

**Minutes of Town of Hampstead**

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF HAMPSTEAD HELD ON DECEMBER 3<sup>RD</sup>, 2012, AT THE COMMUNITY CENTER, 30 LYNCROFT ROAD, AT 8:00 P.M.**

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**THOSE PRESENT WERE:** Mayor William Steinberg, Councillors Bonnie Feigenbaum, Jack Edery, Leon Elfassy, Michael Goldwax and Harvey Shaffer, forming a quorum with Mayor Steinberg presiding.

**ABSENT:** Councillor Abraham Gonshor

**ALSO PRESENT:** Mr. Richard Sun, Director General and Me Nathalie Lauzière, Town Clerk, acting as Secretary of the Meeting.

**FIRST QUESTION PERIOD**

The Mayor invited those persons in attendance to ask their questions.

2012-312

**ADOPTION OF THE AGENDA**

On motion of Councillor Harvey Shaffer, seconded by Councillor Michael Goldwax, it was UNANIMOUSLY RESOLVED:

- THAT the agenda of the regular meeting is hereby adopted as submitted.

Adopted

2012-313

**ADOPTION OF THE MINUTES**

On motion of Councillor Harvey Shaffer, seconded by Councillor Leon Elfassy, it was UNANIMOUSLY RESOLVED:

- THAT the Minutes of the Regular Council Meeting of November 5<sup>th</sup>, 2012 and the Special Meeting of November 19<sup>th</sup>, 2012 be and are hereby approved as submitted.

Adopted

2012-314

**APPOINTMENT OF ACTING MAYORS FOR THE YEAR 2013**

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On motion of Councillor Bonnie Feigenbaum, seconded by Councillor Harvey Shaffer, it was UNANIMOUSLY RESOLVED:

- THAT the following Councillors be and are hereby appointed Acting Mayor effective on the dates indicated, to have and exercise all powers of the Mayor when the latter is absent or otherwise unable to perform his duties, the whole in accordance with Section 56 of the *Cities and Towns Act*:

Councillor Jack Edery  
January 1, 2013 to March 31, 2013

Councillor Bonnie Feigenbaum  
April 1, 2013 to June 30, 2013

Councillor Harvey Shaffer  
July 1, 2013 to September 30, 2013

Councillor Leon Elfassy  
October 1, 2013 to December 31, 2013

Adopted

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2012-315

**REGISTRATION OF DELEGATES TO ATTEND THE 2013 ANNUAL CONFERENCE OF THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)**

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WHEREAS the 2013 Annual Conference of the Government Finance Officers Association (GFOA) will be held in San Francisco, California from June 2 to June 5, 2013;

On motion of Councillor Harvey Shaffer, seconded by Councillor Jack Edery, it was UNANIMOUSLY RESOLVED:

- THAT Council authorizes the following delegates to attend the 2013 Annual Conference of the Government Finance Officers Association (GFOA):

Richard Sun, Director General  
Jack Edery, Councillor  
Armin Klaus, Treasurer  
Valentina Todoran, Assistant Treasurer

Adopted

2012-316

**NOTICE OF MOTION – BY-LAW N° 747-21 – AMENDMENT TO BY-LAW N° 747 TO DECREE THE FEE SCHEDULE FOR CULTURAL, SPORTS AND LEISURE ACTIVITIES FOR SPRING/SUMMER 2013**

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NOTICE OF MOTION was given by Councillor Bonnie Feigenbaum that, at a subsequent meeting of Council, By-law N° 747-21 further modifying By-law N° 747 to Decree the Fee Schedule for Cultural, Sports and Leisure Activities for Spring/Summer 2013 will be submitted to Council for adoption.

All Council members have received a draft copy of By-law N° 747-21 and a motion to dispense with the reading of the said By-law was made.

2012-317

**NOTICE OF MOTION – BY-LAW N° 801 – TAX RATES FOR THE YEAR 2013**

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NOTICE OF MOTION was given by Councillor Jack Edery that, at a subsequent meeting of Council, By-law N° 801, decreeing and imposing the tax rates to cover the Town's Expenses for the Year 2013, will be submitted to Council for adoption.

2012-318

**DEPOSIT – EXTRACT FROM REGISTER OF DISCLOSURE STATEMENTS OF MEMBERS OF COUNCIL**

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An extract from the register containing the disclosure statements for the acceptance by Council members of gifts, hospitalities or benefits of a value under \$40, has been deposited, at this Council Meeting, in accordance with Section 7 of By-Law no. 782 regarding the adoption of a code of ethics and conduct for members of Council of the Town of Hampstead.

The Council acknowledges and accepts the deposit of this document.

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2012-319

### **DEPOSIT OF CERTIFICATE OF THE TOWN CLERK RE REGISTER OPENED FOR PERSONS QUALIFIED TO VOTE ON BY-LAW N<sup>o</sup> 797**

The Town Clerk deposits the certificate of the registration procedure for voting on the By-law no.797 entitled “By-law concerning a loan for the rehabilitation of infrastructure and safety of playgrounds through the use of part of the available balance of the loan By-law no. 749” and reported that, after the registration proceedings called for and held at the Town Hall, on November 7th, 2012, from 9:00 a.m. to 7:00 p.m.:

- That the number of persons qualified to vote on this By-law was 4,967;
- That the number of signatures of persons qualified to vote required to make the holding of a poll obligatory is 500;
- That the number of persons qualified to vote who have registered has been 1; and
- That By-law N<sup>o</sup> 797 has therefore been deemed approved by the persons qualified to vote.

The Council takes note of the deposit of the said certificate by the Town Clerk.

2012-320

### **DEPOSIT OF CERTIFICATE OF THE TOWN CLERK RE REGISTER OPENED FOR PERSONS QUALIFIED TO VOTE ON BY-LAW N<sup>o</sup> 798**

The Town Clerk deposits the certificate of the registration procedure for voting on the By-law no.798 entitled “By-law concerning a loan for the rehabilitation of the municipal yard through the use of part of the available balance of the loan By-law no. 749” and reported that, after the registration proceedings called for and held at the Town Hall, on November 7th, 2012, from 9:00 a.m. to 7:00 p.m.:

- That the number of persons qualified to vote on this by-law was 4,967;
- That the number of signatures of persons qualified to vote required to make the holding of a poll obligatory is 500;
- That the number of persons qualified to vote who have registered has been 1; and
- That By-law N<sup>o</sup> 798 has therefore been deemed approved by the persons qualified to vote.

The Council takes note of the deposit of the said certificate by the Town Clerk.

2012-321

### **AWARDING OF THE PROPERTY INSURANCE CONTRACT (DAMAGES AND LIABILITY) FOR 2013**

WHEREAS for the purpose of purchasing group property insurance with a possibility for a group deductible, the Town, along with the other reconstituted municipalities of the Island of Montreal, is participating in a joint agreement with the Union des Municipalités du Québec for a five-year period from January 1, 2009 to December 31, 2013;

WHEREAS *René Laporte et Associés Inc.* and the Union des Municipalités du Québec have negotiated the conditions for the renewal of the insurance contract for the *Regroupement des municipalités de l'Île de Montréal* for the 2013 term;

WHEREAS the consultant, *René Laporte et Associés inc.*, recommends that it is to the Town's advantage to accept the conditions of renewal offered by *BFL Canada Risques et Assurances inc.* for property, civil and municipal liability insurance and to allow for the establishment of \$525,000 of civil liability group deductible coverage;

On motion of Councillor Harvey Shaffer, seconded by Councillor Michael Goldwax, it was UNANIMOUSLY RESOLVED:

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- THAT the Town grants the renewal of the property insurance contract from January 1, 2013 to January 1, 2014 to the following insurers through insurance broker *BFL Canada Risques et Assurances inc.*:

<u>Insurance</u>	<u>Insurer</u>
Goods	Affiliated FM
Machine breakdown	Affiliated FM
Crime	Chartis
Primary responsibility	Lloyds
Complementary responsibility	Lloyds
Municipal responsibility	Lloyds
Automobile – private owner	Northbridge

- THAT the Town pay the insurance premium of \$74,221.00 including taxes, for the 2013 term to the representatives of the previously stipulated insurers BFL Canada Risques et Assurances inc;
  - THAT the Town pay the UMQ the sum of \$23,854.00 constituting the Town’s share of the civil liability group deductible coverage for the 2013-2014 term;
  - THAT the Town pay the UMQ, for the 2013 term, an amount of \$538.16 plus taxes, equivalent to 1.00% of the cost of the premium, including the taxes, for the responsibilities they assume as representative of the RMIM;
  - THAT the Town Clerk, or in the absence of the Town Clerk, the Assistant Town Clerk, is authorized to sign for and in the name of the municipality, all documents giving effect to this resolution;
- Treasurer’s certificate no.12-40 dated November 30<sup>th</sup> 2012, has been issued by the Town’s Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2012-322

**AUTHORIZATION FOR THE DIRECTOR GENERAL TO SIGN AN INTERMUNICIPAL AGREEMENT WITH THE CITY OF MONTREAL FOR THE PURCHASE OF THE EQUIPMENTS FOR THE “SECI 2” (SYSTÈME D’ÉMISSION DE CONSTATS INFORMATISÉS) PROJECT**

WHEREAS the City of Montreal has offered an intermunicipal agreement with the city of Montréal for the purchase of the equipment for the “SECI 2” (système d’émission de constats informatisés) project;

WHEREAS in order to participate to the tender for the purchase of equipment for the project SECI 2, the inter-municipal agreement must be signed in advance;

On motion of Councillor Leon Elfassy, seconded by Councillor Harvey Shaffer, it was UNANIMOUSLY RESOLVED:

- THAT the Director General is hereby authorized to sign the said agreement on behalf of the Town of Hampstead.

Adopted

2012-323

**APPROVAL OF THE DISBURSEMENTS FOR THE MONTH OF NOVEMBER 2012**

WHEREAS Council reviewed the list of payments for the month of November 2012;

On motion of Councillor Jack Edery, seconded by Councillor Harvey Shaffer, it was UNANIMOUSLY RESOLVED:

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- THAT the disbursements for the period from November 1<sup>st</sup>, 2012 to November 30<sup>th</sup>, 2012, in the total amount of \$ 2 839 979.60 are hereby approved (\$2 462 489.81 for cheques and \$ 377,489.79 for on line payments).

Adopted

2012-324

### **MANDATES TO THE CITY OF MONTREAL TO CARRY OUT GROUPS CALL FOR TENDERS FOR THE PURCHASE OF THE EQUIPMENTS FOR THE “SECI 2” (SYSTÈME D’ÉMISSION DE CONSTATS INFORMATISÉS) PROJECT**

WHEREAS the City of Montreal, has offered to orchestrate groups call for tenders, on behalf of participating municipalities, for the supply of the required equipment for the SECI 2 project;

WHEREAS the Town of Hampstead required two PDA plus accessories;

WHEREAS as per the estimate of the cost made by the City of Montreal, the value of the equipment to cover the needs of the Town of Hampstead is \$ 8,310.00;

WHEREAS the credits required to cover the expense will be maintained for the relevant period;

WHEREAS the Director of Material Resources and Information Technologies will act as representative of the Town of Hampstead in this regard;

On motion of Councillor Leon Elfassy, seconded by Harvey Shaffer, it was UNANIMOUSLY RESOLVED:

- THAT the Council authorizes the Town of Hampstead’s participation in groups call for tenders for the granting of s contracts for the supply of equipment for the SECI 2 project;
- THAT the Town of Hampstead delegates the City of Montreal to prepare the specifications and other tender documents; to proceed with the calls for tenders; to receive and to analyze the submissions; and to report the results to the participating municipalities;
- THAT the Town of Hampstead delegates the City of Montreal, to adjudicate the proposed contracts.

Adopted

2012-325

### **GRANTING OF CONTRACT – PURCHASE OF FLOWERS FOR 2013**

WHEREAS there has been a call for tenders, by way of written invitation, for the supply of flowers for year 2013;

WHEREAS, after analysing the tenders opened on November 16 2012, the lowest bidder conforming to the requirements of the tender invitation is Les Jardins W.G. Charlebois inc;

On motion of Councillor Michael Goldwax, seconded by Councillor Bonnie Feigenbaum, it was UNANIMOUSLY RESOLVED:

- THAT, the following quotation for the following contract be and is hereby approved, the whole as more amply delineated hereunder:

#### **LES JARDINS W.G. CHARLEBOIS INC**

Supply of flowers for year 2013 (as per quotation specifications)	\$ 19,449.92
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G.S.T. 5%	\$ 972.49
Q.S.T. 9.5%	\$ 1 940.12
<b>GRAND TOTAL</b>	<b>\$ 22,362.53</b>

The Treasurer's certificate 12-37, dated November 19 2012, has been issued by the Town's Treasurer, attesting that the credits to cover the described expenses will be maintained in the Town's budget for the relevant period.

Adopted

2012-326

**GRANTING OF CONTRACT – REDESIGNING OF HAMPSTEAD WEB SITE**

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WHEREAS there has been a call for tenders by way of written invitations for the redesigning of the Town web site;

WHEREAS, after analysing the offer of services received and the application of the formula to determine the pointing of each bidder, the highest bidder's note conforming to the requirements of the tender is the one obtained Penega Communication Inc;

On motion of Councillor Michael Goldwax, seconded by Councillor Bonnie Feigenbaum, it was UNANIMOUSLY RESOLVED:

- THAT, the contract for the redesigning of the Town web site, be granted to Penega Communication Inc for an amount of \$ 51 278,85, taxes included, the whole in conformity with the offer of services dated November 23<sup>rd</sup> 2012.

Treasurer's Certificate N° 12-38, dated November 29, 2012, has been issued by the Town's treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2012-327

**APPROVAL TO AUTHORIZE THE DIRECTOR GENERAL TO RECLASSIFY THE DIRECTOR OF HUMAN RESOURCES POSITION**

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WHEREAS the Management Remuneration Policy of the Town of Hampstead stipulates that the Town may review the ranking of any job when there is a significant change in the organization of work;

WHEREAS the Management Remuneration Policy of the Town of Hampstead stipulates that the Director General has the authority to render a final and binding decision;

It was proposed by Councillor Harvey Shaffer, seconded by Councillor Leon Elfassy, and UNANIMOUSLY RESOLVED:

- THAT the Human Resources Director job ranking be changed from Level III to Level IV of the salary structure in effect.

Adopted

2012-328

**APPOINTMENT OF MRS. SIMONA SONNENWIRTH AS "DIRECTOR OF HUMAN RESSOURCES "**

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It was proposed by Councillor Harvey Shaffer, seconded by Councillor Jack Edery, and UNANIMOUSLY RESOLVED:

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- TO promote Mrs. **Simona Sonnenwirth** as “**DIRECTOR OF HUMAN RESOURCES**” as of December 4, 2012, subject to the usual conditions in accordance with the “Management Remuneration Policy” and the “Senior Management Conditions of Employment and Benefits Policy” of the Town of Hampstead.

Adopted

2012-329

### **CREATION OF A NEW FUNCTION AND A NEW POSITION OF “QUALITY MUNICIPAL SERVICE MANAGER”**

It was proposed by Councillor Bonnie Feigenbaum, seconded by Councillor Harvey Shaffer and UNANIMOUSLY RESOLVED:

- TO CREATE a new management function of “**QUALITY MUNICIPAL SERVICE MANAGER**”; and
- TO FILL one (1) position in the newly created function.

Adopted

2012-330

### **APPROVAL OF HIRING CONTRACT OF MS. ESTHER BOZZER AS “QUALITY MUNICIPAL SERVICE MANAGER”**

CONSIDERING THAT the Town of Hampstead wishes to hire a Quality Municipal Service Manager;

CONSIDERING THAT the Director General and the Human Resources Division Chief are recommending the hiring of **Ms. Esther Bozzer** to fill such position;

It was proposed by Councillor Bonnie Feigenbaum, seconded by Councillor Harvey Shaffer and UNANIMOUSLY RESOLVED:

- TO APPROVE the contractual hiring of Ms. **ESTHER BOZZER** as “**QUALITY MUNICIPAL SERVICE MANAGER**” as of January 7th, 2013 in accordance with the conditions described in the contract signed on November 27th, 2012 between Ms. Bozzer and the Town, as represented by the Director General and contained in the confidential “Personnel” file in the Human Resources Division Chief’s Office; and subject to a medical examination attesting to the capability to accomplish the duties of the function; and
- THAT Treasurer’s certificate no 12-39, dated November 29, 2012, has been issued by the Treasurer, attesting the availability of funds to cover the described expenses.

Adopted

### **SECOND QUESTION PERIOD**

The Mayor invited those persons in attendance to ask their questions.

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### ADJOURNMENT

All the subjects of the Agenda having been discussed, it was proposed by Councillor Harvey Shaffer, seconded by Councillor Michael Goldwax and unanimously resolved to declare the meeting closed.

Adopted

(s) William Steinberg  
Dr William Steinberg, Mayor

(s) Nathalie Lauzière  
M<sup>c</sup> Nathalie Lauzière, Town Clerk