

Richard Hoge



September 11, 2026

Person in charge of access to documents

Arrondissement de Côte-des-Neiges–Notre-Dame-de-Grâce, Division du greffe

5160, boulevard Décarie, bureau 600, Montréal (Québec) H3X 2H9

By email: acces.documents.cdnndg@montreal.ca

Re: Request for access to documents – Study of rue de Terrebonne

Madam, Sir,

Under the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, c. A-2.1) (the “Act”), I request access to the documents described below concerning the study of rue de Terrebonne commissioned by the Borough from an outside firm. At the borough council meeting of September 8, 2026, Mr. Alexandre Teodoresco, city councillor for the Loyola district, indicated that the Borough expected to receive the resulting report within the coming weeks (the “Study”).

Definitions

“Study” The mandate described above, whatever its formal title, including any related, preliminary or follow-up mandate and any amendment or extension. The identity of the consultant has not been made public, so this request is not limited to any particular firm. It may be Les Services EXP inc. or WSP Canada inc., which hold the Borough’s framework agreements for engineering study and design services (resolution CA25 170126, public tender 59-25-ET-01, file 1255652003), but it is not limited to those firms or to that procurement route. If the Borough would find it helpful to confirm the file or contract number before processing, I would be glad to be contacted.

“Period” From June 1, 2025 to the date of this request.

“Documents” Documents in any form (section 1 of the Act), including emails with their attachments, calendar invitations, meeting notes, presentations, spreadsheets and datasets, including documents kept on the Borough’s behalf by the consultant or another third party.

A. Origin and purpose of the Study

- A1.** Documents that initiated, justified or authorized commissioning the Study, including briefing notes, internal memoranda, statements of need, budget requests, capital program entries, and any request or direction from elected officials or their offices to undertake a study.
- A2.** Any application for external funding of the Study and related correspondence with the funding body.
- A3.** Documents setting out the questions the Study was to answer; the options or configurations to be evaluated or excluded, including maintaining the current configuration or returning to a previous one; and any criteria, objectives or targets against which options were to be assessed.

B. Procurement and contract

- B1.** If the Study was the subject of its own solicitation: the call for tenders, invitation letter, specifications or devis, addenda, questions and answers, and the list of firms invited.
- B2.** If instead the Study was ordered under a framework agreement (entente-cadre) — in particular the agreements for engineering study and design services awarded on June 9, 2025 by resolution CA25 170126 under public tender 59-25-ET-01 (file 1255652003), or any other framework agreement — the Borough's request for an offer of services, the consultant's offer of services, the service order or purchase order issued, and the specifications or devis governing the mandate. If the Study was awarded by mutual agreement, the documents justifying that method.
- B3.** The bid opening summary, including the names of bidders and prices submitted.
- B4.** The evaluation grid and the selection committee report with scores. Committee members' names may be redacted, but I ask that their titles be left visible.
- B5.** The decision summary (sommaire décisionnel) and the council resolution awarding the mandate, if any. If the mandate was authorized under delegated authority, the written decision, the purchase order, and the entry for it in the monthly report of delegated decisions tabled at council.
- B6.** The contract and the successful offer of services, including scope, deliverables, schedule and fees. If parts are protected under sections 23 or 24, I ask that those parts be severed and the rest released.
- B7.** Amendments, changes of scope or schedule, additional fees, invoices and records of payment.

C. Methodology and execution

- C1.** Documents from the start-up meeting (agenda, presentation, minutes, attendance) and the approved work plan.
- C2.** Instructions, directives or information provided by the Borough to the consultant concerning scope, methodology, data collection (including locations, dates, seasons and hours of counts), options to be considered or excluded, public consultation, or the presentation of results.
- C3.** Agendas, minutes, attendance lists and presentations for follow-up meetings between the Borough and the consultant.
- C4.** Raw and processed data collected or used for the Study, including traffic, cyclist and pedestrian counts, parking inventories and occupancy surveys, collision data and survey results, in their native electronic format.

D. Deliverables and review

- D1.** All deliverables transmitted to the Borough, including interim and preliminary versions, together with the transmittal correspondence showing the date each was received.
- D2.** Comments, markups or requests for changes sent to the consultant by Borough employees or elected officials concerning deliverables, findings, conclusions or recommendations, and the consultant's replies.
- D3.** The final report and its annexes, if received at the date of this request.

E. Internal handling and communications

- E1.** Correspondence among Borough employees, and between employees and elected officials or their offices, concerning the Study's objectives, methodology, anticipated or preferred outcomes, findings or recommendations.
- E2.** Communication, consultation or engagement plans, key messages, questions-and-answers documents, and draft public announcements concerning the Study or its results.
- E3.** Documents concerning the design, budgeting, scheduling or implementation of any change to the configuration of rue de Terrebonne (traffic direction, lanes, parking or cycling facilities) dated before the Borough received the final report.

Processing

- 1.** Withheld documents. For any document withheld in whole or in part, I ask that the decision identify the document (date, type, and author and recipient by function) and the provision relied on for each, consistent with section 50. I understand section 15 does not require the Borough to create a document; this request is meant to make processing and any later discussion more efficient.
- 2.** Severance. Where an exception applies to part of a document, I ask that the remainder be released under section 14, in particular factual content such as data, dates, attendance and transmittals within documents containing opinions or recommendations.
- 3.** Third parties. If notice to a third party is required under section 25, I ask that documents not affected by that notice be released without waiting for that process to finish.
- 4.** Format. I ask for electronic copies, with emails including their attachments and datasets in native format (for example Excel or CSV).
- 5.** Fees. Please inform me in advance if any fees would exceed \$100.
- 6.** Search. Relevant records may be found using terms such as "Terrebonne", the consultant's name, the contract or decision number, "étude", "piste cyclable", "aménagement cyclable", "réaménagement" and "configuration". If relevant documents are held by a central department of the City rather than the Borough, I would be grateful to be told which, so that I can address it directly.
- 7.** Priority. If the volume of documents raises processing concerns, I would welcome a call or email to discuss scope before any refusal. My priorities, in order, are B1–B2, B5, A3, C2, C4 and E3, then the remaining items.
- 8.** Timing. The Borough is expected to consider the Study and any resulting proposals at upcoming council meetings. So that residents can take part in that discussion on an informed basis, I would be grateful if documents that can be released readily, such as those in Parts B and C, were sent as soon as they are ready rather than held until the entire request has been processed.

Thank you for our assistance.



Richard Hoge