traffic Lights - Including Cavendish Corridor for an amount of \$352,000;
- LED Street Lights for an amount of \$48,000;
- Kirwan Park Renovation (professional services) for an amount of \$50,000;
- Arena - Confederation Annex - Outdoor Rink for an amount of \$260,000;
- Arena - R22 Conversion to CO2 and Renovations for an amount of \$2,450,000;
- and
- City Hall - HVAC (Phase 2) for an amount of \$165,000;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT Côte Saint-Luc City Council hereby accepts and adopts the Revised Three-Year programme for Capital Expenditures for the years 2019-2020-2021 for a total of \$36,279,460, plus applicable taxes, hereby annexed to the minutes to form an integral part of said document entitled: "APPENDIX II." "
CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLOR DAVID TORDJMAN DISSENTING

190514

RESOLUTION TO CONFIRM THE TOTAL FULFILLMENT OF BY-LAW OBJECTIVES AND THE CANCELLATION OF SEVERAL RESIDUAL BALANCES

WHEREAS the City of Côte Saint-Luc (“City”) has entirely fulfilled the objectives of the by-laws listed in Annex A (annexed to the minutes to form an integral part thereof), as per what was foreseen;

WHEREAS permanent financing was secured for part of these loan by-laws;

WHEREAS, with regards to these loan by-laws, there are non-contracted balances on the loans approved by the *Ministère des Affaires municipales et de l’Habitation* which cannot be used for other purposes;

WHEREAS financing is not required for these balances, which should no longer appear in the Ministry’s registers;

WHEREAS, consequently, there is a need to modify the loan by-laws identified in Annex A to adjust the amount of the expense and the amount of the loan and, if necessary, to allocate a grant or a sum from the Municipality’s General Fund;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

“THAT the Côte Saint-Luc City Council (“Council”) modifies the by-laws identified in Annex A:

1. By replacing the expense or loan amounts with the amounts indicated under the headings “New Expense Amount” and “New Loan Amount” in Annex A;
2. By (if applicable) adding a provision to the effect that, to discharge a portion of the expense, the Municipality will allocate from its General Fund the amount shown under the heading “General Fund” in Annex A;
3. By modifying the provision concerning the allocation of a grant to indicate the amount shown under the heading “Grant” in Annex A;

THAT Council informs the *Ministère des Affaires municipales et de l’Habitation* that the borrowing authority for the by-laws identified in Annex A will not be used entirely because of the changes made to the by-laws by this resolution and, where applicable, the *quote-part* paid by the Developers or the amounts received from the tax payers in a single instalment for their capital payment. The amounts of these allocations are shown under the headings “Promoteurs” and “Paiement Comptant” in Annex A;

THAT Council ask the Ministry to cancel in its registers the residual balances mentioned in Annex A;

THAT a certified true copy of this resolution be sent to the *Ministère des Affaires municipales et de l’Habitation*;

THAT Council hereby confirms the total fulfillment of by-law objectives and the cancellation of several residual balances.”

CARRIED UNANIMOUSLY

190515

NOTICE OF MOTION – BY-LAW 2531 TO BE ENTITLED: “BY-LAW 2531 REPEALING BY-LAW 2443 AUTHORIZING A LOAN OF \$1,365,000 FOR RENOVATING AND UPGRADING THE PUMP STATION LOCATED ON CÔTE SAINT-LUC ROAD”

This item was deferred to a subsequent meeting.

190516

TABLING OF DRAFT BY-LAW 2531 TO BE ENTITLED: “BY-LAW 2531 REPEALING BY-LAW 2443 AUTHORIZING A LOAN OF \$1,365,000 FOR RENOVATING AND UPGRADING THE PUMP STATION LOCATED ON COTE SAINT-LUC ROAD”.

This item was deferred to a subsequent meeting.

190517

NOTICE OF MOTION – BY-LAW 2532 TO BE ENTITLED: “BY-LAW 2532 REPEALING BY-LAW 2478 AUTHORIZING A LOAN OF \$1,575,000 FOR VARIOUS IMPROVEMENTS TO THE EXTERIOR PORTION ADJACENT TO THE REAR OF THE CITY HALL LOCATED AT 5801 CAVENDISH BOULEVARD”

Councillor Steven Erdelyi gave Notice of Motion that By-Law 2532 to be entitled: “By-law 2532 repealing by-law 2478 authorizing a loan of \$1,575,000 for various improvements to the exterior portion adjacent to the rear of the City Hall located at 5801 Cavendish Boulevard” will be presented at a later meeting for adoption.

Councillor Steven Erdelyi mentioned the object and the scope of By-Law 2532 to be entitled: “By-law 2532 repealing by-law 2478 authorizing a loan of \$1,575,000 for various improvements to the exterior portion adjacent to the rear of the City Hall located at 5801 Cavendish Boulevard”.

190518

TABLING OF DRAFT BY-LAW 2532 TO BE ENTITLED: “BY-LAW 2532 REPEALING BY-LAW 2478 AUTHORIZING A LOAN OF \$1,575,000 FOR VARIOUS IMPROVEMENTS TO THE EXTERIOR PORTION ADJACENT TO THE REAR OF THE CITY HALL LOCATED AT 5801 CAVENDISH BOULEVARD”

Councillor Steven Erdelyi tabled draft By-Law 2532 to be entitled: “By-Law 2532 repealing By-Law 2478 authorizing a loan of \$1,575,000 for various improvements to the exterior portion adjacent to the rear of the City Hall located at 5801 Cavendish Boulevard”.

190519

NOTICE OF MOTION – BY-LAW 2533 TO BE ENTITLED: “BY-LAW 2533 REPEALING BY-LAW 2479 AUTHORIZING A LOAN OF \$2,205,000 FOR WATER INFRASTRUCTURE REPAIRS AND SLEEVING OF WATER INFRASTRUCTURE”

Councillor Steven Erdelyi gave Notice of Motion that By-Law 2533 to be entitled: “By-law 2533 repealing by-law 2479 authorizing a loan of \$2,205,000 for water

infrastructure repairs and sleeving of water infrastructure” will be presented at a later meeting for adoption.

Councillor Steven Erdelyi mentioned the object and the scope of By-Law 2533 to be entitled: “By-law 2533 repealing by-law 2479 authorizing a loan of \$2,205,000 for water infrastructure repairs and sleeving of water infrastructure”.

190520

TABLING OF DRAFT BY-LAW 2533 TO BE ENTITLED: “BY-LAW 2533 REPEALING BY-LAW 2479 AUTHORIZING A LOAN OF \$2,205,000 FOR WATER INFRASTRUCTURE REPAIRS AND SLEEVING OF WATER INFRASTRUCTURE”

Councillor Steven Erdelyi tabled draft By-Law 2533 to be entitled: “By-Law 2533 repealing By-Law 2479 authorizing a loan of \$2,205,000 for water infrastructure repairs and sleeving of water infrastructure”.

190521

RESOLUTION TO APPROVE THE DISBURSEMENTS FOR THE PERIOD BETWEEN APRIL 1, 2019 TO APRIL 30, 2019

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint-Luc City Council approves the list of disbursements for the period between April 1, 2019 to April 30, 2019 for a total amount of \$7,767,309.93 in Canadian Funds;

THAT Treasurer’s certificate No.19-0082 dated May 6, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the described expenses.”

CARRIED UNANIMOUSLY

190522

RESOLUTION OF INTENT TO CREATE SUB-CATEGORIES FOR NON-RESIDENTIAL PROPERTIES

WHEREAS, by virtue of section 71.1 of the *Act respecting municipal taxation* (chapter F-2.1), a municipality may express its intention to establish sub-categories for taxable immovables in the non-residential category by adopting a resolution prior to the filing of the next three-year valuation roll;

WHEREAS, in the event that the municipality expresses such an intention, it must inform the assessor responsible for the valuation roll;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint-Luc City Council hereby expresses its intention to create sub-categories of immovables in the non-residential category for the 2020-2021-2022 valuation roll;

THAT the City of Côte Saint-Luc informs the assessor responsible for preparing the assessment roll, in accordance with section 71.1 of the *Act respecting municipal taxation*.”
CARRIED UNANIMOUSLY

190523

HUMAN RESOURCES – PARKS AND RECREATION – APPOINTMENT OF SYNCRO SWIMMING ASSISTANT COACH – FIXED-TERM CONTRACT, MANAGEMENT POSITION

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED

“THAT the Côte Saint-Luc City Council approves the appointment of Margaret Marak as a Syncro Swimming Assistant Coach for a fixed-term contract, management position, effective from February 28, 2019 to August 16, 2019;

THAT Treasurer’s certificate number 19-0080, dated May 1, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”
CARRIED UNANIMOUSLY

190524

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

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 May 1, 2019 and that said employees’ terms of employment will be as per the conditions of the collective agreement;

THAT Treasurer’s certificate number 19-0081, dated May 1, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”
CARRIED UNANIMOUSLY

190525

HUMAN RESOURCES – PUBLIC SAFETY – HIRING OF THREE ON-CALL DISPATCHERS – WHITE COLLAR, AUXILIARY POSITIONS

It was

MOVED BY COUNCILLOR OREN SEBAG
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the hiring of Alexandre Cahérec-Gagné, Michele Frenette Del Basso and Pascal Saint-Vincent as on-call Dispatchers (white collar, auxiliary positions), effective April 2, 2019;

THAT Treasurer's certificate number 19-0079, dated May 1, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

COUNCILLOR MITCH KUJAVSKY LEFT THE MEETING

190526

**HUMAN RESOURCES – PUBLIC AFFAIRS, COMMUNICATIONS AND
INFORMATION TECHNOLOGY – HIRING OF WEB COMMUNICATION
OFFICER – WHITE COLLAR, AUXILIARY POSITION**

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the hiring of Maryse Bézaire as a Web Communication Officer (white collar, auxiliary position), effective April 15, 2019;

THAT Treasurer's certificate number 19-0078, dated May 1, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above described expenses."

CARRIED UNANIMOUSLY

COUNCILLOR MITCH KUJAVSKY RETURNED TO THE MEETING

190527

**HUMAN RESOURCES – ELEANOR LONDON CÔTE SAINT-LUC PUBLIC
LIBRARY – STATUS CHANGE OF CHILDREN'S COORDINATOR, FROM A
FIXED-TERM CONTRACT, MANAGEMENT POSITION TO A PERMANENT,
MANAGEMENT POSITION**

It was

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the status change of Ariane Smoley's position as the Children's Coordinator, from a fixed-term contract, management position to a permanent, management position, effective April 1, 2019."
CARRIED UNANIMOUSLY

190528

HUMAN RESOURCES – ELEANOR LONDON CÔTE SAINT-LUC PUBLIC LIBRARY – TERMINATION OF EMPLOYMENT OF WHITE COLLAR, AUXILIARY EMPLOYEE

It was

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the termination of employment of white collar, auxiliary employee number 3281, effective May 3, 2019."
CARRIED UNANIMOUSLY

190529

NOTICE OF MOTION – BY-LAW 2398-3 TO BE ENTITLED: “BY-LAW 2398-3 TO AMEND BY-LAW 2398 TO REGULATE PARKING AND PUBLIC SAFETY”

Councillor Oren Sebag gave Notice of Motion that By-Law 2398-3 to be entitled: “By-law 2398-3 to amend by-law 2398 to regulate parking and public safety” will be presented at a later meeting for adoption.

Councillor Oren Sebag mentioned the object and scope of By-Law 2398-3 to be entitled: “By-law 2398-3 to amend by-law 2398 to regulate parking and public safety”, namely:

- The implementation of Resident Street Parking Permits;
- The implementation of two (2) new Communauto Zones;
- The update of Annex A of By-law 2398 indicating the placement of signs;

190530

TABLING OF DRAFT BY-LAW 2398-3 TO BE ENTITLED: “BY-LAW 2398-3 TO AMEND BY-LAW 2398 TO REGULATE PARKING AND PUBLIC SAFETY”

Councillor Oren Sebag tabled draft By-Law 2398-3 entitled: “By-law 2398-3 to amend by-law 2398 to regulate parking and public safety”.

190531

NOTICE OF MOTION – BY-LAW 2530 TO BE ENTITLED: “BY-LAW 2530 CREATING THE FEE SCHEDULE FOR CULTURE, SPORTS AND LEISURE ACTIVITIES FOR THE FALL OF 2019 AND WINTER OF 2020”

Councillor Ruth Kovac gave Notice of Motion that By-Law 2530 to be entitled: “By Law 2530 creating the fee schedule for culture, sports and leisure activities for the fall of 2019 and winter of 2020” will be presented at a later meeting for adoption.

Mayor Brownstein mentioned the object and the scope of the By-Law 2530 to be entitled: "By-Law 2530 creating the fee schedule for culture, sports and leisure activities for the fall of 2019 and winter of 2020".

190532

TABLING OF DRAFT BY-LAW 2530 ENTITLED: "BY-LAW 2530 CREATING THE FEE SCHEDULE FOR CULTURE, SPORTS AND LEISURE ACTIVITES FOR THE FALL OF 2019 AND WINTER OF 2020"

Councillor Ruth Kovac tabled draft By-Law 2530 entitled: "By-Law 2530 creating the fee schedule for culture, sports and leisure activities for the fall of 2019 and winter of 2020".

190533

APPROVAL OF GRANT AGREEMENT WITH THE GOVERNMENT OF CANADA FOR CANADA DAY AND REQUEST FOR AUTHORIZATION FROM THE MINISTÈRE DES AFFAIRES MUNICIPALES ET DE L'HABITATION TO ENTER INTO SUCH AGREEMENT

WHEREAS the City of Côte Saint-Luc ("City") annually hosts a Canada Day event;

WHEREAS the City applied for a grant from the Government of Canada for this event under *Celebrate Canada Program* ("Grant") and this Grant has been approved;

WHEREAS in order to receive the Grant, the City has to enter into Agreement with the Government of Canada ("Grant Agreement");

WHEREAS before entering into any agreement with the Government of Canada the City needs the *Ministère de Affaires municipales et de l'Habitation* ("MAMH") authorization;

IT WAS

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council ("Council") hereby approves the Grant Agreement;

THAT Council hereby requires the MAMH's authorization to enter into the Grant Agreement with the Government of Canada;

THAT said resolution shall be accepted for immediate action."
CARRIED UNANIMOUSLY

190534

PUBLIC AFFAIRS AND COMMUNICATIONS – ADOPTION OF THE SOCIAL MEDIA POLICY

WHEREAS the City of Côte Saint-Luc ("City") has been present on social media since April 2009;

WHEREAS with the establishment of the *Idées CSL Ideas* discussion forum (Facebook Group), the City posted rules to maintain decorum in the forum;

WHEREAS the City would like to officially approve an expanded list of rules and adopt a social media policy that will lay out the role of the Department of Public Affairs and Communications in responding to issues through social media and administering the discussion forum;

WHEREAS the City wishes to adopt the *City of Côte Saint-Luc Social Media Policy* ("Policy") in order to establish and outline the principles of use for the City staff when engaging and posting on the City's social media accounts or micro-blogging accounts;

IT WAS

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

"THAT Council hereby approves and adopts the *City of Côte Saint-Luc Social Media Policy* annexed hereto as Annex B to form an integral part hereof."
CARRIED UNANIMOUSLY

190535

PUBLIC WORKS – AWARDING OF A CONTRACT FOR REMOVAL OF BUCKTHORN AND RESTORATION OF VEGETATION IN ASHKELON FOREST (K-19-19)

WHEREAS the City of Côte Saint-Luc ("City") wishes to award a contract to Comité Écologique du Grand Montréal for the removal of buckthorn and the restoration of vegetation in the Ashkelon forest;

WHEREAS since Comité Écologique du Grand Montréal is registered as a non-profit agency, pursuant to section 573.3, subparagraph 2.1° of the *Cities and Towns Act*, this contract is exempt from the tendering process;

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

"THAT the City of Côte Saint-Luc Council hereby awards a contract for the removal of buckthorn and the restoration of vegetation in the Ashkelon forest for the 2019 calendar year to Comité Écologique du Grand Montréal for an amount not to exceed \$94,799.80, plus applicable taxes;

THAT Treasurer's Certificate no. 19-0084 has been issued on May 9, 2019 to attest to the availability of funds to cover the above described expenses;

THAT the City's General Counsel be and is hereby authorized to sign the above-mentioned contract on behalf of the City."
CARRIED UNANIMOUSLY

190536

PUBLIC WORKS – PURCHASE AND INSTALLATION OF A GALVANIZED STRUCTURE WITH POLYETHYLENE FABRIC COVERING (C-14-19)

WHEREAS the City issued a public call for tender under Tender C-14-19 for the purchase and installation of a galvanized structure with a polyethylene fabric covering and received three (3) conforming bids;

WHEREAS the lowest conforming bidder was Les industries Permo inc.;

IT WAS

MOVED BY COUNCILLOR SIDNEY BENIZRI
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

“THAT the City of Côte Saint-Luc City Council (“Council”) hereby awards a contract for the building of a galvanized structure with a polyethylene fabric covering, in accordance with the terms of tender no. C-14-19 to the lowest conforming bidder, namely, Les industries Permo inc., for a total amount of \$218,387.00, plus applicable taxes;

THAT Treasurer’s Certificate No. 19-0083 dated May 9, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLOR DAVID TORDJMAN DISSENTING

190537

PURCHASING – ADOPTION OF THE COMPLAINT EXAMINATION PROCEDURE

WHEREAS Bill 108, the *Act to facilitate oversight of public bodies’ contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27) was adopted on December 1, 2017;

WHEREAS following this adoption and in accordance with section 573.3.1.3 of the *Cities and Towns Act*, a city must establish a procedure for the receipt and examination of complaints made in connection with the awarding of a contract through a public tender or by mutual agreement with a supplier wherein the expenditure is equal to or greater than the minimum threshold for public bidding;

WHEREAS the City wishes to adopt the *Complaint Examination Procedure for the City of Côte Saint-Luc* in order to create comprehensive guidelines for the receipt and examination of complaints made in the context of the awarding of such a contract;

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT Council hereby approves and adopts the *Complaint Examination Procedure for the City of Côte Saint-Luc* annexed hereto as Annex C to form an integral part hereof.”

CARRIED UNANIMOUSLY

190538

**URBAN DEVELOPMENT – TRAFFIC LIGHTS SYNCHRONIZATION ON
CAVENDISH BOULEVARD – CONTRACTOR SERVICES (C-04-18-19C1)**

WHEREAS on April 3, 2019 the City of Côte Saint-Luc (“City”) issued a public call for tender under tender number C-04-18-19C1 seeking contractor services for the synchronization of traffic lights on Cavendish Boulevard and received four (4) bids;

WHEREAS the lowest conforming bidder was Systèmes Urbains Inc.;

It was

MOVED BY COUNCILLOR MITCH KUJAVSKY
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

"THAT the Côte Saint-Luc City Council hereby awards a contract for contractor services for the synchronization of traffic lights on Cavendish Boulevard in accordance with the terms of tender no. C-04-18-19C1 to the lowest conforming bidder, namely, Systèmes Urbains Inc., for a total amount of \$907,913.00, 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 \$77,770.00 of the above-described expenses shall be financed from loan By-law 2500 entitled “By-Law 2500 authorizing a loan of \$505,000 for the purchase and installation of various traffic lights on the Cavendish Boulevard Corridor and professional services for LED street lights in various locations in the territory of the City of Côte Saint-Luc” and \$523,425.00 of the above-described expenses shall be financed from the loan By-law 2523 entitled “By-Law 2523 authorizing a loan of \$1,523,000 for the purchase and installation of various traffic lights at various locations, including professional services, in the territory of the City of Côte Saint-Luc” respectively, previously approved by the *Ministère des Affaires municipales et de l’Habitation*;

THAT \$352,000.00 of the above-described expenses shall be covered from the cumulative surplus;

THAT Treasurer’s Certificate No. TC-19-0087 dated May 9, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the described expenses.”

CARRIED UNANIMOUSLY

190539

**URBAN DEVELOPMENT – AWARDDING OF A CONTRACT FOR
ROUNDBABOUTS AND TRAFFIC LIGHTS AT VARIOUS LOCATIONS AROUND
THE CITY OF CÔTE SAINT-LUC (C-06-19P)**

WHEREAS the City of Côte Saint-Luc (“City”) made a public call for tenders for professional services regarding roundabouts and traffic lights at various locations around the City of Côte Saint-Luc under tender no. C-06-19P and received five (5) conforming bids;

WHEREAS according to the City’s system of bid weighting and evaluating, the bid from GBI Experts Conseils Inc. (“GBI”) received the highest final score and therefore GBI is deemed the lowest bidder under the *Cities and Towns Act*;

IT WAS

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

“THAT the City of Côte Saint-Luc Council (“Council”) hereby awards a professional services contract to GBI, the lowest bidder under the law, for a total amount of \$74,814.00, 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 above-described expenses shall be financed from loan By-law 2500 entitled “By-Law 2500 authorizing a loan of \$505,000 for the purchase and installation of various traffic lights on the Cavendish Boulevard Corridor and professional services for the LED street lights in various locations in the territory of the City of Côte Saint-Luc” previously approved by the *Ministère des Affaires municipales et de l’Habitation*;

THAT Treasurer’s Certificate No. TC19-0086 dated May 9, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses.”

CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLOR RUTH KOVAC
DISSENTING

190540

URBAN DEVELOPMENT – APPROVING OF CHANGE ORDERS FOR THE CONTRACT FOR ENERGY EFFICIENCY MEASURES AND HVAC RENOVATION AT THE CITY HALL AND LIBRARY - CONTRACTOR SERVICES (C-13-17-18C)

WHEREAS the City of Côte Saint-Luc (“City”) issued a public call for tenders for contractor services for energy efficiency measures and HVAC renovation at City Hall and the Eleanor London Côte Saint-Luc Public Library and awarded the contract to Le Groupe Centco, the lowest conforming bidder;

WHEREAS a change order in the amount of \$180,783.48, plus applicable taxes, for unforeseen elements of the project is required for Le Groupe Centco in order to complete the work;

WHEREAS additional services were required to complete the project, as follows:

- Le Groupe Gesfor Poirier, Pinchin Inc. – for supervision and reports on the removal of mold – for a total amount of \$32,741.40, plus applicable taxes;
- Carmichael Ltd. – for replacement of certain parts of the existing HVAC system – for a total amount of \$9,230.00, plus applicable taxes;

IT WAS

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT the City hereby approves the change order for additional works under project C-13-17-18C for contractor services related to energy efficiency measures and the HVAC renovation at the City Hall and the Eleanor London Côte Saint-Luc Public Library and authorizes payment of an amount not to exceed \$180,743.48, plus applicable taxes, to Le Groupe Centco;

THAT the City hereby approves the payment for the additional services required to complete the project as follows:

- To Groupe Gesfor Poirier, Pinchin Inc. – for a total amount of \$32,741.40, plus applicable taxes;
- To Carmichael Ltd. – for a total amount of \$9,230.00, plus applicable taxes;

THAT the described expenses shall be financed from the cumulative surplus;

THAT the City Treasurer has issued a Treasurer’s Certificate TC 19-0085 on May 7, 2019 attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190541

URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5740 SMART – CITY OF CÔTE SAINT-LUC

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT the site planning and architectural integration programs received March 26, 2019 showing the demolition and the reconstruction of a single-family, detached dwelling on lot 1 052 555 at 5740 Smart and prepared by Mr. M. Guzman, architect; for the Planning Advisory Committee meeting of March 28, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190542

URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION PROGRAMS (SPAIP) – 5825 TOMMY DOUGLAS – CITY OF CÔTE SAINT-LUC

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT the site planning and architectural integration programs received February 12, 2019 showing modifications to the front façade of an existing detached, single-family dwelling on lot 2 086 954 at 5825 Tommy Douglas and prepared by Atelier Ura, architects; for the Planning Advisory Committee meeting of March 28, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190543

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION
PROGRAMS (SPAIP) – 8125 MATHER – CITY OF CÔTE SAINT-LUC**

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT the site planning and architectural integration programs received March 25, 2019 showing the existing one-storey, single-family, detached dwelling and the addition of a two-storey, single-family dwelling (at the back of the existing dwelling) on lot 1 053 709 at 1 053 709 and prepared by Missyl Design, architects; for the Planning Advisory Committee meeting of March 28, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190544

**URBAN PLANNING – MINOR EXEMPTION – 5578 BORDEN –
CÔTE SAINT-LUC**

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5578 Borden, Lot 1 560 676, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow for an existing, detached, single-family dwelling built in 1954 under permit no. 56 to be located at 1.92m (6.3 ft) from the South/East side Land line instead of the minimum required side setback of 1.98m (6.5ft).

The whole notwithstanding the provisions of Zoning By-law 2217, Annex “B” (Zone RU-2).”

CARRIED UNANIMOUSLY

190555

**URBAN PLANNING – MINOR EXEMPTION – 5720 McMURRAY–
CÔTE SAINT-LUC**

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5720 McMurray, Lot 1 052 896, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow for an existing, semi-detached, single-family-dwelling to have:

- a) A rear wooden balcony built in 2018 under permit no. 17706 to be located at 2,23m (7,33 ft.) from the South/West property Land line instead of the minimum required distance from the rear land line of 3,05m (10,0 ft.);
- b) A wood deck built in 2018 under permit no. 17706 to be located at 1,82 m (6.0 ft.) from the North/West property Land line instead of the minimum required side setback of 1,98m (6.5 ft.); and
- c) The rear yard area covered at 53% by a combination of a balcony and a deck instead of the maximum required coverage of 50% of the rear yard of the main building by those structures.

The whole notwithstanding the provisions of Zoning By-law no. 2217, Article 4-4-5 a), b), article 4-4-6.”

CARRIED UNANIMOUSLY

190556

URBAN PLANNING – MINOR EXEMPTION – 5740 SMART – CÔTE SAINT-LUC

IT WAS

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5740 Smart, Lot 1 052 555, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow the construction of a proposed two-storey, single family detached dwelling:

- a) Without having to provide a two-car garage (one car garage existing) when the dwelling area is more than 167,22 sq.m. (1,800 sq.ft.), excluding the area of the garage and basement floor; and
- b) The proposed height of the house to be 8,07m (26’-5”) for a very small portion of the roof instead of the required maximum height of 7,62m (25’-0”) above the City sidewalk level.

The whole in accordance with the provisions of Zoning By-law 2217, Article 7-2-1a) and article 14-11-4.”

CARRIED UNANIMOUSLY

190557

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* (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 June 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 OREN SEBAG

AND RESOLVED

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

CARRIED UNANIMOUSLY

OTHER BUSINESS

Mayor Brownstein congratulated Rabbi Chaim Steinmetz, the former Rabbi of the TBDJ Synagogue, for the organization of the TBDJ Synagogue event on *new* antisemitism and discrimination.

SECOND QUESTION PERIOD

The second question period started at 10:02 p.m. and finished at 10:15 p.m. Three (3) people asked to speak and they were heard.

- 1) Rhonda Albert

The resident inquired about the crosswalk between the *La Marquise* building and City Hall and mentioned that the crosswalk sign indicating that a pedestrian is crossing the road is inefficient, to which Mayor Brownstein responded that the Traffic Committee will take position on the issue. Councillor Cohen also mentioned that the Engineering Department is aware of the situation and he hopes additional traffic-calming measures will be implemented. Councillor Berku also mentioned that it is important that all traffic measures need to be *state of the art*.

The resident also mentioned that, in the same area, there are street lights that are illuminated, day and night, to which Mayor Brownstein responded that the street lights need to be illuminated all day and night during this temporary hook-up phase or else, they would be turned off entirely. He also mentioned that the issue would be resolved within the coming weeks.

2) Ian Copnick

The resident commented on the number of parking spaces per residential dwellings.

3) Marvin Zylber

The resident mentioned that there has been numerous pieces of furniture dumped on Norwood and suggested an increase of fines, to which Mayor Brownstein responded that the resident should be in direct communication with Jonathan Shecter, Co-City Manager, who then mentioned that Public Security officers have been made aware of the situation and are issuing fines pursuant to the City By-law if/when warranted

190558

APPROVAL OF THE ADJOURNMENT OF THE MEETING

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED:

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

CARRIED UNANIMOUSLY

**AT 10:15 P.M. MAYOR BROWNSTEIN DECLARED THE MEETING
ADJOURNED.**

MITCHELL BROWNSTEIN
MAYOR

JASON PRÉVOST
ASSISTANT CITY CLERK

LIST OF ANNEXES		
Resolution number	Corresponding Annex	Document
190511	Annex D	Mayor's report on the highlights of the financial report ending December 31, 2018
190513	Appendix II	Revised Capital Investment Budget Three-Year Plan 2019-2020-2021
190514	Annex A	List of loan by-laws
190534	Annex B	Social Media Policy
190537	Annex C	Complaint Examination Procedure

Mayor's Message on the Financial Statements for the Year Ended December 31, 2018

In conformity with section 105.2.2 of the *Cities and Towns Act*, I am pleased to present a summary of the highlights of the financial statements for the year ended December 31, 2018. The financial results in this report are a summary of the official financial statements of the City of Côte Saint Luc ("City") audited by Deloitte s.e.n.c.r.l. Although this report has important information, I invite you to view the complete Ministry of Municipal Affairs (MAMH) financial statements posted on the City's website (French only).

Report Highlights

- ▶ Revenues increased by \$3.3 million, or 7.7 per cent compared to 2017. Expenses increased by \$2.9 million, or 4.37 per cent, financing costs (interest and capital repayments) increased by \$830,000, or 1.47 per cent, and appropriations from reserves decreased \$114,000 or 2.4 per cent. The increase in taxation revenue was due to the significant increase of the Agglomeration apportionment imposed by the City of Montreal in January 2018 that required the City to apply a 1.5% increase to most taxpayers.
- ▶ The City posted an operating surplus of \$1,749,000 for the fiscal year ended December 31, 2018, compared to the \$2.313 million for the year ended December 31, 2017.
- ▶ The major variances that contributed to the \$1.749 million surplus are the following: i) increase in transfer duties revenues (\$1,400,000); ii) increase in government grants (\$178,000); iii) increase in miscellaneous revenues (\$207,000); iv) decrease in administration expenses (\$266,000); v) decrease in recreation net expenses (\$219,000); and vi) increase in capital reimbursement (\$503,000).
- ▶ The City spent \$9.5 million in capital investment projects. \$4.4 million was financed by the TECQ government grant for aqueduct and sewer sleeving projects, City Hall parking lot project and a portion of the Cavendish underpass rehabilitation project.
- ▶ The City's long term debt was reduced slightly to \$51.3 million, compared to \$52.1 million at December 31, 2017. The City borrowed \$4.9 million of new debt in 2018 but reimbursed \$5.7 in capital repayments. The City chose to reduce debt service by reimbursing a loan in the amount of \$503,000 that was due to be refinanced - this will generate future savings of interest costs to taxpayers.
- ▶ The City received an unqualified audit opinion from Deloitte regarding the official MAMH financial statements that were deposited by the City Treasurer to the Council on May 13, 2019. The auditor's report indicates that, in all material respects, the financial results present an accurate portrait of the City's financial position as at December 31, 2018, including the results of its activities, the change in its net financial assets and of its net debt and the cash flow for the fiscal year ended on that date, in conformity with Canadian public sector accounting standards.

Please find below the Statement of Operations and the Statement of Financial Position for the year ended December 31, 2018

STATEMENT OF OPERATIONS

for the year ended December 31, 2018

	2018		2017
	Budget	Actual	Actual
	\$	\$	\$
REVENUES			
Taxes	61,720,730	61,894,425	59,865,825
Payments in lieu of taxes	1,415,960	1,497,169	1,505,085
Government grants (operating budget only)	779,120	775,557	977,551
Other Revenues	6,626,320	9,017,039	7,538,964
	70,542,130	73,184,190	69,887,425
EXPENDITURES			
General administration	11,089,491	11,106,860	11,278,523
Public security	13,624,419	13,642,240	13,748,529
Transportation	13,258,603	16,720,065	15,008,064
Environmental hygiene	9,231,951	9,130,499	8,828,151
Health and welfare	358,444	352,418	356,099
Urban planning and development	1,182,955	1,124,267	1,105,843
Recreation and culture	16,158,997	17,552,327	16,387,822
Financing expenses	1,279,390	1,373,170	1,418,339
Repayment of long-term debt	4,122,180	5,116,477	4,241,434
Appropriations to/(from) the operating budget	235,700	363,410	477,414
	70,542,130	76,481,733	72,850,218
Net Revenues	0	(3,297,543)	(2,962,793)
Adjustments: Depreciation	0	5,046,721	4,724,262
Net proceeds of disposition of assets/Gain on disposal	0	0	551,931
SURPLUS (DEFICIT) FOR THE YEAR	0	1,749,178	2,313,400

STATEMENT OF FINANCIAL POSITION

as at December 31, 2018

	2018	2017
	\$	\$
FINANCIAL ASSETS		
Cash	6,666,679	7,587,379
Accounts receivable	14,737,574	13,205,821
Investments	0	0
Employee future benefits	1,388,600	1,499,600
	22,792,853	22,292,800
LIABILITIES		
Accounts payable and accrued liabilities	8,613,592	9,804,968
Deferred revenues	874,310	823,653
Long-term debt	51,313,044	52,112,408
	60,800,946	62,741,029
NET DEBT	38,008,093	40,448,229
NON-FINANCIAL ASSETS		
Capital assets	82,859,538	78,435,348
Assets held for sale	0	0
Inventories	244,522	256,565
Other non-financial assets	229,413	223,966
	83,333,473	78,915,879
ACCUMULATED SURPLUS	45,325,380	38,467,650
Unrestricted operating surplus (incl. pension plan surplus)	5,887,094	8,380,585
Restricted operating surplus	4,150,000	0
Reserved funds	3,523,595	3,239,515
Amount to be taxed or funded in the future	(299,700)	(349,600)
Surplus (deficit) from capital asset activities	(700,709)	(947,283)
Net investment in capital assets	32,765,100	28,144,433
	45,325,380	38,467,650

CAPITAL INVESTMENTS

as at December 31, 2018

	2018	2017
	Actual	Actual
	\$	\$
REVENUES		
Government grants	4,375,386	3,092,015
Donation	300,000	0
	4,675,386	3,092,015
EXPENDITURES		
Aqueduct and sewer infrastructure	3,504,504	319,578
Repairs to underpasses (Cavendish)	1,728,858	2,716,425
Parks and playground equipment	1,403,042	1,134,627
Municipal buildings	1,061,170	2,293,487
Vehicles	1,422,709	663,248
Furniture and office equipment	190,951	57,527
Machinery and heavy equipment	159,677	217,280
	9,470,911	7,402,172

Conclusion

On an annual basis, City Council and City Administration focus on creating a fair, efficient and responsible budget, and in monitoring revenues and expenses throughout the year. I am very pleased with the financial position of the City and assure you that we will continue to do everything possible to maintain the excellent level of services and high quality standards that residents have come to expect.

Mitchell Brownstein
Mayor

Côte Saint-Luc, May 13, 2019

City of Cote Saint Luc
Capital Investment Budget Three-Year Plan 2019-2020-2021

	2018	2019	2020	2021	Total
Infrastructure	\$4,940,000	\$6,734,000	\$6,950,000	\$8,660,000	\$22,344,000
Buildings & Local Improvements	\$5,355,000	\$4,821,960	\$3,488,000	\$1,805,000	\$10,114,960
Vehicles/Machinery and Heavy Equipment	\$1,105,000	\$935,000	\$1,245,000	\$840,000	\$3,020,000
Office Equipment/Furniture	\$185,000	\$116,000	\$137,000	\$261,000	\$514,000
Other	\$0	\$0	\$136,500	\$150,000	\$286,500
Sub-total	\$11,585,000	\$12,606,960	\$11,956,500	\$11,716,000	\$36,279,460
Non -Refundable QST	\$309,000	\$429,840	\$596,000	\$584,000	\$1,609,840
Capital projects(net taxes)	\$11,894,000	\$13,036,800	\$12,552,500	\$12,300,000	\$37,889,300
Financing Sources					
Working Fund	-\$341,000	-\$416,800	-\$287,100	-\$431,500	-\$1,135,400
Reserve- Water Financial Reserve/Parkland Funds					\$0
Balances Available from Open/ Closed By-laws	-\$1,155,000	-\$210,000	-\$2,388,000		-\$2,598,000
TECQ Grant - Estimate	-\$1,255,000	-\$420,000	-\$3,000,000	-\$4,000,000	-\$7,420,000
MELS Grant (Arena) - Estimate	-\$1,000,000				\$0
Other Grants - Estimate					\$0
Agglomeration - Ville de Montréal	-\$158,000				\$0
Cumulative Surplus (Parks/Confederation Annex)	-\$1,405,000	-\$5,605,000	-\$300,000	-\$300,000	-\$6,205,000
Total to be financed with Long-Term-Debt	\$6,580,000	\$6,385,000	\$6,577,400	\$7,568,500	\$20,530,900

B/L 2445 - Building Envelope - City Hall/Library (Estimate)
 2019 - TECQ - Prof. Services - Sleeving \$400K
 2020 - TECQ - Sleeving \$2M/Road Resurfacing \$1M
 2021 - TECQ - Sewer sleeving \$2M/Road Resurfacing \$2M

REVISED

Policy

City of Côte Saint-Luc Social Media Policy

Purpose

The City of Côte Saint-Luc social media policy establishes and outlines the principles of use for the City staff when engaging and posting on the City's social media accounts or micro-blogging accounts.

Definitions

Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Websites and applications dedicated to forums, microblogging, social networking, social bookmarking, social curation, and wikis are among the different types of social media. Examples include but are not limited to Facebook, YouTube, Wikipedia, Reddit, Instagram and Pinterest.

Microblogging is an online broadcast medium that exists as a specific form of blogging. A microblog differs from a traditional blog in that its content is typically smaller in both actual and aggregated file size. Examples include but are not limited to Twitter and Tumblr.

A **discussion forum** (known also by various other names such as discussion group, message board, and online forum) is an online place where you can post messages to start discussions on a topic or leave comments on topics started by others. Discussion forums can be self-hosted with open source software such as phpBB or MyBB, or they can be hosted via a service as such Facebook Groups, Yahoo Groups, or Google Groups.

Policy

The City uses online social media, microblogs, and websites to communicate City initiatives, goals and objectives with the community and various stakeholder groups.

The goals of the City's social media, microblogs, and websites are to inform the community of City happenings and events and provide additional platforms for direct engagement. The City's social media, microblogs, and websites are not intended to be used as political forums or information outside the City's intent.

Primary goals

- Increase awareness of municipal services and events such as City-sponsored events, new bylaws, public notices, upcoming capital projects, and other Côte Saint-Luc area events.
- Disseminate time-sensitive information quickly.
- Provide additional means to gather community comments and perceptions regarding the City and its initiatives.
- Develop trust and opportunities to build stronger relationships with community members.
- Build the City brand through by highlighting city accomplishments or positive news.
- Collect suggestions and ideas on how to improve City services.
- Correct misinformation with factual information.
- Use social media as an additional way to collaborate with the public and other municipalities on mutually beneficial programs and initiatives.

Scope

- This policy applies to social media use for official and authorized City purposes.
- This policy shall apply to all City employees and others who have been authorized by the City's Public Affairs and Communications Department to post information on corporate social media sites in an official capacity on behalf of the City. It does not apply to personal use of social media conducted on personal equipment.
- Social media profiles and websites representing the Mayor and members of City Council are exempt from this policy.

- Social media profiles and websites representing members of Council will not act as official information media platforms on behalf of the City of Côte Saint-Luc. Any information to be communicated to the City's followers via social media will be provided by the Department of Public Affairs and Communications or other designated departments.
- City Council acknowledges that it is not their role to report directly on City related business and will use their social media profiles and websites as a secondary information source once matters have been officially released by the City. Council will use the designated sharing tools on the various social media platforms based on this direction. Council will include an "in my opinion" disclaimer either within the banner of their individual social media site(s) or separately when making follow up posts to the City's social media postings and when creating original posts pertaining to City related business.

Responsibility

The posting of content and engagement on behalf of the City will be the responsibility of the City's Director of Public Affairs and Communications or City Manager. All other employees must have permission by the City's Director of Public Affairs and Communications prior to posting.

The City will authorize specific staff to use social media in an official capacity to ensure that, as with all communications activities, communications through social media channels are accurate, consistent and professional.

When representing the City on social media, employees are expected to communicate in a respectful and professional manner and in accordance with all City policies. Employees are not permitted to discuss personal or confidential information on social media sites, whether through public posts or private messages. Non-compliance by City employees may result in discipline.

The administration of these properties will be done on a best-effort basis, with the understanding that discussion forums or comment areas cannot be reviewed in real time 24 hours a day. While the City of Côte Saint-Luc is not responsible for content created by members of discussion forums or social media sites, the employees responsible will actively review the content and respond to reports of abuse as soon as possible.

Guiding principles of appropriate use

The City's social media followers and engagers must abide by the following principles of appropriate use or may be subject to removal. The City of Côte Saint-Luc reserves the right to remove posted online content, comments or links that contain any of the following from the City's social networking sites:

- Off-topic posts;
- Comments not relevant to the particular posting;
- Slanderous or derogatory remarks, antagonistic comments, obscenities, profane language or sexual content;
- Threats or intimation of threats;
- Harassment or denigration of City employees, departments or divisions;
- Content that endorses, promotes, or perpetuates discrimination on the basis of race, creed, colour, age, religion, sex, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Promotion of commercial services or products other than City sponsors, affiliations, or business partnerships.
- Promotion of political candidates;
- Discussion of municipal election campaigns;
- Discussion of provincial or federal politics, candidates, or election campaigns, with the exception of information of a general nature provided by Elections Québec and Elections Canada;
- Promotion of illegal activity;
- Spam or irrelevant external links;

- Frivolous, one-word posts, or animated images (GIFs);
- Information that may compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest of any other party;
- Posts by fake accounts.

The City may expand upon these guiding principles and appropriate use and/or give examples in the posted version to clarify the rules for members of discussion forums or other City pages or groups.

Politique d'utilisation des médias sociaux de la Ville de Côte Saint-Luc

Objectif

La politique d'utilisation des médias sociaux de Côte Saint-Luc établit et décrit les principes d'utilisation pour les membres du personnel de la Ville lorsqu'ils sont présents sur les médias sociaux et qu'ils publient sur les comptes de médias sociaux de la Ville ou les comptes de microblogage.

Définitions

Les médias sociaux sont un ensemble de canaux de communication en ligne utilisés pour la saisie, l'interaction, le partage de contenu et la collaboration. Les sites Web et les applications dédiées aux forums, au microblogage, au réseautage social, au partage de signets et de contenus, et aux wikis font partie des différents types de médias sociaux. Voici quelques exemples parmi d'autres : Facebook, YouTube, Wikipedia, Reddit, Instagram et Pinterest.

Le microblogage est un média de diffusion qui existe sous une forme spécifique de blogue. Le microblogue diffère du blogue traditionnel en ce sens que son contenu est généralement moins volumineux, tant par la taille de fichier réelle ou cumulative. Par exemple, Twitter et Tumblr.

Un forum de discussion (aussi appelé groupe de discussion, babillard électronique, et forum en ligne) est un lieu d'échange où vous pouvez afficher des messages pour lancer une discussion sur un thème donné ou laisser des commentaires sur des sujets proposés par d'autres. Les forums de discussion peuvent être auto-hébergés avec des logiciels libres tels que phpBB ou MyBB, ou peuvent être hébergés par un service comme Facebook Groups, Yahoo Groups, ou Google Groups.

Politique

La Ville utilise les médias sociaux en ligne, les microblogues et les sites Web pour annoncer des projets et faire connaître ses objectifs à la collectivité et à différents groupes d'intervenants.

Les médias sociaux, les microblogues et les sites Web de la Ville sont des outils qui ont pour objectif d'informer la communauté des rassemblements publics et des événements municipaux et de fournir des plateformes supplémentaires de mobilisation directe. Ces outils ne sont pas destinés à être utilisés pour des forums politiques ou pour diffuser de l'information qui ne serait pas conforme aux intentions de la Ville. La neutralité de la fonction publique doit être assurée sur l'ensemble des plates-formes.

Principaux objectifs

- Accroître la connaissance des services et des événements municipaux, tels que les activités organisées par la Ville, les nouveaux règlements, les avis publics, les projets d'immobilisations, et d'autres sujets d'intérêt dans la région de Côte Saint-Luc.
- Diffuser rapidement les informations à caractère urgent.
- Fournir des moyens supplémentaires pour recueillir les commentaires et les perceptions de la communauté concernant la Ville et ses initiatives.
- Développer la confiance et les occasions de renforcer les relations avec les membres de la communauté.
- Bâtir l'image de marque de la Ville en mettant en valeur ses réalisations et en soulignant ses résultats positifs.
- Recueillir des suggestions et des idées pour améliorer les services de la Ville.
- Rectifier les informations erronées avec des informations factuelles.
- Utiliser les médias sociaux comme moyen additionnel de collaborer avec la population et avec d'autres municipalités dans le cadre d'initiatives et de programmes mutuellement avantageux.

Champ d'application

- La présente politique s'applique à l'utilisation des médias sociaux à des fins officielles et autorisées par la Ville.
- La présente politique s'applique à tous les employés de la Ville et à toute autre personne qui aura été autorisée par le Service des affaires publiques et des communications de la Ville à publier de l'information sur les sites de médias sociaux de la municipalité dans l'exercice de ses fonctions officielles et au nom de la Ville. Elle ne s'applique pas à une utilisation personnelle des médias sociaux réalisée sur de l'équipement personnel.
- Les profils sur les réseaux sociaux et les sites Web représentant le maire et les membres du conseil municipal sont exemptés de cette politique.
- Les profils sur les réseaux sociaux et les sites Web représentant le maire et les membres du conseil municipal ne peuvent servir de plateformes médiatiques pour l'information officielle au nom de la Ville de Côte Saint-Luc. Toute information à communiquer aux abonnés via les médias sociaux sera fournie par le Service des affaires publiques et des communications ou par d'autres services désignés.
- Le conseil municipal reconnaît qu'il ne lui appartient pas de rendre compte directement des activités de la Ville. Ses membres peuvent utiliser leur site Web et leurs profils sur les médias sociaux comme source d'informations complémentaire une fois que la Ville a officiellement publié l'information sur un sujet donné. Le conseil utilisera les outils de partage désignés sur les différentes plateformes de médias sociaux, conformément à cette orientation. Le conseil inclura un déni de responsabilité soit dans la bannière de son ou ses sites de médias sociaux, soit séparément au moment de publier des messages de suivi sur les publications de la Ville dans les médias sociaux, et lors de la création de publications originales relatives aux activités de la Ville.

Responsabilité

La publication de contenu et la participation au nom de la Ville incomberont au directeur des Affaires publiques et Communications de la Ville ou à la directrice générale de la Ville. Tous les autres employés doivent avoir l'autorisation du directeur des Affaires publiques et Communications avant de publier du contenu.

La Ville autorisera certains membres du personnel à utiliser les médias sociaux à titre officiel pour veiller à ce que les communications sur les plateformes des médias sociaux soient précises, cohérentes et professionnelles, comme pour toutes les activités de communication.

Lorsqu'ils représentent la Ville sur les médias sociaux, les employés doivent communiquer de façon respectueuse et professionnelle, et conformément à toutes les politiques de la Ville. Les employés ne sont pas autorisés à discuter d'informations personnelles ou confidentielles sur les sites de médias sociaux, que ce soit par le biais d'affichages publics ou de messages privés. Le non-respect de cette interdiction par les employés de la Ville peut entraîner des mesures disciplinaires.

La surveillance de ces activités sera assurée dans la mesure du possible, sachant que les forums de discussion et les zones de commentaires ne peuvent pas être suivis en temps réel 24 heures par jour. La Ville de Côte Saint-Luc n'est pas responsable du contenu créé par les membres de forums de discussion ou de sites de médias sociaux, mais les employés responsables réviseront de façon proactive le contenu et réagiront dès que possible aux rapports faisant état d'abus.

Principes directeurs de l'utilisation appropriée

Les abonnés et les utilisateurs des médias sociaux de la Ville doivent se conformer aux principes d'utilisation suivants, sous peine de suppression. Côte Saint-Luc se réserve le droit de supprimer des sites de réseaux sociaux de la Ville tout contenu mis en ligne, commentaires ou liens contenant un ou l'autre des éléments suivants :

- Messages hors sujet;
- Commentaires non pertinents à une publication donnée;
- Propos diffamatoires ou désobligeants, commentaires hostiles, obscénités, langage grossier ou contenu à caractère sexuel;
- Menaces ou insinuation de menaces;
- Harcèlement ou dénigrement d'un employé, d'un service ou d'une division de la Ville;
- Contenu de nature à endosser, promouvoir ou perpétuer la discrimination basée sur la race, la croyance, la couleur, l'âge, la religion, le sexe, le genre, l'état civil, le statut ayant trait à l'aide publique, la nationalité, le handicap physique ou mental ou l'orientation sexuelle;

- Promotion de services ou de produits commerciaux autres que les commanditaires, les affiliations ou les partenariats commerciaux de la Ville;
- Promotion de candidats politiques;
- Discussion sur la politique ou les campagnes électorales provinciales ou fédérales, à l'exception des informations de nature générale fournies par Élections Québec ou Élections Canada;
- Promotion d'activités illégales;
- Pourriels ou liens externes inappropriés;
- Messages frivoles, ne contenant qu'un mot, ou images animées (GIFs);
- Informations susceptibles de compromettre la sécurité du public ou des systèmes publics;
- Contenu qui enfreint les droits de propriété de toute autre partie;
- Des publications effectuées par des comptes fictifs.

La Ville peut développer ces principes directeurs et l'utilisation appropriée, et donner des exemples dans la version publiée afin de clarifier les règles à l'intention des membres des forums de discussion ou d'autres pages ou groupes de la Ville.



Complaint Examination Procedure for the City of Côte Saint-Luc ("Procedure")

Approved by Resolution No. 190537 on May 13, 2019

Coming into force on May 25, 2019

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SECTION 1 | Preamble

The preamble forms an integral part of this Procedure.

SECTION 2 | Objective of the Procedure

This Procedure is intended to ensure that complaints to the City of Côte Saint-Luc ("City") are dealt with equitably in the context of the process of adjudicating or awarding contracts.

SECTION 3 | Interpretation

Unless expressly stated otherwise or resulting from the context or provision, the following expressions, terms and words in this Procedure have the meaning and application assigned to them by this section:

Designated Contract: Contract for the performance of work or for the supply of insurance, equipment, materials or services, including professional services, that the City may enter into involving an expenditure equal to or greater than the minimum applicable public tendering threshold.

Designated official: Person responsible for the application of this procedure.

Process of adjudication: Any ongoing public tender process that is expected to lead to the adjudication of a designated contract.

Process of awarding: Any process to award a designated contract by mutual agreement to a supplier who is the only one able to provide the requested materials, equipment or services for a purchase over the public tendering threshold, in accordance with section 573.3.0.0.1 of the *Cities and Towns Act*.

SEAO: Electronic tendering system referred to by Article 11 of the *Act respecting contracting by public bodies*.

SECTION 4 | Application

The application of this procedure is entrusted to the City Manager. This person is responsible for receiving complaints and expressions of interest, conducting the necessary verifications and analyses and responding to them within the time limits required by the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* ("Act").

SECTION 5 | Complaints regarding the adjudication process

5.1 Interest required to file a complaint

Only a person or group of persons interested in participating in an adjudication process that is currently ongoing or their representative may file a complaint with respect to that process.

5.2 Grounds for a Complaint

A person or group of persons interested in participating in the adjudication process or their representative may file a complaint with respect to the adjudication process when they consider that the tender documents:

- provide conditions that do not ensure fair or equitable treatment of competitors; or
- provide conditions that do not allow competitors to participate although they are qualified to meet the requirements; or
- provide conditions that do not comply with the normative framework of the City.

5.3 Methods and time limit for transmitting a complaint

Any complaint must be transmitted electronically to the designated official at the following e-mail address: tabramovitch@cotesaintluc.org.

It must be presented using the form determined by the *Autorité des marchés publics (AMP)* on its website.

It must be received by the designated official at the latest by the deadline for receipt of complaints indicated on SEAO.

5.4 Content of a complaint

A complaint must contain the following information:

- Date
- Complainant's identification and contact details:
 - Name
 - Address
 - Telephone number
 - E-mail address
- Identification of the tender to which the complaint relates :
 - Tender number
 - SEAO reference number
 - Title
- Detailed statement describing the basis for the complaint;
- If applicable, any document(s) relevant to support the grounds of the complaint;
- Any other information required in the form determined by the *Autorité des marchés publics (AMP)*.

5.5 Criteria for admissibility of a complaint

For a complaint to be considered by the designated official, it must meet the following conditions:

- a) Be transmitted by an interested person as per the meaning of Article 5.1;
- b) Be transmitted electronically to the designated official;
- c) Be submitted on the form determined by the *Autorité des marchés publics (AMP)* pursuant to Article 45 of the Act;

- d) Be received by the designated official at the latest by the deadline for receipt of complaints indicated in the SEAO;
- (e) Concern a designated contract;
- (f) Concern the content of the tender documents available on SEAO no later than two (2) days before the deadline for receipt of complaints;
- (g) Be based on one of the grounds listed in section 5.2 of this procedure; other reasons will not be considered in the analysis.

5.6 Receipt and processing of a complaint

Upon receipt of a complaint, the designated official shall review it in accordance with this provision.

The designated official shall ensure the interest of the complainant within the meaning of Section 5.1. If he considers that the complainant does not have the required interest, he shall notify the complainant without delay by sending him or her a notice to that effect using the *Notice of required interest* model (Annex 1).

After confirming the complainant's interest, he shall immediately mention the receipt of a first complaint in the SEAO. He shall ensure that the other admissibility criteria outlined in Article 5.5 are met. If he considers that the complaint is inadmissible under section 5.5 (c) of this procedure, he shall promptly notify the complainant by sending a notice to that effect using the appropriate model *Notice of inadmissibility* (Annex 2, Annex 3).

Verifications should be carried out with the person responsible for the tender and/or the operating department in order to analyze the validity of the basis for the complaint. As part of the complaint process, the designated official may engage the services of external resources. If the verifications and analysis undertaken show that the complaint is well-founded, the designated official must accept the complaint and take appropriate measures to resolve it. Otherwise, he must reject the complaint.

5.7 Decision

The designated official must transmit the decision to the complainant electronically after the deadline for receipt of complaints indicated on SEAO, but no later than three days before the deadline for receipt of bids. If it is deemed necessary, and the deadline for the reception of bids is extended, this new deadline is published on SEAO. The decision will be formulated using the appropriate model (Annex 4, Annex 5).

In cases where more than one complaint for the same tender is received, the designated official will transmit the decisions at the same time. If necessary, the designated official shall extend the deadline for receipt of tenders so that a minimum period of seven (7) days will remain to be counted from the date of transmission of the decision. This new deadline is published on SEAO.

The decision must indicate to the complainant that they have three (3) days following receipt of the decision to file a complaint with the *Autorité des marchés publics (AMP)* in accordance with section 37 of the Act.

The designated official shall promptly mention the transmission of the decision on SEAO.

SECTION 6 | Expressions of interest and complaints with respect to a Process of Awarding

6.1 Basis for an expression of interest

A person may express an interest regarding a contract that is subject to a notice of intent when they consider themselves capable of executing the contract in accordance with the needs and obligations described in the notice published on SEAO.

6.2 Method and time limit for an expression of interest

Any expression of interest must be sent electronically to the designated official at the following email address: tabramovitch@cotesaintluc.org.

It must be received by the designated official on or before the deadline in the Notice of Intent published on the SAEO.

6.3 Content of an expression of interest

The expression of interest must contain the following information:

- Date
- Identification of the person interested in concluding the contract with the municipality:
 - Name
 - Address
 - Telephone number
 - Email address
- Identification of the notice of intent published on SEAO:
 - Contract number
 - SEAO reference number
 - Title
- Detailed statement and documentation demonstrating that the person is able to execute the contract according to the needs and obligations as set out in the notice of intent.

6.4 Eligibility Criteria for an expression of interest

In order for an expression of interest to be analyzed by the designated official, it must respect the following conditions:

- (a) Be transmitted electronically to the designated official;
- b) Be received by the designated official no later than the deadline established by the notice of intent published on SEAO;
- (c) Relate to a designated contract;
- (d) Be founded solely on the basis listed in Article 6.1 of this procedure.

6.5 Receipt and processing of an expression of interest

Upon receipt of an expression of interest, the designated official shall review and analyze it in accordance with this provision.

He shall ensure that the eligibility criteria listed in Article 6.4 are met.

He shall verify with the person responsible for the contract or operating department the notice of intent in order to ensure the person's ability to carry out the contract based on the needs and obligations set out in the notice.

As part of the processing of the expression of interest, the designated official may engage the services of external resources.

The designated official must, when the verifications and analyses carried out show that the person is able to execute the contract, accept the expression of interest and recommend against concluding the contract by mutual agreement. Otherwise, the designated official recommends that the process of awarding the contract be continued with the sole supplier.

6.6 Decision

The designated official must electronically transmit the decision to the person who had expressed an interest at least seven (7) days before the date set out in the notice of intent for the conclusion of the contract.

If this deadline cannot be met, the date of conclusion of the contract must be postponed by as many days as necessary to respect it.

The decision must indicate to the person who has expressed an interest that he has a period of three (3) days following receipt the decision to file a complaint with the *Autorité des marchés publics* pursuant to section 38 of the Act.

SECTION 7 | Coming into force and accessibility

This procedure shall come into force on May 25, 2019.

Upon coming into force, the City of Côte Saint-Luc shall, in accordance with Article 573.3.1.1.3 of the Cities and Towns Act, make it accessible at all times by publishing it on its website.

ANNEX 1 | Notice of Required Interest

(Sections 5.1 and 5.5(a) of the Procedure)

Date: [specify date]

To: [identify the complainant]

From: [Designated official]

SUBJECT: NOTICE – ABSENCE OF INTEREST TO FILE A COMPLAINT

Please note that after receipt of your complaint dated [specify date] regarding tender [specify number and name], we have determined that you do not have the interest required to file a complaint, since you are not, within the meaning of the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27), a person or group of persons interested in participating in an adjudication process that is currently ongoing or their representative.

We will not proceed with the analysis of your complaint.

[Signature of designated official]

ANNEX 2 | Notice of Inadmissibility

(Section 5.5 (c) of the Procedure)

Date: [specify date]

To: [identify the complainant]

From: [Designated official]

SUBJECT: NOTICE – INADMISSIBILITY OF YOUR COMPLAINT

Please note that following the receipt of your complaint dated [specify date] regarding tender [specify number and name], we must advise you that this complaint is inadmissible because it was not transmitted on the form determined by the Autorité des marchés publics according to section 45 of the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27).

Therefore, we did not analyze your complaint.

If you would like us to analyze your complaint, please send it to us on the form prescribed for this purpose before the deadline for receipt of complaints indicated on SEAO.

[Signature of designated official]

ANNEX 3 | Decision - Inadmissibility

(Section 5.5 of Procedure)

Date: [specify date]

To: [identify the complainant]

From: [Designated official]

SUBJECT: DECISION – INADMISSIBILITY OF YOUR COMPLAINT

Please note that following the receipt of your complaint dated [specify date] regarding tender [specify number and name], we proceeded to an analysis of its admissibility. Your complaint is inadmissible for the following reason(s):

- It was not electronically transmitted to the designated official (section 5.5 (b))
- It was not submitted on the form determined by the *Autorité des marchés publics* according to section 45 of the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27) (section 5.5 (c))
- It was not received by the designated official by the deadline for receipt of complaints indicated on SEAO (section 5.5 (d))
- It is not in regards to a designated contract (section 5.5 (e))
- It does not concern the contents of the tender documents available on SEAO at the latest two days before the deadline for the receipt of complaints (section 5.5 (f))
- It is not based on one of the grounds listed in section 5.2 of the Procedure (section 5.5 (g))

Therefore, we did not proceed to the analysis of your complaint on its merits.

In the event of disagreement with the present decision, you have a period of three days from the receipt of this letter to file a complaint with the *Autorité des marchés publics*, in accordance with section 37 of the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27).

[Signature of designated official]

ANNEX 4 | Decision – Acceptance of the complaint

Date: [specify date]

To: [identify the complainant]

From: [Designated official]

SUBJECT: DECISION REGARDING YOUR COMPLAINT

Please note that following the receipt of your complaint dated [specify date] regarding tender [specify number and name], it was analyzed and considered to be founded.

Consequently, the measures deemed appropriate [will be/have been] taken to follow up.

[Signature of designated official]

ANNEX 5 | Decision – Rejection of the complaint

Date: [specify date]

To: [identify the complainant]

From: [Designated official]

SUBJECT: DECISION REGARDING YOUR COMPLAINT

Please note that following the receipt of your complaint dated [specify date] regarding tender [specify number and name], it was analyzed and considered to be unfounded. Your complaint is therefore rejected.

The reasons for rejecting your complaint are as follows: [list the reasons for rejection and attach, if applicable, any relevant documentation]

In the event of disagreement with the present decision, you have a period of three days from your receipt of this letter to file a complaint to the *Autorité des marchés publics*, in accordance with section 37 of the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés publics* (L.Q. 2017, c. 27).

[Signature of designated official]



Procédure pour l'examen des plaintes de la Ville de Côte Saint-Luc ("Procédure")

Approuvée par résolution no. 190537 le 13 mai 2019

Entrée en vigueur : le 25 mai 2019.

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ARTICLE 1 | Préambule

Le préambule fait partie intégrante de la présente procédure.

ARTICLE 2 | Objectif de la procédure

La présente procédure vise à assurer un traitement équitable des plaintes formulées auprès de la Ville de Côte Saint-Luc (« Ville ») dans le cadre d'un processus d'adjudication ou d'attribution d'un contrat visé.

ARTICLE 3 | Interprétation

À moins de déclaration expresse à l'effet contraire ou résultant du contexte ou de la disposition, les expressions, termes et mots suivants ont, dans la présente procédure, le sens et l'application que lui attribue le présent article :

Contrat visé : Contrat pour l'exécution de travaux ou pour la fourniture d'assurance, de matériel, de matériaux ou de services, incluant les services professionnels, que la Ville peut conclure comportant une dépense égale ou supérieure au seuil minimal de demande de soumissions publique applicable.

Processus d'adjudication : Tout processus de demande de soumissions publique en cours devant mener à l'adjudication d'un contrat visé.

Processus d'attribution : Tout processus visant à attribuer de gré à gré un contrat visé avec un fournisseur qui est le seul en mesure de fournir les matériaux, le matériel ou les services demandés, conformément à l'article 573.3.0.0.1 de la *Loi sur les cités et villes*.

Responsable désigné : Personne chargée de l'application de la présente procédure.

SEAO : Système électronique d'appel d'offres visé à l'article 11 de la *Loi sur les contrats des organismes publics*.

ARTICLE 4 | Application

L'application de la présente procédure est confiée au Directeur général. Cette personne est responsable de recevoir les plaintes de même que les manifestations d'intérêt, de faire les vérifications et analyses qui s'imposent et d'y répondre dans les délais requis par la *Loi favorisant la surveillance des contrats des organismes publics et instituant l'Autorité des marchés publics* (« Loi »).

ARTICLE 5 | Plaintes formulées à l'égard d'un processus d'adjudication

5.1 Intérêt requis pour déposer une plainte

Seule une personne intéressée ou un groupe de personnes intéressées à participer à un processus d'adjudication en cours ou son représentant peut porter plainte relativement à ce processus.

5.2 Motifs au soutien d'une plainte

Une personne intéressée ou un groupe de personnes intéressées à participer au processus d'adjudication ou son représentant peut porter plainte relativement à ce processus lorsqu'elle considère que les documents de demande de soumissions publique :

- prévoient des conditions qui n'assurent pas un traitement intègre ou équitable des concurrents; ou
- prévoient des conditions qui ne permettent pas à des concurrents d'y participer bien qu'ils soient qualifiés pour répondre aux besoins exprimés; ou
- prévoient des conditions qui ne sont pas conformes au cadre normatif de la Ville.

5.3 Modalités et délai de transmission d'une plainte

Toute plainte doit être transmise par voie électronique au responsable désigné à l'adresse courriel suivante: tabramovitch@cotesaintluc.org.

Elle doit être présentée sur le formulaire déterminé par l'Autorité des marchés publics disponible sur son site Internet.

Elle doit être reçue par le responsable désigné au plus tard à la date limite de réception des plaintes indiquée dans le SEAO.

5.4 Contenu d'une plainte

Une plainte doit contenir les informations suivantes :

- Date;
- Identification et coordonnées du plaignant :
 - nom
 - adresse
 - numéro de téléphone
 - adresse courriel
- Identification de la demande de soumissions visée par la plainte :
 - numéro de la demande de soumissions
 - numéro de référence SEAO
 - titre
- Exposé détaillé des motifs au soutien de la plainte;
- Le cas échéant, tout document pertinent au soutien des motifs de la plainte;
- Toute autre information requise dans le formulaire déterminé par l'Autorité des marchés publics.

5.5 Critères de recevabilité d'une plainte

Pour qu'une plainte puisse faire l'objet d'un examen par le responsable désigné, elle doit remplir les conditions suivantes :

- a) Être transmise par une personne intéressée au sens de l'article 5.1;
- b) Être transmise par voie électronique au responsable désigné;
- c) Être présentée sur le formulaire déterminé par l'Autorité des marchés publics en vertu de l'article 45 de la Loi;

- d) Être reçue par le responsable désigné au plus tard à la date limite de réception des plaintes indiquée dans le SEAO;
- e) Porter sur un contrat visé;
- f) Porter sur le contenu des documents de demande de soumissions disponibles dans le SEAO au plus tard deux (2) jours avant la date limite de réception des plaintes;
- g) Être fondée sur l'un des motifs énumérés à l'article 5.2 de la présente procédure, tout autre motif n'étant pas considéré dans le cadre de l'analyse.

5.6 Réception et traitement d'une plainte

Sur réception d'une plainte, le responsable désigné procède à l'examen de celle-ci conformément à la présente disposition.

Il s'assure de l'intérêt du plaignant au sens de l'article 5.1. S'il juge que le plaignant n'a pas l'intérêt requis, il l'avise sans délai en lui transmettant un avis à cet effet en utilisant le modèle *Avis relatif à l'intérêt requis* (Annexe 1).

Après s'être assuré de l'intérêt du plaignant, il fait mention sans délai dans le SEAO de la réception d'une première plainte. Il s'assure que les autres critères de recevabilité prévus à l'article 5.5 sont rencontrés. S'il juge que la plainte est non-recevable en vertu de l'article 5.5 c) de la présente procédure, il avise sans délai le plaignant en lui transmettant un avis à cet effet en utilisant le modèle *Avis d'irrecevabilité* (Annexe 2, Annexe 3).

Il convient, avec le responsable de l'appel d'offres ou avec le service requérant, des vérifications qui doivent être effectuées afin d'analyser le bien-fondé des motifs allégués dans la plainte. Dans le cadre du traitement de la plainte, le responsable désigné peut s'adjoindre les services de ressources externes. Il doit, lorsque les vérifications et analyses effectuées démontrent que la plainte est fondée, accepter la plainte et prendre les mesures appropriées pour y donner suite. Dans le cas contraire, il doit rejeter la plainte.

5.7 Décision

Le responsable désigné doit transmettre la décision au plaignant par voie électronique après la date limite de réception des plaintes indiquée dans le SEAO, mais au plus tard trois (3) jours avant la date limite de réception des soumissions prévue. Au besoin, la date limite de réception des soumissions est repoussée. Ce nouveau délai est publié dans le SEAO. La décision sera formulée en utilisant le formulaire approprié (Annexe 4 ou Annexe 5).

Dans les cas où plus d'une plainte pour une même demande de soumissions sont reçues, le responsable transmet les décisions au même moment. Au besoin, le responsable désigné reporte la date limite de réception des soumissions pour qu'un délai minimal de sept (7) jours reste à courir à compter de la date de transmission de la décision. Ce nouveau délai est publié dans le SEAO.

La décision doit indiquer au plaignant qu'il dispose d'un délai de trois (3) jours suivant la réception de la décision pour formuler, conformément à l'article 37 de la Loi, une plainte auprès de l'Autorité des marchés publics.

Le responsable désigné fait mention sans délai de la transmission de la décision dans le SEAO.

ARTICLE 6 | Manifestations d'intérêts et plaintes formulées à l'égard d'un processus d'attribution

6.1 Motif au soutien d'une manifestation d'intérêt

Une personne peut manifester son intérêt à l'égard d'un contrat faisant l'objet d'un avis d'intention lorsqu'elle considère être en mesure de réaliser le contrat en fonction des besoins et des obligations énoncés dans cet avis publié dans le SEAO.

6.2 Modalité et délai de transmission d'une manifestation d'intérêt

Toute manifestation d'intérêt doit être transmise par voie électronique au responsable désigné à l'adresse courriel suivante : tabramovitch@cotesaintluc.org.

Elle doit être reçue par le responsable désigné au plus tard à la date limite fixée dans l'avis d'intention publié dans le SEAO

6.3 Contenu d'une manifestation d'intérêt

La manifestation d'intérêt doit contenir les informations suivantes :

- Date;
- Identification de la personne intéressée à conclure le contrat avec la municipalité :
 - nom
 - adresse
 - numéro de téléphone
 - adresse courriel
- Identification de l'avis d'intention publié dans le SEAO :
 - numéro de contrat
 - numéro de référence SEAO
 - titre
- Exposé détaillé et documentation démontrant que la personne est en mesure de réaliser le contrat en fonction des besoins et des obligations énoncés dans l'avis d'intention.

6.4 Critères d'admissibilité d'une manifestation d'intérêt

Pour qu'une manifestation d'intérêt puisse faire l'objet d'un examen par le responsable désigné, elle doit remplir les conditions suivantes:

- a) Être transmise par voie électronique au responsable désigné;
- b) Être reçue par le responsable désigné au plus tard à la date limite fixée dans l'avis d'intention publié dans le SEAO;
- c) Porter sur un contrat visé;
- d) Être fondée sur le seul motif énuméré à l'article 6.1 de la présente procédure.

6.5 Réception et traitement de la manifestation d'intérêt

Sur réception d'une manifestation d'intérêt, le responsable désigné procède à l'examen et à l'analyse de celle-ci conformément à la présente disposition.

Il s'assure que les critères d'admissibilité prévus à l'article 6.4 sont rencontrés.

Il convient, avec le responsable du contrat ou le service requérant concerné par l'avis d'intention, des vérifications qui doivent être effectuées afin de s'assurer de la capacité de la personne à réaliser le contrat en fonction des besoins et des obligations énoncés dans cet avis.

Dans le cadre du traitement de la manifestation d'intérêt, le responsable désigné peut s'adjoindre les services de ressources externes.

Le responsable désigné doit, lorsque les vérifications et analyses effectuées démontrent que la personne est en mesure de réaliser le contrat, accepter la manifestation d'intérêt et recommander de ne pas conclure le contrat de gré à gré. Dans le cas contraire, le responsable désigné recommande de poursuivre le processus d'attribution avec le fournisseur unique

6.6 Décision

Le responsable désigné doit transmettre la décision à la personne qui a manifesté son intérêt par voie électronique au moins sept (7) jours avant la date prévue dans l'avis d'intention pour la conclusion du contrat.

Si ce délai ne peut être respecté, la date de conclusion du contrat doit être reportée d'autant de jours qu'il en faut pour le respecter.

La décision doit indiquer à la personne qui a manifesté son intérêt qu'il dispose d'un délai de trois (3) jours suivant la réception de la décision pour formuler, conformément à l'article 38 de la Loi, une plainte auprès de l'Autorité des marchés publics.

ARTICLE 7 | Entrée en vigueur et accessibilité

La présente procédure entre en vigueur le 25 mai 2019.

Dès son entrée en vigueur, la Ville de Côte Saint-Luc la rend, conformément à l'article 573.3.1.1.3 de la *Loi sur les cités et villes*, accessible en tout temps en la publiant sur son site Internet.

ANNEXE 1 | Avis relatif à l'intérêt requis

(Articles 5.1 and 5.5 (a) de la procédure)

Date: [spécifier la date]

À: [identifier le plaignant]

De: [Responsable désigné]

OBJET : AVIS – ABSENCE D'INTÉRÊT POUR PORTER PLAINTÉ

Prenez avis qu'après réception de votre plainte en date du [spécifier date] relative à l'appel d'offres [spécifier l'appel d'offres], nous avons déterminé que vous ne possédez pas l'intérêt requis pour porter plainte, puisque vous n'êtes pas, au sens de la *Loi favorisant la surveillance des contrats des organismes publics et instituant l'Autorité des marchés publics* (L.Q. 2017, c. 27), une personne intéressée ou un groupe de personnes intéressées à participer à un processus d'adjudication en cours ou son représentant.

Nous ne procéderons pas à l'analyse de votre plainte.

[signature du responsable désigné]

ANNEXE 2 | Avis d'irrecevabilité

(Article 5.5 (c) de la procédure)

Date: [spécifier la date]

À: [identifier le plaignant]

De: [Responsable désigné]

OBJET : AVIS – IRRECEVABILITÉ DE VOTRE PLAINTÉ

Prenez avis qu'après réception de votre plainte en date du [spécifier date] relative à l'appel d'offres [spécifier l'appel d'offres], nous vous avisons que cette plainte est irrecevable puisqu'elle n'a pas été transmise sur le formulaire déterminé par l'Autorité des marchés publics en vertu de l'article 45 de la *Loi favorisant la surveillance des contrats des organismes publics et instituant l'Autorité des marchés publics* (L.Q. 2017, c. 27).

Nous n'avons donc pas procédé à l'analyse de votre plainte.

Si vous désirez que nous procédions à l'analyse de votre plainte, veuillez nous faire parvenir celle-ci sur le formulaire prescrit à cette fin avant la date limite de réception des plaintes indiquée dans le SEAO.

[signature du responsable désigné]

ANNEXE 3 | Décision – irrecevabilité

(Article 5.5 de la procédure)

Date: [spécifier la date]

À: [identifier le plaignant]

De: [Responsable désigné]

OBJET : DÉCISION – IRRECEVABILITÉ DE VOTRE PLAINTE

Prenez avis qu'après réception de votre plainte en date du [spécifier date] relative à l'appel d'offres [spécifier l'appel d'offres], celle-ci a fait l'objet d'une analyse de recevabilité. Votre plainte est irrecevable pour le ou les motifs suivants :

- Elle n'a pas été transmise par voie électronique au responsable désigné (article 5.5 b)
- Elle n'a pas été présentée sur le formulaire déterminé par l'Autorité des marchés publics en vertu de l'article 45 de la Loi (article 5.5 c)
- Elle n'a pas été reçue par le responsable désigné au plus tard à la date limite de réception des plaintes indiquée dans le SEAO (article 5.5 d)
- Elle ne porte pas sur un contrat visé (article 5.5 e)
- Elle ne porte pas sur le contenu des documents de demande de soumissions disponibles dans le SEAO au plus tard deux jours avant la date limite de réception des plaintes (article 5.5 f)
- Elle n'est pas fondée sur l'un des motifs énumérés à l'article 5.2 de la procédure portant sur la réception et l'examen des plaintes formulées dans le cadre de l'adjudication ou de l'attribution d'un contrat, tout autre motif n'étant pas considéré dans le cadre de l'analyse (article 5.5 g)

Nous n'avons donc pas procédé à l'analyse de votre plainte sur le fond.

En cas de désaccord avec la décision rendue, vous avez un délai de trois jours à compter de la réception de la présente décision pour formuler, conformément à l'article 37 de la *Loi favorisant la surveillance des contrats des organismes publics et instituant l'Autorité des marchés publics* (L.Q. 2017, c. 27), une plainte auprès de l'Autorité des marchés publics.

[signature du responsable désigné]

ANNEXE 4 | Décision – acceptation de la plainte

Date: [spécifier la date]

À: [identifier le plaignant]

De: [Responsable désigné]

OBJET : DÉCISION RELATIVE À VOTRE PLAINTE

Prenez avis qu'après réception de votre plainte en date du [spécifier date] relative à l'appel d'offres [spécifier l'appel d'offres], celle-ci a fait l'objet d'une analyse, au terme de laquelle votre plainte est considérée fondée.

En conséquence, les mesures jugées appropriées [seront/ont été] prises afin d'y donner suite.

[signature du responsable désigné]

ANNEXE 5 | Décision - rejet de la plainte

Date: [spécifier la date]

À: [identifier le plaignant]

De: [Responsable désigné]

OBJET : DÉCISION RELATIVE À VOTRE PLAINTE

Prenez avis qu'après réception de votre plainte en date du [spécifier date] relative à l'appel d'offres [spécifier l'appel d'offres], celle-ci a fait l'objet d'une analyse, au terme de laquelle votre plainte est considérée non fondée. Votre plainte est en conséquence rejetée.

Les motifs de rejet de votre plainte sont les suivants : [énumérer les motifs de rejet et joindre, le cas échéant, toute documentation pertinente]

En cas de désaccord avec la décision rendue, vous avez un délai de trois jours à compter de la réception de la présente décision pour formuler, conformément à l'article 37 de la *Loi favorisant la surveillance des contrats des organismes publics et instituant l'Autorité des marchés publics* (L.Q. 2017, c. 27), une plainte auprès de l'Autorité des marchés publics.

[signature du responsable désigné]