MINUTES OF PROCEEDINGS OF THE MEETING OF THE GENERAL COMMITTEE OF COUNCIL OF THE CITY OF WESTMOUNT HELD AT CITY HALL ON JUNE 20, 2016 AT 4:07 P.M. AT WHICH WERE PRESENT:

Chair Victor M. Drury
Mayor Peter F. Trent
Councillors Philip A. Cutler
Rosalind Davis
Victor M. Drury
Nicole Forbes
Cynthia Lulham
Christina Smith
Theodora Samiotis
Absent Patrick Martin
Administration Sean Michael Deegan, Director General
Martin St-Jean, Director of Legal Services and City Clerk
Recording Secretary Andrew Brownstein

GENERAL COMMITTEE AGENDA

Adoption of the General Committee Agenda of June 20, 2016

It was agreed that the Agenda of the June 20, 2016 meeting of the General Committee of Council be adopted, with the addition of the following items under New Business:

- Roslyn School Landscaping (Mayor Trent);
- St-Léon Update (Councillor Samiotis); and
- Sound Barrier - Proposal from KPH (Director General Deegan).

Confirmation of Minutes of the Meeting of General Committee Held on June 6, 2016

The Minutes of the General Committee of Council’s meeting held on June 6, 2016 were adopted with corrections.
Business arising from the Minutes of the Meeting of General Committee Held on June 6, 2016

The Director General reported that the grant application for $25,000 for the development of plans for the former train station’s repurposing was sent on Friday.

Councillor Lulham informed Council that at the Table des concertation’s most recent meeting on June 17th, she met with a representative of the Ministry of Culture and Communications. Further to Councillor Lulham’s inquiry as to the reasons for the delay in confirming that the Ministry will provide the City with matching funds for the work to be carried out on Summit Woods, the Ministry’s representative explained that the entente for the various projects to be carried out across Mount-Royal has been signed; however, the funding for Westmount has not yet been approved as the Ministry is missing certain documents from the City. Councillor Lulham reported that she explained that the Ministry has not returned Public Works’ repeated calls and emails. The Ministry’s representative agreed that the City should communicate directly with the Ministry for these matters rather than proceeding with the Bureau as a middleman. Councillor Lulham noted, however, that the City will still need to make its actual requests for funding through the Bureau, as said requests must be approved by the Agglomeration Council. Accordingly, the Ministry’s representatives will be meeting with those of Public Works on June 23.

Councillor Lulham reported that the decision to install the haltes on Mount Royal is being made public at the City of Montreal’s Council meeting that night. She described the haltes as intrusive viewpoints with poetic phrases inscribed on them. Councillor Lulham noted the potential public outcry that may stem from this announcement, similar to the reaction to the granite stumps, and pointed out that the City firmly rejected these as well when they were discussed at the Table des concertations. Accordingly, none will be installed in Westmount’s portion of the three summits.

Councillor Drury inquired as to whether the City’s policy regarding fundraisers in the parks has been located. Councillor Lulham responded that this item will be discussed at an upcoming General Committee meeting.

Councillor Drury inquired as to the status of the collection of traffic data on Côte-Saint-Antoine Road as part of the bicycle route pilot project. Councillor Cutler explained that two machines on Côte-Saint-Antoine Road and one on Westmount Avenue have been collecting data on volume, speed, and the size of vehicles. Mr. Jonathan Auger of Public Works then works with this raw data, the final result of which will be presentable in September. Further to the Mayor’s recommendation, Councillor Cutler confirmed that he will report on this process at the upcoming Regular Sitting of Council.

ITEMS FOR DISCUSSION / DECISION

Mr. Luc Dionne, Actuary - Consultant from Mercer Canada, Ms. Jocelyne Dragon, Director of Human Resources, and Mr. Claude Vallières, Division Head – I.T., joined the meeting at 4:35 p.m.
Confidential items were discussed.

Mr. Dionne left the meeting at 5:24 p.m.

The meeting was adjourned at 5:24 p.m., at which point Council held its Special Sitting. The meeting was reconvened at 5:29 p.m.

**NEW HUMAN RESOURCES PAYROLL SOFTWARE**

Director Dragon reported on the bid selected for the new human resources payroll software. She explained that the City has used ADP for its payroll services for over 20 years. As the current software has not been updated since 2000, ADP advised the City in 2015 that it would no longer work with the program. Accordingly, the entire process has since been handled by ADP. With the new software, the City will handle the employees' deductions at source internally, as well as the preparation of their T4s and other similar documents. The processing of the payments to be made to retirees’ is to be transferred to RBC.

Director Dragon informed Council that the City received two bids for the software, one from Exagone Inc., using SOFE software, and one from Carver Technologies, using UMANA software. Exagone’s bid, although 4% more expensive, and at a total cost of $188,978, was more in accordance with the selection grid’s criteria. The hourly rate for service on the system has been set at $140/hour for five years.

Director Dragon outlined the prospective timeline for the transition to the new software. The new system is expected to be fully in place by May 2017, with the current system still being used for the employees’ pay in parallel with the new system until June 2017, when it will all be done using SOFE.

Director Dragon explained that the City must now proceed with a tender by invitation for a project manager to coordinate the new system’s installation. According to Director Dragon’s proposed timeline, the selection grid is to be approved at the July Regular Sitting, the contract is to be awarded at the August Regular Sitting, and it is to be carried out as of September.

Director Dragon left the meeting at 5:43 p.m.

**PAY-BY-PLATE PARKING - UPDATE**

Mr. Vallières informed Council that the majority of the posts for the old parking meters have been removed, except on Greene Avenue and aside from those being kept for bicycle parking. Eighty sleeves are to be installed over existing posts from the old parking meters by the first week of August.

Councillor Samiotis recommended comparing the data gathered to date with any data that was gathered in previous years.
Mr. Vallières pointed out that the pay-by-plate system allows for roughly 15% more vehicles to be parked in a given area than with a pay-by-space system. Councillor Lulham added that she has noticed that with the new system, three to four more vehicles are being parked on each block of Greene Avenue than before.

Mr. Vallières presented some of the statistics established based on the data gathered since the new system’s installation. More payments are increasingly being made through the mobile application. The busiest time to park in the City is from 11:00 a.m. to 3:00 p.m. The average vehicle remains parked for just over an hour.

Regarding the potential issue of motorists paying for parking in the $2/hour zone and parking in the $3/hour zone, of the 256,400 transactions that were verified since the new system’s installation, 206 vehicles, less than 0.1%, were parked in the $3/hour zone while paying the $2/hour rate. Further to Councillor Smith’s inquiry, Mr. Vallières responded that the City has not begun ticketing these motorists. Councillor Samiotis noted that if more motorists begin to park in the $3/hour zone while paying the $2/hour rate, the City will need to address the issue. Councillor Drury recommended dealing with the matter if it becomes an issue.

Councillor Lulham noted that eventually, the metered parking zones will be expanded to include the other merchant areas that currently do not have metered parking.

The Director General informed Council that the statistics have revealed that the City would have received the same revenue had the rates been modified to a uniform $2.25/hour, as the $2/hour zone is much larger than the $3/hour zone.

Councillor Davis recommended addressing the issue of the system prohibiting motorists from parking for more than four hours at a time throughout the metered parking zones when they are parking their vehicles in numerous locations throughout this period. Mr. Vallières confirmed that with the system now stable, the programming for resolving this issue can be initiated.

Councillor Davis informed Council that during the hours when parking must be paid for, the system does not limit the user’s payment to the end of the paid parking hours, but rather accepts payment for beyond this period. Mr. Vallières responded that this should not be the case and confirmed that he will look into the matter.

Councillor Drury inquired as to whether the revenue from tickets issued for parking infractions has decreased as expected. Mr. Vallières responded that such revenue has in fact not changed. Councillor Lulham noted that the new system has allowed the PSOs to manage the parking meters and infractions much more efficiently, allowing them to devote more attention to enforcing the parking restrictions on the City’s side streets. Councillor Cutler pointed out the importance of distinguishing between tickets issued for metered parking violations and those issued for violations of the restrictions set out on the parking signs. Council members agreed, noting that in any case, the new system has allowed the City to use its resources more efficiently. Mr. Vallières confirmed that in his next presentation to the General Committee, he will provide the data regarding the revenue from
parking infractions since the new system’s installation, with a distinction between metered parking-related infractions and infractions related to parking signs.

Councillor Lulham emphasized the need to enforce the rules on the distribution of guest passes at the pool. At a recent visit to the pool, she explained that she was asked to help someone obtain a guest pass by acting as the resident who the person would be accompanying. She explained that given the high number of guest passes being distributed, it is clear that this is a common practice. Moreover, many residents were accompanied by more guests than they are permitted to have.

Mr. Vallières left the meeting at 6:10 p.m.

REQUEST FROM THE CANADIAN RAILROAD HISTORICAL ASSOCIATION TO ACQUIRE A MONTREAL TRAMWAYS MANHOLE COVER AND FRAME OPPOSITE 340-344 WOOD AVE.

The Director General informed Council that the Canadian Railroad Historical Association’s request imposes no cost on the City.

- It was agreed that the City will grant the Canadian Railroad Historical Association’s request to acquire an old Montreal tramway manhole cover and frame located in front of 340-344 Wood Avenue.

POSTING OF THE GENERAL COMMITTEE MINUTES TO THE CITY WEBSITE – TRANSLATION COSTS

The Mayor presented his proposal for the City to post the General Committee meetings’ minutes on its website. He is of the view that a political body’s decision-making process can be either adversarial or consensual. An adversarial system requires the body’s representatives to debate the issues in public, which activity is followed by various attempts to arrive at a decision that is rarely unanimous. The Mayor explained that the City of Westmount has traditionally followed a consensus-building approach, finding it more efficient for Council members’ opinions and recommendations to be discussed in caucus, allowing for well-analyzed decisions to be made with limited temptation for grandstanding. The problem with decisions made in caucus lies with the fact that the public has no idea how or why Council arrived at them. Since all such decisions have to be approved in public to be legally binding, the process followed in arriving at them is described, at best, summarily.

As deliberations recorded in the General Committee meetings’ minutes demonstrate Council’s reasoning in arriving at its decisions, the Mayor informed Council that a few months prior, he had asked the Director General and M’s St-Jean to determine the process necessary for posting these minutes on the City’s website. The Mayor pointed out that the City already provides the media, the WMA, and the library with copies of the minutes. The Mayor informed Council that he believes Westmount is the only municipality in Quebec that
provides the public with caucus minutes. Effectively a communication piece in addition to its purpose as a document to help with the City’s efficient governance and administration, the Mayor affirmed that the City should be the public’s source for such information.

In order for the City to post the General Committee minutes on its website, it must do so in French. An English version can be posted as well. In order limit the translation costs, the Mayor recommended only translating the items that need not be kept confidential.

Méle St-Jean recommended translating the full document in order for the City to be capable of complying with an access to information request concerning a confidential aspect of the minutes that the individual making the request would have a right to obtain. The City currently obtains translation services at a rate of $0.23/word. Accordingly, Méle St-Jean evaluated the average cost of translation of the full document at roughly $1,400 per meeting. If only the minutes that need not be kept confidential are translated, Méle St-Jean estimated an average cost of $1,000 per meeting. With 23 meetings scheduled per year, this represents an estimated annual cost of $32,200 or $23,000 respectively.

Councillor Lulham informed Council that she obtains translation services at a rate of $0.15/word. Council members noted that the City will likely obtain a better rate than the current rate that it pays for individual translation contracts.

Councillor Smith supported the proposal, recommending that the full document be translated into French.

The Mayor noted that the City can later discontinue posting the minutes on its website if it finds the document is not receiving significant views.

Councillor Davis inquired as to whether the General Committee minutes should already be translated regardless of whether they are posted on the City’s website as their approval is publicly voted on at Council’s Regular Sittings. Méle St-Jean confirmed that the document should be available in French at this stage.

Councillor Cutler expressed his support for the proposal, affirming that the City should be the source for such information. He added that even residents who will not read the minutes will be reassured as to the City’s transparency throughout its decision-making process by the mere fact that the document is being posted on its website.

The Mayor recommended that if the City can obtain a good overall price, it should translate the past two years’ General Committee minutes in order to provide context to individuals wishing to follow the development of Council’s deliberations and reasoning for its decisions. He added that such an approach would likely create a significant readership base from the outset. Méle St-Jean noted that given the value of the prospective translation contract, the City will not be able to negotiate a price, but rather must proceed with the tender process, either public or by invitation.
It was agreed that the City will post the General Committee minutes on its website. It will therefore first seek tenders for their translation. Specifically, it will seek the translation of the minutes from November 2014 to June 2016 that need not be kept confidential and the translation of the entire document, including the confidential items, for the minutes of future General Committee meetings.

AUTORITÉ DES MARCHÉS FINANCIERS (AMF) APPROVAL – PROSPECTIVE POLICY

The Mayor directed Council’s attention to the prospective policy that will require contractors to have the Autorité des marchés financiers’ (AMF) approval for bids over a certain threshold, said threshold to be quantified further to the administration’s recommendation. He explained that the City of Montreal now requires the AMF’s approval for even its small contracts, and Westmount will adopt a similar protective measure against contractor collusion. The Mayor recommended implementing the prospective policy in the fall or winter in order for its application to be to take effect in between construction seasons.

Méthode Jean informed Council that further to his earlier recommendation for the City to adopt such a policy despite that the law does not explicitly endow it with the power to do so, he has since devised a more appropriate approach. Méthode Jean recommended including AMF approval as a spec in the public call for tenders and in the tenders by invitation, which gives the City more discretion in its application. He explained that the process for obtaining AMF approval takes roughly three months.

Méthode Jean also recommended that the City incorporate a spec in its tenders requesting that bidders have past experience with two to three projects of the same nature carried out in two to three municipalities in the Région métropolitaine de Montréal (RMR), with at least one of which being the City of Montreal, which has been requiring AMF approval for a while. Accordingly, if the spec requesting that bidders have AMF approval is successfully challenged before a court, the court will not be able to object to the application of this second spec.

The Mayor expressed his support for Méthode Jean’s recommended approach. He recommended confirming Public Works’ support and publicly announcing the decision to proceed in this manner at the July Regular Sitting.

Further to Councillor Samiotis’ inquiry, the Mayor recommended communicating this decision with a resolution at the upcoming Regular Sitting, rather than a simple report, indicating that the policy is to be implemented as of January 1, 2017. The City should then send a notification to the active contractors in the RMR to this effect. Méthode Jean agreed, adding that the City can send such notifications to all of the contractors that have submitted bids to the City over the past year or two. It can also send such notifications to all contractors that viewed the City’s calls for tenders on the SEAO system and place a notification to this effect on the Constructo website. With such an approach, contractors will have ample time to seek AMF approval prior to the policy’s implementation.

Further to Councillor Drury’s inquiry, Méthode Jean confirmed that the City of Montreal’s requirement for AMF approval has resulted in the receipt of more bids. He suggested that
the contractors with AMF approval are dissuaded from bidding on contracts from the
demerged municipalities on the Island, which are the only contracts available to the
contractors that cannot obtain AMF approval.

- **It was agreed** that at the July 4th Regular Sitting, Council will adopt a policy by
resolution indicating that the City will include two specs in its calls for tenders
and its tenders by invitation as of January 1, 2017. Firstly, it will request that
bidders have AMF approval. Secondly, it will request that bidders have past
experience with two to three projects of the same nature carried out in two to
three municipalities in the RMR, with at least one of which being the City of
Montreal. The City will communicate the adoption of this policy to the active
contractors in the RMR by sending notifications to this effect, as well as
publishing said notification on the Constructo website.

Confidential items were discussed.

**ROTARY CLUB REQUEST FOR FUNDRAISER**

Councillor Davis informed Council that Councillor Forbes and she met with Mr. Jim Griffin
and Mr. Peter Starr of the Rotary Club, as well as a representative of the “ribbers,” to
discuss its request to host a ribfest fundraiser event. She relayed their discussion.

The Rotary Club’s proposed event would constitute five rib trucks, each measuring 30 feet
in length and all being attached in order for water and electricity services to be shared. Four
feet of space is required behind each truck and eight feet in front of each truck. Secondary
trucks would be used as well for selling french fries, blooming onions, and other
foods. A refrigerated truck would be required as well.

Three possible locations were examined: the area in front of City Hall, the portion of Argyle
Avenue from Sherbrooke Street to Côte-Saint-Antoine road, and the WAG.

Councillor Lulham noted that the area in front of City Hall would not offer sufficient space.
The Mayor pointed out that the Bixi bicycles would have to be moved for the event to be
held on Argyle Avenue. Councillor Davis noted that this option would involve angling the
last truck across Côte-Saint-Antoine Road while still leaving enough room to allow cars to
pass, and the secondary trucks would be placed on the asphalt path in front of City Hall.
Regarding the third option, Councillor Davis explained that as the WAG parking lot is too
small to accommodate the trucks, they would need to be parked on the field. She noted the
recent refurbishing the field. Councillor Davis pointed out that all of the options would
require the installation of portable toilets, and would involve significant noise and smoke.

Councillor Lulham explained that in addition to the WAG being an unsuitable venue for the
event in question, parks are residents’ recreational space, paid for with their taxes, and
accordingly, the City has a policy against holding fundraisers in parks.
Councillor Smith proposed that a smaller event be held. Councillor Davis expressed the Rotary Club’s insistence on the fundraiser being a ribfest.

Councillor Davis relayed the Director General’s suggestion for the Rotary Club to request that Dawson College permit it to hold the event on the CEGEP’s grounds.

- **It was agreed** that the City will inform the Rotary Club that it does not have a venue capable of accommodating the proposed ribfest fundraiser; however, the City remains open to proposals for a smaller-scale event.

The meeting was adjourned at 7:28 p.m. The meeting was reconvened at 8:51 p.m.

**PIT BULLS**

The Mayor informed Council that Saint Léonard, Anjou, Lévis, L’Ancienne-Lorette, Ontario, the United Kingdom, and France, among others, have adopted regulations or laws regarding the management of dangerous dogs such as pit bulls. He reported that the UMQ has organized a roundtable made up of the MSP, the MAMROT, and the OMVQ (*Ordre des médecins vétérinaires du Québec*) to develop a policy to propose to the government to be enshrined in law. The prospective law would require sterilization, muzzling in public, and the implantation of microchips for all dangerous breeds of dogs. The Mayor explained that he has been in favour of the adoption of a policy regarding the management of such dangerous dogs for several years and that the City should not refrain from developing a policy on the matter while the province contemplates the adoption of a law. He noted the approach taken by Mayor Denis Coderre for the City of Montreal, which he described as reasonable, requiring all breeds of dogs to be sterilized and pit bulls and other breeds of dangerous dogs to be muzzled and on a leash in public.

Councillor Lulham noted that there are only four pit bulls owned by Westmount residents, as well as two boxer-pit bull mixes and many rottweilers. She pointed out that the two pit bulls in her area have a friendly and gentle disposition while many other dogs in the City, of other breeds that are not known to be particularly aggressive, have committed aggressive acts in the past. She affirmed that any dog can be dangerous; it is a matter of each dog’s level of socialization. Councillor Lulham suggested that the OMVQ’s representatives may recommend the integration of the established socialization tests as part of a licensing process for dogs of certain breeds with a reputation for having an aggressive nature.

The Mayor emphasized the danger that dogs of certain breeds pose to humans. Specifically, while all dogs may be prone to bouts of aggression, certain breeds are physically capable of causing serious injury, or death, to humans.

Councillor Samiotis supported Councillor Lulham’s recommendation for the City to adopt control mechanisms imposable on all dangerous dogs, without regulating any specific breeds.
The Director General informed Council that he will present a report at the General Committee’s upcoming meeting on the past incidents involving acts of aggression by dogs within the City in order for Council to develop its policy based on these statistics.

Councillor Smith noted that the issue of dangerous dogs in Summit Woods in particular should be addressed in the City’s prospective policy on the matter.

M\textsuperscript{e} St-Jean informed Council that under section 13 of By-law 535, “Concerning Dogs and the Licensing thereof,” Council is already endowed with the power to order by resolution at any time that all dogs within the City be muzzled.

Confidential items were discussed.

**ONGOING ITEM: MTQ/AMT**

Councillor Samiotis reported that the new representative for the MTQ regarding the prospective sound barrier has still not contacted the City.

**ONGOING ITEM: TRAFFIC**

Further to Councillor Davis’ inquiry, Councillor Cutler explained that as the prospective trucking route does not extend north of Sherbrooke Street, trucks can still use those roads to the extent that they are necessary for reaching their destination, but not for commuting.

- *It was agreed* that for the upcoming General Committee meeting, Director Raggo will provide a revised timeline for the trucking route’s implementation further to assessing the current proposed timeline with Legal Services.

Councillor Cutler reported that the former speedbump on Sunnyside Avenue will be replaced. He informed Council that further to Councillor Lulham’s and his recommendation to the TAC, the committee will examine the possibility of installing electrical terminals in the Victoria Avenue and Greene Avenue parking lots. Councillor Cutler reported that in order to provide handicap parking spaces, the City will install parking meters next to these spaces that are handicap-accessible. Councillor Forbes expressed her support for the installation of these parking meters.

**NEW BUSINESS: ROSLYN SCHOOL LANDSCAPING**

The Mayor informed Council that he and Councillor Cutler met with a resident of Roslyn Avenue who expressed his displeasure regarding the granting of the permit for the Roslyn School landscaping. The Mayor explained that in January, further to a request from a group of Roslyn Avenue neighbours residing across and south of the Roslyn School entrance, Director Poirier met with them to discuss their concerns regarding the school’s landscaping. However, the concerns of the individual in question and his neighbours residing to the north
of the school entrance were not addressed. This resident believes that no additional parking spaces should be added to the parking lot. Most importantly, the Mayor pointed out that the permit was approved at the May Special Sitting. He explained that the policy required that permits for such significant projects should not be voted on at the mid-month meetings, which are supposed to be restricted to very minor permits such as for windows and doors – given the complete lack of media and public presence.

Councillor Samiotis affirmed that the new landscaping provides more greenspace and a reconfigured parking lot that respects the property’s setback and offers more parking spaces while still respecting the ratio of maximum parking spaces to students.

NEW BUSINESS: ST-LÉON UPDATE

Councillor Samiotis informed Council that she and Councillor Forbes met with the Ministry of Education’s representative regarding the future of St-Léon School. A plan, budget, and timeline will be developed over the course the year. She reported that, during the Mayor’s meeting with Mayor Denis Coderre – which she attended – on June 17th, Mayor Coderre affirmed that he is working towards the creation of a new school in Ville-Marie.

NEW BUSINESS: SOUND BARRIER – PROPOSAL FROM KPH

The Director General relayed KPH’s proposal for a mural to be painted on the sound barrier along Selby Park in light of the graffiti issue.

Councillor Lulham informed Council that the glass sound barrier to the south of Abbott Avenue needs to be cleaned. She noted the unfortunate and exorbitant additional cost of the flag man required by C.P. Rail for the carrying out of such maintenance work.

➢ It was agreed that the City will proceed with the painting of murals on the sound barriers located along Selby Park and south of Abbott Avenue.

ABSENCES

Council members were requested to submit their absence sheets to the City Clerk.

The meeting was adjourned at 10:19 p.m.