MINUTES OF PROCEEDINGS OF THE MEETING OF THE GENERAL COMMITTEE OF COUNCIL OF THE CITY OF WESTMOUNT HELD AT CITY HALL ON JULY 4, 2016 AT 5:03 P.M. AT WHICH WERE PRESENT:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Victor M. Drury</td>
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<td>Mayor</td>
<td>Peter F. Trent</td>
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<tr>
<td>Councillors</td>
<td>Philip A. Cutler, Rosalind Davis, Nicole Forbes, Cynthia Lulham, Patrick Martin, Christina Smith</td>
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<td>Absent</td>
<td>Theodora Samiotis</td>
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<tr>
<td>Administration</td>
<td>Sean Michael Deegan, Director General Martin St-Jean, Director of Legal Services and City Clerk</td>
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<tr>
<td>Recording Secretary</td>
<td>Andrew Brownstein</td>
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NOTE TO THE READER:

The comments, opinions and any consensus views reflected herein are those of the participants in their individual capacity. As such, they are not binding upon the City or the administration.

The City and its administration are only bound by decisions that are authorized by the Municipal Council in the course of a public meeting by way of a resolution or a by-law.

GENERAL COMMITTEE AGENDA

Adoption of the General Committee Agenda of July 4, 2016

It was agreed that the Agenda of the July 4, 2016 meeting of the General Committee of Council be adopted, with the addition of the following item under New Business:

- Pool Schedule – Adult Swim (Councillor Davis).

Confirmation of Minutes of the Meeting of General Committee Held on June 20, 2016

The Minutes of the General Committee of Council’s meeting held on June 20, 2016 were adopted with corrections.

Business arising from the Minutes of the Meeting of General Committee Held on June 20, 2016

Regarding the funding for the work to be carried out on Summit Woods, Councillor Lulham briefed Council on her meeting with the Ministry of Culture and Communications representative held on June 23rd. She explained that Westmount is included in the signed
entente for the various projects to be carried out across Mount-Royal. However, the funding for the City has not yet been approved as the representative explained that the Ministry is missing certain documents from the City. Said documents for the previous year’s funding were not submitted either. However, the Ministry never informed Public Works that these documents are outstanding. Councillor Lulham reported that for the Ministry’s prospective funding to subsidize the cost of the project, the funding must be agreed upon prior to the carrying out of any work. Accordingly, Mr. Patrick Raggo, Director of Public Works, is submitting the outstanding documents without delay. Councillor Lulham informed Council that on July 14th, the City will provide the Ministry’s representatives with a tour of the area where the work is to be carried out.

The Director General reported that he, Councillor Cutler, and Mr. Tom Flies, Assistant Director of Urban Planning, met with the architect for Roslyn School’s landscaping project. Further to the meeting, the architect will provide the City with the modified landscaping plans that incorporate the City’s requested changes. The Director General reported that he will then discuss the modified plans with Ms. Joanne Poirier, Director of Urban Planning.

Mme St-Jean informed Council that Mr. Benoit Hurtubise, Assistant Director General and Director of Hydro Westmount, and Ms. Elisa Gaetano, Assistant Director of Public Works – Infrastructure and Engineering, have been on vacation. Accordingly, the details for the policy by which the City will incorporate specs in its tenders that will effectively require bidders to have AMF approval will be established upon their return. Mme St-Jean reported that the resolution for said policy should be presentable for adoption at the August Regular Sitting. As the policy is only to take effect on January 1, 2017, the resolution’s prospective adoption in August will allow the City to give fair prior notice of the policy’s effects to the local construction industry.

**Items from the Council Agenda to be discussed in General Committee**

Councillor Lulham noted that under Item No. 17, “By-law 1500 to further Amend Zoning By-law 1303 – Commercial Uses – Westmount Recreation – Adoption of Second Draft,” an additional page appears to have been mistakenly included in one of the supporting documents. Mme St-Jean explained that the additional page must have not been removed from the template document on which it was based. He confirmed that he will remove the additional page.

The Mayor directed Council’s attention to a formatting issue on the “Sommaire Décisionnel” document under Item No. 9, “Professional Services – Integrated Management System for Human Resources and Payroll.” Mme St-Jean confirmed that he will see to its correction.

The Mayor directed Council’s attention to Item No. 20, “Mandate of Legal Proceedings – 109 Columbia Avenue and 68 Forden Crescent.” He explained that while it is a serious action to take, the City must proceed in this manner. He informed Council that 68 Forden Crescent has not been lived in for roughly three years and the two properties are in such a poor state that the unsanitary conditions pose a public health concern.

Confidential items were discussed.
ITEMS FOR DISCUSSION / DECISION

TEMPORARY CLOSURE OF THE WESTMOUNT GREENHOUSES – UPDATE

Director Raggo joined the meeting at 5:46 p.m.

Director Raggo briefed Council on MDA Architectes’ preliminary report regarding the state of the Conservatory and the Frog Pond, which the City received on June 14th. He noted MDA’s considerable delays in producing the report. The report indicates that roughly 10% of the wooden structure must be removed in order for these greenhouses to be made accessible to the public. However, Director Raggo relayed that MDA cautioned that once the work is initiated, it will likely be determined that there is more necessary work to be carried out. Director Raggo cautioned that this will likely mean significant extras, and that the City should consider the cost estimates for MDA’s proposed repair options accordingly. MDA presented five options, ranging in cost from $300,000 to $2.7 million. Director Raggo pointed out that the $300,000 option would only address superficial repairs. He advised that most architects or engineers may be hesitant to approve of the structure’s safety if such an approach is taken.

Director Raggo briefed Council on his meeting with Capital Greenhouses. If the City contracts with this firm for its services, it will assist in the development of an architectural program for an eventual restoration project by assessing the greenhouses’ needs as well as those of the City in terms of production and its residents’ use of the facility. As part of this assessment, the firm intends to seek the input of a broad set of users and staff members. The firm will also evaluate the possibility of installing an irrigation system.

Director Raggo outlined the firm’s positive reputation, referring to its work with the Montreal Botanical Gardens. He reported that further to obtaining a final service offer from Capital Greenhouses, the City will prospectively approve a purchase order to contract for the firm’s services.

Confidential items were discussed.

Director Raggo informed Council that Capital Greenhouses would provide the City with the program planning document roughly four to six weeks from the initiation of its consultation. Councillor Lulham pointed out that as the consultation cannot begin before September, the document should be expected to be received by the end of October. Director Raggo explained that based on its findings, the City would then initiate the public tender process for the restoration work.

Councillor Martin supported the decision to proceed with a program planning document, which he described as an essential component for any restoration project, as it will outline the construction and annual maintenance costs for each proposed option based on the facility’s and the City’s needs.

Further to the Mayor’s inquiry, Director Raggo explained that MDA’s preliminary report deals only with the Conservatory and the Frog Pond, as the City has prioritized the restoration of these two greenhouses while maintaining their same architectural feel.
However, Capital Greenhouses’ program planning would assess all of the greenhouses. Director Raggo noted that the grow-houses are still operational and present no danger; however, the City must still assess whether it wishes to keep them in their current configuration.

Further to the Mayor’s recommendation to seek grants for the project, Director Raggo informed Council that the City has already applied for the “Canada 150” grant, which can provide up to $500,000, for these feasibility assessments. Once a preliminary plan is established based on these assessments, the City will then apply for the infrastructure grants.

Further to the Mayor’s inquiry, Director Raggo informed Council that rather than proceeding with a preliminary temporary repair, the City is intending to carry out its full restoration project prior to reopening the greenhouses. He explained the liability associated with a temporary repair that most contractors would rather avoid. Councillor Lulham noted that as much of the greenhouses’ plants died when certain greenhouses were totally inaccessible, it is cost-effective to proceed with the full restoration now rather than doing it once more plants are grown that will then need to be displaced during the work, resulting in more losses. The Mayor emphasized the need to communicate these reasons to the public, as the greenhouses will be closed for a total of two years if the full restoration is undertaken, and potentially even longer given the significant number of experts required for consultative purposes.

The Mayor outlined the greenhouses’ historical costs of operation. In 1993, the City spent $350,000 (adjusted for inflation). In 2004, it spent $265,000 (adjusted for inflation). In 2014, it spent approximately $450,000 on the greenhouses, which includes minor repairs carried out, accounting for $60,000 to $70,000 of this amount. The Mayor described the estimated annual operational cost of the greenhouses of roughly $500,000 as significant, but reasonable. These figures do not include any amounts in capital works.

The Mayor reported that in 1999, when the Frog Pond was refurbished, Council was informed that the wood and steel structures were in satisfactory condition. Accordingly, it spent the remaining money allotted to the project on new lighting and a new floor. In 2010 and 2011, $300,000 and $275,000 were allotted respectively for “major restoration and renewal” of the greenhouses. The same amounts were allocated in the following year. This work, it appears, was never done. He noted the City’s failure to initiate any major maintenance projects for the greenhouses throughout these years. The Mayor described this as the City’s general tendency towards its infrastructure: good at constructing, bad at maintenance. He recommended, as in the past, specifying a much-increased portion of the operating budget to be allocated to building maintenance – as was done in the 2016 budget. Councillor Lulham agreed.

Director Raggo noted the current backlog of maintenance projects. He described a central part of his role as Director of Public Works as the development of a long-term investment program that focuses on infrastructure maintenance.

Councillor Smith recommended bringing the tables from the Frog Pond outside to provide more seating in front of the greenhouses. Councillor Lulham responded that this will be looked into, recommending that the tables should be brought inside at night.
Further to Councillor Davis’ inquiry, Director Raggo responded that the fish in the Conservatory are alive and well.

Director Raggo left the meeting at 6:18 p.m.

**DOG PERMITS MANAGEMENT SYSTEM**

Mr. Greg McBain, Director of Public Safety, and Mr. Claude Vallières, Division Head – I.T., joined the meeting at 6:18 p.m.

Councillor Lulham informed Council that she and Mr. Vallières met with the representatives of a company that provides a dog permits management system. She reported that they were pleased with the company’s presentation and explained that currently, the City’s dog permits are all valid from January 1st to December 31st of the year in which they are granted. Residents must renew their permits annually in person, providing a rabies vaccination certificate from a veterinarian.

Mr. Vallières presented the program, Emili.net. All dog permit information is stored in the cloud. The program was developed for the municipal sector and is currently used by approximately 11 municipalities, all of which are located on the South Shore. The system uses an identification tag with an integrated chip to be placed on the dog’s collar. The identification tag is waterproof, but the handheld device that Public Safety officers will use to scan the chips must be placed close to the tags.

Mr. Vallières outlined the program’s pricing structure. The company’s regular annual fee is $0.25 per resident. For Westmount, this amounts to $5,000 per year. The company is proposing that the City pay $5,000 for the first year, $2,000 for the second and third years, and then $5,000 for each subsequent year.

Mr. Vallières informed Council that the system will prospectively be online in September, offering users permits valid for one year from when they are granted. Director McBain noted that the program also acts as a communication system, allowing the City to send out notices of park closures, and lost and found animals. Councillor Cutler recommended looking into the possibility of offering this lost and found aspect of the program to other pet owners. Councillor Lulham informed Council that the program alerts dog owners 30 days prior to a permit’s expiration of their obligation to renew their permits.

Mr. Vallières confirmed that dog owners can choose to use the program in either English or French.

**STATISTICS ON THE NEW PARKING METER SYSTEM**

Mr. Vallières reported to Council on the revenue from parking meters. From January to April (inclusive) 2016, the parking meters generated an average of $183,941 per month. In May and June, they generated $207,299 and $203,398 respectively. Director McBain pointed out that the City does not impose metered parking on statutory holidays.
Mr. Vallières reported to Council on the revenue from parking infractions. From January to April (inclusive), an average of 4,250 tickets was issued per month. In May and June, 3,216 and 3,547 tickets were issued respectively.

Director McBain pointed out that the temporary closure of Westmount Avenue for construction has resulted in fewer tickets being issued for parking infractions, as motorists often remain parked on the street during the scheduled maintenance hours. The Director General noted that since the new system’s installation, metered parking ends at 6:00 p.m. throughout the City, which has contributed to fewer tickets being issued. Councillor Cutler inquired as to the number of tickets issued for parking meter violations in relation to those issued for other parking infractions. Director McBain confirmed that he will provide the breakdown of the tickets issued.

Regarding the question from a previous General Committee meeting as to whether the new system prohibits vehicles from parking for more than four hours within a certain zone, Mr. Vallières informed Council that a motorist can keep extending his paid parking time within a certain zone, but must make a new transaction every two hours. Further to Councillor Cutler’s inquiry, Mr. Vallières reported that it is very rare that motorists remain parked for more than four hours in the same location.

Further to Councillor Smith’s inquiry, Director McBain informed Council that the City is keeping roughly 20 of its old parking meters as handicap parking spots. These meters can be replaced with a new one that accepts credit card payment. Currently, handicapped motorists can either pay with change at the parking meter, with change or a credit card at the pay station, or by credit card through the mobile application. Director McBain reported that upon the new system’s installation, many residents expressed their concerns to him that the pay stations are located too far from the handicap parking spaces. Councillor Cutler noted the standard in other municipalities of providing handicapped motorists with the means to pay for their parking next to the handicap parking space. Mr. Vallières briefed Council on the archaic I.T. programs that the City is currently still using and are in need of replacement.

Councillor Martin inquired as to whether the formatting for the table used by La Géomatique for Urban Planning can be modified. Mr. Vallières confirmed that it can be, and reported that he will see to its modification.

Director McBain and Mr. Vallières left the meeting at 6:49 p.m.

Confidential items were discussed.

109 COLUMBIA AVENUE & 68 FORDEN CRESCENT

M° St-Jean informed Council that under Item No. 20, “Mandate of Legal Proceedings – 109 Columbia Avenue and 68 Forden Crescent,” on the Council Agenda, the resolution will grant a mandate to Irving Mitchell Kalichman to represent the City against the owners of
109 Columbia Avenue and 68 Forden Crescent. As the Mayor explained earlier, M\^e St-Jean explained that the City must proceed in this manner as the two properties are in such a poor state that the unsanitary conditions, notably the vermin they have attracted, pose a public health concern, adding that 68 Forden Crescent has not been lived in for roughly three years.

Further to Councillor Lulham’s inquiry, M\^e St-Jean confirmed that the two property owners have continued to pay their taxes.

Confidential items were discussed.

Councillor Lulham expressed her support for the proposed resolution.

Confidential items were discussed.

Further to Councillor Forbes’ inquiry, M\^e St-Jean informed Council that no City representatives have entered the house located at 109 Columbia Avenue, but that Public Security officers have taken note of the poor state of the property and its unsanitary conditions by looking through the building’s windows from the public space.

Confidential items were discussed.

**CONFIDENTIAL CONTENT OF GENERAL COMMITTEE MINUTES**

M\^e St-Jean presented the policy regarding the “Provision of information to the public from Council and Committee meetings,” established in 1997.

The Mayor expressed his surprise at the breadth of topics that the policy indicates should be kept confidential. He explained that many “planning matters” should be public, one example being the Southeast Sector planning process. M\^e St-Jean recommended that the policy distinguish between specific applications and broad urban planning projects and policies. Councillor Martin pointed out that “contracts and negotiations thereof” should be limited to the negotiations. The Mayor agreed. Further to the Mayor’s inquiry, M\^e St-Jean explained that “real estate” should be interpreted to constitute only matters dealing with personal information, as opposed to broad real estate development projects. The Mayor inquired as to the meaning of “Council and Committee strategy and timing.” He noted that “financial matters” is too ambiguous. Ultimately, he recommended the adoption of a revised policy that reflects the City’s intention to make all matters public that can be made public, with certain confidential matters being the exception to the rule.

**COUNCIL OBJECTIVES FOLLOW-UP**

**TRAFFIC**

Councillor Lulham reported that the TAC is scheduled to meet the following week.
Further to the Mayor’s suggestion, Councillor Cutler confirmed that he will report on the manner in which the traffic data for the trial bicycle path is being recorded and the timeline for the analysis of said data.

INFRASTRUCTURE AND PARKS

Councillor Lulham informed Council that she met with Public Works the previous week regarding the work to be carried out in King George Park and Westmount Park. She outlined Public Works’ concern with the state of the infrastructure in Westmount Park, which requires an overall refurbishing. Specifically, she reported that the sewers are not functioning optimally, the lagoon leaks, and the wires that run through the trees have made it difficult for them to be trimmed. The pathways, landscape, and playground equipment are in need of refurbishing. She informed Council that Ms. Gaetano and Ms. Jayme Gerbrandt, the City’s horticulturalist, are evaluating the work to be carried out and will present Council with a three-year budget for said work.

Councillor Martin presented several pictures demonstrating the poor condition of many of the City’s roads and sidewalks. He pointed out that the City currently has many of these roads and sidewalks classified as being in fair condition, and none are scheduled for repair. Councillor Martin recommended that the City allocate sufficient funds for this work to be carried out when it establishes the 2017 budget.

The Mayor agreed that the City must focus on the maintenance of its infrastructure. He noted that the total capital budget for roads, sidewalks, watermains, and sewers has already been increased by 40% in 2016. He requested that Public Works provide Council with a detailed infrastructure maintenance plan towards which the City can then allocate its funds. Councillor Lulham recommended that Councillor Martin, as the Commissioner of Public Works, meet regularly with the department in order to ensure its development of an infrastructure maintenance plan.

NEW BUSINESS: POOL SCHEDULE – ADULT SWIM

Councillor Davis briefed Council on the “swim-in” held the previous week. Between 20 and 30 people attended, some of whom were not residents. They agreed to leave the pool in order to discuss the issue with Councillor Davis, and accordingly, no memberships were revoked. However, while the members of the group then voiced their opinions, they did not demonstrate any intention to have a fruitful discussion on the matter.

The meeting was adjourned at 8:00 p.m., at which point Council held its Regular Sitting. The meeting was reconvened at 9:29 p.m.
COUNCIL OBJECTIVES FOLLOW-UP (CONTINUED)

COMMUNICATIONS

Councillor Davis informed Council that a survey regarding the City’s services was distributed via E-Westmount. The Director General reported that 50 responses were received on the day that it was distributed. E-Westmount has 4,000 residents on its distribution list.

Councillor Lulham reported that Director Raggo presented her with a draft of a communications pamphlet regarding the urban forest and the manner in which it is to be managed. Rather than distributing this pamphlet, Councillor Lulham recommended drawing more attention to the urban forest page on the City’s website. Councillor Martin agreed, noting that it is more appropriate to deliver a communication regarding the urban forest through a paperless medium.

Confidential items were discussed.

NEW BUSINESS: POOL SCHEDULE – ADULT SWIM (CONTINUED)

Councillor Forbes inquired as to whether the City will revoke the pool memberships of those who participate in another “swim-in” should another one be held. She noted that the parents present at last week’s “swim-in” instructed their children to remain in the pool after the lifeguards requested that they leave. The Mayor responded that Council has already agreed to proceed in this regard.

Councillor Davis recommended adopting an approach similar to those of many ski hills stipulating that the corners of a member’s card are clipped for each infraction, and a certain number of clipped corners results in the revocation of the membership. She noted, however, that the City should adopt and publicize a policy by which pool memberships are to be revoked if the pool user disobeys the facility’s rules. The Mayor recommended that said policy apply to the use of all City facilities.

The Director General pointed out that said policy may already be indicated on the back of the WRC facility membership cards, but in any case, it has never been applied.

- It was agreed that the administration will draft and adopt a formal policy stipulating that the disobedience of any City facility’s rules may result in the revocation of the membership required for its use.

Councillor Lulham recommended recording the number of swimmers and the weather between 12:00 p.m. to 1:00 p.m. in order to evaluate the pool schedule. Councillor Davis responded that the pool managers are expected to already be carrying this out.

Councillor Davis informed Council that the current schedule provides for adult-only lap swim from 6:30 p.m. to 7:15 p.m. on Tuesdays, Thursdays, and Fridays, only 45 minutes
three nights a week. A shared lap swim is scheduled during this time slot on Mondays and Wednesdays. She noted that the lap swimmers are satisfied with this schedule.

Councillor Lulham explained the difficulty of swimming laps while children are present and often jumping into the lanes.

Councillor Smith requested the statistics on the number of lap swimmers on the shared lap swim evenings versus the adult-only lap swim evenings. She recommended that the City’s pool schedule err on the side of inclusivity.

Councillor Davis compared the number of hours during which the pool is open to everyone versus the limited period when it is only open to adults. She referred to other municipalities’ practices in this regard, many of which provide more adult-only time. She explained that regardless of the pool schedule, either some lap swimmers or some children and their families, or perhaps some of both, will be dissatisfied.

Councillor Lulham emphasized the need to enforce the parking regulations that apply to the WRC parking lot.

Confidential items were discussed.

MEETING SCHEDULES

Copies of the following documentation were distributed:

- Council schedule of events for the month of July, 2016; and
- Council schedule of events for the month of August 2016;

ABSENCES

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

The meeting was adjourned at 10:06 p.m.

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Victor M. Drury                   M. Martin St-Jean
Acting Mayor                     City Clerk