

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL HELD ON
MONDAY, AUGUST 12, 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
M^e Jonathan Shecter, Co-City Manager, Director of Legal Services
and City Clerk
Ms. Nadia Di Furia, Associate City Manager
M^e Jason Prévost, Assistant City Clerk, acted as Secretary of the
meeting

WAR AMPS PRESENTATION

Mayor Brownstein recognized Dr. Mehrnoosh Mohaved's initiative to organize a fundraiser for the War Amps organization during the City of Côte Saint-Luc's annual Canada Day celebrations. He explained that Dr. Mehrnoosh Movahed and her son, Nikan Movahed's efforts helped raise \$1,700 in donations for the War Amps. A video presentation, prepared by Dr. Mohaved, was then shown to highlight the fundraising event.

Dr. Mehrnoosh Movahed and Nikan Movahed, as well as representatives of the War Amps were present at tonight's meeting to receive the \$1,700 cheque on behalf of the War Amps and commemorative pictures were then taken with members of the Côte Saint-Luc City Council.

QUESTION PERIOD

The question period started at 8:15 p.m. and finished at 8:47 p.m. Nine (9) people asked to speak and they were heard.

1) Irwin Lesniak

The resident inquired about the new development on Freud Avenue; namely, if Council is of the opinion that it is suitable for that area, to which Mayor Brownstein mentioned that Council will be addressing the question later during the question period.

2) Lewis Cohen

The resident mentioned that in the last four (4) to five (5) weeks, there have been at least three (3) sirens activated at the CP yards. He inquired if the sirens are

meant strictly for the people of CP or everybody in the general vicinity. He then asked if the City sends out a message indicating if it is a false alarm; to which Mayor Brownstein responded that the sirens were tests at various locations (in CP/CN yards) and not evacuations. He further mentioned that the City has its own Code Red system in cases of emergencies. Mayor Brownstein then mentioned that Council would take the resident's recommendation to inform residents of siren tests under advisement. The resident further mentioned that he didn't get any notice from CP (or CN) indicating that they were going to conduct tests, to which Mayor Brownstein replied that the City didn't get a notice as well.

The resident further inquired about the City of Montreal's plans to prohibit oil burning furnaces, to which Mayor Brownstein responded that the City of Montreal is considering this change, but has not rendered a final decision. Councillor Erdelyi then mentioned that he and Councillor Berku are working on a local proposal, but it will be presented to Council members at a later date.

3) Tania Alfonsi

The resident inquired about the residential property located on 5771-5773 Eldridge and mentioned that said property is being used for other purposes than its residential designation such as educational and institutional purposes, and that it has inconvenienced the neighboring residents. She further inquired if Council has taken any measures to address the non-compliances at that address. She also indicated that a meeting should be scheduled in order for her to present her findings on the topic, to which Mayor Brownstein mentioned that Council has spoken about the topic at length, but Council will be happy to receive any additional information in order to determine further follow-up. Mayor Brownstein then mentioned that the City will further look into the matter.

Since the resident was accompanied by Heather Trestan and Josie Mancini (whom all three wished to bring the matter to Council's attention), Mrs. Mancini also addressed Council to mention that Eldridge has become a problematic street.

4) Dr. Merhnoosh Movahed

Dr. Movahed thanked Council for allowing her to share her family's story and also thanked Council on behalf of the War Amps.

5) Monique Assouline

The resident indicated that the traffic on Cavendish has increased since 2017 and that the street lights are not synchronized from Wallenberg to Cavendish. She then inquired if a traffic study was conducted due to the several new developments in the area, to which Mayor Brownstein referred the question to the Director of Urban Planning and Engineering, Mr. Charles Senekal, who mentioned that a study was completed for a traffic plan and the project is moving forward.

Councillor Berku then presented the main aspects of the proposed Development on Freud Avenue and invited all residents to ask their questions with regards to the topic.

6) Esther Adelson

The resident inquired if the City had issued a construction permit to the owner of the parcel of land on Freud Avenue, to which Mayor Brownstein responded that no permit was issued.

7) Fred Fitzhugh

The resident asked if the lot on which the proposed development on Freud Avenue is scheduled to be built is zoned for eight or nine storeys and if the lot in question is zoned with an address on Cavendish or on Freud Avenue; to which Mayor Brownstein responded that the lot is zoned for eight storeys with a penthouse. Councillor Berku further mentioned that the address for the project will be on Freud Avenue and Mayor Brownstein further mentioned the City zones by lots and not specific addresses (or streets).

8) Allen Pollak

The resident inquired about the proposed development on Freud Avenue; specifically regarding the process between now and the eventual project, to which Mayor Brownstein mentioned that the plans are scheduled to be adjudicated upon for approval at the September public council meeting and that the developer must request the construction permit subsequently.

The resident further inquired if the recommendations issued by the Planning Advisory Committee (and supporting documents) for the proposed Development on Freud Avenue are public, to which Mayor Brownstein referred the resident to Me Jonathan Shecter, Co-City manager and Director of legal services, who mentioned that once a decision is final (as adjudicated upon by Council), certain documents may become public, but until that time, Planning Advisory Committee recommendations are not accessible. Me Shecter further mentioned that an immovable owner has certain rights in order for documents to remain confidential such as those containing technical information.

9) Irwin Lesniak

The resident asked if the number of parking spots in the underground garage of the Freud Project has been discussed, to which Councillor Berku and Mayor Brownstein responded that the question has indeed been examined.

190801

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

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

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

190802

MONTHLY DEPARTMENTAL REPORTS FOR JULY 2019

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

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

190803

NOTICE OF MOTION – BY-LAW 2536 TO BE ENTITLED: “BY-LAW CREATING THE FEE SCHEDULE FOR THE ELEANOR LONDON CÔTE SAINT-LUC PUBLIC LIBRARY FOR THE SEPTEMBER 2019 TO MARCH 2020 PERIOD”

Councillor David Tordjman gave Notice of Motion that By-Law 2536 to be entitled: “By-Law creating the fee schedule for the Eleanor London Côte Saint-Luc Public Library for the September 2019 to March 2020 period” will be presented at a later meeting for adoption.

Councillor David Tordjman mentioned the object and the scope of By-Law 2536 to be entitled: “By-Law creating the fee schedule for the Eleanor London Côte Saint-Luc Public Library for the September 2019 to March 2020 period”.

190804

FILING OF DRAFT BY-LAW 2536 ENTITLED: “BY-LAW CREATING THE FEE SCHEDULE FOR THE ELEANOR LONDON CÔTE SAINT-LUC PUBLIC LIBRARY FOR THE SEPTEMBER 2019 TO MARCH 2020 PERIOD”

Councillor David Tordjman tabled draft By-Law 2536 entitled: “By-Law creating the fee schedule for the Eleanor London Côte Saint-Luc Public Library for the September 2019 to March 2020 period”.

190805

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

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

“THAT the Côte Saint-Luc City Council approves the attached list of disbursements for the period of July 1, 2019 to July 31, 2019 for a total amount of \$ 9,180,254.55 in Canadian Funds;

THAT Treasurer’s certificate No.19-0112 dated August 6, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the described expenses.”

CARRIED UNANIMOUSLY

190806

SUB-CATEGORIES FOR THE NEW VALUATION ROLL 2020-2021-2022

The City Treasurer tabled the proposed sub-categories for the new valuation roll 2020-2021-2022.

Councillor Steven Erdelyi then explained that the Côte Saint-Luc City Council will be adjudicating upon the adoption of four (4) new sub-categories for non-residential immovables, namely:

- Railways and switching stations;
- Local and regional shopping centers;
- Office buildings or towers; and
- Residuals properties (all remaining non-residential properties).

Councillor Steven Erdelyi then mentioned that these new sub-categories are slated to be adopted at a Special Council Meeting to be held on August 26, 2019 at a time to be determined.

190807

RESOLUTION OF CONCORDANCE, SHORT-TERM OF A BOND LOAN IN THE AMOUNT OF \$4,000,000 TO BE ISSUED ON SEPTEMBER 4, 2019

WHEREAS in accordance with the following loan by-laws and for the amounts indicated for each of them, the City of Côte Saint-Luc (“City”) wishes to issue a series of bonds, one bond per maturity date, for a total amount of \$4,000,000 to be issued on September 4, 2019 and distributed as follows:

Loan By-Law numbers	Amount (\$)
2501	830,000
2502	270,000
2505	2 900 000

WHEREAS the Loan By-laws should be amended accordingly;

WHEREAS in accordance with the first paragraph of article 2 of the *Act respecting municipal debts and loans* (CQLR, chapter D7) (“Act”), for the purpose of this bond issue and for the following loan by-law numbers: 2501, 2502 and 2505, the City wishes to issue a series of bonds for a shorter term than the term originally assigned to these by-laws;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

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

1. The bonds, one bond per maturity, will be dated September 4, 2019;
2. Interest will be payable semi-annually on March 4th and September 4th of each year;
3. The bonds will not be redeemable in advance; however, they may be redeemed with the consent of the holders in accordance with the *Act Regarding Municipal Debts and Loans* (CQLR, chapter D-7);
4. The bonds will be registered in the name of The Canadian Depository for Securities Limited (“CDS”) and filed with it;
5. CDS shall act on behalf of its members as a registrar for the book-based system, bondholding officer and paying officer in charge of the transactions

- for the members as described in the memorandum of understanding duly signed by the *Ministère des Affaires municipales et de l'Habitation* and CDS;
6. CDS will proceed with the transfer of funds, according to the legal requirements of the bonds and for that purpose; the Côte Saint-Luc City Council authorizes the City Treasurer to sign the documents required by the Canadian Banking system entitled "*Autorisation pour le plan de débits pré-autorisés destinée aux entreprises*";
 7. CDS will make payments of the principal and the interest to Members through electronic funds transfers and, for this purpose, CDS will directly withdraw the required amounts from the following account:

ROYAL BANK OF CANADA
CAVENDISH AND KILDARE BRANCH
5755 CAVENDISH BOULEVARD
CÔTE SAINT LUC, QC, H4W 2X8
 8. That the bonds shall be signed by the Mayor and the City Treasurer. The City of Côte Saint-Luc, as permitted by Law, has mandated CDS to act as its fiscal authenticator agent and the bonds will only become valid once they have been authenticated;

THAT, with regard to the annual depreciation of capital planned for the years 2025 and following, the future term of the following loan by-law numbers 2501, 2502 and 2505 is shorter than the term originally assigned; namely, for a term of five (5) years (as of September 4, 2019), instead of the prescribed term for such amortization, each subsequent issue being for the balance or part of the balance due on the loan."
CARRIED UNANIMOUSLY

190808

NOTICE OF MOTION – BY-LAW 2538 TO BE ENTITLED: "BY-LAW TO REPLACE BY-LAW 2372 AND ITS AMENDMENT, BY-LAW 2391, CONCERNING THE SUPPLEMENTAL PENSION PLAN FOR THE EMPLOYEES OF THE CITY OF COTE SAINT-LUC"

Councillor Steven Erdelyi gave Notice of Motion that By-Law 2538 to be entitled: "By-Law to replace By-Law 2372 and its amendment, By-Law 2391, concerning the Supplemental Pension Plan for the employees of the City of Côte Saint-Luc" will be presented at a later meeting for adoption.

Councillor Steven Erdelyi mentioned the object and the scope of By-Law 2538 to be entitled: "By-Law to replace By-Law 2372 and its amendment, By-Law 2391, concerning the Supplemental Pension Plan for the employees of the City of Côte Saint-Luc".

190809

TABLING OF DRAFT BY-LAW 2538 TO BE ENTITLED: "BY-LAW TO REPLACE BYLAW 2372 AND ITS AMENDMENT, BY-LAW 2391, CONCERNING THE SUPPLEMENTAL PENSION PLAN FOR THE EMPLOYEES OF THE CITY OF COTE SAINT-LUC"

Councillor Steven Erdelyi tabled draft By-Law 2538 entitled: "By-Law to replace By-Law 2372 and its amendment, By-Law 2391, concerning the Supplemental Pension Plan for the employees of the City of Côte Saint-Luc".

190810

**HUMAN RESOURCES – PARKS AND RECREATION - APPOINTMENT OF AN
ON-CALL RECEPTION, ADMISSION AND SHOP ATTENDANT – WHITE
COLLAR, AUXILIARY POSITION**

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the appointment of Megan Panarello as an on-call Reception, Admission and Shop Attendant (white collar, auxiliary position), effective June 20, 2019;

THAT Treasurer's certificate number 19-0104, dated July 16, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

190811

**HUMAN RESOURCES – ELEANOR LONDON CÔTE SAINT-LUC LIBRARY-
APPOINTMENT OF THE COORDINATOR OF SENIORS' SERVICES –
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 appointment of Katherine Bézaire as the Coordinator of Seniors' Services into a permanent, management position, effective July 10, 2019;

THAT Treasurer's certificate number 19-0103, dated July 16, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

190812

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

It was

MOVED BY COUNCILLOR RUTH KOVAC
SECONDED BY COUNCILLOR MITCH KUJAVSKY

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the appointment of Myriam Gélinas, Vanessa Patrizi, Kelly Tulud, Sujay Patel and Marco Polo Oca as Côte Saint-Luc Aquatics (CSLA) Swim Team Competitive Lesson Coaches, said

appointments shall be for fixed-term contracts, management positions, effective from June 24, 2019 to August 11, 2019, as stipulated on the annexed list entitled "Appointment of Coaches – Management, Fixed Term Contracts";

THAT Treasurer's certificate number 19-0109, dated July 18, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."
CARRIED UNANIMOUSLY

190813

**HUMAN RESOURCES – ELEANOR LONDON CÔTE SAINT-LUC LIBRARY –
APPOINTMENT OF A SECRETARY ON A TEMPORARY BASIS – WHITE
COLLAR, SICK LEAVE REPLACEMENT**

It was

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED

"THAT the Côte Saint-Luc City Council appoints Angela Kutshana as a Secretary on a temporary basis (white collar, sick leave replacement), effective July 2, 2019;

THAT Treasurer's certificate number 19-0102, dated July 16, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."
CARRIED UNANIMOUSLY

190814

**HUMAN RESOURCES – PARKS AND RECREATION DEPARTMENT - HIRING
OF BLUE COLLAR, AUXILIARY EMPLOYEE**

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 blue collar, auxiliary employee whose name is listed on the document entitled "Auxiliary Employees – Blue Collars - Hiring", dated July 23, 2019 and that said employees' term of employment will be as per the conditions of the collective agreement;

THAT Treasurer's certificate number 19-0110, dated July 24, 2019, has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."
CARRIED UNANIMOUSLY

190815

**HUMAN RESOURCES – PUBLIC SAFETY – HIRING OF TWO (2) ON-CALL
PUBLIC SECURITY AGENTS – WHITE COLLAR, AUXILIARY POSITIONS**

It was

MOVED BY COUNCILLOR OREN SEBAG
SECONDED BY COUNCILLOR RUTH KOVAC

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the hiring of Melissa Hamel and Charles-Antoine Hamel as on-call, Public Security Agents (white collar, auxiliary positions), effective May 6, 2019;

THAT Treasurer's certificate number 19-0090, dated July 16, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

190816

HUMAN RESOURCES — HIRING OF STUDENTS/INTERNS FOR 2019

It was

MOVED BY COUNCILLOR SIDNEY BENIZRI
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED

"THAT the Côte Saint-Luc City Council approves the hiring of the student employees whose names are listed in the document entitled "2019 Students/Interns" dated July 15, 2019 and that said employees' term of employment will be as per the respective dates indicated on the aforementioned list;

THAT Treasurer's certificate number 19-0108, dated July 18, 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

190817

HUMAN RESOURCES – PARKS AND RECREATION – HIRING OF A COORDINATOR OF RECREATION ON A TEMPORARY BASIS – FIXED-TERM CONTRACT, MANAGEMENT POSITION, MATERNITY LEAVE REPLACEMENT CONTRACT

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 Herenia Mata as a coordinator of recreation, on a temporary basis, for a maternity leave replacement, fixed-term contract, management position, effective from July 17, 2019 to July 15, 2020;

THAT Treasurer's certificate number 19-0107, dated July 18, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses."

CARRIED UNANIMOUSLY

190818

HUMAN RESOURCES DEPARTMENT – STATUS CHANGE OF THE HUMAN RESOURCES ADVISOR – FROM A FIXED-TERM CONTRACT, MANAGEMENT POSITION TO A PERMANENT, MANAGEMENT POSITION

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

"THAT the Côte Saint-Luc City Council approves the status change of the position of Human Resources Advisor, currently held by Amira Zaiani, from a fixed-term contract, management position, to a permanent, management position, effective July 10, 2019."

CARRIED UNANIMOUSLY

190819

AUTHORIZATION TO PAY AN INVOICE TO COVER THE OVERAGE RELATED TO AN INVOICE FOR EXPERT FEES OF MR. MARC GERVAIS TO BÉLANGER SAUVÉ FOR THE CASE ENTITLED: "IMMEUBLES CANADIEN PACIFIQUE ET AL. VS. CITY OF CÔTE SAINT-LUC"

It was

MOVED BY COUNCILLOR MITCH KUJAVSKY
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED:

"THAT the Côte Saint-Luc City Council ("Council") hereby authorizes the City to pay an invoice amounting to \$18,221.67, plus applicable taxes, from the firm of Bélanger Sauvé for the case entitled: "*Immeubles Canadien Pacifique et al. vs. City of Côte Saint-Luc*" bearing docket number 500-05-072299-025;

THAT Treasurer's certificate number TC 19-0105 dated July 18, 2019 has been issued by the City Treasurer, attesting to the availability of funds to cover the above-described expenses and that said funds shall be (ultimately) extracted from GL account #05.171.000.000 entitled: "Reserve for Lawsuits".

CARRIED UNANIMOUSLY

190820

BY-LAW 2374-2 ENTITLED: "BY-LAW 2374-2 TO AMEND BY-LAW 2374 TO REGULATE SMOKING IN THE CITY OF CÔTE SAINT-LUC IN ORDER FOR SAID BY-LAW TO NOW APPLY TO CANNABIS" - ADOPTION

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

“THAT By-law 2374-2 entitled: “By-law 2374-2 to amend by-law 2374 to regulate smoking in the City of Côte Saint-Luc in order for said by-law to now apply to cannabis” be and is hereby adopted.

CARRIED UNANIMOUSLY

190821

**BY-LAW 2470 ENTITLED: “BY-LAW 2470 TO REGULATE NUISANCE” -
ADOPTION**

Councillor David Tordjman mentioned the differences between draft By-law 2470 that was tabled at the July 8, 2019 regular council meeting and By-law 2470 adopted at tonight’s council meeting, namely :

- Modification of article 2.3 of the By-law 2470 with regards to inspection of private property in order to clarify that an inspection can be done at any reasonable hour in order to ensure compliance with said by-law;
- Modification of article 2.3 of By-law 2470 in order to mention the necessity for employees to provide identification when an inspection is being conducted;
- Modification of article 8.1 to add an exception for the presence of birdfeeders on private property;

It was

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT By-law 2470 entitled: “By-law 2470 to regulate nuisance” be and is hereby adopted.”

CARRIED UNANIMOUSLY

190822

**NOTICE OF MOTION – BY-LAW 2321-4 TO BE ENTITLED: “BY-LAW 2321-4
AMENDING BY-LAW 2321 CONCERNING SPEED IN THE STREETS IN ORDER
TO MODIFY THE SPEED LIMIT ON KILDARE AVENUE AND GUELPH ROAD”**

Councillor Oren Sebag gave Notice of Motion that By-Law 2321-4 to be entitled: “By-law 2321-4 amending By-law 2321 concerning speed in the streets in order to modify the speed limit on Kildare Avenue and Guelph Road” will be presented at a later meeting for adoption.

Councillor Oren Sebag mentioned the object and scope of By-Law 2321-4 to be entitled: “By-law 2321-4 amending By-law 2321 concerning speed in the streets in order to modify the speed limit on Kildare Avenue and Guelph Road”.

190823

TABLING OF DRAFT BY-LAW 2321-4 TO BE ENTITLED: “BY-LAW 2321-4 AMENDING BY-LAW 2321 CONCERNING SPEED IN THE STREETS IN ORDER TO MODIFY THE SPEED LIMIT ON KILDARE AVENUE AND GUELPH ROAD”

Councillor Oren Sebag tabled draft By-Law 2470 entitled: “By-law 2321-4 amending By-law 2321 concerning speed in the streets in order to modify the speed limit on Kildare Avenue and Guelph Road”.

190824

RESOLUTION IN SUPPORT OF THE TOWN OF MONTREAL WEST’S BY-LAW NO. 2018-008 ENTITLED: “BY-LAW CONCERNING THE TRAFFIC OF TRUCKS AND TOOL VEHICLES AND REPLACING BY-LAW NO. 2014-008”

WHEREAS the Town of Montreal West (“the Town”) has adopted a by-law regulating the traffic of trucks and tool vehicles in its territory;

WHEREAS this by-law requires the approval of the *ministère des Transports du Québec*;

WHEREAS the Town, in order to obtain this approval, has notified the neighbouring municipalities and boroughs of the content of this by-law;

It was

MOVED BY COUNCILLOR STEVEN ERDELYI
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

“THAT the Côte Saint-Luc City Council hereby supports the Town of Montreal West concerning their adoption on December 17, 2018, of their by-law no. 2018-008 entitled “By-law concerning the traffic of trucks and tool vehicles and replacing by-law no. 2014-008”.

CARRIED UNANIMOUSLY

190825

PARKS AND RECREATION – ADOPTION OF THE INDEPENDENT CLUB POLICY

This item was deferred to a subsequent meeting.

190826

GENERAL MANAGEMENT – ADOPTION OF THE COMMUNITY DONATIONS POLICY

WHEREAS the City of Côte Saint-Luc (“City”) recognizes the valuable contribution that nonprofit organizations make to improve the quality of life for families and individuals throughout its territory;

WHEREAS the City wishes to support and facilitate the initiatives, actions, and commitments of these organizations and provide assistance where appropriate;

It was

MOVED BY COUNCILLOR DAVID TORDJMAN
SECONDED BY COUNCILLOR SIDNEY BENIZRI

AND RESOLVED:

“THAT the Côte Saint-Luc City Council hereby approves and adopts the *Community Donations Policy* annexed hereto to form an integral part hereof.”
CARRIED UNANIMOUSLY

190827

**URBAN DEVELOPMENT – AWARDING OF A CONTRACT FOR SUPPLY AND
INSTALLATION OF MOBILE SHELVING CABINETS FOR URBAN
DEVELOPMENT ARCHIVE (K-29-19)**

WHEREAS the City of Côte Saint-Luc (“City”) wishes to award a contract for the supply and installation of mobile shelving cabinets for the Urban Development archives;

WHEREAS the City requested quotes and negotiated with three (3) suppliers who provide this type of product;

WHEREAS as per Article 12.1 of the City’s By-law 2497 concerning contract management, the City is allowed to award a contract by mutual agreement for an amount between \$25,000 and \$100,000, if it is in the best interest of the City (criteria (b) and (d));

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR OREN SEBAG

AND RESOLVED

“THAT the City of Côte Saint-Luc Council hereby awards a contract to F. D. Jul Inc. for the supply and installation of mobile shelving cabinets for the Urban Development archives for a total amount of \$35,925.00, 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 in whole from the City’s Working Fund as a non-interest bearing loan;

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

THAT the terms of repayment shall not exceed ten (10) years;

THAT Treasurer’s Certificate no. 19-0106 dated July 18, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the described expenses.”

CARRIED UNANIMOUSLY

190828

**URBAN DEVELOPMENT – AWARDING OF A CONTRACT FOR SUPPLY OF
PICNIC TABLES AND UMBRELLAS (K-32-19)**

WHEREAS the City of Côte Saint-Luc (“City”) wishes to award a contract for the supply of picnic tables and umbrellas;

WHEREAS the City requested quotes and negotiated with two (2) suppliers who provide this type of product;

WHEREAS as per Article 12.1 of the City’s By-law 2497 concerning contract management, the City is allowed to award a contract by mutual agreement for an amount between \$25,000 and \$100,000, if it is in the best interest of the City (criteria (a) and (d));

It was

MOVED BY COUNCILLOR OREN SEBAG
SECONDED BY COUNCILLOR DIDA BERKU

AND RESOLVED

“THAT the Côte Saint-Luc City Council hereby awards a contract to Techsport for the supply of picnic tables and umbrellas for a total amount of \$37,047.00, plus applicable taxes;

THAT the described expenses shall be financed in whole from the City’s Unrestricted Surplus Account;

THAT Treasurer’s Certificate no. 19-0111 dated July 26, 2019 has been issued by the City Treasurer attesting to the availability of funds to cover the above-described expenses.”

CARRIED UNANIMOUSLY

190829

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION
PROGRAMS (SPAIP) – 5570 BORDEN – CITY OF CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT the site planning and architectural integration programs received July 11, 2019 showing the replacement of the existing red brick as well as the windows by a new grey stone finish and windows of an existing, single-family dwelling on lot 1 560 666 at 5570 Borden and prepared by Agapi and Alt, architects; for the Planning Advisory Committee meeting of June 18, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190830

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION
PROGRAMS (SPAIP) – 5611 ALPINE – CITY OF CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT the site planning and architectural integration programs received May 31, 2019 showing elevations for the construction of a new two-storey single-family detached dwelling on lot 2 090 184 at 5611 Alpine and prepared by Agapy and Alt, architects; for the Planning Advisory Committee meeting of June 18, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc.”

CARRIED UNANIMOUSLY

190831

**URBAN PLANNING – SITE PLANNING AND ARCHITECTURAL INTEGRATION
PROGRAMS (SPAIP) – 5700 KELLERT – CITY OF CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED COUNCILLOR SIDNEY BENIZRI

AND RESOLVED:

“THAT the site planning and architectural integration programs received May 8, 2019 showing elevations and the construction of a new side extension and modifications to an existing institutional building on lot 1 561 534 at 5700 Kellert and prepared by Mr. G. Elbaz, architect; for the Planning Advisory Committee meeting of May 8, 2019, be approved according to the provisions of Chapter 14 of by-law 2217, of the City of Côte Saint-Luc, and that said approval shall be specifically subject to the approval of a landscaping plan and a traffic management plan.”

CARRIED UNANIMOUSLY

190832

URBAN PLANNING – MINOR EXEMPTION – 5611 ALPINE – CÔTE SAINT-LUC

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5611 Alpine, Lot 2 090 184, be and is hereby approved, the whole as more amply delineated hereunder:

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

1. the construction of a second storey addition without having to provide a two-car garage (a one-car garage presently exists) 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
2. the addition of a rear extension (solarium) to be located at 4,82m (15.81ft.) from the rear property Land line instead of the minimum allowable rear setback of 5,79m (19ft).

The whole notwithstanding the provisions of Zoning By-law 2217, Annex “B” (zone RU-1) and Article 7-2-1a).”
CARRIED UNANIMOUSLY

190833

**URBAN PLANNING – MINOR EXEMPTION – 5700 KELLERT –
CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR SIDNEY BENIZRI

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5700 Kellert, Lot 1 561 534, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow the construction of a side extension and other additions to an existing Institutional building, with a proposed parking area for 23 parking spaces instead of the minimum required amount of 61 parking spaces. The whole notwithstanding the provisions of Zoning by-law no. 2217, article 7-3-1.”
CARRIED UNANIMOUSLY

COUNCILLOR OREN SEBAG LEFT THE ROOM

190834

**URBAN PLANNING – MINOR EXEMPTION – 5740 CAVENDISH –
CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR DAVID TORDJMAN

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 Cavendish, Lot 1 561 212, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow for an existing 20 storey multifamily dwelling to have 241 interior parking spaces instead of the minimum required amount of

301 interior parking spaces (due to proposed modification to the ground floor level and the 20th floor level).”

CARRIED BY THE MAJORITY OF VOTES WITH COUNCILLORS STEVEN ERDELYI AND DIDA BERKU BOTH DISSENTING

190835

**URBAN PLANNING – MINOR EXEMPTION – 5775 JUBILEE –
CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 5775 Jubilee, Lot 5 476 639, be and is hereby approved, the whole as more amply delineated hereunder:

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

1. to have an existing rear wood deck located at 0.9 m (2.95 ft.) from the rear Land line instead of the minimum required distance of 3,05m (10.0 ft.) from the rear Land line. The foregoing notwithstanding the provisions of Zoning by-law No. 2217, article 4-4-5b);

2. to have an existing rear wood deck located at 0.0 m (0.0 ft.) from the North East side Land line and at 0.55 m (1.8 ft.) from the South East side Land line instead of the minimum required distance of 1,98m (6.5 ft.) from a side Land line. The foregoing notwithstanding the provisions of Zoning by-law No. 2217, article 4-4-5b); and

3. to have an existing rear concrete patio located at 0,1m (0.32 ft.) from the South side Land line instead of the minimum required distance of 0,91 m (3.0 ft.) from a side Land line. The foregoing notwithstanding the provisions of Zoning by-law No. 2217, article 4-4-5.”

CARRIED UNANIMOUSLY

190836

**URBAN PLANNING – MINOR EXEMPTION – 6700 THE AVENUE –
CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 6700 The Avenue, Lot 4 670 137, be and is hereby approved, the whole as more amply delineated hereunder:

The request is in order to allow for the existing multifamily dwelling:

1. to have the visitor's parking areas to be built, adjacent to the Land lines, located at 0,3m (1 ft.) from the Land lines instead of being located at a minimum required distance of 1,82m (6 ft.) from any Land lines;

2. to have a part of the South/East penthouse wall (rear of the building) located at 1,82m (6 ft.) from the perimeter of the building instead of the minimum required distance of 2,44m (8 ft.) from the perimeter of the building.

The whole notwithstanding the provisions of Zoning By-law no. 2217, articles 4-9-6 and 7-2-9.”
CARRIED UNANIMOUSLY

190837

**URBAN PLANNING – MINOR EXEMPTION – 6716 BELAND –
CÔTE SAINT-LUC**

It was

MOVED BY COUNCILLOR DIDA BERKU
SECONDED BY COUNCILLOR STEVEN ERDELYI

AND RESOLVED:

“THAT in accordance with the provisions of by-law G18-0005, the request for a Minor Exemption regarding the property located at 6716 Beland, Lot 1 561 315, 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 1959 under permit no. 834 to be located at 1.94m (6.36 ft.) from the South/West 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-6).”
CARRIED UNANIMOUSLY

190838

**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 September 2019 for which members of the municipal council shall establish the stance that it wishes to take;

It was

MOVED BY COUNCILLOR MIKE COHEN
SECONDED BY COUNCILLOR DAVID TORDJMAN

AND RESOLVED

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

CARRIED UNANIMOUSLY

COUNCILLOR OREN SEBAG RETURNED TO THE ROOM

SECOND QUESTION PERIOD

The second question period started at 9:54 p.m. and finished at 9:56 p.m. One (1) person asked to speak and they were heard.

- 1) Justin Cohen

The resident inquired about the property located at 5700 Kellert, more specifically, with regards to the traffic management plan, to which Mayor Brownstein responded that the traffic management plan is not finalized and that it was included tonight as a condition in the approval of the Site Planning and Architectural Integration Program architectural plans. Mayor Brownstein further mentioned that the City wants to continue to work with the resident and the school for the ongoing project.

190839

APPROVAL OF THE ADJOURNMENT OF THE MEETING

It was

MOVED BY COUNCILLOR OREN SEBAG
SECONDED BY COUNCILLOR MIKE COHEN

AND RESOLVED:

"THAT Council hereby authorizes the Mayor to declare the Meeting adjourned."

CARRIED UNANIMOUSLY

**AT 9:57 P.M. MAYOR BROWNSTEIN DECLARED THE MEETING
ADJOURNED.**

MITCHELL BROWNSTEIN
MAYOR

JASON PRÉVOST
ASSISTANT CITY CLERK

LIST OF ANNEXES		
Resolution number	Corresponding Annex	Document
190812	Annex A	Appointment of Coaches – Management, Fixed Term Contracts
190816	Annex B	2019 Students/Interns
190826	Annex C	Community Donations Policy

ANNEX A

APPOINTMENT OF COACHES - MANAGEMENT, FIXED TERM CONTRACTS
 PARKS AND RECREATION DEPARTMENT

FOR APPROVAL August 2019 COUNCIL

NAME OF EMPLOYEE		TITLE	TERM OF CONTRACT	APPROX EXPENSE	GENERAL LEDGER CODE
FIRST NAME	LAST NAME				
MYRIAM	GÉLINAS	CSLA COMPETITIVE LESSON COACH	JUNE 24, 2019 - AUGUST 11, 2019	\$ 1,280.00	02-740-00-112
VANESSA	PATRIZI	CSLA COMPETITIVE LESSON COACH	JUNE 24, 2019 - AUGUST 11, 2019	\$ 1,260.00	02-740-00-112
KELLY	TULUD	CSLA COMPETITIVE LESSON COACH	JUNE 24, 2019 - AUGUST 11, 2019	\$ 1,240.00	02-740-00-112
SUJAY	PATEL	CSLA COMPETITIVE LESSON COACH	JUNE 24, 2019 - AUGUST 11, 2019	\$ 1,240.00	02-740-00-112
MARCO POLO	OCAV	CSLA COMPETITIVE LESSON COACH	JUNE 24, 2019 - AUGUST 11, 2019	\$ 1,240.00	02-740-00-112
				\$ 6,260.00	

ANNEX B



2019 Students/Interns

Council of: **August 12, 2019**

Employee	Status	Department	Hiring date	End Date	Salary	Ledger Code
Colin Braziller	White collar	Public Works	May 8, 2019	August 2, 2019	\$6,757.00	02-310-00-112
Kenneth Ramolette	Supernumerary	Urban Development	July 8, 2019	August 9, 2019	\$2,625.00	02-314-00-112

July 15, 2019



Community Donations Policy

POLICY #	GOV-004	VERSION	1
ADOPTED	August 12, 2019	UPDATED	
DRAFTED BY	Tanya Abramovitch	TITLE	City Manager

POLICY STATEMENT

The City of Côte Saint-Luc recognizes the valuable contribution of Organizations who work to foster a sense of community and belonging, and improve the quality of life for families and individuals throughout its territory. The municipality wishes to support and facilitate the initiatives, actions, and commitments of these Organizations. It will provide financial assistance, 'in-kind' assistance, or a combination of both, to recognized, not-for-profit organizations from an annual budget established for this purpose, and which meet the criteria established in this policy.

PURPOSE

The purpose of this policy is to enable Council to make informed and equitable decisions based on the City's priorities in matters of providing community support, and providing a precise administrative framework within which they may do so.

SCOPE

This policy applies to all Organizations who wish to request Donations and/or Donations In-Kind, and to the municipal staff and the City Council, who apply it.

This policy is not intended to address:

- Donations made to the City of Côte Saint-Luc by individuals or companies;
- Sponsorship opportunities.

The City is respectful of the taxpaying population's capacity to pay and therefore promotes fair and proportionate distribution of community resources amongst partner organizations. Financial

assistance is provided on the basis of available funds and resource constraints for the current year.

DEFINITIONS

Term: Donation

Definition: Monetary contributions from the City to an Organization.

Term: Donation In-Kind

Definition: Non-Monetary contributions from the City to an Organization, including but not limited to: waiving rental fees, lending city assets and (non-human) resources.

Term: Not-for-profit

Definition: A club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.

Term: Organization

Definition: A not-for-profit group requesting a Donation or Donation-In-Kind.

Term: Club

Definition: An independently run organization whose home base is in Côte Saint-Luc and is providing a recreational pastime for others that bring betterment to the community, along with a quality of life to our residents and/or its members.

Term: Public Facilities

Definition: Municipally-owned buildings and public spaces and their major elements, including but not limited to: City Hall, the Library, the Arena, Confederation Annex, the Public Works building, the Recreation Building, the Gym, the Aquatic and Community Centre, the Public Safety Station, all park chalets, parks, pools, lanes, playgrounds, paths, gardens, fields, plazas, green spaces, forests, parkettes, in addition to the spaces surrounding them and any rooms or halls contained within them.

Term: City Liaison

Definition: The person the City has determined will be the applicant's point of contact throughout the process.

RESPONSIBILITIES

City Departments, City Management, and the City Council will ensure the application of this policy.

CRITERIA FOR DONATIONS

In order for a request to be recognized and to qualify for Council review, an Organization must first meet the following requirements:

- a. Must be a not-for-profit entity with the ability to confirm such status to a level deemed satisfactory by the municipality.
- b. Based in the City of Côte Saint-Luc or if the organization is based outside of the territory of Côte Saint-Luc, the resident membership must be deemed satisfactory by the municipality.
- c. The benefit to the local community/public is demonstrated. Donations to Organizations that only benefit communities or causes outside of the City or in the vicinity will not be considered eligible.
- d. Be active in one of the relevant areas of activity (culture, religion, social, sports, fitness, health, and education).

CRITERIA FOR DONATIONS-IN-KIND

- a. Must be a not-for-profit entity with the ability to confirm such status to a level deemed satisfactory by the municipality.
- b. Based in the City of Côte Saint-Luc, or if the organization is based outside of the territory of Côte Saint-Luc, the resident membership must be deemed satisfactory by the municipality.
- c. Events in outdoor spaces for which rental fees are waived must be open to the general public. If there is a fee levied by the Organization only a maximum of 50% of the rental will be waived and the City or its residents must gain a benefit, including but not limited to: profit-sharing, discounted entry fees, etc., which is agreed upon by the City.
- d. City Events and programming take priority at all times. Events, programming or activities that are considered to compete with these or disrupt regular scheduling will not be granted.

- e. All staff, regular and overtime, for any event must be paid for by the Organization. Staff requirements are pre-determined with the City and are non-negotiable. This includes, but is not limited to, Public Works, Public Security, Chalet Attendants, Blue Collar and White Collar employees.

Some deposit fees may apply, including but not limited to: clean-up fee or damage Deposit. Rates are determined via the Facility Fees of the overseeing City department that have been approved by Council. The overseeing department must provide the Finance Department with the information related to the city resources used, in order to ensure proper invoicing.

- f. In the event that damages occur the Organization will be held responsible and pay for all damages incurred during their event.
- g. A maximum of 50% can be waived from the total rental cost for a single Organization. In some cases, a full waiving of the rental cost can be given at the discretion of Council. The rental cost does not include staffing. Any additional equipment / rental items requested after Council approval do not apply unless otherwise stipulated.
- h. Organizations must respect the rules and criteria set out by the City when holding events, including but not limited to: noise levels, operating hours, designated areas, safety regulations, and cleanliness.
- i. Organizations must provide to the designated City Liaison a plan of installations and a timeline for each event two weeks in advance. In addition to this, they should also include the contact information for both the organizers and the people in charge for the duration of the event. Changes made after this date are at the discretion of the City and may not be approved.
- j. Once the Donation In-Kind has been granted the applicant will be assigned a City Liaison for the event. This liaison will serve as their point of contact prior to and including the day of the event unless otherwise stipulated.
- k. Once a Donation-in-kind has been granted the applicant is responsible to submit all payments, paperwork, documentation etc. that has been requested of them no later than two weeks prior to the event date. Failure to do so may result in the cancellation of the event. It is the responsibility of the organizer to willingly supply this information and doing so in a cooperative manner with the designated City Liaison.

- l. If the event takes place on municipal property, the Organization must add the City of Côte Saint-Luc to its liability insurance policy as co-insured for the activity or event. A minimum coverage of \$1, 000, 000 must be insured. Depending on the size of the event, Council may request a different liability coverage. Proof must be submitted at the time of the plan of installation.
- m. An Organization must have good standing in their account with the City in order to be considered for a Donation In-Kind (reviewed annually).
- n. After the event is completed, an evaluation / review will be done on the event by the City department overseeing it which will cover, but not be limited to: ease of dealing with the organization, overall turnout, public reaction (if any), and cleanliness of location after event. This evaluation / review will be submitted to Council with any future requests. This may be a determining factor for future approval.

CRITERIA FOR DONATIONS TO INDEPENDENT CLUBS

- a. If a Club would like to request a Donation, they must apply for it on an annual basis. No other monies will be automatically provided to a Club, and they must be in good standing with the City of Côte Saint-Luc.
- b. For Donations In-Kind, the Independent Clubs Policy applies.
- c. Donation requests must be accompanied with: 1) a description of the activities; 2) a breakdown of all costs, and 3) an explanation as to who and how many will benefit from the Donation. The amount requested may cover events, operating costs, etc. but should be for a full years' worth of activities.
- d. Donations are provided on the basis of available funds. The City will reserve the right to determine the amount of a Donation. Financial support is not guaranteed and must be reviewed and re-approved annually.

GENERAL PROVISIONS

- a. Donations are only made to Organizations directly, not to individuals, even if that individual is doing fundraising.
- b. Only one Donation can be given per calendar year to a single Organization, including all its branches, units, and subsidiaries. The Organization may benefit from both a Donation and Donations In-Kind.

- c. Buying ads in an Organization's fundraising book or purchasing tickets to their fundraising event qualifies as a Donation.
- d. A standard amount of money is donated for each type of Organization (e.g. local schools, religious institutions, etc.). Exceptions may be made for special circumstances such as anniversaries and/ or milestones.
- e. Donations will not be made to individuals, professional associations, for-profit organizations, or political parties.
- f. The municipality will grant financial support in accordance with the municipal Council's approval. There is no guarantee of recurrent support. All requests need to be resubmitted annually in a timely manner.
- g. All Organizations to whom the City made Donations or Donations In-Kind are expected to promote the City in their publications when possible. The City Communications and Public Affairs Department must approve any design that uses the city logo. A positive rapport and partnership agreement is expected.
- h. No official announcement (publication, social media post, etc.) of the event is to happen before written approval is received unless the applicant is still planning on running the event without a Donation In-kind granted (paying for the full rental).
- i. Under exceptional circumstances, for humanitarian reasons, one-time Donations may be made to Organizations at the discretion of Council.

PROCEDURES

- a. All Requests for Donations or Donations In-Kind must be made in writing, along with a completed *Request for Donations or Donations-In-Kind* application form.
- b. The initial request must include all information and be written on official letterhead or with the name of the organization clearly identified, and be addressed to the appropriate individual listed below. Applications should include as much detail as possible. Regarding Donations In-kind, the application should list all equipment and services needed in their application. Any additional changes will not be granted thereafter. If any applicant is not

aware of what equipment and services are available, before applying they should reach out to the City to inquire.

- c. Applications for Donations In-Kind should be made a minimum of 3 months in advance. It is a process to gather the information and prepare for review, and adequate time is needed. The City reserves the right to enforce deadlines.
- d. The City reserves the right to charge a non-refundable application fee which must be paid in full prior to the application review.
- e. The City will publish all Donations and In-Kind Donations on a quarterly basis.

Applications should be submitted to:

Monetary Donations

generalmanagement@cotesaintluc.org
 City of Côte Saint-Luc
 Attn: City Manager's Office
 5801 Cavendish Blvd
 Côte Saint-Luc, Quebec, H4W 3C3

Donation-In-Kind for Library and Auditorium Space

reference@cotesaintluc.org
 Côte Saint-Luc Eleanor London Library
 Attn: Library Director
 5851 Cavendish Blvd
 Côte Saint-Luc, Quebec, H4W 2X8

Donations In-Kind for all other Public Facilities

recreation@cotesaintluc.org
 Parks & Recreation Department
 Attn: Parks and Recreation Director
 7500 Mackle Road
 Côte-Saint-Luc, Quebec, H4W 1A6

RELATED CITY GUIDELINES & POLICIES

This policy is meant to compliment the:

“City of Côte Saint-Luc Sponsorship, Naming Rights and Donation Guidelines” from August 21, 2007.

Côte Saint-Luc Independent Club Policy

Community Partnership Policy

Cultural Policy