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**MINUTES OF PROCEEDINGS OF THE MEETING OF THE GENERAL COMMITTEE OF COUNCIL (GC) OF THE CITY OF WESTMOUNT HELD AT CITY HALL ON APRIL 16, 2018 AT 4:35 P.M. AT WHICH WERE PRESENT:**

Chair	Anitra Bostock
Mayor	Christina Smith
Councillors	Marina Brzeski Mary Gallery Cynthia Lulham Kathleen Kez Conrad Peart Jeff J. Shamie

**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.

Absent	Philip A. Cutler
Administration	Benoit Hurtubise, Director General (DG) Sandra Avakian, Assistant Director General (ADG) Nicole Dobbie, Assistant Director of Legal Services and Assistant City Clerk
Recording Secretary	Andrew Brownstein

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Mr. Greg McBain, Director of Public Security, and Mr. Claude Vallières, Division Head – I.T. joined the meeting at 4:35 p.m.

**GC AGENDA**

**Adoption of the GC Agenda of April 16, 2018**

**It was agreed** that the Agenda of the April 16, 2018 meeting of the GC be adopted, with the addition of the following item under New Business:

- CIUSSS (Councillor Brzeski).

**ITEMS FOR DISCUSSION / DECISION**

**2018 DROPBIKE PROPOSAL**

Last year's pilot project, which ran from August to the end of November, was well-received by residents. While the bicycles, equipped with GPS from which data was collected and

shared with the City, could have seen more widespread use had Dropbike promoted its service better, the company considers the pilot project to have been a success.

Accordingly, Dropbike has proposed a three-year contract, at no cost to the City, that would entail an expansion from the pilot project's 50 bicycles to 100 bicycles and 13 havens (locations where the bicycles can be stationed) to 25 havens. Just as the havens' locations for the pilot project were approved by Director McBain, the City's liaison with Dropbike, the same would be done for the additional havens. The City would reserve the right to remove any haven at any time following a complaint. The havens are currently designated by orange tape around their perimeter, but Dropbike has offered to add bicycle racks at the City's request. Dropbike has proposed for the bicycles to be put out by June at the latest and removed by November 15<sup>th</sup>. GC members recommended that in order to attract the most use, the bicycles should be put out as soon as possible, at least the 50 used for the pilot project if the rest are not yet ready, as the cycling season has already begun.

Confidential items were discussed.

GC members discussed the \$50 deposit for each use, noting that some users may find it excessive, particularly the youth, who would likely make up a significant portion of those using the bicycles.

As part of Dropbike's promotion of its service, the company's representatives are planning to attend Family Day to inform residents about the service.

As Westmount would be the only city in which Dropbike would operate, the bicycles could only be used within the City. However, it is a growing service, with 1,500 bicycles being put out in Kelowna this week. While the City of Montreal currently has a lot invested in BIXI given the number of bicycles and docking stations it has financed, Dropbike is a more suitable service for local use in that, the havens do not take up parking spaces.

Dropbike has considered the possibility of adding scooters to their service as an alternative for certain circumstances, similar to the scooter sharing-system used in Santa Monica, California, Bird.

- **It was agreed** in principle that City will negotiate a contract with Dropbike for a term of up to three years, with an exit clause to apply in cases of poor maintenance of the bicycles or non-compliance with the *Highway Safety Code*, and on the conditions that Dropbike begin its season as early as possible, continue to share its GPS data with the City, namely the routes taken by cyclists, presented in heat maps, which will direct the City in its placement of bicycle paths, and continue to cooperate with the City regarding the placement of havens in the manner described above. While the City wants to prioritize promoting cycling, it will also recommend that Dropbike continue to consider the addition of scooters to their service as an alternative for certain circumstances. In the context of its negotiations, the City will emphasize that it is Dropbike's responsibility to promote its service.
- **It was agreed** that subject to the establishment of a contract with Dropbike, while the City will not repeatedly promote the service, it will announce when the

bicycles are put out on its website and on social media and explain how the service works.

## **2017 BIXI REPORT**

The 2017 BIXI Report indicates that in 2017, transactions increased by 3.8% from the previous year. The docking stations at the intersection of Greene Avenue and De Maisonneuve Boulevard and the intersection of Victoria Avenue and De Maisonneuve Boulevard are the busiest in the City, with the former being the busiest in the entire network. Overall, there was an average of 1,123 transactions per docking station in Westmount compared to 409 per docking station in Montreal. As a result, many stations are often empty.

Accordingly, BIXI has proposed the addition of three stations with 15 bicycles each for a total cost of \$185,000 for the City, which is paid to BIXI's supplier as a one-time investment. The City has already refused to pay any of the company's operating costs. The City does not receive any money from BIXI.

As the City does not currently have the requested \$185,000 allocated for this purpose, the TAC has recommended allocating the funds for the service's expansion in future years, proceeding with the status quo for 2018.

Ms. Julie Mandeville, Director of Finance and Treasurer, joined the meeting at 5:04 p.m.

- **It was agreed** that Director McBain will communicate with BIXI to propose the expansion of a few of the existing docking stations as a way of exploring a less expensive alternative to the installation of three new stations with 15 bicycles each.

Confidential items were discussed.

The ADG and Director McBain left the meeting at 5:17 p.m.

## **ELECTED OFFICIALS' EXPENSE POLICY**

As of 2016, under the *Act respecting the remuneration of elected municipal officers*, every municipality having a population of 20,000 or more must allocate an amount equal to or greater than 1/15 of 1% of its budget for the reimbursement of councillors' research and support expenses. For Westmount, this amount constitutes \$85,000. Research and support expenses are limited to what is necessary for the councillor's duties, namely representing residents and acting as a member of the regulatory body that is the Council. This includes cellular phone expenses, typically of around \$50/month, depending on the circumstances, internet expenses, and could theoretically include the rental of an office, to the extent that these are necessary.

Director Mandeville briefed the GC on the "Elected Officials' Expense Policy."

Every year, before March 31<sup>st</sup>, the City is obliged to publish a list of the expenses reimbursed, identifying the nature and amount of each expense as well as who incurred it. The unused portion of the aforementioned allocation is then added to the City's surplus.

M<sup>e</sup> Dobbie and Director Mandeville left the meeting at 5:32 p.m.

The meeting was adjourned at 5:32 p.m., at which point Council held its Regular Sitting. The meeting was reconvened at 5:39 p.m.

M<sup>e</sup> Martin St-Jean, Director of Legal Services and City Clerk, and Mr. Tom Flies, Director of Urban Planning, joined the meeting at 5:39 p.m.

### **GIS SOFTWARE PLATFORM AND TECHNICAL ISSUES**

Geographic information system (GIS) software captures, records, and analyzes spatial and geographic data. For municipalities, this technology can be used as a georeferenced asset management system for all municipal infrastructure.

The City has decided to begin using GoCité, a GIS software currently being used by many municipalities and regional county municipalities across the province. Mr. Vallières presented the three-year budget plan for integrating GoCité into the City's administration as well as the organizational chart for the project, which includes Mr. Vallières heading the project and the Directors of Hydro Westmount, Urban Planning, and Public Works overseeing the system's integration into their respective departments' activities, and prospectively, two geomatics technicians when the suitable candidates can be retained, as this is a highly specialized job.

Confidential items were discussed.

Mr. Vallières left the meeting at 6:08 p.m.

### **DATA COLLECTION AND FIELD SURVEY**

Further to the GC's decision at its March 5<sup>th</sup> meeting to initiate field studies for the collection of data regarding certain urban planning issues, based on which the City will review its current policies and adopt future ones, Director Flies presented his recommendations for the initiative.

In order to proceed efficiently, a consultant should be hired. Whether or not students are employed to work the project, as had been proposed when the matter was discussed at the March 5<sup>th</sup> meeting, a professional will still need to coordinate and review the data. Moreover, a consultant will provide an analysis based on this data.

While several issues could be the subject of field studies, the most pressing are an analysis of the windows and doors on Category I buildings, approximately 1,100 properties, and of the on-property parking resources for low-rise residential properties south of Côte-Saint-Antoine Road, approximately 1,900 to 2,100 properties.

Confidential items were discussed.

While this type of data collection is sometimes hindered by a minority of property owners' opposition to allowing those recording the data onto their property when a close-up view is required, like for determining the materials used on windows and doors that have been replaced, these field studies will nonetheless provide data on the vast majority, a significant enough sample for the City's analysis.

In the event that the field study on parking pads leads the City to permit the construction of a certain number of additional parking pads, based on and according to the criteria that it determines, a porous or semi-porous material could be used for their construction instead of asphalt.

- **It was agreed** that the City will seek the services of a consultant to carry out the data collection and associated field surveys for windows and doors on Category I buildings and for on-property parking resources for low-rise residential properties south of Côte-Saint-Antoine Road, which will highlight the streets on which most, but not all, houses have parking pads.
- **It was agreed** that the DG will inquire with the SAAQ as to how many motor vehicles are registered by the City's residents.

### **DEMOLITION COMMITTEE MEETING – 51 CHEMIN DE LAVIGNE**

Ms. Jodoin joined the meeting at 6:53 p.m.

Ms. Jodoin and Director Flies briefed the GC on the proposed demolition and its replacement. The application requests a permit for the demolition of a two-storey (plus basement) Category II house built in 1952, to be replaced with a three-storey (plus basement) house. The house has remained essentially the same since its construction, with the exception of some minor interior renovations in 1988, namely to the bathrooms, and the replacement of some windows.

The house is situated in Heritage Area 10. GC members examined the heritage area and in particular, the heritage classification of the surrounding houses.

GC members examined the replacement program, which is the product of the applicant's revisions further to the PAC's comments on several occasions since the application was submitted in full in June 2017. On February 13, 2018, the PAC recommended that the file be referred to and approved by a Demolition Committee, and then ultimately approved by Council, on the following conditions:

1. A recycling/reusing plan be established for the demolition refuse;
2. Should the project require excavation, a rock excavation and blasting permit will be requested;
3. A site management plan will be established for the demolition and construction;

4. A monetary guarantee will be paid as a deposit to be reimbursed when the new building is completed and fit for habitation; and
5. The demolition be carried out within 12 months of the permit's issuance.

The evaluation criteria for permitting a demolition, as stipulated in By-law 1317, demonstrate the City's goal of preserving its built heritage. Applicants have the burden of proving that their proposal meets the criteria, and every developer doing business in Westmount is expected to be aware of By-law 1317 and its criteria for demolition.

Since 2000, there have been ten complete and five partial demolitions of Category II buildings, and nine complete and six partial demolitions of Category III buildings. The last complete demolition was of a Category II building in 2012.

The notice of the Demolition Committee's meeting scheduled for May 7<sup>th</sup> was published on April 6<sup>th</sup>. Only one resident's written comments were received in the ten-day period following the notice's publication. The resident did not express support or opposition for the project, but rather requested that if the permit is granted, his or her property be protected.

Director Flies and Ms. Jodoin left the meeting at 7:47 p.m.

### **EXPROPRIATION OF WESTMOUNT LAND BY THE MTQ**

The DG presented a map of the land that the MTQ has expropriated from the City. While provisional payments have been made for the four pieces of land expropriated, the MTQ owes the City compensation for the inconveniences and losses caused by the expropriation. The determination of the appropriate amount for such compensation may be established by agreement; however, in the current absence of an agreement with the MTQ, the matter may have to be decided upon by the *Tribunal administratif du Québec*, unless an agreement is reached beforehand.

Confidential items were discussed.

M<sup>e</sup> St-Jean left the meeting at 8:01 p.m.

### **GC AGENDA (Continued)**

#### **Confirmation of Minutes of the Meeting of the GC Held on April 3, 2018**

The Minutes of the GC's meeting held on April 3, 2018 were adopted with corrections.

#### **Business Arising from Minutes of April 3, 2018**

Confidential items were discussed.

Councillor Lulham and Councillor Peart visited Bell Canada's 16 proposed locations for the installation of new Central Splitting Point (CSP) boxes for its new fibre optics network with

the company's representatives. The Councillors recommended that a few of the boxes be moved slightly, generally away from a street corner, and for those proposed to be installed in a park to be mounted on a pole instead. The Councillors also took the opportunity to point out the existing CSP boxes in need of maintenance.

Bell will follow-up with the City on the proposed modifications to the locations on April 17<sup>th</sup>, and on April 20<sup>th</sup>, Councillor Lulham and Councillor Peart will meet with the company's representatives to discuss the ultimate locations for the CSPs.

Confidential items were discussed.

### **NEW BUSINESS: CIUSSS**

Councillor Brzeski reported on the meeting organized by the *Centre intégré universitaire de santé et de services sociaux du Centre-Ouest-de-l'Île-de-Montréal* (CIUSSS Centre-Ouest) that she attended alongside other elected officials within the territory covered by the CIUSS Centre-Ouest.

Under the new system for the CIUSSs, patients call one central telephone line and are directed to the hospital/medical institution that handles the issue they are experiencing.

At the meeting, CIUSS Centre-Ouest's representatives outlined the education campaign for the new system, which includes holding town halls, coordinating with community organizations to provide information sessions to their members, and reaching out to seniors and to parents through their children's schools. GC members discussed the possibility of reaching out to certain residents to suggest they assist in this initiative.

### **CEAC AND SUB-COMMITTEES**

The Community Events Advisory Committee (CEAC) is chaired by Ms. Donna Lach, Assistant Director of the Library and Community Events, who reports to Ms. Julie-Anne Cardella, Director of the Library and Community Events. In addition to some other smaller events, CEAC coordinates three major events, namely Family Day, scheduled for May 26<sup>th</sup> this year, and the celebrations for the *Fête nationale* and Canada Day, overseeing the three volunteer-based sub-committees that organize these events.

GC members discussed the need to attract more volunteers to commit to coordinating these community events, as in their absence, the added responsibility is borne by Director Cardella and Ms. Lach, the only two employees in charge of coordinating these events.

- **It was agreed** that the City will publicize its search for volunteers to join CEAC and be assigned to a sub-committee for the organization of a specific community event.
- **It was agreed** that the City will draft clear mandates that detail the role of volunteers on these committees.

Confidential items were discussed.

- **It was agreed** that the City will survey its residents to determine their preferred community events and activities at said events. The survey will also indirectly serve to inform residents, who might otherwise be unaware, of these community events and activities.

### **ABSENCES**

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

The meeting was adjourned at 9:31 p.m.

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Anitra Bostock  
Acting Mayor

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M<sup>e</sup> Martin St-Jean  
Director of Legal Services and City  
Clerk