

Minutes of a Meeting of Council held at City Hall in the City of Portage la Prairie on Monday, December 8, 2003 at 6:00 p.m.

- PRESENT:** Mayor MacKenzie, Councillors Brennan, Keryluk, Porter, Quinn, Robinson, and Wagner
- ABSENT:** None
- ADOPTION OF MINUTES** 306/03 Moved by: Councillor Wagner
Seconded by: Councillor Quinn
RESOLVED THAT the Minutes of the Organizational Meeting of Council held on November 10, 2003, and the minutes of the Regular Council meeting of Council held at City Hall on Monday, November 10, 2003, be approved as circulated.
Carried.
- HEARINGS:** None scheduled.
- DELEGATIONS:**
PCI Students re: A group of students from Portage Collegiate Institute, led by teacher James Kostuchuk, made a presentation to Council to request financial assistance to help the Archives group preserve the Yosh Tashiro negatives collection. The funds would be used to purchase necessary equipment, such as a scanner and two freezers. The group indicated that they are working on other fundraising approaches as well.
Archives
- CORRESPONDENCE** The correspondence for this period was reviewed.
- COMMITTEES:**
- Finance, Legislative & Property Committee:** The Finance, Legislative and Property Committee respectfully submits the following report:
- Unpaid Water & Sewer to Taxes for October, 2003, By-Law 03-8194 – 2nd & 3rd Readings This by-law was given first reading on November 10, 2003.
- 307/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
RESOLVED THAT By-Law No. 03-8194 being a by-law to authorize unpaid water and sewer charges be added to taxes, be now read a second time.
Carried.

RESOLVED THAT By-Law No. 03-8194 be now read a third time, finally passed, signed and sealed.
Carried.
- 2004 Fees & Charges By-Law No. 03-8207 – 2nd & 3rd Readings By-Law 03-8207, to revise and update the fees payable to the City of Portage la Prairie for municipal services, includes fee schedules for Public Safety, Operations, Economic and Community Development, and Finance and Administration. Although the Planning District is now separate and apart from the City, their fee schedule is also attached to our by-law. The by-law received first reading on November 10, 2003.

Members of the City, the R.M., and the Planning District met to discuss the Planning District fee schedule as it relates to the City, in order that the fee schedule being drawn up by the R.M. will coincide with the City's schedule. This discussion resulted in a change to the Planning District schedule of fees.

Currently, the Planning District Fee Schedule, under Planning, lists Capital Levy fees, Recreation Dedication fees, and Encroachment Agreements. These items should be moved to the Operations Fee Schedule. These are fees collectible by the City.

In addition, it was determined that two of the items under Zoning are not required.
- 308/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
THAT Council of the City of Portage la Prairie amend the Fees and Charges schedules for the year 2004 as shown below:

1. by removing the following fees from the Planning District Fee Schedule "E", and inserting them in the Operations Fee Schedule "B" under #5 - ***Fees for Special Services, as item (l) Planning Related Services:***
 - i) Capital levy-all applications-each new lot created \$500.00
 - ii) Recreation dedication 10% of total subdivision **or**
\$300/lot/Council discretion
 - iii) Encroachment Agreement (City properties only) Actual legal
2. by deleting the following as unnecessary from the Planning District Fee Schedule "E":
 - Non-conforming – per certificate
 - Other – per certificate

and further that By-Law 03-8207 be read a second time as amended.
Carried.

Moved by Councillor Wagner
Seconded by Councillor Keryluk

RESOLVED THAT By-Law No. 03-8207 be further amended in Schedule "A" item 8(ii), 8(iii), and 8(iv) to make the pet license fee "no charge" from January 1st to March 31st, 2004.
Carried.

Moved by Councillor Quinn
Seconded by Councillor Robinson

THAT By-Law 03-8207 be now read a third time, finally passed, signed and sealed.
Carried.

False Alarm By-Law 03-8208 – 2nd & 3rd Readings

The Alarm By-Law regulates and controls burglary alarm systems within the City of Portage la Prairie.

At Council's request, the Alarm By-Law has been reviewed to clear up the wording to clarify the billing of excessive alarms. In June 2003 Council amended the by-law to change the excessive false alarms to be 3 or more within a 12 month period. The proposed changes in this by-law state the charging of excessive false alarms clearly in Clause 12.

The wording in Clause 5(3) was taken from the Fees and Charges By-Law and requires a fee be paid if a person fails to apply for an alarm permit within 30 days of receipt of notice from the City.

Another change made to the by-law includes the registration of the alarm permit to be in the owner's name, rather than the occupant's. This ensures that the owner is absolutely aware of the alarm system since any related charges not paid through the general receivables are subsequently added to the property owner's tax account.

309/03 Moved by Councillor Quinn
Seconded by Councillor Robinson

THAT By-Law No. 03-8208 to regulate and control burglary alarm systems within the City of Portage la Prairie be read a second time.
Carried.

THAT By-Law No. 03-8208 be read a third time, finally passed, signed and sealed.
Carried.

Short Term Borrowing By-Law 03-8209 – 1st Reading

Current surpluses appear to be sufficient to provide funding for City operations. However, there may be requirements for interim financing until the remaining debenture debt is issued for the capital projects in 2004.

By-Law No. 03-8209 will set up a line of credit, at no cost to the City, which can be drawn on only in the event it is required, with interest charges applying from that time on.

- 310/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
THAT By-Law No. 03-8209 to set up a line of credit with the city's financial institution be given 1st Reading.
Carried.
- Interim 2004 Operating Budget
- Section 157 of the Municipal Act states that "A council may adopt an interim operating budget to have in effect only until the council adopts the operating budget for the fiscal year." The act requires that the interim operating budget be passed before January 1st.
- The proposed interim operating budget provides funding for City operations until such time as the final budget is approved.
- 311/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
THAT the interim 2004 General Operating Fund budget of \$6,990,000, the 2004 interim General Capital Fund budget of \$1,000,000 the 2004 interim Utility Operating Fund budget of \$3,284,000, and the 2004 interim Utility Capital Fund budget of \$2,500,000 be approved.
Carried.
- Council Meeting Schedule – 2004
- The following changes are proposed for Council Meeting Dates for the Year 2004:
- May 24th changed to May 25th due to the Victoria Day holiday
 - October 11th changed to October 12th due to the Thanksgiving holiday
 - November 22nd changed to November 29th due to the AMM Convention
 - December 27th meeting cancelled due to Christmas
- 312/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
THAT the Council of the City of Portage la Prairie approve the Council Meeting dates for the year 2004 as follows:
- January 12
January 26
February 9
February 23
March 8
March 22
April 12
April 26
May 10
May 25 (Due to Victoria Day)
June 14
June 28
July 12
July 26
August 9
August 23
September 13
September 27
October 12 (Due to Thanksgiving)
October 25
November 8
November 29
December 13
- Carried.
- Virtual City Hall – For Information Only
- The 2003 Budget included the installation of a Virtual City Hall. This is now available through the City's web site.
- This software allows on-line access to the City's Assessment Roll. Viewing the data is easy! Underlined items can be "drilled down" to gain more information. Property owners, prospective property owners, realtors and anyone else can access this information for their decision making at their convenience.

Virtual City Hall service will soon expand further:

- Lawyers will have the ability to request on-line tax certificates at their convenience with immediate service delivery.
- Non-commercially taxed businesses (address and phone number) will be available on the web site.
- Pet owners phone numbers may be obtained (only from those permitting this release of information) by keying in tag number or tattoo number to assist in the return of lost pets.

This is part of the first phase in providing e-government services to the public. Future on-line services include on-line billings sent via e-mail and allowing on-line payments.

Third Quarter Forecast

Financial Results for the first nine months of 2003 are attached for Committee's consideration. A year-end surplus in the General Operating Fund of \$30,119 is forecast, and a year-end surplus in the Utility Operating Fund of \$25,078 is forecast.

313/03 Moved by Councillor Quinn
Seconded by Councillor Robinson
THAT the Financial Statement and Forecast for the nine months ended September 30, 2003 be adopted.
Carried.

Long Plain First Nation
Municipal Services
Agreement

Committee reviewed this report in camera.

Monthly Activity Reports
for October, 2003 – For
Information Only

Council reviewed the monthly activity reports for October, 2003.

Current Projects List

Council reviewed the Current Project List for October 2003 in camera.

**City Planning &
Economic Development
Committee**

The City Planning & Economic Development Committee respectfully submits the following report:

Request for Conditional
Use for Space Holdings
Ltd. – 14 Tupper Street S.

The applicant, Space Holdings Ltd., has applied for a conditional use to allow for accessory use to create private off street parking in a C-2 district.

Space Holdings Ltd. wish to demolish the existing garage and create off street parking for Meyers Norris Penny and the lot will be paved within a year. The applicant has been advised of parking space requirements.

This building lot is located in a C2- Central Commercial District. The application was circulated to the various City Departments, with no concerns.

Public notices have been sent to all property owners within a 100 meters (330 foot) radius.

314/03 Moved by Councillor Brennan
Seconded by Councillor Wagner
THAT the Council of the City of Portage la Prairie approve the conditional use application of Space Holdings Ltd. to allow for accessory use to create private off street parking at the property 20 Tupper Street South, which is legally described as Lot 137/138, Plan 12, PLTO RL64, Parish of Portage la Prairie.
Carried.

Street Naming – Former
Lions Pool Property, By-
Law 03-8206 – 2nd and 3rd
Readings

This By-Law to name Lions Memorial Place was given first reading on November 10, 2003.

315/03 Moved by Councillor Brennan
Seconded by Councillor Wagner
THAT By-Law No. 03-8206, being a by-law of the City of Portage la Prairie to name Lions Memorial Place, be now introduced and read a 2nd time.
Carried.

THAT By-Law No. 03-8206 be now read a third time, finally passed, signed and sealed.
Carried.

Monthly Activity Reports
for October, 2003 – For
Information Only

Council reviewed the monthly activity reports for October, 2003.

Public Safety Committee

The Public Safety Committee respectfully submits the following report:

Monthly Activity Reports
for October, 2003 – For
Information Only

Council reviewed the monthly activity reports for October, 2003.

Animal Pound – For
Information Only

Councillor Wagner indicated that the Animal Pound is open to the public 25 hours a week, Monday to Friday.

Waterworks Committee

The Waterworks Committee respectfully submits the following report:

Unrau Sewer Claim – 625
King Avenue

Mr. Unrau attended the Council meeting on October 27 to complain about a plugged sewer and the City's refusal to pay the bill. Mr. Unrau claimed the blockage was between his front property line and the main line.

As specified in the Waterworks Bylaw No. 6748, as amended by Bylaw No. 7466, the homeowner is responsible for the maintenance of their sewer from their home to the main line, unless the roots from a boulevard tree are causing the blockage.

Mr. Unrau was informed of the content of the Waterworks Bylaw. He provided no evidence that the sewer blockage was due to tree roots and his plumber did not provide any evidence, and, therefore, his claim was denied. The plumber did not indicate that there was a problem with the main line, as they typically would advise us.

City staff checked the sewer main on King Avenue and found it to be flowing. There does not appear to be a problem with the main line. The main line could not be videotaped because the flow was too great.

Monthly Activity Reports
for October, 2003 – For
Information Only

Council reviewed the monthly activity reports for October 2003.

**Transportation
Committee**

The Transportation Committee respectfully submits the following report:

Monthly Activity Reports
for October, 2003 – For
Information Only

Council reviewed the monthly activity reports for October 2003.

**Community Services
Committee**

The Community Services Committee respectfully submits the following report:

Tender for Maintenance of
Green Areas

The tender for the Maintenance of Green Areas is for a 4-year term, April 1, 2004 until October 31, 2007. It involves grass-cutting, athletic field preparation, and garbage collection on a regular basis and for special events.

The tenders were opened on October 28, 2003, at 2:00pm. The tender was advertised in the Daily Graphic.

W.C. Morrison's bid was the only bid that complies with the requirements of the tender.

The pre-tender estimate (original budget submission) for 2004 for this contract was \$220,000.00, including 3% GST, and the cost of the contract would be \$221,075.70 net of the GST rebate, or \$1,075.70 over the estimate.

- 316/03 Moved by Councillor Porter
Seconded by Councillor Brennan
THAT the Council of the City of Portage la Prairie award the contract for the Maintenance of Green Spaces, as specified in Tender 03 OPS 014, for a four year period from April 1, 2004 to October 31, 2007 to W.C. Morrison Ltd. for the sum of \$916,459.28 including all applicable taxes.
Carried.
- Winterlights Celebration
Community Initiative –
For Information Only
- The City extended an invitation to key community groups and organizations to develop a community based working committee in mid September. The community-based committee assisted in expanding the Winterlights Celebration by encouraging participation of the industry and retail/commercial sectors and increasing awareness and participation among residents.
- The committee organized a community recognition and awareness campaign, “Be a Winterlights Star” that launched mid November. Using the Winterlights theme star, 8½” x 11” window signs were created and distributed to those who had registered their home, business or organization in the Winterlights program.
- A street challenge was also developed, referred to as the “Winterlights Block Challenge”. Residents were encouraged to team up with the neighbours and create a block theme or string as many lights as possible to enter into the contest. The mascot and a few select local judges will award the Winterlights Block Challenge winner with a block party compliments of Boston Pizza.
- The Portage & District Chamber, with the assistance of the Retail/Commercial subcommittee is working to enhance the business display along Saskatchewan Avenue. The Chamber will promote the Winterlights theme to the businesses and ask that they consider additional light displays on the storefronts.
- The Winterlights Community Committee also assisted with the National Judges visit to Portage. The Judges arrived on Friday, December 5 to witness the Santa Parade of Lights and were offered the opportunity to assist the Chamber in judging the parade floats
- H₂Olympics/Safety
Awareness Day – For
Information Only
- Building on the success of the Safety Awareness Day held in July at Splash Island, the City has coordinated a similar special event at the City/Southport Aquaplex. The H₂Olympics took place at the City of Portage la Prairie Southport Aquaplex on Saturday, November 29th from 1-5pm.
- Specifically, parents/guardians were encouraged to take informative water safety brochures and posters and to participate in the scheduled activities. The 25-metre pool was host to a variety of activities as was the leisure pool.
- Heritage Designation – For
Information Only
- Council reviewed this report in camera.
- Regional Library – For
Information Only
- Council discussed this report in camera.
- Monthly Activity Reports
for October, 2003 – For
Information Only
- Council reviewed the monthly activity reports for October, 2003.
- DEFERRED BUSINESS:** None.
- NEW BUSINESS:**
- Watermain Construction
Program
- In October, Towle Construction was awarded the contract for water distribution system upgrading, including the looping of the watermains along Queen Avenue, near the Hospital, and along 7th Avenue, near LaVerendrye School. The work is significantly under budget, at about \$60,000.
- The 2003 budget includes \$70,000 for this work, and an additional \$30,000 that was anticipated from the MWSB. The MWSB has agreed to fund 30% of the City’s projects up to a maximum of \$45,000. This equates to a total project cost of \$150,000. In order to take advantage of the MWSB funding, the work must be completed by March 31, 2004. Therefore, the work must start as soon as

possible.

Administration has identified three additional projects that could be added to Towle's contract, including water and sewer on 14th Street N.W., watermain looping on 10th Street S.W. and a watermain renewal on Meighen Avenue at Bridge Road. These projects will bring the total contract value to near \$150,000, with the City's net cost being \$105,000.

The additional \$35,000 would come from the 2003 Utility surplus.

317/03 Moved by Councillor Robinson
Seconded by Councillor Keryluk

THAT the Council of the City of Portage la Prairie authorize extra work orders to be issued to Towle Construction to a maximum amount of \$90,000, for a total maximum project cost of \$150,000.
Carried.

Massey Crescent Water
and Sewer

Towle has made an offer to each resident of Massey Crescent to install water and sewer service lines at no charge on the condition that each resident becomes responsible for the maintenance of restored excavated areas on their properties. This includes the areas that Towle disturbs for the installation of the main lines under the contract with the City.

This offer will likely save each homeowner around \$2,000.

318/03 Moved by Councillor Robinson
Seconded by Councillor Keryluk

THAT Council authorize the Mayor and Manager of Administration, on behalf of the City, to sign an agreement with Towle Construction and each resident of Massey Crescent for the installation of water and sewer service lines to their homes.
Carried.

Administrative Assistant –
Economic and Community
Development

As part of a salary review that was undertaken 3 years ago, the Administrative Assistant – Economic and Community Development was the only Management/Confidential position where the incumbent was being paid at a rate higher than the salary ranges that were implemented. As a result, Council agreed that the incumbent in this position was to be paid at the same rate as the Administrative Assistant – Operations.

The 2003 salary range for the Administrative Assistant – Economic and Community Development was established at \$28,640 to \$33,694. The incumbent in this position was paid at \$34,759 for 2003, which corresponds to the Administrative Assistant – Operations maximum salary. Through an oversight, there was no provision made to continue to pay the incumbent Administrative Assistant – Economic and Community Development at the same rate of pay as the Operations Administrative Assistant for 2004.

319/03 Moved by Councillor Quinn
Seconded by Councillor Robinson

THAT Sharon Williams salary for 2004 be established at \$35,802 which corresponds to the maximum salary for the Administrative Assistant – Operations.
Carried.

OLD BUSINESS:

None.

ADJOURNMENT:

The meeting adjourned at 7:05 p.m.

Mayor

Manager of Administration