

**Minutes of Town of Hampstead**

**MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF HAMPSTEAD HELD ON NOVEMBER 20, 2006, AT THE COMMUNITY CENTRE, 30 LYNCROFT ROAD, AT 8:30 P.M.**

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**THOSE PRESENT WERE:** Mayor William Steinberg, Councillors Bonnie Feigenbaum, Clifford Borden, Leon Elfassy, Michael Goldwax, and Abraham Gonshor, forming a quorum with Mayor Steinberg presiding.

**ALSO PRESENT:** Mr. Richard Sun, Director General and M<sup>e</sup> Chantal Bergeron, Town Clerk acting as Secretary of the meeting.

**ABSENT:** Councillor David Sternthal

**FIRST QUESTION PERIOD**

There were no questions.

2006-335

**ADOPTION OF THE AGENDA**

On motion of Councillor Abraham Gonshor, seconded by Councillor Bonnie Feigenbaum, it was UNANIMOUSLY RESOLVED:

- THAT the Agenda of the special meeting is hereby adopted as submitted.

Adopted

2006-336

**ADOPTION – BY-LAW N° 740-2 FURTHER MODIFYING BY-LAW N° 740 REGARDING THE INTERNAL GOVERNMENT OF COUNCIL MEETINGS**

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CONSIDERING THAT notice of motion of By-law N° 740-2 was given at the Regular Council meeting of November 6<sup>th</sup>, 2006 and that Council members received a copy of the By-law within the required delay and they declare to have read it and waive the reading thereof;

It was proposed by Councillor Michael Goldwax, seconded by Councillor Clifford Borden and UNANIMOUSLY RESOLVED:

- TO approve By-law N° 740-2 entitled: “By-law Further Modifying By-law N° 740 Regarding the Internal Government of the Council Meetings of the Town of Hampstead”.

Adopted

2006-337

**ADJUDICATION OF BOND ISSUE IN THE AMOUNT OF \$ 2,228,000**

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WHEREAS the Town of Hampstead plans to issue a series of maturity bonds by virtue of By-laws numbers 725 (Parks Rehabilitation Program) and 749 (Road Repairs and Resurfacing);

## Minutes of Town of Hampstead

WHEREAS the municipality has called for tenders for the sale of a bond issue in the amount of \$2,228,000, dated December 12, 2006 via the electronic financial information system;

WHEREAS, in response to this request, the municipality received the following tenders:

### Valeurs Mobilières Banque Laurentienne Inc.

128 000 \$	3.85000 %	2007	134 000 \$	3.85000 %	2008
140 000 \$	3.85000 %	2009	146 000 \$	3.85000 %	2010
1 680 000 \$	3.90000 %	2011			

Prix : 98.67700                      Coût réel : 4.22750 %

### R.B.C. Dominion Valeurs Mobilières Inc.

128 000 \$	3.80000 %	2007	134 000 \$	3.80000 %	2008
140 000 \$	3.80000 %	2009	146 000 \$	3.80000 %	2010
1 680 000 \$	3.90000 %	2011			

Prix : 98.58900                      Coût réel : 4.24251 %

### Financière Banque Nationale.

128 000 \$	3.80000 %	2007	134 000 \$	3.80000 %	2008
140 000 \$	3.80000 %	2009	146 000 \$	3.80000 %	2010
1 680 000 \$	3.85000 %	2011			

Prix : 98.41800                      Coût réel : 4.24321 %

### Valeurs Mobilières Desjardins Inc.

128 000 \$	3.80000 %	2007	134 000 \$	3.80000 %	2008
140 000 \$	3.80000 %	2009	146 000 \$	3.80000 %	2010
1 680 000 \$	3.85000 %	2011			

Prix : 98.41200                      Coût réel : 4.24475 %

### CIBC Marchés Mondiaux Inc.

128 000 \$	3.85000 %	2007	134 000 \$	3.85000 %	2008
140 000 \$	3.85000 %	2009	146 000 \$	3.85000 %	2010
1 680 000 \$	3.90000 %	2011			

Prix : 98.54500                      Coût réel : 4.26121 %

WHEREAS the above offer from Valeurs Mobilières Banque Laurentienne Inc. was deemed the most advantageous;

On motion of Councillor Abraham Gonshor, seconded by Councillor Bonnie Feigenbaum, it was UNANIMOUSLY RESOLVED:

THAT the Town of Hampstead's bond issue in the amount of \$2,228,000 be awarded to Valeurs Mobilières Banque Laurentienne Inc..

- THAT the latter be asked to mandate the Canadian Depository for Securities (CDS) to register this issue;

**Minutes of Town of Hampstead**

- THAT the Mayor, or in his absence the Acting Mayor, and Treasurer, or in his absence the Assistant Treasurer, be authorized to sign the maturity bonds covered by the current issue;
- WHEREAS the CDS shall act as registrar, bondholder and paying agent responsible for the transactions to be made regarding its members; council authorizes the CDS to act as authenticator financial agent, as described in the memorandum of understanding signed between the Minister of Municipal Affairs and Regions and the CDS;
- WHEREAS the CDS shall proceed with the transfer of funds in compliance with the statutory requirements of the bond; council therefore authorizes the Treasurer, or in his absence the Assistant Treasurer, to sign the document authorizing a pre-authorized debit plan for businesses required by the Canadian banking system.

Adopted

2006-338

**CONCORDANCE RESOLUTION – BOND ISSUE – \$2,228,000**

WHEREAS the Town of Hampstead plans to issue a series of maturity bonds in the amount of \$2,228,000 for the following borrowing by-laws and their corresponding amounts:

<u>Loan By-law Number</u>	<u>\$ Amount</u>
725	379,100
749	1,848,900

WHEREAS, for the purposes of the said issue, the by-laws by virtue of which these bonds are issued must be amended;

On motion of Councillor Michael Goldwax, seconded by Councillor Clifford Borden, it was UNANIMOUSLY RESOLVED:

THAT the above-mentioned borrowing by-laws be amended, if necessary, to be consistent with what is stipulated below in terms of the amount of the bonds previously specified with regard to the said by-laws included in the \$2,228,000 bond issue;

THAT the maturity bonds be dated December 12, 2006;

THAT these bonds be registered in the name of the Canadian Depository for Securities (CDS) and be deposited with the said institution;

THAT the CDS act on behalf of its members as registrar, bondholder and paying agent responsible for the transactions to be made regarding its members, as described in the memorandum of understanding signed by the Minister of Municipal Affairs and Regions and the CDS;

THAT to make payments to members by electronic fund transfer, the Canadian Depository for Securities Limited (CDS) be authorized to make direct debits for payment of the principal and interest from the account in the following financial institution: the National Bank of Canada.

THAT the interest shall be payable semi-annually on June 12 and December 12 of each year;

**Minutes of Town of Hampstead**

THAT the bonds not be redeemable before maturity; however, they may be redeemed upon consent of the holders in accordance with the *Act respecting municipal debts and loans* (R.S.Q., chapter D-7, article 17);

THAT the bonds be signed by the mayor and treasurer. The municipality, as permitted by the Act, has mandated the CDS to act as authenticator financial agent and the bonds come into effect only when they have been authenticated.

Adopted

2006-339

**RESOLUTION RE SHORT TERM – BOND ISSUE IN THE AMOUNT OF \$ 2,228,000**

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On motion of Councillor Michael Goldwax, seconded by Councillor Clifford Borden, it was UNANIMOUSLY RESOLVED:

THAT, to take out the loan in the total amount of \$ 2,228,000, established by virtue of By-laws 725 and 749, the Town of Hampstead must issue bonds for a term shorter than the term stipulated in the borrowing by-laws, that is for a term of:

five years (beginning December 12, 2006); instead of the term prescribed for the annual capital amortizations for the 6<sup>th</sup> and subsequent years for By-law 749, each subsequent issue must be for the balance or part of the balance of the loan.

Adopted

2006-340

**GRANTING OF CONTRACT – SNOW REMOVAL - SKATING RINKS AT HAMPSTEAD AND ELLERDALE PARKS – WINTER 2006/2007**

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WHEREAS there has been a call for tenders, by way of written invitation, for the snow removal contract of the skating rinks and pedestrian walkways at Hampstead and Ellerdale parks;

WHEREAS, after analysing the tenders opened on August 29<sup>th</sup> 2006, the lowest bidder conforming to the requirements of the tender invitation is Excavation Mario Ltee;

On motion of Councillor Bonnie Feigenbaum, seconded by Councillor Clifford Borden, it was UNANIMOUSLY RESOLVED:

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

**EXCAVATION MARIO LTEE**

Snow removal Hampstead Park (hockey rinks n° 1 and n° 2, as per quotation specifications)	\$ 18,915.42
Snow removal Ellerdale Park (skating rink, as per quotation specifications)	\$ 9,457.71
<u>Sub-total</u>	<u>\$ 28,373.13</u>

**Minutes of Town of Hampstead**

G.S.T.: 6%	1,702.39
Q.S.T.: 7.5%	<u>2,255.66</u>
<b>TOTAL:</b>	<b><u>\$ 32,331.18</u></b>

- THAT Treasurer's certificate N<sup>o</sup>06-039, dated November 17th, 2006, has been issued by the Town's Assistant Treasurer, attesting to the availability of funds to cover the described expenses.

Adopted

2006-341

**REJECTION OF QUOTATIONS – 2007 GARBAGE COLLECTION**

WHEREAS there has been a public call for tenders for the collection of garbage for the year 2007;

WHEREAS, after analysis of the tenders opened on October 27<sup>th</sup> 2006;

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

- THAT the tenders opened on October 27<sup>th</sup> 2006 are hereby rejected; and
- THAT, as recommended by the Division Chief of Purchasing, there be a new public call for tenders, with revised specifications, for the collection of garbage for the year 2007.

Adopted

2006-342

**REJECTION OF QUOTATIONS FOR THE CONSTRUCTION OF A GARAGE AT COMMUNITY CENTER**

WHEREAS there has been a call for tenders, by way of written invitation, for the garage construction contract at the Community Center;

WHEREAS, three submissions were received and opened on November 2<sup>nd</sup>, 2006;

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

- THAT, as recommended by the Division Chief of Purchasing, the quotations received regarding the construction of a garage at Community Center, be and are hereby rejected.

Adopted

**RECESS**

*At 8:45 p.m. Councillor Bonnie Feigenbaum proposed and it was unanimously resolved to recess the Meeting.*

*At 9:25 p.m. Councillor Bonnie Feigenbaum proposed and it was unanimously resolved to resume the Meeting, all Members of Council present at the beginning of the Meeting remaining to form a quorum.*

## Minutes of Town of Hampstead

2006-343

### **ADOPTION OF POLICIES CONCERNING WORKING CONDITIONS AND REMUNERATION OF THE TOWN OF HAMPSTEAD'S MANAGERS AND SENIOR MANAGERS**

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WHEREAS the Members of Council deem it expedient to install policies defining the working conditions and benefits and the practices relating to the remuneration of the managers and senior managers, policies which are necessary to ensure the sound administration of the Town's human resources;

WHEREAS Council has received, prior to this meeting, a copy of the proposed "Management Remuneration Policy", "Management Conditions of Employment and Benefits Policy" and "Senior Management Conditions of Employment and Benefits Policy" dated November 1<sup>st</sup> 2006 as prepared by the Director of Human resources.

It was proposed by Councillor Clifford Borden, seconded by Councillor Bonnie Feigenbaum and UNANIMOUSLY RESOLVED:

- THAT the "Management Remuneration Policy", "Management Conditions of Employment and Benefits Policy" and "Senior Management Conditions of Employment and Benefits Policy" dated November 1<sup>st</sup>, 2006 be and are hereby approved to take effect on the dates indicated in the policies.

Adopted

2006-344

### **DELEGATION OF POWER TO HIRE EMPLOYEES**

WHEREAS the Members of Council deem it advisable to simplify and expedite the hiring process of employees hired for fixed terms by delegating such power to hire to the Director General and to the Director of Human Resources;

WHEREAS such delegation is desirable in order to ensure the sound administration of the Town's human resources;

WHEREAS section 73.2 of the *Cities and Towns Act* allows the delegation of such power;

It was proposed by Councillor Bonnie Feigenbaum, seconded by Councillor Michael Goldwax and UNANIMOUSLY RESOLVED:

- THAT Council delegates, jointly, to the Director General and to the Director of Human Resources the authority to hire non-regular officers and employees for a fixed term of less than five hundred and twenty (520) hours and, consequently, the power to authorize an expenditure for that purpose; and
- THAT the list of the persons so hired shall be submitted to the Members of Council at a subsequent Council Meeting.

Adopted

## **Minutes of Town of Hampstead**

2006-345

### **TERMINATION OF APPOINTMENT OF INTERIM DIRECTOR OF PUBLIC WORKS AND TECHNICAL SERVICES**

WHEREAS by its resolution 2005-30, adopted on December 14, 2005, Council appointed Mr. Luc Beauregard as the Interim Director of Public Works and Technical Services, subject to a probationary period of twelve months;

WHEREAS the Members of Council deem it advisable to end such appointment;

It was proposed by Councillor Michael Goldwax, seconded by Councillor Bonnie Feigenbaum and UNANIMOUSLY RESOLVED:

- THAT Council terminates Mr. Beauregard's appointment as Interim Director of Public Works and Technical Services and extends its thanks for the services rendered during the interim period;
- THAT Mr. Beauregard be returned to a Foreman position within the Public Works Department in accordance with the provisions of the Policies concerning the working conditions and remuneration of the managers of the Town of Hampstead; and
- THAT this return be and is hereby approved to take effect on December 31<sup>st</sup>, 2006.

Adopted

### **SECOND QUESTION PERIOD**

There were no questions.

2006-346

### **ADJOURNMENT**

All the subjects of the Agenda having been discussed, it was proposed by Councillor Bonnie Feigenbaum and unanimously resolved to declare the meeting closed.

Adopted

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Dr. William Steinberg, Mayor

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M<sup>c</sup> Chantal Bergeron, Town Clerk