

Minutes of Town of Hampstead

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF HAMPSTEAD HELD ON MONDAY JUNE 1ST, 2020, VIA WEB CONFERENCE, AT 8:00 P.M., IN HAMPSTEAD, QUEBEC.

THOSE PRESENT WERE: Mayor William Steinberg, Councillors Michael Goldwax, Cheryl Weigensberg, Harvey Shaffer, Leon Elfassy, Jack Edery and Warren Budning and forming a quorum with Mayor Steinberg presiding.

ALSO PRESENT: Mr. Richard Sun, Director General, and Me Pierre Tapp, Town Clerk, acting as Secretary of the meeting.

OPENING OF MEETING

The Mayor called the meeting to order at 8:04 P.M.

PUBLIC QUESTION PERIOD

The Mayor invited persons to ask their questions.

- Question were asked by residents and answered by the Mayor and the Councillors.

2020-139

MODIFICATION OF THE AGENDA

On motion of Councillor Michael Goldwax, seconded by Councillor Leon Elfassy, it is UNANIMOUSLY RESOLVED:

- TO amend the agenda as proposed in order to add thereto the following items:

10.2 - Granting of contract – Disposing of street broom waste and materials from excavations.

Adopted

2020-140

ADOPTION OF THE AGENDA

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

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

Adopted

2020-141

ADOPTION OF THE MINUTES

On motion of Councillor Michael Goldwax, seconded by Councillor Cheryl Weigensberg, it is UNANIMOUSLY RESOLVED:

- THAT the Minutes of the Regular Council meeting of May 11th, 2020, are hereby approved as submitted.

Adopted

ADOPTION OF BY-LAW NO. 741-8 MODIFYING BY-LAW NO. 741-1 RESPECTING THE DELEGATION OF POWERS TO OFFICERS AND EMPLOYEES TO AUTHORIZE THE SPENDING OF MONEY AND TO MAKE CONTRACTS IN THE NAME OF THE MUNICIPALITY

WHEREAS a notice of motion was deposited May 11th, 2020;

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WHEREAS a Draft By-law was adopted May 11th, 2020;

WHEREAS the Members of Council have received a copy of By-law no. 741-8 modifying By-law no. 741-1 respecting the delegation of powers to officers and employees to authorize the spending of money and to make contracts in the name of the Municipality will be submitted to Council for adoption.

On motion of Councillor Jack Edery, seconded by Councillor Michael Goldwax, it is UNANIMOUSLY RESOLVED:

- TO approve By-law no. 741-8 modifying By-law no. 741-1 respecting the delegation of powers to officers and employees to authorize the spending of money and to make contracts in the name of the Municipality will be submitted to Council for adoption.

Adopted

2020-143

DEPOSIT OF THE MINUTES OF THE REGULAR PAC MEETING HELD ON MAY 12TH, 2020

Each member of the Council having received copies, the Town Clerk deposits the minutes of the Regular Planning Advisory Committee meeting held on May 12th, 2020.

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

2020-144

REQUEST TO AUTHORIZE A MINOR EXEMPTION TO ZONING BY-LAW NO. 1001-2 FOR A DETACHED SINGLE-FAMILY DWELLING LOCATED AT 11 HEATH ROAD, LOT NO. 2 089 619, ZONE RA-1, (ZONING BY-LAW NO. 1001-2) AND (BY-LAW CONCERNING MINOR EXEMPTIONS NO. 1013)

WHEREAS the members of Council have reviewed the following request for a minor exemption to Zoning By-law no. 1001-2;

1. Section 65, schedule b), to allow the left lateral setbacks at 2.00 m. (6.56 ft) instead of 2.514 m. (8.25 ft);

WHEREAS the request is to authorise the submitted project;

WHEREAS the Planning Advisory Committee, at its meeting held on May 12th, 2020, recommended to **approve** the request for a minor exemption;

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

- THAT the minor exemption to the Zoning By-law no. 1001-2 for a detached single-family dwelling located at **11 Heath Road** and submitted to the Planning Advisory Committee meeting on May 12th, 2020 is **approved** as recommended by the PAC.

The project partially meets the prescribed standards of the Zoning By-law no. 1001-2 and meets the prescribed standards regarding the Site Planning and Architectural Integration Program By-law no. 775.

Intervention of interested persons concerning the request for Minor Exemption for project located at 11 Heath Road.

No intervention as per documents received in writing by the Town Clerk

Adopted

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2020-145

REQUEST TO AUTHORIZE AN ADDITION TO A DETACHED SINGLE-FAMILY DWELLING LOCATED AT 11 HEATH ROAD, LOT NO. 2 089 619, ZONE RA-1, (ZONING BY-LAW NO. 1001-2) (SPAIP BY-LAW NO. 775)

On motion of Councillor Warren Budning, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the addition to a detached single-family dwelling located at **11 Heath Road** and submitted to the Planning Advisory Committee meeting on May 12th, 2020 is approved as recommended by the PAC.

The project does not meet the prescribed standards of the Zoning By-law no. 1001-2 and meets the prescribed standards regarding the Site Planning and Architectural Integration Program By-law no. 775.

Adopted

2020-146

REQUEST TO AUTHORIZE THE MODIFICATIONS OF A FACADE FOR A DETACHED SINGLE-FAMILY DWELLING LOCATED AT 166 WEXFORD CRESCENT, LOT NO. 2 088 771, ZONE RA-2, (ZONING BY-LAW NO. 1001-4) AND (SPAIP BY-LAW NO. 775)

On motion of Councillor Michael Goldwax, seconded by Councillor Warren Budning, it is UNANIMOUSLY RESOLVED:

- THAT the modification of a façade for a detached single-family dwelling located at **166, Wexford**, and submitted to the Planning Advisory Committee meeting on May 12th, 2020 is deferred as recommended by the PAC.

The project does not meet the prescribed standards of the Zoning By-law no. 1001-2 and meets the prescribed standards regarding the Site Planning and Architectural Integration Program By-law no. 775.

Adopted

2020-147

REQUEST TO AUTHORIZE A REAR ADDITION TO A SEMI-DETACHED SINGLE-FAMILY DWELLING LOCATED AT 27 THURLOW ROAD, LOT NO. 2 088 854, ZONE RA-1, (ZONING BY-LAW NO. 1001-4) AND (SPAIP BY-LAW NO. 775)

On motion of Councillor Harvey Shaffer, seconded by Councillor Warren Budning, it is UNANIMOUSLY RESOLVED:

- THAT a rear addition to a semi-detached single-family dwelling located at **27 Thurlow Road** and submitted to the Planning Advisory Committee meeting on May 12th, 2020 is approved as recommended by the PAC.

The project meets the prescribed standards of the Zoning By-law no. 1001-2 and meets the prescribed standards regarding the Site Planning and Architectural Integration Program By-law no. 775.

Adopted

2020-148

APPROVAL OF THE DISBURSEMENTS FOR THE MONTH OF MAY 2020

WHEREAS Council reviewed the list of payments for the month of May 2020;

On motion of Councillor Jack Edery, seconded by Councillor Michael Goldwax, it is UNANIMOUSLY RESOLVED:

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- THAT the disbursements for the period from April 16th, 2020 to May 15th, 2020, in the total amount of \$1, 345, 417.75 are hereby approved.

Adopted

2020-149

RESOLUTION CANCELLING THE OUTSTANDING BALANCES FOR THREE BY-LAW LOANS– COMPLETION OF THE NATURE OF THE BY-LAWS

WHEREAS the Town of Hampstead has completed the nature of the by-laws listed in the appendix, in accordance with the intended objectives;

WHEREAS part of these by-laws was financed on a permanent basis;

WHEREAS an unused balance of the amount of the loan approved by the Minister of Municipal Affairs, Regions and Land Occupancy, subsists for every such by-law, which may not be used for purposes other than those originally intended;

WHEREAS these balances no longer require financing and should be removed from the records of the Ministry;

WHEREAS to this end, the loan by-laws listed in appendix will be amended to adjust the amount of the expenditure in relation to that of the loan and, if required, appropriate funds through a grant or from the general administration fund of the municipality;

On motion of Councillor Jack Edery, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED;

- THAT the Town of Hampstead amend the by-laws listed in appendix as follows:
 1. by replacing the amount of the expenditure or that of the loan, by the new amount shown in appendix, in the column identified as “New expense amount” or as “New loan amount”;
 2. by adding a section stipulating that for purposes of paying part of the expenditure, the municipality allocates the amount shown in the column “General funds” in appendix, from its general administration fund;
 3. by amending the section relating to the appropriation of a grant, to include therein the amount shown in the column “Subsidy” in appendix. The enclosed agreements are deemed to form an integral part of the corresponding by-laws identified in appendix;
- THAT the Town of Hampstead inform the Ministry of Municipal Affairs and Regions, that the borrowing power of the by-laws listed in appendix will not be applied in full, because of the amendments made to said by-laws through this resolution, and, as the case may be, of amounts that were either paid by developers or received from taxpayers having paid their share of the capital in a single instalment. The amounts corresponding to these appropriations appear in appendix under the columns “Promoters” and “Cash payment”;
- THAT the Town of Hampstead ask the Ministry to remove from its records, all residual balances listed in appendix;
- THAT a certified true copy of this resolution be forwarded to the Minister of Municipal Affairs, Regions and Land Occupancy.

Adopted

2020-150

GRANTING OF CONTRACT – REMOVAL OF STUMPS AND RE SODDING

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WHEREAS there has been a call for tenders, by way of written invitation, for the removal of stumps and re sodding;

WHEREAS, after analyzing the tenders opened on May 29th, 2020, the lowest bidder conforming to the requirements of the tender invitation is 9043-2089 Quebec Inc. (Groupe DRM);

On motion of Councillor Michael Goldwax, seconded by Councillor Cheryl Weigensberg, it is UNANIMOUSLY RESOLVED:

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

9043-2089 QUEBEC INC. (GROUPE DRM)

Removal of stumps and re sodding: (as per specifications in tender documents)	\$30 700.00
G.S.T. (5%):	\$1 535.00
Q.S.T. (9.975%):	<u>\$3 062.32</u>
Grand total taxes included:	\$35 297.32

Adopted

2020-150

GRANTING OF CONTRACT – REMOVAL OF STUMPS AND RE SODDING

WHEREAS there has been a call for tenders, by way of written invitation, for the removal of stumps and re sodding;

WHEREAS, after analyzing the tenders opened on May 29th, 2020, the lowest bidder conforming to the requirements of the tender invitation is 9043-2089 Quebec Inc. (Groupe DRM);

On motion of Councillor Michael Goldwax, seconded by Councillor Cheryl Weigensberg, it is UNANIMOUSLY RESOLVED:

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

9043-2089 QUEBEC INC. (GROUPE DRM)

Removal of stumps and re sodding: (as per specifications in tender documents)	\$30 700.00
G.S.T. (5%):	\$1 535.00
Q.S.T. (9.975%):	<u>\$3 062.32</u>
Grand total taxes included:	\$35 297.32

Adopted

2020-151

GRANTING OF CONTRACT – DISPOSING OF STREET BROOM WASTE AND MATERIALS FROM EXCAVATIONS

WHEREAS there has been a public call for tenders for a two-year contract for the disposal of street broom waste and excavation materials;

WHEREAS, after analysing the tenders opened on May 29th, 2020, the lowest bidder conforming to the requirements of the tender invitation is Recyclage Notre-Dame Inc.

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

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THAT, the contract for the disposal of street broom waste and excavation materials for the period of August 15th, 2020 to August 14th, 2022 be and is hereby approved, the whole as more amply delineated hereunder;

THAT, according to the previous year’s quantities, the estimated amount of expenditure for the two-year contract, is \$ 130 713 plus applicable taxes.

RECYCLAGE NOTRE-DAME INC.

Earth grade « A »	\$28.90/ metric ton
Earth grade « A-B »	\$28.90 / metric ton
Street broom waste	\$30.24 / metric ton

GST, QST and special taxes on aggregates are applicable on above mentioned prices.

Adopted

2020-152

APPROVAL OF THE HIRING LIST OF WHITE-COLLAR STUDENT EMPLOYEES FOR THE COMMUNITY SERVICES AND RECREATION DEPARTMENT IF NEEDED

CONSIDERING THAT Council members reviewed the list of the Community Services and Recreation [Director] [Supervising Manager], submitted May 25th, 2020, on the hiring of white-collar student employees,

It is proposed by Councillor Cheryl Weigensberg, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the Town Council approves the hiring of white-collar (tennis) student employee as detailed on the list from the Community Services and Recreation Department. The hiring is subject to the usual conditions and in accordance with the provisions of the collective agreement between CUPE Local 429 and the Town of Hampstead.

Adopted

2020-153

AUTHORIZATION FOR THE APPROVAL TO PURCHASE AND IMPLEMENT THE ELECTRONIC TIMESHEET SYSTEM

WHEREAS the Town of Hampstead has always used a manual punch card timesheet system to record the hours worked by the Unionized and manual employees;

WHEREAS such a paper-based system is time-consuming and has higher potential rate of transcription errors;

WHEREAS an integrated electronic timesheet system will improve the recording of hours, reduce the processing time, convert paper to electronic archiving and to facilitate efficient verification, validation and internal control;

WHEREAS a Call for tenders by invitation was launched and Hampstead received three (3) conforming bidders;

WHEREAS the Human Resources Councillor and the Information System Division Chief have jointly examined the software availabilities and evaluated the cost and benefit of each the products offered;

It is proposed by Councillor Michael Goldwax, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

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- THAT the HR Councillor &/or the IT Division Chief be authorized to sign the contract with the successful bidder KRONOS Inc., for the software, training and support needed to implement and deploy the Electronic Timesheet Module for use under the auspices of the Human Resources Department at a cost of \$13 568.00 for the first year, and then \$8 568.00 annually for five (5) years.

Adopted

2020-154

APPROVAL OF THE HIRING LIST OF WHITE-COLLAR STUDENT EMPLOYEES FOR THE COMMUNITY SERVICES AND RECREATION DEPARTMENT IF NEEDED

CONSIDERING THAT Council members reviewed the list of the Community Services and Recreation [Director] [Supervising Manager], submitted May 25th, 2020, on the hiring of white-collar student employees,

It is proposed by Councillor Cheryl Weigensberg, seconded by Councillor Harvey Shaffer, it is UNANIMOUSLY RESOLVED:

- THAT the Town Council approves the hiring of white-collar (camp and or pool) student employees as detailed on the list from the Community Services and Recreation Department. The hiring is subject to the usual conditions and in accordance with the provisions of the collective agreement between CUPE Local 429 and the Town of Hampstead.

Adopted

SECOND PUBLIC QUESTION PERIOD

The Mayor invited persons to ask their questions.

- Question were asked by residents and answered by the Mayor and the Councillors.

2020-138

ADJOURNEMENT

All the subjects of the Agenda having been discussed,

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

- THAT this Council Meeting be adjourned at 9:07 P.M.

Dr. William Steinberg, Mayor

Me Pierre Tapp OMA, Town Clerk